



Police and Fire Commission

City of Stevens Point
1515 Strongs Avenue
Stevens Point WI 54481

January 4, 2011
4:33 p.m.

- 1. Roll Call:** Commissioners Nook, Schleih, Taylor and Wescott
Commissioner Nuck, excused

Also

Present: Police Chief Kevin Ruder, Fire Chief John Zinda, Assistant Chief Tracey Kujawa; Mayor Andrew Halverson

- 2. People to be heard and announcements**

A short discussion was held regarding arrangements for the Fire Chief Assessment Center process on January 8, 2011.

- 3. Approval of Minutes**

Commissioner Wescott moved, seconded by Commissioner Nook, to approve the minutes of the December 6, 7 and 8, 2010 meetings.

Ayes, all; nays, none. Motion carried.

Commissioner Nook moved, seconded by Commissioner Wescott, to approve the minutes of the December 8, 2010 meeting.

Ayes, all; nays, none. Motion carried.

Commissioner Nook moved, seconded by Commissioner Wescott, to approve the minutes of the December 15, 2010 meeting.

Ayes, all; nays, none. Motion carried.

- 4. Confirmation of Bills**

Commissioner Taylor moved, seconded by Commissioner Nook, to accept the confirmation of the December Police Department bills.

Ayes, all; nays, none. Motion carried.

The Fire Department December bills will be reviewed at the February commission meeting.

5. Police Chief's Report

Chief Ruder reported:

- Assistant Chief Carlson officially retired from the Department effective December 30, 2010 after 32 years of service. A request for filling the officer vacancy was submitted for approval and will be presented to the Personnel Committee in January.
- The promotional process for Assistant Chief has been initiated. Sergeants who want to be considered for the position have until January 5, 2011 to submit a letter of interest.
- With the recent changes in the management structure and the anticipated hiring of an Emergency Services Director to manage the Dispatch and Records Bureau, the Police Department has restructured the chain of command and span of control as it relates to management. A PowerPoint presentation regarding restructuring was presented.
- Due to state budget cuts the testing agency which conducted our initial police officer entry examinations cancelled the scheduled statewide testing for January 8, 2011. The Department will proctor the exam on January 8, 2011 at Stevens Point Area Senior High school.

Commissioner Nook moved, seconded by commissioner Wescott, to approve the Police Chief's report for December, 2010.

Ayes, all; nays, none. Motion carried.

6. Fire Chief's Report

Chief Zinda reported:

- The Chippewa Valley Technical College, Emergency Service Education Center has begun the testing process for the new eligibility list of Firefighter/Paramedics. They conduct and score the written and national physical ability tests for a consortium of thirteen north central departments. The minimum requirements are:
 - Associate degree (Fire Protection, Fire Science, Paramedic, or related field preferred) or minimum of 50 college-level credits.
 - Nationally registered and State of Wisconsin licensed EMT-Paramedic or eligible for same. Must have National Registry to receive offer of employment.
 - Firefighter II certification.
 - Residency within Portage County within six months of successful completion of probation.
 - Driver/Operator Pumper and Aerial certification preferred.

2011 initiatives to be completed by May 2011:

- Updating the Stevens Point Fire Department Operations Manual to include changes needed after combining with the Metropolitan Portage County Fire Protection District.
- Transition to ambulance deployment from the Plover Fire Department and fire/rescue response with METRO.
- Complete 2011 capital purchases.
- Finish purchases and close out 2009 Assistance to Firefighters Grant.
- Select and assist a team in writing a 2011 FEMA Fire Prevention and Safety Grant.
- Develop Lieutenants' promotional written test and assessment center process.
- Finish conversion of the Department to emergency response using mobile data terminals and computer aided dispatch.
- Aid in the selection of new Fire Chief.
- Assist the new Fire Chief with their transition into our department and the community.

Commissioner Nook moved, seconded by Commissioner Taylor, to accept the Fire Chief's report for December, 2010.

Ayes, all; nays, none. Motion carried.

7. EMS report

Assistant Chief Kujawa provided the commission with Stevens Point Fire and EMS Activities Report for November 2010.

Commissioner Taylor moved, seconded by Commissioner Wescott, to accept the EMS report as presented.

Ayes, all; nays, none. Motion carried.

8. Adjournment

The meeting adjourned at 5:35 p.m.