

# Village Of Brooklyn

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## Safety Committee Minutes

Thursday August 6, 2009

7:00 PM

Village Hall

The meeting was called to order by Village President Walsten at 7:11 pm with Todd Klahn, Helen McCord, Chief Barger and Nadine Walsten attending. The 4/2/09 minutes were approved as quorum of that meeting present (McCord/Klahn/Walsten abstained). The minutes of 7/9/09 were approved as written (Walsten/Klahn/McCord abstained). The appointment of a Chair was discussed and Walsten was approved as Chair (McCord/Klahn). The plan to continue to meet the first Thursday at 6:30 pm in the lower level of the Community Building was discussed and reaffirmed as there was an error in the agenda stating 7 pm for this meeting.

The Chief's role and the Safety Committee/Chief Relationship was revisited and the consensus was that the minutes of 7/9 continues to be an accurate reflection of the relationship, with the addition that Chief Barger will be making administrative decisions that deal with the day to day operations and role of the PD as it reflects the mission agreed upon at the last meeting.

The Department Code of Ethics Policy was reviewed and approved by the Chief and after a brief discussion, the Committee (Klahn/McCord) approved the policy and made the recommendation that the policy should go to the Village Board for approval.

Chief Barger also distributed his flow sheets which he has developed for the policy development and approval procedure for the PD Policy and Procedure Manual. The first sheet is the Policy Data Collection sheet which is a flow sheet that documents the approval process for new policies. The second flow sheet is the Directive Staff Review form which reflects the input received from the staff on the proposed policy. Klahn/McCord approved sending these forms to the Village Board members for information purposes only (this is an administrative decision, not Board).

The Committee and the Chief discussed his initial impressions of what the Department will need to meet the mission and goals set forth at the previous meeting. (From the 7/9/09 minutes: "The mission of the Police Department is: To provide safety and public order to the Village citizens through community-focused law enforcement and safety services. The primary goal is: #1) To continue the transition from the previous Department model to an administration model with a professional Chief as Department Head. #2) To assess and develop current programs and policies that meet current standards of professional policing and are responsive to community needs.") Chief Barger has the following equipment needs identified: Taser and training=\$1,000 (?WalMart grant available); Laptop with docking station=\$2000-3000; AED for Squad=?source for donation; Portable Breath Tester (PBT)=\$900; Rear antenna=?amount (detects vehicle speed from the rear of the Squad). We discussed also the age of the current Squad and if money is being put aside for a new one. Also, would advise an LED

(or other low energy consuming) light bar on the next Squad to diminish battery drain which impedes electronic functioning (i.e. current battery goes dead easily r/t too much drain and therefore, doesn't start or electronics unable to power up). Chief Barger feels current Squad has 50,000 plus miles on it although it is only a few years old. Apparently Ford will discontinue making Ford Victoria's for police use in the future and current trend is to purchase SUV's for replacement. He will work with Carol Strause to complete the budget request for operation and maintenance before the next meeting.

The next part of the Department that Chief Barger has assessed is clerical support. The Police Secretary II position from a neighboring police department was discussed and reviewed. The functions that would be needed in a full time department were removed and the description was referred to Personnel (Klahn/McCord). Chief Barger has been very pleased with Shirley Hardy's performance and she has eliminated the backlog that was created during an interruption of New World system by Dane County. Because of increased law enforcement activity and the Chief's increased administrative responsibilities, Shirley must work additional hours to keep up: from 1.5 hr/week=6 hour/month to 4 hours/week=16 hours/month. Chief Barger feels her current schedule will be the minimum clerical support hours needed.

The location of the 35 PMH sign on North Rutland, partially obstructed by the new Village entrance sign, has been referred to Public Works Director Bob Anderson and this will be presented to the Board when this decision has been made.

The Chapter 35 ordinance on bicycles, etc., was reviewed and the corrections approved. Klahn/Walsten approved recommending approval by the Village Board.

The review of Ordinance Chapter 21 and Chapter 22 (Sec. 22.01—04; 22.08—21) and the review of the current budget was postponed (Klahn/McCord).

The current Department activity was briefly reviewed. See attached report which will be presented at Village Board.

Motion to adjourn (Klahn/McCord) was made and approved.

Nadine Walsten, recorder