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

Date: 1/31/2018 Time: 3:00 PM

By: LKL (920) 887-4609, ext. 4

REGULAR MEETING AGENDA
BEAVER DAM POLICE & FIRE COMMISSION

Date and Time:

Tuesday, February 5, 2018 @ 5:00 P.M.

Location:

First Floor Engineering Room
#113 @ Municipal Building

GENERAL

1. Approval of the January PFC Meeting minutes
2. Mayor's comments
3. Discuss and take action on the updated/revised PFC bylaws
4. Discuss and take action on the City of Beaver Dam Personnel Handbook (see attached memo)

BEAVER DAM FIRE DEPARTMENT

5. Review and discuss community relations activities
6. Update Commission on the operations of the Fire Department
7. Discuss and take action on moving full time Firefighter/Paramedic Jeremy DuCharme from probationary status to regular status
8. Review and take action on Lt. John Neumann retirement effective 04/01/2019
9. Review and take action on approval of out-of-state training for Chief
10. Discuss and take action on the full time Lieutenant's job description
11. Discuss and take action on the part time Inspector's job description

BEAVER DAM POLICE DEPARTMENT

12. Review and discuss community relations activities
13. Update Commission on the operations of the Police Department
14. Discuss and take action on the officer of the year award

CLOSED SESSION

15. 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

"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."

Memo

To: Police and Fire Commission

From: Deputy Fire Chief, Matthew Christian

Date: January 31, 2019

Re: Health insurance after retirement (agenda item #4)

Included in your packet are documents regarding language as it pertains to health insurance after retirement. The two documents represent the old and new. The new doesn't conform to the old language. This is problematic in my view because the health insurance benefit after retirement would change under the proposed language. In other words, it would be less than it was under the old terms.

After voicing my concerns of the issue, Attorney Steve Zach stated that the PFC approved the document in November. I take issue with this fact because there is no supporting document on file other than the statement in the minutes saying the employee handbook was approved. I would ask the commission to take another look at the language and consider approving the old language so that the benefit is equal to what has been done in the past.

Thank you for your consideration.

- The employee must be at least fifty (50) years of age or eligible for medical retirement

Each full-time employee who retires from active employment with either the Beaver Dam Police Department or the Beaver Dam Fire Department (receives a lump sum payment, including a retirement benefit and/or annuity payments pursuant to Chapter 40, WI Stats.) may convert his accumulative sick leave into paid-up health insurance. A retired employee shall be entitled to health insurance similar to the plan which is in effect for active employees. Conversion shall be computed at eight (8) times the Chief of Police, Fire Chief, Deputy Chief of Police and Deputy Fire Chief's straight-time hourly rate (Lieutenant's and Sergeant's 8.5 times), excluding premium rates, at the date of retirement for each day of accumulated sick leave. The maximum allowable paid-up health insurance conversion for each retired employee shall not exceed a duration of eighty-four (84) months from the month of retirement.

6.05 Sick Leave Conversion at Retirement

An employee who retires and receives annuity payments from the Wisconsin Retirement System may convert accrued sick leave credits into pre-paid participation in the City's group health insurance program if the employee is permitted to continue coverage under Section 5.05.

A retiree eligible for Medicare may convert accrued sick leave credits into pre-paid Medicare Supplemental insurance. Health insurance provided by use of accrued sick leave credits is limited to sixty (60) months of coverage following the month in which an employee retires. The employees or elected officials listed below are entitled to eighty-four (84) months of coverage following the month of retirement under the following conditions:

- Employees in designated management positions that were hired before January 1, 2002 and who retire after December 31, 2002 may use up to eighty-four (84) months of coverage, provided they have a total of at least sixty-five (65) years of age and full-time service.
- Employees in designated management positions hired on or after January 1, 2002 must have a total of at least seventy-five (75) years of age and full-time service to receive eighty-four (84) months of coverage whenever they retire.

The positions covered by the aforementioned criteria include:

Director of Administration
City Clerk
Deputy City Treasurer
Deputy City Clerk
Director of Facilities and Engineering
Department of Public Works Supervisor
Director of Utilities
Engineering Coordinator
CA&S Administrator
CA&S Office Administrator
Parks & Forestry Supervisor
Library Administrator
Fire Chief
Deputy Fire Chief
Chief of Police
Deputy Chief of Police
Lieutenants
Support Staff Supervisor
Sergeants

In the event that a retired employee dies while eligible for health insurance continuation, the employee's current spouse and/or dependent children as defined by the insurance policy at the time of death, shall be allowed insurance continuation using converted accrued sick leave credits pursuant to this section provided that the exposure of the City is no greater than that which would exist had the retiree not died.]

BEAVER DAM POLICE AND FIRE COMMISSION

REGULAR MEETING MINUTES

These are the minutes of the January 8, 2019 regular meeting of the Beaver Dam Police and Fire Commission. Present were Gary Spielman, John Oathout, and Nancy Conley. Also in attendance were Fire Chief Alan Mannel, Police Chief John Kreuziger, Becky Wendorff, and guests. The meeting was called to order at 5:00 p.m. Gary Spielman presiding.

GENERAL

1. Police Chief Kreuziger presented a Distinguished Service Award to Police Officer Jeremiah Johnson.
2. Conley made a motion to approve the minutes from the December PFC meeting, seconded by Oathout. The motion carried by unanimous vote.
3. The updated PFC bylaws were not available at this time. Attorney Zach will be working with the Chief on revising the PFC bylaws over the next week and will be sent out to them before the next commission meeting in February to approve and move forward.

BEAVER DAM FIRE DEPARTMENT

4. The FD community relations activities from December 2018 were reviewed. Nothing to add.
5. Operations Update
 - Two new full time Firefighters/Paramedics were hired and started on January 2, 2019
 - Spontaneous combustion was discussed after a recent dryer fire occurred at one of the laundromats along with a fire at a restaurant next door a short time later.
6. Oathout made a motion to accept the retirement of POC FF Mike Daane after 23 years of service, seconded by Conley, all were in favor.
7. Conley made a motion to accept the Fire Captain promotional list, seconded by Oathout, all were in favor.
8. Oathout made a motion to promote Firefighter/Paramedic Chris Ackley to Captain/Paramedic, Conley seconded, all were in favor.
9. Conley made a motion to hire Heather Shoemaker as full time Firefighter/Paramedic, Oathout seconded, all were in favor.
10. Oathout made a motion to hire Benedict Beck as full time Firefighter/Paramedic, Conley seconded, all were in favor.

BEAVER DAM POLICE DEPARTMENT

11. The PD community relations activities from December 2018 were reviewed.
12. Operations Update
 - K-9 Reagan was returned to kennel. New K-9 will begin training with K-9 Officer soon.
 - BDCH was invoiced for security duty due to a recent threat.

- Budget software is not working as PD expected. Going back to old way of tracking invoices.
- Lockdown and mock drill recently took place at Beaver Dam High School which went very well.
- Mock drill recently took place at BDCH also. PD will continue working with businesses on how to handle training and security regarding threats.
- Several Officers recently testified regarding the demerit points assessed to Johnny's Lounge.
- Project Lifesaver underway and doing very well.
- Alliant Energy gave PD a \$1000.00 grant for ballistic shield.
- He shared K-9 Yeti's deployment and arrest stats for 2018.
- PD recently received a \$5000.00 donation from the Co-op in support of the K-9 program.

13. Conley made a motion to accept the city's fuel bid for 2019, Oathout seconded, all were in favor.

14. Conley made a motion to accept the eligibility list for patrol officer effective for 1 year, seconded by Oathout, all were in favor.

CLOSED SESSION

15. 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. Votes were Conley-aye, Oathout-aye, Spielman-aye, the commission entered into closed session at 5:27 PM.

ADJOURNMENT

The meeting adjourned at 6:14 p.m. while in closed session.

Respectfully submitted, Becky Wendorff

Beaver Dam Police Department Records Clerk

CITY OF BEAVER DAM
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>FIRE DEPARTMENT</u>					
01-0325-510001 SALARIES AND WAGES	172,794.80	1,500,513.43	1,392,497.00	(108,016.43)	107.76
01-0325-510010 PART-TIME WAGES	.00	186,463.07	141,875.00	(44,588.07)	131.43
01-0325-520010 TELEPHONE	281.08	3,426.04	4,100.00	673.96	83.56
01-0325-520020 EQUIPMENT REPAIR	6,909.31	22,294.26	40,000.00	17,705.74	55.74
01-0325-520080 INSURANCE	.00	6,651.00	7,000.00	349.00	95.01
01-0325-530010 SUPPLIES & OTHER EXPENSES	732.29	15,756.91	22,000.00	6,243.09	71.62
01-0325-530011 TOOLS & WORK EQUIPMENT	1,374.28	2,741.37	6,500.00	3,758.63	42.17
01-0325-530020 WATER RESCUE	910.00	1,314.03	3,500.00	2,185.97	37.54
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	1,603.24	6,986.65	9,000.00	2,013.35	77.63
01-0325-530024 HOSE AND APPLIANCES	.00	(626.76)	2,000.00	2,626.76	(31.34)
01-0325-530025 PARAMEDIC EQUIPMENT	.00	10,516.97	31,000.00	20,483.03	33.93
01-0325-530120 TRAINING & TRAVEL	1,486.00	18,704.88	21,300.00	2,595.12	87.82
01-0325-530121 EMS SUPPLIES	6,242.10	37,291.13	49,000.00	11,708.87	76.10
01-0325-530150 GASOLINE	1,507.33	13,853.44	12,000.00	(1,853.44)	115.45
01-0325-530170 FRINGE EXPENSES	56,866.08	621,920.78	672,152.00	50,231.22	92.53
01-0325-533000 DATA PROCESSING SERVICE & EXP.	289.00	3,103.90	3,936.00	832.10	78.86
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
TOTAL FIRE DEPARTMENT	250,995.51	2,479,337.69	2,455,360.00	(23,977.69)	100.98

CITY OF BEAVER DAM
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

GENERAL FUND

		PERIOD		BUDGET		% OF
		ACTUAL	YTD ACTUAL	AMOUNT	VARIANCE	BUDGET
<u>INTER-FACILITY TRANSPORT</u>						
01-0324-510011	PART-TIME WAGES - INTERFACILIT	4,486.49	61,281.08	55,000.00	(6,281.08)	111.42
01-0324-530010	SUPPLIES & OTHER EXPENSES	935.30	15,289.61	20,000.00	4,710.39	76.45
01-0324-530150	FUEL	566.57	7,332.47	4,800.00	(2,532.47)	152.76
01-0324-530170	FRINGE EXPENSES	561.74	6,843.52	10,000.00	3,156.48	68.44
<u>TOTAL INTER-FACILITY TRANSPORT</u>		<u>6,550.10</u>	<u>90,746.68</u>	<u>89,800.00</u>	<u>(946.68)</u>	<u>101.05</u>

January 2019 FD Community Activities

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 Ride to school in a fire truck to Lincoln School	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22 EMS training	23	24	25	26
27	28	29	30 Chief Mannel presents Village Glenn Render Safe Operation for the Badger Firefighter's Association	31		

CITY OF BEAVER DAM
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

GENERAL FUND

		PERIOD		BUDGET		% OF
		ACTUAL	YTD ACTUAL	AMOUNT	VARIANCE	BUDGET
<u>POLICE DEPARTMENT</u>						
01-0320-510001	SALARIES AND WAGES	319,287.44	2,460,325.38	2,788,818.00	328,492.62	88.22
01-0320-510010	PART-TIME WAGES	1,266.15	14,746.58	10,531.00	(4,215.58)	140.03
01-0320-520010	TELEPHONE	6,476.66	38,089.00	43,000.00	4,911.00	88.58
01-0320-520020	EQUIPMENT REPAIR	9,233.16	34,540.47	43,000.00	8,459.53	80.33
01-0320-520080	INSURANCE	.00	40,000.00	40,800.00	800.00	98.04
01-0320-530001	PUBLISHING / PFC	720.90	835.90	500.00	(335.90)	167.18
01-0320-530010	SUPPLIES & OTHER EXPENSES	2,116.55	29,603.26	36,853.00	7,249.74	80.33
01-0320-530012	MAINTENANCE SUPPLIES	.00	(1,353.95)	.00	1,353.95	.00
01-0320-530014	K-9 EXPENSES	.00	164.07	1,800.00	1,635.93	9.12
01-0320-530015	SHOOTING RANGE SUPPLIES	607.28	9,982.99	15,725.00	5,742.01	63.48
01-0320-530016	EMERGENCT RESPONSE EQUIPMEN	235.18	1,007.14	4,500.00	3,492.86	22.38
01-0320-530017	CITIZEN POLICE ACADEMY	.00	1,644.38	1,350.00	(294.38)	121.81
01-0320-530018	RADIO REPLACEMENT	764.00	1,086.16	3,702.00	2,615.84	29.34
01-0320-530019	RECRUIT AND AUXILIARY UNIFORMS	225.00	2,261.05	3,000.00	738.95	75.37
01-0320-530070	POSTAGE, SUPPLIES & MISC	3.50	891.33	1,500.00	608.67	59.42
01-0320-530110	HEAT,LIGHT,POWER & WATER	3,479.75	28,113.26	40,000.00	11,886.74	70.28
01-0320-530120	TRAINING & TRAVEL	3,568.84	21,391.03	21,630.00	238.97	98.90
01-0320-530121	TRAINING - SPILLMAN	.00	6,660.00	6,660.00	.00	100.00
01-0320-530150	GASOLINE	3,841.12	38,139.48	47,200.00	9,060.52	80.80
01-0320-530170	FRINGE EXPENSES	103,635.96	998,266.59	1,114,615.00	116,348.41	89.56
01-0320-533000	DATA PROCESSING SERVICE & EXP.	1,584.71	27,462.43	29,500.00	2,037.57	93.09
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		457,046.20	3,771,233.04	4,271,734.00	500,500.96	88.28

January 2019 PD Community Activities

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 Lions club meeting-Chief Kreuziger	3	4 Community Comment-Sgt. Smedema/Officer Karel	5
6	7 Rotary club meeting-Chief Kreuziger	8	9 Dodge County Law Enforcment Association-Chief Kreuziger, Deputy Chief Schubert	10 Dodge County Women's Club-Fraud Presntation-Chief Kreuziger, Detective Kuhn, Detective H Johnson City Auxiliary Meeting-Bill Linzenmeyer	11	12
13	14 Rotary Club-Chief Kreuziger	15 Beaver Dam High SAchool presentation-Chief Kreuziger, Officer Rohde	16	17	18	19
20	21 Rotary Club-Chief Kreuziger	22	23	24	25	26
27	28 Rotary Club – Chief Kreuziger	29	30	31		