

## Department Meeting Minutes

11-18-2007

1900

**Attendance:** M. Bennett, L. Boeke, T. Carlson, J. Evans, R. Fischer, D. Larsen, S. McGinnis, T. Nemerov, J. Oliver, J. Pagel, M. Rademacher, J. Suckut, B. Torborg, MB. Torborg, R. Wagner, M. Brinwall

**Absent:** S. Anderson, M. Bounds, J. Buell, S. Iverson, G. Ludwig, D. Nordeen, B. Swigart, G. Taylor

Minutes taken by: Mary Beth Torborg

**Call to Order: 19??**

**TONIGHT'S MEETING CONSISTED OF THE PRESENTATION BY WARREN JORGENSEN TO THE FIRE DEPARTMENT AND THEN A SHORT BRIEFING THAT FOLLOWED.**

**THESE ARE BRIEF NOTES THAT WERE TAKEN DURING MR. JORGENSEN'S PRESENTATION AND CONVERSATION WITH THE DEPARTMENT.**

Presentation of Warren Jorgenson's to Fire Department

- Introduced himself and oriented to first page of handout
- LMC "Legal Survey for Fire Departments"
- Issues/Concerns to talk about
  - Not voting individuals onto department
  - Job descriptions—part of the hiring process, spells out expectations/qualifications
  - Probationary period—it is the time for the organization to evaluate if the person will fit, be an asset, etc...encouraged to have a justifiable reason to be dismissed.
  - Not voting for officer positions as well
    - Question is what is the difference between voting on candidates based on qualifications/criteria or having a review committee selecting the candidates
    - Best qualified is selected from a pool from the scoring, interview process. List of items to be met, then find the best out of the list.
  - Question of liability, has there been a department that have been successfully sued because of a voting process?
  - Non-quantitative elements...i.e. leadership, likability...'measured' through the interview process through well constructed questions and dialogue...all positions should have a probationary periods [Warren made reference to document that is court tested from his office]

- Encourages another level of officer...lieutenant...the officer one level
- Yearly evaluation process along with the probationary period—evaluation process both ways within organization.
- Recommending body votes...board is then the appointing authority
- Selection committee...described this committee process...scores and ranks, recommendation to the governing body
- Question about the number of depts who have voting vs. selection process?
- Physical examinations
  - Baseline physicals have not been done; company has been used for Respiratory
  - Thorough in-depth physical examination to set a baseline
- Alcohol Response
  - Managing it as a group is up to us...i.e. calling your company officer when you are going to be drinking and not responding
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- Use the 100 point hiring process with the Veterans Preference points.
- Everyone will be involved in the process of revision.

## **Department Meeting Briefing**

11/18/2007

- Briefed on what will be happening in 2<sup>nd</sup> November and December Training
- Handed out revision draft of Officer Selection Process  
Discussion:  
Issues: Jim—retroactive date of November 2007  
Larry—why outside agency person on the selection board?
- How might we go about this process of reviewing and revising the administration portion and SOGs?
- Working on Automatic Mutual Aid between Livonia and Baldwin Twps.