

**MINUTES**  
**MEETING POLICE & FIRE COMMISSION**  
**BERLIN, WISCONSIN**  
**BERLIN CITY HALL – 2<sup>ND</sup> FLOOR COUNCIL CHAMBERS**  
**May 01, 2024 -7:00pm**

President Joanne Guden called the meeting to order at 7:00 pm. Present: Commissioners Joanne Guden, Denise Krentz, Ron Ross, Gary Knoke, and Keith Hess. Seated virtually: None. Absent: None. Also present: Police Chief Brian Pulvermacher, Assistant Police Chief Noah Knetzger, Fire Chief Paugels, Emergency Manager Gary Podoll, Liaison Samantha Stobbe, and Berlin Journal: Paul Wiegel. Public appearance: None.

Under General Public Comments, Guden welcomed new liaison Stobbe to the commission. Next month's meeting will be back to normal time of 6:30pm.

Under Nominations for President, Vice President, and Secretary, Hess nominated with motion to elect Guden for President. Krentz seconded the motion which carried by voice vote. Guden nominated with motion to elect Krentz for Vice President. Hess seconded the motion which carried by voice vote. Guden nominated with motion to elect Hess for Secretary. Krentz seconded the motion which carried by voice vote.

Under approval of minutes, Hess moved to approve the open and closed P&F Commission minutes of April 03, 2024. Ross seconded the motion which carried by voice vote.

Hess moved to approve the fire department expenses as presented. Knoke seconded the motion which carried by voice vote.

Under Fire Department reporting and updates Chief Paugels explained there were 7 calls for last month. The biggest call last month was the marsh fire which lasted 7 hours. That marsh call really lets you see that the UTV we are looking to attain is necessary. Most times the UTVs are the only way into fires like those. Maintenance issues, there are none. Upcoming events, will be the Memorial Day parade. We will also at some point be selling off our old equipment. That money will go toward the UTV purchase. Truck committee has nearly completed the spec. At this time, they are crossing the T's and dotting the I's. After they complete this it will go to the Towns for presentation and then come to the Commission. With the approval for the Bid from last year nothing will be needed from the Commission it will just be a short presentation on what they are looking for.

Hess moved to approve the Police Department expenses as presented. Ross seconded the motion which carried by voice vote.

Chief Pulvermacher stated that the chart provided to the commission shows last month's calls. The chart shows that there were 216 traffic stops, 2 drug investigations, 10 welfare checks, 3 emergency detentions, and 7 property damage crashes. The chart indicates, this month's traffic stops are a closer to average. We have two positions open and one staff member was on medical leave. With the shorter staffing levels, it impacts the discretionary time for officers to get out and enforce more.

Under Police reporting and updates, Chief Pulvermacher explained two staff members have completed rescue tactics for patrol training. One staff member completed firearms instructor training. One staff member completed a firearms training and annual emergency vehicle operation training. Another staff member is scheduled to attend field training officer course in June. We still have two positions open within the department. So far, we have only gained one application with interview to come. One staff member who was out on medical leave was cleared to return to duty as of this week.

Under Police Department Body Worn Cameras, Assistant Chief Knetzger explained two web demonstrations have happened thus far. In the demonstrations the company will go through what they offer and show you what types of futures the body cams can do. We have received both quotes back from those companies. One company quoted \$30,000 to \$90,000 over a five-year contract. The other company quoted \$74,000 over a five-year contract. It would seem that a five-year contract is the norm for this type of system. The DOJ has not yet released the grant for this quarter. The anticipated time frame is now until the end of June. We will continue to look into other companies. Krentz asked if the grant is a standard grant or a dependent one. Knetzger stated the grant is usually one that will depend on the city and how much they can also give for money. Usually that would mean a 50-50 share.

Under Police Department Vehicle Lockouts, Chief Pulvermacher stated the department currently does vehicle lockouts meaning if the owner has locked their keys in the car we will come out and unlock their vehicle for them as a courtesy. There are some issues with this such as unintentional damage to the vehicle or even non-verification of specific car. This could be from dispatch or if a kid took the parents car without permission. To give an understanding of how many lockouts we do in 2021 there were 149 calls, in 2022 there were 129 calls, in 2023 there were 117 calls and thus far in 2024 there were 29 calls. So far this year six of those calls were at the person's home, seven had at least one unlock previously, and in some cases the same people continue to call for an unlock. At this time more than 50% of the time we are unlocking a vehicle for the same person or they are at their own home with "no extra key". We have looked into what other departments do for unlocks and have learned that some will charge money for this service. That could range anywhere between \$20-50 dollars an unlock. On the opposing side of this it would create more issues than perhaps solve. That being having to create invoices for the unlocks as well as postage and actual payment of them. We wouldn't want our officers to take cash on scene for the unlock as the perception of doing so could look wrong. I would propose to the Commission that we only do emergency unlock for vehicles. This would mean that in the event a person or animal is in the locked vehicle that we would come out and unlock that car. If there is no emergency then they can call a locksmith or tow company to get inside their vehicle. Guden stated that it would seem the calls have increased throughout the years. Chief stated that most of the individuals calling could be taking advantage of the free service. Krentz asked how much time does it take away from the officers for one call. Chief stated that it depends on the vehicle, it could take as little as five minutes to a half hour. Guden asked if the department would then gain the money if we charged. Chief stated no the department would not gain money from the service it would all go to the City in general funds. Ross stated that it is a nice service to have from the police department. That the citizens get to have a good interaction with them but I can see the issues also and when is it too much. Krentz asked if there was a list already available for people to call for locksmiths in the area. Chief stated he did not have a list but can get one to put out for people to know who to call. Guden agreed that emergency only may be the way to go. Chief stated that with the approval of the Commission he will compile a list of locksmiths and other companies that will unlock a vehicle and get that published. The department then can switch to emergency only lockouts as of June 1<sup>st</sup> 2024. Knoke motioned to go to emergency only lockouts starting June 1<sup>st</sup> 2024. Hess seconded the motion which carried by voice vote.

Under old business: Body worn camera discussion and Chief Survey discussion.

Under new business: None.

Public appearances: None.

Guden adjourned the meeting at 7:30pm.

*Submitted by Stephanie Skivers  
Administrative Assistant*

Next scheduled meeting will be Wednesday, June 05, 2024 at 6:30 pm at the Berlin City Hall