



**MEETING AGENDA**  
**6:00 p.m., August 23, 2023**

**Public Safety Advisory Committee**

- 1. CALL TO ORDER, CHAIR JULIANA HULTSTROM**
- 2. ROLL CALL**
- 3. APPROVAL OF AGENDA**
- 4. APPROVAL OF MINUTES**
  - A. PSAC Minutes of March 22, 2023
- 5. DEPARTMENT UPDATES**
  - A. Police Department, Chief Shane Mikkelson
    - Current Staff Updates
    - Overall Department Summary
    - Year to Date Call Summary (2023)
    - Equipment Updates
    - Squad Vehicle Updates
    - Update on New FT Police Officer Hires
    - Night to Unite Recap
    - Truck Traffic on Central Ave
    - Police Forfeiture Program
  - B. Fire Department, Chief Mike Phenow
    - Current Staff Updates
    - Year to Date Call Summary (2023)
    - Training Schedule Update
    - Equipment Updates
    - Discuss Full Time Fire Chief Position
    - Discuss Future of Fire Department
  - C. Administration Department, City Administrator Riley Grams
    - Update on Future Public Facilities Needs
- 6. REPORTS OR COMMENTS: Staff, Chair, & Commission Members**
- 7. ADJOURNMENT**

**OSSEO PUBLIC SAFETY ADVISORY COMMITTEE  
MINUTES  
March 22, 2023**

**1. CALL TO ORDER**

The Public Safety Advisory Committee was called to order at 6:00 p.m. on Wednesday, March 22, 2023.

**2. ROLL CALL**

Members present: Ashlee Mueller, Kenny Nelson, Councilmember Mark Schulz, and Councilmember Juliana Hultstrom.

Members absent: Nate Berg and Tom Hartkopf.

Staff present: City Administrator Riley Grams, Fire Chief Mike Phenow, and Police Chief Shane Mikkelson.

**3. ELECTION OF PSAC CHAIR**

Grams stated each year, the Osseo Public Safety Advisory Committee shall elect a Chairperson to preside over the PSAC meetings. According to Resolution 2016-70 Amending the Public Safety Advisory Committee, the Chairperson must be selected from one of the two Councilmembers who serve on this Committee. The two current Councilmembers who serve on the PSAC are:

Mark Schulz

Juliana Hultstrom

Grams explained the PSAC should consider both Councilmembers to serve as Chair of the Committee, followed by the motion to elect one of the two as the Chair of the Public Safety Advisory Committee.

A motion was made by Mueller, seconded by Schulz, to elect Hultstrom chair of the Public Safety Advisory Committee for 2023. The motion carried 4-0.

**4. APPROVAL OF AGENDA**

A motion was made by Schulz, seconded by Mueller, to approve the agenda as presented. The motion carried 4-0.

**5. APPROVAL OF MINUTES – JULY 13, 2022**

A motion was made by Mueller, seconded by Nelson, to approve the minutes of July 13, 2022, meeting. The motion carried 4-0.

**6. DEPARTMENT UPDATES**

A. **Fire Department** - Chief Mike Phenow

**Current Staff Updates**

Phenow reviewed the current staffing numbers for the fire department. He stated since the PSAC last met in July 2022, there have been many personnel transitions. The Lieutenant 13 position got filled, Lieutenant 14 stepped down and they filled that position. Four people joined the department and 6 people left (2 of which were from the 4 that had joined). One recruit transitioned to probationary and one firefighter went on leave.

Recruitment and retention continues to be a major struggle, as it is for all public safety agencies. Our Administrative Assistant Jamie has been invaluable in helping, not only to process all of these transitions, but also to work on creative ways to recruit. After the new year, she began a big push to get more applicants. She posted the position to Indeed, advertised it on the gateway sign, increased social media posts, and more. And it appears to be working pretty well. We recently got one applicant all the way through the screening process and hired. There are 4 more that are working their way through the screening process. There have been another 8 people who have expressed interest, but not yet applied, or who have applied, but don't live within the response area. We're currently sitting at 20 members. If we get the next 4 hired, that puts us at 24. They'll all need to get through class before they're fully able to respond. We'll need to continue to recruit and hire aggressively, as there is likely to continue to be turnover – from retirements, from new members not making it, and from members unable to make the required minimums.

### **Call Summary (2022)**

Phenow reviewed the call summary for 2022 and noted the department had 65 mutual aid calls. He explained the department spent a lot of time over the past few years attempting to develop, test, and implement a new participation policy to be able to fairly and consistently ensure members are participating in calls, drills, and meetings and that we're responding, training, and operating at the levels we need to. The Council approved the new policy early last year and it went into effect April 1, 2022. Since then, we've been tracking and reporting against the policy. We have also developed the Certification of Service Credit Report now mandated by the Office of the State Auditor. He commented further on the summary report for calls. As you can see, we did not get the participation that we would have liked. Of the 18 members who were active the whole year, only 6 met the required minimums for the 3 quarters the policy was in effect. 4 missed 1 quarter, 5 missed 2 quarters, and 3 missed 3 quarters. I developed a new report format to track our responses against targets for number of responders and for response time. I picked 7 responders and 7 minutes as the targets, meaning that we'd like to have at least 7 people respond each time we're called and we'd like to have a truck to the scene in 7 minutes or less. As you can see in the report, we hover been about 40 and 60% attainment of each goal each month. I'd like to see that number up over 90%.

Hultstrom questioned who responded to accidents on Highway 169. Phenow reported Brooklyn Center would be responsible for those calls.

Nelson asked if there were more mutual aid incidents in Brooklyn Center. Phenow reported the mutual aid calls Osseo responds to in Brooklyn Center were for active fires. He commented further on the staffing models for Osseo, Maple Grove, Brooklyn Center and Brooklyn Park.

Nelson stated he appreciated the benefits of mutual aid because it benefited Osseo residents through an improved Insurance Services Office rating.

### **Training Schedule Update**

Phenow provided the Committee with an update on the department's training schedule. He stated the department has another full training schedule this year. They have already completed our required annual Hazardous Materials, Blood-Borne Pathogens, Right-To-Know, Lock-Out/Tag-Out, and EMR Refresher courses, among other training. The front half of the year is booked up with outside (paid) training sessions. FY23 (July '22 – June '23) is the second year of the state's biennial budget and we expect to receive redistribution funds for training expenses incurred above and beyond our department award from the Minnesota Board of Firefighter Training and Education (MBFTE).

Further discussion ensued regarding the safety concerns surrounding lithium ion batteries.

### **Equipment Updates**

Phenow stated the department's probationary member received their new bunker gear that was ordered for them shortly after they were hired last summer. The OFDRA has made a number of donations for various projects. They are at various stages of planning, procurement, or putting into service equipment purchased with these funds:

- Tools for the station toolbox
- Bags for mass-casualty / active-shooter incidents
- Suction device
- Ballistic vests
- CPR device

Phenow explained the department was also able to finally get on the schedule of the company that will be painting the fire hydrants. They expect to be out to complete the work in May. Emergency Apparatus Maintenance, Inc. was out recently to perform annual inspection and service on all 4 apparatus and pump testing on the two pumpers. There were a number of minor issues found that they have been back out to address. There is one larger issue with the cab-lift system on the Tanker that we may have to consider having repaired. Jefferson Fire was recently out to perform annual testing and maintenance on our Holmatro extrication tools. The SCBA packs were all recently flow tested by MacQueen Emergency with no issues found. Fire department members had their annual SCBA mask fit tests performed.

### **Discuss Full Time Fire Chief Position**

Phenow stated despite being a small jurisdiction, there are many large challenges facing the department. Over the course of six years as a firefighter, seven years as a captain, and four years as chief working to tackle as many of these challenges as possible, Phenow has come to the opinion that these challenges are too numerous and too large to be effectively managed by a part-time position while maintaining reasonable levels of service, compliance, risk, and liability. My proposal would be to budget for the position during this summer's budget process for the 2024 budget. If approved, the position could then be opened up for applications in early 2024.

Schulz commented he understood the difficulties with the current staffing model. He recommended this item be brought to the Council for further consideration. He indicated police and fire would always remain the largest part of the City's budget.

Nelson questioned if a full time chief could take care of some of the work that was currently being contracted out, like fire inspections. Phenow stated this could be considered.

Nelson asked if a full time fire chief position would assist with improving response times. Phenow indicated having a full time chief would provide a much needed daytime responder for the fire department.

Nelson inquired if the new position would require another City vehicle. Phenow stated this may be the case at some point in the future.

Nelson indicated he supported the full time fire chief position in order to properly serve the City.

Hultstrom supported the City looking to the future in order to offer a full level of public safety for Osseo residents. She suggested this matter be brought to the Council for further discussion.

B. **Police Department** - Chief Shane Mikkelson

**Current Staff Updates**

Mikkelson stated the department has been down in Staff because of several unforeseen events. They currently have two officers out on injury, one officer looking to leave the department, and one officer on Field Training. If the one officer looking to leave does leave the department, they would be down to four officers running a full-time police department. Mikkelson that does not happen, but we are working with other departments to ensure we can cover our shifts.

**Overall Department Summary**

Mikkelson explained the department struggles with staffing shortages and keeping the schedule filled. As these challenges seem to grow daily, the command staff has put some information together that we hope will help keep the number of officers up. Below is a list of top-priority items for our department.

- Having the department go full time three more full-time officers
- Raising the pay of officers through contract negotiations
- Adding a Community Service Officer to the department to help with more routine police business
- Instituting a retention bonus/signing bonus

Mikkelson commented further on the costs associated with any of these transitions. In addition, he spoke to how it was a struggle to find and keep part-time officers.

Hultstrom stated she appreciated the culture Chief Mikkelson has created in Osseo. She believed more had to be done in order to protect the Osseo Police Department and its officers.

Nelson indicated finding and retaining employees was a nationwide struggle. He indicated he supported the department moving to full time versus having part time officers.

Further discussion ensued regarding the current call volume for the department, the cost for training new officers, along with the benefits of retaining officers. The need for more police office space was also discussed.

Nelson indicated he supported the City exploring signing/retention bonuses with a two or three year retention requirement. He commented on how important it was for the police officers to be driving through all of the streets in Osseo.

Nelson questioned how much of an addition would be required for the police department if the City were to pursue a full time department. Mikkelson commented a larger discussion would have to be held.

Nelson indicated he supported the City moving forward with a full time police department. The Committee was in agreement.

### **Call Summary (2022/2023)**

Mikkelson discussed the call summary from July 2022 to March 2023 with the Committee. He commented on the review the department received from the 4<sup>th</sup> Judicial District.

Schulz stated he supported the department letting the public know what types of calls the police were responding to in Osseo.

Hultstrom suggested this information be put on social media in a gentle manner.

### **Equipment Updates**

No new updates.

### **Squad Vehicle Updates**

Mikkelson explained the department has the new squads up and running with little or no issues.

Schulz asked how many departments surrounding Osseo had infrared technology within their squad cars. Mikkelson stated of the surrounding communities, he believed only Golden Valley had this technology. He anticipated this technology was helping him to keep some officers on staff.

### **Solicitor Permit Update**

Mikkelson reported the department was working to get a camera from Element to assist with creating solicitor badges.

### **Update on New FT Police Officer Hires**

Mikkelson stated in 2022 they hired Officers Malmon and Beyer. Both officers are out on their own. In early 2023 they hired Officer Peterson. He is about halfway through his Field Training Program, and we are eagerly awaiting his graduation.

### **Update on Police Lieutenant Position – Lt. Todd Kintzi**

Mikkelson stated Lieutenant Kintzi has been officially serving the department in the Lieutenant position since February 1, 2023.

Lieutenant Kintzi explained he has enjoyed serving the City in his new position.

### **Parking Issues on County Road 81 Service Road**

Mikkelson stated he has been in contact with a business on County Road 81 Service Road West that has been parking their cars, either for sale or to be fixed, on the service road instead of the driveway. They have been ticketing and towing vehicles violating our parking ordinances, but that has not been a deterrence. They have been working with the City Planner to record CUP violations and possibly bring the issue to the Council.

Schulz supported the City looking at this further in order to keep the public parking open and available to the public. He suggested the parking along this roadway be limited to one or two hours.

Nelson asked if this business had something going on during the weekends. Kintzi explained Pioneer Midwest does a swap meeting several times a year on the weekends.

Nelson reported he supported limiting parking along the County Road 81 Service Road, while also addressing the CUP concerns.

### **Night to Unite Planning**

Kintzi stated the planning for Night to Unite has started with Office Manager Wallgren and himself taking on the leadership role for the event. He noted they met once in March and will continue to meet monthly until the event occurs in August.

### **C. Administration Department - City Administrator Riley Grams**

#### **Discuss PSAC Bylaws/Resolution**

Grams stated Chair Hultstrom asked that a discussion about the PSAC Resolution, specifically regarding PSAC meeting frequency, be discussed amongst the PSAC members. The original PSAC Resolution (2010-17), which created the PSAC group and spelled out the role of the group, stated that the PSAC should meet quarterly. However, in 2016, the PSAC decided to amend their Resolution to state that the PSAC shall meet at City Hall "as needed". This change was made noting that the group did not need or require mandatory quarterly meetings, especially when there were not any pressing PSAC items to discuss. Currently the PSAC group can call for meetings should more pressing matters require more frequent meetings. If the PSAC group agrees that the resolution should be further amended, they should discuss and provide direction to Staff on how to proceed.

Mueller supported the PSAC continuing to meet on an as needed basis.

Hultstrom and Schulz agreed.

#### **Central Avenue Sidewalk Update**

Grams stated recently there had been some concerns regarding the sidewalk finish used on the 2022 Central Ave project, specifically the "window pane" finish and the slipperiness of that specific style. Staff met with WSB & Associates on site numerous times in 2022 to review the finish for potential slip risk. Window pane finishes are a common style of finish found in many areas around the Twin Cities. The finish is simply there to provide an aesthetic look and feel compared to the standard broomed gray concrete finish. Staff even went as far as contacting the League of Minnesota Cities to have an adjuster come out to review the sidewalk finish and provide a recommendation on the potential liability posed due to a slip as a result of that finish. Ultimately the League found that no additional liability was present due to the window pane finish, outside of the standard liability found on any public sidewalk. However, noting that some residents find the finish more slippery than other finishes, Staff and WSB will look to use a different aesthetic finish to future public sidewalks.

### **City Hall/Fire Department/Police Department Facilities**

Grams stated the Osseo City Hall building is over 60 years old and has begun to show signs of its age. The useful lifespan of these types of buildings is commonly 50-60 years before updated requirements make buildings obsolete. Likewise, many of the functional components of the building are beginning to fail, making for costly repairs or replacements. It may be time to think about the usefulness of this building, and what the City's needs are moving forward, specifically from a public safety perspective (since both the Police Department and Fire Departments are housed within this building). City Staff has begun to review the building limitations and plan for an eventual replacement in the near future. This includes reviewing all public safety needs and requirements to ensure that we are meeting the needs of our residents now and into the future. We will have much more on this project very soon.

**7. REPORTS OR COMMENTS – None**

**8. ADJOURNMENT**

A motion was made by Schulz, seconded by Mueller, to adjourn the meeting at 8:02 p.m. The motion carried 4-0.

Respectfully submitted,

Heidi Guenther  
*Minute Maker Secretarial*

Unapproved





## Public Safety Advisory Committee Meeting Item

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<b>Agenda Item:</b>	<b>Police Department Updates</b>
<b>Meeting Date:</b>	August 23, 2023
<b>Prepared by:</b>	Shane Mikkelson, Chief of Police
<b>Attachments:</b>	2023 YTD Coded Incidents Group A Offenses and Clearances Group B Arrests

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### Staff Updates

We currently have our new hire Officer Swanson coming off field training and into shift work. Officers Norten and Zitlperger are currently on field training and look to get off field training in October to early November, which will put us at full current authorized strength.

### Overall Department Summary/Future Department Staffing

Our department will finally have some time to breath when we are done training in our newest Officers. Our next step will be to take care of some of the internal training assignments, filling roles in the department that have been vacant, getting the department in order and start looking forward to 2024.

### Call Summary

Included is a call summary from January 2023 to August 16, 2023.

### Equipment Updates

We have received and put into used two new squad computers. We have received two new tasers and they will be put to use soon. We have also received and placed two new speed signs on Central Ave coming into town from 93<sup>rd</sup> Ave and County Road 81.

### Squad Vehicle updates

We have our squads up and running with little or no issues.

### Update on New Full Time Officer Hires

We have no other hires on the horizon.

### Night to Unite

Office Manager Felicia Wallgren did an awesome job putting together a great night for our city. We gave out 480 hotdogs during the event. We had many people come forward to help pu this all together. We have thanked everyone involved personally for their hard work on this project.

### Truck Traffic on Central Ave

We are currently working with our city attorney to create an ordinance that will take Central Ave off the authorized trucking route. The only time they will be able to drive on Central Ave will be to make a delivery.

### Police Forfeiture Program

We currently have only one area that we use any type of forfeiture. We do still forfeit vehicles for DUI. That is becoming less and less since the courts have narrowed the times we can actually forfeit vehicles. Any and all vehicles that are seized and the court dates are over are transported to an auction and sold.

# All Coded Incidents

Date Range: 1/1/2023 to 8/16/2023

		2023								Year Total	Code Total
Moc Code	Code Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug		
2505	PASS COUNTERFEITED			1						1	1
5011	Roadway Debris	1	2	2		2	1	3	1	12	12
5012	Accident Assist	6	7	8	5	2	6	2	3	39	39
5350	RUNAWAYS - JUVENILES - CJRS				1			1		2	2
9005	FAIL TO SIGNAL	1								1	1
9005V	Fail to Signal - Verbal Warning	2	5	1			1	1		10	10
9006C	Fail/ObeySign/Signal - Citation	2	2	3	6	5	1	2		21	21
9006V	Fail/Obey Sign/Signal - Verbal	28	19	13	10	20	15	13	8	126	126
9007V	Fty to Ped in Xwalk - Verbal Warning					1				1	1
9011V	Move Over Law - Verbal Warning		1					1		2	2
9012	Open Bottle							1		1	1
9012V	Open Bottle - Verbal Warning				1					1	1
9013C	Reckless/Careless/Exhibition -	1	1							2	2
9014C	Speeding - Citation	2	4	1		2	2	4		15	15
9014V	Speeding - Verbal Warning	25	20	7	6	4	13	24	15	114	114
9015C	Pass in No Passing - Citation					1				1	1
9015V	Pass in No Passing - Verbal Warning		1		2	1	2	2	1	9	9
9017C	Unsafe/Improper Lane Use - Citation	1					1			2	2
9017V	Unsafe/Improper Lane Use - Verbal	3	2	3	1		1	7	2	19	19
9018V	Impeding/Obstructing Traffic - Verbal	1		1			1			3	3
9019V	Illegal Turn - Verbal Warning	4	3	1	1	1	1	2		13	13
9020C	Fail to Yield - Citation	1	1			1	1			4	4
9020V	Fail to Yield - Verbal Warning		2		1	1	3	1		8	8
9021V	Fail to Drive With Due						1			1	1
9024V	Wrong Way/One Way Street	1	1			1				3	3
9025C	Wireless Device - Use - citation						2	2	1	5	5
9025V	Wireless Device - Use - verbal	1	1		1		1	6	2	12	12
9044C	Stop Arm Violation - Citation					1				1	1
9048V	Fail to Dim/Lights Off/In Rain -	1	1				1			3	3
9079	EXPIRED TABS/REGISTRATION		1		1					2	2
9079C	Expired Tabs/Registation - Citation	14	22	11	22	11	13	9	5	107	107
9079V	Expired Tabs/Registration - Verbal	9	21	9	18	22	27	23	9	138	138
9100	OTHER PARKING VIOL							1		1	1
9100C	Other Parking Violation - Citation	9	2	4	5	6		4		30	30
9123C	No Parking Permit - Citation					1				1	1
9133C	Handicapped Zone - Citation	2	1	1			2	1		7	7
9133V	Handicapped Zone - Verbal Warning		1							1	1
9133W	Handicapped Zone - Written Warning		1							1	1
9137	WINTER PARKING VIOL		1							1	1
9137C	Winter Parking Violation - Citation	8	2							10	10
9137V	Winter Parking Violation - Verbal	1								1	1
9202	NO VALID MN DL				1					1	1
9202C	No Valid MN DL - Citation	5				3		10	2	20	20
9202V	No Valid MN DL - Verbal Warning	1	2		1		2	2		8	8

# All Coded Incidents

Date Range: 1/1/2023 to 8/16/2023

		2023								Year Total	Code Total
Moc Code	Code Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug		
9208C	No DL in Possession - Citation	1	8	3	1		3	2		18	18
9208V	No DL in Possession - Verbal		1	5			1			7	7
9211	FAIL TO CORRECT DL	1	1							2	2
9211C	Fail to Correct DL - Citation								1	1	1
9211V	Fail to Correct DL - Verbal Warning							1		1	1
9212C	Expired DL - Citation						1			1	1
9212V	Expired DL - Verbal Warning						1		1	2	2
9220C	DAS/DAR/DAC - Citation	9	9	6	6	14	8	11	7	70	70
9220V	DAS/DAR/DAC - Verbal Warning		2			2		3		7	7
9225C	No Seatbelt On - Citation						1			1	1
9225V	No Seatbelt On - Verbal Warning		3					4	1	8	8
9248	TINTED WINDOW								1	1	1
9248C	Tinted Window - Citation	1								1	1
9248V	Tinted Window - Verbal Warning		1				2	2		5	5
9249	OBSTRUCTED VIEW/SUSPENDED		2				2	1	2	7	7
9250V	Cracked Windshield - Verbal					1				1	1
9251V	HEAD/TAIL/BRAKE LIGHT - Verbal	37	28	28	23	24	25	31	12	208	208
9252A	No Plate/Platelight/Obstruct - Admin		1							1	1
9252C	No Plate/Platelight/Obstruct - Citation		1							1	1
9252V	No Plate/Platelight/Obstruct - Verbal	5	4	3	7	4	6	6	1	36	36
9253V	Loud Exhaust/Muffler - Verbal					1	1	1		3	3
9261	LITTERING					1	1			2	2
9261C	Littering - Citation	1								1	1
9270	VANDALISM/PROPERTY DAMAGE				2	1		2		5	5
9270V	Vandalism/Property Damage - Verbal				1					1	1
9273	NO MV INSURANCE		1							1	1
9273C	No MV Insurance - Citation	6	2	6	5	5	7	5	3	39	39
9273V	No MV Insurance - Verbal Warning		1	1	4	1	1	5		13	13
9313	FOUND PROPERTY		1	1	2	2	5	1	1	13	13
9315	ABANDONED VEHICLE	4		1			1			6	6
9400	OTHER ACCIDENTS	2	1	1	2	3	2			11	11
9531	FALL/CUT	1								1	1
9542	FALL	4	13	4	7	6	5	3	3	45	45
9600	Other Fire/Smoke	1	1	1	2	1			1	7	7
9610	FIRE ALARM		1	4	1			2	1	9	9
9611	GAS LEAK/SMELL	1	2		1	1		3		8	8
9730	OTHER MEDICAL	38	45	39	21	24	27	39	12	245	245
9732	Medical Alarm	5		2		1	1		1	10	10
9737	WELFARE CHECK - ADULT	8	3	11	5	11	10	14	9	71	71
9738	WELFARE CHECK - JUV		1		1	2	2			6	6
9740	MENTAL HEALTH ISSUE	4	2	1	2	1	6	3	2	21	21
9800	INFO REC'D	52	40	41	45	48	47	45	20	338	338
9801	VERBAL DOMESTIC	1		1	1	1	3	4	1	12	12
9804	CIVIL MATTER		2	4	4	5	3	1		19	19

# All Coded Incidents

Date Range: 1/1/2023 to 8/16/2023

Moc Code	Code Description	2023								Year Total	Code Total
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug		
9805	TRESPASSING WARNING GIVEN	1		4	4	1	1	1	2	14	14
9806	DISTURBANCE/FIGHT/LOUD	5	4	7	10	15	10	8	10	69	69
9809	RECEIVE COURT ORDER/OFP			4		2	1		1	8	8
9810	SUSPICION	7	11	13	10	22	32	30	15	140	140
9811	OPEN DOOR/WINDOW	2	1	2	2	5	6	1	1	20	20
9819	FIREWORKS COMPL / WARN							1		1	1
9822	MISC. JUVENILE PROBLEM					1	1			2	2
9828	DRIVING/TRAFFIC COMPLAINT	2	9	9	2	5	7	7	4	45	45
9829	PARKING COMPL	10	7	7	2	27	17	14	5	89	89
9830	HOUSE/BUSINESS CHECKS	438	474	418	340	245	257	318	145	2635	2635
9832	RECORD CHECKS	11	11	24	17	15	17	6	7	108	108
9833	OTHER PERMITS				1	3	4	1		9	9
9835	FIREARM PERMIT			2	2	2	1	1		8	8
9842	TOBACCO COMPLIANCE CHECK						5			5	5
9844	Solicitor Permit	3								3	3
9845	PARKING PERMIT						1			1	1
9850	OTHER ORD VIOL (JUNK CARS,							2		2	2
9860	ANIMAL COMPLAINT/CHECK	4	3	7	3	3	5	11	2	38	38
9865	ANIMAL IMPOUND			1						1	1
9871	POLICE ESCORT/STAND-BY	2	2	1	1	3	3	2	1	15	15
9872	FUNERAL ESCORT	1								1	1
9875	FINGERPRINTS	1	7	2		7	2	1	1	21	21
9878	MOTORIST ASSIST/STALL	3	3	5	7	1	1	1		21	21
9879	UTILITY PROBLEM	2	3	2	4	10	1	3	1	26	26
9880	PUBLIC ASSIST	20	7	11	8	13	9	23	8	99	99
9881	LOCKOUT	8	3	4	2	6	5	7	1	36	36
9882	BUSINESS ALARM	5	11	7	6	9	10	6	4	58	58
9884	HOME ALARM	3	2		3	3	1	4	1	17	17
9888	911 HANG-UP	7	6	1	4	2	8	5	6	39	39
9900	ASSIST OTHER DEPT	5	8	14	7	11	26	16	7	94	94
9901	WARRANT/ATTEMPT/ARREST	1	1	1	2		7	2	2	16	16
9906	TRAFFIC CONTROL / DIRECT						1			1	1
9908	TRANSPORT					2				2	2
9911	DEPARTMENT DELIVERIES						1			1	1
9916	VEHICLE FORFEITURE/IMPOUND	2	2	1	1	1				7	7
9969	Sex Offender/POR Info/Checks			2						2	2
9990	ASSIST OWN DEPT					1				1	1
9999	RIDE-ALONG					1				1	1
HC9611	Disturbance - Unwanted Person	1								1	1
HC9700	911 Hang Up					1				1	1
HC9830	Civil Service - Attempt						1			1	1
JFW01	TRAF-AC-GM-3RD DEG DWI-08 OR	1								1	1
JGW01	TRAF-ACC-MS-4TH DEG DWI-08				1					1	1
M5350	JUVENILE-RUNAWAY							2		2	2

# All Coded Incidents

Date Range: 1/1/2023 to 8/16/2023

		2023									
Moc Code	Code Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Year Total	Code Total
TG000	THEFT-LESS 200-MS-UNKNOWN-					2				2	2
TG009	THEFT-LESS 200-MS-UNKNOWN-	1								1	1
TG209	THEFT-LESS 200-MS-FULL SERV			1	7	3	4	1	1	17	17
<b>Grand Total</b>										<b>5710</b>	<b>5710</b>

# Group A Offenses and Clearances by Classification

The data in this report is not real-time and is current as of 8/15/2023

Agency: Osseo Police Dept

Report Period: 1/1/2023 - 12/31/2023

Population: 2,545

ORI: MN0271600

Offense	Offense Code		Offenses Reported or Known	Crime Rate per 100,000	Cleared by Arrest	Cleared by Exceptional Means	Cleared Involving only Under 18 Years Old
<b>Animal Cruelty</b>	720	<b>Total</b>	0	0	0	0	0
<b>Arson</b>	200	<b>Total</b>	0	0	0	0	0
<b>Assault Offenses</b>							
Aggravated Assault	13A		0	0	0	0	0
Simple Assault	13B		2	79	2	0	0
Intimidation	13C		2	79	1	0	0
		<b>Total</b>	4	157	3	0	0
<b>Bribery</b>	510	<b>Total</b>	0	0	0	0	0
<b>Burglary/Breaking &amp; Entering</b>	220	<b>Total</b>	3	118	0	0	0
<b>Counterfeiting/Forgery</b>	250	<b>Total</b>	3	118	0	0	0
<b>Destruction/Damage/Vandalism of Property</b>	290	<b>Total</b>	9	354	1	0	0
<b>Drug/Narcotic Violations</b>	35A	<b>Total</b>	2	79	1	0	0
<b>Drug Equipment Violations</b>	35B	<b>Total</b>	2	79	1	0	0
<b>Embezzlement</b>	270	<b>Total</b>	0	0	0	0	0
<b>Extortion/Blackmail</b>	210	<b>Total</b>	0	0	0	0	0
<b>Fraud Offenses</b>							
False Pretenses/Swindle/Confidence Game	26A		1	39	0	0	0
Credit Card/Automated Teller Machine Fraud	26B		1	39	0	0	0
Impersonation	26C		0	0	0	0	0
Welfare Fraud	26D		0	0	0	0	0
Wire Fraud	26E		0	0	0	0	0
Identity Theft	26F		1	39	1	0	0
Hacking/Computer Invasion	26G		0	0	0	0	0
		<b>Total</b>	3	118	1	0	0
<b>Gambling Offenses</b>							
Betting/Wagering	39A		0	0	0	0	0
Operating/Promoting/Assisting Gambling	39B		0	0	0	0	0
Gambling Equipment Violations	39C		0	0	0	0	0
Sports Tampering	39D		0	0	0	0	0
		<b>Total</b>	0	0	0	0	0
<b>Homicide Offenses</b>							
Murder and Nonnegligent Manslaughter	09A		0	0	0	0	0
Negligent Manslaughter	09B		0	0	0	0	0
		<b>Total</b>	0	0	0	0	0
<b>Human Trafficking Offenses</b>							
Commercial Sex Acts	64A		0	0	0	0	0
Involuntary Servitude	64B		0	0	0	0	0
		<b>Total</b>	0	0	0	0	0
<b>Kidnapping/Abduction</b>	100	<b>Total</b>	0	0	0	0	0
<b>Larceny - Theft Offenses</b>							
Pocket-Picking	23A		1	39	0	0	0
Purse-Snatching	23B		0	0	0	0	0
Shoplifting	23C		10	393	1	0	0
Theft from Building	23D		1	39	0	0	0
Theft From Coin-Operated Machine or Device	23E		0	0	0	0	0
Theft from Motor Vehicle	23F		0	0	0	0	0
Theft of Motor Vehicle Parts or Accessories	23G		2	79	0	0	0

Offense	Offense Code	Offenses Reported or Known	Crime Rate per 100,000	Cleared by Arrest	Cleared by Exceptional Means	Cleared Involving only Under 18 Years Old	
All Other Larceny	23H	23	904	0	0	0	
		<b>Total</b>	37	1454	1	0	0
<b>Motor Vehicle Theft</b>	240	<b>Total</b>	12	472	1	0	0
<b>Pornography/Obscene Material</b>	370	<b>Total</b>	0	0	0	0	0
<b>Prostitution Offenses</b>							
Prostitution	40A	0	0	0	0	0	
Assisting or Promoting Prostitution	40B	0	0	0	0	0	
Purchasing Prostitution	40C	0	0	0	0	0	
		<b>Total</b>	0	0	0	0	
<b>Robbery</b>	120	<b>Total</b>	1	39	0	0	
<b>Sex Offenses</b>							
Forcible Rape	11A	0	0	0	0	0	
Forcible Sodomy	11B	0	0	0	0	0	
Sexual Assault with an Object	11C	0	0	0	0	0	
Forcible Fondling	11D	0	0	0	0	0	
		<b>Total</b>	0	0	0	0	
<b>Sex Offenses, Nonforcible</b>							
Incest	36A	0	0	0	0	0	
Statutory Rape	36B	0	0	0	0	0	
		<b>Total</b>	0	0	0	0	
<b>Stolen Property Offenses</b>	280	<b>Total</b>	0	0	0	0	
<b>Weapon Law Violations</b>	520	<b>Total</b>	0	0	0	0	
<b>Grand Total</b>		<b>76</b>	<b>2986</b>	<b>9</b>	<b>0</b>	<b>0</b>	



## Group B Arrests by Classification

The data in this report is not real-time and is current as of 8/15/2023

Agency: Osseo Police Dept

Report Period: 1/1/2023 - 12/31/2023

ORI: MN0271600

Offense	Offense Code	Total Arrests	Total Arrests Involving only Under 18 Years Old
Bad Checks (Decommissioned January 2022)	90A	0	0
Curfew/Loitering/Vagrancy Violations	90B	0	0
Disorderly Conduct	90C	0	0
Driving Under the Influence	90D	6	0
Drunkenness (Decommissioned January 2022)	90E	0	0
Family Offenses, Nonviolent	90F	0	0
Liquor Law Violations	90G	1	0
Peeping Tom (Decommissioned January 2022)	90H	0	0
Runaway	90I	0	0
Trespass of Real Property	90J	3	0
All Other Offenses	90Z	3	0
<b>Grand Total</b>		<b>13</b>	<b>0</b>



## Public Safety Advisory Committee Meeting Item

**Agenda Item:** Fire Department Updates

**Meeting Date:** August 23, 2023  
**Prepared by:** Mike Phenow, Fire Chief

**Attachments:** OFD Call Summary 2023 YTD  
 OFD Weekly Schedule 2023

### Staff Updates

Current Staff		Changes Apr '23 – Aug '23		Position Changes Apr '23 – Aug '23		
Officers	7	Hires	5	Person	Previous	New
Chief Officers	2	Resignations	3	Brody Marietti	Applicant	Recruit
Captains	1	Net Change	2	Ethan Walsh	Applicant	Recruit
Lieutenants	4			Seth Blomgren	Applicant	Recruit
Firefighters	1 0	Recruiting Funnel		Michael Trinh	Applicant	Probationary
Probationary	1	Applied (Qualified)	1 0	Ethan Walsh	Recruit	Resigned
Recruit	4	Interviewed	9	Billy Evans	Captain 12	Resigned
Total Current Staff	2 2	Passed Screening	5	Joe Moraczewski	Firefighter	Resigned
Target Staff	3 0	Approved by Council	5	Alexia Budensiek	Applicant	Recruit

Since the PSAC last met in March, there have been a number of personnel transitions, summarized above.

In addition to what is summarized above, we have received the resignation of Chief 2, due to work demands and a lack of availability. We are expecting to receive another 2 resignations for similar reasons. We still have one firefighter on leave.

The Chief 2 position will be posted soon. After that is filled, we'll post for the recently vacated Captain 12 position. Once that is filled, we may also post for Lieutenant positions that may have been vacated by promotions.

In addition to the hire recently approved at the 8/14 meeting, we have 5 applicants that are working their way through the screening process. In addition to those qualified applicants, Jamie's recruiting efforts have resulted in dozens of other applications, many of which either don't live in the response area, or who simply don't follow through on the process.

We're currently sitting at 22 members. We need to continue to recruit and hire aggressively, as there is likely to continue to be turnover – from retirements, from new members not making it, and from members unable to make the required minimums.

### **Call Summary (2023 YTD)**

See attached for a summary of calls year-to-date in 2023.

For the year, we've averaged just under 30 calls per month. This is in line with historical trends.

### **Training Schedule Update**

See attached training schedule for 2023.

We have another full training schedule this year. Since the PSAC meeting in March, we completed 2 live burns, driving classroom and practical course, an SCBA confidence trailer, electric vehicle safety, mayday, active shooter, and more.

The front half of the year is booked up with outside (paid) training sessions. FY23 (July '22 – June '23) is the second year of the state's biennial budget and we expect to receive redistribution funds for training expenses incurred above and beyond our department award from the Minnesota Board of Firefighter Training and Education (MBFTE). The back half of the year includes more free and in-house training.

### **Equipment Updates**

The OFDRA has made a number of donations for various projects. With these funds, we've put the following new equipment into service:

- CPR device
- ballistic vests
- tools for the station toolbox

The following items are in various stages of being ordered, received, prepared, and put into service:

- suction device (ordering hoses)
- bags for mass-casualty / active-shooter incidents (still waiting on some bags and ordering supplies)
- helmets (ordered)
- highway safety vests (preparing order)

Newer members are using older gear for academy. They will soon get fitted for new gear for after they complete their initial training.

All of the hydrants in town that were in need of it have been sandblasted and painted (with the exception of those in the project area for the upcoming improvements to 8th and 9th Avenues).

The SCBA cylinders were all recently hydro-statically tested by Pro Hydro-Testing with no issues found.

### **Discuss Full Time Fire Chief Position**

At the PSAC meeting in March, I made the recommendation that the city consider hiring a full-time Fire Chief.

After further discussion with staff and council members, a discussion was scheduled for a July 24th Council Work Session. I presented my recommendation and fielded questions from the Council. There was general consensus to continue moving forward with the proposal.

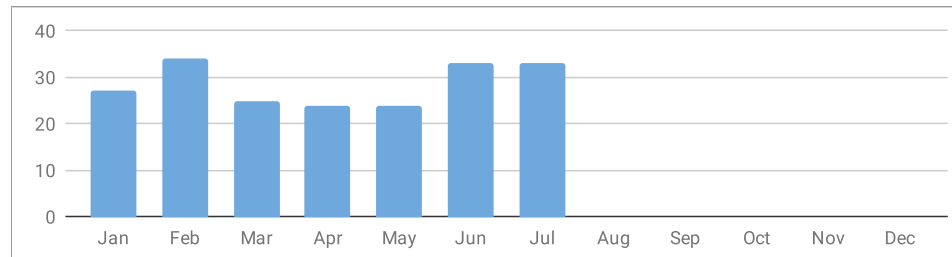
On August 9<sup>th</sup>, I sat down with city staff and presented my draft 2024 budget, which included funds for the expanded position. We discussed the timing, costs, and off-setting expenses and reached agreement on a satisfactory draft budget proposal.

### **Discuss Future of Fire Department**

Emergency services agencies across the metro, the state, and the country are all facing unprecedented challenges with recruiting, retention, call volumes, occupational risks, training, liability, funding, and more. Agencies of all types are having to reevaluate their delivery models and consider how best to serve their communities now and well into the future. It would be prudent to explore and consider all available options. Any significant changes to a service delivery model would take years to plan and implement. Having a full-time Fire Chief on staff will be critical in helping to ensure the department continues to serve its mission in the short and medium term as well as to evaluate and execute on any long-term changes that may be necessary.

## OFD Call Summary (2023 YTD)

Category	Type / Agency	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	
<b>EMS</b>	Heart	9	11	7	5	3	4	7						46	
	Unconscious	1	4	2	2	2	3	4						18	
	Stroke	1	1	3	1	1	1	1						9	
	Lift Assist	2	1	1		1		1						6	
	Insulin	1		1		1		2						5	
	Head Injury					3	1							4	
	EMS Priority 1	2						1						3	
	Seizure	1						1						2	
	Down, Unknown Problem		1					1						2	
	Pain	1												1	
	Fall							1						1	
	<b>EMS Total</b>		<b>18</b>	<b>18</b>	<b>14</b>	<b>8</b>	<b>11</b>	<b>10</b>	<b>18</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>97</b>
	<b>Fire</b>	Apartment Fire Alarm	3	3	1	2		1	3						13
Business Fire Alarm			1	1	2	1	6	1						12	
Personal Injury Accident		2		1		1	3							7	
Gas Odor		1			1	1		3						6	
Vehicle Fire		1	1	1		1								4	
Smoke Indoors			1	1	1	1								4	
School Fire Alarm				4										4	
House Fire Alarm							1	2						3	
Spill			2											2	
Wire Down			1											1	
Apartment Fire					1									1	
Appliance Fire					1									1	
<b>Fire Total</b>			<b>7</b>	<b>9</b>	<b>9</b>	<b>8</b>	<b>5</b>	<b>11</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>58</b>
<b>Mutual Aid</b>		Brooklyn Park	2	7	2	6	7	10	2						36
	Brooklyn Center				1	1	1	1						4	
	Dayton				1									1	
	Crystal						1							1	
	Maple Grove							1						1	
	Rogers							1						1	
	Corcoran							1						1	
	<b>Mutual Aid Total</b>	<b>2</b>	<b>7</b>	<b>2</b>	<b>8</b>	<b>8</b>	<b>12</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>45</b>
<b>Total</b>		<b>27</b>	<b>34</b>	<b>25</b>	<b>24</b>	<b>24</b>	<b>33</b>	<b>33</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>200</b>	



## OFD Weekly Schedule 2023

<b>Q1</b> \$	<b>Jan</b>	5	1	Training	*	HazMat	<b>FIRE (Chip)</b>	
		12	2	Meetings		Gambling, Relief, Dept		
		19	3	Testing	*	SCBA Mask Fit Testing	<b>MacQueen</b>	
		26	4	Training	*	BBP / RTK / LOTO / CSEA	<b>FIRE (Chip)</b>	
	<b>Feb</b>	2	1	Training	*	EMR Refresher (6pm)	<b>North</b>	
		9	2	Meetings		Board, Gambling, Relief, Dept		
		16	3	Training		EVOC: Classroom	<b>SCSU</b>	
		23	4	-----		4 <sup>th</sup> Thursday	-----	
	<b>Mar</b>	2	1	Training	*	EMR Refresher (6pm)	<b>North</b>	
		9	2	Meetings		Gambling, Relief, Dept		
		16	3	-----		Burn Trailer (6pm) (canceled)	IAFT (Slim)	
		23	4	Training		In-House: Extrication Tools, Ladders, etc.	<b>OFD</b>	
		30	5	Officers		Officers: Emergency Management	<b>FIRE (Chip)</b>	
	<b>Q2</b> \$	<b>Apr</b>	6	1	Training	*	EVOC: Classroom	<b>FIRE (Chip)</b>
			13	2	Meetings		Gambling, Relief, Dept	
			20	3	Training	*	EVOC: Driving	<b>FIRE (Chip)</b>
27			4	-----		4 <sup>th</sup> Thursday	-----	
<b>May</b>		4	1	Training		SCBA Trailer	<b>CFRT (Zip)</b>	
		11	2	Meetings		Board, Gambling, Relief, Dept		
		18	3	Training		Burn Trailer (6pm)	<b>IAFT (Slim)</b>	
		25	4	-----		4 <sup>th</sup> Thursday / Memorial Day	-----	
<b>Jun</b>		1	1	Training		Electric & Hybrid Vehicle Safety	<b>FIRE (Chip)</b>	
		8	2	Meetings		Gambling, Relief, Dept		
		15	3	Training		Mayday / RIT Rescue	<b>FIRE (Chip)</b>	
		22	4	Training		Burn Trailer (6pm)	<b>IAFT (Slim)</b>	
	29	5	Officers?		5 <sup>th</sup> Thursday	-----		

<b>Q3</b>	<b>Jul</b>	6	1	-----		Independence Day	-----	
		13	2	Meetings		Gambling, Relief, Dept		
		20	3	Training		Mass Gross Decon	<b>OFD</b>	
		27	4	Training		Active Shooter (ASHER) (w/ OPD)	<b>FIRE (Chip) PD</b>	
	<b>Aug</b>	3	1	Training		Pumping	<b>OFD</b>	
		10	2	Meetings		Board, Gambling, Relief, Dept		
		17	3	Training		Ladders, Ropes, Knots	<b>OFD</b>	
		24	4	-----		4 <sup>th</sup> Thursday	-----	
		31	5	Officers		Officers: Emergency Management	<b>FIRE (Chip)</b>	
	<b>Sep</b>	7	1	Training		Search & Rescue	<b>OFD</b>	
		14	2	Meetings		Gambling, Relief, Dept		
		21	3	Training		Initial Attack	<b>OFD</b>	
		28	4	-----		4 <sup>th</sup> Thursday	-----	
	<b>Q4</b>	<b>Oct</b>	5	1	Training		Auto Extrication	<b>OFD</b>
			12	2	Meetings		Gambling, Relief, Dept	
			19	3	-----		MEA Weekend	-----
26			4	Training		Preplans & Walk-Throughs (6pm)	<b>OFD (Hugh)</b>	
<b>Nov</b>		2	1	Training		Driving & Wayfinding	<b>OFD</b>	
		9	2	Meetings		Board, Gambling, Relief, Dept		
		16	3	Training		Mutual Aid	<b>OFD / BP</b>	
		23	4	-----		4 <sup>th</sup> Thursday / Thanksgiving	-----	
		30	5	Training		Scene Preservation / Fire Investigation	<b>HCFIT</b>	
<b>Dec</b>		7	1	Training		Preplans & Walk-Throughs (6pm)	<b>OFD (Hugh)</b>	
		14	2	Meetings		Gambling, Relief, Dept		
		21	3	Training		Station Drill	<b>OFD</b>	
	28	4	-----		4 <sup>th</sup> Thursday	-----		

\* Mandatory All training sessions start at 7pm unless otherwise noted

Scheduled

- Internal (Flexible Scheduling)

- Needs to be Scheduled



## Public Safety Advisory Committee Meeting Item

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**Agenda Item:** Administration Department

**Meeting Date:** August 23, 2023

**Prepared by:** Riley Grams, City Administrator

**Attachments:** None

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### Update on Future Public Facilities Needs

At the July 31 Council work session, City Staff presented ideas about conducting a all encompassing public facilities needs review of the existing City Hall (including the Police and Fire Departments) and the Public Works building. The current City Hall building was built in the early 1960s, and has since been added on numerous times over the years. The building itself is showing its age, and starting to pose some major issues and challenges for the City to provide the level of service that the residents of Osseo demand. With an expanding public safety workforce, and a building that needs to be completely renovated or rebuilt, the City Council approved a proposal from local construction company Rochon (who partners with Oertel Architects) to conduct a full public facilities needs assessment.

The assessment will include a look at the existing building to determine if renovations can make this a viable option for the future (and what that cost would be), a review of existing city service needs as well as future city service needs, public input meetings to allow residents an opportunity to weigh in, and a review of a new build construction and the expected cost.

The Council will review the final report and make a future determination about next steps.