

City of Stevens Point Meeting Minutes

Police & Fire Commission

December 9, 2008, 4:31 p.m. Roll Call: Commissioners Meyer, Nuck, Rice, Schleih and Taylor

Also Present: Fire Chief John Zinda, Police Chief Jeff Morris, Mayor Andrew Halverson, City Attorney Louis Molepske, Deputy Chief Tracey Kujawa, Alderperson Hanson, Alderperson Stroik, Deputy Chief Dowling, Captain Ruder, Jodi Baganz, J. B. Moody, Tim Sinkler, Ben Uitenbroek, Reid Rocheleau, Patrick Thornton

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2. People to be heard and announcements

President Schleih informed the Commission the Personnel Committee approved the IT Network Administrator position and the corresponding job description at their meeting on December 8th.

Reid Rocheleau addressed the commission regarding the process of selection of police chief. Reid feels all personnel in the Police Department should be entitled to apply for the position and the commission should also consider looking at outside candidates.

3. Approval of Minutes - December 2, 2008

Commissioner Taylor moved, seconded by Commissioner Meyer, to approve the minutes of the December 2, 2008 meeting.

Ayes, all; nays, none. Motion carried.

4. Approval of bills

Commissioner Nuck moved, seconded by Commissioner Rice, to accept the confirmation of the Police Department bills for November 2008.

Ayes, all; nays, none. Motion carried.

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

Ayes, all; nays, none. Motion carried.

5. Discussion, with possible action, approval of the following job descriptions:

- Police Chief
- Fire Chief
- Assistant Chief - Emergency Medical Services
- Assistant Chief - Fire/Rescue
- IT Network Administrator

Commissioner Meyer, Fire Chief Zinda and Police Chief Morris met on December 5th to make changes to the job descriptions as discussed at the last meeting.

Commissioner Rice commended the group on the great job that was done on the job descriptions.

Commissioner Meyer believes the amended job descriptions reflect the wishes of the commission.

It was agreed minor changes will be made to the job descriptions at Sections D and E.

Commissioner Taylor moved, seconded by Commissioner Meyer, to accept the job descriptions as amended.

Ayes, all; nays, none. Motion carried.

6. Adjourn into closed session (approximately 5:15 p.m.) pursuant to Wis. Stats. Section 19.85 (1) (c) for considering employment, promotion, compensation or performance evaluation of a public employee

Commissioner Taylor moved, seconded by Commissioner Rice, to adjourn into closed session.

Ayes: Meyer, Nuck, Rice, Schleih and Taylor

Nays, none. Motion carried.

7. Reconvene into open session (approximately 5:45 p.m.) for possible action on Item No. 6

Commissioner Taylor moved, seconded by Commissioner Meyer, to reconvene into open session.

Ayes: Meyer, Nuck, Rice, Schlehs and Taylor  
Nays, none. Motion carried.

Commissioner Meyer moved, seconded by Commissioner Taylor, to not participate in a national search for a police chief because the commission believes there are sworn officers currently in the department who have the qualifications to be police chief. The commission has therefore decided to select a police chief from within the Stevens Point Police Department. The position description approved earlier this evening will be the position description against which the commission will measure the applications they receive. Anyone interested in applying should submit a resume and letter of interest to Lee Ann Spoon, Police and Fire Commission Secretary, on or before December 31, 2008.

Ayes, all; nays, none. Motion carried.

8. Discussion, with possible action, resignation letter of Police Chief Jeff Morris

Chief Morris will resign his position as Chief of Police on December 31, 2008 at 2400 hours in order to accept the newly created position of Administrative Director of the Stevens Point Police and Fire Commission effective January 1, 2009.

Commissioner Taylor moved, seconded by Commissioner Meyer, to accept the resignation and approve the request for an unpaid leave of absence effective January 1, 2009 per the terms of his conditional resignation letter.

Ayes, all; nays, none. Motion carried.

9. Discussion, with possible action, appointment of Police Chief or Interim Police Chief

No action will be taken at this time.

10. Discussion, with possible action, amendments to city ordinances necessary to create the following positions:

- **Assistant Chief - Emergency Medical Services**
- **Assistant Chief - Fire/Rescue**
- **IT Network Administrator**

Commissioner Nuck moved, seconded by Commissioner Rice, to approve requesting the Common Council to make the following amendments to Chapters 3, 5 and 6 of the City Ordinances. These changes are necessary as part of the Commission's re-organization plan for the Departments.

Chapter 3

Add the position of IT Network Administrator.

Chapter 5

Change the structure of the Police Department organization to include one police chief, two lieutenants of police and eight sergeants of police. Two captains of police positions and one lieutenant of police position have been deleted from the organization structure.

Chapter 6

Change the structure of the Fire Department organization to include one fire chief, two assistant chiefs, six captains and nine motor pump operators. Three deputy chief positions and one training officer position have been deleted from the organization structure.

Ayes, all; nays, none. Motion carried.

11. Discussion, with possible action, Fire Chief's recommendation for appointment to the positions of Assistant Chief - Emergency Medical Services and Assistant Chief - Fire/ Rescue

In a memo dated December 5, 2008 Chief Zinda recommended appointing Tracey Kujawa to the position of Assistant Chief - Emergency Medical Services and Robert Finn to the position of Assistant Chief - Fire/Rescue. He feels the performance of both employees is excellent.

Commissioner Meyer moved, seconded by Commissioner Taylor, to approve the appointment of Tracey Kujawa to the position of Assistant Chief - Emergency Medical Services and Robert Finn to the position of Assistant Chief - Fire/Rescue.

Ayes, all; nays, none. Motion carried.

12. Discussion, with possible action, administrative procedures of the Police and Fire Commission

This item has been postponed to the January 6, 2009 meeting.

13. Discussion, with possible action, donations from local churches for Emergency Aid Program

Commissioner Taylor moved, seconded by Commissioner Rice, to approve the creation of an Emergency Aid Program in the Police Department. The purpose of the fund will be to provide emergency one-time food, shelter or transportation assistance to stranded travelers or other persons in our community when no other community assistance is available. Special donations will be the source of funding for the program.

Ayes, all, nays, none. Motion carried.

14. Adjournment

The meeting adjourned at 6:20 p.m.

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