

# NOTICE

The City of Stoughton **Police and Fire Commission** will hold a meeting on **Monday, October 26<sup>th</sup>, at 6:00 p.m.** in the **Conference Room of the Fire Department**, 401 E. Main Street, Stoughton, WI 53589

## Agenda

1. Call to Order (scheduled for 6:00pm)
2. Approve the Minutes from July 27th, 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. Next meeting & Future agenda items.
6. 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.**

# **City of Stoughton Police and Fire Commission Minutes**

**Monday, July 27, 2009 – 6:00 p.m.**

**Conference Room of the Fire Department, 401 E. Main Street, Stoughton WI 53589**

**Members Present:** Eric Hohol, Karen Benson, Dan Kittleson, Bob Barnett, Peter Sveum

**Absent and Excused:** None

**Absent:** None

**Staff:** Fire Chief Marty Lamers, Police Chief Pat O'Connor

**Guests:** Deputy Chief/Fire Marshal Scott Wegner

1. **Call to order.** The meeting was called to order at 6:00 p.m. by Hohol.
2. **Approve minutes from June 29, 2009**  
Motion by Barnett, seconded Kittleson to approve the minutes of the June 29, 2009 Police and Fire Commission meeting. Motion carried unanimously.
3. **Approve minutes from June 30, 2009**  
Motion by Barnett, seconded by Kittleson to approve the minutes of the June 30, 2009 Police and Fire Commission meeting. Motion carried unanimously.
4. **Presentation of the Quarterly Fire Department Report from Chief Lamers**  
Chief Lamers presented his report. (See attached) Deputy Chief Scott Wegner demonstrated the computer program "I AM Responding". This is a web-based tool system that allows responding volunteers to signal their availability. Motion by Barnett, seconded by Sveum to accept the report. Motion carried unanimously.
5. **Presentation of the Quarterly Police Department Report from Chief O'Connor**  
Chief O'Connor presented his report. (See attached) Motion Barnett, seconded by Sveum to accept the report. Motion carried unanimously.
6. **Adjournment**  
**The next meeting is scheduled for Monday, October 26 at 6:00 p.m. in the Conference Room of the Fire Department, 401 E. Main Street, Stoughton, WI.** Motion by Sveum, seconded by Kittleson to adjourn at 6:35 p.m. Motion carried unanimously.

Respectfully submitted,  
Karen L. Benson  
Secretary, City of Stoughton PFC



# Memorandum

**To:** Police & Fire Commission

**From:** Pat O'Connor

**Re:** July, 2009 Meeting

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## Personnel

Joseph Kellogg has been progressing through the Field Training process quite well. He is currently completing the shadow phase which consists of him doing all of the patrol work with a Field Training Officer observing in civilian attire. We have every expectation that he will complete his Field Training process in the next few days and will take a regular patrol spot on the schedule.

As I reported previously Officer Parker Ashworth submitted his resignation which was effective February 3<sup>rd</sup>, 2009. We have since replaced his position with Christopher Stachel. Christopher is progressing well through the Field Training process and we are very happy with his addition to our department.

In regards to the open Detective position we have completed the written test portion of the process, as well as two of three in-house interviews. I anticipate completing the last interview on Tuesday. The city is experiencing a disparity between expected and actual revenues and therefore is looking on ways to save approximately \$150,000. As a part of that goal we may not be able to fill this position until October. If that is the case I will likely make the selection of the successful individual now and make it effective in October.

## Training

As a part of our succession planning efforts, Sergeant Patrick Frisch will be attending the Northwestern University School of Police Staff and Command. It is offered for college credit by Northwestern University, and is being conducted locally at the Sun Prairie Police Department. The School of Police Staff and Command is an intensive ten-week program that prepares law enforcement managers for senior positions by uniquely combining academic principles with practical applications. Course content includes:

### Understanding Management

- Management principles
- Interpersonal and organizational communication
- Transformational leadership
- Managing organizational change

- Organizational behavior

### **Law Enforcement Management and its Environment**

- Police ethics
- Police standards and professionalism
- Police traffic management and analysis
- Legal issues in traffic enforcement
- Information resources
- Criminal law and procedure update
- Managing criminal investigations
- Community oriented policing
- Managing media relations
- Police executive panel
- Current issues in law enforcement management

### **Human Resource Administration**

- Selection and promotion
- Legal aspects of selection and promotion
- Performance appraisal
- Labor/management relations
- Civil liability
- Legal aspects of discipline
- Improving performance through training
- Managing the problem employee
- Managing discipline

### **Skills for Planning and Analysis**

- Staff research
- Problem solving and decision analysis
- Project management
- Police resource allocation
- Police work scheduling
- Selection and use of computer systems
- Budget preparation and management
- Planning and policy development

# Memorandum

Date: 7-27-09

To: Police and Fire Commission

From: Chief Martin W. Lamers

Re: Fire Department Report

Cc: Mayor Griffin



## Department News:

Guest: Deputy Chief/ Fire Marshal Scott Wegner.

The new members are completing their employment physicals and have participated in a department orientation. They have been assigned to a company and are working with their Captains to be outfitted with PPE. Those that must take the entry level training will be starting the training in late August. A 2009 department organizational chart is attached.

A new apparatus has arrived, Tender 6 carries 3500 gal. of water and has a 1200 GPM pump. Tender 6 has a primary function of water supply in rural fire suppression. It can also be used as a relay pumper in hydrant areas (city). Tender 6 was manufactured by Rosenbauer of Lyons South Dakota on a Kenworth T800 chassis. Members are being trained on driving and operation before Tender 6 officially goes into service.

Department training for the summer has been focused on Boat operations and water rescue, Ladder 4 operations and small tools operations. RIT training also continues.

The department has been evaluating a new system known as **“I Am Responding”**. One of the most concerning aspects of the volunteer firefighter system is you never know who is available or who will be responding to an alarm. I Am Responding is a tool that gives a better idea as to available volunteer staffing. I Am Responding is a web based system that allows responding volunteers to signal their availability for an alarm by a simple one push of a phone key or members can list their availability for responding by an on line schedule process. A system demonstration has been set up for your review.

The budget process for 2010 has begun and will continue thru November.

**Stoughton Fire Department**      7/27/2009

Chief Martin W. Lamers  
1st Assistant Chief Melvin benschop  
2nd Assistant Chief Dick Kittleson  
Deputy Chief/ Fire Marshal Scott Wegner  
AssistantChief/ Safety Donald hanson  
Assistant Chief/ Training David Bursack

Company #1 Captain Mark Miller  
Dwayne Strandlie  
Bill Jess  
Rob Lamers  
Mary Erdman  
\* Darwin Belcourt

Company #2 Captain Rick Gullickson  
Robert Bradley  
Roger Strandlie  
Brad Rask  
Patrick Fath  
\* Robert Nelson

Company #3 Captain Terry Rigdon  
Jerry King  
Wanda Keniston  
Scott Broughton  
Peter Gander  
\* Michael Carpenter

Company #4 Captain Mark Hale  
Jarrod King  
Alex Dewitt  
Ann Johnson  
Mike Lamberty  
\* Justin Richter

Company #5 Captain Mike Olson  
Kevin Short  
Brian Lauretic  
Lisa Schimelpenig  
Travis Miller  
\* Aaron Skinner

Company #6 Captain John Halverson  
Brett Topp  
Matt Wegner  
Brian Alme  
\* Patrick Lewis  
\* Paul Johnson

\* New member