

City of Plymouth  
Police and Fire Commission Meeting  
Tuesday, February 3, 2026 @ 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, Gary Rooker, Tim Lemkuil, Police Chief Ken Ruggles, Deputy Police Chief Matt Starker and Acting Co-Fire Chief Michael Birschbach.

Guest: Jess Wildes - Innovative Public Advisors (IPA) Representative.

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.

**Consideration and approval of minutes:**

A motion made by James Flanagan and seconded by Gary Rooker to approve the Police and Fire Commission meeting minutes of January 12, 2026. Motion carried.

**Entertain a motion to go into closed session – Fire Department Chief Hiring process.**

A motion by Tim Lemkuil and second by Warren Wieser to go into closed session. Motion carried.

**Entertain a motion to go into open session.**

A motion by Warren Wieser and second by James Flanagan to go into open session. Motion carried.

**Review of the appointment of an acting Fire Chief.**

President, Melcher asked for input and discussion. After discussion, commission members felt the Co-Acting Fire Chief organizational structure is working. Based upon that fact, the commission decided not to make an official appointment.

**Reports From Chiefs of Police and Fire Departments:**

**Police Chief Ken Ruggles:**

- 1 – Chief Ruggles reported on upcoming special events. i.e., Night to Shine 2/13/2026, and Chief Ruggles will be guest speaker St John Lutheran Church.

- 2 - Chief Ruggles updated commission members on the continued training of Police Department Personnel.
- 3 - Chief Ruggles updated commission members on his review of the draft for City of Plymouth staffing level referendum scheduled for later this year.
- 4 - Chief Ruggles updated commission members of the refurbishing of Police Department Office.
- 5 - Chief Ruggles reported a conditional offer of employment for a full time Police Office specialist to work in the office.
- 6 - Chief Ruggles will attend the Wisconsin Police Chief's Conference (March 8 - March 11, 2026).

**Acting Co-Fire Chief Michael Birschbach:**

- 1 - Acting Co-Fire Chief Birschbach reported some department personnel will participate in Night to Shine 2/13/2026.
- 2 - Acting Co-Chief Birschbach reported fire department have completed the required DNR Wildlife Certifications. This will allow the fire department to apply for grants.
- 4 - Acting Co-Fire Chief Birschbach updated commission members on training of Fire Department personnel.
- 5 - Acting Co-Chief Birschbach reported fire department personnel will provide emergency services to Plymouth Snow Rangers races this weekend.
- 6 - Acting Co-Chief Birschbach reported that Co-Chiefs, Birschbach, and Jason McCoy are moving forward with the fire department "points policy" defined in fire department handbook. The points policy requires a minimum attendance at fire department meetings. Acting Co-Chief Birschbach updated commission members on their efforts.
- 7 - Acting Co-Chief Birschbach updated commission members on the installation of a washer and dryer to clean bedding used by emergency services. This prevents contamination from fire department personnel clothing / blankets touching emergency services blankets
- 8 - Acting Co-Chief Birschbach reported the fire department will perform their inspection of Great Lakes Cheese new addition.

**Adjourn:**

President Melcher asked for a motion to adjourn.

Motion for adjournment at 9:42 A.M. by Warren Wieser and second by Tim Lemkuil.  
Motion carried.

Submitted on the Third of February 2026.

Warren Wieser--- Secretary