



Police and Fire Commission

City of Stevens Point
1515 Strongs Avenue
Stevens Point WI 54481

Sally McGinty, Director of Emergency Management
(715) 346-1517

February 7, 2012
4:33 p.m.

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

Also

Present: Chief Kevin Ruder, Chief Tracey Kujawa, Director Sally McGinty, Assistant Chief Joe Gemza, Alderperson Mike Wiza

- 2. People to be heard and announcements**

Alderperson Mike Wiza was welcomed to the commission as the City Council liaison.

Local newspapers printed an article by Dr. Michael Curtis on cardiac arrest survival in Portage County.

- 3. Approval of minutes**

Commissioner Hanson moved, seconded by Commissioner Wescott, to approve the minutes of the January 10, 2012 meeting.

Ayes, all; nays, none. Motion carried.

- 4. Confirmation of Bills**

Commissioner Taylor moved, seconded by Commissioner Wescott, to accept the confirmation of the December 2011 and January 2012 Fire Department bills.

Ayes, all; nays, none. Motion carried.

Commissioner Wescott moved, seconded by Commissioner Taylor, to accept the confirmation of the January 2012 Police Department bills.

Ayes, all; nays, none. Motion carried.

Commissioner Wescott moved, seconded by Commissioner Hanson, to accept the confirmation of the January 2012 Emergency Management bills.

Ayes, all; nays, none. Motion carried.

5. **Police and Fire Commission Administrative Procedures**

The Police and Fire Commission Administrative Procedures were revised in February 2009 to incorporate the position of Administrative Director Jeffrey Morris. Since the Administrative Director position is no longer in existence, Emergency Management Director McGinty will review the 2009 revisions, make any appropriate changes to the Procedures and forward a copy to the commission for their review.

6. **Evaluations for Chiefs and Director**

The commission will schedule a closed session (special meeting) to discuss the annual performance reviews of the Chiefs and Director.

7. **2012 Public Safety Budgets**

Discussions were held on the following:

- Capital budget requests of Police, Fire and Emergency Management
- Crossing guards wages
- Fire Department overtime
- IT issues of Police, Fire and Emergency Management

8. **EMS contract**

The current contract expires on December 31, 2012. Talks with the county on the new contract will begin sometime in March.

9. **Director of Emergency Management report**

Director McGinty reported:

- Phase 2 of the Consolidated Dispatch Study begins on February 9th. The consultant will hold an orientation meeting for the Technical Working Group, observe in the City Dispatch Center, and meet with City management and stakeholders. The project should be completed by June 18, 2012, with presentations to the county and city leaders tentatively slated for June 14, 2012. Deliverables including an Existing Conditions Report, an Options Comparison Report and Implementation Plans.
- The project for upgrading the voice recording software and hardware in Dispatch is on track for a February 16th installation.
- Research continues on the VisionAlr suite of public safety software for the Police Department, Records Bureau and Dispatch. VisionAlr representatives will visit on February 7 and 8 to demonstrate their software. The county uses **VisionAlr products and if we transition to the same software, we'll have improved interoperability and information exchange.**

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

Ayes, all; nays, none. Motion carried.

10. **Police Chief's Report**

Chief Ruder reported:

- The Department received 91 applications for police officer. The next step of the

process will be the written exam which will be conducted the second week of February.

- The Department has begun the process of reevaluating the duties of the administrative sergeants. Office assignments were changed for better efficiency of service and accountability. As the city transitions to a full city attorney, court responsibilities previously assigned to a police sergeant will be looked at to determine the best use of officer and department resources.
- The Portage County Justice Coalition has developed a committee to explore the feasibility of a municipal court in the City and/or Village of Plover. The committee will focus on court costs, revenues, and impacts to the justice system and community.
- The Wisconsin Chiefs of Police Conference was held January 29th through February 1st in Wisconsin Dells. Besides the wealth of training, the Department spoke to a number of vendors reference evidence storage concerns, surveillance camera systems, and future fleet vehicle purchases.
- On February 9, 2012 Assistant Chief Skibba will graduate from the Executive Development Management Training program hosted by Fox Valley Technical College. AC Skibba will be the seventh Department graduate from the extensive 10 week management program. Congratulations and a job well done to Assistant Chief Skibba for his hard work and commitment.
- Officer evaluations and uniform inspections will be completed by February 10, 2012.

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:

- On January 14, 2012 the Department partnered with the American Red Cross to hand-deliver public education materials in celebration of Martin Luther King Day. This information focused on fire safety tips and winter driving.
- The Stevens Point Fire Department continues to assist Portage County Child Passenger Safety by recycling old car seats. The staff from PCCPS will bring the car seats to the Department and our staff will dismantle them for recycling. This is of great assistance to PCCPS.
- A Safety Committee was established and the first meeting was very productive. The membership consists of individuals from each of the crews (MPO Ron Heibler, MPO Kerry Taylor, FF/PM Mark Kitowski and FF/PM Matthew Zander), Assistant Chief Gemza and Chief Kujawa. Those on the committee are very enthusiastic about improving safety at the Department so "everyone can go home."
- The members of the Stevens Point Fire Department have embarked upon the process of creating the Vision for the Stevens Point Fire Department. This has been initiated by the Managers and Captains of the Department and in February will involve the Lieutenants. The members of the Department are

eager to move this venture forward.

EMS Report:

Assistant Chief Joe Gemza reported:

- Dr. Todd Stewart, Pediatric Intensivist from St. Joseph's Children's Hospital, presented the educational session, "Pediatric Trauma Resuscitation: Children are not little Adults. This training was a joint effort between the Stevens Point Fire/Ambulance Department and St. Joseph's Children's Hospital. The training was offered to any group who provides Emergency Services, MSTC Nursing and Paramedic classes.
- Bobby Sullivan of Pacelli High School spent 2 hours with SPFD this month on a job shadow. This program continues to provide the area high school students with valuable learning opportunities about Fire/EMS. Bobby was excited about the time spent with the Department. He is currently enrolled in Paramedic school and has contacted Plover about being a First Responder.

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 6:48 p.m.