

**LAKE GENEVA POLICE AND FIRE COMMISSION  
MEETING MINUTES  
THURSDAY FEBRUARY 4, 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 7:06 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Jordan

3. Roll call

Commissioners Bittner, Gramm, Pollard, Jordan and Hartz were present. Fire Department Liaison Mumford was present. Police and Fire Liaison Gelting was not 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 January 7, 2016.

Bittner motioned to approve the January 7, 2016 minutes. Pollard seconded. Motion carried 5-0.

7. Joint Elm Street Fire Report

Chief Connelly from the Fire Department and Lieutenant Gritzner from the Police Department each gave a brief report about the Elm Street Fire. Both departments stated it was a great cooperative effort by the two departments as well as the other local agencies involved. They both thanked the officers and the civilian who helped rescue a baby and two adults from the roof.

The Commission members praised each department for their efforts, selfless acts and dedication.

8. Resolution 15-R61 - Information only

Resolution 15-R59 – Information only

Part-time Positions by Grade 2016 Pay Increase Proposal 1-27-16 – Information only

The resolutions were presented to the Police and Fire Commission for information only. Administrator Oborn explained there were wage freezes on two positions otherwise everyone received a 2% pay increase. Part time positions will also get a 2% wage increase. Page ranges have been set up with a 6% difference between ranges. Administrator Oborn would like to move forward with the merit program within two months to set up guidelines so that it may be implemented for raises in 2017.

9. Fire Department Business

a. Approval of bills for the Month of December 2015, operating in the amount of \$4,361.99, Capital in the amount of \$4,837.34, for a total of \$9,199.33.

Approval of bills for the month of January 2016, operating in the amount of \$50,051.81, Capital in the amount of \$740.80, for a total of \$50,792.61.

Jordan motioned to approve the bills for the month of December 2015 and for the month of January 2016, Pollard seconded. Roll call: Bittner-Y, Gramm-Y, Pollard -Y, Jordan-Y, Hartz- Y. Motion carried 5-0.

The Fire Hydrant Rental Category is still showing on the Fire Department Expenditure Report.

Administrator Oborn noted that it will show up on the expenditure report but it will be paid through the contingency fund. The city is waiting to put the Fire Protection Fee into effect at the same time of the water increase. Commissioner Hartz was pleased that the Fire/EMS billing revenue account 11-22-00-

4624 was at 138% budget for the month of December. He was also noted Outside Billing Services account 11-22-5214 was also over but he thought it got charged against the revenues. Chief Connelly said that the difference in the overage was that they made more money than anticipated.

b. Consider and/or take action on Resolution Encouraging and Supporting the Undertaking of a Study by Walworth County on Alternative Long-Term Service Delivery Options Relative to Fire and/or Emergency Medical (EMS) Services

Gramm motioned to support the Resolution for Encouraging and Supporting the Undertaking of a Study on Alternative Long-Term Service Delivery Options Relative to Fire and/or Emergency Medical (EMS) Services to be taken on by Walworth County Board. Bittner seconded. Motion carried 5-0.

The resolution came about by a meeting with Mayors and City Administrators in the four cities, Whitewater, Elkhorn, Delavan and Lake Geneva to begin a feasibility study of consolidating fire departments throughout the county. The resolution requests Walworth County to head the study and they would like to prepare it for the 2017 budget. The Commission members were happy with this agreement and agreed that it falls within the 10 year program that has already been laid out for the Lake Geneva Fire Department.

c. Water Tower Agreement

The Water Tower Agreement has been approved by the water commission. Administrator Oborn will submit it to the City Council for signatures. The Agreement will become a resolution and will be maintained at City Hall.

d. Emergency Services Billing and Revenue Questions/Answers

Chief Connelly went through the answers from Eric Keifer at EMS Medical Billing Associates with regard to questions asked by Commissioner Hartz. Jordan wondered what we were getting back on commercial payback. He felt this would be helpful at budget time. Chief Connelly noted that Eric Keiffer would be happy to come to a meeting and answer questions. Eric Keifer responded to the questions regarding mailing status reports to each client as to the status of their incident. Eric Keifer felt this would be costly. Fire Officer Cho said the Fire Department could submit a document to the patient at the time of incident if it was possible. Chief Connelly noted there is a document to present to the patient about how services are paid but it is often inappropriate to give a statement at the scene.

e. New hiring, testing, selection guidelines

Hartz motioned to approve the Department staffing levels and permit the hiring process to begin and a list to be developed for Police and Fire Commission approval. Jordan seconded. Motioned carried 5-0. Firefighter Cho is the Chairman of the hiring committee along with Assistant Chief Heindl and three other members. The committee prepared documents regarding staffing targets regarding POP and POP staffing side. The committee also prepared a document regarding the hiring process outline and created the document to create a good fit with the Fire Department with regard to goals and work ethic. Further discussion was made regarding the interview process, the recruitment process, and the participation requirement. Chief Connelly noted that POP staffing is often hard to retain because those employees are looking for a career in firefighting.

f. Pro-phoenix payroll changes

The Comptroller has requested some changes to the payroll system. If Pro-Phoenix feels it is a viable change for all Pro-Phoenix users then Pro-Phoenix will not charge the Fire Department. If Pro-Phoenix determines they are customary changes then the charges will be figured into the price.

g. Airboat damage and repairs

The airboat damages incurred some damage while providing mutual aid to East Troy Fire for body recovery. The airboat should be back in service within two to three weeks. In the meantime, Town of Delavan, Fox Lake and Wonder Lake will be able to help if ice rescue is needed.

h. Staff injuries, light duty, and notification of PFC

Two staffing injuries occurred at East Troy when assisting at Mill Lake. Hartz felt that the Commission should be notified of all personnel injuries. Chief Connelly noted that a policy is being set up for injury notification.

i. Monthly EMS Medical Billing/Stark Report/Charge Detail Report

The EMS billing from 60-90 days is at 11.3%. Hartz did not feel comfortable with that rate, although EMS has noted in the past that 13% is the average for 60-90 days. There was a discrepancy with the charges of Date of Services and Hartz asked for clarification on the report.

j. Monthly Fire Department Activity Report/EMS reports

The Fire Department is transporting half of the calls.

k. Monthly Paratech Report

The report indicates that Paratech wasn't available four times. In those cases, the Fire Department crews are called out to transport.

l. Thank you cards/letters

- To all mutual-aid departments for Elm Street fire
- Thank you from Spring Grove Fire
- Thank you notes from Alderman Wall and Gelting on Elm Street fire
- Thank you cards to customers

Chief Connelly told the Commission that after every service call, the Fire Department sends a thank you note to the families.

m. Items to be forwarded to city council

Monthly reports, airboat repair, Countywide Resolution.

10. Police Department Business:

Approval of bills for the Month of December 2015, operating in the amount of \$11,331.49, Capital in the amount of \$2,562.53; for a total of \$13,894.02.

Approval of the bills for the month of January 2016, operating in the amount of 230,487.33, Capital in the amount of \$5,604.42, for a total of \$236,091.75.

Pollard motioned to approve the bills for the month of December 2015 and bills for the month of January 2016, Jordan seconded. Roll call: Bittner-Y, Gramm-Y, Pollard -Y, Jordan-Y, Hartz- Y. Motion carried 5-0.

Chief Rasmussen noted that accounts 11-21-00-5305 Data Processing, 11-21-00-5380 Police Special Investigations, and 11-21-00-5450 Phoenix Support Contract are high because some annual bills were paid out of these accounts including the annual Lexipol Manual and Morphotrak fingerprint yearly contracts. The Phoenix Contract was paid at a higher rate than initially quoted and the Police Department will get reimbursed for that discrepancy.

2015 will close out in March. Hartz asked if the wage resolutions had already been placed in the 2016 budget. Chief Rasmussen stated they were included in the 2016 budget.

Police and Fire Commission expense account 11-21-00-5190 was over budget and Commissioner Hartz wondered why all the expenses were on the Police Department budget. They should be distributed between the Fire Department and the Police Department. Communications was also over budget because of the new carpet in the dispatch center. Hartz was interested in the process of Tuition and Books and how it was decided who gets to attend the classes. Chief Rasmussen noted that in the past officers request schooling at the beginning of the year.

b. Update on Pre-Hearing Conference for Amended Petition for Removal from Office of the City of Lake Geneva Chief of Police Michael S. Rasmussen.

Hartz said a Pre-Hearing Conference was scheduled with the Police and Fire Commission attorney, Chief Rasmussen's attorney and Officer Dyon's attorney but the meeting was postponed and it is currently scheduled for March 2, 2016 via phone.

c. Police Department Annual Report

Chief Rasmussen said this was the first time the report was prepared. Finances will be a separate report next month. Chief Rasmussen asked what the Commission wanted to do with the report and if there were any changes for next year. The Commissioners felt the report was very informative and was nicely prepared. The Commission members felt the report should be shared with the community. The annual report will be posted on the website.

d. 9-1-1 PSAP Routing Study update

The wording has been changed and the terms have been set up with the Sheriff's Office. The City of Delavan will also participate in the study and they are in the process of getting funding for the study. The study will hopefully be done within 2-3 months.

e. Reserve/Booking Officer update

Assistant Chief advised the Commission that there were 27 applicants for the reserve officer position and 22 applicants can test on February 17, 2016. Ten reserves are currently employed and nine of them would work 32 hours a week. This is not a guarantee as they can get hired elsewhere. With regard to the booking officers, there were 14 applicants and there will be 10 interviews. Interviews for reserve officers will take place March 7 and 9, 2016 and Booking Officer interviews will take place on March 16, 2016. Commission members are welcome to attend.

f. Reserve and Booking Officer Job Descriptions

Pollard motioned to accept the job descriptions. Bittner seconded. Motion carried 5-0. The job descriptions were updated.

g. Rescind Leave of Absence for Reserve Officer Lindsey Schauer

Hartz motioned to continue the request to Rescind Leave of Absence for Reserve Officer Lindsey Schauer until a list of reserve candidates is established. Gramm seconded the motion. Motion carried 5-0.

h. Resignation from Reserve Officer Sergio Martini

Gramm motioned to accept resignation of Reserve Officer Sergio Martini. Bittner seconded motion. Motion carried 5-0.

i. Thank you: Lieutenant Gritzner from Town of Geneva  
Sally & John Dicmas-house check – No Action/Discussion

j. Donation from Barbara Luoma--Flag

Jordan motioned to accept flag donation from Barbara Luoma. Pollard seconded. Motion carried 5-0. Chief Rasmussen asked for approval to accept flag donation from Barbara Luoma. Her late husband, Chuck, was on the Police and Fire Commission and helped build the current police department. The flag may be hung in the training room.

k. Monthly activity reports

|  |                           |               |                     |
|--|---------------------------|---------------|---------------------|
| 2016 Dispatch activity for January 2016: | Telephone calls– 2,839    | 911 Calls–166 | Window assists– 760 |
| 2015 Dispatch activity for January 2015: | Telephone calls– 3,017    | 911 Calls–186 | Window assists–637  |
| 2016 Patrol activity for January 2016:   | Calls for service - 1,157 | Arrests - 132 |                     |
| 2015 Patrol activity for January 2015:   | Calls for service - 1,047 | Arrests - 155 |                     |

NO ACTION/DISCUSSION

I. Items to forward to City Council  
Reports, Annual report,  
Flag donation, 911 Update

11. 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)(e), deliberating or negotiating the purchasing of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session; and Wis. Stats. 19.85 (1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: regarding grievances filed by Officer Dennis Dyon regarding Holiday Pay and Scheduled Vacation (City Attorney Draper).

Jordan motioned to go into closed session. Pollard seconded. Roll call: Bittner-Y, Gramm-Y, Pollard -Y, Jordan-Y, Hartz- Y. Motion carried 5-0 at 8:50 p.m.

12. Motion to return to open session per Wisconsin State Statute 19.85(2)

Gramm motioned to return to open session. Bittner seconded. Motion carried at 9:08 p.m. Roll call: Bittner-Y, Gramm-Y, Pollard -Y, Jordan-Y, Hartz- Y. Motion carried 5-0 at 9:08 p.m.

13. Discussion and action on closed session items if needed.

Bittner motioned to deny grievance 2016-1 regarding Holiday Pay to include Thanksgiving, Christmas Eve, Christmas, New Year's Eve and New Year's Day to be placed into compensatory time-off bank. Pollard seconded. Roll call: Bittner-Y, Gramm-Y, Pollard-Y, Jordan-Y, Hartz- Y. Motion carried 5-0. Gramm motioned to deny grievance 2016-3 regarding placing 15 days vacation back into the vacation bank to be used at a later date, Jordan seconded. Roll call: Bittner-Y, Gramm-Y, Pollard-Y, Jordan-Y, Hartz-Y. Motion carried 5-0.

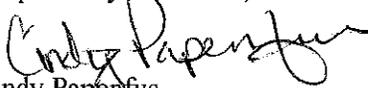
14. Agenda items for the next regular meeting March 10, 2016.

Reserve Officer Lindsey Schauer  
Update prehearing conference  
Routing study PSAP

15. Adjourn

Bittner motioned to adjourn meeting, Pollard seconded. Motion carried 5-0 at 9:12 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

**MINUTES NOT OFFICIAL UNTIL APPROVED AT THE NEXT POLICE AND FIRE COMMISSION MEETING**