

MINUTES

WILLMAR POLICE COMMISSION

Thursday, October 9, 2014

A meeting of the Willmar Police Civil Service Commission was held on Thursday, October 9, 2014. Members present were: President Dennis Anfinson, Vice President Cassie Akerson, and Secretary Kathy Schwantes. City Administrator Charlene Stevens, Police Chief Jim Felt and Administrative Assistant Sue Edwards were also present.

The meeting was called to order by President Anfinson at 3:47 p.m.

A motion was made by Commissioner Schwantes, seconded by Commissioner Akerson, to approve the September 3, 2014 minutes as submitted. **Motion carried.**

Chief Felt presented the Commission with the background investigations completed on the next three candidates on the eligibility register. He updated the Commission on the hiring process; explaining that two officers had been hired in July and when they have completed the field training program, which should be late October or early November, he would like to get the third officer hired, which would bring the sworn staff to 32, as authorized by the City Council. After reviewing the backgrounds, Commissioner Akerson made a motion, seconded by Commissioner Schwantes, to certify the names of Kurtis Syvertsen, David Ferrell and Kyle Jensen to the appointing authority, with the recommendation to offer the position to Kurtis Syvertsen, upon successful completion of psychological and physical testing. **Motion carried.**

Chief Felt provided the Commission with the written test results for the Captain's promotional testing process, explaining that the exams were in-basket type tests. Discussion followed on the interview process, including panel members, dates, etc. It was decided that interviews for the Captain's position would be held on Monday, October 27, 2014, with the interview panel being Chief Felt, City Administrator Stevens, Police Commissioner Cassie Akerson, Kandiyohi County Sheriff Dan Hartog, and a member of an outside law enforcement agency chosen by Chief Felt.

Miscellaneous

Chief Felt updated the Commission on the Canine Program. He explained that he would be attending the Public Works/Public Safety meeting on Tuesday, October 14, 2014, to seek approval to accept the \$15,000 donation from Duinick's and Fancy Coats. The Police Department and the Sheriff's Office have a written agreement outlining the program. They would like to split the donation 50/50, purchase a dog for each agency and assign a handler from each agency. The dogs will most likely be German Shepherds and would be available in late January, with training in narcotics in February, and patrol, tracking and obedience in March, with the dogs fully trained and certified in May. The Commission members felt this program was very important and were supportive of it.

Chief Felt also updated the Commission on the Law Enforcement Explorer's Program that the Willmar Police Department will be implementing in January, 2015. He explained that the Explorer's Program is through the Learning For Life Program and is for anyone 14-21 years of age, to learn about law enforcement. They plan to have weekly or bi-weekly meetings with the young people where they would learn a new skill or task with hands-on training at these meetings. Sgt. Mike Jahnke, Officer Jason Hay and Det. Dustin Van der Hagen are organizing this program. The School Resource Officers, Tony LaPatka, James Venenga, and Gene Schneider, will also be assisting with recruitment, advising and teaching topics. The police union will be donating \$500 to help start up the program and once it's up and running, the explorer's will do fundraisers, get donations, etc., which will be used for uniforms and equipment. The goal of the program is to get more young people in the community interested in law enforcement and the police department.

Discussion on Police Commission appointments. In the past, citizens have been appointed to the Police Civil Service Commission during various months of the year. As other City board/commission appointments occur in December, members were asked if they would be willing to extend their terms through December; therefore, all City of Willmar board/committee appointments would be on a calendar year process for ease of keeping appointments/terms up-to-date. The Commission members were agreeable to this.

Commissioner Anfinson inquired if there is a limit to the number of terms a commissioner may serve. City Administrator Stevens said she would check into this.

There being no further business, a motion to adjourn was made by Commissioner Akerson, seconded by Commissioner Schwantes. Meeting was adjourned at 4:58 p.m.

Secretary Kathy Schwantes
by Sue Edwards