

Public Safety Committee  
Wednesday, April 6, 2016 6:30 p.m.  
Regular Meeting  
**Common Council Chambers**  
**31 South Madison Street**

**MINUTES**

1. Call to Order. Meeting was called to order at 6:30 p.m. by James Montgomery.
2. Roll Call. Members present: James Montgomery, and Josh Manring. Others present: City Administrator Ian Rigg, Police Chief Scott McElroy, EMS Chief Jamie Kessenich, and Deputy Clerk Maria Hougan. Absent & Excused, Matt Brown.
3. A motion was made by Manring, second by Montgomery, to approve the agenda as printed.

Motion carries 2-0.

4. A motion was made by Montgomery, second by Manring, to approve the March 2, 2016 Public Safety regular meeting minutes.

Motion carries 2-0.

5. Citizen appearances other than agenda items listed. Ed Crook of 554 Spencer Dr. was in attendance. He spoke of an incident which occurred on March 26 where he needed to call 911. The police were the first to arrive and did an excellent job. The Ambulance crew arrived shortly afterward and there was definitely a leader amongst the crew, who took charge and did the job correct. He said they did an excellent job. He had a concern regarding the other departments from surrounding communities, and if there would be any liability through Evansville if there was an unfortunate incident with another department.

6. Old Business. None.

7. New Business.

A. A motion was made by Manring, second by Montgomery, to approve the Original Operator(s) License applications for:

1. Alysa P. Long
2. Cheryl A. Mani

Motion carries 2-0.

8. A motion was made by Montgomery, second by Manring, to recommend approval of the Temporary Class "B" Retailer's License application for Evansville Home Talent Baseball Club Inc. for the season beginning in May 2016, through August 2016, at Lake Leota Park, Upper Diamond, Evansville, WI. Jon Frey was in attendance at this meeting to present the request.

Motion carries 2-0.

- B. A motion was made by Manring, second by Montgomery, to approve the Co-Ed Softball program schedule at this time, and the beer permits to come back to the Public Safety committee for approval in May (they were not available for approval at the April Public Safety committee meeting).

Motion carries 2-0.

- C. A motion was made by Manring, second by Montgomery, to recommend to Common Council first reading of Ordinance 2016-05, Stop Sign Ordinance Amendment, including the additions to the Ordinance to add the following.

- Garfield Ave/S 6<sup>th</sup> St-currently no traffic control, make 4 way stop
- Larsen Dr/S 6<sup>th</sup> St-add stop sign on Larsen Dr
- Chestnut St/Badger Dr-add stop sign
- Westfield Ave/Badger Dr-add stop sign
- Chestnut St/Prairie View Dr-add stop sign
- Prairie View Dr/S 6<sup>th</sup> St-add stop sign
- Longfield St/Fair St-add stop sign
- Highland St/S 2<sup>nd</sup> St-add stop sign
- Highland St/S 1<sup>st</sup> St-add stop sign
- S 1<sup>st</sup> St/Old 92-add stop sign
- Braeburn Way/N Orchard View-add stop sign
- Braeburn Way/Brown School Rd-add stop sign
- Noah's Arc Ct/N Water St-add stop sign

City Administrator Rigg presented the Ordinance amendment and made recommendations on the priority areas that should be implemented first.

Motion carries 2-0.

8. Evansville Police Department Report. Police Chief McElroy presented his report below:

**POLICE DEPARTMENT MONTHLY REPORT**  
**March - 2015**

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*II. Officer Training:*

Five Officers completed a two day ALERT Level One Active Shooter training session on March 22-23 in West Bend. Officer Reilly will attend this same training on April 11-12

Chief McElroy completed *Program Evaluation Techniques* on Thursday, March 20 at UW Madison.

Chief McElroy and Sergeant Reese completed Instructor development update Thursday march 24 at BTC in Janesville.

Chief McElroy, Lieutenant Koehler and Sergeant Reese attended a Supervisors Legal Update March 11<sup>th</sup>, at the Hartford Police Department.

Chief is scheduled to attend a CPM< class on Tuesday April 26 at UW Madison.

EPD staff will complete Blood Borne Pathogen and EVOC training in next few months.

Sergeant Patrick Reese and Officer Mike Laufenberg were in Atlanta this past week with BASE Director Jen Braun attending the National Rx Drug Abuse and Heroin Summit. They had a special guest speaker, President Obama.

### **III. Community Relations:**

See: <http://www.ci.evansville.wi.gov/city/services/police.html>

Officers continue reading with the students at the Elementary School.

EPD staff will participate with BASE and EHS faculty for the Reality Maze at the Evansville High School. The event will take place on Tuesday April 12, from 8:00 a.m. until noon.

EPD is all set for the April 30, 2016, drug take back day, which a coordinated Prescription Drug Take Back Initiative throughout Wisconsin. This event is hosted by the Wisconsin Department of Justice (DOJ) in conjunction with the Drug Enforcement Administration (DEA). The focus is on removing potentially dangerous pharmaceutical substances from our state's medicine cabinets and preventing them from going into our water supply. More information to follow as we get closer.

### **IV. Monthly Update:**

#### **1. Follow up:**

- I've reviewed the personnel manual regarding recent changes that were implemented or are about to be implemented. I will share with Ian.
- I am scheduled to meet with Ian Thursday April 7<sup>th</sup> for my 2015 evaluation.
- The EPD "Phone tree" was modified on Monday 2-29-16 so the available options are chosen by pressing a number rather than hanging up and calling a different number. Seems to be working fine.
- We plan to meet with the web site designer Thursday April 7<sup>th</sup>. I prepared a draft document on what we were hoping our web page would look like.
- Outdoor warning system siren testing set to resume April 6<sup>th</sup> at 1205pm

#### **2. Accreditation:**

- I have 5 new policies to write in the immediate future (breastfeeding while on duty, pregnancy, grooming & appearance, trespassing, light duty)
- Our on-site review/site visit is now scheduled for January 2017. We will work on the 2016 proofing again in October and/or November of 2016.

3. Technology/Equipment Update:

- We have received the second laptop (purchased from a grant) and it is finally in service! A special thanks to Officer Chris Jones and Rock County Computer Services.

4. Winter Parking:

- Winter parking ended 4-1-16. I posted this on our FB page and many thought my post was an April fool's joke!

5. 2015 Employee Evaluations: We are almost done with evaluations.

6. Police Commission/staffing:

- Officer Hernandez is now on light duty and basically works as court officer only.
- (OLD) Our 2015 Coop student Adrianna Schlitzer has agreed to come back and work as an LTE for EPD June, July and part of August of 2016. This will be approximately 10-12 weeks. Adrianna will work 1p-7p which is consistent to our plan of having the office open later in the evening until 7pm. We will advertise in June for the permanent ½ time position that will work 3p-7p, and start in August when Adrianna leaves for college. Adrianna's return is consistent with the job description approved by the finance/Labor committee as we often bring back former coop students for summer help. The position is budgeted for and this basically delays the hiring of the ½ time permanent part time person by about 2 ½ months.
- We have advertised to create an eligibility list for future full and part time openings at EPD. I hope to bring on one part time officer immediately from this hiring process.
- On Tuesday June 2<sup>nd</sup>, the Evansville Police Commission appointed Jessica Rittenhouse. Officer Rittenhouse is now working as a second officer.
- Effective January 11, 2016, Officer Hernandez was removed from out "inactive list" and has been reinstated effective immediately as a part time officer.
- Jacquelyn M. Arnold continues working as a second officer. On August 13, the Evansville Police Commission appointed Jacqui.
- Mark Trawicki started on Monday August 3<sup>rd</sup> as our new coop student.

7. Calls for Service:                      March                      2016: 1072                      2015: 1075

8. License Plate Transactions:                      March                      2016: 31

9. Face Book Page: EPD continues to utilize “Face book.” Weather updates, significant events, special events, lost and/or recovered dogs, etc.

#### **V. Agenda Items for Discussion:**

7. C - Co-Ed softball schedule, etc.
8. D - Stop sign ordinance 2016-05

#### **VI: Ancillaries:**

- Outdoor warning system siren testing letter
- Janesville PD Mutual Aid request

\*End of Police Report\*

9. Evansville Emergency Medical Services Report. EMS Chief Kessenich presented her report for the month of March. She stated EMS received the South Central Coalition grant in the amount of \$5000.00. This money is to be used towards the purchase of a power cot and power load system, and must be used by June 30, 2016. They received bids for installation of the power system. They have two drivers signed up for the Driver Operator Train the Trainer Training on May 13-14, 2016 at the Edgerton Fire Department. This training will enable them to train all new EMT's and also facilitate in house continuous driver training. They had 44 calls for service in the month of March. EMS will be attending Reality Maze with the EPD on April 12, 2016; and they will have a table at the Week of the Young Child Event on April 15, 2016. EMS will be participating in joint training with the fire department on grain bin rescue in May 2016; looking into purchasing AED's for the Police Department and other city departments, and city vehicles. EMS Chief will be attending a Service Director Course and WARDS Elite Training Session at Madison College. These courses are provided by the Wisconsin EMS Office. They purchased two car seats to enable safer and proper transportation of children in an ambulance; training will take place on proper use and placement of the car seats. There will be a Spring Run Review with Mercy EMS Staff next Wednesday.

A. A motion was made by Montgomery, second by Manring, to approve the purchase of motorized Stryker Cot in an amount not to exceed \$48,705.00. Manring wondered how the city would pay for this. City Administrator Rigg stated since there are savings in the 2016 budget due to a part time EMS Chief versus a full time EMS Chief as in the past. This should allow for some savings in the budget, there is also an increase in the expected revenues this year. The EMS fund balance is very healthy right now. There were questions regarding the extended warranty. Rigg was not recommending the extended warranty at this time. The EMS Chief is looking into other grant opportunities. Citizen Ed Crook was in attendance at this meeting and asked to speak on this issue. He stated he could provide some information on a company that provides preventative maintenance on these type of motorized cots. Further discussion followed. Manring withdrew his second. Motion fails for a lack of second.

B. Discussion and possible motion to approve the remodel of the EMS Building in an amount not to exceed \$10,000. City Administrator Rigg presented this agenda item.

They committee requested the EMS Chief and City Administrator put a plan together of the anticipated costs of the remodel, and bring back to the Public Safety committee.

10. Meeting Reminder: Next regular meeting scheduled for Wednesday, May 4, 6:30 pm.
11. A motion was made by Montgomery, second by Manring, to adjourn. Meeting adjourned at 7:50 p.m.

Motion carries 2-0.

Respectfully submitted,

Maria Hougan  
Deputy Clerk/Treasurer