



Police and Fire Commission

City of Stevens Point
1515 Strongs Avenue
Stevens Point WI 54481

May 3, 2011
4:31 p.m.

- 1. Roll Call:** Commissioners George Hanson, Mark Nook, Dave Schleihs, Gary Wescott
Commissioner Taylor, excused

Also

Present: Police Chief Kevin Ruder, Director Sally McGinty, Interim Fire Chief Tracey Kujawa

Present for Awards Ceremony:

Brian Kowalski – Stevens Point Journal, Matt Brown – Portage County Gazette, Officer Dana Williams, Officer Aaron Yenter, Firefighter/Paramedic Trevor Howard, Lt. JB Moody, Assistant Chief Bob Finn, Sgt. Paul Piotrowski, Travis Koch, Justin Thomson, Ben Schultz, Joe Gemza, Ron Heibler, Jeff Davis, Larry Pingel, Tom Wastart, Mark Schoeberle, Kevin Lemke, Jodi Baganz, Brian Butnick

- 2. People to be heard and announcements**

The Commission welcomed George Hanson as the new police and fire commissioner.

- 3. Presentation of awards reference house fire on Friday, April 22, 2011**

On April 22, 2011 at 11:55 p.m. the Stevens Point Police Department dispatched the Metro Fire Department to a report of a structure fire with people trapped inside the building. Upon arrival at the scene, Stevens Point Ladder 1 reported they had smoke showing from the second floor windows and that people were trapped inside.

Stevens Point Police Officers Dana Williams and Steven Spath arrived on the scene and observed smoke coming from the upper window on the north side of the residence. The windows were intact and there was a tan colored smoke seeping from the frame of the window. An elderly woman was seen peering out of the closed front door.

Officer Williams entered the house on the main floor and made contact with the elderly female. The house was beginning to fill with smoke and was becoming unsafe to remain in. The elderly female didn't want to exit the house. Officer Aaron Yenter came to assist and grabbed boots and a jacket for her and walked the elderly female out of the house.

After officers rescued the first victim from the structure fire, Firefighter/Paramedic Trevor Howard and Lieutenant JB Moody entered the structure and advance the attack fire line through extreme smoke and heat conditions to the second floor. While conducting a primary search of the second floor, Lt. Moody and FF/Paramedic Howard found a second victim, who they moved to the exterior, handing off patient care to the Stevens Point Fire Department paramedics. Lt. Moody and FF/Paramedic Howard then re-entered the structure to continue their search for others and to extinguish the fire.

Officer Williams, Officer Yenter, Lt. Moody and FF/Paramedic Howard are commended for their actions in the way they handled this situation.

4. **Adjourn into closed session (approximately 5:45 p.m.) pursuant to Wis. Stats. Ss. 19.85 (1) (c) for the following:**
 - a. **Probationary Firefighter/Paramedic Interview**
 - b. **Probationary Motor Pump Operator Interview**

Commissioner Wescott moved, seconded by Commissioner Hanson, to adjourn into closed session.

Ayes, all; nays, none. Motion carried.

5. **Reconvene into open session for possible action on items 4(a) and 4(b).**

Commissioner Hanson moved, seconded by Commissioner Wescott, to reconvene into open session.

Ayes, all; nays, none. Motion carried.

President Schleihs moved, seconded by Commissioner Hanson, to reinstate Jodi Baganz to the position of Motor Pump Operator.
Ayes, all; nays, none. Motion carried.

President Schleihs moved, seconded by Commissioner Nook, to approve hiring Joe Simonson as probationary Firefighter/Paramedic contingent upon the successful completion of all hiring protocols and testing.
Ayes, all; nays, none. Motion carried.

6. **Approval of Minutes**

Commissioner Wescott moved, seconded by Commissioner Nook, to approve the minutes of the April 1, April 5, April 11 and April 18, 2011 meetings.

Ayes, all; nays, none. Motion carried.

7. **Confirmation of Bills**

Commissioner Wescott moved, seconded by Commissioner Nook, to accept the confirmation of the April Police Department bills.

Ayes, all; nays, none. Motion carried.

Commissioner Hanson moved, seconded by Commissioner Nook, to accept the confirmation of the April Fire Department bills.

Ayes, all; nays, none. Motion carried.

8. Election of Commission President and Secretary

Commissioner Wescott moved, seconded by Commissioner Nook to re-elect David Schleih as President.

Ayes, all; nays, none. Motion carried.

President Schleih moved, seconded by Commissioner Nook, to re-elect Gary Wescott as Secretary.

Ayes, all; nays, none. Motion carried.

9. Discussion, with possible action, to fill temporarily vacant Assistant Chief of EMS position

Interim Chief Kujawa briefed the Commission on options to temporarily fill the vacant Assistant Chief of EMS position. Kujawa will meet with the firefighters union to explore the option of a union employee serving as Interim Assistant Chief of EMS during Tracey's absence from this position. The Commission will await a recommendation from Interim Chief Kujawa regarding this temporary appointment.

10. Discussion of fire chief residency requirement

The commission would like to explore a modification to the city residency policy. Based on established intergovernmental agreements, the commission will propose the Fire Chief be allowed to reside within the service districts these agreements cover, which include Whiting and Plover.

President Schleih and Director McGinty will meet and draft a proposal of solutions to the residency issue. The commission will hold a special meeting on May 17th at which time the common council will be invited to attend the meeting to hear a purpose for the modification to the current policy.

11. Fire Chief's Report

Chief Zinda reported via Memorandum:

- The focus of the last few weeks has been preparing for the transition of the leadership in the Department. Chief Kujawa is becoming familiar with the duties of her new role and Chief Zinda is confident Tracey will meet everyone's expectations.

- The Chief received notification that Motor Pump Operator Fred Pings will retire on May 4, 2011 after serving the Department for twenty-one years. A candidate has been selected from the eligibility list to fill the vacancy.

Commissioner Wescott moved, seconded by Commissioner Nook, to approve the Fire Chief's report for April, 2011.

Ayes, all; nays, none. Motion carried.

12. **Police Chief's Report**

Chief Ruder reported:

- On April 30, 2011 the Department participated in a pharmaceutical collection point for area residents at the Lincoln Center. The event was coordinated through a program sponsored by the DEA. The program also provided for the transportation of accumulated pharmaceuticals marked for destruction from area police departments to the designated destruction facility. The Department packaged 195 pounds of prescription medication to be destroyed.
- The Department has begun researching the replacement of the patrol fleet in 2012. The mainstays of the fleet, the Ford Crown Victoria's, are no longer in production, resulting in extensive research for a replacement. Input and recommendations will be sought from officers and city fleet maintenance to determine which new vehicle platform would be best suited for the Department, while also being cost effective.
- On Thursday, May 5, the Department Honor Guard will join officers from across the state to participate in the annual Wisconsin Law Enforcement Memorial Ceremony in Madison.
- Sheriff Charewicz and Chief Ruder will be participating in a Portage County AODA Coalition campaign, "Parents who host, lost the most", through the month of May. The campaign is aimed to discourage parents from hosting parties that allow underage consumption of alcohol.

President Schleihs moved, seconded by Commissioner Wescott, to approve the Police Chief's report for April 2011.

Ayes, all; nays, none. Motion carried.

13. **EMS Report**

The quarterly EMS report was distributed and a short discussion was held.

- A new and updated procedure for Rapid Sequence Intubation was written with training completed for RSI/RSA. The Department is currently in the process of completing the implementation process and hopes to be fully functional with this procedure by the end of the month. This procedure is based upon Dr. Darren Braude's book *Rapid Sequence Intubation and Rapid Sequence Airway*. The goal of implementing this procedure is to provide Department personnel with not only a process

that is state of the art, but all the equipment necessary to be successful at providing an airway to patients who may require such an intervention.

- Tracey developed a standard operating procedure specific to exposure control for the Stevens Point Fire Department. The purpose of this program is to establish a uniform system for addressing occupational exposures incurred by Stevens Point Fire Department employees. By having a uniform program in place, pre-exposure training, post-exposure treatment, follow-up and record keeping will be easier to administer and track.
- Congratulations to Tracy Aldrich, Joseph Gemza, Dennis Zvara and JB Moody in achieving the position of Lieutenant. The Stevens Point Fire Department recently integrated a new promotional process for the position of Lieutenant. This process was negotiated through the most recent contract. The two existing Lieutenants are Bryan Laszinski and Jeffrey Davis.

Commissioner Nook moved, seconded by Commissioner Wescott, to approve the EMS report for April, 2011.

Ayes, all; nays, none. Motion carried.

14. Director of Emergency Management Report

Director McGinty reported:

- One of the dispatchers-in-training resigned. The Dispatch/CSO position is currently being advertised and applications are due May 16, 2011.
- On April 29, 2011 the use of Code RED helped locate a missing elderly man. At approximately 4:00 a.m. dispatch received a call reporting a missing 82 year-old man with Alzheimer's. At 6:11 a.m. the CodeRED job was launched to all 3337 phone numbers. At 6:33 a.m. a resident called to report her family had started looking for the man and they found him lying in some woods at the base of the hill behind their home. Paramedics arrived, tended to the man, and called for firefighters to get the man help. This incident demonstrated that CodeRED is an effective and efficient means of notifying residents of emergency situations.
- The city EOC activation drill on April 14 went well. The objectives were to identify any issues of the notification process, examine our organization within the EOC, check connectivity of city phones and laptops in the county EOC, identify any additional resources that might be needed in an emergency, and discuss the lessons learned from the 2010 flood. The objectives were met and changes were identified for the upcoming revision to the EOP.
- On June 14 there will be an active shooter full scale exercise at SPASH. The exercise will focus on onsite incident management, communications, emergency public information and warning, public safety and security response, and medical surge. City dispatch, PD and FD/EMS will participate. City and county SWAT teams and negotiators will respond and work together to clear the building and negotiate with

suspects. The exercise will also provide for opportunity for EMS and SWAT to coordinate removal and triage of victims.

Commissioner Wescott moved, seconded by Commissioner Hanson, to accept the Emergency Management Director's report.

Ayes, all; nays, none. Motion carried.

15. Adjournment

The meeting adjourned at 8:15 p.m.