

Public Safety Committee
Wednesday, March 4, 2015 6:30 p.m.
Regular Meeting

**Common Council Chambers
31 South Madison Street**

MINUTES

1. **Call to Order.** The meeting was called to order by Barb Jacobson at 6:30 p.m.

2. **Roll Call.** Members present: Alderpersons Barb Jacobson, Cheryl Fuchs and James Montgomery. Others present: City Administrator Ian Rigg, Mayor Sandy Decker, Police Chief Scott McElroy, EMS Director Mary Beaver, and Deputy City Clerk/Treasurer Maria Hougan.

3. **Approval of Agenda.** Fuchs made a motion, second by Montgomery, to approve the agenda.

Motion approved 3-0.

4. **Approval of Meeting Minutes.** Jacobson made a motion, second by Montgomery, to approve the February 4, 2015 regular meeting minutes as printed.

Motion approved 3-0.

5. **Citizen appearances other than agenda items listed.** Steve Hagen of 15 N. Madison Street, stated he and several other local businesses have concerns regarding the municipal parking lot being taken up by the state van pool, which takes riders to work. This fills up the parking lot, and customers cannot park in the lot. He wanted to commend Chief McElroy for all of his assistance he has provided, however there is still an issue with the lot being full. There were several suggestions discussed in how to alleviate this problem. The committee directed staff to contact the state van pool and ask if they would be in favor of parking the vans elsewhere in another location, and to notify the owner of the Night Owl there may be added usage of the lot behind the his business. Other steps if needed may include to redraft the ordinance regarding parking lot restrictions, imposing a time limit, posting signage, or issuing parking permits and possibly raising the fee. This item will be added to next month's Public Safety committee agenda for discussion and follow up.

6. **New Business.**

- A. Jacobson made a motion, second by Montgomery, to approve the Original Operator's License application(s) for:
 1. Jesse C. Scott
 2. Neal B. McKinley

Motion approved 3-0.

B. Discussion and on EMS 2nd Out response time and staffing. City Administrator Ian Rigg brought forth this agenda item due to a few incidents regarding ambulance response times. There was a lengthy discussion. EMS Chief Beaver will be taking additional steps to ensure EMS staff and volunteers follow the protocols in place regarding response time, taking ambulances out of service, communicating on availability through the “ I am responding feature”. She will hold an EMS training meeting on March 18, at 6:00 to review directives and procedures, and to reiterate how important it is to utilize the “I am responding feature”. This will be placed on the next Public Safety agenda for discussion and follow up.

7. A motion was made by Montgomery, second by Jacobson, to approve the police department policy manual pursuant to the requirements set forth by the WILEAG Board, 4th edition standards, and to refer to the Finance & Labor committee for review and approval.

Motion approved 3-0.

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

Table of Contents

I. Monthly Report

The monthly report was completed using the Spillman LRMS system.

- Monthly Report: February Calls for Service by Month, Incident, type & officer.

II. Officer Training

- New Officer Field Training
- Intoximeter Operator
- Level One Active Shooter
- Narcan Training
- Evidence technician training

Monthly Update

- Assessment Center
- Video System Storage Update
- Calls for Service
- License plate Transactions/Renewals
- Staffing/Police Commission Update
- Rock County OWI Task Force Phase two

- Alternate Side Parking
- Coop Student

III. Agenda Items for Discussion

- Police Policy pursuant 4th Edition WILEAG Standards

IV. Community Relations

- License Plate & Title Service Provider Report
- High school simulation: Lockdown

Ancillaries

- Evansville Police Department Policy Standards and Index for review

I. POLICE DEPARTMENT MONTHLY REPORT

March - 2015

II. Officer Training:

Officer Arnold continues her field training.

Intoximeter operator update/training for staff was completed in January & February 2015.

Officer Schmidt completed Level One Active Shooter training in Beloit, February 2-3.

Officers Nankee and Mahan-Strupp will attend Evidence Technician training March 9-13

All staff will complete Narcan Administration training May 20th, 2015

PD staff will attend Rock County Aging & Disability Resource Center (ADRC) training May 20th, 2015

III. Community Relations:

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

Rock County OWI Task Force phase two has begun. EPD is participating again.

EPD staff participated in a lockdown exercise with the staff at Evansville high school. 2-26-15

New squad is expected to be done and in service this week.

IV. Monthly Update:

1. Accreditation: We have completed 2014 accreditation proofing. We will start 2015 accreditation proofing in December, 2015. We are finishing up a few policies from Chapter 15. These are not required but are valuable policies to have in place.
2. Technology/Equipment Update: On Friday January 30th, we increased the hard drive space in our internal video system from 1 terabyte to 4 terabytes. We have increased our memory to the maximum limit allowed on our current internal video system. As of this date of 3-4-15, we have 34 days of storage and the still system is still going. More may be done once Ian gets a new server installed. The new Ford police interceptor is at General Communications for changeover. Should be done this week.

3. Department Hiring: We are currently in the process of creating another eligibility list for potential new hires. We plan to bring on two part time officers in February/March. The applications have been reviewed. The assessment center is scheduled for Sunday March 22nd.
4. Emergency Operations Manual/Plan: We believe we have the “addendum” portion of our plan updated. This is basically the “available resources” portion of the plan. Much of this document is not a public record as it contains significant personal information on our employees (addresses, phone numbers, etc.)
5. Winter Parking remains in effect:

Sec. 122-126. Winter parking restrictions.

(a) *Prohibited parking; removal of vehicles.* No motor vehicle, trailer, semitrailer, motor home or mobile home shall be parked in the city within the turning radius of a cul-de-sac or on the odd-numbered side of the street on the even-numbered calendar days or on the even-numbered side of the street on the odd-numbered calendar days between November 30 and April 1 each year during the hours between 1:00 a.m. and 7:00 a.m., and any vehicle parked in violation of this section may be removed from the street by the city police at the cost of the owner thereof, and in addition thereto the owner shall be liable for and subject to penalties provided by ordinance. This section shall not apply to streets where parking is limited to one side of the street or to streets where parking is restricted by ordinance.

6. Police Commission/staffing:

- We are in the process of completing another eligibility list. We plan to bring on board two part time officers, potentially March/April. The assessment center is scheduled for Sunday March 22nd, 2015. Interviews will follow shortly thereafter.
- We will be looking to interview for the new coop student soon. I expect to receive the paperwork from the high school within the next 30 days. The new student will start at some point this summer when Adrianna resigns.
- Jacquelyn M. Arnold continues her field training which she started on Thursday September 4th, 2014. On August 13, the Evansville Police Commission appointed Jacqui. Jacqui is a full time Rock County Sheriff’s Office Correctional Officer.
- Larry Harkey was appointed to be the Municipal Court officer on an interim basis until a new court officer is in place. Larry is currently a police officer and court officer for the Albany Police Department and has agreed to help us out until a replacement officer is assigned. Larry will not be working the road as his appointment is solely that of the court officer for Evansville Municipal Court. Larry worked Evansville Municipal court on Saturday September 13th.
- I am pleased to announce that officer Meryisa Hernandez has completed field training on September 3rd, 2014. Meryisa is now working as a second officer.

- Adrianna Schlitzer started Monday June 16th, 2014 working 8a-1p. Effective Tuesday September 2nd, Adrianna will generally be working 1215p – 3 p Monday – Friday during the school year.

7. Calls for Service: February 2015: 832 2014: 901
8. License Plate Transactions: February 2015: 57
9. Records Management System (Spillman) Update: We seem to have most issues resolved with Spillman, however, we are still learning the capabilities of the new system. Our troubles come and go in relation to attaching scanned documents to the file. We are working through this with Rock county Computer services.
10. Face Book Page: EPD continues to utilize “Face book.”

V. Agenda Items for Discussion:

7. Discussion and motion to approve the police department policy manual pursuant to the requirements set forth by the WILEAG Board, 4th edition standards.

Note: Section 15 OSHA Policies are not quite finished. These policies are not required but we feel they are valuable and we will incorporate them into our policy manual.

VI: Ancillaries:

Last month, I provided a copy of the police departments policy index, WILEAG’s 4th edition required standards and a sample Accreditation Compliance Report (ACR).

These documents are for review and to be discussed/approved at The March 4th, 2015 Public Safety meeting.

This requirement is new and is pursuant section:

“2-5, Department Specific Personnel Policies” page 6, of the

City of Evansville Personnel Policies and Employee Handbook (December 9, 2014 version).

End of Police Report

9. Evansville Medical Services Report. EMS Chief Beaver presented her report below:

Calls for service for the month of February 2015: 41

Training Area update:

- We are still working on getting the basement “put” together. Bathrooms are complete along with teaching area.

Upcoming Training:

- CPR will be completed this month for all EMS Personnel.
- Stoughton Hospital is coming to our next meeting to discuss and update us on the renovations that they are doing to the emergency department.
- We will have remedial training on 2nd ambulance out and guidelines. (This is being discussed as an agenda item).

Other Items:

- Ambulance 811 is out of service-compressor is still acting up-it is going to Jefferson Fire next week to be torn apart and fixed.
- New Emt Hailee Bier is doing well and is picking up day shifts.

Attached find the schedule for March.

Mary Beaver EMS Chief

End of EMS Report

10. Meeting Reminder: Next regular meeting is scheduled for Wednesday, April 1, 2015 at 6:30 p.m. at city hall.

11. Motion to adjourn. A motion was made by Jacobson, second by Montgomery, to adjourn at 8:12 p.m.

Motion approved 3-0.

Respectfully submitted,

Maria Hougan
Deputy Clerk/Treasurer