

MINUTES
POLICE AND FIRE COMMISSION
Thursday, January 2, 2014
City Hall, Room 604
5:00 PM

MEMBERS PRESENT: Commissioners Rod Goldhahn, Elizabeth Kostichka and David Nelson

EXCUSED: Commissioners Lanny Schimmel and Jim Coates

OTHERS PRESENT: Police Chief Tom Molitor, Fire Chief David Litton, HR Generalist Jennifer Smits and HR Operations Manager Melanie Falk

The meeting was called to order at 5:00 pm by President Rod Goldhahn. Roll call was taken as noted above.

1. Approval of the minutes from the meetings of the Police and Fire Commission held November 7, 2013 (Amended) December 5, 2013, December 9, 2013 and December 10, 2013.

Motion made by Comm. Kostichka, second by Comm. Nelson to approve the minutes of the November 7, December 5, December 9, and December 10, 2013 meetings as submitted. Motion carried.

2. President's Report.

Comm. Goldhahn wanted to verify with the Commission the dates of the Police Officer interviews for February 18, 27, and March 6, 2014, which is the regularly scheduled Police and Fire Commission meeting. He will contact Human Resources Generalist Jennifer Smits to confirm.

3. Communications.

a. Budget Status Report

b. Budget Spreadsheet

Comm. Goldhahn noted that again this month most of the spending was due to recruiting and testing. Comm. Kostichka made a motion to approve the communications with a second by Comm. Nelson. There was no further discussion and the motion carried.

4. Report from the Chiefs.

Chief Litton reported that there were 17 red lights designating 17 working fires on the department wreaths this year. Only 2 of the fires were significant; 8-9 of the fires were kitchen fires. The Fire Department ended the year with 11,664 calls for service, which is up significantly from 2012. The Allouez Fire Department merger had something to do with the increase, but overall they are up about 1500 calls from 2012. The Chief stated that he will start working on the annual report in the next couple of weeks, and hopes to get it out by the end of March. That report will provide the details of the calls, and the effect the Allouez merger has had on the operations.

Chief Litton reported that they are looking into the time it takes for the Dispatch Center to get the EMS Department out the door. The current process is called ProQA in which someone calls in and Dispatch answers "Brown County Emergency, what is your emergency?" Depending on the situation, the Dispatcher has a list of questions that need to be asked before they can get the EMS responders out the door. For example, a chest pain call can take 2-3 minutes before the questions are answered. They are currently working on a procedure and training to circumvent all of that so that once Dispatch gets the chief complaint, the caller's address and call back number the responders can be out the door. This should save anywhere from 2-3 minutes on the EMS Departments' arrival to the call.

Chief Spielman and Chief Litton will go to the Regional EMS Council on January 15, 2014 to get the rest of the communities on board. This change in procedure has been presented to all of the Fire Chiefs without issue; however, they still need to talk to Mavis 112, County Rescue and a few other services out there. The target date to change the procedure will be April 1, 2014. This change in procedure places the requirement on the officers and the fire stations to determine whether an ambulance is sent or an ambulance and engine is sent to the call and whether they respond emergency or nonemergency. Currently, the station receives a code that tells them what to do after the first 3 minutes. The Fire Department will also be implementing this procedure for fire calls.

Chief Litton reported that they are also reviewing the turnout times. The Chief would like to see a turnout time of 90 seconds. The department just compiled 2 months of information, by station and by vehicle that shows the amount of time it takes to be enroute to a call after they are dispatched. Based upon the 2 months of data, there is some room for improvement and certain people/shifts may be held accountable if need be. Specific issues haven't been identified yet, but the data shows that the time to get out the door needs to be reduced, as that is the one thing that can be controlled. Roll out will be to the Battalion Chiefs first, then Officers, and then the stations.

Chief Molitor reported the officer involved shooting incident has been sent to the Critical Incident Review Board and to the District Attorney's office. The Critical Incident Review Board is made up of GBPD personnel including the Operations Captain, a Supervisor from the Officer's division, a representative from Detectives, a use of force instructor, a fire arms instructor, and a union representative. The board goes through all of the policies that could be applicable to the incident. The board may call in witnesses, and go through all of the details and evidence from the incident. Based upon what they find, the officer is either found to have acted within policy or not within policy. If the officer acted outside of policy, the board will launch an internal investigation that is conducted by the Chief. The board also identifies training and decision making that can be done to improve an outcome and where the Police Department can improve. The report hasn't been signed yet, but Chief Molitor has been informed that the Critical Incident Review Board has deemed the shooting to be within policy. They are waiting for the District Attorney to give clearance on that score. Chief Molitor reported that he will be putting the officer involved in the shooting back in rotation starting Saturday night. The report will be provided to Chief Molitor once it is signed on January 3, 2014.

Chief Molitor reported that a local Attorney posted a video on Facebook that he received through discovery. The Attorney alleges that there is a use of force issue or police brutality. Use of force is when an officer decentralizes someone and puts them on the ground, and it involves something more serious than handcuffing. When that happens, the officers involved are required to fill out the use of force form, which is included in the case file for a Supervisor to review. In this incident, the officer filled out the form and his actions were found to be within policy. The Chief stated that the case is still in litigation, so no other comments will be given.

The Chief noted that currently there are 5-6 employees on light duty, and Assistant Chief Lisa Sterr retired on December 30, 2013.

5. Approval of the Fire Fighter Eligibility List

Chief Litton will be hiring 7, potentially 8 Fire Fighters from the approved list. There were no questions and Comm. Nelson made a motion to approve the Fire Fighter Eligibility List. The motion was seconded by Comm. Kostichka. Motion carried.

6. Review of Patrol Officer Candidate

Commissioner Goldhahn read the closed session statement. A motion was made by Comm. Nelson with a second by Comm. Kostichka to go into closed session. Motion carried.

A motion was made by Comm. Kostichka to return to open session with a second by Comm. Nelson. Motion carried. Out of closed session Comm. Goldhahn reported that the Commission had reviewed two Patrol Officer Candidates and made the determination to remove both from the list.

7. Bills.

- a. Alternative Marketing \$50.00**
- b. Prevea Invoice \$1,327.50**
- c. Prevea Invoice \$35.00**
- d. Wisc.Jobs \$135.00**
- e. Gannett WI Media \$88.64**
- f. Personnel Evaluation Inc. \$250.00**
- g. Psychological Consultants \$450.00**

Comm. Goldhahn had a question as to whether the Evidence Technician charges were part of the general Police Department budget since this position is not a sworn officer position nor part of the Police and Fire Commissions' budget. HR Operations Manager Melanie Falk stated that those charges will be paid through the general Police Department budget.

Comm. Kostichka had a question on the invoice on the Alternative Marketing invoice. It was a bill for a Patrol Officer announcement. Comm. Kostichka stated she would like to see the verbiage of the ad next time.

Comm. Nelson made a motion to approve the bills with a second by Comm. Kostichka. There was no further discussion and the motion carried.

8. Set date of next meeting.

The next regularly scheduled meeting of the Police and Fire Commission is scheduled for February 6, 2013, at 5:00 pm in room 310 of City Hall.

There being no further business, a motion to adjourn was made by Comm. Kostichka and seconded by Comm. Nelson. Motion carried and the meeting was adjourned at 5:40 pm.

Respectfully submitted,

Sarah Neville, Recording Secretary

APPROVED: _____
Rod Goldhahn, President