LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY JUNE 4, 2015 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
Meeting was called to order by Commissioner Hartz at 7:04 p.m.

2. Pledge of Allegiance
The Pledge of Allegiance was led by Commissioner Bittner.

3. Roll call
Commissioners Bittner, Pollard and Hartz were present. Commissioner Gramm was excused. Fire Department Liaison Mike Mumford and Police and Fire Commission Liaison Alderman Gelting were also 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 May 7, 2015.
Pollard motioned to approve the minutes from May 7, 2015, Bittner seconded. Motion carried 3-0.

7. Fire Department Business:
a. Approval of bills for the Month of May 2015, operating in the amount of $41,016.21, fire hydrant rental $58,004.07, for a total of $99,020.28.
Pollard motioned to approve the bills for the month of May 2015, Bittner seconded. Roll call: Bittner –Y, Pollard – Y, Hartz –Y. Motion carried 3-0.
Last month Hartz asked how inspection fees were established and Lieutenant Detkowski provided a sheet with that information. Hartz asked about the use of cell phones in the Fire Department for off duty employees. Chief Connelly noted all phones were assigned to an actual inspector at the time of the inspection and no one else has a department cell phone. Phones are either for the vehicles or the inspectors.

b. Auditors Report and EMS Calls and Billing.
Chief Connelly said that the auditors presented at the city council meeting and he heard some of the comments were negative. The fire department has made changes as requested by the auditor such as payroll corrections, supply usage sheets and new billing sheets. Chief Connelly noted that he will be part of the interview next time. Bittner commended the Fire Department on the audit and feels the Fire Department has made good progress. Alderman Gelting said an auditor's job is to find holes and to have Chief Connelly there to answer questions at the next audit would be a great idea. Chief Connelly said that every month the department will evaluate random reports for correctness.

c. EMS Steering Committee-Action on FY 2015 Recommendations
The Steering Committee accomplished a lot of items in a short amount of time. They looked at different levels of service, costs, etc. A plan was presented to the Police and Fire Commission at the Steering Committee Workshop. Chief Connelly reported that the Fire Department doesn't have enough staff to do the job adequately because less volunteerism, higher call volumes, code setting entities, and additional required training. The Fire Department also does not want their personnel to burnout but also has to meet the needs for the city and the entire county. Some suggestions were to create a district or consolidation of

departments. Pollard asked if discussions have been made with other departments regarding this and have they been receptive. Chief Connelly said the few he has talked to have been receptive to this but others are afraid of losing their power. Bittner agreed it makes sense to combine all the agencies and suggested starting small and adding more departments later. Per Chief Connelly another idea would be automatic aide but because City of Lake Geneva is one of the premiere departments, we would be giving more than receiving

Chief Connelly asked to help with the immediate problem he would like to add additional staff from 7 a.m. to 7 p.m. on Saturdays and Sundays beginning July 1, 2015 to October 31, 2015. The department receives approximately 75 calls on Saturday and approximately 60 calls on Sunday and that does not include ambulance calls. The cost would be approximately $27,000 with some of the money being recouped but it is hard to determine the amount. It was also suggested at the workshop to establish to set up a feasibility study to create a district or consolidation. This would be done in steps: 1- 3 years start dialogue for consolidation, 4 year establish plans, 5-8 years functional fire district sharing costs, training and administration. Hartz noted that right now the request was to approve additional personnel for 7 a.m. to 7 p.m. Saturday and Sundays from July 1 to October 31, 2015. Bittner agrees to idea but it is a nonbudgeted $27,000 and he would like to have specific costs, benefits and problems currently for the next four months and have the idea presented to the City before any decisions were made. He would lobby for it but without more information it is difficult to do so. Pollard would also like estimate of what may be recouped with extra staffed hours and questioned where the money would come from with regard to the budget. It was suggested to continue the idea for one month to get better statistics to present to the City Council. Lt. Detkowski presented numbers from 2013 and estimated that there would be an approximate $11,000 shortfall. Alderman Gelting asked why this item was wasn't forecasted and talked about before this year's budget. Chief Connelly stated his employees are getting burned out because they are going to more calls. Paratech are answering fewer calls at night because they have more transports and the paramedics are required to respond to more calls. That puts more burden on volunteers who have to respond at night and then go to their day time jobs. Chief Connelly noted some weekends are staffed anyway because of various activities throughout the city including Venetian Fest, Art in the Park, Oktoberfest, etc. Pollard wondered if money shortfall will be retrieved from somewhere else. Per Connelly budget savings from the last few years were mostly personnel related so this may be where the costs are retrieved. Pollard said this was a good budget to work off and agreed to push forward knowing that in years past the budget has come in under budget and realizes it is hard to keep employees. Bittner again questioned if council should be told ahead of time what was decided. Alderman Gelting felt if the extra money will be worked in the budget and the fire department is not asking for more money then it seems reasonable to make a decision tonight. Bittner and Hartz also felt comfortable approving the request if money will be covered under budget but Chief Connelly should prepare a letter to present to the City Council regarding what has been done and the plan to cover the costs. Pollard motioned to approve the allotment of $27,000 to cover additional hours July 1 through October 31, 2015 from 7 a.m. to 7 p.m. on Saturdays and Sundays. Hartz seconded. Roll call: Bittner –Y, Pollard – Y, Hartz –Y. Motion carried 3-0.

d. Set dates for personnel interviews June 2015
Scheduled dates are Monday June 22 and Tuesday June 23 at 5:00 p.m. at Station 1. If any commission members would like to attend they are welcome.

e. Questions on Host Tower Utility Bills
Dan Winkler said there was an agreement in 1996 or 1997 with the Utility Department and the Fire Department to use the Host Tower for $1.00/year and pay the gas and electric utilities. Costs have gone up significantly over time and they are looking at ways to offset the costs regarding electricity and heating. The rent is currently $600.00 to $700.00/month. Winkler is also looking for the actual agreement. Hartz suggested negotiating a new agreement if the original agreement is not found.

f. Scraping of Old Training School Bus.
Larry's Towing submitted a letter stating it would cost $280.00 to tow the old training bus to Waukesha Iron & Metal, Waukesha, Wisconsin. It was unknown the amount of money that would be recouped from the old training bus. Larry's Towing requested either written approval or a fire department representative accompany them to the scrap yard to accept the transaction of the scrap proceeds. The Commission agreed the Fire Department could send a letter of authorization regarding the money transaction of the scraped vehicle and get an invoice for the transaction.

g. Fire Prevention Ordinance.
Lt. Detkowski presented and discussed the difference between the State and City Fire Prevention Ordinances. Pollard wondered who set up the Fire Department Ordinances and the requirements. Chief Connelly said in 1995 the ordinances were established and they were strict because Lake Geneva is a volunteer department and it took longer to respond to calls. Commission members each offered their concern regarding the ordinances that are established to protect the people but also should not destroy the opportunity for businesses to work in the area. Hartz indicated the reason we are looking at the ordinances is because of the change in the State laws not to change the actual ordinances. The Fire Department is waiting for the State to make a decision on the current ordinances versus State policies. Liaison Gelting stated that if so many variances are being made then perhaps the ordinances do need to be changed. Lt. Detkowski meets with owners to have a reasonable meeting ground regarding variances to the ordinance and then approve it by the planning commission. Lt. Detkowski said the directives work better than changing ordinances because a lot of work goes into changing the ordinances and then the State could potentially deny the ordinance. Currently the city has to enforce at least the State codes and City codes if higher.

h. Monthly Stark and EMS Medical Billing Reports
Hartz inquired about industry standard for collections over 90 days. Eric Keiffer said 9% is the industry standard but 15% is acceptable. Usually Lake Geneva is better than 9%.

i. Monthly Fire Department Activity Report. NO ACTION.

j. Monthly Paratech Report. NO ACTION.

k. Thank you cards/letters. NO THANK YOU CARDS/LETTERS.

l. Items to be forwarded to city council.
Monthly Activity Report and memo regarding additional staffing.

8. Police Department Business:
a. Approval of bills for the Month of May 2015, operating in the amount of $185,226.87, for a total of $185,226.87.
Hartz asked about use of phones for retired workers. Two retirees are still on the US Cellular package, but that is controlled by the union. The retirees pay their own bill through the union. Bittner and Pollard are ok with retirees using the union phone plan if they pay the bills. Bittner motioned to approve the bills for the month of May 2015, Pollard seconded. Roll call: Bittner –Y, Pollard – Y, Hartz –Y. Motion carried 3-0.

b. Approve Lexipol Policies and Updates.
Approve Lexipol Policies and Updates:
312 Firearms
314 Vehicle Pursuits
320 Domestic Abuse

322 Search and Seizure
326 Adult Abuse (Formerly Vulnerable Adult Abuse)
336 Victim and Witness Assistance
340 Standards of Conduct (Formerly Conduct)
342 Information Technology Use (Formerly Department Technology Use)
344 Report Preparation
378 Public Safety Video Surveillance System (Formerly Public Safety Cameras)
380 Child and Dependant Adult Safety
391 Department Use of Social Media
406 Crime Scene and Disaster Integrity
416 Response to Bomb Calls
422 Foreign Diplomatic and Consular Representatives (Formerly Diplomatic and Consular Contacts)
448 Mobil Data Computer Use
464 Homeless Persons
466 Fire Amendment Assemblies (NEW POLICY)
467 Civil Disputes (NEW POLICY)
468 Suspicious Activity Reporting (NEW POLICY)
469 Crisis Intervention Incidents (NEW POLICY)
470 Medical Aid and Response (NEW POLICY)
600 Investigation and Prosecution
602 Sexual Assault Investigations (Formerly Sex Crime Victim's Rights)
608 Informants (Formerly Confidential Informants)
610 Eyewitness Identification
710 Cash Handling, Security and Management (Formerly Petty Cash Fund)
900 Custodial Searches
903 Temporary Custody of Adults (NEW POLICY)
1000 Recruitment and Selection
1008 Anti-Retaliation
1020 Personnel Complaints
1058 Employee Speech, Expression and Social Networking

Chief Rasmussen noted that 33 different policies were updated in one year with the new Lexipol System. This process has been much easier because of the Lexipol computer system. All the policies have been made to adapt to changes in society.

Hartz motioned to approve the Lexipol Policies and Updates, Pollard seconded. Roll call: Bittner –Y, Pollard – Y, Hartz –Y. Motion carried 3-0.

c. Thank you letters:

- Wisconsin Sport Bike Riders May 2nd Awareness Ride—Lt. Gritzner, Detective Keller, Officers Nethery and Giovannoni.
- Al Exner regarding Awards Ceremony – NO ACTION

d. Monthly reports

2015	Dispatch activity for May: Telephone calls–3,311	911 Calls–204	Window assists–796
2014	Dispatch activity for May: Telephone calls–4,305	911 Calls–273	Window assists– 930

2015	Patrol activity for May:	Calls for service-1,653	Arrests- 122
2014	Patrol activity for May:	Calls for service-1,811	Arrests- 180

Chief Rasmussen felt the number of phone calls was down because of the recently installed phone system. Liaison Gelting asked about the plate reader and wondered if the number of stops was recorded. Chief Rasmussen said they were checking into this but not sure how to keep track of it. They have recovered a few stolen cars. The fingerprint reader has identified a lot of wanted individuals, several for child support.

e. Items to be forwarded to City Council
Monthly reports.

11. Agenda items for the next regular meeting July 9, 2015.
Bylaws and Statutes for the Police and Fire Commission.
City Budget/audit
Wage study
Update on Tavern League/Bar checks
Group to Review Fire Ordinance

12. 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.
Bittner motioned to go into closed session, Pollard seconded. Motion carried 3-0 at 9:05 p.m.

13. Motion to return to open session per Wisconsin State Statute 19.85(2)
Bittner motioned to return to open session, Pollard seconded. Motion carried 3-0 at 9:29 p.m.

15. Adjourn
Pollard motioned to adjourn the meeting, Bittner seconded. Motion carried 3-0 at 9:31 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 ARE NOT OFFICIAL UNTIL APPROVED AT THE NEXT POLICE AND FIRE COMMISSION MEETING.