

City of Plymouth  
Police and Fire Commission Meeting  
Tuesday, March 3, 2025 @ 8:30 A.M.  
Room 210  
Plymouth City Hall, 128 Smith Street, Plymouth, WI 53073

Member: Vice President James Flanagan, Secretary Warren Wieser, Gary Rooker, Tim Lemkuil, Police Chief Ken Ruggles, Deputy Police Chief Matt Starker, and Fire Chief Ryan Pafford.

Absent: President Mark Melcher.

Vice President, James Flanagan, 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 Warren Wieser and seconded by Tim Lemkuil to approve the Police and Fire Commission meeting minutes of February 11, 2024. Motion carried.

**Plymouth Police Department report by Police Chief Ken Ruggles:**

- 1 – Chief Ruggles reported one of Plymouth squad cars were damaged due to snow conditions. Squad car damages were \$6,900.00, insurance company has approved the repair, and car may be back by the end of February.
- 2 – Police Department new in car squad camera's will be installed and body camera's will be setup. Installation of equipment and staff training will be from March 14<sup>th</sup> through March 18<sup>th</sup>. The police department is scheduled to go live with the new equipment on March 25<sup>th</sup>.
- 3 - The Plymouth Police Department has ordered four new license plate-reading cameras. They will be positioned on four different roads entering the city of Plymouth.
- 4 – Deputy Police Chief, Matt Starker, along with police department staff are cleaning out and organizing evidence storage area.
- 5 – Police Department garage has been cleaned out. Old and outdated equipment is being disposed.
- 6 – Plymouth Police Department personnel are being re-trained on proper procedures for the receipt of fines etc.

- 7 – Police Chief Ruggles and Deputy Police Chief Starker are emphasizing training to expand and improve Police Officers incident write-up. This will be a major effort and allow the Lieutenants to approve a police officer documentation of an incident. The need to deliver police incident reports to other police entities requires a critical and often brief time frame.
- 8 – Police Chief Ruggles is leading an effort to organize and clean up open criminal cases. Some Plymouth Police Department open cases are several years old. The open cases are waiting for a response from Sheboygan County District Attorney Office. Chief Ruggles' current list is sixty-three open criminal cases. Chief Ruggles and staff will develop a process to keep reminding the Sheboygan County District Attorney Office of Plymouth open cases.
- 9 – Deputy Police Chief Matt Starker reported pink lines have marked in the parking lot, where new garage will be setup. Deputy Police Chief Starker reported the garage will probably come in under the budgeted \$25,000.00.
- 10 – Deputy Police Chief, Matt Starker, reported the joint training on door breach was successful and built comradery between the police and fire departments.
- 11 – Deputy Police Chief, Matt Starker, reported the second electric bike has been setup and maybe used within the next couple of weeks. Deputy Chief Starker showed commission members a bike safety helmet built for use by the police departments.
- 12 – Deputy Police Chief Starker updated the commission on all the police department formal training.

**Plymouth Fire Department report by Fire Chief Ryan Pafford:**

- 1 – Chief Pafford reported that fire department personnel, along with Lee Genine, completed a walkthrough of the interior of the Laack Building.
- 2 – Chief Pafford reported the fire department is continuing with the effort to build and update their pre-planning to fight a fire for major facilities in the city of Plymouth. Some of the officers / leaders of the fire department tag along when the city Fire Inspector performs a fire inspection.
- 3 - Chief Pafford reported the fire department annual banquet was a success. JAAAGZ restaurant was recognized for their fund-raising efforts for local fire departments. Waldo State Bank will be recognized for their financial support for the fire department's annual chicken dinner.
- 4 – Chief Pafford is in the process of completing all reports and contracts that are due on a specified date.

- 5 – Chief Pafford reminded the commission of the fire department “EMS Critical Skills Training” in March.

**Plymouth Fire Department Report on the Probation Status of Assistant Chief McCoy and Captain Wagner:**

Assistant Chief Jason McCoy will complete all probation requirements after he completes “Certified Driver Operator Aerial” (held in Plymouth) in March.

Captain Ryan Wagner commitment to meet probation requirements have been delayed by his Paramedic classes over the past year. The Paramedic classes require a significant amount of time. Based upon Paramedic commitment, Chief Pafford and Captain Wagner have laid out a plan over the next year for Captain Wagner to meet the probation requirements.

After discussion, a motion by James Flanagan and seconded by Gary Rooker to grant another year of probation to Captain Wagner. Motion carried.

**Review and Approval of “Fire Department Emergency Medical Personnel” Job Description:**

“Fire Department Emergency Medical Personnel” job description dated January 7, 2025, was presented, and discussed at previous commission meetings.

After discussion, a motion by Warren Wieser and seconded by Gary Rooker to approve the job description as presented. Motion carried.

**Schedule B: Conformity with Job Descriptions:**

Acting Chairperson, James Flanagan, provided City of Plymouth current copies of Appendix B for Fire Fighters.

After a brief discussion, Fire Chief Pafford, Commission Members James Flanagan and Gary Rooker will review and make suggested changes to the appendix. This will be an agenda at the next meeting.

No further action, motion for adjournment at 9:27 A. M. Motion by Warren Wieser and seconded by Tim Lemkuil. Motion carried.

Submitted on the fourth of March 2025.

Warren Wieser--- Secretary