



## Police and Fire Commission Meeting Minutes – August 14, 2014

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

Video and audio of this meeting can be viewed on the City of Whitewater web site at <http://www.whitewater-wi.gov/multimedia/police-fire-commission>

- I. Call to Order, Roll Call – Police and Fire Commission President Jan Bilgen-Craggs called the meeting to order at 6:37 pm.  
Members present: Jan Bilgen-Craggs, Dr. Ken Kidd, Dennis Knopp, Dr. Mark McPhail  
Members absent: Dave Haberman  
Also present: Chief Lisa Otterbacher and Records Technician Cathy Swartz.
- II. Approval of Minutes - April 2, 2014 and June 4, 2014 - On a motion by Dr. McPhail with a second by Dr. Kidd the minutes were approved by unanimous voice vote.  
AYES: Bilgen-Craggs, Kidd, Knopp, McPhail  
NOES: None  
ABSENT: Haberman
- III. Old Business – There was no old business
- IV. New Business
  - A. 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: Interview of Detective Candidate – 1  
On a motion by Bilgen-Craggs with a second by Knopp, the Commissioners unanimously voted to adjourn to closed session.  
AYES: Bilgen-Craggs, Kidd, Knopp, McPhail  
NOES: None  
ABSENT: Haberman  
The Commissioners adjourned to closed session at 6:39 pm.
  - B. Reconvene into Open Session at Approximately 6:45 pm – The Commissioners reconvened into open session at 7:25 pm.
  - C. Announcement of Recommendation to Chief of Police Concerning Detective Candidate – A motion was made by Dr. McPhail that the Commission approve Officer Bill Becker as Detective. There was a second from Knopp. The motion was passed by a unanimous voice vote.  
AYES: Bilgen-Craggs, Dr. Kidd, Knopp, Dr. McPhail  
NOES: None  
ABSENT: Haberman

Chief Otterbacher left the meeting to welcome the newest member of the Detective Bureau. The Commission took a brief recess at 7:26 pm. Chief Otterbacher returned to the meeting at 7:31 pm.

- V. Citizen Comments – Bilgen-Craggs 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 the 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.

VI. New Business (continued)

A. Chief of Police Report

1. Annual School Safety Meeting – Scheduled for September 23<sup>rd</sup>. We host a public safety meeting with our schools that includes representatives from the School District’s Leadership Team, EMS, Fire and Police. Items that will be discussed will be some of the brainstorming suggestions that came up during last year. Also a discussion with crash crew extrication team regarding the Hot Zone/Red Zone and the possibility of outfitting some personnel of the crash crew with ballistic vests so they can enter the Hot Zone to extricate victims and bring them back to the EMS station. As well as a discussion regarding annual training, bi-annual training, short term and long term goals for initiatives, how do we keep going on the active threat training, and how do we keep our schools up to date with this training.
2. Update on the Communications Bridge – The last stumbling block was resolved. It was regarding the County’s IT representative wanting a dedicated line specific for the bridge. The primary concern was if the internet goes down, what would be the secondary line. The City’s Chief Information Officer advised the city has a redundancy with the copper line for our 9-1-1 system, so there for our copper line can be secondary. VPN will be for first line with a backup of the copper line. So once that was established, we were no longer required to have one stand alone dedicated internet line. Chief noted she will be presenting that solution on Tuesday to the City Council. The concept of the Communications Bridge can work and it’s endorsed, the plan will be reviewed and the cost will be determined.
3. Act 200 Allows Law Enforcement to Administer Narcan – A new act passed in the State of Wisconsin that allows law enforcement to administer Narcan (drug to reverse the effects of opiates.) With the number of heroin overdoses, it’s a life saving initiative that other law enforcement officers have used and implemented. Chief has been in contact with Todd Lindert (Rescue Captain) and he’s been in contact with the Rescue Squad medical director to figure out if it can implement here. If accepted, it would be a nasal administration of the Narcan. We’re interested in doing it but we want to do it right and in line with our EMS and medical director.
4. Department 2015 Goals – 2015 Goals will be submitted with our budget. Our goals for 2015 are to facilitate at least two significant K9 public demonstrations for our community; continue to address and implement the recommendations that were outlined in our communications staff study; implement at least two crime prevention department initiatives; complete bike patrol certification training, we only have four

left and then all of our sworn officers and detectives trained in bike; partner with Information Technology and Park and Rec to look at installing some camera systems throughout the community; participate in at least one state facilitated traffic safety program, we always do SOBER; and explore the use of senior citizens volunteers, right now we're looking at the cadet program. Dr. Kidd asked if (Officer) Jim Elder will coordinate the Senior Volunteer Program. Chief answered that Jim might head it up but it will depend on the Cadet program.

Of the ten goals for this year, we've completed all of them except for three. Throughout the rest of the year, we plan to work on the communications bridge; continue to partner with the Park & Rec for the public access cameras; and the new RMS system is needed before we can complete the goal of the patrol self initiated activities. We also need some stats on what's going on in obligated time and unobligated time and the new RMS will be very helpful in gleaning those numbers. Kudos to the department, they've all really worked hard at all of these initiatives and have done a tremendous job.

5. Five Year Strategic Plan – We are currently working on our five year strategic plan. We are a year behind in the plan because we were waiting to partner with the city. One of the ways we're trying to accomplish the plan is with everyone being involved through their supervisors. We are going to develop it through the SWOT concept, which is to assess the department's Strengths, Weaknesses, Opportunities and Threats. This is so we can appreciate what we do well and identify what may be a weakness, which we can address. Then technology, which is always up and coming. The deadline of mid-October is for the department to come up with and give compliments to each of the sections and then by the year's end we'll have a completed Strategic Plan. We will have about four months worth of collection, work and data. We should have a good strategic Plan for the next five years.
6. Emergency Government Director and Deputy Directors – Our new emergency government coordinator, Todd Lindert, was appointed at our last city council meeting. Also appointed are two deputy emergency government coordinators directors, Sabrina Ojibway, dispatcher on late shift, and Ryan Dion, who's a fire fighter. The three directors will take on the task of emergency government and formally lay out the updated operations plan.

Any questions? Dr. McPhail asked how the (on officer) cameras are working out? Chief said the axon cameras are working out amazingly. The only challenge we've really had is that our records department has been overwhelmed with copying video to DVDs because the district attorney wants the videos before charging a defendant. Chief explained a situation where a citizen had a complaint about an officer's traffic stop and they viewed the video together and the complainant then saw that a complaint wasn't needed. Dr. McPhail mentioned that there is a lot of discussion about the cameras on the National Association of Citizen's Oversight of Law Enforcement both positive and negative. Bilgen-Craggs mentions that well intended Law Enforcement supports it. Chief discussed that cell phones may take video, but the officers video show what they are seeing at the time of the incident. Dr. Kidd mentioned that he has talk to four patrol officers and asked them specifically about it, they are universally feeling positively about it, both from a workload and all of the kind of protection sorts of things. Chief mentioned that there is a challenge due to

Taser going away from off-line storage; they want all video to go online through Evidence.com. That cost is between \$5,000-\$7,000 a year. Going to Evidence.com would minimize the number of DVDs that are burned by the Support Staff, but not every officer would have their own camera, so that would be a challenge. Dr. McPhail asked if anyone else is selling the cameras with that type of service associated with it. Chief answered that Taser is the first and only company with this type of camera. Chief mentioned that Brookfield Police Department is transferring to Evidence.com and we're trying to get their old ETM's (docking stations). That will keep us whole for a couple more years because we want all the officers to have their own cameras eventually. Once they have their own cameras they can use their cell phones to show the video in question. Taser no longer makes their ETMs for off-line. Dr. Kidd mentions that eventually we'll have to go online.

7. Any other questions? Dr. Kidd had a question with regards to outfitting crash crew to go into a lock down scene and bring victims out to EMS. He doesn't understand why it would need to be done that way. Chief answered that it was the Fire Chief's request and to asked him about his reasoning. Dr. McPhail and Bilgen-Craggs joined the discussion.
- VII. Future Commission Meeting Dates - The Police Commission will tentatively plan to meet on Thursday, November 13, 2014 at 6:30 pm in the Municipal Building Community Room.
- VIII. Future Agenda Items – Bilgen requested that the Commissioners email her with any future agenda items.
- IX. Bilgen-Craggs thanked the department and the staff who coordinated the Nation Night Out (NNO) event. She thought it was well attended and exceptionally done. It had a very nice variety of stuff and it was nice to see the support of the counties. Chief mentioned it was a committee that developed NNO and they did an amazing job. The members of the committee were Adam Vander Steeg (coordinator), Saul Valadez, Dan Meyer, Cathy Swartz, Angela Sahr, Brian Uhl, Kathy Boyd, Chief, and Jake Hintz.
- X. Adjournment - On a motion by Dr. McPhail with a second by Knopp the Commissioners unanimously voted to adjourn to closed session.  
AYES: Bilgen-Craggs, Kidd, Knopp, McPhail  
NOES: None  
ABSENT: Haberman  
The Commissioners adjourned at 7:58 pm.

Respectfully submitted,

Cathy Swartz  
Records Technician



City of Whitewater Police and Fire Commission

Closed Session Meeting

Thursday, August 14, 2014

Call to order: Police and Fire Commission President Jan Bilgen called the closed session meeting to order at 6:45 pm

Members present: Jan Bilgen, Dr. Mark McPhail, Dennis Knopp and Dr. Ken Kidd

Members absent: Dave Haberman

Also present: Police Chief Lisa Otterbacher

The purpose of the meeting was to interview a Detective candidate, Bill Becker. At the completion of the interview it was agreed that the candidate would be certified for promotion.

On a motion by Dr. Kidd with a second by Dr. McPhail, the Commissioners unanimously voted to return to open session at 7:20 pm.

AYES: Jan Bilgen, Dr. McPhail, Knopp, Dr. Kidd

NOES: None

ABSENT: Dave Haberman

Respectfully Submitted,

Jan Bilgen