



Police and Fire Commission

City of Stevens Point
1515 Strongs Avenue
Stevens Point WI 54481

David Schleih, President
(715) 346-1508

May 6, 2014
4:06 p.m.

1. **Roll Call:** Commissioners Hanson, Kirschling, Schleih and Wescott
Commissioner Taylor, excused
Also Present: Police Chief Kevin Ruder, Fire Chief Tracey Kujawa, Alderperson Tony Patton, Assistant Chief Bob Finn, Assistant Chief Joe Gemza, Records Bureau Supervisor Lee Ann Spoon
2. **People to be heard and announcements**

President Schleih presented Chief Kujawa with a plaque and thanked her for 22 years of service with the Fire Department and for the impact she has made on the community through her dedication and hard work.
3. **Discussion, with possible action, Firefighter Union Local 484 grievances regarding incorrect pay for off duty ambulance run/emergency call back**

IAFF 484 Local President Justin Thomson requested the grievance be tabled due to a conflict in schedule of Local IAFF representatives.

Commissioner Schleih moved, seconded by Commissioner Hanson to table the grievance to a future meeting.

Ayes, all; nays, none. Motion carried.
4. **Election of Police and Fire Commission President and Secretary**

Commissioner Hanson moved, seconded by Commissioner Wescott, to re-elect David Schleih as President.

Ayes, all; nays, none. Motion carried.

Commissioner Schleih moved, seconded by Commissioner Kirschling, to re-elect Gary Wescott as Secretary.

Ayes, all; nays, none. Motion carried.

5. Update on Fire Chief Recruitment Process

- (a) Interim Pay for Assistant Chief Gemza**
- (b) Update, with possible action, interim promotion to Assistant Chief – Fire & Rescue**
- (c) Discussion, with possible action, Fire Chief Job Description**

The Mayor is proposing a letter of understanding for signature by Joe Gemza, the Mayor and Commission President Schleihs. The letter proposes that Assistant Chief Gemza earn the senior Assistant Chief salary of \$77,376.00 while acting in his role as Senior Assistant Chief. This will be for the period of time that Bob Finn serves as Interim Fire Chief. Commissioner Wescott moved, seconded by Commissioner Hanson, to affirm the recommendation of pay for Assistant Chief Gemza as \$77,376.00.

Ayes, all; nays, none. Motion carried.

May 2nd was the deadline to apply for Interim Assistant Chief – Fire and Rescue. The Department received six applications. The Fire Department Management Team selected Captain Davis to serve in this position. Due to FLSA and scheduling issues, Assistant Chief Finn is recommending Captain Davis begin in his position as Interim Assistant Chief on Monday, May 19th. Assistant Chief Finn will have a letter of understanding prepared for Captain Davis to sign detailing pay, work schedule, and any issues dealing with his appointment to interim assistant chief.

The Fire Chief Job description was discussed. Two changes will be made to the job description (residency requirement and years of relevant experience). Lee Ann will forward the job description to Lisa Jakusz so she can start the advertising process.

Commissioner Wescott moved, seconded by Commissioner Kirschling, to approve the job description with the two suggested changes.

Ayes, all; nays, none. Motion carried.

6. Consent Agenda (Action) (Roll Call Vote)

- a. Minutes – March 25, April 8, April 22, 2014**
- b. Monthly bills**
- c. Fire Chief’s Report/EMS Report**
- d. Police Chief’s Report**

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

Ayes, all; nays, none. Motion carried.

7. **Adjournment.**

The meeting adjourned at 5:45 p.m.