

City of Plymouth  
Police and Fire Commission Meeting  
Tuesday, August 6, 2024 @ 8:30 A.M.  
Room 210  
Plymouth City Hall, 128 Smith Street, Plymouth, WI 53073

Members Present: President Mark Melcher, Vice President James Flanagan, Secretary Warren Wieser, Garry Rooker, Tim Lemkuil, Police Chief Kenneth Ruggles, Deputy Police Chief Matt Starker, and Fire Chief Ryan Pafford.

President, Mark Melcher, called the meeting to order at 8:30 A.M. in Room 210 @ City Hall, located at 128 Smith Street, Plymouth, Wisconsin.

A motion made by James Flanagan and seconded by Gary Rooker to approve the Police and Fire Commission meeting minutes of June 4, 2024. Motion carried.

Plymouth Police Department report by Police Chief Kenneth Ruggles:

- 1 - Plymouth Police Department ~~are~~ **is** in the process of submitting Capital and operational budgets. Capital budget to purchase new body cameras, car cameras, and portable radios has been approved. The equipment is the same as used by local municipalities and the county.
- 2 – Development of leadership training has been completed by the police force lieutenants. Police Chief Ken Ruggles will attend the Wisconsin Police Chief's conference in Green Bay.
- 3 - Plymouth Police Department newest member, patrol officer, Dylan Lindsley did well. He has completed his probation, and the city has a second K 9 available.
- 4 – Scam / Fraud is an issue the Police department is attempting to educate citizens, especially older citizens, and how to deal with one. Frauds / scams target older citizens, and some significant dollar amounts have been defrauded in Plymouth. The Police Department has organized presentations at Generations, Salem Green, and is waiting for a call back from Briarwood,
- 5 – Planning for upcoming events, Sheboygan County Fair, Home coming parade.
- 6 - Plymouth Police Department is collecting statistics and information pertaining to the use of ATVs on city streets. This issue will be discussed at the Common Council.

Assistant Police Chief Matt Starker updated the commission on a Community Fun Day at Tom & Gerry's miniature golf course. Matt provided a poster to each committee member.

Plymouth Fire Department report by Fire Chief Ryan Pafford:

- 1 – Fire Department will be set up in a tent during the Sheboygan County Fair.
- 2 – Last evening, the Plymouth Fire Department had their family picnic at Tom & Jerry's miniature golf course.
- 3 – Plymouth Fire department is in the budget process.
- 4 – Fire department is learning the new Resource Management Program This was recently installed on their computers.
- 5 – DNR audited Fire Department usage and implementation of DNR grants.
- 6 – JAAAGZ will be holding additional fund-raising efforts for areawide fire departments, with the Plymouth Fire Department being part of that fund raising effort.

Fire Chief, Ryan Pafford discussed Recruiting and Evaluation Process and related issues that impact them going forward.

- 1 – Chief Pafford handed out pending OSHA's requirements. This is in the preliminary stages but will impact the department.
- 2 – Chief Pafford handed out sample agility measures used by the Valders Fire Department. This will as a guide for Plymouth Fire department agility testing. When implemented this will be through a local health provider, Previa.
- 3 – Chief Pafford handed out his Memorandum detailing ordinance changes for the fire department. This should be approved by Plymouth Common Council at the end of month meeting.

Fire Chief Pafford requested committee members to volunteer to review/update Fire Department Position Descriptions. Committee members James Flanagan and Gary Rooked volunteered.

President Mark Melcher asked the commission members thoughts on Appendix B. Appendix B defines Firefighter Probation period procedure. Appendix B is on Plymouth Police and Fire Commission By-Laws; however, it has never been approved by the commission.

Fire Chief Pafford pointed out that this document will change as they amend the Fire Department Position Descriptions. When Fire Chief Pafford has made all the modifications to Appendix B, it will be presented again to the commission for their approval.

After discussion, motion by Tim Lemkuil and seconded by Warren Wieser to approve Appendix B as presented by President Mark Melcher. Motion carried.

President Mark Melcher brought forward agenda item of Plymouth Fire Department Quarterly Interview Schedule. This would become Appendix C in the Plymouth Police and Fire Department Bylaws.

After discussion, motion by Tim Lemkuil and seconded by Warren Wieser to approve Appendix C as presented by President Mark Melcher. Motion carried.

No further action, motion for adjournment at 9:30 A.M. Motion by Warren Wieser and seconded by Mark Melcher. Motion carried.

Submitted on the sixth day of August 2024.

Warren Wieser--- Secretary