



Police and Fire Commission

City of Stevens Point
1515 Strongs Avenue
Stevens Point WI 54481

August 23, 2010
2:00 p.m.

- 1. Roll Call:** Commissioners Rice, Schleihs and Wescott
Commissioners Taylor, excused
Commissioner Nuck arrived late

Also

Present: Administrative Director Jeff Morris; Mayor Andrew Halverson;
Police Chief Kevin Ruder, Fire Chief John Zinda, Assistant Chief
Tracey Kujawa; Alderperson Mike Wiza; Casey Bielen; Art Dahms;
Stevens Point Journal Representative

- 2. Discussion of Administrative Director's position description and PFC organizational structure chart**

Commissioner Schleihs would like to compare the current Administrative Director's position with the draft copy that was provided in the packet. One of the major differences in the job responsibilities is the position of *Emergency Management System Support Services Police and Fire Commission Staff Liaison* no longer supervises the police and fire chiefs. The newly created position would act as liaison to both the police and fire departments. Other duties related to the *EMS Support Services – PFC Staff Liaison* position include:

- Plan and direct day to day dispatch, records management and information technology services for the police, fire and EMS services.
- Coordinate emergency incident plan development and maintenance for the City of Stevens Point.
- Coordinate and lead training exercises for the city, liaison with Portage County and State Emergency Management agencies.
- Maintain the Police and Fire Commission's daily liaison to the efforts of the Police and Fire Chiefs to guide their departments toward actualization of the Commission's Strategic Direction for Public Safety.

Mayor Halverson stated we have a situation where we have an individual we clearly understood, knew his abilities and were able to feel more comfortable with a role that needs to change to greater clarify the specific direct lines from the chiefs to the commission and the situation that existed previously created the day-to-day eyes and ears of the commission, which is a very important thing. This commission is an optional powers commission that isn't here day to day. They have two chiefs and two very large departments that represent nearly \$10,000,000 of the city budget that functions with direct oversight of the chiefs day-to-day but no ultimate direct monitoring from the optional powers police and fire commission. This commission allowed that position to become that interface day-to-day between the police and fire departments and the commission itself. I think what is important to remember is that this particular draft of this position still allows for the liaison role of this position to exist. It allows for the liaison position to exist within this description to allow for that day-to-day eyes and ears of the commission to monitor it and still report back on any information that the police and fire commission would request.

Both Chief Ruder and Chief Zinda also spoke in favor of the position. They reiterated the Director of Emergency Management System Support Services/PFC Staff Liaison would work collaboratively with the two chiefs to guide their departments toward actualization of the Commission's strategic direction for public safety.

Director Morris requested any changes to the proposed job description be forwarded to him within the next week.

3. Acceptance of letters dated July 27th and July 28th submitted by Fire Chief Zinda regarding extended retirement date

Commissioner Wescott moved, seconded by Commissioner Rice, to accept letters dated July 27th and July 28th from Fire Chief Zinda to the Stevens Point Police and Fire Commission. The letters state Chief Zinda is extending his retirement from the Stevens Point Fire Department until May 2, 2011. If unforeseen circumstances arise and Chief Zinda needs to retire at an earlier date, he will provide as much notice as possible. The same terms that the city and the commission agreed to upon his appointment as interim chief will carry forward to the new retirement date.

Ayes, all; nays, none. Motion carried.

4. Adjournment

The meeting adjourned at 2:56 p.m.