



Police and Fire Commission

City of Stevens Point
1515 Strongs Avenue
Stevens Point WI 54481

David Schlehs, President
(715) 346-1508

January 6, 2015
4:31 p.m.

- 1. Roll Call:** Commissioners Kirschling, Ostrowski, and Schlehs

Also

Present: Police Chief Kevin Ruder, Fire Chief Bob Finn, Mayor Gary Wescott, Alderperson Tony Patton, City Attorney Beveridge, Police Officer Dana Williams, Brandi – Stevens Point City Times, Lee Ann Spoon, RB Supervisor

- 2. People to be heard and announcements**

None.

Hearing no objection, the agenda was rearranged.

- 3. Update on computer forensic position – Police Department**

Officer Dana Williams was appointed to the computer forensic position approximately one year ago. She appreciates the working relationship the Stevens Point Police Department has with Portage County Sheriff's Office and Plover Police Department. In July of 2014 Officer Williams worked with Sgt. Griesbach to learn the type of hardware and software equipment utilized by the Sheriff's Office. SPPD subsequently selected the same hardware and software. The two software programs purchased by SPPD are Forensic Took Kit (FTK) and Internet Evidence Finder (IEF). FTK software allows you to perform many forensic functions, i.e., you can crack passwords, decrypt files, conduct an investigation, analyze the registry and create images.

These programs will enhance computer related investigations.

- 4. Update on Use of Force policy – Police Department**

During the November PFC meeting a citizen requested the Commission to be the review board for all use of force situations within the Department. In 2014 the PD enrolled in a program called LEXIPOL. The program is much like accreditation as it reviews and accounts for all departmental policies to meet the standards and requirements of a professional police agency. Policies are trained on the computer on a daily basis utilizing scenario based training, followed by a test question. LEXIPOL updates policies to stay current with legislative and judicial rulings to assure all policies are valid and up to date.

The definition of force as outlined within departmental policy is the application of physical techniques or tactics, chemical agents, or weapons to another person. The Department also considers the seriousness of officers displaying and pointing their firearm at another person as a use of force and records these incidents on the Use of Force Review Form. Once a review form is completed, the form is signed by the officer and reviewed by the supervisor. The supervisor submits the original review form with a copy of the report to the program coordinator (currently the administrative operation's sergeant). The program coordinator will develop a report identifying all the reported cases of force. The report will become part of the performance history audits conducted on all officers to assure there is not a history/trend or a need for remedial training.

In conclusion, the Stevens Point Police Department utilizes a myriad of checks and balances related to officer's use of force. A review by the supervisor and program coordinator coupled with performance audits assure the appropriateness of all use of force actions. Also, audits of in-squad video footage of officer public contacts are completed on a quarterly basis on all officers.

5. Discussion, with possible action, modification to PFC Administrative Procedure Section 5.03, Performance Evaluations

City Attorney Andrew Beveridge drafted a revision of PFC Administrative Policy Section 5.03, Performance Evaluations. The draft revision includes inserting the following language:

"Each chief is responsible to ensure that all job descriptions accurately reflect the duties performed and that all employees are properly trained to perform the duties indicated in the job description for their position within the department.

Each evaluator shall recuse himself from any decision by the Commission to accept or reject the evaluation he or she performed. Additionally, each evaluator shall not participate in any hearing under Wis. Statute ss. 62.13 involving disciplinary actions against the chief whose evaluation he or she performed, other than appearing before the commission as a witness."

Commissioner Kirschling moved, seconded by Commissioner Schleih, to approve the above language be added to PFC Administrative Policy Section 5.03, Performance Evaluations.

Ayes, all; nays, none. Motion carried.

The framework for the performance evaluation process will be as follows:

1. Provide the following to the evaluator:
 - City's performance evaluation forms
 - Job description
 - Chief's personnel file (previous year's evaluation, current goals, other documents)
 - Copy of PFC Administrative Policy 5.03
2. The chief completes their self-evaluation.
3. Evaluator would collect information from the Chief's self-evaluation, interviews and other sources.

- Interviews:
 - ✓ Two or more subordinates (Assistant Chiefs, etc.)
 - ✓ Two or more Department Heads/Managers having interaction with the Chief
 - ✓ Mayor, possibly CT
- 4. Evaluator meets with the chief to discuss self-evaluation and other information.
- 5. Evaluator presents draft evaluation to PFC in closed session.
- 6. Evaluator, chief and PFC meet to finalize evaluation in closed session (discussion to include evaluation, review/adjust job description, and goal setting). The PFC votes in open session to accept/reject the evaluation.

Commissioner Schleih moved, seconded by Commissioner Kirschling, to accept framework for the performance evaluation process outlined above.

Ayes, all; nays, none. Motion carried.

Commissioner Kirschling will perform Chief Ruder's 2014 performance evaluation and Commissioner Schleih will perform Chief Finn's 2014 performance evaluation.

6. Consent Agenda

- a. Minutes
- b. Monthly bills
- c. Fire Chief's Report

Fox Valley Technical College: The management staff met with representatives of Fox Valley Technical College with regard to how they compile their list for possible candidates to be hired by fire departments. The management staff will meet during the month of January to discuss how the Stevens Point Fire Department will handle the next recruitment process. The PFC will be updated in the next Fire Chief's report.

Strategy and Tactics Training: The Stevens Point Fire Department hosted a 16 hour FEMA class called "Strategy and Tactics for Initial Company Operation (STICO)." The class was held in conjunction with Mid State Technical College, who received a grant from the Federal Government for this class. Members of numerous Central Wisconsin fire departments attended the class. Thirty-six members of the Stevens Point Fire attended and received certificates for the class. Again, there was no cost to the PSFD for this class.

METRO training: The METRO Fire Department conducted ice and cold water rescue drills on the Wisconsin River at Bukolt Park. Assistant Chief Davis instructed members of the Hull FD and Plover FD, along with members of the SPFD, concerning ice and cold water rescue procedures, along with the use of the air boat and the rapid deployment boat.

Explorer Program: The Stevens Point Fire Department hosted an open house for the Fire/EMS Explorer Program. This program is for those individuals who have an interest in the Fire/EMS profession and fall within the age group of 14 – 18 years of age. There were 13 applications turned in so far. Once the class roster and classes are finalized, one of the Stevens Point Fire Department Firefighter/Paramedic Lead instructors will give a presentation to the PFC.

- d. EMS report
- EMS Training:** Dr. Vayder, AC Gemza and Firefighter/Paramedic Jason Pettis conducted Advanced Cardiac Life Support Recertification. The process took 4 different days and training was 8 hours per day. We recertified SPFD along with Amherst ambulance. We have started our Paramedic refresher and hope to have it completed by the end of February. Mid-State Technical College is contracted to provide the refresher program.
- Public Education:** We have continued on with our partnership with the University of Stevens Point in providing hands only CPR training along with training on the first aid kits and trauma kits in the event of an active shooter at the university. The kits are located in each AED kit at the university.

Rapid Response Vehicle:

There was a potential of 43 runs in January.

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| 1. Cancelled En Route: | 9 times |
| 2. Lieutenant Not Available: | 2 times |
| 3. Staffing not Allowed | 1 times |
| 4. RRU not available: | 0 times |
| 5. RRU Responded: | 31 times |

Simultaneous Ambulance Requests:

Total number of Ambulance Requests in January: 373

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|-------------------|------------|
| 2 Ambulances out: | 87 (23.3%) |
| 3 Ambulances out: | 07 (1.9%) |
| 4 Ambulances out: | 3 (0.80%) |
| 5 Ambulances out: | 1 (.26%) |

- e. Police Chief's Report
- Officers on their own time chose to attend the funerals of two slain police officers in New York. Upon their return they noted the pride they felt to be a member in the law enforcement profession.
 - By the end of January, a meeting with area Legislators representing the counties of Wood and Portage will be able to schedule a date to continue the Heroin Summit moving forward. The last scheduled date will be a public forum involving a presentation and question/answer session.
 - After discussion with senior staff and firearms instructors, the Department will be no longer deploying a shotgun within the squad cars. The reasons are noted below:
 - Officers feel more comfortable with the rifles as their primary weapon on call.
 - The space available for proper storage for both the shotgun and rifle is non-existent.
 - The rifle is a better weapon for perimeter security and is outfitted for entry effectiveness.
 - The shotguns are used to deploy non-lethal munitions and the liability surrounding mistaking the lethal with the less lethal shotgun is eliminated.
 - Officers can be extensively trained in the rifle instead of balancing training with a shotgun.

- The Department has been working collaboratively with the engineer department to look at hazardous traffic intersections specifically on the Division Street Corridor. A pedestrian safety meeting was scheduled with the Student Government Association and University Leaders to speak about traffic concerns. Franklin and Division Street was a main concern. Actions to “clean up” that intersection and add lighting are underway. We continue to advocate that students use Fourth and Division Street utilizing the controlled intersection.
- Work continues with Traci Smet on a workout site for law enforcement personnel. A survey was conducted of sworn personnel. Water Street site was identified as one possible location.
- Radios: SPASH site upgrade was completed and tested in December. The upgrade provides portable radio coverage throughout the building. The 1st squad VRS vehicle repeaters system is installed and tested in December.
- Camera system: Go Pro camera purchased to be used in High risk/liability calls with IB. The system will also be used by SWAT. The system will be worn by entry team for warrants.
- I will be out of the office from February 6th through 23rd. In my absence Assistant Chief Skibba will be available.

Commissioner Ostrowski moved, seconded by Commissioner Schleihs, to approve the consent agenda items as outlined above.

Ayes, all; nays, none. Motion carried.

7. Adjournment

The meeting adjourned at 6:05 p.m.