



# POLICE AND FIRE COMMISSION AGENDA

February 22, 2024 at 5:30 PM  
303 Mansion Street Mauston, WI

1. **Call to Order/Roll Call**
2. **Discussion and action relating to Minutes**
  - a. January 24, 2024
3. **Discussion and Possible Action Relating to the Financial Report**
  - a. Finance reports to be reviewed
4. **Fire Department's Report**
  - a. January's report
  - b. McMahon Progress Update
  - c. McMahon Report on Assessment of Mauston Fire Department's Compliance with Mandates
  - d. Discussion and action to approve amended Job Description for Firefighter
  - e. Discussion and action to approve the hiring process for Firefighter
  - f. Discussion and action to approve the Amended Job Description for Fire Chief
  - g. Discussion and action to recommend to the Council to Amend the Fire Chief Compensation
  - h. Discussion and action to approve the hiring process for Fire Chief
5. **Police Chief's Report**
  - a. January's report
6. **Adjourn**

## NOTICE:

*It is possible that action will be taken on any of the items on the agenda and that the agenda may be discussed in any order. It is also possible that a quorum of other governmental bodies of the municipality 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 above in this notice.*

*Also, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact City Deputy Clerk Nicole Lyddy (608) 747-2706.*

*Any member of the public wishing to join the meeting telephonically should call City Hall by 4pm the day of the meeting. Staff will be happy to provide instructions on joining the meeting by phone. City Hall main number: 608-847-6676*



# POLICE AND FIRE COMMISSION MINUTES

January 24, 2024 at 5:30 PM

303 Mansion Street Mauston, WI

1. **Call to Order/Roll Call-** The Police and Fire Commission met on January 24, 2024, in the Council Chambers of Mauston City Hall. Chair McGuire called the meeting to order at 5:33 p.m. Members present were Jack Hammer, Bill Jones, Brian McGuire, and Katie Gruman. Absent was Gary Purvis. Also present are Police Chief Mike Zilisch, Assistant Fire Chief Brent Lenorud, and McMahan representatives Gerry Kudek and Jeff Roemer.
2. **Minutes-** Purvis/Jones to approve the Minutes of the December 20, 2023 meeting. Motion carried.
3. **Financial Report-** McGuire/Jones to approve the Financial Report as presented. Motion carried by voice vote.
4. **Fire Administration December Report-** The calls for service in December 2023 were reviewed and explained. Kudek and Roemer presented a report to the PFC on behalf of McMahan which reviewed the work done so far as well as what they would be working on in the future. Some items that they have done so far include gaining access to the Fire Station and the computer system, reviewing budget documents, setting up procedures for after-calls, reviewing current job descriptions, attending Fire Department meetings, and addressing fire inspection issues. Some next steps for them include reviewing Rules and Regulations and Standard Operating Procedures for compliance and best practices, filling open officer positions, determining what training has been done to plan future training, and setting up a procedure for pay for non-call time (paperwork completion).  
McGuire/Hammer to approve the Fire Administration report. Motion carried on voice vote.
5. **Police Chief's December Report-** The December 2023 statistical reports were reviewed and explained. The total calls for service in December 2022 were 1205 while in December 2023, there were 1157. Last month, there were 1090 calls. Chief Zilisch reported that the Standard Operating Procedures were being reviewed and year-end reports were being completed. Jones/Purvis to approve the Police Chief's report. Motion carried by voice vote. Note – Chief Zilisch left the meeting at 6:09 pm.

- 6. **Fire Department Members' Concerns-** Several members of the Fire Department shared concerns that they had regarding the involvement of and work being done by McMahon during the transition between when Chief Hale resigned as Chief and when a new Chief will be hired. They asked for more transparency from the PFC and McMahon regarding what the purpose was for hiring McMahon and what the specific goals were. Kudek and Roemer explained that their overall goal was to review policies, procedures, and practices to make sure that the Fire Department is in compliance with the law and best practices and to have any updates in place before a new Chief is hired. The PFC will ask that the monthly report from McMahon be included in the PFC Agenda. The PFC thanked the firefighters for bringing their concerns to the PFC to maintain open communication.
  
- 7. **Adjourn-** Hammer/Purvis to adjourn – motion carried by voice vote – meeting adjourned at 6:27 p.m. Next meeting – February 22, 2024, at 5:30 pm at City Hall.

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Committee Chair

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Date

Budget Comparison - Detail  
Fire Department

Section 3, Item a.  
ACCT

Account Number		2024 February	2024 Actual 02/16/2024	2024 Budget	Budget Status	% of Budget
100-00-43420-000-000	Fire Ins Tax from State	0.00	0.00	11,500.00	-11,500.00	0.00
100-00-43524-000-000	Forest Fire Protect Grant (FD)	0.00	0.00	0.00	0.00	0.00
100-00-44301-000-000	Fire Inspection Fee	0.00	75.00	750.00	-675.00	10.00
100-00-46220-000-000	Township Rural Fire Reimbursmt	0.00	199,301.00	199,301.00	0.00	100.00
100-00-46223-000-000	Emergency Response Fee Revenue	0.00	600.00	67,500.00	-66,900.00	0.89
<b>Fire Department Revenues</b>		<b>0.00</b>	<b>199,976.00</b>	<b>279,051.00</b>	<b>-79,075.00</b>	<b>71.66</b>
<b>Total Revenues</b>		<b>0.00</b>	<b>199,976.00</b>	<b>279,051.00</b>	<b>-79,075.00</b>	<b>71.66</b>

Budget Comparison - Detail  
Fire Department

Section 3, Item a.  
ACCT

Account Number		2024 February	2024 Actual 02/16/2024	2024 Budget	Budget Status	% of Budget
100-00-52200-110-000	Salary/Wages	0.00	0.00	16,600.00	16,600.00	0.00
100-00-52200-120-000	Hourly Wages	0.00	1,108.29	20,000.00	18,891.71	5.54
100-00-52200-130-000	FICA/Medicare	0.00	77.30	10,450.00	10,372.70	0.74
100-00-52200-135-000	Retirement	0.00	0.00	4,000.00	4,000.00	0.00
100-00-52200-191-000	Protective Clothing/Gear	0.00	0.00	2,500.00	2,500.00	0.00
100-00-52200-213-000	Legal	0.00	0.00	0.00	0.00	0.00
100-00-52200-221-000	Electricity	0.00	0.00	3,800.00	3,800.00	0.00
100-00-52200-222-000	Heating Gas	0.00	0.00	7,669.00	7,669.00	0.00
100-00-52200-223-000	Water/Sewer	0.00	0.00	8,330.00	8,330.00	0.00
100-00-52200-224-000	Telephone/Fax	0.00	140.95	3,750.00	3,609.05	3.76
100-00-52200-241-000	Extinguisher Maint/Repair	0.00	0.00	150.00	150.00	0.00
100-00-52200-290-000	Outside Contractual services	0.00	0.00	32,000.00	32,000.00	0.00
100-00-52200-292-000	Hydrant Rental	0.00	0.00	0.00	0.00	0.00
100-00-52200-310-000	Office Supplies	0.00	0.00	700.00	700.00	0.00
100-00-52200-321-000	Publications	0.00	0.00	0.00	0.00	0.00
100-00-52200-330-000	Educ/Trng/Travel	0.00	0.00	1,000.00	1,000.00	0.00
100-00-52200-331-000	Motor Fuel	0.00	0.00	5,500.00	5,500.00	0.00
100-00-52200-331-001	Motor Fuel for TRFA	0.00	0.00	0.00	0.00	0.00
100-00-52200-352-000	Office Equip Maint/Service	0.00	0.00	0.00	0.00	0.00
100-00-52200-353-000	Info Tech	0.00	562.65	1,750.00	1,187.35	32.15
100-00-52200-354-000	Equipmnt Maint (Non-Office)	172.95	172.95	7,605.00	7,432.05	2.27
100-00-52200-355-000	Truck Maintenance	48.41	48.41	7,000.00	6,951.59	0.69
100-00-52200-357-000	Pager & Radio Repair	0.00	0.00	750.00	750.00	0.00
100-00-52200-361-000	Building Maintenance	180.00	180.00	4,000.00	3,820.00	4.50
100-00-52200-390-000	Miscellaneous	710.95	710.95	4,377.00	3,666.05	16.24
100-00-52200-510-000	Ins (non-labor)	0.00	14,166.75	31,000.00	16,833.25	45.70
100-00-52200-740-000	Losses/Damages	0.00	0.00	0.00	0.00	0.00
100-00-52200-790-000	Donations/Grants Expenditures	0.00	0.00	0.00	0.00	0.00
100-00-52200-811-000	Equipment Purchases	0.00	85.78	14,275.00	14,189.22	0.60
100-00-52200-812-000	Jaws	0.00	0.00	0.00	0.00	0.00
100-00-52200-821-000	FD Building Improvement	0.00	0.00	0.00	0.00	0.00
<b>Fire Department Expenses</b>		<b>1,112.31</b>	<b>17,254.03</b>	<b>187,206.00</b>	<b>169,951.97</b>	<b>9.22</b>
<b>Total Expenses</b>		<b>1,112.31</b>	<b>17,254.03</b>	<b>187,206.00</b>	<b>169,951.97</b>	<b>9.22</b>
<b>Net Totals</b>		<b>-1,112.31</b>	<b>182,721.97</b>	<b>91,845.00</b>	<b>-90,876.97</b>	<b>198.95</b>

Budget Comparison - Detail  
Police Department with Wage

Section 3, Item a.  
ACCT

Account Number	2024 February	2024 Actual 02/16/2024	2024 Budget	Budget Status	% of Budget	
100-00-52100-110-000	Salary/Wages	30,636.14	104,796.71	873,011.00	768,214.29	12.00
100-00-52100-111-000	Clerical OT Wages	0.00	0.00	1,208.00	1,208.00	0.00
100-00-52100-112-000	Officer PT Wages	0.00	0.00	0.00	0.00	0.00
100-00-52100-116-000	Officer OT Wages	1,880.84	9,958.90	73,030.00	63,071.10	13.64
100-00-52100-121-000	Crossing Guard Wages	210.00	669.00	10,500.00	9,831.00	6.37
100-00-52100-130-000	FICA/Medicare	2,407.12	8,978.85	73,329.00	64,350.15	12.24
100-00-52100-131-000	Health Insurance	125.00	15,051.04	141,292.00	126,240.96	10.65
100-00-52100-132-000	FSA Contribution	0.00	639.16	9,600.00	8,960.84	6.66
100-00-52100-133-000	Dental Insurance	983.78	1,855.53	12,386.00	10,530.47	14.98
100-00-52100-134-000	Vision Insurance	205.65	382.53	2,974.00	2,591.47	12.86
100-00-52100-135-000	Retirement	4,385.96	15,412.04	128,609.00	113,196.96	11.98
100-00-52100-191-000	Protective Cloth/Gear	0.00	5,600.00	11,750.00	6,150.00	47.66
100-00-52100-213-000	Legal	353.16	353.16	18,000.00	17,646.84	1.96
100-00-52100-216-000	Hire & Recruitment	0.00	0.00	500.00	500.00	0.00
100-00-52100-217-000	Investigations	0.00	2,487.00	15,000.00	12,513.00	16.58
100-00-52100-217-100	K9 Unit Expenses	0.00	1,348.58	2,000.00	651.42	67.43
100-00-52100-217-300	Fed Equity Share Expenses	0.00	0.00	0.00	0.00	0.00
100-00-52100-217-900	K9 Unit Special Acct Expenses	0.00	0.00	0.00	0.00	0.00
100-00-52100-221-000	PD Electricity	0.00	0.00	6,250.00	6,250.00	0.00
100-00-52100-222-000	PD Heating Gas	0.00	0.00	4,700.00	4,700.00	0.00
100-00-52100-224-000	Telephone/Fax	0.00	304.69	9,500.00	9,195.31	3.21
100-00-52100-290-000	Contractual Service	819.00	819.00	29,000.00	28,181.00	2.82
100-00-52100-310-000	Office Supplies	428.09	749.52	2,250.00	1,500.48	33.31
100-00-52100-313-000	Cleaning supplies-PD	257.91	257.91	1,750.00	1,492.09	14.74
100-00-52100-313-100	Supplies for COVID-19	0.00	0.00	0.00	0.00	0.00
100-00-52100-320-000	Membership/Dues	0.00	350.00	500.00	150.00	70.00
100-00-52100-321-000	Publications	0.00	0.00	0.00	0.00	0.00
100-00-52100-330-000	Educ/Trng/Travel	0.00	1,355.00	15,000.00	13,645.00	9.03
100-00-52100-331-000	Motor Fuel	0.00	0.00	25,500.00	25,500.00	0.00
100-00-52100-341-000	Prof Equip/Supplies	1,942.33	3,071.85	22,000.00	18,928.15	13.96
100-00-52100-352-000	Office Equip Maint/Service	0.00	0.00	2,750.00	2,750.00	0.00
100-00-52100-353-000	Info Tech	0.00	2,106.55	12,500.00	10,393.45	16.85
100-00-52100-354-000	Equipmnt Maint (Non Office)	84.97	84.97	6,000.00	5,915.03	1.42
100-00-52100-361-000	Building Maintenance	2,448.24	2,506.06	7,250.00	4,743.94	34.57
100-00-52100-390-000	Miscellaneous	0.00	0.00	500.00	500.00	0.00
100-00-52100-510-000	Ins (non-labor)	0.00	8,273.62	36,785.00	28,511.38	22.49
100-00-52100-740-000	Losses/Damages	0.00	0.00	0.00	0.00	0.00
100-00-52100-790-000	Donations/Grants Expenditures	0.00	0.00	0.00	0.00	0.00
=====						
<b>Police Department</b>	<b>47,168.19</b>	<b>187,411.67</b>	<b>1,555,424.00</b>	<b>1,368,012.33</b>	<b>12.05</b>	
=====						
<b>Total Expenses</b>	<b>47,168.19</b>	<b>187,411.67</b>	<b>1,555,424.00</b>	<b>1,368,012.33</b>	<b>12.05</b>	
=====						
<b>Net Totals</b>	<b>-47,168.19</b>	<b>-187,411.67</b>	<b>-1,555,424.00</b>	<b>-1,368,012.33</b>	<b>12.05</b>	

2/19/2024

8:08 AM

Reprint Check Register - Quick Report - ALL

Page: 1  
ACCT

CITY OF MAUSTON POOLED CASH

Accounting Checks

Posted From: 1/20/2024 From Account: 100-00-52100-110-000  
Thru: 2/16/2024 Thru Account: 100-00-52200-900-000

Check Nbr	Check Date	Payee	Amount
FSA	1/03/2024	DBS - FSA ACH	503.16
		Manual Check City of Mauston - Monthly FSA deductions	
FSA	1/09/2024	DBS - FSA ACH	86.00
		Manual Check City of Mauston - Monthly FSA deductions	
FSA	1/23/2024	DBS - FSA ACH	50.00
		Manual Check City of Mauston - Monthly FSA deductions	
38856	1/31/2024	Mauston Area Ambulance Assn., Inc PD - Legal blood draws 2x	250.00
38863	1/31/2024	Staples Business Advantage PD - Items for office use	37.36
38864	1/31/2024	Steinig Tal K-9 Police Academy LLC PD - Annual maint training k9 Pilot	950.00
38866	1/31/2024	Town of Campbell Police Department PD - Training seminar - 2 day course	530.00
38868	1/31/2024	ULINE PD - Items for evidence bay	1,129.52
38871	1/31/2024	Wisconsin Chiefs of Police Association PD - Membership renewal	350.00
38872	1/31/2024	Wisconsin Police Leadership Foundation PD - Conference registration 2024	825.00
38874	2/06/2024	Air Science PD - Items for drug inspection hood	768.00
38875	2/06/2024	Allied Cooperative City of Mauston - Supplies & Parts	172.95
38878	2/06/2024	Amazon Capital Services, Inc City of Mauston - Items for use/maint	1,860.33
38883	2/06/2024	Cintas City of Mauston - Building floor mats	57.81
38887	2/06/2024	Delta Dental of Wisconsin City of Mauston - Dental Premiums	983.78
38896	2/06/2024	Holiday Wholesale FD/Strts - Custodial supplies	75.95
38898	2/06/2024	Juneau County Fire Fighters Association FD - Annual association dues	635.00
38904	2/06/2024	Mauston Plumbing Inc PD - Plumbing repairs squad bay	2,390.43
38905	2/06/2024	Mauston True Value, Inc. City of Mauston - Hardware & Supplies	84.97



2/19/2024

8:08 AM

Reprint Check Register - Quick Report - ALL

Page: 2  
ACCT

CITY OF MAUSTON POOLED CASH

Accounting Checks

Posted From: 1/20/2024 From Account: 100-00-52100-110-000  
Thru: 2/16/2024 Thru Account: 100-00-52200-900-000

Check Nbr	Check Date	Payee	Amount
38907	2/06/2024	Moll, Kimberly City of Mauston - Cleaning service fees	999.00
38915	2/06/2024	Richards - Bria Law Office City of Mauston - Legal fees for month	353.16
38916	2/06/2024	Rudig-Jensen Ford, Inc FD - Items for maint/repairs	48.41
38918	2/06/2024	VSP Vision Service Plan City of Mauston - Vision Ins Expense	205.65
		Grand Total	13,346.48

2/19/2024

8:08 AM

Reprint Check Register - Quick Report - ALL

Page: 3  
ACCT

CITY OF MAUSTON POOLED CASH

Accounting Checks

Posted From: 1/20/2024 From Account: 100-00-52100-110-000  
Thru: 2/16/2024 Thru Account: 100-00-52200-900-000

Amount

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Total Expenditure from Fund # 100 - General Fund 13,346.48

Total Expenditure from all Funds 13,346.48

***THE MAUSTON FIRE DEPARTMENT***

MEMBERS OF JUNEAU COUNTY FIREFIGHTER'S ASSOCIATION

MAUSTON, WISCONSIN 53948

January 2023

In January the Fire Department responded to 9 calls. There were 5 calls in the city, 3 calls in the rural areas and 1 mutual aid call.

The city had 112 man hours.

The Rural had 98 man hours.

The mutual aid calls resulted in 37 man hours.

Drills resulted in 91 man hours.

Officer meeting resulted in 16 man hours.

Plume modeling class resulted in 25 man hours taught by the Railroad.

The total man hours for January are 379.

Kim M. Hale

Chief

**MAUSTON FIRE DEPARTMENT  
MEMBERS OF JUNEAU COUNTY FIREFIGHTER'S ASSOCIATION  
MAUSTON, WI 53948**

Section 4, Item a.

Report For February 2024

Date	Call Number	Description	Address
2/1/2024	9	Vehicle smoking / oil leak	68 West bound I 90/94 Mauston
2/1/2024	10	Structure Fire	W 5170 47th Street Lemonwier
2/2/2024	11	Canceled call	Mauston
2/3/2024	12	CO detector alarm	602 Martin Street Mauston

Chief

Kim Hale

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## MEMORANDUM

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DATE: February 19, 2024

TO: City of Mauston Police and Fire Commission

FROM: Robert Whitaker

RE: Management Summary Report

Below is a update of the work done by McMahon to complete the Scope of Services included in the Agreement for Professional Services dated September 27, 2023.

- ✓ **Hold Departmental Meetings to review duties and responsibilities:** McMahon has attended multiple Departmental Meetings and maintained regular contact with Assistant Chief Lenorud and City Administrator Haugh. McMahon checks and responds to fire department emails and phone calls/voicemails daily.
- ✓ **Put Together a Management Team which will consist of McMahon Project Team and the Fire Chief and his Officers:** Completed – current vacancies exist in the rank of Captain and Secretary/Treasurer. McMahon, Assistant Chief Lenorud and Administrator Haugh are currently evaluating the need to fill the Secretary/Treasurer position.
- ✓ **The McMahon Project Team Members will be on site an average of four to five days per month and will provide the ability for direct communications with the Fire Chief daily:** In December and January, McMahon was on site weekly, with one exception due to weather. Since the start of the project, the current fire department command staff has had regular contact with the McMahon Team as needed. To manage costs in February, McMahon is attempting to do more work remotely.
- ✓ **The Management Team will manage the project direction, revisions of the Department's operations, coordination of agencies and resource needs:** This is ongoing work. McMahon has been in contact with the Juneau County Emergency Management Director and 911 Dispatch.
- ✓ **The Management Team will develop a department-wide training plan:** McMahon is currently finalizing a training plan to submit to the Department and has recommended the Department establish a Training Committee to manage the training plan.
- ✓ **The Management Team will review all current administrative rules and applicable standards, along with current departmental practices to ensure compliance with relevant guidelines and standards:** A report on compliance with mandates is prepared for review by the Police and Fire Commission. An Observed Rules Violation Report Form has been developed for use by the officers of the Department to document violation of Department Rules.

- ✓ **The Management Team will review current equipment, maintenance procedures and provide recommendations for any changes:** McMahon is in the process of reviewing equipment and maintenance plans. A maintenance plan/calendar is being developed for submission to the Department. McMahon recommends the Department establish a Maintenance Committee to assist in management of equipment maintenance. A Request for Maintenance Form has been developed that can be used by Department Members to submit requests for maintenance.
- ✓ **The Management Team will also provide guidance and assistance with the implementation and training of any changes based on the resource recommendations:** In progress.
- ✓ **The Management Team will assist with external fire departments, dispatch and related agencies as needed:** Regular communication has been established with Juneau County 911, Juneau County Emergency Management and Western Technical College Fire Training. McMahon recommends additional training on the Mutual Aid Box Alarm System (MABAS) be conducted both internally and within Juneau County to ensure MABAS is used to its fullest extent.
- ✓ **A Management Summary Report will be provided to the Police and Fire Commission. This report will outline the project team and department activities and actions that have taken place:** Ongoing.
- ✓ **The Management Team will review current incident scene practices and uniformity and develop and refine related standard operating guidelines:** The Team has reviewed incident scene practices, uniformity and the current standard operating guidelines and feel the documents are sufficient. Additional training should be provided in the guidelines and incident management for all members of the Department. It is recommended the Police and Fire Commission consider adopting rules for hiring and promotional processes within the Department.
- ✓ **The Project Manager would also be available to assist with EMS coordination as needed:** To date, this has not been needed.

While progress is being made to complete the scope of the project, I cannot stress the importance for the command staff of the Mauston Fire Department to ensure the work processes, new and current procedures and requirements, training plan and newly formed committees are maintained to ensure ongoing success of the Department.



MEMORANDUM

DATE: February 19, 2024
TO: City of Mauston Police and Fire Commission
FROM: Robert Whitaker
RE: Fire Department Mandates Assessment

The McMahon Team has completed an assessment of current administrative rules and applicable standards, along with current departmental practices to ensure compliance with relevant guidelines and standards as is required in the Scope of Services dated September 27, 2023.

Fire Departments in the State of Wisconsin are required to comply with Department of Safety and Professional Standards 314 and 330. SPS 314 is primarily related to fire prevention. SPS 330 is related to Firefighter Health and Safety. Both SPS 314 and 330 adopt some or all of other professional standards by reference.

The Department, for the most part, complies with both standards. SPS does conduct audits of compliance and is scheduled to be on site for an audit on March 5, 2024. Areas that need to be addressed to ensure compliance are outlined below:

- Ensure the Health and Safety Committee meets at least twice per year and keeps records of such meetings: Assigned to Safety Officer.
Develop a process to document on-going training for each firefighter, dates of the training, subjects covered, and certifications achieved: A Training Committee has been recommended to work on implementing these requirements. McMahon is in the process of developing a recommended training plan for this Committee to utilize. Documentation of training offered, attendance, performance requirements and time of the training should be maintained (SPS 314 and SPS 330).
Maintain Written Standard Operating Guidelines (SOGs): The Department SOGs in place that meet minimum requirements. McMahon is recommending that at least two SOGs be reviewed monthly by all members as part of scheduled training.



- **Minimum Education Requirements:** McMahon has reviewed training records that were maintained by both the Department and individual members. A master list of certifications and training has been developed. Moving forward, it is recommended the Department maintain a master list of certifications and courses completed by members of the Department. Compiling this information has been a challenge for McMahon. As of the date of this memo, there are two firefighters in the Department who have not been able to verify minimum qualifications for interior structural firefighting/entry into an immediately dangerous to life and health environment. There are also two promoted officers who are working to locate documentation to verify attainment of minimum qualifications required by the State to be a fire officer.
- **Preventive Maintenance Program of Apparatus and Portable Equipment:** It is likely that preventive maintenance was occurring, but there was limited documentation to prove completion. A Department Committee has been established to ensure the required work is completed and appropriate documentation is maintained. McMahon is preparing a list of recommended ongoing maintenance practices.
- **Fit Testing of Respirators:** Testing to ensure the appropriate fit of respirators (SCBAs) is required at least annually. McMahon was unable to locate documentation of completion at this time.
- **Fire Department Public Education Services:** The Department is required to provide public fire education services within the territory served by the Department. The services may be selected from the following: fire prevention week program, residential fire inspection program, building plan review program, school education program, continuing public fire education program, youth fire awareness program, fire extinguisher training program, occupancy inspection program smoke detector awareness program. Detailed requirements of those programs are included in SPS 314. There is no documentation available for the provision of these programs. Documentation and attendance records for Department Members should be maintained. This will be audited as part of the State DSPS 2% Dues Audit.

McMahon recommends the Department create an annual workplan that includes a checklist to ensure completion of requirements annually to assist in maintaining future compliance with requirements.





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## MEMORANDUM

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DATE: February 19, 2024

TO: City of Mauston Police and Fire Commission

FROM: Robert Whitaker

RE: Amendments to Firefighter Job Description

McMahon recommends the Commission consider adopting the enclosed updated Firefighter Job Description.



# Job Descriptions

**POSITION TITLE:** Firefighter

**REPORTS TO:** Fire Chief

**APPOINTED BY:** Fire Chief

**SCREENINGS:** Background check, drug test, physical

**RESIDENCY REQUIREMENT:** Must live within 15 miles of the City of Mauston corporate boundaries

**Police & Fire Commission Approval:** November 12, 2020, Revised February 22, 2024

**DEPARTMENT:** Fire Department

**STATUS:** Part-Time, At-Will, On-Call

**CONFIRMED BY:** Police & Fire Commission

## Qualifications:

Applicants must satisfy the qualifications established in the Wisconsin Statutes and Chapter ILHR 30-SPS Chapter 330 Wis. Admin. Code, plus all amendments thereto, plus whatever additional qualifications may be established from time to time by the PFC, the Department, or the State. Certification, training, and orientation must be completed in 24 months. No firefighter may serve in any position, or exercise any duties or powers, for which he or she is not qualified.

## Oath of Office:

Every firefighter shall take an oath to uphold:

- The Rules and Regulations of the Department, and
- Any additional rules and regulations imposed by the PFC, and
- The Laws of the United States and Wisconsin.

## Duties:

All firefighters shall observe the following rules and regulations, and the failure to do so may result in termination or disciplinary action.

- Firefighters shall observe and follow security and safety rules, Firefighters shall wear required safety equipment, and shall not tamper with equipment.
- Firefighters shall not engage in negligent or careless action, which endangers the life or safety of themselves or others.
- Firefighters shall not engage in insubordination or refuse to obey reasonable orders mid instruction properly issued by a superior.
- Firefighters shall not engage in threatening, intimidating or coercing behavior towards other Firefighters, on or off the Department premises, at any time, for any purpose.
- Firefighters shall not negligently cause the destruction of or damage to Department property.
- Firefighters shall not engage in the unauthorized possession, removal, or use of Department property.
- Firefighters shall not engage in malicious gossip, or spreading rumors, or other activities which are likely to create discord and dissension amongst the Firefighters.
- Firefighters shall not smoke in restricted areas or at non-designated times.
- Firefighters shall not create or contribute to unsanitary conditions.
- Firefighters shall not be excessively absent or tardy from meetings or emergency calls.
- Firefighters shall not use obscene, profane, or abusive language.
- Firefighters shall not carelessly drive Department vehicles, nor shall they carelessly drive their own vehicles while responding to an emergency call.
- Firefighters shall immediately report to any Officer any damage to (or the malfunction of) an accident involving, or the loss of Department property.
- Firefighters shall comply with all federal, state and Department rules and regulations regarding the standards for emergency operations including compliance with applicable "CDL" license requirements.
- Firefighters shall not appear at a Department Meeting or at any emergency while under the influence of an intoxicant or a controlled substance drug.

**Duties (con't):**

- Firefighters shall take pride in their personal appearance, their technical knowledge, their ability to perform their job, and their overall dedication to serving the public,
- Firefighters shall exercise self-discipline and control over their emotions to be sympathetic to the abnormal or exaggerated actions of those under stress, to exhibit reasonable and firm leadership in carrying out measures that ~~insure~~ensure the safety, survival, show confidence of others in the performance of their duties.
- Firefighters shall leave their personal equipment and Department equipment in a state of readiness.
- Firefighters shall follow, to the best of their ability, the reasonable and appropriate orders of ~~their~~their supervisors.
- Firefighters shall perform such tasks and duties as may be assigned to them by their superiors, including (but not limited to) firefighting tasks, training and educational tasks, fund raising tasks and parade tasks.
- Firefighters shall keep confidential all information required by law to be kept confidential.
- Firefighters shall accurately show their compensable time and shall not falsify or inflate the time they ~~spends~~spend, or others spend performing compensable duties.
- Firefighters shall faithfully obey and execute such additional rules and regulations as may be imposed by the Chief and/or the PFC.

**Management Statement:**

These position descriptions have been prepared to assist in defining work hours and conditions, job responsibilities, and skills needed—It is not intended as a complete list of jobs, duties, responsibilities, and/or essential functions—The omission of specific statements of duties does not exclude them from this position if the work is similar, related or a logical assignment to the position.

These position descriptions do not constitute an employment agreement between the employer and employee—These descriptions are not intended to limit or modify the right of any supervisor or supervising governmental body to assign, direct and control the work of employees under supervision—The City of Mauston retains and reserves any and all rights to change, modify, amend, ~~add~~add, or delete, from any section of this document as it deems, in its judgment, to be proper.

By my signature below:

- I acknowledge that I received a copy of this job description
- Any questions and/or concerns have been addressed with me.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date



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**MEMORANDUM**

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DATE: February 19, 2024  
TO: City of Mauston Police and Fire Commission  
FROM: Robert Whitaker  
RE: Firefighter Hiring

McMahon recommends the Department initiate a hiring process for additional firefighters by adopting a protocol for hiring firefighters. A protocol for the Commission to consider is included with this memo along with an advertisement that can be utilized.

McMahon Consultant Gerald Kudek can assist with this process under the current scope of work.

It is recommended the Commission adopt the enclosed Protocol.

Mauston Fire Department  
Firefighter Hiring Protocol

Adopted by the Police and Fire Commission  
February 22, 2024

- 1) Any person over 18 years of age, desiring to become a member of the Department shall submit a City of Mauston Employment Application (available online and at City Hall).
- 2) Applications will be reviewed by the Fire Chief.
- 3) Fire Chief will interview candidates. The Chief may elect to have up to two officers of the Department participate in the interview process.
- 4) Candidates who pass the Fire Chief Interview will be forwarded to the Police and Fire Commission for consideration to be placed on the Firefighter Eligibility List.
- 5) Candidates may remain on the Firefighter Eligibility List for up to twelve (12) months, at which time the applicant shall be removed from the list unless the applicant renews his/her application.
- 6) When a vacancy exists in the rank of Firefighter, the Fire Chief will notify the Police and Fire Commission.
- 7) The Police and Fire Commission will interview candidates on the Firefighter Eligibility List to fill the vacancy. If there are more candidates on the Firefighter Eligibility List than vacancies, the Police and Fire Commission will conduct interviews to select a candidate to fill the vacancy.
- 8) The Fire Chief will provide the candidate selected with a conditional offer of employment.
- 9) Conditions of employment will be:
  - a. Verification of minimum qualifications
  - b. Successfully complete a Background Check conducted by the Mauston Police Department
  - c. Successfully complete a work physical and drug screen.
- 10) Upon completion of conditions of the offer of employment, the candidate will serve a probationary period of twenty-four (24) months. During this period, the applicant must satisfy the qualifications established by Wisconsin Statutes and SPS330 Wis. Administrative Code in addition to any additional qualifications that may be established from time to time by the PFC, the Department or the State of Wisconsin and must comply with the requirement to live within 15 miles of the city's corporate boundaries.

# City of Mauston Fire Department



## Interested in joining our team?

The City of Mauston has a paid-on call Fire Department which is responsible

for providing fire protection, emergency response, fire inspections, and training for paid-on-call fire fighters. The Department provides these services to the City of Mauston as well as to the surrounding rural areas.

The Mauston Fire Department is accepting applications from individuals interested in providing these fire services to the community. The requirements are as follows:



- Applicants must be a minimum of 18 years of age. Individuals under the age of eighteen are encouraged to contact us about joining as an Explorer.
- Must pass a background investigation check and pre-employment physical.
- Successful applicants will receive paid training to complete minimum requirements for firefighters as outlined in the Wisconsin Statutes and SPS 330 Wis. Admin. Code.
- Within two years of appointment, members of the Department must live within 15 miles of corporate boundaries of the City of Mauston.

To join our Mauston Fire Department team, please fill out an Employment Application available online at <https://www.mauston.com/employment> or at City Hall.

# Job Descriptions

**POSITION TITLE:** Fire Chief

**REPORTS TO:** Police & Fire Commission

**APPOINTED BY:** Police & Fire Commission

**SCREENINGS:** Background check, drug test, physical

**RESIDENCY REQUIREMENT:** Must live within 15 miles of the City of Mauston corporate boundaries

**DEPARTMENT:** Fire Department

**STATUS:** Part-Time, At-Will, On-Call

**Police & Fire Commission Approval:** November 12, 2020, Revised February 22, 2024

## Appointment of the Fire Chief:

- **Appointment:** Pursuant to 62.13(3), the Fire Chief shall be appointed by the PFC.
- **Term:** Pursuant to 62.13(3), the Chief shall hold office until resigning or until suspended or removed by the PFC.
- **Eligibility:** To be eligible for the position of Fire Chief, the applicant must have been an employee of this Department or another fire department for at least 5 ~~years, and~~ years, and must fulfill such other requirements as the Wisconsin Statutes and Administrative Code may require.

## Duties of the Fire Chief:

In addition to the duties and powers set forth in Section 2-90 of the Mauston Code of Ordinances, the Fire Chief shall:

- Be the Chief Executive Officer of the Department at all times, and exercise general supervision and control over all emergency and non-emergency, fire-fighting and non-firefighting activities, such as ~~fund-raising~~ fund-raising activities, practices, parade participation, and social events.
- Determine whether a firefighter's absence from a practice meeting or a fire call shall be excused.
- Have the power to discipline or suspend a firefighter.
- Exercise all duties, obligations, ~~powers~~ powers, and rights of Fire Chiefs authorized by State and Federal rules and regulations, including (but not limited to) the requirements of ~~LHR 30~~ SPS 330 Wis. Admin. Code, including the standards of the National Fire Protection Association (NFPA) adopted by reference therein.
- Organize, ~~provide~~ provide, and oversee proper and adequate training and education for the Firefighters.
- Establish, ~~maintain~~ maintain, and oversee a training and education program for Firefighters to prevent occupational accidents, deaths, ~~injuries~~ injuries, and illnesses.
- Supervise the acquisition, maintenance, inspection and repair of all vehicles and equipment to assure the safety and performance thereof.
- Coordinate and supervise the inspection, testing and maintenance of all Department motor vehicles, equipment and properly.
- Assure, to the best of his/her ability, that the firefighters who are expected to do structural firefighting are physically capable of performing the duties which may be assigned to them during emergencies.
- Appoint all subordinates pursuant to policies, and shall coordinate, ~~direct~~ direct, and discipline their activities.
- Be present at all fires, to the extent possible, and shall plan, ~~coordinate~~ coordinate, and supervise the handling of the emergency situation. Have the power to appoint additional ~~manpower~~ workforce, under emergency situations, whenever in his/her discretion such additional ~~manpower~~ workforce is necessary.
- Have the power to appoint additional ~~manpower~~ workforce, under emergency situations, whenever in his/her discretion such additional ~~manpower~~ workforce is necessary.
- Prepare the annual budget request in coordination with the City Administrator, and present the same to the PFC.
- Report to the PFC regarding the special needs and requests of the Department.
- Refer for prosecution, any person interfering with the activities of the Department.
- Decide which equipment is taken to emergency situations.



**Duties of the Fire Chief(con't):**

- Have the authority to request additional firefighting equipment from neighboring fire departments and the authority to render aide to neighboring fire departments.
- Coordinate and supervise the preparation of all repairs required by the PFC or the State, or by any other governmental entity.
- Appoint and supervise fire inspectors.

**Firefighter Qualifications:**

Applicants must satisfy the qualifications established in the Wisconsin Statutes and SPS Chapter 330 Chapter ILHR 30 Wis. Admin. Code, plus all amendments thereto, plus whatever additional qualifications may be established from time to time by the PFC, the ~~Department~~Department, or the State. Certification, ~~training~~training, and orientation must be completed in 24 months—  . No firefighter may serve in any position, or exercise any duties or powers, for which he or she is not qualified.

**Firefighter Oath of Office:**

Every firefighter shall take an oath to uphold:

- The Rules and Regulations of the Department, and
- Any additional rules and regulations imposed by the PFC, and
- The Laws of the United States and Wisconsin.

**Firefighter Duties:**

All firefighters shall observe the following rules and regulations, and the failure to do so may result in termination or disciplinary action.

- Firefighters shall observe and follow security and safety rules, Firefighters shall wear required safety equipment, and shall not tamper with equipment.
- Firefighters shall not engage in negligent or careless action, which endangers the life or safety of themselves or others.
- Firefighters shall not engage in insubordination or refuse to obey reasonable orders mid instruction properly issued by a superior.
- Firefighters shall not engage in threatening, intimidating or coercing behavior towards other Firefighters, on or off the Department premises, at any time, for any purpose.
- Firefighters shall not negligently cause the destruction of or damage to Department property.
- Firefighters shall not engage in the unauthorized possession, ~~removal~~removal, or use of Department property.
- Firefighters shall not engage in malicious gossip, or spreading rumors, or other activities which are likely to create discord and dissension amongst the Firefighters.
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- Firefighters shall not create or contribute to unsanitary conditions.
- Firefighters shall not be excessively absent or tardy from meetings or emergency calls.
- Firefighters shall not use obscene, ~~profane~~profane, or abusive language.
- Firefighters shall not carelessly drive Department vehicles, nor shall they carelessly drive their own vehicles while responding to an emergency call.
- Firefighters shall immediately report to any Officer any damage to (or the malfunction of) an accident involving, or the loss of Department property.
- Firefighters shall comply with all federal, state and Department rules and regulations regarding the standards for emergency operations including compliance with applicable "CDL" license requirements.
- Firefighters shall not appear at a Department Meeting or at any emergency while under the influence of an intoxicant or a controlled substance drug.

- Firefighters shall take pride in their personal appearance, their technical knowledge, their ability to perform their job, and their overall dedication to serving the public.

**Firefighter Duties (con't):**

- Firefighters shall exercise self-discipline and control over their emotions to be sympathetic to the abnormal or exaggerated actions of those under stress, to exhibit reasonable and firm leadership in carrying out measures that ~~insure~~ensure the safety, survival, show confidence of others in the performance of their duties.
- Firefighters shall leave their personal equipment and Department equipment in a state of readiness.
- Firefighters shall follow, to the best of their ability, the reasonable and appropriate orders of ~~their~~their supervisors.
- Firefighters shall perform such tasks and duties as may be assigned to them by their superiors, including (but not limited to) firefighting tasks, training and educational tasks, fund raising tasks and parade tasks.
- Firefighters shall keep confidential all information required by law to be kept confidential.
- Firefighters shall accurately show their compensable time and shall not falsify or inflate the time they ~~spend~~spend, or others spend performing compensable duties.
- Firefighters shall faithfully obey and execute such additional rules and regulations as may be imposed by the Chief and/or the PFC.

**Management Statement:**

These position descriptions have been prepared to assist in defining work hours and conditions, job responsibilities, and skills needed~~—~~. It is not intended as a complete list of jobs, duties, responsibilities, and/or essential functions~~—~~. The omission of specific statements of duties does not exclude them from this position if the work is similar, related or a logical assignment to the position.

These position descriptions do not constitute an employment agreement between the employer and employee~~—~~. These descriptions are not intended to limit or modify the right of any supervisor or supervising governmental body to assign, direct and control the work of employees under supervision~~—~~. The City of Mauston retains and reserves any and all rights to change, modify, amend, ~~add~~add, or delete, from any section of this document as it deems, in its judgment, to be proper.

By my signature below:

- I acknowledge that I received a copy of this job description
- Any questions and/or concerns have been addressed with me.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Date**



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## MEMORANDUM

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DATE: February 19, 2024

TO: City of Mauston Police and Fire Commission

FROM: Robert Whitaker

RE: Fire Chief Job Description

Enclosed is the current Job Description for Fire Chief with recommended changes for consideration by the Commission.



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**MEMORANDUM**

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DATE: February 19, 2024  
TO: City of Mauston Police and Fire Commission  
FROM: Robert Whitaker  
RE: Fire Chief Compensation

Currently, the Fire Chief is paid \$12,000 per year. The Chief is compensated separately for response to calls for service and training.

McMahon believes the Commission should consider recommending the City Council amend the compensation method to an hourly rate for any work, including response to calls for service and training.

Compensating for hourly work ensures the person fulfilling the position is compensated for all work. Monitoring of hours to ensure the position compensation remains within the approved budget would be required.

As an example, if the Commission were to consider a rate of \$20 per hour, the Chief would be able to work just under twelve hours per week on administrative tasks and still remain in the budgeted amount of \$12,000. Compensating hourly also allows for flexibility in delegation of administrative tasks by the Chief to other officers.

Recommended Action: Commission recommend the City Council amended the compensation method for Fire Chief from \$12,000 per year to an hourly rate of \$20 per hour for administrative work in addition to the current hourly compensation for response to calls and participation in training.



MEMORANDUM

DATE: February 19, 2024
TO: City of Mauston Police and Fire Commission
FROM: Robert Whitaker
RE: Fire Chief Hiring Process

The McMahon Team is recommending the Police and Fire Commission proceed with a process to appoint a Fire Chief for the Mauston Fire Department. Currently, McMahon recommends the position continue to be a part-time position.

To ensure a part-time chief position is effective, additional work hours will be required of the fire officers and members of the Department. Since this work is required, the members performing the work must be compensated.

Without the support of work done by officers and other departmental members, additional hours required of the chief will be necessary. At some point, without this support from the officers, the additional hours required for the fire chief position may become more than most part-time chiefs will be available to work and the interested pool of candidates for fire chief will likely be limited. If the model of utilizing officers and other members to support administrative duties of the Fire Chief is not feasible, consideration will need to be given to looking at a full-time fire chief position.

The Job Description for Fire Chief is enclosed. Requirements for the position are detailed in the Job Description. The requirements reference, "such other requirements as the Wisconsin Statutes and Administrative Code may require." Statutes and Administrative Code require the fire chief to either have completed fire officer training as required in Wisconsin SPS330 or to have been appointed as a fire officer in the State prior to October 1, 2018.

The Police and Fire Commission is responsible to appoint a fire chief in accordance with State Statutes. McMahon recommends the Commission adopt a process for this hiring prior to advertising to ensure candidates are aware of the process and its requirements.



McMahon recommends the Commission consider the following process. McMahon would be available to manage this process under a separate scope of work that is included for consideration by the Commission.

- 1) Police and Fire Commission adopt Fire Chief Hiring Process – February PFC Meeting
- 2) Advertise internally and on City Website – Up to twelve current members of the Department currently qualify for the position.
- 3) Interested and qualified candidates submit a cover letter and resume to the Police and Fire Commission or the appointed representative of the PFC.
- 4) Verification of qualifications of candidates – it will be important the Police and Fire Commission carefully ensure applicants meet current qualifications included in SPS330 for appointment to Fire Chief.
- 5) PFC holds a special meeting in mid-March to review applicants and determine which candidates to interview in closed session at regular March PFC Meeting.
- 6) Candidate interviews at March PFC Meeting.
- 7) PFC make an appointment to the position of Fire Chief upon completion of the process.

McMahon recommends the PFC consider allowing up to two (2) at large members of the community/department to participate in the interviews to provide additional input to the PFC. In accordance with State Statutes, these at large members do not have authority to vote on the appointment of the Fire Chief.

Recommended Action: If the Commission elects to move forward with a Fire Chief Hiring Process, it is recommended the Commission adopt a Protocol similar to the one outlined in this memo.

# Mauston Police Department

January 2024



Chief Michael D. Zilisch





# Mauston Police Department

## Total Traffic Citation Report, by Type, Officer

**Citation Type:**

<u>Officer</u>	<u>Citations</u>	<u>Violations</u>
	18	18
<b>Area Totals</b>	<b>18</b>	<b>18</b>

**Citation Type: ELC**

<u>Officer</u>	<u>Citations</u>	<u>Violations</u>
A Noe	6	6
A Weinke	1	1
B FISH	4	4
E Sanner	2	2
MSchwichtenberg	9	9
<b>Area Totals</b>	<b>22</b>	<b>22</b>

**Citation Type: MV**

<u>Officer</u>	<u>Citations</u>	<u>Violations</u>
	3	3
<b>Area Totals</b>	<b>3</b>	<b>3</b>

**Citation Type: NTC**

<u>Officer</u>	<u>Citations</u>	<u>Violations</u>
B FISH	1	1
B N Arenz	1	1
C Bailey	2	2
MSchwichtenberg	3	3
N Waltemath	1	1
<b>Area Totals</b>	<b>8</b>	<b>8</b>

<b>Report Totals</b>	<b>51</b>	<b>51</b>
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**Report Includes:**

All dates of issue between '00:00:01 01/01/24' and '00:24:00 01/31/24', All agencies matching 'MPD', All issuing officers, All areas, All courts, All offense codes, All dispositions, All citation/warning types



# Mauston Police Department

## Total Traffic Warning Report, by Agency/Officer

Agency: MPD MAUSTON POLICE DEPARTMENT

<u>Officer</u>	<u>Warnings</u>	<u>Violations</u>
	21	34
A Noe	33	41
A Weinke	19	30
B FISH	5	9
B N Arenz	25	34
E Sanner	28	36
MSchwichtenberg	52	71
R Lueneburg	18	23

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Report Totals:            201            278

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**Report Includes:**

All dates between '00:01:00 01/01/24' and '00:24:00 01/31/24', All agencies matching 'MPD', All issuing officers, All areas, All violations



# Mauston Police Department

## Total Accidents Report, by Agency

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<u>Agency</u>	<u>Accidents</u>
MAUSTON POLICE DEPARTMENT	12

Total accidents included in this report: 12

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**Report Includes:**

All accident dates between '01/01/24' and '01/31/24', All accident times, All agencies matching 'MPD', All officers, All location codes, All cities, All locality types, All environmental causes, All collision types, All severity codes, All weather conditions, All road surfaces, All road characteristics, All road defects, All light conditions, All traffic controls, All damages



# Mauston Police Department

## Law Incident Table, by Date

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<u>Date Occurred</u>	<u>Total Incidents</u>
01/01/24	36
01/02/24	36
01/03/24	40
01/04/24	35
01/05/24	24
01/06/24	28
01/07/24	15
01/08/24	67
01/09/24	51
01/10/24	37
01/11/24	33
01/12/24	52
01/13/24	38
01/14/24	27
01/15/24	24
01/16/24	34
01/17/24	39
01/18/24	41
01/19/24	40
01/20/24	34
01/21/24	52
01/22/24	54
01/23/24	52
01/24/24	54
01/25/24	51
01/26/24	78
01/27/24	76
01/28/24	30
01/29/24	24
01/30/24	35
01/31/24	57

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Total reported: 1294

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**Report Includes:**

All dates between '00:00:00 01/01/24' and '00:00:00 02/01/24', All agencies matching 'MPD', All disposition's, All natures, All location codes, All cities



# Mauston Police Department

## Law Total Officer Incident Report, by Agency, Nature

Agency: MAUSTON POLICE DEPARTMENT

Nature: 911 HANG UP

<u>Officer</u>	<u>Total</u>
A Noe	3
A Weinke	4
B FISH	1
M Zilisch	1
MSchwichtenberg	3
N Waltemath	5
<b>Total Incidents for This Nature</b>	<b>17</b>

Nature: ALARM

<u>Officer</u>	<u>Total</u>
A Noe	5
A Weinke	2
B N Arenz	2
MSchwichtenberg	3
N Waltemath	2
<b>Total Incidents for This Nature</b>	<b>14</b>

Nature: ALCOHOL OFFENSE

<u>Officer</u>	<u>Total</u>
B N Arenz	1
MSchwichtenberg	1
<b>Total Incidents for This Nature</b>	<b>2</b>

Nature: ANIMAL COMPLAINT

<u>Officer</u>	<u>Total</u>
A Weinke	2
B FISH	3
B N Arenz	2
MSchwichtenberg	2
<b>Total Incidents for This Nature</b>	<b>9</b>

Nature: AGENCY ASSIST

<u>Officer</u>	<u>Total</u>
A Noe	3
A Weinke	2
B N Arenz	2
MSchwichtenberg	2
N Waltemath	3

<u>Officer</u>	<u>Total</u>
R Lueneburg	2
<b>Total Incidents for This Nature</b>	<b>14</b>

Nature: BUILDING CHECK

<u>Officer</u>	<u>Total</u>
A Noe	86
A Weinke	119
B FISH	8
B N Arenz	23
E Sanner	2
MSchwichtenberg	164
N Waltemath	71
R Lueneburg	45
<b>Total Incidents for This Nature</b>	<b>518</b>

Nature: COMMUNITY ORIENTED POLICING

<u>Officer</u>	<u>Total</u>
A Noe	24
A Weinke	18
B FISH	5
B N Arenz	8
C Bailey	2
E Sanner	4
M Zilisch	2
MSchwichtenberg	27
N Waltemath	23
R Lueneburg	2
<b>Total Incidents for This Nature</b>	<b>115</b>

Nature: CHILD CUSTODY DISPUTE

<u>Officer</u>	<u>Total</u>
A Noe	1
A Weinke	2
B FISH	1
B N Arenz	1
<b>Total Incidents for This Nature</b>	<b>5</b>

Nature: CITIZEN ASSIST

<u>Officer</u>	<u>Total</u>
A Noe	1
A Weinke	1
B FISH	2
MSchwichtenberg	2
N Waltemath	3
R Lueneburg	1
<b>Total Incidents for This Nature</b>	<b>10</b>

Nature: CIVIL MATTER

<u>Officer</u>	<u>Total</u>
B N Arenz	1
E Sanner	1
MSchwichtenberg	2
N Waltemath	2
<b>Total Incidents for This Nature</b>	<b>6</b>

Nature: CIVIL PROCESS

<u>Officer</u>	<u>Total</u>
MSchwichtenberg	1
<b>Total Incidents for This Nature</b>	<b>1</b>

Nature: CIVIL STANDBY

<u>Officer</u>	<u>Total</u>
B N Arenz	1
N Waltemath	1
R Lueneburg	1
<b>Total Incidents for This Nature</b>	<b>3</b>

Nature: CITIZEN CONTACT

<u>Officer</u>	<u>Total</u>
A Noe	1
B FISH	2
C Bailey	1
MSchwichtenberg	1
N Waltemath	2
R Lueneburg	3
<b>Total Incidents for This Nature</b>	<b>10</b>

Nature: CRASH INVESTIGATION

<u>Officer</u>	<u>Total</u>
A Noe	2
A Weinke	4
B N Arenz	2
MSchwichtenberg	5
N Waltemath	7
R Lueneburg	1
<b>Total Incidents for This Nature</b>	<b>21</b>

Nature: CRASH WITH INJURY INVEST

<u>Officer</u>	<u>Total</u>
B N Arenz	1
<b>Total Incidents for This Nature</b>	<b>1</b>

Nature: DISTURBANCE

<u>Officer</u>	<u>Total</u>
A Noe	1
A Weinke	3
MSchwichtenberg	2
<b>Total Incidents for This Nature</b>	<b>6</b>

Nature: DOMESTIC DISTURBANCE

<u>Officer</u>	<u>Total</u>
A Noe	2
B FISH	1
B N Arenz	1
N Waltemath	1
R Lueneburg	1
<b>Total Incidents for This Nature</b>	<b>6</b>

Nature: DRIVING COMPLAINT

<u>Officer</u>	<u>Total</u>
A Weinke	3
B FISH	3
MSchwichtenberg	1
N Waltemath	1
R Lueneburg	1
<b>Total Incidents for This Nature</b>	<b>9</b>

Nature: DRUG INVESTIGATION

<u>Officer</u>	<u>Total</u>
A Weinke	1
B FISH	1
R Lueneburg	1
<b>Total Incidents for This Nature</b>	<b>3</b>

Nature: EXTRA PATROL

<u>Officer</u>	<u>Total</u>
A Weinke	1
<b>Total Incidents for This Nature</b>	<b>1</b>

Nature: FIRE

<u>Officer</u>	<u>Total</u>
A Noe	1
A Weinke	2
C Bailey	1
N Waltemath	1
R Lueneburg	1
<b>Total Incidents for This Nature</b>	<b>6</b>



Nature: FIREWORKS

<u>Officer</u>	<u>Total</u>
B N Arenz	1
<b>Total Incidents for This Nature</b>	<b>1</b>

Nature: FOUND PROPERTY

<u>Officer</u>	<u>Total</u>
B FISH	1
B N Arenz	1
MSchwichtenberg	2
N Waltemath	1
<b>Total Incidents for This Nature</b>	<b>5</b>

Nature: FRAUD

<u>Officer</u>	<u>Total</u>
B FISH	1
MSchwichtenberg	3
<b>Total Incidents for This Nature</b>	<b>4</b>

Nature: HARASSMENT

<u>Officer</u>	<u>Total</u>
M Zilisch	1
N Waltemath	1
<b>Total Incidents for This Nature</b>	<b>2</b>

Nature: INFORMATIONAL REPORT

<u>Officer</u>	<u>Total</u>
A Noe	1
A Weinke	1
B FISH	4
B N Arenz	2
B Sanner	1
M Zilisch	1
MSchwichtenberg	6
N Waltemath	2
R Lueneburg	2
<b>Total Incidents for This Nature</b>	<b>20</b>

Nature: JUVENILE INVESTIGATION

<u>Officer</u>	<u>Total</u>
A Noe	1
A Weinke	1
B N Arenz	1
C Bailey	7
MSchwichtenberg	3

<u>Officer</u>	<u>Total</u>
N Waltemath	2
<b>Total Incidents for This Nature</b>	<b>15</b>

Nature: K9

<u>Officer</u>	<u>Total</u>
A Noe	6
<b>Total Incidents for This Nature</b>	<b>6</b>

Nature: LOST PROPERTY

<u>Officer</u>	<u>Total</u>
B N Arenz	1
<b>Total Incidents for This Nature</b>	<b>1</b>

Nature: MEDICAL EMERGENCY

<u>Officer</u>	<u>Total</u>
A Noe	3
A Weinke	11
B FISH	4
B N Arenz	1
M Zilisch	1
MSchwichtenberg	9
N Waltemath	8
R Lueneburg	2
<b>Total Incidents for This Nature</b>	<b>39</b>

Nature: MENTAL HEALTH ASSIST/INVEST

<u>Officer</u>	<u>Total</u>
A Noe	1
A Weinke	1
B N Arenz	2
N Waltemath	1
R Lueneburg	1
<b>Total Incidents for This Nature</b>	<b>6</b>

Nature: MISCELLANEOUS

<u>Officer</u>	<u>Total</u>
A Noe	1
B N Arenz	1
N Waltemath	2
<b>Total Incidents for This Nature</b>	<b>4</b>

Nature: NOISE COMPLAINT

<u>Officer</u>	<u>Total</u>
B N Arenz	1

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<u>Officer</u>	<u>Total</u>
MSchwichtenberg	1
<b>Total Incidents for This Nature</b>	<b>2</b>

Nature: UNSECURE PREMISES

<u>Officer</u>	<u>Total</u>
A Weinke	2
B N Arenz	2
MSchwichtenberg	1
N Waltemath	1
<b>Total Incidents for This Nature</b>	<b>6</b>

Nature: ORDINANCE VIOLATION

<u>Officer</u>	<u>Total</u>
N Waltemath	1
<b>Total Incidents for This Nature</b>	<b>1</b>

Nature: OVERDOSE

<u>Officer</u>	<u>Total</u>
MSchwichtenberg	1
N Waltemath	1
<b>Total Incidents for This Nature</b>	<b>2</b>

Nature: PARKING COMPLAINT

<u>Officer</u>	<u>Total</u>
A Noe	4
A Weinke	2
B FISH	2
B N Arenz	1
MSchwichtenberg	2
<b>Total Incidents for This Nature</b>	<b>11</b>

Nature: PROPERTY CRIME

<u>Officer</u>	<u>Total</u>
A Weinke	1
B FISH	4
B N Arenz	1
MSchwichtenberg	2
<b>Total Incidents for This Nature</b>	<b>8</b>

Nature: ROAD HAZARD

<u>Officer</u>	<u>Total</u>
N Waltemath	1
R Lueneburg	1
<b>Total Incidents for This Nature</b>	<b>2</b>

Nature: SUSPICIOUS PERSON CIRCUMSTANCE

<u>Officer</u>	<u>Total</u>
A Noe	2
A Weinke	4
B FISH	3
B N Arenz	1
E Sanner	1
M Zilisch	1
N Waltemath	5
R Lueneburg	1
<b>Total Incidents for This Nature</b>	<b>18</b>

Nature: TRAFFIC CONTROL

<u>Officer</u>	<u>Total</u>
E Sanner	1
M Zilisch	1
MSchwichtenberg	4
<b>Total Incidents for This Nature</b>	<b>6</b>

Nature: TRAFFIC STOP

<u>Officer</u>	<u>Total</u>
A Noe	33
A Weinke	19
B FISH	6
B N Arenz	26
E Sanner	1
MSchwichtenberg	76
N Waltemath	53
R Lueneburg	13
<b>Total Incidents for This Nature</b>	<b>227</b>

Nature: TRESPASSING

<u>Officer</u>	<u>Total</u>
A Weinke	2
MSchwichtenberg	1
<b>Total Incidents for This Nature</b>	<b>3</b>

Nature: UNWANTED PARTY

<u>Officer</u>	<u>Total</u>
A Noe	3
A Weinke	5
B FISH	2
B N Arenz	2
MSchwichtenberg	1
N Waltemath	2
<b>Total Incidents for This Nature</b>	<b>15</b>

Nature: UTILITY PROBLEM

<u>Officer</u>	<u>Total</u>
B N Arenz	1
MSchwichtenberg	1
<b>Total Incidents for This Nature</b>	<b>2</b>

Nature: VEHICLE PROBLEM

<u>Officer</u>	<u>Total</u>
A Weinke	3
B N Arenz	3
M Zilisch	1
MSchwichtenberg	7
N Waltemath	2
R Lueneburg	1
<b>Total Incidents for This Nature</b>	<b>17</b>

Nature: WALK IN COMPLAINT

<u>Officer</u>	<u>Total</u>
A Noe	1
A Weinke	1
B N Arenz	2
MSchwichtenberg	2
N Waltemath	2
<b>Total Incidents for This Nature</b>	<b>8</b>

Nature: WARRANT ATTEMPT

<u>Officer</u>	<u>Total</u>
A Noe	1
A Weinke	1
B FISH	2
MSchwichtenberg	4
N Waltemath	4
R Lueneburg	1
<b>Total Incidents for This Nature</b>	<b>13</b>

Nature: WELFARE CHECK

<u>Officer</u>	<u>Total</u>
A Noe	3
A Weinke	1
B FISH	1
B N Arenz	2
C Bailey	3
MSchwichtenberg	3
N Waltemath	3
R Lueneburg	1
<b>Total Incidents for This Nature</b>	<b>17</b>

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Total reported: 1238

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**Report Includes:**

All dates between '00:00:01 01/01/24' and '00:24:00 01/31/24', All agencies matching 'MPD', All natures, All locations, All responsible officers, All dispositions, All clearance codes, All observed offenses, All reported offenses, All offense codes, All circumstance codes