



**A G E N D A**  
**CITY OF WAUPUN**  
**SPECIAL POLICE AND FIRE COMMISSION MEETING**  
**Waupun Safety Building-**  
**16 E. Main Street, Waupun**  
**Wednesday, April 20, 2022 at 4:30 PM**

**CALL TO ORDER**

**ROLL CALL**

**MINUTES FROM PREVIOUS MEETING**

1. Approval of minutes from the February 16, 2022 Police and Fire Commission Meeting

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

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

**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 interviews with qualified applicants 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.

**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**  
**Waupun Safety Building – 16 E. Main Street, Waupun WI**  
**Wednesday, February 16, 2021 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 4:30pm by PFC President in the Waupun Safety Building.

**ROLL CALL**

Present: John Bett, Teresa Heidemann, Tara Rhodes, Michael Thurmer, Nancy Vanderkin (City Council Liaison), WFD Chief BJ DeMaa, WPD Chief Scott Loudon

Guests: Mayor Julie Nickel

Member(s) absent (excused): Zak Dickhut

**MINUTES FROM PREVIOUS MEETING**

Minutes from the October 13, 2021 meeting were presented for approval. Motion to approve by J. Bett (second by T. Heidemann; all in favor). Minutes approved as presented.

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

WFD Update:

- Staffing:
  - Congratulations to the following who received milestone awards: Paul Beder (30yrs), Mike Beer (25yrs), Brad Schouten (25yrs) Rick Searvogel (5yrs) and Nate Schears (5yrs)
  - Brady Beer doing well in the cadet program; some Fox Valley Technical School timeline delays due to illness
  - All ten EMRs completed the Moraine Park program and have passed national registry test. Additionally, one firefighter planning to complete national registry test. In total, this will put WFD at 11 individuals who can/will be able to practice as EMRs; will continue to seek 4 additional candidates in 2022. For efficiency in onboarding/training, preference is to hire candidate who already have EMR license (without this licensure, would add on additional 6months).
- EMR Calls/Responding:
  - EMR go-live occurred on 2/1/2022. Two days post-go-live, the department experienced back-to-back calls where an ambulance response was going to be delayed by >20 minutes. In the first call, two EMRs responded and completed the patient assessment, communicated with LifeStar and experienced a seamless transition once ambulance arrived. In the second call, the EMRs responded to another 911 call with transition to FDL EMS. Prior to the EMR program, both of these calls would have experienced a delay in response/care. Other calls have experienced approximately the same arrival time for EMRs and EMS. EMRs have communication to hospital programed into portables.
  - EMRs do not respond to institutions (i.e. Dept of Corrections) or care facilities (i.e. Hospital) for calls that go directly to LifeStar. The City of Waupun is divided into four 911-call dispatch grids; pagers go out with location and EMRs respond to do assessment or to be an “extra set of hands” for LifeStar. Current volume is 1-2 calls per day for EMRs. EMR can do airway, administer oxygen, handle allergic reaction/administer EPI and carry Narcan; cannot start IVs.
- Equipment
  - Purchased a used Horicon ambulance as emergency response vehicle, currently undergoing repairs/preparations, then graphics will be added. Anticipate the vehicle will be in-use in the next

month or two; and will be stored at a nearby location. WFD does have an equipment box that contains needed supplies. When EMR program matures, a potential next step is to move from EMR-trained to EMT basic trained so the staff can act as a backup ambulance. To do this, there are many other considerations/requirements which need to be met, provide 24/7 scheduling, as an example. Additionally, in the future there may be an opportunity to cross-credentialing the staff by adding them to the ambulance service roster. Additional equipment needs/cost at this level.

- Commission recognized program as an excellent addition and coordinated very well.
- LifeStar:
  - Contract close to finalization after 2 years of work; now a 6mo amendment. Mike Krueger will be working with neighboring departments to meet requirements necessary for mutual aid (LifeStar, Beaver Dam, FDL)
- Other:
  - A project is underway to bring all policies up-to-date. The WFD is working with nationwide company that has legal expertise to help ensure policies align with current state laws, statutes.
  - Residential Lockbox program is going well (funded by Aging Coalition Grant) with 40 installed of the 100 purchased. This program is ideal for those who are elderly, one-resident homes, etc. WFD has a key that can access the residence in the case of an emergency. This program has been shared locally in Mayoral column, at Senior Expo, Senior Center. Information will be coordinated with WPD for possible use for police conducting welfare checks.
  - EMI class scheduled for April will be hosted locally and bring together city, county, DOC, private partners, schools and national instructors to talk about roles in major incidents via a full-day tabletop exercise. This is a great opportunity that will stress the importance of a collaborative approach necessary for a citywide event.
  - The Spittel court case has subpoenaed nine firefighters. This has caused some difficulties relative to the three day window required and scheduling and has raised some new question around how the time is paid.

#### WPD Update:

- Staffing:
  - Three newer staff expected to be on schedule in April/July pending successful completion of program for each. Continue to be short-staffed and officers working overtime.
  - Union contract negotiation will start in the next two months, which is earlier than usual, due to the anticipated extra-time needed for the focus on compensation.
  - K9 Position posted and Officer Halverson is interested. Expect interviews to occur in April; with fall-start timeframe.
  - Beginning to discuss succession planning as expect four to be retiring in the next five years.
- Cases:
  - Experiencing an increase in sexual assault case (consensual but with minor); these take weeks to investigate by Detective Sullivan.
  - Considerable time spent prepping for Spittel trial which is now delayed to May; not expecting a settlement.
- Equipment:
  - Expecting delivery of the new squad car next month, and will be in-use by May.
  - Body cameras were ordered, after a delay due to legacy vendor platform connection requirements. Expect officers to have cameras on within next two months. Policies and training will be developed and policy will be reviewed at next Commission meeting.
- Other:
  - Current fire arms short-range in basement works well; considering a new location for a new fire arms long-range. Currently use WCI location but has become very difficult to schedule. Considering a location near the city dump, conversations just starting and include DNR.
  - The county-wide new records management system is now in place and there has been a significant learning curve with a great deal of time and effort, some frustrations.

- ACT 82 is new legislation which requires information on certain roles, including officers, be shared with other agencies. Chief Louden recognizes sharing information between departments as a positive. There is a waiver which must be signed by the officer.
- WPD is considering using the policy consultant currently be used by the WFD.

#### **CLOSED SESSION**

The Waupun Police and Fire Commission adjourned to closed session under Section 19.85 (1)(c) of the WI Statutes to interview for one open EMR position and consideration of employment.

(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 5:16pm was made by T. Rhodes (second by J. Bett; all in favor).

#### **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 J. Bett (second by T. Rhodes; all in favor).

#### **ACTION FROM CLOSED SESSION**

Motion to recommend conditional offer to applicant V. Nelson made by T. Rhodes (second by T. Heidemann; all in favor).

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

Next Commission meeting is to-be-scheduled (the Commission meets quarterly, at minimum).

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

#### **ADJOURNMENT**

Motion to adjourn meeting at 5:46pm made by J. Bett (second by T. Rhodes; 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.*