



## Police and Fire Commission

City of Stevens Point  
1515 Strongs Avenue  
Stevens Point WI 54481

November 8, 2011  
4:32 p.m.

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

**Also**

**Present:** Chief Kevin Ruder, Chief Tracey Kujawa, Director Sally McGinty, Brian Kowalski – Stevens Point Journal

- 2. People to be heard and announcements**

None.

Per Chief Ruder's request, and hearing no objection from commissioners, President Schleihs rearranged the meeting agenda.

- 3. Confirmation of Bills**

Commissioner Wescott moved, seconded by Commissioner Hanson, to accept the confirmation of the October Police Department bills.

Ayes, all; nays, none. Motion carried.

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

Ayes, all; nays, none. Motion carried.

- 4. Update on Public Safety Budgets**

Public presentations were held October 25<sup>th</sup> and 27<sup>th</sup>. There was very low attendance by the public. President Schleihs, Chief Ruder, Chief Kujawa and Director McGinty attended both sessions.

Chief Ruder has worked with the public school district and private schools to identify additional funds for the crossing guards. The crossing guards are

currently funded through the end of the school year. The Chief continues to work toward a solution for future funding.

A special City Council meeting was held November 1<sup>st</sup>. The Council voted to approve application of prior year unused levy capacity in the amount of \$63,645 for fiscal year 2012.

A special finance committee meeting was held on November 1<sup>st</sup>. Comptroller Schlice presented changes to the 2012 proposed budget:

- \$20,00 added to the levy (crossing guards)
- \$329,366 subtracted from levy (utility adjustment, additional computer aid from state, buy-out/retirement of parks management employee, adjusted airport fuel sales, reduction in Transit debt service).

Comptroller Schlice presented three options for the 2012 budget:

- Option 1: Current proposal (with addition of \$4,500 ADA wheelchair lift at pool)
- Option 2: Addition of \$309,755 to budget (includes \$10,000 for FD overtime, \$63,750 for PD patrol personnel so position would not be gapped, \$10,000 for PD overtime)
- Option 3: Reduce fund balance use for 2012 (includes mothballing swimming pool, contracting out assessor function, eliminating 1% pay raise for non-reps, cutting park security)

The Finance Committee meets November 14<sup>th</sup>. The committee will vote on one of the three options or a hybrid of the options. The budget will go to the full Council on November 21<sup>st</sup>.

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

Chief Ruder reported:

- Officer Aimee Kontos on October 13, 2011, responded to a call of a man who fell from a ladder. Officer Kontos determined the person was not breathing and administered the defibrillator to the victim and began CPR when no shock was advised. Again her life saving efforts are recognized as she, without hesitation, provided the time necessary for a person to survive until the arrival of paramedics.
- The conceal carry law took effect on November 1<sup>st</sup>. The Department of Justice (DOJ) began accepting applications and permits should be issued within 30-45 days. The Department sent all the supervisors and reserve supervisors to DOJ sponsored training programs. Supervisors then trained their officers utilizing a powerpoint presentation provided by DOJ.
- The Emergency Services Citizen Academy Class concluded on October 26<sup>th</sup> with a pot luck graduation ceremony. The academy was a great success due to the efforts of Assistant Chief Marty Skibba and Deputy Megan Spindler. The program was another example of the collaborative efforts between the sheriff's department and the police department. The sheriff's department has offered to host the next academy class.

- The Department will be conducting a training session for officers the first two weeks of December. Currently training will include introducing the career development and merit policies, River Point Oxford House for Women presentation, and conceal carry situational scenario training.
- The Department is currently evaluating how we do business to reduce officer's time and improve efficiency with day to day duties in an effort to redirect officers' availability for patrol and investigations. Services being looked at include the court officer position, streamlining property and evidence collection with a bar coding or other software system(s), and setting specific days and hours for public services such as fingerprinting and property recovery.
- In an effort to address neighborhood concerns and police response on UWSP campus property, the management team will be meeting with Protective Services Director Bill Rowe and Vice Chancellor of Student Affairs Al Thompson. The focus of the meeting will be to discuss the future of policing at the UWSP and any issues or concerns during the busy fall semester.

Commissioner Wescott moved, seconded by Commissioner Hanson, to accept the Police Chief's report.

Ayes, all; nays, none. Motion carried

**6. Adjourn into Executive session pursuant to Wis. Stats. Ss. 19.85 (1) (c) to interview Firefighter/Paramedic candidates (2)**

Commissioner Schleih's moved, seconded by Commissioner Wescott, to adjourn into executive session.

Ayes, all; nays, none. Motion carried.

**7. Reconvene into open session for possible action.**

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

Ayes, all; nays, none. Motion carried.

Commissioner Wescott moved, seconded by Commissioner Taylor, to approve hiring Stephens Weyers as Firefighter/Paramedic contingent upon the successful completion of all hiring protocols and testing.

Ayes, all; nays, none. Motion carried.

Commissioner Hanson moved, seconded by Commissioner Schleihs, to approve hiring Bobby Scott as Firefighter/Paramedic contingent upon the successful completion of all hiring protocols and testing.

Ayes, all; nays, none. Motion carried.

#### **8. Approval of Minutes**

Commissioner Hanson moved, seconded by Commissioner Taylor, to approve the minutes of the October 4<sup>th</sup>, October 5<sup>th</sup>, October 12<sup>th</sup> and October 19<sup>th</sup> meetings.

Ayes, all; nays, none. Motion carried.

#### **9. Discussion regarding Assistant Chief hiring process – Fire Department**

Chief Kujawa will appear before the Personnel Committee on Monday, November 14, 2011 to discuss the salary of Assistant Chief of EMS. The Chief is requesting the Assistant Chief salary start at Grade K, Step 6 of the Management Pay Plan. Once the salary is set the Chief will advertise the position for two weeks, followed by a short interview process. The Chief hopes to have the position filled by the beginning of December 2011.

#### **10. Director of Emergency Management Report**

Director McGinty reported:

- The County has received proposals for the Dispatch Study. The evaluation panel will meet 07 November to begin reviewing the proposals. The goal is to have a consultant selected so the study can begin early in 2012.
- The City's lean six sigma review of the payroll process continues. The first two meetings have been to map the current processes within each department. The next meeting, which will be in December, will focus on looking at areas for improvement in the process (redundant data entry, incomplete data being collected, etc.)
- I attended open meetings and public records seminar in Madison put on by Wisconsin Department of Justice (DOJ).
- I met with the faculty advisor and student manager of the UW-SP radio station (WWSP). Our goal is to have a reliable source for information for city residents in an emergency. WWSP has emergency power at both the station and the transmitter site and they are willing to work with us to broadcast our emergency information. The Federal Emergency Management Agency (FEMA) has an initiative (Integrated Public Alert and Warning System {IPAWS}) which may support our larger goal of being able to remotely broadcast emergency information.
- I completed the review of the City Emergency Operations Plan.

- CN Railroad representatives visited City Hall to provide a contribution toward CodeRED. We gave them a tour of the Dispatch Center and a demonstration of CodeRED.
- Nicole Schlice will complete her dispatcher training period in November and be qualified to work solo in dispatch. Megan Kropidowski will attend Emergency Medical Dispatch training in November.
- Dispatchers will be participating in in-service training organized by the Sheriff's Office. Topics to be covered include natural gas safety issues, contacting the Coroner, common dispatching protocols for the Metro Fire District, working with the Humane Society, and emergency dispatching protocols.

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

Ayes, all; nays, none. Motion carried.

## 11. Fire Chief's Report

Chief Kujawa reported:

- Fire Prevention week is October 9 – 15, 2011. During this week attention is focused on promoting fire safety and prevention. The theme this year is "Protect your family from fire." Although this celebration is one week, the Fire Department participates in activities all month long to accommodate all those in our community who would like to learn about fire safety or promote fire safety.
- Batteries Plus Giveaway -- October 1. Distributed free 9 volt batteries for smoke detectors at Batteries Plus to all in the community that were in need.
- Plover Fire Department Fire Prevention Week Open House – October 12. Participated in an open house at Plover Fire Department during fire prevention week. This event was well attended by many within the community.
- Delivering Pizza for Fire Prevention – October 19. Partnered with Bill's Pizza, State Farm Insurance and Portage County Child Passenger Safety to deliver pizzas to households in the City of Stevens Point and provide them with smoke detectors, fire prevention materials and a home safety check.
- Pizza Party for Poster Winner contest – October 21. The Stevens Point Fire Department sponsors a Fire Prevention Poster Contest every year in conjunction with Fire Prevention Week. All schools in the City of Stevens Point are invited to participate. The winners are awarded a pizza party at the Stevens Point Fire Department. Thanks to Rocky Rocco's, Pizza Hut, Bill's Pizza, Little Caesars, Dominos, Toppers and Politos for their generous donation of pizza and Dairy Queen for their kind donation of an ice cream cake.
- The following schools requested and were provided fire prevention education during the month of October: SPASH, St. Joseph's Early Childhood, Saint Paul's Lutheran, Saint Joseph's School, Redeemer Trinity

Lutheran, Christy's Childcare Center, Trinity Learning Center, McKinley School and Children's Discovery Center.

- Educational tours at the Stevens Point Fire Department: YMCA, Saint Paul's Lutheran, Saint Paul's Lutheran Preschool, Jefferson School, Bannach School, Saint Stan's School and Birthday Tour.
- Kohl's Department Store – October 15. Partnered with Kohl's, Portage County Child Passenger Safety, Veolia and Plover Fire Department to dismantle and recycle car seats. 120 car seats were recycled.
- Spaghetti Dinner Feed at River View Lodge – October 13. United with Plover and Whiting Fire Departments and served spaghetti to all in attendance to raise money for the Metro fire facility located in Whiting. Thanks to all the staff at River View Assisted Living for hosting and organizing this event which raised \$1,037 for the training facility.
- All personnel at the Stevens Point Fire Department wore pink shirts the month of October in support of National Breast Cancer Awareness. This is the second year the firefighters sold pink t-shirts to support this event where all proceeds were donated to the Susan G. Komen, For the Cure Foundation. 417 t-shirts were sold and approximately \$2,000 was donated to the foundation.

#### **EMS Report:**

- Training: Surgical Airway, Concealed Carry, Ice Spine Boarding and National Registry.
- The EMS Awards Banquet was held October 13<sup>th</sup> at Park Ridge Café. Fire Department award recipients: Star of Life: Retired Fire Chief John Zinda; Outstanding EMS Award: Casey Bielen and Tate Roselius; Years of Service Awards: 15 years: Joe Gemza, Ron Heibler, Larry Pingel; 5 years: David Briggs; Medical Director's Awards: Pete Ostrowski, Tate Roselius, Glynn Novak, Jason Pettis, Jodi Baganz, Brian Spence, Dennis Zvara, Justin Thomson, and Ben Schultz.
- Ambulance stand-by for UWSP Wild Land Fire Crew's wild land physical agility test.
- At the request of St. Michael's Hospital we are now able to print out handoff reports to give to the Emergency Room staff.

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

Ayes, all; nays, none. Motion carried.

## **12. Adjournment**

The meeting adjourned at 6:37 p.m.