

**CITY OF BARABOO
POLICE AND FIRE COMMISSION
MEETING MINUTES**

MINUTES FOR: Regular Meeting on January 19, 2021

The Baraboo Police & Fire Commission (PFC) met by means of a 'Remote Conference Call' on this date. Chief Schauf & Chief Stieve handled the meeting in the Baraboo Municipal Building, 101 South Boulevard, (C205), Baraboo. The meeting was opened at 3:30pm by PFC President Kujak. A notice of this meeting was posted on January 13, 2021.

Roll call found Commissioners Getschmann, Kluge, Kujak and Madalon (remote) were in attendance. Commissioner Viney was excused. Others present during the meeting were Police Chief Schauf, Fire Chief Kevin Stieve and City Administrator Casey Bradley.

Compliance with the open meeting law was noted by Kujak.

Kujak made a request to have the Agenda be approved: Getschmann made a Motion to approve the Agenda; Madalon offered a second, motion carried 4-0.

Kujak made a request to have the Minutes from December 23, 2020 be approved. Getschmann made a motion to approve, and Madalon offered a second, Minutes were approved 4-0.

There were no citizens present to speak under 'Public Comments'.

Under ACTION ITEMS:

- Kluge presented a revision to the PFC's Policy on "Organizational Rules" seeking discussion and approval. It was noted that this Policy was discussed at the December 23 meeting and appeared ready for approval, but needed to be brought back at a future meeting for such. New revisions at this time were very minor and so noted. This document will go to the City Attorney for review next. Getschmann made motion to approve; Kluge offered a second; motion passed 4-0.
- Kluge presented a revision to the PFC's Policy on "Citizen Complaints" seeking discussion and approval. It was noted that this policy was last reviewed and acted on in 2012, when it was split into a Police and a Fire portion separately. Additionally the related Complaint form was added / updated in 2017. But recently it is found more changes are needed due to changes in law. Those changes were made to the document. This document will go to the City Attorney for review next. Getschmann made motion to approve both Fire & Police at the same time; Kluge offered a second; motion passed 4-0.
- Madalon requested that the PFC send a letter to the Mayor and City Council, thanking them for appointing the full PFC at their December 22 meeting. This matter received discussion from all the PFC members in attendance, with mixed views on it. Madalon made a motion to approve the sending of a letter, by the PFC Secretary; Getschmann offered a second. When the roll was taken - Getschmann and Madalon supported it, while Kujak and Kluge did not. Motion failed due to a tie vote.
- Chief Stieve presented a revision to the PFC Policy on "Paid Per Call Fire Fighter Selection Process" seeking discussion and approval. He noted that the changes brought forward were the title of a review committee, as well a name change in the medical services overseeing portions of the testing. Kluge made a motion to approve; Getschmann offered a second; motion passed 4-0.

**CITY OF BARABOO
POLICE AND FIRE COMMISSION
MEETING MINUTES**

Under INFORMATION ITEMS:

- Schauf electronically supplied his Police Monthly Report to the Commissioners, and then discussed it. He did provide a detailed 'Use of Force' report, in addition to other reports. It was decided to have the 'Use of Force Report' submitted quarterly unless incidents cause it to be more often. The Chief noted that one of his concerning financial increases in 2020 (and now) is the absence of a County Transport Team (due to Covid 19 issues). He has partially reduced costs by training non-sworn staff to assist a Patrol Officer. These increased costs have been included in the 2021 Police Budget.
- Schauf provided an update on the Police Officer Hiring status, indicating that background checks are ongoing. He is ready to offer employment to one now, and hopes to fill the second Department vacancy (a Detective slot) as early as possible. He noted this will take City Administrator and the Council to approve.
- Schauf offered discussion on the 'Police Officer Interview Questions', and welcomed any PFC input. The PFC gave limited guidance, noting that they wished this process be left in the Chief's hands - although periodic change in questions is good.
- Chief Stieve electronically (& paper) supplied his Monthly Report to the Commissioners, and then discussed it. He noted that Department 2020 calls were up for year, the highest ever (397). The Chief noted receiving several 'atta-boy' compliments to the Fire Fighters & Department recently, from citizen contacts they have had. He reported that the 'move in' of EMS personnel to their building is coming along. He anticipates the sleeping quarters will be completed and in-use during March 2021. He noted that he recently placed a Fire Fighter on administrative leave due to an incident. Currently the incident is being investigated, and once he has the details back he will advise the PFC further.

Under CLOSED SESSION:

- Kujak announced that the Commission would meet in a Closed Session pursuant to Wisc. Stats 19.85(1)(c) to consider employment or performance evaluation data of an employee within the Commission's jurisdiction. The purpose of the closed session is to discuss a potential Police Officer hiring. Kujak called for a motion to go to Closed Session - Kluge made a motion to approve, Getschmann offered a second. A roll call vote resulted in passage 4-0.

Under OPEN SESSION:

- Kujak announced that the Commission will reconvene in Open Session as per Wis. Stats. 19.85(2) to address any business that may be the result of discussion conducted in Closed Session. Kujak called for a motion to return to Open Session - Getschmann made a motion to approve, Kluge offered a second. A roll call vote resulted in passage 4-0.
- Chief Schauf presented a letter seeking the approval of his hiring Police Officer Candidate Max Hougan as a Baraboo Police Officer. This appointment will include a 12-month Probationary period beginning on the date of hire. Additionally his hiring will only occur after successful completion of a medical evaluation, drug screen, psychological examination and approval by the City Administrator. Kujak called for a motion to approve the Chief's request - Getschmann made a motion to approve,

**CITY OF BARABOO
POLICE AND FIRE COMMISSION
MEETING MINUTES**

Kluge offered a second. A roll call vote resulted in passage 4-0.

Under Communications: There were no written communications available.

Kujak made a request for an adjournment:

- Madalon made a Motion for adjournment; Getschmann offered a second and the Motion carried 4-0.

Respectfully submitted,



Dennis Kluge, Secretary

Approved by PFC on February 15, 2021

Cc: City Clerk