



Police and Fire Commission

City of Stevens Point
1515 Strongs Avenue
Stevens Point WI 54481

June 1, 2010
4:32 p.m.

1. **Roll Call:** Commissioners Nuck, Schleih, Taylor and Wescott
Commissioner Rice, excused

Also

Present: Administrative Director Jeff Morris; Police Chief Kevin Ruder; Assistant Chief Tracey Kujawa; Firefighter/Paramedic Justin Thomson

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

None.

3. **Approval of Minutes**

Commissioner Wescott moved, seconded by Commissioner Nuck to approve the minutes of the May 4, 2010 meeting.

Ayes, all; nays, none. Motion carried.

4. **Confirmation of Bills**

Commissioner Taylor moved, seconded by Commissioner Nuck, to accept the confirmation of the Police Department bills for May 2010.

Ayes, all; nays, none. Motion carried.

Commissioner Wescott moved, seconded by Commissioner Nuck, to accept the confirmation of the Fire Department bills for May 2010.

Ayes, all; nays, none. Motion carried.

5. **Schedule date for strategic plan review**

The Commission will meet on June 21 at 2:00 p.m. to review the strategic plans of the Police and Fire Commission and Stevens Point Police and Fire Departments.

6. Update on Fire Chief Recruitment Process

The Commission met in closed session with McGrath on Thursday, May 27th, and reviewed the two top tiers of candidates for the position of Fire Chief.

The Commission scheduled July 12, 2010 from approximately 7:00 a.m. to 6:00 p.m. for the assessment center phase of the candidate screening process for up to five candidates. Following completion of the assessment center the top two or three candidates will be brought back for community interviews and final interviews with the Police and Fire Commission.

7. Review of Chapters 3, 5 and 6 of City Ordinances

Commissioner Rice suggested approving Chapters 3, 5 and 6 subject to City Attorney Louis Molepske's review of the ordinances. This would speed up the process of placing the ordinances on the Common Council's agenda for approval.

Commissioner Wescott moved, seconded by Commissioner Taylor, to approve the ordinances as presented. Louis Molepske will review the ordinances. Hearing no objections, the ordinances will be placed on the Common Council's July agenda for approval.

Ayes, all; nays, none. Motion carried.

8. Fire Chief's Report

- Talks continue with the Plover and Whiting Fire Departments to lay the groundwork for the inclusion of the Stevens Point Fire Department in the Metropolitan Portage County Fire District. Dispatching, training and response criteria have been addressed. This will allow the Department to move forward with the initiative.
- 2010 initiatives to be completed by September:
 - a. Finish updating the Stevens Point Fire Department operations manual.
 - b. Complete major long-term objectives of the SPFD strategic direction for public safety.
 - c. Develop MABAS and Metro fire training scheduled for implementation in fall of 2010.
 - d. Finish 2010 capital improvements project.
 - e. Complete purchases and close out 2009 Assistance to Firefighters Grant.
 - f. Complete 2010 Assistance to Firefighters Grant.
 - g. Convert department to response using mobile data terminals and computer aided dispatch.
 - h. Assist in the selection of new Fire Chief.

Assistant Chief Kujawa will provide a brief written report regarding EMS activities.

Administrative Director Morris will contact Gary Itzkowicz at UWSP to secure a quote to conduct an internal survey for the Fire Department. The Director will also come up with a proposal on where the money to conduct an internal survey can be obtained.

Commissioner Nuck moved, seconded by Commissioner Wescott, to authorize Director Morris to pursue an internal survey at the Fire Department for internal planning purposes. The cost of the survey will not exceed \$3,000.00. Ayes, all; nays, none. Motion carried.

Commissioner Wescott moved, seconded by Commissioner Taylor, to accept the Fire Chief's report for May 2010.

Ayes, all; nays, none. Motion carried.

9. Police Chief's Report

Chief Ruder reported:

- The Department has recently deployed a mobile radar board purchased with funds from a state grant. Five locations have been established for placement of the radar sign: North Point Drive by SPASH, Main Street near P.J. Jacobs Junior High, 2900 block of Michigan Avenue, Clark Street near Emerson School and Michigan Avenue at Fourth Avenue. The locations are either near school crossings zones or high pedestrian traffic areas.
- The prescription drop off box has now been made available to the public for ten months. As of the first part of May, the Department has collected nearly 500 pounds of non-narcotic medications and 80 pounds of controlled medications.
- With the assistance of the department intern, a survey of area businesses to determine the use of video surveillance systems has been undertaken. Survey results will assist officers and investigators, providing valuable information such as location of video surveillance camera systems and video retention times.
- The Department has developed a partnership with Gamber Johnson by participating in the Advisory Council Program. The program outfits Department vehicles with the latest in-squad technology and officers in turn evaluate the use of the products and suggest improvements.

Commissioner Nuck moved, seconded by Commissioner Taylor, to accept the Police Chief's report for May 2010.

Ayes, all; nays, none. Motion carried.

10. Administrative Director's Report

Director Morris reported:

- The City and IAFF Local 484 continue to work with the State to set a hearing date for the interest arbitration hearing.
- Chief Zinda and the Director met with Tim Kluck, Plover Fire Chief and Dan Kontos, Whiting Fire Chief on Monday, May 24, to discuss a draft contract and issues related to dispatch protocols. The meeting was very successful and progress continues as we prepare to meet a September decision date for joining in a metro fire service agreement with the Villages of Plover and Whiting. The City has received a formal invitation from the political leadership of both villages.
- The Technical Team of the Portage County Emergency Medical System Board has continued to be very active. At the April meeting the EMSOB received and accepted a list of recommendations from the Team. This action has been forwarded to the County Board for its acceptance. A copy of the Portage County EMSOB annual report was included in the packets.
- A significant milestone has been reached in the development process of a fire and EMS computer aided dispatch system for these services. The system was demonstrated for John Zinda and Assistant Chief Kujawa and Plover Fire Chief

Tim Kluck on Thursday and Friday, May 20th and May 21st. The parties were very impressed with the capabilities displayed and with our plans to start operating with this new software on or around June 1st. Work continues on developing a plan for long range completion of the city IT infrastructure and security needs.

- Employee performance evaluations were completed with the Police Chief, Fire Chiefs, IT Administrator and Police Department Administrative Assistant. All have performed very well during the past 12 to 18 months. Ed Eggleston, IT Administrator, also completes his one year probation period on June 2nd.

Commissioner Wescott moved, seconded by Commissioner Taylor, to accept the Administrative Director's report for May 2010.

Ayes, all; nays, none. Motion carried.

11. Adjournment

The meeting adjourned at 5:48 p.m.