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

Date: 5/2/2019 Time: 10:30 AM By: LKL (920) 887-4609, ext. 4

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

Date and Time:  
**Tuesday, May 7, 2018 @ 5:00 P.M.**

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

**GENERAL**

1. Election of officials
2. Approval of the April PFC Meeting minutes
3. Mayor's comments

**BEAVER DAM FIRE DEPARTMENT**

4. Review and discuss community relations activities
5. Update Commission on the operations of the Fire Department
6. Discuss and take action on POC FF George Reddie voluntarily stepping down from probationary Lieutenant to POC firefighter effective April 10, 2019
7. Review and take action on Second Station and Staffing Study Proposals
8. Discuss and take action on the hiring of POC Firefighter Tom McMenamin
9. Discuss and take action on the hiring of POC Firefighter Anthony Kuenzi

**BEAVER DAM POLICE DEPARTMENT**

10. Review and discuss community relations activities
11. Update Commission on the operations of the Police Department

**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."

# **BEAVER DAM POLICE AND FIRE COMMISSION**

## **REGULAR MEETING MINUTES**

These are the minutes of the April 2, 2019 regular meeting of the Beaver Dam Police and Fire Commission. Present were Jeff Kohman, Gary Spielman, John Oathout and Nancy Conley. Also in attendance were Fire Chief Alan Mannel, Police Chief John Kreuziger, Deputy Chief Matt Christian, Lana Letto, and guests. Excused was Casey Carney. The meeting was called to order at 5:00 p.m. Chairman Jeff Kohman presiding.

### **GENERAL**

1. Oathout made a motion to approve the minutes from the March PFC meeting, seconded by Spielman. The motion carried by unanimous vote.
2. Mayor Glewen thanked all who were involved in the MVA by the river earlier that day.
3. To discuss and take action on the updated/revised PFC bylaws has been tabled.
4. Oathout made a motion to not approve the most recent copy of the employee manual, seconded by Conley. The motion carried by unanimous vote. This will be discussed further at next month's meeting.

### **BEAVER DAM FIRE DEPARTMENT**

5. The FD community relations activities from March 2019 were reviewed. To files.
6. Operations Update:
  - The press release for the 227 Front Street MVA was read
  - To date, he has made approximately 10 presentations to over 1000 first responder managers regarding the 109 Knaup Street incident
  - The ISO has updated the city's fire rating. It remained a 3 but the Town of Beaver Dam went from a 6 to a 5.
  - He has received two responses back for the RFP for the second station and staffing study
  - April 1 was his 10 year anniversary here at the BDFD
7. The 2018 Annual Report was reviewed. To files.
8. Conley made a motion to accept the resignation of POC firefighter Joe Ludtke, effective March 11, seconded by Spielman, all were in favor.
9. Oathout made a motion to move full time firefighter/paramedic Joshua Coffey to permanent status effective today, seconded by Spielman, all were in favor.

### **BEAVER DAM POLICE DEPARTMENT**

10. The PD community relations activities from March 2019 were reviewed. To files
11. Operations Update
  - Lt. Gebhardt made a presentation at the Governor's Conference regarding the 109 Knaup Street incident
  - Met with the Mayville PD about them joining the BDPD municipal court, this won't happen until fall
  - Copier contract has come to an end. They had to pay \$5000 just to get out of the contract. The new copiers are now in place.

- The department tried FirstNet by AT&T for a priority PD phone line, however, it failed the test for quality services. US Cellular is talking about bumping their service for a priority cell service
  - He had meetings with the hospital about security and safety and radio service in the hospital. Hopefully they will be putting repeaters in the building
  - The recent homicide case has drained a lot of their resources for collecting information
12. He handed out a letter explaining the state crime reporting to help explain items in the 2018 Annual Report. He also noted that since the traffic grant has been in use, traffic crashes have decreased significantly. 2018 Annual Report to files.
  13. Spielman made a motion to approve Chief Kreuziger attending the National Center for Missing and Exploited Children training in Virginia May 6-10, all expenses paid by the National Center, seconded by Oathout, all were in favor.
  14. Oathout made a motion to have Chief Kreuziger recertified for Defense and Arrest Tactics Instructor, seconded by Conley. The motion carried by unanimous vote. Chairman Kohman will compose the letter needed to approve his recertification.
  15. Spielman made a motion to allow Chief Kreuziger to get recertified for Professional Communication Instructor, seconded by Conley. The motion carried by unanimous vote.
  16. Conley made a motion to accept the retirement of Deputy Chief Schubert effective April 15, 2019, seconded by Spielman, the motion carried by unanimous vote.

## **ANY OTHER BUSINESS (FOR PLACEMENT ON FUTURE AGENDAS)**

Review and take action on updated/revised employee manual

## **CLOSED SESSION**

17. 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. Votes were Conley-aye, Spielman-aye, Oathout-aye, Chair-aye, the commission entered into closed session at 6:14 PM.

## **ADJOURNMENT**

The meeting adjourned at 7:05 p.m. 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 3 MONTHS ENDING MARCH 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	
<u>FIRE DEPARTMENT</u>						
01-0325-510001	SALARIES AND WAGES	67,179.21	324,794.30	1,810,214.00	1,485,419.70	17.94
01-0325-510010	PART-TIME WAGES	.00	4,607.54	155,000.00	150,392.46	2.97
01-0325-520010	TELEPHONE	274.97	897.39	4,628.00	3,730.61	19.39
01-0325-520020	EQUIPMENT REPAIR	1,763.85	5,923.80	40,000.00	34,076.20	14.81
01-0325-520080	INSURANCE	.00	7,000.00	7,000.00	.00	100.00
01-0325-530010	SUPPLIES & OTHER EXPENSES	1,229.20	3,838.16	22,000.00	18,161.84	17.45
01-0325-530011	TOOLS & WORK EQUIPMENT	378.79	685.22	6,500.00	5,834.78	10.23
01-0325-530020	WATER RESCUE	.00	.00	3,500.00	3,500.00	.00
01-0325-530021	PAGERS AND RADIOS	.00	.00	1,500.00	1,500.00	.00
01-0325-530022	TURNOUT GEAR	270.36	555.36	14,000.00	13,444.64	3.97
01-0325-530023	COMPUTER EQUIPMENT	1,642.36	1,642.36	9,000.00	7,357.64	18.25
01-0325-530024	HOSE AND APPLIANCES	1,450.00	1,450.00	2,000.00	550.00	72.50
01-0325-530025	PARAMEDIC EQUIPMENT	.00	.00	30,000.00	30,000.00	.00
01-0325-530120	TRAINING & TRAVEL	1,920.04	2,465.90	21,300.00	18,834.10	11.58
01-0325-530121	EMS SUPPLIES	2,502.61	9,569.36	49,000.00	39,430.64	19.53
01-0325-530150	GASOLINE	858.49	1,753.20	14,000.00	12,246.80	12.52
01-0325-530170	FRINGE EXPENSES	31,209.19	117,319.55	593,086.00	475,776.45	19.78
01-0325-533000	DATA PROCESSING SERVICE & EXP.	604.00	1,339.00	3,936.00	2,597.00	34.02
01-0325-533001	VOLUNTEER LENGTH OF SERVICE	.00	6,595.00	10,250.00	3,655.00	64.34
01-0325-550011	CITY CONTR - UNIFORMS	.00	10,724.98	10,450.00	( 274.98)	102.63
01-0325-550012	PAID ON CALL - UNIFORMS	.00	.00	1,800.00	1,800.00	.00
TOTAL FIRE DEPARTMENT		111,283.07	501,141.12	2,809,174.00	2,308,032.88	17.84

CITY OF BEAVER DAM  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING MARCH 31, 2019

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>INTER-FACILITY TRANSPORT</u>						
01-0324-510011	PART-TIME WAGES - INTERFACILIT	5,028.87	13,117.42	60,000.00	46,882.58	21.86
01-0324-530010	SUPPLIES & OTHER EXPENSES	449.99	1,519.99	20,000.00	18,480.01	7.60
01-0324-530150	FUEL	766.12	1,468.08	6,500.00	5,031.92	22.59
01-0324-530170	FRINGE EXPENSES	695.39	1,983.81	10,000.00	8,016.19	19.84
<b>TOTAL INTER-FACILITY TRANSPORT</b>		<b>6,940.37</b>	<b>18,089.30</b>	<b>96,500.00</b>	<b>78,410.70</b>	<b>18.75</b>

April 2019						
◀ March						May ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5 Coffee with a Firefighter  Lincoln School for presentation	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23 Fire Extinguisher training at Community Care  EMS Training	24	25	26 Station tours (3) St. Katherine's	27
28	29	30				

**CITY OF BEAVER DAM**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 3 MONTHS ENDING MARCH 31, 2019**

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	
<u>POLICE DEPARTMENT</u>						
01-0320-510001	SALARIES AND WAGES	79,827.58	493,926.14	2,887,031.00	2,393,104.86	17.11
01-0320-510010	PART-TIME WAGES	2,081.52	3,873.24	14,015.00	10,141.76	27.64
01-0320-520010	TELEPHONE	6,130.70	9,418.50	43,000.00	33,581.50	21.90
01-0320-520020	EQUIPMENT REPAIR	1,862.28	6,542.25	43,000.00	36,457.75	15.21
01-0320-520080	INSURANCE	.00	.00	40,800.00	40,800.00	.00
01-0320-530001	PUBLISHING / PFC	.00	.00	500.00	500.00	.00
01-0320-530010	SUPPLIES & OTHER EXPENSES	3,937.49	10,690.18	36,853.00	26,162.82	29.01
01-0320-530014	K-9 EXPENSES	664.20	664.20	1,800.00	1,135.80	36.90
01-0320-530015	SHOOTING RANGE SUPPLIES	951.38	4,597.23	14,725.00	10,127.77	31.22
01-0320-530016	EMERGENCY RESPONSE EQUIPMEN	631.85	631.85	4,500.00	3,868.15	14.04
01-0320-530017	CITIZEN POLICE ACADEMY	.00	.00	1,644.00	1,644.00	.00
01-0320-530018	RADIO REPLACEMENT	.00	.00	3,747.00	3,747.00	.00
01-0320-530019	RECRUIT AND AUXILIARY UNIFORMS	.00	.00	3,838.00	3,838.00	.00
01-0320-530070	POSTAGE, SUPPLIES & MISC	2.66	2.66	1,500.00	1,497.34	.18
01-0320-530110	HEAT,LIGHT,POWER & WATER	.00	8,598.39	40,000.00	31,401.61	21.50
01-0320-530120	TRAINING & TRAVEL	2,087.43	4,389.65	21,630.00	17,240.35	20.29
01-0320-530121	TRAINING - SPILLMAN	.00	6,660.00	18,980.00	12,320.00	35.09
01-0320-530150	GASOLINE	2,875.73	5,619.19	43,716.00	38,096.81	12.85
01-0320-530170	FRINGE EXPENSES	45,785.86	188,072.75	1,007,389.00	819,316.25	18.67
01-0320-533000	DATA PROCESSING SERVICE & EXP.	1,759.52	1,759.52	29,500.00	27,740.48	5.96
01-0320-550011	CITY CONTR - UNIFORMS	.00	8,800.00	17,600.00	8,800.00	50.00
<b>TOTAL POLICE DEPARTMENT</b>		<b>148,598.20</b>	<b>754,245.75</b>	<b>4,275,768.00</b>	<b>3,521,522.25</b>	<b>17.64</b>

April 2019						
◀ March						May ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<b>1</b> Rotary meeting- Chief Kreuziger	<b>2</b>	<b>3</b> Lions club meeting-Chief Kreuziger	<b>4</b>	<b>5</b> Community Comment-Chief Kreuziger, Lt. Smedema	<b>6</b>
<b>7</b> Motorcycle awareness month, ABATE meeting-Chief Kreuziger	<b>8</b> Rotary Meeting- Chief Kreuziger	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
<b>14</b> Abate Motorcycle meeting- motorcycle awareness month-Chief Kreuziger	<b>15</b> Rotary Meeting- Chief Kreuziger	<b>16</b>	<b>17</b> Active Shooter Presentation – American Bank- Downtown – Retzlaff  Lions Club-Chief Kreuziger	<b>18</b>	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b> Active Shooter/Bank Alarm Response –American Bank N Spring – Retzlaff, Kuhnz	<b>24</b> Active Shooter/Bank Alarm Response –American Bank Walmart – Retzlaff, Kuhnz	<b>25</b> Active Shooter Presentations – Apache Stainless Steel -Retzlaff	<b>26</b> Bike safety talk/life skills event at SKDS - Officers Dahl & Karel, SKDS 1 <sup>st</sup> grade PD tours - Stommel	<b>27</b>
<b>28</b>	<b>29</b> Rotary Meeting- Chief Kreuziger	<b>30</b>				