

**MEETING MINUTES**  
**SPECIAL PUBLIC SAFETY COMMITTEE MEETING**  
**JULY 16, 2018**  
**GERMANTOWN POLICE DEPARTMENT ANNEX**

CALL: The meeting was called to order at 6:05 p.m. by Chairperson Hughes.

ROLL CALL: Chairperson Hughes, Trustees Myers, Warren and Wing. Also present were Interim Fire Chief Delain, Commissioner Campbell, Commissioner Schneider, Administrator Kreklow.

PUBLIC COMMENT: no discussion.

NEW BUSINESS:

R.W. MANAGEMENT GROUP FIRE DEPARTMENT ANALYSIS PRESENTATION AND RECOMMENDATIONS: Jeff Roemer of RW Management Group Inc. was present to report on the fire department study and his recommendations. Mr. Roemer stated he is the president of RW Management and went over his credentials and experience. He advised he has worked in public safety management consulting for 20 years.

Roemer and Delain covered the following topics on their presentation:

- Goals & Objectives (Roemer)
  - Project Goals – involves department review, organization analysis, concerns, legal compliance, identifying needs
  - Executive Selection Process – results would be directed to police & fire commission and village board
- Today's Situation (Delain)
  - Organization – population, services, fulltime and part time positions, calls for service numbers
  - Administration - current staffing, facilities – station 2 in good condition, station 1 in poor condition, transitional stage, equipment, strategic plan
- Recommendations – Short Term (Roemer)
  - Administration – continue with interim chief through end of year, replace deputy chief with 3 battalion chief positions which would cover training - EMS - risk reduction, close station 1; Myers questioned who currently does training, Delain stated he is now doing the training; Myers asked what would be done with the excess equipment if station 1 closed, Roemer stated some would be shifted, some stored, downsizing would likely occur
- Recommendations – Long Term (Roemer)
  - Administration - complete comprehensive risk assessment, develop growth strategies and needs; this would take 1-2 years to complete and is an extensive process which would show staffing needs
- Today's Situation (Delain)
  - Operations – no standards of coverage, equipment is adequate, discussed staffing and coverage, stacked calls
- Recommendations – Short Term (Roemer)
  - Operations – provide Advanced Life Support service or paramedic service which this size community shows a need for, additional equipment would be needed for ALS

services, if approved they would ask to redevelop the department response matrix – need correct staffing and equipment, EMS unit response – MCI Plan, restructure MABAS cards

- Recommendations – Short and Long Term (Roemer)
  - Operations – change full time personnel to 24-hour shifts, add 1 full time employee in 2018, replace deputy chief position with 3 battalion chiefs in 2019, look at joint staff ladder-ambulance w/Menomonee Falls, improve POC activity and utilize Paid on Premise (POP) 2 12-hour shifts/day, develop intern program and recruitment program
- Recommendations – Short Term (Roemer)
  - Training – develop formal training plan w/goals and objectives – include mandatory and non-mandatory training, would be assigned to battalion chief
- Today's Situation (Delain)
  - Community Risk Reduction – annual inspections, annual plan reviews, life safety inspections and company inspections, also conduct programs at the request of the community, i.e. boy scouts, girl scouts
- Recommendations – Short and Long Term (Roemer)
  - Community Risk Reduction – fire investigation to determine cause and origin, create joint investigative team w/police, use statistics to educate, training and educating personnel staff so they can assist with investigations, increase their involvement, have a specific time slot during 24 hour shifts for training
- Today's Situation (Roemer)
  - External Relations – some public education programs have needed to be rescheduled due to personnel shortages, survive alive house not fully utilized now, auto-aid discussions, good working relationship between police/fire,
- Recommendations (Roemer)
  - External Relations - increase operational personnel involvement with training/public education, develop relationship w/county and state emergency management
- Recommendations – Long Term (Roemer)
  - External Relations - implement the following programs: car seat program, home inspections, risk watch, safe kids coalition, child ID, juvenile fire setter, community emergency responder training
- Today's Situation (Delain)
  - Internal Support – there is limited professional development and succession planning for potential and existing officers – they simply do not have the time which also has stalled training, police managed dispatch center with Phoenix CAD & FRMS in place, mobile data units in apparatus, there is a need for village-wide IT coordination, GIS system in place, FD works closely with community development department re: new developments and their feedback is requested regularly
- Recommendations (Roemer)
  - Internal Support – create comprehensive officer development training program, plan for additional training staff
- Recommendations – Long Term (Roemer)
  - Internal Support – work with PD and Phoenix CAD system to improve dispatch capabilities, need for better Village wide IT management
- Recommendations – Short and Long Term (Roemer)
  - Internal Support – remain involved with community development department
- Next Steps (Roemer)

- Prepare action steps and present to Public Safety Committee, Police & Fire Commission, Village Board
- Implementation of action steps

Hughes requested that committee members limit their questions at this meeting since the presentation was going to be repeated at the Village Board meeting at 7:00 p.m. There was discussion on the presentation, with Wing commenting that there was a lot of good information in the report. There was discussion on the Village's population growth along with increased senior housing/population which results in a higher number of rescue calls. Warren questioned whether there was any consideration given to collaboration between departments, Roemer responded that before you can work effectively with another department, you have to make sure your own department is prepared and ready to cover your own community first.

Warren commented that overall the fire department appears to be doing a good job despite the problems they are facing, Roemer advised that the current staff are very good and are working hard to accomplish their goals.

NEXT MEETING: Hughes advised the next Public Safety Committee meeting will be held on Monday, August 6, 2018 at 5:30 p.m. at the Village Hall Boardroom.

ADJOURNMENT: There being no further business, the meeting was adjourned at 6:57 p.m.

Recorded by,

Julie L. Barth  
Secretary