



Police & Fire Commission Meeting

Whitewater Municipal Building Community Room,
312 West Whitewater St., Whitewater, WI 53190
*In Person and Virtual

Monday, December 04, 2023 - 6:00 PM

Citizens are welcome (and encouraged) to join our webinar via computer, smart phone, or telephone.
Citizen participation is welcome during topic discussion periods.

Please click the link below to join the webinar:

Police & Fire Commission Meeting

Dec 4, 2023, 6:00 – 8:00 PM (CST)

Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/430445381>

You can also dial in using your phone.

Access Code: 430-445-381

United States: +1 (571) 317-3122

Please note that although every effort will be made to provide for virtual participation, unforeseen technical difficulties may prevent this, in which case the meeting may still proceed as long as there is a quorum. Should you wish to make a comment in this situation, you are welcome to call this number: (262) 473-0108.

AGENDA

CALL TO ORDER

ROLL CALL

APPROVAL OF AGENDA

A commissioner can choose to remove an item from the agenda or rearrange its order; however, introducing new items to the agenda is not allowed. Any proposed changes require a motion, a second, and approval from the commissioners to be implemented. The agenda shall be approved at each meeting even if no changes are being made at that meeting.

CONSENT AGENDA

Items on the Consent Agenda will be approved together unless any commission member requests that an item be removed for individual consideration.

1. Approval of Minutes from May 10th, 2023 and August 22nd, 2023.

HEARING OF CITIZEN COMMENTS

No formal Committee action will be taken during this meeting although issues raised may become a part of a future agenda. Participants are allotted a three minute speaking period. Specific items listed on the agenda may not be discussed at this time; however, citizens are invited to speak to those specific issues at the time the Committee discusses that particular item.

To make a comment during this period, or during any agenda item: On a computer or handheld device, locate the controls on your computer to raise your hand. You may need to move your mouse to see these controls. On a traditional telephone, dial *6 to unmute your phone and dial *9 to raise your hand.

NEW BUSINESS

2. Recognition Of Police & Fire Commission Member Dr. Glenn Hayes For His Service To The City of Whitewater.
3. Police & Fire Commissioner Document Review
 - a. PFC Code of Ethics
 - b. PFC Processes

REPORTS

4. Police Chief's Report
 - a. Personnel Update
 - b. Training Update
 - c. Community Engagement Update
 - d. Equipment Update
5. Fire Chief's Report
 - a. Personnel Update
 - b. Training Update
 - c. Community Engagement Update

EXECUTIVE SESSION

Adjourn to Closed Session, TO RECONVENE, pursuant to Wisconsin Statutes 19.85(1)(C) "Considering employment, promotion, compensation or performance evaluation data of any public employee over which governmental body has jurisdiction or exercises responsibility." Items to be discussed:

6. Presentation of EMT/Firefighter Paid On Call Candidates for Certification
 - Interview of FTE EMT/Firefighter Candidate
 - Interview of Detective Lieutenant Candidate

RECONVENE INTO OPEN SESSION

7. Announcement Of Recommendation Concerning Whitewater Fire Department Certification Process
Announcement Of Recommendation Concerning Whitewater Fire Department Hiring Process
Announcement Of Recommendation Concerning Whitewater Police Department Promotional Process

FUTURE AGENDA ITEMS AND MEETING DATE

ADJOURNMENT

A quorum of the Common Council may be present. This notice is given to inform the public that no formal action will be taken at this meeting.

Anyone requiring special arrangements is asked to call the Office of the City Manager / City Clerk (262-473-0102) at least 72 hours prior to the meeting.



Police and Fire Commission Meeting Minutes – May 10, 2023

ABSTRACT/SYNOPSIS OF THE ESSENTIAL ELEMENTS OF THE OFFICIAL ACTIONS OF THE POLICE COMMISSION OF THE CITY OF WHITEWATER, WALWORTH AND JEFFERSON COUNTIES, WISCONSIN

Audio of this meeting can be accessed on the City of Whitewater web site at <http://www.whitewater-wi.gov/AgendaCenter>

- I. Call to Order, Roll Call – Support Services Manager Sabrina Ojibway called the meeting to order at 7:00 pm.

Members present: Jerry Grant, Beverly Stone, Mwita Binagi, Marissa Aranda, Tom Miller

Members absent: None

Also present: Police Chief Daniel Meyer, Fire Chief Kelly Freeman, Captain Adam Vander Steeg, Assistant Fire Chief Ryan Dion and Support Services Manager Sabrina Ojibway

- II. Election of Police & Fire Commission Officers - Ojibway called for nominations of the Chair of the Police and Fire Commission. Stone nominated Grant with a second from Aranda. Ojibway called for any other nominations. There were no other nominations.

Ojibway called the roll for a vote on the appointment of Grant for the Chair of the Police and Fire Commission:

AYES: Grant, Stone, Binagi, Aranda, Miller

NOES: None

ABSENT: None

The vote reflected that Grant was the next Chair of the Police and Fire Commission. Ojibway turned the meeting over to President Grant.

Grant asked for nominations for the Vice Chair of the Police and Fire Commission. Aranda nominated Binagi with a second from Stone. Grant called for any other nominations for the Vice Chair of the Police and Fire Commission. There were no other nominations.

Ojibway called the roll for a vote on the appointment of Binagi for the Vice Chair of the Police and Fire Commission:

AYES: Grant, Stone, Binagi, Aranda, Miller

NOES: None

ABSENT: None

The vote reflected that Binagi was the next Vice Chair of the Police and Fire Commission.

Grant asked for nominations for the Secretary of the Police and Fire Commission. Binagi nominated Aranda with a second by Miller. Grant called for any other nominations for the Secretary of Police and Fire Commission. There were no other nominations.

Ojibway called the roll for a vote on the appointment of Aranda for the Secretary of the Police and Fire Commission:

AYES: Grant, Stone, Binagi, Aranda, Miller

NOES: None

Police and Fire Commission Meeting Minutes – May 10, 2023

ABSENT: None

The vote reflected that Aranda was the next Secretary of the Police and Fire Commission.

III. Approval of Minutes from March 8, 2023 – On a motion by Binagi with a second by Aranda the minutes were approved by a voice vote.

AYES: Grant, Stone, Binagi, Aranda

NOES: None

ABSTAINED: Miller

ABSENT: None

IV. Citizen Comments - Grant read the following disclaimer: *“No formal Police Commission action will be taken during this meeting although issues raised may become part of a future agenda. Participants are allotted a three to five minute speaking period. Specific items listed on the agenda may not be discussed at this time; however citizens may speak to those issues at the time the Police Commission discusses that particular item.”*

There were no citizen comments.

V. New Business

A. Recognition of Police & Fire Commission Member Service to the City of Whitewater.

1. Police Chief Meyer presented Dennis Knopp with a plaque recognizing his ten years of service on the Police and Fire Commission.

B. Police Chief’s Report

1. Personnel Update:

- a. Patrol Officers Ryan Aldrich and James Garcia started on April 11, 2023.
- b. Dispatcher Kyliegh Jeffords started with the department on April 17, 2023. This leaves the department with one dispatcher vacancy to fill.
- c. April 17-21 was National Public Safety Telecommunicators Week.
- d. April 26th was Administrative Professionals Day.

2. Training Update:

- a. Department-wide Legal Update training was provided by Walworth County District Attorney, Zeke Wiedenfeld, April 17th – 19th.
- b. Lt. Nick Borchardt provided active threat training for City Library staff on April 28th.

3. Community Engagement Update:

- a. Civilian Gallantry Award: On April 25th, the PD presented John’s Disposal employee, Peter Miller, with the Civilian Gallantry Award for his prompt action

Police and Fire Commission Meeting Minutes – May 10, 2023

to aid an endangered 2-year old on April 4th. While on his route, Peter located the child walking alone near the intersection of Hyer Ln. and Yoder Ln. during a hailstorm. Peter immediately recognized the danger the child was in, took the child into his truck and contacted the police department.

- b. An immigration guide has been created by Christopher & De Leon Law Office and published to the City website in an effort to provide resources to our population from Central America.
4. Equipment Update:
 - a. The department purchased a fentanyl hood that was put into service on April 21, 2023. The hood is designed to draw air away from officers and through a filter while testing unknown substances to increase officer safety.
 - b. Officers now have now been issued epaulette mounted Guardian Angel Lights as of April 19, 2023. The lights are designed to make officers safer by making them more visible and by providing them with better lighting in low-light situations. Guardian Angel Lights also have IR technology that make officers much easier to locate while utilizing drones.
 - c. On May 9, 2023, first shift officers will begin a trial of three Getac body-worn cameras. Whitewater PD's Axon body camera contract expires at the end of 2023, so the department is working to test out and get quotes for potential alternatives to Axon.
 5. Planning/Events:
 - a. The last quarter involved multiple tragic calls/investigations including a suicide as well as the investigation of the deceased newborn at Twin Oaks. Chief Meyer publicly praised staff for their dedication and excellent work in those difficult cases.
 - b. Spring Splash occurred on April 22nd. PD staff made 54 arrests including 5 criminal traffic arrests. The department saw a reduction in more serious calls and overall, it was a successful event from a law enforcement perspective.
 - c. The WPPA union is working through the collective bargaining process.
- C. Fire Chief's Report
1. Personnel Update:
 - a. Paid on Call EMT Evan Gibson has submitted a letter of resignation. He has completed medical school and is continuing on with his career.
 - b. Lieutenant Justin Sachse has requested, and been granted, a six month leave of absence. He has also resigned his position of Lieutenant and will be serving as a line firefighter upon his return.

Police and Fire Commission Meeting Minutes – May 10, 2023

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2. Eligibility List Update:
 - a. Interviews will be held in the future for the Lieutenant/Captain eligibility list.
 3. Training Update:
 - a. The Whitewater Fire Department recently completed their Wildlife Recertification by conducting live burns in the Industrial Park, allowing members to utilize their skills and maintain proficiency in suppression equipment. The live burns also allowed for the observation of fire growth and development.
 4. Community Engagement Update:
 - a. Since the last meeting Whitewater Fire Department has participated in Spring Splash, International Children’s Day at Lincoln Elementary School and an Easter egg hunt in Twin Oaks.
 - b. Assistant Fire Chief Dion spoke of the recent unfortunate passing of several retired Firefighters. The family of Scott Oldenburg has donated funds to Whitewater Fire Department in his memory. Plans are to purchase a fire extinguisher training prop which will include an engraving of his name. The fire extinguisher prop will be utilized as an educational tool that will benefit the department’s response area in the years to come.
- D. Adjournment to Closed Session, to Reconvene per Wisconsin State Statute §19.85(1)(C) *“Considering employment, promotion, compensation or performance evaluation data of any public employee over which governmental body has jurisdiction or exercises responsibility.”*
1. Item to be Discussed: Presentation of EMT/Firefighter Candidates for Certification
 2. Item to be Discussed: Presentation of EMT/Firefighter Candidates for Promotion
 3. Item to be Discussed: Interview of Patrol Officer Candidate
- On a motion from Miller with a second from Binagi, the Commissioners adjourned to closed session at 7:25pm.
- AYES: Grant, Stone, Binagi, Aranda, Miller
 NOES: None
 ABSENT: None
- E. Reconvene into Open Session
- On a motion from Binagi with a second from Miller, the Commissioners reconvened into open session at 8:13pm.

Police and Fire Commission Meeting Minutes – May 10, 2023

AYES: Grant, Stone, Binagi, Aranda, Miller

NOES: None

ABSENT: None

1. Announcement of Recommendation Concerning Whitewater Fire Department Hiring Process:

On a motion from Stone with a second from Binagi the Commissioners moved to approve the appointment of Mikayla Fehl to the position of Firefighter/Paramedic, effective March 26, 2023. This appointment is subject to the successful completion of a 12-month probationary period.

AYES: Grant, Stone, Binagi, Aranda, Miller

NOES: None

ABSENT: None

On a motion from Stone with a second from Miller the Commissioners moved to approve the appointment of Riley Walters to the position of Firefighter/Paramedic, effective March 29, 2023. This appointment is subject to the successful completion of a 12-month probationary period.

AYES: Grant, Stone, Binagi, Aranda, Miller

NOES: None

ABSENT: None

On a motion from Stone with a second from Aranda the Commissioners moved to approve the appointment of Sean O'Flanagan to the position of Firefighter/EMT, effective April 3, 2023. This appointment is subject to the successful completion of a 12-month probationary period.

AYES: Grant, Stone, Binagi, Aranda, Miller

NOES: None

ABSENT: None

2. Announcement of Recommendation Concerning Whitewater Fire Department Promotional Process:

On a motion from Stone with a second from Aranda the Commissioners moved to approve the promotion of Jacob Maas to the position of Lieutenant, effective April 6, 2023. This appointment is subject to the successful completion of a 12-month probationary period.

AYES: Grant, Stone, Binagi, Aranda, Miller

NOES: None

ABSENT: None

On a motion from Miller with a second from Aranda the Commissioners moved to approve the promotion of James Lewis to the position of Lieutenant, effective April 6, 2023. This appointment is subject to the successful completion of a 12-month probationary period.

Police and Fire Commission Meeting Minutes – May 10, 2023

AYES: Grant, Stone, Binagi, Aranda, Miller

NOES: None

ABSENT: None

3. Announcement of Recommendation Concerning Whitewater Police Department Hiring Process:

On a motion from Aranda with a second from Binagi the Commissioners moved to approve the appointment of Derek Johnson to the position of Patrol Officer for the City of Whitewater Police Department

AYES: Grant, Stone, Binagi, Aranda, Miller

NOES: None

ABSENT: None

VI. Future Commission Meeting Dates – The Police & Fire Commission tentatively plan to meet on Monday, August 21, 2023 at 6:30pm.

VII. Future Agenda Items

None

VIII. Adjournment -On a motion by Miller with a second by Stone the Commissioners unanimously voted to adjourn the meeting.

AYES: Grant, Stone, Binagi, Aranda, Miller

NOES: None

ABSENT: None

The Commissioners adjourned at 8:22pm.

Respectfully submitted,

Sabrina Ojibway

Support Services Manager



Police and Fire Commission Meeting Minutes – August 22, 2023

ABSTRACT/SYNOPSIS OF THE ESSENTIAL ELEMENTS OF THE OFFICIAL ACTIONS OF THE POLICE COMMISSION OF THE CITY OF WHITEWATER, WALWORTH AND JEFFERSON COUNTIES, WISCONSIN

Video and audio of this meeting can be viewed on the City of Whitewater web site at <https://www.whitewater-wi.gov/AgendaCenter>

- I. Call to Order, Roll Call – Jerry Grant called the meeting to order at 6:31 pm.
Members present: Jerry Grant, Beverly Stone, Mwita Binagi, and Marissa Aranda
Members absent: Tom Miller
Also present: Police Chief Daniel Meyer, EMS Chief Jason Dean, Assistant Fire Chief Ryan Dion, Captain Adam Vander Steeg, and Records Specialist Cathy Swartz
- II. Approval of Minutes from May 10, 2023 - On a motion by Binagi with a second by Stone the minutes were approved by unanimous voice vote.
AYES: Grant, Stone, Binagi, Aranda
NOES: None
ABSENT: Miller
- III. Citizen Comments - Grant read the following disclaimer: *“No formal Police Commission Meeting action will be taken during this meeting although issues raised may become part of a future agenda. Participants are allotted up to three to five minutes to speak about what they wish. Specific items listed on the agenda may not be discussed at this time; however, citizens may speak to those issues at the time the Police Commission discusses that particular item.”*
There were no citizen comments.
- IV. New Business
 - IV. A. League of Municipalities PFC Training Webinar – Grant stated that the upcoming training will be on October 25th. Chief Meyer mentioned this is only offered online and that registration is allowed up to the date of the training and will be paid by the city.
 - IV. B. Whitewater City Ordinance 2.28 Update – Grant stated that it is newly revised. Stone mentioned it passed at council and the appointment of a city council member has been removed. Grant mentioned that the law no longer allows it. Grant mentioned also that this gives the PFC authority over the fire department.
 - IV. C. PFC Document Review –
 1. Code of Ethics – Grant stated he would like to review the Code of Ethics at least once a year. Chief Meyer pointed out that the Responsibilities and Expectations document states that each commissioner needs to read and sign the Code of Ethics document when taking office. Chief Meyer was not aware if this has been done in the past. Binagi and Grant mentioned they have not signed it. Chief Meyer suggested that at the next meeting that all commissioners sign the Code of Ethics document and Grant agreed. Asst. Fire

Chief Dion mentioned that he believes there is a rider in the annex of the digital handbook.

2. Handbook for Wisconsin Police and Fire Commissioners – Grant stated that it's something that is received when you go to the training. Grant mentioned that everyone has a copy of it.
3. PFC Processes - Chief Meyer asked if the PFC members have had a chance to read through the rest of the processes. The Police Department's processes document needs to be reviewed due to some grammatical changes and minor changes to some processes that have recently changed. Asst. Fire Chief Dion mentioned that he included the most recent Fire document in the packet as well and it will be reviewed as the organization grows. The Fire Department document will not need to be reviewed at the next meeting.

Some changes to the Police documents mentioned by the Chief Meyer were: Page 2 -no more polygraph assessment and Page 4 -Under Suspension and Demotion – Request for a hearing should be in writing to the ~~PFC President and the Secretary~~ *Chief of Police then passed along to the PFC President*. The PFC members and the Chief will bring changes that they believe need to be changed to the next meeting to be discussed and changed based on what the PFC decides.

IV. D. Police Chief's Report

1. Personnel Update

- a. New Hires
 1. Patrol Officer Derek Johnson was sworn in on 7/24/2023.
 2. Dispatcher Kyliegh Jeffords resigned 7/11/2023.
- b. Two Dispatcher vacancies remain – interviews held 8/1/2023 and four backgrounds are being conducted.
- c. One CSO vacancy remains (replacing Derek Johnson). Capt. Vander Steeg posted the position and we have 12 applicants right now and will be holding interviews on September 12th.

2. Training Update

- a. Department-wide EVOG (Emergency Vehicle Operation and Control)/Pursuit Training provided for all sworn staff May 15th-17th at Jefferson Speedway.
- b. Department-wide Firearms Qualification training occurred between June 5th and June 26th for all sworn staff at the Walworth County Range. They are required to qualify twice a year.
- c. All sworn staff received the Department of Transportation's intoximeter update in July.

- d. Upcoming HRVC (High Risk Vehicle Contacts) training update on August 28th and 29th to provide all sworn staff with the state's updated model.

3. Community Engagement Update

- a. June 8th the PD helped escort participants in the final leg of the Special Olympics Law Enforcement Torch Run from Cravath Lakefront to Perkins Stadium. The event will be held in Whitewater again in 2024.
- b. Lt. Nick Borchardt and Det. Justin Brock provided active threat training for staff at MacLean Fogg on July 27th. The training was recorded and the City Manager has asked that all City staff be required to view it. It is a 30-minute training.
- c. Lt. Nick Borchardt and Det. Justin Brock will again be providing active threat training for staff at Premier Bank on August 24th.
- d. The PD hosted Tavern Owner/Manager training on July 25th. Special Agents from the Wisconsin Department of Revenue-Alcohol and Tobacco Enforcement Bureau provided training for approximately 15 attendees including reps from the Walworth County Tavern League.

4. Equipment Updates

- a. The department purchased a DJI M30T UAS (drone) in June 2023. Officers deployed the drone for the first time on July 27th searching for a male who fled from a domestic incident. The department has had several other drone deployments since then, one was assisting the Fire Department with a possible plane crash in Rock County. Grant asked for a drone demonstration for the PFC. Chief Meyer mentioned that they plan to do a public demonstration within the next couple months and the PFC could take part in that demonstration. The drone cost approximately \$17,000 and was purchased entirely with donated funds using the department's Crime Prevention fund. This has IR and thermal imaging capability which is going to be a tremendous asset. The team of seven officers is led by Officer Jen Ludlum. The drone team received 8 hours of training on July 26th.
- b. In late July the department purchased a second, smaller drone intended for indoor use. This one can be used via a virtual reality headset. This will be used by the department's SRT Team to assist with clearing residences safely during search warrant execution. This drone was also purchased via donated funds.

5. Annual Report Review

A copy of the annual report was provided. Page 20 - there is a list of officer complaints that are released publicly in this document every year. Pages 22 to 33 list various departmental statistics. Chief Meyer offered to field any questions the PFC may have regarding the report.

6. Miscellaneous Topics

- a. The Whitewater Professional Police Association (WPPA) and the Whitewater Professional Police Supervisors Association (WPPSA) unions are still working through their respective collective bargaining processes.
- b. The police department received a \$500 donation from Generac on August 4th, to be added to our Crime Prevention fund.
- c. A new Search Warrant Response Team (SRT) was created. This team will be utilized for search warrant entries to ensure a safe and consistent response. A total of 11 officers comprise the team. Lt. Nick Borchardt is the Team Leader, Lt. Ryan Taft is the Assistant Team Leader. Some uniform outfitting and training will be occurring in the near future with minimal costs. The SRT Team is currently up and running.
- d. LEA Grant funds – With the balance of the grant money, the department's intent is to request approval to purchase Automated License Plate Reader (ALPRS) cameras. They are motion activated cameras that grab the license plates. The request will be for 3 of them with a two-year contract.
- e. On July 13th, the detective bureau assisted the Walworth County Drug Unit and Homeland Security Investigations (HSI) in executing a search warrant on the east side of the City. The search resulted in the seizure of an ounce of cocaine, \$50,000 cash, 5 vehicles, and a large number of fake documents and vehicle registrations.
- f. Annual Police Picnic and 2022 Awards Ceremony was held on August 16th: Officer of the Year – Officer Brandon Taylor, Civilian of the year – Support Services Manager Sabrina Ojibway and Records Specialist Angela Sahr, Lifesaving Metal – Lieutenant Nick Borchardt, Detective Anthony Heilberger, and Officers Haydon Beecroft, Taylor Krahn, Brandon Taylor and Richard Ellis; Trainer of the Year – Lieutenant Nick Borchardt; Distinguished Service Award – Officer Saul Valadez; and Exceptional Service Award – Communications Coordinator Heidi Gempler, and Dispatchers Jeannette Gonzalez and Maci Shrock. Grant mentioned that this replaces the Police Week Ceremony.

IV. E. Fire Chief's Report (provided by Fire Assistant Chief Dion)

1. Personnel Update

- a. Six Non-Disciplinary Terminations occurred since the last PFC meeting. These terminations were due to failure to meet required participation and training benchmarks. Post-merger there were certain standards and trainings that had to be met and clearly communicated benchmarks were set. None of the terminations were disciplinary, staff just didn't meet the benchmarks.
- b. Three resignations since the last PFC meeting.

- c. The Whitewater Fire Department recognized Jim Rogers for 43 years of service and Terry Phelps for 55 years of service.
- d. Currently conducting interviews for paid on-call fire fighters and EMTs. First round of interviews for part-time positions is August 23rd. There is currently one full-time firefighter/EMT position open and applications are still being accepted.

Stone asked what the response time was for the last fire downtown as compared to before they had full time staff. Asst. Fire Chief Dion stated he believed the response time was under 2 minutes and noted that last year at this time it would have been around 5-8 minutes. He also mentioned that there are posts on social media weekly that provide updates and fire department metrics.

Grant noted that in the city ordinance and in the handbook that firemen cannot become full-time employees with the city until the PFC interviews them and the fire department develops a wish list. Dion mentioned that the list that is developed is the eligibility for promotion list. They won't establish an eligibility list for hiring yet. It will be demand based.

2. Training Update

- a. Mid-July presented the opportunity for training at the Hawk Bowl apartments site. The fire department was permitted to do nondestructive training by DLK. They are in talks with Aldi's corporate manager to do destructive training once it's sold to them. They've had 6 ladder training sessions, both ground ladder and fixed aerial device, with a plan to conduct search, rescue and forcible entry training.
- b. EMS training – EMS Chief Dean stated that they train monthly on different skills.
- c. EMS is operating at full paramedic level. They have three shifts running, and on two of the shifts there are two paramedics running, so two trucks that are Advanced Life Support (ALS) capable. The department is currently looking to hire one more paramedic. The last shipment of medication has also been received. They have one last step and that is to become Rapid Sequence Intubation (RSI) certified with hopes to be certified within the next six months.

3. Community Engagement Update

- a. In March, retired Asst. Fire Chief Scott Oldenberg passed away and his family made a cash donation in his namesake to the Fire Department. With that donation, the department purchased a new fire extinguisher training prop that allows them to facilitate a live fire in a safe and controlled manner. The intention is to use it to engage community groups and businesses in the use of portable fire extinguishers to combat incipient fire before it spreads and leads to loss of life and property. The

training prop has only been in use for a few weeks and they have had 3 sessions with over 40 participants (Mulberry Glen and two at Lavelle Industries).

- b. Last month the on-duty crew were special guests at Fairhaven, where they called out BINGO numbers for the residents.

4. Miscellaneous Topics

- a. The department will be purchasing a second set of turnout gear for firefighters. It is a National Fire Prevention Association (NFPA) recommendation to help combat the effects of post-fire carcinogens that contaminate the gear. This allows one set of gear to be properly washed and dried after a fire or hazardous materials incident, while still allowing personnel to respond to a subsequent call without donning contaminated gear. Looking to use funds from the Hickey fund (donation from a family of a retired fire chief that had passed away) currently in the community foundation. The Hickey fund is specifically for Fire and EMS health, safety and paramedic service.
- b. They will be reassessing their organizational chart in the future. Included in this will be the potential to develop a new officer eligibility list.
- c. The department plans to conduct reviews of their administrative procedures as they pertain to hiring and separation. Asst, Fire Chief Dion and Grant had a meeting a couple months ago and discussed the possibility of interviewing all full-time new hires and keeping the paid on-call (POC) positions as a simple certification process. Instead of a simple certification for full-time employees, they'll exercise the power in the PFC handbook to have the PFC interview all potential full-time candidates.

IV. F. Adjournment to Closed Session, to Reconvene per Wisconsin State Statute §19.85(1)(C) *"Considering Employment, Promotion, Compensation or Performance Evaluation Data of Any Public Employee Over Which Governmental Body Has Jurisdiction or Exercises Responsibility."*

1. Item to be Discussed: Interview of EMS Lieutenant Candidate

On a motion from Aranda with a second from Binagi, the Commissioners adjourned to closed session at 7:12pm.

AYES: Grant, Stone, Binagi, Aranda

NOES: None

ABSENT: Miller

IV. G. Reconvene into Open Session

On a motion from Stone with a second from Aranda, the Commissioners reconvened into open session at 7:32pm.

AYES: Grant, Stone, Binagi, Aranda
NOES: None
ABSENT: Miller

1. Announcement of Recommendation Concerning EMS Lieutenant Promotional Process

On a motion from Binagi with a second from Aranda the Commissioners moved to approve the promotion of Firefighter/Paramedic Crystal Griffin to the position of EMS Lieutenant effective August 22, 2023. This appointment is subject to the successful completion of a 12-month probationary period.

AYES: Grant, Stone, Binagi, Aranda
NOES: None
ABSENT: Miller

V. Future Commission Meeting Dates - The Police Commission will meet on Monday, November 13th in the Municipal Building Community Room.

VI. Future Agenda Items –

1. Have PFC Members sign the Code of Ethics document.
2. Review the PFC Police Processes.
3. Discuss the PFC interviewing all full-time new hires for the Fire Department.

VII. Adjournment - On a motion by Binagi with a second by Aranda the Commissioners unanimously voted to adjourn to closed session.

AYES: Grant, Stone, Binagi, Aranda
NOES: None
ABSENT: Miller

The Commissioners adjourned at 7:37 pm.

Respectfully submitted,

Cathy Swartz
Records Specialist



**Police & Fire Commission
Responsibilities and Expectations**

Type	Process	Participation
Commission Code of Ethics	Prior to completing the Oath of Office each PFC Commissioner will read and sign the PFC Code Of Ethics	PFC members
Commission Oath of Office	At the first scheduled meeting of the their appointment, each Commissioner will be sworn in	PFC members & Suport Services Manager
Commission Processes & Policies	Each PFC Commissioner will reivew the Whitewater PFC materials and sign that they understand the processes and will abide by them	
Commission Training	Within the first year of their appointment every commissioner will complete a PFC training opportunity at the expense of the City of Whitewater. That training can be in person or web based by a reputable organization related to municipal government.	PFC members
	The Commisioners will be supplied a League of Wisconsin Municipalities Handbook for WI Police and Fire Commissioners Manual for their review and reference	PFC members
	PFC members will have the option of completing any required human resource or related training required by the City of Whitewater for it's department heads. This will be at the expense of the City.	Optional PFC members



Police & Fire Commission
Whitewater Police Department Hiring and Promotional Processes

Hiring Type	Process	Participation	General Timeline
Clerical, Dispatch or CSO's.	Internally coordinated. The PFC has no oversight of positions but may be made aware of the openings and hiring.	Chief of Police, Captain, Support Services Manager	Varies
Sworn Position New Hire	Formal approval by City Manager to fill vacant position. Position justification upon request of City Manager.	Chief of Police	Varies
	Once City approved, notification to PFC of opening and approval to initiate search	PFC	
	Formal notification of opening sent to WILENET, college & other applicable websites	All applicants	30 days
	Recruitment Qualification Screening Tool completed by applicants	All applicants	30 days
	Oral interviews with Field Training Officers (FTO) and 1 Lieutenant	Top 20 applicants (approx)	2 days
	Bifurcation Assessment (non-medical assessment of candidates)	10 (or number forwarded by FTO's)	10 day turn-around time for assessment
	Interviews with Command Staff, PFC representative participation optional	# sent forward by FTO	1-2 days
	Polygraph assessment	Top candidates	2-4 days
	Background Investigations	Top candidates	2-4 weeks
	Command Staff preparation of top candidate summary for PFC review. Day of interview PFC provided provided with all hiring materials; applications, applicant summary, interview documents, background materials, etc.	Top candidates, PFC	
	Interview before PFC and representative of Command Staff. Questions and scoring materials provided. Open/closed sessions.	Top candidates who passed background	1 day
	Certification of 1 to multiple candidates by the PFC at a meeting	Candidates to be Certified	
	Letter of conditional offer	Top candidate	1 day
	Physical and psychological assessment	Top candidate	1 week
	Chief of Police notifies PFC and appoints from candidates who were certified by PFC	Chief of Police, PFC	
When time is appropriate new officer is sworn-in, PFC invited to attend	Entire Department, PFC		



Police & Fire Commission
Whitewater Police Department Hiring and Promotional Processes

Hiring Type	Process	Participation	General Timeline
Internal Promotion - Any Level	Formal approval by City Manager to fill vacant position. Position justification upon request of City Manager.		Varies
	Once City approved, notification to PFC of opening and approval to initiate search via email or in Chief's Report at PFC meeting		
	Promotional opportunity posted with position description. Applicants are required to submit letter of intent and resume.	All sworn personnel who meet minimum qualifications	2-3 weeks
	Written essay responses and/or practical exercise (position specific)	Qualified Applicants	2-3 weeks
	In-basket exercise (position specific)	Qualified Applicants	1 day (in conjunction w/ oral interview)
	External oral interview with 3-5 panelist who hold superior rank over position that is being interviewed for from area law enforcement agencies	Qualified Applicants	1 day (w/in-basket)
	Internal oral interview with Command staff, PFC representative participation optional. May have supervisory rank in interview with some promotional processes.	Qualified Applicants	1 day
	Command Staff preparation of candidate interview performance summary/materials for PFC review		
	Interview before PFC and representative of Command Staff. Open/closed sessions.	Top Candidates	1 day
	Certification of 1 or multiple candidates by the PFC at a meeting	Certified Candidates	
Chief of Police appoints from candidates who were certified by PFC			



Police & Fire Commission
Whitewater Police Department Resignation/Disciplinary/Termination Processes

Type	Process	Participation	Timeline
Notification - Resignation	Chief notifies PFC President and City Manager to seek approval to fill vacancy. City Manager facilitates an exit interview. Resignation shared at next PFC meeting.	Chief, City Manager, PFC President	With all deliberate speed in less than 48 hours. Email is acceptable.
Suspension or Demotion	Internal investigation is conducted, may or may not include Garrity notification & form completion. Non-probationary officer may be placed on administrative leave (continues to receive pay during the internal investigation). Must meet requirements of Chief during that time, i.e. weekly check in, etc) but not report to work unless directed by the Chief to respond to the department or different location.	Impacted non-probationary officer, Chief of Police and command staff. May also include City Manager, direct supervisor, union representation, city and/or labor attorneys.	With all deliberate speed in less than 48 hours. Email is acceptable.
	If Chief seeks suspension/demotion, immediate notification of the PFC President will occur.	PFC President	
	If non-probationary officer seeks to appeal the suspension/demotion they will do so through an appeals process with the PFC for review and adherence to process. Request for a hearing should be in writing to the PFC President and the Secretary.	PFC President, PFC Secretary	
	PFC president will notify the Chief of Police if a hearing is requested. When a hearing is requested the Chief of Police will provide the PFC with a copy of the charges and corresponding rules/regulations/conducted that was violated upon which a subordinates suspension/demotion was based.	PFC President, Chief of Police	
	If suspension is sought in regards to the Chief, it can be initiated by PFC or forwarded to PFC from City Manager.	PFC, City Manager	
	PFC decision is not binding and may be subject to judicial review.		



Police & Fire Commission
Whitewater Police Department Resignation/Disciplinary/Termination Processes

Termination of Employment	Internal investigation is conducted, may or may not include Garrity notification & form completion. non-probationary officer may be placed on administrative leave (continues to receive pay during the internal investigation). Must meet requirements of Chief during that time, i.e. weekly check in, etc, but not report to work unless directed by the Chief to respond to the department or different location.	Impacted non-probationary officer, Chief of Police and City Manager. May also include PFC and labor attorneys.	With all deliberate speed in less than 48 hours. Email is acceptable.
	If Chief seeks termination, immediate notification of the PFC President will occur.	PFC President	
	If termination is sought, the Chief and Captain meet with City Manager and/or labor attorneys (city & union) to discuss contract obligations (i.e. severance, agreement, conditions, etc)	Chief of Police, Captain, City Manager, labor attorneys	
	If non-probationary officer seeks to appeal the termination they will do so through an appeals process with the PFC for review and adhere to the process. Request for a hearing should be in writing to the PFC President and the Secretary.	PFC President, PFC Secretary	
	PFC president will notify the Chief of Police if a hearing is requested. When a hearing is requested the Chief of Police will provide the PFC with a copy of the charges and corresponding rules/regulations/conducted that was violated upon which a subordinates suspension/demotion was based.	PFC President, Chief of Police	
	If non-probationary officer seeks to appeal the termination they can do so to the PFC for review and adherence to process. PFC decision is not binding and may be subject to judicial review.	PFC	
	If a termination is sought in regards to the Chief, state removal process is required. Can be initiated by PFC or forwarded to PFC from City Manager.	PFC, City Manager	



Police & Fire Commission
Complaint Processes

Type	Process	Participation	Timeline
Citizen Complaint Against Officer or Department	A complaint can be filed via the Department Website or in any written means or in person.	Charges can be filed by any aggrieved individual.	
	An investigation is conducted by command staff or Lieutenant (depending on the severity of the complaint). Findings are forwarded to the Chief in a written disposition who then shares with the complainant. The notification must include a notification that the disposition can be appealed to the PFC.	Department Staff & Complainants	
	The number of complaints is shared with the PFC annually	Chief of Police	Annually
Citizen Complaint Against Command Staff	If the complaint is against a member of the Command staff that is not the Chief, the investigation is conducted by the Chief. The Chief prepares a written disposition and then shares with the complainant. The notification must include a notification that the disposition can be appealed to the PFC.	Chief of Police, PFC President	
	If the complaint is against the Chief the PFC President and City Manager will be notified within 24 hours of the complaint being received. They will then contact the Division of Criminal Investigation (DCI) State of Wisconsin, or regional Sheriff's office and request that an investigation be conducted. Findings are forwarded to the PFC President and PFC. A written disposition to the complainant will be sent on behalf of the PFC and if necessary the matter will be forwarded to the Disciplinary Process outlined in the League of Wisconsin Municipalities Handbook for WI Police and Fire Commissioners Manual will be utilized.	PFC President & PFC, External Law Enforcement Agency	
Commissioner Complaint Against Department	If a commissioner is forwarding a complaint they received, see above.	Charges can be filed by the Chief, a PFC commissioner, or any aggrieved individual.	With all deliberate speed in less than 48 hours. Email is acceptable.
	If the Commissioner is the complainant, an investigation is conducted by command staff and a disposition is shared with the complainant.	Department Staff & Commissioner	
Complaint Against Commissioner	The same process is used for any complaint. The complaint is forwarded to the Chief of Police. If the Chief of Police believes the complaint has merit and violates the intent and meaning of the Commission, the complaint is forwarded to the City Manager and the Police and Fire Commission President for review.	Chief of Police, City Manager, and PFC President. May also include City attorney, PFC commissioners and/or City Council	With all deliberate speed in less than 48 hours. Email is acceptable.
	The PFC President brings the complaint to PFC for review. If the President is the Commissioner in question the Chief works with the City Manager to secure the issue be placed on the PFC agenda.		
	After deliberation the Commissioner is cleared, sanctioned or forwarded to the City Council for Removal.		
	Outcome of the Commission review is communicated with the complainant and they are notified of their option to appeal to the Common Council.		
	The number of complaints is shared with the PFC annually.	PFC President	Annually



Police & Fire Commission Code of Ethics

The Police and Fire Commission of the City of Whitewater serves in the role of public servants overseeing the Whitewater Police, and Fire & Rescue Departments. We have been entrusted by the community, University and City to conduct our work in a professional, fair and impartial manner. We nurture this trust through a firm commitment to the public good, public safety, and to the ethical and professional standards described herein.

Personal Integrity

We will demonstrate in words and actions personally and in the role as commissioners, the highest standards of personal integrity, commitment, truthfulness, and fortitude in order to inspire trust among our stakeholders, and to set an example for others including employees of the departments.

Commissioners will conduct ourselves in a fair and impartial manner and recuse ourselves or personnel within the departments when significant conflict of interest arises. We will not accept gifts, gratuities or favors that could compromise our impartiality.

At all times, we will place our obligation to the community, duty to uphold the law and to the goals and objectives of the departments above our personal self-interests.

Independent and Thorough Oversight

Hear complaints, reports, and evaluations with diligence, an open and questioning minds, objectivity and a sense of fairness. Rigorously inquire to the accuracy and reliability of information from all sources. Present the facts and findings without regard to personal beliefs or concern for personal, professional or political consequences.

Transparency and Confidentiality

Conduct meetings and activities openly and transparently as required by law and ordinance. Provide explanations of our procedures and practices to as wide an audience as possible. Maintain the confidentiality of information that cannot be disclosed and protect the security of confidential records.

Respectful and Unbiased Treatment

Treat all individuals with dignity and respect, and without preference or discrimination including but not limited to protected classes: age, ethnicity, culture, race, disability, gender, religion, sexual orientation, socioeconomic status or political beliefs.

Department Accreditation and Policy Review

Support continuous improvement in the effectiveness and services provided to the City of Whitewater and its residents. Gauge our effectiveness through evaluation and analysis of the departments as well as Commission policies and procedures with public expectations and accountability in mind.

Professional Excellence

Commissioners will seek professional development to ensure their competency in serving in the roll and complete professional training annually. We will acquire the necessary knowledge and understanding of the policies, procedures, and practices of the departments we oversee.

We will keep ourselves aware of current legal, professional and social issues that affect the city of Whitewater and surrounding communities, as well as the departments we oversee.

The spirit of these ethical and professional standards guide the Commission in adapting to individual circumstances, and in promoting public trust, integrity and transparency.

Signature

Name

Date

Demographic Change in the City of Whitewater

Dan Meyer
Chief of Police, Whitewater PD
October, 2023

- None of the information in this presentation is intended to vilify any group of individuals; it is meant to communicate factual information about trends we are seeing in the City of Whitewater.
- We value diversity, and our primary focus is ensuring public safety within our increasingly diverse environment.

First signs of change

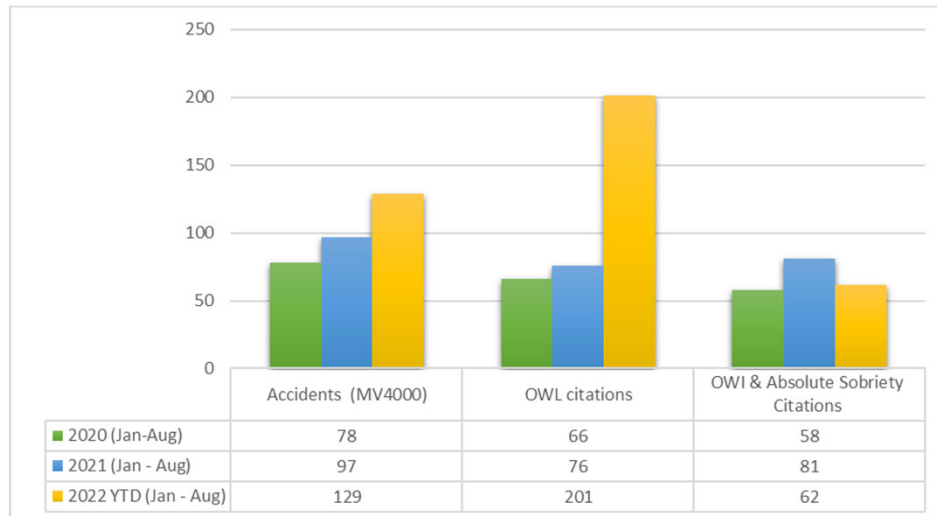


- January 26, 2022: Apartment fire with two unattended children found sleeping on the floor
- January 27, 2022: Family with 2-year old child found living in a 10' x 10' shed in -10 temps
- January 31, 2022: 14 year-old being forced to work 30 hours/week by her father instead of attending school

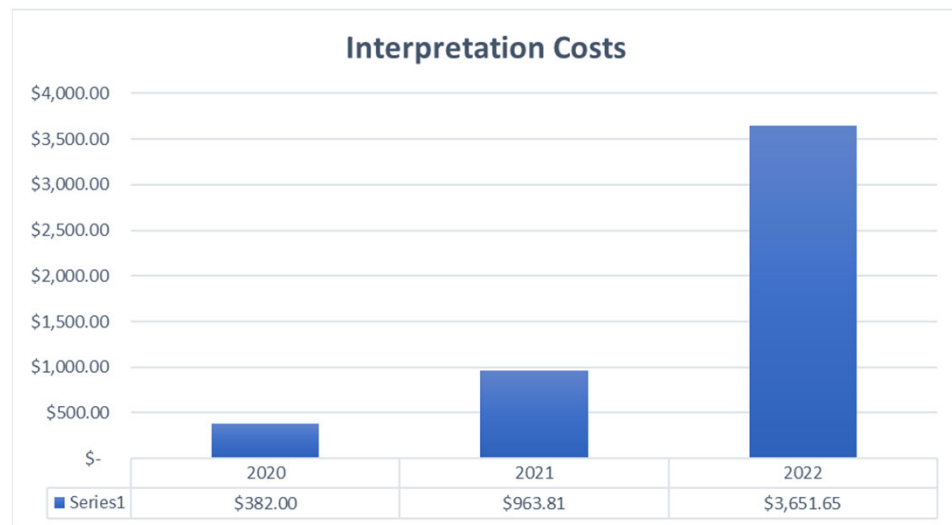
PD Initial Response

- Determine scope of the issue
 - School District enrollment data used to estimate influx of new community members
 - Spring 2022: Estimated 400-500 migrants from Nicaragua had settled in Whitewater
 - Identify major obstacles for law enforcement:
 - **Communication:** Spanish with Central American dialect spoken almost exclusively
 - **Housing:** Overoccupancy and non-familial living situations
 - **Transportation:** Increased traffic crashes/violations with unlicensed drivers
 - **Documentation:** Difficulties obtaining true identities of individuals
- Gather support/resources
 - Held multiple meetings with government entities and stakeholders
 - Created a Helpful Tips document for residents in English and Spanish
 - Began using Propio app for interpretation needs
 - Outreach events to educate on laws and available resources

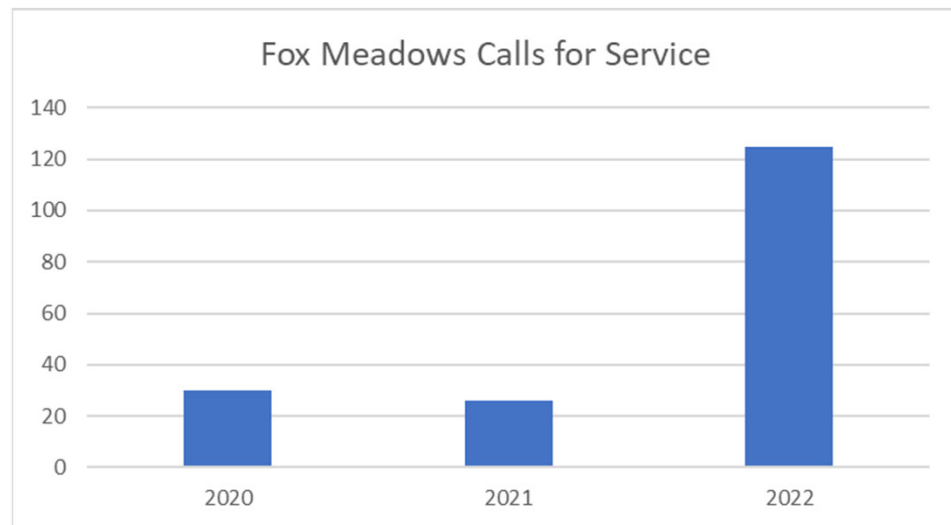
Impact on Traffic Enforcement: Fall 2022



Impact on Interpretation Costs: Fall 2022



Overoccupancy Impacts: Fall 2022



Moving into 2023

- Individuals continue arriving from Central America
- We estimate somewhere between 800-1,000 individuals from Central America have settled in Whitewater
- Venezuela now a common country of origin (in 2022 mostly Nicaragua)
- March, 2023: Deceased infant (“Baby Oak”) located in a cardboard box in Twin Oaks mobile park. Massive effort involved to identify and criminally charge the mother. Case pending.
- Immigration Attorney Marc Christopher commissioned to create an Immigration Guide in English and Spanish – publicly available on City website.
- Increasing number of domestic calls
- Overall, less and less proactive work due to reduced unobligated time for officers
- Led to a review of how our law enforcement efforts are being impacted

The Importance of Unobligated Time for Officers

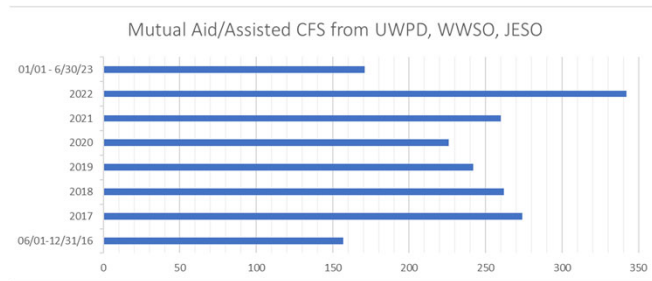
- Provides an opportunity for proactive police work
- Allows officers to be visible in the community
- Helps officers establish and maintain relationships
- Ensures safe roadways through traffic enforcement
- Encourages community engagement
- Decreases response times
- Allows for thorough investigation and follow-up
- Provides time for officers to train
- Reduces officer burnout

Data Selection

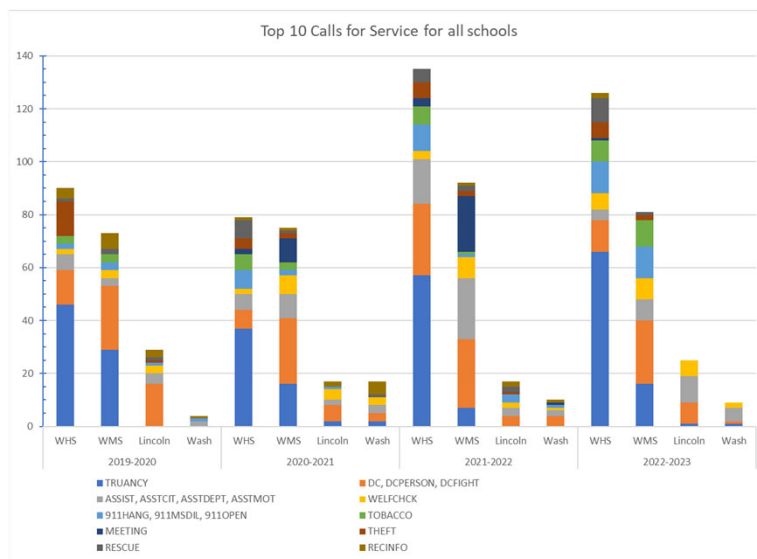
- This is not a reiteration of our Crime Statistics or Annual Report – that information is comprehensive and publicly available on the City website: <https://www.whitewater-wi.gov/Archive.aspx?AMID=39>
- Goal is to transparently provide critical, albeit less publicized data on the following data to analyze activity of our officers:
 - **Mutual Aid Requests** – How often our officers are insufficiently staffed to properly respond to an incident, necessitating a request for officers from an outside agency.
 - **WWUSD Calls for Service**
 - **Proactive Enforcement Measures** – Enforcement categories that give insight into how much unobligated time officers have to enforce our laws and ordinances.
 - Officer-Initiated Traffic Stops
 - OAWI (DUI) Incidents
 - Speeding Citations

Mutual Aid Requests Data

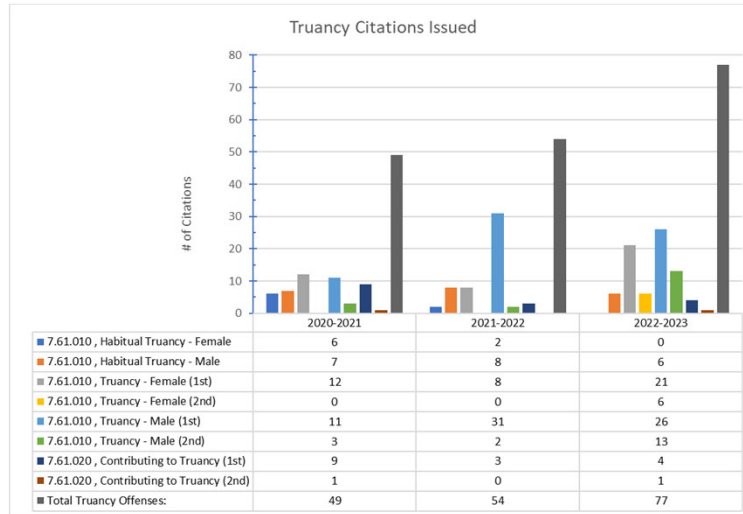
- Average (2017-2021): **252.8** annually
- 2022: **342**
- 2023: On pace for **342**



WWUSD Call for Service Data

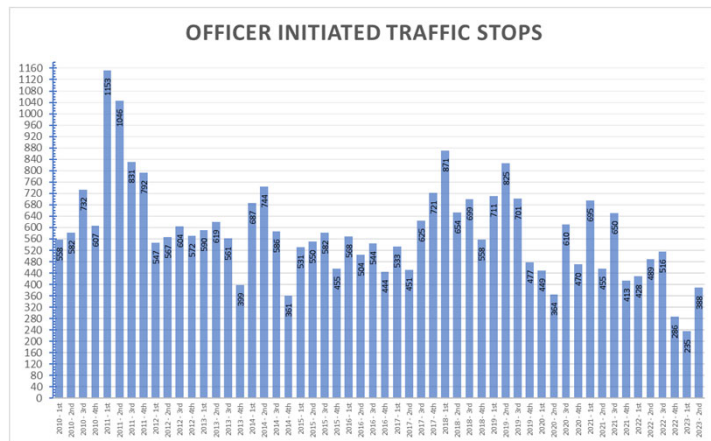


WWUSD Call for Service Data: Truancy

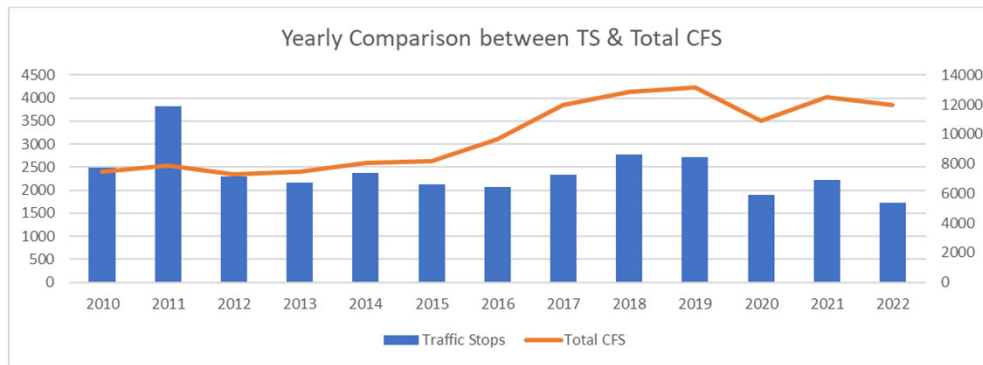


Officer-Initiated Traffic Stop Data

- Average (2010-2021): **2,437** annually
- 2022: **1,719**
- 2023: On pace for **1,246**

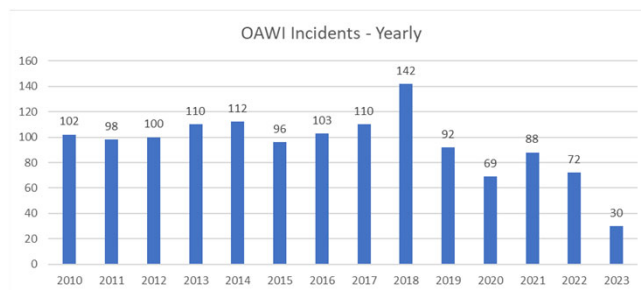


Officer-Initiated Traffic Stop vs. Total CFS Data



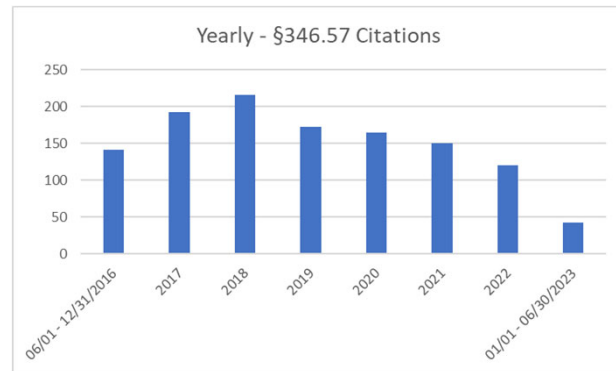
OAWI (DUI) Incident Data

- Average (2010-2021): **101.8** annually
- 2022: **72**
- 2023: On pace for **60**



Speeding Citation Data

- Average (2017-2021): **179.2** annually
- 2022: **120**
- 2023: On pace for **83**



Numerous Factors Contribute to this Decline in Proactive Enforcement

- Demographic change brings significant challenges:
 - Incidents take longer to investigate due to required translation
 - 61.2 hours of Propio interpretation service used by PD staff in first 9 months
 - Increased time fingerprinting and photographing individuals without proper identification
 - Challenges in the schools carry over to law enforcement
- High priority incidents have resulted in significant long-term investigations
- The Department has maintained community engagement efforts which take time
 - Kiwanis Cops 'N Kids Book Reading
 - Shop with a Cop
 - Active Threat Training Presentations

Solutions

- **Leverage Technology**

- Propio
- Drone
- ALPR (Automated License Plate Reader) Cameras

- **Increase Staffing**