

## **MINUTES OF THE CHIPPEWA FALLS POLICE AND FIRE COMMISSION**

A regular meeting of the Chippewa Falls Police and Fire Commission was held on January 27, 2020, at the Chippewa Falls Fire Department Station 1 Training Room, 1301 Chippewa Crossing Boulevard, Chippewa Falls, WI. Chair Prill called the meeting to order at 7:00 p.m.

Commission members present: Cindy Boggess, Greg Dachel, Mike Houle, Chris Norseng, Todd Prill

Commission members excused: None

Others present: Police Chief Matt Kelm, Fire Chief Lee Douglas, FF/Paramedic Greg Bowe, Sgt Sheridan Pabst (PD), Officer Robert Billen (PD) Officer Joan Mattheisen (PD).

**As there were no corrections to the agenda, it was approved as distributed.**

### **APPROVAL OF MINUTES**

**Motion by Boggess/Dachel to approve the minutes of the November 18, 2019 meeting. All present voting aye. Motion carried.**

### **POLICE DEPARTMENT REPORT**

1. Chief Kelm recognized Officers Robert Billen and Joan Mattheisen as having completed their 18 month probationary period. He congratulated the officers for their fine work to date and presented each with a CFPD Challenge Coin inscribed with their name and date of hire.
2. Currently no officer is in FTO status. ■ Chief Kelm briefly reviewed highlights of the 2019 Law Total Incident Report, by Offence Codes (Spillman Apr-Dec, and to-date 2020 as well) with a comment that meth is on the increase again. Also, graphs of incidents by time, day, and day of the week were presented ■ The PD is changing record management systems. ■ New hires Richardson and LeMay are doing good work and are on solo patrol. ■ The PD budget went through. ■ The PD will be getting a patrol truck. ■ Another Citizens Academy is planned for this spring. ■ On the support staff side, retirement is expected from Linda Morning this year. There are no current announcements from officers with regard to retirement.

### **FIRE DEPARTMENT REPORT**

1. Chief Douglas presented and discussed the document Chippewa Falls Police & Fire Commission Report, November 16, 2019 – January 24, 2020. ■ Highlights in that period were 569 EMS responses (2,884 total in 2019), 507 Engine responses (which included 3 structure fires), 468 medical assists w/ medic units, and numerous other varied service calls. Fire Inspector report was also presented. ■ Training accomplishments were highlighted, especially a recent special **FEMA/CTOS Nuclear/radiological training** held at Sta. #1 on

01/07/2020. ■ A new Administrative Assistant, Mrs. Heather Mosher, was hired and began Jan. 8, 2020.

### **POLICE DEPARTMENT BUSINESS**

1. There is one position open for a patrol officer. To date, there have been 31 applications for the position. After the assessment center process on 1-25-20, up to six candidates will be identified and sent to the interview process. Two to 3 candidates will then be sent to the PFC for interviews at the Police Department on Monday, February 3, 2020. The new candidate would be expected to be able to start in March, 2020. An eligibility list for future candidates will potentially be established after this process is completed.

### **FIRE DEPARTMENT BUSINESS**

1. Chief Douglas has received two letters of intent to retire. The first is from MPO/EMT Dan Boos (30 years), whose last day will be April 1, 2020. The other is from Lt/EMT Dan Loschko (24 years) whose last day is 4-13-2020.
2. Chief Douglas said there was one person on the eligibility list from the last interview process the PFC conducted for the FD and that person is still available for a MPO/EMT position. Chief Douglas would like to extend a Conditional Offer of Employment to this person. **MOTION MADE BY Boggess, seconded by Houle to extend this Conditional Offer of Employment to the candidate named on the list. All voted Aye, motion passes.**
3. Also from the previous eligibility list established for promotions, Chief Douglas recommends the promotion of Justus Busse to the position of Lt/EMT following the retirement of Lieutenant Loschko. Justus Busse's first day in his new position would be April 14, 2020 **MOTION MADE BY Dachel, seconded by Boggess, to promote Justus Busse to the position of Lt/EMT/ following the retirement of Lt Loschko. All voted Aye, motion passes.**

### **RELATED UPDATES:**

1. Chris Norseng received the latest edition of the Handbook for Wisconsin Police and Fire Commissioners as a result of a workshop she attended on Nov. 1, 2019 in Stevens Point put on by the League of Wisconsin Municipalities. She thought all PFC members should have a copy. Chief Kelm and Chief Douglas said they would like one as well. Chief Kelm will take care of ordering the 6 extra copies.
2. Words of gratitude were given again for Paul Peters, long-time (17 years) PFC member who passed away on December 26, 2019.
3. The next meeting of the PFC will be on Monday, February 3, 2020 for the purpose of new recruit interviews at the Police Department. The next regular/quarterly meeting of the PFC will take place tentatively on April 20, 2020.
4. **Motion to adjourn made by Dachel, seconded by Houle. All voted AYE. Meeting adjourned at 8:30 p.m.**

**Submitted by: ■ Chris Norseng, Secretary, Chippewa Falls PFC ■**

