

# Town of Brookfield Police and Fire Commission

## Meeting Minutes for February 6, 2024

### **Members Attending:**

Gary Miller – President  
Joe Lewandowski – Vice President  
Don Haffner - Secretary  
Raul Terriquez – Commissioner  
Greg Grant – Commissioner

Tom Hagie – Town of Brookfield Administrator  
Deanna Alexander – Municipal Clerk

### **Meeting called to order by Commissioner Miller at 6:04pm**

**Meeting Notices:** Posted per Wisconsin Statute 19.84.

### **Approval of Agenda:**

- a. Commissioner Terriquez moved to approve the agenda for the February 6, 2024 meeting.
- b. Seconded by Commissioner Lewandowski.
- c. Voted for approval by Commissioners Miller, Lewandowski, Terriquez, Grant and Haffner- Motion Passed.

### **Approval of Minutes:**

- a. Commissioner Grant moved to approve the January 16, 2024 meeting minutes.
- b. Seconded by Commissioner Lewandowski
- c. Voted for approval by Commissioners Miller, Lewandowski, Terriquez, Grant, and Haffner-Motion passed.

**Old Business:** None

### **New Business: Discussion regarding the process of filling the position of TOB Fire Chief.**

- a. Fire Chief Andy Smerz announced his planned retirement date of June 30, 2024 to the Town Board.
- b. The purpose of the PFC meeting was to discuss with the Town Administrator the recruiting and hiring process of a new Fire Chief as outlined in Chapter 5, paragraph 5.4 of the Town Code.

- c. Discussion centered around the delineation of responsibilities between the PFC and Town of Brookfield within the hiring process.
- d. The Town Administrator will work with the Town Attorney to clarify the respective duties along with a hiring timeline.
- e. It was discussed that the Town of Brookfield will create the announcement and post the vacancy using the Town of Brookfield website and other professional organization outlets. The PFC will review the job posting before it is posted.
- f. Per Chapter 5, para. 5.4 of the Town Code, the PFC will interview the eligible candidate(s) and appoint the Fire Chief subject to salary agreement.
- g. The Town Administrator will work the Town Board to determine salary and benefits.
- h. A follow-up meeting has been set for February 20, 2024, 6:00pm at the Town Hall.

**Communication and Announcements:**

- a. The PFC was introduced to and welcomed the new TOB Municipal Clerk Deanna Alexander. Deanna worked as the Town Clerk for the Village of Newburg and currently serves as a Milwaukee County Supervisor.
- b. The next PFC meeting will be February 20, 2024, 6:00pm to further discuss the Fire Chief hiring process.

**Adjourn**

- a. Commissioner Miller moved to adjourn the meeting
- b. Commissioner Terriquez seconded the motion
- c. Motion approved by Commissioners Miller, Terriquez, Grant, Lewandowski and Haffner- Motion Passed.
- d. Meeting was adjourned at 7:07 pm

Respectfully Submitted,



Donald J. Haffner  
Town of Brookfield PFC Secretary