

Police & Fire Commission  
700 Shiocton Street  
New London, WI 54961-1160

**Monday November 16<sup>th</sup>, 2015**

Commission Present: Joe Kable (Pres), Lund Cooley (Sec), Al Grumann, Tom  
Schmude, John Lee  
Police Chief: Jeffrey Schlueter  
Fire Chief: Dick Muskevitsch  
Don Conat

Meeting called to order at 6:00PM by Kable.

- Public Comment
  - None
- Motion to approve prior minutes from 10/19/2015: Cooley 2<sup>nd</sup> Lee  
Carried 5-0
- The Commission recognizes service anniversaries.  
Fire Department: Tim Linberg 2 years  
  
Police Department:  
Lisa Gorman 15 years  
Cathy Martins 8 years  
Josh Wilson 14 years
- Report of the Fire Department by Chief Muskevitsch
  - Motion to approve the bills as presented for October in the amount of:  
\$2,170.63: Kable 2<sup>nd</sup> Grumann; Carried 5-0
  - Budget as of October 31<sup>st</sup>, 2015 reviewed. Currently 75.66%
    -
  - Discuss Fire Department Technology
    - The Officers have started putting the calls into the computer system right away after the calls
  - Fire runs and service calls reviewed
  - Staffing & Training reviewed;
    - Chief Muskevitsch reported that the fire department is currently short 1 firefighter and 1 Chief.

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- Chief Muskevitsch reported that he is currently working with “ARC” to have citizens associated with ARC to become a firefighter for a day or give some tours of the fire department.
- It was discussed about having Jill do regular checks on the driver’s license of the firefighters to make sure everyone is valid. Chief Muskevitsch will be talking to Jill about this.
- There was a brief discussing about a policy for “Fitness for Duty”. Chief Muskevitsch will be talking to other departments about what they have for a policy and report back to the commission next month.
- Chief compensation study
  - Chief Muskevitsch reported that he is putting in about 15 hours per week.
- Monthly attendance report reviewed.
- Fire inspection notes/reports reviewed.
  - Chief Muskevitsch review a letter with the PFC that he wrote about the hours of the Fire Inspector: In the letter Chief Muskevitsch suggested 15-20 hours per week/78 per month max for the Inspector and to create 2 new Inspectors to cut down on the current hours of the current Inspector.
- Chief Muskevitsch was dismissed at 6:42 pm.
- Report of the Police Department by Chief Schlueter
  - Motion to approve bills for October in the amount of \$33,176.08: Schmude 2<sup>nd</sup> Lee; Carried. 5-0
  - Budget as of October 31<sup>st</sup>, 2015 was reviewed. Currently 80.22%.
    - Chief Schlueter reported that the budget for the year is looking good for this year. He explained that the overage in the phone line item is due to switching to Verizon and the purchase of new equipment.
  - Discussed the purchase of office equipment/new chairs
    - Chief Schlueter spoke about the additional items that are needed at the PD for office equipment like, office chairs and updated cameras that were not in the plan for this year. It is estimate the cost of the extra items would bring the PD over the 101.52101.205 line item

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budget by \$2000-\$4000, but the overall budget for the PD is projected to be well under budget for 2015.

- A motion was made to purchase the necessary items and exceed the 101.52010.205 line item budget. Motion by Kable, 2<sup>nd</sup> by Lee: Carried 5-0
- Crime and activity report reviewed.
  - Incident count for October was 543
- Current staffing and training update.
  - Chief Schlueter reported that he and Captain Gregory attended the International Chiefs of Police Conference in Chicago and it was great training and great speakers. President Obama spoke to the group at the conference.
  - Captain Gregory has everyone in the department signed up for EVOC this winter to meet the state standards.
  - Commissioner Cooley gave an update on his PFC training and touched on internal investigations.
- Discussed the 2016 Supervisor and Dispatcher Handbooks
  - A motion to approve the 2016 Supervisor and Dispatcher Handbooks as presented. Motion by Lee, 2<sup>nd</sup> Grumann; Carried 5-0
- Update on current activities/investigations
  - Chief Schlueter gave an update on current investigations and arrest.
- Update on current projects
  - Chief Schlueter reported Officers from our PD will be involved in the Shop with a Cop again this year.
- Chief Schlueter was dismissed at 7:21 pm.

Meeting was adjourned at 7:21 pm.

Respectfully submitted,  
Chief Jeff Schlueter