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**CITY OF BEAVER DAM**  
Police and Fire Commission  
205 S. Lincoln Avenue  
Beaver Dam, WI 53916

Date: 11/29/2018 Time: 8:00 am By: LKL (920) 887-4609, ext. 4

**REGULAR MEETING AGENDA**  
**BEAVER DAM POLICE & FIRE COMMISSION**

Date and Time:  
**Tuesday, December 4, 2018 @ 5:00 P.M.**

Location:  
**First Floor Engineering Room**  
**#113 @ Municipal Building**

**GENERAL**

1. Approval of the November 6, 2018 PFC Meeting minutes
2. Mayor's comments
3. Discuss and take action on the updated/ revised PFC bylaws.

**BEAVER DAM FIRE DEPARTMENT**

4. Review and discuss community relations activities
5. Update Commission on the operations of the Fire Department
6. Acknowledge EMS Life Saving award to Firefighter/Paramedics Matt Weidler and Hunter Resop
7. Discuss and take action vacation carry-over
8. Review and take action on new ambulance bidding variance
9. Discuss and take action on POC firefighter Joe Ludtke taking a leave of absence from November 8 to March 8, 2019
10. Discuss and take action on POC firefighter Mike Stephens taking a 6 month leave of absence
11. Review and take action on the resignation of POC FF Scott Dutzle
12. Discuss and take action on the retirement of Firefighter/Paramedic Russ Johnson after 30+ years of service to the Beaver Dam Fire Department

**BEAVER DAM POLICE DEPARTMENT**

13. Review and discuss community relations activities
14. Update Commission on the operations of the Police Department
15. Discuss and take action on hiring Records Clerk, Aimee Mallon
16. Discuss and take action on the eligibility list for Deputy Chief of Police
17. Discuss and take action on the changes to the job description and duties for Deputy Chief of Police
18. Discuss and take action on promoting Lt. Scott Bahr to Deputy Chief

"A QUORUM OF COMMON COUNCIL MAY ATTEND THIS MEETING." Requests from persons with disabilities who may require assistance to participate in this meeting (or hearing) should be made to the City Clerk's Office at City Hall (920) 887-4600, Ext. 338, giving as much advance notice as possible."

19. Discuss and take action on vacation carry-over
20. Discuss and take action on the Police Chief attending the International Association of Chiefs of Police Conference in 2019

**CLOSED SESSION**

21. The Commission may meet in closed session, pursuant to Wis. Stat. Sec 19.85(1)(c), for the purpose of considering the employment, promotion, compensation, or evaluating the performance of an employee under the commission's jurisdiction. Upon completion of Closed Session, the Commission may reconvene in Open Session to act upon any/all items discussed or deliberated during the Closed Session

**ANY OTHER BUSINESS (FOR PLACEMENT ON FUTURE AGENDA(S))**

**ADJOURNMENT**

PFC Chairman Jeff Kohman

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## **BEAVER DAM POLICE AND FIRE COMMISSION** **REGULAR MEETING MINUTES**

These are the minutes of the November 6, 2018 regular meeting of the Beaver Dam Police and Fire Commission. Present were Jeffrey Kohman, John Oathout, Nancy Conley, and Gary Spielman. Also in attendance were Fire Chief Alan Mannel, Police Chief John Kreuziger, Lana Letto, and guests. Absent was Casey Carney. The meeting was called to order at 5:00 p.m., Chairman Jeffrey Kohman presiding.

### **GENERAL**

1. Spielman made a motion to approve the minutes from the October PFC meeting, seconded by Conley, the motion carried by unanimous vote.
2. Mayor Glewen was not present this month for comments.
3. Attorney Steve Zach distributed a draft of the updated supervisory employee handbook. All changes were reviewed and discussed. Oathout made a motion to approve the supervisory employee handbook as it relates to the changes made by the PFC, seconded by Spielman, all were in favor.

An updated draft of the PFC bylaws was distributed. The members are to review and forward any questions or thoughts to the Chair who will then meet with Attorney Zach before the next PFC meeting and the approval for these bylaws will be added to the December agenda.

### **BEAVER DAM FIRE DEPARTMENT**

4. The FD community relations activities from October 2018 were reviewed. To files.
5. Operations Update
  - Acknowledged thank you letters from a recent patient and from Wayland for their Day of Caring with helping with clean-up at the station
  - Discussed and shared the full time firefighter/paramedic eligibility list as generated by FVTC
  - Explained the promotional testing process for the Captain's position
  - Submitted a grant for a breathing air compressor
  - The department recently held a recruitment drive for the Explorer program
  - The formation of the City Auxiliary is going well
  - Received the antique fire truck last week
  - The AdHoc committee met and had a productive meeting
6. It was the consensus of the PFC to put in a 2021 CIP funding request for a breathing air compressor and SCBA fill station system.
7. Conley made a motion to recognize Tom Toellner, Jason Olson, and Gavin Vitnense with citizen service awards, seconded by Spielman, all were in favor.
8. Conley made a motion to authorize the pay level of \$13.50 for the technical specialist positions and accept the suggested job description, which was distributed, seconded by Oathout, all were in favor.
9. Conley made a motion to accept the full-time firefighter/paramedic eligibility list as presented, seconded by Spielman, all were in favor.

## **BEAVER DAM POLICE DEPARTMENT**

10. The PD community relations activities from October 2018 were reviewed, to files.
11. Operations update
  - The department is doing more private security, they are billing at time-and-a-half plus benefits for compensation
  - Reported back about the International Association Chiefs of Police conference, it was very beneficial, he took many classes
  - The photo board is done
  - Department inspections were done
  - Overtime was going well until the recent shooting incident
  - Distributed the patrol officer shift schedule
  - Distributed a document outlining the efforts of the drug investigator position. Detective Wetterau is doing a great job with this program
12. It is the consensus of the commission to not support the activity of the acquisition of Skunk Island into the city.
13. Spielman made a motion to accept the retirement of records clerk, Joan Klawitter, effective Dec 3, 2018 after 39 years, seconded by Oathout, all were in favor.
14. Oathout made a motion to move forward with the process to fill the upcoming vacant records clerk position, seconded by Conley, all were in favor.
15. No action required on the crossing guard budget being put back in the Police department budget, this was just for the commission's information.
16. Conley made a motion to take Detective Daniel Kuhn off of probationary status effective Nov 6, seconded by Spielman, all were in favor.
17. Spielman made a motion to fill the position of Deputy Chief and the subsequent vacated Lieutenant and Sergeant positions, after the chief receives the current Deputy Chief's resignation letter seconded by Oathout, all were in favor.
18. With this late of notice, no one from the commission will be attending the 2018 Police and Fire Commission Workshop, perhaps next year someone will attend this workshop.

### **CLOSED SESSION**

19. Spielman made a motion to meet in closed session, pursuant to Wis. Stat. Sec 19.85(1)(c), for the purpose of considering the employment, promotion, compensation, or evaluating the performance of an employee under the commission's jurisdiction. Upon completion of Closed Session, the Commission may reconvene in Open Session to act upon any/all items discussed or deliberated during the Closed Session, seconded by Oathout. Votes were: Conley-aye, Oathout-aye, Spielman-aye, Chairman-aye, the commission entered into closed session at 6:58pm.

### **ADJOURNMENT**

The meeting adjourned at 7:30 pm while in closed session.

Respectfully submitted, Lana Letto

Beaver Dam Fire Department Administrative Assistant

CITY OF BEAVER DAM  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING OCTOBER 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	
<u>FIRE DEPARTMENT</u>						
01-0325-510001	SALARIES AND WAGES	131,602.14	1,327,718.63	1,392,497.00	64,778.37	95.35
01-0325-510010	PART-TIME WAGES	29,253.51	186,463.07	141,875.00	( 44,588.07)	131.43
01-0325-520010	TELEPHONE	48.37	3,144.96	4,100.00	955.04	76.71
01-0325-520020	EQUIPMENT REPAIR	314.85	15,384.95	40,000.00	24,615.05	38.46
01-0325-520080	INSURANCE	.00	6,651.00	7,000.00	349.00	95.01
01-0325-530010	SUPPLIES & OTHER EXPENSES	669.55	15,024.62	22,000.00	6,975.38	68.29
01-0325-530011	TOOLS & WORK EQUIPMENT	.00	1,367.09	6,500.00	5,132.91	21.03
01-0325-530020	WATER RESCUE	.00	404.03	3,500.00	3,095.97	11.54
01-0325-530021	PAGERS AND RADIOS	.00	525.85	1,500.00	974.15	35.06
01-0325-530022	TURNOUT GEAR	.00	8,332.00	12,000.00	3,668.00	69.43
01-0325-530023	COMPUTER EQUIPMENT	.00	5,383.41	9,000.00	3,616.59	59.82
01-0325-530024	HOSE AND APPLIANCES	.00	( 626.76)	2,000.00	2,626.76	( 31.34)
01-0325-530025	PARAMEDIC EQUIPMENT	1,211.50	10,516.97	30,000.00	19,483.03	35.06
01-0325-530120	TRAINING & TRAVEL	1,682.21	17,218.88	21,300.00	4,081.12	80.84
01-0325-530121	EMS SUPPLIES	3,326.49	31,049.03	49,000.00	17,950.97	63.37
01-0325-530150	GASOLINE	996.24	12,346.11	12,000.00	( 346.11)	102.88
01-0325-530170	FRINGE EXPENSES	51,819.63	565,054.70	672,152.00	107,097.30	84.07
01-0325-533000	DATA PROCESSING SERVICE & EXP.	.00	2,814.90	3,936.00	1,121.10	71.52
01-0325-533001	VOLUNTEER LENGTH OF SERVICE	.00	8,450.00	10,250.00	1,800.00	82.44
01-0325-550011	CITY CONTR - UNIFORMS	.00	9,538.38	10,450.00	911.62	91.28
01-0325-550012	PAID ON CALL - UNIFORMS	.00	1,550.00	1,800.00	250.00	86.11
01-0325-580001	COVERDELL STROKE PROGRAM	.00	.00	1,500.00	1,500.00	.00
01-0325-580329	TURNOUT GEAR	.00	30.36	.00	( 30.36)	.00
	<b>TOTAL FIRE DEPARTMENT</b>	<b>220,924.49</b>	<b>2,228,342.18</b>	<b>2,454,360.00</b>	<b>226,017.82</b>	<b>90.79</b>

CITY OF BEAVER DAM  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING OCTOBER 31, 2018

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>INTER-FACILITY TRANSPORT</u>						
01-0324-510011	PART-TIME WAGES - INTERFACILIT	5,617.00	56,794.59	55,000.00	( 1,794.59)	103.26
01-0324-530010	SUPPLIES & OTHER EXPENSES	4,774.40	14,354.31	20,000.00	5,645.69	71.77
01-0324-530150	FUEL	726.70	6,765.90	4,800.00	( 1,965.90)	140.96
01-0324-530170	FRINGE EXPENSES	781.95	6,281.78	10,000.00	3,718.22	62.82
<b>TOTAL INTER-FACILITY TRANSPORT</b>		<u>11,900.05</u>	<u>84,196.58</u>	<u>89,800.00</u>	<u>5,603.42</u>	<u>93.76</u>

## November 2018 Fire Department

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7 Fire safety class at Richelleu	8	9	10
11	12	13	14	15	16	17
18	19	20	21 Install smoke detector at 213 DeClark St.	22	23	24
25	26 Fire safety class at BDCH	27 EMS training	28 Fire safety class at BDCH	29 Ride to school in a fire truck for Jefferson school student	30	

**CITY OF BEAVER DAM**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2018**

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	
<u>POLICE DEPARTMENT</u>						
01-0320-510001	SALARIES AND WAGES	216,348.56	2,141,037.94	2,788,818.00	647,780.06	76.77
01-0320-510010	PART-TIME WAGES	1,708.86	13,480.43	10,531.00	( 2,949.43)	128.01
01-0320-520010	TELEPHONE	1.59	31,612.34	43,000.00	11,387.66	73.52
01-0320-520020	EQUIPMENT REPAIR	2,705.73	25,307.31	43,000.00	17,692.69	58.85
01-0320-520080	INSURANCE	.00	40,000.00	40,800.00	800.00	98.04
01-0320-530001	PUBLISHING / PFC	.00	115.00	500.00	385.00	23.00
01-0320-530010	SUPPLIES & OTHER EXPENSES	1,183.17	27,486.71	36,853.00	9,366.29	74.58
01-0320-530012	MAINTENANCE SUPPLIES	.00	( 1,353.95)	.00	1,353.95	.00
01-0320-530014	K-9 EXPENSES	22.82	164.07	1,800.00	1,635.93	9.12
01-0320-530015	SHOOTING RANGE SUPPLIES	.00	9,375.71	14,725.00	5,349.29	63.67
01-0320-530016	EMERGENCT RESPONSE EQUIPMEN	.00	771.96	4,500.00	3,728.04	17.15
01-0320-530017	CITIZEN POLICE ACADEMY	.00	1,644.38	1,350.00	( 294.38)	121.81
01-0320-530018	RADIO REPLACEMENT	.00	322.16	3,702.00	3,379.84	8.70
01-0320-530019	RECRUIT AND AUXILIARY UNIFORMS	10.56	2,036.05	3,000.00	963.95	67.87
01-0320-530070	POSTAGE, SUPPLIES & MISC	.00	887.83	1,500.00	612.17	59.19
01-0320-530110	HEAT,LIGHT,POWER & WATER	2,755.15	24,633.51	40,000.00	15,366.49	61.58
01-0320-530120	TRAINING & TRAVEL	758.79	17,822.19	21,630.00	3,807.81	82.40
01-0320-530121	TRAINING - SPILLMAN	.00	6,660.00	6,660.00	.00	100.00
01-0320-530150	GASOLINE	4,152.85	34,298.36	47,200.00	12,901.64	72.67
01-0320-530170	FRINGE EXPENSES	74,799.58	894,630.63	1,114,615.00	219,984.37	80.26
01-0320-533000	DATA PROCESSING SERVICE & EXP.	.00	25,877.72	29,500.00	3,622.28	87.72
01-0320-550011	CITY CONTR - UNIFORMS	.00	17,247.49	17,050.00	( 197.49)	101.16
01-0320-580007	REPLACEMENT VEHICLES & EQUIP.	.00	129.00	.00	( 129.00)	.00
TOTAL POLICE DEPARTMENT		304,447.66	3,314,186.84	4,270,734.00	956,547.16	77.60