

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

MINUTES FOR: Regular Meeting on March 21, 2022.

The Baraboo Police & Fire Commission (PFC) met by means of a 'Remote Conference Call' on this date at 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 March 18, 2022.

Roll call found Commissioners Getschmann, Kluge, Kujak and Viney were in attendance. Commissioner Madalon was excused. Others present during the meeting were Police Chief Schauf, Police Captain Sinden and Fire Chief Kevin Stieve (Virtually).

Compliance with the open meeting law was noted by Kujak.

Kujak made a request to have the Agenda be approved, with one change. He asked to have Item #7 moved to after Item #8: With that change, Getschmann made a Motion to approve the Agenda; Viney offered a second, motion carried 4-0.

Kujak made a request to have the Minutes from February 21 and March 14, 2022 be approved. Getschmann made a Motion to approve the Minutes; Kluge offered a second, motion carried 3-0. Viney abstained from voting as he had not attended one of the meetings.

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

Under INFORMATION ITEMS: (#8)

- Chief Schauf electronically supplied his 'Police Monthly Report' to the Commissioners, and then discussed each in more detail. Schauf additionally discussed the new K-9 Program, and the dog itself. He noted that they are hopeful the animal will be in service 7-10 years. This K-9 is trained in drug searching, tracking & apprehending wanted persons; searching for missing persons; and in evidence recovery. He further noted that the success of this program is through all the Citizen and Business support.
- Chief Stieve did not have a Monthly Report available, and would add that to next month's report.
- Kujak then opened the meeting to discuss and better understand the discussions of the March 14 PFC Meeting, pertaining to filling the future vacancy in the Police Chief's position. There was much discussion on the community need for a timely re-filling of this position. It should not be something that drags out over several months, as (a) we are coming into the busy time of year for the Police Department; (b) the Department is already short an Officer, and this will remove one more; and (c) we will be placing all of the Chief's current duties on the two remaining Supervisors. Both of the remaining Supervisors already have their own assignments to complete. To drag this out clearly speaks against the idea of providing good quality Law Enforcement to the citizens and visitors of the Baraboo community. The Commissioners agree that what is needed is a timely and well planned transition to the new Police Chief. The current Police Chief has made his intentions to retire known some time ago, and the City Officials (PFC included) should do their best to find a quality replacement very timely.

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The Commission discussed what early steps could be made in the overall process while we waited on action by the City Council (setting of new wage) and the City Administrator providing the PFC with an updated Chief of Police Job Description. The latest revision of the Chief of Police Job Description was in June 2021, and later approved by the PFC on October 18, 2021. This is the Job Description that the current Chief works under.

So as to keep the process moving forward, the PFC's next step is to Appoint an 'Acting Chief of Police' with an effective date of May 7, 2022. That appointment decision will be made at the PFC's April 18 Meeting. This individual will operate under the current Job Description. A rate of pay will have to be provided by City Administration before the PFC can make an appointment. PFC members decided to write a letter to the Mayor, City Administrator and Council President alerting them to our timely needs, as the Appointment is scheduled to happen on April 18 (PFC Meeting).

The Commission discussed a letter survey of other Department Heads and Officials as to their views of the Police Chief's role. More discussion will be had on this point.

- Kujak then called the Commission to the Item #7 Action Item:

In the absence of the planned presenters (City Administrator Bradley & City Attorney Zach), the Commission discussed the previously proposed two 'draft' documents [*City of Baraboo, POLICE and FIRE COMMISSION By-Laws and Rules of Procedure; and, City of Baraboo Police and Fire Department Complaint Process*] were discussed and no action taken on them. The Commission voiced concerns that there were some good points, as well as some not so good points in the Draft Documents. It was felt that there should be some 'give & take' between the Current Policy and the Draft Policy. This will be held until the April Meeting, when the Presenters are anticipated.


Under COMMUNICATIONS:

- There was nothing noted.

Kujak made a request for an ADJOURNMENT:

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

Respectfully submitted,



Dennis Kluge, Secretary

Approved by PFC on April 18, 2022

Cc: City Clerk