

City of Plymouth
Police and Fire Commission Meeting
Tuesday, November 12, 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.

Audience Present – John Binder

President, Mark Melcher, called the meeting to order at 8:29 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 October 1, 2024. Motion carried.

Plymouth Police Department report by Police Chief Kenneth Ruggles:

- 1 – Officer Nick Coast will receive a meritorious award this evening at the Common Council meeting.
- 2 – All Plymouth Police Officers have had their annual hearing test.
- 3 - Plymouth Police Department conducted their safety inspection of St John the Lutheran School, St. John the Baptist Catholic School, and Plymouth High School. The goal is to complete inspection of the remaining Plymouth middle and grade schools.
- 4 – Plymouth Police Department participated in a walk-thru of Plymouth High school emergency evacuation.
- 5 – Police Chief reported a good meeting with City of Plymouth High School Superintendent, Scott Stier.
- 6 – Plymouth Police Officers have completed their firearm qualifications.
- 7 - Plymouth Police Department capital and operational budget is scheduled for approval at the Common Council meeting this evening.
- 8 - Officer Kost is continuing his leadership training.
- 9 - Two hundred pounds of outdated/old medicines were collected and disposed.
- 10 – Officer Justin Welch has completed his probation.
- 11 – Planning for Christmas Parade and Cheese drop has taken place. Deputy Police Chief, Matt Starker, reported some changes in the number of participants and parade order to deal with safety concerns.

Plymouth Fire Department report by Fire Chief Ryan Pafford:

- 1 – The Fire Department has completed their interviews with five new candidates for the Plymouth Fire Department. The Police and Fire Commission is scheduled to interview the candidates next Monday evening.
- 2 – Sheboygan County, yearlong sustainability study is almost completed. Chief Ryan provided a summary of the study. After the study is completed by the Sheboygan County Team, he will give an in-depth presentation to the Police and Fire Commission.
- 3 - Chief Ryan reported the Fire Department participation in the Pumpkin Walk and Trick or Treat was successful.
- 4 – Chief Ryan reported an EMS class should be scheduled soon.

Fire Department Recruit Evaluation Process - Ryan:

Chief Ryan handed out “Police and Fire Commission Interview Questions.” This list consisted of ten possible questions. President Mark Melcher suggested the commission select five or six questions. After discussion, the committee selected five questions.

Chief Ryan handed out a hiring packet for potential new fire department members. This was developed with input from James Falagan and Gary Rooker.

Chief Ryan handed out a copy of “Fire Department – Certified Firefighter One” job description to the commission for their review. This was a joint effort of Chief Ryan, James Flanagan, and Gary Rooker. Suggested changes were in red. President Mark Melcher suggested a change under Qualifications – Education and/or Experience section. Chief Ryan will make the change, and this will be an agenda item at the next meeting to receive final approval.

Fire Department Hiring Process Update –

This was covered in Fire Chief Ryan’s report.

No further action, motion for adjournment at 9:14 A.M. Motion by Tim Lemkuil and seconded by Warren Wieser. Motion carried.

Submitted on the twelfth day of November 2024.

Warren Wieser--- Secretary