THE CITY OF WATERTOWN

POLICE & FIRE COMMISSION MEETING AGENDA

MONDAY, NOVEMBER 09, 2026 AT 4:00 PM

WATERTOWN FIRE STATION - 621 BERNARD STREET, WATERTOWN, WI 53094

1. **CALL TO ORDER**
2. **APPROVAL OF THE MINUTES**
   - A. Police and Fire Commission minutes from October 12, 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
   - C. Review and take action: Probationary Status Jack Wohlers
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
October 12, 2026 4:00 PM

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

Meeting was called to order at 4:00 PM

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

Police

- Mr. Maron moved to approve two hires as recommended by Chief Brower, second by Mr. Kuehl, Pending background checks, motion carried
- Staff

- The Department is continuing to work on filling dispatch positions. There have been two resignations in the department administrative positions, they will work on filling these as soon as possible.
- The department has brought in some local chaplains and are training them in some department procedures. The chaplains will assist the Department with both citizen and officer needs.

- Training

- Multiple officers have completed training for self-defense, and arrest procedures. Two Field Training officers have gone to FTO school in preparation for taking over these positions.
- The WPD monthly activity report was passed out, the Commission had no questions at this time

Fire

- The Department is still in communications with Jefferson County regarding County EMS services, things have slowed down due to funding issues.
- The department is updating its policies and procedures as needed and to better represent the direction of WFD.
- A new union contract was approved; this includes additional health improvements for both physical and mental health.
- The Department is participating aggressively in Fire safety Month getting as many visits and safety information to the children and schools as time allows.
- Chief Reynen answered Commissioners' questions regarding Department Education and training and how MATC is being used to facilitate any of this.

Motion to adjourn was made at 4:45 by Mr. Schildbach, second by Mr. Maron, motion carried.

Next Regular meeting is scheduled for November 9, 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 / **September 2026**

Compassion, Dedication, Integrity, Accountability, Trust



Greetings!

This month, I am so pleased to share that the City of Watertown and IAFF Local 877 have approved a new two-year labor agreement that includes significant investments in firefighter health and wellness. Beginning in 2027, firefighters will receive bi-annual medical physicals through an NFPA 1582-trained provider, with testing focused on occupational risks such as cardiovascular disease, cancer, and respiratory conditions. Annual mental health check ins with a first responder-trained provider will also be included.

These are significant steps toward early detection, prevention, and supporting our firefighters throughout their careers and into retirement. Special thanks to the Fire Department's Health and Safety Committee for its work over the past year, and to the Union and City leadership for recognizing the importance of these investments!

Through September, the Watertown Fire Department requested mutual aid 37 times, with 22 requests (59%) involving medical emergencies. In some cases, a reserve ambulance was available, but personnel were already committed to other incidents, leaving no crew available to respond.

We appreciate our neighboring agencies' support, but these situations can mean longer waits for patients and reduced emergency coverage in surrounding communities. This reinforces the importance of adequate staffing to meet our community's growing emergency service needs.

The Fire Department continues advancing ordinance updates to support local fire protection plan reviews. These updates are progressing through City committees in October ultimately for Common Council consideration.

Bringing this service to Watertown will help streamline reviews, improve communication, and reduce delays for contractors, builders, and businesses while maintaining important fire safety standards.

Chief Tanya Reynen



Operational Statistics

Incident Count Statistics

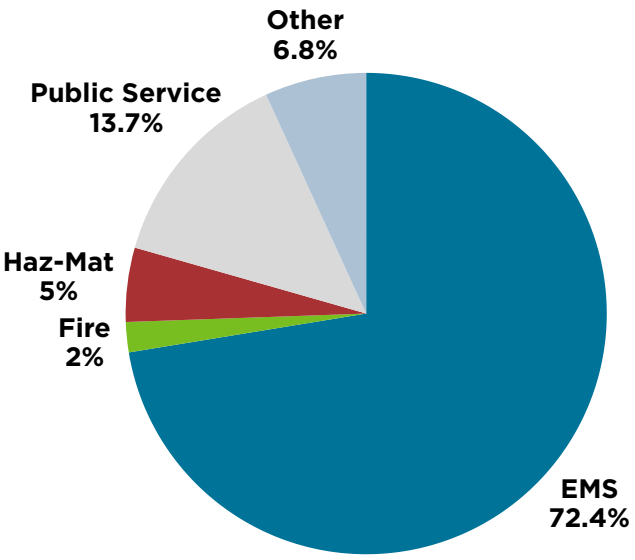
September 2026 Calls: 281

EMS	Fire	Haz-Mat	Public Service	Other
218	1	18	30	14

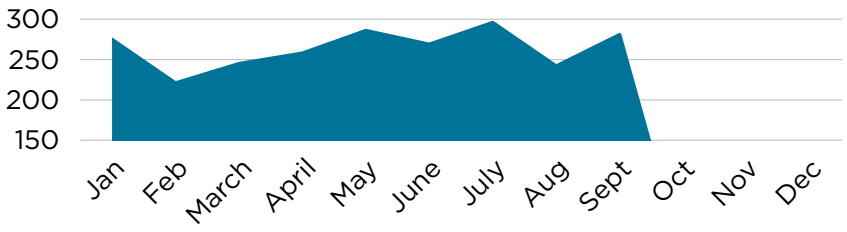
September Incidents by Year

2023	2024	2025	2026
244	266	272	281

Incident Percentages Year to Date

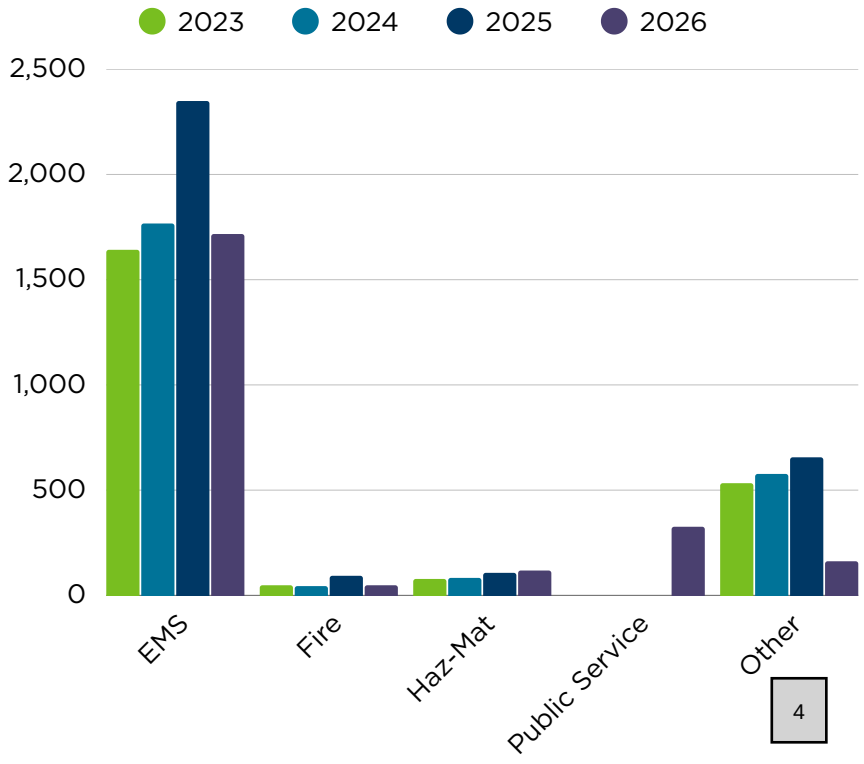


Incident count by Month



2026 Year-to-Date Incident Count: 2371

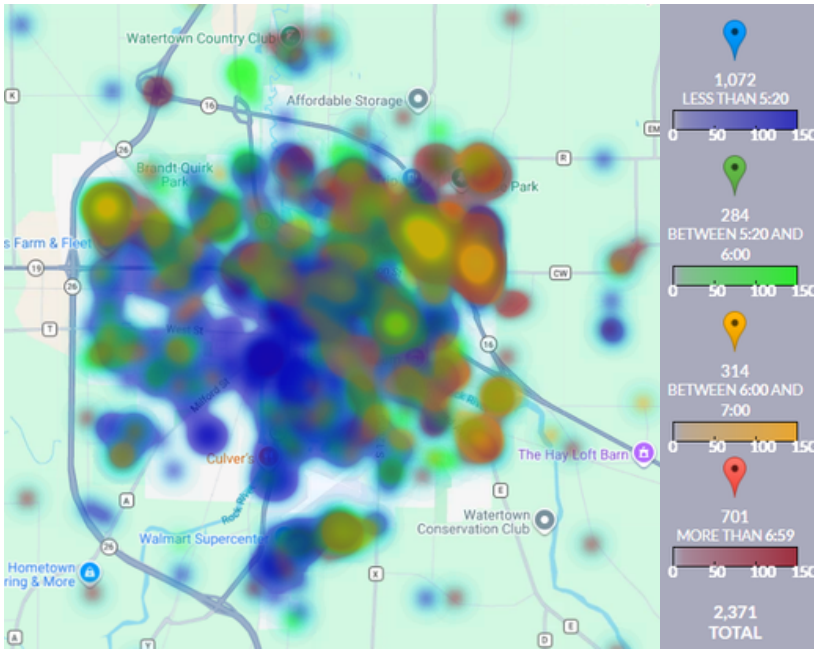
Year-to-Date Incidents by year and type



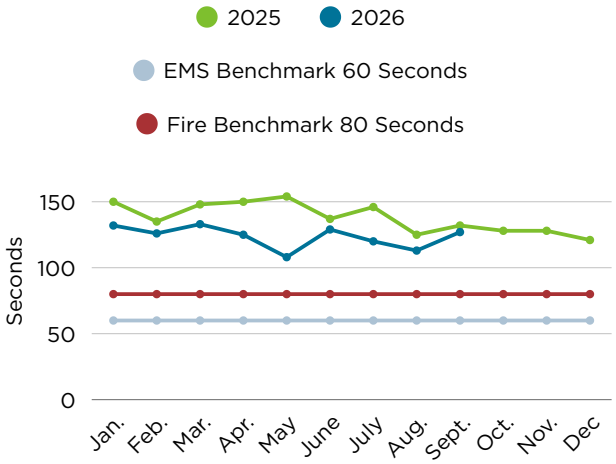
Public Service
The category Public service calls include lift assists, carbon monoxide alarms, and smoke alarm malfunctions

Other
Includes standby responses, canceled calls, reports of smoke in the area, incidents where no patient is found, and controlled burns

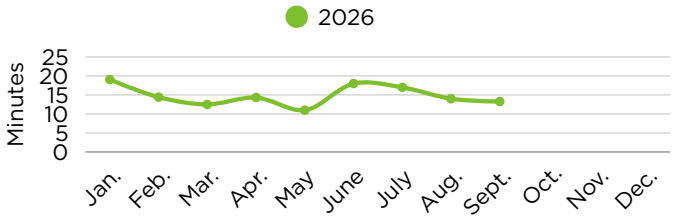
Year-to-Date Response Time Heat Map



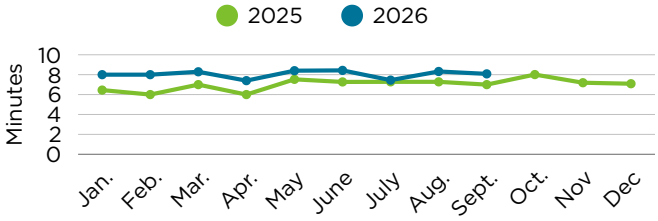
90th Percentile ALL ZONE TURNOUT TIME (Alarm>EnRoute)



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

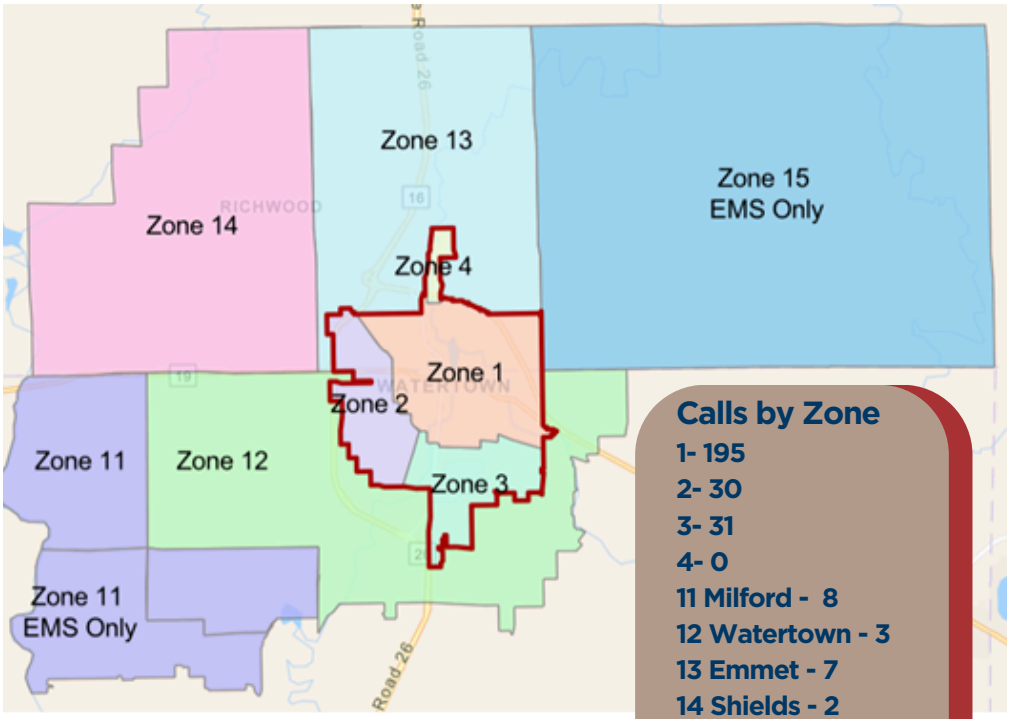
Simultaneous calls occur when the department receives another emergency call while personnel are already responding to or managing an incident.

	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%**	96	**34%**
October	57	**22%**	70	**25%**		
November	64	**28%**	57	**24%**		
December	58	**28%**	80	**29%**		

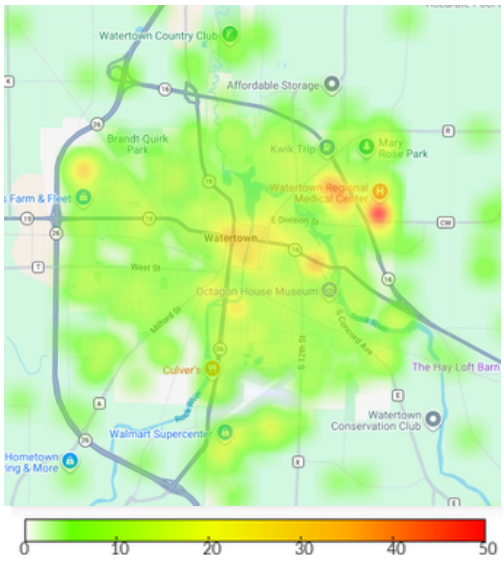
Simultaneous Call Average
2023 - 21.9%
2024 - 22.4%
2025 - 28.5%

Calls per Zone This Month



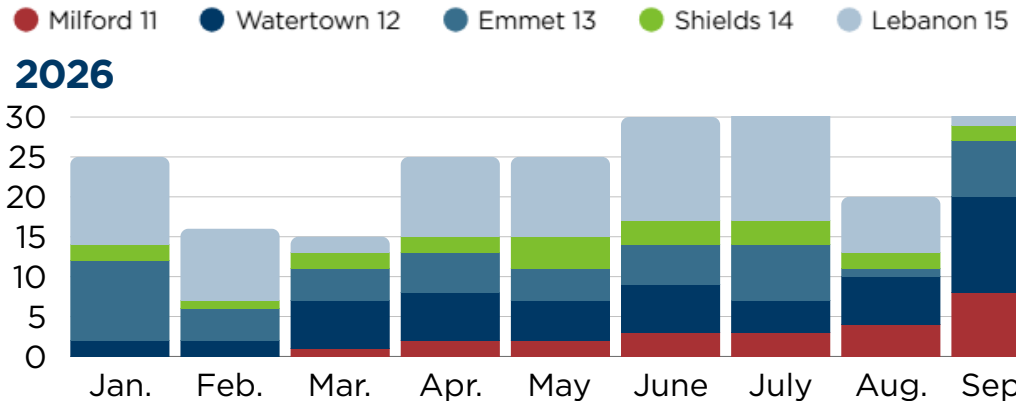
Calls by Zone
1- 195
2- 30
3- 31
4- 0
11 Milford - 8
12 Watertown - 3
13 Emmet - 7
14 Shields - 2
15 Lebanon- 4
Mutual Aid- 1

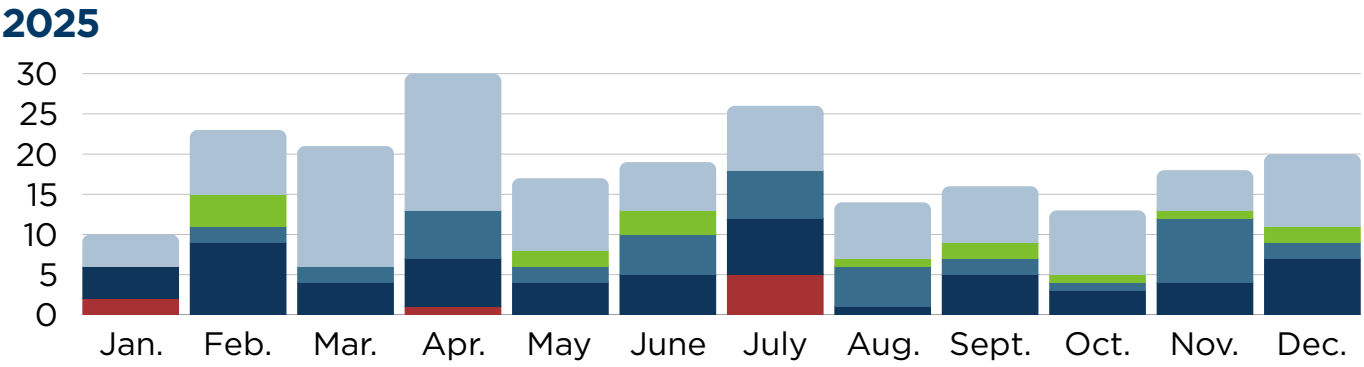
Year-to-Date Call Volume Heat Map





Calls by Township

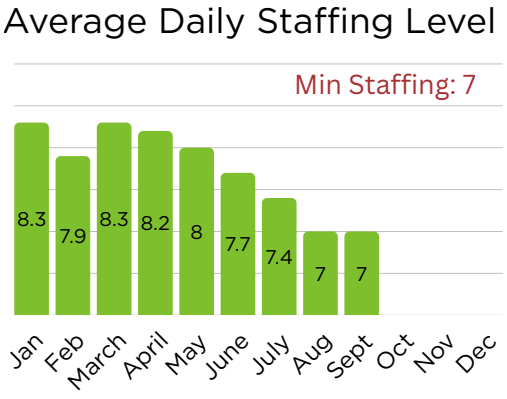




Department Staffing Overview

The department's minimum staffing level is seven personnel per shift, allowing us to staff one engine, one ambulance, and a command vehicle. At this level, all available personnel are assigned, leaving no additional staff to respond to overlapping incidents without reallocating resources or requesting assistance

Each shift has nine funded positions to help maintain minimum staffing during vacations, sick leave, and other absences. When all nine personnel are on duty, the department has greater flexibility to staff additional apparatus and respond to simultaneous emergencies.



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



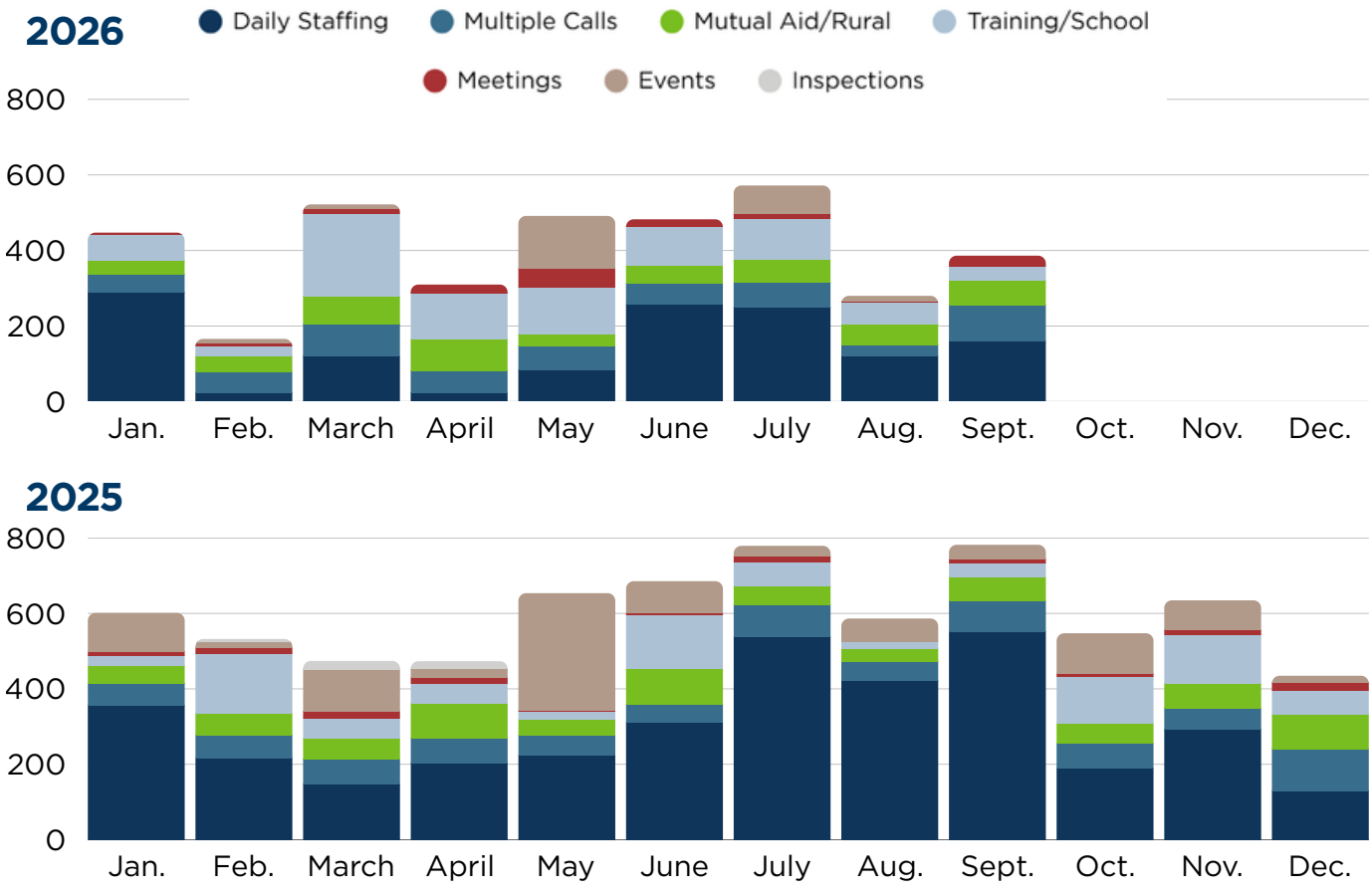
Shift Commander
1
Battalion Chief responsible for incident command and shift oversight



"Swing"
2
Provide staffing coverage for absences and support additional apparatus when available.



Total Monthly Overtime Hours



Fire Prevention Updates

Improving Emergency Building Access

The Fire Prevention Bureau is implementing a new identification and tracking system for business keys stored in Knox Boxes. These secure boxes allow firefighters to quickly access buildings during emergencies without causing unnecessary property damage. The updated process will improve key accountability for firefighters while maintaining secure and reliable emergency access to local businesses.

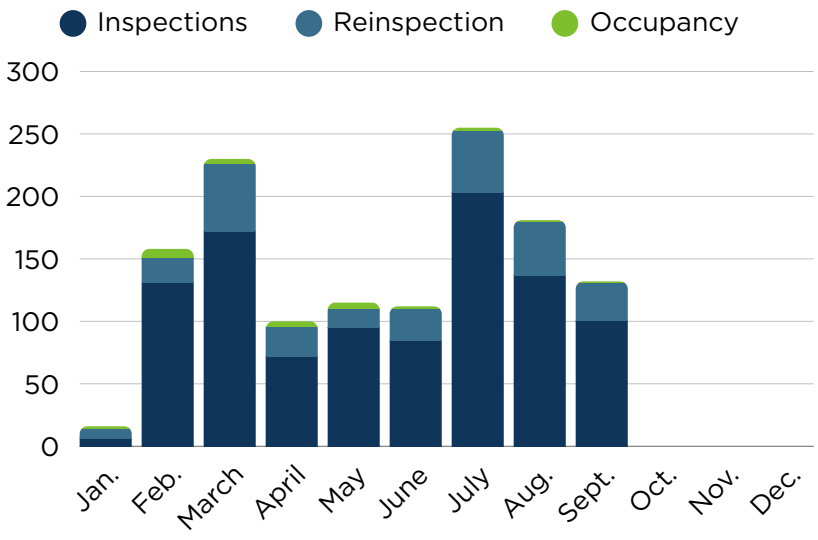
Bringing Fire Protection Plan Reviews Local

The Fire Department is preparing an ordinance update that would allow fire protection system plans, including fire alarms and sprinklers, to be reviewed locally by our Fire Marshal rather than through the State.

With the Fire Marshal now certified to conduct these reviews the department anticipates significantly reducing review times, with a goal of completing routine reviews within 24–48 hours while keeping associated review fees local. TThe goal is to improve communication and strengthen partnerships with local contractors

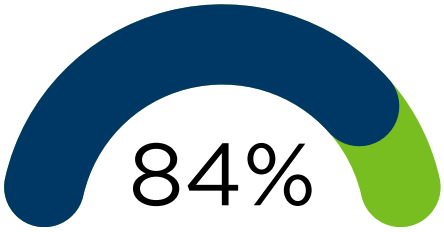
The proposed ordinance is being prepared for committee and Common Council consideration in October.

Inspections Completed



Inspection Progress

Total Known Inspectable Properties: 1,198



Fire Marshal Calls for Service

5 Incident Response

Plans Reviewed Year to Date

23

Fire & Safety Tip

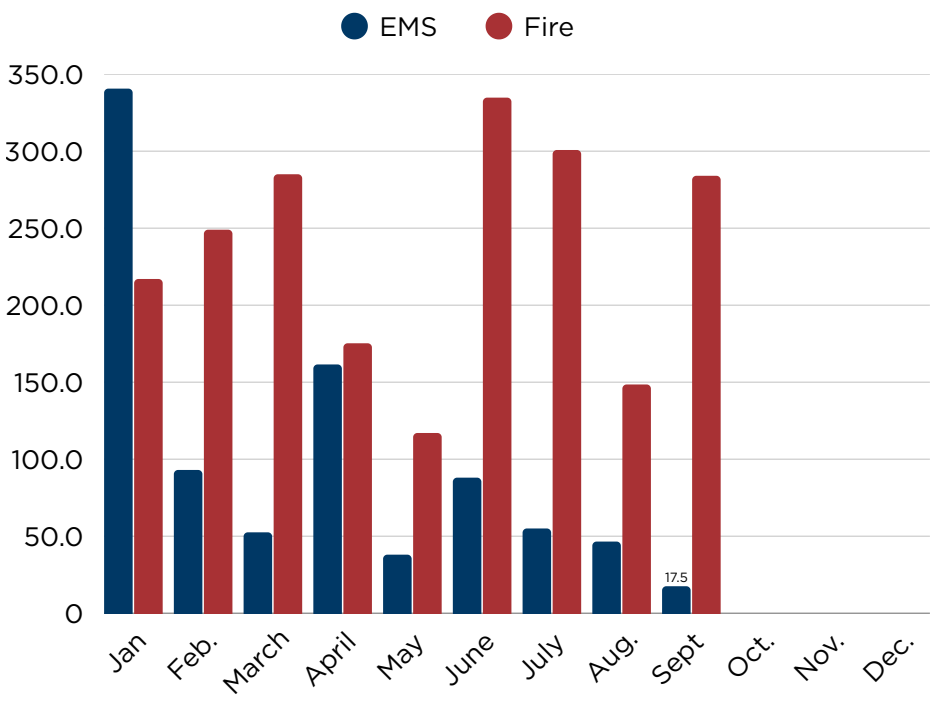
As students settle into the new school year, September is a great time to review fire safety at home. Make sure everyone knows two ways out of each room, practice your family's fire escape plan, and check that smoke alarms are working properly. A few minutes of preparation can make all the difference when an emergency occurs.

Incidents, Training & Public Relations

Training Highlights

EMS-Operations
Live Fire Burn
Hose Deployment- Stairwell
Rescue & Extrication
Forcible Entry
Driver/Operator - Pump Operations
Ladder Truck Operations

Training Hours



Public Relations Highlights

Annual Battle of Badges Softball Game

Hosted Jefferson County EMS Public Information Meeting

Fire Prevention Station Tours

9/11 Memorial Ceremony





Mutual Aid Given/Received Year to Date

