

**CITY OF STEVENS POINT**  
**POLICE AND FIRE COMMISSION**  
TUESDAY, SEPTEMBER 11, 2018  
Stevens Point Police Department  
933 Michigan Avenue

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

**Also Present:** Police Chief Skibba, Assistant Chief Gemza, Alderperson Kneebone

2. **Approval of Minutes**

Commissioner Carlson moved, seconded by Commissioner Ostrowski, to approve the minutes of the August 7, 2018 meeting.

Ayes, all; nays, none. Motion carried.

3. **Confirmation of Bills**

Commissioner Ostrowski moved, seconded by Commissioner Kirschling, to approve the confirmation of the August 2018 bills.

Ayes, all; nays, none. Motion carried.

4. **Request for New Position - Fire Marshal/Inspector**

Assistant Chief Gemza, on behalf of Chief Finn, explained the reason for the creation of a Fire Marshal/Inspector position. The reasons for the need of the position include:

- The need for fire department personnel to be trained and maintain a constant state of readiness. The city fire inspections would be assigned to the Fire Marshal/Inspector. This would free up the time of other FD personnel to manage and conduct training and other duties between 911 calls and also allows personnel to get back to the level of training they should be operating at.
- The need to have the consistency with the over 1,500 fire inspections within the City of Stevens Point. The Fire Marshal/Inspector would work closely with the City of Stevens Point Inspection Department while out inspecting, whether it is completing occupancy permits, liquor licenses, general fire inspections, or re-inspects.
- The Fire Marshal/Inspector would be integrated with the Department's investigation team. The Department's investigation team recently signed a Memo of Understanding with the Police Department to have a team approach while conducting investigations of fire scenes. The Fire Marshal/Inspector would work closely with Department of Criminal Investigation and the Bureau of Alcohol, Tobacco, Firearms and Explosives as needed to determine the origin and cause of a fire.
- The Fire Marshal/Inspector would oversee and assist with Public Education such as tours, the Fire Explorer Program and Citizen's Academy.

Commissioner Wescott moved, seconded by Commissioner Carlson to approve the request for the Fire Marshal/Inspector position as submitted.

Ayes, all; nays, none. Motion carried.

5. **Future Public Safety staffing requests**

At the Personnel Committee meeting on September 10, 2018 Chief Finn presented the Committee with a plan to apply for a SAFER grant to secure employment of three firefighter/paramedics. The Committee requested Chief Finn move forward and apply for the grant which amounts to \$465,000.00 over a three year period. The grant will be written in 2019. If accepted, the Department would hire three firefighter/paramedics that would begin employment in 2020.

If the Department doesn't receive the grant, the FD will be seeking to add one FF/Paramedic in 2020, one FF/Paramedic in 2021 and one FF/Paramedic in 2022.

Commissioner Wescott moved, seconded by Commissioner Kirschling, to authorize the FD to apply for the SAFER grant to be submitted to FEMA in 2019.

Ayes, all; nays, none. Motion carried.

At the Personnel Committee meeting on September 10, 2018, the Committee approved Chief Skibba's request to add 20 hours per week to the Community Service Officer pool of time to address the expanded parking enforcement in Stevens Point.

The Personnel Committee also recognized the need for an additional drug officer. In previous years (2017 and 2018) the Chief submitted grants to offset the costs of this position but both grants were not awarded. The Chief also stated that he is able to fund \$20,000 of the cost of this additional position out of the 2019 operational budget. The remaining cost to the city would be approximately \$67,000.00.

President Wescott expressed he would prefer the city fund the entire position and all commissioners agreed.

Commissioner Wescott moved, seconded by Commissioner Carlson, to support the creation of a full-time drug officer position in 2019 and appeals to the City Council and Alderpersons to fully fund the position.

Ayes, all; nays, none. Motion carried.

#### **6. Car fax vehicle history reports - informational**

Currently Plover and Portage County are using this useful tool which allows the citizens of Stevens Point and Portage County to access copies of accident reports online through Car Fax.

#### **7. Update on cost of staffing shortage - PD**

The Department averages approximately 6,700 hours of overtime annually and is currently at 5,000 hours. The Department is on track to exceed the annual hours by approximately 1,500, which equates to an overage in the overtime budget line of \$45,000.00.

2018 has been a unique year for the replacement of police officers. On average there is a chance an officer can be replaced once every year and this year the Department has had to replace five officers. This is something the Department has no control over.

The Chief continues to have conversations with the Mayor and Comptroller and will continue to update them as to the status of the overtime budget.

## 8. Police Chief's Report

Chief Skibba reported:

### August:

#### Notes of Interest:

- Officer Lee and Fala assisted Portage County Sheriff's office in tracking a subject who had stolen a vehicle along with clothing items and later fled on foot. Officer Lee and Fala's tracking were instrumental in locating and taking subject into custody.
- Officer Ballew/Luna and Officer Lee/Fala assisted in drug related search warrant and located 23 grams of meth.
- Officers responded to fire in residence, subsequent charge of attempted 1<sup>st</sup> degree homicide charge filed.
- 5 weapon involved incidents (all knife related)
- 75 mental health related incidents (9 emergency detentions, 3 knife involved suicide attempts, 1 suicide attempt by hanging)

#### Projects:

- Building update: Capital requests for 2019 expenditure
- Staff assignments:
  - Patrol staff shortage of five officers dues to job related injury and resignations
  - Officer Ahrens returning to Crisis Intervention position September 20<sup>th</sup>
  - Operations Sergeant Spath to be temporarily reassigned to Patrol (September through October)
  - Officer Clark projected solo patrol 10/23/18
  - Officer Lepinski projected solo patrol 11/14/18
  - Officer Rogers projected solo patrol 11/26/18
  - Officer Nissen projected solo patrol 12/24/18

#### Auxiliary Unit:

- 66 Events, 736 volunteer hours in 2018

#### Activity/Events:

##### August:

- Auxiliary assisted at college and high school sporting events
- 3<sup>rd</sup> - Guns N Hoses race, Auxiliary assisted
- 3<sup>rd</sup> - Movie in the Park, Public Safety Day
- 4<sup>th</sup> - Aim for a Cure Run, Auxiliary assisted
- 4<sup>th</sup> - Bike for Boys and Girls Club, Auxiliary assisted
- 6<sup>th</sup> - Active Shooter training at Portage County Public Library
- 11<sup>th</sup> - Taste of the Town, Auxiliary assisted
- 17<sup>th</sup> - Emergency Preparedness meeting at Sentry Insurance
- 29<sup>th</sup> - Security assessment and planning at Pineries Bank

##### September:

- Auxiliary assisting at college and high school sporting events
- 6<sup>th</sup> - Citizens Academy starts
- 7<sup>th</sup> - 8<sup>th</sup> - Gus Macker Basketball game
- 15<sup>th</sup> - Blubber Run
- 21<sup>st</sup> - Pacelli Homecoming parade

- 22<sup>nd</sup> - Run from the Cops
- 29<sup>th</sup> - Saint Paul Color Run

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

Ayes, all; nays, none. Motion carried.

**9. Memorandum of Understanding regarding fire investigations (finalized)**

The purpose of the Memorandum of Understanding is to establish an interagency agreement between the Police Department and Fire Department on the level and duration of response and commitment, investigative methodology, financial and technical support and other matters critical to the success of the mission to reduce arson.

This memorandum was signed by Police Chief Skibba and Fire Chief Finn on September 5, 2018.

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

Assistant Chief Gemza reported:

- Boys and Girls Club: We provided an ambulance at the "Bike for Boys and Girls Club" event to interact with the event participants.
- EMS training: SPFD conducted CPR Refresher training for the entire department. This was done at different times during August to ensure all personnel were able to complete the refresher.
- Hands only CPR: In the month of August, we trained over 120 Stevens Point Area School District employees.
- Public Education: UWSP Foreign Exchange students from Dokkyo Japan participated in a safety talk and Fire Station tour.
- Significant events: MABAS Picnic at Station 2, Kitchen demo project at Station 1
- Metro Fire calls (3)
- Structure fires (3)
- Vehicle fires (0)
- Brush, grass, wildland fires (0)
- Cooking fire contained (1)
- Overheated cooking (0)
- Other fires (4)
- Rescue/EMS calls (34)
- False alarm responses (13)
- Hazardous materials responses (4)
- Other responses (2)
- Total responses: (61)
- Training: Driver training; Orientation training with Nikodem; hose lays; technical rescue training. Total training hours: 21
- Fire inspections: Certificate of occupancy (4); general fire inspection (88); General/liquor license inspection (3); re-inspection (26); sprinkler system (1); tent inspection (0). Total inspections: 123
- Public Activities: Fire extinguisher demo training with UWSP and Rotary Clubs this past month; Judged a Check Log cook off. Number of Attendees: 37

Commissioner Moore moved, seconded by Commissioner Kirschling to accept the Fire Chief's Report for August, 2018.

Ayes, all; nays, none. Motion carried

**11. Adjournment**

The meeting adjourned at 5:05 p.m.