



A G E N D A
CITY OF WAUPUN POLICE AND FIRE COMMISSION MEETING
Safety Building - 16 E. Main Street, Waupun WI
Wednesday, June 19, 2019 at 4:45 PM

CALL TO ORDER

ROLL CALL

RECOGNITION OF MAYORAL APPOINTMENT OF COUNCIL MEMBERS AND CITIZENS TO THE POLICE & FIRE COMMISSION

NOMINATIONS AND APPOINTMENT OF PRESIDENT OF THE POLICE & FIRE COMMISSION

NOMINATIONS AND APPOINTMENT OF VICE PRESIDENT OF THE POLICE & FIRE COMMISSION

NOMINATIONS AND APPOINTMENT OF SECRETARY OF THE POLICE & FIRE COMMISSION

DESIGNATION OF THE DAY OF THE MONTH AND TIME TO HOLD THE POLICE & FIRE COMMISSION

MINUTES FROM PREVIOUS MEETING

Approval of the minutes from the April 18, 2019 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/OPEN SESSION

The Waupun Fire and Police Commission will adjourn in closed session under Section 19.85 (1) (c) of the WI Statutes to interview for three open firefighter positions:

c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

The Waupun Police and Fire Commission will reconvene in open session under Section 19.85(2) of the WI Statutes.

OPEN SESSION

Discuss filling the potential Fire Department's firefighter openings.

ACTION FROM CLOSED SESSION

No Public Participation after this point.

FUTURE MEETINGS AND GATHERING INVOLVING THE FIRE AND POLICE 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
Thursday, April 18, 2019 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.

Meeting convened at 4:30 p.m. by PFC President in the Waupun Safety Building.

Members present: John Bett, John Forsythe, Tara Rhodes, Michael Thurmer, Jason Westphal (City Council Liaison)

Also present: WFD Chief B.J. DeMaa, WPD Chief Scott Loudon.

Members absent (excused): Carole Cronin

Minutes from the January 17, 2019, meeting were presented for approval. Motion to approve by J. Bett (J. Forsythe second, all in favor); minutes approved as presented.

WPD Chef Loudon provided the following updates as they relate to the Police Department:

- Officer Morgan has completed field training successfully.
- At full-staff; first time in years. Sponsorship has worked very well for department (3 year commitment).
- Placing uniformed officers in school more frequently to promote positive relationships with students (instead of being called only when there is a negative situation).
- Received a grant for fume hood (for testing drugs) which will cover ½ of the cost of the item, which has been ordered.
- Recent activity: served a search warrant today which went well: marijuana and paraphernalia recovered. Various gun complaints (intoxicated, stolen guns). Acknowledged great work by officers.
- City Job Description Questionnaire (JDQ) being completed to review wages and roles for all city positions due to difficulty in filling positions.
- Recent employee banquet recognitions: B. Williams (5yrs), C. Schreiber (10yrs), and Lt. Kreitzman (15yrs).
- Recent training related to suicide/counseling went well when recently needed; EAP is also available and department does have a contract if further services are needed beyond what can be provided by staff.
- Morale in department is good.

WFD Chief DeMaa provided the following updates as they relate to the Fire Department:

- Employees on medical leave cleared or soon-to-be cleared for return-to-work.
- Probationaries have reached 6 month completion and reviews are scheduled.
- 9/11 Never Forget mobile exhibit coming to Celebrate Waupun; fundraising efforts are underway; and goal is near due to strong 2-3 weeks.
- Consolidation city/county Fire Department discussions continue; considering different funding formulas in an effort to be amicable to all. This will take time.
- Recent severe weather spotter opportunity which was open to the community had 65 attendees.
- Hazard mitigation plan in FDL/Dodge County in progress: first will go for county-level approval, then local approval. This will make additional grants available to the department.
- J. Raasch, B. Williams and B.J. DeMaa attended individual crisis training which included conversations about fallen officer situations/counseling.
- County-wide EMS: Dodge County looking at association-model due to coverage/resource constraints. LifeStar contract includes metrics which help to monitor service level. Many components to this discussion: Level of care for calls, geography, billing, service to correctional facilities, etc.
- A motion to move to closed session at 5:02 was made by J. Bett (second by J. Forsythe, all in favor).

The meeting was held in closed session under Section 19.85(1)(c) of the Wisconsin Statutes to consider resignation of a Fire Fighter.

Open session was reconvened under Section 19.85(2) of the Wisconsin Statutes at 5:09pm after motion from J. Bett (second by T. Rhodes, all in favor).

Action from Closed session: Motion made by J. Bett (second by J. Forsythe, all in favor) to accept resignation of M. Cox and fill replacement/open position. Next meeting will focus on the filling of three fire fighter vacancies related to two vacancies in 2018 and resignation of M. Cox. Tentative timeline: accept applications in May; pre-employment testing in early-June, interviewing in late-June; background check in August; start training in September.

M. Thurmer noted June meeting will also include election of officers.

Thank you to J. Westphal for role on Commission this past year. N. Vanderkin to replace J. Westphal on Commission in the City Council role.

Next meeting: June 19th; timing TBD due to IVs

Adjournment at 5:13pm (J. Bett/T. Rhodes, all in favor).

Next quarterly meeting schedule for:

June 19th, 2019, 4:30pm, tentative start time due to need to schedule 3 interviews. If necessary, please send any agenda requests to Chiefs DeMaa or Loudon so appropriate preparation(s) can be made.

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.