



Police and Fire Commission

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

David Schleih, President
(715) 346-1508

March 18, 2014
4:01 p.m.

- 1. Roll Call:** Commissioners Hanson, Kirschling, Schleih and Wescott
Commissioner Taylor, excused (appeared telephonically for closed session)

Also

Present: Police Chief Kevin Ruder, Fire Chief Tracey Kujawa, Mayor Andrew Halverson, City Attorney Logan Beveridge, Alderperson Tony Patton, Alderperson Mike Wiza, Assistant Chief Joe Gemza, Assistant Chief Bob Finn, Sgt. Tony Babl, Officer Mike Bink, Officer Ted Wanta, Administrative Assistant Lorna Whalen, Records Bureau Supervisor Lee Ann Spoon, Brandi Makuski -Stevens Point City Times, Larry Lee -WSAU

- 2. Adjourn into closed session (approximately 4:00 p.m.) pursuant to Wisconsin Statutes 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 discussion of a contingency plan for filling the position of interim fire chief.**

Commissioner Kirschling moved, seconded by Commissioner Hanson, to adjourn into closed session

Ayes, all; nays, none. Motion carried.

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

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

Ayes, all; nays, none. Motion carried.

Commissioner Schleih moved, seconded by Commissioner Wescott that Mayor Halverson, President Schleih and Commissioner Wescott meet later this week to come up with a plan to present to the commission at a meeting to be scheduled for March 25th at 4:00 p.m.

Ayes, all; nays, none. Motion carried.

4. People to be heard and announcements

Aldersperson Wiza expressed concern about the way the Council found out about Chief Kujawa being a finalist for the Wausau Fire Department position. He would like an explanation as to why the commission didn't make the council aware of this and would like an assurance that this will not happen in the future. The email with the explanation can be channeled through the City Clerk's office.

5. Veterans Liaison Officer Update

Officer Mike Bink reported the deadline to return the veteran's survey was January 31st. A total of 4,700 surveys were sent out and only 118 replies were received. Of the surveys that were received there was a fairly high correlation (75%) that veterans are in favor of a resource center.

Officer Bink is continuing to reach out to the veterans in the community by attending as many of the American Legion meetings as possible. He also checks in on local veterans when time permits.

The Commission commended Officer Bink for his continued work with the veterans.

6. "Run from the Cops 5K" Fundraiser Event

Sgt. Tony Babl briefed the commission on a fundraiser the Police Officers Organization would like to host to raise money for their organization as well as to help support non-profit agencies in the city's jurisdiction.

The event would be a 5K run within the city limits and would be held on October 4, 2014. The event would be staffed by off-duty SPPOO members and volunteers and would last between two and three hours.

The commission is asking that the SPPOO confer with the city attorney regarding insurance related liability issues.

Commissioner Schleihs moved, seconded by Commissioner Kirschling, to approve the Stevens Point Police Officers' Organization to move forward with the "Run from the Cops 5K" fundraiser event on October 4, 2014. The SPPOO will proceed through the appropriate channels for approval of the fundraiser event.

Ayes, all; nays none. Motion carried.

7. Fire Department Administrative Policy 3.01 (11)

At the end of January 2014 Chief Ruder, Chief Kujawa, Commissioner Wescott and Commission Schleihs met to discuss uniform attire of non-sworn staff of the police and fire departments. Everyone agreed the police and fire chiefs should determine which employees in their department should wear uniforms.

City Administrative Policy 3.01 (11), Uniform Clothing Allowance, specifically addresses the Administrative Assistants in the Police and Fire Departments. The policy states if the Administrative Assistants are required to wear uniforms, the city will provide uniform shirt and badge.

Chief Kujawa asked the commission for their support in allowing Administrative Assistant Lorna Whalen to maintain a uniform allowance and purchase a full uniform, not simply a uniform badge and shirt. Chief Kujawa is specifically requesting that Lorna be allowed to purchase uniform pants, uniform shirts, belts and black work shoes.

Also, Lorna purchased uniform items totaling \$114.85 on December 19, 2013. Chief Kujawa is asking the commission for their consent to pay this outstanding invoice on Lorna's behalf.

Commissioner Schleihs moved, seconded by Commissioner Kirschling:

- To support the Fire Chief's recommendation that the Personnel Committee be petitioned to modify Administrative Policy 3.01 (11) to allow the chiefs, at their discretion, to place civilians in uniform. If the chiefs decide to place civilians in uniform, they will be permitted to purchase two (2) shirts, two (2) pairs of pants, one (1) belt and one (1) pair of black shoes.
- The Commission will support payment of uniform costs incurred by Lorna Whalen in 2013 reference invoice 156671 in the amount of \$114.85 out of an account at the discretion of the City Treasurer.

Ayes, all; nays, none. Motion carried.

8. Stevens Point Fire Department Strategic Strategy

The Fire Department participated in eight strategic planning sessions from May through September 2013. It was through these sessions that the components of the plan were created. Strategic Planning participants included Captain Davis, Lt. Moody, MPO Pingel, FF/PM Koch, FF/PM Howard, FF/PM Molnar, FF/PM Karpinski, Administrative Assistant Whalen, AC Finn, AC Gemza and Chief Kujawa. The facilitator was Nathan Sandwick.

The components of the Department's strategic plan provide a consistent framework for all planning decisions, actions and short and long range initiatives. The plan consists of the following:

- Vision statement
- Mission Statement
- Core values
- Strategic issues
- Desired action steps
- SWOC (strengths, weaknesses, opportunities, challenges)

Mission of the Fire Department:

The Stevens Point Fire Department exists to Serve in a Professional and Friendly manner with a Dedicated and Dependable team.

The Stevens Point Fire Department Core Values:

- Professionalism
- Respect
- Integrity
- Compassion
- Excellence

What's next for the Fire Department:

- Embrace strategic plan
- Develop a slogan
- Know and live the mission, vision and values
- Get involved in accomplishing strategic objectives
- Review action steps/items and develop an implementation matrix
- Achieve strategic objectives

The Department will keep the commission updated periodically on the progress of the strategic plan.

9. PFC Administrative Procedure – Section 4

Section 4 was discussed.

Commissioner Hanson moved, seconded by Commissioner Wescott, to approve Section 4 as presented.

Ayes, all; nays, none. Motion carried.

10. Municipal Court update

The Municipal Court Oversight Committee was formed in March and consists of Andrew Halverson, Dan Schlutter, Mike Wiza, Joanne Suomi, and Tom Davies. Andrew Halverson was unanimously voted chairman.

The Committee will appoint a judge and clerk to serve until 2016 when the Judge will become an elected official and appoints his or her own clerk. The court is expected to become active in June. The Court will hear cases of municipal ordinances violations, traffic offenses and first offense OWI.

The committee meets Tuesday, March 25th to review the applicants for the position of Municipal Court Judge. The deadline to apply for Municipal Court Judge is Monday, March 24, 2014 at 12:00 noon.

11. Consent Agenda

- a. Minutes – February 4, 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.

12. Adjournment.

The meeting adjourned at 6:15 p.m.