



Police and Fire Commission

City of Stevens Point
1515 Strongs Avenue
Stevens Point WI 54481

December 6, 2011
4:33 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, Mayor Andrew Halverson, Alderperson Brian Brooks

Fire Department employees: Todd Becken, Joe Gemza, Paul Mattlin, Jodi Baganz, JB Moody, Ross Oestreich

2. **People to be heard and announcements**

Mayor Halverson is actively working to find a replacement for Commissioner Mark Nook, with his focus on representation from the University of Wisconsin- Stevens Point.

Brian Brooks recently participated in a ride-along with the Police Department.

3. **Adjourn into executive session (approximately 4:35 p.m.) pursuant to Wis. Stats. Section 19.85 (1) (c) and (e) for the following:**
 - a. **Firefighter/Paramedic candidate interview**
 - b. **Lieutenant promotion interview - Fire Department**
 - c. **Assistant Chief - EMS promotion interview**
 - d. **Update on meetings with police and fire unions**

Commissioner Taylor moved, seconded by Commissioner Wescott, to adjourn into executive session.

Ayes, all; nays, none. Motion carried.

4. **Reconvene into open session for possible action on items 3 (a), 3 (b) and 3 (c)**

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

Ayes, all; nays, none. Motion carried.

Commissioner Wescott moved, seconded by Commissioner Taylor, to approve hiring Ross Oestreich as probationary Firefighter/Paramedic contingent upon the successful completion of all hiring protocols and testing. The appointment would be effective January 3, 2012.

Ayes, all; nays, none. Motion carried.

Commissioner Hanson moved, seconded by Commissioner Wescott, to promote Paul Mattlin to the position of Lieutenant effective with crew change in January 2012.

Ayes, all; nays, none. Motion carried.

Commissioner Wescott moved, seconded by Commissioner Taylor, to promote Joe Gemza to the position of Assistant Chief of EMS effective with crew change in January 2012.

Ayes, all; nays, none. Motion carried.

Commissioner Schleih moved, seconded by Commissioner Taylor:

The Police and Fire Commission greatly appreciate contract proposal exchanges between the fire union and the city. The Police and Fire Commission encourage the fire union and the city to continue productive dialogue by establishing a series of meetings that would include one commissioner to continue to exchange and discuss contract ideas.

Commissioner Wescott is appointed to work with the fire union. The Commission further encourages the police union to engage in a similar process. Commissioner Taylor is appointed to work with the police union.

Ayes, all; nays, none. Motion carried.

5. Approval of minutes

Commissioner Hanson moved, seconded by Commissioner Wescott, to approve the minutes of the November 8, 2011 meeting.

Ayes, all; nays, none. Motion carried.

6. Confirmation of Bills

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

Ayes, all; nays, none. Motion carried.

7. Update on 2011 and 2012 public safety budgets

The Police Department has collaborated with Superintendent Weninger attempting to find ways to fund the crossing guards to continue the program as it is today. The option of shared funding was explored with the school district to assist in staying within the budget allocated by the city. On December 5th the Finance Committee for the Stevens Point School District convened to discuss the allocation of funds. The committee did not make a recommendation to the school board and there was dissent among the members of the committee. A state statute requiring the approval of all governing

bodies of cities, villages and towns within or part of the school district was also discussed.

While working with the school district, a service company, Clean Power, offered to administer the crossing guard program at a cost of \$30,000.00. This would result in a savings of \$12,755.00 from the previous year. After a discussion with the Mayor, it was decided a request for funding the allocated budget shortfall would be prudent. A discussion of a service contract will be held at the Finance Committee meeting scheduled for December 12th.

8. Review of Police and Fire Commission Administrative Procedures and Policies

The Police and Fire Commission will review the existing policies at the February 4, 2012 commission meeting.

9. Request to initiate police officer hiring process due to retirement in March 2012

Commissioner Wescott moved, seconded by Commissioner Schleihs, to initiate the police officer hiring process due to an anticipated retirement in March 2012.

Ayes, all; nays, none. Motion carried.

10. Assignment of commissioners to conduct performance evaluations on the chiefs and director

Performance evaluations will be conducted as follows:

- Commissioner Schleihs will evaluate Director McGinty.
- Commissioner Taylor will evaluate Chief Kujawa.
- Commissioner Wescott will evaluate Chief Ruder.

Self evaluations are due at the January 10, 2012 meeting. The commission will hold a special meeting in February to discuss the evaluations of the chiefs and director.

11. Director of Emergency Management report

- ✓ The technical evaluation panel for the city-county dispatch study completed review of the proposals. An award will be made in December. The goal is to have everything in place for the consultant to begin work in January 2012. The study will look at two options: consolidation of dispatching services under the **Sheriff's Department or under civilian management at the county.** The final report will address costs and implementation plans, and the contractor will present the final report to management no later than June 19, 2012.
- ✓ Dispatcher Nicole Schlice completed her dispatcher qualifications. This brings the staffing of qualified dispatchers up to seven. The eighth dispatcher, Megan Kropidowski, should complete her qualifications in early January.
- ✓ The Director met with Mae Nachman of the Red Cross. She will be partnering with the Red Cross in preparedness outreach efforts beginning in January. **The focus for 2012 will be local businesses. We'll work with them on emergency preparedness and business continuity planning.**

- ✓ **The parking ticket appeal process pilot program has been working well. We'll look at full implement of the process in 2012.**

Commissioner Hanson moved, seconded by Commissioner Wescott, to approve the Director of Emergency Management report.

Ayes, all; nays, none. Motion carried.

12. Police Chief's Report

Chief Ruder reported:

- The Department will be implementing a new career development policy in regards to scheduling training for officers in 2012 to address a 44% decrease in the training budget and assign training more effectively and efficiently.
- **Many police departments across the State have investigated officer's use of social media sites, such as Facebook and Twitter. Concerns related to posting confidential information or not representing themselves or the Department in a positive light have resulted in the development of policies addressing appropriate use on these forums. The Department has drafted a social media policy which will address officer use of this medium both on and off duty.**
- **The management team met with Scott Fischer, owner of Rusty's Backwater Saloon, to discuss his annual event, Rusty's Backwater Bash, and its impact on the Department and the Community. Mr. Fischer was very receptive and accomodating on requests to add or move bus drop off points, hiring off duty officers, and addressing overserving at the event and littering issues in the downtown area.**
- There has again been a rash of arsons in the community with similar characteristics of arsons dating back 5-7 years. In the past month there have been four reported arsons. The Department is working in conjunction with the fire department, State fire marshalls, and federal authorities to determine who may be starting these fires. To date no serious injuries have resulted from the arsons but the potential is very high.
- The Department has seen an increase of incidents involving heroin use. Former drug officer John Lawrynk has been reassigned to assist Officer Schultz in addressing this growing problem.

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

Ayes, all; nays, none. Motion carried.

13. Fire Chief's Report

Chief Kujawa reported:

- **Most of the Chief's activity for the month of November was focused upon getting the Captain's and Lieutenant's promotional processes completed.**
- The Department is currently creating a database for locations of AEDs in the City of Stevens Point. The information will be used for pre-incident plans and also be disseminated to Stevens Point Police dispatch with the intent of

dispatch providing the information if needed to those utilizing 9-1-1.

EMS Report:

- Training: Each shift participated in quarterly Continuous Quality Improvement. Paramedics also trained on ONDANSETRON (Zofran) to make certain they had an understanding of the medication.
- Portage County purchased Skill Reporter Anne, a new CPR manikin which has CPR performance evaluation capabilities. This now allows for instant feedback and a printed report of the CPR that is being done during training.
- On-duty personnel were participants at the UWSP Health Fair.
- Twelve Girl Scouts came to Fire Station 1 to complete their First Aid Badge. They learned basic first aid, discussed when to call 9-1-1 and what they should do until the ambulance arrives.
- Club Scout Pack 299 received a station tour along with basic first aid presentation.
- New medication, ONDANSETRON was placed on the ambulances.
- Steve Weyers began his career with the Fire Department on November 27th.

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

Ayes, all; nays, none. Motion carried.

14. Adjournment

The meeting adjourned at 7:40 p.m.