

**VILLAGE OF GRAFTON**  
**PUBLIC SAFETY COMMISSION MEETING MINUTES**  
**DECEMBER 10, 2013**

The Public Safety Commission was called to order by Chair Jim Grant at 6:00 p.m.

Commission members present: Chair Jim Grant, Trustee Sue Meinecke, Joe Eernisse, and Bob Wolf

Commission member excused: Trustee Lisa Harbeck

Staff present: Police Chief Charles Wenten, Fire Chief Bill Rice, and Administrative Assistant Patti Hofstad

Other Officials present: Trustees David Liss and Dean Proefrock

**PERSONS REQUESTING TO BE HEARD**

Commissioner Wolf informed the commission that commissioners will be approaching the Town Board regarding the re-structuring of CTH V and W. Both Chief Rice and Trustee Proefrock advised the Commission of the significant number of accidents at that location, with many of them being serious.

**MUNICIPAL COURT BOND CHANGES**

Chief Wenten advised that a recent law gives municipalities the right to allow the court to charge additional \$10.00 court costs, which will raise the cost to \$38.00 per citation. This change would be effective January 1, 2014. The proposed bond scheduled was reviewed.

Motion by Chair Grant, seconded by Trustee Meinecke to recommend the Village Board adopt the 2014 Mid-Moraine Municipal Court bond schedule as presented. Motion carried.

**AWARD OF MARKED SQUAD BID**

Two bids were submitted for the marked squads. Police Department staff is requesting to purchase police interceptor utility vehicles. It was requested to purchase two 2014 Ford Police Interceptor utility vehicles from Ewald Automotive, Oconomowoc, WI, for the low bid of \$25,325.00 per squad. The quoted price for the dealer to paint the squads in the black and white color scheme was extremely high, therefore local resources were investigated and a cost was found for \$750.00 per vehicle.

Chief Wenten noted an error in the cost of the squads, which should be \$50,650.00, not \$51,696.00 as listed in the report. This brings the total cost with painting to \$52,150. A

total of \$52,000.00 was budgeted for these squads. The Police Department will experience savings from the purchase of a phone system and gigabit switch.

There was some discussion on the use of hybrid propane, which is being used by Port Washington Police Department. Chief Wenten expressed interest to see the benefit of utilizing such a system, which is reported to be cleaner and more cost effective than gasoline. Ford representatives had advised him that if the propane is installed, this will void the vehicle's warranty.

Motion by Trustee Meinecke, seconded by Chair Grant to recommend the Village Board approve the purchase of two marked police interceptor utility vehicles from Ewald Automotive Group, Oconomowoc, WI with delivery and payment to be made after January 1, 2014, and funds to have the vehicles painted in the black and white color scheme, for a total cost of \$52,150. Motion carried.

#### **AWARD OF UNMARKED SQUAD BID**

Bids were received for an unmarked police sedan intended to be used by administration. Chief Wenten is recommending purchasing the Chevrolet Impala (non-police package) for a total cost of \$18,448. This is lower than the budgeted amount of \$20,000.

Motion by Chair Grant, seconded by Trustee Meinecke, to recommend the Village Board approve the purchase of one Chevrolet Impala (non-police package) from Ewald Automotive, Oconomowoc, WI, for a total cost of \$18,448.00 with delivery and payment to be made after January 1, 2014. Motion carried.

#### **REQUEST TO PURCHASE FIRE AND EMS RECORDS MANAGEMENT SOFTWARE**

Fire Chief Rice introduced Captain Zellmanne, of the West Allis Fire Department. He was present to answer any questions on the software that Chief Rice is proposing, as Lt. Zellmanne has a tremendous knowledge of the product.

Chief Rice explained that the Grafton Fire Department does not have an all-encompassing records management software. Currently mandated fire and EMS reports are being maintained through paper copies. When he was appointed as Fire Chief, a records management system was a high priority purchase.

Chief Rice and staff are recommending the purchase of ImageTrend software. It is being used by Mequon Fire Department, with the Mequon Fire Chief rating it very high and user friendly. Captain Zellmanne advised he is a member of the State of Wisconsin Data Board and also recommends this software, which he stated, "supplies a seamless integration of data to the State."

Trustee Meinecke inquired if software updates are included in the cost. Chief Rice advised that updates are a part of the maintenance contract, which is included in the

cost. The new system would also include integration to the existing police dispatch Pro-Phoenix CAD system. When asked, Chief Rice advised that monies would be taken from surpluses related to unspent 2013 Fire Department wages and benefits. Chief Rice would like to have this software in place by January 1, 2014.

Motion by Chair Grant, seconded by Commissioner Wolf, to recommend the Village Board approve the purchase of a reports/records management system from ImageTrend, Inc. Lakefield, MN at a cost of \$8,500 and CAD integration from ProPhoenix Corporation, Moorestown, NJ at a cost of \$6,800. Motion carried.

### **REQUEST TO PURCHASE FIREFIGHTING TURNOUT GEAR**

Chief Rice advised of a new fire standard which requires an end-of-life on turnout gear (coats and pants) at 10 years. The current stock of "spare" gear is over 10 years old. Fire Department staff is proposing to purchase 20 sets of spare gear in a variety of sizes. These would be purchased through Metro Milwaukee VALUE Bid system at approximately \$1,700 per set. Chief Rice indicated that 15 sets of new gear will be requested in 2014. These two purchases would allow all frontline gear to be new and all spares and EMS gear will meet the life requirement. Monies will be taken from surpluses related to unspent 2013 wages and benefits.

Trustee Meinecke requested that in the future the fiscal summary of the report be completed.

Trustee Meinecke requested to discuss firefighter helmets. Chair Grant requested a motion prior to discussion.

Motion by Commissioner Wolf, seconded by Commissioner Eernisse, to discuss firefighter helmets. Motion carried.

Trustee Meinecke inquired of the need to purchase replacement helmets. Chief Rice responded that he has replaced some helmets at a cost of \$250.00. He explained a recent change to the helmet fronts which have color coded Velcro to designate what that firefighter is working as, ie. officer, firefighter, etc. This is done for better accountability at the scene.

Motion by Commissioner Wolf, seconded by Trustee Meinecke, to recommend the Village Board approve the purchase of 20 sets of firefighting turnout gear in 2013 at a cost not to exceed \$34,000. Motion carried.

### **UPDATE ON PARAMEDIC CONTRACT WITH PORT WASHINGTON FIRE DEPARTMENT**

Chief Rice advised he is waiting for a new document from the Port Washington Fire Department that indicates Grafton Fire Department instead of Grafton Volunteer Fire Department Inc. He will update the Commission when the revised document is received.

Chair Grant asked if the Fire Department has researched the purchase of locaters. Chief Rice advised there has not been an effective locater developed as of yet. All firefighters do carry an alarm that sounds if they become motionless.

### **REPORT OF BENCHMARK MEASUREMENTS – OCTOBER AND NOVEMBER**

Chief Wenten indicated most numbers are similar to last years. Accidents are lower as compared to the same time last year. This is due, in part, to a lower frequency of parking lot accidents. There has been an increase in hit and run accidents.

Trustee Meinecke noted the increase in lobby assists, which continues to justify keeping the Police Department lobby open.

### **POLICE DEPARTMENT OVERTIME – OCTOBER AND NOVEMBER**

The October report was distributed at the meeting. Overtime continues to be significantly lower than last year, primarily due to the hiring of the Officer earlier in 2013. Manpower for special events has lowered. Administrative and Patrol Staff can be credited and continued to shoulder the burden of keeping overtime to a minimum scheduling and shift alterations.

Chief Rice noted the new duty crews have been a success. There is always a full staff at the station from 6:00 a.m. to 6:00 p.m. and all personnel are mandated to be available on certain days. This is a big change for the department, and shows commitment on the part of all personnel.

Chair Grant reminded Chief Rice that any items listed on the agenda should have paperwork in the packet for Village Trustees to read beforehand.

Chief Rice briefed the commission on the Fire Department's role during last Sunday's storm as it related to assisting other agencies. He also presented a new Fire Department patch.

### **ADJOURN**

Motion by Trustee Meinecke, seconded by Chair Grant to adjourn at 7:00 p.m. Motion carried.