

Police and Fire Commission  
Regular Meeting Minutes  
January 2, 2024

Attendance: Nathan Manwiller, Vikki Peterson, Will LeSuer, Jason Thompson, Council Liaison Kathy Kopp, Fire Chief Ryan Simmons, Chief of Police Doug McKinley; Absent-Tim Boldt

- The meeting was called to order at 5:03 p.m. by Secretary Manwiller
- The meeting minutes from the Dec. 5, 2023 meeting were unanimously approved (motion by Peterson, 2<sup>nd</sup> by LeSuer).
- There were no citizen comments or observations.
- Fire Department Update:

**Membership Update**

- Our roster is currently 50 volunteers, which is the same as last month.

**Reports of Significant Service Calls**

- The fire department responded to 14 incidents in December. FD response summary for December is as follows:

<u>December 2023</u>	
Fires .....	5
Vehicle Crashes.....	2
Gas Odor/CO Alarms .....	3
Alarm System Activation .....	4
EMS Lift Assist .....	0
Other.....	0

- The fire department responded to 187 calls for service in 2023. The department responded to a total of 221 calls for all of 2022. This is a decrease of 34 calls for service. There is no trending pattern at this time, just simply had less calls in 2023.

**Information Updates**

- Fire Station Project Update – We continue to work with our architect to finalize the schematic design. They anticipate it being completed in the next couple of weeks. Upon the schematic design being completed, Kraemer Brothers will give an updated schematic estimate of cost. If within the approved budget, we will move onto the design document phase which is where the true building design happens.
- Radio Repeater Update – This is still in progress, the antenna and cable have been installed but after installation, they discovered that there is a bad connector on the cable that connects to the antenna and needs to be replaced. This is scheduled for later this month with a switchover date in late January.
- SCBA & Breathing Air Compressor Bids Received – We received several bids for new SCBAs and a new breathing air compressor as part of a FEMA AFG grant that we were awarded. The

bids came in favorable overall and it appears that we will come in under budget for the project. The total project cost is approximately \$420,000.00 with the City cost being about \$37,000.00.

### **Personnel Issues/Concerns/Updates**

- Nothing at this time.
  
- Police Department Update: the PD is starting 2024 fully staffed at the Telecommunicator (6-3p/t and 3 f/t) and the sworn officer level (20); Brendan Overbey is progressing well during his field training and he is on pace to complete his training in February; projects for 2024 include installation of the PD's radio repeater on the Grant Co. radio tower on City D, hosting an open house at the PD in May during National Police Week, and successfully completing the reaccreditation process in October; the PD has purchased a used squad to replace the squad totaled out in an accident in early November 2023, this was done to put the PD back in line with its projected vehicle replacement schedule
  
- Chief McKinley presented information on the current Sergeant and Lieutenant promotion processes and requested to change the processes from the following:
  1. written test
  2. command staff questionnaire
  3. PFC interviews
  4. establish an eligibility pool
  
- To the following process for each promotion process:
  1. cover letter/resume
  2. command staff questionnaire
  3. PFC interviews
  4. establish an eligibility pool
  
- A motion passed unanimously to change both the Sergeant and the Lieutenant process to replace the written test with a cover letter/resume (motion by Peterson, 2<sup>nd</sup> by Thompson).
  
- The meeting adjourned at 5:42 p.m. (motion by Peterson, 2<sup>nd</sup> by LeSuer)

Respectfully submitted,

Doug McKinley  
Chief of Police