

## **DRAFT**

### **POLICE AND FIRE COMMISSION**

Date/Time: Tuesday, October 21, 2014 at 8:30 a.m.  
Location: Conference Room, Public Safety Building, 515 Grand Avenue, Wausau  
Members Present: C. Bahr (C), W. Graef, D. Huntimer, L. Jorstad, T. Paterson  
Member Absent:  
Others Present: J. Hardel, M. Hite, J. Kannenberg, T. Kujawa

In accordance with Chapter 19, Wisconsin State Statutes, notice of this meeting was posted at Wausau City Hall and the Public Safety Building, and emailed to the Wausau Daily Herald and City Pages in the proper manner.

#### **Call to Order/Roll Call.**

The Police and Fire Commission meeting was called to order at 8:40 a.m. Roll call was taken of present Police and Fire Commission members to include Bahr, Jorstad, Huntimer, Graef, and Paterson.

#### **Approval of the minutes of 09/16/2014 meeting.**

Motion made by Huntimer to approve the minutes of the 09/16/2014 meeting. Second by Jorstad.  
Motion passes 5-0.

#### **Police Department Operations.**

- Chief Hardel provided an overview of Police Department activity, including the Stephanie Low case.
- The staffing request for two additional positions, a School Resource Officer and a Community Resource Officer has been approved by the Human Resources Committee and the Public Health & Safety Committee and was discussed at the last commission meeting.
- Chief Hardel shared with the commission the Finance Committee's direction to cut \$311,000 from the 2015 Police Department budget. This cut would result in not being able to fund 4 police officer positions. Hardel gave an overview of the CRO unit's 2014 accomplishments and said the budget cut with result in dissolving the CRO unit. Graef asked how Wausau compares to the state average for officers per population. Hardel said that the state average is 2.2 officers per one thousand citizens; Wausau's average is 1.7 per one thousand citizens. Wausau would need an additional 20 officers to meet the state average. Bahr asked if the commission can do anything to support the Police Department. It was decided that the commission will wait to see if they can provide support after the upcoming Finance Committee meeting.
- Recruitment Update. Ten backgrounds are being conducted on candidates for the police officer recruitment.
- It's Our Club House. Public Health & Safety Committee suspended liquor license for 60 days.
- Paradox. Hardel is requesting to move the liquor license; the hearing begins on October 27<sup>th</sup>.
- FBI Led Active Shooter Tabletop Exercise. FBI and Wausau PD will conduct a tabletop exercise on October 31<sup>st</sup>. The exercise will be a hypothetical shooting at John Muir Middle School (not on site).
- Captain Hagenbucher, "Sharpening the Saw" The Habits of Highly Effective People. Every month a supervisor is assigned to review a chapter of "The Habits of Highly Effective People" by Steven R. Covey. Hardel will share Captain Hagenbucher's video when he is able to download it.
- Stephanie Low Update. (Covered above).

Motion made by Patterson to approve the Police Department Operations report. Second by Graef.  
Motion passes 5-0.

### **Fire Department Operations.**

- Chief Kujawa asked if any questions could be answered regarding the report that was received for Fire department operations during the month of September. No questions were raised.
- Chief Kujawa gave the commission an update on the Fire Department operational budget. Due to 2014 retirement payouts in the amount of \$150,000, the Fire Department is projected to be \$190,000 over budget for 2014. The Finance Committee asked Kujawa to cut \$40,000 from this year's budget. At this point, the Fire Department has \$20,000-\$30,000 left for replacement of hoses, replacement of protective gear, and training. Kujawa's only recommendation for the Finance Committee is to close station's 2 and 3 and drop from 15 to 9 employees per shift for November and December. This would allow for only 2 ambulances to be able to run, and citizens would have to wait for service. Mayor Tipple drafted a memo proposing to the Finance Committee that the budget deficit be corrected by borrowing money from the Police Department to prevent any changes in Fire Department services. Further discussion took place regarding this subject. The Commission said they would be willing to assist in any way if necessary.
- Ebola. Crews have been trained for potential Ebola cases. Kujawa said that dispatch needs to ask screening questions when taking calls so that any responders will know if it could be a potential Ebola case. At this time dispatch is not asking the two screening questions.
- Update on Promotional Process. The department will have two Battalion Chief openings in the first quarter of 2015, which could open up Lieutenant positions to fill. At this time, there are 5 applicants for Lieutenant and 3 applicants for Battalion Chief. Kujawa gave an overview of the promotional application process.
- Recruitment Update. Kujawa gave an over of the recruitment process and changes made this year, to include looking at candidates with bachelor degrees and administering a screening test. At this time the Fire Department is proceeding with 4 candidates. Candidates will be going through the psychological evaluation and pre-employment physical before interviewing with the Police and Fire Commission in December.
- Fire Prevention Month. The department has been busy with inspections. The department talks to about 5000 people during the month regarding fire prevention.
- Tanker Truck Emergencies Grant. The fire department will host a tanker truck emergency class on Monday and Tuesday. The department applied for and received this grant for training. Anyone from around the state can attend.

Motion made by Huntimer to approve the Fire Department Operations report. Second by Patterson. Motion passes 5-0.

### **New Business.**

- Commission Liaisons Discussion. Patterson and Huntimer gave their experience in the roles of commission liaison to the fire and police departments. Bahr asked commission to set this task aside for now and revisit having commission liaisons if the need should arise.
- Presentation on Recruitment Selection Process. Hite handed out a packet and went over the recruitment selection process with the group.

Hardel brought in Captain Hagenbucher, Detective Holtz, and Detective Buchner to acknowledge them for their hard work on recent cases with the department.

**New Business for Placement on the next Agenda.** The Commission would like to tour Fire Station #2 at the next meeting.

**Next Regularly Scheduled Meeting – November 18, 2014 at 8:30 a.m.**

**Adjourn.** Motion made by Patterson to adjourn. Section by Graef. Motion passes 5-0.