

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY AUGUST 4, 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 7:02 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Jordan

3. Roll call

Commissioners Pollard, Jordan, Bittner, Gramm and Hartz were present. Commissioner Hartz welcomed Alderman Howell as the new Police and Fire Commission Liaison. Town of Geneva Fire Liaison Walton 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 - Administrative Assistant Papenfus read a thank you note from a former resident who grew up in Lake Geneva and currently lives in Colorado thanking the police department for their dedication and hard work.

6. Approval of regular meeting minutes July 7, 2016

Bittner motioned to approve the minutes from July 7, 2016 with corrections. Pollard seconded. Motion carried 5-0.

7. Fire Department Business:

a. Approval of bills for the month of July 2016 operating in the amount of \$64,210.26, Capital in the amount of \$16,394.41, for a total of \$80,604.67

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

b. Pro-Phoenix payroll update

Chief Peters talked to the software developer today and the new payroll update should be released next week. The new payroll updates breaks down reports better for payroll.

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

Chief Peters will be working with EMS to make the reports easier to follow. Commissioner Hartz noted that the aging report seemed high. Chief Peters said the department is doing a great job handling calls.

d. Fire Department Report

Chief Peters spotlighted employee Engineer Ed Zwiebel. Chief Peters reviewed the monthly highlights including capital projects and dive equipment.

e. Monthly Paratech Report – No action/discussion.

f. Safety committee accident prevention review

The Safety committee reviews accidents and makes suggestions for improvements and how to fix the problems. This is a new procedure and will help to improve the department. Chief Peters and City Administrator Oborn are meeting with the insurance carrier next week.

g. Lake Geneva Fire Department Philosophy

Chief Peters discussed the new Lake Geneva Fire Department Philosophy. The Commissioners will review it and make corrections for next month. All the commissioners felt the philosophy was well thought out and put together.

h. Resignation of FF/EMTA Edward Richardson

Pollard motioned to approve resignation of FF/EMTA Edward Richardson. Jordan seconded. Motion carried 5-0.

i. Policies

- Discriminatory Harassment

Jordan motioned to approve Discriminatory Harassment policy P-101.11. Gramm seconded. Motion carried 5-0.

Gramm asked what kind of training this would entail. Chief Peters noted that it will be an annual training.

- Nepotism and employment conflicts

Pollard motioned to approve Nepotism and Employment Conflicts policy P-101.12 with corrections. Bittner seconded. Motion carried 5-0.

The nepotism clause was reworded regarding direct supervision of other family members because the Fire Department has a tradition of hiring multi-generational firefighters and the Lake Geneva Fire Department is a relatively small department. The policy notes that family members cannot directly supervise other family members.

- Notification of major incidents

Jordan motioned to approve Notification of Major Incidents policy P-101.13. Bittner seconded. Motion carried 5-0.

- Personnel Files

Pollard motioned to approve Personnel Files Policy P(number to be determined) with corrections. Gramm seconded. Motion carried 5-0.

j. Evaluation of Fire Prevention Bureau plan review process

Chief Peters would like to develop a plan review. The fire department is looking for a company to help set up the plan.

k. Thank you letters - No Discussion/Action

- Special Olympics
- Patricia Scolaro

l. Items to be forwarded to city council

Fire Department report

8. Police Department Business

a. Approval of bills for the month of July 2016, operating in the amount of \$202,603.98, for a total of \$202,603.98

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

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

Chief Rasmussen noted that currently the department is 2% under budget.

b. Summer staffing update

Art in the Park and Venetian Fest are the busiest times of the summer but more people have been added to the staff and Walworth County Sheriff's Deputies will do additional bike patrol during Venetian Fest.

c. PlanIt Police Scheduling program

Jordan motioned to spend \$1,885.00 for the PlanIt Police Scheduling Program. Gramm

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

Chief Rasmussen indicated that the Police Department would like to purchase a Web based scheduling system. Currently multiple employees are spending countless hours on a manual scheduling system. The system will save employee hours and money for the department. The program also puts the responsibility on the employee for days off.

d. Hiring confirmation of full time officers Aaron Greetham and Shannon Gee

Gramm motioned to approve hiring confirmation of full time officers Aaron Greetham and Shannon Gee. Pollard seconded. Motion carried 5-0.

e. On duty officer injury update

The officer will be going to the doctor the beginning of September to determine if surgery is needed. The officer is still on light duty and has been helping out in dispatch.

f. Off duty officer injury (info only)

The officer should be back at the end of August.

Another officer is currently out for an undetermined amount of time for a medical condition.

g. Succession Planning for Assistant Chief Reuss' retirement

Chief Rasmussen would like to begin the succession planning for Assistant Chief Reuss' retirement. The organizational chart will consist of a Patrol Lieutenant and an Administrative Lieutenant.

Chief Rasmussen would like to post for Patrol Lieutenant interest. He will bring the proposed timeline to next month's PFC meeting.

h. Chief and Command Staff Appraisals – Status

Hartz has finished his review and notes of the appraisals. Chief Rasmussen and Hartz will meet to discuss the appraisals next week.

i. 2017 Budget update

The budget has been started. The city would like the budget complete by October 6 or 7, 2016. A budget workshop was set for September 1, 2106 at 5:00 p.m. The budget will be approved at the next Police and Fire Commission meeting September 8, 2016.

j. Training and Standards Audit

Training and Standards performed an audit on the department's personnel files. This is the first time an audit like this was performed and the department received a 100% accuracy rating. Audits will be done approximately every 10-15 years.

k. Uniform change dispatch

Chief Rasmussen discussed changing dispatcher uniforms to a polo shirts rather than a uniform. The commission agreed and noted that the decision to change uniforms was up to the department.

l. Internet purchase exchange location

The city is in the process of updating cameras throughout the building to make it more secure. The Chief would like to install an internet purchase exchange location in the parking lot. This allows people to exchange internet purchases in the parking lot so it is a safer environment. Exchanges are less likely to go wrong in a police department parking lot and they will also be recorded.

m. Squad accidents

There was another squad accident this month. The damages were minimal and not submitted to the insurance company. The department will be contacting the insurance company for safety training.

n. Chief's top 5 major monthly incidents

Chief Rasmussen discussed five notable incidents of the month.

o. Monthly activity reports

2016 Dispatch activity for July 2016: Telephone calls—4,066	911 Calls—220	Window assists— 566
2015 Dispatch activity for July 2015: Telephone calls—3,962	911 Calls—239	Window assists—1,072
2016 Patrol activity for July 2016: Calls for service – 2,288	Arrests - 202	
2015 Patrol activity for July 2015: Calls for service –1,962	Arrests - 238	

Extra patrol calls were increased and that may be because citizens can request extra patrol through the Citizen Services program.

p. Thank you letters—Lake Geneva Police from BMO Harris Bank staff
Lake Geneva Police from Ann and Mark Pienkos
Sgt. Jason Hall from Brian Bobbitt

Chief Rasmussen noted that after the Dallas shooting, the department received great public support and many people dropped off food to thank the employees.

q. Items to forward to City Council

Budget workshop date
Training and Standards audit
Internet purchase exchange
Chief's top 5 report

9. Agenda items for the next regular meeting September 8, 2016

Budget
Fire Department Philosophy
Police Department evaluations.

10. Adjourn

Jordan motioned to adjourn the meeting. Bittner seconded. Motion carried 5-0. Meeting adjourned at 8:43 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