



A G E N D A - A M E N D E D
CITY OF WAUPUN POLICE AND FIRE COMMISSION MEETING
Safety Building – 16 E. Main Street, Waupun WI
Wednesday, September 11, 2019 at 4:30 PM

CALL TO ORDER

ROLL CALL

MINUTES FROM PREVIOUS MEETING

Approval of the minutes from the June 19, 2019 and July 25, 2019 Police and Fire Commission Meeting

CONSIDERATION – ACTION

- 1.) Accept the retirement of Investigator Brian O’Donovan and recommend to Council to fill the vacancy

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

CLOSED SESSION

The Waupun Fire and Police Commission will adjourn in closed session under Section 19.85 (1) (b) of the WI Statutes to discuss discipline of a Police Department employee.

(b) Considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, or considering the grant or denial of tenure for a university faculty member, and the taking of formal action on any such matter; provided that the faculty member or other public employee or person licensed is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action may be taken. The notice shall contain a statement that the person has the right to demand that the evidentiary hearing or meeting be held in open session. This paragraph and par. (f) do not apply to any such evidentiary hearing or meeting where the employee or person licensed requests that an open session be held.

OPEN SESSION

The Waupun Fire and Police Commission will reconvene in open session under Section 19.85(2) of the WI Statutes.

ACTION FROM CLOSED SESSION

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, June 19, 2019 at 4:45pm

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.

Meeting convened at 4:50 p.m. by PFC President in the Waupun Safety Building.

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

Also present: WFD Chief B.J. DeMaa, WPD Chief Scott Loudon.

Members absent (excused): John Forsythe.

The following annual Commission Nomination and Appointments were recognized:

- Recognition of Mayoral Appointment of Council Member Liaison N. Vanderkin.
- Nomination and motion by J. Bett and C. Cronin for M. Thurmer for President; all in favor, motion passed.
- Nomination and motion by C. Cronin and T. Rhodes for J. Bett for Vice President; all in favor, motion passed.
- Nomination and motion by J. Bett and C. Cronin for T. Rhodes for Secretary; all in favor, motion passed.

Designation for day of the month and time to hold PFC Meetings

Commission confirmed meetings will be held quarterly and date of next meeting will be set at each meeting.

Recognized need to be flexible due to hiring needs of Fire and Police Departments.

Next meeting scheduled for September 25th, 4:30pm.

Minutes from the April 18, 2019, meeting were presented for approval. Motion to approve by J. Bett (C. Cronin second, all in favor); minutes approved as presented.

WFD Chief DeMaa provided the following updates as they relate to the Fire Department:

- Working on narrowing candidate pool: total of eight candidates, with five to be interviewed by Commission
- Continue finalizing 9/11 exhibit which will be arriving/set up end of next week. The Stephen Siller Tunnel to Towers Foundation, which created and runs the exhibit, helps support the families of first responders who have died in the line of duty.
- Wrapping up WI-CAMS (Wisconsin Credentialing Asset Management System) identification which will place credentials on the back of an ID card so that the identification process is efficient for those who are helping in a crisis
- Our daytime staffing averages 8.7 responders who can respond to a fire; best practice (National Institute of Standards and Technology) baseline is "no less than 18" total; thus will have future decisions about structure of staffing in FD.
- Commissioner M. Thurmer shared personal story related to LifeStar service which went above/beyond expectations during a transport from Waupun Memorial Hospital to Fond du Lac Hospice Home of Hope. Patient wished to see her home for the last time, and the drivers took her to her home and also took her out of the vehicle to see her home.

WPD Chef Loudon provided the following updates as they relate to the Police Department:

- Officer Tipton attended three-day child safety seat certification; recognize this is a significant time-commitment for her.

- Completed a fundraising event with McDonalds for Crime Prevention; received 10% of sales which resulted in just under \$1000 dollars.
- Working through FDL and Dodge County Traffic Safety Grants which “put an extra person out in the field” to address traffic needs such as seat belt use, speeding, etc.
- Increase in call volume for 2nd shift for last year resulted in adding an extra patrol; no violent crimes or trends related to type of calls
- Commissioners recognized visibility in community of bike officer.
- Range training, which is completed twice a year is coming up soon.
- Chiefs BJ DeMaa and Scott Loudon, Mayor Julie Nickel and the Waupun Correctional Institution Wardens met with Secretary to discuss officer shortage and how to improve recruitment in what is now a difficult-to-hire environment
- Collaborating with FDL PD for grant related to purchase of riot-control gear and training so that we are both prepared in the event of an issue
- Staffing update: light-duty officer is back on full-duty; Officer Hraban is back on patrol now that school year is completed.
- K9 training was completed at Waupun Christian Home, gives K9 opportunity to practice in a new, unfamiliar setting
- Noted that background checks have been completed on Celebrate Waupun Carnival workers
- Morale continues to be good.
- Discussion with Fire Department, EMS related to Appleton fallen-fire fighter incident: the use/effects of Narcan and processes related to ensuring officers, responders and suspect are safe.

The meeting was held in closed session under Section 19.85(1)(c) of the Wisconsin Statutes to consider five candidate interviews for three open fire fighter positions (Motion by C. Cronin, second by J. Bett; all in favor).

Open session was reconvened under Section 19.85(2) of the Wisconsin Statutes at 5:09pm after motion from J. Bett (second by C. Cronin, all in favor).

Action from Closed session: Motion made by J. Bett (second by T. Rhodes, all in favor) to submit offer letters to candidates Thomas O’Neill, Michael Tuller and Jakob Wille. Candidates Alex Kaufman and Joseph Barnes will be placed on waiting list potential hire in the future.

Adjournment at 7:11pm (M. Thurmer/J. Bett, all in favor).

Next quarterly meeting schedule for:

September 25th, 2019, 4:30pm. If necessary, please send any agenda requests to Chiefs BJ DeMaa or S. Loudon so appropriate preparation(s) can be made.

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.



MINUTES
CITY OF WAUPUN POLICE & FIRE COMMISSION
Waupun Safety Building – 16 E. Main Street, Waupun WI
Thursday, July 25, 2019 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.

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

Purpose of this meeting is solely for consideration of fire department cadet position. Approval of June 19, 2019 minutes and Police and Fire department updates will occur at next regularly-scheduled quarterly meeting on September 25, 2019.

Roll Call

Members present: John Bett, Carole Cronin, John Forsythe, Tara Rhodes, Michael Thurmer.

Also present: WFD Chief B.J. DeMaa.

Members absent (excused): Nancy Vanderkin (City Council Liaison).

Closed Session

The meeting was held in Closed Session under Section 19.85(1)(c) of the Wisconsin Statutes to consider approval for filling one of two fire department cadet positions. (Motion by J. Bett, second by J. Forsythe; all in favor).

Open Session

Open Session was reconvened under Section 19.85(2) of the Wisconsin Statutes at 4:35pm after motion from J. Bett (second by C. Cronin, all in favor).

Action from Closed Session: Motion made by J. Bett (second by C. Cronin, all in favor) to place candidate Selena Rosales into an open fire fighter cadet position due to completion of successful interview process with Chief DeMaa and Assistant Chief Mike Beer.

Adjournment at 4:36pm (J Bett/C. Cronin, all in favor).

Next quarterly meeting scheduled for:

September 25th, 2019, 4:30pm. If necessary, please send any agenda requests to Chiefs BJ DeMaa or S. Loudon so appropriate preparation(s) can be made.

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.