



## Police and Fire Commission

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

David Schleih, President  
(715) 346-1508

April 22, 2014  
3:33 p.m.

- 1. Roll Call:** Commissioners Hanson, Schleih and Wescott  
Commissioners Kirschling and Taylor, excused

**Also**

**Present:** Fire Chief Tracey Kujawa, Mayor Andrew Halverson, Assistant Chief Bob Finn, Assistant Chief Joe Gemza, Personnel Manager Lisa Jakusz, City Attorney Logan Beveridge, Alderperson Tony Patton, Records Bureau Supervisor Lee Ann Spoon

Fire Department employees: Jason Karpinski, Shane Westphal, Tom Wastart, Travis Koch, David Briggs, Trevor Howard, Ben Molnar, Benjamin Schultz, Jeff Davis, Ron Heibler, Paul Mattlin

- 2. People to be heard and announcements**

President Schleih cleared up wording for agenda item number 3 (a) relating to filling the potential vacant position of Fire Chief.

President Schleih thanked Chief Kujawa for her 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. Adjourn into closed session (approximately 3:35 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 the following:**
  - a. Discussion of a contingency plan for filling the potential vacant position of Fire Chief; and**
  - b. Discussion of possible appointment of Interim Fire Chief.**

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

Ayes, all; nays, none. Motion carried.

**4. Reconvene into open session (approximately 4:15 p.m.) for possible action on items 3(a) and 3(b).**

Commissioner Wescott moved, seconded by Commissioner Hanson, to re-adjourn into open session for possible action.

Ayes, all; nays, none. Motion carried.

President Schleihs moved, seconded by Commissioner Wescott, to appoint Robert Finn as Interim Fire Chief for the Stevens Point Fire Department effective May 9, 2014.

Ayes, all; nays, none. Motion carried.

**5. Discussion and possible action on developing recruitment process for Fire Chief**

President Schleihs would like to use any internal resources available through various city offices (Personnel, City Attorney, and Mayor) to do an in-house search and screen for Fire Chief and not go the route of having to hire an outside consulting firm.

Mayor Halverson highly encourages conducting an internal search and hopes the recruitment process will not take longer than six months.

Commissioner Wescott offered his time to spearhead the project by developing a plan for the recruitment of Fire Chief. The important players in this process would include the city personnel office, the city attorney, the Mayor's office and PFC secretary Spoon.

Human Resource Manager Lisa Jakusz handed out the most current Fire Chief job description which was last updated in 2008. President Schleihs requested the Fire Department management team, the Human Resource Manager and the members of the Commission review the job description and be prepared to discuss possible changes at the May 6<sup>th</sup> PFC meeting.

President Schleihs moved, seconded by Commissioner Hanson, to propose Commissioner Wescott work with relevant city offices (City Attorney, Mayor's office, Human Resources) to develop an internal recruitment process for the position of Fire Chief. Commissioner Wescott will present an update to the commission at its May 6<sup>th</sup> meeting for possible action by the commission.

Ayes, all; nays, none. Motion carried.

6. **Adjournment.**

The meeting adjourned at 4:55 p.m.