



## **Dec 7th, 2017 draft minutes**

Secretary Marshall Spencer called the meeting to order on December 7<sup>th</sup> 2017 at 4:30 PM, Menasha Safety Building, 430 First Street, Menasha, Wisconsin

Present: Jim Meinke, Tony Gutierrez, Marshall Spencer, Chief Styka

Excused: Fran Ebben, Jason Dionne

Communication to Receive: None

## **DISCUSSION**

Correspondence: None

New Business: None

## **Chief Styka Report**

Training:

- Use of Force Update: Sawyer, Oleszak, Hoernke, Halderson, Thorn & Styka (2.5 hrs)
- Intoximeter Certification: Berna, Nelson & Hill (24 hrs)
- CIB Conference: Sahr & Sawyer (20 hrs)
- Bearcat Training: Edwards (24 hrs)
- Honor Guard Training: Nelson & Hoernke (24 hrs)
- CART Commander Training: Mauthe (8 hrs)
- Personal & Professional Breakthroughs in LE: Miller (8 hrs)
- Badger TraCS Users Conference: Gallagher & Sawyer (12 hrs)
- CVMIC Coaching Employees: Swenson (16 hrs)
- Officer Involved Death School: Thorn (24 hrs)
- Radar Operations: Schulz (24 hrs)
- AACE Annual Conference: Polzien (40 hrs)
- Scenario Instructor Training: Sawyer & Thorn (16 hrs)

- WPELRA Supervisor Training: Thorn & Lenss (8 hrs)
- Use of Force Update: Edwards, Hoernke, Miller, Lenss, Halderson, Styka, Thorn, Oleszak (8 hrs)
- Non-Violent Crisis Intervention Training (Autism): Jorgenson (4 hrs)
- Mental Health First Aid: Jorgenson (8 hrs)
- CVMIC Understanding Employee Differences: Edwards (16 hrs)
- Human Traffic Conference: Gruss (16 hrs)
- C.O.P.S. Trauma of Law Enforcement: Groeschel (21 hrs)
- DA Office Training – Calumet County: Abrahamson, Sawyer, Edwards & Thorn (8 hrs)

Department Updates:

- Building Update: Work in underway at the Police Department. The project should be completed by mid-January.
- Staffing/Hiring Process Update:
  - Officer Adam Schultz, Officer Randy Hill and Officer Shelby Patterson are continuing in Step V – solo patrol. Officer Autumn Ferg is currently in the PTO Program. It is expected she will moved to solo patrol in early 2018. We currently have one position open.
  - Officer Cook will remain at Maplewood Middle School
  - Officer Berna will be assigned to the MEG Unit in 2018
  - Officer Oleszak will serve as the Community Liaison in 2018
  - Officer Sayer will be assigned as an Investigator in 2018
- The new parking ticket system is currently in the configuration phase. We are anticipating going live with the system in mid-January.
- We had our onsite assessment for Accreditation in November. Overall things went very well. We were advised by the assessors that we did meet all applicable standards and the report of our onsite will go to the WILEAG Board in an upcoming meeting. We should receive official notification of being approved for accreditation in early 2018.
- 2018 Goals
  - Advanced Management Training for Command Staff
  - Complete and implement the new parking system
  - Transition property and evidence into the new property room and implement a new property tracking system
  - Work with Winnebago County to implement the new LRMS and CAD systems

- Develop landlord database to identify a contact person for any issues or concerns with property
- Utilize data to develop predictive policing policies and practices
- Create employee work group for policy and procedure development

Agenda item: “MPC guidelines for appointing a hearing examiner” draft

- We reviewed the draft.
- Chief Styka will ask the City Attorney to review.
- This item will be carried forward on the agenda until final approval.

Adjourn: Jim Meinke moved to adjourn. Tony Gutierrez seconded the motion at 5:30 pm. The motion was unanimously supported.

The next bi-monthly meeting will be held Thursday January 25<sup>th</sup> 2018 at 4:30pm Menasha Safety Building, 430 First Street, Menasha, Wisconsin.

Menasha alderpersons occasionally attend meetings of this body. It is possible that a quorum of Common Council, Board of Public Works, Administration Committee, Personnel Committee, may be attending; however no official Action of any of these bodies will be taken.

Menasha is committed to its diverse population. Our non- English speaking population or those with disabilities are invited to contact the acting Chief of Police at 967-3500 at least 24-hours in advance to ensure special accommodations can be made.

Respectfully submitted,  
Marshall Spencer  
Commissioner, Secretary