



Police and Fire Commission

City of Stevens Point
1515 Strong's Avenue
Stevens Point WI 54481

David Schleih, President
(715) 346-1508

October 1, 2013
4:01 p.m.

1. **Roll Call:** Commissioners Hanson, Kirschling, Schleih and Wescott
Commissioner Taylor, excused

Also

Present: Police Chief Kevin Ruder, Fire Chief Tracey Kujawa, Director
Sally McGinty, Assistant Chief Tom Zenner

2. **People to be heard and announcements**

None.

3. **Adjourn into closed session (approximately 4:00 p.m.) pursuant to Wis. Stats. Section 19.85 (1) (c) for a probationary police officer interview**

Commissioner Gary Wescott moved, seconded by Commissioner Hanson, to adjourn into closed session.

Ayes, all; nays, none. Motion carried.

4. **Reconvene into open session (approximately 4:20 p.m.) for possible action.**

Commissioner Schleih moved, seconded by Commissioner Hanson, to reconvene into open session.

Ayes, all; nays, none. Motion carried.

Commissioner Schleih moved, seconded by Commissioner Wescott, to approve Police Officer Tino Starke to regular status upon the successful completion of his probationary period.

Ayes, all; nays, none. Motion carried.

5. 2014 Budget updates

Commissioner Hansen moved, seconded by Commissioner Kirschling, to rearrange the agenda to discuss item #8 following the discussion of the 2014 budget update

Ayes, all; nays, none. Motion carried.

Operational budgets have been submitted. Budget levels will remain consistent.

The city budget will be presented to the Finance Committee on October 28th.

6. City Pay Plan Study

There was a special meeting of the Personnel Committee on September 30th to review the City Pay Plan Study results. The Personnel Committee would like to submit a list of comparables for the study. The comparables will be discussed at the October 14th Personnel Committee meeting.

7. Administrative Procedures including role of liaisons

Section 4, Personnel Administration (pertains to union employees) was discussed. Director McGinty will make the changes as discussed.

The role of the liaisons will be added to the PFC Administrative Procedures, Section 1.

Review of the procedures will continue at the October 15th meeting.

8. LEXIPOL update

Assistant Chief Zenner briefed the commission on LEXIPOL. The primary survey of the Department was completed by A.C. Skibba and A.C. Zenner.

The first draft will be completed by the Assistant Chiefs and be forwarded to a selected panel. The estimated time of completion for this is six months. The panel will include subject based experts:

- EVOC (Emergency Vehicle Operations Course) instructors
- DAAT (Defense and Arrest Tactics) Instructors
- SWAT (Special Weapons and Tactics) commander
- Firearms instructors
- Less Lethal instructors

The completed draft will be submitted to LEXIPOL for review. Upon review by LEXIPOL a final policy manual will be published. Launch of Daily

Training Bulletins (DTB) will be based on the completed policy manual. The estimated time of completion is 7 – 8 months.

9. Consent Agenda

- a. Minutes – September 10, 2013 and September 24, 2013
- b. Monthly bills - Fire Department, Police Department and Emergency Management
- c. Fire Chief's Report/EMS Report
- d. Police Chief's Report
- e. Director of Emergency Management's Report

Commissioner Hanson moved, seconded by Commissioner Kirschling, to approve the consent agenda items as outlined above.

Ayes, all; nays, none. Motion carried.

10. Adjournment

The meeting adjourned at 6:12 p.m.