

Meeting Minutes

Police & Fire Commission

September 9, 2003, 4:33 p.m. Roll Call Commissioners Boylan, Judy, Meyer, Schmidt and Taylor

Also Present Police Chief Carpenter, Fire Chief Barnes, Mayor Gary Wescott, Alderperson Jack Barr and Alderperson David Sowieja

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 8. Donation to Fire Department from Stora Enso
 9. Discussion, with possible action, staffing requests at Fire Department
 10. Fire Chief's Report
 11. Adjourn into CLOSED SESSION (approximately 5:30 p.m.) pursuant to Wis. Stats. section 19.85 (1) (c) for discussions regarding police and fire department personnel issues
 12. Reconvene into OPEN SESSION (approximately 5:45 p.m.) for possible action on Item #11
 13. Adjournment
2. People to be heard and announcements

None.

3. Approval of Minutes

Commissioner Boylan moved, seconded by Commissioner Schmidt, to approve the minutes of the August 12, 2003 meeting.

Ayes, all; nays, none. Motion carried.

4. Confirmation of Bills

Commissioner Taylor moved, seconded by Commissioner Schmidt, to approve the confirmation of the August 2003 bills.

Ayes, all; nays, none. Motion carried.

5. Police Chief's Report

Chief Carpenter reported:

- **August's statistical reports were reviewed.**
- **Operational and capital budget recaps were reviewed.**
- **The Department completed a property inventory audit which is required of all city departments every five years. All furniture and equipment owned by the City and assigned to the Police Department is accounted for.**
- **The Department is ready to be re-accredited by the second edition of standards under Wisconsin Law Enforcement Accreditation Group. This will happen in 2006 when the Department goes for re-accreditation.**
- **With the approval of Chief Carpenter, Records Administrator Helen Lee accepted the position of Coalition Leader of the Wisconsin Police Accreditation Coalition. Dave Steingraber, who is the executive director of the Wisconsin Office of Justice Assistance, selected Helen to be the person in charge to plan, develop, organize and head the Wisconsin Police Accreditation Coalition. As Coalition Leader Helen will provide leadership to all police chiefs, law enforcement agency heads (to include the division of criminal investigation) as their leader to organize and represent them. The Coalition's mission is to support the concept of law enforcement accreditation in Wisconsin, provide a support network for participating agencies, provide training for assessors, conduct assessments and represent agencies before the Wisconsin Law Enforcement Accreditation Group. A press release will be issued.**
- **For a limited time the Department is again assigning a special police patrol unit to work the downtown area on Thursday, Friday and Saturday evenings.**
- **School zone speeding enforcement activities are a top priority since the start of the school year.**
- **The Department is in the middle of a municipal emergency operations plan project. A committee was selected consisting of UWSP Chief Bill Rowe, Fire Chief Mark Barnes, Police Chief Doug Carpenter, and the management teams of the Police and Fire Departments. The final draft will be submitted to Commission President Judy for his input. The time line to have the emergency plan to Sandy Curtis is October 1st, 2003.**

Commissioner Taylor moved, seconded by Commissioner Schmidt, to approve the Police Chief's report for August, 2003.

Ayes, all; nays, none. Motion carried.

6. Discussion, with possible action, Ambulance Mutual Aid Agreement with Mosinee

Commissioner Meyer moved, seconded by Commissioner Boylan, to approve the mutual aid agreement as presented.

Ayes, all; nays, none. Motion carried.

7. Discussion, with possible action, Ambulance Mutual Aid Agreement with Wausau

Commissioner Meyer moved, seconded by Commissioner Boylan, to approve the mutual aid agreement as presented.

Ayes, all; nays, none. Motion carried.

8. Donation to Fire Department from Stora Enso

Commissioner Meyer moved, seconded by Commissioner Schmidt, to approve a donation of \$153.75 from Stora Enso.

Ayes, all; nays, none. Motion carried.

9. Discussion, with possible action, staffing requests at the Fire Department

This item will be tabled until a later date.

10. Fire Chief's Report

Chief Barnes reported:

- Monthly statistical reports were reviewed.
- Operational and capital budgets were reviewed.
- An extraordinary amount of time was committed to the aviation fuel spill at the Stevens Point Airport since the morning of Wednesday, August 27th.
- National Fire Prevention week is October 5th through 11th 2003. This year's theme is "When Fire Strikes: Get out! Stay Out!"
- The annual Final Alarm parade is scheduled for October 10th in Wisconsin Rapids. Commission members are invited to attend.
- The development and phasing in of a Continuous Quality Improvement (CQI) program into our EMS service is being evaluated by staff and Dr. Curtis.

Commissioner Meyer moved, seconded by Commissioner Schmidt, to approve the Fire Chief's report for August, 2003.

Ayes, all; nays, none. Motion Carried.

11. Closed Session (5:00 p.m.)

Commissioner Taylor moved, seconded by Commissioner Boylan, to adjourn into closed session pursuant to Wis. Stats. sec. 19.85 (1)(c) for discussions regarding police and fire department personnel issues.

Commissioner Boylan, yes
Commissioner Judy, yes
Commissioner Meyer, yes
Commissioner Schmidt, yes
Commissioner Taylor, yes

Ayes, all; nays, none. Motion carried.

12. Open Session (5:30 p.m.)

Commissioner Schmidt moved, seconded by Commissioner Taylor, to reconvene into open session for possible action.

Commissioner Boylan, yes
Commissioner Judy, yes
Commissioner Meyer, yes
Commissioner Schmidt, yes
Commissioner Taylor, yes

Ayes, all; nays, none. Motion carried.

Commissioner Boylan moved, seconded by Commissioner Meyer, to accept the retirement notice by Chief Carpenter. The Chief will retire from police service with the city effective at the end of the work day on Monday, March 1, 2004.

Ayes, all; nays, none. Motion carried.

Note: Having received the approval by Mayor Wescott, the Commission will proceed to plan and conduct a recruitment process for police chief.

13. Adjournment

The meeting adjourned at 5:32 p.m.

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