



## Police and Fire Commission

City of Stevens Point  
1515 Strongs Avenue  
Stevens Point WI 54481

October 4, 2011  
4:03 p.m.

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

**Also**

**Present:**

Chief Kevin Ruder, Chief Tracey Kujawa, Director Sally McGinty, Alderperson Brian Brooks, City Clerk John Moe, Officer Aimee Kontos, Officer Joe Quisler, Officer John Moss, Brian Kowalski – Stevens Point Journal

Fire Department employees: Todd Becken, Charles Skibba, Noah Jacobson, Casey Bielen, Brian Spence, Glynn Novak, Assistant Chief Bob Finn, Jodi Baganz, Joe Gemza, Tate Roselius

- 2. People to be heard and announcements**

None.

- 3. Administration of Fire Chief Oath of Office**

City Clerk John Moe administered the Fire Chief Oath of Office to Fire Chief Tracey Kujawa

- 4. Presentation of commendation to Officer Aimee Kontos**

On Tuesday, September 20, 2011 at approximately 3:09 a.m. officers responded to a call of a possible overdose involving a 22 year old woman not breathing and without a pulse. Officer Kontos was the first to arrive on the scene and assessed the situation, applied the defibrillator and performed CPR. The individual subsequently survived the incident.

Officer Aimee Kontos is a credit to the dedication and commitment of all officers on the Stevens Point Police Department who without hesitation make every effort to come to the rescue of a person in need. Her actions in the early morning hours of September 20<sup>th</sup> saved the life of a young person struggling to survive. Her efforts and actions that morning are not only appreciated by the public she serves, but also the family who was spared the loss of a loved one.

**5. Approval of Minutes**

Commissioner Hanson moved, seconded by Commissioner Wescott, to approve the minutes of the August 30, September 8, September 22 and September 26, 2011 meetings.

Ayes, all; nays, none. Motion carried.

**6. Confirmation of Bills**

Commissioner Wescott moved, seconded by Commissioner Schleihs, to accept the confirmation of the September Police Department bills.

Ayes, all; nays, none. Motion carried.

Commissioner Wescott moved, seconded by Commissioner Hanson, to accept the confirmation of the September Fire Department bills.

Ayes, all; nays, none. Motion carried.

**7. Discussion regarding Assistant Chief hiring process – Fire Department**

It is the intent of Fire Chief Kujawa to begin an internal search for the vacant EMS Assistant Chief position. The Chief will post the vacancy and request interested candidates submit a cover letter and resume. The Chief hopes to fill the vacancy early in November.

**8. Discussion, with possible action, request to fill Firefighter/Paramedic position(s)**

Commissioner Schleihs moved, seconded by Commissioner Wescott, to authorize Chief Tracey Kujawa to fill one firefighter/paramedic vacancy position in anticipation an internal candidate from the Fire Department is promoted to Assistant Chief of EMS.

Ayes, all; nays, none. Motion carried.

**9. Director of Emergency Management Report**

Director McGinty reported:

- The City-County Dispatch Technical Working Group has worked on developing the Request for Proposals for Phase 2 of the dispatch study (implementation plans and costs). The County will send out the RFP and establish an evaluation team. The goal is to have everything in place for the consultant to begin work in January 2012.
- A pilot Parking Ticket Appeal Process will begin in October. Currently appeals are done on an ad hoc basis. This process will standardize the way appeals are handled and should improve efficiency in the Records Bureau.
- Dispatch Jodi Stoik completed her six month probationary period.

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

Ayes, all; nays, none. Motion carried.

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

Chief Ruder reported:

- The Department participated in a 9/11 Remembrance Ceremony. It was well attended by members of the community and much appreciated by the officers on the Department.
- The City is participating in a Lean Six Sigma review of the payroll process. One September 26, 2011 the Department's payroll and overtime process was outlined, bringing to light a process that is very cumbersome and steps that are unnecessary. The Department is in the process of developing procedures and policies to address concerns in timesheet reporting and increase supervisory and employee accountability.
- On September 20, 2011 Officer Aimee Kontos responded to a call of a pulse less non-breathing individual who may have overdosed on a controlled substance. Due to her training and experience Officer Kontos immediately administered the defibrillator to the victim and began CPR. Her efforts resulted in the subsequent survival of the individual.
- The Department is exploring the feasibility of an Auxiliary Police Officer Corp. The program would be modeled after Auxiliaries in Oshkosh and Wisconsin Rapids. Both Departments have had the successful volunteer program since the civil defense era. The auxiliary officers would be utilized mainly for the purpose of traffic control at special events which will be discontinued by officer in 2012. Research continues and a report the findings will be presented at a future meeting.

Commissioner Schleihs moved, seconded by Commissioner Hanson, to approve the Police Chief's report.

Ayes, all; nays, none. Motion carried.

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

Chief Kujawa reported:

- The Assistance to Firefighters Grant was submitted on Friday, September 23. The Department applied for Advanced Life Support Cardiac Monitors for the fire companies and the Rapid Response Unit. The amount of the grant was just under \$80,000.00.
- The Chief is still waiting to hear if the Department will be awarded the DNR grant. Usually the awards are revealed in October. The Department applied for a portable high expansion foam gun which could be used for both wild land and residential fires.
- The Department received an OJA grant for a Patient Tracking project which was a 100% grant for \$5,000.00.
- The Chief met with Liberty Mutual to discuss safety efforts of Department personnel and how to decrease the risk of injury. The Chief is going to create a Safety Committee in 2012 so the Department can address current safety issues.
- The Fire Department participated in the Citizens Academy organized by Assistant Chief Martin Skibba. A discussion was held regarding the Metro

Fire Department, EMS and the Traffic Incident Management Team. Participants were also given the opportunity to be raised in the bucket of the platform, spray water from a hose line and get fully equipped in firefighter gear.

- The Muscular Dystrophy Association "Fill the Boot" campaign raised a total of approximately \$5,000 over a two day period.
- The Portage County EMS Award Banquet will be on October 13, 2011 at Park Ridge Café.

### **EMS Report:**

#### Training:

- Some changes were made to the Adult Asthma/COPD and Respiratory Distress protocols. Each crew reviewed the changes.
- Interim Assistant Chief Joe Gemza was the guest trainer for Saint Michael's Hospital Respiratory Therapy monthly training on the Department's C-pap (continuous Positive Airway Pressure) procedure. The training will help in coordination of patient transfer to the hospital staff.
- ICS (Incident Command System) for EMS training continued for First Responders. This training was at the Rudolph Fire Station.
- Interim Assistant Chief Gemza attended the Paramedic Services of Wisconsin (PSOW) Conference. At this conference the service directors of paramedic services from all around Wisconsin share in an open discussion forum of their successes and things that they are struggling with in their service.

#### 911 Ceremonies:

- Stevens Point Fire Department/Ambulance participated in two different ceremonies. The first one was a 9/11 tribute at Pacelli High School during Panacea. The second was the Pfiffner Park 9/11 Remembrance Ceremony. Commissioner Gary Wescott served as the Master of Ceremony.
- Harmony Assisted Living (with Veterans and staff) invited the Department members to lunch at their facility to celebrate Assisted Living Week.
- Public activity afternoon at Aspirus Stevens Point Clinic open house.
- Sudden Cardiac Award Recipients were as follows: Plover First Responders Kathey Bruckbauer and Megan Kropidlowski, County Dispatcher Bonnie Drescher, Stevens Point Fire Department personnel Jason Pettis, Justin Thomson and Jodi Baganz.
- October 13<sup>th</sup> is the EMS Association Awards Banquet. It will be held at the Park Ridge Café. Commissioners are welcome to come to support the paramedics.

Commissioner Wescott moved, seconded by Commissioner Hanson, to approve the Fire Chief's report.

Ayes, all; nays, none. Motion carried.

## **12. Adjournment**

The meeting adjourned at 5:35 p.m.