



Police and Fire Commission

**City of Stevens Point
1515 Strongs Avenue
Stevens Point WI 54481**

November 2, 2010

4:30 p.m.

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

Also

Present: Administrative Director Jeff Morris; Police Chief Kevin Ruder, Fire Chief John Zinda, Assistant Chief Tracey Kujawa; Alderperson Randy Stroik; Alderperson Mary Stroik

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

None.

3. **Approval of Minutes – October 5, 2010 and October 19, 2010**

Commissioner Nuck moved, seconded by Commissioner Wescott, to approve the minutes of the October 5, 2010 meeting.

Ayes, all; nays, none. Motion carried.

Commissioner Nuck moved, seconded by Commissioner Wescott, to approve the minutes of the October 19, 2010 meeting.

Ayes, all; nays, none. Motion carried.

4. **Confirmation of Bills**

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

Ayes, all; nays, none. Motion carried.

Commissioner Wescott moved, seconded by Commissioner Taylor, to accept the confirmation of the October Fire Department bills.

Ayes, all; nays, none. Motion carried.

5. Police Chief's Report

Chief Ruder reported:

- Seven members of the Police Department participated this past week in the Portage County Integrated Emergency Management courses in Emmitsburgh, Maryland. Training exercises focused on resource deployment including management, and after action plans. The consensus of all those who attend was very positive.
- The Citizen Public Safety academy class will graduate this evening, culminating in certificate presentations and a potluck. The class experienced all aspects of the Stevens Point Public Safety System and the reviews have been positive.
- The Department has been working with the Portage County Sheriff's Department installing a new targeting system at our shared firing range. The project was a collaborative effort between the Departments utilizing seized asset forfeiture funds. The efforts from members of both Departments are a testament to resource sharing to efficiently provide police services for our community.
- After 36 years of service to the community, Lt. James Dowling retired from the Department at the end of his tour of duty on November 2, 2010. His service to the community was much appreciated.

Commissioner Nuck moved, seconded by commissioner Wescott, to approve the Police Chief's report for October, 2010.

Ayes, all; nays, none. Motion carried.

6. Fire Chief's Report

Chief Zinda reported:

- After interviews and careful review of the qualifications of the applicants for the position of Interim Assistant Chief Jodi Baganz was selected to fill the vacant position until Assistant Chief Robert Finn returns from leave. The Chief selected an individual that could offer the most assistance with the objectives and tasks that need to be completed in the short-term.
- The final State of Wisconsin practical test for the Driver/Operator Aerial course will be conducted on November 8th. All personnel, except for the promoted officers and a few others, will have completed this course. With the completion of this coursework, the Stevens Point Fire Department will be in compliance with the statutory training requirements for our department's operations.
- The Certified Fire Officer and Driver Operator Pumper classes were completed last year and earlier this year.
- Next year's training will focus on the specialty areas of rescue training that we need refreshers in. Primarily these areas would be confined space, high angle rope, trench, collapse, rapid intervention, water and ice rescue.

- A metro area training facility is scheduled for construction in 2011 and is slated to have a state standard training/splash tower as one of its components. There is approval in concept for the facility that will also include smoke/burn buildings and room for vehicle extrication and fires. The property on which it will be constructed has been acquired by the Whiting Fire Department and is located near Whiting's station. The Chief is asking for the City of Stevens Point to be a partner and financially support the project. Portage County is in dire need of a proper training facility for the area fire/rescue departments.

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

Ayes, all; nays, none. Motion carried.

7. EMS report

Assistant Chief Kujawa provided the commission with an ambulance run data report, runs per month report and a breakdown by area of total ambulance calls.

Commissioner Taylor moved, seconded by Commissioner Wescott, to accept the EMS report as presented.

Ayes, all; nays, none. Motion carried.

8. Administrative Director's report

Director Morris reported:

- The Fire Chief Selection process is continuing. The McGrath's have submitted a list of questions for those people they feel are most viable candidates. The Commission will meet with the McGraths on November 10, 2010 at 4:00 p.m. to review the responses and to narrow the field to a group of persons who will participate in the Assessment Center phase of the selection process.
- The Director Emergency Incident Response Support Services Staff Liaison/ Police and Fire Commission search is proceeding well. Forty-two applicants have applied for the position to date.
- IT updates: The installation and training phase of providing wireless computing in all Fire Department vehicles is winding down. De-bugging and system modifications will be the priority for November.
- The City team has been in Emmitsburg participating in the emergency incident management training while here at home we have been living

through the windstorm. No significant damage to report in Stevens Point. The nature of this week's weather again underscores why it is important for any community to participate in training like is available at Emmitsburg in order to be fully prepared for the unexpected situation whenever it might happen.

- This will be the Director's last report. He will start vacation on November 22nd and return to work for his last day on December 22nd. The director would like to report it has been an honor and privilege to work with the Commission, the City and the people of Stevens Point to create a vision for a safer community.
- The Director is seeking the commission's support to change the job title of Police Lieutenant to that of Assistant Police Chief. The commission originally approved the Lieutenant's position in January 2009 during the restructuring of the commission, Fire Department and Police Department. Implementation of the description was put on hold pending a retirement from the rank of Lieutenant so that the number of Lieutenants and their duties matched the actual duties and actual number of police lieutenants. He feels the title change is important because it better reflects the duty description for the persons who share the second in command duties in the Police Department and the change also matches the title description chosen for the second in command level of the Stevens Point Fire Department. By the commission's motion to accept the Director's report today the commission will be approving the title change for the old Lieutenant position and allowing the Common Council to ratify this action during its November schedule of committee and Council meetings.

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

Ayes, all; nays, none. Motion carried.

9. Discussion, with possible action, assigning specific strategic direction goals to individual commissioners

After a short discussion and an example provided by President Schleih of the role of the commissioners with regard to specific strategic direction objectives, the commissioners will monitor the following long-term objectives to increase their own knowledge of Police and Fire Department procedures and practices:

Long-term Objective No. 1: Preserve Public Safety – Mary Taylor

Long-term Objective No. 2: Improve Community Awareness – Gary Wescott

Long-term Objective No. 3: Develop and Manage Financial Resources – Taylor, Nuck, Wescott, Schleih

Long-term Objective No. 4: Employ a diverse, well-trained public safety work force – Mary Taylor, Bill Nuck

Long-term Objective No. 5: Plan & Implement an Intra and Interagency Delivery System – Dave Schleih

10. Discussion, with possible action, establish next steps in hiring process for Fire Chief and Emergency Management Director

Phone interviews will be scheduled for the week of November 8, 2010 for the Emergency Management Director position. Commissioner Wescott volunteered to participate in this process on behalf of the Police and Fire Commission. Following the phone interviews, the interview panel will present the commission with approximately four candidates to participate in an in-person interview with the Police and Fire Commission.

At a special meeting scheduled for November 10th McGrath Consulting will present the Commission with potential candidates to continue in the selection process for the position of Fire Chief.

11. Adjournment

The meeting adjourned at 5:50 p.m.