



**MINUTES**  
**CITY OF WAUPUN POLICE & FIRE COMMISSION**  
**Waupun Safety Building – 16 E. Main Street, Waupun WI**  
**Wednesday, March 11, 2020 at 4:30pm**

*Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact the City Clerk at 920-324-7915.*

**CALL TO ORDER**

Meeting convened at 4:30 p.m. by PFC President in the Waupun Safety Building.

**ROLL CALL**

Members present: John Bett, John Forsythe, Tara Rhodes, Michael Thurmer; Nancy Vanderkin (City Council Liaison).

Members absent (excused): Carole Cronin

Also present: WFD Chief BJ DeMaa, WPD Chief Scott Loudon

**MINUTES FROM PREVIOUS MEETING**

Minutes from the December 17, 2019 meetings were presented for approval. Motion to approve by John B. (John F. second; all in favor). Minutes approved as presented.

**GENERAL DISCUSSION AND EXCHANGE OF INFORMATION CONCERNING THE NORMAL OPERATIONS OF THE WAUPUN POLICE DEPARTMENT AND WAUPUN FIRE DEPARTMENT.**

WPD Chief Scott Loudon provided the following update(s):

- Recognition/Appreciation:
  - Grateful to a Waupun citizen who donated \$1000 to the K9 program.
  - Gappa Security Solutions (Waupun) graciously provides, at no cost, one free door with installment per year.
- Community:
  - Recent Citizen's Police Academy was a success- great attendance and positive feedback for six sessions which included topics such as K9 Program, Investigations, Fire Services, EMS services; will likely continue each year.
  - Working with City Attorney to review/update ordinance(s) related to loitering due to recent increase in complaints related to squealing tires, reckless driving, profanity at Tanner Park.
  - Have not had many complaints or issues with new ATV use within the city; anticipating a possible increase with warmer weather coming.
  - General increase in calls, usually related to those traveling through Waupun, or mental-health related.
- Staffing/Training:
  - Lt. Kreitzman has made decision to return to patrol, 2nd shift after having been an excellent 3rd shift Lieutenant. Lieutenant vacancy will be posted today (internal-only).
  - Hiring process is in-motion following Officer Schreiber vacancy. Currently have seven applicants who are advancing to testing.
  - PFC Interview process will occur in April timeframe.
  - General staffing shortages and lack of applicants for all police departments.
  - One officer continues on FMLA through March with return anticipated in early April; Patrol officers are filling in vacancies.
  - Lieutenant Detective Sullivan has been a great hire and very thorough in his work.
  - A letter requesting internal interest to participate in opportunities for additional training (EVOC, Cellebrite, etc.) was positively received by the staff and has generated a great response.
  - Assistant Chief Raasch is part of Fond du Lac county's CART (Child Abduction Response Team) Team (also a fire department representative).

- Operations:
  - New Cellebrite program will provide ability for department to download data from phones for investigations; equipment was purchased in coordination with Ripon Police Department and use will begin upon arrival.
  - Lieutenant Detective Sullivan has recommended purchase and implementation of BEAST (Bar coded Evidence Analysis Statistical Tracking) system which will help to efficiently/effectively organize pieces of evidence and related processes, such as holding periods or notification to owners. Chief Loudon noted that both County agencies have BEAST already and the department will be submitting to the City of Waupun during next budget cycle (approximately \$10-\$12K).
  - Five area counties participated in training related to providing peer-support following a critical incident. This was recently utilized for response team (police, EMS, Coroner, etc.) following a call in Lomira for a toddler death. WFD Chief DeMaa and Firefighter Williams also attended this training which is very beneficial.

WFD BJ DeMaa provided the following update(s):

- Community:
  - January and February were busy with calls.
  - Chief DeMaa and Assistant Chief Beer will be meeting to discuss long-term planning related to a sustainable department structure. Current staffing model was successful in the past, but over the years the significant increase in calls and a shift from firefighting to an “all-hazards” role necessitates a change in order to meet the community’s needs. Review of benchmarks and the realities of today’s society (i.e. active shootings) will be vital in discussions and recommendation.
  - Chief DeMaa lead one of the Citizen’s Police Academy sessions on Fire Department services. The audience was unaware the department is volunteer-based, that they respond to calls other than fire, and the related costs for calls. Thus, will be an increased effort to “tell our story” better.
  - If future fundraising efforts are needed (i.e. for showers at Safety Building, etc.), two members from the Facilities study group have expressed an interest.
- Staffing/Training:
  - Currently no openings; and May is typically the hiring process timeframe. Also, no medical leaves.
  - Cadet Rosales is doing very well.
  - Firefighters hired in 2019 are progressing very well through various training (Fire Fighter I and II, specialties, practical practice). Chief DeMaa noted that (number of staff who) complete Fire Fighter II is often a specific data request for grants (such as FEMA), thus very important achievement for the staff and department.
  - Four recently completed ice rescue (and train the trainer); trying to be proactive as it relates to a recognized increase in the number of retention ponds.
  - Pending changes in State of WI requirements for Driver-Pumper Operators (effective 10/1/2020) resulted in training which was/will be completed.
  - Chief DeMaa, in coordination with other agencies, is recommending MPTC consider working with the State of WI to offer related programs for college credit. EMS courses are on-track to become college-credited; however, fire courses are not as they are currently considered “community” courses and therefore not eligible for college-credit. If this would happen, credits can be then be transferred college-to-college and/or department-to-department. It is also important to provide these opportunities to the college audience to encourage pursuit in these types of jobs/careers.
  - The WFD side of the safety building is certified Dementia-Friendly after completing related training for staff and an inspection by ADRC. Just a few WPD staff need to complete training and then entire Safety Building will be certified as Dementia-Friendly.
- Operations:
  - Currently at a critical state of conversations related to Asset consolidation with the Township.
  - The State of WI is having a great deal of discussion around PFAS (per- and polyfluoroalkyl substances) which are chemical compounds found in nonstick cookware, waterproof clothing and in Class B Fire Fighting Foam (used on fuel fires). Water can be used on fuel fires but is less effective. Considered “forever chemicals”, PFAS do not ‘go away’ and enter the ground water.

Many departments have removed foams; WFD does currently have Class A, Class B and (combination) Class A/B on the vehicles. The Governor released a directive that the Class B Foam can no longer be used unless there is a life-safety situation. Chief DeMaa, who is on the State Board, is concerned with a last-minute change related to shifting the significant related costs (i.e. investigation, removal, clean-up) to be the responsibility of local governments; thus, Chief DeMaa will be discussing with the City of Waupun to fiscally prepare as much as possible.

- Local meeting with departments, schools, hospital and DOC related to planning for response to Coronavirus/COVID-19.

Recognition by both Chief DeMaa and Chief Loudon that the City's change to using Municode (communication platform) changed the process for distribution of Monthly reports. Going forward, Chief's will be emailing out reports.

PFC would like to recognize both the WPD and the WFD for their excellent support to the community (related to the 2019 list of accomplishments).

#### **FUTURE MEETINGS AND GATHERING INVOLVING THE POLICE AND FIRE COMMISSION**

Staff Interview with PFC will be held April 22, 2020; start time to-be-determined based on applicants.

Next Commission meeting will be held May 13, 2020 at 4:30pm.

If necessary, please send any agenda requests to Chiefs BJ DeMaa or S. Loudon so appropriate preparation(s) can be made.

#### **ADJOURNMENT**

Motion to adjourn meeting at 5:17pm made by J. Forsythe (second by J. Bett; all in favor).

Respectfully submitted,  
Tara Rhodes, Secretary

*Cc: Commission members; WFD Chief; WPD Chief, Deputy Chief & Admin./Records; City of Waupun Mayor, Administrator / Director of Economic Development & City Clerk.*