



A G E N D A
CITY OF WAUPUN POLICE AND FIRE COMMISSION MEETING
Safety Building - 16 E. Main Street, Waupun WI
Thursday, April 18, 2019 at 4:30 PM

CALL TO ORDER

ROLL CALL

MINUTES FROM PREVIOUS MEETING

Approval of the minutes from the January 17, 2019 Police and Fire Commission Meeting

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

CLOSED/OPEN SESSION

The Waupun Fire and Police Commission will adjourn in closed session under Section 19.85 (1) (b) of the WI Statutes to discuss a firefighter who is out on leave and discipline of a police officer:

(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.

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

OPEN SESSION

Discuss filling the potential Fire Department's firefighter opening.

ACTION FROM CLOSED SESSION

No Public Participation after this point.

FUTURE MEETINGS AND GATHERING INVOLVING THE FIRE AND POLICE 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.

Item Attachment Documents:

1. Approval of the minutes from the January 17, 2019 Police and Fire Commission Meeting



MINUTES
CITY OF WAUPUN POLICE & FIRE COMMISSION
Waupun Safety Building – 16 E. Main Street, Waupun WI
Thursday, January 17, 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.

Members present: John Bett, Tara Rhodes, Michael Thurmer, Jason Westphal (City Council Liaison)

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

Members absent (excused): Carole Cronin, John Forsythe

Minutes from the November 8th meeting were presented for approval. Motion to approve by J. Bett (T. Rhodes second, all in favor); minutes approved as presented.

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

- Reviewed call volume; which continues to be up. K9 report (2018 contacts) and drug complaint reports (handouts) shared; noted continuing trend with Marijuana and new trend with Methamphetamines. Overdoses were down for 2018. Discussion related to types of calls and how they are recorded.
- Officer Morgan graduated and is a month into her field training; expect to complete end of March.
- New hire Danielle DeBoer starts 1/21 in the part-time support position. Carla will train Danielle; then they will job share hours.
- In December an officer slipped/fell at the garage and tore ACL; surgery in March and then expected return to work (initially light duty).
- Missing 2 year old found on North Madison Street; referring charges to District Attorney for review.
- Completed a training in-service in FDL County.
- Congratulations to award recipients at Christmas luncheon.

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

- Ten-year data review of call volumes has shown an increase. 2005-2014 had average of 65 calls each month of each year; 2015 increased to monthly average of 98, 2016 to 119, 2017 to 137, and 2018 increased to 167. The data did not indicate any trends as volume increases are across the board; with no policy changes within this time period which may have impacted how data is collected. Chief DeMaa notes this increase does then impact fire fighters' life balance, employment, etc.; he reported morale is still good.
- The City of Waupun Common Council approved a policy change related to the minimum missed educational hours which is acceptable. This policy change was directly related to the increase in call volumes and balancing the availability/requirements of the fire firefighters.
- Construction around town has kept department busy, especially the Waupun Christian Home & Rehabilitation Center and the 2nd Homestead building.

- Two newer fire fighters have completed first sixty hours and now are able to do more on-ground (put air packs on, work with experienced fire fighters). They will also take hazmat class and exam; and upon completion of both will be full-fledged fire fighters.
- Congratulations to the award recipients at the awards banquet.
- FEMA data collection continues (FDL county qualified) after a meeting with them two weeks ago. Thank you to Angie for help coordinating. Still working through process for the Wisconsin Disaster Fund for which Dodge County qualified.
- Started a new shift-response approach for calls which do not require a full response (EMS assist, carbon monoxide alarm, wires down, etc.). This will improve safety aspect and be a more efficient use of staff/time. This will also offer an opportunity for enhancing on-hand training for those who have less experienced in these situations.

A motion to move to closed session at 4:53 was made by J. Bett (second by T. Rhodes, all in favor).

The meeting was held in closed session under Section 19.85(1)(c) of the Wisconsin Statutes to conduct interviews with qualified applicants and consideration for an offer of employment for two paid-on-call Fire Fighter vacancies.

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

Open session was reconvened under Section 19.85(2) of the Wisconsin Statutes at 5:14pm after motion from T. Rhodes (second by J. Bett, all in favor).

Action from Closed session: Motion made by J. Bett (second by T. Rhodes, all in favor) to approve filling of two fire fighter vacancies related to two vacancies in 2018. Tentative timeline: accept applications in May; pre-employment testing in June, interviewing in July; background check in August; start training in September. Chief DeMaa noted he will use waiting-list as appropriate for prospective candidates.

Adjournment at 5:14pm (T. Rhodes/ J. Bett; all in favor).

Next quarterly meeting schedule for:

April 18th, 2019, 4:30pm. If necessary, please send any agenda requests to Chiefs DeMaa or 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.