

City of Portage
Police and Fire Commission Meeting
Tuesday, August 18, 2015, 7:00 p.m.
City of Portage Municipal Building, 115 West Pleasant Street
Conference Room Two
Minutes

Members Present: Thomas Drury, President; Pat Hartley, Kay E. Miller, Jeynell Boeck, Charles Miller

1. Roll Call

President Drury called the meeting to order at 7:00 pm. Motion to convene by C. Miller, seconded by K. Miller, and motion passed unanimously

2. Approval of minutes of previous meeting

A motion was made by C. Miller and seconded by K. Miller to approve minutes from the May 12, 2015 meeting. The motion passed unanimously.

3. Introduction and Recognition of the Portage Fire Department Paid on Call Officers

Chief Simonson introduced the current paid on call officers on the department including;

Deputy Chief Brian Bonovetz

Captain Matthew Asch

Captain Brad Powell

Captain Mike Nachreiner

Lieutenant Terry Kibby

Lieutenant Aeriond Liu

Lieutenant Ryan Armstrong

Lieutenant Melissa Young

The members of the Police and Fire Commission thanked them and recognized their commitment of time and effort to the protection of the city and citizens of Portage.

4. Fire Report

Chief Simonson reviewed the quarterly fire report from May 13, 2105 to August 18, 2015. He highlighted some of recent training, especially the MABAS training convention in Green Bay. The Mutual Aid Box Alarm System (MABAS) was used for the large fire and response at the AMPI fire earlier this year. Lieutenant Aeriond Liu will be responsible for some the duties associated with MABAS and attended the convention with Chief Simonson and Inspector Ratz. Chief Simonson felt the response and usage of MABAS provided the city with an increased level of protection on large events requiring more personnel and equipment. The work continued on outfitting the new Engine 3 with the required equipment.

5. Police Report

Chief Manthey reviewed the partial quarterly report from July 1, 2015 to August 18, 2015. Chief Manthey discussed the recent addition of the new K-9 Ares working with Sergeant Neumann. The chief discussed a recent incident that involved the use of the two COSO K-9s and PPD K-9 doing a drug investigation at a local industry facility that requested law enforcement's assistance. The sweep resulted in two arrests and two summons. The recent rash of vehicle break-ins, mostly in the western section of the city, was discussed by the chief. Detective Lieutenant Dan Garrigan was featured in some media releases asking for public assistance and awareness in leaving vehicles unlocked and having valuables visible in vehicles. Chief Manthey recognized the services provided by the Portage Volunteers in Police Service (VIPS). There were 8 volunteers that helped with the big top circus on August 3rd.

6. Police and Fire Commission Administrative Manual review

The Police and Fire Commission Administrative Manual review began. The commission once again is using the City of West Bends Police and Fire Commission manual to benchmark the review of our manual against. The commission members reviewed and modified the City of Portage manual sections;

Section I Internal Procedures/Administration

Section II Hiring Procedures/Entrance Position/Police

Section III Promotion Procedures/Police

Section IV Hiring Procedures/Entrance Position/Firefighter

Section V Promotion Procedures/ Fire (Full Time Engineers)

Commissioner K. Miller made a motion to approve the sections reviewed and modified. Commission Boeck seconded the motion and the motion was approved unanimously. Commissioner C. Miller will provide the changes to the manual to Chris Essex the fire department administrative assistant for update.

7. Police and Fire Commission meeting

The next regularly scheduled meeting was approved for November 17, 2015 at 7:00 pm.

8. Adjournment

A motion to adjourn was made by C. Miller, seconded by Boeck to adjourn the meeting at 9:27 pm. The motion carried unanimously.

Submitted by Pat Hartley