



## Police and Fire Commission

City of Stevens Point  
1515 Strongs Avenue  
Stevens Point WI 54481

Sally McGinty, Director of Emergency Management  
(715) 346-1517

May 1, 2012  
4:32 p.m.

1. **Roll Call:** Commissioners George Hanson, Joe Kirschling, Dave Schleihs, Mary Taylor and Gary Wescott

**Also**

**Present:** Chief Kevin Ruder, Chief Tracey Kujawa, Director Sally McGinty, Assistant Chief Tom Zenner, Assistant Chief Joe Gemza, Alderperson Mike Wiza, Mark Schoeberle, Dennis Zvara

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

Alderperson Mike Wiza reported the city is being asked to contribute monetarily for electrical work at the Law Enforcement Range. Mayor Halverson agreed the city could **participate in a three way split between the Sheriff's Department, Police Department and Parks Department** for the cost of running electricity to the Range. This will appear on the Finance Committee agenda at the May 14, 2012 meeting.

3. **Adjourn into closed session (approximately 4:35 p.m.) pursuant to Wisconsin Statutes 19.85 (1) (c) for the following:**

- a. **Probationary Sergeant Interview - Police Department**
- b. **Probationary Motor Pump Operator - Fire Department**
- c. **Probationary Captain Interview - Fire Department**
- d. **Probationary Lieutenant Interview - Fire Department**

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

Ayes, all; nays, none. Motion carried.

4. **Reconvene into open session for possible action**

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

Ayes, all; nays, none. Motion carried.

Commissioner Wescott moved, seconded by Commissioner Hanson, to approve Officer Mike Rottier to the rank of probationary Police Sergeant within the Police Department.

Ayes, all; nays, none. Motion carried.

Commissioner Schleihs moved, seconded by Commissioner Hanson, to approve Armando Ramon to the rank of probationary Motor Pump Operator within the Fire Department.

Ayes, all; nays, none. Motion carried.

Commissioner Kirschling moved, seconded by Commissioner Taylor, to approve Dennis Zvara to the rank of probationary Captain within the Fire Department.

Ayes, all, nays, none. Motion carried.

Commissioner Hanson moved, seconded by Commissioner Wescott, to approve Mark Schoeberle to the rank of probationary Lieutenant within the Fire Department.

Ayes, all, nays, none. Motion carried.

**5. Approval of minutes**

Commissioner Hanson moved, seconded by Commissioner Taylor, to approve the minutes of the April 4, 2012 meeting.

Ayes, all; nays, none. Motion carried.

Commissioner Schleihs moved, seconded by Commissioner Wescott, to approve the minutes of the April 24, 2012 meeting.

Ayes, all; nays, none. Motion carried.

**6. Confirmation of Bills**

Commissioner Wescott moved, seconded by Commissioner Taylor, to accept the confirmation of the April 2012 Police Department bills.

Ayes, all; nays, none. Motion carried.

Commissioner Schleihs moved, seconded by Commissioner Kirschling, to accept the confirmation of the April 2012 Emergency Management bills.

Ayes, all; nays, none. Motion carried.

Commissioner Wescott moved, seconded by Commissioner Taylor, to accept the confirmation of the April 2012 Fire Department bills.

Ayes, all; nays, none. Motion carried.

**7. Election of Police and Fire Commission President and Secretary**

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

Ayes, all; nays, none. Motion carried.

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

Ayes, all; nays, none. Motion carried.

**8. Police and Fire Commission Administrative Procedures**

Director McGinty will schedule a meeting next week with Chief Ruder and Chief Kujawa to review changes to the Administrative Procedures.

**9. Police and Fire Commission Strategic Planning**

A special meeting will be held on May 22, 2012 to review Objectives 3, 4 and 5 of the PFC Strategic Direction Plan.

**10. GeoComm Consolidated dispatch study**

Director McGinty has a conference call scheduled for Thursday with GeoComm to discuss the written report submitted by Geo Comm.

**11. Director of Emergency Management's report**

Director McGinty reported:

- I attended Multi-Hazard Emergency Planning for Schools at FEMA's Emergency Management Institute in Emmitsburg. I participated as part of the Stevens Point Area Public School District team. The training was very good and should lead to greater collaboration in planning with the school district.
- National Public Safety Telecommunicators Week was April 8-14. We supplied a photo of the dispatchers and an article which the Stevens Point Journal printed.
- The City received a check for over \$60,000 from the Wisconsin Disaster Fund to reimburse the city for damages and costs incurred as a result of the storm on July 19<sup>th</sup>, 2011. The Wisconsin Disaster Fund was created in 2006 to provide state disaster assistance to local government units when federal assistance is not available.
- I attended Multi-Hazard Emergency Planning for Higher Education with UW-Stevens Point staff members. The training focused on emergency planning and the unique needs of institutes of higher education.
- GeoComm provided the existing conditions report for the consolidated dispatch center study on April 23. The report details the current staffing, equipment, etc. in each of the centers. This will form the baseline for examining the two options for consolidated dispatch. I'll participate in a Webinar with Portage County and GeoComm on May 3 to discuss the report.
- On April 26 we held a no-notice Emergency Operations Center (EOC) activation

drill and tabletop exercise. The TTX scenario involved a tornado that touched down on the northern part of the UW-SP campus.

Commissioner Wescott moved, seconded by Commissioner Hanson, to approve the Director of Emergency Management report.

Ayes, all; nays, none. Motion carried.

## **12. Police Chief's Report**

Chief Ruder reported:

- The 2011 Annual Report will be completed and available to the Commission and elected officials in the month of May. Statistical data is still being compiled for the year.
- The Department conducted a sergeant promotional process this past month to fill the vacancy caused by the promotion of Assistant Chief Zenner. Eight officers applied for the one available position. One step in the process involved an interview conducted by police supervisors from Wausau, Wisconsin Rapids, and Marshfield Police Departments. The interviewers were impressed with the caliber of officers who were involved in the process.
- On May 2, 2012 the Justice Coalition Municipal Court Committee will again reconvene to discuss the concept of a municipal court in Stevens Point. Topics to be covered include reviewing the recommendations from 2007 and rules governing municipal courts in Wisconsin. The feasibility of a municipal court related to funding was questioned in a previous meeting. The Department reviewed the ordinance and traffic violations from July through December 2011 and discovered if a municipal court were operating during this time frame an additional \$55,000 would have been retained by the city in fines and court fees.
- The Department is continuing the development of an auxiliary police force to assist in traffic control duties related to the many special events held in the community each year. Programs in Wisconsin Rapids and Oshkosh are still being looked at as models.
- The Department participated in a presentation to Portage County youth leaders reference AODA issues. The sheriff and I spoke of alcohol and prescription drug abuse and a SPASH student counselor, Mitch Fischer, discussed how to speak to students about alcohol and drug use.

Commissioner Kirschling moved, seconded by Commissioner Hanson, to approve the Police Chief's report.

Ayes, all; nays, none. Motion carried.

## **13. Fire Chief's Report**

Chief Kujawa reported:

- The Stevens Point Fire Department has officially revived a labor/management connection in the way of a Committee. This Committee has not been in existence for many years and we are hopeful that this will be a pathway for the Stevens Point Fire Department to strengthen the relationship between labor and management. This setting will provide a forum for discussion with the purpose of improving efficiency and working conditions and to address and resolve any concerns or issues in their infancy.
- The management team at the Stevens Point Fire Department has been enthusiastically participating in developing a strategic plan for Portage County

EMS. The working group consists of several key players of Portage County EMS and facilitated by UW-Extension Community Development Educators from both Portage and Waupaca Counties. The future of EMS is certainly in flux with many new mandates and expectations and we are confident that this planning will assist us in being better prepared for the future. We have a goal of completing this strategic plan by June, 2012.

- The Stevens Point Fire Department has been asked to be part of a committee to reevaluate the training facility project which has been initiated by Whiting Fire Department. The participants of this committee are representatives from the Metro Fire District along with the political leaders of the respective municipalities. It is the desire of this committee to re-examine the project specific to overall planning, design and implementation to make certain that this facility will meet the appropriate expectations.
- Captain Kevin Lemke retired on April 18, 2012 after 29 years of service.
- On April 24, 2012 Lieutenant Davis was promoted to Captain and Firefighter/Paramedic Spence was promoted to Lieutenant.
- Probationary Firefighter/Paramedic Joseph Fitzpatrick started at the Stevens Point Fire Department on April 16, 2012.

Commissioner Hanson moved, seconded by Commissioner Wescott, to approve the **Fire Chief's report**.

Ayes, all; nays, none. Motion carried.

#### **14. Adjournment**

The meeting adjourned at 7:05 p.m.