

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY SEPTEMBER 8, 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 7:04 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Pollard.

3. Roll call

Commissioners Pollard, Bittner, Gramm and Hartz were present. Commissioner Jordan was excused. Police and Fire Liaison Howell and Town of Geneva Fire Liaison Walton 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. Approval of regular meeting minutes August 4, 2016

Pollard motioned to approve the minutes from August 4, 2016. Gramm seconded. Motion carried 4-0.

Approval of special Budget meeting minutes September 1, 2016

Gramm motioned to approve the minutes from September 1, 2016. Bittner seconded. Motion carried 4-0.

7. Police and Fire Commission Packet Distribution Process

Lieutenant Gritzner discussed the different options for distributing commission packets to reduce time and paper. Next month a paper packet and jump drive will be prepared to determine the best option.

8. Police Department Business

a. Approval of bills for the month of August 2016, operating in the amount of \$225,658.97, for a total of \$225,658.97. Roll call: Bittner – Y, Gramm – Y, Pollard – Y, Hartz – Y.

Pollard motioned to approve the bills for the month of August 2016. Bittner seconded. Motioned carried 4-0.

Chief Rasmussen noted that the department was over budget on overtime but that will be offset by \$10,000 in restitution the department will be receiving. Data Processing is also a little high but overall the department is under budget.

b. On duty officer injuries update

The status of the officer with the foot injury is still unknown. Another officer injured his hand while moving barricades. That officer's return to full duty is unknown until the next doctor visit. Both officers are on light duty at this time.

c. Off duty officer injury (info only)

The officer who sustained an off duty work injury returned to work on August 28, 2016.

d. Police Academy Request- Carley Fettig

Pollard motioned to approve sponsoring Carley Fettig for the Police Academy. Gramm seconded. Motion carried 4-0.

Carley Fettig made a request before the Commission for approval to attend the Police Academy at Gateway in the spring.

e. Patrol Lieutenant Applicant Qualification Waiver Request

Hartz motioned to defer the decision to waive the Patrol Lieutenant Applicant Qualification request until the next meeting pending results of the written test. Pollard seconded. Motion carried 4-0.

Chief Rasmussen stated that three sergeants applied for the Patrol Lieutenant position. Two of the applicants meet all of the qualifications including a Bachelor's Degree. Sergeant Derrick is requesting waiver of the Bachelor's Degree qualification. Sergeant Derrick presented his qualifications for Patrol Lieutenant and advised that he is currently enrolled in classes at George Williams University to complete his bachelor's degree in Applied Psychology.

f. Patrol Lieutenant Promotional Process Schedule

Chief Rasmussen would like to have the promotion process completed by November 14, 2016 so there is time to train with Assistant Chief Reuss. Assistant Chief Reuss will retire March 3, 2017. Police and Fire Commission interviews for Patrol Lieutenant were scheduled for October 19, 2016 at 6:00 p.m.

g. Chief and Command Staff Appraisals – Status

Hartz presented a draft appraisal/evaluation form for review. Hartz noted that some of the evaluation questions were not worded to specifically fit the police department as it is a paramilitary organization. He also was not sure if the industry standards were appropriate for the population within the city at different periods of time. Gramm felt the evaluation was all subjective and not substantive. Bittner suggested that the individual being evaluated also give a measure of his own performance. Pollard felt that written comments of evaluation were more powerful than simply using a chart. Administrator Oborn noted that the city implemented a compensation policy along with evaluations and he would like the commission members to use that form. He will forward the information to Administrative Assistant Papenfus to distribute to commission members. If any commission members have suggestions, they will also forward them to Administrative Assistant Papenfus. Evaluation will be discussed at the next meeting.

h. Chaplain Program

Sergeant Derrick presented information to introduce a Chaplain program within the department. It is a support structure for officers and their families. Lexipol provided a policy and some chaplains have already volunteered their services to assist. Gramm had questions regarding requirements to be considered a “chaplain.” Gramm and Bittner both questioned using the word “chaplain” or using some other wording regarding the policy. Tom Walton, Town of Geneva Liaison, felt it was a great idea and volunteered to help with the program and perhaps combine the program with the Town of Geneva Police Department as well.

i. 2017 Budget update

Pollard motioned to approve the 2017 operational budget in the amount of \$2,742,120.00. Bittner seconded. Roll call: Bittner–Y, Gramm–Y, Pollard–Y, Hartz–Y. Motion carried 4-0. Lieutenant Gritzner noted the changes made to the budget after the budget workshop. The 2017 budget decreased \$6,991.55 compared to 2016. Bittner noted that he reviewed Elkhorn and Delavan/Darien budgets and compared relative costs. He noted that Lake Geneva’s budget is lower even though we have more officers, more businesses and more traffic. Alderman Howell stated that the budget looked reasonable.

Pollard motioned to approve the capital improvement budget as presented in the amount of \$106,323.68. Hartz seconded. Roll call: Bittner – Y, Gramm – N, Pollard – Y, Hartz – Y. Motion carried 3-1.

Lieutenant Gritzner categorized capital improvements as critical and noncritical per request of the Commission. Lieutenant Gritzner requested capital funds for Squad 204, computers, radio console upgrade and interview room upgrade. Gramm wondered if Department furniture, taser equipment, duty firearm replacement and digital cameras could be replaced under equipment replacement fund and Chief Rasmussen felt that may be possible. City Administrator Oborn indicated that the TIF is closing so there may be more funds available for equipment replacement. Gramm was not convinced that a second ALPR unit was necessary. Pollard disagreed and liked the idea of a second ALPR unit.

j. Chief’s top 5 major monthly incidents – No discussion/action

k. Monthly activity reports – No discussion/Action

2016 Dispatch activity for August 2016: Telephone calls–4,292	911 Calls–329	Window assists–1,147
2015 Dispatch activity for August 2015: Telephone calls–4,736	911 Calls–296	Window assists–1,037
2016 Patrol activity for August 2016: Calls for service –1,857	Arrests - 183	
2015 Patrol activity for August 2015: Calls for service –1,917	Arrests – 181	

l. Thank you letters— No discussion/Action

- Patricia Scolaro - Officer Walser and Reserve Officer Samuel
- Barbara Radecki - Sergeant Derrick and Officer Tietz
- Mark Pienkos-Chief Rasmussen and Department
- Deb Heinzelmann-ALS Association-Police Department
- Chuck Sommer-Officers McBride and Wisniewski
- Family of Del Krohn-Lake Geneva Police Department
- Thank you to Officer Tracy
- Thank you to Officer Hansen

m. Items to forward to City Council
2017 budget
Monthly reports and Chief's top five incidents

9. Fire Department Business:

a. Approval of bills for the month of August 2016 operating in the amount of \$63,253.59, Capital in the amount of \$33,232.38, for a total of \$96,485.97

Gramm motioned to approve the bills for the month of August 2016. Bittner seconded. Roll call: Bittner–Y, Gramm–Y, Pollard–Y, Hartz–Y. Motion carried 4-0.

Chief Peters noted that the Worker's Compensation Disability account is at budget. Chief Peters also stated that Uniform Account 11-22-00-5138 is at 100% and will be increased next year.

There have been a lot of equipment repairs. CPR Class Pay account 11-22-00-5610 is increased because the department has been offering more CPR classes. The sprinkler system expenses account 11-22-00-5750 is over budget but will be offset by revenue.

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

Chief Peters questioned whether the Commissioners were still interested in the reports and if so if they would like any format changes made to them. The Commission members noted that average response times would be helpful.

c. Monthly Fire Department Report

Chief Peters gave an overview of the monthly report. He recognized Firefighter Steve Derrick for serving the community since 1979.

d. Monthly Paratech Report – No discussion/action

e. Loss Control Services Meeting

Chief Peters met with Legal Municipalities regarding workers compensation policies and procedures and work practices. The highest rate of injuries comes from loading cots. Some insurance companies pay for replacement of costs or offer grants to assist in cutting down on Worker's Compensation claims. Chief Peters is waiting to hear from the insurance company to see if this is possible.

f. Donations - Suzanne Gerber
Janice Chambers

Bittner motioned to accept donations to the Fire Department. Gramm seconded. Roll call:

Bittner–Y, Gramm–Y, Pollard–Y, Hartz–Y. Motion carried 4-0.

Chief Peters noted that \$50.00 was received from Suzanne Gerber and \$50.00 was from received from Janice Chambers both in memory of Del Krohn.

g. Lake Geneva Fire Department Philosophy

Chief Peters is meeting with Gramm to go over the Lake Geneva Fire Department Philosophy. If there are any questions or comments regarding the Philosophy, Chief Peters asked the commissioners to contact him.

h. Resignation of POC position Firefighter Tyler TerHark

Hartz motioned to accept the resignation Firefighter Tyler TerHark regarding his POC position. Pollard seconded. Motion carried 4-0.

i. Policy P-100.17 - Media relations

Gramm motioned to accept Policy P-100.17 as presented. Pollard seconded. Motion carried 4-0.

j. Paratech MOU

Hartz motioned to accept Paratech MOU. Gramm seconded. Motion carried 4-0, Chief Peters send the MOU to Attorney Draper and he approved the MOU. The only change is that the Fire Department will add a small piece of coverage on Harris Road across from Interlaken.

k. Approval of Hiring List

Pollard motioned approval of the hiring list pending background checks. Bittner seconded. Motion carried 4-0.

The list of Firefighters/EMTs includes Paul Blount, Michelle Martinez, Roger Pattie and Daniel Zientek.

l. Return to full duty Firefighter Derek McKaig

Chief Peters stated that Firefighter McKaig has been given full clearance to return to full duty.

m. Reallocations of CIP 41-22-00-1423 Firehouse Flashing/Tuckpoint.

Gramm motioned to reallocate Firehouse Flashing/Tuckpoint money to use for soffits and shed repairs as approved for bids. Pollard seconded. Roll call: Bittner-Y, Gramm-Y, Pollard-Y, Hartz-Y. Motion carried 4-0.

Chief Peters would like to reallocate the \$10,000 that is left in the Firehouse Flashing/Tuckpoint account to make repairs for gutters at the firehouse and repairs to a shed. There will be a bid process for these repairs.

n. Three month review of Interim Chief Peters

The commission discussed appointing Interim Chief Peters as the Fire Chief. Hartz felt initially that a full time fire chief was needed but now he feels that a part time chief will be able to accomplish the needs of the Lake Geneva Fire Department. Members of the fire department staff also agree. Hartz is confident that Chief Peters has made the necessary changes to improve morale and to complete fundamental processes to make the department run more smoothly. Pollard agreed. Bittner agreed as well but felt that the issue should be discussed in closed session initially and then the final recommendation be made in open session. Decision was tabled until next month.

o. Approval of 2017 Budget

Bittner motioned to approve the operating budget in the amount of \$960,052.00. Pollard seconded. Roll call: Bittner-Y, Gramm-Y, Pollard-Y, Hartz-Y. Motion carried 4-0.

Chief Peters stated there were no changes to the operating budget since the budget workshop. Bittner also compared neighboring fire departments and noted Lake Geneva's operating budget is \$12,000.00 less than the City of Elkhorn. The fire department is on par with neighboring departments as far as costs.

Hartz motioned to approve the capital budget in the amount of \$217,390.00. Pollard seconded. Roll call: Bittner–Y, Gramm–Y, Pollard–Y, Hartz–Y. Motion carried 4-0. Chief Peters ranked capital projects in need. Bittner noted that the generator is junk and is dangerous. City Administrator Oborn will look into what items will be covered under equipment replacement.

p. Thank you letters

Chief Peters handed out a thank you note regarding Venetian Fest

q. Items to be forwarded to city council

2017 Budget

Reallocation of CIP 41-22-00-1423

Department report

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

Fire Department philosophy

Closed session Fire Department Chief appointment

Chaplain program

Appraisals

Closed Session patrol lieutenant waiver request

11. Adjourn

Pollard motioned to adjourn the meeting. Bittner seconded. Motion carried 4-0. Meeting adjourned at 9:39 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