

Village of Port Edwards

PUBLIC SAFETY MEETING

Tuesday, February 6, 2024

5 P.M. AT THE MARSHALL BUEHLER CENTER, 211 MARKET AVENUE

Zoom Meeting: <https://us06web.zoom.us/j/84924384537?pwd=V3OIOrX3DO7Mhwre2KafnqXUsiU4bb.1>

Meeting ID: 849 2438 4537 Passcode: 860851

Agenda:

1. Call to order
2. Roll call
3. Approve Agenda
4. Approve previous month's minutes, January 2, 2024
5. Chairperson comments
6. Public comment
7. **FIRE DEPARTMENT – General Update**
 - Status of the Turn Out Gear grant application.
 - Status of the Officer promotion process
 - Fire Chief report
8. **POLICE DEPARTMENT – General Update**
 - Police Chief report
9. Discuss Old Business
 - a. Discussion and possible motion on the Community Resource Office MOU.
10. Discuss New Business
11. Correspondence received
12. Agenda items for next meeting
13. Next meeting date
14. Adjourn

Caleb McGregor – Committee Chairman

VILLAGE OF PORT EDWARDS
Port Edwards, Wisconsin

COMMITTEE: Public Safety

DATE: January 2, 2024

TO: BETSY MANCL

cc: JOSEPH ZURFLUH
DAILY TRIBUNE
WFHR/WGLX
JASON WORDEN

ERIK SAYLOR
CALEB MCGREGOR
LONN RADTKE
SCOTT DREW

JEN MOORE
TIARA GRUNDEN
NICK ABTS

Purpose of Meeting: **Regular Monthly Meeting**

Attendance: C. McGregor, J. Moore, S. Drew, J. Worden, T. Grunden and B. Mancl

Citizens: Sandy Robinson, Juris Repsa, Tom Bartlett, Delno Stewart, Cary Smith, Tim Schmidt, Matt Fletcher, Jim Anderson, and Lee Fletcher

Subjects Discussed, Action Taken, and Board Action Required:

1. ***Call to order:*** Meeting called to order at 5:00 p.m.
2. ***Roll Call:*** Present as noted above.
3. ***Approve the Agenda:*** **MOTION** (Grunden/Moore) to approve the consent agenda with the following amendment for item number 7: Fire contract update from the Town of Port Edwards, Town of Seneca, and Town of Cranmoor. All ayes. Motion carried.
4. ***Approve the previous month's minutes:*** **MOTION** (Grunden/Moore) to approve the previous month's minutes, November 28, 2023. All ayes. Motion carried.
5. ***Committee Chairman's comments:*** None
6. ***Public comments on agenda items:*** Tom Bartlett, previous PE Fire Chief is upset with the treatment of Chief Worden. Being Chief is a full-time job plus the Chief has a full-time job. Tom requests the Board to help the Fire Department versus discipline.
 - ***Fire Department – General Update:*** There were eleven fire calls, 6 EMS calls this month. The Fire Department closed out its second busiest year under budget with no injuries. Chief Worden noted this past year, there was an average of one call every 1.5 days. Chief thanks the guys for all they do. Last Saturday, the Athletic Association hosted the Christmas party. The Department celebrated its 100-year anniversary. They gave out anniversary pins for Dassow, Abley, Kitowski and Holden and retirement plaques for both Tim Leverance and Erik Saylor. Chief read Erik Saylor's retirement letter in full. Engine 1 had a dead battery. It has been fixed. Only 68% of the budget was used this year. The number is lower as a portion was set aside for the rescue truck. Job descriptions will be coming up for approval. The Chief encourages all to take a look at those. Still trying to fill those positions which were previously vacated.

- ***Status of proposed rescue vehicle:*** Can't purchase this year. Funds are not there. Since \$7,000.00 was previously given to the Village from the Firefighters Athletic Association for the purchase of this vehicle, the Committee made it clear that this money will return to the Association. Diane will be called upon to make sure this happens.
 - ***Fire contract update from the Towns of Port Edwards, Seneca and Cranmoor:*** Fire contracts were discussed. These are yearly contracts. A stipulation was added into the fire contract in the case of disbandment or not enough manpower to fulfill the contract. The Fire Contracts pull on about 70K yearly for the Village. Tim Schmidt, supervisor for the Town of Port Edwards, spoke. He put in the stipulation with all contracts, not just with the Port Edwards Fire Department. This came from prior experiences, such as the Nekoosa EMS Service folding. The fire contracts should go to the Village Board for review.
 - **MOTION** (Grunden/Moore) to recommend to the Village Board the proposed Fire Department Bylaws. Moore suggested waiting one month to give the Fire Department time to review. Discussion ensued regarding a previous timeline. Grunden, McGregor – aye, Moore no. Motion passed.
 - ***Police Department – General Update:*** Abbott and Mertes did the annual safety drill for the school. Police responded to three separate burglaries for the school. Chief Drew thanks the surrounding forces that responded to help. Four individuals have been identified. All four are getting charged. No damage was done. The investigation revealed some weaknesses to school security that are being worked on to resolve. The officers worked on a state sponsored traffic grant. Chief Drew said thank you to school employees for continuing to help write the grant for Legacy. The MOU is being finalized. Nothing new on the squads. The department is over budget this year by 7K. This was better than expected due to the lack of funding for the squad car.
7. ***Old business:*** None.
8. ***New business:*** None.
9. ***Correspondence received:*** None.
10. ***Future Agenda Items:*** Update on the grant, MOU for the CRO
11. ***Next meeting date:*** Tuesday, February 6, 2024, at 5 pm.
12. ***Public Commentary:*** James Anderson, retired Port Firefighter/Chief, agrees with Chief Bartlett, and feels the Fire Department should do the bylaws. He wonders why the Village has gotten involved with the bylaws. He questioned what in the bylaws needed to be changed. President Mancl explained. McGregor explained that historically the department worked on this. These bylaws are truly a Village document. The department can have its own SOGs, but the bylaws are part of the Village Documents such as an employee handbook.
13. ***Adjourn:*** 5:44 pm.

Minutes taken by – Jen Moore
Caleb McGregor – Chairman

Community Officer Program Agreement

The purpose of this document is to establish a Community Resource Officer Program and to set forth guidelines to ensure that law enforcement, school officials, and the communities they serve, have shared understanding of the goals of the Community Officer Program.

The parties agree that an effective Community Resource Officer Program defines the role of the Community Resource Officer (CRO): within the context of the educational mission of the school; distinctions between disciplinary misconduct to be handled by school officials, and criminal offenses to be handled by law enforcement; information sharing; Community Resource Officer training requirements; program assessment; and program structure;

The Community Resource Officer shall receive necessary support and training to ensure a safe school environment while respecting the rights of students and improving the overall school climate;

The signatories agree to the following:

Role of the Community Resource Officer within the Context of the Educational Mission of the School.

- I. The mission of the Community Resource Officer program is to improve school safety and the educational climate at the schools.
- II. Community Resource Officers are responsible for dealing with criminal law issues, not to enforce school discipline or punish students. CROs will not be involved in school discipline unless the issue rises to the level of a criminal issue.
- III. The CRO shall meet with building-level school administrators, teachers, parents, and student representatives at least annually to discuss issues of school safety.
- IV. The CRO shall be integrated into the school community through participation in faculty and student meetings and assemblies as appropriate.
- V. The CRO shall maintain activity reports and submit summaries of these reports to the Chief of Police. The summaries shall include, for each CRO, the numbers and descriptions of all incidents or calls for service; names of school officials involved (referring to teachers, principals, etc.); student searches; student questioning; tickets, citations, or summonses; filing of delinquency petitions; referrals to a probation officer; actual arrests, and other referrals to the juvenile justice system. Such activity reports shall be prepared on a monthly basis and there shall be a yearly general review. The Chief of Police will provide the summaries to the Village Board and school administration.
- VI. Absent a real and immediate threat to student, teacher, or school safety and absent the situations described herein where formal law enforcement intervention is deemed appropriate by law enforcement, building-level school administrators shall have final authority in the building.

- VII. Discipline issues absent a real and immediate threat to student, teacher, or public safety, incidents involving public order offenses including: disturbance/disruption of school or public assembly; loitering; profanity; and fighting that does not involve physical injury or weapon shall be considered school discipline issues to be handled by school officials, rather than criminal law issues warranting formal law enforcement intervention (e.g., issuance of criminal citation, ticket, summon, or filing delinquency petition).
- VIII. In the event an CRO assists school staff in the use of Physical Restraint or Seclusion as defined in Section 118.305(1)(g) and (l) Wis. Stats., the CRO shall report such actions to the Principal or his/her designee in order to ensure compliance with Section 118.305(4) Wis. Stats.
- IX. Students shall not be taken into custody at school, except where a child poses a real and immediate threat to student, teacher, or public safety or pursuant to a warrant.
- a. School principals shall be consulted prior to a student being taken into custody where practicable as determined by the CRO.
 - b. The student's parent or guardian shall be notified of a child being taken into custody as soon as practicable as determined by the CRO.

Information Sharing

- X. The school district designates the CRO a "school official" as provided in the Federal Educational Rights and Privacy Act (FERPA) 20 U.S.C. 1232g, and 118.125(2)(d) of the Wisconsin Statutes. A CRO may be provided access to student records information maintained by the school district only as needed by the CRO to perform his or her duties as CRO. A CRO may also be granted access of student records information in the event of an emergency threatening the health or safety of a student or other individual. The CRO may only re-disclose student records information consistent with FERPA and Wisconsin pupil records law.
- XI. Records created and maintained by the CRO for the purpose of ensuring the safety and security of persons or property in the school, district, or for the enforcement of local, state, or federal laws or ordinances shall not be considered student records—even when such records may serve the dual purpose of enforcing school rules – and are not subject to the same prohibitions of access or disclosure by the CRO. (This provision does not prohibit school personnel from complying with the notice and reporting requirements of seclusion or restraint of a student by the CRO as specified in 118.305(4) of the Wisconsin State Statutes.)

Community Resource Officer Training Requirements

- XII. The CRO shall receive such training as is necessary to permit the CRO to effectively advance the school's educational mission in the context of his or her duties as CRO. Training topics, goals, and objectives shall be determined jointly by representatives of the school and the law enforcement agency.

Training topics to consider may include: school values and mission; child and adolescent development; cultural competency; positive behavioral supports;

strategies, and interventions; federal and state anti-discrimination and special education laws; the provisions of Wisconsin law pertaining to the use of seclusion and restraint by school personnel; trauma informed practices; de-escalation techniques; compulsory attendance; suicide prevention; and school mental health

Program Assessment

- XIII. The Community Resource Officer Program will be assessed annually, and the evaluation will be conducted jointly between the Village of Port Edwards Police Department and Port Edwards Public Schools. The following areas will be used to evaluate the program:
- a. Success of established goals and objectives.
 - b. Police-citizen contacts (citations, arrests, community and school outreach activities, etc.)
 - c. Community feedback.
 - d. Accomplishment of tasks agreed upon as part of any work plan written in conjunction with the principal.

Structure and Funding for Community Resource Officer Program

- XIV. The program will be funded by the Village of Port Edwards to compensate the CRO in their duties. The Port Edwards School District shall contribute to and reimburse the Village of Port Edwards for all wages and benefits for the actual hours the CRO works for the school District during the term of this agreement. For the 2023 - 2024 school year, that rate will commence at \$62.50 per hour but will be subject to adjustment based on actual changes to officer compensation by the Village of Port Edwards during the term of this agreement. The Port Edwards School District shall reimburse the Village of Port Edwards up to a maximum of 1040 hours during the school year at the applicable compensation rate. The Village of Port Edwards will be responsible for invoicing the Port Edwards School District on a quarterly basis; the Port Edwards School District shall make payments upon receipt of the invoice.
- XV. The CRO shall be present on school premises for approximately 25 hours per week for each week school is in session during the term of this agreement.
- XVI. The CRO shall be responsible to the Village of Port Edwards and the Chief of Police. The CRO will maintain consistent and professional communication, when necessary, as determined by the CRO regarding school matters with the appropriate School Administrator(s).

Duration

- XVII Memorandum of understanding shall become effective immediately upon execution by signature and remain effective until June 30, 2025, whereupon it must be reviewed annually by all signatories or their successors.
- XVIII A signatory may terminate this memorandum of understanding by serving written notice to all other signatories at least thirty (30) days in advance of such termination. A termination by a signatory shall eliminate the presence of Community Resource Officers at the Port Edwards School District.

James Bena, Superintendent
Port Edwards School District

Betsy Mancl, Village Board President
Village of Port Edwards

Fire and EMS calls for January 2024

Fire

1.	3-Jan	14:48 Hwy 54/73	Traffic Accident	VPE - 5 Members
2.	15-Jan	14:58 1123 Natures Way	CO alarm	STGA - 2 Members
3.	16-Jan	17:35 421 Hwy 73	Traffic Accident	TnPE - 4 Members
4.	20-Jan	7:10 23rd Ave S	Alarms -Cancelled	WR - 2 Members
5.	23-Jan	7:10 451 E Grand Ave	Alarms & Smoke	WR - 3 Members
6.	25-Jan	21:21 2821 Boles St	Burned Outlet	WR - 5 Members
7.	29-Jan	6:07 221 Letendre Ave	CO alarm	VPE - 3 Members
8.	29-Jan	19:49 1111 Ver Bunker Ave	elec burning smell	VPE - 4 Members

EMS

1.	3-Jan	7:10	83 YOF poss pneumonia	SEN - 3 Members
2.	5-Jan	21:03	86 YOF not feeling well	SEN - 1 Member
3.	7-Jan	2:58	86 YOF not feeling well	SEN - 1 Member
4.	8-Jan	15:12	72 YOM sick vomiting	VPE - 1 Member
5.	8-Jan	16:50	64 YOA sick vomiting	VPE - 1 Member
6.	8-Jan	23:37	90 YOF trouble breathing	VPE - 2 Members
7.	12-Jan	6:32	37 YOF vom. for 4 days	VPE - 1 Member
8.	12-Jan	12:58	80 YOF allergic reaction	VPE - 0 Members
9.	13-Jan	7:35	81 YOM back pain	VPE - 2 Members
10.	18-Jan	5:20	80 YOM fell hit head	VPE - 2 Members
11.	22-Jan	21:30	28 YOM poss OD	CNMR - 3 Members
12.	24-Jan	23:34	80 YOM fell	VPE - 1 Member
13.	25-Jan	22:03	75 YOF abdominal pain	VPE - 2 Members
14.	27-Jan	18:01	9 Mo Seizure	VPE - 1 Member
15.	31-Jan	4:21	61 YOF sick vomiting	VPE - 2 Members

Port Edwards Fire Department

Jason Worden, Fire Chief



January 2024

Summary of monthly activity:

January started off much busier than last year.

I spent most of the month combing through 4 years of fire reports for a Grant application (for new turnout gear) that is still in process.

I want to thank Ben Martinson for all of his time, hard work, and dedication to getting the issues with the Rescue Truck properly fixed, since we will most likely be using it for quite a while longer. Fuel leak is fixed, and a new box is currently being painted and installed.

Don Kitowski announced that he will be resigning in March after he submits 1st quarter payroll.

2024 Current 8 - Fire Calls / 15 – First Responder Calls / 23 – Total YTD

2023 Last Year 3 - Fire Calls / 9 – First Responder Calls / 12 – Total YTD

Activities for the month:

1/03 Officers Meeting

1/10 Dinner Meeting

1/16 First Responder Training at Wisconsin Rapids fire station - 2 people, 2 hours

1/24 Training Drill – Ice Rescue cancelled, Equipment Inventory - 4 people, 2 hours

Main Vehicle Conditions:

Engine 1 (Main Rural Attack Engine)

2019 Darley Pumper/Tender

4,309.6 miles, 285.4 engine hrs, 58.04 pump hrs

No known issues

Engine 3 (Car accident/Second Engine)

1997 Darley Pumper Tender

6693.9 + 489.8 miles

956.3 engine hrs, 125.0 pump hrs

No known issues

Brush Truck

2000 Dodge Ram 2500

7,706 miles

Mild damage to rear bumper

Engine 2 (Main City Attack Engine)

2007 Darley Pumper

11,946.2 miles

No known issues

Rescue Squad (First Responder Vehicle)

2004 Dodge Ram 1500

33,996 miles

Rear Box – Being replaced and painted

Fuel leaking upon fill-up –FIXED

Emergency lights burned out

Items for discussion:

1.) Five year plan. (as of last year)

- a. 2023 – Gather info, prepare 2024 budget to replace Rescue Truck
- b. 2024 – Replace Rescue Truck, Gather info, prepare 2025 budget to replace Turnout Gear. Start gathering info and spec'ing out a new Engine 3
- c. 2025 – Replace Turnout Gear, Gather info, prepare 2026 budget to replace SCBA Air Packs and Masks. Continue new Engine 3 process, prepare for possible down payment to begin build.
- d. 2026 – Replace SCBA Air Packs and Masks. Prepare 2027 budget to replace Engine 3.
- e. 2027 – Replace Engine 3