

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY MAY 5, 2016 AT 7:00 P.M.**

This meeting will be 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 7:002 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Jordan

3. Roll call

Commissioners Jordan, Bittner, Gramm, Pollard and Hartz 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. Welcome Tom Walton, newly appointed Town of Geneva Liaison.

Hartz welcomed Tom Walton as the newly appointed Town of Geneva Liaison.

7. Election of Officers: President, Vice President and Secretary

Jordan nominated Hartz for Present, Pollard seconded. There were no other nominations. Nominations were closed. Motion carried 5-0.

Pollard nominated Bittner for Vice President. Jordan seconded. There were no other nominations. Nominations were closed. Motion carried 5-0.

Hartz nominated Jordan for Secretary. Bittner seconded.

Jordan nominated Gramm for Secretary. Pollard seconded.

Written ballots were gathered. Gramm was voted secretary 5-0.

8. Approval of Civilian handbook/benefits workshop minutes April 7, 2016

Approval of regular meeting minutes April 7, 2016

Jordan motioned to approve the minutes of April 7, 2016 from the handbook/benefits workshop. Bittner seconded. Motion carried 5-0.

Gramm motioned to approve the minutes of April 7, 2016. Bittner seconded. Motion carried 5-0.

9. Fire Department Business:

a. Approval of bills for the month of April 2016 operating in the amount of \$36,768.34, Fire Hydrant Rental in the amount of \$57,339.25, Capital in the amount of \$15,500.00, for a total of \$109,607.59

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

Bittner noted that Workman's Compensation has been paid and payroll to date was significantly lower. Bittner wondered if there is a possibility for a refund after audits. Jordan said that it is a possibility and most likely the City will get a refund. It goes back into the insurance fund. Assistant Chief Heindl noted that Fire Hydrant Rental has been paid by the department for the first quarter but the department will be reimbursed through the contingency fund.

b. Journal Entry Question

"Please see adjustment transfer report for comment." – This statement appears when a budget item has been revised per resolution by the City Council.

c. Final budget numbers from 2016

The report was included in the packet. Revenues were 121.8% due to the unanticipated approval of weekend coverage from July through September and additional ambulance transports. Operating costs were 8.2% under budget. This was due to less responder's per call for both fire and EMS. Fuel expenses were also down for the year.

Jordan asked about the Fire Department handling their alarm systems and wondered if that had been set up with the IT program. If it was hooked up to the Fire Department alarm system the calls would come to the City's 911 system directly rather than through an outside system. Currently Administrator Oborn and Chief Rasmussen are working on the certification and cost of the alarm systems and will begin the city buildings first.

d. Pro-Phoenix payroll changes

Pro-Phoenix is working on the changes and will let us know when the changes are resolved. The Comptroller has talked directly with Pro-Phoenix and the changes will not cost the department anything.

e. Ambulance and equipment purchase 2016

The Darien Rescue Squad was purchased for \$15,000, which is \$5,000 less than the original bid. A used cot was purchased from the Village of Walworth, which was an additional cost savings. Chief Connelly also enclosed the request for additional items needed including a bulletproof engine refix, painting and additional electric cots. There was discussion regarding the need to purchase the additional items. Pollard noted that the initial approval was \$94,000.00 and if all the remaining items are purchased, the Fire Department would still be approximately \$18,000.00 under budget.

f. ISO information

We received the ISO report and the Lake Geneva Fire Department rating improved to a Class 3 rating and will begin August 1, 2016. There is a significant difference in departments with a rating of Class 4 versus Class 3 in the United States. Bittner wondered how we can communicate this rating to the community. Assistant Chief Heindl indicated it can be done via press release or the city website. Hartz indicated that he called different insurance companies and none had heard about ISO. City Administrator Oborn stated it is a complicated procedure and it depends on how insurance companies classify cities.

g. Light duty policy changes

Bittner motioned to accept the Light Duty Policy with grammatical changes. Gramm seconded. Motion carried 5-0.

The policy changes have been approved by the Firefighters Association and the City Administrator. There are some grammatical changes that need to be made. Jordan had questions about financial hardship regarding disability versus light duty. City Administrator Oborn felt the wording was appropriate enough to create financial incentives to return to work.

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

There was one error on the report and it was resolved.

i. Monthly Fire Department Activity Report/EMS reports - No action/discussion

j. Monthly Paratech Report

Gramm asked about the Call Summary Report average time and wondered what the target response time was and why some times are longer. Assistant Chief Heindl said the target time is 3-5 minutes but times may be longer because some calls are in the middle of the night and require the firefighter to be called in.

k. Thank you cards/letters - none

l. Items to be forwarded to city council

Monthly activity report, Budget report and ISO report.

10. Police Department Business

a. Approval of bills for the month of April 2016, operating in the amount of \$200,127.84, Capital in the amount of \$5,907.34, for a total of \$206,035.18

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

Chief Rasmussen advised that the department is under budget to date.

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

The attorneys have talked and there is more information to consider and exchange. Hartz would like to schedule a special meeting on Tuesday May 24, 2016. The meeting will be May 24, 2016 at 4:45 p.m.

c. Reserve and fulltime Telecommunicator hiring update

20 applications were received for reserve and fulltime positions and all 20 applicants will be tested on May 11th and 14th, 2016. The interviews are tentatively scheduled for May 25, 2016 beginning at 6:00 p.m.

d. Civilian handbook/benefits update

A draft of the Civilian Employee Handbook was handed out. 15.02 and 16.02 regarding sick time incentives were added after talking with the City Administrator. The handbook will be discussed at the next meeting. Any major changes or edits to the Handbook should be brought to the department by May 24 so there is time to make the corrections.

e. Assistant Chief and Confidential Administrative Assistant job descriptions

Hartz motioned to approve the Assistant Chief Job description with corrections. Bittner seconded. Motion carried 5-0.

Gramm motioned to approve Confidential Administrative Assistant Job description with corrections. Pollard seconded. Motion carried 5-0.

The changes to the job descriptions were made to create consistency with the other job descriptions and Lexipol policies. With regard to the Assistant Chief position, there was discussion regarding promoting within the department versus hiring outside the department. Chief Rasmussen discussed State Statute 62.13 which indicates the position should be promoted within when advantageous to the department. Chief Rasmussen discussed the preference to promote within the department and how that encourages good morale in the department. There was discussion regarding the Confidential Administrative Assistant Job Description regarding requiring at least an Associate's Degree and 7 years related experience.

f. Lieutenant Gritzner professional development

Gramm motioned to sponsor Lieutenant Gritzner with his Master's Degree at Marian University. Pollard seconded. Motioned carried 5-0.

Lieutenant Gritzner would like sponsorship to obtain his graduate degree at Marian University. The Commission members discussed at length the ability to pay for the class, benefit for career development and willingness to stay with the department.

g. Reserve officer update and pay request

Pollard motioned to increase returning reserve officer pay to \$18.00 per hour. Gramm seconded. Roll call: Jordan-Y, Bittner -Y, Gramm-Y, Pollard -Y, Hartz- N. Motion carried 4-1.

Chief Rasmussen discussed the shortage of reserve officers for the summer. It is difficult to find qualified people and have them return the following year. The department would like to use the reserves to their advantage because reserve officers are the cheapest advantage to the workforce. The problem with the reserves is that only two are trained to work in the squad cars and most have other jobs. Chief Rasmussen is requesting that the returning officers pay rate be increased to \$18.00 per hour to hopefully keep them interested in our department. This rate is in the mid range of the City pay scale and would still allow the department to be under budget with regard to reserve officers. Chief Administrator Oborn felt the pay could be increased through the Police and Fire Commission and the Personnel Committee only as the City Council has already approved the pay grade. Bittner asked Administrator Oborn if he was ok with the wage increase. Administrator Oborn deferred to Chief Rasmussen on the expertise of recruiting but salary is definitely an incentive to get/keep people.

h. Full time Patrol Officer hiring

Pollard motioned to begin full time patrol officer hiring. Bittner seconded. Motion carried 5-0. Chief Rasmussen requested permission to begin hiring a full time position as Officer Dyon has resigned.

i. Chief and Command Staff Appraisals

Hartz wants more time for the Chief to review the evaluations. The appraisals will be brought to the next meeting.

j. Lexipol Policy Updates

- 306 Handcuffing and Restraints
- 344 Report Preparation
- 467 Civil Disputes
- 514 Impaired Driving, Prohibited Alcohol Concentration, Restricted Controlled Substance
- 804 Records Department (formerly records)
- 1064 Line-of-Duty Deaths

Jordan motioned to approve Lexipol Policy Updates as corrected. Bittner seconded. Motion carried 5-0.

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

The Awards Ceremony is May 12, 2016 at 6:00 p.m.

l. Officer injury update

Chief Rasmussen said the best case scenario would be for the officer to return to work June 21, 2016. Chief Rasmussen does not expect the officer to return by summer.

m. Leave of Absence for Reserve Officer Shawn Guetschow

Hartz motioned to continue the Leave of Absence request for Reserve Officer Shawn Guetschow to next month. Jordan seconded. Motion carried 5-0.

Chief Rasmussen would like to stop Leave of Absence requests and wondered if the Commission wanted to continue the request to next month.

n. Resignation of Part time Telecommunicator Jodi Cordes

Jordan motioned to accept resignation of Part Time Telecommunicator Jodi Cordes. Gramm seconded. Motion carried 5-0.

o. Monthly activity reports

2016	Dispatch activity for April 2016: Telephone calls–2,515	911 Calls–203	Window assists–790
2015	Dispatch activity for April 2015: Telephone calls–2,992	911 Calls–198	Window assists–641

2016	Patrol activity for April 2016: Calls for service – 1,089	Arrests - 83
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2015	Patrol activity for April 2015: Calls for service – 1,116	Arrests - 53	No action/discussion
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p. Items to forward to City Council

Activity reports, Notification of awards.

11. Agenda items for the next regular meeting June 9, 2016

Guetschow leave of absence/resignation

911 Transfer update

Civilian handbook update

Chief and command Staff appraisals

Officer injury-only if change

Fire Department Pro-Phoenix payroll update

12. Motion to go into closed session:

a. pursuant to Wisconsin Stat. 19.85(1)(d) Considering specific applications of probation, extended supervision or parole, or considering strategy for crime detection or prevention: specifically staffing needs.

b. pursuant to Wisconsin Stat. 19.85(1)(e), Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specific public business, whenever competitive or bargaining reasons require a closed session: specifically pertaining to union contract and negotiations.

Commissioner Hartz stated that closed session item b will not be discussed.

Gramm motioned to go into closed session. Bittner seconded. Roll call: Jordan-Y, Bittner -Y, Gramm-Y, Pollard -Y, Hartz- Y. Motion carried 5-0 at 8:48 p.m.

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

Jordan motioned to return to open session. Pollard seconded. Gramm motioned to go into closed session. Bittner seconded. Roll call: Jordan-Y, Bittner -Y, Gramm-Y, Pollard -Y, Hartz- Y. Motion carried 5-0 at 9:00 p.m.

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

No action taken

15. Adjourn

Jordan motioned to adjourn the meeting. Pollard seconded. Meeting adjourned at 9:01 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