

**City of Portage
Police and Fire Commission Meeting
Tuesday, November 17, 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 7:04 pm. Motion to convene by C. Miller, seconded by Boeck, and motion passed unanimously on call of roll.

2. Approval of minutes of previous meeting

A motion was made by Hartley and seconded by K. Miller to approve minutes from the August 18, 2015 meeting. The motion passed unanimously on call of roll.

3. Fire Report

Chief Simonson reviewed the quarterly fire report from August 19, 2105 to November 13, 2015. He highlighted some of recent training, especially the Hazmat and Rural Search and Rescue Training. The Chief talked about the recent oil train derailment in Watertown and his plan to follow up with emergency responders there. He also mentioned our recent functional exercise on October 6th was devoted to an oil train derailment and an associated fire. The chief also mentioned a slight overall increase in personnel. Some are leaving and some are starting, but he hoped to see an overall increase by January. The department responded to 94 emergencies during the reporting period with 60 in the city and 34 in the townships.

4. Police Report

Chief Manthey reviewed the partial quarterly report from October 1, 2015 to November 17, 2015. Chief Manthey and Police and Fire Commission President Tom Drury attended a Heroin/Opiate Summit with 400 attendees on October 13th and 14th. Officer Dennis Pomeroy began teaching the DARE sessions on October 13th and hopes to be completed by December 12th. Chief Manthey highlighted the more recent heroin related issues in the report. It continues to be a major issue in our community. There would be more overdose deaths if Narcan was not

available. Officers continue to be called for assistance at Divine Savior hospital if patients become combative.

5. Approval of Police Detective promotion

Chief Manthey requested the approval for the promotion of Office Jason Stenberg to the position of Detective. The motion to approve the promotion was made by Hartley and seconded by Boeck. The motion carried unanimously. The chief wanted to recognize the assistance provided in the interview process by Detective Lt. Roger Brandner (COSO), Det. Lt. Chris Zunker (SASO), Det. Lt. Terrence Gebhardt (Beaver Dam PD) and DCI Special Agent Rafael DeLarosa.

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 section;

Section VI Hiring Procedures/ Police Chief-Fire Chief

Commission members deferred approval of these changes until several training questions were clarified. Commissioner C. Miller will provide the changes to the manual to Chris Essex the fire department administrative assistant for update following final changes.

7. Police and Fire Commission meeting

The next regularly scheduled meeting was approved for February 2, 2016 at 7:00 pm.

8. Adjournment

A motion to adjourn was made by Boeck, seconded by C. Miller to adjourn the meeting at 9:35 pm. The motion carried unanimously on call of roll.

Submitted by Pat Hartley