



Police and Fire Commission

City of Stevens Point
1515 Strongs Avenue
Stevens Point WI 54481

January 10, 2012
4:33 p.m.

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

Also

Present: Chief Kevin Ruder, Chief Tracey Kujawa, Director Sally McGinty,
Assistant Chief Martin Skibba, Interim Assistant Chief Joe Gemza,
Sgt. Tom Zenner, Officer Ben Uitenbroek, MPO Larry Pingel,
Firefighter/Paramedic Travis Koch, Capt. Kevin Lemke, Firefighter Paramedic
Paul Mattlin, Frank Minervini

- 2. People to be heard and announcements**

None.

- 3. Recognition of Service to police, fire and dispatch personnel reference incident on December 13, 2011**

Police, fire and dispatcher personnel were commended for saving the life of a distraught individual during the early morning hours of December 13th. This is an excellent example of the preparedness, applied leadership skills and teamwork the emergency police and fire services provides to the City of Stevens Point.

- 4. 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 interview**
 - b. Assistant Chief interview - Police Department**

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

Ayes, all; nays, none. Motion carried.

- 5. Reconvene into open session (approximately 5:00 p.m.) for possible action on Items 4(a) and 4(b).**

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

Ayes, all; nays, none. Motion carried.

Commissioner Schleihs moved, seconded by Commissioner Hanson, to approve hiring

Frank Minervini as probationary 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 Wescott, to approve Assistant Chief Martin Skibba to regular status effective January 22, 2012.

Ayes, all; nays, none. Motion carried.

6. Approval of minutes

Commissioner Hanson moved, seconded by Commissioner Wescott, to approve the minutes of the December 6, 2011 meeting.

Ayes, all; nays, none. Motion carried.

7. Confirmation of Bills

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

The Fire Department bills will be reviewed at the February 2012 meeting.

Ayes, all; nays, none. Motion carried.

8. Update on 2011 and 2012 public safety budgets

Discussions held on the following:

- Capital budget requests of Police, Fire and Emergency Management
- Unexpended grant funds
- Crossing guards wages
- Poll Worker background checks
- IT issues of Police, Fire and Emergency Management
- City discussions with police and fire unions

9. Director of Emergency Management report

- The contract for the Consolidated Dispatch study is being awarded to GeoComm. The Director served on the technical evaluation panel for reviewing the proposals. The contract language is being finalized and the on-site project initiation is scheduled for February 9, 2012. The project should be completed by June 18, 2012, with presentations to the County and City leaders tentatively slated for June 14, 2012. Deliverables include an Existing Condition Report, an Options Comparison Report and Implementation Plans.
- We will be refreshing some of the IT in the Dispatch Center. The major project is refreshment of the system used to record calls. The project will kick off in early January and installation is scheduled for February 16th. This will involve both hardware and software upgrades.
- The eighth dispatcher, Megan Kropidowski, completed her qualifications on January 5th.
- The Lean Six Sigma project to map the city's payroll process is complete. Two

project teams are being formed to further work on identifying ways to decrease the time that is spent on the payroll process. The Director will be leading one team, which will look at ways to reduce the time spent inputting and verifying time data. The Director will also be a member of the second team, which will look at trying to standardize everyone on a 40 hour work week, which would simplify the payroll process.

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

Ayes, all; nays, none. Motion carried.

10. Police Chief's Report

Chief Ruder reported:

- The Department will be accepting applications for police officer through January 16, 2012.
- During the early morning hours of 12/13/11, officers were dispatched to a suicidal female who indicated she wanted to jump from the Clark St Bridge. **The subject's vehicle was located, unoccupied at a gas station on HWY 10E and a person was observed climbing onto the outside ledge of the overpass at I39.** Within minutes, officers stopped I39 northbound traffic, eliminating the possibility of innocent civilians being inadvertently injured if the female subject completed her intended act. Fire personnel were contacted to stand by at the scene and assisted officers securing the subject, cutting a hole in the fence, and subsequently subduing and transporting her to the hospital.

There is little doubt the immediate actions of all the officers and fire personnel saved the life or serious injury, not only to the suicidal subject, but possible injury to an unassuming motorist on the interstate. The actions of all the officers and fire personnel are commendable. This is an excellent example of the preparedness, applied leadership skills, and teamwork the emergency services provide to the City of Stevens Point.

- A proposal of retaining the crossing guard program by reducing the rate of compensation to the crossing guards will be presented to the Finance and Personnel Committees on Monday, January 9th. The stipend paid to the crossing guards is proposed to be reduced from \$9.41/crossing to **\$8.00/crossing saving approximately \$12,000 from the previous year's budget.** The crossing guards were advised and were not adverse to the change.
- The Department will be participating in the development of a 2012 Life Report for Portage County. I will be the chair for the Public Safety sub-committee. Information gathered from the report will be a useful tool to review and update the Department strategic direction plan.
- The Department has outlined a number of projects for first half of 2012 such as Auxillary Police Study, 2011 Annual Report Development, and officer hiring and promotional processes completed.

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

Ayes, all; nays, none. Motion carried.

11. Fire Chief's Report

Chief Kujawa reported:

- Lieutenant Zvara developed SOPs specific to air management, mayday and fire scene rehabilitation for Metro Fire Response. These are procedures that will become effective on February 1, 2012. Lieutenant Zvara also trained Plover and Whiting Fire Departments as well as the Stevens Point Fire Department in the expectations of these newly written SOPs.
- **Implemented “first response” software which was awarded to the Stevens Point Fire Department through the Assistance to Firefighter grant in 2010.** This software will assist in acquiring essential information while in route to a fire call. Not only will this software electronically store all pre-incident plans but it also has mapping technology, the ability to upload information from dispatch, will display current weather and electronically have available the Emergency Response Guide book (ERG).
- All crews completed Ice Rescue refresher conducted by MPO Art Dahms and Lieutenant Jeff Davis.
- The Keep the Wreath Green campaign which began on Thanksgiving came to an end on January 1, 2012. This is an initiative which involves all fire departments in Portage County. The fire departments have a wreath displayed in front of the fire station decorated with green lights and one white light. The single white light at the top of the wreath is a reminder of all firefighters who have died in the line of duty. A green light is replaced with a red light each **time a department responds to a “working” fire during this holiday season. The objective for the campaign is to hopefully remind people to be “fire safe” during the holiday season.** This year we had five red bulbs which were representative of a fire in Rosholt, one in Stockton and the remaining three in Stevens Point.
- Bobby Scott resigned his position and took a position at the Fond du Lac Fire Department.
- Call volume has increased 22% when compared to the statistics in 2010.

EMS Report:

Interim Chief Joe Gemza reported:

- We are in the infant stages of our work place safety push. Cot Pro came to Fire Station 1. We trained 3 people, one from each crew, on the proper use of each type of our cots along with training on the stair chair. With the stair chair device there is less stress on the backs of our personnel when moving patients down stairs. Each of the 3 trained persons will then in turn train their respective crews.
- Job shadow: Bryce Hladovrad of Mosinee High School spent 2 hours with SPFD this month. This program continues to provide the area high school students with valuable learning opportunities about Fire/EMS.

- Ambulance run volume for SPFD is up 6% from 2010.
- Portage County can boast a 40% survival rate of patients of witnessed sudden cardiac arrest with an initial rhythm of VF/VT. This number is supported by the nationally recognized Utstein Criteria which is a common set of established definitions of data for reporting cardiac arrest. The national average survival rate is 5-7%.
- Ross Oestreich began his career with the SPFD on January 3rd. His orientation is five weeks of days; then he will be placed on shift.

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

Ayes, all; nays, none. Motion carried.

12. Adjournment

The meeting adjourned at 7:36 p.m.