

City of Stevens Point Meeting Minutes

Police and Fire Commission

Tuesday, July 7, 2009, 4:30 p.m. Present: Commissioners Nuck, Rice, Schleihs and Taylor

Also Present: Administrative Director Jeff Morris; Fire Chief John Zinda; Police Chief Kevin Ruder; Mayor Andrew Halverson; Police Officer Ben Uitenbroek, Fire department personnel: David Briggs, Ryan McCaffrey, J.B. Moodie, Peter Ostrowski, Todd Becken, Art Dahms; Meredith Thorn, Stevens Point Journal; Becher Hoppe personnel Terry Kittson and Dave Oberbeck

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 3. Station 2 plaque dedication presentation
 4. Adjourn into closed session (approximately 4:45 p.m.) pursuant to Wis. Stats. sec. 19.85 (1) (c) and (e) for the following: a. Probationary Firefighter/Paramedic interview b. Probationary Police Chief Interview c. Review of Police Department staffing level and Collective Bargaining Agreement
 5. Reconvene into open session (approximately 45 minutes after adjourning into closed session) for possible action
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 15. Adjournment
2. People to be heard and announcements

Firefighter/Paramedic J.B. Moodie, on behalf of the IAFF Local 484, requested the Commission's support to participate in the "Fill the Boot" campaign sponsored by the Muscular Dystrophy Association. The fundraiser is scheduled for August 7th from 10:00 a.m. to 4:00 p.m. at the intersection of Division and Main Street. Last year the Fire Department collected \$5,000.00 to support the Fill the Boot Campaign.

Commissioner Taylor moved, seconded by Commissioner Nuck, to support and endorse the FD participating in the "Fill the Boot" Campaign.

Ayes, all; nays, none. Motion carried.

3. Station 2 plaque dedication presentation

The City of Stevens Point and its Eco-Municipality Task Force have made the repair, remodeling and expansion of Fire Station No. 2 a pilot project to demonstrate the environmental and economic benefits of sustainable design. The Task Force was created by Mayor Andrew Halverson to lead the City's process to create an economically, environmentally and socially healthy community.

David Oberbeck and Terry Kittson presented a plaque dedicating Station No. 2 an Eco-Municipality Task Force Pilot Project.

4. Adjourn into closed session (approximately 4:45 p.m.) pursuant to Wis. Stats. Sec. 19.85 (1) c) and (e) for the following:

- a. Probationary Firefighter/Paramedic interview
 - b. Probationary Police Chief Interview
 - c. Review of Police Department staffing level and Collective Bargaining Agreement
- Commissioner Nuck moved, seconded by Commissioner Taylor to adjourn into closed session.

Ayes; Nuck, Rice, Schleihs and Taylor

Nays, none. Motion carried

5. Reconvene into open session (approximately 45 minutes after adjourning into closed session) for possible action.

Commissioner Rice moved, seconded by Commissioner Taylor to reconvene into open session for possible action.

Ayes; Nuck, Rice, Schleihs and Taylor

Nays, none. Motion carried

Commissioner Rice moved, seconded by Commissioner Nuck, to approve Firefighter/Paramedic Peter Ostrowski to regular status upon the successful completion of his probationary period.

Ayes; Nuck, Rice, Schleihs and Taylor

Nays, none. Motion carried

Commissioner Taylor moved, seconded by Commissioner Rice, to approve Kevin Ruder to regular Police Chief Status.

Ayes; Nuck, Rice, Schleihs and Taylor

Nays, none. Motion carried.

Commissioner Taylor moved, seconded by Commissioner Rice, to request the Common Council amend the City Ordinance to allow a third Lieutenant Position, permitting a total of 43 sworn positions. A copy of the Budget Analysis prepared by Chief Ruder will be forwarded to the Finance Committee which shows this action can be accomplished without increasing the 2009 Police Department budget.

Ayes; Nuck, Rice, Schleihs and Taylor

Nays, none. Motion carried

Hearing no objections, President Schleihs moved that agenda items 12 and 13 be heard after closed session.

6. Assignment of third Lieutenant or ninth Sergeant as a direct report to the Office of the Administrative Director for such duties as he determines.

The plan originally presented to the Commission and the Mayor envisioned the creation of a Civilian Services Coordinator reporting directly to the PFC Administrative Director to lead and direct the activities of the Department's civilian employees. The Director reported that a consolidation of the Dispatch, Records and Parking positions under one civilian leader, coupled with the organizational movement of these positions from the Police Department to the direct leadership of the Administrative Director's office, would allow the Commission to better control the distribution of civilian support assets to all three protective service functions. The anticipated retirement that would have facilitated this transfer did not occur, but the leadership is still very real. With the Department organized to operate with three managers (Chief, and two Lieutenants) it is the Chief and the Director's belief that a better use of the third lieutenant's time would be in the role of the Civilian Services Coordinator.

Director Morris is requesting the Commission to direct and approve the transfer of the reporting authority for one Police Department Lieutenant position from the Police Department and the Chief of Police to the Office of Administrative Director of the Police and Fire Commission. The actual person to be assigned would be mutually determined by the Police Chief and Administrative Director.

Commissioner Schleihs moved, seconded by Commissioner Taylor, to assign a police Lieutenant to the Office of the Administrative Director as requested above.

Ayes, all; nays, none. Motion carried.

7. Direction to the Police And Fire Unions that the direct communications to the Commission will be made through the Office of the Administrative Director for all matters other than those concerning actual job performance issues of the Administrative Director. These may be directed to the President of the PFC.

Commissioner Taylor moved, seconded by Commissioner Rice, that President Schleihs will inform the three collective bargaining units responsible for representing all union employees in the Police and Fire Departments, as well as all other non-represented employees, that the Administrative Director is the Commission's duly appointed representative in all matters related to collective bargaining, grievance processing and contract administration.

Ayes, all; nays, none. Motion carried.

This action does not remove any authority from the Chief of each department nor does it violate Chapter 62.13 of the State Statutes. The authority is strictly limited in that all matters requiring affirmative action by the Commission must be presented there by the Director. The Charter Referendum of 1935 provided the Commission optional powers to organize and direct the activities of the Police and Fire Departments. This action does not minimize the authority of the Chiefs or the Commission. It establishes a reporting line in the same manner the previous liaison positions operated.

(Commissioner Taylor and Mayor Halverson left the meeting.)

8. Approval of Minutes - June 2, 2009

Commissioner Nuck moved, seconded by Commissioner Rice, to approve the minutes of the June 2, 2009 meeting.

Ayes, all; nays, none. Motion carried.

9. Confirmation of Bills

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

Ayes, all; nays, none. Motion carried.

Commissioner Nuck moved, seconded by Commissioner Rice, to accept the confirmation of the June 2009 Fire Department bills.

Ayes, all; nays, none. Motion carried.

10. Discussion regarding PUB pilot program

The PUB pilot program is similar to the home free program whereby it provides rides for patrons who have consumed too much alcohol. This is a state funded program working in conjunction with the Portage County Tavern League. In order for the program to exist there must be a law enforcement agency willing to participate. Chief Ruder is asking for the Commission's support to participate in this state funded program.

Commissioner Schleihs moved, seconded by Commissioner Rice, to endorse the Police Department's participation in the PUB pilot program as requested by Chief Ruder.

Ayes, all; nays, none. Motion carried.

11. Donation - Police Department

Commissioner Nuck moved, seconded by Commissioner Rice, to accept a \$500.00 donation from Triple A to be used to purchase traffic related equipment.

Ayes, all; nays, none. Motion carried.

12. Police Chief's Report

Chief Ruder reported:

- The Investigation Bureau has been very active. The following investigations occurred between June 11th and June 18th:
- On June 11th the Police Department assisted the Sheriff's Department and the State in executing a search warrant in the City of Madison. The Warrant resulted in a pound of marijuana and a seizure of \$37,000 cash. The Department has sought the forfeiture of 20% of those funds.

- On June 16th officers prevented the delivery of 10 pounds of marijuana from Texas via Federal Express. Three arrests were made and the investigation is continuing.
 - On June 17th officers executed a warrant in Watertown and seized \$13,350. The Department is seeking 20% of the seizure.
 - On June 18th a 32 year old man was found dead in a hotel room from an apparent overdose. One person was charged for delivery of methadone. Investigators are awaiting toxicology reports for possible further charges.
 - The prescription drug drop off box has been up and running. According to the Department's property officer we have collected approximately 200 pounds of unwanted pharmaceuticals to date. On July 14th there will be a meeting to discuss disposal procedures.
 - Budget Work Committee will be meeting July 8th to present final proposals of cost saving measures for the Department. One proposal will be enacted offering parking violators the opportunity to pay parking tickets online by credit card. This action may increase parking revenue due to ease of payment and reduce collection times for the parking enforcement officer and records personnel. The payment option will be placed on all the parking tickets in the near future.
- Commissioner Nuck moved, seconded by Commissioner Rice, to approve the Police Chief's Report for June 2009.

Ayes, all; nays, none. Motion carried.

13. Fire Chief's Report

Chief Zinda reported:

- The Chief wrote a memo to delineate the chain of command for the Stevens Point Fire Department when units are operating under the new department structure, without an officer or acting officer. This routinely happens in protective services and the procedure outlined is customary. This procedure only applies when the units are operating in the field.
- The Chief also wrote a memo to address the shift supervision when by contract two captains are allowed off on the same swing. With the change in Department structure this means there could be times when no promoted officer or management is on duty. When the Department is at minimum staffing and no promoted officer is on duty, the two acting captains will run the shift with the same duties and responsibilities as the captains they are filling in for. These two situations needed to be addressed for clarity and safety.
- All Stevens Point Fire Department employees have completed the sixty hour Certified Officer I course through Mid-State Technical College. This was completed on duty to reduce the cost for the training. The state written and practical tests were administered, and the chief is awaiting the results.
- Training with the surrounding MABAS partners is continuing, with night drills in July and August. The Fire Department only sends on duty personnel to reduce overtime expenditures.

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

Ayes, all; nays, none. Motion carried.

14. Administrative Director's Report

Director Morris reported:

- The Director will be working with the Commission towards the development of a Strategic Direction Plan for both the Police Department and Fire Department. Two retreats are scheduled for the Commission in the month of July (15th and 23rd) to develop a plan for consideration and possible action during the August or September meetings. They will be noticed.

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

Ayes, all; nays, none. Motion carried.

15. Adjournment

The meeting adjourned at 6:37 p.m.

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