

Police and Fire Commission
Regular Meeting Minutes
August 2, 2022

Attendance: Deborah Rice, Tim Boldt, Vikki Peterson, Will LeSuer, Jason Thompson, Council Liaison
Kathy Kopp, City Manager Adam Ruechel, Fire Chief Ryan Simmons, Chief of Police Doug McKinley

- The meeting was called to order at 5:00 p.m. by President Boldt
- The meeting minutes from the June 7, 2022 meeting were unanimously approved. (motion by Peterson, 2nd by Rice)
- Citizen Comments and Observations:
 - Kudos were extended to the FD and the PD by Kopp for the agencies' assistance with the July 29th City Fireworks and associated events
 - The placement of the speed board on N. 2nd St. appears to be slowing traffic down in the area (Kopp)
 - Thanks were extended to the FD by Peterson for assisting the graduating 8th grade class with their end of the school year celebration by filling the dunk tank with water
- Fire Department Update:

I. Membership Update

- We are currently processing 4 applicants and have had 2 additional inquiries from potentially interested individuals who have met with us and observed a training but have not turned in an application yet.
- We do an annual push for new volunteers during the summer so we can get them onboarded and oriented in time to attend training in the fall.

II. Reports of Significant Service Calls

- The fire department responded to 18 incidents in June. FD response summary is as follows:

Fires..... 2
Vehicle Crashes 0
Gas Odor/CO Alarms..... 3
Alarm System Activation..... 2
EMS Lift Assist 5
Other 6

- The fire department responded to 23 incidents in July. FD response summary is as follows:

Fires..... 4
Vehicle Crashes 1
Gas Odor/CO Alarms..... 5
Alarm System Activation..... 5
EMS Lift Assist 4
Other 4

III. Information Updates

- Fire Station Project Update – City Staff and Council Leadership met with Wendel/Five Bugles Design on June 29th for a kickoff meeting to review the process and initial high-level space needs so they can begin phase 1 of the design process. We then met with Five Bugles Design in mid-July to review 4 concept plans they have developed. We narrowed it down to 1 concept with several edits to work towards a finalized concept plan.

City Staff and Council Leadership will be touring a couple newer fire stations on August 16th to review spaces and features of newer stations. Following the tours, we will meet with five Bugles Design to review their most recent concept design and see if we are ready to move forward in the design process.

- Mobile Radio CIP – The Common Council awarded the bid for the replacement of our mobile radios to Racom out of Dubuque. We have reviewed the bid and had an install go through all of our vehicles to ensure the bid was accurate and nothing was overlooked. The radios have been ordered and expected to be received in the next 60-90 days.
- Mass Casualty Preparedness Planning – We have been working with the police department on planning, tabletop exercise training, and long-term goals of scenario training as we continue to do our best to be prepared for any kind of mass casualty event.
- Dispatch Procedure Review – We have been working with the police department and Grant County Sheriff departments to streamline our dispatch operations. We have been identifying overlaps and addressing those areas to make it more efficient for all parties involved. We are now in the process of updating procedures, training, and preparing for updated procedures which will be put into effect either later this year or early next year.
- Masonic Lodge Donation – We recently received a donation of (2) Fire Suppression Tool devices from our local Masonic Lodge. These devices can extinguish or significantly contain fires in rooms up to 5300 cubic feet. The devices cost approximately \$1000 each and will be an additional resource we have to protect property and life in the right circumstances. These are devices we would most likely not have if it was not for their generous donation. They also have stated that they have interest in purchasing one for the police department as well.

IV. Personnel Issues/Concerns/Updates

- Nothing at this time.
- Police Department Update:
Larissa Klemm is enrolled and attending the SWTC LE Academy (July 11 to late November); We are currently trying to fill 2 part-time Telecommunicator openings, Lennel Hall and Brandi Taylor have resigned to pursue employment in the private sector; the PD assisted with the SW Music Festival, Berry Fest and the July 29th Fireworks; Officers took part in the annual Stuff the Cruiser food drive in late June and the Law Enforcement Torch Run for Special Olympics in late July; the PD is tentatively planning a community event for Sat., Sept. 24th at the High School; in August the PD will be hosting a liquor license meeting for the owners, operators and staff of licensed premises in the city; the PD transitioned to new duty pistols and we'll complete this process by adding red dot sights in the near future; we are working on the city's camera project and a vendor has been selected to work with; meetings are ongoing with Grant Co. on several aspects

of the PD's radio communications and associated upgrades; the PD is prepping for the return of the UW-P Students for the fall semester

- The meeting adjourned at 5:26 p.m. (motion by Thompson, 2nd by Peterson)

Respectfully Submitted,

Doug McKinley

Chief of Police