



## Police and Fire Commission Meeting Minutes – February 19, 2015

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 Vice President Dr. Mark McPhail called the meeting to order at 6:30 pm.  
Members present: Dr. Mark McPhail, Dr. Ken Kidd, Dennis Knopp, and Dave Haberman  
Members absent: Jan Bilgen-Craggs  
Also present: Chief Lisa Otterbacher and Support Service Manager Kathy Boyd.
- II. Approval of Minutes – November 13, 2014 - On a motion by Dr. Kidd with a second by Knopp the minutes were approved by unanimous voice vote.  
AYES: Dr. McPhail, Dr. Kidd, Knopp, Haberman  
NOES: None  
ABSENT: Bilgen-Craggs
- III. Citizen Comments – There were no citizen comments
- IV. Old Business – There was no old business
- V. 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 Patrol Officer Candidate (1)  
On a motion by Dr. Kidd with a second by Knopp, the Commissioners unanimously voted to adjourn to closed session.  
AYES: Dr. McPhail, Dr. Kidd, Knopp, Haberman  
NOES: None  
ABSENT: Bilgen-Craggs None  
The Commissioners adjourned to closed session at 6:32 pm.
  - B. Reconvene into Open Session at Approximately 7:00 pm – The Commissioners reconvened into open session at 7:10 pm.
  - C. Announcement of Recommendation to Chief of Police Concerning Patrol Officer Candidates – A motion was made by Dr. Kidd that the Commission approve Justin Stuppy as a Patrol Officer. There was a second from Knopp. The motion was passed by a unanimous voice vote.  
AYES: Dr. McPhail Dr. Kidd, Knopp, Haberman  
NOES: None  
ABSENT: Bilgen-Craggs  
There was a pause in the meeting at 7:10 pm in order for Chief Otterbacher to talk to the patrol officer candidate.  
The meeting resumed at 7:20 pm.

D. Chief of Police Report

1. Personnel Update - Detective and Dispatcher – Chief Otterbacher stated that Ben Lindsey has been assigned to the rotational detective position, which is a one year temporary assignment. The detective position will be posted at the end of the assignment and if anyone is interested they will go through the regular process, which includes coming before the Police and Fire Commission. Part time dispatcher, Ellen Reddy, resigned her position and a replacement has been hired. The new part-time dispatcher, Holly Brown, started on February 17<sup>th</sup>. She will work 2 days on/5 days off, 3 days on/5 days off and her schedule covers the first shift dispatcher's days off.
2. Recognition of Personnel for Large Scale Investigations – Chief Otterbacher stated that she wanted to recognize the detectives and officers that solved the recent bank robbery. There was community involvement and officers used the on-officer camera in a new way by capturing the make of cars and the license plates in case the information was needed. The case was solved within a week. With the recent burglary of a home where the homeowners were present officers utilized basic canvassing to solve the case within a week. The Shannon case, which was a crime against children in Whitewater, went to trial and came back with 15 convictions.
3. Two Sergeants Attending Ethics Instructor Certification - Sergeant Dan Bradford and Detective Sergeant Dan Meyer will attend ethics instruction certification. Having in-house trainers will save on overtime.
4. Narcan Medication Can Be Administered by Officers - Chief Otterbacher stated that officers are now trained to administer Narcan (used for heroin overdoses). The drug will be kept in a thermos to keep it temperature controlled. Officer Elder conducted the training and there is a memorandum of understanding (MOU) with the rescue squad. Dr. Kidd stated that it is the same thing that the PD (police department) has done for a long time, working as an extension of the rescue squad being the first on a scene. Dr. Kidd stated that the PD will save a life within the next year or two and fortunately the PD is equipped.
5. Annual Citizen Complaint Review – Chief Otterbacher stated that there was one citizen complaint in 2014. There is a process in place where someone can come to the department or submit a complaint on-line. The complaint was exonerated based on the department policy. The complainant received a letter with options if not satisfied with the disposition, which includes contacting the Police and Fire Commission. The department investigates all citizen complaints. Citizen complaints are listed in the annual report on-line and at the library.
6. Completed 2015-2020 Strategic Plan – Chief Otterbacher asked if the PFC has any questions concerning the 2015-2020 Strategic Plan (they received a copy of the plan on 1/7/15). Boyd formatted the document to make it easier to navigate. The plan is implemented into the yearly team goals with one goal coming from the strategic plan.
7. 2015 Citizen Academy Update – Chief Otterbacher stated that the department hadn't had a citizen academy for awhile, but she was happy to bring it back. The program went from 10 weeks to 5 weeks. Attendees are asked to give feedback on the program. The department is planning another academy for 2017. Dr. Kidd (one of the attendees) stated that it is a successful program and he learned a lot. The instructors are impressive and it was well worth the time spent. Chief Otterbacher stated that the program gives the officers and dispatchers time to connect with the community. Dr. Kidd stated that there was contact with more than 10 officers over the first five weeks. Chief Otterbacher stated that the officers and dispatchers are asked to participate and they

determine what they are going to teach. The academy classes consist of a broad mix of people in the community.

8. Accreditation On-Site June 2015 – Chief Otterbacher stated the department is up for reaccreditation in 2015. There are 24 accredited agencies in the state of Wisconsin and it is a voluntary program of 238 standards based on national best practices. There is an outside governing board. The three assessors will be at the department for three days, spending time with the employees and reviewing files. A final report will be forwarded to the WILEAG (Wisconsin Law Enforcement Accreditation Group) governing board and if the department is to be reaccredited it will be recognized at the February 2016 winter chief's conference. The department has been reaccredited five times. Dr. Kidd asked how often the department is reaccredited and Chief Otterbacher stated every three years and it is Wisconsin specific. Dr. McPhail asked if there is a regional governing body. Chief Otterbacher stated that CALEA is national, which is how the department first became accredited, but the fees are \$10,000. The state accreditation fees (less than national) are paid by CVMIC (the city's liability insurance carrier) because the liability is lessened with accreditation.
- VI. Future Commission Meeting Dates – Dr. McPhail stated that he would defer to his colleague (Bilgen Craggs) to contact the commissioners to set the next meeting date.
- VII. Future Agenda Items – There were no future agenda items.
- VIII. Adjournment - On a motion by Dr. Kidd with a second by Knopp the Commissioners unanimously voted to adjourn.  
AYES: Dr. McPhail, Dr. Kidd, Knopp, Haberman  
NOES: None  
ABSENT: Bilgen-Craggs  
The Commissioners adjourned at 7:37 pm.

Respectfully submitted,



Kathy Boyd  
Support Services Manager