LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY OCTOBER 8, 2015, 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 7:00 p.m.

2. Pledge of Allegiance
The pledge of allegiance was led by Commissioner Hartz

3. Roll call
Commissioners Bittner, Gramm, Pollard and Hartz were present. Fire Department Liaison Mumford was present. Commissioner Jordan and Police and Fire Liaison Gelting were absent.

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 handed out and acknowledged receipt of a letter from the Department of Justice commending Detective Joseph Ecklund on his investigation of the Lake Geneva Street Department.

6. Approval of regular meeting minutes from September 10, 2015.
Bittner motioned to approve the minutes from September 10, 2015. Pollard seconded. Motion carried 4-0.

7. 2015 Police and Fire Commission Workshop
If there is any interest in attending the Police and Fire Commission Workshop on November 5, 2015, Commissioners should let Administrative Assistant Papenfus know by October 14, 2015.

8. Fire Department Business
a. Approval of bills for the Month of September 2015, operating in the amount of $47,522.15, capital in the amount of $92.45, for a total of $47,614.60
Pollard motioned to approve the bills for the month of September 2015. Gramm seconded. Roll call: Bittner-Y, Gramm-Y, Pollard-Y, Hartz- Y. Motion carried 4-0.

b. 2016 Budget-Discussion if needed.
The budget was presented to the finance committee and Chief Connelly felt that everything went smoothly. The 10-year program will be presented to the Committee of the Whole on November 2, 2015 at 6:30 p.m. Police and Fire Commission members were encouraged to attend if possible to show their support of the plan. Bittner asked if the Finance Committee realized the labor costs were going up as well as the revenue due to the changes. Chief Connelly advised that he did present that issue briefly but there were no negative comments or questions.

c. EMS Medical Billing Contract
Eric Keiffer from EMS billing advised that EMS expected to have the contract completed by now but there were some scheduling conflicts. The contract should be ready at the November PFC meeting.

d. Fee Schedule
The fee schedule went to the city council and was approved. The schedule was then presented to EMS and the entire fee schedule went into effect September 15, 2015.

e. Town of Geneva Emergency Services Agreement
Chief Connelly, Board President Joe Kopecky, Supervisor Mike Mumford, Administrator Oborn, and Commission President Tom Hartz met on September 24, 2015. The agreement includes an increase in the base rate by 3% which is approximately 1.5% per year. The new fee schedule will also be incorporated into the Town of Geneva agreement. Additionally a rental property fire inspection fee of $25.00 was set. There will be approximately 60 to 100 inspections per year. Liaison Mumford noted that it will be a slow start to the inspection fees because the properties have to be approved for rental by Walworth County first. These inspections will be performed two times a year.

f. Water Tower Agreement-Host Tower Station #2
Two resolutions are in the packet. Chief Connelly was comfortable with the first resolution that was drafted by Administrator Oborn. The second agreement was drafted by Dan Winkler from the Water Department. Chief Connelly had some questions with regard to the second contract, specifically what type of repairs the fire department would be responsible for paying, and what is considered routine maintenance. Administrator Oborn agreed that these questions would have to be clarified. Bittner felt the contract needed to be a little more specific. Gramm wondered if the Utility Commission merged with the Water Department how that effected the payment. Administrator Oborn noted that they were still separate budgets and costs. Administrator Oborn will be the arbitrator and decide how costs should be distributed. The Police and Fire Commission agreed to refer the Agreement back to the City Administrator.

g. Hydrant Rental Fees-no report
Chief Connelly said the fees were still being worked out with the City Council and Finance committees. Administrator Oborn will work through the discrepancies.

h. Personnel-Reinstatement and resignation
Gramm motioned to accept reinstatement of employment for Firefighter Kevin Tietz and Firefighter Brent Schambow. Bittner seconded. Motion carried 4-0.
Pollard motioned to accept letter of resignation with regret from Firefighter William Clifford. Bittner seconded. Motion carried 4-0.

i. Quote for F.D. roof repair accepted
Initially it was quoted that the fire department needed a new roof but new estimates indicate the roof could last an additional five years if some repairs are made to the hose tower and the parapet wall. Repairs to the flashing on the parapet wall between the apparatus bay and meeting room, bathroom and kitchen should have been done prior to the new roof replacement the last time. Vans Roofing out of Kenosha will begin the repairs in October.

j. I.S.O. visit
Insurance Services Offices (I.S.O.) visited the department recently to rate the Fire Department. The department has rated since 1999 and at that time the Fire Department achieved a #4 rating. The rating is based on about ten different systems including fire suppression, testing and serving apparatus, public education, inspections and others. Chief Connelly is optimistic that the department will receive a better with the improved staffing services and water services. Dan Winkler from the Water Department and Jean Froggatt from Dispatch were very helpful with their information. I.S.O. rates fire departments and the higher the rating, the lower insurance costs are for commercial buildings and businesses and it may also affect the rating of houses within 1000 feet of hydrants. Pollard wondered why it wasn't done prior to 1999 and Chief Connelly indicated that I.S.O. decides when they come around and evaluate. Recently

they changed the grading procedure and it will be done every five years now. Administrator Oborn said it was a compliment to Chief Connelly, the Fire Department and the Water Department to achieve a rating of #3 or better is exceptional with a Paid on Premise Department. I.S.O. will notify the Fire Department within 6 months. Bittner suggested that the Fire Department publicize this rating when it is received and make it a big deal because customers may get something out of this new rating.

k. Monthly EMS Medical Billing/Stark Reports/Charge Detail Report
Chief Connelly said that the department has been comparing EMS billing with their charge detail report and there were no discrepancies this month.

l. Monthly Fire Department Activity Report, EMS report and weekend staffing cost report
The weekend staffing cost report indicates that the Fire Department is operating in the black with the additional personnel added and that adding the weekend staff was worth it. Hartz was pleased to see that the decision to add staff has showed immediate positive results.

m. Monthly Paratech Report – No action/discussion.

n. Thank you cards/letters – none

o. Items to be forwarded to City Council
Activity report/Weekend staffing costs report

9. Police Department Business:
a. Approval of bills for the Month of September 2015, operating in the amount of $190,915.12, for a total of $190,915.12
Pollard motioned to approve the bills for month of September 2015. Bittner seconded. Roll call: Bittner-Y, Gramm-Y, Pollard-Y, Hartz- Y. Motion carried 4-0.
Hartz asked about the status of the budget for 2015. Chief Rasmussen felt that we were in good standing for the year and he felt the department would come in under budget.

b. Job Descriptions/evaluation
Gramm motioned to accept job descriptions with changes for Police Officer, Police Detective and Police Sergeant. Bittner seconded. Motion carried 4-0.
Additional job descriptions will be done next month. Chief Rasmussen said the second part of the job descriptions would be working on job evaluations. One of the duties of the Police and Fire Commission is to evaluate the Chief. Hartz felt that having the job descriptions helps to identify the duties of the chief and evaluate performance based on the job description. The Assistant Chief and Lieutenant are evaluated on an ongoing daily basis. Command Staff is evaluated on an ongoing daily basis but Chief Rasmussen wondered if the Commission would like an annual review too. All employees are evaluated on a yearly basis except command staff. There are no specific evaluations for the command staff at this time and it is difficult to set a specific evaluation as duties vary. Bittner felt it was important to evaluate on an annual basis not necessarily for just the negative but also for strengths and weaknesses. Gramm also felt it was a good idea to evaluate annually to facilitate dialog. Bittner will bring in some of his evaluations from his business and Hartz will develop something from the job descriptions for next month. This will be a way to begin the process of developing annual evaluations for command staff.

c. Budget Update
The presentation went well. One Alderman asked if vests were provided for officers. Chief Rasmussen said that vests costs are in the budget and are required for officers to wear. The Finance Committee inquired if there were any immediate needs of the department. Chief Rasmussen advised the committee that he wanted to get new carpet in the dispatch area for approximately $3,600.00 before the end of the year. Communications Supervisor Froggatt is working on bids. The carpet replacement will also be added into the budget just in case it isn't completed by the end of the year. Additionally, a squad had to

be replaced due to an accident and the committee asked why the department did not pay an extra $7,500.00 to upgrade right away to an SUV. Insurance was paying for the vehicle replacement and there was not money in the budget. There is a budget workshop Tuesday October 13, 2015 at 6:00 p.m.

d. Lexipol Policy 808
Bittner motioned to approve Lexipol Policy 808. Gramm seconded. Motioned carried 4-0.
City Attorney Draper was consulted about the wording of the policy and he advised that Policy 808 contained the proper wording.

e. Booking Officer Justin Samuel request to attend Police Academy
Sergeant Way set up some new requirements to attend the Police Academy and Chief Rasmussen explained and discussed the process of the academy to the Commission. The officers also have to sign an agreement including staying with the department for two years and reimbursing the department for expenses if they do not complete the academy. Hartz felt the new requirements were a good idea. The Commission also agreed that people wishing to attend the Police Academy should speak at a Police and Fire Commission meeting. Justin Samuel will speak at next month's Commission meeting about attending the Police Academy.

f. Resignation from Reserve Officer Stefanie Feider
Bittner motioned to accept resignation of Reserve Officer Stefanie Feider. Pollard seconded. Motion carried 4-0.

g. Resignation from part time Dispatcher Megan McFarland
Gramm motioned to accept resignation of Dispatcher Megan McFarland with regret. Bittner seconded. Motion carried 4-0.

h. Body camera survey
A body camera survey was sent out to all council members, coworkers and placed on Facebook for the sole purpose of Lieutenant Gritzner preparing a paper regarding body cameras. The Commission members had previously been presented the information on body cameras at the Budget Workshop and had voted no. The cameras were not put into the 2016 budget and were not even discussed.

i. Monthly reports

2015	Dispatch activity for September-	Telephone calls–3,217	911 Calls–234	Window assists–923
2014	Dispatch activity for September-	Telephone calls–3,117	911 Calls–229	Window assists– 706

2015	Patrol activity for September:	Calls for service- 1,374	Arrests- 83
2014	Patrol activity for September:	Calls for service- 1,510	Arrests- 105

The department continues to be busy with calls for service and Chief Rasmussen believes 18,000 calls will be reached again this year. He noted that the budget is 89% labor, however, the calls for service rises. The increase in technology has saved money over the years because no extra personnel have been hired.

j. Items to be forwarded to City Council
Monthly activity reports

10. Agenda items for the next regular meeting November 5, 2015.
Job descriptions/evaluation
Water Tower Agreement
Booking Officer Samuel request to attend the Police Academy

11. 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.
Gramm motioned to go into closed session. Bittner seconded. Roll call: Bittner-Y, Gramm-Y, Pollard-Y, Hartz- Y. Motion carried 4-0 at 8:27 p.m.

12. Motion to return to open session per Wisconsin State Statute 19.85(2)
Pollard motioned to return to open session. Bittner seconded. Roll call: Bittner-Y, Gramm-Y, Pollard-Y, Hartz- Y. Motion carried 4-0 at 8:43 p.m.

13. Discussion and action on closed session items if needed.
No action/discussion

14. Adjourn
Pollard motioned to adjourn the meeting. Bittner seconded. Motion carried 4-0 at 8:45 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