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**April 1, 2015**

**TO ALL MEMBERS OF THE PUBLIC SAFETY COMMITTEE:**

**Jane Hansen  
Scottie Ard  
Jim Jackson**

**There will be a meeting of the Public Safety Committee on Monday, April 6, 2015, at 6:30 p.m. in the Administrator's Conference Room of the Civic Center, 156 East First Street, New Richmond.**

**Amended Agenda:**

- 1. Roll Call**
- 2. Adoption of Agenda**
- 3. Approval of the Minutes from the previous meeting on March 11, 2014, November 11, 2014, and March 3, 2015**
- 4. National Night Out**
- 5. Communications and Miscellaneous**
- 6. Adjournment**

**Mike Darrow  
City Administrator**

**Copies:**

**Fred Horne  
Mark Samelstad  
Jim VanderWyst  
The News  
Northwest Community Communications  
City of New Richmond Website  
Matt Melby**

A majority of the members of the New Richmond City Council may be present at the above meeting. Pursuant to State ex rel. Badke v. Greendale Village Board, 173 Wis. 2d 553, 494 N.W. 2<sup>nd</sup> 408(1993) such attendance may be considered a meeting of the City Council and must be notices as such, although the Council will not take action at this meeting.

PUBLIC SAFETY COMMITTEE MEETING  
MARCH 11, 2014 – 5:00 P.M.

Members Present: Jane Hansen and Scottie Ard

Members Absent: Roberta Dale-Wozniak

Others Present: Mike Darrow, Mark Samelstad, Jim VanderWyst, Patty Schachtner, Mike Foley, and Jeanne Bergman

Aldersperson Hansen called the meeting to order and roll call was taken.

Aldersperson Ard moved to adopt the agenda as presented, seconded by Aldersperson Hanson, and carried.

**Review Police Policies**

Mark Samelstad has finished updating the police department policies and procedures. To accomplish this goal he has been working with Lexipool Advantage, a highly respected company that specializes in writing risk based policies for law enforcement and safety organizations. Mark is requesting City Council's approval as soon as possible, as there are already new revisions that need to be incorporated into the manual. Discussion followed on which committee or persons should review the policies and the timeline to deal with citizen complaints. Aldersperson Ard moved to present the police policies and procedure updates to the City Council at the regularly scheduled April meeting, seconded by Aldersperson Hansen, and carried.

Mark Samelstad left the meeting.

**Fire Truck Dispatch Policy Review**

Patty Schachtner, a representative from the town of Star Prairie, was in attendance asking for clarification on the number of trucks and personnel dispatched for different types of calls, and why the costs varies between the City and the Township. Jim VanderWyst explained they must respond, with the appropriate number of people, according to the language used by the 911 dispatch operator. The number of responders varies by categories. In the case of carbon monoxide, the call in question, personnel are dispatched as either "With Symptoms" or "Without Symptoms". There is no difference in invoicing of calls between the different entities, however, City residence do not receive an invoice because all calls are tax based. Star Prairie Township residents do not have fire protection built into their taxes; therefore, they do receive an invoice. Aldersperson Hansen will email Patty the fire department policies. A suggestion was made that the Township may want to review how they bill those who use this service. The committee will review the dispatch policy at the next meeting.

Jim VanderWyst and Patty Schachtner left the meeting.

**Ambulance Board Update**

Aldersperson Hansen stated she has some concerns after reviewing the ambulance finances. She is requesting this issue be revisited at the next meeting after the most recent financials are available.

**Generator Update:**

The City of New Richmond's Civic Center, fire station and a small portion of the United Methodist Church are currently served by an emergency backup generator. This generator is over 40 years old and has required maintenance with costs surpassing \$15,000 in the last five years. The City also has several other fixed generators in multiple locations along with several portable generators. Discussion followed as to when and if the emergency generator should be replaced. Mike Darrow stated we have money from FEMA that could be earmarked to help with the cost and also suggested cost sharing with New Richmond Utilities. It was recommended to add this as an agenda item to the April Finance Committee, Utility Commission and City Council noting the utilization of the FEMA funds and financial support from New Richmond Utilities.

**National Night Out**

Aldersperson Hansen reported August 5, 2014 has been designated as *National Night Out*. This event is held in multiple cities and is a nice, informal opportunity for people to get to know their neighbors and community. Discussion took place regarding how to promote this event and how to get people involved. Aldersperson Hansen suggested this event be discussed at the April City Council meeting and then be brought back to this committee for further discussion.

**Communication and Miscellaneous**

None

Aldersperson Ard moved to adjourn, seconded by Aldersperson Hansen, and carried.

Meeting adjourned at 6:02 p.m.

Jeanne Bergman  
Administrative Assistant

## **PUBLIC SAFETY COMMITTEE MEETING**

November 11, 2014 – 5:15 P.M.

Members Present: Jane Hansen, Scottie Ard, and Jim Jackson

Members Absent: None

Others Present: Mike Darrow, Jim VanderWyst, Mark Samelstad, and Jeanne Bergman

Jane Hansen called the meeting to order and roll call was taken.

Scottie Ard moved to adopt the agenda as presented, seconded by Jim Jackson, and carried.

### **Ambulance Association Standby Billing**

The ambulance association would like to implement a policy where they can charge when the primary ambulance crew is dispatched and a secondary crew is requested. The proposed rate is \$75 for the first hour and \$50 for each additional hour with some exclusions for various situations. The policy indicates the ambulance association would bill the fire department for their services instead of doing their own direct billing. Jim VanderWyst explained the newly signed fire contract with the townships allows him to bill for his men's time only. Mark Samelstad questioned whether this policy included billing the police department when they respond to medical calls. Jane Hanson stated the intent of the policy is to bill both the police and fire department for EMS services but the policy only mentions billing the fire department. The following concerns were discussed:

- Existing fire contract with the townships would need to be amended or EMS must bill them directly
- Some assisted living facilities have a "No Lift" policy – dispatch then calls the police or fire department. If EMS bills the police department, the police department would be forced to bill EMS
- Policy may create hostile working environment between departments
- Ambulance or medical bills cannot be billed to the property owner? – policy doesn't define who would do the billing for these situations
- Exclusions in the policy must be defined
- Why should the fire department be responsible for EMS billing?
- How much research was done? How do other communities charge for EMS services?

The ambulance board will meet on November 19<sup>th</sup>. Jane Hanson will share the committee's concerns on the new policy and report back at the next meeting.

### **National Night Out**

Last year's National Night Out was well attended by the public. The Public Safety Committee will continue to host this event until it is better established. Scottie Ard will be working closely with Jeff Moberg to promote next year's event to engage students and parents and has already been in contact with several organizations. A meeting will be set up sometime in January to make further plans for this event.

### **Emergency Services Staff Update – 2015 Report**

Chuck Mehls, Emergency Services Director, has retired and there is a need to reassess the City's needs and assignment responsibilities. Thanks to Chuck Mehls, the City currently has a very good program in place. A mock exercise and an internal audit will be done by Kristin Sailer from St. Croix County along with input from Mike Darrow, Jeremiah Wendt, Mark Samelstad, Jim VanderWyst, and outside supervisors. The City would like to keep current procedures in place and implement a plan to process paperwork connected to applying for grants and state aid after an emergency. To help fund our emergency services Mike will be looking into a fellowship program through utilities, grants, programs through the state, and shared services with surrounding communities. Mike will report back on Kristen's audit in January.

**Communication and Miscellaneous**

There was discussion on ebola and the City's preparedness to handle this type of deadly disease. According to Steve Massey, from Westfields Hospital, the City is in good hands.

Scottie Ard requested that we continue to spread the word on the "Adopt a Hydrant" program. Mike will remind the water department to mark the water hydrants with flags.

Scottie Ard moved to adjourn, seconded by Jim Jackson, and carried.

Meeting adjourned at 6:05 p.m.

Minutes submitted by Jeanne Bergman

## **PUBLIC SAFETY COMMITTEE MEETING**

March 3, 2015 – 4:30 pm

Members Present: Jane Hansen, Scottie Ard, and Jim Jackson

Members Absent: None

Others Present: Mike Darrow, Jim VanderWyst, Matt Melby, and Jeanne Bergman

Jane Hansen called the meeting to order and roll call was taken.

Scottie Ard moved to adopt the agenda as presented, seconded by Jim Jackson, and carried.

### **Fire Department Capital Improvement Plan**

The Fire Department's Capital Improvement Plan for the next 2-3 years will be presented at the March 18<sup>th</sup> Fire Advisory Board. Attending the meeting will be the former fire chief from the City of Eau Claire, as a third party, private consultant. He will be reviewing the fleet, looking at what currently exists, evaluate future needs and connected costs. To cover the Capital Plan improvements, staff would like to include a financial roadmap which would include a plan for grants and fund raising. This targeted roadmap would help pay for improvements and hopefully help avoid borrowing funds.

### **Fire Calls**

Currently the City funds all fire calls for City properties. Townships are now billed for the firemen's time but no additional costs for the usage of the truck or equipment. The City currently budgets approximately \$25,000 to cover these costs. City Attorney, Nick Vivian, is drafting a new ordinance adding language requiring people using this service responsible for these costs, which would be at a fixed rate. The proposed ordinance will be brought up informally at the next City Council meeting so the community is aware of the proposed changes. A draft of the ordinance will be emailed to the Public Safety Committee members when it's available.

### **National Night Out**

The second annual National Night Out is scheduled for August 4<sup>th</sup>, 2015. Discussion followed on how to recruit volunteers to spearhead this event, possible sponsors, how to announce the event, and how to make safety fun. Mike Darrow will ask for volunteers on facebook, twitter and the City website. National Night Out will also be brought up at the Chamber breakfast where they will be asked to post information on their website. A suggestion was made to combine the City Utilities Customer Appreciation Picnic with National Night Out. Mike will present the idea at the next Utility Commission meeting. A National Night Out organizational meeting is scheduled for April 7<sup>th</sup> at 6:00 pm.

### **Facility Security Updates**

As part of the Health Safety and General Welfare, Craig Yehlik will deliver a *Active Shooter* presentation at the March 9<sup>th</sup> City Council meeting. Staff will be working on policies and procedures to ensure all departments are properly trained in the event of an emergency. These policies will be reviewed by the Employee Handbook subcommittee

### **Stop Lights at Hwy 64 and Wall Street**

Mike gave a presentation on the *Northwest Area Access and Economic Development Study* which covers the HWY 64/65 corridor. In 2008, a study was done by the DOT before the new Wisconsin-Minnesota bridge was agreed upon. With that in mind, the focus of the new study was to look at the old DOT goals and the goals today. The new study looked at land use, pedestrian plan, traffic calming, jug handle vs diamond interchange alternatives, future growth, crash data, parkscapes, and landscaping making the corridor a transitional avenue creating a sense of place. The plan includes the following three phases:

- Stop light at Wall Street and HWY 64
- Stop light at North 4<sup>th</sup> Street and HWY 64
- Diamond Interchange

The DOT has indicated they want the HWY 64 corridor to be an expressway; however, they set a precedent when they allowed the City to put in a stoplight at the intersection of HWY 64 and 65. Scottie Ard moved to make a recommendation of approval of the presentation, to the City Council, seconded by Jim Jackson, and carried. Staff will be looking for a recommendation from the City Council for an official plan to take to the DOT.

### **New Richmond Public Transit**

Mike and Beth Thompson met with members of the Deerfield and New Richmond Public Transit to discuss drop off and response times. They also audited the taxi books and believe customer service is being adequately met. Mike reported New Richmond Public Transit has a secondary contract with the schools which originated in 2010. He is looking into the contract and has asked Beth to investigate which children in the New Richmond school district are not being provided bus service. Members of the committee would like further information on the contract with the school to see if this service interferes with others utilizing the taxi service and if this contract jeopardizes revenue generated. Mike will look into the legality of the taxi service working under two contracts and suggested a representative from New Richmond Public Transit attend the next meeting.

### **Ambulance Update**

The New Richmond ambulance service cannot continue to operate on the model they are currently using as it is not financially sustainable. Currently they charge by usage and population, however, surrounding communities charge on population only. If New Richmond changed to per capita only, they could save approximately \$17,000 per year. Discussion took place on if this is a fair practice and the need to hire an independent consultant to evaluate the current program. The ambulance association ended the year with 44 days of cash on hand with the goal being 60 to 90. Mike suggested staff contact River Falls and Hudson to see how they operate their program. This topic will be brought back to the next meeting which will give staff time to do further research.

### **Communication and Miscellaneous**

None

Scottie Ard moved to adjourn, seconded by Jim Jackson, and carried.

Meeting adjourned at 5:45 p.m.

Minutes submitted by Jeanne Bergman