

Hutchinson Police Commission Minutes

The Hutchinson Police Commission held a meeting on Monday, February 5, 2007, at the Hutchinson Emergency Operation Center. Present at the meeting were Barry Anderson, Mark Jelkin, Tom Schwartz, and Chief Daniel Hatten.

The meeting was called to order at 5:10 p.m. Chairperson Barry Anderson asked if there were any changes to the minutes from the last meeting. With there being none, a motion was then made by Tom Schwartz, seconded by Barry Anderson, to approve the minutes. Motion carried.

The Commission then continued the process of updating the Rules and Regulations and began by asking for a clarification on Section 20 and then continuing on from Section 21 until the end at Section 31.

The meeting then returned to items 3 and 4 on the agenda which pertained to the election of the officers and setting the meeting dates for the next year. A motion was made by Tom Schwartz, seconded by Mark Jelkin, to nominate Barry Anderson as the chair for the commission. Motion carried. A motion was then made by Barry Anderson, seconded by Mark Jelkin, to nominate Tom Schwartz as vice chair and Mark Jelkin as secretary for the commission. Motion carried.

The commission then turned their attention to the 2007 calendar where it was decided that the next meeting would be held on March 12th at 5:30 p.m. and all subsequent meetings to be held on the third Tuesday of each month at 5:30 p.m. It was stated that if it was determined a meeting would not be required in any particular month that it would be cancelled.

Chief Hatten informed the commission that the new Mobile Command Post had been purchased and it was in the process of being equipped. He said that once the vehicle was complete there would be a showing for the city council, police commission and the businesses that donated money toward the purchase of the vehicle.

With there being no further business to discuss, a motion was made by Mark Jelkin, seconded by Tom Schwartz, to adjourn the meeting. Motion carried.

Time of adjournment was 7:02 p.m.

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The Hutchinson Police Commission held a meeting on Friday, April 20, 2007, at the Hutchinson Emergency Operation Center. Present at the meeting were Barry Anderson, Mark Jelkin, Tom Schwartz, and Chief Daniel Hatten.

The meeting was called to order at 5:27 p.m. Chairperson Barry Anderson asked if there were any changes to the minutes from the last meeting. With there being none, a motion was then made by Tom Schwartz, seconded by Mark Jelkin, to approve the minutes. Motion carried.

Chief Hatten then presented the commissioners with copies of the 2006 Annual Report for their general information. The other item from the floor was discussion with regard to the grievance Officer Scott Schuette had filed with the city and copied to the police commission. Chairman Anderson inquired as to the status of the grievance. Chief Hatten stated that Officer Schuette had taken the grievance to the next level and City Administrator Gary Plotz would be responding by the end of next week. Chairman Anderson requested that the police commission be notified when the decision is made by Gary Plotz and what is decided. Through this discussion it was requested that each of the commissioners receive a copy of the current "City of Hutchinson Employee Handbook – Personnel Policy" as well as the current "City of Hutchinson Compensation Plan".

The meeting then continued with the review of the rules and regulations. There was an addition to Section 2, Subpart C and changes to Section 19 to comply with city policy from 10 days to 7 days.

Discussion was then held regarding the staffing of the police department. Chief Hatten informed the commission that Communication Specialist Jan Brown had resigned from the police department. He also informed the commissioners that part-time Communication Specialist Sheryl Delaney-Smith had requested to fill the full-time vacancy. He further went on to explain that CS Smith had been full-time but due to a medical reason had stepped down to part-time and that is when Jayne Suemnick had been hired. Chief Hatten recommended to the commission that CS Smith be allowed to fill the full-time opening. Commission Schwartz inquired if there would be a probationary period for CS Smith with this move. Chief Hatten stated he would speak with human resources with regard to this question. A motion as made by Tom Schwartz, seconded by Mark Jelkin, to accept the Chief's recommendation and move CS Smith from part-time to full-time. Motion carried.

A motion was then made by Tom Schwartz, seconded by Mark Jelkin, to proceed with the hiring procedure for two part-time communication specialists. Motion carried.

Chief Hatten then requested the commission to consider approving the hiring process for part-time officers. He stated that the department is allowed three part-time licenses from the P.O.S.T. board and authorized by the council through the budget of part-time hours. He informed the commission that Amanda Alsleben, who is a full-time communication specialist for the department as well as a part-time officer, had resigned her position as a part-time officer. She is willing to stay on part-time until a candidate has been hired. Chairman Anderson asked if there were any candidates on the eligibility roster that may be able to fill this part-time position. Chief Hatten stated that he would check the roster and inquire of those individuals if they were interested. A motion was made by Tom Schwartz, seconded by Mark Jelkin, to proceed with the hiring process for a part-time officer, if no one from eligibility roster is viable, and once that is completed accept the resignation of Alsleben. Motion carried.

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With there being no further business to discuss, a motion was made by Tom Schwartz, seconded by Mark Jelkin, to adjourn the meeting. Motion carried.

Time of adjournment was 6:50 p.m.

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The Hutchinson Police Commission held a meeting on Tuesday, May 15, 2007, at the Hutchinson Emergency Operation Center. Present at the meeting were Barry Anderson, Mark Jelkin, Tom Schwartz, and Chief Daniel Hatten.

The meeting was called to order at 5:30 p.m. Chairperson Barry Anderson asked if there were any changes to the minutes from the last meeting. With there being none, a motion was then made by Mark Jelkin, seconded by Tom Schwartz, to approve the minutes. Motion carried.

Chief Hatten then stated that the Communication Specialist position had not been advertised as yet and was requesting of the commission to revise the motion at the April meeting. He stated that the department has a possibility of a vacancy for a full-time Communication Specialist. He stated that he would like the commission to consider advertising for both full and part-time positions. He explained that by doing this anyone hired as a part-time communication specialist would have the ability to move into a full-time vacancy due to the fact they would have gone through the entire hiring process. Applicants would be able to designate on their application what position they are interested in obtaining – part-time, full-time or either position. Mark Jelkin inquired if this would affect the department budget. Hatten stated that it would not affect the budget since a full-time position would only be offered if there was a vacancy. A motion was made by Mark Jelkin, seconded by Tom Schwartz, to advertise for both full and part-time communications. Motion carried.

The commission then inquired where the hiring process was for part-time officer and bicycle patrol. Chief Hatten stated that the application process for part-time officer position would be closing on May 31st. He stated that the department had one bicycle patrol officer returning for his third year and the other two positions were being filled with new employees.

Discussion was then held regarding the Rules and Regulations. Section 5, Subdivisions B and E were revisited along with Section 11, Subdivision E and Section 13.

Chief Hatten then verified with the Commissioners that they had received the current copy of the city employee handbook and compensation plan. Hatten then provided each commissioner with a copy of a letter of commendation that he would be presented at the May 22nd station meeting recognizing four employees for the work they did regarding a robbery. Chairperson Anderson then asked the chief what advice he could give a resident who has a neighbor that is repeatedly contacting the police complaining and making false accusations.

Commissioner Jelkin then asked for a status report with regard to Officer Schuette's grievance. Chief Hatten stated that City Administrator Gary Plotz had upheld the initial decision and that the League of Minnesota Cities had also concurred. He stated that the grievance procedure had been exhausted and when asked Officer Schuette had not made a decision if he planned on exploring any other avenues available.

With there being no further business to discuss, a motion was made by Mark Jelkin, seconded by Tom Schwartz, to adjourn the meeting. Motion carried.

Time of adjournment was 6:50 p.m.

Next Meeting to be held on June 12, 2007 at 4:30 p.m.

Hutchinson Police Commission Minutes

The Hutchinson Police Commission held a meeting on Tuesday, **June 12, 2007**, at the Hutchinson Emergency Operation Center. Present at the meeting were Barry Anderson, Mark Jelkin, Tom Schwartz, and Chief Daniel Hatten.

The meeting was called to order at 4:34 p.m. Chairperson Barry Anderson asked if there were any changes to the minutes from the last meeting. With there being none, a motion was then made by Mark Jelkin, seconded by Tom Schwartz, to approve the minutes. Motion carried.

Chief Hatten then updated the Commission with regard to the status of the part-time police officer selection process. He stated that the department had received 81 applications and that 51 had responded to the letter for testing. Once the testing was complete applicants would then be asked to come in for an oral interview. After some discussion a motion was made by Tom Schwartz, seconded by Mark Jelkin, to limit the number of applicants interviewed to 40. Motion carried. Hatten stated that the Commission would be advised as to the dates of times the interviews are to occur.

The final review of the Rules and Regulations was tabled until the next meeting due to the fact that the Commission did not have the latest redline / strikeout copy.

With there being no further business to discuss, a motion was made by Tom Schwartz, seconded by Mark Jelkin, to adjourn the meeting. Motion carried.

Time of adjournment was 5:18 p.m.

Next Meeting to be held on **July 24, 2007 at 4:30 p.m.**
(**NOTE** change in date and time from regular schedule)

Hutchinson Police Commission Minutes

The Hutchinson Police Commission held a meeting on Tuesday, July 24, 2007, at the Hutchinson Emergency Operation Center. Present at the meeting were Barry Anderson, Mark Jelkin and Chief Daniel Hatten.

The meeting was called to order at 4:25 p.m. Chief Hatten informed Chairperson Barry Anderson and Mark Jelkin that Commissioner Tom Schwartz had submitted a letter to the Mayor and City Administrator, resigning from the Police Commission.

Chairperson Anderson asked if there were any changes to the minutes from the last meeting. Mark Jelkin added that they had discussed the communications specialist selection process at the last meeting, which was not reflected in the minutes. Mark Jelkin noted that the position closed on June 12, 2007, and as of the meeting date, there was not an official count on applicants. Interviews were to be conducted the first week of July, 2007. A motion was then made by Mark Jelkin, seconded by Chairperson Anderson, to approve the minutes with the above addition. Motion carried.

Chief Hatten then updated the Commission with regard to the status of the part-time police officer selection process. He stated that the department had completed the testing and oral interview process. Four candidates will move on to meet with Chief Hatten, Human Resources Director Brenda Ewing and Commissioner Anderson on July 25, 2007.

Chief Hatten updated the Commission on the part-time communications specialist selection process. He stated he met with the top four candidates and extended conditional offers of employment to Kristina Lindell and Shelley Schmidt, which they accepted. Chief Hatten informed the Commission that Dr. James Felling has retired and will no longer be conducting the psychological evaluations on new employees. The department will now be utilizing Dr. Lowell M. Campbell, II out of Shakopee, MN.

Chief Hatten advised the Commission that Officer Jesse Mathwig accepted a position with Maple Grove Police Department, and his last day working for Hutchinson Police Services will be July 24, 2007. Chief Hatten informed the Commission that two of the top four candidates for the part-time patrol position have full-time licenses. After a brief discussion, Chief Hatten requested that the Commission allow him to interview the top four part-time candidates with the option of offering a full-time position if they are eligible within one year. Mark Jelkin made a motion to approve Chief Hatten's request. Chairperson Anderson seconded the motion. Motion carried.

The Commission discussed the final review of the Rules and Regulations. Chairperson Anderson brought forth some clarifications and grammatical corrections on the most recent copy of the Rules and Regulations. Chairperson Anderson asked that all changes be made in red and brought to the next meeting for final approval.

With there being no further business to discuss, a motion was made by Mark Jelkin, seconded by Chairperson Anderson, to adjourn the meeting. Motion carried.

Time of adjournment was 5:35 p.m.

Next Meeting to be held on August 21, 2007.

Hutchinson Police Commission Minutes

The Hutchinson Police Commission held a meeting on Tuesday, August 21, 2007, at the Hutchinson Emergency Operation Center. Present at the meeting were Barry Anderson, Mark Jelkin and Chief Daniel Hatten.

The meeting was called to order at 5:12 p.m.

Chairperson Anderson asked if there were any changes to the minutes from the last meeting. With there being none a motion was made by Mark Jelkin, seconded by Barry Anderson, to approve the minutes from the July meeting. Motion carried.

Chief Hatten then updated the Commission with regard to hiring process. He stated that a conditional offer had been made to Kristina Lindell for the full-time communication specialist position and she will begin work on August 27th. A conditional offer was made to Shelly Schimidt for the part-time communication specialist position and she will begin work on September 10th. He stated that the third individual on the list, Kristi Dumonceaux, had been given a conditional offer however she did not accept the position. Chief Hatten then spoke with regard to the patrol positions. He stated that a conditional offer had been made to Janelle Graff for the full-time opening. The physical, psychological and background were still being done. The part-time position was offered to Tyler Duenow who is currently working as one of the park patrol officers this summer. The question was asked of Chief Hatten the likelihood the new hires would not like the job. He responded that both the communication hires were well aware of the hours and responsibilities and each had worked shift positions. He stated that he did not feel there would be any change of heart once training began.

Chief Hatten informed the Commission that the open position on the police commission would be filled by Steve Scherman. Mr. Scherman is an advisor and board member for the charter school. He stated that the appointment would be brought to the city council at either the September 25th meeting or the October 11th meeting.

The Commission then turned the discussion to the Rules and Regulations. A motion was made by Mark Jelkin, seconded by Barry Anderson, to accept the red lined version of the Rules and Regulations. Motion carried. The commission then asked that 3-ring binders be made up that contain the following: 1) Statute 419, 2) Rules & Regulations, 3) hiring practices, 4) current roster, 5) annual city wage adjustment policy, 6) yearly compensation plan, and; 7) employee handbook. Chairperson Anderson asked that if there are changes in the statute or city policy that the rules and regulations be checked to see if the change will alter any of the sections. It was determined that the rules and regulations should be reviewed annually no later than April.

With there being no further business to discuss, a motion was made by Mark Jelkin, seconded by Barry Anderson, to adjourn the meeting. Motion carried.

Time of adjournment was 6:10 p.m.

Next Meeting to be held on September 26, 2007.

Hutchinson Police Commission Minutes

The Hutchinson Police Commission held a meeting on Wednesday, September 26, 2007, at the Hutchinson Emergency Operation Center. Present at the meeting were Barry Anderson, Mark Jelkin, Steve Sherman and Chief Daniel Hatten.

The meeting was called to order at 5:30 p.m.

Chairperson Anderson asked if there were any changes to the minutes from the last meeting. Steve Sherman stated that in the fifth paragraph the spelling of his name needed to be changed as well as changing charter school to Maplewood Academy. With that being said a motion was made by Mark Jelkin, seconded by Steve Sherman, to approve the minutes from the August meeting. Motion carried.

Chairperson Anderson then welcomed Commissioner Sherman and asked him to introduce himself to the group.

Chief Hatten then gave a staffing updated the Commission. He stated that Communication Specialist Kristina Lindell was currently going through field training and was doing well. Shelley Schmidt, part-time communications, was beginning her orientation with field training to follow. He said that her training process was being scheduled to accommodate her other job as well as he schooling. Officer Janelle Graff was proceeding through her field training and had completed the self defense and weapon courses that are required by the state. Chief Hatten stated that Tyler Duenow, part-time patrol, is currently attending school and training would be done on weekends and holidays and be through field training by Spring. He will need to get his first responder card before he can move forward with the department.

Chief Hatten then informed the Commission that Communication Specialist Jean Gray would be retiring from the department after 25 years on October 20th. This retirement will create an opening in communications and requested permission from the Commission to proceed with the hiring process to create an eligibility roster for the position of Communication Specialist. He stated that the current list had been exhausted. The question was posed with regard to the third candidate from the last list. The Chief stated that this individual had turned down the offer stating they had accepted a different job. A motion was made by Mark Jelkin, seconded by Steve Sherman, to proceed with the hiring process and advertise for a full-time communication specialist. Motion carried.

The Commission then turned the discussion to the Rules and Regulations. A 3-ring binder had been prepared for each Commissioner as requested at the previous meeting. The binders each contained the following: 1) Statute 419, 2) Adopted Rules & Regulations, 3) Adopted Hiring Practices, 4) Current H.P.D. Roster, 5) City of Hutchinson Employee Handbook, 6) City of Hutchinson Compensation Plan & Wage Policy, and; 7) Meeting Minutes & Agendas. Chairperson Anderson asked that the department staff be notified that the update was complete. Chief Hatten stated that the department's policy and procedures were also in the process of being updated and that each employee would be provided with a CD that contains the Police Department Policy and Procedures as well as the Police Commission Rules and Regulations.

Chairperson Anderson then asked if there were any items from the floor. Chief Hatten stated that there was a station meeting scheduled for September 27th where the new employees were being sworn and citizen letters of commendations were being awarded. He invited the commissioners to attend the meeting if it fit into their schedules. Hatten also stated that the new

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session of the Citizens Police Academy would be starting up in the near future. He stated that there had been several ideas put forth as to how to recruit individuals for this course.

With there being no further business to discuss, a motion was made by Mark Jelkin, seconded by Steve Sherman, to adjourn the meeting. Motion carried.

Time of adjournment was 6:15 p.m.

Next Meeting to be held on October 16, 2007.

Hutchinson Police Commission Minutes

The Hutchinson Police Commission held a meeting on Wednesday, October 16, 2007, at the Hutchinson Emergency Operation Center. Present at the meeting were Barry Anderson, Mark Jelkin, Steve Sherman and Chief Daniel Hatten.

The meeting was called to order at 5:35 p.m.

Chairperson Anderson asked if there were any changes to the minutes from the last meeting. With there being none a motion was made by Mark Jelkin, seconded by Steve Sherman, to approve the minutes from the September meeting. Motion carried.

Chief Hatten then introduced full-time Communication Specialist Kristina Lindell to the Commission. He stated that Kristina was in her final evaluations and completing her field training with the expectation on her being on her own next week. Chief Hatten then introduced full-time Patrol Officer Janelle Graff to the Commission. He stated Janelle was doing well with her field training and that she should complete the process sometime in early December. Both individuals gave a brief background on them self and answered questions from the commissioners.

Chief Hatten then informed the Commission that a panel was currently in the process of interviewing the applicants for the communication specialist position that was open due to Jean Gray's retirement. The question was raised as to how Shelley Schmidt's, the new part-time communication specialist, was proceeding. Chief Hatten stated that she was doing well with the training however there was no set schedule due to trying to work around not only her schedule but also those of the communication specialist who instruct the training. Chief Hatten then informed the Commission that Officer Roger Bakken had submitted his letter of resignation after 28 years of service with the city. He stated that Officer Bakken's last day of work would be November 17th and his employment from the city would end on December 29th. Hatten requested that he be authorized to begin the hiring process for a full-time peace officer. The question was posed as to the short notice of resignations due to the length of the process it requires to fill a position. Chief Hatten stated that city policy states you must give a minimum of two weeks notice and nothing more. The Commission also asked if the city had authorized funding to fill the position. Chief Hatten stated that he had spoken to both the City Administrator and Director of Human Resources and they stated that following the Commissions approval the funding would be available. A motion was made by Mark Jelkin, seconded by Steve Sherman, to initiate the hiring process for a full-time peace officer to fill the vacancy. Motion carried.

A special meeting date was set for Thursday, October 25, 2007 at 5:30 p.m. at which time the eligibility roster for the Communication Specialist position would be complete for the Commissions review and approval.

Chairperson Anderson then asked if there were any items from the floor. Chief Hatten stated that in the packet sent to the commissioners was the compensation plan for the binder that was distributed at the last meeting. Also in the packet was a copy of a list of questions that had been prepared by former commissioner Donna Baysinger. This list will be modified and used as a tool when a new commissioner joins. Chief Hatten informed the Commission that the City Council approved the purchase of Tasers for officers to have on their duty belts. He stated that a few of the officers would be sent to training on the new equipment and then they in turn would train the rest of the officers. The new equipment would not be in place until such time that all officers were trained and the policy and procedures regarding the Tasers had been implemented.

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With there being no further business to discuss, a motion was made by Mark Jelkin, seconded by Steve Sherman, to adjourn the meeting. Motion carried.

Time of adjournment was 6:35 p.m.

Next Meeting to be held on **November 27**, 2007.

Hutchinson Police Commission Minutes

The Hutchinson Police Commission held a meeting on Wednesday, October 25, 2007, at the Hutchinson Emergency Operation Center. Present at the meeting were Barry Anderson, Mark Jelkin, Steve Sherman and Chief Daniel Hatten.

The meeting was called to order at 5:30 p.m.

Chairperson Anderson asked if there were any changes to the minutes from the last meeting. With there being none a motion was made by Steve Sherman, seconded by Mark Jelkin, to approve the minutes from the October 16th meeting. Motion carried.

Chief Hatten then handed out to the Commissioners the synopsis of the candidates that made it past the initial interviews for the full-time Communication Specialist position. The names on the list were in order of their score and Hatten stated that they had been notified, pending Police Commission approval, they would be placed on the eligibility roster. The question was asked as to the low number that made the list considering the number of applicants. Chief Hatten stated that there are no prerequisites for the position and many of the individuals that apply do not have a full understanding of what the position entails. A motion was made by Mark Jelkin, seconded by Steve Sherman to certify the list as presented and to interview the top four candidates on the list. Motion carried.

Chief Hatten then informed the Commission that the advertisement for a full-time peace officer had been posted and that the closing date was November 2, 2007.

With there being no further business to discuss, a motion was made by Mark Jelkin, seconded by Steve Sherman, to adjourn the meeting. Motion carried.

Time of adjournment was 5:55 p.m.

Next Meeting to be held on **November 27**, 2007.

Hutchinson Police Commission Minutes

The Hutchinson Police Commission held a meeting on Tuesday, November 27, 2007, at the Hutchinson Emergency Operation Center. Present at the meeting were Barry Anderson, Mark Jelkin, Steve Sherman and Chief Daniel Hatten.

The meeting was called to order at 5:25 p.m.

Chairperson Anderson asked if there were any changes to the minutes from the last meeting. With there being none a motion was made by Mark Jelkin, seconded by Steve Sherman, to approve the minutes from the October 25th meeting. Motion carried.

Chief Hatten then updated the Commissioners on the hiring process for a communication specialist. He stated that the 3-panel interviews had taken place on all five individuals that were on the eligibility roster. The panel felt that two of the applicants could perform the job without reservation. A conditional offer was made to Ms. Zich however issues arose while conducting the background and the offer was rescinded. He stated that a conditional offer was then made to Ms. Spooner and the department was in the process of conducting the background. Commissioner Sherman inquired as to why all five had been interviewed. Chief Hatten stated, and Commissioner Anderson concurred, that after the first three were interviewed it was apparent that all would need to be interviewed. Commissioner Jelkin stated that the up front approach may need to be adjusted due to the fact the last few processes have yielded the same problems with the applicants not fully understanding the position they were applying for. It was suggested that maybe a test could be added to the process. As part of the discussion it was suggested that the current communication specialists create a list of what they believe it takes to perform the job and use it as a profile.

Chief Hatten then updated the Commissioners on the selection process for the police officer position. He stated that there were a total of 37 applicants, 26 that completed the test, with 25 applicants to proceed to the interview phase.

Chief Hatten was asked how the employees who were introduced at the last meeting were proceeding. He stated that Communication Specialist Kris Lindell was on her own and doing well. He stated that Officer Janell Graff was in the last phase of field training which consists of final evaluations by the supervisors and that she would be on her own by December 10th.

Chairperson Anderson asked that at the next meeting the commissioners be presented with a 2008 calendar in order to set the meeting dates for the year.

With there being no further business to discuss, a motion was made by Steve Sherman, seconded by Mark Jelkin, to adjourn the meeting. Motion carried.

Time of adjournment was 6:00 p.m.

Next Meeting to be held on **December 18**, 2007.

Hutchinson Police Commission Minutes

The Hutchinson Police Commission held a meeting on Tuesday, December 18, 2007, at the Hutchinson Emergency Operation Center. Present at the meeting were Barry Anderson, Mark Jelkin, Steve Sherman and Chief Daniel Hatten.

The meeting was called to order at 5:30 p.m.

Chairperson Anderson asked if there were any changes to the minutes from the last meeting. Mark Jelkin stated that the adjournment time should be 6:20 and not 6:00. A motion was made by Mark Jelkin, seconded by Steve Sherman, to approve the minutes with the change for the November 27th meeting. Motion carried.

Chief Hatten then informed Commissioners that Officer Janelle Graff had completed the field training program and was now on her own. He stated that she will be on probation for one year from the date of hire.

Chief Hatten then updated the Commissioners on the hiring process for a communication specialist. He stated that five individuals had successfully made it to the final interview. Once the final interviews were completed the panel felt two applicants would be able to fill the position. A conditional offer was made to Ms. Zich however the offer was rescinded due to items in the background. A conditional offer was then made to Ms. Spooner however this offer was also rescinded due to items in the background. The position was then re-advertised with a closing date of December 20th. Hatten stated that there were 20 applications thus far for the communications position. A discussion was then held with regard to adjusting the advertisement. Commissioner Jelkin asked if the option existed to hiring two part-time individuals as opposed to one full-time. Chief Hatten stated that there are issues with regard to part-time and the number of hours they can work, the benefits, etc. He also stated that this is the first time that the department could not hire from a list of candidates and hoped it was an anomaly.

Chief Hatten then directed the commissions' attention to the eligibility roster for the peace officer position. Hatten stated that two of the candidates were working outside of law enforcement and the third candidate was currently working in law enforcement in Grand Forks. After a short discussion a motion was made by Steve Sherman, seconded by Mark Jelkin to certify the list of candidates for the peace officer position. Motion carried.

The calendar for 2008 was then addressed. A motion was made by Mark Jelkin, seconded by Steve Sherman, to continue holding the meetings the third Tuesday of each month with the time being set for 5:30 p.m. Motion carried.

Chairperson Anderson asked if there were any items from the floor. With there being none a motion was made by Steve Sherman, seconded by Mark Jelkin, to adjourn the meeting. Motion carried.

Time of adjournment was 6:10 p.m.

Next Meeting to be held on **January 15, 2008**.
