

MINUTES

WILLMAR POLICE COMMISSION

Wednesday, January 25, 2012

A meeting of the Willmar Police Civil Service Commission was held on Wednesday, January 25, 2012. Members present were: President Dennis Anfinson, Vice President Lourdez Schwab, and Secretary Lowell Fostervold. Police Chief David Wyffels and Administrative Assistant Susan Edwards were also present.

The meeting was called to order by President Anfinson.

A motion was made by Commissioner Fostervold, seconded by Commissioner Schwab, to approve the May 11, 2011 minutes as submitted. **Motion carried.**

Commissioner Anfinson discussed the last City Council meeting and told the Chief he was proud of the way he handled himself. He said he had also thanked the Mayor for his actions.

The Chief explained that since the City Council had approved hiring two officers at the January 17th meeting, he had gotten approval from the City Administrator to begin the process. Officer Coit is not officially done until January 31, 2012, so we would start the process on February 1st. Discussion followed on the tentative timeline for hiring two officers, what would be required, if preference points would be given, etc.

A motion was made by Commissioner Fostervold, seconded by Commissioner Schwab, that Spanish and Somali speaking applicants would be encouraged to apply; however, no preference points would be given for fluency. **Motion carried.**

After further discussion, a motion was made by Commissioner Schwab, seconded by Commissioner Fostervold, to approve the police officer hiring process as follows:

- Application deadline is 4:30 p.m. on February 29, 2012.
- Résumés will be required.
- Advertise on the Minnesota POST website, the City of Willmar website, and the West Central Tribune.
- Two written testing dates; Wednesday, March 14, 2012 & Saturday, March 17, 2012, with the testing vendor being Stanard & Associates, Inc.
- The testing process will consist of a written and oral examination, successful completion of a background investigation, along with a physical and psychological test.
- Weighted scores for the testing process will be a 40% value for the written portion and a 60% value for the oral portion, with preference points being given for Veterans.

Motion carried.

The Commission will meet after the written test to establish cut-off scores for invitation to the oral examination.

Discussed the make-up of the interview panel. The Chief explained that he would like two of his sergeants involved in the interview process. It was decided that the panel would consist of the Chief, two Sergeants, and one of the Police Commission members.

Miscellaneous

The Chief thanked Administrative Assistant Edwards for the extra time she has put in on verifying information in the new Records Management System (LETG).

Discussion of police officers contract (they are currently working under the 2010 contract). The Chief explained that they went to mediation and are now in binding arbitration, working on their 2011/2012 contract.

Commissioner Anfinson inquired about Officer Berg and Officer Coit leaving the department. The Chief explained that both officers had resigned because of their spouse's jobs and having to relocate. The Chief explained why the Crime Prevention Officer had to be reassigned to patrol because of lack of manpower after losing four officers in the last couple of years.

The Chief provided the Commission members with handouts that contained the following information:

- The history of sworn staffing levels, call load, and reported crime levels of the department from 1970-2011.
- The loss rate of employees who chose to terminate service with the Willmar Police Department from 2002-2012.
- The 2010 city-wide survey depicting which police services the public ranked as most desirable.
- An officer ratio per capita study conducted by Council Member Christianson on January 17, 2012.

He explained that he would be meeting with the Sergeants today to start a process of re-evaluating the current department business model and how it relates to the services we provide to the public. He stated his intent in doing so was to:

- Make sure the level of staffing concerns expressed by Council members during the approval process of replacing two officers receives proper attention and has been properly addressed for the future.
- To place the department in a position to better handle any future officer losses, while maintaining continuity of service to the public as it relates to department programs we undertake.
- Examine the Police Department programs for their merits and see what can be done better, what is needed, and what isn't.

- To look at the possibility of restructuring and creating hybrid programs, which meet the public's demands and needs, but allow more efficient organizational delivery.

Commission members agreed that this is the proper action to be taking at this time.

The annual mandatory Police Commission meeting should be Monday, February 6, 2012; however, two of the Commission members will not be available to attend, so there would not be a quorum. Therefore, the Commission approved the new appointment of officers at this meeting with the positions rotating as follows: President – Lourdez Schwab; Vice President – Lowell Fostervold; Secretary – Dennis Anfinson.

The next meeting will be sometime in April, after the results of the written test scores for police officer hiring are received.

There being no further business, a motion to adjourn was made by Commissioner Schwab, seconded by Commissioner Anfinson. Meeting was adjourned.

/sae