LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY JANUARY 8, 2015, 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
Meeting was called to order at 7:00 p.m. by Commissioner Pienkos.

2. Pledge of Allegiance
The pledge was led by Commissioner Hartz

3. Roll call
Commissioners Bittner, Gramm, Pollard, Hartz and Pienkos were 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. Approval of regular meeting minutes from December 4, 2014.
Bittner motioned to approve the minutes from December 4, 2014, Pollard seconded. Motion carried 5-0.

7. Police Department Business:
a. Approval of bills for the Month of December 2014. Operating in the amount of $199,747.80, capital $631.03; for a total of $200,378.83.
Hartz motioned to approve the bills for December 2014, Gramm seconded. Roll call vote: Bittner - Y; Gramm – Y; Pollard –Y; Hartz –Y; Pienkos –Y; Motion carried 5-0.

b. Badger High School Student Government presentation to display Operation Click stickers on squads.
Two Badger High School students gave a presentation on Operation Click and requested that the Lake Geneva Police Department place "Operation Click" stickers on the squads to draw attention to the program. Kunes donates a car every year for this program. Officer Richardson noted students sign the contract annually if they want to park in the High School Parking lot during the school year. Chief Rasmussen said the police department is happy to place the stickers on the back of the squad cars. Commission Pienkos and Chief Rasmussen noted that both the Police and Fire Commission and the Police Department are very supportive of the "Operation Click" program. Gramm motioned to approve placing "Operation Click" stickers on the squad cars; Pollard seconded. Roll call vote: Bittner - Y; Gramm – Y; Pollard –Y; Hartz –Y; Pienkos –Y; Motion carried 5-0.

c. Affiliation agreement between LGFD and LGPD regarding Naloxone (Narcan).
Hartz motioned to approve the agreement between the LGFD and LGPD regarding Naloxone; Bittner seconded. Roll call vote: Bittner - Y; Gramm – Y; Pollard –Y; Hartz –Y; Pienkos –Y; Motion carried 5-0.
Chief Rasmussen advised training will begin after the agreement is signed.

d. School resource officer agreement.
Bittner motioned to approve the School Resource Officer Agreement; Gramm seconded.
Bittner amended the motion to approve the School Resource Officer Agreement with the items discussed; Gram seconded. Roll call vote: Bittner - Y; Gramm – Y; Pollard –Y; Hartz –Y; Pienkos –Y; Motion carried 5-0.

Discussion was made regarding corrections to the agreement and clarification on some of the wording. Hartz asked about the procedure of background checks for the schools. Chief Rasmussen advised that the schools do their own background checks.

e. Use of force presentation by Officer Tom Giovannoni.
Officer Tom Giovannoni gave a presentation regarding Use of Force training that is used in the department. The training is consistent throughout the State regarding proper techniques and when to go from verbal to physical force. Most of the training is done in-house. Minimum training required by the State is 24 hours however; the department's reserves receive in excess of 36 hours. Some of the training includes scenario training and range training. Use of Tasers is minimal because of training. Bittner asked about body cameras and Chief Rasmussen stated the department has been looking into this and has been testing a specific camera. There is a question of storage costs and open records costs. Pienkos did a ride-along with the officers and felt it was very interesting, including the Automated License Plate System.

f. Citizen services update.
Lieutenant Gritzner advised that Tuesday January 6, 2015 members of the police department received training regarding the Citizen Services program. There is a lot of work to be done to begin the initial program. The Department has to decide what types of call for service can be made over the website. The disclaimers have been sent to the City Attorney to review and the IT questions/setup has been referred to Jeff Miskie.

g. Donations of $300.00 and $100.00 from Mr. Albert Exner.
Pollard motioned to accept the donations from Mr. Albert Exner, Jr.; Bittner seconded. Motion carried 5-0.
Donations to be used for a future memorial for Al Exner, Sr.

h. Monthly activity reports. – No discussion/Action.

2014	Dispatch activity for December: Telephone calls– 2,661	911 Calls– 169	Window assists–662
2013	Dispatch activity for December: Telephone calls– 3,705	911 Calls– 191	Window assists– 738

2014	Patrol activity for December: Calls for service- 1,187	Arrests- 123
2013	Patrol activity for December: Calls for service- 1,293	Arrests- 119

i. Yearly statistics.

2014	Dispatch activity: Telephone calls–43,491	911 Calls– 2,584	Window assists– 9,382
2013	Dispatch activity: Telephone calls 46,912	911 Calls– 2,397	Window assists–11,112

2014	Patrol activity: Calls for service- 17,968	Arrests- 1,956
2013	Patrol activity: Calls for service- 18,472	Arrests- 1,830

Hartz wondered how to measure success—by more arrests or fewer arrests. Chief Rasmussen noted that the only way to show what a good job the department does is by the absence of crime. Most types of calls the departments receive is "quality of life" calls. We do not have a high rate of violent crime in the city. Hartz asked what the percentage of arrests leads to convictions. Chief Rasmussen stated there is no specific report at this time but we will look into one. Bittner questioned parking enforcement citations and thought the percentage would drop with the parking department writing more citations. Chief Rasmussen said the department still handles all the parking violations except for the parking meters and simple citations written downtown.

j. Request from Council President to receive all Police and Fire Commission meeting minutes and Fire and Police reports via email.

Hartz motioned to send Police and Fire Commission meeting minutes and Fire and Police Reports via email; Pollard seconded. Motion carried 5-0.

k. Items to be forwarded to City Council
Monthly reports, Operation Click Report; School Resource Officer Agreement and Narcan Agreement.

8. Fire Department Business
a. Approval of bills for the Month of December 2014, operating in the amount of $29,667.44, fire hydrant rental of $57,173.00, Capital of $8,360.82 for a total of 95,201.26.
Pienkos motioned to approve the bills for December 2014, Hartz seconded. Roll call vote: Bittner - Y; Gramm – Y; Pollard –Y; Hartz –Y; Pienkos –Y; Motion carried 5-0.
Hartz noted that the FD Workmen Disability Ins account 11-22-00-5136 was refunded and it was added to the expenditure report. Hartz also asked about account 11-22-00-5241 Firehouse Repairs. Chief Connelly stated this will only be refunded if the Fire Department is over budget and when the City meets with the auditors sometime in March.

b. EMS Medical Billing-Write Off-Other category explanation (see enclosed)
Chief Connelly reviewed the memo from EMS billing which explains what includes "other" on the billing statements. Pienkos was impressed with how the billing has been put in order and Chief Connelly said it has improved remarkably.

c. Refund from insurance agency-Line Item 5134 Workers Disability.
This was discussed with the bills.

d. Budget Overages Questions from Dec. PFC meeting.
Chief Connelly stated this was also addressed during the bills. The Fire Department will only be reimbursed if over budget.

e. Update on Fire Protection Ordinance/Act 270- None.
There is no update from the State at this time. Pollard wanted clarification on Act 270. Chief Connelly stated Act 270 is the Uniform City Code. Any cities that have stricter fire codes and ordinances had to send their codes and ordinances to the State if they wanted to keep them. Bittner and Hartz requested a list of the codes/ordinances that the fire department is asking to have reviewed by the State. The list will be brought to the February meeting.

f. Update on EMS Steering Committee-Recent Meeting.
The Steering Committee met on January 8, 2015. The Fire Department is looking at increased staffing, additional coverage and advanced level of service. The committee is currently working on a summary of what the Department of Administration would recommend. Once that is decided it will be presented and then forwarded to the City Council.

g. Monthly EMS Medical Billing and Stark Report - No discussion/action.

h. Fire Department Activity Report
Chief Connelly advised that 1,106 calls were made this year. The statistics will be compared with Prophoenix and the old firehouse system. Fire department inspectors did 1,887 fire inspections this year including Town of Geneva and the City of Lake Geneva.

i. Monthly Paratech Report. No discussion/action.

j. Thank you cards/letters—Barb Fleming (sister of retired FF Richard Herwald), Beth Guest- family member involved in car crash.

A thank you note was received from the family of retired Firefighter Richard Herwald and from a family member regarding the assistance of a car crash.

k. Items to be forwarded to city council
Monthly report.

9. Agenda items for the next regular meeting February 5, 2015.
Fire Department state codes, Police Department reserve hiring update, Police Department SRO Agreement and Narcan agreement changes.

10. 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 over which the governmental body has jurisdiction or exercises responsibility and 19.85(1)(f), considering financial, medical, social or personal histories, or disciplinary data of specific persons, which if discussed in public would likely have a substantial adverse effect upon the reputation of any person referred to: Specifically Police Department Personnel.
Hartz motioned to go into closed session, Gramm seconded. Roll call vote: Bittner - Y; Gramm – Y; Pollard –Y; Hartz –Y; Pienkos –Y; Motion carried 5-0 at 8:29 p.m.

11. Motion to return to open session per Wisconsin State Statute 19.85(2)
Bittner motioned to return to open session, Gramm seconded. Roll call vote: Bittner - Y; Gramm – Y; Pollard –Y; Hartz –Y; Pienkos –Y; Motion carried 5-0 at 8:58 p.m.

12. Discussion and action on closed session items if needed.
No discussion or action.

13. Adjourn.
Pollard motioned to adjourn the meeting, Bittner seconded. Motion carried 5-0 at 8:59 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