



CITY OF WAUPUN POLICE & FIRE COMMISSION  
201 E MAIN STREET  
WAUPUN WI 53963



**Waupun Police and Fire Commission  
Minutes of Meeting  
Wednesday, July 25, 2018 at 4:30pm**

Meeting convened at 4:30 p.m. by general consensus in the Waupun Safety Building.

Members present: John Bett, Tara Rhodes, John Forsythe, Michael Thurmer

Member absent (excused): Carole Cronin, Jason Westphal, City Council Liaison.

Also present: WFD Chief B.J. DeMaa, WPD Chief Scott Loudon; WPD Deputy Chief Jeremy Raasch.

Recognition of Nancy Vanderkin for her many years of service to the Commission as the City Council liaison.  
Welcome to Jason Westphal, new City Council Liaison.

The floor was opened for Commission officer nominations for President, Vice President and Secretary. J. Forsythe nominated M. Thurmer for President (J. Bett second; all in favor); M. Thurmer re-elected as President. J. Forsythe nominated J. Bett for Vice President (T. Rhodes second, all in favor); J. Bett re-elected as Vice President. J. Forsythe nominated T. Rhodes for Secretary (J. Bett second, all in favor); T. Rhodes recognized as new Secretary, replacing C. Cronin (who was excused from meeting, but had earlier expressed her wishes to resign from Secretary position).

The Commission recognized the requirement to meet quarterly at a minimum and agreed to coordinate meetings around interview needs rather than a specific recurring month/day/time.

Minutes from the July 11th meeting were presented for approval. J. Bett provided motion to approve (J. Forsythe second, all in favor); minutes approved as presented.

The Commission reviewed a Formal Complaint Form drafted by D. Greenfield based on a form recommended by the League of Wisconsin Municipalities Handbook. This form is a response to a recognized need following a request from a citizen to call the President of the Commission with a complaint. Commission recognized most complaints are resolved by the Chief and do not enter formal process. Deputy Chief J. Raasch noted other agencies can be used for investigations; this is normal procedure as WPD has assisted other agencies with their internal complaint investigations. Discussion of the form and process resulted in the following next-steps to be completed prior to next Commission's quarterly meeting:

- Reformatting and minor correction (letter, last paragraph, last line) from "office" to "officer"
- Formalize process, and include that any complaint would be forwarded to the Chief (i.e. if a complaint is received by the Mayor, the Mayor would forward to the Chief)
- Update existing related policies, such as the Formal Complaint policy, to be reflect new form/process
- Forward form and related policy updates to K. Guyla for review; with specific request for recommendations on how to handle complaints made in a confidential manner and process in the event a complaint is made against the Chief

WFD Chief DeMaa recognized the new hires that started last year are nearing the end of their first year; all are doing well and are great contributors to the team. Consolidation of fire services conversations continue with the City of Waupun and the Township. The last meeting occurred approximately two weeks ago where Chief DeMaa shared fact-finding information based on review of three other Cities/Townships who consolidated fire services; the next step is to start a small group to look at the fund-formula. Pros/Cons for the City of Waupun, Township have been identified.

WPD Chief Loudon announced officer A. Morgan was sworn in at City Hall (7/25). She is excited and will be starting the Academy in August, with December graduation expected. A three-year contract obligates her to the City of Waupun. On 7/24, the City Council passed a resolution for Municipal Court to start 10/3, to replace County court processes. This new approach will reduce costs for the City (discontinue attorney costs and manual disclosure process) and generate revenue (tickets). Court will be held in Beaver Dam. Two officers placed on probationary status are doing very well, no issues. Call volumes are up significantly and K-9 is very busy tracking drugs/offenders, as well as being used by other agencies. Commission noted City of Waupun is expanding (truck stop, new residential, plant) which increases need for Police/Fire services. Chief Loudon noted ratio of administrative staff is low compared to other PDs same size.

A motion to move to closed session at 4:59 was made by J. Forsythe (second by M. Thurmer, 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 6:57pm after motion from J. Bett (second by J. Forsythe, all in favor).

Action from Closed session: By unanimous decision, offers will be made to Erick Searvogel and Richard Smith for the paid-on-call firefighter positions; Michael Maitland will be placed on the eligibility list.

Adjournment at 6:58pm (J. Forsythe/J. Bett; all in favor).

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.*