



City of Fort Atkinson
City Manager's Office
101 N. Main Street
Fort Atkinson, WI 53538

**POLICE AND FIRE COMMISSION MEETING
IN PERSON AND VIA ZOOM
WEDNESDAY, APRIL 2, 2025 – 2:00 PM
CITY HALL – SECOND FLOOR**

If you have special needs or circumstances which may make communication or accessibility difficult at the meeting, please call (920) 397-9901. Accommodations will, to the fullest extent possible, be made available on request by a person with a disability.

AGENDA

- 1. Call meeting to order**
- 2. Roll call**
- 3. Approval of Minutes**
 - a. Review and possible action relating to the **minutes of the December 16, 2025 Police and Fire Commission** meeting (Ebbert, Clerk/Treasurer/Finance Director)
- 4. New Business**
 - a. Review and possible action in relation to the hiring of a **top candidate(s)** from the hiring process for the Police Department (Bump)
 - b. Review and possible action relating to the **appointment of top candidate(s) from the Fire/EMS Department** recruitment process for a part-time Firefighter/EMT-Basic (Peterson)
 - c. Fire Department staffing update (Peterson)
- 5. Adjournment**

Date Posted: March 31, 2025

CC: Police & Fire Commission Members; City Manager, Fire Chief, Police Chief, City Council; News Media

Notice is hereby given that a majority of the Fort Atkinson City Council may be present at this meeting at the location and time indicated above to gather information about any subject matters on this agenda over which they have decision-making responsibility. This may constitute

a meeting of the City Council pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis.2d. 553, 494 N.W.2d 408 (1993), and must be noticed as such although the City Council will not take any formal action at this meeting.

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**POLICE AND FIRE COMMITTEE MEETING
IN PERSON
MONDAY, DECEMBER 16, 2024 – 2:15 PM
CITY HALL – SECOND FLOOR**

MINUTES

1. Call meeting to order

Chairperson Jones called the meeting to order at 2:15 pm.

2. Roll call

Present: Commissioners Hartwick, Turk, Raub and Chairperson Jones. Also present: City Manager, City Clerk/Treasurer/Finance Director, Fire Chief and Police Lieutenants.

3. Approval of Minutes

*a. Review and possible action relating to the **minutes of the November 20, 2024 Police and Fire Commission meeting.***

Hartwick moved, seconded by Raub to approve the minutes of the November 20, 2024 Police and Fire Commission meeting. Motion carried.

4. New Business

*a. Review and possible action relating to the **appointment of top candidate(s) from the Fire/EMS Department recruitment process for a part-time Firefighter/EMT-Basic (Peterson)***

Chief Peterson presented a request to hire a part-time firefighter/EMT-Basic following successful interviews among the Department.

Turk moved, seconded by Raub to approve the hiring of Caela Brooke as a part-time firefighter/EMT-Basic. Motion carried.

*b. Review and possible action in relation to **promotion of top officer candidate to the rank of Lieutenant from internal promotional process for the Police Department (Bump)***

Lt. Hefty and Lindsey discussed the internal promotional process for the Lt. position.

Hartwick moved, seconded by Turk to approve the internal promotion of Officer Vanessa Leonard to Lieutenant for the Fort Atkinson Police Department. Motion carried.

5. Adjournment

Hartwick moved, seconded by Turk to adjourn. Meeting adjourned at 2:22 pm.

Respectfully submitted,
Michelle Ebbert
City Clerk/Treasurer/Finance Director



Fort Atkinson Fire Department

124 W. Milwaukee St.
Fort Atkinson, WI 53338
(920) 397-9908

Bruce W. Peterson
Fire Chief

To: Police & Fire Commission

From: Bruce Peterson, Fire Chief

Date: March 21, 2025

Subject: FAFD Staffing Update

Commission Members,

I am pleased to provide you with an update on our department's staffing. For your reference, I have included an updated organizational chart outlining our current structure.

New Hire

At the upcoming Police & Fire Commission hearing on Thursday, March 27, 2025, I will be proposing the hiring of Tailla Hoard as a part-time Firefighter/Paramedic. Ms. Hoard has successfully completed all background checks and pre-employment requirements. Given that she is already a full-time Firefighter/Paramedic with a neighboring department, I have waived the pre-employment physical. She recently moved into the City of Fort Atkinson and will be a great addition to our team.

Part-Time to Full-Time Status Change

I am pleased to announce the hiring of Nate Lawrence as a full-time member of our department. Nate has been a part-time member since 2012 and was selected to fill our recent vacancy. He was promoted to Captain in late 2024 and will retain that rank as a full-time member. This does increase our full-time captain positions to four, but Captain Lawrence will be assigned as the department's training officer, making this rank appropriate. His first shift in this new role will be on March 30, 2025.

Retirement

After more than 40 years of dedicated service, Chief Mike Reel has announced his retirement, effective May 1, 2025. Chief Reel has played an instrumental role in leading our department, particularly in overseeing our engineering training and fleet management. His departure will be deeply felt, but we have been preparing for this transition by redistributing his responsibilities among staff members.

Resignation

Firefighter/EMT-Basic Emily Schwab has resigned from her part-time position due to family and work commitments. We appreciate her contributions and wish her the best in her future endeavors.

Probationary Staff Update

We currently have seven members on new-hire probation, all of whom are performing well with no job performance concerns:

- **Full-Time Members:** FF/PM Josh Bull, FF/PM Mikala Jergens, FF/EMT-B Justice Rueth, and FF/EMT-B Brandon Rogneby.
- **Part-Time Members:** EMT-B Jodi Badura, FF Jacob Fleck, and FF/EMT-B Caela Brooke.

Please let me know if you have any questions or require additional details. Thank you for your continued support of our department and personnel.



Fort Atkinson Fire Department
 124 W. Milwaukee St.
 Fort Atkinson, WI 53338
 (920) 397-9908

Bruce W. Peterson
 Fire Chief

Fort Atkinson Fire Department
 April 1, 2025

