

# Town of Brookfield Police and Fire Commission

## Meeting Minutes for February 20, 2024

### **Members Attending:**

Gary Miller – President  
Joe Lewandowski – Vice President  
Don Haffner - Secretary  
Raul Terriguez – Commissioner (Arrived at 6:14pm)  
Greg Grant – Commissioner

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

### **Meeting called to order by Commissioner Miller at 6:05pm**

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

### **Adoption of Agenda:**

- a. Commissioner Miller moved to approve the agenda for the February 20, 2024 meeting.
- b. Seconded by Commissioner Grant.
- c. Voted for approval by Commissioners Miller, Lewandowski, Grant and Haffner- Motion Passed.

### **Approval of Minutes:**

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

**Old Business:** None

### **New Business: Job Description and Recruitment Planning for Fire Chief Position.**

- a. Fire Chief Andy Smerz announced his planned retirement date of June 30, 2024 to the Town Board. The PFC meeting is centered around discussion on the hiring process.
- b. PFC reviewed the delegation of responsibilities for hiring of the Fire Department Chief as outlined by the Town of Brookfield Attorney.

- c. PFC made recommendations on the draft job description to the Town Administrator who will discuss the changes with the Town Attorney and send the updated job description to the PFC members.
- d. Once approved by the PFC the Town Administrator will present the job description to the Town Board at the March 5, 2024 meeting for final approval.

**Communication and Announcements:** None

**Adjourn**

- a. Commissioner Miller moved to adjourn the meeting.
- b. Commissioner Lewandowski seconded the motion
- c. Motion approved by Commissioners Miller, Terriquez, Grant, Lewandowski and Haffner-  
Motion Passed.
- d. Meeting was adjourned at 7:04 pm

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Donald J. Haffner". The signature is fluid and cursive, with the first name "Donald" being the most prominent.

Donald J. Haffner  
Town of Brookfield PFC Secretary