

Public Safety Committee  
Wednesday, June 3, 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 James Montgomery at 6:30 p.m.
  - 2. Roll Call.** Members present: Alderpersons Matt Brown, Cheryl Fuchs, and James Montgomery. Others present: City Administrator Ian Rigg, Police Sergeant Pat Reese, Officer Matthew Nankee, EMS Assistant Chief Carolyn Kleisch, and Deputy City Clerk/Treasurer Maria Hougan.  
**Absent & Excused:**
  - 3. Approval of Agenda.** Fuchs made a motion, second by Brown, to approve the agenda.  
  
Motion approved 3-0.
  - 4. Approval of Meeting Minutes.** Fuchs made a motion, second by Brown, to approve the May 6, 2015 regular meeting minutes as printed.  
  
Motion approved 3-0.
  - 5. Citizen appearances other than agenda items listed.** City Administrator Rigg stated he had a few requests from citizens. George DeBroux requested to have consideration for two 15 minute parking stalls in front of his store at 18 E. Main Street; there was a request to install holders and orange flags at the pedestrian cross walks at Main and 1<sup>st</sup> St. and/or Main and 2<sup>nd</sup> St., the requestor(s) will come up with a plan and present it to the Street Superintendent and Attorney for review. This will be done by volunteers, and materials will be donated for the crosswalks. City Administrator Rigg also reported out the wage study preliminary results are in, and they will be included in the upcoming council packet. There has been one animal permit issued, and two are pending inspections, after approval of Building Inspector and Police inspections, they will be issued.
- 1. Old Business.**
    - A. Discussion and presentation regarding liquor licensing compliance checks, and review on future liquor licensing policy changes, and a formal denial appeal process (ongoing agenda item). There were several Liquor License Retailers in attendance at this meeting. Lee Dammen of Landmarks/Cenex; Sheryl Goodspeed of Goodspeed Gas N Go; Pammi Sekhon of All In One; Jim Kopecky of Kopecky's Piggy Wiggly. The process and results of the BASE compliance checks along with some liquor licensing state statutes were reviewed and discussed. Sergeant Reese offered to work with the retailers to assist in educating their employees. This will be placed as an ongoing agenda item. No action taken.

**2. New Business.**

- A.** A motion was made by Brown, seconded by Fuchs, to approve reserving Lake Leota Park for Evansville's Night Out on August 11, 2015.

Motion approved 3-0.

- B.** A motion was made by Montgomery, seconded by Fuchs, to recommend approval of an amendment to the Class "B" Beer/ "Class B" Liquor License for Pete's Inn, Inc. Linda Church, Agent, 555 S. Fifth Street, Evansville, Wisconsin, 53536, d/b/a Pete's Inn Inc., 14 N Madison St, Evansville, Wisconsin, 53536, for their Anniversary Party-Chamber of Commerce annual raffle ticket event, on Sat. August 1, 2015 from noon to 9:00 p.m., and for a 1990 Class Reunion Event on Sat. August 22, 2015 from 4:00-9:00 p.m.

Motion approved 3-0.

- C.** A motion was made by Fuchs, second by Brown, to recommend approval of the Temporary Class "B" Fermented Malt Beverage and Temporary "Class C" Wine License application for Evansville Community Partnership for July 1, 2015 – July 5, 2015 for the 4<sup>th</sup> of July festivities at Lake Leota Park, and the attached temporary operator's list.

Motion approved 3-0.

- D.** A motion was made by Brown, second by Fuchs, to recommend approval to Council of the Class "B" Beer and "Class C" Wine license for George G. DeBroux, agent, d/b/a DeBroux House Cafe Coffee and Catering, located at 18 E. Main Street, Evansville, Wisconsin, 53536. (Pending approval of background check).

Motion approved 3-0.

- E.** A motion was made by Fuchs, second by Montgomery, to approve the Original Operator's License application(s) for: (all favorable recommendation by Police Chief)

1. Ryan E. Wiedel
2. Forrest Palmer Johnson
3. Justin C. Zhe
4. Tonia D. Kastner

Motion approved 3-0.

- F.** A motion was made by Brown, second by Fuchs, to approve the Renewal Operator's License application(s) for: (all favorable recommendation by Police Chief)

1. Michael E. Maves
2. Jon M. Frey

3. Margaret J. Funk
4. Quinatia A. Crider
5. Lejunna E. Meade
6. Jennifer D. Wiedel
7. Sheryl Ann Goodspeed
8. Nicole M. Rackow
9. Keith Thomas Henning
10. Kolleen Jean Onsrud
11. Mary Catherine Rooney
12. Audra M. Bair

Motion approved 3-0.

8. Evansville Police Report. Sergeant Reese presented the report below:

#### Table of Contents

#### **I. Monthly Report**

The monthly report was completed using the Spillman LRMS system.

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

#### **II. Officer Training**

- New Officer Field Training
- Level One Active Shooter
- Narcan Training
- Leadership
- Blood borne Pathogen
- Range training/qualification
- Heroin

#### **III. Monthly Update**

- Police commission Update
- Calls for Service
- License plate Transactions/Renewals
- Staffing/Police Commission Update
- Coop Student

#### **IV. Agenda Items for Discussion**

- Coop Student

#### **V. Community Relations**

- License Plate & Title Service Provider Report

- Reality Maze
- Rock County OWI Task Force Phase two
- Law Enforcement Torch Run
- Rock County 911 Public service announcement/video

## VI. Ancillaries

- Evansville PD Take Back day results Saturday May 16<sup>th</sup>
- Law Enforcement Torch Run June 3<sup>rd</sup>

## I. POLICE DEPARTMENT MONTHLY REPORT

May - 2015

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### II. Officer Training:

Officer Arnold will be starting her “shadow phase.”

All staff completed Narcan Administration training May 20<sup>th</sup>, 2015

All staff completed Rock County Aging & Disability Resource Center (ADRC) training May 20<sup>th</sup>, 2015

EPD staff will complete Bloodborne Pathogen training in June/July.

Range training will be schedule in June or July.

We have reserved a slot for ALERRT Level 1 Active Shooter Training are scheduled for November 9-10, 2015 and December 9-10, 2015 in Beloit.

Officer Schmidt attended Heroin Overdose training at the Milwaukee Police Academy on May 21.

### III. Community Relations:

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

Evansville Police Department drug “Take Back” day was Saturday May 16<sup>th</sup>, 8a-11a

EPD joined BASE for a second “Maze” at the Evansville High School on Friday May 22<sup>nd</sup>.

Chief McElroy represented EPD at the Law Enforcement Torch run Wednesday 6-3-15 at the RCSO.

Officer Meryisa Hernandez represented EPD on Saturday May 30<sup>th</sup> in Beloit for the 911 Public service announcement/video.

### IV. Monthly Update:

1. Technology/Equipment Update: The new Ford police interceptor is now in service. EPD staff completed department training and now carries NARCAN in the squad cars. EPD is the first police agency in the county to carry NARCAN in the squad cars.
2. Body Cameras: We are researching grant opportunities to purchase body cameras.
3. 4<sup>th</sup> of July Festivities: We are working on finalizing the schedule for the 4<sup>th</sup> of July festivities. We hope to have all new part time officers on duty in the park with full time officers over the 4<sup>th</sup> festivities. This is an opportune time for the public to meet the new officers.

4. Police Commission/staffing:

- We just completed an eligibility list. On Tuesday June 2<sup>nd</sup>, the Evansville Police Commission appointed three part time officers: Jessica Rittenhouse, Garritt Hollis and Larry Harkey. Two will start immediately and the third won't start until the first two are trained. The Assessment center was completed Sunday March 22<sup>nd</sup>, 2015. Interviews were completed Wednesday March 25<sup>th</sup>. Sergeant Reese has backgrounds just about complete on all three appointments.
- We interviewed three candidates for the new coop student. Mark Trawicki was selected and will start end of June or July when Adrianna steps down. Mark was appointed at the May Public Safety meeting.
- Jacquelyn M. Arnold is in the final phase of her training which is "shadow phase." Jacqui started her training on Thursday September 4<sup>th</sup>, 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 initially appointed to be the Municipal Court officer on an interim basis until a new court officer is in place. As of June 2<sup>nd</sup>, Larry was appointed as a regular part time officer. Larry will remain court officer. Larry is currently a police/court officer or the Albany Police Department.
- I am pleased to announce that officer Meryisa Hernandez has completed field training on September 3<sup>rd</sup>, 2014. Meryisa is now working as a second officer.
- Adrianna Schlitzer started Monday June 16<sup>th</sup>, 2014 working 8a-1p. Effective Tuesday September 2<sup>nd</sup>, Adrianna will generally be working 1215p – 3 p Monday – Friday during the school year.

5. Calls for Service: May 2015: 1034 2014: 1068

6. License Plate Transactions: May 2015: 75

7. 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.

8. Face Book Page: EPD continues to utilize "Face book."

V. Agenda Items for Discussion:

6. A – Liquor license Compliance checks. Officer Matt Nankee will briefly explain alcohol compliance requirements and Sergeant Patrick Reese is present to explain how BASE and EPD work the compliance checks.

7. A – Sergeant Reese will discuss his role with BASE and the upcoming “Evansville Night Out” BASE is sponsoring.

VI: Ancillaries:

- Take Back” day Saturday May 16, 2015 8am-11am
- Law enforcement Torch Run Final leg

VII: Additional Grant Information

Since drawings began 2005, The Evansville Police department has been awarded the following:

- 2014 - The Evansville Police Department was one of the agencies that was selected, and will be awarded a \$4,000.00 Traffic Enforcement Equipment Grant for participating in the 2013 “Click it or Ticket.” Initiative.
- 2013 - the Evansville Police Department was one of the agencies that was selected, and will be awarded a \$4,000.00 Traffic Enforcement Equipment Grant for participating in the 2012 “Booze and Belts” Initiative.
- 2011 - Awarded a \$4,000.00 grant for participating in the “Click it or Ticket” initiative.
- 2009 - Awarded a Preliminary Breath Test Unit {PBT} valued at \$700.00 for participating in the “Click it or Ticket” initiative.
- 2009 - Awarded a \$4,000.00 grant for participating in the “Over the Limit Under Arrest” initiative.
- 2007 - Awarded a \$4,000.00 grant for participating in the “Click it or Ticket” initiative.

VIII . Old Business:

1. Anticipated costs to bring one part time officer on at EPD:

\$ 1160.00 - \*160 hours training per officer @ 7.25 hour = 1160.00  
(J Schmidt was 151 hours) \*\* (Proposed 500 per accreditation) (Meryisa H was about 500 in 2014)

\$ 88.74 - FICA  
\$ 400.00 - Psychological examination per officer  
\$ 55.60 - Physical examination per officer  
\$ 98.10 - Hepatitis B  
\$ 20.00 - Pep test exam per officer  
\$ 33.70 - 5 panel drug screen per officer  
Total for one part time officer: \$ 1856.14

\* This has changed due to accreditation requirements. Additional training hours are now required.

2. Digital conversation: We are back using the digital system. We (police department) are now experiencing minimal problems as most issues appear to be resolved (6-27-12 we switched to digital).
3. Hot Spot Technology: Things continue to work reasonably well. The “air card” technology seems to work much better than the old modems. Air cards appear much faster and less expensive. We have called upon, {and will continue to do so} Rock County Computer Services and General Communications, to assist in keeping the systems working smoothly.
4. Going Green Update: We continue to scan files on a daily basis.
5. Snow Mobile/ATV Route Update: No update.
6. Police Website: See our website at: <http://www.ci.evansville.wi.gov/city/services/police.html> We continue to place information on this site.
7. Evansville Emergency Monitoring System: (on hold for now) we are working on creating the “Evansville Emergency Monitoring System” or (EEMS). This system is an automatic dialer that people will have connected to their phone. Evansville police officers will help residents get the system set up and operable. The participants wear a pendant and simply push the button on the pendant to activate the system. When activated, an automatic call will be placed to the Evansville Police Department, and an officer will be immediately dispatched to the house. The system is ideal for the elderly, those with medical conditions or handicapped, living alone, etc. {more information coming next month.....}
8. Emergency Operations Manual:
9. Title and Registration Service Provider: On Monday March 19<sup>th</sup>, 2007 we began offering our services as a Title and Registration Service Provider for the DMV. In November 2010, EPD was listed on the DMV website as a providing registration agency.
10. DNR Licensing agent : March 2011, EPD became a DNR Licensing agent for snowmobiles, boats, hunting & fishing licenses, etc. We have begun issuing decals for snow mobiles!
11. Medicine Drop Box: In May 2011, EPD began operating as a Medicine Drop Box Collection point.
12. Pellitteri Contract: As part of the scanning process above, we had two secure bins delivered to EPD from Pellitteri Waste Systems. The cost is \$72.80 per trip to empty.
13. Donations:  
James Howard at LiteWire: James donated significant time in setting up the computers systems at the Police department.  
Refrigerator: Sub Zero  
Conference Chairs and Desk: UB & T {Steve Eager}  
Stove: Appliance Works {Brian Fick}

Secure bullet resistant window: Dean Bakken at Cooper Glass  
Steel for wall: Varco Pruden  
Furniture: Anonymous donor  
Speakers in hallway for police radio: Jeff Stevens: Digital Security  
Moving help: Rock Valley Community Programs  
Intercom system for the public entrance area: Chief McElroy  
Police Signs: Pat Phillips donated toward the purchase of the Police signs.  
Police sign tempered glass and framework installation: Dennis Wessels  
Stone in front of EPD: CR Stone1-28, 11-29

9. Evansville Medical Services Report. Assistant EMS Chief Carolyn Kleisch presented the EMS monthly report. She reviewed the ambulance run data report, and stated there were 47 runs in May. Montgomery asked about appointing the Assistant EMS Chief to assist with completion of the EMS manuals in the Chiefs absence.
10. Meeting Reminder: Next regular meeting scheduled for Wednesday, July 1, 2015 at 6:30 p.m. at city hall.
11. Future agenda items: Pedestrian Crossing at Main and 1<sup>st</sup> and Main and 2<sup>nd</sup> Street; EMS and Police Department press releases; Compensation for EMS and Police at events; Discussion on EMS morale; Discussion regarding implementing additional EMS staff.
12. A motion was made by Brown, second by Fuchs, to adjourn at 7:45 p.m.

Motion approved 3-0.

Respectively Submitted,

Maria Hougan

Deputy Clerk/Treasurer