

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

These are the minutes of the December 4, 2018 regular meeting of the Beaver Dam Police and Fire Commission. Present were Jeffry Kohman, John Oathout, Nancy Conley, Casey Carney and Gary Spielman. Also in attendance were Fire Chief Alan Mannel, Police Chief John Kreuziger, Lana Letto, and guests. The meeting was called to order at 5:00 p.m., Chairman Jeffry Kohman presiding.

### **GENERAL**

1. Spielman made a motion to approve the minutes from the November PFC meeting, seconded by Conley, the motion carried by unanimous vote.
2. Mayor Glewen wished all a happy Thanksgiving and merry Christmas. She stated that she is happy we were able to add another fire personnel.
3. The updated PFC bylaws were not available at this time. They will be mailed to the PFC members and they are to review and forward any changes that need to be made 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 January agenda.

### **BEAVER DAM FIRE DEPARTMENT**

4. The FD community relations activities from November 2018 were reviewed. To files.
5. Operations Update
  - The two new firefighter/medics are going through their background checks currently and will be starting Jan 2, 2019
  - The promotion process for the Captain position is currently underway
  - Flight for Life will be relocated further south and UW Med Flight will be adding a third helicopter to a location in Portage
6. Oathout made a motion to acknowledge an EMS lifesaving award to firefighter/paramedics Matt Weidler and Hunter Resop. This was for an intercept with Cambria EMS on September 18. The patient is healthy today because of their efforts.
7. Carney made a motion to allow carry over vacation hours or days for Mannel, Bau, Jatczak, Lee Smith, Don Smith, Hartl Weidler, Jahnke, and Christian, seconded by Oathout, all were in favor.
8. Ambulance bidding variance line item was removed from the agenda.
9. Carney made a motion to authorize developing a RFP for a staffing and second station needs study, seconded by Oathout, all were in favor.
10. Spielman made a motion to accept Joe Ludtke's request for a leave of absence from November 8 to March 8, 2019 for personal reasons, seconded by Carney, all were in favor.
11. Conley made a motion to accept Mike Stephen's request for a leave of absence from December 1 to March 1, 2019 for personal reasons, seconded by Carney, all were in favor.

12. Oathout made a motion to accept POC firefighter Scott Dutzle's letter of resignation due to time constraints, effective November 15, 2018, seconded by Carney, all were in favor.
13. Carney made a motion to accept, with regret, the retirement of full time firefighter/Paramedic Russell Johnson, effective January 2, 2019, seconded by Spielman, all were in favor.

### **BEAVER DAM POLICE DEPARTMENT**

14. The PD community relations activities from November 2018 were reviewed, to files.
15. Operations update
  - The K-9 fund continues to grow, most recently, \$6000 has been donated
  - Since the copier contract is coming due in May, he is having an assessment done on use of the copier to determine what would best suit the department's needs
  - A department inspection was done recently
  - Project Life Saver is now moving forward. There will be training with the Fire Department later this month
  - He shared a letter of commendation that he gave to Officer Kevin Rhode for a Nov 13 incident that had a favorable outcome which involved a suicidal subject
  - One of his officers will be on the planning committee with the school as part of the strategic planning for the school which will be starting in January
16. Oathout made a motion to hire Aimee Mallon to fill the records clerk position, starting December 10, seconded by Spielman, all were in favor.
17. Conley made a motion to accept the eligibility list for Deputy Chief of Police, second by Carney, all were in favor.
18. Spielman made a motion to accept the changes to the job description and duties for Deputy Chief of Police, seconded by Oathout, all were in favor.
19. Carney made a motion to promote Lt. Scott Bahr to Deputy Chief pending the letter of resignation being turned in from the current Deputy Chief, second by Conley, all were in favor.
20. Oathout made a motion to allow carry over vacation hours or days for Braker, Bahr, Kreuziger, Wendorff, VanErem, and Brian Linzenmeyer, seconded by Carney, all were in favor
21. Conley made a motion to allow the Police Chief to attend the International Association of Chiefs of Police Conference in 2019, seconded by Carney, all were in favor.

### **CLOSED SESSION**

22. 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 Conley. Votes were: Conley-aye, Carney-aye, Oathout-aye, Spielman-aye, Chairman-aye, the commission entered into closed session at 5:56 p.m.

### **ADJOURNMENT**

The meeting adjourned at 6:40 p.m. while in closed session.

Respectfully submitted, Lana Letto

Beaver Dam Fire Department Administrative Assistant