

City of Portage
Police and Fire Commission Meeting
Tuesday, May 31, 2016, 5:45 p.m.
City of Portage Municipal Building, 115 West Pleasant Street
Conference Room Two
Agenda

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

1. Roll Call
2. Election of Officers
3. Approval of minutes from February 16, 2016 and May 17, 2016 meetings
4. Closed Session
The Commission will go into closed session pursuant to Wisconsin State Statutes 19.85(1)(c) to conduct interviews for Police Officer.
5. Adjournment

Thomas Drury, President

City of Portage
Police and Fire Commission Meeting
Tuesday, February 16, 2016, 7:00 p.m.
City of Portage Municipal Building, 115 West Pleasant Street
Conference Room Two
Minutes

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

Members Excused: Pat Hartley

Also Present: Police Chief Ken Manthey, Fire Chief Clayton Simonson, Special
Guest Speaker Officer Peter Bartaczewicz

1. Roll Call

President Drury called the meeting to order at 7:04 pm. Motion to convene by Kay Miller, seconded by Boeck, and motion passed unanimously on call of roll.

2. Approval of minutes of previous meeting

A motion was made by J. Boeck and seconded by K. Miller to approve minutes from the November 17, 2015 meeting. The motion passed unanimously on call of roll.

3. Special Presentation on Crisis Management

Officer Pete Bartaczewicz has 23 years' experience in policing and recently had training in Crisis Management at the Madison Police Department. He has been with the Portage PD since 1996. Ken Manthey stated that in 2015 there were 1200 crisis calls in to Columbia County.

Pete's presentation centered around 7 of his actual scenarios and how officers need to handle these varied situations. He said that officer safety is paramount in all of these cases.

1. Dealing with a person with autism.
2. Dealing with a homeless person that was off his medication and kicked out of housing.
3. Dealing with an individual just released from prison.
4. Dealing with homeless person dropped off at front door of P.D. Issued vouchers to help with food, shelter, clothing, and gas. Pete drove him to a Wausau drop shelter on his own time with his own vehicle to a 90 day drop shelter.
5. Dealing with a 3rd or 4th grade student swinging a 2X4 at people
6. Dealing with homeless person going from jail to jail. Person has mental illness, medical issues including diabetes. Pete helped him get setup in an apartment. Needed to have a payee to handle his financial affairs.
7. Dealing with families that go through tragic events.

Pete stated that it is great for officers to have training in Crisis Management Crisis Intervention Training (CIT). It is important that the officer be able to identify different mental illnesses, health, and crisis issues and to be familiar with how to use all the tools available to help these people. He recommends having a Mental Health Officer. He stated jail and shipping to hospitals is not the answer for mental illness. He also recommends having a payee handle the financial affairs of these individuals to make sure the funds are used for the individual and not misused by unscrupulous people.

4. Fire Report

Chief Clayton Simonson 11/14/2015 – 1/31/2016

1. Went through training which included Rope Rescue, Auto Extraction, Hazmat, had a structure fire at Cascade Mountain, Pumping & Driving, Gear Inspection, Toured LaVita Building & Elevator operations.
2. Fire Suppression/Rescue
Had 33 vehicle accidents.
3. Administration
Personnel: Now have 31 members on dept.
Jason Dvorak, Nicholas Bredemann, Michaela Overland, Matt Gavinzski, and Alex Wetley are in their Firefighter 1 class that is being held at Portage F.D. station on Mondays.
Garrett Lauth, Kurtis Fries, and Adam Trepanier have entered a Firefighter Entry level class that they are attending in lake Delton on Thursdays.
Statistics: 56 Inspections, 87 Emergency Responses with 45 in the city and 42 in townships. 392.75 man-hours training.

5. Police Report

Chief Ken Manthey 1/01/2016-02/16/2016

Ken went through all training and community relations items, including the homicide outside the Ridge Motel on 02/15/2016.

Ken Manthey stated Penny Kiefer's last day on the job will be February 27th, 2016.

Tom Drury stated the PFC thanks Penny for 38 years of excellent service on the P.D.

6. Discussion on Police Patrol Lieutenant Recruitment

Ken Manthey discussed the process of hiring a Police Patrol Lt. Preference will be given to applicants that have experience in community based policing and to those that have shown high levels of involvement in the community.

Tom Drury went over the requirements for the position.

Ken stated there will be 3 levels of interviews

1. PFC Interviews
2. Peer Panel Interviews
3. Command staff interviews

This position will be open to both those applicants inside and outside of the Portage Police Department. The position will be advertised for 3 weeks.

Ken stated the position will be posted 02/19/2016 through 03/14/2016. The resumes must be postmarked by 03/14/2016. Interviews are to start possibly on 03/29/2016.

7. Patrol Officer Recruitment

Officer #22 Charles Welbourn has a job offer for the Hudson P.D. He has a twin brother who is also an officer there and his family is there. We will proceed with this hiring process once more is known.

8. Adjournment

A motion to adjourn was made by Boeck, seconded by K. Miller to adjourn the meeting at 8:59 pm. The motion carried unanimously on call of roll.

Submitted by Chuck Miller

Date Approved: _____

City of Portage
Police and Fire Commission Meeting
Tuesday, May 17, 2016, 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 7:03 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 K. Miller and seconded by C. Miller to approve minutes from the March 29, 2016 meeting. The motion passed unanimously on call of roll.

3. Fire Report

Chief Simonson reviewed the quarterly fire report from February 1, 2016 to April 31, 2016. He highlighted some of recent training, especially the recent presentation by Alliant Energy using their electrical trailer to show procedures for downed wires. The chief also discussed the challenges of keeping up with building inspections. A long-term medical issue absence coming up will add to that challenge. Chief Simonson talked about Captain Wood's recognition of 40 years with the department. The chief also mentioned some changes in personnel staffing. Some are leaving and some are starting, but and we now have 29 members on the department. The department responded to 90 emergencies during the reporting period with 52 in the city and 39 in the townships. The largest demand for service remains response to vehicle accidents.

4. Police Report

Chief Manthey reviewed the partial quarterly report from April 1, 2016 to May 17, 2016. Chief Manthey reviewed the recent department training activities including newly promoted Sergeant Mike Schutz attending first line supervisory training. Four parents were issued citations for "Parental Responsibility for Juvenile Misconduct. Chief Manthey highlighted the need to respond to mental health issues. It continues to be a major issue in our community. The demand for involvement of officers is very time intensive if the patient must be transported. The only locations now taking

patients are Oshkosh and Oconomowoc. If a transport is required an officer is typically gone for the entire shift. The Citizen's Police Academy had 17 people complete the training on March 15th. It is a great community awareness opportunity. There were 1,790 calls for service during this time period.

5. Update on the hiring process for patrol officer

Chief Manthey informed the commission we had 40 individuals apply for the two vacancies. Since that time, 5 individuals withdrew their applications. We will begin the interview process at the end of this month on May 31st and June 1st. The vacancies are due to the retirement of Sergeant Adam Malchow and the resignation of Charles Welbourn.

6. Police and Fire Commission Administrative Manual review

The Police and Fire Commission Administrative Manual review continued. The commission is continuing to use the City of West Bends Police and Fire Commission manual to benchmark the review of our manual against. The commission members completed the review and modification of the City of Portage manual. Commissioner C. Miller will provide the changes to the manual to Chris Essex, the fire department administrative assistant for update following final changes. The new modifications will be reviewed after the new draft is completed and then forwarded to the city attorney for his review.

7. Police and Fire Commission meeting

The next regularly scheduled meeting was approved for May 31, 2016 at 6:00 pm for the purpose of interviewing potential police officers.

8. Adjournment

A motion to adjourn was made by C. Miller, seconded by Boeck to adjourn the meeting at 8:45 pm. The motion carried unanimously on call of roll.

Submitted by Pat Hartley

Date Approved: _____