

Meeting Minutes

Police & Fire Commission Minutes

December 14, 2004, 4:33 p.m. Roll Call: Commissioners Judy, Meyer, Pazdernik, Schleih and Taylor

Also Present: Police Chief Jeff Morris, Fire Chief Mark Barnes, Mayor Gary Wescott, Alderman Jack Barr, Deputy Chief Gary Engebretson, Deputy Chief Tracey Kujawa, Deputy Chief Jay Gordon, Comptroller/Treasurer John Schlice, Lorna Whalen, Mark Schoeberle, Dennis Zvara, Tracy Aldrich, Charlie Skibba, Dale Okray, Autumn Okray

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 9. Discussion, with possible action, accepting as much as \$120,000 in 100% State of Wisconsin funding for designation as the Central Wisconsin Collapse Rescue team.
 10. Discussion, with possible action, accepting \$1,808.44 in state funds for reimbursement of training:
 - a. Ron Heibler: EMS Operations and Planning for WMD.
 - b. Tracy Kujawa: Command and Control of Fire Department Operations at Target Hazards.
 11. Donation - Fire Department
 12. Fire Chief's Report
 13. Adjourn into executive session (approximately 5:45 p.m.) pursuant to Wis. Stats. ss. 19.85(1) (c) and (e) for the following:
 - a. Annual performance evaluations of the Police and Fire Chiefs.
 - b. Update on police and fire union bargaining negotiations.
 14. Adjournment
 15. Demonstration of new Fire Department programs for those that wish to remain.
2. People to be heard and announcements

None.

3. Discussion, with possible action, Fire Department overtime budget

Comptroller/Treasurer Schlice presented a synopsis regarding the rising health insurance costs and other cost areas which are directly affecting the amount of money the city is allotted through the Expenditure Restraint Program. He also discussed the overtime situation city-wide and particularly as it applies to the Fire Department. A lengthy discussion followed regarding possible solutions the City, the Commission and the Fire Department may jointly explore to manage the overtime level in both the police and fire departments.

The Commission requested Comptroller/Treasurer Schlice to ensure the City recover all personnel costs associated with operating the county ambulance system.

4. Approval of Minutes

Commissioner Pazdernik moved, seconded by Commissioner Taylor, to approve the minutes of the November 9, 2004 meeting.

Ayes, all; nays, none. Motion carried.

5. Confirmation of Bills

Commissioner Taylor moved, seconded by Commissioner Meyer, to accept the confirmation of the November 2004 bills.

Ayes, all; nays, none. Motion carried.

6. Discussion of Police Department reorganization

Following an extensive evaluation of the Police Department's organizational structure, and in order to maintain staffing levels, control costs and increase community presence, the following changes will take effect January 30, 2005:

- Supervisor responsibility is now one sergeant ratio to six police officers
- The Community Services/Resource Sergeant will report to the Administrative Services Lieutenant
- The Administrative Services Support Sergeant will report to the Communications & Records Bureau Lieutenant
- The Drug Unit Supervisor will assist the Investigation Bureau Supervisor with investigative cases
- One Investigation Bureau detective will return to the patrol function
- The Crime Prevention Officer will return to the patrol function

7. Discussion on promotional process within the Police Department

Police Department Directive Number 402, Promotion, was discussed. Changes were made to the promotional process for Sergeants, Lieutenants and Captains. These changes were acknowledged by the Commission.

8. Police Chief's Report

Chief Morris reported:

- November's statistical reports were reviewed.
- Operational and capital budget recaps were reviewed.
- To date the Department has received 23 completed police officer applications. Applications will be accepted until approximately the middle of January and testing will be scheduled for sometime in early Spring.

Commissioner Meyer moved, seconded by Commissioner Schleih, to approve the Police Chief's report for November, 2004.

Ayes, all; nays, none. Motion carried.

9. Discussion, with possible action, accepting as much as \$120,000 in 100% State of Wisconsin funding for designation as the Central Wisconsin Collapse Rescue team

Commissioner Meyer moved, seconded by Commissioner Pazdernik, to accept \$120,000 in 100% State of Wisconsin funding for designation as the Central Wisconsin Collapse Rescue team. The Fire Department was complimented on this funding action.

Ayes, all; nays, none. Motion carried.

10. Discussion, with possible action, accepting \$1,808.44 in state funds for reimbursement of training:

a. Ron Heibler: EMS operations and planning for WMD

b. Tracey Kujawa: Command and Control of Fire Department Operations at Target Hazards.

Commissioner Meyer moved, seconded by Commissioner Pazdernik, to approve accepting \$1,808.44 in state funds for reimbursement of Fire Department personnel training.

Ayes, all; nays, none. Motion carried.

11. Donation - Fire Department

Commissioner Meyer moved, seconded by Commissioner Taylor, to approve a \$50.00 donation from Stora Enso to be used for educational training.

Ayes, all; nays, none. Motion carried.

12. Fire Chief's Report

Chief Barnes reported:

- November's statistical reports were reviewed.
 - Operational and capital budget recaps were reviewed.
 - Probationary Firefighter/Paramedic Chad Toth has completed his introductory training and has been assigned to a shift.
 - One firefighter remains off duty with a work related knee and shoulder injury, with an unknown return to work date.
 - One firefighter was on a duty related knee injury from lifting a person in Whiting. The Fire Department is working with Whiting to form a medical first responder group for Whiting.
 - There is a proposal to join an active consortium of western Wisconsin Fire Departments to provide initial entry level testing. The Chief is working with select members of the North Central Fire Chief's Association who have a similar test. More information will be reported at the January meeting.
- EMS
- Work is complete on a new "Use of Restraints" protocol for the paramedics.
 - Classroom upgrades will be finished within two weeks.
 - CQI Cardiac project is nearing completion.
 - Replacement ambulance delivery this month or January.
 - Continued evaluation of EMS data management systems.

Commissioner Meyer moved, seconded by Commissioner Schlehs, to approve the Fire Chief's report for November 2004.

Ayes, all; nays, none. Motion carried.

13. Adjourn into executive session (approximately 5:45 p.m.) pursuant to Wis. Stats. ss. 19.85(1) (c) and (e) for the following:

a. Annual performance evaluations of the police and fire chiefs.

b. Update on police and fire union bargaining negotiations.

Commissioner Taylor moved, seconded by Commissioner Pazdernik, to adjourn into executive session.

Roll call: Ayes: Commissioners Judy, Meyer, Pazdernik, Schlehs and Taylor

Nays: None. Motion carried.

14. Adjournment

The meeting adjourned at 6:10 p.m.

A tour of the Fire Department was conducted following the commission meeting. The tour included updates to the building which are listed below:

- Enclosure onto front door to save energy.
- Replacement of two apparatus room entry doors that were rusted away.
- Removal of asbestos tile and replace with carpet in classroom.
- Repair and update electrical problems in Station #1.
- Replacement of broken concrete at rear entrance to Station #2.
- Replacement and staining of outside trim fascia boards at Station #2.
- Paint, drywall, hardware, etc. for classroom and watch office.
- Update lighting in classroom to enhance training atmosphere.

EMS monies from Portage County:

- Classroom Technology
- projection video
- audio system
- computer

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