

PERSONNEL COMMITTEE AGENDA  
Monday, June 13, 2011 – 6:10 p.m.  
(or immediately following previously scheduled meeting)  
Lincoln Center – 1519 Water Street

[A quorum of the City Council may attend this meeting]  
[A quorum of the Police & Fire Commission may attend this meeting]

1. Request to fill vacancy – City Clerk’s Office.
2. Request to fill anticipated vacancy – Parks Department.
3. Discussion, with possible action, modification of residency requirement to allow Fire Chief to reside within service districts based on established intergovernmental agreements.
4. Adjournment.

Any person who has special needs while attending this meeting or needs agenda materials for this meeting should contact the City Clerk as soon as possible to ensure a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1560, TDD #346-1556, or by mail at 1515 Strongs Avenue, Stevens Point, WI 54481.

Copies of the ordinances, resolutions, reports and minutes of the committee meetings are on file at the office of the City Clerk for inspection during normal business hours from 7:30 A.M. to 4:00 P.M.

City of Stevens Point  
1515 Strongs Avenue  
Stevens Point, WI 54481-3594  
FAX 715-346-1498



**John Moe**  
City Clerk  
715-346-1569

June 6, 2011

Mayor Halverson,  
Personnel Committee  
1515 Strongs Ave  
Stevens Point WI 54481

Dear Mayor Halverson and members of the Personnel Committee,

Kari Yenter has successfully completed her trial period and has accepted the position of Election and Licensing Specialist in my office. Her promotion creates a vacancy of the Secretary II position. I am respectfully requesting approval to fill this vacancy as soon as practical.

If you have any questions, please do not hesitate to contact me.

Respectfully,

A handwritten signature in black ink that reads "John Moe".

John Moe  
City Clerk

Request Approved

A handwritten signature in black ink that reads "Andrew Halverson".

Mayor Andrew Halverson

Date

6/6/2011

May 31, 2011

Mayor Andrew Halverson  
Personnel Committee  
City of Stevens Point  
Stevens Point, WI

Re; Filling vacancy

We anticipate the retirement in early July of the Ice Center Maintenance person at the K.B. Willett Arena. This position performs an important role as it relates to the daily operational maintenance, custodial and grounds tasks for the entire K.B. Willett Arena. This position also aids in cleanup and maintenance of outdoor and indoor recreation facilities and parks. Left open, it will make it difficult to operate the K.B. Willett Arena and provide the services our residents and guests to our community have been accustomed to when using our parks system. Therefore, I would like your permission to fill this position, contingent upon the employee's retirement.

Sincerely,

Tom Schrader  
Dir. of Parks & Recreational Services

Request approved \_\_\_\_\_ Date \_\_\_\_\_  
Mayor Andrew Halverson

cc: Lisa Jakusz



# Fire Chief Residency

Police and Fire Commission

May 17, 2011



# PFC Strategic Plan

- Objective # 4 - Employ a diverse, well-trained public safety work force
- Objective #5 - Plan & implement an intra and interagency delivery system

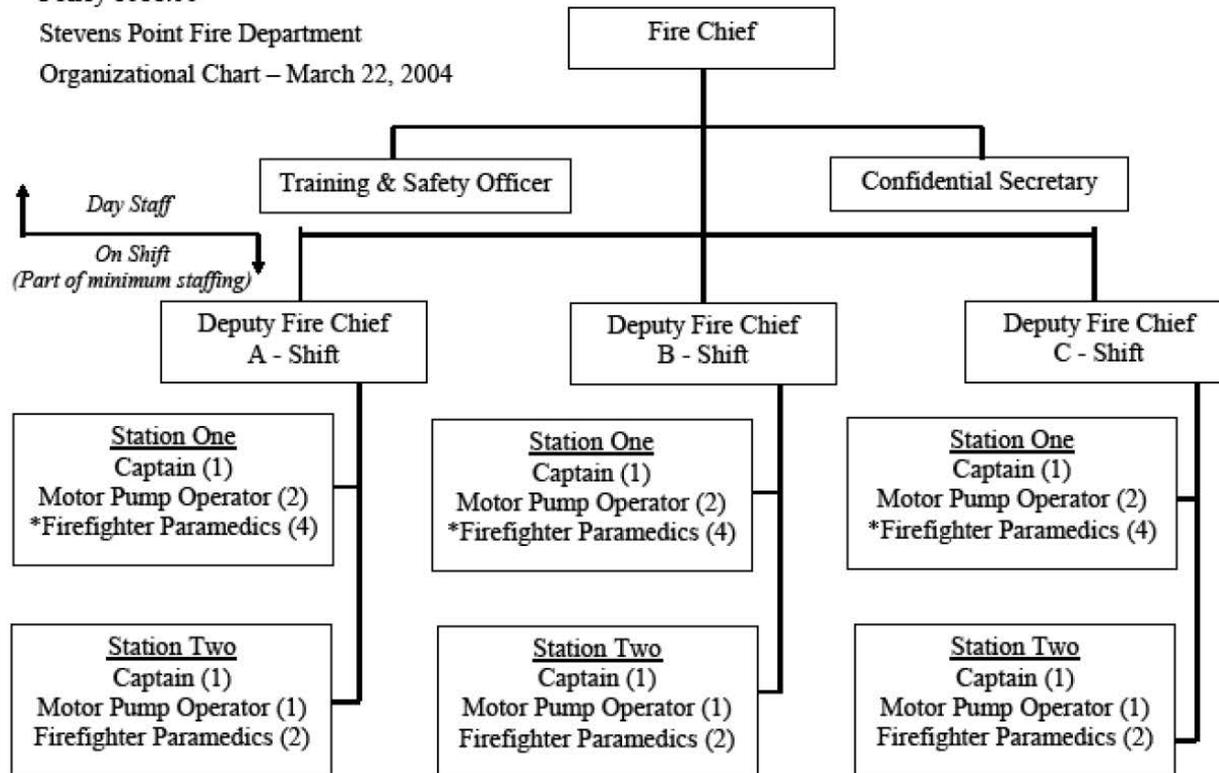


# SPFD Organization - Old

Policy 1011.00

Stevens Point Fire Department

Organizational Chart – March 22, 2004



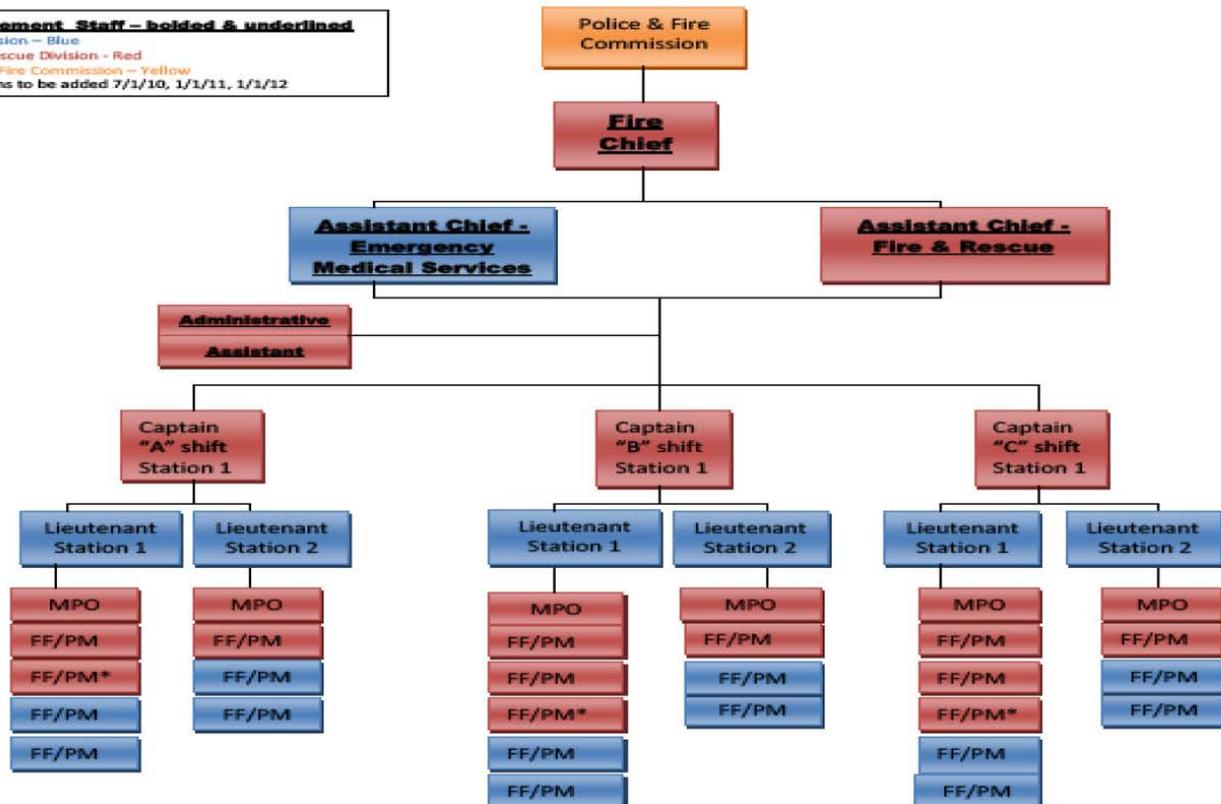
\* Up to two people may be scheduled off.



# SPFD Organization - Current

## Stevens Point Fire Department EMS – Fire – Rescue Organizational Chart Policy 1011.00

**Management Staff – bolded & underlined**  
 EMS Division – Blue  
 Fire & Rescue Division – Red  
 Police & Fire Commission – Yellow  
 \* Positions to be added 7/1/10, 1/1/11, 1/1/12





## SPFD Activities

- Advanced Life Support (ALS) Paramedic Ambulance Service for all of Portage County, plus areas outside county through mutual aid
- County-wide EMS field supervision and Incident Command (when needed)
- Fire suppression response to all fires in Metro area (Plover, Whiting, Stevens Point)
- Provide and participate in County-wide fire and EMS training
- Present fire and EMS safety education classes to Metro and outlying communities



## SPFD Activities, cont.

- Standby confined space rescue team for Plover, Whiting and Stevens Point
- Coordination of all Portage County first responder groups (14) under SPFD/Portage County license
- Lead department in Portage County MABAS Division 110
- County-wide ice and water rescue through agreement with Portage County Sherriff's Department
- Equivalent of one third of management salaries and 13 Firefighter/Paramedic salaries are funded by the County.
- Ambulance staged in Plover 40 hours per week



# SPFD Calls for Service

	<b>2009</b>	<b>2009%</b>		<b>2010</b>	<b>2010%</b>
Fire, Rescue & other assists	444	11%		460	11%
EMS & EMS engine assists	3588	89%		3784	89%
<b>TOTAL</b>	<b>4032</b>	<b>100%</b>		<b>4244</b>	<b>100%</b>
City of Stevens Point	2461	61%		2649	62%
Village of Plover	546	14%		584	14%
Village of Whiting	206	5%		253	6%
<b>TOTAL METRO</b>	<b>3213</b>	<b>80%</b>		<b>3489</b>	<b>82%</b>
<b>OUTSIDE METRO</b>	<b>819</b>	<b>20%</b>		<b>758</b>	<b>18%</b>



# Background

- Municipal Code requires City officers and departments heads (including police and fire chiefs) to reside within city (1978)
- Police and Fire Commission has conducted two unsuccessful searches for fire chief (March 2010-present)
- SPFD belongs to Portage County Metro Fire Protection District with Plover and Whiting (beginning February 2011)



# Residency

- Purpose
  - Live among the people you serve
  - Accountability for responsibilities of position
  - Response times
- Limiting factors
  - Housing market
  - Lending practices
  - Overall economic downturn



## Recommendation

- PFC recommends the City modify the residency requirement for the fire chief to allow for residency in the Metro area

