

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY APRIL 7, 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 7:07 p.m. Commissioner Hartz stated that item 10b on the agenda would not be addressed during the meeting.

2. Pledge of Allegiance

The Pledge of Alliance was led by Commissioner Bittner

3. Roll call

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

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 March 10, 2016

Jordan motioned to approve the minutes of March 10, 2016. Pollard seconded. Motion carried 5-0.

7. Fire Department Business:

a. Approval of bills for the month of March 2016, operating in the amount of \$82,444.80, Capital in the amount of \$1,021.35, for a total of \$83,466.15

Bittner motioned to approve the bills for the month of March 2016. Jordan seconded.

Roll call: Pollard -Y, Jordan-Y, Bittner -Y, Gramm-Y, Hartz- Y. Motion carried 5-0.

Hartz asked for clarification next month on the journal entry at the bottom of the expenditure reports stating: "Please see adjustment transfer report for comment."

b. Final Budget Numbers from 2015

Chief Connelly stated the final 2015 numbers have not been received from the auditors and the union contract is not complete so the final report could not be completed. It will be completed next month.

c. Budget Revenue Comparison EMS Medical First quarter 2015 vs. 2016

2015 revenue from EMS was \$56,500.75. 2016 revenue from EMS was \$65,532.16. Hartz noted there was a discrepancy in the numbers they currently have but Chief Connelly said it is likely the overlap periods in the difference with insurance. Medicare usually takes longer to pay.

d. Ambulance purchase 2016

The Darien ambulance went to a State municipal bidding page and closes on April 13. The current bid was \$3,100.00. The EMS ambulance committee is looking at other options.

e. Pro-Phoenix payroll changes

The Comptroller and Lt. Detkowski recently met and came up with the exact needs of the comptroller for payroll sheets. Pro-Phoenix will determine if they can include the corrections in the software price or make a price adjustment.

f. Status of 2 injured firefighters from January 2016

One firefighter is back on duty and the other firefighter underwent shoulder surgery and will be out for 6 months. Both firefighters were on light duty and that worked out well.

g. ISO Information

The ISO evaluation was over six months ago. A recommendation letter should be received within the next month.

h. Light duty Policy-Changes

Three union members, Administrator Oborn and Chief Connelly met and made changes to the light duty policy. The union will also meet and make a decision on the policy changes. There was some discussion with regard to the issues of hours worked during the transition period of light duty to regular duty. There will be some rewording with regard to scheduling during the transition from light duty to normal duty shift.

i. Resignation-Michael Bothun POP-Please accept resignation

Jordan motioned to accept the resignation of Michael Bothun. Pollard seconded. Motion carried 5-0.

j. Accept Donation-Badger Youth Wrestling Club

Bittner motioned to accept the donation from the Badger Youth Wrestling Club. Gramm seconded. Motion carried 5-0.

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

Chief Connelly noted that the charge detail report is reviewed every month and three mistakes were found and corrected. Hartz questioned the collection write-off dates as old as 2011 and 2013. Chief Connelly will check into the dates and numbers for next month.

l. Monthly Fire Department Activity Report/EMS reports

Hartz questioned incidents with the same date and number. Chief Connelly advised that means three people were transported for the same incident. EMS transport numbers are a little off because auto accidents are actually logged in as fire calls.

m. Monthly Paratech Report – No action/discussion

n. Thank you cards/letters - none

o. Items to be forwarded to city council - Activity report

8. Police Department Business

a. Approval of bills for the month of March 2016, operating in the amount of \$192,547.10, Capital in the amount of \$6,993.74, for a total of \$199,540.84

Pollard motioned to approve the bills for the month of March 2016. Hartz seconded.

Roll call: Pollard –Y, Jordan-Y, Bittner –Y, Gramm-Y, Hartz- Y. Motion carried 5-0.

Bittner asked about the fuel expense and Chief Rasmussen said it just takes time coming from the Street Department to the City and then eventually billed to the Police Department. Hartz had a question on the meals and lodging expenses. Chief Rasmussen indicated that hotels are usually chosen based on the location of the conference.

b. Police Department Year End Financial Report

Chief Rasmussen handed out the year-end financial report for review.

c. 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 that a meeting will be set up between the three parties within the next week or so.

d. Certification of Booking Officer Hiring—Carley Fettig and Tonia Wojtas

Gramm motioned to approve the hiring of Booking Officers Carley Fettig and Tonia Wojtas.

Pollard seconded. Motion carried 5-0.

e. Reserve Dispatch Hiring and Eligibility List for Fulltime Dispatcher

Jordan motioned to begin hiring of reserve dispatchers and create an eligibility list for fulltime dispatchers. Gramm seconded. Motion carried 5-0.

Chief Rasmussen stated that Jodi Cordes had tenured her resignation but has agreed to stay on for the next few months until new employees are hired.

f. Civilian handbook/Benefits

There was a short workshop prior to the meeting. The items will be clarified and a new report will go out in a few weeks. The changes will be addressed at the next PFC meeting.

g. Chief and Command Staff Appraisals

Chief Rasmussen and Hartz are working together to create some type of appraisals. Hartz has done some research and found that some groups do not like performance evaluations at all and feel they are not useful.

h. Lexipol Policy Updates

- 702 Personal Communication Devices
- 706 Vehicle Use
- 900 Custodial Searches
- 1022 Seat Belts

Pollard motioned to accept Lexipol Policy updates with changes. Gramm seconded. Motion carried 5-0.

i. Awards Ceremony May 12, 2016 at 6:00 p.m. in Police Training Room

Chief Rasmussen announced the Police Department Awards ceremony will be May 12, 2016 at 6:00 p.m. and invited the Commission members to attend.

j. Resignation from Reserve Officers Lindsey Schauer and Gus Arellano
Bittner motioned to accept the resignations of Reserve Officers Lindsey Schauer and Gus Arellano. Pollard seconded. Motion carried 5-0.

k. Leave of Absence for Reserve Officer Jessica Muth
Jordan motioned to accept leave of absence for Reserve Officer Jessica Muth. Bittner seconded. Motion carried 5-0.

l. Officer injury
An officer was injured while performing/assisting with physical fitness test setup. The officer is currently on light duty for approximately four weeks.

m. Monthly activity reports

2016	Dispatch activity for March 2016: Telephone calls– 2,894	911 Calls– 190	Window assists– 841
2015	Dispatch activity for March 2015: Telephone calls– 3,246	911 Calls– 183	Window assists– 710

2016	Patrol activity for March 2016: Calls for service - 1,148	Arrests - 153
2015	Patrol activity for March 2015: Calls for service - 1,178	Arrests - 158

No discussion/Action

n. Items to forward to City Council
Activity reports/Award Ceremony Invite

9. Agenda items for the next regular meeting May 5, 2016
Appraisals
Civilian Handbook

10. Motion to go into Closed Session:

a. pursuant to Wis. Stat. 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 pursuant to Wis. Stat. 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 (City Attorney Draper) for grievances filed by Officer Dennis Dyon regarding Holiday Pay and Scheduled Vacation.

b. The Commission may convene in closed session pursuant to Wis. Stat. § 19.85(1)(b), (c) or (f) to consider dismissal or discipline of a dispatcher. The Commission may reconvene in open session following the closed session.

Gramm motioned to go into closed session. Bittner seconded. Roll call: Pollard –Y, Jordan-Y, Bittner –Y, Gramm-Y, Hartz- Y. Motion carried 5-0 at 8:22 p.m.

11. Motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in closed session.

Jordan motioned to return to open session. Pollard seconded.

Roll call: Pollard –Y, Jordan-Y, Bittner –Y, Gramm-Y, Hartz- Y. Motion carried 5-0 at 8:35 p.m.

Jordan motioned to deny the grievance filed by Officer Dennis Dyon but to allow the City Attorney and City Administrator to move forward in making a side agreement with the union regarding what was discussed. Pollard seconded. Motion carried 5-0.

12. Adjourn

Pollard motioned to adjourn the meeting. Jordan seconded. Motioned carried 5-0. Meeting adjourned at 8:36 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Cindy Papenfus", written in a cursive style.

Cindy Papenfus
Administrative Assistant

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