

**CITY OF STEVENS POINT  
POLICE AND FIRE COMMISSION  
TUESDAY, JULY 10, 2018  
Stevens Point Fire Department  
1701 Franklin Street**

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

**Also Present:** Police Chief Skibba, Fire Chief Finn, Assistant Chief Zenner, J.B. Moody, Assistant Chief Baganz, Assistant Chief Gemza, Mayor Wiza, Chris Wiza, Comptroller Corey Ladick, Nathan - Bray Architects, Brandi Makuski - Point/Plover Metro Wire; Joe Bachman - Stevens Point City Times

Items 2, 10 and 11 are relevant agenda items. With the permission of the Commission, President Wescott is requesting to hear these agenda items concurrently at this time.

Commissioner Kirschling moved, seconded by Commissioner Ostrowski, to hear agenda item 2 (Promotion of Captain Moody to the rank of Assistant Chief, Agenda item 10 (Request to hire early for Assistant Chief Position) and agenda item 11 (Request for overlap of current Assistant Chief and newly appointed Assistant Chief) at this time.

Ayes, all; nays, none. Motion carried.

With Assistant Chief Baganz leaving July 26<sup>th</sup>, Chief Finn is requesting per City Administrative Policy 2.14, that Captain Moody be promoted to Assistant Chief effective July 16<sup>th</sup> so there is a transitional period to assist with training.

President Wescott moved, seconded by Commissioner Carlson to approve the request to hire early for Assistant Chief Position, the request for overlap of current Assistant Chief and newly appointed Assistant Chief and to approve the promotion of J.B. Moody to Assistant Chief effective July 16<sup>th</sup> 2018.

Ayes, all; nays, none. Motion carried.

Both President Wescott and Fire Chief Finn thanked assistant Chief Baganz for his 21 years of dedicated service to the Fire Department and also welcomed J.B. Moody to his new position of Assistant Chief.

3. **People to be heard an announcements**

None.

4. **Approval of Minutes**

Commissioner Ostrowski moved, seconded by Commissioner Kirschling, to approve the minutes of the June 5, 2018 meeting.

Ayes, all; nays, none. Motion carried.

5. **Confirmation of Bills**

Commissioner Ostrowski moved, seconded by Commissioner Wescott, to approve the confirmation of the June 2018 bills.

Ayes, all; nays, none. Motion carried.

**6. Building presentation by Bray Architects - Police Department**

A “Master Plan Study Document” dated June 1, 2018 was distributed to the Commission for their review from Bray Architect’s. Bray Architects conducted an extensive analysis of the Police Department’s existing building, identifying staff and facility needs by recognizing challenges of the existing building. The analysis consists of three phases, with phase one being the immediate needs of the department. These needs are:

Front garage addition	\$1,700,000.00
Central Building Renovation: <ul style="list-style-type: none"><li>• Processing/Reports (\$250,000.00)</li><li>• Patrol Offices (\$130,000.00)</li><li>• Evidence/Storage (\$140,000.00)</li></ul>	\$520,000.00
Unisex Showers / Changing Room	\$70,000.00
Investigations Offices	\$120,000.00
<b>Phase I Subtotal</b>	<b>\$2,410,000.00</b>

Chief Skibba will submit a capital request through the proper protocol for the 2019 capital budget.

**7. Update on Police Department current staff shortages**

The Police Department is currently suffering shortages of personnel which are specifically affecting the patrol division. Sergeant Babl accepted the Chief of Police job at UWSP and left at the end of March. Ted Wanta and Trina James both accepted promotions to sergeant at the UWSP Police Department. Officer Aimee Kontos resigned at the beginning of June and took a position in Plover as a police officer. There is currently one officer on job injury, which leaves us about five officers short on the road. To offset the road shortages Kristi Ahrens and Steve Spath will temporarily be assigned to the road. Tanner Lepinski and Joseph Clark will complete their FTO process in October and will then count toward manpower.

**8. Probationary Police Officer Alex Beach and Jenna Brandt to regular status**

Commissioner Wescott moved, seconded by Commissioner Moore to approve Officer Alex Beach and Officer Jenna Brandt to regular status upon the successful completion of their probationary periods.

Ayes, all; nays, none. Motion carried.

**9. Police Chief’s Report**

Chief Skibba reported:

**June:**

**Notes of Interest:**

- K-9 units are integrating well with the Department and Community. Several arrests directly related to the unit, to include the arrest of a felon in possession of a handgun.
- 8 weapon involved incidents (4 gun related, 1 armed robbery)
- 57 mental health related incidents (9 emergency detentions, 1 knife involved)

**Projects:**

- Building update: Bray Architects presentation to PFC at July 10<sup>th</sup> meeting (developing project costs for 2019 capital to cover architectural, engineering, geo-tech, survey, and permit costs for request in July/August.
- Projected construction in 2019.
- Staff Assignments: Patrol staff shortage of five officers due to job related injury and resignations (Crisis Intervention Officer, Ahrens, to be temporarily reassigned to patrol (July-August) and Operations Sergeant Spath to be temporarily reassigned to patrol (September - October). Officers Lepinski and Clark are in Step 1 of the Field Training Program
- Hiring Process: Projected hiring in July and August to fill vacancies.

**Activity/Events:**

**June:**

- 2<sup>nd</sup> - Cops N Bobbers, Auxiliary and officers assisted
- 2<sup>nd</sup> - Walk Wisconsin, Auxiliary assisted
- 3<sup>rd</sup> - Fly-In Airshow, Auxiliary assisted
- 7<sup>th</sup> - 9<sup>th</sup> - Special Olympics, Auxiliary and officers assisted
- 19<sup>th</sup> - Presentation given to attendees at UWSP about becoming a Police Officer
- 29<sup>th</sup> - July 1<sup>st</sup> - Riverfront Rendezvous, Auxiliary and officers assisted

**July:**

- 1<sup>st</sup> - Riverfront Rendezvous
- 4<sup>th</sup> - Parade, Auxiliary assisting
- 13<sup>th</sup> - Guns N Hoses Portage County Veterans fundraiser at Golden Sands Speedway
- 14<sup>th</sup> - YMCA Duathlon, Auxiliary assisting
- 28<sup>th</sup> - Annual Auxiliary Brat fry fundraiser at Trig's

Commissioner Wescott moved, seconded by Commissioner Kirschling, to accept the Police Chief's report for June, 2018.

Ayes, all; nays, none. Motion carried.

**10. Request to hire early for Assistant Chief Position - Fire Department**

This agenda item was consolidated and heard under Agenda item number 2 (Promotion of Captain Moody to the rank of Assistant Chief).

**11. Request to overlap of current Assistant Chief and newly appointed Assistant Chief - FD**

This agenda item was consolidated and heard under Agenda item number 2 (Promotion of Captain Moody to the rank of Assistant Chief).

**12. Probationary Firefighter/Paramedic Kelly Heise to regular status**

Commissioner Wescott moved, seconded by Commissioner Kirschling to approve Firefighter/Paramedic Kelly Heise to regular status upon the successful completion of her probationary period.

Ayes, all; nays, none. Motion carried.

**13. Fire Chief's Report/EMS Report**

Chief Finn reported:

- Lunch with Brookdale residents
- Stevens Point Airshow
- Special Olympics Flag raise
- Building vehicle exhaust system upgrade
- Dream flight assistance
- SOP booklet update
- Metro Fire calls (1)
- Structure fires (0)
- Vehicle fires (0)
- Brush, grass, wildland fires (0)
- Cooking fire contained (0)
- Overheated cooking (0)
- Other fires (2)
- Rescue/EMS calls (50)
- False alarm responses (12)
- Hazardous materials responses (8)
- Other responses (6)
- Total responses: (78)
- Training: New SOP reviews, Bus Extrication, Master Streams, Confined Space: Total training hours: 36.25
- Fire inspections: Certificate of occupancy (6); general fire inspection (187); General/liquor license inspection (0); re-inspection (16); sprinkler system (0); tent inspection (1). Total inspections: 210
- Public Activities: Walk Wisconsin; Summer Safety Education (2 groups); Fire Investigation as a Career (Crime Lab). Number of Attendees: 725

Commissioner Wescott moved, seconded by Commissioner Ostrowski to accept the Fire Chief's Report for June, 2018.

Ayes, all; nays, none. Motion carried

- 14. Adjourn into closed session [approximately 5:10 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] for the following:**
- a. Police officer applicant interview
  - b. Firefighter/Paramedic officer interview

Commissioner Carlson moved, seconded by Commissioner Moore to adjourn into closed session.

Ayes, all; nays, none. Motion carried.

- 15. Reconvene into open session for possible action**

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

Ayes, all; nays, none. Motion carried.

Commissioner Wescott moved, seconded by Commissioner Kirschling to make a conditional offer of employment to David A. Rogers 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 Devin Nikodem upon the successful completion of all hiring protocols and testing.

Ayes, all; nays, none. Motion carried.

**16. Adjournment**

The meeting adjourned at 5:25 p.m.