LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY, NOVEMBER 10, 2016, AT 7:00 P.M.

This meeting was held in the City Council Chambers, City Hall, 626 Geneva Street, Lake Geneva, Wisconsin, 53147.

1. Call meeting to order
The meeting was called to order by Commissioner Hartz at 7:00 p.m.

2. Pledge of Allegiance
The Pledge of Allegiance was led by Commissioner Jordan

3. Roll call
Commissioners Gramm, Pollard, Jordan, Bittner and Hartz were present. Police and Fire Liaison Howell was present.

4. Comments from the Public reference agenda items only. Comments are limited to a maximum of five minutes - NONE

5. Acknowledge correspondence - NONE

6. Police and Fire Commission Packet Distribution Process follow-up
The process of packet distribution was discussed. The complete packets will be provided on jump drives and will be delivered the Monday prior to the meeting if possible.

7. Approval of regular meeting minutes October 6, 2016
Bittner motioned to approve the regular meeting minutes of October 6, 2016. Jordan seconded. Motion carried 5-0.

8. Approval of special meeting minutes October 19, 2016
Gramm motioned to approve the special meeting minutes of October 19, 2016. Bittner seconded. Motion carried 5-0.

9. Police Department Business
a. Approval of bills for the month of October 2016, operating in the amount of $209,955.16, Capital in the amount of $1,526.06, for a total of $211,481.22
Jordan motioned to approve the bills for October 2016. Pollard seconded. Roll call vote: Gramm – Y, Pollard – Y, Jordan – Y, Bittner – Y, Hartz – Y. Motioned carried 5-0.
Bittner asked how the amount of money was accrued in PD Compensation per Contract, Account 11-21-5127. Chief Rasmussen said the amount is based on officer's pay out versus comp pay out and when the payout was made. Hartz noted that the Police Overtime Wages, Account 11-21-00-5127 and PD Application Process, Account 11-21-00-5411 were over budget and the amounts were not increased for the 2017 budget. Chief Rasmussen said the overtime budget was increased due to the missing children case and part of the overtime hours were reimbursed through restitution. The PD application process account was over budget because several new telecommunicators were hired in 2016.

b. Patrol Lieutenant Update
Gramm and Bittner questioned whether this agenda item should be addressed in open session. Jordan and Hartz felt it was a general conversation so it could be allowed in open session. Chief Rasmussen discussed the hiring process situation. One candidate was not accepted because of hiring qualifications, one candidate withdrew with only one remaining candidate and Chief Rasmussen wanted to remain

neutral in the hiring process. The determination at the last meeting was to ask another Chief to interview the candidate. Chief Rasmussen spoke with several colleagues and all of them did not feel comfortable with that interview process. The next step in the hiring process was discussed. Again Gramm and Bittner felt the topic should not be discussed in open session because there is only one candidate. Hartz felt the Commission could decide how to proceed with the hiring process in open session. Jordan was ok doing that, however, he did not feel that a three person panel would be helpful. Pollard felt it was important to keep the process consistent with the past practice. The Police and Fire Commission decided to table the Patrol Lieutenant hiring process until December in closed session. At that time, a hiring decision will be made.

c. On duty officer injury update
The officer is hoping to return to light duty next week.

d. Chief and Command Staff Appraisals – Workshop date
The Chief and Command Staff Appraisal workshop was scheduled for December 8, 2016 at 6:00 p.m. in the Police Training Room.

e. BID request downtown cameras
Bittner motioned that the Police and Fire Commission recommend that the city council accept the offer for purchase and installation of cameras in the amount of $8,000.00 in the listed areas from BID. Pollard seconded. Roll call vote: Gramm -Y, Bittner-Y, Pollard-Y, Jordan-Y, Hartz-Y. Motion carried 5-0. Chief Rasmussen attended a BID meeting recently and they have authorized $8,000.00 to buy downtown cameras. The BID would like the police department to set up and monitor the cameras. Jeff Miskie, the city's IT associate, estimated the cost of each camera location to be $1000.00. Four cameras would be placed on Main and Center and four cameras would be placed on Main and Broad facing in each direction. This system can add cameras as necessary. The cameras hold 7-10 days of data and will automatically erase and rerecord. Gramm asked if something had prompted the desire for the cameras. Chief Rasmussen noted that some damage was done during Oktoberfest. The city council will also review this proposal. There was also discussion regarding who would be responsible for maintenance of the cameras. City Administrator Oborn said the city would maintain the cameras and the police department will be maintaining the records.

f. Wisconsin Department of Revenue Inspection-Thumbs Up
The Wisconsin Department of Revenue inspected Thumbs Up and there were minor violations. Given these violations and complaints made in the past, Chief Rasmussen and City Attorney Draper will send a letter to the owner of Thumbs Up to discuss the violations and recent problems and hopefully resolve some of the issues.

g. Lions Club Drone Donation Request
The drone donation was tabled for one more meeting.

h. 2017 Budget update
There is a budget meeting next week. An equipment replacement fund is being developed listing each department's inventory and the timeline to purchase and update the items. These items would be included in the budget and would come before the Commission before purchasing.

i. Crisis Intervention Training (CIT)
Four more officers and one Telecommunicator have been trained in Crisis Intervention Training. The goal is to get the entire patrol staff trained.

j. Officer Aaron Greetham completed field training process
Officer Greetham has completed his field training and is now on his own. Officer Gee is expected to complete field training in early December.

k. Telecommunicator Rita Moore received Certification for All-Hazards Incident Tactical Training
Telecommunicator Moore attended training presented by Homeland Security and FEMA and indicated that the training was very valuable and beneficial. The training taught Telecommunicators how to respond directly to major incident scenes and set up communications. She is now on a call out list for Homeland Security, FEMA and the State of Wisconsin for any disasters in the area.

l. Letter of Resignation from Part Time Telecommunicator Breanna Blink
Jordan motioned to accept letter of resignation from Part time Telecommunicator Breanna Blink. Bittner seconded. Motion carried 5-0.

m. Chief's five monthly incidents
Chief Rasmussen reviewed the five monthly incidents. Hartz also mentioned an incident that occurred not on the list, which included Chief Rasmussen rescuing a blue heron at the disk park.

n. Monthly activity reports – No action/discussion

2016	Dispatch activity for October 2016:	Telephone calls- 2,878	911 Calls- 228	Window assists– 975
2015	Dispatch activity for October 2015:	Telephone calls- 3,021	911 Calls–211	Window assists– 954

2016	Patrol activity for October 2016:	Calls for service –1,471	Arrests - 106
2015	Patrol activity for October 2015:	Calls for service –1,403	Arrests - 131

o. Thank you letters – No action/discussion

- Tree House thank you- Officer Giovannoni
- Citizen thank you- Sergeant Way and Officer Wisniewski
- Citizen thank you- Officer Spotz
- Citizen thank you- Officer Greetham and Officer Hinzpeter
- Citizen thank you- Lake Geneva Police Department

p. Items to be forwarded to City Council
Activity reports, Chief five monthly incidents, thank you letters, Telecommunicator Moore's certification, BID cameras

10. Fire Department Business
a. Approval of bills for the month of October 2016 operating in the amount of $67,291.01, Fire Capital in the amount of $215.52, for a total of $67,506.53
Jordan motioned to accept the bills for the month of October 2016. Pollard seconded. Roll call vote: Gramm – Y, Pollard – Y, Jordan – Y, Bittner – Y, Hartz – Y. Motioned carried 5-0.
11-22-00-4624 Fire/EMS billing revenue is above budget at 91.70%. Some other accounts that are over budget at this time include 11-22-00-4138 Fire Department Uniforms, 11-22-00-5240 Equipment repairs, 11-22-00 5310 Office Supplies, and 11-22-00 5750 Sprinkler System Expenses but overall the budget is still at 76%. Bittner noted that Account 11-22-00 5510 EMS training pay is lower than budgeted and Bittner asked if the department is up to date on training. Chief Peters said the training is being planned differently but training is up to date.

b. Monthly EMS Medical Billing/Stark Report – No action/discussion

c. Monthly Fire Department report
Chief Peters reviewed the monthly fire department report. Chief Peters was the spotlight employee of the month. Other highlights in the report included the notable calls for the month, the Fire Department Awards Ceremony and Officer Ward's service to the community.

d. Monthly Paratech Report – No action/discussion

e. Filling of open Captain's position
Chief Peters said the Captain position is currently open after his promotion to Fire Chief. Chief Peters met with the Union Board to discuss how to fill the Captain position. The fire department would like to rewrite the policy and job descriptions before the department begins the hiring process because both the policy and job descriptions are outdated. Chief Peters would like one month to complete this task and then begin the hiring process. Initially, the fire department would like to rewrite the hiring policy for the Captain position but eventually all positions will be reevaluated. Pollard wondered how quickly the position needed to be filled. Chief Peters said the Captain duties are being covered so there is time to fill the position.

f. Walworth County Fire/EMS Study
Chief Peters advised that the study was passed and put in the county budget. Chief Peters will be talking with County Administrator Bretl to determine the next step. Members will be selected to develop the executive committee. The committee will address the issues and collect data to determine the exact problems within the county regarding Fire and EMS services.

g. Leave of Absence
- Firefighter/EMTA Zach Blauser
- Firefighter/EMTA Sara Murray

Bittner motioned to accept leave of absence for Firefighter/EMTA Zach Blauser. Gramm seconded. Motion carried 5-0.
Gramm motioned to accept leave of absence for Firefighter/EMTA Sara Murray. Bittner seconded. Motion carried 5-0.
Chief Peters said both firefighters accepted positions in Waukesha but he believes they will come back once they have completed their probation.

h. 2017 budget update
There will be a public hearing regarding the budget on November 21, 2016 at 5:30 p.m. Chief Peters is working on the asset list at this time.

i. Police Officer Katie Tietz attending Firefighter 1 school
Officer Katie Tietz has been working at both the fire department and the police department. Chief Peters asked Officer Tietz if she would be interested in attending Firefighter I training. Officer Tietz is currently looking for a class to begin her training.

j. Live fire training at race track property
Lieutenant Derrick and Pollard are working together to set up a live fire burn of a barn at the race track.

k. Aurora Lakeland Medical Center billing for supplies
Chief Peters advised that the fire department is going to be billed for pharmaceuticals including restocking medications due to a federal mandate. The fire department was not aware of this cost until recently so it was not put into the budget.

l. Lake Geneva Fire Department Philosophy
A new Fire Department Philosophy has been prepared. Gramm helped to prepare the document and Chief Peters thanked Gramm for her input. The Fire Department prepared this philosophy based upon their underlying operating principals and they use the philosophy as a reference on how procedures are handled within the department. Bittner wondered if there was a union conflict with this philosophy. Chief Peters said union members helped prepare the philosophy. The philosophy is displayed in the department and each employee has a copy of it.

m. Thank you letters – No action/discussion

- City of Delavan Fire Department
- Blake Kokaska
- Lake Geneva Locals
- Ron Lavin Family

n. Items to be forwarded to city council
Fire Department monthly report and EMS study

11. Agenda items for the next regular meeting December 8, 2016
Closed session-patrol lieutenant

12. Motion to go into closed session under Wisconsin State Statute 19.85(1)(c), considering employment, promotion, compensation or performance evaluation data of any public employee. Specifically: Police Chief Evaluation

Motion to go into closed session under Wisconsin State Statute 19.85(1)(c), considering employment, promotion, compensation or performance evaluation data of any public employee. Specifically: Fire Chief Evaluation
Gramm motioned to go into closed session. Pollard seconded. Roll call vote: Gramm – Y, Pollard – Y, Jordan – Y, Bittner – Y, Hartz – Y. Motioned carried 5-0 at 8:35 p.m.

13. Motion to return to open session per Wisconsin State Statute 19.85(2)
Pollard motioned to return to open session. Jordan seconded. Roll call vote: Gramm – Y, Pollard – Y, Jordan – Y, Bittner – Y, Hartz – Y. Motioned carried 5-0 at 9:42 p.m.

14. Discussion and action on closed session items if needed.
No action.

15. Adjourn
Pollard motioned to adjourn. Gramm seconded. Motion carried 5-0 at 9:42 p.m.

Respectfully submitted,

Cindy Papenfus
Administrative Assistant

c: Police Chief
Fire Chief
Commissioners-file
Commission Liaisons
City Administrator
City Clerk
City Comptroller Council Members - Mayor