



## Police and Fire Commission

City of Stevens Point  
1515 Strongs Avenue  
Stevens Point WI 54481

David Schleih, President  
(715) 346-1508

December 3, 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, Assistant Chief Martin Skibba, City Attorney Logan Beveridge, Alderperson Tony Patton, Police Officer Applicant Michael Long, Police Officer Applicant Robert Roser

- 2. People to be heard and announcements**

None.

- 3. Adjourn into closed session (approximately 4:00 p.m.) pursuant to Wis. Stats. Sec. 19.85 (1) (c) [considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility] for two officer applicant interviews.**

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

Ayes, all; nays, none. Motion carried.

- 4. Reconvene into open session (approximately 4:30 p.m.) for possible action.**

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

Ayes, all; nays, none. Motion carried.

Commissioner Schleih moved, seconded by Commissioner Wescott, approval of hiring Michael Long as probationary Police Officer contingent upon the successful completion of all hiring protocols and testing.

Ayes, all; nays, none. Motion carried.

Commissioner Schleihs moved, seconded by Commissioner Hanson, approval of hiring Robert Roser as probationary Police Officer contingent upon the successful completion of all hiring protocols and testing.

Ayes, all; nays, none. Motion carried.

**5. 2014 Budget update**

The 2014 proposed budget passed Common Council at the November 18<sup>th</sup> meeting with the exception of Municipal Court. The Common Council would like more information before making a decision on Municipal Court. An informational presentation will be made in January.

**6. City Pay Plan Study**

The Pay Plan was approved by the Common Council.

Employees may appeal on the following basis:

- If the employee feels the consultant committed an error in classifying the position
- If the employee's job has changed significantly since the original Job Description Questionnaire

The deadline to appeal is December 20, 2013.

**7. PFC Administrative Procedures**

The administrative procedures will be discussed in January 2014. The section on residency will be finalized.

Commissioner Wescott moved, seconded by Commissioner Hanson, to postpone action to a future meeting date.

Ayes, all; nays, none. Motion carried.

**8. Disciplinary procedures, with presentation from the City Attorney**

City Attorney Logan Beveridge reported disciplinary actions within the Police Department and Fire Department are controlled by several levels of rules: statutes, local ordinance, PFC policy, department policy and labor agreements.

Commissioner Wescott moved, seconded by Commissioner Schleihs, to accept the City Attorney's presentation/memo and place it on file.

Ayes, all; nays, none. Motion carried.

**9. Report on Transition Planning**

Effective January 1, 2014 Police Department assignments are as follows:

- Records Bureau oversight, to include open records requests, will be handled by Lee Ann.
- Assistant Chief Skibba will oversee Information Technology.
- Parking enforcement is assigned to Sgt Babl.
- Update/rewrite of the Emergency Operations Plan will be handled by Director of Public Works Scott Schatschneider.
- PFC duties: President Schleihs will continue to develop meeting agendas. The Commission Secretary will assist President Schleihs as requested with agenda formulation and approval. The Commission Secretary will also be responsible to review and approve bills for submittal to the commission.

**10. Consent Agenda**

- a. Minutes – November 5, 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 Wescott moved, seconded by Commissioner Schleihs, to approve the consent agenda items as outlined above.

Ayes, all; nays, none. Motion carried.

**11. Adjournment**

The meeting adjourned at 6:27 p.m.