



**A G E N D A**  
**CITY OF WAUPUN**  
**POLICE AND FIRE COMMISSION MEETING**  
**Waupun Safety Building-16 E. Main Street, Waupun**  
**Tuesday, October 15, 2024 at 4:30 PM**

**CALL TO ORDER**

**ROLL CALL**

**PERSONS WISHING TO ADDRESS THE POLICE AND FIRE COMMISSION**

*- State name, address, and subject of comments. (2 minutes)*

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

**MINUTES FROM PREVIOUS MEETING**

1. Approve Minutes from July 17, 2024 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 SESSION**

The Waupun Police and Fire Commission will adjourn in 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.

1. Applicant 1 - Application & Resume
2. Patrol Officer 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**  
**CITY OF WAUPUN**  
**Police & Fire Commission (PFC) Meeting**  
**Waupun Safety Building – 16 E. Main Street, Waupun**  
**Wednesday, July 17, 2024 at 4:30pm**

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**CALL TO ORDER**

Meeting convened at 4:31pm by PFC President.

**ROLL CALL**

Present: John Bett (PFC Vice President), Bambi Buchholz (PFC Citizen, arrived 4:53p), Teresa Heidemann (PFC Citizen), Bobbi Jo Kunz (Council Member-Ex Officio), Tara Rhodes (PFC Citizen/Secretary), Mike Thurmer (PFC Citizen/President), WPD Chief Jeremy Rasch, WFD Chief BJ DeMaa

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

Guests: N/A

**PERSONS WISHING TO ADDRESS THE POLICE AND FIRE COMMISSION / PUBLIC COMMENT**

No community members present.

**MINUTES FROM PREVIOUS MEETINGS**

Minutes from the June 27, 2024 meeting were presented for approval. Motion to approve minutes as submitted at 4:32pm by T. Heidemann, J. Bett second; all in favor, motion passed.

**GENERAL DISCUSSION AND EXCHANGE OF INFORMATION CONCERNING THE NORMAL OPERATIONS OF THE WAUPUN POLICE DEPARTMENT (WPD) AND WAUPUN FIRE DEPARTMENT (WFD)**

WPD updates provided by Chief Rasch:

Staffing:

- Lieutenant offer was declined and Chief Rasch will be pausing to determine appropriate path forward to fill.
- Currently 14 of budgeted 17 positions filled, with graduate in two weeks bring to 15 staff.
- Two vacancies are for Lieutenant and a patrol officer; expecting recruitment process to start for patrol officer and have a possible candidate.
- Last budget cycle the funding planned for 18<sup>th</sup> needed position was shifted to increase compensation for existing staff to ensure retention.
- Chief Rasch intends to request 18<sup>th</sup> position for 2025 budget consideration; if approved expect to be a 2<sup>nd</sup> detective.
- Lieutenant Williams doing well in new detective role, with full transition expected August/September after training completed with Deputy Chief Sullivan.
- Newer Officers Cupery and Roberts are continuing training and doing well.
- Culture/climate in department is positive with staff stepping up for overtime which is currently manageable.

Community:

- WPD had presence at Celebrate Waupun (along with Deputy Reserve staff) on Friday and Saturday; PFC acknowledged and recognized the WPD was very visible during Celebrate Waupun. Also, WCI demonstration on 7/9 was peaceful. Planning/preparing for last Waupun Truck-N-Show.
- WPD also supporting community needs relative to active weather issues.

Operations:

- Recognition: Officer Halverson for selection to Dodge County SWAT team; this is the first time a WPD officer is on this team. Officer Halverson will bring back knowledge to share with rest of the WPD. Congratulations to Lieutenant Brzezinski for 21 years of service.
- Recently, Chief Rasch met with Senator Jagler, FDL County Sheriff Waldschmidt and others to discuss local and state issues such as education programs/certifications, staffing, corrections and impact of Fentanyl.
- A time audit, required every 3 years, is currently being completed; this is time-intensive and requires IT involvement.
- Calls: volume similar to prior month, with self-initiated calls lower due to staffing constraints. In the media: various crashes (pedestrian, ATV, at The Rock); SWAT team (and Fire, EMS, multiple agencies) called to E. Franklin Street which resulted in an officer Thursday-Monday at the hospital (impacted staff schedule, also during Celebrate Waupun); high-risk stop related to an incident in Baraboo. Exhaust complaints on N Madison related to modifications, this topic is discussed at patrol shift changes and enforced as evidenced by citations which have been issued.

WFD, including EMR, updates provided by Chief DeMaa:

Fire

Staffing:

- Currently have 23 of 30 positions filled; two vacancies recently due to a retirement and another stepping down due to a personal/new work commitment. Recognition: D. Duer retirement/27 years
- One of the positions open is for Lieutenant; this job description is under review and if there are changes will go before the Common Council prior to it being used to post this position.
- Three staff were in process of onboarding, however one has declined; the remaining two will start school this fall.
- Two intern program candidates; an adjustment to the program criteria may need to be made (language around school location) to allow for one of these candidates to participate who is enrolled in online school (not Waupun Area School District).

Community:

- In May, provided a Mock Crash experience to show dangers of driving under the influence or distracted driving.
- Mayor Bishop commissioned a Public Safety Group to review the completed study and make recommendations to the Common Council; this group includes WFD Chief DeMaa, Assistant Fire Chief / Fire Inspector Beer and Firefighter Holz as well as City Administrator/Economic Development Kathy Schlieve, Director of Finance-Assistant City Administrator Casey Langenfeld, Alderman Dan Siebers, Alderman Pete Kaczmariski, WPD Chief Rasch and Deputy Chief Sullivan.

Operations:

- Completed inspections which resulted in fire/building code violations, i.e. absent landlord, lapsed systems, property in disrepair, etc.) . Responding to a process question by PFC President Thurmer, Chief DeMaa noted the process starts with an initiated complaint, then the applicable fire code or city ordinance violation is identified, formal notification is sent out with a due date, a reinspection follows and if necessary a formal renotification is sent which may be followed by a daily fine.
- Three vehicle issues (stuck break/fire resulted, cooling issue, turbo issue) resulted in \$13,000 unbudgeted costs for repair. Chief DeMaa recognized DPW/firefighter N. Schlieve who is a significant/great resource for mechanic support.
- CAD integration project (records management, computer aide dispatch) has been making good progress; this system will help to save time (approx. 15-20min/report) as it will download the CAD information directly into the Records Management System for each report. (WPD is also on same CAD system); further opportunity for improvement related to relays to FDL.
- Calls: kayak struck by wayside, water rescue related to flood waters (along with WPD), SWAT response as noted by WPD, multiple mutual aid calls. Various responses to heavy rain and severe weather events.

## EMR

### Staffing:

- Currently have 10 of 15 positions filled. Four candidates being considered, each having varying medical experience.
- One EMR recently stepped down due to personal reasons.
- Beaver Dam Fire Department is discussing the concept of cross-credentialing (advanced EMT, paramedics) which would allow Waupun and Beaver Dam to share staff. If this were to happen, there are many requirements thus currently assessing. This would help Waupun when LifeStar is unavailable and advanced skills beyond EMR is needed.

### Community:

- Continue to receive requests for CPR and AED training from community.

### Operations:

- Operational Plan was resubmitted to the state highlighting a change in medical protocols. The new protocols will align our first responder group with EMS agencies across FDL County. These will be in digital format and will provide quick access at a scene.
- Thanks to the SCRTAC (South Central Regional Trauma Advisory Council), WFD and WPD are able to provide some additional safety items to the public: 25 gun locks, 25 bike helmets, 10 ski helmets.

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

The next Commission meeting is scheduled for October 15<sup>th</sup>, 2024, at 5:00pm at 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 5:26pm to adjourn meeting made by J. Bett, T. Heidemann second; all in favor, motion passed.

Respectfully submitted,  
Tara Rhodes, Secretary