



SPECIAL AGENDA
CITY OF WAUPUN POLICE AND FIRE COMMISSION MEETING
Waupun Safety Building-16 E. Main Street, Waupun
Wednesday, February 03, 2021 at 4:30 PM

VIDEO CONFERENCE AND TELECONFERENCE

The Waupun Common Council will meet virtually at **4:30 pm on Wednesday, February 3, 2021**, via Zoom. The public may access the conference meeting online or by phone. Instructions to join the meeting are provided below:

1. Join Zoom Meeting

<https://us02web.zoom.us/j/81098263427?pwd=Q0Qva2FITjJNQVZLTjArVIR2eGdMdz09>

Meeting ID: 810 9826 3427

Passcode: 166672

2. Dial by phone: 1-312-626-6799

CALL TO ORDER

ROLL CALL

MINUTES FROM PREVIOUS MEETING

[1. Approval of minutes from the August 26, 2020 Police and Fire Commission Meeting](#)

[2. Approval](#) of minutes from the November 5, 2020 Police and Fire Commission Meeting

ACTION

3. Consideration for High School Fire Intern position for the Waupun Fire Department
4. Consideration for High School Fire Intern Job Description

No Public Participation after this point.

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
Waupun Safety Building – 16 E. Main Street, Waupun WI
Tuesday, August 26, 2020 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 4:35 p.m. by PFC President in the Waupun Safety Building.

ROLL CALL

Members present: John Bett, Carole Cronin, Zak Dickhut, Tara Rhodes, Michael Thurmer, Nancy Vanderkin (City Council Liaison).

Members absent (excused): N/A

Also present: WPD Chief Scott Loudon, WPD Deputy Chief Jeremy Rasch, WFD Chief BJ DeMaa.

MINUTES FROM PREVIOUS MEETING

Minutes from the June 23, 2020 meeting were presented for approval. Motion to approve by J. Bett (C. Cronin second; all in favor). Minutes approved as presented.

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

WFD Chief BJ DeMaa provided the following update(s):

- **Staffing:** Three firefighters that will complete their probationary period at the end of August. All 3 have completed the requirements to move to regular status.
- **Strategic Plan:** Gaps exist in four areas: 1) daytime response levels of firefighters (currently 8.7 responders/industry standard is 18); 2) fire inspectors (we have gone from 5 down to 2 due to medical issues and job changes. It takes ~2 years and 60+ hours of school for train new inspectors.); 3) Fire Officer development (changes to SPS 330 now require additional 40+ hours of training for firefighters to promote to officer positions). There is also little pay difference (~\$200) between the Officer and Firefighter positions; and, 4) workload for 2 FT staff members is no longer sustainable. It is important to note that as training requirements increase, firefighters receive no compensation for extra training they attend.
- **Sustainability:** Continue to work on the fire district consolidation with a focus on concluding current conversations with the townships and examining regional opportunities to ensure sustainability of the city's fire and emergency response services in the future.
- **Community Preparedness:** Current Emergency Operation Plan is weather-focused and does not prepare the City for emerging risks that are seen across the state and country (i.e. pandemics, mass casualty incidents, active threats, civil unrest, etc.). Emergency Management Institute visit in 2021.
- **Emergency Medical Service (EMS):** Gaps exist in EMS service as current funding levels do not secure the needed number of ambulances to provide adequate coverage. This will likely lead to conversations around a First Responder group.

WPD Chief Scott Loudon provided the following update(s):

- **Kenosha:** Chief Loudon participated in EPS to help get support (need mobile/patrol officers); WPD does not have staff to send; Kenosha has closer alternatives (National Guard now involved). Concern with reaction when investigation is not complete. Situation is affecting morale and decreasing interest in pursuing a law enforcement career. We are small, safer community so we may benefit from transferring officers.
- **Service Calls:** Similar to last year; reminder with COVID there is an overall decrease.
- **Truck-N-Show:** No injuries and very few arrests; city is addressing the black marks on Brandon street.

- **Pursuit:** Recent short-pursuit in Waupun (Main to Bly Streets) resulting in charges; person involved was not from Waupun. Noted a trend that people are not stopping for law enforcement.
- **Budget:** Considering purchasing body cameras for 2021; looking into grant funding for the cost of \$17,000-\$20,000; and would require Council approval. Commission discussion around liability resulted in a formal motion to support WPD: Motion by Z. Dickhut. to explore the purchase of body cameras (C. Cronin second; all in favor). Additional purchases planned include two squad cards, Evidence Room software, general equipment replacements (vests, tasers, squad items, etc.).
- **Cyber security:** Transition/upgrades through FDL County have resulted in increased security and lowered costs (bulk purchasing, lower service call fees).
- **K9 Brat Fry:** September 4 & 5, 9:00am to 2:00pm at Piggly Wiggly
- **Training:** WPD is holding a Fall and Spring inservices; 24 hours of training per year is required. Due to COVID, many in-person sessions offered by others have been/will be canceled.

Chiefs DeMaa and Loudon and M. Thurmer plan to present John Forsythe with recognition plaque.

CLOSED SESSION

The Waupun Police and Fire Commission adjourned in closed session under Section 19.85 (1) (c) of the WI Statutes to discuss Police Department staffing.

(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 5:11pm was made by J. Bett (second by T. Rhodes; all in favor).

OPEN SESSION

Open Session was reconvened under Section 19.85(2) of the Wisconsin Statutes at 5:21pm after motion from T. Rhodes (second by C. Cronin; all in favor).

ACTION FROM CLOSED SESSION

None.

No Public Participation after this point.

FUTURE MEETINGS AND GATHERING INVOLVING THE POLICE AND FIRE COMMISSION

Next Commission meeting to-be-determined.

If necessary, please send any agenda requests to Chiefs BJ DeMaa or S. Loudon so appropriate preparation(s) can be made.

ADJOURNMENT

Motion to adjourn meeting at 5:28pm made by C. Cronin (second by M. Thurmer; 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.



MINUTES
CITY OF WAUPUN POLICE & FIRE COMMISSION
Waupun Safety Building – 16 E. Main Street, Waupun WI
Thursday, November 5, 2020 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 4:35 p.m. by PFC President in the Waupun Safety Building.

ROLL CALL

Members present: Zak Dickhut, Tara Rhodes, Michael Thurmer, Nancy Vanderkin (City Council Liaison).

Members absent (excused): John Bett, Carole Cronin

Due to prevalence of COVID in the community; participation by PFC members was optional.

Also present: WPD Chief Scott Loudon, WPD Deputy Chief Jeremy Rasch

CLOSED SESSION

The Waupun Police and Fire Commission will adjourn in closed session under Section 19.85 (1)(c) of the WI Statutes to interview for the open police department 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 4:42pm was made by Z. Dickhut (second by T. Rhodes; all in favor).

OPEN SESSION

The Waupun Police and Fire Commission will reconvene in open session under Section 19.85(2) of the WI Statutes at 6:18pm after motion from T. Rhodes (second by Z. Dickhut; all in favor).

ACTION FROM CLOSED SESSION

Both candidates presented to the Commission are acceptable.

FUTURE MEETINGS AND GATHERING INVOLVING THE POLICE AND FIRE COMMISSION

Next Commission meeting to-be-determined.

If necessary, please send any agenda requests to Chiefs BJ DeMaa or S. Loudon so appropriate preparation(s) can be made.

ADJOURNMENT

Motion to adjourn meeting at 6:21pm made by T. Rhodes (second by Z. Dickhut; 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.

WAUPUN FIRE DEPARTMENT
POLICY NO.:
Position Description – Fire Intern

Position Title: High School Fire Intern

Job Summary:

- A. Under the direction and supervision of the Fire Chief or designee, the Fire Intern will gain experience while at the fire department with the primary focus on safety. This work is performed at a learning level in the areas of administration, community risk reduction, all-hazards emergency response and training.
- B. Work may include but not limited to: administrative assignments, equipment and facility maintenance, fire inspection walk-alongs, public education participation, pre-plan development and maintenance, and exposure to fire training and operations. Interns may also receive additional knowledge in the areas of: fire behavior, communications, ropes and knots, rescue operations, first aid, forcible entry, ventilation, automatic sprinklers, salvage and overhaul, breathing apparatus, fire hose, fire streams, ground ladders, hazardous materials, and vehicle rescues.

Essential Job Functions:

- A. Performs support activities in the following areas: administrative assignments, equipment and facility maintenance, fire inspections, public education, and pre-plan development.
- B. Participates in department calls (as available), drills, general meeting, and maintenance provided these activities do not interfere with school obligations.
- C. Responds and assists at emergency incidents by performing duties, including but not limited to: photography, victim assistance, restoring apparatus & equipment, rehabilitative assistance and duties assigned by the Incident Commander.
- D. Follows supervisory direction from any Waupun Fire Officer.

Knowledge, Skills, and Abilities Required:

- A. Basic computer knowledge and skills to include Excel and Microsoft Word.
- B. Ability to think clearly and react effectively.

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POLICY NO.:
Position Description – Fire Intern

- C. Ability to understand and follow oral or written instructions.
- D. Ability to effectively communicate orally and in writing.
- E. Ability to use reason and good judgement in dealing with all kinds of people.
- F. Ability to be professional in appearance and actions.
- G. Ability to positively interact with the public.
- H. Ability to work in restrictive clothing.
- I. Valid driver's license during the time of internship.

Working Conditions and Physical Requirements:

- A. Work takes place both inside and outside. Occasionally exposed to extreme heat/cold, changes in temperature, wet and humid conditions. Occasionally exposed to odors, dust, poor ventilation, vibrations, and moderate noise.
- B. Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently.
- C. Frequently required to exert light to heavy physical effort in sedentary and light to medium work involving lifting, carrying, pushing, walking, standing, reaching with hands and arms, climbing, balancing, running, stooping, kneeling or crouching.
- D. Requires the use of Self-Contained Breathing Apparatus (SCBA) for time periods of up to 45 minutes.
- E. Requires the use of protective devices such as, but not limited to: SCBA face mask, fire resistant clothing (turnout gear), helmet, goggles, boots, and gloves.

Other Job Functions:

- A. Maintain all issued department equipment in good working condition.
- B. Wear complete department uniform when arriving for shift.

WAUPUN FIRE DEPARTMENT
POLICY NO.:
Position Description – Fire Intern

- C. Maintain confidentiality related to calls, records and files.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The City of Waupun is an Equal Opportunity Employer. In compliance with state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Requirements:

- A. Enrolled as a high school senior in an accredited high school program.
- B. Maintain a minimum of a “C” Average while attending High School. Interns must provide a copy of their grades upon receipt of them. An “F” in any class will result in a conversation between the Fire Chief and High School Counselor on whether the student will remain eligible for the High School Fire Intern program.
- C. No felony criminal records.
- D. Complete an application along with a signed copy of this description. All signatures must be completed on the High School Fire Intern form (SOG).
- E. Provide character references from two teachers.
- F. Possess and maintain a valid Wisconsin Driver's License.
- G. Must be able to obtain/perform the above listed essential job qualifications and functions.

POSITION DESCRIPTION

High School Fire Intern

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3.19.01 Position Summary:

High School Seniors that are seeking experience in a career path approved by their High School Counselors may apply with the Waupun Fire Department to serve as a Fire Intern during the school year. The purpose of the program is to provide students attending a Waupun school with on-the-job experience across a broad section of the fire department as they explore a career within the fire service.

3.19.02 Characteristic Work of the Position:

- A. Definition: This work is performed at a learning level in the areas of administration, community risk reduction, all-hazards emergency response and training.
- B. Nature: Under the direction and supervision of the Fire Chief or designee, the Intern will gain experience while at the fire department with the primary focus on safety. Work will include labor in a non-hostile work environment and may include but not limited to: administrative assignments, equipment and facility maintenance, fire inspection walk-alongs, public education participation, pre-plan development and maintenance, and exposure to fire training and operations. Interns may also receive additional knowledge in the areas of: fire behavior, communications, ropes and knots, rescue operations, first aid, forcible entry, ventilation, automatic sprinklers, salvage and overhaul, breathing apparatus, fire hose, fire streams, ground ladders, hazardous materials, and vehicle rescues.

3.19.03 Supervision:

All work will be done under the supervision of the Fire Chief or designated Fire Officer.

3.19.04 Compensation and Expectations:

- 1) There is no monetary compensation for this position.
- 2) The internship period will align with the academic semester of school. Individuals will be allowed to intern during multiple semesters provided there is no other interest from other students who haven't interned with the Department.
- 3) Interns shall become familiar with the Waupun Fire Department's Standard Operating Guidelines (SOGs) which includes the Department's Vision and Mission Statements, core values, and the Firefighter Code of Ethics developed by the National Society of Executive Fire Officers.
- 4) Interns shall NOT be a substitute for trained firefighters.

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Last Revised: new

- 5) Interns shall NOT drive fire department vehicles (not even to back up).
- 6) Interns shall NOT enter or perform any duties which are within an Immediately Dangerous to Life and Health (IDLH) environment on an emergency scene.
- 7) A Fire Department Officer must grant permission for an Intern to ride on fire apparatus or vehicles. Interns shall be seated and wear seatbelts at all times when on Fire Department vehicles.
- 8) Hours of report shall coincide with Wisconsin State labor laws for juveniles. Interns who have reached the age of eighteen (18) shall be treated as an adult for purposes of labor laws.
- 9) At no time shall the Intern leave school to respond to any call.
- 10) Violation of Wisconsin State traffic laws or complaints from other drivers while engaged in fire department activities shall be cause for removal from the program.
- 11) While operating as a member of the Waupun Fire Department, all Interns shall act in a professional manner. Unprofessional behavior will result in removal from the Intern Program.
- 12) Interns shall understand that their role in this program is an educational experience and they may be present at situations that require a high degree of confidentiality/privacy related to incident or medical information. Interns are not allowed to openly share any information via any media with anyone outside the fire department for any reason. This shall include family, citizens and the media. Failure to maintain proper confidentiality/privacy will result in dismissal from the program. Any requests for information from citizens or the media shall be directed to the Fire Chief, Incident Commander or a Chief Officer.
- 13) Interns are not allowed to take any pictures while on the scene of an emergency unless asked to do so by the Fire Chief or Incident Commander. In those instances, pictures shall be taken on a city-issued phone for Freedom of Information Act (FIA) purposes. Taking pictures without being asked will result in removal from the Intern Program.
- 14) Fire Interns may not be in the fire station unaccompanied at any time with the exception of during their scheduled intern time or during structured department activities. During this time, if no other personnel are available, Interns are able to answer the telephone and route calls or take messages.
- 15) The Waupun Fire Department reserves the right to terminate the Intern

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High School Fire Intern

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Program at any time.

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3.19.05 Duties and Responsibilities:

- 1) Report to the fire department at the agreed upon days and times as determined by the Intern's High School Counselor and the Fire Department. For circumstances that require a change to the schedule, Interns shall advise the Fire Chief as soon as possible.
- 2) Support activities in the following areas: administrative assignments, equipment and facility maintenance, fire inspections, public education, and pre-plan development.
- 3) Follow supervisory direction from any Waupun Fire Officer.
- 4) Participate in department calls (as available), drills, general meetings and maintenance provided these activities do not interfere with school obligations.
- 5) Interns may be brought to emergency incidents to assist in various duties, including but not limited to, photography, victim assistance, restoring apparatus & equipment, rehabilitative assistance and duties assigned by Incident Commander. At no time is an Intern allowed to respond to an incident scene in their personal vehicle.
- 6) If reporting to the fire station to assist at an emergency, Interns are to go to their designated vehicle and wait for an assignment. Any Interns brought to an emergency scene will report to the Command Post to notify the Incident Commander of their presence and await assignment. The Incident Commander shall take responsibility or designate a subordinate to be in charge of the Intern at an emergency scene.
- 7) Interns may wear SCBAs as part of a training session that does not include live fire or proximity to an Immediately Dangerous to Life and Health (IDLH) environment.
- 8) Any other duties not explicitly described that would provide experience to a career in the fire service.
- 9) Interns shall sign the Activity Sheet whenever participating in any department training exercise or if they respond with the crews to an incident.

3.19.06 Qualifications:

- 1) Enrolled as a high school senior in an accredited high school program.
- 2) Maintain a minimum of a "C" Average while attending High School. Interns must provide a copy of their grades upon receipt of them. An "F" in any class

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Last Revised: new

will result in a conversation between the Fire Chief and High School Counselor on whether the student will remain eligible for the Intern program.

- 3) No felony criminal records.
- 4) Complete an application along with a signed copy of this form. All signatures must be completed on this form.
- 5) Provide character references from two teachers.

3.19.07 Uniforms and PPE:

- 1) Proper attire shall be required for all Interns participating in fire station or emergency scene activities. This shall include closed-toed shoes, long black or navy blue pants, and a department t-shirt (will be provided by the department during the internship).
- 2) Interns shall be equipped with Personal Protective Equipment that is appropriate for the activity being performed.
- 3) Pagers may be issued to Interns for purposes of monitoring fire department activity. It is at the discretion of the school as to whether the Intern can wear their fire pager during the school day.
- 4) Fire Interns may not be in the fire station unaccompanied at any time with the exception of during their scheduled intern time or during structured department activities. During this time, if no other personnel are available, Interns are able to answer the telephone and route calls or take messages.

3.19.08 Non-Discrimination:

All positions and promotions within the rank of the Waupun Fire Department will be filled according to the Equal Rights Act with no discrimination shown on the basis of race, religion, color, sex, age, national origin or disability and under the guidelines set forth under the City of Waupun Affirmative Action Plan.

Signatures:

Student Signature / Print name

Date

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Parent Signature / Print name

Date

School Representative Signature / Print name

Date

Fire Chief / Print name

Date