

Meeting Minutes

Police & Fire Commission

October 7, 2008, 4:31 p.m.

Roll Call: Commissioners Meyer, Nuck, Rice, Schleis and Taylor (Commissioner Taylor was present through teleconference)

Also Present: Fire Chief Zinda, Police Chief Jeff Morris, Mayor Andrew Halverson, Captain Kevin Ruder, Deputy Chief Kujawa, John Schlice, Alderperson Molski, Dan Menzel, Jodi Baganz, J.B. Moody, Victor Kedrowski, Karen Zinda, Meredith Thorn, Gene Kemmeter

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2. People to be heard and announcements

J. B. Moody is interested in speaking regarding Item Numbers 5 and 6

3. Approval of Minutes

Commissioner Nuck moved, seconded by Commissioner Rice, to approve the minutes of the Special Meeting of September 3, 2008.

Ayes, all; nays, none. Motion carried.

Commissioner Rice moved, seconded by Commissioner Taylor, to approve the minutes of the meeting of September 9, 2008.

Ayes, all; nays, none. Motion carried.

4. Confirmation of Bills

Commissioner Meyer moved, seconded by Commissioner Nuck, to accept the Confirmation of the September 2008 Police Department bills.

Ayes, all; nays, none. Motion carried.

Commissioner Meyer moved, seconded by Commissioner Rice, to accept the confirmation of the September 2008 Fire Department bills.

Ayes, all; nays, none. Motion carried.

5. Review, with approval, of ordinance creating office of Administrative Director of the Board of Police and Fire Commission

A lengthy discussion occurred on how the Administrative Director fits in the chain of command between the PFC and the police and fire chiefs and the respective departments.

Commissioner Rice explained his understanding of the chain of command based on discussions with the City Attorney, Louie Molepske, and a legal opinion from James Korom, an attorney with the vanBriesen law firm in Milwaukee. The legal opinion reviews state statutes related to the establishment of city police and fire departments and the optional powers of police and fire commissions.

The Administrative Director would perform the PFC's supervisory duties on a day-to-day basis. The PFC would delegate selected power to the Administrative Director to help achieve the directives from the PFC. It was noted the PFC operates under the statute of "optional powers." This allows the PFC broad and flexible power to organize and supervise the police and fire departments.

The Mayor read a prepared statement regarding the creation of the Administrative Director position. The complete statement is attached to the minutes.

Commissioner Meyer noted a grammar change; insert the word "by" in section 2(a) of the proposed ordinance which all commissioners agreed to.

Commissioner Taylor moved, seconded by Commissioner Nuck, to approve the ordinance Renumbering Section 3.29 and creating Subsection (2) of Section 3.29 of the Revised Municipal Code of the City of Stevens Point, Wisconsin.

Ayes, all; nays, none. Motion carried.

6. Review, with approval, job description of Administrative Director

J. B. Moody, President of the local firefighters union, brought up a concern of the Local Firefighters Union regarding the job description as drafted. The Union doesn't believe, under state statute 62.13(6), the Administrative Director has the authority to advise the Police and Fire Commission in the selection, promotion, evaluation, scheduling and discipline of sworn and non-sworn employees subject to the statutory rights of the respective chief(s).

The Commissioners engaged in a lengthy discussion of the job description. The idea of the Administrative Director having an executive function rather than engaging in the daily operations of departments was emphasized. Commissioners suggested several changes, including:

Page 1, Paragraph 1, should read as follows: Under the direction of the Police & Fire Commission, the Administrative Director of Public Safety performs a wide range of duties related to planning, directing, controlling and coordinating of fire prevention/suppression, EMS, emergency preparedness and law enforcement activities.

Page 2, Paragraph 2 should read as follows: Knowledge of fire science theory, principles, and practices and their application to a variety of emergency service operations.

Page 2, Paragraph 3 should read as follows: Knowledge of emergency medical services theory as well as EMS practices.

Page 2, Section D, Paragraph 1 should read as follows: As directed by the Police and Fire Commission, assume full responsibility for all EMS, Fire and Police Department services and activities; manage, develop and implement departmental goals, objectives and priorities; recommend and administer policies and procedures.

Page 2, Section D, Paragraph 2 should read as follows: Recommend, once established, maintain appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service methods and procedures; allocate resources accordingly.

Page 3, Paragraph 11 should read as follows: Represent the Police & Fire Commission and City as appropriate at a variety of meetings; establish and maintain liaison with, officials at the state, local and federal level who are involved with the criminal justice system and overall emergency management system agencies and the news media.

Commissioner Rice moved, seconded by Commissioner Meyer, to recommend for approval the job description of the Administrative Director as amended with the understanding the job description will be reviewed at the November meeting for additional changes or corrections.

Ayes, all; nays, none. Motion carried.

7. Fire Chief's report:

Fire Chief Zinda reported:

- Chief Zinda expressed his opinion toward the concept of the Public Safety Department.
- The final stages of Station #2 are being completed.
- The final agreement of the Aerial Aid Agreement with the Village of Plover was drafted by Attorney Molepske and approved by the Common Council. The Village of Plover approved a modified version on September 17th.
- Final performance specification documents of a 100 foot Aerial platform, a 100 foot Quint and a 75 foot Quint have been sent out for quotes. They are due on October 21st.
- Interviews for the 2009 Firefighter/Paramedic eligibility list have been scheduled.
- The work by the SPFD Long Term Planning Committee has been suspended.
- The Department will complete all 2008 EVOC and simulator training on October 23rd.
- Deputy Finn is coordinating fire prevention activities for Fire Prevention Week.

Commissioner Nuck moved, seconded by Commissioner Rice, to accept the Fire Chief's report for September 2008.

Ayes, all; nays, none. Motion carried.

8. Police Chief's report:

Captain Kevin Ruder reported:

- We are in the fifth week of the school year and the Department has begun assisting the School District in practicing their Code React Drills. This year the school district has mandated two drills per school. The Police School Liaison officers and Community Service Sergeant are present during these drills to identify any deficiencies and suggest corrective action as needed.
- The Department is assisting the Sheriff's Dept. and the Portage County Maintenance Dept. in establishing locations for the placement and monitoring of additional security cameras throughout the Courthouse. This security upgrade is funded by the County.
- The emergency Services Squad was called out on September 20th for a domestic dispute which resulted in a woman leaving her two young children in her home, with her husband, while she left to seek help. The mental condition of the husband was in question and he was reported to have several firearms in the residence. Repeated attempts to make contact with the man via telephone were unsuccessful, which resulted in the call-out. The situation ended successfully and the man was taken into custody.
- A child was hit by a car and suffered a serious injury as she crossed Blaine Street to attend school at McKinley School several weeks ago. Since that accident officers have observed traffic and pedestrian patterns in that area and the Department has prepared traffic safety recommendations. A meeting is scheduled with the Superintendent and the School Principal to discuss the recommendations.
- Substantial improvement has been made in the Department's software programs over the past few weeks. Minor problems have been corrected in the E-Reports and CAD programs.

Commissioner Nuck moved, seconded by Commissioner Rice, to accept the Police Chief's Report for September 2008.

Ayes, all; nays, none. Motion carried.

NOTE: Commissioner Taylor needed to end her teleconference before the vote to accept the Police Chief's report.

9. Adjournment

The meeting adjourned at 6:39 p.m.

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