



**A G E N D A**  
**CITY OF WAUPUN SPECIAL POLICE AND FIRE**  
**COMMISSION MEETING**  
**Waupun Safety Building-16 E. Main Street,**  
**Waupun**  
**Thursday, January 04, 2024 at 5:00 PM**

**CALL TO ORDER**

**ROLL CALL**

**MINUTES FROM PREVIOUS MEETING**

1. Approval of minutes from the December 13, 2023 Police and Fire Commission Meeting

**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 the open Lieutenant position.

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

2. Applicant 1 - Resume & Cover Letter
3. Applicant 2 - Resume & Cover Letter
4. Applicant 3 - Application, Resume & Cover Letter
5. Applicant Interview Questions - PFC

**OPEN SESSION**

The Waupun Police and Fire 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**  
**POLICE & FIRE COMMISSION (PFC) MEETING**  
**Waupun Safety Building – 16 E. Main Street, Waupun**  
**Wednesday, December 13, 2023 at 4:30pm**

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**CALL TO ORDER**

Meeting convened at 4:36pm by PFC President in the Waupun City Hall.

**ROLL CALL**

Present: John Bett, Bambi Buchholz, Teresa Heidemann, Bobbi Jo Kunz, Tara Rhodes, Mike Thurmer; Interim Chief Jeremy Rasch, Chief BJ DeMaa (joined after closed session)

Member(s) absent (excused): N/A

Guests: N/A

**MINUTES FROM PREVIOUS MEETING**

Minutes from the December 4, 2023 and December 11, 2023 meetings were presented for approval. Motion to approve minutes as submitted at 4:37pm by J. Bett, T. Heidemann second; all in favor, motion passed.

**CLOSED SESSION**

The Waupun Police and Fire Commission adjourned into closed session under Section 19.85 (1) (c) of the WI Statutes to conduct an interview with a qualified applicant for employment for the open Patrol Officer position:

*(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 4:38pm was made by J. Bett, B. Buchholz second; all in favor, motion passed.

**OPEN SESSION**

The Waupun Police and Fire Commission reconvened in open session under Section 19.85(2) of the WI Statutes at 5:08pm after motion from T. Rhodes, J. Bett second; all in favor, motion passed.

**ACTION FROM CLOSED SESSION**

Motion at 5:09pm to extend conditional offer to candidate K. Brice was made by T. Rhodes, B. Buchholz second; all in favor, motion passed.

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

Fire Department Report – Chief DeMaa

Operations:

- Fire Department Study: In early January, presentations will be made to the Department, the City Council, and the EMS jurisdictions; discussion will focus a variety of possible models: continue with current model, add a back-up EMS service, or assume all EMS functions. The merger of the City and Country Fire Departments will also be discussed. These conversations will include discussions on staffing needs as well as other relevant topics. Chief DeMaa invited PFC members to listen to the City Council discussion. M. Thurmer asked how often the EMR arrives to an ambulance call prior to LifeStar arrival; Chief DeMaa estimated EMR arrives first approximately 25% of the time; which was the reason the EMR program was needed. Chief DeMaa also noted that recently there were 2 incidents where the LifeStar ambulance was not available; which is why this study and discussion of possible models is important.

- Area Businesses: Specialized Emergency Response Planning
  - o SSM Health Waupun Memorial Hospital MRI: this location now has a permanent, full-time MRI trailer. WFD is developing a plan for processes/training needed for emergency response due to the magnet.
  - o United Co-op/Soybean Plant: New facility opening in spring 2024 with milling/storing/crushing operations in a multi-level, very tall building. WFD is assessing what types of rescue may be needed (i.e. rope, confined space), what equipment/chemicals will be present and developing a plan for training/processes needed for emergency response due this new site which will eventually operate 24 hours a day/7 days a week. Chief DeMaa noted the company is very safety conscious.

#### Training:

- Chief DeMaa completed the Infrastructure Disaster Management certificate; Assistant Fire Chief / Fire Inspector M. Beer will also be completing. To complete this, individuals complete 64 hours of emergency management training across 4 different areas: Disaster planning/management, Healthcare and Hospital facilities; Electric Power facilities, and Water/wastewater facilities. These classes were hosted at the Fire House and joined by individuals from across the State.

#### Staffing:

- Confirmation of two promotions: Cliff Teletzke (current Lieutenant) to Captain and Wayne Oppermann (current firefighter) to Lieutenant.
- Awards banquet was held to honor milestone anniversaries: Scott DeMotts/25yrs, Wayne Oppermann/25yrs, Dan Perry/15yrs, Nate Schlieve/15yrs, Nick Duer/5yrs, Erick Searvogel/5yrs, Rick Smith/5yrs.
- Bobbie Vossekul recognized as Wisconsin EMS Association's EMR of the Year. In January 2024, Bobbie will attend a conference where she will be formally recognized and formal announcement will follow.
- Four individuals are being met with in regards to low-call attendance; Chief DeMaa noted one meeting already took place and it seemed productive.
- Currently have 29 of 30 firefighter positions filled. The High School Fire Intern is doing well, entering 2<sup>nd</sup> trimester of program and is looking to become a Fire Fighter.
- Currently have 12 of 15 EMR positions filled with three of the 12 in the final stages of requirements (testing/on-the-job training).
- Expect interviews to be scheduled in early 2024; this will allow any selected candidates to complete onboarding and basic preparations prior to classes starting in August

#### Public Outreach: Successful events include:

- Fire Extinguisher training at Tenneco
- CWC Fire/life safety training completed; especially important with the recent building expansion
- Fire Prevention Week
- Community Services Open House
- Sr. Expo – fire and general safety presentation
- High School Job Fair
- Halloween on Main
- Food Drive
- Change Batteries/Pizza Delivery
- Breakfast with Santa

#### Police Department Report – Interim Chief Rasch

##### Staffing:

- Vacancies: Chief and Lieutenant positions.
- Two accepted candidates are starting academy in January and one accepted candidate to start academy in March.
- City Council approved patrol pay range increase starting in 2024, based on years of experience.
- A Lieutenant Benefit Document is being developed by the City to clarify their benefits compared to other city non-union employee benefits; there is a need to communicate differences in written form due to them being on a schedule different than other city employees.

- Department culture appears to be improving as there are discussions/efforts focused on topics such as officer training, committee review/possible future update of Vision/Mission/Values, growth of services, defining 2024 goals/objectives, process efficiencies, technology use and community engagement opportunities.
- Recruitment efforts include updating flyer and continuing connection with local technical college partners; the High School Job Fair was successful.
- Department Awards/Christmas Luncheon scheduled.
- Departmental Leadership:
  - o Other jurisdictions have been supportive/offering help if needed.
  - o At recent meeting, the City Council asked clarifying questions related to the process for hiring a Chief.
  - o The posting will be internal and candidate(s) will submit a resume and interest letter.
  - o Line Officer, Command Staff and Administrative Staff meetings are set up for 12/14 at 7am and 12/19 at 2:30pm; these dates/time will ensure access by 1st, 2nd and 3rd shift.

**Operations:**

- Concerns with the anticipated increase in semi-truck traffic by the United Co-op on Watertown Street; a Department of Transportation (DOT) study was requested/completed that resulted in the DOT recommending no changes to current state relative to posted speed limits. The PFC recommended Interim Chief Rasch connect with the Mayor Bishop for awareness; with encouragement for next steps to be to reach out to elected State officials as appropriate.
- Researching a Police Auxiliary Program – The program would seek help from Community to help when appropriate, such as helping with traffic control needs during events. There are other options that could be used if necessary.
- Service calls: In November, the department reach the total of all of 2022; expecting by year-end to have completed 1000-1200 more calls than in all of 2022.
- Investigating a Language Line option to support the department as they interact with a growing Spanish-speaking population.

**Training:**

- Staff completed Child Abduction training provided through Fond du Lac County; well attended.
- In January, Fond du Lac County will provide inservice opportunities; Dodge County will be joining as well; Interim Chief Rasch noted every officer is required to completed 24hours of training each year.

**Public Outreach: Successful events include:**

- Shop with a Cop
- Breakfast with Santa

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

Next Commission meeting is to-be-scheduled (the Commission meets quarterly, at minimum).

If necessary, please send any agenda requests to Chief BJ DeMaa or Interim Chief J. Rasch so appropriate preparation(s) can be made.

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**ADJOURNMENT**

Motion to adjourn meeting at 5:57pm made by J. Bett, T. Heidemann second; all in favor, motion passed.

Respectfully submitted,  
Tara Rhodes, Secretary