



Police and Fire Commission

City of Stevens Point
1515 Strongs Avenue
Stevens Point WI 54481

Gary Wescott
President
(715) 346-1508

November 3, 2015
4:00 p.m.

- 1. Roll Call:** Commissioners Carlson, Moore, Ostrowski, and Wescott
Commissioner Kirschling, excused

Also Present: Fire Chief Finn, Interim Police Chief Skibba, Assistant Chief Jeff Davis, Comptroller Ladick, Alderperson Patton, Brandi – Stevens Point City Times, RB Supervisor Spoon

- 2. People to be heard and announcement**

None.

- 3. Update on City Administrative Policy 2.06**

Comptroller Ladick provided the following language change to City Administrative Policy 2.06:

- 5. The starting salary upon promotion or transfer shall be the first step in the grade the position resides that provides the employee an increase of a minimum of 5%. If there is not a step in the grade that provides the employees an increase of at least 5%, then the increase will be 2% above the employee's current pay rate.*

Assistant Chiefs in the Police and Fire Departments shall start at a minimum of Step 3, Grade O. The Police and Fire Commission may also request a higher starting step. Such request shall to the Personnel Committee.

In the case of a transfer to a position in the same grade as the employee's current position, the salary shall remain the same, and the progress in the pay plan (time until the next step) shall also remain the same.

Commissioner Ostrowski moved, seconded by Commissioner Moore, to support the revised language to City Administrative Policy 2.06.

Ayes, all; nays, none. Motion carried.

4. Update and approval of Fire Department 2016 operating budget

Commissioner Wescott moved, seconded by Commissioner Moore, to move approval of the 2016 Fire Department operating budget as submitted to the Police and Fire Commission.

Ayes, all; nays, none. Motion carried.

5. Update on police auxiliary program

There are currently 14 auxiliary members. Interim Chief Skibba would like to thank the auxiliary for all their hard work and dedication. He also would like to thank Ray Potocki who serves as the captain of the auxiliary. Ray is a great mentor and very dedicated in his role as captain.

A recognition banquet will be held December 8th to recognize all department volunteers.

6. Update on police chief selection process.

Interview panels consisting of Law Enforcement (Group A) and City Department Heads (Group B) were contacted for availability to participate in oral interviews on Monday, November 9th and Tuesday, November 10th.

The four police chief candidates will also interview with the Mayor and President of the Common Council and do a short presentation to the commission on a topic selected by the commission.

President Wescott would like a spokesperson from each panel to report findings of their interviews to the commission during a closed session meeting on Tuesday, November 10th.

Commissioner Wescott moved, seconded by Commissioner Moore, to approve the police chief process as outlined above.

Ayes, all; nays, none. Motion carried.

7. Annual evaluations of Police and Fire Chiefs

Annual performance evaluations are due November 30, 2015. At the request of President Wescott, Comptroller Ladick will advise the Human Resource Manager the evaluations will be completed by December 8th.

The evaluation process for police and fire chiefs is as follows:

- Step 1: Chief Finn and Interim Chief Skibba initiate a self evaluation.
- Step 2: Chiefs meet with appropriate liaison for self evaluation.
- Step 3: Bring the self evaluations to the commission at their December 8th meeting for finalization.
- Step 4: The liaisons who conduct the evaluations will not participate in the vote.

Commissioner Moore moved, seconded by Commissioner Carlson, to approve the evaluation process as outlined above.

Ayes, all; nays, none. Motion carried.

8. Update on Fire Department hiring process (establishing eligibility list)

There are currently no applicants on the Fire Department's eligibility list. The Department currently has a contract with Chippewa Valley Technical College for testing. Chief Finn has been in contact with Chippewa Valley Technical College and they suggest the chief review the rejected applicants as to current status. The chief will again review the list provided by Chippewa Valley. The department is currently one person short.

The management team is taking all options under consideration and will keep the commission updated.

9. Update on Police Department building

Interim Chief Skibba met with the county and their architect. The architect is currently going through the proposed modifications. When a draft of the modifications is received by Interim Chief Skibba, the draft will be presented to city inspection for their approval. Due to security issues, modifications will be discussed in closed session at a future meeting.

10. Update on PSL change at P.J. Jacobs Junior High

The chief received a viable request from Officer Kontos, PSL officer at P.J. Jacobs, to return to patrol. A selection process was held and Officer Joe Quisler was selected to be the PSL at P.J. Jacobs. Joe Quisler will start as PSL on January 16th 2016.

11. Police Chief's Report

Interim Chief Skibba reported:

October:

- October, officers toured St. Michael's new emergency room facility.
- October 2nd Weekend, homecoming weekend, SPASH and UWSP.
 - Informational letters mailed out by AC Babl to landlords.
 - 60 citations were issued, to include NTC's and traffic citations.
- October 3rd, The 388th CBRN Company mass casualty decontamination training at the airport.
- October 5th, 2015 Guns & Hoses fundraising meeting, additional agencies will be included in future years.
- October 9th Weekend, Pacelli Homecoming.
- October 10th, TRIAD vehicle winterization (Lincoln Center).
- October 13-14th attended Attorney General Heroin summit.
- October 17th, Prescription Drug Take Back (Lincoln Center), 74.5 lbs. were taken in.
- October 19th, Council approved 2016 Capital Budget.
- October 22nd, attended North Central Chiefs of Police Association meeting.

- October 23rd, Swore in new Auxiliary members.
- October 27th, 2016 Operating budget presented to Council.
- Oct 31st, Auxiliary will assist, monitoring Trick or Treat.

November:

- November, Space Needs Meetings.
- November 19th, North Central Chiefs of Police Association meeting.
- November 20th, Stevens Point Holiday Parade, assisted by Auxiliary.

Commissioner Carlson moved, seconded by Commissioner Ostrowski, to accept the Police Chief's Report.

Ayes, all; nays, none. Motion carried.

12. Fire Chief's Report

Chief Finn reported:

- 388th CBRN – Mass Causality Incident at Stevens Point Airport.
- Final Fire Inspection at St Michael's Hospital ER Department.
- Metro Fire District Open House at Plover Municipal Building. 1700 – 2130 Hours (Car 4, Car 3, Platform 2, and Medic 2).
- Captain Baganz attended the Portage County Library staff meeting and went over fire alarm procedures, emergency evacuations, and false alarms.
- Medic 1 attended Hull Fire Department's Open House from 1200 – 1500.
- Platform 2 went to Plover at 0715 hours for the starting of the St Bron's Marathon. We hung the flag between ladder trucks.
- Citizens Academy at Station 1. Performed fire tactical evaluations and ladder truck operations, as well as technical rescue.
- Personnel worked on hydrant training hook ups, foam applications, and NFPA drills.
- Explorer Scout meeting and drill. Car pooled to Johnson Towing on Patch Street and did vehicle extrication scenarios.
- Citizens Academy at Stevens Point Airport for emergency vehicle operations; drove the fire truck and ambulance.
- OMNA membership meeting at UWSP Old Main Building. Captain Zvara talked about burning regulations and fire safety tips around the house.
- Poster Contest and Pizza party at the Stevens Point Fire Department. Pizzas and ice cream cake were donated by area businesses for the event. We picked up the winner's at school with a fire truck or ambulance. The students ate lunch with the fire fighters, toured the station, and had ice cream cake for dessert. Kids were then returned to schools.
- Captain Baganz loaded 2 hours of Flammable Liquid Training onto our T-drive for all crews to train on.
- At Cops Foods for a fire safety event with Puro Clean, Red Cross, Explorer Scouts, and Sparky the Fire Dog. The Explorers had a brat fry fund raiser, which raised almost \$500. Face painting, fire safety quizzes, balloons, fire helmets, stickers and tattoos for the kids were offered.
- Annual SCBA fit-testing began for each crew. At the same time, we performed the N95 Mask fit test.
- Fourth quarter wellness fit testing for all personnel were held.
- MPO Koch was promoted to the rank of Lieutenant. FF/PM Thomson was promoted to the rank of MPO.

- The Fire Sprinkler Test was completed at The Boys and Girls Club on Michigan Ave.
- The Almond Fire Department used our Fire Safety House for their Open House.
- The SPFD witnessed a fire drill at the Lincoln Center.

Commissioner Wescott moved, seconded by Commissioner Ostrowski, to accept the Fire Chief's report.

Ayes, all; nays, none. Motion carried.

13. Approval of Minutes

Commissioner Carlson moved, seconded by Commissioner Moore, to approve the minutes of the October 1st, October 6th and October 27th meetings.

Ayes, all; nays, none. Motion carried.

14. Confirmation of Bills

Commissioner Wescott moved, seconded by Commissioner Ostrowski to accept the confirmation of bills.

Ayes, all; nays, none. Motion carried.

15. Adjournment

The meeting adjourned at 5:10 p.m.