



Police and Fire Commission Meeting Minutes – November 9, 2016

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 – Commission President Jan Bilgen called the meeting to order at 6:30 pm.

Members present: Jan Bilgen, Dennis Knopp, Jerry Grant, Dr. Glenn Hayes

Members absent: Stephanie Goettl

Also present: Chief Lisa Otterbacher and Support Services Manager Kathy Boyd

II. Approval of Minutes from January 18, 2016 (not approved at March 10, 2016 meeting), August 18, 2016, and October 12, 2016 –

Dr. Hayes requested that the word “equitably” be changed “equitable” in the August 18th minutes.

On a motion by Dr. Hayes with a second by Knopp, the Commissioners unanimously voted to approve all of the minutes.

AYES: Bilgen, Knopp, Grant, Dr. Hayes

NOES: None

ABSENT: Goettl

III. Citizen Comments – There were no citizen comments.

IV. Old Business

A. Review the PFC Citizen Complaint Process Pertaining to Complaints Made Against the Command Staff and Chief of Police (per minutes from August 18th meeting) – Bilgen stated she was not able to make the August 18th meeting so Dr. Hayes brought the issue up at that meeting. The August 18th minutes reflect that there is nothing noted about how to handle non criminal complaints about command staff, specifically the Chief. Bilgen stated having gone through that type of situation in the past, she found it was difficult to obtain assistance. Bilgen stated that unless it is criminal, the Department of Criminal Investigation (DCI) will not assist. Bilgen stated that she contacted three sheriff’s departments and they were not interested in providing the service. Bilgen stated that there was a motion passed at the August 18th meeting to check with the City Attorney (Wally McDonell) and the City Manager (Cameron Clapper) concerning the issue. Bilgen stated that she didn’t hear back from them, nor did any of the other Commissioners. Bilgen stated that she would contact them again.

Grant asked if the intent is for the PFC President, City Attorney and City Manager meet to come up with a policy?

Bilgen stated to come up with a policy and a ways to address complaints against the command staff that aren’t criminal in nature. Bilgen stated that if the complaint is criminal it needs to stay with a law enforcement agency. Bilgen stated if it is a complaint about treatment there has to be another way. Bilgen stated that the Commission could write it to give some flexibility depending on the severity or issue.

Dr. Hayes asked if it then would come back to this Commission.

Bilgen stated absolutely.

Grant asked if any other municipalities have been contacted.

Bilgen stated that she sent requests in July, but only heard from out of state commissions. Bilgen stated that there might be more policies to access on line. Bilgen asked Chief Otterbacher if there was a list serve to send out a request to other chiefs.

Boyd recommended the City Clerk's network.

Grant asked Chief Otterbacher if any other chief's have these policies.

Chief Otterbacher stated that she hasn't asked, but she could check with the WILEAG governing board. Chief Otterbacher stated that it really is a PFC policy and they could contact Claire Silverman at League of Municipalities.

Bilgen stated that there is no issue at the moment.

Grant stated that there were two issues in the past and there may be another someday, it's better to be prepared.

Bilgen stated she will forward any information to the PFC, but they should not talk to each other about it. Bilgen stated that she may invite Wally and Cameron to the next meeting to discuss changing the policy.

V. New Business

A. Chief of Police Report

1. Department Personnel Update – Chief Otterbacher stated that Dispatcher Jessica Gardner is on solo dispatch as of October 7th. Kyle Hathorn, who is the newest officer, has completed the academy and is in the second phase of training and doing well. An officer has planned to retire on January 5th, but there is no official letter yet. As soon as there is a letter the position will be posted. An officer is recovering with a broken leg and will be back in December. An officer is on family leave and back in December. An officer is out two weeks with injury. An officer with Workman's Comp injury will have surgery in December and will be out for three months, but will be working light duty on accreditation.

Grant asked of the broken leg was on duty.

Chief Otterbacher said off duty.

Bilgen asked how long the department will be down the most.

Chief Otterbacher stated that two will be back before the one has surgery and the family leave is out of the detective bureau, which has no minimum staffing. There has been a lot of major crime and the detectives have been very busy. Chief Otterbacher also indicated that a dispatcher's son was in a fatal accident

2. Embracing Unity Through Peace Rally – Chief Otterbacher stated that there was a nice turnout and it identified key players to help take it further. Chief Otterbacher stated that the department continues to work well with the university, working with the Dean of Students to work through issues.

Bilgen thanked Chief Otterbacher and Dr. Hayes for their participation. Bilgen stated that she was grateful for Officer Valadez who gave a similar presentation to one of the student organizations on campus.

3. 2017 Full Scale Emergency Exercise – Chief Otterbacher stated that department staff participated in an emergency table top exercise in anticipation of the large scale mock incident in August of 2017. Chief Otterbacher stated that the review involved law enforcement, communications, fire and rescue. Chief Otterbacher stated that she hopes to have an additional table top exercise for the communications center staff. Captain Meyer will be working with John Ennis from Walworth County Emergency Management to facilitate the event.

Dr. Hayes asked if it would be part of the school teacher training. Chief Otterbacher state yes, it will build on the previous active threat trainings provided to the school district. Chief Otterbacher stated that the training will include warm extractions, which is a new concept that allows fire and rescue to enter a building even though it hasn't been cleared.

Dr. Hayes asked if students would in the school and Chief Otterbacher state that some would participate.

- VI. Future Meeting Date - The Commission will meet on the citizen complaint policy issue on January 11, 2017 at 6:30 pm.
- VII. Future Agenda Items – Old business on citizen complaint policy. Bilgen would like to see citizen comments about the outstanding work done by department employees. Chief Otterbacher stated that the information is in the annual reports and the newsletters and she wasn't sure how to compartmentalize the information for the PFC meetings. Bilgen stated that she would like to have the compliments be part of the record.
- VIII. Adjournment – On a motion by Dr. Hayes with a second by Grant, the Commission unanimously voted to adjourn.

AYES: Bilgen, Knopp, Dr. Hayes, Grant

NOES: None

ABSENT: Goettl

The Commissioners adjourned at 6:50 pm.

Respectfully submitted,

Kathy Boyd
Support Services Manager