



MINUTES
CITY OF WAUPUN POLICE & FIRE COMMISSION
Waupun Safety Building – 16 E. Main Street, Waupun WI
Wednesday, February 3, 2021 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 4:35 p.m. by PFC President in the Waupun Safety Building.

ROLL CALL

Due to COVID; meeting was held virtually via Zoom.

Members present: John Bett, Carole Cronin, Zak Dickhut, Tara Rhodes, Michael Thurmer

Also present: WFD Chief BJ DeMaa

Member(s) absent (excused): Nancy Vanderkin (City Council Liaison)

MINUTES FROM PREVIOUS MEETINGS

Minutes from the August 26, 2020 meetings were presented for approval. Motion to approve by J. Bett (C. Cronin second; all in favor). Minutes approved as presented.

Minutes from the November 5, 2020 meetings were presented for approval. Motion to approve by C. Cronin (J. Bett second; all in favor). Minutes approved as presented.

ACTION

The WFD was contacted by an area student interested in an intern position; however, there is not currently an option for internship.

Chief DeMaa noted that since staffing needs are an ongoing focus, the addition of an internship program would be very beneficial to the WFD by engaging senior-level high-school students' interest in firefighting roles. An internship program would likely act as a "pipeline" to give interested high-school students first-hand knowledge of the field. Then, they would naturally progress to the existing Cadet Program (college-level, receive on-the-job training) and then ultimately becoming a firefighter.

To begin a formal internship program, approval of the following two documents is necessary from the PFC (these two forms were emailed out to the PFC prior to this meeting for review):

- High School Fire Intern Job Description
- High School Fire Intern Program Description

Following approval from the PFC, these documents would go to the City Council for final review/approval decision.

The following questions were addressed:

1. Is parental consent needed on the Job Description?
There is a signature section for the student, parent, Fire Chief and School Counselor on the Program Description so it is not necessary on the Job Description.
2. Is any medical clearance or a physical necessary for an intern?
The documents were reviewed by insurance and the SCBA (self-contained breathing apparatus) is only for donning/doffing; and no physical is needed at this time.
3. Is an internship only available to senior-level students? Yes.

Motion to approve the High School Fire Intern Job Description by J. Bett (C. Cronin second; all in favor).

Motion to approve the High School Fire Intern Program Description by C. Cronin (J. Bett second; all in favor).

FUTURE MEETINGS AND GATHERING INVOLVING THE POLICE AND FIRE COMMISSION

Next Commission meeting to-be-determined.

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

ADJOURNMENT

Motion to adjourn meeting at 4:46pm made by C Cronin (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.