



## Police and Fire Commission

City of Stevens Point  
1515 Strongs Avenue  
Stevens Point WI 54481

June 7, 2011  
4:31 p.m.

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

**Also**

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

- 2. People to be heard and announcements**

None.

- 3. Adjourn into closed session (approximately 4:30 p.m.) pursuant to Wis. Stats. Ss. 19.85 (1) (c) for a probationary Firefighter/Paramedic interview**

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

Ayes, all; nays, none. Motion carried.

- 4. Reconvene into open session for possible action on probationary Firefighter/Paramedic interview.**

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

Ayes, all; nays, none. Motion carried.

Commissioner Taylor moved, seconded by Commissioner Hanson, to approve hiring Shane Westphal as probationary Firefighter/Paramedic contingent upon the successful completion of all hiring protocols and testing.

Ayes, all; nays, none. Motion carried.

## **5. Approval of Minutes**

Commissioner Taylor moved, seconded by Commissioner Nook, to approve the minutes of the May 3 and May 17, 2011 meetings.

Ayes, all; nays, none. Motion carried.

## **6. Confirmation of Bills**

Commissioner Schleih moved, seconded by Commissioner Taylor to accept the confirmation of the May Police Department bills.

Ayes, all; nays, none. Motion carried.

Commissioner Taylor moved, seconded by Commissioner Nook, to accept the confirmation of the May Fire Department bills.

Ayes, all; nays, none. Motion carried.

## **7. Fire Chief's Report**

Interim Chief Kujawa reported:

- The Chief had an officer's meeting on May 10, 2011.
- The Chief wrote and received a grant through the Office of Justice Assistance for equipment to track patients in a mass casualty incident (MCI). The Fire Department will be piloting the program with approximately 15 other EMS services throughout the State of Wisconsin. One of the requirements is to complete five drills throughout the grant period which will include St. Michael's Hospital.
- Lieutenant Zvara has been busy creating an FTO program to assist the new employees during their five weeks on day and the probationary period. It will be similar to the Stevens Point Police Department's FTO program with the exception of it being specific to fire as opposed to law enforcement.
- Joe Gemza has been appointed to Assistant Chief of EMS. He began his role in this position the week of May 23, 2011. The Chief received four applications for the position which were required to be submitted by May 18, 2011.
- Portage County Gazette will be writing a series of articles for the EMS system with the goal of promoting community cardiopulmonary resuscitation (CPR) and defibrillation. These articles will have a personal touch by including an interview with a person who was actually saved by early CPR and defibrillation. The series will consist of five to seven articles with the "hero" focus being different in each article. Some of the groups to be targeted as heroes are law enforcement, Portage County Fire Responders, bystanders, Stevens Point Fire Department Paramedics and industrial EMS groups.

- There has been a Portage County Dispatch Work group formed to specifically analyze and evaluate the current dispatch centers and hopefully make recommendations as to how to develop the best dispatch services in Portage County.
- The Fire Department will be involved in a school shooting exercise at the Stevens Point Area Senior High school on June 14, 2011. The Fire Department will have an EMS presence at this exercise and will be working with the SWAT teams in retrieving injured patients from within the building or from the SWAT team, triaging them appropriately and transporting to the most appropriate facility.

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

Ayes, all; nays, none. Motion carried.

## **8. Police Chief's Report**

Chief Ruder reported:

- Assistant Chief Skibba has been assigned to oversee the fall session of the Emergency Services Citizens Academy. The academy is tentatively scheduled to begin September 6<sup>th</sup> and conclude the last week of October. The Portage County Sheriff's Department and members of the metro fire district will also participate, demonstrating the collaborative relationships and shared resources essential in these financially difficult times.
- The Department is assisting in a study to determine the feasibility of a municipal court in the City of Stevens Point. Initial reports indicate there would be savings realized in personnel hours related to court preparation and parking ticket appeals.
- Sgt. Wheeler and Sgt. Babl will be completing a full inventory audit of the property and evidence room. This is a time consuming task as thousands of pieces of inventory are properly accounted for and documented.
- A proposal was presented to the Department from a former domestic violence victim with degrees in social work and sociology to initiate a domestic violence advocacy program. Areas of concern needing to be addressed are confidentiality, liability, and scene security impacting duration of call.
- Bike patrol and traffic enforcement were topics of conversation at a patrol sergeants meeting on June 1, 2011. In an effort to reduce bicycle and speed related crashes and promote safe driving behaviors, officers will be stepping up enforcement to promote traffic safety.

Commissioner Hanson moved, seconded by Commissioner Nook, to approve the Police Chief's report for May 2011.

Ayes, all; nays, none. Motion carried.

**9. Request to amend Police and Fire Commission Administrative Procedure Section 6.01, City-Owned Vehicles.**

Chief Ruder proposed the following addition to section 6.01, City-Owned Vehicles:

Section 6.01 City-Owned Vehicles; Mileage Reimbursement

- B. ...If the employee is a member of the Department management team, the affected Chief reserves the right to determine the necessity for a take home vehicle regardless of the department's service area boundaries...

Commissioner Nook moved, seconded by Commissioner Taylor, to approve the proposed addition to section 6.01, city-owned vehicle administrative policy.

Ayes, all; nays, none. Motion carried.

**10. Director of Emergency Management Report**

Director McGinty reported:

- Thirty-eight applicants applied for the Dispatcher/CSO opening. The applicants have been narrowed down to 24 that will continue in the process. The anticipated start date for a new hire will be mid to late July.
- Dispatcher Stoik will complete her training mid-June and be fully qualified to work solo.
- A working group is being formed to study the future of dispatching for both Portage County and the City of Stevens Point. Possible topics of discussion include the current state of dispatching, goals for the future, configuration of a more permanent technical team to study dispatching, challenges and opportunities, etc.
- Revisions to the City's Emergency Operations Plan are in the works. Key changes include addition of the role of the Director of Emergency Management and modifying the section on Public Information.

Commissioner Nook moved, seconded by Commissioner Taylor, to accept the Emergency Management Director's report for May 2011.

Ayes, all; nays, none. Motion carried.

**11. EMS report**

Interim Chief Kujawa provided the commission with Stevens Point Fire and EMS Activities Report for May 2011.

Commissioner Nook moved, seconded by Commissioner Taylor, to accept the EMS report as presented.

Ayes, all; nays, none. Motion carried.

**12. Adjournment**

The meeting adjourned at 6:12 p.m.