

MINUTES
WILLMAR POLICE COMMISSION
Monday, February 3, 2020

The annual mandatory meeting of the Willmar Police Civil Service Commission was held on Monday, February 3, 2020, at the Law Enforcement Center in Willmar.

Present were Police Civil Service Commission members: President Mike Kubesh, Vice President Earline Schulstad, and Secretary Dennis Anfinson. Police Chief Jim Felt and Administrative Assistant Sue Edwards were also present.

The meeting was called to order by President Kubesh at 10:00 a.m.

A motion was made by Commissioner Anfinson, seconded by Commissioner Schulstad, to approve the September 24, 2019 minutes as submitted. **Motion carried.**

Election of officers was held, with the positions rotating as follows: President – Earline Schulstad; Vice President – Dennis Anfinson; and Secretary – Mike Kubesh.

Commissioners reviewed the Police Commission Rules & Regulations. A motion was made by Commissioner Anfinson, seconded by Commissioner Schulstad, that the Rules & Regulations remain as stated, with no changes recommended at this time. **Motion carried.**

Chief Felt informed the Commission that the PD had hired five people off the current eligibility register, with one of the officers resigning before the end of his Field Training Program, which means the Police Department has an opening for one additional officer. After discussion, it was Chief's Felt recommendation to void the current eligibility list and begin the hiring process for the current police officer opening.

Commissioner Schulstad made a motion, seconded by Commissioner Kubesh, to void the existing/exhausted eligibility list and to begin the process to establish a new eligibility register. **Motion carried.**

After further discussion, and reviewing the Police Officer Opening notice, a motion was made by Commissioner Schulstad, seconded by Commissioner Kubesh, to approve the police officer hiring process as follows:

- Application deadline is 4:00 p.m. on February 28, 2020.
- Advertise on the MN POST website, the City of Willmar website and in the West Central Tribune.
- Provide two written testing dates (March 26th and March 28th), testing company IOS (Industrial/Organizational Solutions, Inc.).
- Testing process will consist of a written and oral examination, successful completion of a background investigation, along with passing a psychological and physical test.

- Weighted scores for testing process will be 40% value for the written portion and 60% value for the oral portion.
- Preference points given for veterans, as required under MN statutes, with an application form available for such preference.
- Résumés and cover letters will be required.

Motion carried.

Chief Felt informed the Commission that there are currently five CSOs on the Police Department. One will be leaving at the end of February or the beginning of March, as he is working part-time as a police officer for the Granite Falls PD. Three of the current CSOs will be attending the Skills Program this summer, so it is his intent to hire three additional CSOs to get them trained in by the summer, so we will have four working at that time.

The Chief asked if any of the Commission members would be available to assist with interviews on February 21, 2020, for the CSO positions; Commissioner Schulstad agreed to help with those interviews.

Miscellaneous:

The Chief updated the Commission on the following:

- Officers Coleton Dittrich and Taylor Thunstedt have both completed their Field Training Program and are now on their own.
- Officers Zach Lueders and Noah Maschino will be completing their FTO programs sometime in March.
- In 2019, K-9 Axel was instrumental in the recovery of 2.79 lbs. of drugs (1.8 lbs. being methamphetamine), with a street value of \$30,510, along with forfeitures totaling \$70,310. Besides helping out the WPD, Axel assisted other agencies 18 times. The Chief did not have K-9 Major's 2019 report at this time.
- The Police Explorers helped out immensely at the MN Special Olympics Polar Plunge on January 25, 2020. They will be doing a grocery bagging fundraiser at Cub Foods on February 15th from 1000 to 1800 hours; and will be attending the annual Police Explorer's conference/competition in Rochester in April.
- A strategic planning meeting was held with all supervisory personnel in January.
- The Police Department has their first hybrid squad car on order – should be here in the next few months.

There being no further business, a motion to adjourn was made by Commissioner Anfinson, seconded by Commissioner Schulstad. The meeting was adjourned at 10:32 a.m.

Secretary Dennis Anfinson
by Sue Edwards