

**CITY OF BARABOO
POLICE AND FIRE COMMISSION
MEETING MINUTES**

MINUTES FOR: Regular Meeting on August 20, 2018

The Baraboo Police & Fire Commission (PFC) met on this date at the Municipal Building, 101 South Boulevard (Council Committee Room #205), Baraboo. The meeting was opened at 3:30pm by PFC President Kujak. A notice of this meeting was posted on August 15, 2018.

Roll call found Commissioners Alt, Kluge, Madalon and Kujak were in attendance. Commissioner Getschmann was excused. Others present during the meeting were Police Chief Mark Schauf and Fire Chief Kevin Stieve.

Compliance with the open meeting law was noted by Kujak.

Kujak made a request to have the Agenda approved.

- Alt made a Motion to approve the Agenda; Madalon offered a second and the Motion carried 4-0.

Kujak made a request to have the Minutes of July 16, 2018 approved.

- Madalon made a Motion to approve the Minutes; Alt offered a second and the Motion carried 4-0.

There were no citizens present to speak under 'Public Comments'.

Under OLD BUSINESS, the Police Chief gave a verbal update on the ongoing Police Officer selection process, as well as overall staffing levels. He noted that from the recent hiring's he has one Officer (Brendon Meyer) starting today, and the other (Tyler Erhardt) starting next week. They will each undergo at least 16 weeks of Field Training before hitting the road alone. He is yet waiting on filling the 3rd vacancy while the others are going thru FTO process. As related to the vacant Detective position, he is waiting on filling it currently. He additionally noted his working staff (Police Officers) is at 29 (3 below normal), and he has approximately 6 more Officers looking to be taken away from regular work in the upcoming months - due to FLMA medical issues. He is concerned that he may get as low as 8 Officers short later this year.

As a result of the potential low staff levels, and that the current eligibility list is getting low, and the long process of seeking new hires - he inquired as to the potential of starting a new process early. After discussion with the Chief he formally asked the PFC for approval to begin a new search for candidates.

- Alt made a Motion to approve the Chief's request; Madalon offered a second and the Motion carried 4-0.

Under NEW BUSINESS, the Police Chief advised that he is tired of the product delivered by the current IT product (as related to Police Reports), therefore he is obtaining a new - different IT vendor that will be more compatible to his & the Department needs.

The Fire Chief noted that his reports stand as presented. He additionally discussed some the events that the Department has been engaged in since last month. He noted they assisted with a 'Burn Camp' at Devils Lake; provided hands on presentations at a recent 'Community Heroes Program' at the Fairgrounds; merged with City Park & Rec to complete a hands-on outdoor course for youth; and was part of a 'Rope Rescue Team' successful recovery of a person at Devils Lake.

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In COMMUNICATIONS, there was no communications received.

The Fire Chief presented BFD Policy #1000 'Recruitment and Selection', and requests the PFC's approval of that document as presented. There was ample discussion on the Policy and then Kujak requested a Motion from any Commissioner to approve the document.

- Alt made a Motion to approve the Chief's request; Kluge offered a second and the Motion carried 5-0.

The Police Chief presented an update on Union & City Negotiations: He noted that they are currently at a stand-still while the City waits for State financial reports to move forward again. One of his hurdles is getting a reasonable pay increase for Officers, as Baraboo is currently ranked the lowest in the County - and this has become a real factor in keeping personnel, or hiring new staff. Where Baraboo Officers (top) receive \$26 per hour; Lake Delton leads the County and most surrounding agencies at \$33 per hour.

The Fire Chief presented a letter requesting the PFC's approval of an updated 'Paid-Per-Call Fire Fighter Eligibility List'. The list contains the names of candidates Sienna Barron and Madeline Mayer. The Chief is seeking approval of the list, with the contingent that he be allowed to make hiring offers as soon as reasonably possible (due to training starting soon) - with the requirement that they individually pass all required physical examinations and required testing.

- Motion to approve the Chief's request: Moved by Madalon; 2nd by Alt; motion carried: 4-0

The Fire Chief presented a letter requesting the PFC's approval of his appointment of Brandon Green, Josh Hecht and Mark Willer to the positions of Fire Lieutenant. These three Fire Fighters have successfully completed all the required examinations.

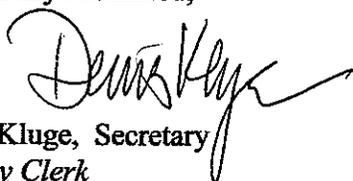
- Motion to approve the Chief's requests: Moved by Madalon; 2nd by Alt; motion carried: 4-0

Kluge presented an update on the Clerk's request for a 'draft version' of the July PFC Minutes. It was learned that this was a request by a media person, that did not contact the PFC Secretary or President in person, but did go to the City Clerk's office. The 'draft version' was created and provided to the City Clerk, who in turn released it to the media. The purpose of the request is yet unknown - and really does not matter, as our PFC records are generally open to the public. The only thing that is not would be the 'Closed Session' discussions (which we did have in July). The members of the PFC were reminded, once again, that if they are contacted about PFC meeting discussions and/or actions - they should refer that inquiry to the Commission President (Paul Kujak), or the Secretary in the President's absence. And that they should never discuss matters and conversations held during the Closed Sessions. Commissioners noted that they understood that process.

Kujak requested a motion of adjournment:

- Madalon made a motion to adjourn the meeting; Alt offered a second. Motion passed 4-0.

Respectfully submitted,



Dennis Kluge, Secretary
Cc: City Clerk

Approved by PFC on August 27, 2018