

**CITY OF STEVENS POINT**  
**POLICE AND FIRE COMMISSION**  
**TUESDAY, JANUARY 3, 2017 – 4:00 P.M.**  
**STEVENS POINT FIRE DEPARTMENT, STATION 1 – 1701 FRANKLIN STREET**

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

**Also Present:** Police Chief Skibba, Fire Chief Finn, Jodi Baganz, Dave Briggs, Paul Mattlin, Wendy Mattlin, Kraig Arndt, Katie Briggs, Zenon Briggs, Weston Briggs, Cathy Firkus, Alexander Beach, Jenna Brandt, Assistant Chief Tom Zenner, Tony Zblewski, Bob Kussow, Joe Johnson, Jeremy Mueller, Ted Wanta, Alderperson Mary Kneebone, Assistant Chief Joe Gemza, Mayor Wiza, Bob Kussow, C/T Corey Ladick, Carrie Freeberg, Brandi Makuski – Stevens Point City Times

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

President Wescott recognized the following police personnel for their years of service to the community and department: Officer Mike Bink, Sergeant Paul Piotrowski, Corporal Dan Wheeler, and Sergeant Joe Gruber.

President Wescott thanked Jeff Davis for his 32 years of dedicated service to the community.

President Wescott also thanked Director Scott Schatschneider for his service to the City of Stevens Point.

3. **Discussion regarding pay plan placement of Assistant Chief – Fire Department**

Per City of Stevens Point Administrative Policy No. 2.06, *Promotions and Transfers*, Chief Finn is requesting commission approval to start Jodi Baganz at Grade S, Step 5. Paragraph 5 of this policy states the starting salary upon promotion shall be the first step in the grade the position resides that provides the employee an increase of a minimum of 5%.

Commissioner Wescott moved, seconded by Commissioner Carlson, to approve Assistant Chief Jodi Baganz be placed in Grade S, Step 5 of the City of Stevens Point pay plan.

Ayes, all; nays, none. Motion carried.

4. **Discussion regarding credit card policy of the City of Stevens Point**

A discussion was held clarifying the city credit card practices versus policy and how it affects the Police Department.

5. **Update on promotions within the Fire Department**

Chief Finn is pleased to announce the following promotions:

- Jodi Baganz is promoted to Assistant Chief effective January 3, 2017
- Paul Mattlin is promoted to Captain effective January 13, 2017
- David Briggs is promoted to Lieutenant effective January 13, 2017

**6. Consent Agenda:**  
**A. Fire Chief's Report/EMS Report**

Chief Finn reported:

- Crew changes finalized and posted to align with promotions.
- Fire pro still trouble shooting new fire alarm system at Station 1.
- Explorer Scout meeting took place at Station 1 and AC Davis provided a lasagna meal. Election of 2017 officers took place and we finished up with a video on the Art of Reading Smoke.
- SCBA compressor that burned last month still waiting on motor replacement.
- Metro fire calls (4), total fire calls (37).
- Training: Ice Rescue equipment review including Rapid Deployment Craft, Ice Suits and ropes. Art of Reading Smoke videos, driver operator training on snow covered roads, PIP and building hazards review. Captain Baganz attended MABAs training at Schofield FD. Total training hours: 78.75
- Public Education: Fire Safety Education to Copper Leaf Management group, smoke detector installs continue in the low income and elderly homes.
- Fire Inspections: Sentry Insurance sprinkler test witnessed on renovation project. AC Davis & Capt. Baganz to UWSP Natural Resources Building to give recommendations on fish specimen collection that is stored in ethanol.
- December fire inspections: 23

**EMS Report:**

- EMS training: The Stevens Point Fire Department completed our Advanced Cardiac Life Support (ACLS) refresher. Special thanks to Dr. Vayder and FF/Paramedic Jason Pettis, who instructed the class, and Dr. Brandt and Dr. Daniels, who also helped out.
- Paramedic refresher has begun. The class is being taught through Mid-State Technical College, with our Lieutenants helping with the training. The class is to be completed by the end of February.
- Paramedic Internship: Our intern committee held interviews of Mid State paramedic students. The process narrowed down the applicants to 3 interns. Each intern will be assigned to a crew, where they will work the same 24 hour shifts as the crew. This experience will give the intern a real world component and a great learning experience to complete the field practical portion of their paramedic class.
- Communication Center in-service: Lieutenant Ron Heibler and Deputy Robert Wanta conducted Active Shooter Training for the two different communications crews.
- AC Gemza also conducted tourniquet training and reviewed a run where a tourniquet was used by a bystander, then the on-scene deputy.
- Rapid Response Vehicle: There was a potential of 68 runs
  - cancelled en route, 12 times
  - lieutenant not available, 5 times
  - staffing not allowed, 0 times
  - RRU not available, 0 times
  - RRU responded, 51 times

Simultaneous ambulance requests: Total number of ambulance requests in December: 392

- 2 Ambulances out, 84 (21.4%)
- 3 ambulances out, 18 (4.59%)

- 4 ambulances out, 3 (.9%)
- 5 Ambulances out, 2 (.5%)

**B. Police Chief's Report**

Chief Skibba reported:  
December:

- Auxiliary attended multiple home high school sporting events
- City and Association will continue to meet over contract bargaining
- PD and Portage County Sheriff's Office is evaluating current records management system
- December 3<sup>rd</sup>, YMCA Frostbite Run
- December 6<sup>th</sup>, SPPD Recognition Banquet
- December 9<sup>th</sup>, United Way LIFE Report Steering Committee, Chief Skibba, Chair – Public Safety & Community
- December 10<sup>th</sup>, Red Kettle Public Safety Challenge: PD at Trigs, FD at Fleet Farm

January:

- Auxiliary will be attending multiple (9) home high school sporting events
- 2016 annual report compiled
- Sergeant & Corporal promotions and new officer hiring

Officer Hansen and Plummer have successfully completed Step #1 of the Field Training Program and have moved to Step #2. Both officers are on track to complete the program in early March and move to solo patrol.

Chief Skibba recognized Corporal Dan Wheeler and Sergeant Joe Gruber for their service to the City of Stevens Point. Corporal Wheeler served the community of Stevens Point for over 33 years and Sergeant Gruber served the community of Stevens Point for over 28 years. Both are scheduled to retire in the near future. The Stevens Point Police Department wishes them the best in their next adventure.

**C. Approval of Minutes**

Commissioner Carlson moved, seconded by Commissioner Kirschling, to approve the minutes of the December 6 and December 8, 2016 meetings.

Ayes, all; nays, none. Motion carried.

**D. Confirmation of Bills**

Commissioner Carlson moved, seconded by Commissioner Kirschling, to approve the confirmation of the December 2016 bills.

Ayes, all; nays, none. Motion carried.

Commissioner Carlson moved, seconded by Commissioner Kirschling, to approve the consent agenda as presented.

Ayes, all; nays, none. Motion carried.

7. **Adjourn into closed session (approximately 4:30 p.m.) pursuant to Wisconsin Statute Section 19.85 (1) (c) [considering employment, promotion, compensation or performance evaluation data of any public employee of which the governmental body has jurisdiction or exercises responsibility] and Wisconsin State Statutes Section 19.85 (1) (e) [deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session] for the following:**
- a. **Firefighter/Paramedic applicant interview**
  - b. **Police officer applicant interviews (2)**
  - c. **Police Sergeant off probation interview**
  - d. **Police Department sergeant promotional interviews (2)**
  - e. **Police Department corporal promotional interviews (2)**
  - f. **Update regarding fire services to the Village of Park Ridge**
  - g. **Update on EMS contract negotiations**

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

Ayes: Carlson, Kirschling, Moore, Ostrowski, Wescott  
Nays: None. Motion carried.

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

Commissioner Moore moved, seconded by Commissioner Kirschling, to reconvene into open session.

Ayes: Carlson, Kirschling, Moore, Ostrowski, Wescott  
Nays: None. Motion carried.

Commissioner Wescott moved, seconded by Commissioner Kirschling, to make a conditional offer of employment to Kraig Arndt upon the successful completion of all hiring protocols and testing.

Ayes, all; nays, none. Motion carried.

Commissioner Wescott moved, seconded by Commissioner Moore, to make a conditional offer of employment to Alex Beach upon the successful completion of all hiring protocols and testing.

Ayes, all; nays, none. Motion carried.

Commissioner Wescott moved, seconded by Commissioner Ostrowski, to make a conditional offer of employment to Jenna Brandt upon the successful completion of all hiring protocols and testing.

Ayes, all; nays, none. Motion carried.

Commissioner Wescott moved, seconded by Commissioner Moore, to approve Bob Kussow to the position of regular police sergeant following the successful completion of his probationary period on January 5, 2017.

Ayes, all; nays, none. Motion carried.

Commissioner Wescott moved, seconded by Commissioner Carlson, to promote Tony Zblewski to the position of Probationary Sergeant effective January 4, 2017, with a one year probationary period.

Ayes, all; nays, none. Motion carried.

Commissioner Wescott moved, seconded by Commissioner Carlson, to promote Joe Johnson to the position of Probationary Sergeant effective January 28, 2017, with a one year probationary period.

Ayes, all; nays, none. Motion carried.

Commissioner Wescott moved, seconded by Commissioner Kirschling, to promote Jeremy Mueller to the position of Probationary Corporal effective January 28, 2017, with a one year probationary period.

Ayes, all; nays, none. Motion carried.

Commissioner Wescott moved, seconded by Commissioner Ostrowski, to promote Ted Wanta to the position of Probationary Corporal effective January 28, 2017, with a one year probationary period.

Ayes, all; nays, none. Motion carried.

## **9. Adjournment**

The meeting adjourned at 6:55 p.m.