



**A G E N D A**  
**CITY OF WAUPUN**  
**POLICE AND FIRE COMMISSION MEETING**  
**Waupun Safety Building-16 E. Main Street, Waupun**  
**Wednesday, February 04, 2026 at 4:30 PM**

**CALL TO ORDER**

**ROLL CALL**

**MINUTES FROM PREVIOUS MEETING**

1. Approve minutes from the October 15, 2025 Police and Fire Commission meeting.
2. Approve minutes from the October 29, 2025 Special Police and Fire Commission meeting.

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

**FUTURE MEETINGS AND GATHERINGS 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 (PFC) Meeting  
Waupun Safety Building – 16 E. Main Street, Waupun  
Wednesday, October 15, 2025 at 4:30pm**

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**CALL TO ORDER**

Meeting convened at 4:30pm by PFC President.

**ROLL CALL**

Present: Bambi Buchholz (PFC Citizen), Teresa Heidemann (PFC Citizen), WFD Chief BJ DeMaa, Bobbi Jo Kunz (Council Member-Ex Officio), WPD Chief Jeremy Rasch, Tara Rhodes (PFC Citizen/Secretary), Mike Thurmer (PFC Citizen/President)

Member(s) absent (excused): John Bett (PFC Vice President)

Guests: N/A

**MINUTES FROM PREVIOUS MEETING**

Minutes from June 25, 2025 meeting presented for approval. Motion to approve minutes as submitted at 4:32pm by T. Heidemann and 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**

**WFD Chief DeMaa provided the following update:**

- Staffing:
  - Fire- 29 of 31 positions filled; 3 going through fire school (just completed 60 hrs); 1 resigned last weekend
  - EMS- 9 of 14 positions filled; 1 resigned today
  - Have 3, possibly 4, candidates that will be interviewed at next meeting (10/29)
- Fire Operations:
  - Continue to discuss merging of the 2 fire departments. Discussions have come to a close and the townships and city will be reviewing the final proposal and making a decision on whether to move forward
  - Firehouse Subs grant was denied; will re-apply when it opens up again
  - Annual hose, ladder, and pump testing completed
  - Multiple inspections conducted for new businesses that were opening in the area
  - Received \$1,000 check from Kwik Trip/opening of their new east side location; will be put towards Fire Pup program (fire safety materials for kids)
  - Partnered with the Rec Department on 2 end-of-year outreach events
  - Conducted unique training with Dodge and Waupun Correctional Institution
  - Keller gave a presentation to the Common Council regarding the findings of the Public Safety building needs assessment; information was received particularly well
  - Fire Prevention Week was last week; in total met with around 1,100 kids
- EMS Operations:
  - Met with Lifestar EMS to talk about moving forward with EMS transporting in a back-up capacity
  - Met with WI Dept. of Health Services to talk through the process of upgrading our service level and transporting patients when Lifestar does not have a unit available; biggest challenge will be

staffing as we must staff the unit with 2 EMTs and 24/7. Daytimes will be virtually impossible without paid-on-premise staffing which will change compensation as well.

**WPD Chief Rasch provided the following update:**

- **Staffing:**
  - Current: 18 full-time sworn personnel and 2 non-sworn personnel
  - Charles Hensen graduated from FVTC Academy (August); doing well in Field Training
  - Officer Brice is deployed with the Army National Guard
  - WPD had a team building grill out and fun night at the PD where many staff members and their families attended
- **Training:**
  - **July:** K9 Training – Officer Halverson; Safefleet Webinar – Lt Kreitzman; CVMIC Leadership Soft skills and Tech View – Lt Navis; Drug Task Force – Officer Halverson, Officer Knudson; SWAT – Officer Halverson
  - **August:** Firearms Training – Department wide; K9 Training – Officer Halverson; SWAT – Officer Halverson; Wisconsin Narcotics Officer Association Conference – Detective Konkel; Governor's Conference on Highway Safety – Deputy Chief Sullivan
  - **September:** K9 Training – Officer Halverson; SWAT – Officer Halverson; Officer Involved Critical Incident – Chief Rasch, DC Sullivan, Lt Brzezinski, Lt Kreitzman, Lt Navis; Taser Training – Det Konkel; Sexual Assault Training for the First Responding Officer – Det Konkel; Sexual Assault Training for the Supervisor – Det Konkel; ICAC Webinar – Det Konkel; DOJ DCI Death Investigation School – Lt Williams; Forensic Accounting for Elder Financial Exploitation – Det Konkel; Managing Field Training – Lt Navis' Crime Information Bureau Conference – Admin Asst Greenfield, Records Clerk DeBoer
- **Community Engagement:**
  - **July:** Christian Home Pie Social, Dodge County Cops and Bobbers, Salvation Army Board Meeting, WBEV Community Comment Radio Show, Lake Winnebago Meg Unit Board Meeting, Dodge County Law Executive Meeting, Police Lights of Christmas Fundraiser @ Culver's, Lemonade Stands
  - **August:** Dodge County Law Executive Meeting; Kwik Trip Ribbon Cutting Event; Dodge County School Safety Meeting; Alto Fair Pie in the Face Contest; Wild Goose Café Reopening Event; Dodge County Drug Task Force Board Meeting; Waupun Planning Commission Meeting; Dodge County Crisis Stakeholder Meeting; Dodge County Detective Meeting; Dodge County APS Meeting; School Safety Presentation for Waupun Jr/Sr School, Wastewater Treatment Open House
  - **September:** Dodge County Law Executive Meeting – DC Sullivan; Fond du Lac County Law Executive Meeting – Chief Rasch, DC Sullivan; Dodge County Drug Task Force Meeting – Officer Knudson, Officer Halverson; Dodge County Detective Meeting – Lt Williams, Det Konkel; Fond du Lac County Detective Meeting – Det Konkel; Dodge County Major Incident Response Team Meeting – Chief Rasch; Waupun Correctional Disturbance Response Meeting/Table Top – Chief Rasch; 911 Silent Parade Juneau, WI – Chief Rasch, DC Sullivan, Det Konkel; Halloween on Main Meeting – Chief Rasch, DC Sullivan; WBEV Community Comment Radio Show – Chief Rasch, DC Sullivan; Lunch w/Japanese Sister School Staff – Chief Rasch, DC Sullivan; CWC School Safety Meeting – DC Sullivan, Lt Williams, Officer Dumke; CWC School Safety Meeting w/Dr Gann – Chief Rasch, DC Sullivan; Waupun Board of Review Meeting – Chief Rasch; Dodge Correctional Community Relations Meeting – Chief Rasch, DC Sullivan; WASD Meeting w/Superintendent Steve Hill – Chief Rasch, DC Sullivan; WASD Speak up Speak Out Presentation – Det Konkel, PSLO Dumke; SART/DART Dodge County Meeting – Det Konkel; CWC School Safety Speaker In-Service – Lt Williams, Officer Dumke; WASD School Safety Meeting – Lt Williams, DC Sullivan, Officer Dumke; WASD Football Game(s) – Officer Dumke, Lt Williams, Uniform Staff; Dodge County SRO Meeting – Officer Dumke; WASD Powder Puff Game – Officer Dumke

- WPD staff participated in a Scholastic Book donation and the proceeds were presented to a teacher at RRIS
- Unannounced drills were performed in the WASD Jr/Sr High School and at CWC reference school safety. The results of the drills were communicated with school staff
- WPD K9 Team and WPD staff organized a brat fry and all proceeds go to the K9 program
- **Operations**
  - Central Wisconsin Christian School – collaborating more with staff and have been more visual; have met with Dr Gann about the possibility of a PSLO position in the future at their facility
  - CSI LLC Policy Development – Working w/CSI to provide most up to date WILEAG approved policies, approximately 25% completed
  - Sunrise Counseling Services – working with Sunrise to provide staff with the annual mental health check ins. A majority of staff had ride along/meeting with counselor this year.
  - 2026 Budget – City budget is balanced for 2026 as of the 10/14/25 council meeting
  - Union Contract – The city and the union did not open up the contract as the city cannot afford the 12- hour schedule
  - Calls/Charges
    - (July) Calls for Service – 947; Criminal Arrests/Referrals – 22; also burglary, ICAC, felony fleeing and sexual assault cases w/Various appropriate charges
    - (August) Calls for Service – 889; Criminal Arrests/Referrals – 26; also drug investigations and sexual assault cases resulting in charges. WPD participated in a county wide drug interdiction with agencies throughout Fond du Lac County. Multiple drug related arrests were made in the city of Waupun and throughout the county. Lt Williams assisted in establishing the Fond du Lac County Detective group.
    - (September) Calls for Service – 951; Criminal Arrests/Referrals – 14; Homicide case closed /plea offer agreed upon to 2<sup>nd</sup> Degree Reckless Homicide; drug investigation closed with numerous felony charges (Drug Task Force Case).
  - Officer Dumke began setup of Truancy Court between BD Muni Court and WASD
  - Records Requests
    - In 2024 we accumulated approximately 400 working hours for record request processing.
    - Through September of this year, we have accumulated approximately 505 working hours for record request processing.
    - We are still working through video redaction from the month of June and on.
    - 511 Records requests through September 2025: 633 total for 2024
    - Majority of these requests come from those who profit off of sharing on social media platforms

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

The next Commission meeting is October 29, 2025 at 4:30pm in the Waupun Safety Building.

The PFC meets quarterly, at minimum. If necessary, please send any agenda requests to Chief DeMaa or Chief Rasch so appropriate preparation(s) can be made.

*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.*

#### **ADJOURNMENT**

Motion at 5:24pm to adjourn meeting made by T. Rhodes and B. Buchholz second; all in favor, motion passed.

Respectfully submitted,  
Tara Rhodes, Secretary



**MINUTES**  
**CITY OF WAUPUN**  
**Police & Fire Commission (PFC) Special Meeting**  
**Waupun Safety Building – 16 E. Main Street, Waupun**  
**Wednesday, October 29, 2025 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 4:35pm by PFC President.

**ROLL CALL**

Present: John Bett (PFC Vice President), Bambi Buchholz (PFC Citizen), Teresa Heidemann (PFC Citizen), WFD Chief BJ DeMaa, Bobbi Jo Kunz (Council Member-Ex Officio), Tara Rhodes (PFC Citizen/Secretary), Mike Thurmer (PFC Citizen/President)

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

Guests: N/A

**CLOSED SESSION**

The Waupun Police and Fire Commission adjourned into closed session under Section 19.85 (1) (c) of the WI Statutes to conduct interviews with a qualified applicant for employment for the open EMR and Firefighter vacancies.

*(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 4:36pm was made by J. Bett and T. Heidemann 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 6:23pm after motion from J. Bett and T. Rhodes second; all in favor, motion passed.

**ACTION FROM CLOSED SESSION**

Motion at 6:24pm to make a conditional offer (criminal background check/work history/reference checks) to interviewed candidates R. Underwood, C. Shine and R. Guenzel was made by T. Rhodes and J. Bett second; all in favor, motion passed.

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

The next Commission meeting is to-be-determined in the Waupun Safety Building.

The PFC meets quarterly, at minimum. If necessary, please send any agenda requests to Chief DeMaa or Chief Rasch so appropriate preparation(s) can be made.

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**ADJOURNMENT**

Motion at 6:26pm to adjourn meeting made by T. Heidemann and B. Buchholz second; all in favor, motion passed.

Respectfully submitted,  
Tara Rhodes, Secretary