

NOTICE

The City of Stoughton **Police and Fire Commission** will hold a meeting on **Monday, January 25, 2010 at 6:00 p.m.** in the **Fire Department Conference Room**, 401 E. Main Street, Stoughton, WI 53589

Agenda

1. Call to Order.
2. Approval of PFC meeting minutes of October 26, 2009.
3. Presentation of the quarterly Fire Department report from Chief Lamers.
4. Presentation of the quarterly Police Department report from Chief O'Connor
5. Review of procedures for filling the Police Chief position in light of Chief O'Connor's pending retirement.
6. Future meeting dates.
7. Adjournment

Submitted by:
Eric Hohol

SENT TO: (all e-mail)
Peter Sveum
Eric Hohol
Bob Barnett
Karen Benson
Dan Kittleson

cc: Mayor Jim Griffin (e-mail)
City Clerk Luann Alme (e-mail & packet)
Department Heads (e-mail)
Council Members (e-mail)
City Attorney Matthew Dregne
Stoughton Newspapers/WI State Journal
Debbie Myren (e-mail)

AN EXPANDED MEETING MAY CONSTITUTE A QUORUM OF THE COUNCIL.

STOUGHTON POLICE AND FIRE COMMISSION MEETING MINUTES

Monday; October 26, 2009 at 6:00 p.m.

Fire Department Conference Room

401 E. Main Street

Stoughton WI 53589

PRESENT: Eric Hohol, Peter Sveum, Bob Barnett, and Dan Kittleson.

ABSENT AND EXCUSED: Karen Benson

GUESTS: Police Chief Pat O'Connor , Fire Chief Marty Lamers

Meeting called to order at 6:00 PM.

Minutes from the July 27, 2009 regular quarterly meeting: Motion by Barnett to approve the minutes as presented. Seconded by Sveum, Motion Carried unanimously.

Fire Chief Lamers' Quarterly Report: See attached.

Motion by Sveum to approve Fire Chief Lamers' report. Seconded by Barnett. Carried unanimously.

Police Chief O'Connor's Quarterly Report: See attached.

Motion by Sveum to approve Police Chief O'Connor's report. Seconded by Barnett. Carried unanimously

The Next meeting was scheduled for January 25, 2010

Meeting adjourned at 6:35 p.m.

Submitted by,
Dan Kittleson, Stoughton PFC Vice President

Memorandum

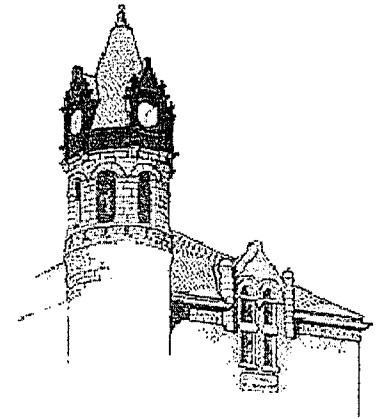
Date: 10-26-09

To: Police and Fire Commission

From: Chief Martin W. Lamers

Re: Fire Department Report

Cc: Mayor Griffin



Department News:

The new members are completing their entry level firefighting training. The training has been held in Lake Mills. After the entry level training, they will be evaluated by our officers prior to being deemed active firefighters.

On October 14th, the department held a Fire Prevention Week Open House, live demonstrations of "Auto Extrication" as well as static displays of equipment were part of the day.

We have completed annual hose testing. Planning is underway for a "Live House Burn" on Saturday November 14th. Members will be drilled in all aspects fire tactics. The fire ground will be set to simulate actual fire ground situations, including Command, Safety, Operations and Rehab. EMS will also be asked to be part of the training. Weeks of planning must go into training of this type, including inspecting and preparing the training ground to meet safety standards, having the house remediated for asbestos (DNR required) and having all release forms completed.

The Rapid Intervention Team (RIT) training continues, the members are in the final stages of the initial training. Advanced training will commence shortly. All RIT training by members has been over and above other department training and functions.

Planning for our Holiday Parade is underway, the event will take place on December 5th.

The 2010 budget process continues, this year has been more challenging than previous years.

Discussion; up coming retirement(s) and 2010 staffing.

Memorandum

To: Police & Fire Commission

From: Pat O'Connor

Re: October, 2009 Meeting

Personnel

Joseph Kellogg has completed the Field Training process and has assumed solo patrol duty on the afternoon shift. Chris Stachell has completed the Field Training process and has assumed solo patrol duty on the day shift. We are quite happy with the addition of these two gentleman to our staff.

We also promoted Brandon Hill to the Detective position. He assumed those duties on October 1st. With his addition we have been able to add detective availability in the evening which had been identified as a need during the earlier police department study.

Training

As a part of our succession planning efforts, Sergeant Patrick Frisch is attending the Northwestern University School of Police Staff and Command. He will be graduating – hopefully – November 13th.

Budget

As you may have been reading in The Hub, this year's budget has been difficult to come to. There are likely a number of reasons including the economy in general and a relatively low growth rate. The primary impacts on the police department include some vehicle and equipment replacement and the loss of a patrol officer position. This was the position vacated with the promotion of Brandon Hill. Additionally, administrative staff will likely be taking 4 to 8 days off as furlough days. This will affect only Lt. Conlin, Administrative Assistant Sue Showers and me.