



ADMINISTRATIVE AND PERSONNEL COMMITTEE AGENDA
January 21, 2026 * 2:30 PM * Park View Room
13600 Juneau Boulevard, Elm Grove, WI 53122

1. Call Meeting to Order

2. Review and Act on Meeting Minutes dated December 4, 2025

Documents:

[*2025-12-04 AP DRAFT Minutes.pdf*](#)

3. Discussion and Possible Action on the Creation of a Part-Time Dispatcher Position with a Staffing Limit of Two (2) Employees

Documents:

[*Chief Hennen Memo.pdf*](#)

[*Part-Time Dispatcher Job Description \(DRAFT\).pdf*](#)

4. Discussion and Possible Action on Firefighter Compensation: Implementation of a \$30 Training Incentive and Increase to Unassigned Shift Pay.

Documents:

[*Fire Chief Naylor - Memo.pdf*](#)

5. Motion to Reconvene into Open Session

6. Other Business

7. Adjourn

Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires that the meeting or materials for the meeting has to be in an accessible location or format must contact the Village Clerk at 262-782-6700 or 13600 Juneau Boulevard by 3:00 PM Friday prior to the meeting so that any necessary arrangements can be made to accommodate your request.

NOTICE: It is possible that members of, and possibly a quorum of, other governmental bodies of the Village may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to in the above notice.