

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY MARCH 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 Gramm

3. Roll call

Commissioners Gramm, Pollard, Jordan and Hartz were present. Commissioner Bittner was absent. Police and Fire Liaison Gelting was present. Fire Department Liaison Mumford was absent.

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 February 4, 2016

Gramm motioned to approve the February 4, 2016 regular minutes. Jordan seconded. Motion carried 4-0

Approval of Dispatch Recruitment Workshop Minutes February 4, 2016

Gramm motioned to approve the February 4, 2016 Dispatch Recruitment Workshop minutes. Pollard seconded. Motion carried 4-0

7. Approve Resolution number 16-R06

Pollard motioned to approve Resolution 16-R06 Police and Fire Department's 2016 Capital Projects carryforward of the Police and Fire capital project budget balances to 2016 totaling \$124,601.00. Jordan seconded. Roll call: Gramm-Y, Pollard -Y, Jordan-Y, Hartz- Y. Motion carried 4-0.

Jordan questioned why the Firehouse Roof Account was a carryforward if the roof was repaired. Jordan recommended sending it to the Council to discuss it. Administrator Oborn recommended approval of the resolution to deal with the roof at another time either by releasing the funds or finding another project. Chief Connelly had discussed this with the comptroller and the feeling was to carryforward to see if the repairs worked. This is the third year of the capital funding so they either have to escrow the money or spend down the capital by the end of the year.

8. Police Department Business

a. Approval of bills for the Month of December 2015, operating in the amount of 19,426.01, for a total of \$19,426.01.

Jordan motioned to approve the bills for the Month of December 2015. Pollard seconded. Roll call: Gramm-Y, Pollard -Y, Jordan-Y, Hartz- Y. Motion carried 4-0.

b. Approval of bills for the month of February 2016, operating in the amount of \$181,166.31, Capital in the amount of \$67,317.18, for a total of \$248,483.49.

Gramm motioned to approve the bills for the month of February 2016. Pollard seconded. Roll call: Gramm-Y, Pollard -Y, Jordan-Y, Hartz- Y. Motion carried 4-0.

c. Approve Resolution Number 16-R10;

Increase Acct #11 00-00 3467, Designated FB-PD Donations, by \$200.00

Decrease Acct #11 00-00 3480, Undesignated Fund Balance, \$200.00

Pollard motioned to approve Resolution Number 16-R10. Gramm seconded. Roll call: Gramm-Y, Pollard -Y, Jordan-Y, Hartz- Y. Motion carried 4-0.

d. Approve Resolution Number 16-R11

Increase Acct # 11 00-00 3468; Designated FB-PD State Seizures, by \$3,253.00

Decrease Acct #11 00-00 3480; Undesignated Fund Balance, by \$3,253.00

Jordan motioned to approve Resolution Number 16-R11. Pollard seconded. Roll call: Gramm-Y, Pollard -Y, Jordan-Y, Hartz- Y. Motion carried 4-0.

e. Approve Resolution Number 16-R12

Decrease Acct # 11 00-00 3480 Undesignated Fund Balance by \$2,823.16.

Increase Acct #11 00-00 3439 Designated FB-PD Uniform Allowance by \$2,823.16

Hartz motioned to approve Resolution Number 16-R12. Jordan seconded. Roll call: Gramm-Y, Pollard -Y, Jordan-Y, Hartz- Y. Motion carried 4-0.

f. 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 stated the three attorneys met on March 2, 2016 and no action was taken regarding the Amended Petition. A decision will not be made until the consultant makes a final report to the city. City Administrator Oborn hoped to have the information at the next meeting.

g. Update Grievance No 2016-1 and Grievance No 2016-3

Administrator Oborn reported that the union voted to move to the next step of the grievance. The union will grieve the wording to avoid future issues. The grievance is mostly setting precedence for Administrative Leave dealing with Holiday/Vacation pay in the future.

h. Certification of Eligibility List for Reserve Officers

Jordan motioned to certify the Eligibility List for Reserve Officers. Gramm seconded. Motion carried 4-0. Background checks will begin tomorrow with Conditional offers to follow. Then psychological and physical evaluations will be done.

i. Booking Officer Update

Interviews will be held March 16, 2016 at 6:00 p.m. Any commission members are welcome to attend.

j. Squad Replacement Update

Two squad cars have been purchased. One of the old squad cards is being decommissioned and the department will be keeping the second squad car. The new squads will be on the road once all the equipment is installed.

k. Squad Car Damage

On January 27, 2016 damage was done to one of the squad cars. The cost to repair it will be \$2,600.00 with insurance to cover a portion of it. The damage was found days later, however, it is believed it occurred when an officer caught it on a snow bank. The officer did not notice it at the time as the damage was difficult to see.

l. Lexipol Policy Update

- 312 Firearms
- 328 Discriminatory Harassment
- 332 Missing Persons

- 334 Public Alerts
- 340 Standards of Conduct
- 346 Media Relations (formerly News Media Relations)
- 370 Communications with Persons with Disabilities
- 372 School Employee Arrest Reporting (deleted)
- 386 Native American Graves Protection and Repatriation
- 458 Foot Pursuits

Pollard motioned to accept Lexipol Policies as listed above. Gramm seconded. Motion carried 4-0. The commission members asked how employees were notified of the changes and how they follow-up with the changes. Per Lieutenant Gritzner the staff is notified of policy changes through the computer and employees are given Daily Training Bulletins (DTB's). The Daily Training Bulletins also review the policies. Lieutenant Gritzner monitors each employee's progress on both the policy updates and DTB's through the Lexipol computer system. This type of training completes approximately 12 hours of training for the officers each year.

m. Police Department Year End Financial Report

Chief Rasmussen just received the final numbers for 2015. A report will be prepared next month.

n. 9-1-1 PSAP study Update

Sheriff Picknell met with several members of the City of Delavan Administration to get the study approved. Once that is complete the study should begin soon.

o. Civilian handbook/Benefits

The Civilian handbook along with a benefit package was adopted March 2014 by the Police and Fire Commission; however, the City Attorney felt it needed to go to council. The status of the Handbook is unclear at this time. Chief Rasmussen would like to review the handbook, benefits and the concerns the civilian employees have addressed with regard to the handbook. A Civilian Handbook/Benefits workshop will be held April 7, 2016 at 6:30 p.m. to discuss it further.

p. Contract updates-Chief of Police, Assistant Chief of Police

In 2013 the Chief of Police and Assistant Chief of Police contracts were signed in 2013 by the Police and Fire Commission and sent to the City Council for approval. The City Council eventually sent the contracts back to the Police and Fire Commission for some wording changes. The Mayor has not signed the 2013 contracts so it was unclear whether the wording had been changed at a prior Police and Fire Commission meeting. It was determined that the wording was approved at a Police and Fire Commission meeting but the contracts were not signed by the Mayor. Commissioner Hartz will sign the 2013 contract and it will then be sent to the Mayor for signature.

q. Chief and Command Staff Appraisals

Some Chief and Command Staff appraisal examples have been received from other agencies but they have been difficult to find. Examples will be provided next month.

r. Crisis Intervention Training (CIT)

Lieutenant Gritzner discussed Crisis Intervention Training and showed a video depicting CIT training and a video of the recent use of CIT training. Officer Walser attended Crisis Intervention Training recently and almost immediately he was able to use the intervention to help an individual get the medical treatment he needed. One of the Department's 2016 goals is to begin Crisis Intervention Training for officers. Upon researching training ideas, Lieutenant Gritzner determined that Walworth County does not have a Crisis Intervention Program at this time. All neighboring counties have programs already in place. Ultimately the Lake Geneva Police Department's goal is not only to train their officers but to reach out to other jurisdictions in the area to spearhead a Crisis Intervention Program.

s. Resignation from Reserve Officer Kyle Kegley

Jordan motioned to approve resignation of Reserve Officer Kyle Kegley. Pollard seconded. Motion carried 4-0.

t. Rescind Leave of Absence for Reserve Officer Lindsey Schauer

Chief Rasmussen advised that we still do not have a medical release for Reserve Officer Schauer.

u. Rescind Leave of Absence for Reserve Officer Aaron Greetham

Jordan motioned to rescind Leave of Absence request for Reserve Officer Greetham. Gramm seconded. Motion carried 4-0.

v. Monthly activity reports

2016 Dispatch activity for February 2016: Telephone calls– 3,065	911 Calls– 183	Window assists– 773
2015 Dispatch activity for February 2015: Telephone calls– 2,649	911 Calls– 145	Window assists– 612

2016 Patrol activity for February 2016: Calls for service - 1,111 Arrests - 152

2015 Patrol activity for February 2015: Calls for service - 1,099 Arrests - 132

Chief Rasmussen handed out 2015 ALPRS stats. The ALPRS unit (license plate reader) read approximately 500,000 license plates and had 6,690 hits on those plates. Some items that include a “Hit” would be warrants, Federal, State, Municipal alerts, Silver and Amber alerts, and revoked driver’s licenses.

w. Thank you letters

- Thank you to Detective Joe Ecklund from Lake Geneva Schools
- Thank you from Jeffrey Boncosky
- Thank you from Special Olympics

Sergeant Hall received a thank you note from Special Olympics but Sergeant Way, Dispatcher Yakes and Reserve Officer Guetschow also attended the event.

x. Items to forward to City Council

Reports, ALPRS report

CIT training

Resolutions

9. Fire Department Business:

a. Approval of the bills for the month of February 2016, operating in the amount of 54,973.79, for a total of \$54,973.79.

Pollard motioned to approve the bills for February 2016. Jordan seconded. Roll call: Gramm-Y, Pollard –Y, Jordan-Y, Hartz- Y. Motion carried 4-0.

Hartz requested a comparison between 2015 and 2016 expenditure reports with regard to Account #11-22-00-4624 Fire/EMS Billing Revenue. The account is currently at 13%. Gramm asked about the utility expenses for the water tower and Station I. Chief Connelly advised that some lighting changes would be made and that would help to lower the costs.

b. Approve Resolution number 16-R07

Decrease Acct #11 00-00 3449, Designated Fund Balance –EMS Act 102, by \$3,057.95

Increase Acct#11 00-00 3480, Undesignated Fund Balance, by \$3,057.95

Gramm motioned to approve Resolution No. 16-R07 as corrected. Pollard seconded. Roll call: Gramm-Y, Pollard –Y, Jordan-Y, Hartz- Y. Motion carried 4-0.

EMS-Act 102 is a grant received from the state and is based on the number of EMT and EMS calls annually and it is used to monitored defibrillator in the two ambulances. It must be used to purchase

equipment. Gramm noted the wording on the resolution was incorrect and asked if the wording should increase the Designated Fund Balance and Decrease the Undesignated Fund Balance.

c. Approve Resolution No: 16-R08

Increase Acct #11 00-00 3438, Designated Fund Balance –Fire CPR Revenue, by \$411.48

Decrease Acct #11 00-00 3480, Undesignated Fund Balance, by \$411.48.

Jordan motioned to approve Resolution No. 16-R08. Pollard seconded. Roll call: Gramm-Y, Pollard –Y, Jordan-Y, Hartz- Y. Motion carried 4-0.

d. Approve Resolution number 16-R09

Increase Acct #11 00-00 3437, Designated Fund Balance- Fire Donations, by \$47.90.

Decrease Acct#11 00-00 3480, Undesignated Fund Balance, by \$47.90

Pollard motioned to approve Resolution No. 16-R09. Hartz seconded. Roll call: Gramm-Y, Pollard –Y, Jordan-Y, Hartz- Y. Motion carried 4-0.

e. Emergency Services billing and revenue questions/answers

An email from Eric Kiefer at EMS Medical Billing was included in the packet to answer last month's questions. Hartz noted an increase to 17.5% in January is above the acceptable range and wondered why that was. Chief Connelly will discuss this with Eric Kiefer after the meeting. Chief Connelly advised that Eric Kiefer is always willing to come to a meeting to discuss any problems or talk about them prior to the next meeting.

f. 10-year Consolidation Plan-Update

There was a meeting on February 16, 2016 with Darien, Sharon and Lake Geneva Fire Departments to discuss a consolidation plan over the next 10 years. Elkhorn and Whitewater Fire Departments attended the second meeting. The meeting was very successful and several goals were established. Some of the recent goals are shared services such as uniforms, turn-out gear and training. Jordan wondered why only certain departments were involved. Chief Connelly and Captain Peters advised that a small group was developed initially with the hope that more departments will be added later. Hartz asked about employee response. Chief Connelly said that overall the plan has been well-received by employees.

g. Ambulance Purchase and Procurement Plan 2016-2020

Jordan motioned to proceed with the purchase of the Village of Darien ambulance, with the contingency that it is in mint condition, purchase the necessary equipment for the vehicle and the stretcher for the third ambulance using the \$94,000.00 in the Equipment Fund. Pollard seconded. Roll call: Gramm-Y, Pollard –Y, Jordan-Y, Hartz- Y. Motion carried 4-0.

Chief Connelly discussed a long term replacement plan of all ambulances. The long-term goal is to replace an ambulance every 10 years. Chief explained the recommendations, conditions and rotations of each ambulance. Darien is currently selling a 2005 ambulance in good condition with 25,000 miles. The cost of the Darien ambulance as well as the needed equipment and the two cots would be approximately \$94,000.00. The fire department has a \$160,000.00 available for a vehicle purchase as well as \$94,231.74 for equipment purchases. Chief Connelly asked the Commission to approve using the money in the Equipment Fund to purchase the Darien ambulance, the necessary equipment and two cots. Administrator Oborn has suggested using the equipment money and keep the \$160,000.00 to purchase a new vehicle in 2020. Pollard wondered when the Darien ambulance could be available. Chief Connelly said the ambulance could be ready in mid April if the purchase is approved by the Lake Geneva Police and Fire Commission and the Village of Darien Board and that the ambulance is in good working condition. There is no signed agreement with the Village of Darien at this time but the Village of Darien council is aware that the City of Lake Geneva Fire Department is interested in purchasing the ambulance. The purchase of the Darien ambulance and the equipment is a proposal to be sent to the City Council. Gelting will make the proposal to the City Council.

h. Pro-phoenix payroll changes

Per the City Comptroller, the payroll changes made by Pro-phoenix did not fix the issues and Pro-phoenix is still looking into the problem. Hartz wondered if the Fire Department was getting service from Pro-phoenix because the payroll issues are not getting fixed. Chief Connelly felt that Pro-phoenix was willing to work with the fire department without paying extra costs. The Lake Geneva Fire Department is a small department compared to others and Pro-phoenix waits to fix items until several departments request a change.

i. Status of two injured firefighters from January 2016

One firefighter should be released next week to return to work. One firefighter required surgery and will be out for about six months. He is currently on light duty.

j. Injury Reporting Policy

Jordan motioned to approve the Injury Reporting Policy. Hartz seconded. Motion carried 4-0.

An injury reporting policy was not in place, so a policy was put in place based on the City's policy and updated to fit with the Fire Department needs. City Administrator Oborn agreed with the policy.

k. Light Duty Policy

Hartz motioned to continue the Light Duty policy to the next meeting. Gramm seconded. Motion carried 4-0.

Chief Connelly, Administrator Oborn and the Union President have reviewed the Light Duty policy. The Policy will require a case by case basis for review. There was discussion regarding the light duty status not exceeding 90 days. Administrator Oborn had concerns with the policy and wants to review the policy with the City Attorney. Gramm agreed the policy needed clarification.

l. Approval of New Hires as forwarded by Membership Committee

Gramm motioned to approve Sara Murray and Michael Mills for hire. Pollard seconded. Motion carried 4-0.

Chief Connelly felt the new hiring process went very smoothly and time will determine if the process was beneficial for the department. Hartz wondered after looking at the procedure so far if there were any changes to be made. Chief Connelly felt only small changes may be made at this time.

m. Airboat repairs

The airboat has been back in service since mid February. The cost of repairs was less than expected because several employees helped repair the airboat.

n. Accept donations-Oak Fire LLC, Winterfest Committee

Jordan motioned to accept donations from Oak Fire, LLC and the Winterfest Committee. Pollard seconded. Motion carried 4-0.

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

Eight errors were found in the charge detail report and have all been fixed.

p. Monthly Fire Department Activity Report/EMS reports

The actual city fire calls was 37 for the month, so the total calls for the month was 108.

q. Monthly Paratech Report – No Action/Discussion

r. Thank you cards/letters

- Williams Bay Fire Department
- Burlington Rescue Squad
- Elm Street fire- The Waspi family
- Ice Incident- thank you letters from Jeffrey W. Boncosky and Don & Marilyn Sakosky

s. Items to be forwarded to city council

Thank you notes

Activity report

Airboat repairs

Ambulance purchase

10. Agenda items for the next regular meeting April 7, 2016.

Year-end financial report

Civilian handbook

Chief and Command Staff appraisals

Billing revenue

Light duty Policy

Ambulance purchase

11. Adjourn

Pollard motioned to adjourn the meeting. Jordan seconded. Motion carried 4-0.

Meeting adjourned at 9:37 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