

Meeting Minutes

Police & Fire Commission

November 18, 2008, 4:31 p.m.

Roll Call: Commissioners Meyer, Nuck, Rice, Schleihs and Taylor

Also Present: Fire Chief Zinda, Police Chief Jeff Morris, Mayor Andrew Halverson, City Attorney Louis Molepske, Alderperson Hanson, Alderperson Stroik, Mike Bink

Index of these minutes:

2. Adjourn into closed session (approximately 4:30 p.m.) pursuant to Wis. Stats. Section 19.85 (1) (g) to consult with the City's attorney regarding possible litigation

3. Reconvene into open session (approximately 5:00 p.m.)

4. People to be heard and announcements

5. Approval of minutes - October 28, 2008

6. Confirmation of bills

7. Discussion, with possible action, Police and Fire Commission Administrative Policies

8. Discussion, with possible action, job descriptions of IT Network Administrator, Administrative Director, Fire Chief and Police Chief

9. Discussion, with possible action, appointment of process of Administrative Director

10. Fire Chief's report

11. Police Chief's report

12. Adjournment

2. People to be heard and announcements

Officer Mike Bink presented oral testimony stating that it would be detrimental to police department operations to eliminate a police officer position. He felt very strongly the less senior officers are the future of the department and they represent an enormous investment in the Department. If budget limitations suggest reduction in manpower, Officer Bink hopes that all available means are explored before seniority based layoffs are implemented. A brief discussion followed.

3. Adjourn into closed session (approximately 4:30 p.m.) pursuant to Wisconsin Stats. Section 19.85 (1) (g) to consult with the City's attorney regarding possible litigation

Commissioner Meyer moved, seconded by Commissioner Nuck, to adjourn into closed session.

Ayes: Meyer, Nuck, Rice, Schleihs, Taylor

Nays: None. Motion carried.

4. Reconvene into open session (approximately 5:00 p.m.)

Commissioner Rice moved, seconded by Commissioner Meyer, to reconvene into open session

Ayes: Meyer, Nuck, Rice, Schleihs, Taylor

Nays: None. Motion carried.

5. Approval of Minutes

Commissioner Meyer moved, seconded by Commissioner Taylor, to approve the minutes of the October 28, 2008 meeting.

Ayes, all; nays, none. Motion carried.

6. Confirmation of Bills

Commissioner Meyer moved, seconded by Commissioner Nuck, to accept the confirmation of the Police and Fire Department bills for October 2008.

Ayes, all; nays, none. Motion carried.

7. Discussion, with possible action, Police and Fire Commission Administrative Policies

The Administrative Policies will be discussed at the December commission meeting.

8. Discussion, with possible action, job descriptions of IT Network Administrator, Administrative Director, Fire Chief and Police Chief

A discussion was held regarding the job descriptions of IT Network Administrator, Administrative Director, Fire Chief and Police Chief.

Commissioner Meyer moved, seconded by Commissioner Taylor, to accept the following job descriptions as edited, pending final review:

- **Police Chief's job description**

- **Fire Chief's job description**

- **IT Network Administrator**

Ayes, all; nays, none. Motion carried.

Chief Morris was asked to work on the police chiefs and fire chief's job descriptions for consistency purposes. These job descriptions will be reviewed at the next Police and Fire Commission meeting.

9. Discussion, with possible action, appointment of process of Administrative Director

Commissioner Taylor moved, seconded by Commissioner Rice, to approve the process of Administrative Director.

Ayes, all; nays, none. Motion carried.

10. Fire Chief's Report

Chief Zinda reported:

- Work is in progress, with the assistance from Police Chief Jeff Morris, to develop a new deployment strategy for all types of emergencies. It will need to be in effect on January 1, 2009 due to the reduced shift staffing and the reassignment of management staff hours and duties.
- The final items are in the process of being completed at Station #2.
- The Chief, along with the help of Plover Fire Chief Tim Kluck, is in the process of developing deployment and fire ground standard operating procedures in preparation of next year's initial aid agreement.
- The quotes received for a Pierce 100' Aerial platform and a Pierce 75' heavy duty ladder (Quint) have been approved by the City. The Department will place an order for the apparatus within the next few weeks and delivery is anticipated sometime in August of 2009.
- Interviews for the 2009 Firefighter/Paramedic eligibility list have been scheduled for December 1st.
- The work by the Fire Department Long Term Planning Committee has been suspended.
- In early January 2009 Firefighter/Paramedic Thomas Wastart will be leaving on another deployment to Iraq. He is expected to be gone for at least six months.
- Three days of training on the new Drager self contained breathing apparatus are in progress. The training was provided by a factory representative as part of the purchase agreement. Initial mask fit testing will also be provided.

#### 11. Police Chief's Report

Chief Morris reported:

- There was a shooting this afternoon at approximately 3:00 p.m. in the Zenoff Park parking lot. A male subject received multiple gunshot wounds and is in the process of being air lifted to Marshfield. The male was able to provide a description of his assailant and officers from the SPPD, Portage County Sheriff's Department and the Wisconsin State Patrol are working cooperatively to solve this shooting.
- With the Halloween weekend, the Department has ended downtown patrol for the fall season.
- Last month it was reported the Department was planning to discuss with McKinley School District personnel the issue of traffic safety concerns that arose following a child being struck by a car. During the period of the discussions a second child received a minor injury when his grandmother ran over his foot. In consultation with the District and neighbors, the Department proposed changes to parking in the school area. These changes were approved by the Common Council. The Department's goal is to improve safety by lessening congestion and increasing visibility.
- The process of erecting a new communications tower in Goerke Park is moving forward. This week the Plan Commission gave approval and it will now go to Public Works for approval.
- Discussion was held with the Dispatchers regarding the Department's desire to create an internship program to ease dispatcher workload during high activity periods by staffing with an intern who would be trained to perform some of the duties in the dispatch office.
- Former Sergeant Rick Timm, who retired in 1999 with 27 years of police service, passed away unexpectedly on October 8, 2008. Officer Tony Zblewski did a fine job of coordinating funeral arrangements which included a presentation by the Police Department's honor guard and also a performance from the Veterans of Foreign Wars.

#### 12. Adjournment

The meeting adjourned at 7:15 p.m.

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