



OFFICIAL NOTICE AND AGENDA

Notice is hereby given that the Police and Fire Commission of the City of Stoughton, Wisconsin will hold a regular or special meeting as indicated on the date, time and location given below.

Meeting of the: **The City of Stoughton Police and Fire Commission**

Date /Time: **Monday, April 27, 2020 @ 5:30 pm**

Location: ****PLEASE NOTE**** This is a teleconference meeting via GoToMeeting. Access with a computer, tablet, or smart phone via GoToMeeting - <https://global.gotomeeting.com/join/435810877>
You may also join by phone using dial-in number 1 (872) 240-3311 Access Code: 435-810-877
Please sign in to the meeting at least 10 minutes prior to the scheduled start time if possible.

Members: Jon Lewis (President), Aime Edgington, Dorann Bradford, Marty Lamers, Peter Sveum

Staff: HR Director Gillingham, Police Chief Leck, Fire Chief Josh Ripp

- 1 Call to Order
- 2 Approval of the Commission meeting minutes from January 9, 2020, January 22, 2020 and February 6, 2020
- 3 PFC Reorganization
- 4 Police Chief Quarterly Report
- 5 Fire Chief Quarterly Report
- 6 Discussion and possible action regarding Fire Department recruiting timeline
- 7 Adjournment

** May move to closed session per State Statute 19.85(1)(c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

NOTE: AN EXPANDED MEETING MAY CONSTITUTE A QUORUM OF THE COUNCIL.

Submitted by: Jon Lewis, President PFC

Sent to: (via e-mail)

Jon Lewis, Aime Edgington, Dorann Bradford, Marty Lamers, Peter Sveum

Cc:

Mayor Swadley (e-mail)
Council Members (e-mail)
Stoughton Newspapers/WI

Department Heads
City Attorney Matthew Dregne
Sara Monette (e-mail)

Any person wishing to attend the meeting, whom because of a disability, requires special accommodation, should contact the City Clerk's Office at (608) 873-6692 at least 24 hours before the scheduled meeting time so appropriate arrangements can be made. In addition, any person wishing to speak or have their comments heard but does not have access to the internet should also contact the City Clerk's Office at the number above at least 24 hours before the scheduled meeting so appropriate arrangements can be made.

City of Stoughton Police and Fire Commission Meeting Minutes
Thursday, January 9, 2020
Ed Malinowski Room – Stoughton Utilities

Members Present: Jonathan Lewis (President), Martin Lamers (Vice-President), Doran Bradford, Peter Sveum, Amie Edgington

Staff Present: AJ Gillingham, Director of Human Resources and Risk Management, Chief Leck

1. **Call to Order**

The meeting was called to order by President Lewis at 4:00 pm.

2. **Approval of Commission meeting minutes** from Monday, October 21, 2019 and Wednesday, December 4, 2019.

Motion to approve Sveum, 2nd Lamers, All in favor 5-0

3. **Interview Candidates for the Police Officer position****

Motion made by Lewis at 4:10 pm to move into closed session, Lewis read State Statute 19.85(1)(c), Edgington second, All in Favor 5-0

4. **Discussion and possible Action regarding Fire Chief applications to determine who will be Interviewed****

Motion made by Bradford at 7:10 pm to move out of closed session, Sveum second, All in Favor 5-0

Adjournment

Motion to adjourn 7:15 pm Edgington, second Lamers, all in favor 5-0

Meeting adjourned at 7:15 pm.

City of Stoughton Police and Fire Commission Meeting Minutes
Wednesday, January 22, 2020
Hall of Fame Room 381 E Main street, Stoughton, WI 53589

Members Present: Jonathan Lewis (President), Martin Lamers (Vice-President), Doran Bradford, Peter Sveum, Amie Edgington

Staff Present: AJ Gillingham, Director of Human Resources and Risk Management,
Chief Leck

1. **Call to Order**

The meeting was called to order by President Lewis at 4:30 pm.

2. **Police Chief Quarterly Report**

Chief Leck reviewed his quarterly report with the PFC.

3. **Fire Chief Quarterly Report**

Interim Chief Mark Miller reviewed his quarterly report with the PFC.

4. **Review and possible Action regarding hiring process for Fire Department Fire Chief position****

Motion made by Lewis at 5:30 pm to move into closed session, Lewis read State Statute 19.85(1)(c), Edgington second, All in Favor 5-0

Motion made by Bradford at 6:15 pm to move out of closed session, Sveum second, All in Favor 5-0

5. **Adjournment**

Motion to adjourn 6:15 pm Edgington, second Lamers, All in favor 5-0

Meeting adjourned at 6:15 pm.

Minutes submitted by Director Gillingham
January 23, 2020

City of Stoughton Police and Fire Commission Meeting Minutes
Thursday, February 6, 2020
Ed Malinowski Room – Stoughton Utilities

Members Present: Jonathan Lewis (President), Martin Lamers (Vice-President), Doran Bradford, Peter Sveum, Amie Edgington

Staff Present: AJ Gillingham, Director of Human Resources and Risk Management

1. **Call to Order**

The meeting was called to order by President Lewis at 4:00 pm.

2. **PFC post interview deliberations****

Motion made by Bradford at 4:01 pm to move into closed session, Bradford read State Statute 19.85(1)(c), Edgington second, All in Favor 5-0

Motion made by Lewis at 6:00 pm to move out of closed session, Edgington second, All in Favor 5-0

3. **Adjournment**

Motion to adjourn 6:00 pm Bradford, second Lamers, All in favor 5-0
Meeting adjourned at 6:00 pm.

Minutes submitted by Director Gillingham
February 7, 2020

City of Stoughton Police and Fire Commission Meeting Minutes
Thursday, February 6, 2020
Ed Malinowski Room – Stoughton Utilities

Members Present: Jonathan Lewis (President), Martin Lamers (Vice-President), Doran Bradford, Peter Sveum, Amie Edgington

Staff Present: AJ Gillingham, Director of Human Resources and Risk Management

1. **Call to Order**

The meeting was called to order by President Lewis at 9:00 am.

2. **Interview candidates for the Fire Chief Position****

Motion made by Bradford at 9:02 am to move into closed session, Bradford read State Statute 19.85(1)(c), Edgington second, All in Favor 5-0

Motion made by Bradford at 3:40 pm to move out of closed session, Sveum second, All in Favor 5-0

3. **Adjournment**

Motion to adjourn 3:45 pm Bradford, second Lamers, All in favor 5-0

Meeting adjourned at 3:45 pm.

Minutes submitted by Director Gillingham
February 7, 2020

STOUGHTON POLICE & FIRE COMMISSION

April 2020 Police Department Report

Last quarter highlights:

The department is proud to announce that Officer Chad O'Neil was promoted Sergeant on January 5, 2020. Chad has been with the department since 2003 and has almost 20 years of experience as a police officer. As a result of the promotion, both Chad and K-9 Ole will be responsible for the late shift supervision.

The department has also been informed that Office Manager Barb Veum has announced her upcoming retirement. Barb has been with the department for over 29 years and will be greatly missed. We are happy for Barb to be able to join her husband, Retired Detective Erik Veum, in retirement. Barb will be leaving March 2nd. The hiring process has begun to fill the upcoming vacancy.

The department held a quarterly staff meeting with all personnel. We received a presentation from Healthy Minds regarding the new program of mental health checkups that all staff will be participating in. The program will provide mandatory mental checkups for staff. Thanks to HR Director Gillingham, the program will be funded with a CVMIC grant.

The department won two WI DOT Grants for \$4,000.00 each. Each year WI DOT hosts a meeting to recognize local partners that have participated in their Bureau of Transportation Safety Grants. The department has participated in three grant programs, OWI, Seatbelt, and Speed enforcement grants over the last we years. Each of the \$4,000.00 grants will be used to upgrade our aging squad radar units used for speed enforcement.

Additionally, the department received word that we have received a grant award from a local foundation to equip a squad with an Automated License Plate Reader (ALPR) system. The unit uses squad mounted cameras and computer software that reads license plates and alerts the officer when a stolen vehicle is identified. The system costs approximately \$20,000.00.

The department has been busy in preparation and response to the COVID-19 pandemic. We have been working closely with Public Health and Emergency Management in preparation for the many challenges we will likely face in the coming months. Mayor Swadley declared a local state of emergency which kicked in many of our disaster response protocols. The department has implemented many modified procedures designed to protect the public and our staff in response to Stay at Home order by the Governor.

As of April 1st, patrol staff has been moved to 12 hour shifts, working 7 days on 7 days off as a means to segregate our workforce to limit internal potential exposures. Separating the workforce allows us to group patrol staff to ensure we have availability

even if we do have employees that contract COVID-19. Additionally, we have active countermeasures in place that include daily sanitizing and decontamination of staff and facilities. We have also severely restricted access to the PSB to reduce possible exposures.

We have been very fortunate that we have had very little issues with compliance with the Stay at Home order. The general public has been outstanding in compliance and we have received minimal complaints of non-compliance. Stoughton is indeed a strong and conscientious community. We know that this will be tested next at the poles in the April election. Our staff will be assisting the Clerk's Office at the poles to ensure everyone's safety.

Personnel Updates

Alec Thurston has been hired as our newest police officer. Alec is from Sun Prairie and most recently worked security at American Family Insurance. Alec began his duties on March 30th and will spend the next 3 months in Field Training. With this hiring of Alec, the department is now back to full authorized staffing in Patrol.

Recruitment for the vacant Office Manager position has been put on hold due to the COVID-19 pandemic. Once things settle down we will be looking to resuming our recruitment efforts. In the meantime, our civilian staff has been filling in to help cover many of the duties that normally would be done by the Office Manager.

The department currently has one officer on light-duty following a non-work related ankle injury. The officer is expected to be out till early April.

Officer Dovichi was out for three weeks on Family Medical Leave for the birth of a child. SRO Dovichi will be out 2-3 weeks and Officer Hoepfer will be filling in as the School Resource Officer (SRO) while he is out.

Significant Incidents

1-11-20, Officers arrested a 28-year-old female for Battery, False Imprisonment, Intimidation of a Victim, Possession of Methamphetamine, and Disorderly Conduct following a domestic disturbance.

1-23-20, Officers referred charges to Juvenile Court on a 16-year-old male for Unlawful Use of Computerized Equipment and Disorderly Conduct following disturbance and threats between students at the High School

1-30-20, Officers arrested a 31-year-old male for Felony OWI 4th Offense, Felony Bail Jumping and several traffic violation following a Hit & Run crash. Citizens reported had previously seeing the vehicle strike two parked vehicles. Officers were able to locate the suspect vehicle and the driver was taken into custody.

2-02-20, Officers referred Retail Theft charges to the District Attorney's Office on a 49-year-old male following the theft of a television and table saw from a retail store. Subject was identified through video and also wanted by Madison PD for similar thefts.

2-07-20, Officers arrested a 28-year-old female for Battery to a Law Enforcement Officer, Felony Bail Jumping, Resisting/Obstructing an Officer, Escape, Possession of Cocaine and Possession of Drug Paraphernalia following a domestic disturbance. During the arrest, the suspect had escaped from the squad car and took off running. After the suspect was recaptured, one of the officers was bitten by the suspect.

2-09-20, Officers arrested a 24-year-old male for Physical Abuse of a Child, Impede Breathing, Intimidation of a victim, and Possession of Drug paraphernalia following a disturbance that occurred at a residence.

3-7-20, Officers arrested a 24-year-old male for Burglary, Felony Bail Jumping, and Criminal Damage to Property following a break-in to a downtown business.

3-19-20, Officers referred charges on a 62-year-old male for Felony Bomb Threat and Unlawful Use of the Phone after the subject called in a bomb threat to the police department. Subject was located and taken into custody and transported to the Detoxification Unit.

3-31-20, Officers arrested a 25-year-old male for Felony Bail Jumping, Resisting an Officer, Possession of a Schedule I & II narcotic, and Possession of Drug Paraphernalia following a drug over dose.

January Statistics

The Stoughton Police Department logged 2,222 incidents for January. Cases of interest for the month were: one armed robbery, four OWI's, three drug incidents, eighteen thefts, eight domestic disturbances, six threats, thirty disturbances, nineteen disorderly conducts, twenty-four traffic crashes, seventy-one EMS assists, fifteen alarms, fourteen juvenile incidents, fifty-six 911 calls, three warrant arrests, twelve animal complaints, and officers responded to thirty-six suspicious activity calls. Officers also logged 48 check persons, 38 check properties, 72 assist cases, 23 criminal charges, 20 ordinance violations, and 17 traffic arrests from 50 traffic stops.

February Statistics

The Stoughton Police Department logged 2,029 incidents for February. Cases of interest for the month were: three OWI's, three drug incidents, twelve thefts, eight domestic disturbances, eleven threats, fifteen disturbances, six disorderly conducts, twenty-seven traffic crashes, seventy EMS assists, eight alarms, five juvenile incidents, fifty-five 911 calls, one warrant arrest, sixteen animal complaints, and officers responded to nineteen suspicious activity calls. Officers also logged 45 check persons, 40 check properties, 99 assist cases, 23 criminal charges, 6 ordinance violations, and 18 traffic arrests from 47 traffic stops.

March Statistics

The Stoughton Police Department logged 1,930 incidents for March. Cases of interest for the month were: two OWI's, two drug incidents, fifteen thefts, five domestic disturbances, six threats, thirty disturbances, nine disorderly conducts, eighteen traffic crashes, forty-seven EMS assists, ten alarms, eight juvenile incidents, sixty-nine 911

calls, nine warrant arrest, fourteen animal complaints, and officers responded to twenty-eight suspicious activity calls. Officers also logged 52 check persons, 72 check properties, 83 assist cases, 30 criminal charges, 21 ordinance violations, and 23 traffic arrests from 51 traffic stops.

Training Highlights

January

Officer Crystal completed 32 hours of Instructor Development Training at MATC.

Officers Julseth & Sime completed 16 hours of RUSH training.

Chief Leck & Lt. Conlin attended 16 hours of WI Executive Leadership Training in the WI Dells.

Officers completed 8 hours of Consortium In-service Active Shooter Training in Monona.

February

Sgt. Miller, and Officers Olson & Knoeck completed 8 hours of Active Threat Training in Waukesha.

Sgt. O'Neil attended K-9 Training.

Officers Julseth & Sime completed 16 hours of RUSH training.

Chief Leck, Lt. Conlin, Sergeants Frisch, Miller, and O'Neil attended 20 hours of WI Police Leadership Foundation Training in the WI Dells.

Det. Hill and Officer Stachel completed 8 hours of Consortium In-service Instructor Training at the Madison Police Training Academy.

March

Officers Crystal attended 24 hours of Standardized Field Sobriety Test Instructor training at Northeast Technical College.

All In-service and other training has been cancelled as a result of COVID-19

Report respectively submitted,
Chief Greg Leck

Stoughton Fire Department
April 2020 Police and Fire Commission Report
Fire Chief – Josh Ripp

The first quarter of 2020 has handed some challenges to the Stoughton Fire Department. The staff have continued to rise to the challenge when asked to do. We've had a couple notable calls within the city, in addition to the pandemic preparations we've implemented.

Personnel Statistics

We are currently at 34 staff members. Of those:

30 are Active

2 have not been active in quite some time due to medical issues

2 are limiting their attendance due to risk factors they have with CORONA-19

Training: The COVID -19 response had put a bit of a hamper on our training in March. We've restarted our training as of last Monday, using Go To Meeting. Here is a list of our trainings so far this year, and the attendance numbers for them.

January 6 - Monthly Business Meeting - 27

January 13 - Truck Committee Meeting (Squad) – 14

January 20 - Off – Martin Luther King Jr Day

January 27 - Ropes, PFD's, Water Rescue Equipment Review, New SCBA Washer Use – 26

February 3 - Monthly Business Meeting – 23

February 10 - Stoughton Trailers Tour – 21

February 17 - Round Robin, ATV Training - 9, Ice Rescue Practice – 14, Total 23

February 24 - Round Robin Training, Crews from Previous Week switched. ATV – 15, Ice Rescue – 11

March 2 - Monthly Business Meeting – 27

March 7 - Driver Training – Stoughton Wrestling Escort

March 9 - Training on new Sonar Device on boat – 25

March 16 - COVID-19 Adjustments to Operations, Vehicles, Equipment. - 26

April 20 - Online Training with DNR Ranger Ralph Sheffer, Wildland Firefighting Review – 21 (it was recorded for other members who missed to watch as well.

Hiring of FF's – I have included some items for discussion of the hiring process for new firefighters. I would like to up it to twice a year, and match up better with anticipated MATC Entry Level FF classes. Presently I have 7 applications with whom I've either made, or attempted contact with.

Call Statistics

We are currently at 106 calls for the year.

| | |
|------------------|----|
| Stoughton | 79 |
| Dunkirk | 06 |
| Dunn | 07 |
| Pleasant Springs | 09 |
| Rutland | 05 |
| Mutual Aid | 03 |

Time Statistics

I've included a graph showing our response time statistics. We are generally running between 7 and 12 minutes for our time from dispatch to first unit on location. We do have the majority running from 10 to 12 minutes. This is a parameter I want to watch more, and compare against call types.

Significant Calls:

1125 Sundt Lane – Structure Fire: Two story house caught fire and was reported to Dane County 911 center, who notified Stoughton Fire Dept at 15:07 hours. Our first unit (Stoughton Car 1) was on location at 15:17 hours, with the first engine (Stoughton Engine 1) on location at 15:18 hours. All units cleared at 18:54 hours. We had 23 Stoughton Fire personnel respond, and an automatic aid engine from McFarland dispatched initially, with an additional engine requested from Oregon later in the incident. This brought a total of 31 firefighters to the scene. Insurance Companies recently sent samples for analysis to a lab. The investigation is being coordinated by DC Miller.

326 Pine Street – Structure Fire: A garage caught fire and extended to the 2 story portion of a duplex. Stoughton Fire Dept was notified at 21:46 hours with Stoughton Car 1 on location at 21:53 hours and Stoughton Engine 1 on location at 21:54 hours. Crews started extinguishment and determined all residents had exited the building. We received a mutual aid engine from McFarland (auto aid). There was damage the garage, all 3 floors of 326 Pine Street and a house at 325 Rowe Street. Stoughton had 21 members that responded with 4 additional from McFarland. Cause is under investigation, being coordinated by DC Miller.

Operational Changes

We've made a number of operational changes recently as well.

* First, we're limiting crew sized in truck to 4, to better reduce exposure of staff members, if one person is contagious but not showing signs/symptoms.

* Second, the radio room has been limited to only a couple people at any point.

* Lastly, we have reconfigured the Rehab 1 vehicle to hold most of our PPE for infectious disease protection, and put cleaning supplies on it. This unit is much easier to clean/decon if we assist EMS with a patient who is suspected of being COVID-19 positive, than on of our apparatus cabs. This unit is our first out unit for any EMS assist calls.

I have made a concerted effort to ensure our command car rolls for any incident using multiple STFD units. While it may not be me, I want to ensure we have a command presence to direct scenes. We will continue with adding training and scheduling this in the future. I've been utilizing the Assistant Chiefs as well as DC Miller in informal scheduling to ensure a person is assigned this responsibility.

The training committee is working on a plan for our department training, to minimize exposure concerns but still keep our trainings in line. There will be quite a bit of online work, but we will need to get to a point of doing physical training with small groups.

Mark is continuing to do inspections for new construction, as needed to meet timelines. We are not doing regular safety inspections at this time now, following the Safer at Home orders though. The state has issued guidance that they will be adjusting guidance on the inspection requirements in the future. Regular inspections will begin when we determine it is safe to do so.

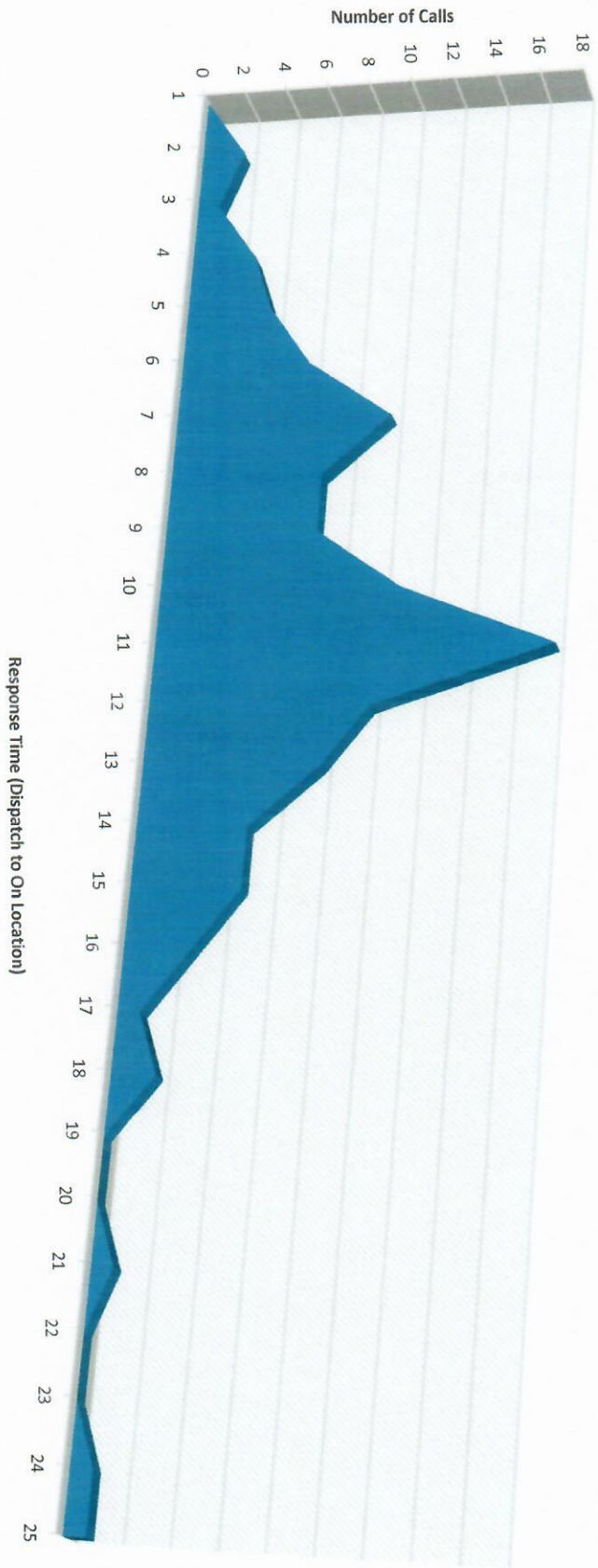
Projects

Command Car and Brush Truck replacements are in the works. We are awaiting the replacement vehicles to arrive, and have ordered equipment that will be installed. Its anticipated that vehicles might arrive as early as June, but schedules are pretty fluid for things right now.

As part of the command car project, I'm also working to get the 3 vehicles (New Command Car, Car 2 and old Command Car) to be configured as close as I can. This will include:

- 2 Mobile Radios for command duties (similar/matching radios in all 3)
- Accountability tracking tools to ensure the ability to be used in fire scenes for personnel tracking
- Knox Box key secure boxes that allow us to track when a Knox Key has been removed from the device. This tracking is often asked by the business owners when we discuss installation of knox boxes.

Response Time Analysis 2020 YTD (min)



Stoughton Fire Department Hiring Discussion

April 27, 2020

I'd like to propose a change to our hiring procedures to better match our hiring times with the availability of FF trainings available at the technical college. This would involve hiring twice per year, once in the summer, and once in winter. The new FF's would start just before a new Entry Level FF class starts, reducing the amount of time a new FF sits, not being able to participate in calls. By doing this twice a year, it would allow us to also reduce the number of FF candidates who lose interest.

History: The hiring of the firefighters has historically been done annually. We'd found that some people lost interest, especially if the application was submitted 10 months before the hiring process took hold. We also would get people on, and timed in such a way that we couldn't get them into class for the better part of 4 months. Once class starts, they have 3-4 months of class before they are qualified by state of WI standards to be an interior firefighter.

Process Details:

Chief Reviews Applications with HR, Recommendations Set: The chief would review applications, and compare against the requirements for being a member of the FD, training, and any obvious disqualifiers for being a member of the FD. Chief would make contact with each applicant and discuss information submitted, as well as department expectations, etc. This would be documented for each application, for submission to the PFC for review.

Applications sent to PFC: All information sent to PFC for review.

Interview Schedule Established for Candidates: An interview schedule is set for candidates to meet with PFC and with FD officers (separate interview). These would be the same night, and information from the FD interviews would be forwarded back to the PFC.

Eligibility List Set: List of eligible candidates will be established.

Background Checks Completed: Chief will select candidates to begin background checks on. PD will be utilized as necessary, per HR guidelines.

Offers Made, Physical Appt Set: Successful background checks will be used to make conditional offers, upon successful completion of drug screen and physical at Stoughton Hospital.

Candidates Start: Assuming successful completion of the physical, the member is accepted on the Dept. Member begins attending trainings/meetings, assigned gear, and is a probationary member.

Candidates signed up for Class at Tech College: Candidates are signed up for appropriate training classes, (if necessary) at either MATC or Blackhawk Technical College.

Class Starts: Class typically begins now.

FF's have minimum for Interior FF Requirements: Per State guidelines, Firefighter will have completed the necessary training to comply with Wisconsin Department of Safety and Professional Services 330 (SPS 330 rules) and can train as an interior FF.

| Summer Hiring Process | |
|--|-----------------------|
| Hiring Process Event | Estimated Date |
| Chief Reviews Applications with HR, Recommendations Set | Mid May |
| Applications Sent to PFC | Early June |
| Interview Schedule established for Candidates (for July) | June |
| Interviews of Candidates | Mid July |
| Eligibility List Set | Late July |
| Background Checks Completed | Early August |
| Offers Made, Physical Appt set | Mid August |
| Candidates Start on Dept | Late August |
| Candidates signed up for class at Tech College | Late August |
| Class Starts | September (Estimated) |
| FF's have minimum for Interior FF Requirements | Late October |
| Class Finishes | December |

| Fall Hiring Process | |
|---|-----------------------|
| Hiring Process Event | Estimated Date |
| Chief Reviews Applications with HR, Recommendations Set | Early October |
| Applications Sent to PFC | Mid October |
| Interview Schedule established for Candidates | Early November |
| Interviews of Candidates | Mid November |
| Eligibility List Set | Late November |
| Background Checks Completed | Early December |
| Offers Made, Physical Appt set | Late December |
| Candidates Start on Dept | Early January |
| Candidates signed up for class at Tech College | Early January |
| Class Starts | Mid January |
| FF's have minimum for Interior FF Requirements | March |
| Class Finishes | May |