

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY JUNE 9, 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 7:00 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Pollard

3. Roll call

Commissioners Bittner, Gramm, Pollard, Jordan and Hartz were present. Police and Fire Liaison Chris Gelting and Town of Geneva Liaison Tom Walton were also present. Tom Walton introduced himself.

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 May 5, 2016 and of special meeting minutes on May 24, 2016

Jordan motioned to approve the regular meeting minutes of May 5, 2016 with corrections and the minutes from the special meeting on May 24, 2016. Pollard seconded. Motion carried 5-0.

7. Police Department Business

a. Approval of bills for the month of May 2016, operating in the amount of \$222,132.21, Capital in the amount of \$1,341.53, for a total of \$223,473.74

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

Chief Rasmussen noted a credit listed as Keller-Seizures in Seizures account 11-21-00-4620.

This is money that was turned into the comptroller by Detective Keller as part of a seizure.

Gramm also questioned the information under the seizure account regarding the school fund.

Chief Rasmussen indicated that the state school fund receives 50% of the seizure money collected.

Hartz questioned the procedure regarding police union dues. Chief Rasmussen

advised that union dues are collected by the police department and then turned into City Hall.

b. Confirmation of full time Telecommunicator eligibility list

Gramm motioned to approve the full time Telecommunicator eligibility list for one year. Pollard seconded. Motion carried 5-0.

Chief Rasmussen asked that the eligibility list be held open for one year. Chief Rasmussen will offer Amanda Moeller a conditional offer pending background and physical exams and Police and Fire Commission confirmation.

c. Confirmation of part time Telecommunicator eligibility list

Gramm motioned to approve the part time Telecommunicator eligibility list. Bittner seconded. Motioned carried 5-0.

The eligibility list includes: Marcia Robbins, Elizabeth Zmudzinski and Tonia Wojtas. Chief Rasmussen indicated that Marcia Robbins is interested in working Friday and Saturday nights in the summer. The second applicant wants part time hours only and the third candidate is a booking officer and will be training throughout the summer in dispatch as time allows. Each of these applicants will be given conditional offers pending background and physical exams and Police and Fire Commission confirmation.

d. Full time officer hiring update

June 15, 2016 will be interviews for the full time officer position. The first step in the interviews will be done by peer officers, including training officers. This will help get the younger people in the department involved and review the applicant's character more than skills initially.

e. Part time officer hiring update

We have only received one application for part time hiring and that person was not qualified because they had just graduated the academy. Officer Greetham and Officer Richard Ecklund are both interested in coming back to the department and they will meet the qualifications. This hiring process may be reviewed next year. Hartz wondered if there was enough money in the budget. Chief Rasmussen advised that these funds are already included in the position.

f. Discussion and Action on Civilian handbook/benefits update

Chief Rasmussen noted that City Administrator Oborn handed out the Civilian Handbook to the Personnel Committee. The Police and Fire Commission needs to take action prior to the Personnel Committee deciding on the handbook. The next Personnel meeting is on June 30, 2016. The Commission discussed how to proceed with the Handbook. It was decided that the Personnel Committee review the Civilian Handbook first and indicate any changes. The Civilian Handbook will then be brought back to the Police and Fire Commission. Chief Rasmussen and Commissioner Hartz will attend the Personnel Committee meeting on June 30, 2016. Chief Rasmussen felt it was important that the Committee take into consideration that Police Department employees are different than city employees in several areas. City Administrator Oborn felt the Personnel Committee's preference is to lean toward the City's personnel manual.

g. Chief and Command Staff Appraisals - Status

Chief Rasmussen and Commissioner Hartz are narrowing down options and setting the framework for the appraisals. The appraisal will possibly be ready by August.

h. Cell 911 Transfer status update

Chief Rasmussen said there is no update on the status of the study.

i. Squad Accident

There was a squad accident involving a raccoon in the middle of the night and there was \$1600.00 worth of damage to the vehicle.

j. Resignation for Reserve Officers Shawn Guetschow and Nathan Soeth
Hartz motioned to accept resignation of Reserve Officer Shawn Guetschow. Pollard seconded.
Motion carried 5-0.
Gramm motioned to accept resignation of Reserve Office Nathan Soeth. Jordan seconded.
Motion carried 5-0.

k. Rescind Leave of Absence request from Reserve Officer Richard Ecklund
Gramm motion to rescind Leave of Absence request from Reserve Officer Richard Ecklund.
Bittner seconded. Motion carried 5-0.
Chief Rasmussen noted that Reserve Office Ricky Ecklund would like to come back and work a few extra shifts for our department. Officer Ricky Ecklund is currently working full time in Twin Lakes and off probation.

l. Intern Sarah Rabic
Chief Rasmussen reported that we have a summer intern. She is attending Blackhawk Technical Institute and will be doing some ride-alongs.

m. Monthly activity reports/Monthly major incidents

2016	Dispatch activity for May 2016: Telephone calls– 3,734	911 Calls–270	Window assists–1,009
2015	Dispatch activity for May 2015: Telephone calls– 3,311	911 Calls–204	Window assists– 796
2016	Patrol activity for May 2016: Calls for service – 1,635	Arrests - 199	
2015	Patrol activity for May 2015: Calls for service – 1,811	Arrests - 122	

Chief Rasmussen listed the five major incidents of the month.

n. Thank you letter— Officer Jeff Nethery from Office of the Cook County Public Guardian – No discussion/Action

o. Items to forward to City Council
Activity reports

8. Fire Department Business:

a. Approval of bills for the month of May 2016 operating in the amount of \$58,026.10, Capital in the amount of \$8,633.03, for a total of \$66,659.13

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

b. Pro-Phoenix payroll update

Per Chief Peters, as of next week there should be a report that the Comptroller can use for payroll. Chief Peters is in the process of developing a new policy on how to prepare data for payroll.

c. Firefighter injury update

Firefighter Bastik is on light duty at this time and hopes to back at the end of the month. Firefighter Wolf has been back to full duty for about two months.

d. Firefighter eligibility list

Jordan motioned to approve the 2016 Firefighter/EMT eligibility list pending background investigation. Motion approved 5-0.

Chief Peters handed out an eligibility list of four firefighters--Timothy Long, Karl Springhorn, Nicholas Maise, and Dustin Roder and requested that the list be approved pending background investigations. Bittner asked how close to full time the department was with hiring since the new hiring process started. Chief Peters noted that about 18 applicants were interviewed. Twelve have been excluded, four are in the process of conditional offers and two have been hired. Chief Peters stated the department is on target for their part time staff. The eligibility list will be valid for one year.

e. Reinstatement of Firefighter/EMTA Lechner to POC

Gramm motioned to accept reinstatement of Firefighter/EMTA Lechner to POC. Pollard Second. Motion carried 5-0.

Chief Peters asked to reinstate Firefighter/EMTA Lechner to POC.

f. Disposal of property

Gramm motioned to disposal of property and take the vehicle to salvage. Bittner seconded. Motioned carried 5-0.

Chief Peters stated that vehicles are regularly used for extradition during training. He currently has one vehicle to ready for disposal. As per past practice, Larry's Towing has agreed to pick up the vehicle and take it in for salvage. Larry's Towing will be paid costs for disposing of the vehicle and any extra money will be placed into the Fire Department donations account.

g. Discussion on Fire Chief position

Hartz initially felt that a full time chief was necessary, however, in the last few weeks he feels that the department should be evaluated for three months and then the Commission can review the situation again and determine if they need a full time fire chief. It was discussed whether a three month time period was long to determine whether the fire chief position should be full time or part time. City Administrator indicated that the council agrees that the Police and Fire Commission should make the decision regarding staffing. The decision was made to reevaluate the position in three months and then determine if a decision can be made at that time or reevaluate for another three months.

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

Eric Keifer from EMS Medical billing is coming in the next few weeks to decipher some of the reports.

i. Monthly Fire Department Activity Report/EMS reports

Jordan asked about the fire total number on the report. Chief Peters that number fire responses, including fire alarms, smoke alarms and not necessarily fires. Jordan wondered if there was another vehicle that could do these calls rather than a large fire truck. Chief Peters noted the smaller vehicles aren't always feasible. Chief Peters is also working on revising the report.

j. Monthly Paratech Report

Gramm questioned a Paratech call where the Fire Department was also called out. Chief Peters said that a first responder may have gone out at the time and was then called off and Paratech took the call. Bittner wondered if Paratech was improving with regard to responding to calls.

Chief Peters stated Paratech is about that same because it depends on call volume, etc. Chief Peters will be meeting with Paratech once a month to go over any problems.

k. Items to be forwarded to city council

Activity reports

Disposable of property

9. Agenda items for the next regular meeting July 7, 2016

None

10. Adjourn

Jordan motioned to adjourn the meeting. Pollard seconded. Motion carried 5-0. Meeting adjourned at 8:09 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