

City of Whitewater Police Commission
Quarterly Meeting Minutes
November 3, 2011

ABSTRACT / SYNOPSIS OF THE ESSENTIAL ELEMENTS OF THE OFFICIAL ACTIONS OF THE
POLICE COMMISSION OF THE CITY OF WHITEWATER, WALWORTH AND JEFFERSON
COUNTIES, WISCONSIN

- I. Call to Order, Roll Call – Bilgen called the meeting to order at 6:00 pm.
MEMBERS PRESENT: Jan Bilgen, Dennis Knopp, Jim Olsen, Dave Haberman, Dr. Ken Kidd
MEMBERS ABSENT: None
Also present were Chief Lisa Otterbacher and Support Services Manager Kathy Boyd
- II. Approval of Minutes of July 28, 2011, August 15, 2011 and August 27, 2011 – On a motion by Olsen with a second by Knopp the minutes were approved by unanimous voice vote.
AYES: Bilgen, Olsen, Knopp, Haberman, Dr. Kidd
NOES: None
ABSENT: None
- III. Citizen Comments – Bilgen read the following disclaimer: *No formal Police Commission action will be taken during this meeting although issues raised may become part of a future agenda. Participants are allotted a three to five minute speaking period. Specific items listed on tonight's agenda may not be discussed at this time; however citizens may speak to those issues at the time the Police Commission discusses that particular item.*
There were no citizen comments.
- IV. Old Business – Bilgen stated that there was no old business.
- V. New Business
 - A. Chief of Police Report
 1. Police Commission Objectives for the Chief of Police – Otterbacher stated that since it is the first meeting as the chief of police she was looking for the best way to serve the commission. Otterbacher stated some of the things she thought the Commission would like her to bring to meetings are reports, personnel updates of sworn personnel, which fall under the Commissions scope. Otterbacher stated asked if the Commission wanted updates on CSO's and dispatching due to the connectivity and accountability with the sworn personnel. Otterbacher stated that she was looking for direction from the Commission as a new chief. Bilgen asked if there were any thoughts from the Commission. Dr. Kidd stated that specifically dispatch because they are not separate from the other functions. Bilgen stated that the scope of authority pertains to command staff and sworn officers, but everyone who works for the department is part of the family. Bilgen stated that anything Otterbacher stated thinks is important or the Commission can help with, she would prefer to have all of it. Otterbacher asked barring a termination whether there would be immediate notification should the information go to Jan, everyone or be brought to the meetings. Bilgen stated that if it is immediate send to all, but she can forward if that is easier, but if she is not her at desk they wouldn't get it immediately. Knopp asked if it would include the

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CSOs. Otterbacher state that the only ones missing are the clerical staff too. Otterbacher stated that the Commission would not have to convene, if it is clerical, CSOs, or dispatch, but the Commission may want to know. Otterbacher stated that if it is urgent she would contact all the Commissioners otherwise she would keep it until the next meeting. Otterbacher asked if there was any info that the Commission would like at the meetings. Otterbacher asked if she was providing too much information. Bilgen stated the Otterbacher should continue the updates provided while she was interim chief, progression of officers that can be released during open meetings, milestones are important to acknowledge. Olsen asked if everything could go to all of the Commissioners instead just Bilgen. Bilgen reiterated yes. Bilgen stated that she appreciated the shift goals in the management plan, hearing the progression instead of waiting until the end of the year. Olsen stated that he respects Otterbacher's judgment to let the Commission know. Otterbacher stated that she wanted to make sure she hasn't missing anything or if something has been done in the past. Otterbacher stated that if something is missing to let her know.

2. Update on Reaccreditation Process – Otterbacher stated that because she has been doing two jobs since March she requested an extension from WILEAG, which they approved. Otterbacher stated that instead of December 2011 it will be June 2012 with no interruption in the accreditation status. Otterbacher stated that would give her time to get the captain promotion filled then January through April they would work on getting the files in order. Otterbacher stated that she doesn't have any concerns because the department has everything needed for reaccreditation.
3. Review of 2012 Budget – Otterbacher stated that she reviewed the 2012 budget with the Council and wanted to share signification issues. Otterbacher stated that the restructuring of the department gave a \$16,000 savings in the administration budget. Otterbacher stated that the only item added was the captain position and there was a savings from clerical and the chief paying into healthcare and retirement. Otterbacher stated there was an inaccuracy in the 2010 budget due the open detective's position. Otterbacher stated that the funds were reflected in patrol in 2010 and now there is someone in the detective position. Otterbacher stated that Officer Vander Steeg moved to the detective position in 2011 so patrol had extra money and detectives had less. Otterbacher stated that everything is accurate in the budget in case someone was to ask the Commissioners. Otterbacher stated that there are 17 FTE (full time employees), but there are 18 names listed because the captain is still in the patrol component. Otterbacher stated that there are three capital items, ballistic vests which a grant covers half. Otterbacher stated that there is one radar listed because the current radar is outdated and there are 3 PBT's. Otterbacher stated that the equipment needs to be rotated so it doesn't get too old and breakdown. Otterbacher noted the discrepancies with the detective budget due to the salaries. Otterbacher stated that with the CSO budget there will be a the loss of one half time position and one full time parking position which netted \$12,800. Otterbacher stated that the city manager and council are looking to find funds for the part time position, if the police union were to contribute towards

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insurance. Otterbacher stated that the council was looking at using the funds tied to new construction. Olsen stated that new construction within Whitewater, \$13-14,000 was not added. Otterbacher stated there was a slight decrease in emergency government in the training and capital. Otterbacher stated that in communication budget there was savings due to retirement and healthcare. Otterbacher stated that if there hadn't been the savings then there could have been loss of personnel other than the parking position. Otterbacher stated that a phone interpreter service was added.

4. 2012 Goals and Objectives – Otterbacher reviewed the goals and objectives from 2011 stating that the geo policing had been done by sectoring the city in case of a traumatic event. Otterbacher stated that the Badger TraCS software had been installed and currently warnings are being done with citations next. Otterbacher stated that the crime prevention team was implemented in 2011 and a meeting was held with the tavern owners along with creating a protocol for conducting undercover compliance checks for class A (beer stores, gas stations) & B (taverns). Otterbacher stated that there were two undercover compliance operations and letters were sent concerning any violations or if they passed. Otterbacher stated that another compliance operation will be held and if there are any failures the owners will receive a citation. Otterbacher stated that blue security check cards were distributed (previously discussed with the Police Commission). Otterbacher stated that there were compliments from Fairhaven and there was an increase security of vehicles, which was the goal. Otterbacher stated that several elderly awareness flyers were distributed. Otterbacher stated that for 2012 goals there will be a Safe Night Out in conjunction with the Safety Fair in August. Otterbacher stated that there will be a meeting with tavern owners before the students return and discussion of the cub program, which would be a change to the ordinance. Otterbacher stated that right now citations go to the owners, but she would like to see the employee receive the first ticket, the second offense the owner would go to the alcohol commission and the third the employee and the owner would receive the ticket. Otterbacher stated there will be implementation of child safety seat installation program. Otterbacher stated the Wisconsin Crime Alert Network will replace the old pyramid system of crime notification. Otterbacher stated that the police department and businesses will send and receive crime notices and alerts. Otterbacher stated that the one goal not achieved in 2011 was the Citizen Academy. Otterbacher stated that it is expensive to run and was funded by the crime prevention account which was previously funded by the courts. Otterbacher stated that donations and grants from Walmart, Fairhaven, Bainbridge will go towards night vision goggles and the Citizen Academy. Otterbacher stated that the 2012 department goals are to increase crime prevention, a five year strategic plan, create a new mission statement, collaborate with the university and drug units to decrease drug activity, reaccreditation, and look at creating the lieutenants positions and dedicating personnel to traffic and associated drunk driving. Otterbacher gave the Police Commission information outlining other agency comparables. Bilgen asked if there were questions and Knopp stated that his tavern was subjected to one of the walk-through stings and took the individuals

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ID. Knopp stated that the officer demanded that the ID be given back. Bilgen asked if there was a question about the sting and if not she encouraged that the issue should go through the process. Otterbacher stated that the business owners should have received a letter from City Attorney Wally McDonell with the results letter. Knopp stated that he did not receive the letter. Otterbacher stated that Wally's letter said that the Statutes say that legal valid driver's licenses can't be kept. Otterbacher stated that altered or fictitious driver's licenses can be retained for prosecution and the police must be called. Otterbacher stated that she would supply the letter from Wally. Bilgen asked that all Police Commissioners get a copy of the letter. Bilgen asked if there were any other questions. Dr. Kidd stated that there were a couple issues mentioned concerning drug enforcement and prevention and issues with taverns. Dr. Kidd asked if there was anything with the university underage drinking and house parties. Otterbacher stated that the department partners with the university and the county. Otterbacher state the abatement program is a preplanned event and three assistant district attorneys were present. Otterbacher stated to keep everyone safe, so there isn't any bull rushing or jumping out of windows. Otterbacher stated that compliance checks are low key, just someone going in to see if they can buy beer. Otterbacher stated that she met with Mary Beth Mackin and Chief Matt Kiederlen from the university concerning forming a mini task force comprised of one campus and two Whitewater officers. Otterbacher stated they have hit hard and the detectives are doing a good job. Olsen stated that looking at the 2010 comparables; the liquor law is way up and asked if they came from the taverns. Otterbacher stated that the numbers are more likely from house parties. Boyd stated that the numbers would be all liquor law arrest. Olsen stated that the operates (drunk driving) numbers scare him and instead of bars do more uncover at the college. Otterbacher stated that several bars failed. Olsen asked that the list be forwarded to the alcohol licensing committee. Otterbacher stated she has asked the alcohol licensing committee for some direction. Otterbacher stated that all of the taverns were given a warning so it isn't an arrest. Otterbacher stated that a party at the blue house on Main Street(not sure of the address) was shut down during homecoming. Otterbacher stated that the abatements cost a lot of money in overtime. Otterbacher stated that bars are generally safe, house parties are unsafe. Otterbacher stated that (drunk driving) check points have not passed in Wisconsin, but when they do she will be on board. Knopp stated that the numbers from the supplier's show that less than 30% of the beer is going to taverns. Otterbacher stated that 52 barrels went to the house party on Main Street. Bilgen stated local warrants are higher on the comparisons. Otterbacher stated that the department has tried to use the university's system of no grades if fines aren't paid, but it couldn't be done. Otterbacher stated the number is higher due to the moveable group of people and they are hard to locate. Otterbacher stated that our court system is different with an additional step other agencies don't have. Haberman asked if they were warrants on file or served and Otterbacher stated they are executed. Otterbacher explained the amount of staff time that goes into the process. Bilgen

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told the Commissioners to email Otterbacher directly with anything they want added to her report.

- B. Adjournment to Closed Session, to Reconvene per Wisconsin State Statute §19.85(1)(c) "Considering employment, promotion, compensation or performance evaluation data of any public employee over which governmental body has jurisdiction or exercises responsibility."

1. Items to be Discussed: Interviews of Captain Candidates (2)

Bilgen made a motion to adjourn to closed session with a second from Olsen. The motion passed by unanimous voice vote. The Police Commission adjourned to closed session at 6:44 pm.

AYES: Bilgen, Olsen, Knopp, Haberman, Dr. Kidd

NOES: None

ABSENT: None

- C. Reconvene into Open Session at approximately 8:15 pm –Bilgen made a motion with a second from Olsen to reconvene into open session at 8:45 pm. The motion passed by unanimous voice vote.

AYES: Bilgen, Olsen, Knopp, Haberman, Dr. Kidd

NOES: None

ABSENT: None

- D. Announcement of Recommendation to Chief of Police Concerning Captain Interview Candidates – With a motion from Olsen and a second from Knopp, the Police Commission recommended Michael Ciardo and Brian Uhl as candidates for the captain's position. The motion passed by unanimous voice vote.

AYES: Bilgen, Olsen, Knopp, Haberman, Dr. Kidd

NOES: None

ABSENT: None

- VI. Future Commission Meeting Dates – The Commission discussed the dates for the patrol hiring process. Otterbacher stated that the written test will be on December 10th, FTO interviews on 12 & 13, administrative interviews on 19th and Police Commission interviews December 28th, 29th or 30th or sometime in early January 2012. Haberman asked if the candidates can be contacted in the amount of time and Otterbacher stated that yes the candidates get all of the dates with their packet and everything is done by email. Haberman stated that he supported moving ahead. Otterbacher stated that there would be an additional two weeks after the Police Commission approval. The Police Commission determined that December 29th would be the date and Bilgen asked if the Commission would have time to review the applications beforehand. Otterbacher stated that whatever the Commission wanted she would do. Dr. Kidd asked if the applications would be sent out before hand. Otterbacher stated that she was concerned with security. Olsen asked if the Commissioners could view the applications at the police department and Otterbacher stated yes. Otterbacher stated that she could email the

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questions to the Commissioners, but Bilgen stated that it could be viewed as seeking consensus of the Commission. Bilgen stated that she would send an email to the Commissioners to remind them to send any questions that they want used in the interviews to Boyd.

- VII. Future Agenda Items – There were no future agenda items.
- VIII. Adjournment – Olsen entertained a motion to adjourn with a second from Haberman. The motion passed by unanimous voice vote.

AYES: Bilgen, Olsen, Knopp, Haberman, Dr. Kidd

NOES: None

ABSENT: None

The meeting adjourned at 9:00 pm.

Respectfully submitted



Kathy Boyd
Support Services Manager

City of Whitewater Police Commission
Closed Session Meeting
November 3, 2011
6:45PM

Call to Order: Police Commission President Jan Bilgen Craggs called the closed session meeting of the Whitewater Police Commission to order at 6:45PM.

Members Present: Jan Bilgen Craggs, Jim Olsen, Ken Kidd, Dennis Knopp, and David Haberman.

Also Present: Police Chief Lisa Otterbacher.

The purpose of the Closed Session meeting was to review and discuss the Police Captain promotional process and conduct interviews of the candidates.

After the interviews were complete the commission voted to certify both candidates for promotion.

At 8:44PM Jim Olsen moved to return to the open session, second by Jan Bilgen Craggs. Motion carried.

The meeting ended at 8:44PM.

Respectfully Submitted,

David Haberman, Secretary