



**A G E N D A**  
**CITY OF WAUPUN POLICE AND FIRE COMMISSION MEETING**  
**Waupun Safety Building-16 E. Main Street, Waupun**  
**Wednesday, May 26, 2021 at 4:30 PM**

**CALL TO ORDER**

**ROLL CALL**

**RECOGNITION OF MAYORAL APPOINTMENT AND NOMINATION OF APPOINTMENTS**

1. Recognition of Mayoral Appointment of Board Members.
2. Nominations and Appointment of President, Vice President, and Secretary.
3. Establish Day of Month and Time of Board Meeting.

**MINUTES FROM PREVIOUS MEETING**

4. Approval of minutes from the May 12, 2021 Police and Fire Commission Meeting

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

5. Acknowledgement of receipt of the retirement of Captain/Fire Inspector Paul Beder effective June 1, 2021.
6. Recommend to council to fill the Paid-On-Call firefighter vacancy.
7. Approval to promote Cadet Selena Rosales to Paid-On-Call firefighter position.
8. Review of Deputy Fire Inspector job description.
9. Recommend to council to hire an additional Deputy Fire Inspector.
10. Discuss concerns of recruiting and retaining Patrol Officers.

***No Public Participation after this point.***

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

**ADJOURNMENT**

*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.*



**MINUTES**  
**CITY OF WAUPUN POLICE & FIRE COMMISSION**  
**Waupun Safety Building – 16 E. Main Street, Waupun WI**  
**Wednesday, May 12, 2021 at 3:50pm**

*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 3:50pm by PFC President in the Waupun Safety Building.

**ROLL CALL**

Present: John Bett, Zak Dickhut, Teresa Heidemann, Tara Rhodes, Michael Thurmer, Nancy Vanderkin (City Council Liaison)

Also present: WFD Chief BJ DeMaa, Mayor Julie Nickel

Member(s) absent (excused): WPD Chief Scott Loudon

**MINUTES FROM PREVIOUS MEETINGS**

Minutes from the March 16, 2021 meeting were presented for approval. Motion to approve by Z. Dickhut (J. Bett 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**

The PFC would like to recognize Commissioner Carole Cronin; in great appreciation of serving on the Commission for many years. Welcome to new Commissioner Teresa Heidemann.

**CLOSED SESSION**

The Waupun Police and Fire Commission will adjourn in closed session under Section 19.85 (1)(c) of the WI Statutes to conduct interviews with qualified applicants for employment for Emergency Medical Responders.

(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Motion to go into Closed Session at 3:52pm was made by Z. Dickhut (second by J. Bett; all in favor).

**OPEN SESSION**

The Waupun Police and Fire Commission reconvened in open session under Section 19.85(2) of the WI Statutes at 8:15pm after motion from Z. Dickhut (second by J. Bett; all in favor).

**ACTION FROM CLOSED SESSION**

Motion to accept all ten Emergency Medical Responder candidates at 8:15pm was made by J. Bett (second by Z. Dickhut; all in favor).

Mayor Julie noted appreciation to the PFC for overall support for this program and specifically for extended time for the interviews conducted. PFC recognized Chief BJ DeMaa for planning and organization of candidates and needed documentation which resulted in a very efficient meeting.

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

Next Commission meeting is May 26, 2021 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 8:17pm made by Z. Dickhut (second by T. Rhodes; 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.*



## AGENDA SUMMARY SHEET

**MEETING DATE:** 5/26/21

**TITLE:** Vacancy of Paid on Call Fire Fighter Position

**AGENDA SECTION:** CONSIDERATION-ACTION

**PRESENTER:** Fire Chief BJ Demaa

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	

### ISSUE SUMMARY

Fire Captain Paul Beder has submitted his resignation for retirement from the Waupun Fire Department, effective June 1, 2021.

The Common Council made approval to fill this vacant position at the May 25, 2021 Special Council meeting.

### STAFF RECCOMENDATION:

I recommend promoting Fire Department Cadet Selena Rosales to this open position.

### ATTACHMENTS:

None

### RECOMMENDED MOTION:

Motion to approve the promotion of Fire Department Cadet Selena Rosales to the Paid on Call Fire Fighter position.

**WAUPUN FIRE DEPARTMENT**  
**POLICY NO.: 3-2**  
**Position Description – Deputy Fire Inspector**

**Position Title:** Deputy Fire Inspector

**Position Purpose:**

The Deputy Fire Inspector assists the Fire Chief (Authority Having Jurisdiction or AHJ) and Assistant Fire Chief with conducting fire inspections in accordance with applicable administrative rules, laws and ordinances. Deputy Fire Inspectors document violations, educate building owners on code violations and corrective measures, enter data into the Records Management System (RMS), and conduct any necessary follow-up inspections. The Deputy Fire Inspector also assists with the development and maintenance of facility pre-plans within the Waupun Fire Department service area.

**Essential Duties and Responsibilities:**

- A. **Conduct fire inspections:** Schedule (when necessary) and carry out fire inspections at facilities throughout the Waupun Fire Department service area. This can include the need to conduct follow-up inspections when violations are found to ensure they have been corrected.
- B. **Enter inspection data into RMS:** Enter data that is obtained during the fire inspection into the RMS system. Data entered into the system shall be researched and tied back to any applicable codes.
- C. **Educate building owners/tenants on violations and corrective measures:** Deputy Fire Inspectors are an extension of the Fire Department and City and shall be able to communicate professionally and clearly and work with building occupants to educate them on violations found and proper steps to correct the issue(s). If a Deputy Fire Inspector is asked a question they don't know, they shall research the issue and provide feedback in a timely manner.
- D. **Pre-plan development and maintenance:** Assist in the development and maintenance of facility pre-plans. Pre-plans can include all of the following information: building address, business name, contact information, primary and secondary hydrant locations, sprinkler system (if equipped), fire department connection (FDC) (if equipped), fire pump (if equipped), rapid access box (Knox Box) (if equipped and location), construction type, gas shutoff location, main electrical panel location, furnace room location (if applicable), alarm panel location (if applicable), special hazards and locations (if applicable), and a map.
- E. **Other Duties and Responsibilities as Assigned.**

**Qualifications:**

**WAUPUN FIRE DEPARTMENT**  
**POLICY NO.: 3-2**  
**Position Description – Deputy Fire Inspector**

- A. Customer service experience.
- B. Certified as, or ability to obtain, State of Wisconsin, International Fire Service Accreditation Congress (IFSAC) or ProBoard Fire Inspector I.
- C. Possession of, or ability to obtain, a valid Wisconsin Driver's License within 6 months of appointment.
- D. Complete National Incident Management Systems (NIMS) IS100 and 700.
- E. Residence is within 15 miles of the City of Waupun's jurisdictional limits.

**Knowledge, Skills, Abilities, Personal Attributes:**

- A. Ability to plan and coordinate the work required of the position;
- B. Ability to review the work of others;
- C. Ability to counsel and mediate others;
- D. Ability to persuade, convince, and train others;
- E. Ability to advise and provide interpretation regarding the application of codes;
- F. Ability to apply knowledge of the principles of fire inspections and of accepted practices and procedures;

**Essential Job Requirements and Skills:**

- A. Extensive knowledge of the geography of the area covered by the Waupun Fire Department, the location of streets/roads, the nature and location of hazardous premises, principle buildings and building features.

**Physical Demands and Work Environment:**

- A. Ability to maintain mental and physical condition appropriate to the performance of assigned duties and responsibilities of a Deputy Fire Inspector, which may include running, jumping, walking, crouching or crawling during fire inspections, lifting and moving of equipment, occasionally lifting 150 lbs., climbing stairs and ladders, and walking, standing, stooping, kneeling, crouching, crawling, reaching or sitting for extended periods of time and while operating in extreme cold or heat and while wearing required equipment;

**WAUPUN FIRE DEPARTMENT**  
**POLICY NO.: 3-2**  
**Position Description – Deputy Fire Inspector**

- B. Ability to operate a variety of equipment such as, but not limited to, a piece of fire apparatus, mobile radio, portable radio, fire prevention and extinguishing equipment, camera, computer, typewriter, copy machine, Dictaphone, tape recorder, fax machine, and telephone;
- C. Ability to attend and react appropriately in various situations;
- D. Ability to see and have adequate close vision, distance vision, color vision, peripheral vision and depth vision, and the ability to adjust and focus; and
- E. Ability to hear and smell and to perceive and discriminate smells and sounds.
- F. Work is performed indoors and outdoors in all forms of Wisconsin weather and in extreme heat and cold and under inclement situations.
- G. Noise level is moderate to loud and depends on the location of duties performed.
- H. Ability to wear any personal protective equipment that may be required by the facility being inspected. This could include but is not limited to: hard hat, ear plugs, ear muffs, safety glasses, steel-toed shoes or boots, face mask, etc.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The City of Waupun is an Equal Opportunity Employer. In compliance with state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

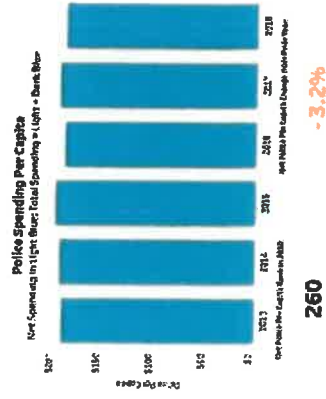


# Waupun Police Department Staffing Shortages



## Staffing Comparison

- Waupun's staffing per capita is 663
- The average staffing per capita is 497
- WI Policy Forum (2018 spending)
  - Ave per capita for PD - All Munis: \$281 (+1.5%)
  - Ave per capita for PD – Waupun: \$182 (-3.2%)

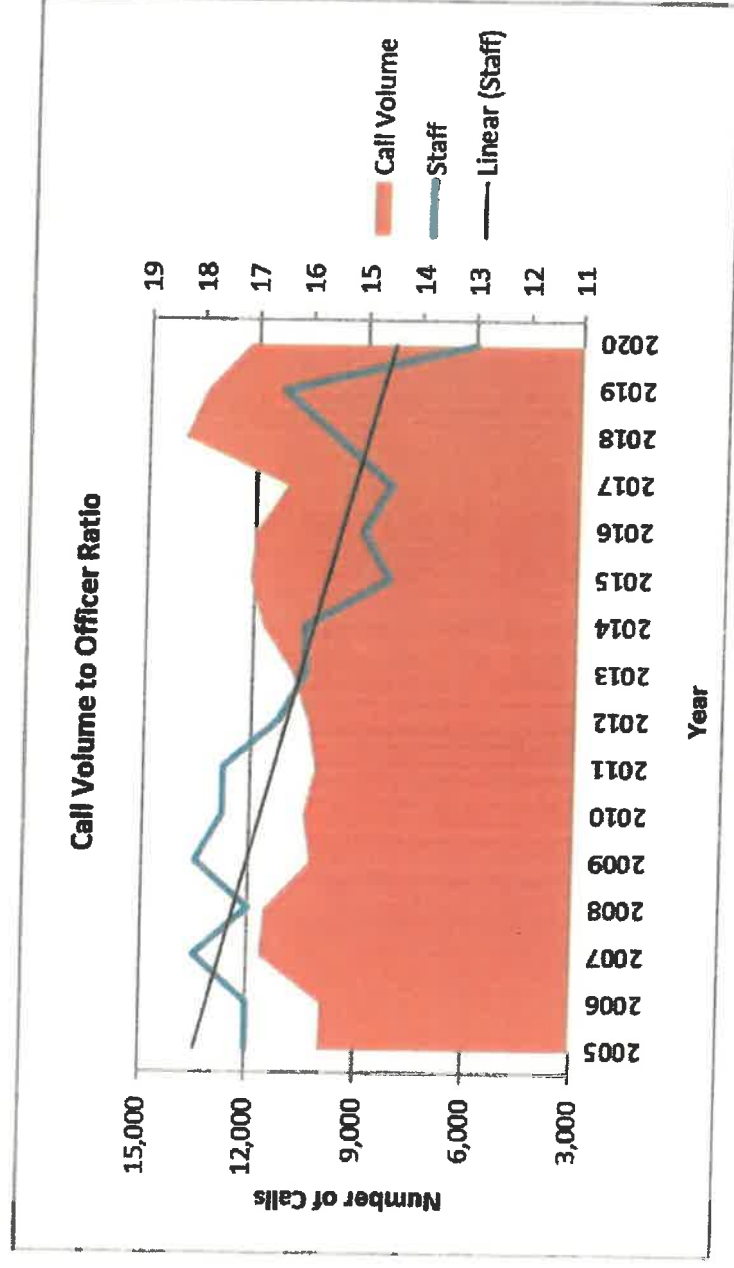


Agencies	Registration	Sword Drivers	Officer Per Capita	Part Time
Donnerstag, 11. März 2010	1.00			
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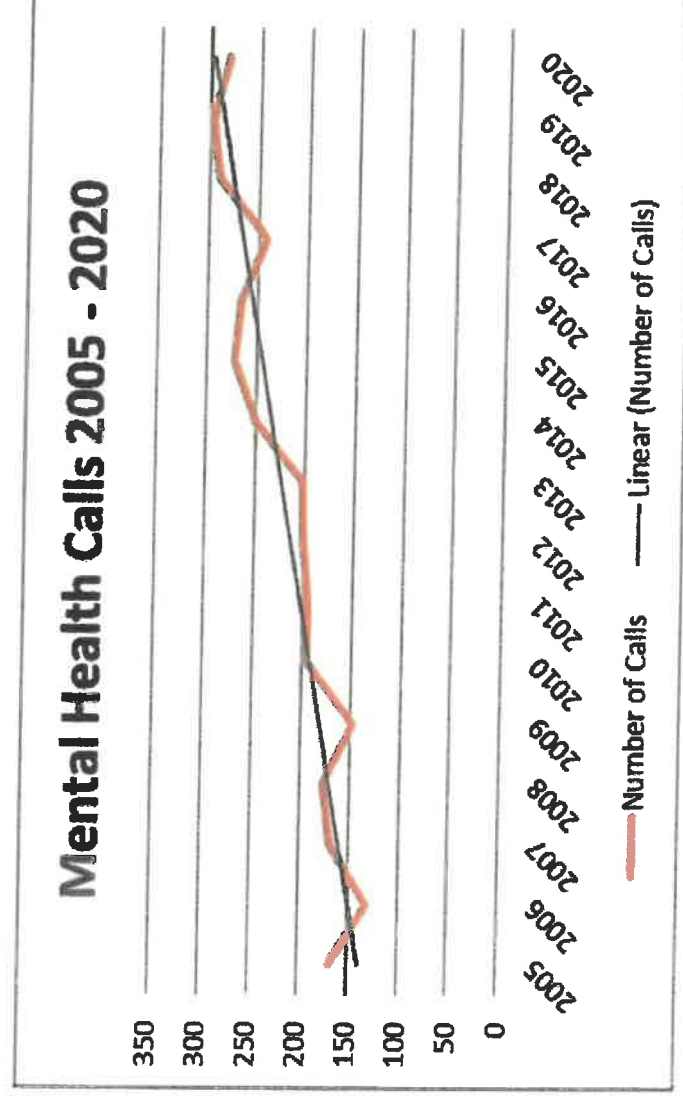
Agency	Population	Sworn Officers	Officer Per Capita	Full Time	Part Time
Kronenwetter Police Dept	8,158	11	742	8	3
Grand Rapids Police Dept	7,800	11	705	6	5
Fox Crossing PD	19,200	28	686	28	0
<b>Waupun Police Dept</b>	<b>11,276</b>	<b>17</b>	<b>663</b>	<b>17</b>	<b>0</b>
Everest Metropolitan Police Dept	18,400	29	634	29	0
Platteville Police Dept	12,457	20	623	20	0
Fort Atkinson Police Dept	12,368	20	618	20	0
Jefferson Police Dept	8,000	13	615	13	1
Germantown Police Dept	20,183	33	612	33	0
Wausaukee Police Dept	14,500	24	604	22	2
Whitewater Bay Police Dept	14,400	24	600	24	0
South Milwaukee Police Dept	21,000	35	600	35	0
Port Washington Police Dept	11,691	20	585	20	0
Menomonee Police Dept	16,200	28	579	28	0
River Falls Police Dept	15,000	26	577	26	0
North Fond du Lac Police Department	5,076	9	564	9	0
Stoughton Police Dept	12,933	23	562	23	0
Fond du Lac Police Department	44,300	79	561	73	0
Ripon Police Dept	7,800	14	557	14	0
New Richmond Police Dept	10,000	18	556	18	0
Antigo Police Dept	8,324	15	555	15	0
De Forest Police Dept	11,000	20	550	20	0
Hartland Police Dept	9,300	17	547	16	1
Lake Mills Police Dept	6,000	11	545	10	1
Grafton Police Dept	12,000	22	545	22	0
Cedarburg Police Dept	11,450	23	545	21	0
Cottage Grove Police Dept	7,000	13	538	12	2
Beloit Town Police Dept	8,000	15	535	14	1
Columbus Police Department	5,200	10	520	10	0
Hudson Police Dept	14,500	28	518	28	0
Shorewood Police Dept	13,300	26	512	26	0
Jackson Police Dept	7,135	14	510	14	0
West Salem Police Dept	9,028	10	503	9	1
Frederic du Chien Police Dept	6,000	12	500	12	0
Sturtevant Police Dept	7,000	14	500	12	2
Waterford Town Police Dept	12,000	24	500	9	15
Beaver Dam Police Dept	16,355	33	496	23	0
Greendale Police Department	14,176	29	489	29	0
Marshfield Police Dept	19,500	41	476	41	0
Shawano Police Dept	9,500	20	475	20	0
Rice Lake Police Dept	8,436	18	469	18	0
Delafield Police Dept	7,457	16	466	16	0
Rhineland Police Dept	7,798	17	459	17	0
Burlington Police Dept	10,500	23	457	23	0
Merrill Police Dept	10,000	22	455	22	0
Portage Police Dept	10,406	23	452	23	0
Singer Police Dept	5,400	12	450	12	0
Tomah Police Dept	9,400	21	448	21	0
Rothschild Police Dept	9,347	12	446	12	0
Niagara Police Dept	8,800	20	440	19	1
Lake Hallie Village Police Dept	7,025	16	439	10	6
Watkins Police Dept	5,650	13	435	11	2
Ashland Police Dept	8,200	19	432	19	3
St. Francis Police Dept	9,393	22	427	21	1
Mayville Police Department	5,069	12	422	8	4
Altoona Police Dept	7,600	18	422	15	3
Hales Corners Police Dept	7,515	18	418	18	0
Monroe Police Dept	10,850	26	417	26	0
Sturgeon Bay Police Dept	5,134	22	415	22	0
Summit Police Dept	7,000	17	412	12	5
Fox Point Police Dept	6,826	17	402	17	0
New London Police Dept	7,500	19	395	17	2
Mosinee Town Police Dept	6,295	16	393	14	2
Brown Deer Police Dept	12,000	31	387	31	0
Monona Police Dept	7,801	22	355	22	0
Waupaca Police Dept	6,000	17	353	17	0
Campbellsport Police Dept	1,845	6	308	2	4
Delevan Police Dept	9,000	30	300	23	7
Delevan Town Police Dept	5,500	21	262		
Horicon Police Department	3,655	15	244	9	6

Green = Confirmed Numbers  
Yellow = Awaiting Response  
Orange = Waupun Police Dept

# Call Volume Compared to Actual Staffing



## Impact of Mental Health on Increasing Call Volumes





# 2020 Overtime Alleviated By 18<sup>th</sup> Position (Powershift)

- 2020 Overtime – 192 Shifts, 1536 working hours, \$71,907 overtime pay  
Top Patrol Officer OT rate of \$46.815 used for totals. LT, PSLO, or shift differential rates not used
  - January – 15 Shifts
  - February – 14 Shifts
  - March – 22 Shifts
  - April – 3 Shifts (COVID-PSLO not working in the schools, 18 additional shifts saved or \$6,741)
  - May – 10 Shifts (COVID-PSLO not working in the schools, 14 additional shifts saved or \$5,243)
  - June – 12 Shifts
  - July – 16 Shifts
  - August – 20 Shifts
  - September – 20 Shifts
  - October – 20 Shifts
  - November – 21 Shifts
  - December – 19 Shifts

# 2021 Overtime Alleviated By 18<sup>th</sup> Position (Powershift)

- 2021 Overtime (through November)– 198 Shifts, 1584 working hours, \$75,076 overtime pay

Top Patrol Officer OT rate of \$46.815 used for totals through March, \$47.52 through September, and \$47.985 through November. LT, PSLO, or shift differential rates not used

- January – 21 Shifts
- February – 19 Shifts
- March – 19 Shifts
- April – 19 Shifts
- May – 21 Shifts
- June – 17 Shifts
- July – 18 Shifts
- August – 12 Shifts
- September – 15 Shifts
- October – 19 Shifts
- November – 18 Shifts

# Plan of Action

- Request restoration of 18<sup>th</sup> position (frozen in 2011)
- Develop a Recruitment & Retention Plan
  - From passive to active recruitment
  - Diversity of Candidate Pool
- Determine strategies to mitigate rising mental health needs
- Other