

**POLICE AND FIRE COMMISSION AGENDA**  
**TUESDAY, DECEMBER 12, 2017**  
**7:00 PM**  
**BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE**

Roll Call

Pledge of Allegiance – President Loppnow

1. Consideration of a motion to approve the Police and Fire Commission minutes of November 14, 2017.
2. Police Department Update and Monthly Report
3. Fire Department Update and Monthly Report
4. Consideration of a motion to adjourn into Closed Session under Wis. Stats. 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation over which the governmental body has jurisdiction or exercises responsibility.

Items: 1) Interview of candidate(s) for Paramedic/Firefighter

Following the Closed Session the Police and Fire Commission may either adjourn or reconvene in Open Session if there is any action to be taken other than adjournment.  
Possible action items: Announcement of candidates

Darlene Igl  
Village Clerk

**VILLAGE OF HARTLAND  
POLICE & FIRE COMMISSION  
MEETING MINUTES  
TUESDAY, November 14, 2017  
7:00 P.M.**

**BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE**

- 7:06 PM Meeting called to order by Commission President Loppnow
- Commission Secretary Redlin read the roll for attendance
  - Present : Commissioners Loppnow, Redlin, Rebholz
  - Excused : Commissioners Wojciechowski, Riesinger
  - Also in attendance : Police Chief Michael Bagin, and Fire Chief David Dean
- Pledge of Allegiance led by Commissioner Loppnow.
- 1. Consideration of a motion to approve the Police and Fire Commission Minutes for meetings held on October 10, 2017.
  - a. Motion by Commissioners Rebholz / Loppnow to approve the Hartland Police & Fire Commission minutes for the meeting of October 10th, 2017. The motion carried on the unanimous vote of the Commissioners present.
- 2. Police Department Update and Monthly Report
  - a. Chief Bagin distributed a one page written report and then reviewed and commented on each item in the report, including the following items ...
    1. The HPD recently received a \$500 donation from the Marshall-Johnson VFW Post and used some of the money to buy a window tint-meter, used to test for motor vehicle window tint compliance with State Law.
    2. Three HPD Officers recently completed Training; Officer Soboniak for Instructor Development Training, a pre-requisite class for would-be Instructors, Officer Greenwood for Radar/Lidar training, Officer Jewell for Child Forensic Interviewing instruction and Officer Seeger for Terrorism Liason Officer [TLO] training, to facilitate information sharing in this, the Post-911 era.
    3. In accordance with expectations the Chief shared at the last HPFC meeting, Officer Soboniak has successfully completed his one year probation on November 8, 2017.
    4. In October the HPD initiated participation in a new Federal fiscal year OWI enforcement Task Force. This program entails having an extra traffic enforcement officer on duty three different dates for a four hour period during the 6PM to 4AM shift. The overtime required for the effort is reimbursed to the HPD by the WI Bureau of Transportation Safety.
    5. HPD Officer Joswick and Lt. DeBarge played key roles in locating and arresting a suspect and recovering stolen property as a result of response to and follow up from a call on October 25<sup>th</sup>, 2017. The original call was to report "suspicious activity" of the subjects looking into a parked car. The Chief reminded everyone, again, to be sure to lock all parked vehicles and remove valuable items before leaving a parked car.

6. Chief Bagin reported that the Village Board has approved, as part of the 2018 budget, which begins 7/1/2018, the hiring of an additional Police Officer [our 17<sup>th</sup>] for the HPD. The Chief expects the hiring process to begin in the Spring of 2018.

4. Fire Department Update and Monthly Report – Fire Chief David Dean

a. The Chief distributed copies and reviewed a detailed written report of each, Ambulance Runs (57) and Fire Responses (22) for October, 2017.

b. Additionally, Chief Dean distributed a one page written report of recent HFD events and then reviewed and commented on each item in the report, including the following items ...

- i. *Fire Prevention Season* came to a close during the week of 10/08/2017 and the HFD reports having educated over 900 children, ages 4 to 14 in fire safety.
- ii. The Chief related that the HFD staff continues to teach “no-charge” CPR classes to local businesses, schools, educators and the general public attending the sessions run by Tax Exempt organizations.
- iii. Chief Dean related that the HFD is planning active involvement in Holiday Season activities in and around the Village of Hartland, including the Tree Lighting [Santa arrives by Fire Truck] and the annual Holiday Train visit on December 3<sup>rd</sup>. According to the Chief, the HFD and HPD work cooperatively at *all* such events to ensure public safety.
- iv. Chief Dean reported that the new 4371 Ladder Truck has been called into service several times now and is clearly a valuable tool for the HFD and cooperating Agencies in surrounding communities, as well.
- v. The HFD has, according to Chief Dean, been working with the Merton Community Fire Department along with the Lisbon Fire Department, via a Joint Committee, established for the purpose of study and assistance in the sharing of equipment and in responding to calls for service, as needed and appropriate.
- vi. The Chief was very pleased to report that the Hartland Village Board has approved, as part of its 2018 budget deliberations, the recruitment and hiring of *two* Paramedics, effective 01/01/2017. Accordingly, it is anticipated that the HPFC will be interviewing the candidates, most likely as part of the regularly scheduled HPFC meeting of 12/12/2017.

5. Adjournment

There being no further matters to come before the Village of Hartland Police and Fire Commission and, on motion of Commissioners Rebholz /Loppnow, the Commission voted unanimously to adjourn.

Meeting adjourned at 7:44 PM.

Respectfully submitted,



Ralph R. Redlin, Commissioner  
Commission Secretary

Susan M. Loppnow, Commissioner  
Commission President