



Police and Fire Commission

City of Stevens Point
1515 Strongs Avenue
Stevens Point WI 54481

January 12, 2010
4:30 p.m.

1. **Roll Call:** Commissioners Nuck, Rice, Schleihs, and Wescott
Commissioner Taylor, excused
Also Present: Administrative Director Jeff Morris; Police Chief Kevin Ruder; Fire Chief John Zinda, Assistant Chief Kujawa, Reid Rocheleau, Dan Menzel, Corinna Neeb
2. **People to be heard and announcements**

Reid Rocheleau commended Chief Ruder for his presence at the School Board Meeting on Monday to support keeping two police school liaisons in the junior high schools.

Mr. Rocheleau would like the commission to investigate the new apartment complex on Whiting Avenue because he feels they may be in violation of their conditional use permit by only having one entrance/exit to the complex. Director Morris will follow up with Planning and Zoning and report his findings to Mr. Rocheleau.
3. **Approval of minutes**

Commissioner Nuck moved, seconded by Commissioner Rice, to approve the minutes of the December 1, 2009 meeting.

Ayes, all; nays, none. Motion carried.
4. **Confirmation of Bills**

Commissioner Wescott moved, seconded by Commissioner Nuck, to accept the confirmation of the December 2009 Police Department bills.

Ayes, all; nays, none. Motion carried.

The December Fire Department bills will be approved at the February PFC meeting.
5. **Police Chief's Report**
Chief Ruder reported:
 - On December 16, 2009 the supervisory staff of the Patrol Division met and discussed a myriad of issues which included meeting with the owners and staff from the Steele Night Club. They discussed their operations and answered questions and concerns from the officers. A major topic of concern was the number of assaults that occur at their location.

- The next Citizen Police Academy is scheduled for March 30, 2010.
- Officer Reed was selected to the assignment of Computer Forensic Officer for the Department. Officer Reed will be shadowing similar programs at Superior and Sturgeon Bay Police Departments to develop the framework for the position.
- The Department is researching participation in a program called the Parent Project. The program is a multi-session parent training program designed specifically for parents of strong-willed or out-of-control children. Officers would offer the program as a resource to parents similar to Family Crisis services offered during domestic disturbance investigations.
- Sergeants will be offered the opportunity to attend the Criminal Justice Executive Development course previously offered only to Lieutenants on the Department. The reorganization and the anticipation of future promotions in the near future necessitate the need to develop leadership and management skill sets for the sergeants.
- The Department's Face Book website receives approximately 125 to 150 hits per day.

Commissioner Wescott moved seconded by Commissioner Nuck, to approve the Police Chief's Report for December 2009.

Ayes, all; nays, none. Motion carried.

6. Authorization to initiate search process for selecting a new Fire Chief

Director Morris reported on the potential benefits to the selection process for a new Fire Chief from retaining the services of a professional consulting firm to assist in the recruiting process for selecting the new Fire Chief. Director Morris requested the Commission's approval to seek requests for professional services from firms that specialize in public safety executive recruiting.

Commissioner Wescott agreed with the Director and felt that a special meeting in late January or mid-February to interview the firms would be beneficial to the Fire Chief hiring process.

Commissioner Wescott moved, seconded by Commissioner Nuck, to authorize Director Morris to contact up to four firms who specialize in recruiting and hiring of public safety executives. Director Morris will schedule a special meeting to interview the responsive firms, soliciting written proposals for service to take part in an interview process with the PFC. Upon completion of the interview process the PFC will make a decision on whether or not to retain outside assistance. If the decision is affirmative, funding sources will be identified from existing sources in the 2010 city budget.

Ayes, all; nays, none. Motion carried.

7. Discussion, with possible action, renewing Mutual Aid Agreement with Marshfield Fire & Rescue Department

Commissioner Wescott moved, seconded by Commissioner Rice, to approve the Mutual Aid Contract Addendum to the original Mutual Aid Agreement if Marshfield will provide the same protections to Stevens Point that Stevens Point is providing to Marshfield.

Ayes, all; nays, none. Motion carried.

8. Fire Chief's Report

Chief Zinda reported:

- With the implementation of the new Fire Department structure on January 1, 2010, much oversight is being provided by management to ensure that the lieutenants and captains are accomplishing the desired supervision and tasks included in the new job descriptions.
- Almost all of the Department's Standard Operating Procedures need to be updated to reflect the changes in staff and line personnel that have taken place over the last year. The Chief waited until this process was completed to rewrite the Stevens Point Fire Department Operations Manual. Chief Zinda's goal is to have the update complete before his retirement.
- In the upcoming months the Chief will review the outdated City of Stevens Point Chapter 6 Ordinances to make recommendations of changes to the Commission.

Commissioner Wescott moved, seconded by Commissioner Rice, to approve the Fire Chief's Report for December 2009.

Ayes, all; nays, none. Motion carried.

9. Administrative Director's Report

Administrative Director Jeff Morris reported:

- December 2009 concluded the first full budget cycle with the Police and Fire Commission operating the new public safety oriented structure to manage the delivery of emergency services in Stevens Point.
- Several outstanding Fire Department grievances remain open. The resolution of these issues related to labor relations is among the highest priorities to bring to closure. On January 1, 2010, the Fire Department did initiate the new supervisory organizational structure presented to the PFC in fall 2009. The structure brings more accountability to the mid-level supervision positions of lieutenant and captain. Additionally it provides much needed support to the Fire Department's upper management team at the shift level.
- Time has been spent completing the SAFER grant application. Two additional firefighter/paramedic positions are being requested.
- Chief Zinda has been off work recovering from a medical procedure. During John's absence Assistant Chief Kujawa has filled in as Acting Fire Chief. Assistant Chief Kujawa has done a very good job and the Director commends her for the manner in which she kept up with her normal duties while fulfilling the necessary parts of John's day-to-day duties and responsibilities.
- Substantial improvement continues to be seen as Ed Eggleston, Stan Long and Brian Kudronowicz work together to finish building the output portion of public safety records data management system and to fully integrate the fire records management system into the public safety system. The system should be fully operational by the second quarter of 2010.
- The Mayor and Comptroller/Treasurer have authorized inclusion of \$210,000.00 in the City spring borrowing plan to meet the City's needs for enhancing the capacity of all City Departments to respond successfully to a natural or man caused disaster. The money will fund installation and operation of a new modern six or seven siren outdoor alert system and the purchase of needed narrow band portable radios and base stations for all city departments outside of police and fire.

- Work continues at the Tech Team level to ensure the EMS contract meets all of the benchmarks we have established therein. Of special interest is development of a patient transfer system that minimizes the impact of transferring non-emergency patients from St. Michael's to other area hospitals.

Commissioner Nuck moved, seconded by Commissioner Rice, to approve the Administrative Director's report for December 2009.

Ayes, all; nays, none. Motion carried.

10. Adjournment

The meeting adjourned at 6:08 p.m.