THE CITY OF WATERTOWN

POLICE & FIRE COMMISSION MEETING AGENDA

MONDAY, OCTOBER 12, 2026 AT 4:00 PM

MUNICIPAL BUILDING – 106 JONES STREET, WATERTOWN, WI 53094 – ROOM 2044

1. **CALL TO ORDER**
2. **APPROVAL OF THE MINUTES**
   - A. Police and Fire Commission minutes from September 14, 2026
3. **POLICE**
   - A. Review and take possible action: Hiring, Resignation and Promotional Updates
   - B. Review and discuss: Training Updates
   - C. Review and discuss: Monthly Activity Updates
4. **FIRE**
   - A. Review and discuss: Monthly Data Report
   - B. Review and Discuss: Personnel Update
5. **ADJOURN**

Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at cityclerk@watertownwi.gov phone 920-262-4000

A quorum of any City of Watertown Council, Committee, Board, Commission, or other body, may be present at this meeting for observing and gathering of information only

Police and Fire Commission
Regular Meeting Minutes
September 14, 2026 4:00 PM

Present: Brad Kuenzi, Jim Schildbach, Kelly Kwapil and Bill Maron, Mark Kuehl
Also Present: Police Chief Brower, Fire Chief Tanya Reynen

Meeting was called to order at 4:00 PM

Mr. Maron moved to approve the August Minutes second by Mr. Schildbach, motion carried

Police

- Chief Brower gave updates. One Detective has resigned so the Department is down two officers at this time. There are also staff shortages in the dispatch department.
- The process to promote a new detective will begin soon.
- There are currently no candidates or applications for the officer positions.
- Chief has commented that way the WPD pay scale is set up may create challenges as they look to hire new officers and promote to higher positions within the department. The Department will continue to look at more creative ways to attract and encourage promotion from within, but eventually a pay study with comparable departments may be needed for clarity.
- Monthly activity packet was handed out with arrest activity and calls. Including reports from the SRO's. There were no questions at this time
- One Commissioner had a question about Camera use in the city and Chief Brower shared the information he had on the subject.

Fire

- Monthly data report was reviewed.
- Jefferson county is still working to improve EMS services. WFD will be hosting the Jefferson County meeting this month to continue to move the process ahead.
- The new Days on and off schedule that the Department is using currently has caused some glitches within the payroll system. The Department is working with the city and Fire Department Union to correct these issues. This is a new work hour schedule that is being given a trial run.
- Building Fire inspections in the city are progressing very well and the majority have been completed.
- WFD had a training house burn in Dodge County with many local area departments participating.
- Chief Reynen gave an update on staffing and possible future staff additions. She explained how that may look and affect the employees per shift. A hiring process will need to take place; this should begin shortly.

Motion to adjourn was made at 5:15 by Mr. Schildbach, second by Mr. Kuehl, motion carried.

Next Regular meeting is scheduled for October 12, 2026.

NOTE: These minutes are uncorrected and any corrections made thereto will be noted in the proceedings at which these minutes are approved.

Submitted by,
Kelly Kwapil, Secretary

WATERTOWN FIRE DEPARTMENT

Monthly Report / **August 2026**

Compassion, Dedication, Integrity, Accountability, Trust



Greetings!

As we move into fall and begin another budget season, August provides a good opportunity to reflect on the progress we have made in stabilizing our staffing. Considerable effort has gone into recruiting, hiring, and training employees over the past year, and we are beginning to see the benefit of that work. August overtime was noticeably lower than many previous months, demonstrating the value of filling vacancies, completing training, and having a more stable workforce available to meet our daily needs.

At the same time, being fully staffed as a department does not mean all nine personnel assigned to a shift are working each day. Vacation, sick leave, FMLA, training, and other absences impact daily staffing. In August, our average daily staffing was 7 personnel, our minimum staffing level. At seven, we can staff an engine, one ambulance, and a Battalion Chief. Everyone has an assignment, leaving little flexibility when additional resources are needed.

That flexibility is important when looking at the demands placed on our crews. In August, the department responded to 242 incidents, with EMS continuing to account for the majority of our workload. Twenty percent of August incidents involved simultaneous calls, meaning another emergency occurred while crews were already committed to a call. These overlapping incidents are not unusual; they are part of the daily reality our personnel must be prepared to manage.

As we look toward 2027, our focus is on maintaining the stability we have worked hard to achieve. Adequate staffing helps control overtime, keeps more resources available when calls overlap, and provides a safer and more sustainable workload for our personnel. Our staffing also supports much more than the incident numbers reflected in this report—it provides the capacity for training, fire prevention, mutual aid, community engagement, and the readiness necessary for the next emergency, even when another call is already underway. The progress we are seeing is encouraging, and maintaining a stable, trained workforce will remain an important part of providing reliable service to our community while being responsible with the resources entrusted to us.

Chief Tanya Reynen



Operational Statistics

Incident Count Statistics

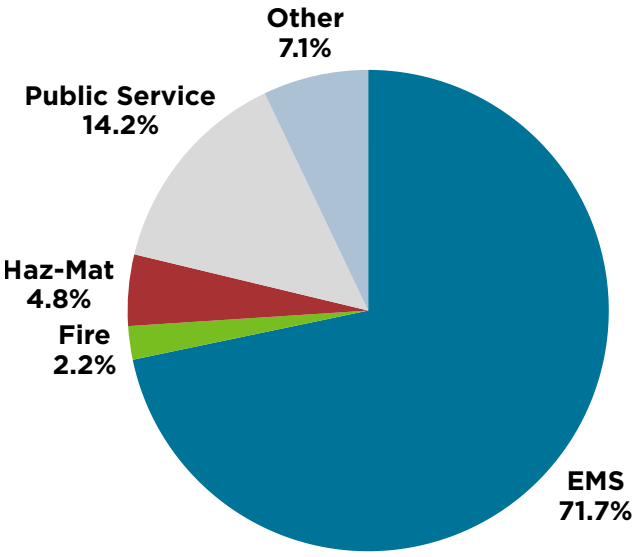
August 2026 Calls:

EMS	Fire	Haz-Mat	Public Service	Other
183	5	15	21	18

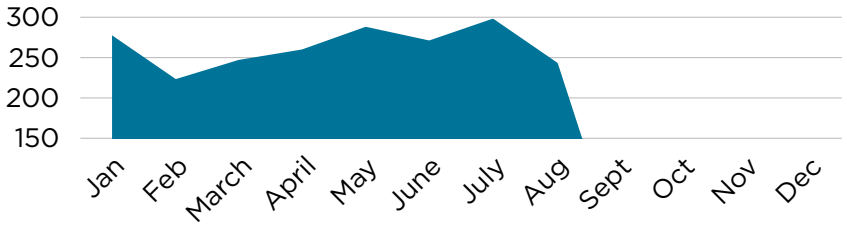
August Incidents by Year

2023	2024	2025	2026
265	229	250	242

Incident Percentages Year to Date

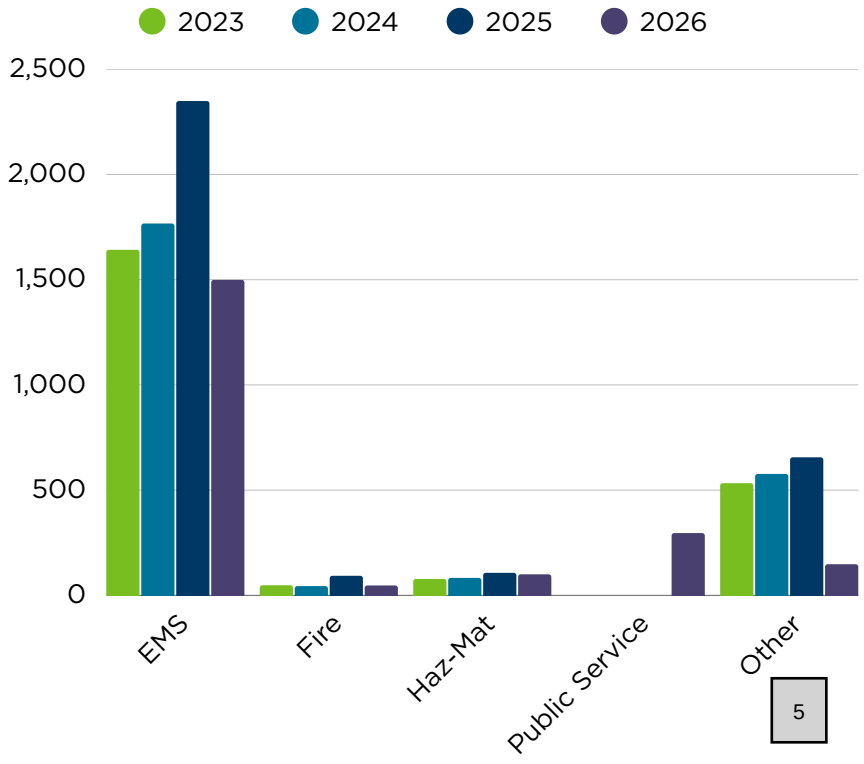


Incident count by Month



2026 Year-to-Date Incident Count: 2090

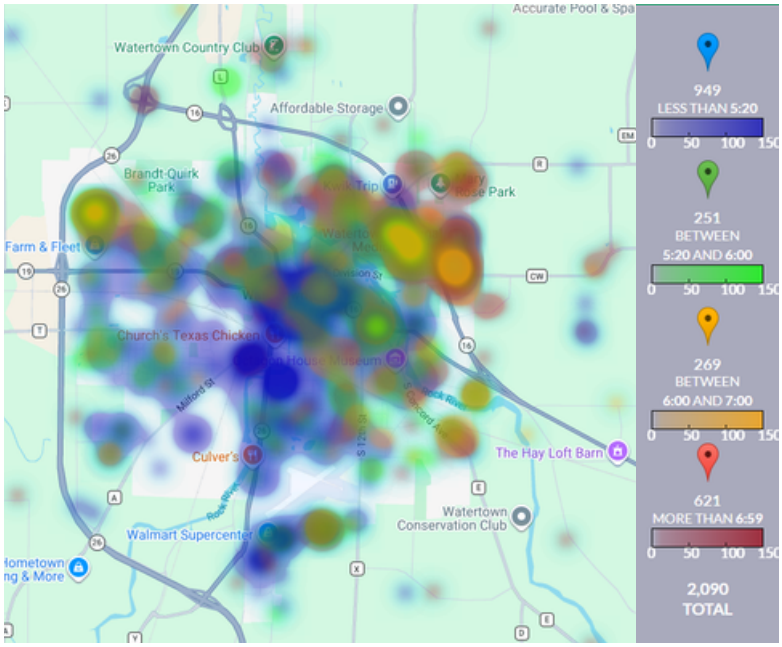
Year-to-Date Incidents by year and type



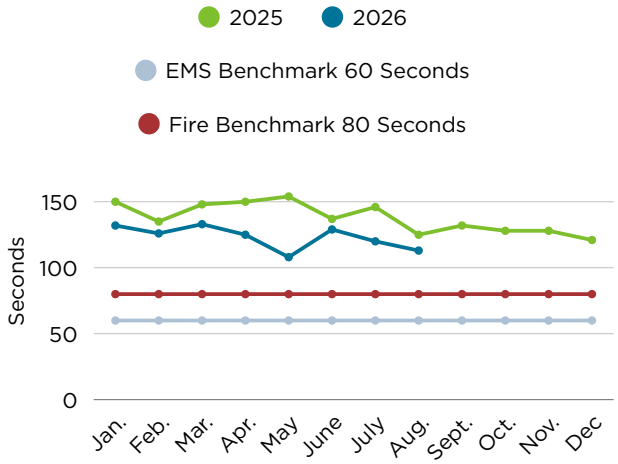
Public Service
The category Public Service is for incidents such as Lift Assist, CO and Smoke Detector alarm malfunctions

Other
Consists of Standby, Canceled calls, smoke in area, no patient found, controlled burn etc.

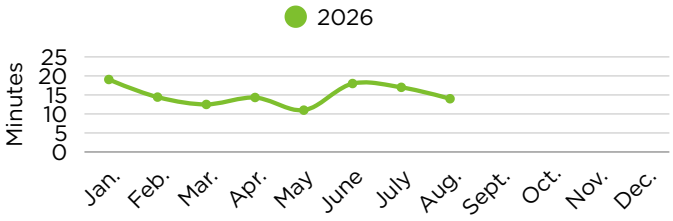
Year-to-Date Response Time Heat Map



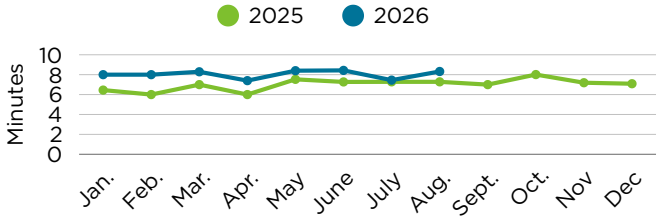
90th Percentile ALL ZONE TURNOUT TIME (Alarm>EnRoute)



90th Percentile TOWNSHIPS RESPONSE TIME (Alarm>First Unit Arrival)



90th Percentile CITY ZONE RESPONSE TIME (Alarm>First Unit Arrival)



Simultaneous Calls by Month- Year to Year

This means that the crew is out on more than one call at the same time.

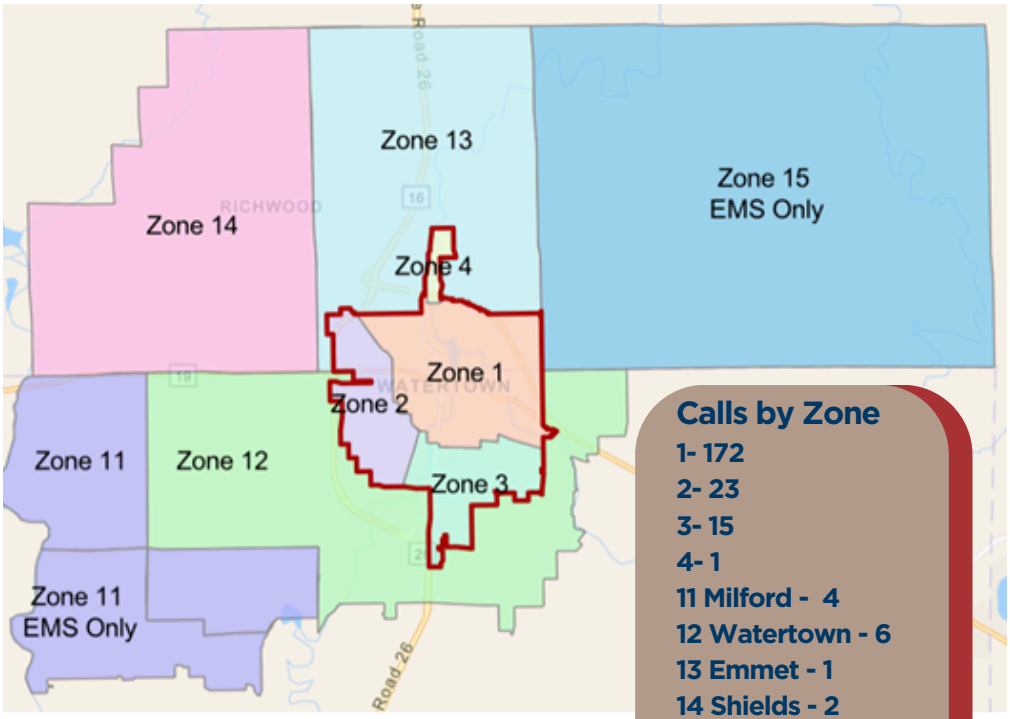
	2024		2025		2026	
January	52	**19%**	79	**28%**	51	**25%**
February	39	**18%**	63	**28%**	26	**16%**
March	52	**22%**	93	**32%**	44	**23%**
April	31	**14%**	74	**28%**	49	**19%**
May	47	**20%**	103	**34%**	65	**23%**
June	68	**27%**	78	**27%**	68	**25%**

	2024		2025		2026	
July	57	**24%**	87	**30%**	69	**23%**
August	50	**22%**	60	**24%**	47	**20%**
September	66	**25%**	89	**33%**		
October	57	**22%**	70	**25%**		
November	64	**28%**	57	**24%**		
December	58	**28%**	80	**29%**		

Simultaneous Call Average
2023 - 21.9%
2024 - 22.4%
2025 - 28.5%

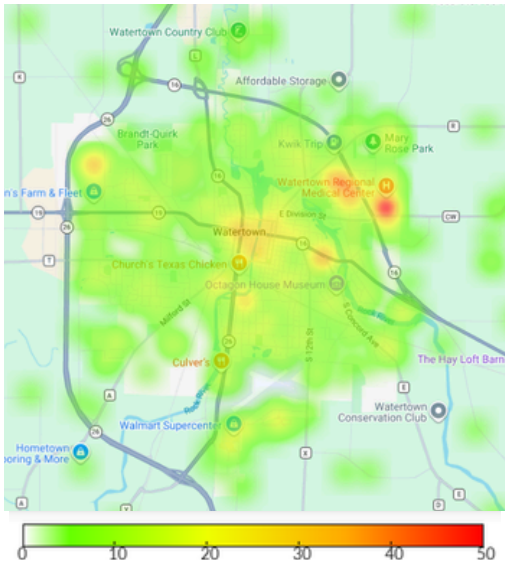
THE CITY OF WATERTOWN
Opportunity runs through it.

Calls per Zone This Month

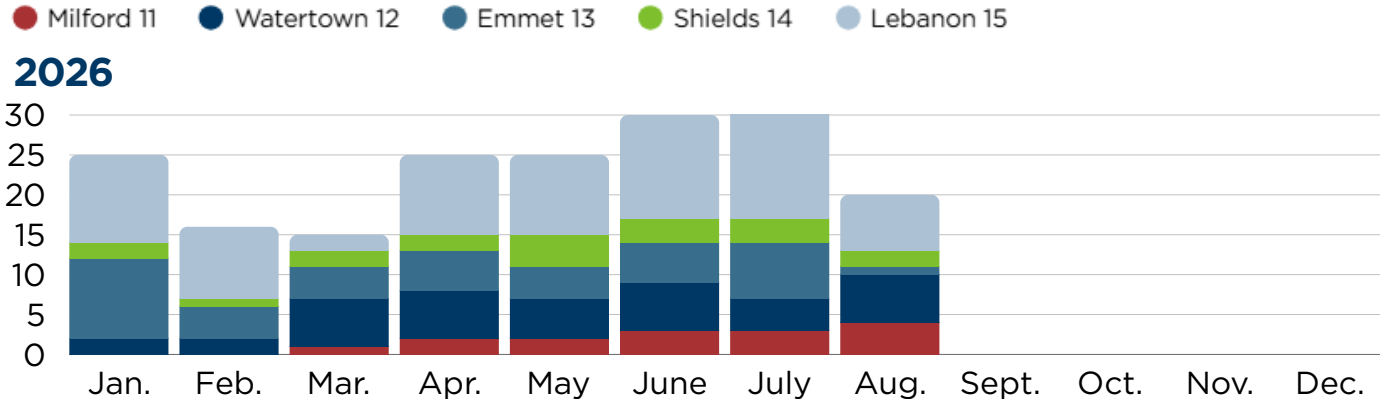


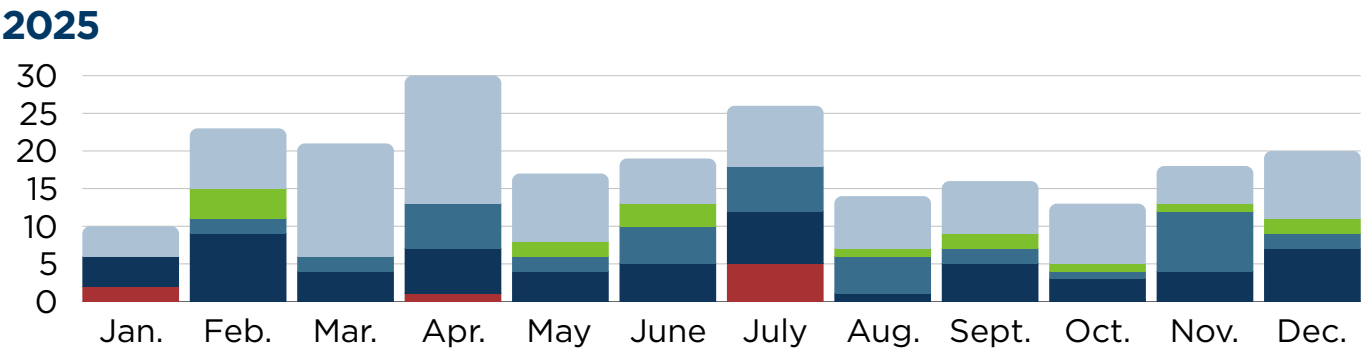
Calls by Zone
- 1- 172
- 2- 23
- 3- 15
- 4- 1
- 11 Milford - 4
- 12 Watertown - 6
- 13 Emmet - 1
- 14 Shields - 2
- 15 Lebanon- 7
- Mutual Aid- 11

Year-to-Date Call Volume Heat Map



Calls per Township

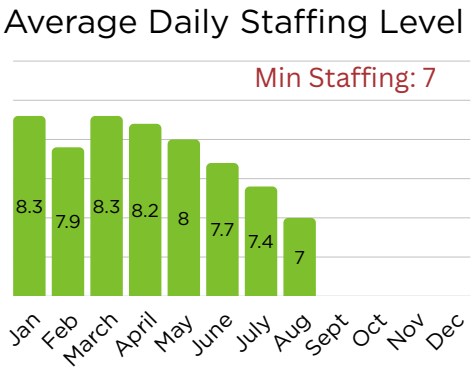




Department Staffing Overview

The department policy minimum staffing is 7 personnel per shift. That gets an engine, an ambulance, and a command vehicle out the door. At 7, everybody has a job and there is nobody left over. If a second call comes in, we have to pull someone off one of those units to cover it.

There are 9 personnel assigned to each shift so we can absorb vacation, sick time, and FMLA and still hit our minimum. When all 9 are working, we can put more apparatus in service. Most of our units, ambulances included, take at least two people to operate. At 9, we can run the ambulance, the tender, and the brush truck or boat, and we can get the ladder out, though not with a full crew.



Engine Crew
4
Firefighters required to safely staff and operate the engine on a response



Ambulance Crew
2
Paramedics required to staff and provide care



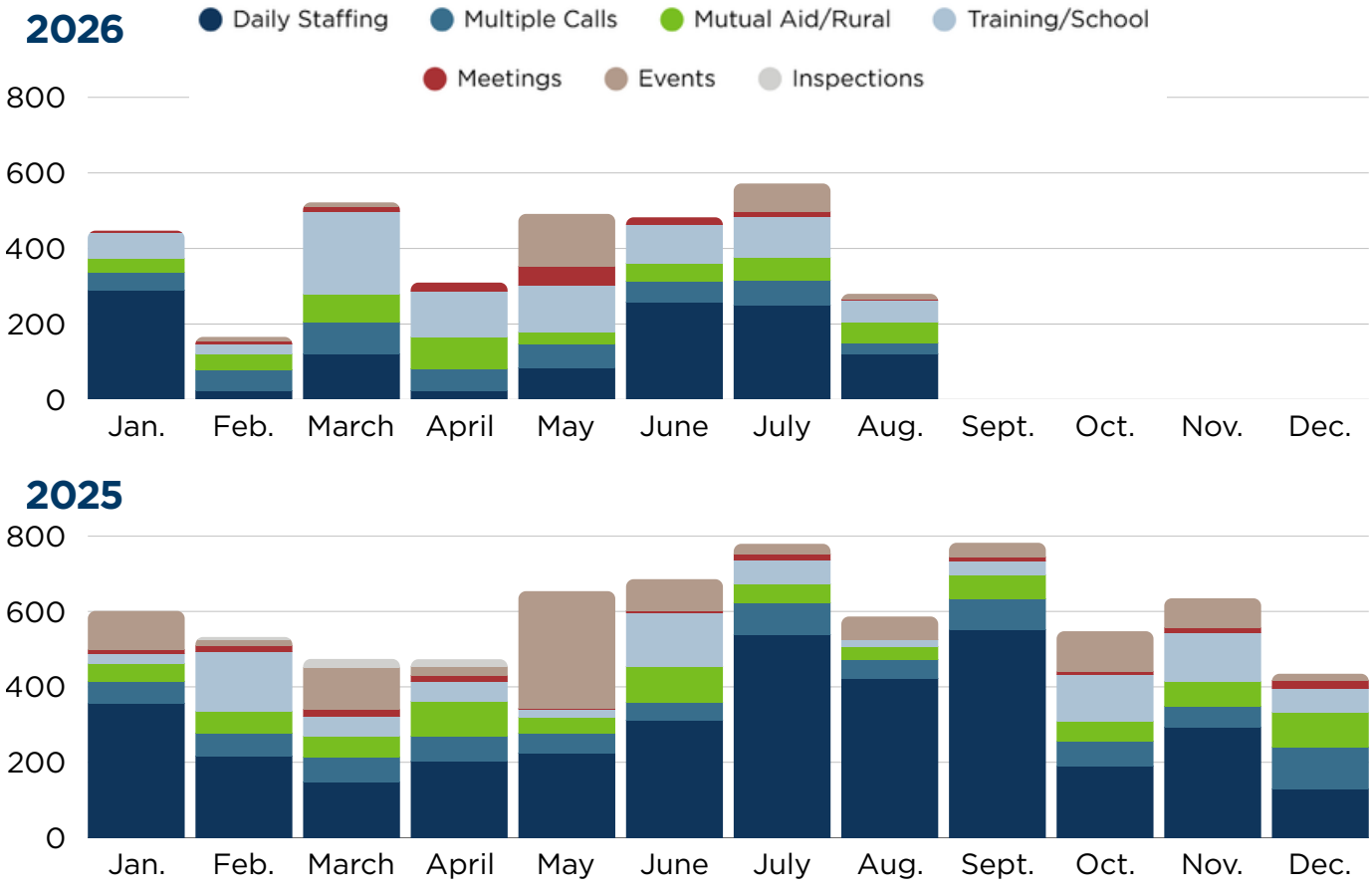
Shift Commander
1
Battalion Chief responsible for incident command and shift oversight



"Swing"
2
Covers Vacation & Sick leave; If none, staffs Ambulance, Tender, and Ladder



Total Monthly Overtime Hours



Fire Prevention Updates

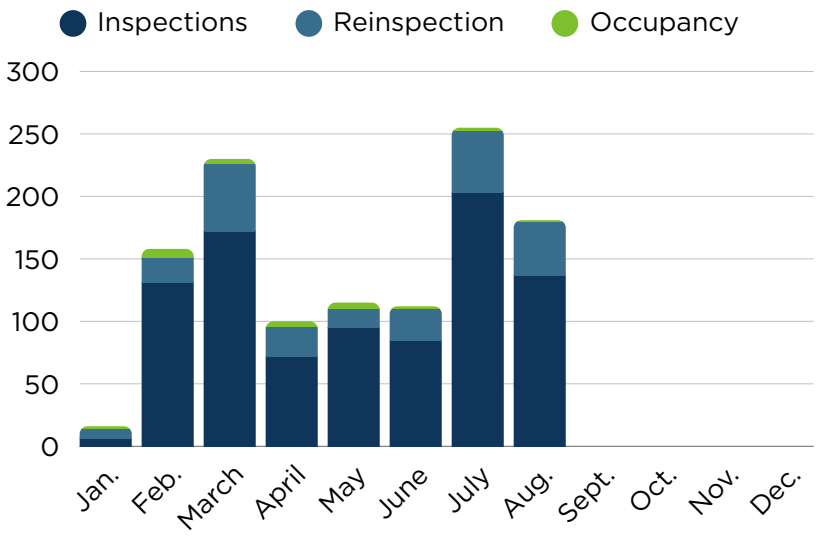
As cooler weather arrives in Watertown, fall is a good time to prepare your home for the heating season. Residents are encouraged to have furnaces and fireplaces inspected, keep combustible materials away from heating equipment, and test smoke and carbon monoxide alarms throughout the home.

Fall Safety Checklist

- Test smoke and carbon monoxide alarms and check their expiration dates.
- Have furnaces, fireplaces, and chimneys inspected and cleaned as appropriate.
- Keep space heaters at least three feet from anything that can burn.
- Never leave candles, outdoor fires, or cooking unattended.
- Make sure your home address is clearly visible from the street for emergency responders.

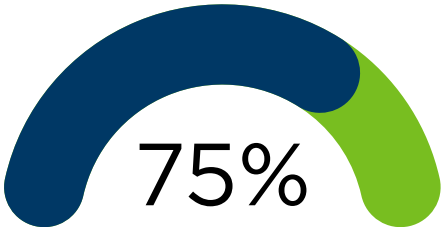
Our crews see firsthand how quickly a small fire or carbon monoxide problem can become a serious emergency. As you close up the house, turn on the furnace, or light the fireplace for the first time this season, take a few extra minutes to make sure everything is working safely. If something doesn't look or smell right, don't ignore it. A little prevention at home goes a long way toward keeping our Watertown families safe this fall.

Inspections Completed



Inspection Progress

Total Known Inspectable Properties: 1,198



Fire Marshal Calls for Service

3- Incident Response

Plans Reviewed Year to Date

17

Fire & Safety Tip

Preparing to return to school is great reminder that emergencies can happen at any time. Residents are encouraged to review their family emergency plans, make sure emergency kits are stocked, and know how they will receive important alerts and information during an emergency.

Incidents, Training & Public Relations

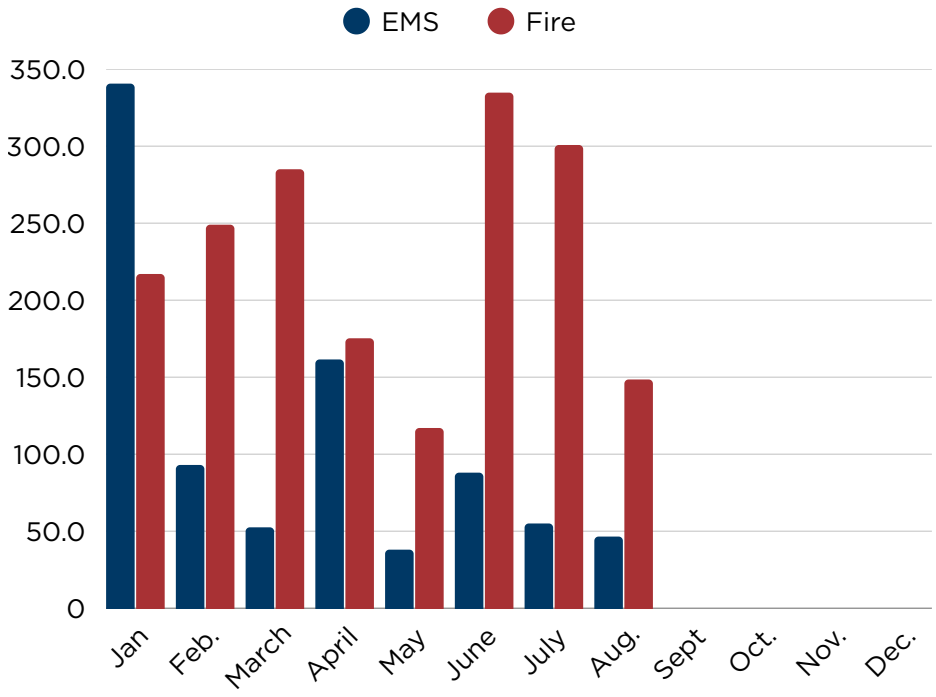
Training Highlights

Fire Investigator Training
Map / Road Familiarization
Vent/Enter/Search
Victim Rescue and Removal
Ventilation
Extrication
Ropes & Knots—Equipment
EMS—Medical

Public Relations Highlights

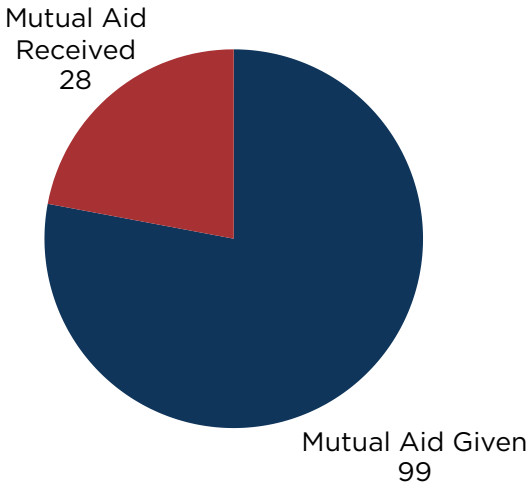
Wi Burn Camp
Movie Night Under Stars
Playgroup at Park- Health Dept
Watertown Hospital Brat Fry
Culvers Donation event

Training Hours





Mutual Aid Given/Received Year to Date



Each August, Wisconsin Burn Camp provides young burn survivors an opportunity to spend a week with other kids who share similar experiences, building confidence, friendships, and lasting memories. Fire Marshal Don Dishno attended camp again this year, continuing the fire service's strong connection to supporting burn survivors beyond the emergency response.

