

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

**Monday August 21<sup>st</sup>, 2023**

Commission Present: Corey Knepfel (Pres), Travis Kloehn (Sec) (excused),  
Doug Noel, April Kopitzke, Tom Schmude  
Police Chief: Jeffrey Schlueter  
Fire Chief: Mark Wilfuer  
Others Present:

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

- Adoption of Agenda – Kopitzke 2<sup>nd</sup> Noel – carried 4-0
- Public Comment: None
- Motion to approve prior minutes from 7/17/2023 and 7/24/2023:  
Kopitzke, 2<sup>nd</sup> Knepfel Carried 4-0
- The Commission recognizes service anniversaries.
  - Fire Department: Brandon Wittig 11 years  
Cale Wilfuer 7 years  
Tyler Guyette 7 years  
Allan Williams 2 years
  - Police Department: Ashley Bosquez 16 years  
Brant Gosh 2 years  
Steve Elliott 5 years
- Report of the Fire Department by Chief Mark Wilfuer
  - Motion to approve the bills as presented for July in the amount of:  
\$1100.55: Schmude, 2<sup>nd</sup> Kopitzke; Carried 4-0
  - Budget as of July 31<sup>st</sup> reviewed- 54.83%
  - Discuss Fire Department Equipment/Technology
    - Chief Wilfuer reported the contract has been signed with Marion for the new tender.
  - Fire runs and service calls reviewed
  - Staffing and Training reviewed  
Fire Department is fully staffed. NLFD will be cross training with Fremont FD on how to use the ladder truck

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- No promotions will be approved this month.
- Discuss Chief hours  
Chief Wilfuer reported that he worked 26 hours in the month of July. These hours are in addition to fire calls.
- Monthly attendance report reviewed.
- Fire Inspection Note.  
Things are going well. The ordinance to do 1 inspection a year was passed.

Chief Wilfuer was dismissed at 5:43 PM

➤ Report of the Police Department by Chief Schlueter

- Motion to approve bills for July in the amount of \$45,288.08 by Knepfel, 2<sup>nd</sup> Schmude: Carried 4-0:
- Budget as of July 31<sup>st</sup> was reviewed. Currently – 57.96%

Chief Schlueter reported:

The budget appears to be on track for the year.

The Pd received \$583.92 for the OWI grant.

The PD received \$487.98 and \$162.66 from the heroin grant.

- Discuss the 2024 budget: Chief Schlueter showed the PFC the guidance letter from Finance Director Radke. Chief Schlueter showed the PFC a preliminary budget for 2024 which shows about a \$100,000 increase. Mainly for wages in fringe benefits. Chief Schlueter will bring the final budget to the PFC next month to be approved.
- Discuss the purchase of squads for 2024: Chief Schlueter reported that the squad ordered for 2023 has been cancelled. It is recommended to purchase 3 squads for 2024 and used the money from 2023 to purchase 1 of the 3 cars.

Motion to approve the purchase to 3 squads for 2024. By Schmude, 2<sup>nd</sup> by Kopitzke: Carried 4-0

- Update on Body cameras: Chief Schlueter reported that the PD is narrowing down which cameras to buy. Chief Schlueter also reported that he filled out a grant and he believes NLPD will receive \$20,000 for the grant.
- Crime and activity report reviewed.
  - Incident count for July was 489 calls for service.
- Move to closed session per WI SS 19.85(1)f to discuss personnel matters. By Kopitzke, 2<sup>nd</sup> Noel: Carried 4-0
- Move to open session by Noel, 2<sup>nd</sup> Knepfel Carried 4-0  
No statement to be made.
- Staffing and training update.
  - Chief Schlueter reported:  
Brent Seavecki has been selected as the next SRO starting in 2024  
Chris Dearth has decided to resign and take a job with Children's Hospital. His last day will be 9/4/2023  
Chief Schlueter has posted to fill Dearth's spot.  
Dearth's detective spot has also been posted internally.
- Motion to approve Chief Schlueter to fill Chris Dearth's spot. By Kopitzke, 2<sup>nd</sup> Knepfel: Carried 4-0
- Discuss hiring techniques: Chief Schlueter said he plans on doing the first interview by Zoom so that he can reach all of the applicants. In the past, about 50% did not show up for the 1<sup>st</sup> interview.
- Discuss part-time Wages:

NLPD has 3 part-time employees, 1 administrative assistant and 2 school resource officers. The administrative assistant also helps dispatch. 1 of the SRO positions (\$15,000) is paid by the school district.

Chief Schlueter found that most administrative assistance are being paid about \$18.00-\$25.00 an hour. The current administrative assistant is being paid \$15.56/hour. The current administrative assistant has been part time at the PD for 16 years. She also fills in as a dispatcher when needed. She works about 24 hours a week.

Chief Schlueter found most part-time SRO make about \$19.00-\$29.00 per hour. The current SROs make \$22.07/hour

Chief Schlueter suggested to make some adjustments to these wages to stay competitive.

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After discussion the PFC recommended to move the Administrative Assistant to \$19.27/hour in 2024. This is the pay rate for the permanent part-time dispatcher at NLPD. It is recommended to set the rate for the part-time SROs at \$25.00 in 2024. These changes will be about an \$8000 impact on the 2024 budget.

Motion to set part-time 2024 wages at \$19.27 for the administrative assistant and \$25.00 for the part-time school resource officer. By Schmude, 2<sup>nd</sup> Noel: Carried 4-0.

- Update on current activities/investigations  
None
- Update on Current Projects:  
None.

➤ Chief Schlueter was dismissed at 6:43PM.  
Meeting was adjourned at 6:43 PM.  
Respectfully submitted,  
Chief Jeff Schlueter