

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

**Monday November 18<sup>th</sup>, 2019**

Commission Present: Lund Cooley (Pres), John Lee (Sec), Tom Schmude,  
Travis Kloehn, April Kopitzke

Police Chief: Jeffrey Schlueter

Fire Chief: Mark Wilfuer

Others Present: Lou Leone (until 5:54 PM) Judy Radke (until 6:16PM)

Meeting called to order at 5:30 PM by Cooley.

- Public Comment: John Lee asked City Administrator Lou Leone if they were planning on discussing the PD job titles at the special council meeting on Tuesday and he said no. John also requested that City Administrator stick around for the discussion on the fire dues in the surrounding communities.
- Motion to approve prior minutes from 10/21/2019: Lee 2<sup>nd</sup> Kloehn  
Carried 5-0
- The Commission recognizes service anniversaries.  
Fire Department:  

Police Department: Cathy Martins	12 years
Lisa Taylor	9 years
Josh Wilson	18 years
- Report of the Fire Department by Chief Mark Wilfuer
  - Discuss accounting error with payroll – City Administrator Leone spoke to the PFC about a scam that affected a fire department employee's pay checks. In February 2019 the Payroll Department received a scam email that requested a fire department employee's checks be directly deposited in a new bank account. Payroll did not verify the new account with the fire department employee. Between February 2019 and September 2019 about \$10,000 was lost during this scam. The Payroll/Finance Department filed a police report with the New London Police Department. It appears the money is not recoverable. City Administrator Leone said that he felt the error money was going to be charged/accounted for in the fire department's budget and did not feel this was appropriate. Finance Director Radke stated the employee did get back compensation for the missed periods and that she was going to be working with the auditors on how the error should be handled logistically and also ensured new safeguards will be in place for future payroll change request.

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

**Monday November 18<sup>th</sup>, 2019**

- Motion to approve the bills as presented for October in the amount of: \$4,236.88 : Lee 2<sup>nd</sup> Kopitzke ; Carried 5-0
- Budget as of October 3<sup>1st</sup> reviewed. Currently 67.19%
- Discuss fire dues from surrounding townships- Chief Wilfuer and City Administrator Leone met with surrounding townships about paying the fire dues that the state requires them to pay the city. So far everyone has paid except for Mukwa. It is estimated that they owe about \$6,000. The state only allows this money to be spent on a short list of items for the fire department. Chief Wilfuer reports that he has also been sworn in by most of the surrounding townships.
- Discuss Fire Department Equipment/Technology
  - Chief Wilfuer reported all the tablets have been mounted into the trucks and they will be going live with them in January.
  - The fire department has almost fun raised enough money to purchase the UTV. They are in the process of getting some prices.
  - 951 is back and fixed.
- Fire runs and service calls reviewed
- Discuss/ approve hire of a new firefighter.  
Motion by Cooley, 2<sup>nd</sup> by Lee to approve the hiring of Jordan Gonzalez as a firefight based on the successful completion of a background and medical check. Carried 5-0
- Staffing and Training reviewed  
Chief Wilfuer reported that they just finished up stop the bleed training and training on electrical dangers.  
The fitness testing will be conducted the first part of next month.  
For deer hunting the fire department keeps a list of which firefighters are available. They will have enough to cover during deer season.
- Discuss Chief hours  
Chief Wilfuer reported that he worked 14 hours in the month of October.
- Monthly attendance report reviewed.
- Fire Inspection Note

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

**Monday November 18<sup>th</sup>, 2019**

Chief Wilfuer reported that everything is going good. It has been discussed about getting Chief Wilfuer more assistance with fire inspections, but Chief Wilfuer expressed that he wants to keep the inspections in the fire department at this time.

Chief Wilfuer was dismissed at 6:16 PM

➤ Report of the Police Department by Chief Schlueter

- Motion to approve bills for October in the amount of \$38,790.97 and \$250: Schmude 2<sup>nd</sup> Lee; Carried. 5-0
- Budget as of October 31<sup>st</sup> was reviewed. Currently 81.07%.

For the Month of October the PD received state grants for overtime spent on OWI enforcement in the amount of \$312.30

Chief Schlueter also received the state reimbursement for training in the amount of \$3040.00.

Chief Schlueter reported that the budget for 2019 appears to be on track for the year.

The squad ordered for 2019 has be decaled and is ready to be equipped. The City Council approved the ordering of 2 new squads for 2020.

- Discuss/Approve purchases for 2019:  
PFC Tablets: Chief Schlueter gave the PFC a quote for a laptop and a tablet for the PFC to conduct city business on and to be assigned a city email address.  
A motion by Kloehn, 2<sup>nd</sup> by Lee to approve the purchase of 5 tablets or laptops for the PFC, not to exceed \$3,000. Carried 5-0

Firearms: Chief Schlueter explained that the PD currently carries Glock .40cal handguns. The guns are about 10 years old and will need new springs soon. The cost of the new springs would be about \$1000. Chief Schlueter reported that they are looking at going from .40 cal to 9mm handguns as current ballistics are very similar between the .40 cal and 9mm. Chief Schlueter also reported that they would save about \$60 per case on the ammo and the PD currently goes through about 6-8 cases a years. With the current PD handguns being traded

in the cost for 25 guns would be about \$4,500. Chief Schlueter also reported that new holsters would not be needed as the new guns would fit into the current holsters. The guns will be paid out line item 241 and money will not be spent out of line item 282 to support the cost.

Motion by Lee, 2<sup>nd</sup> Kloehn, to purchase up to 25 Glock 9mm handguns.  
Carried 5-0

PD Cameras-This will be tabled until the December meeting.

- Crime and activity report reviewed.
  - Incident count for October was 531 calls for service
- Update on hiring process for patrol officer- Chief Schlueter reported that he receive 26 applications. The first testing date is scheduled for November 20<sup>th</sup>. He plans on having interviews done the first week of December and have the applicants in front of the PFC by the December or January meeting.
- Discuss the hiring process and re-organization for dispatch- Chief Schlueter would like to replace the open full-time dispatch position, move Lisa T to a Dispatch Supervisor/Evidence Tech position and Have the Administrative Assistant position become an Administrative Assistant/Dispatcher position

Motion by Lee, 2<sup>nd</sup> Schmude to approve the re-organization of dispatch and to approve the hiring of a full-time dispatcher to fill the vacancy.  
Carried 5-0

- The PFC reviewed the job descriptions for dispatch.  
Motion by Lee, 2<sup>nd</sup> by Kloehn to approve the job descriptions as presented.
- Move to closed session per WI SS 19.85(1)c to consider employment, promotion, compensation or evaluating the performance of an employee under to commissions jurisdiction. By Cooley, 2<sup>nd</sup> Schmude  
Carried 5-0
- Move to open session and take action on the above matter. By Cooley  
2<sup>nd</sup> Lee Carried 5-0

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

**Monday November 18<sup>th</sup>, 2019**

Motion to promote Lisa Taylor to the position of Dispatch Supervisor and Chris Gregory to Assistant Chief as of January 1<sup>st</sup> 2020. By Lee, 2<sup>nd</sup> Schmude Carried 5-0

- Current staffing and training update.  
None to report
- Update on current activities/investigations  
None to report

➤ Chief Schlueter was dismissed at 7:29 PM.  
Meeting was adjourned at 7:29 PM.  
Respectfully submitted,  
Chief Jeff Schlueter