

POLICE AND FIRE COMMISSION MEETING AGENDA
WEDNESDAY, APRIL 02, 2025 7:00 PM
108 N CAPRON ST-2ND FLOOR COUNCIL CHAMBERS-BERLIN, WI
MEETING IS OPEN TO THE PUBLIC & CITY HALL IS HANDICAPPED ACCESSIBLE
CITY MEETINGS CAN BE WATCHED LIVE OR RECORDED ON THE CITY OF BERLIN
YOUTUBE PAGE @CITYOFBERLIN5623

1. Call to order/roll call
2. Seat Virtual Attendees (if necessary)
3. General Public Comments.
4. Approval of open and closed March 05, 2025. RECOMMENDATION: Approve the March 05, 2025 open and closed minutes of Police and Fire Commission.
5. Fire Department filling of open positions. RECOMMENDATION: Discuss with action as appropriate.
6. Fire Department new members. RECOMMENDATION: Approve of new members to the fire department
7. Fire Department Expenses. RECOMMENDATION: Approve the March 2025 Fire Department expenses as presented.
8. Fire Department Reporting and Updates.
 - Discussion on Fire Department Fire Calls
 - Discussion on Maintenance Issues with Fire Department Equipment
 - Discussion on past month and upcoming month activities
9. Police Department Expenses. RECOMMENDATION: Approve the March 2025 Police Department expenses as presented.
10. Police Department Reporting and Updates
 - Discussion on Police Department Calls
 - Discussion on past month and upcoming month activities
11. Police Department presentation for new squad camera system and digital evidence storage with use of Fund 15. RECOMMENDATION: Discussion with action to recommend to Common Council to use Fund 15 for new squad camera and digital evidence storage.
12. Old Business (To be used to request items of old business be put on a future agenda for further discussion or action; or used to make a motion for reconsideration of an item from the current meeting or immediately previous meeting; or to make a motion to take items off the table which were laid on the table only during the current meeting.)

13. New Business (To be used to request items of new business be put on a future agenda)
14. Motion to convene into closed session pursuant to Wis. Stat. Sec 19.85(1)(c), to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility *(1)Update on compensation for Fire Department Officers)*
15. Motion to convene into open session and take any appropriate action necessary as a result of closed session discussions.
16. Adjourn

Next regularly scheduled meeting is Wednesday, May 07, 2025 at 7:00 PM

In adherence to the City of Berlin Police Department Public Meeting Participation Policy, public participation will be allowed under the Public Appearance agenda item at the discretion of the presiding officer. Attendees must register their intention to participate on either a general comments section or a specific agenda item prior to the meeting by filling out a Registration Card, which can be obtained from the Berlin Police Department (during normal business hours), Internet (www.cityofberlin.net) (City Department / Police), City Clerk's office or in the City Hall Council Chambers at the podium. Registration Cards should be turned in prior to the meeting at the Berlin Police Department or to a Police & Fire Commission member.

MINUTES
MEETING POLICE & FIRE COMMISSION
BERLIN, WISCONSIN
BERLIN CITY HALL – 2ND FLOOR COUNCIL CHAMBERS
February 05, 2025 -6:30pm

President Joanne Guden called the meeting to order at 6:30pm. Present: Commissioners Joanne Guden, Ron Ross, Gary Knoke, and Keith Hess. Seated virtually: Denise Krentz. Absent: Gary Knoke. Also present: Police Chief Brian Pulvermacher, Interim Fire Chief Doug Dewhurst, and City Admin Jessi Balcom, and Berlin Journal: Paul Wiegel. Public appearance: None.

Under seat virtual attendees, Hess motioned to seat Commissioner Denise Krentz. Ross seconded the motion which carried by voice vote.

Under general public comments, next meeting will be at 7pm for April 02, 2025.

Under approval of minutes, Ross moved to approve the open and closed P&F Commission minutes of February 05, 2025. Hess seconded the motion which carried by voice vote.

Under Fire Department Emergency Manager Director appointment to Common Council. Hess moved for appointment of the Fire Chief or his/her designee to Emergency Management Director position to Common Council. Krentz seconded the motion which carried by voice vote.

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

Under Fire Department reporting and updates Interim Fire Chief Dewhurst explained there were several calls for last month. A few bigger calls, one being a shed fire on HWY 49. Maintenance issues, there are none. Upcoming events, there are none. Training, we had SCVA training, which is for our breathing apparatuses. We took the UTV out with GPS to give practice with it. We would hide items out in the marsh and use the GPS to locate the items.

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 185 traffic stops, 7 drug investigations, 12 welfare checks, 4 theft investigations. The chart indicates, all categories are slightly lower this month. In part due to the county wide training. Two of the theft cases were retail in nature. One third of the check welfare calls were a result of concerned family or friends.

Under Police reporting and updates, Chief Pulvermacher explained the fatal truck crash is still under investigation. The second session of DAAT has been completed. The third session of DAAT is scheduled for this month. CPR recertification is currently ongoing with several different dates spread over a few weeks to help accommodate with schedules. Two staff members attended the WI narcotics officers association conference. One officer is currently attending a two-week criminal investigation drug investigator training. Our newest patrolman finished field training and will now be on solo patrol.

Under old business: None.

Under new business: Police Chief Pulvermacher asked to put on for next month a proposal for new camera system for squads and digital storage.

Ross moved to convene into closed session pursuant to Wis. Stat §19.85(1)(d) 19.85(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises *((1) Update on hiring process for Fire Chief.) ((2) Discussion of Emergency Manager wages and budget with delegation of duties to fire department Chief or designee. Action to Common Council as needed)* Hess seconded the motion. A roll call vote resulted in four (4) ayes, zero (0) nays, and one (1) absent. Motion carried.

Guden moved to seat City Admin Jessi Balcom, Denise Krentz, and Gary Knoke. Ross seconded the motion. Motion carried. A roll call vote resulted in five (5) ayes, zero (0) nays, and zero (0) absent. Motion carried.

Discussion continued in closed session.

At 7:35pm Commission reconvened back into open session.

Guden adjourned the meeting at 7:37pm.

*Submitted by Stephanie Skivers
Administrative Assistant*

Next scheduled meeting will be Wednesday, April 02, 2025 at 7pm at the Berlin City Hall



BERLIN FIRE DEPARTMENT
226 Spring St.
Berlin, WI 54923



BERLIN FIRE DEPARTMENT ACCOUNTS PAYABLE APRIL 2025

<u>ACCOUNT #</u>	<u>VENDOR</u>	<u>ITEM</u>	<u>AMOUNT</u>
210	Fire Inspections Services Inc.	Monthly payment of fire Inspections contract 2025	1,619.75
330	Mid State	Farm Rescue Training	201.75
340	Kyle Boeck	Tide from Walmart	16.82
340	OTA	Sew on Name Tags	30.00
345	Fuelman	Fuel	278.38
345	WalMart	Paint	59.44
345	Tractor Supply	Replace Broken Push Broom	27.99
345	Hexco	UTV Repair	520.74

**BERLIN FIRE DEPARTMENT
2025 BUDGET EXPENDITURES**

DATE: March 24, 2025

FIRE DEPARTMENT ACCOUNT #: 52200

<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>BUDGET</u>	<u>EXP.</u>	<u>BALANCE</u>
110	Salaries	49,846.00	00,000.00	49,846.00
115	Meeting Pay	21,600.00	00,000.00	21,600.00
118	Fire Fighter Pay	40,886.00	9,926.70	30,959.30
127	Weekend Officer Pay	3,120.00	0,000.00	3,120.00
210	Inspection Service	16,560.00	4,859.25	11,700.75
290	Contracts	3,425.00	0,000.00	3,425.00
310	Office Supplies	250.00	00.00	250.00
320	Publications	150.00	000.00	150.00
321	Dues	1,100.00	50.00	1,050.00
330	Conference & Training	4,000.00	201.75	3,798.25
340	Operating Supplies	6,350.00	738.82	5,611.18
345	Maintenance & Fuel	17,000.00	3,618.52	13,381.48
380	Equipment	15,200.00	6,567.31	8,632.69
390	Miscellaneous	1,925.00	000.00	1,925.00
819	Grant Match	6,000.00	0,000.00	6,000.00

City of Berlin Fire Department

Volunteer Payroll Report (Summary)

Date Between {01/01/2025} And {03/24/2025}

Staff Id	Alt Id	Name	Total
0944		Bending, Brian	\$487.20
0954		Bending, Tim	\$406.00
0925		Boeck, Kyle	\$223.30
1188		Cassidy, Jordan	\$730.80
1047		Darnick, Colton	\$81.20
0909		Dewhurst, Douglas	\$812.00
0900		Dollevoet, Aaron	\$568.40
0934		Elendt, Jared	\$1,157.10
0992		Gehrke, Ronald	\$60.90
0957		Hahn, Chad	\$284.20
0902		Hahn, Troy	\$710.50
0918		Herandez, Jason	\$284.20
0209		Hilgart, Aaron	\$223.30
0998		Johansen, Joel	\$669.90
0933		Knoke, Zach	\$243.60
0936		Paramo, Kevin	\$263.90
0911		Paugels, Robert	\$223.30
1226		Petrovich, Dakota	\$345.10
0660		Podoll, Gary V	\$263.90
0929		Radke, Mike	\$832.30
0914		Schrader, John	\$466.90
0921		Walker, Matthew	\$588.70
			<hr/>
			\$9,926.70

City of Berlin Fire Department

Incident List by Incident Number

Incident Number Between "25-0000001" And
"250000035"

Incident-Exp#	Alm Date	Alm Time	Location	Incident Type
25-0000001-000	01/01/2025	08:07:00	123 S Pearl ST	353 Removal of victim(s) from st
25-0000002-000	01/01/2025	14:44:00	642 Broadway ST	611 Dispatched & cancelled en ro
25-0000003-000	01/01/2025	20:28:00	Cty E	311 Medical assist, assist EMS c
25-0000004-000	01/11/2025	12:07:00	W224 Brown Deer Dr	111 Building fire
25-0000005-000	01/20/2025	05:25:00	301 S Brooklyn ST	522 Water or steam leak
25-0000006-000	01/20/2025	15:09:00	123 S Pearl ST	424 Carbon monoxide incident
25-0000007-000	01/21/2025	14:23:00	W992 Cty X	143 Grass fire
25-0000008-000	01/21/2025	23:35:00	260 N Washington ST	522 Water or steam leak
25-0000009-000	01/23/2025	04:28:00	W598 Glenn Lane	111 Building fire
25-0000010-000	01/26/2025	14:14:00	28 th Road	142 Brush or brush-and-grass mix
25-0000011-000	01/27/2025	15:19:00	Bighorn Road	611 Dispatched & cancelled en ro
25-0000012-000	01/27/2025	17:49:00	169 Water ST	736 CO detector activation due t
25-0000013-000	01/28/2025	21:21:00	Cty E	311 Medical assist, assist EMS c
25-0000014-000	01/30/2025	03:25:00	109 E Waushara ST /3	531 Smoke or odor removal
25-0000015-000	02/03/2025	07:40:00	Ripon Road	311 Medical assist, assist EMS c
25-0000016-000	02/03/2025	16:31:00	432 Oak ST	442 Overheated motor
25-0000017-000	02/10/2025	11:43:00	N1065 Hwy 49 N	111 Building fire
25-0000018-000	02/10/2025	20:49:00	Cty E /Neshkoro, WI 54960	311 Medical assist, assist EMS c
25-0000019-000	02/11/2025	18:06:00	9287 Hwy 91	114 Chimney or flue fire, confin
25-0000020-000	02/12/2025	22:46:00	123 S Pearl ST	353 Removal of victim(s) from st
25-0000021-000	02/14/2025	18:40:00	South Road	311 Medical assist, assist EMS c
25-0000022-000	02/19/2025	20:41:00	238 N Wisconsin ST	520 Water problem, Other
25-0000023-000	02/20/2025	18:45:00	E Huron ST & N Pearl ST	311 Medical assist, assist EMS c
25-0000024-000	02/24/2025	09:09:00	N982 Cty X	111 Building fire
25-0000025-000	02/25/2025	00:02:00	347 E Huron ST	531 Smoke or odor removal
25-0000026-000	03/02/2025	13:02:00	651 N Wisconsin ST	142 Brush or brush-and-grass mix
25-0000027-000	03/03/2025	11:50:00	E Huron ST	311 Medical assist, assist EMS c
25-0000028-000	03/11/2025	02:17:00	347 E Huron ST	744 Detector activation, no fire
25-0000029-000	03/17/2025	16:43:00	White River Road	142 Brush or brush-and-grass mix
25-0000030-000	03/18/2025	09:00:00	White River Road	142 Brush or brush-and-grass mix
25-0000031-000	03/19/2025	18:25:00	N8566 Hwy 49 S	745 Alarm system activation, no
25-0000032-000	03/19/2025	20:47:00	W837 Cty X	444 Power line down
25-0000033-000	03/20/2025	02:01:00	222 Memorial DR	531 Smoke or odor removal
25-0000034-000	03/20/2025	22:36:00	555 Commercial Street /Gr	111 Building fire
25-0000035-000	03/23/2025	13:09:00	8060 Rushlake Drive /Ripo	142 Brush or brush-and-grass mix

Total Incident Count 35

April 02, 2025 P&F MEETING

BPD VOUCHERS

Acct #52-10001-***

Acct #52-17100-195 (Uniform)

[illegible]

160	0	TOTAL	\$872.53
-----	---	-------	----------

184 0

190 0

210 0

221 0

290 19

310 0

321 0

330 500

340 35

344 0

345	318.53
-----	--------

360 0

380 0

401 0

Uniforms 195	0
--------------	---

April 02, 2025 P&F MEETING

BPD CREDIT CARD PAYMENTS

Acct #52-10001-***

Acct #52-17100-195 (Uniform)

[illegible]

160 0

TOTAL

\$700.27

184 0

190 7

210	119.7
-----	-------

221	144.04
-----	--------

290 0

310	214.55
-----	--------

321 0

330 195

340 0

344 0

345 0

360 0

380	19.98
-----	-------

401 0

Uniforms 195	0
--------------	---

POLICE AND FIRE COMMISSION MEETING

04/02/2025

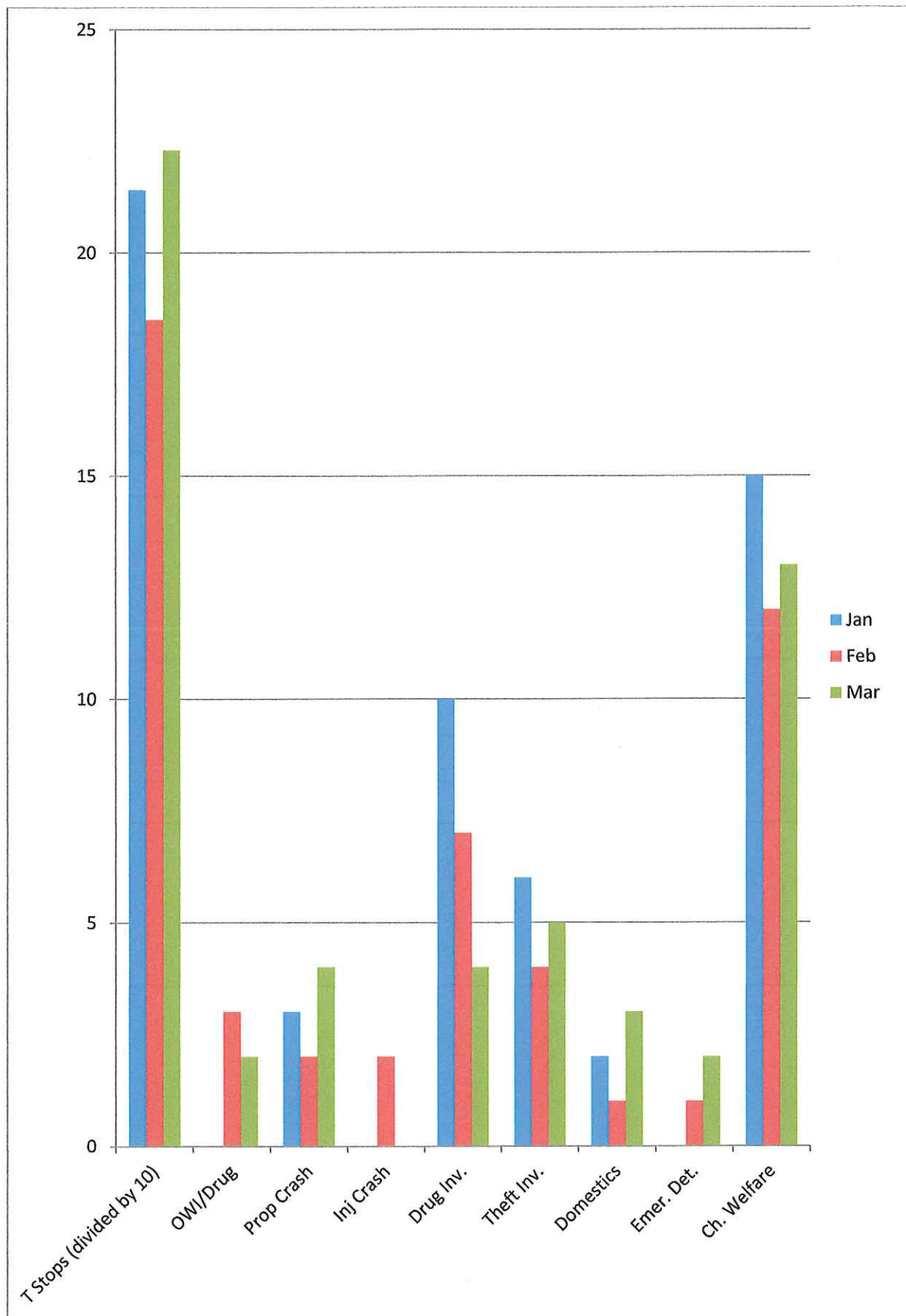
BERLIN POLICE DEPARTMENT ACTIVITY EXTRACT

February 23, 2025 to March 23, 2025

223	Traffic Stops
2	OWI / Drug OWI arrest (2 alc)
4	Property Damage crash
0	Personal Injury crash
4	Drug Investigation (4 MJ, 0 MJ + other, 0 other)
5	Theft Investigation
3	Domestic Abuse Investigation
2	Emergency Detention (2 detention, 0 diversion)
13	Check Welfare

Statistic notes:

Traffic stops have increased when compared to the last two months. This could be attributed to improved staffing and the addition of Officer Saylor who had recently completed his field training program. Property Damage crashes are slightly higher, springtime weather often causes more traffic to be on the roadways as outdoor activities increase. This, paired with the occasional spring snowstorm, could contribute to slight increases. Of the five theft cases, two were retail theft. The majority of the welfare checks were from concerned family members, juveniles that did not appear at school, and for individuals in assisted living facilities. Domestic investigations have also slightly increased when compared to the last two months.



Cloud Based Evidence & Squad Camera Proposal

For the past few years, the Berlin Police Department has been researching and considering the implementation of cloud-based evidence storage for digital evidence files. Digital evidence comes in many forms such as audio recordings, video recordings, business security footage, and squad car footage. It is the current practice of the department to store these files on CD's, DVD's and USB keys. These "hard copies" must then be entered into evidence and additional copies are made if a case is provided to the District Attorney's office. These additional copies are then hand delivered to the Green Lake County DA's office.

This current process is time consuming to individual officers and takes up space in our already limited evidence storage area at the department. Compounding this issue are technological problems associated with this process. For example, the evidence does not always copy properly to the CD/DVD's, or the DA's office is unable to play or make additional copies of the evidence. This failure to play or copy, requires the submitting officer to make additional copies which need to be provided back to the DA.

Law enforcement agencies are recognizing this inefficiency and are using technologies to enhance capabilities in processing, storing, and sharing digital evidence. Many agencies have incorporated Body Worn Cameras. Usage of this technology has "forced the hand" in using advancing technology. In return, these agencies have witnessed an increased efficiency. For example, Green Lake Counties' transition to Body-Worn Cameras (BWCs) punctuates this efficiency.

While the Berlin Police Department does not currently have body worn cameras, we have been working with a company called Advatech. Advatech offers cloud-based evidence management, squad cameras, and body worn cameras. Below is an outline of costs associated with products of interest offered by Advatech:

One in-vehicle Axis in-car video system: \$6,529.62

One 4 Terabyte on premise server: \$7,576.74

WASABI cloud evidence management system: \$196 per terabyte, per year + a one-time setup/programming fee of \$2,100 = \$2,296 (FY25)

24/7 Remote Support and Service: \$2,300 annually.

Total cost for 2025: \$18,702.36

It is the intent of the department to install an Axis in-car video system with each new squad build (every two years) instead of replacing all current in-car systems at once. This is to assist with future budgeting and will also mirror the past practice of purchasing a new Panasonic camera system for previous squad builds. To note, the last Panasonic camera system purchased for our 2023 squad build cost \$5,571.00.

The on-premise server is required by Advatech for use of their in-car and body worn camera systems. These recording systems communicate with the server to wirelessly upload and store video footage. The footage stored on this server can then be transferred into the cloud evidence management system for

long term storage. The on-premise server also allows for the addition of body worn cameras when desired. It is our anticipation that this server will last a minimum of 5 years.

Regarding the cloud storage, Advatech has worked with myself to develop cloud-based evidence management through the company "WASABI" that meets our department needs. WASABI is CJIS compliant, can store various different file types, and allows for "case sharing" to other government entities such as the Green Lake County DA's office and City Attorney. The storage and sharing of files in this system will eliminate the need for "hard copy" evidence to be created, physically stored, or physically provided to the DA's office.

WASABI charges for their service on a "per terabyte" basis, at a cost of \$196 per terabyte, per year. This storage can be expanded anytime to meet our needs and they do not charge "user fees" for individual officers. It is the intent of the department to start with one terabyte of storage until we have a better grasp on how much storage is being utilized. The anticipated addition of body-worn cameras may result in greater storage requirements. As noted, each terabyte will cost an additional \$196 per year.

The **base** annual cost following 2025 is anticipated to be \$2,496 a year (\$2,300 remote service agreement fee + \$196 cloud storage fee). As noted, this yearly annual cost will most likely increase with the addition of body worn cameras and as the need for more cloud storage is evaluated.

In conclusion, we feel this system is the most cost-effective option for the Department and will lay the foundation for the implementation of body worn cameras. A \$1,500 grant was awarded to the department to assist with the development of our digital evidence and body worn camera program. This amount will be applied to the total above, bringing the total amount requested to **\$17,202.36**.

I propose this expenditure be approved and forwarded to the Common Council with the recommendation to use "roll-over" Fund 15 money. The current balance in Fund 15 is approximately \$103,000.