



POLICE & FIRE COMMISSION MEETING AGENDA

MONDAY, APRIL 08, 2024 AT 4:00 PM

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

1. **CALL TO ORDER**
2. **APPROVAL OF THE MINUTES**
 - A. PFC minutes from March 12, 2024
3. **POLICE**
 - A. Review and discuss: Hiring 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: Fire Station Update
 - C. Review and take action: Promotional Process
 - D. Review and take action: Lieutenant Job Description
 - E. Review and Discuss: Upcoming Events
 - F. Review and take action: Eligibility list for Firefighter/Paramedic position
 - G. Update, no action: PFC Police Officer and Firefighter Hiring Procedures review
 - H. Convene into closed session per Wis. Stat. 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee subject to the jurisdiction or authority of the governing body and pursuant to Wis. Stat. 19.85(1)(f) to considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations (F.B. & B.F)
 - I. Reconvene to Open Session
5. **ADJOURN**

Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at mdunneisen@watertownwi.gov, phone 920-262-4006

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

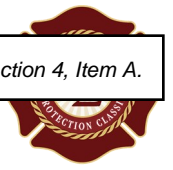


Watertown Fire Department

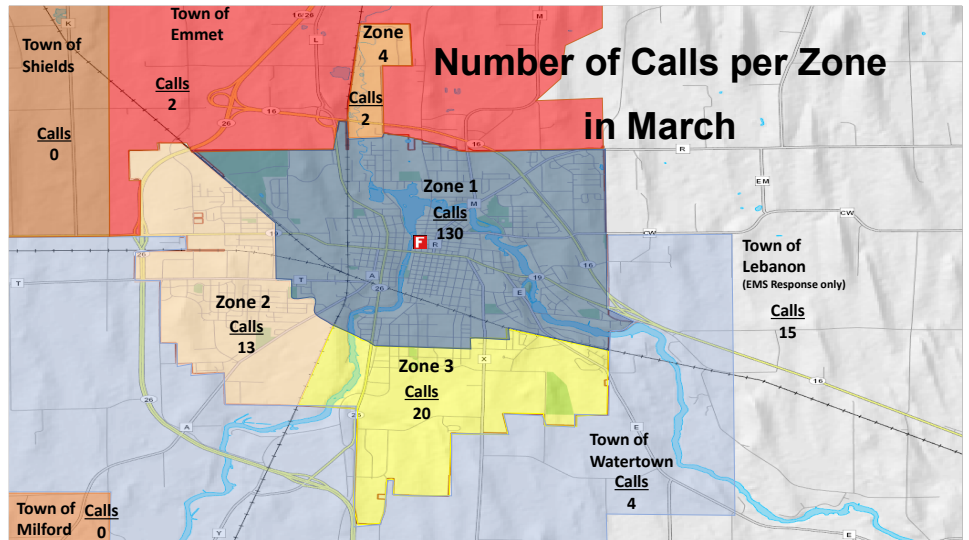
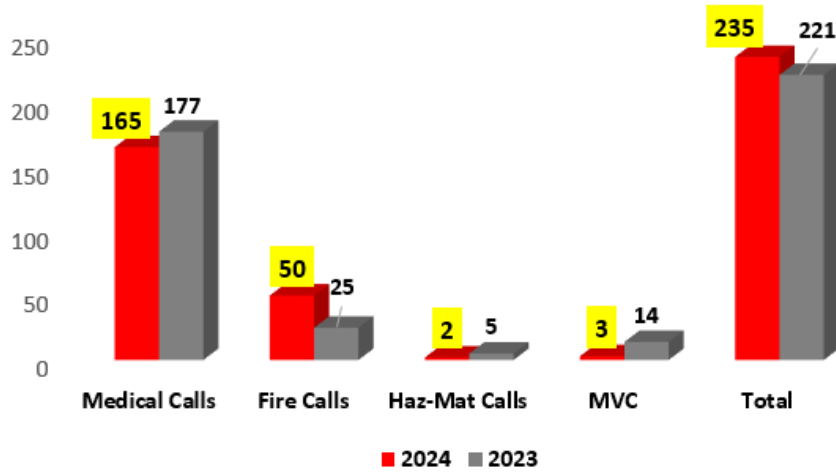
March 2024



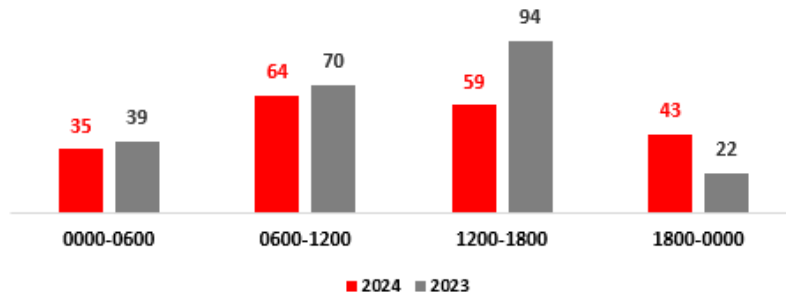
Operational Statistics



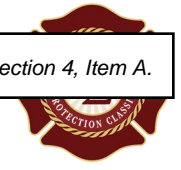
2-year Comparison of Calls



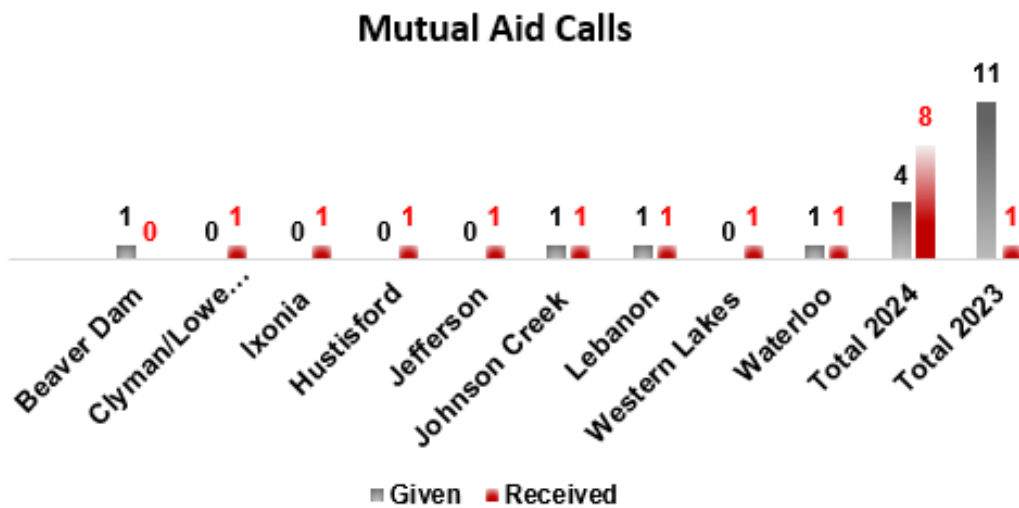
Number of Calls Between the Hours of:



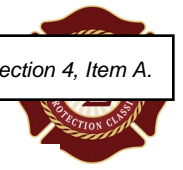
Operational Statistics



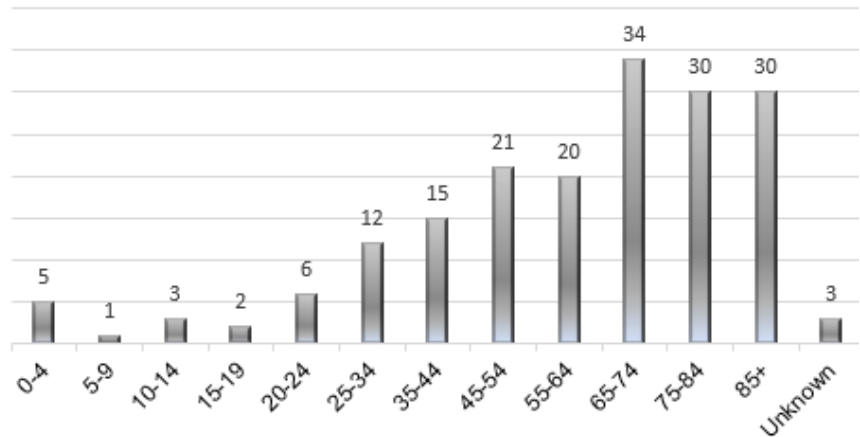
Fire Saved vs. Loss					
2023			2024		
Saved	Loss	Total Value	Saved	Loss	Total Value
\$1,295,000	\$1,000	\$1,296,000	\$244,750	\$5,250	\$250,000



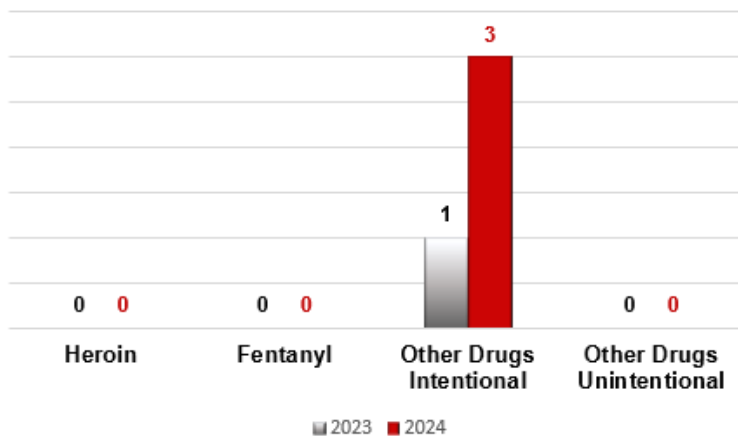
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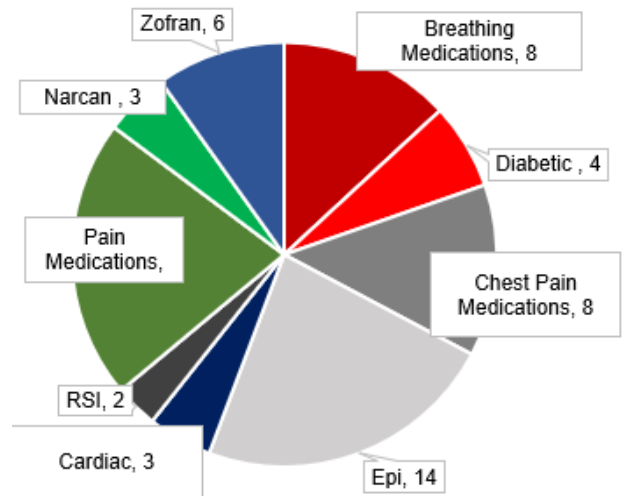
Patient Contact by Age



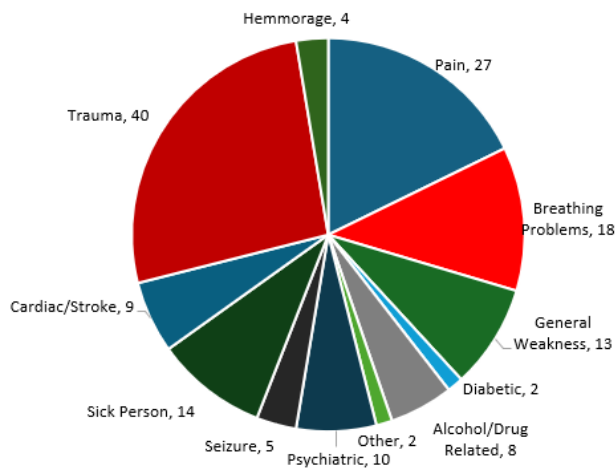
Overdoses



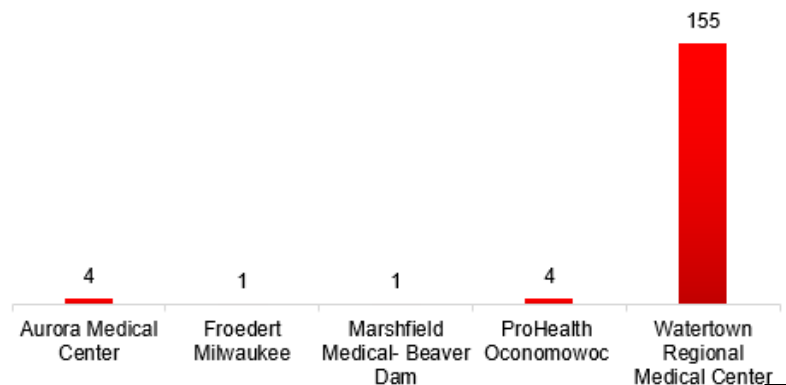
Medications Administered



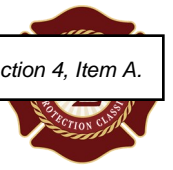
Response by Primary Impression



Hospital Transports



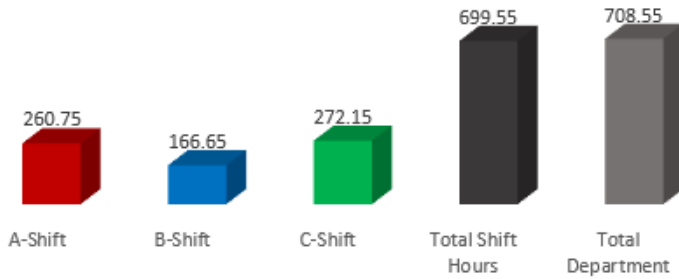
Department Training



For the month of March, department members trained on the following:

Engine Company	Truck Company	Rescue Company	EMS Training
ProActive MPO	Forcible Entry	Elevator Rescue	EMS Refresher
Reverse Speedlay	Brush 81/Ladder 71	Ropes and Knots	Case Review & Environmental
	Basic Operations		

Shift Training Hours



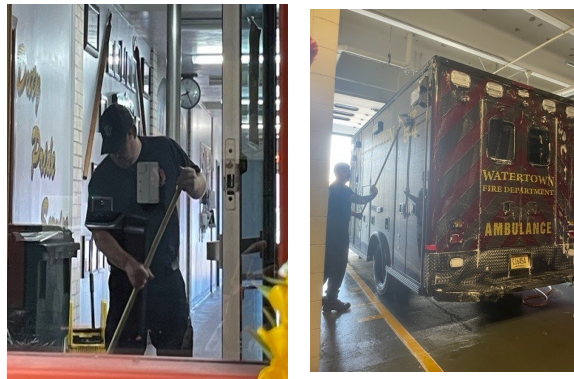
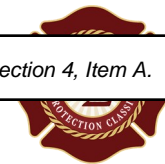
March 14th, WFD crew members attended an EMS refresher in-service to review recent EMS cases.

Training Hours

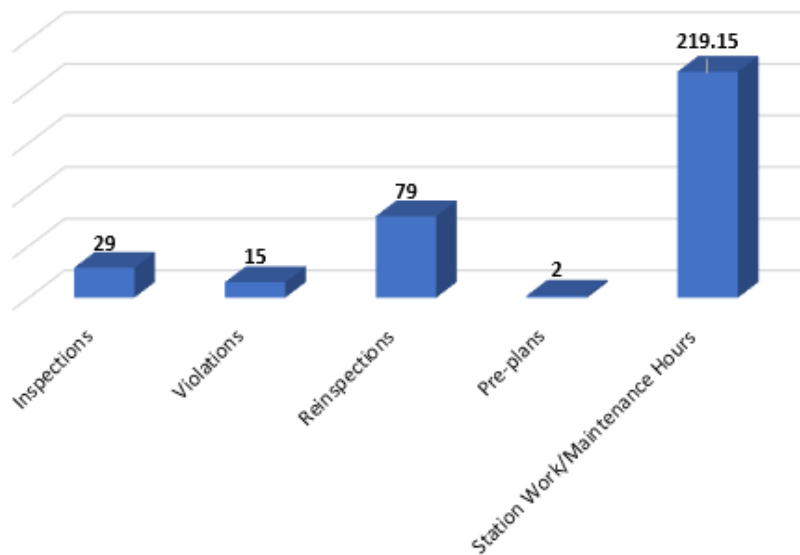


Community Risk Reduction

Section 4, Item A.



Code Enforcement



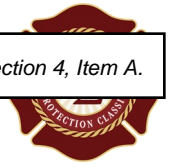
Community Outreach

19 Student &
Public Riders

3 Public Relations
Events

1 Fire Drills

Incidents



March 10th- Structure Fire

335 Summit Ave., Watertown

Engine 4161, Truck 4171, 4110, and 4154 responded to a structure fire. Automatic Aid was received. Fire was seen through the roof and was extinguished. The cause of the fire was electrical. Total on scene time was 1 1/2 hours.

March 28th- Motor Vehicle Crash

Cty. Rd. T & Gypsy Rd., Watertown

4152 responded to a multivehicle crash. One patient was transported for back pain.

There was a significant amount of false alarm/system activation calls this month.

Public Relations

March 12th– Multilingual Family Night

Watertown Library

The crew attended a Family night at the library along with an engine and med unit.

March 16th– Recreation Outreach Center

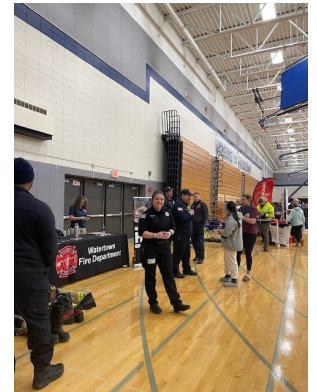
213 N. 3rd St., Watertown

The crew showed the engine and med unit to families at a PR event held at the ROC.

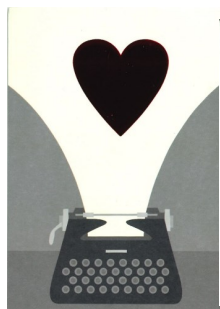
March 20th– Career Fair

Watertown High School

The crew attended the career fair at the High School and talked to the students about a firefighting/EMS career and showed them gear.



You've Been Caught Doing an Outstanding Job!



THANK YOU
FOR YOUR SERVICE
STAY SAFE

Watertown Fire Department Standard Operating Guideline			
SECTION: 500 Personnel/Administration			
SOG Title: Lieutenant Promotion Process			
	SOG Number:	549	Number of Pages: 2
	Original Date:	02/20/2024	Fire Chief Authorization
	Revision Date:	New	
	Staff Review/Approval:	03/20/2024	
	Next Review Date:	02/20/2026	
<i>Watertown Fire Department Watertown, Wisconsin</i>			

SOG Lieutenant Promotion Process

The WFD values the importance of maintaining an up to date Lieutenant list. The list allows for needed coverage as well as allow paths for promotion.

Purpose:

This standard establishes guidelines for Lieutenant Promotion Process for the Watertown Fire Department.

Scope:

The Watertown Fire Department values the importance of maintaining an up-to-date Lieutenant list. The list allows for needed coverage as well as paths for promotion.

Timing

Every two years the Lieutenant process shall commence in the first quarter of the year. The list resulting from the evaluation process shall be valid for two years.

Process

In the first quarter of the year, the Fire Chief shall communicate to the officers that the Lieutenant Promotion Process (LPP) will begin. The Fire Chief shall also provide the same update to the PFC.

Upon communication of the process, the Fire Chief, or his/her designee shall begin the following steps:

1. Advertise the key dates to relevant department members
2. Initiate the necessary steps to execute a process complete with the following components
 - a. Application
 - b. Essay questions
 - c. Situational scenarios
 - d. Verbal interview
 - e. Annual evaluation and personal action report review

Application

Each member interested in applying for the process shall complete an application. Members may apply regardless of their qualifications. The correlating training program shall be available to applicants. Completed training shall be relevant to future Lieutenant processes.

Essay

The officers of the WFD will create and agree to the essay topics/questions. Multiple questions shall be generated by the officers so that the Fire Chief or his/her designee can select questions at random. The essays will be submitted deidentified and will be evaluated by industry professionals external to the department. In the event the evaluators of the situational scenarios are available to review the applications, they shall be given precedence to do so. If they are not, external experts shall be sought. The panelist decision is ultimately made by the Fire Chief or his/her designee.

Situational Scenarios

Situational Scenarios shall be conducted with external panel members. The officers of the WFD will generate scenarios. Multiple scenarios should be generated by the officers so that the Fire Chief or his/her designee can select the scenarios at random. The scenarios generated and each evaluation should contain a scenario of a tactical situation, a training topic and a personnel issue.

The scenarios shall be given by the examining panel. Questions should be sought from applicants. Upon confirmation of questions being answered, the time for preparation shall begin. There shall be no interruption of the timed preparation period. Photos and/or video shall be used to aid in the scenario practicality. Panelist shall provide feedback, similar to injects, to aid in the practicality of the situation.

Verbal Interviews

Verbal interviews shall be conducted with an external panel. Interview questions shall be written by WFD officers. Variation of questions shall be created so that the Fire Chief or his/her designee can select questions. Only documented questions, or follow up questions spurred from the applicant's responses, shall be asked.

Annual Evaluation and Personal Action Report Review

The Fire Chief or his/her designee shall review the annual performance evaluation and personal action reports of the applicants.

Evaluation, Selection, and Communication of Results

Each step of the promotional procedures will be given the following weights:

- Written Exam/Essay 25%
- Assessment Center 60%
- Employee's performance evaluation and disciplinary review 15%

After the assessment center is completed, a list will be compiled and presented to the Police and Fire Commission. Candidates will be notified by email of the outcome of the application process.

Changes

Any changes to this policy shall be communicated with all officers of the Watertown Fire Department. The Fire Chief shall then present changes to the PFC for their review and approval.

CITY OF WATERTOWN POSITION DESCRIPTION

This job description has been prepared to assist in the evaluation of various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty generally required of positions given this job. The principle duties and responsibilities enumerated are all essential functions except for supplemental duties and responsibilities. Supplemental duties are described beginning with the word "May." This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this description as it deems, in its judgment, to be proper.

Revised: June 8, 2020

Title: Fire Lieutenant (Platoon)(Full-time) **Department:** Fire **FLSA:** Non-Exempt

General Summary:

The Fire Lieutenant position is a general second line supervisory position, exercise direct supervision over firefighting personnel and receives direction from the Fire Chief and Assistant Chiefs. Fire Lieutenant participates and supervises in the daily activities, services and operations of an assigned shift in the Fire Department; ensures general maintenance of station vehicles, equipment and apparatus; responds to emergency fire suppression, disaster and medical situations; and provides staff assistance to assigned command personnel. Assignments may include special technical work in addition to regular duties. At the scene of a fire or other emergency situations, is responsible for the effective control of the situation until relieved of command by a higher-ranking officer. Work is reviewed through periodic performance reviews. In the absence of the Assistant Chief Shift Commander, this position shall assume the responsibilities of the Shift Commander and shall function accordingly.

Duties and Responsibilities:

1. Responds to fire or other emergencies; accesses situation, takes mitigating actions to protect lives and preserve property
2. Responds to medical emergencies, performing rescue and emergency medical care
3. Fights fire or takes actions to mitigate other situations such as natural disasters, hazardous materials releases, or other dangerous situations
4. Identifies persons requiring immediate care, provide prehospital medical services and transports victims for further medical care
5. Operates all apparatus with efficiency in emergency and non-emergency situations
6. Operate power and hand tools with efficiency in emergency and non-emergency situations
7. Maintains all apparatus and assigned equipment including personal protective equipment, and performs preventive maintenance and light repairs
8. Maintains facility and facility equipment
9. Attends training and meetings to remain current on fire suppression, rescue methods, leadership and EMS skills
10. Promotes positive department image through positive public personal conduct
11. Performs routine duties such as report writing, data entry, and completing required paperwork
12. Specific Knowledge of the geography of the city, surrounding area, and hydrant locations
13. Oversees the training and education of assigned firefighting personnel and assess strengths and weaknesses
14. Responsible for assigned personnel (shift and auxiliary) and their compliance with department rules policies, procedures, and special instructions of higher-ranking officers
15. Promotes positive public relations with the community and assists crews in the public relation interactions
16. Responsible for general fire code enforcement and general fire investigations
17. Assists Shift Commanders with employee evaluations
18. Perform other work duties as assigned

Required Knowledge, Skills and Abilities:

Graduation from High school or equivalent, certified as an NREMT and/or State of Wisconsin EMT Basic or higher, NIMS 100, 200, 300, 400, 700, certified as a State of Wisconsin Firefighter I and II, possess a valid State of Wisconsin Driver's License, must have certification as a State of Wisconsin Driver Operator, State of Wisconsin Emergency Services Instructor 1 and State of Wisconsin Fire Officer I, and have five (5) years of experience as a firefighter with at least three (3) years as a full-time member of the Watertown Fire Department. Starting January 1, 2022 must possess at time of promotion an Associate Degree from an accredited college or university in Fire Science or a related field. Must have an equivalent combination of education and experience which provides the following knowledge, abilities and skills:

Knowledge in:

- Firefighting, rescue techniques, fire prevention, and emergency medical services methods, techniques, and practices
- Computer applications involving word processing, data entry, and /or standard report generation
- Regulations, ordinances, and laws regarding a firefighting/emergency services department

Skills in:

- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic, and cultural backgrounds, often in situations which may be stressful
- Maintaining safety precautions in performance of work
- Preparing and composing reports and records on activities performed
- Provide productive leadership

Ability to:

- Sustain physical effort involving performance of duties in situations of personal danger with exposure to all types of weather conditions and heights.
- Lift and carry patients in conjunction with at least another employee with weights of greater than 100 pounds, carrying equipment with weights up to 30 pounds, traversing a variety of surfaces and elevations and be able to, sit, stoop, crawl, bend, climb, and twist while performing the essential functions of this job.
- Read and understand policies, rules, instructions, and written material pertaining to fire and rescue operations
- Exercise judgment during hazardous circumstances and act quickly and effectively during
- Maintain current EMT license, as it is a condition of employment
- Establish and maintain effective working relationships with those contacted in the course of work
- Understand, follow, and effectively carry out instructions
- To effectively lead and manage assigned personnel to complete all tasks
- Ability to take personal accountability for being an officer

WORKING CONDITIONS

Emergency firefighting and public safety environment; exposure to fire surroundings; exposure to intense heat, structural collapse, falls and possible electrocution at emergency scenes, animal and human blood and other fluids, hazards of emergency driving, hazards associated with traffic control and working in and near traffic; working in and near natural and man-made disasters; exposure to inclement weather conditions; work in and with water; work at heights on scaffoldings or ladders; work in confined spaces; work underground when necessary; work on slippery and uneven surfaces; work in and around heavy vehicles and equipment; exposure to noise, dust, grease, smoke, fumes and gases; exposure to potentially hazardous chemicals, explosives, high voltage and toxic materials; exposure to waste and infectious diseases; possible exposure to electrical or radiant energy, work closely with others.

I have read and understand the contents of this position description, and I have received a copy of this position description for my records.

PRINT NAME: _____

SIGNATURE: _____ DATE: _____

CITY OF WATERTOWN POSITION DESCRIPTION

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Revised: April 8, 2024

Title: Fire Lieutenant (Platoon)(Full-time)

Department: Fire

FLSA: Non-Exempt

General Summary:

The Fire Lieutenant position is a general second line supervisory position, exercise direct supervision over firefighting personnel and receives direction from the Fire Chief, Deputy Fire Chief(s), and Battalion Chief(s) Fire Lieutenant participates and supervises in the daily activities, services and operations on an assigned shift in the Fire Department; ensures general maintenance of vehicles, equipment and apparatus; responds to emergency fire suppression, disaster and medical situations; and provides staff assistance to assigned command personnel. Assignments may include special technical work in addition to regular duties. At the scene of a fire or other emergency situations, is responsible for the effective control of the situation until relieved of command by a higher-ranking officer. Work is reviewed through periodic performance reviews. In the absence of the Battalion Chief this position shall assume the responsibilities of the Shift Commander and shall function accordingly

Duties and Responsibilities:

1. Promote the department vision, mission, and values
2. Issue direct and indirect orders to subordinates as appropriate and necessary to carry out both emergency and non-emergency duties and services. Ensure employees follow all safety procedures
3. Responds to fire or other emergencies; accesses situation, takes mitigating actions to protect lives and preserve property. May supervise emergency operations.
4. Responds to medical emergencies, performing rescue and emergency medical care
5. Fights fire or takes actions to mitigate and secure other situations such as natural disasters, hazardous materials releases, or other dangerous situations. Conduct pre-incident planning and develop a post incident analysis
6. Identifies persons requiring immediate care, provide prehospital medical services and transports victims for further medical care
7. Operates all apparatus with efficiency in emergency and non-emergency situations
8. Operate power and hand tools with efficiency in emergency and non-emergency situations
9. Maintains all apparatus and assigned equipment including personal protective equipment, and performs preventive maintenance and light repairs
10. Maintains facility and facility equipment
11. Attends training and meetings to remain current on fire suppression, rescue methods, leadership and EMS skills
12. Promotes positive department image through positive public personal conduct
13. Performs routine duties such as report writing, data entry, and completing required paperwork
14. Specific Knowledge of the geography of the city, surrounding area, and hydrant locations
15. Oversees the training and education of assigned firefighting personnel and assess strengths and weaknesses
16. Responsible for assigned personnel and their compliance with department rules policies, procedures, and special instructions of higher-ranking officers. May assist with policy development and budget request
17. Promotes positive public relations with the community and assists crews in the public relation interactions
18. Responsible for general fire code enforcement, general fire investigations and public education

- 19. Responsibility to maintain health and safety of all members and be physically and medically capable of performing duties
- 20. Assists Chief Officers with employee evaluations
- 21. Perform other work duties as assigned

Required Knowledge, Skills and Abilities:

Graduation from High school or equivalent, certified as an NREMT and/or State of Wisconsin EMT Basic or higher, NIMS 100, 200, 300, 400, 700, 800 certified as a State of Wisconsin Firefighter I and II, possess a valid State of Wisconsin Driver's License, must have certification as a State of Wisconsin Driver Operator, State of Wisconsin Emergency Services Instructor 1 and State of Wisconsin Fire Officer I, and have three years of experience as a firefighter with at least three years as a full-time member of the Watertown Fire Department. Starting January 1, 2022 must possess at time of promotion an Associate Degree from an accredited college or university in Fire Science or a related field or have an equivalent combination of education and experience which provides the following knowledge, abilities and skills:

Knowledge in:

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- Preparing and composing reports and records on activities performed • Provide productive leadership

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SIGNATURE: _____ DATE: _____

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Revised: ~~November 3, 2023~~

April 8, 2024

Title: Fire Lieutenant (Platoon)(Full-time) Department: Fire FLSA: Non-Exempt

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5. Fights fire or takes actions to mitigate and secure other situations such as natural disasters, hazardous materials releases, or other dangerous situations. Conduct pre-incident planning and develop a post incident analysis
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14. Specific Knowledge of the geography of the city, surrounding area, and hydrant locations
15. Oversees the training and education of assigned firefighting personnel and assess strengths and weaknesses
16. Responsible for assigned personnel and their compliance with department rules policies, procedures, and special instructions of higher-ranking officers. May assist with policy development and budget request

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- 17. Promotes positive public relations with the community and assists crews in the public relation interactions
- 18. Responsible for general fire code enforcement, and general fire investigations and public education
- 18-19. Responsibility to maintain health and safety of all members and be physically and medically capable of performing duties
- 19-20. Assists Chief Officers with employee evaluations
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- Commented [CB1]: 800 nims is a prerequisite for 300,400
- Commented [GW2]: By my recall this was agreed to be switched to 3 years fulltime at Watertown with no prior years of firefighting required.
- Commented [AR3R2]: I looked back at my notes and it was supposed to be 3 years and 3 as a member. I did update the 5 to a 3
- Commented [CB4R2]: changed to "three years"

Knowledge in:

- Firefighting, rescue techniques, fire prevention, and emergency medical services methods, techniques, and practices
- Computer applications involving word processing, data entry, and /or standard report generation
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- Preparing and composing reports and records on activities performed • Provide productive leadership

Ability to:

- Sustain physical effort involving performance of duties in situations of personal danger with exposure to all types of weather conditions and heights.
- Lift and carry patients in conjunction with at least another employee with weights of greater than 100 pounds, carrying equipment with weights up to 30 pounds, traversing a variety of surfaces and elevations and be able to, sit, stoop, crawl, bend, climb, and twist while performing the essential functions of this job.
- Read and understand policies, rules, instructions, and written material pertaining to fire and rescue operations
- Exercise judgment during hazardous circumstances and act quickly and effectively during
- Maintain current EMS license, as it is a condition of employment
- Establish and maintain effective working relationships with those contacted in the course of work
- Understand, follow, and effectively carry out instructions
- To effectively lead and manage assigned personnel to complete all tasks
- Ability to take personal accountability for being an officer

WORKING CONDITIONS

Emergency firefighting and public safety environment; exposure to fire surroundings; exposure to intense heat, structural collapse, falls and possible electrocution at emergency scenes, animal and human blood and other fluids, hazards of emergency driving, hazards associated with traffic control and working in and near traffic; working in and near natural and man-made disasters; exposure to inclement weather conditions; work in and with water; work at heights on scaffolding or ladders; work in confined spaces; work underground when necessary; work on slippery and uneven surfaces; work in and around heavy vehicles and equipment; exposure to noise, dust, grease, smoke, fumes and gases; exposure to potentially hazardous chemicals, explosives, high voltage and toxic materials; exposure to waste and infectious diseases; possible exposure to electrical or radiant energy, work closely with others.

I have read and understand the contents of this position description, and I have received a copy of this position description for my records.

PRINT NAME: _____

SIGNATURE: _____ DATE: _____

