

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY JULY 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 7:01 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. Commissioners Jordan and Gramm were not present. Town of Geneva Liaison Tom Walton was present. Police and Fire Commission Liaison Chris Gelting was not 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 June 9, 2016

7. Police Department Business

a. Approval of bills for the month of June 2016, operating in the amount of \$302,197.12, for a total of \$302,197.12

Bittner motioned to approve the bills for the month of June 2016. Pollard seconded. Roll call: Pollard-Y, Bittner-Y, Hartz-Y. Motion carried 3-0.

Chief Rasmussen noted that the department is up 2/3 on overtime because we are short-handed. Also traffic grants require payout instead of comp time. Bittner wondered why the department had not been reimbursed for Telecommunicator wages from the Fire Department and the School Resource Officer from the school. The Fire Department transfer will be done next month and the School Resource Officer is done at the beginning of the school year.

b. Accept letter of retirement of Assistant Chief Michael Reuss

Hartz motioned to accept letter of retirement from Assistant Chief Michael Reuss. Pollard seconded. Motion carried 3-0.

Chief Rasmussen announced Assistant Chief Michael Reuss' retirement. Assistant Chief Reuss thanked the commission and officials for their support of him and the department.

c. Hiring confirmation of full time Telecommunicator Amanda Moeller

Bittner motioned to hire full time Telecommunicator Amanda Moeller. Pollard seconded. Motion carried 3-0.

Chief Rasmussen noted that the dispatch department is now full-staffed.

d. Hiring confirmation of part time Telecommunicator Marcia Robbins, Elizabeth Zmudzinski and Tonia Wojtas

Bittner motioned to confirm hiring of part time Telecommunicators Marcia Robbins, Elizabeth Zmudzinski and Tonia Wojtas. Motion carried 3-0.

Chief Rasmussen stated Robbins will be part time through the summer, Zmudzinski will be part time throughout the year and Wojtas will work in booking and also dispatch.

e. On duty officer injury update

Chief Rasmussen noted there is no timeline on the officer's return to work. Two bones are healing and one is not. The officer is currently in physical therapy and is on light duty dispatching and has been very helpful.

f. Off duty officer injury (info only)

Chief Rasmussen noted another officer was injured off duty with a torn rotator cuff. The officer has been scheduled for an MRI.

g. Eligibility list and hiring confirmation of Part time Officers- Sergio Martini and Brock Bouland with rate of \$22.50/hour

Pollard motioned to accept eligibility list and hiring confirmation of part time officers Sergio Martini and Brock Bouland with a rate of \$22.50/hour pending psychological and physical evaluations. Bittner seconded. Motion carried 3-0.

Chief Rasmussen noted that Sergio Martini has worked with the department before so he did not need a psychological evaluation.

h. Change status Reserve Officer Richard Ecklund to Part Time Officer with rate of \$22.50/hour

Pollard motioned to approve change of status for Reserve Officer Richard Ecklund to Part Time Officer with a rate of \$22.50/hour. Bittner seconded. Motion carried 3-0.

i. Change status Reserve Officer Aaron Greetham to Part Time Officer with rate of \$22.50/hour

Pollard motioned to approve change of status for Reserve Officer Aaron Greetham to Part Time Officer with a rate of \$22.50/hour. Hartz seconded. Motion carried 3-0.

j. Resignation of Reserve Officer Tatiana Chersini

Pollard motioned to approve resignation of Reserve Officer Tatiana Chersini. Bittner seconded. Motion carried 3-0.

k. Confirmation of full time officer eligibility list

Hartz motioned to accept full time officer eligibility list. Pollard seconded. Motion carried 3-0.

Chief Rasmussen handed out the 2016 full time officer eligibility list. The eligibility list is as follows:

1) Aaron Greetham 2) Shannon Gee. 3) Justin Samuel. 4) Donald Tyler. 5) Benjamin Nitsch. 6) Michael McBride. 7) Joseph Wisniewski. With the off duty injuries the interview process was stepped up so that the open officer position could be hired as soon as possible. The Sergeant and Command staff interviews were both held last night. Bittner questioned how soon Aaron Greetham could start working. Chief Rasmussen said he was given a conditional offer and will give a two week notice. No psych evaluation is needed as Aaron Greetham is already employed with us.

l. Request to hire additional full time officer

Bittner motioned to recommend hiring an additional full time officer. Pollard seconded. Roll call vote: Pollard – Y, Bittner – Y, Hartz – Y. Motion carried 3-0.

Chief Rasmussen made a request to fill an additional full time officer position from the eligibility list presented at the meeting. Chief Rasmussen is requesting the additional officer because Assistant Chief Reuss will be retiring in March 2017, a second officer has a tentative retirement date and a third officer, who is currently out on an injury, has also talked about retiring next year. The position will not be an additional position but he would like to hire the person earlier and begin training. The department is

currently below budget by \$13,000 for reserve officers. The overtime budget is increased because full time officers are working extra hours and full time officers are getting burned out with the short staff. Bittner stated that Chief Rasmussen is aware of the budget numbers for staffing and advised Chief Rasmussen to run the department as he sees fit. City Administrator Oborn advised that he feels the city council needs to approve the additional officer as it is a temporary overhire subject to budget approval but he will make a recommendation that the city council approve the hiring. With the vacancy now and the potential vacancies in the future it makes sense to hire the additional officer at this time.

m. Discussion and Action on Civilian handbook/benefits

Chief Rasmussen went through the changes of the Civilian handbook/benefits as approved by the Personnel Committee. Many items were removed and referred to the city handbook. Some of the major items changes include: Comp time was reduced from 250 hours to 100 hours; sick days were increased from 9 days to 12 days a year (standard one day a month); the sick leave bank and the personal incentive days were taken out. Employees are allowed to bank up to 100 sick days and get paid out upon retirement with the Wisconsin Retirement System. Civilian Employees follow the Police Department Policy and Procedures first, Civilian Handbook second and then the City Handbook third. The Civilian Handbook pertains to Telecommunicators and Data Entry positions. The only other employees not under union contract include Telecommunicator Supervisor Jean Froggatt and Administrative Assistant Cindy Papenfus. Both of those positions are covered under contract.

n. Chief and Command Staff Appraisals – Status

Hartz and Chief will meet before next month's meeting and put a summary together for Chief and Command Staff Appraisals.

o. Training hosted for local businesses holding alcohol licenses

The police department hosted training for businesses holding alcohol licenses. 31 owners/employees from approximately 9 businesses attended the training. Some of the topics discussed at the training were municipal licensing regulations, identification cards, and dealing with disorderly and intoxicated persons.

p. Squad accidents

The department recently had three squad accidents. The Beat the Heat trailer was moved in impound and the officer backed into a car. The same officer backed into a pole recently. The officer has been sent for a vision test. The test came back fine. The new vehicle had \$1800.00 worth of damage when an officer backed out of the garage and hit another squad.

q. Chief's top 5 major monthly incidents/4th of July weekend report

Chief Rasmussen listed and discussed the department's five major incidents of the month.

r. Monthly activity reports

2016 Dispatch activity for June 2016: Telephone calls–3,438	911 Calls–245	Window assists–961
2015 Dispatch activity for June 2015: Telephone calls–3,780	911 Calls–250	Window assists–853
2016 Patrol activity for June 2016: Calls for service –1,924	Arrests - 160	
2015 Patrol activity for May 2015: Calls for service –1,693	Arrests - 213	

One of the Alderman went on a ride-along and discussed it at the City Council meeting.

s. Thank you letters—

Chinawest Jewelers of Lake Geneva-Lake Geneva Police and Staff
Aurora University—Detective Seth Keller and Lieutenant Edward Gritzner
Jeff Kempken- Officer Lucas Hansen
Special Olympics-Lake Geneva Police Department - No action/discussion

t. Items to forward to City Council

Request to hire additional officer
Civilian handbook/benefits
4th of July and major incidents
Thank you letters

8. Fire Department Business:

Chief Peters spotlighted Deputy Chief Derrick for his 52 years of service to the Lake Geneva Fire Department. Deputy Chief Derrick was very humble and thanked Chief Peters for his kind words. Bittner noted that 52 years of the Lake Geneva Fire Department meant Dan Derrick.

a. Approval of bills for the month of June 2016 operating in the amount of \$72,428.68, Capital in the amount of \$3,737.98, for a total of \$76,166.66

Hartz motioned to approve the bills for the month of June 2016. Pollard seconded. Roll call: Pollard-Y, Bittner-Y, Hartz-Y. Motion carried 3-0.

b. Pro-Phoenix payroll update

Chief Peters has been in contact with Pro-Phoenix and they will be retesting the program again with more rollout updates next week. The Fire Department is developing a data entry policy and the policy will be presented at the next meeting.

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

Eric Kieffer from EMS medical billing gave a presentation regarding billing and reimbursement. He discussed the trends and statistics. Lake Geneva has a higher population of Medicare patients. Pollard asked how frequently the rates were reviewed. Chief Peters noted that rates are reviewed annually and were raised last year.

d. Monthly Fire Department Report

Chief Peters developed a new report and he discussed the contents of the report in the meeting. The department offers training to businesses and Bittner asked if the department charged for the training. Chief Peters noted they do not charge for the business training.

e. Monthly Paratech Report – No discussion/action

f. Firefighter injury update

Officer Bastik has been released by his doctor and is back to work without any issues.

g. Firefighter eligibility list/hiring Process

Pollard motioned to accept James Hughes pending background check. Bittner seconded. Motion carried 3-0.

h. EMS Medical Billing report on our account year-to-date

This was covered under item c.

i. Lake Geneva Fire Department Philosophy

Chief Peters is beginning to draft a Lake Geneva Fire Department Policy. Pollard would like the policy emailed prior to the packets going out.

j. Damage to Squad #1 and Tower #1

One of the engines had a ladder break, which was product failure. The ladder was reinforced and repaired. On the 4th of July, Firefighter Lechner was pulling the fire truck out when the door did not go up all the way. The door was damaged but there was no damage to the vehicle. The safety committee will review the damage and make recommendations to fix the door and take corrective action.

k. Damage to window of Firefighters car

Chief Peters noted one of the fire department employees was mowing near the fire station and a rock hit a car window. The employee was compensated for the window repair.

l. Items to be forwarded to city council

Monthly fire department report

Paratech/activity report

9. Agenda items for the next regular meeting August 4, 2016

Police Department appraisals

Fire Department philosophy

10. Adjourn

Bittner motioned to adjourn the meeting. Pollard seconded. Motion carried 3-0. Meeting adjourned at 8:51 p.m.

Respectfully submitted,



Cindy Papenfuss

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