

MINUTES
WILLMAR POLICE COMMISSION
Friday, April 17, 2020

A meeting of the Willmar Police Civil Service Commission was held on Friday, April 17, 2020, at the Law Enforcement Center in Willmar.

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

The meeting was called to order by President Schulstad at 9:27 a.m.

A motion was made by Commissioner Kubesh, seconded by Commissioner Anfinson, to approve the February 3, 2020 minutes as submitted. **Motion carried.**

Due to Covid-19 restrictions on meetings, Chief Felt contacted all Commission members by email on April 2, 2020, with the results of the entry level police officer written exams. He explained that we had received 19 applications; one applicant had notified us before the testing process that he had accepted a position with another agency, and another candidate did not show up for the written test. A total of 17 applicants tested and all were deemed to have passed the test per the testing agency. It was decided by the Commission members to offer oral interviews to all candidates. The interviews will be held on Wednesday and Thursday, April 15th & 16th., with the panel members being Chief Jim Felt, Captain Michael Anderson, Sgt. Michael Jahnke and Commissioner Earline Schulstad.

Chief Felt thanked Commissioner Schulstad for giving her time to help with the police officer candidate interviews on April 15th and 16th. He explained that 17 candidates were interviewed.

The Commission was provided with the final results from the entry level police officer testing process, including written test scores and oral interview scores. Chief Felt explained that there is currently one opening for a police officer position and he would like to hire one candidate as soon as possible.

After discussion, Commissioner Kubesh made a motion, seconded by Commissioner Anfinson, to set the cut-off at 70% on the final scores, establishing the eligibility register by certifying the top ten names of qualified candidates. **Motion carried.**

Commissioner Anfinson made a motion, seconded by Commissioner Kubesh, to send out backgrounds to the top three candidates and to continue down the list as needed. **Motion carried.**

Miscellaneous

Chief Felt updated the Commission on the following:

- Business has changed slightly at the WPD in the last few weeks due to Covid-19. The Department has been addressing numerous questions from the public about the Governor's Executive Orders and are working on compliance through education and cooperation.
- WPD has been working with other emergency services by attending meetings and briefings in reference to Covid-19 pre-planning, response, etc.
- The Department was fortunate to have done some pre-planning and had some Personal Protective Equipment (PPE) in reserve and had issued N95 masks to all personnel.
- WPD has been utilizing social media to get information out to the public, utilizing members of our CERT team to translate the messages into different languages including Spanish, Karen and Somali. Those messages have been viewed and shared thousands of times according to the feedback data we receive from Facebook and Twitter.
- Officers Noah Maschino and Zach Lueders have finished their FTO program and have been assigned to a patrol team and are out on their own now.
- Officer Ben Hanneman was assigned to the Detective Unit at the end of March.
- Once schedules are stabilized, Officer Alex Anderson will be assigned to the Street Crimes Unit (formerly GET).

There being no further business, a motion to adjourn was made by Commissioner Anfinson, seconded by Commissioner Kubesh. The meeting was adjourned at 10:12 a.m.

Secretary Mike Kubesh
by Sue Edwards