

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

MINUTES FOR: Regular Meeting on July 20, 2020

The Baraboo Police & Fire Commission (PFC) met by means of a 'Remote Conference Call' on this date. Chief Schauf handled the meeting at the Municipal Building, 101 South Boulevard (Room #204B), Baraboo. The meeting was opened at 3:30pm by PFC President Kujak. A notice of this meeting was posted on July 16, 2020.

Roll call found Commissioners Getschmann, Kluge, Kujak, Madalon and Viney were in attendance. 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 be approved.

Madalon made a Motion to approve the Agenda; Viney offered a second and the Motion carried 5-0.

Kujak made a request to have the Minutes of June 15, 2020 be approved:

Getschmann made a Motion to approve the Minutes; Kluge offered a second. In 'discussion' Kluge highlighted a mix of error & confusion that has resulted in typographical reporting of who made motions (Agenda & Minutes) since the February 2020 new Agenda formatting. In the earlier format of the Agenda, we would commonly approve the 'Agenda, then the Minutes'. But since February 2020, the new format had the Commission approving the 'Minutes, then Agenda'. The latter format seemed unusual that the Commission would approve a portion of the Agenda (the Minutes), then approve the Agenda itself. To resolve the 'format' concern of the Agenda, from July forward, Kluge had spoken with Atty Truman and identified that the Commission can move back to the prior format (Agenda, then Minutes) - which has been done. On the second issue, what to do with the 'approved' Minutes of February thru May 2020, it was asked by the Commission to go back and make the appropriate corrections to what the 'written notes' reflect. It was additionally asked that perhaps Atty Truman should offer suggestions on what we should do here. One of the problems identified is that a former Commissioner (Paul Kelly) had a role in the February, March & April Minutes. Kelly then left the Commission, and Viney replaced him for the Commission meetings of May and later. It is agreed that Kluge will discuss this with Atty Truman and report back at the August PFC Meeting for resolution at that time. The discussion ended with a vote being taken on the June 15, 2020 meeting Minutes, with the original motion being carried 5-0.

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

Under ACTION ITEMS: There were no 'Action Items' to be resolved.

Under INFORMATION ITEMS:

- Police Chief Schauf reported that the Department's new records management program is to be up and running effective August 11, 2020.
- Schauf noted that the Department Staffing is down 2, one being a Patrol Officer and the other a Detective slot. He will be moving forward on the Patrol Officer vacancy, but holding back on the Detective position while he reassesses the ongoing budget impacts.
- Schauf reported that the recent 'Black Lives Matter' Protest that was conducted on the Square and a

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march to City Hall, was handled peacefully with no reported damages. He feels that the organizers were satisfied in what they wished to accomplish here.

- Regarding the recent 'search & rescue/recovery' of a missing 10-year old girl, Schauf noted that although the Department members were certainly touched by the overall event - that it was very gratifying to see the Baraboo Community come together like they did for this event. He praised the great working relationship between the Baraboo Departments, the outside Agencies that came in to assist, and the general public that offered to help wherever they could.
- Schauf reported that there were no reportable 'Use of Force' cases during the month.
- Pertaining to the Budget Process, Schauf noted that he is just getting into the 2021 Budget and will report more as it is known. Pertaining to the 2020 Budget, he sees the budget as 'OK yet'. As to the final impact of 'Covid-19 issues' in the Police Budget he feels that the City is applying for reimbursement for related costs.
- Following up to a question from Kujak, as to how the Officers are holding up - he noted that some Officers were clearly impacted by the recent incidents, but they are holding up well. He added that they did conduct a 'Debriefing' days after the incident for Fire, EMS and Police - which he felt went good.
- On the ongoing 'Hiring Process', he noted that there were a total of 19 eligible candidates that applied. With the Covid-19 issues present, he is looking a different approaches to PFC Interviewing of the candidates. Nothing is locked down at this time, and he will report more on that at the August PFC Meeting. Prior to that meeting he is hopeful the State Testing of the Candidates will be completed. He would also like to talk more on finding a new format for processing potential candidates, so that we can complete hiring faster. More on that at the August PFC Meeting.
- Fire Chief Stieve discussed the Fire Department Monthly Report (had been emailed prior). He notes that the Department's calls for service are up slightly, but nothing that is alarming.
- Stieve noted that the Fire Inspections are continuing, but at a slower pace due to Covid-19 - which he is OK with.
- Stieve also discussed the recent 'Search & Rescue / Recovery' for the missing 10-yr old girl. He noted that the City Services and Community in general went well in a 'group effort'. He found that it was tough on several City Employees, and that there is an 'Incident Debriefing' scheduled for tomorrow to look at how they did, noting there is always room for improvement.
- Stieve spoke to a June 22nd Fire Fighter Resignation of Tony Aguado. He noted that Aguado was a seasoned Fire Fighter that was there for more than just fighting fires, he was there for all the Department & Community events - both he and his family. Aguado completed an Exit Interview and gave the Department high ratings and left for personal reasons.
- Stieve spoke to a recent Fire Fighter Resignation of Margaret Fichter. He noted that Fichter was a junior Fire Fighter that had taken on new employment and just was not giving her time to BFD as expected. The Fire Fighter has not been here basically since early 2020, so he spoke to Fichter about that. He noted that Fichter presented him with a message that she had resigned, and did not complete an Exit Interview so far, but he would approach in the future.

Kujak made a request for an adjournment:

- Madalon made a Motion for adjournment; Getschmann offered a second and the Motion carried 5-0.

Respectfully submitted,

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Dennis Kluge, Secretary


Approved by PFC on August 17, 2020
Cc: City Clerk