

City of Stevens Point Meeting Minutes

Police and Fire Commission

October 6, 2009, 4:31 p.m. Present: Commissioners Nuck, Rice, Schleih, Taylor and Wescott

Also Present: Administrative Director Jeff Morris; Police Chief Kevin Ruder; Mayor Andrew Halverson; Deputy Chief Kujawa; Alderperson Wiza; Alderperson Stroik

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2. People to be heard and announcements

Fifth District Alderperson Mary Stroik introduced herself to the Commission members.

3. Approval of minutes - September 1 and September 21, 2009

Commissioner Taylor moved, seconded by Commissioner Wescott, to approve the minutes of the September 1, 2009 meeting.

Ayes, all; nays, none. Motion carried.

Commissioner Rice moved, seconded by Commissioner Nuck, to approve the minutes of the September 21, 2009 meeting.

Ayes, all; nays, none. Motion carried.

4. Confirmation of Bills

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

Ayes, all; nays, none. Motion carried.

Commissioner Wescott moved, seconded by Commissioner Taylor, to accept the confirmation of the September 2009 Fire Department bills.

Ayes, all; nays, none. Motion carried.

5. Discussion, with possible action, proposed 2010 budget for Police, Fire and EMS

The Commission was previously provided with a draft of the operational and capital budgets for the Police and Fire Departments. These drafts are currently under review by the Mayor and Comptroller/Treasurer. The processes to finalize the 2010 budgets are:

- Final review and acceptance through the Mayor's office
- Presentation to the Common Council for review and editing
- Final approval from the Common Council

The only increases in the budgets would be salary and medical insurance increases.

Commissioner Wescott moved, seconded by Commissioner Taylor, to forward the 2010 Police, Fire and EMS budgets to the Common Council as presented.

Ayes, all; nays, none. Motion carried.

6. Review, with possible action, list of draft survey questions

On Monday, October 5th Mary Taylor, Gary Itzkowitz and Director Morris met to discuss the details of the Community Research Public Opinion survey contract that was authorized by the PFC at its special meeting on September 21st. The purpose of the meeting was to determine the length of the survey, the question format, what the PFC wanted to learn from the survey and the mechanics of administering the survey.

The meeting discussion produced the following solutions to the issues that were presented:

- Gary suggested the survey should not exceed a total of 20 questions, with 15 being a preferable number.
 - Director Morris and Commissioner Taylor will work with Gary on question development that will have three question themes based on the first three long-term objectives from the PFC Strategic Direction Plan. For the three themes, Mary and Jeff will attempt to develop five rough draft questions related to each theme. Commissioners are asked to forward any draft survey questions to Administrative Director Morris by Friday, October 9, 2009.
 - The survey will conclude with four of five demographic questions related to the respondent that facilitate data and analysis.
- The questions will be submitted in rough draft for Gary to edit for clarity, style and ease of administration. Once edited, the list of questions will be distributed to each Commissioner for individual review. If no objections are noted the Director will give the UWSP Community Research Center the green light to proceed.

It is important that Community Research Center has the final questions no later than October 23rd so that a data base can be constructed and the survey administered over the next three week period.

It is the intention that the data will be analyzed and a final report presented to the Commission during its December meeting.

7. Police Chief's Report

Chief Ruder reported:

- **The Department began the process of developing a face book page.** Officer Bethany Reed has drafted an initial web page and the Department is currently seeking input from other officers. A final draft may be available for review at the November meeting.
 - **The Department is in the process of selecting an officer to become a computer forensic and digital evidence specialist.** The officer selected for the position would be tasked with researching the concept of a regional computer crimes team to investigate crimes such as phishing and child solicitation. The United States Secret Service offers free training at the National Computer Forensics Institute.
- Commissioner Wescott moved seconded by Commissioner Rice, to approve the Police Chief's Report for September 2009.

Ayes, all; nays, none. Motion carried.

8. Discussion, with possible action, Fire Department eligibility list for 2009/2010

The Stevens Point Fire Department Executive Staff and Director Morris generated a list of qualified entry level candidates for the Commission's approval. The list consists of seven candidates for recommendation to be placed on the new 2009/2010 list.

Commissioner Wescott moved, seconded by Commissioner Nuck, to accept the eligibility list as presented.

Ayes, all; nays, none. Motion carried.

9. Fire Chief's Report

Chief Zinda reported:

- **The following projects are underway or have been completed at the Fire Department:**
 - o New headquarters Fire Station sign, with message board, in front of Station 1
 - o New roof installed at Station 1
 - o New LED warning lights being installed on Division Street for slowing traffic when the apparatus leave the building
 - o New fiber optics phone and data system being installed at both stations (and between all City buildings)
 - o Exterior building trim being painted at Station 1
 - o New emergency generator about to be installed at Station 1
 - o New boilers and HVAC control system at Station 1
 - o Assistant Chief Finn is scheduling additional training for the Department's newly developed arson investigation unit. The FD has been working closely with the Stevens Point Police Department to ensure that this new initiative will bring an enhanced investigation capability to the city that did not exist in the past.
 - **Training on the new fire apparatus is underway. Three days of pump and chassis training is complete. Six days of aerial operations training will take place on Sunday, October 4 through Friday, October 9.**
 - **All personnel are in the process of completing their over-the-road training with the new vehicles as per SOP 1072.00, which uses a compliant course along with maneuvers throughout the city. The vehicles will be placed in service when all training is complete.**
 - **Assistant Chief Kujawa is completing work on the specifics for the purchase of a new ambulance. Delivery is expected in late 2010. Tracey has also developed guidelines in regard to H1N1 for all pre-hospital providers (EMS, Law Enforcement, Fire)**
 - **EMS refresher training for relicensing of all paramedics and intermediate technicians has been budgeted for and will be conducted in early 2010.**
- Commissioner Wescott moved, seconded by Commissioner Taylor, to approve the Fire Chief's Report for September 2009.

Ayes, all; nays, none. Motion carried.

10. Administrative Director's Report [This Item Amended by the Commission on November 3, 2009]

Director Morris handed out copies of the draft emergency medical services contract between the City, Amherst, and Portage County for the period January 1st 2010 through December 31st 2012. Director Morris then made an oral presentation to the Commission about the status of the negotiations in order to keep the Commissioners informed about the process and progress towards achieving a final resolution of the negotiations. The Commission felt strongly they needed to remain an active observer to the process and that nothing in the contract should take from any of the rights and obligations assigned to the Commission under state statute 62.13, any City ordinances, or any collective bargaining agreements between the City and Local 484 representing the certain employees of the Stevens Point Fire Department.

Discussion ensued about the contract in general.

Commissioner Taylor moved, seconded by Commissioner Wescott, to approve the Administrative Director's report.

Ayes, all; nays, none. Motion carried.

11. Adjournment

The meeting adjourned at 7:10 p.m.

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