



**A G E N D A**  
**CITY OF WAUPUN POLICE AND FIRE COMMISSION**  
**MEETING**  
**Waupun Safety Building-16 E. Main Street,**  
**Waupun**  
**Wednesday, December 13, 2023 at 4:30 PM**

**CALL TO ORDER**

**ROLL CALL**

**MINUTES FROM PREVIOUS MEETING**

1. Approval of minutes from the December 4, 2023 Police and Fire Commission Meeting
2. Approval of minutes from the December 11, 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 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.

3. Applicant 1 - Application & Resume
4. 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**

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

**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)**  
**Waupun Safety Building – 16 E. Main Street, Waupun WI**  
**Monday, December 4, 2023 at 5:00pm**

*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**

Special meeting convened at 5:00pm by PFC President in the Waupun Safety Building.

**ROLL CALL**

Present: John Bett, Bambi Buchholz, Teresa Heidemann, Bobbi Jo Kunz, Tara Rhodes, Mike Thurmer

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

Guests: Kathy Schlieve (virtual attendance)

**CLOSED SESSION**

The Waupun Police and Fire Commission adjourned into closed session under Section 19.85 (1) (c) of the WI Statutes for the purpose of Department Management and Oversight:

*(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 5:01pm was made by T. Rhodes, second by J. Bett; 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 5:45pm after motion from T. Rhodes, second by T. Heidemann; all in favor, motion passed.

**ACTION FROM CLOSED SESSION**

There was no action from closed session.

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

Next Commission meetings are scheduled for December 11, 2023 at 5:00pm (City Hall) and December 13, 2023 at 4:30pm (Safety Building). The Commission meets quarterly, at minimum.

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

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**ADJOURNMENT**

Motion to adjourn meeting at 5:46pm made by J. Bett, second by T. Heidemann; all in favor, motion passed.

Respectfully submitted,  
Tara Rhodes, Secretary



**MINUTES**  
**CITY OF WAUPUN POLICE & FIRE COMMISSION (PFC)**  
**City Hall 201 E. Main Street, Waupun WI**  
**Monday, December 11, 2023 at 5:00pm**

*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 5:03pm by PFC President in the Waupun City Hall.

**ROLL CALL**

Present: John Bett, Bambi Buchholz, Teresa Heidemann, Bobbi Jo Kunz, Tara Rhodes, Mike Thurmer

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

Guests: Mayor Rohn Bishop, City Administrator Kathy Schlieve

**CLOSED SESSION**

The Waupun Police and Fire Commission adjourned into closed session under Section 19.85 (1) (c) of the WI Statutes for the purpose of Department Management and Oversight:

*(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 5:04pm was made by J. Bett, second by T. Rhodes; 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 5:56pm after motion from T. Rhodes, second by B. Buchholz; all in favor, motion passed.

**ACTION FROM CLOSED SESSION**

Two additional persons joined the meeting: Jaedon Buchholz from Waupun Pioneer News and Terri Pederson from the Daily Citizen.

Motion at 5:57pm to accept the Resignation of Police Chief Scott Loudon was made by J. Bett, second by B. Buchholz; all in favor, motion passed.

Motion at 5:58pm to appoint Deputy Chief Jeremy Rasch as the Interim Police Chief was made by J. Bett, second by B. Buchholz. PFC President M. Thurmer stated Deputy Chief Rasch was selected for interim role to ensure continuity of services and stability of the department, staff and leadership. All in favor, motion passed.

PFC President M. Thurmer shared the following process for filling the Police Chief role:

- The process will be open to internal candidates.
- Phase 1: PFC member(s), Mayor Bishop and City Administrator K. Schlieve will hold three types of meetings (with staff during shift briefings; with Administrative Staff during shifts; with Command Staff individually or as a group) to understand:
  - o Staff Wellness,
  - o Operational Issues,
  - o Desired personal/leadership qualities of next Chief, and
  - o Departmental initiatives/priorities.
- Phase 2: Public Forum with candidate(s) to include Introduction, explanation of background, leadership style and department vision.

- Phase 3: Interview of Candidate(s): panel approach with PFC member(s), City Administrator, a Riesling representative with law enforcement experience and a Senior Law Enforcement representative (i.e. Sheriff or Chief). The latter two mentioned will act as subject-matter-experts.

Motion at 6:02pm to follow process as outlined by PFC President M. Thurmer was made by J. Bett, second by B. Buchholz. City Administrator K. Schlieve stated support for this process; recognizing the importance of ensuring opportunity for team and public input; the inclusion of the two subject-matter-experts will ensure law enforcement technical and leadership competency. All in favor, motion passed.

PFC President M. Thurmer shared the timeline goal to be as follows:

- Phase 1 to be completed prior to Christmas,
- Phase 2 to occur in the first two weeks of January (will include Public Notice), and
- Phase 3 to be completed after Phase 2, dependent upon subject-matter-expert schedule availability.

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

Next Commission meeting is scheduled for December 13, 2023 at 4:30pm in the Waupun Safety Building. 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.

*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 to adjourn meeting at 6:04pm made by J. Bett, second by T. Heidemann; all in favor, motion passed.

Respectfully submitted,  
Tara Rhodes, Secretary