

Police and Fire Commission

Regular Meeting Minutes

April 5, 2022

Attendance: Tim Boldt, Deborah Rice, Mike Dalecki, Vikki Peterson, Frank King, Council Liaison Kathy Kopp, City Manager Adam Ruechel, Fire Chief Ryan Simmons, Police Lieutenant Andrea Droessler, Police Lieutenant Josh Grabandt, Chief of Police Doug McKinley

- The meeting was called to order at 5:00 p.m. by President Dalecki
- The meeting minutes from the March 1, 2022 meeting were unanimously approved (motion by Rice, 2nd by King).
- There were no citizen comments or observations
- Fire Department Update:

I. Membership Update

- There has been no change to our membership since our last meeting.

II. Reports of Significant Service Calls

- The fire department responded to 24 incidents in March. FD response summary is as follows:

Fires.....	4
Vehicle Crashes	4
Gas Odor/CO Alarms.....	6
Alarm System Activation.....	6
EMS Lift Assist	1
Other	3

III. Information Updates

- RFP for Professional Design Services for Fire Station – We received 10 proposals for the RFP for Professional Design Services for a fire station. We will be reviewing these proposals to narrow the list to the top 3. This will be done using a scoring sheet and a group of staff/community members who are on a fire station building committee who will review the proposals and grade them according to the scoring sheet. Once we narrow it down to 3 potential firms, it will go to the council for consideration of the committee’s recommendation.
- Police Department Meeting – Fire department leadership met with leadership from the police department to review dispatch procedures and training opportunities. We are simply reviewing dispatch procedures to ensure we are consistent and efficient. We also discussed training topics for the officers that the fire department would be happy to partner with the PD to provide training to the officers.
- Community Events – Fire department is beginning to receive requests to provide fire prevention programs and attend community events on a more frequent basis. We feel every opportunity that we can interact with our community and promote fire safety is time well spent.

IV. Personnel Issues/Concerns/Updates

- Nothing at this time.
- Police Department Update: Larissa Klemm will be starting with the PD in mid-late June and she will be attending the SWTC Law Enforcement Academy starting in July; the CRO position has been paying dividends as students and staff are specifically seeking Officer Stowe out to share information with him; Ian Schulte is doing well during his on-the-job training as a Telecommunicator; members of the PD took part in a donkey basketball game sponsored by the PHS FFA, the FFA donated \$1,000 to the PD but we declined and had the FFA keep it and use it for FFA scholarships or other purposes; we will have a vacancy in June due to the announced resignation of Officer Sam Vandevort, Sam is leaving the field of LE to pursue other career goals; a draft of the RFP for the City's camera project has been submitted to our IT provider for review and input; we are working on updating and reviewing our Department mission statement.
- The PFC went into closed session at 5:19 p.m. on a unanimous vote (motion by Boldt, 2nd by King) per Wisconsin Statute 19.85(1)(c)-Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Specifically, the PFC went into closed session to conduct a Police Officer applicant Interview. The motion to go into closed session permitted Council Liaison Kopp, City Manager Ruechel, Lt. Droessler, Lt. Grabandt and Chief McKinley to remain during the closed session.
- The PFC returned to open session at 5:55 p.m.
- A motion passed unanimously to name James Bendickson to the Police Officer hiring pool (motion by Boldt, 2nd by Peterson).
- The meeting adjourned at 5:55 p.m.

Respectfully Submitted,

Doug McKinley
Chief of Police