

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

Monday January 23rd, 2017

Commission Present: Lund Cooley (Pres), John Lee (Sec), Joe Kable ,
Al Grumann (excused), Tom Schmude,
Police Chief: Jeffrey Schlueter
Fire Chief: Mark Wilfuer
Others Present:

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

- Public Comment : None
- Motion to approve prior minutes from 12/19/2016: Lee 2nd Cooley
Carried 4-0
- The Commission recognizes service anniversaries.

Fire Department:	Greg Stilen	27years
	Troy Herter	8 years
	Joe Nutter	5 years
	Joe Obertin	5 years
	Ryan Ritchie	5 years
Police Department:	Chris Dearth	5 years
	Chris Gregory	23 years
	Nick Kamba	7 years
	Brent Seavecki	2 years
	Jeff Schlueter	21 years
- Report of the Fire Department by Chief Wilfuer
 - Motion to approve the bills as presented for December in the amount of: \$2869.02: Kable 2nd Lee ; Carried 4-0
 - Budget as of December 31st, 2016 reviewed. Currently 91.76%
 - Discuss Fire Department Equipment/Technology
 - The Fire Department will be starting a maintenance program with Highway Truck Parts. The will be creating a maintenance book to document all work done on the trucks.
 - They replace a faulty CO2 detector that was still under warranty
 - Go to start ordering the new pagers soon.
 - Fire runs and service calls reviewed

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- Discuss Recruitment:
 - At this time the Fire Department is fully staffed
 - Staffing & Training reviewed;
 - In the near future the Fire Department will be hosting Firefighter A, B, and C classes.
 - Discuss Chief hours
 - Chief Wilfuer reported that he worked 19 hours in the month of December
 - Monthly attendance report reviewed.
 - Fire inspection notes/reports reviewed
 - Last week they went through all of the Public Schools – 9 buildings
 - New Business
- Chief Wilfuer was dismissed at 6:20 pm.
- Report of the Police Department by Chief Schlueter
- Motion to approve bills for December in the amount of \$35,694.89:
Schmude 2nd Lee; Carried. 4-0
 - Budget as of December 31st, 2016 was reviewed. Currently 94.89%.
 - Chief Schlueter reported that he expected a couple more bills to come in yet for 2016 but reported that PD should remain under budget for the year.
 - Discuss/Approve corrections to the Dispatcher handbook
 - Chief Schlueter reported that there was a paragraph from the 2016 handbook that remained in the signed copy of the 2017 handbook that should be removed. The change was listed under the Full-Time Dispatcher Holiday
 - Motion by Lee, 2nd by Kable to remove the paragraph from the 2017 Dispatcher Handbook. Carried 4-0
 - Crime and activity report reviewed.
 - Incident count for December was 404
 - Current staffing and training update.

Chief Schlueter reported that Shelby Patterson worked her last day as a dispatcher. She took a job as a Patrol Officer for the City of Menasha.

- Chief Schlueter introduced the possibility of creating a Cadet or Recruit position. The reason for this position would allow the PD to send an officer to recruit school and get reimbursed from the state.
- Chief Schlueter proposed a lateral salary hiring for applicants with more than 5 years of work experience, to help with future recruitment in a time where the number of applications have declined in the law enforcement field. The PFC thought this would be a good idea and instructed Chief Schlueter to move forward and work with the Police Union and the City to create a side letter to the contract.
- Chief Schlueter reported that starting next Sunday the Dispatcher would only be at the front window on Sundays from noon to 8pm. The reason for the cut in hours is due to the lack of applicants received over the past year. After a couple of months we will re-evaluate the hours on Sundays. Lee suggested that we start logging the number of phone calls and walk-in traffic on Sundays to help with future evaluations.
- Chief Schlueter requested that the Police Department hire Retired Sgt. Dave Klinzing to help fill some of the desk/dispatch shifts when needed. Chief Schlueter thought he would only be filling 1-2 shifts a month.
Motion by Lee, 2nd Cooley to approve the hire of Dave Klinzing as a part-time dispatcher. Carried 4-0
- Update on current activities/investigations
- Update on current projects
Chief Schlueter that the City will be doing a salary study this year for all the non-union employees
- Discussion on new business:
- Discuss/Approve the 2017 NLPD Policy Book
Motion by Lee, 2nd by Schmude to approve the 2017 Policy Book as presented. Carried 4-0
- Chief Schlueter was dismissed at 7:38 pm.

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Meeting was adjourned at 7:38 pm.
Respectfully submitted,
Chief Jeff Schlueter