



## Police and Fire Commission

City of Stevens Point  
1515 Strongs Avenue  
Stevens Point WI 54481

August 4, 2011  
9:02 a.m.

- 1. Roll Call:** Commissioners George Hanson, Mary Taylor, Dave Schleihs and Gary Wescott

**Also**

**Present:**

Chief Tracey Kujawa, Director Sally McGinty, Alderperson Brian Brooks, Assistant Chief Marty Skibba, Mayor Andrew Halverson, Nick Paulson, Stevens Point Journal

Fire Department Employees: Tom Wastart, Justin Thomson, Joe Gemza, J.B. Moody, Noah Jacobson

- 2. People to be heard and announcements**

None.

- 3. Adjourn into Executive session (approximately 9:05 a.m.) pursuant to Wis. Stats. Ss. 19.85 (1) (c) for the following:**
  - a. Interview, recommendation of probationary firefighter/paramedic to regular status**

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.**

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

Ayes, all; nays, none. Motion carried.

Commissioner Wescott moved, seconded by Commissioner Taylor, to approve Noah Jacobson to the rank of permanent status upon the successful completion of his probationary period.

Ayes, all; nays, none. Motion carried.

President Schleih, upon hearing no objection, rearranged the agenda to discuss the IAFF Local 484 participation in the 2011 Muscular Dystrophy Association Fundraiser.

**5. Discussion, with possible action, IAFF Local 484 participation in 2011 Muscular Dystrophy Association fundraiser**

The commission is tabling this item until further information can be obtained from the City Attorney and Comptroller/Treasurer regarding insurance liability concerns, a response plan is submitted in writing to Chief Kujawa from the union and the Police Department follows up regarding an accident that occurred during the fundraiser in 2010 is reviewed.

Commissioner Wescott moved, seconded by Commissioner Schleih, to postpone this item pending satisfactorily completing the request for information as requested by the commission.

Ayes, all; nays, none. Motion carried.

**6. Approval of Minutes**

Commissioner Taylor moved, seconded by Commissioner Hanson, to approve the minutes of the July 7, 2011 meeting.

Ayes, all; nays, none. Motion carried.

**7. Confirmation of Bills**

Commissioner Hanson moved, seconded by Commissioner Taylor, to accept the confirmation of the July Police Department bills.

Ayes, all; nays, none. Motion carried.

Commissioner Wescott moved, seconded by Commissioner Taylor, to accept the confirmation of the July Fire Department bills.

Ayes, all; nays, none. Motion carried.

**8. Donation from Stevens Point Noon Lions Club to Safety Cadet Program**

Commissioner Taylor moved, seconded by Commissioner Wescott, to accept a \$50.00 donation from the Stevens Point Noon Lions Club to the Safety Cadet Program.

Ayes, all; nays, none. Motion carried.

**9. Discussion, with possible action, Fire Department eligibility list**

Commissioner Taylor moved, seconded by Commissioner Hanson, to approve the 2011 entry level hiring list as provided by Chief Kujawa.

Ayes, all; nays, none. Motion carried.

**10 Brief discussion on 2012 budget**

The city is facing significant cuts due to receiving reduced shared revenue from the state. The mayor will be meeting with department heads individually to try to mitigate any shortfalls.

**11. After action report on July 19, 2011 storm**

Director McGinty provided a briefing on the severe storm that hit the City on July 19. The storm was a straight-line thunderstorm wind event that caused loss of power throughout the City, downed power lines, downed trees, and flooding. The dispatch center answered 178 calls in the first hour. Police and fire were very busy. Public works crews worked closely with Wisconsin Public Service crews to clear downed lines and trees and get power restored. The Emergency Operations Center was activated and Code Red and social media were used to update citizens. After action reviews were held to examine what went well during the incident and what needs improvement.

**12. Director of Emergency Management Report**

Director McGinty reported:

- Dispatchers worked the Incident command post for Riverfront Rendezvous.
- Nicole Schlice began work on July 28 as a dispatcher. She will attend Emergency Medical Dispatch training from July 31<sup>st</sup> through August 2<sup>nd</sup>.
- The City-County Dispatch Technical Working Group has completed Phase I of their work, which involved developing criteria and scoring for different options. The working group will brief the City and County management teams on the results of Phase I and receive direction on Phase II.
- The Council approved the transfer of the records position to dispatch contingent upon Roxanne Jester completing her probationary period in the City Clerk's office. The dispatcher position posting for the union purposes was done on July 28<sup>th</sup>. If no one signs for the position, Director McGinty will make a contingency offer to the next individual from the recent interview list once the probationary period requirement is satisfied.
- The City response to the severe storm on July 19<sup>th</sup> went well. On duty public safety personnel were augmented to deal with downed lines, trees in the street, traffic signal outages, branches on power lines causing fires, etc. The EOC was activated and coordinated response efforts. The city worked very closely with Wisconsin Public Service to

clear downed lines and restore power to critical facilities. The storm hit at approximately 10:00 p.m. and dispatch answered approximately 178 calls between 10:00 and 11:00 p.m. CodeRed was used to keep residents advised of the status of conditions in the city. A city after action review was conducted on July 26<sup>th</sup> and a joint county-city after action review was held on July 27<sup>th</sup>.

- The county is studying options for CodeRed. Some of the organizations that shared the cost of the system have opted out.

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

Ayes, all; nays, none. Motion carried.

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

Chief Ruder reported:

- A number of personnel assignment changes will be implemented during the month of August:
  - Officers Joe Johnson and Blake Hansen are scheduled to complete the last phase of their field training officer program. Following a recommendation by their assigned field training officers, they will begin solo patrol.
  - Officer Michael Schultz will begin his new assignment in the Investigation Bureau at the end of the month due to the vacancy caused by Officer Trina James being assigned as the SPASH school liaison officer.
  - Officer Ben Uitenbroek will be assigned as primary reserve shift supervisor due to the vacancy caused by Officer Schultz's new assignment. Officer Jeremy Mueller will be assigned as secondary reserve shift supervisor.
- A vehicle cost matrix was completed by Sgt. Mike Retzki detailing the budget ramifications of purchasing new vehicles for the patrol fleet in 2012. Due to recent weather issues related to flooding and last year's snow accumulation issues, there is an articulable need to replace one or two standard platform squads with four wheel drive vehicles. The four wheel drive vehicles would provide more clearance to improve response during inclement weather and disaster situations as just experienced.
- July 19, 2011 proved to be a challenging event for the officers on patrol as flooding and road obstructions city-wide hampered emergency response. Due to flash flooding and high water on city streets, two police squads were damaged and inoperable when water entered the engine air intakes. The engines in both squads will need to be replaced.
- All the job descriptions on the Department were revised and updated. Supervisors are in the process of reviewing the job descriptions with all the officers.

Commissioner Wescott moved, seconded by Commissioner Taylor, to approve the Police Chief's report for July 2011.

Ayes, all; nays, none. Motion carried.

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

Chief Kujawa reported:

- The Stevens Point Fire Department will be supporting the "fight for breast cancer" during the month of October which is designated as National Breast Cancer Awareness month. Local 484 will be selling pink t-shirts to the public. All proceeds will go to the Susan G. Komen For the Cure Foundation.
- Chief Kujawa was chosen to be a Muscular Dystrophy Association jailbird and was locked up in the middle of July. The money raised will be utilized to send children from the community to summer camp.
- The Stevens Point Fire Department management staff, EMS medical director and a union representative conducted three days of interviews to create an eligibility list for 2011.
- The Stevens Point Fire Department is merging with other fire departments in Portage County to create the MABAS 110 Special Operations Team. With the State of Wisconsin's Office of Justice Assistance no longer providing support for the technical rescue program throughout Wisconsin, the Department has decided to move forward in creating a structure and deployment strategy for Portage County that will provide the community with these services if they are required.
- There were two occasions in the last week where a metro fire response was activated. On both occasions the Department was able to effectively search the structure to assure life safety and efficiently battle the fire to minimize property loss.
- Back pay was completed by Administrative Assistant Whalen for 2009 and 2010.
- The Stevens Point Fire Department is a drop off site for Project Fresh Start.

Interim Assistant Chief Gemza reported:

- Fire Department personnel participated in many different venues for Riverfront Rendezvous. One change this year is the Department did not use the bikes and instead used the Sheriff Department's Gator for gaining access to patients.
- Interim Assistant Chief Gemza met with 3 Rivers Billing Company regarding ambulance billing and discussed how billing and collections are done and ways to improve collections.
- Portage County contracts with EMS Survey Team to conduct Patient Satisfaction Surveys. A copy of the recent report was available for the commission to review.
- In the 24 hours during and after the storm there were 12 EMS calls and 17 fire calls.
- Interim Assistant Chief Gemza has started working with Portage County Health & Human Services to develop Patient Care Plans for some of the more frequent users. The hope is to have plans in place so the patients receive the help they need and do not tax the system.

- A total of 18 firefighter/paramedic candidates were interviewed to establish an eligibility list for 2011.
- Shane Westphal has completed his five week orientation and has been placed on Shift C.
- In August the Department will begin implementing the *Refusal of Treatment Informational Brochure*.

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

Ayes, all; nays, none. Motion carried.

## **15. Adjournment**

The meeting adjourned at 11:45 a.m.