

VILLAGE OF GRAFTON
PUBLIC SAFETY COMMITTEE MEETING MINUTES
TUESDAY, SEPTEMBER 14, 2021
GRAFTON POLICE DEPARTMENT TRAINING ROOM

The Public Safety Committee was called to order by Chair Harbeck at 6:00 p.m.

Committee members present: Trustee Lisa Uribe Harbeck, Trustee Jim Miller, Trustee Dave Antoine, and Bob Wolf

Excused: Jeff Thoma

Staff present: Police Chief Jeff Caponera, Assistant Police Chief Emmett Grissom, Fire Chief Bill Rice, Police Sergeant Patrick Brock, and Administrative Assistant Clarissa Allen

Others present: Paul Moroder – Grafton Police and Fire Commissioner, and Tom Bichanich – Grafton Fire Department

APPROVAL OF JULY 13, 2021 PUBLIC SAFETY COMMITTEE MEETING MINUTES

Motion by Trustee Miller, seconded by Bob Wolf to approve the July 13, 2021 Public Safety Committee meeting minutes. Motion carried.

PERSONS REQUESTING TO BE HEARD

Trustee Antoine wished to present a check to the Grafton Fire Department Association, which was the result their participation in a Lion's Golf Outing, ball drop activity. Tom Bichanich of the Grafton Fire Department Association received the check presented to the Association, in the amount of \$145. Trustee Antoine thanked the fire department for their participation in the event, and said that fun was had by all who attended.

2022 POLICE DEPARTMENT REQUESTED BUDGET PROPOSAL

Police Chief Jeff Caponera distributed a memorandum/letter to the committee advising that it will give a detailed explanation of the budget, which entails the changes and requests in the budget. Chief Caponera advised that he was made aware of an email exchange that took place with questions regarding the police department budget. He advised he did not have a budget detail included in the initial packet because he was working on a detailed explanation in the form of the memorandum, which will hopefully help answer any questions. Chief Caponera advised that the Village used new budgeting software which produced the report which is in the packet in front of the committee. Chief Caponera advised that he will be 100% transparent about the budget and expenditures. He will be explaining changes that occurred with the budget process, and what the department is focused on. This handout should be attached to the minutes, and was not produced earlier, as he was still working on completing it. Chief Caponera gave the committee several minutes to review the memorandum.

Chief Caponera discussed the budget proposal, advising the committee that every member of the organization was included in the budget process. Information to be considered was gained through one on one meetings with staff, Sergeants and the Assistant Chief. The five year strategic plan is directly tied into the budget, as is the Vision and Mission of the Police Department. Some of the priorities for 2022 are enhancing the patrol and Criminal Investigation Division (CID), succession planning, replacement of MDT's in vehicles, upgrading the body worn camera system, and a supplemental request for property room accreditation.

Chief Caponera explained that the budget changes that took place are easier to be seen using the new MiViewPoint format, as well as comments and attachments that were added. There are four areas to the Police Department budget; administration, operations, support, and building. Each of these budgets have duplicate lines, some of which will be consolidated in the 2022 budget. Contractual Services for example, has been consolidated into Administration and Building. Support Services will see every line eliminated with the exception of the wages and benefits portion. Support Services includes the five police support specialists who were reclassified in 2021. After the 2022 budget, all wages and benefits for the professional staff will be transferred to the Operations budget as that is where these positions are placed now. Trustee Harbeck questioned what MDT means; Chief Caponera advised it means Mobile Data Terminal, which are the Panasonic Toughbook's which are in the cars.

Chief Caponera pointed out on the budget breakdown, page three, that the department is expecting to have \$11,654 left over from the 2021 budget, and commends staff for keeping within budget. The overall budget request for 2022 is \$3,692,248, of which for the most part remains unchanged from previous years. There are some increases due to contractual services for Lexipol which is for policy and procedure development, PlanIt which is scheduling software, and Officer Survey. There are cost increases associated with goods and services due to the pandemic. Chief Caponera advised that squad leases are delayed due to inability to find vehicles, and the janitorial services area has increased due to needing to find a new contractor for this service. There is also an increase in the dues and subscriptions line item of the budget. This is due to the increased number of professional organization memberships obtained, which is part of the succession planning process. Professional staff will be adding two notaries for the department, as well as CID membership with the FBI, and investigators associations. Training and education is increased in 2022 by \$2,000, to accommodate leadership training. Maintenance and repair of aging equipment, including the HVAC system, is identified in the Capital Equipment Plan, in the amount of \$292,440.

Supplemental budget requests include two sworn Officers, a police bicycle, property and evidence accreditation, mental commitment transports and landscaping and sign replacement. Chief Caponera explained that the landscaping and sign replacement for the building are important, as it is a reflection on not only the department but the Village. The building is located along Highway 60, which is very visible for people entering the Village. A newer digital sign with messages would stand out for folks not familiar with the area.

Chief Caponera also distributed to the committee, and will be attached with the minutes, a Patrol Workload Computation Worksheet and Officer Availability Worksheet. Chief Caponera advised that the Village has been very aggressive over the past 10-15 years in building businesses and residential living. The Community Development Director, Jessica Wolff,

advised that the current plans include adding upward of 700 new homes to the Village. This will affect the Police Department's demand on services, increasing traffic, accidents, and crime. Chief Caponera advised that in 1999 the Department was allotted 21 Officers, in 2000 the Village Board opted not to fill a vacancy which brought sworn staff down to 20 Officers, which was later filled in 2001. From 1999 to 2021 the Department has only added one Officer. The Department has been managing with 22 sworn Officers; however, Officers have been struggling with having shifts altered, being ordered in on off days to cover shifts, and the resulting burnout. The distributed worksheets explain computations used for additional sworn personnel requests and officer availability. Trustee Harbeck questioned if the Officer Availability Worksheet was based on eight, 10, or 12 hour shifts; Chief Caponera clarified that it is based on 12 hours shifts for patrol only. Investigators work eight and 10 hour days. Trustee Miller questioned the supplemental budget justification where these numbers come from; Chief Caponera advised that they are the wages and benefits for requested officers, as well as all the equipment needed to outfit the officers. It does not include training.

Chief Caponera reviewed the request for an additional police bicycle. Trustee Antoine inquired if the bicycle would be an electric bicycle; Chief Caponera advised it would be a police mountain bike. Trustee Miller inquired if there is special training that Officers need to go through, and if all the Officers are required to attend this training; Chief Caponera advised that there would be a selection process for the position, and the Officer selected would be the only one to attend the 40-hour training.

Chief Caponera reviewed the property room accreditation process, stating that the property room was lacking organization. Emily Neuser, who was reclassified to the property room, did a comprehensive audit of the room, and provided Chief Caponera with an update on the status of property and evidence. New procedures have been created for the property room. Accreditation will take things one step further, and will assist in the Police Department accreditation process.

Chief Caponera covered the request for budget funds to cover mental commitment transports, explaining that on the July 4, 2021, the Police Department utilized RediTransport to do a mental commitment transport to Winnebago. The cost was \$900 for this transport, which occurred after 6:00 p.m. on a holiday weekend. This was more cost effective than having two Officers on overtime for more than 12 hours. Chief Caponera explained that it takes two Officers to handle a mental commitment, which takes them off the street and unavailable for other calls for service. Chief Caponera is currently working with the Hospital Director at Aurora to see if patients can be privately billed for these mental health commitment transports.

Trustee Harbeck asked if all departments in the Village are utilizing the new budget software; Chief Caponera advised that they are.

Trustee Harbeck questioned where the police dog was located within the budget; Chief Caponera advised that the personnel for the K9 is already in the budget.

Trustee Miller pointed out that in reviewing page seven of the budget proposal under vehicle maintenance, that he has been talking with Village Administrator Jesse Thyges for a long time regarding the police departments bills from Grafton Mobil, being \$95 to \$100 for an oil change and tire rotation, and that he went to a different vendor and priced out the same

services for \$55. Trustee Miller advised that he was told that the Police Department has a long standing relationship with Grafton Mobil. Trustee Miller asked if anyone shops around for a better value, and that as a Trustee they are looking for ways to save the tax payers money. Chief Caponera advised that he did consult with Midas in Grafton for a quote of the same service received from Grafton Mobil, with Midas coming in at nearly the same price. There was a brief discussion regarding the comparison of the oil used, and the price of services.

Trustee Harbeck noted that there was no CIP in the packet and requested a copy of the CIP. Copies were made which were distributed to each committee member.

Trustee Antoine commented that he understands that the Police Department needs more help; however, the number of residential homes being built and quoted at 700, is inflated, and not accurate. Chief Caponera advised that he received that information from the Community Development Director and will follow up with her regarding that.

Trustee Harbeck commented that the Police Department budget is very complete and can see that it took a lot of time to process. Trustee Harbeck thanked Chief Caponera for all the work he put into the budget, noting that it is very in-depth.

2022 FIRE DEPARTMENT REQUESTED BUDGET PROPOSAL

Fire Chief Bill Rice began by stating that this would be a typical budget review, and that the Fire Department budget has remained largely status quo with the exception of moving the part time Office Assistant position to a fulltime Administrative Assistant position. Chief Rice explained that he has been requesting this for several years now. He has discussed it with Village Administrator Jesse Thyges and Director of Administrative Services Paul Styduhar. The current position is 20 hours per week. When Office Assistant Diana Degnitz has to work outside the Department taking meeting minutes, and then processing the meeting minutes, it takes time away from her 20 hours per week schedule making it difficult for her to finish all her other tasks. Chief Rice advised that the former part time assistant, Mary Warren, recommended when she retired that the position should be a full time position.

Chief Rice explained that revenue from the ambulance has significantly increased; however, responding to rescue calls does not generate a lot of income for the organization. Chief Rice advised that there is an expected increase in revenue for 2022 as well. Chief Rice advised that Medicare controls most payments so it is difficult to forecast revenue.

Chief Rice noted that full time wages and part time wages will both be increasing for 2022. This is due to moving the part time office assistant to full time, and increasing the wages of the part time employees to make their salaries more comparable to other organizations.

Chief Rice noted that supplies, wear and tear on vehicles, and paying employees to go on calls all comes out of the revenue received.

Trustee Antoine questioned why there are no dollar amounts listed on the Fire Department budget for property taxes. Chief Rice advised that Director Styduhar would be able to answer that question. Chief Rice commented that the Fire Department cannot sustain itself on the same amount of money each year. For example, the emergency medical supplies line item has increased for 2022.

Trustee Harbeck questioned the CARES grant, and if Chief Rice had to apply for that. Chief Rice tracked anything that was COVID related and believes the CARES grant was largely for that. Trustee Harbeck asked if any Fire Department members received hazard pay; Chief Rice advised they did not.

Chief Rice advised that operating expenses have largely been frozen. The 2022 budget does not include any additional firefighter/paramedics, but the need is critical. It has been hard to operate as they are, but they are getting by.

Trustee Antoine commented that part time wages will go from \$11 to \$12 per hour. Chief Rice confirmed this and that top pay will go from \$20 to \$24 per hour, which brings the wages a little closer to other communities.

Chief Rice commented that COVID has changed things and made things unpredictable. Calls have been up and down, which has made it extremely difficult to project call volumes, and purchase supplies. Chief Rice advised that only two items are on the CIP for 2022, and they are for painting of the building and the rescue boat and motor. The Modine heaters have been completed this year, and Chief Rice is still hoping to get the kitchen update completed if ARPA funds are available.

Chief Rice noted that if the office assistant position is reclassified from part time to full time, he would ask the Village Board to allow the position to go full time this year yet. Trustee Miller inquired what hours Office Assistant Degnitz works; Chief Rice advised she works Monday, Tuesday, Thursday and Friday, from 9:00 a.m. to 2:00 p.m. Chief Rice further explained that if she has something going on during one of her work days, she can switch work days to accommodate, but she cannot go over 20 hours per week. She has on occasion worked extra hours for special Fire Department functions. Trustee Miller asked how much of a pay increase she would receive; Chief Rice advised she would be going to the Administrative Assistant pay grade, and that the second quartile was used for budget purposes to determine pay amount; however, this would ultimately be decided by Administrator Thyges. Trustee Miller inquired who answers the phone when the office assistant is not there; Chief Rice advised that firefighters, he, or the Assistant Chief all answer the phone.

Mr. Wolf of the Town of Grafton advised that in looking at the increases on the Fire Department budget for 2022, the Town of Grafton would not be happy. Mr. Wolf advised that the Town is at the mercy of the Village to try to hold down costs. Comparing what the Town paid in 2021, \$229,000, to what is projected for 2022, \$262,000, the Town does not have resources for an increase like this. Mr. Wolf advised that the Town of Grafton would need to meet with Administrator Thyges and Director Styduhar to rework numbers. Mr. Wolf commented that this proves the fact that the Village and Town must move faster on the consolidation of fire resources. It was explained that the dollar amount used for the Town's contribution is just a place holder based on Fire Department requests and may change during the budget process. Trustee Harbeck inquired if this increase includes the percentage wage increases from department members from last year; Chief Rice stated that he believes it does. Chief Rice commented that Saukville Fire Department is going through the same process that Grafton is now. Chief Rice is trying to get more revenue from Saukville for the services Grafton is providing.

Trustee Harbeck advised she received a response from Administrator Thyges regarding why there are no dollars on the property tax line, stating that there is not a specific Village tax levy allocation as the available amount has yet to be determined. Chief Rice talked about the special revenue fund that the Fire Department has, and how the Village has been drawing out of this fund the past few years, reducing the fund.

Trustee Harbeck advised that she asked Administrator Thyges about the administrative assistant position and part time wages and if they were included in the wages line of the budget; however, she did not get a clear answer from Administrator Thyges. Trustee Harbeck asked Chief Rice if he knows if they are included in the wages line; Chief Rice advised that they are; however, Director Styduhar does all the wage calculations and Chief Rice would only be making an educated guess.

FIRE DEPARTMENT – UPDATE ON FIRE/EMS SERVICES STUDY AND STAFFING

Chief Rice advised that he is continuing to try to hire new members, but having limited success. There is a large group of Firefighter I's in training this semester, who are mostly existing employees with only one or two new people going to EMT training. Chief Rice has also tried utilizing other Department's employees for calls during the day which could be a huge savior, but the Village has not embraced this and the program is diminishing. Trustee Miller asked if the employees are not able to leave their jobs; Chief Rice advised that the Village no longer recruits or hires employees that will help out on fire or rescue calls, and feels that it is not a priority to the Village. Trustee Harbeck questioned how many employees in the past were utilized from other departments; Chief Rice stated that there were three from the Water Department and three to four from Department of Public Works.

Chief Rice updated that the Public Policy Forum is having another meeting next week in Cedarburg and that they are really struggling. The policy forum pointed out that there is a lot of equipment but lack of utilization of personnel. The next step may be another study to look at these numbers. They may need to go to a fire consultant who would say what the ideal Ozaukee County shared Fire Department would look like. Chief Rice stated the forums discussions have all been good; however, all participants need to be honest with the communities involved about whether or not they want to be included in a shared Department. The reality is that it will be extremely expensive and costly for a new service. All communities may need to go to a referendum for the outcome. The next meeting is Tuesday, September 21, 2021 at 10:00 a.m. at the Cedarburg City Hall.

ORDINANCE AMENDMENT TO CHAPTER 9.36 – REGULATION OF SMOKING BY MINORS AND POSSESSION OF SMOKING MATERIALS ON SCHOOL PROPERTY

Chief Caponera reviewed the information on the IFC, noting that this is just cleaning up the ordinance and adding additional language to cover vaping, which will give Officers the ability to issue citations for vaping and vaping devices.

Motion by Trustee Antoine, seconded by Trustee Miller to recommend the Village Board approve the amendments to ordinance 9.36 - Regulation of Smoking by Minors and Possession of Smoking Materials on School property.
Motion carried.

ORDINANCE AMENDMENT TO CHAPTER 1.08.010 – PENALTY WHERE NO PENALTY PROVIDED

Chief Caponera reviewed the information on the IFC, explaining that making the penalty range \$25 to \$5,000 will accommodate the new Mid-Moraine Municipal Court bond schedule.

Motion by Trustee Miller, seconded by Trustee Antoine to recommend the Village Board approve the amendment to ordinance 10.08.010 - Penalty where no penalty provided. Motion carried

NIGHT FISHING ON THE MILWAUKEE RIVER – VERBAL DISCUSSION ONLY

Chief Caponera advised that Trustee Harbeck contacted him last month requesting a discussion on night fishing on the Milwaukee River, indicating that some complaints had been received by Trustee Harbeck of noise from fisherman as well as shining bright lights. Chief Caponera advised that there is nothing in the ordinances prohibiting night fishing, and lights can be used at night; however, must be angled down into the water. There is also no time limit in the ordinance. The water way is found to be under the jurisdiction of the Department of Natural Resources and is not part of the Village. Chief Caponera inquired as to the location this was occurring when the complaints were received; Trustee Harbeck advised that it would be to the east of the small island north of the Washington Street Bridge. There was a brief discussion about the complaints received and the ordinances. Chief Caponera advised he would check with other municipalities along the river to inquire how they handle these complaints. Chief Caponera also encourages citizens to call the Police Department and report these complaints at the time it is occurring.

ORDINANCE ADDING FOUND AND ABANDONED PROPERTY

Chief Caponera reviewed the new ordinance, informing the committee that he and Assistant Chief Grissom recently attended a training where one of the classes offered was property management, which suggested creating an ordinance which follows state law in allowing property to be disposed of in certain ways. Currently, abandoned property must be destroyed, sold at auction, or held until a court order is received allowing it to be destroyed. This new addition to the ordinance will allow the Police Department to use other options for disposing of property, such as donating it to charity, and being able to destroy it in a timelier manner.

Motion by Trustee Antoine, seconded by Trustee Miller to recommend the Village Board approve the adoption of ordinance section 2.60 - Lost, Unclaimed and Abandoned Property, contingent upon Village Attorney's review. Motion carried.

REPORT OF JULY AND AUGUST ACTIVITY AND BENCHMARK SUMMARY, HOUR OF DAY REPORT, AND OVERTIME – POLICE DEPARTMENT

Chief Caponera advised that in the interest of time he would not be going over our monthly stats in-depth, as all details are listed. Summarizing, calls for service continue to increase with school being back in session, and increased traffic at retail environments. The Flock system has been very helpful, with a recovered stolen vehicle being made yesterday, along with two arrests. The Flock camera system is able to count the number of vehicles passing through the area, and reports the average of 28,000 to 30,000 per day. Trustee Miller inquired how the cameras work in the wintertime if snow accumulates on them; Chief Caponera advised that they have a built in heating system that prevents fogging or icing.

Chief Caponera reports that overtime is significantly reduced from this time last year. Chief Caponera comments that sick time is at a minimum since starting the 12 hours shift. Most of the sick time is due to one Officer's family leave for child birth and COVID related sickness. The Department is well on its way to being 45 percent lower in overtime than this time last year. Trustee Miller inquired if Officers were complaining that they are not getting overtime; Chief Caponera advised that they are not. Trustee Antoine commented that the response times have reduced nicely. Chief Caponera replied that this is mainly due to Officers being assigned specific areas of patrol. Trustee Miller inquired if School Resource Officer Anthony Alfonsi gets paid overtime to attend athletic events; Chief Caponera advised he does not, but he is eligible for comp time for the events and under certain circumstances if there is overtime for the School Resource Officer the school district is responsible for paying it.

Trustee Harbeck commented that possibly the school could take over the crossing guards. Chief Caponera advised that two crossing guards have resigned this school year and the Department was unable to fill the positions. There is generally no interest in it due to the hours and pay. Officers have been utilized to cover the crossings when they are available. Chief Caponera advised that the program will eventually be dissolved and the school will take it over if they feel it is necessary. It is a good program, but the school and department would need to look at the feasibility of it.

Trustee Antoine inquired about the status of the traffic complaint that he made at the Woodview Elementary School, referencing the traffic congestion. Chief Caponera advised that the School Resource Officer will be monitoring this and will report back to him on it.

REPORT OF JULY AND AUGUST BENCHMARK MEASUREMENTS – FIRE DEPARTMENT

Chief Rice advised that the July benchmarks are in the packet. He distributed the August benchmarks to the Board members. For August of 2021 all areas are increased with the exception of motor vehicle crashes. Overall, calls are up 276 from this time last year. Chief Rice relayed that they just came off of a period for about two weeks where there were 10 calls per day. Chief Rice is anticipating that the department will be close to 2,000 calls by the end of the year. Village Pointe Commons has a huge impact on the amount of rescue calls. Lift assist calls are also requested a lot. Trustee Antoine commented that fire inspections are increased, which Chief Rice advised they are beginning to catch up on them now since COVID restrictions have been lifted.

POLICE CHIEF REPORT

Chief Caponera wanted to take a minute to thank the Trustees, the Fire Department and the Public Works Department for helping out with National Night Out. Chief Caponera advised that it was a well-attended event with a great turn out, and the bar has been set high for Thiensville Police Department to host it next year.

Trustee Harbeck advised that Trustee Luft who could not be at the meeting tonight, requested reconsideration to have a crosswalk installed on 17th Avenue across from River Lane for residents who wish to walk to Centennial Park. Chief Caponera will

follow up on this request with Amber Thomas, the Director of Public Works/Village Engineer.

FIRE CHIEF REPORT

Chief Rice advised that there was recently a stretch of 10 days where the Department averaged 10 calls per day. It was a very busy time with many serious calls, coupled with several instances of two calls being received at the same time. Chief Rice advised that last weekend the Saukville ambulance did staff the Grafton Fire Department to utilize them for calls. Chief Rice recently forwarded a letter received from Aurora to the Village Board, regarding a serious call that the Fire Department responded to which required debriefing. There was also a fatal motor vehicle accident recently that the Fire Department responded to, which also resulted in a debriefing. Both debriefings were found to be very helpful and well attended. The Fire Department also responded to several working fire calls recently.

Mr. Wolf of the Town of Grafton presented an estimate from WE-Energies for a street light that had been requested at the intersection of Falls Road and Cheyenne Avenue. It was determined that this area is in the Village of Grafton. The estimate received shows a cost of the pole and light at \$1,800 and \$10.32 monthly for electricity. Chief Caponera will forward this information to Director of Public Works Amber Thomas for DPW Board consideration.

ADJOURN

Motion by Trustee Miller, seconded by Bob Wolf to adjourn at 8:29 p.m. Motion carried.