

Meeting Minutes  
Police & Fire Commission  
August 15, 2001  
4:32 p.m. Roll Call Commissioners Boylan, Fandre, Judy, Meyer and Taylor

Also Present Police Chief Carpenter, Mayor Wescott, Alderperson Jack Barr, Lisa Jakusz - Personnel Specialist, David Sowieja - 5th Ward Alderperson, Andrea - Stevens Point Journal

People to be heard and announcements

None.

Approval of Minutes

Commissioner Fandre moved, seconded by Commissioner Taylor, to approve the minutes of the July 10th 2001 meeting.

Ayes, all; nays, none. Motion carried.

Confirmation of Bills

Commissioner Fandre moved, seconded by Commissioner Taylor, to approve the confirmation of the June 2001 Fire Department bills and the July 2001 Police Department and Fire Police Department bills.

Ayes, all; nays, none. Motion carried.

Discussion regarding Police Department and Fire Department operational budget requests

A review and short discussion was held regarding 2002 operational budget requests submitted to the Comptroller by the Police and Fire Departments.

Review, with possible action, regarding recodification of the Administrative procedures of the Police and Fire Commission

A lengthy discussion was held. This will be an agenda item at the October 2001 meeting.

**Fire Chief's Report**

In Chief Barnes' absence the following was reported:

Monthly statistical reports were discussed.

July operational and capital budgets were reviewed.

At the regular September commission meeting the Chief will request the acceptance of two donations.

**Three requests for additional personnel have been forwarded to the Mayor's office for consideration in the 2002 budget.**

Letters of appreciation have been sent to Firefighters Zvara, Heibler and Davis for their work in implementing the Paramedics on Bikes program.

A section of the ground ladder was replaced at a cost of \$1,145.00.

Aerial truck (607) passed its annual test. A small hydraulic leak with repaired.

The Ice Angel passed its annual inspection.

Three High Angle Rescue training sessions, sponsored by Sentry Insurance, are scheduled this month.

**On August 8th 2001 the Portage County Public Safety Committee requested capital money to institutionalize the City's Paramedic Bike Program and money to start up an advanced medical first responder program based in Plover.**

On July 23rd 2001 there was a bomb threat at Station 1.

**In September the Fire Department will participate in videotaping "Healthy Living" for St. Michael's Hospital. The video will include the subjects CO detectors, smoke detectors, EDITH, the smoke house and the sprinkler trailer.**

October 8th through the 14th is National Fire Prevention Week.

Commissioner Boylan moved, seconded by Commissioner Fandre, to start the process to produce an entry level eligibility list.

Ayes, all; nays, none. Motion carried.

**Commissioner Boylan moved, seconded by Commissioner Meyer, to approve the Fire Chief's report for July 2001.**

Ayes, all; nays, none. Motion Carried.

Discussion of police officer recruitment time line with possible action to set interview dates and times before the Commission.

After background investigations were conducted the applicant pool has been reduced to five candidates. The five candidates will interview at the Chief's level on August 29th and August 30th, 2001.

The Commission scheduled interviews for viable candidates on September 11th 2001 beginning at 5:00 p.m.

**Police Chief's Report**

Chief Carpenter reported:

Monthly statistical report was discussed.

Operational and capital budgets were reviewed.

The 2001 time line for police officer recruitment was discussed.

The Department applied for a 2001 block grant for a portable radar trailer, equipped with a computer assisted counter, and hand-held laser unit.

This grant will offset a future capital budget request.

In 2002 the Department will partake in a strategic planning initiative to include:

- (a) employing a trainer (8 hour session) for all active participants
- (b) employing a facilitator
- (c) finalizing a plan for the future

Commissioner Fandre moved, seconded by Commissioner Meyer, to approve the Police Chief's report for July 2001.

Ayes, all; nays, none. Motion carried.

Commissioner Taylor was excused from the remaining portion of the meeting.

Adjourn into closed session

Commissioner Boylan moved, seconded by Commissioner Fandre, to adjourn into closed session pursuant to secs. 19.85(1)(c) and (e), Wis. Stats. for the following:

- a. discussion, with possible action, regarding vacant sergeant's position in Police Department.
- b. to discuss a Police Department personnel matter.
- c. to discuss the Fire Department's labor contract negotiations.

Commissioner Boylan, yes  
Commissioner Fandre, yes  
Commissioner Judy, yes  
Commissioner Meyer, yes

Ayes, all; nays, none. Motion carried.

Reconvene into open session.

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

Commissioner Boylan, yes  
Commissioner Fandre, yes  
Commissioner Judy, yes  
Commissioner Meyer, yes

Ayes, all; nays, none. Motion carried.

Commissioner Meyer moved, seconded by Commissioner Fandre, that the Police Department's organizational structure be amended to eliminate the position of Operations Support Coordinator, Sergeant, and retitle the position as "Court Liaison". The Chief will reassign existing supervisory personnel to fill a sergeant's vacancy in patrol. The sergeant's position vacancy created by the recent resignation of Sergeant Helminiak will not be reappointed and will reduce the number of police sergeants from eleven (11) to ten (10). The Chief is directed to fill the Court Liaison position by assigning a police officer (patrolman), and to further study the duties of the position for consideration to have a non-sworn employee assigned.

The Chief was directed to work with the City Attorney to amend City Ordinance 5.04 (Officers of the Police Department) to read:

1 Chief of Police  
2 Captains of Police  
3 Lieutenants of Police  
10 Sergeants of Police  
28 Police Officers

Ayes, all; nays, none. Motion carried.

Adjournment

The meeting adjourned at 7:35 p.m.

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