

**LAKE GENEVA POLICE AND FIRE COMMISSION  
MEETING MINUTES  
THURSDAY NOVEMBER 5, 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 Bittner.

3. Roll call

Commissioners Bittner, Gramm, Pollard, Hartz and Jordan were present. Fire Department Liaison Mumford was present. Police and Fire Liaison Gelting was 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 Union President Jeffrey Nethery dated October 20, 2015 regarding Health Insurance Premiums.

6. Approval of regular meeting minutes from October 8, 2015.

Gramm motioned to approve the minutes from October 8, 2015. Bittner seconded. Motion carried 5-0.

7. Police Department Business:

a. Approval of bills for the Month of October 2015, operating in the amount of \$193,691.31, capital in the amount of \$116.16, for a total of \$193,807.47

Jordan motioned to approve the bills for the month of September 2015. Pollard seconded. Roll call: Gramm-Y, Pollard-Y, Jordan-Y, Bittner-Y, Hartz- Y. Motion carried 5-0.

Gramm wondered if the department would be receiving more money before the end of the year regarding Account 11-21-00-4354 State Grants and Reimbursements. Chief Rasmussen said we have been getting some money in from Traffic Grants. Recently we received \$3,600.00 on a vehicle sold from a seizure. Gramm asked what Payroll Summary meant under Account 11-21-00-5410 expenses. Chief Rasmussen indicated this is time cashed out for training purposes. Chief Rasmussen noted our budget is at 77.6%, which is far under the 83.33% where we should be at this time of year. Fuel expense is still not caught up but that is minimal in a budget this size.

b. Consider and/or take action on Amended Petition for Removal from Office of the City of Lake Geneva Chief of Police Michael S. Rasmussen ("Petition") (service of Petition, scheduling, process, rules, other procedures to be followed).

Hartz motioned to direct Attorney Waskowski to arrange a prehearing conference with the Petitioner and his Attorney, Chief Rasmussen and his Counsel, and Commissioner Hartz, to serve the Amended Petition on Chief Rasmussen, to determine amount of time needed for preparation to identify witnesses who need to be subpoenaed, to follow the rules as set forth in this matter and to set a date for hearing. Gramm seconded. Roll call: Gramm-Y, Pollard-Y, Jordan-Y, Bittner-Y, Hartz- Y. Motion carried 5-0.

Attorney Waskowski, Police and Fire Commission Attorney, received an Amended Petition signed by Dennis Dyon. Attorney Glasbrenner was present on behalf of the Petitioner. Attorney Glasbrenner stated

there would be a statutory problem requiring Dyon to prosecute his own case but he is willing to follow through with the petition.

Some discussion was held on how to proceed with the petition. The Police and Fire Commission agreed to proceed with the petition at this point. Attorney Waskowski stated that since the Petitioner is willing to prosecute, the next step would be to set a prehearing conference between the two parties and then set a date for a hearing to listen to the evidence Mr. Dyon has.

c. Job Descriptions/evaluation

Gramm motioned to accept job descriptions for Police/Fire/EMS 911 Telecommunicator and Communications Supervisor as presented. Bittner seconded. Motion carried 5-0.

Hartz spoke about the positions and how they fit within the organizational chart and the difficulty to recruit people to fill these positions. Chief Rasmussen noted the only advancement for a dispatcher would be the Communications Supervisor position. Once that position is filled, it could be several years before that position is open again. Data Entry Clerk job descriptions are being reevaluated as they are at the top of their pay scale and have added responsibilities then when they were hired. Data entry is a fraction of their job duties as they also handle social media, websites, etc. The department must look at other opportunities for longevity for the positions, especially with the cuts in benefits and everything else going on. Chief Rasmussen discussed long term how to keep people interested in the positions. Hartz would like to lay out a plan on where the positions/department is headed in the future. Gramm agreed that a workshop would be a good idea. Hartz will set up dates with Chief Rasmussen.

d. Budget Update

The budget has been published online. The public hearing is scheduled for November 16, 2015.

e. Part time officers

Jordan motioned to recommend approval of a part time officer position with a rate of \$20.00 per hour. Gramm seconded. Roll call: Gramm-Y, Pollard-Y, Jordan-Y, Bittner-Y, Hartz- Y. Motion carried 5-0. Chief Rasmussen explained that it is difficult keeping qualified officers so they will be creating a Part Time Officer position. This position is for officers who have full time jobs elsewhere and want to pick up extra hours. The recommendation will go to the Finance Department to approve the wage of \$20.00 per hour. This cost will be offset because money will be saved on officer training. It is more difficult to obtain qualified officers because of longer academy training, fewer academies and less qualified people. The need for officers will also increase. Pollard wondered how many positions would be created and the number of hours each officer would work. He questioned whether people would be interested in the position. Gramm wondered if \$20.00 was adequate to attract the officers. Chief Rasmussen stated there would be approximately 4-5 part time positions and they felt comfortable starting out with \$20.00 per hour for now. Bittner agreed it was a good idea but wondered if there were actual numbers to show the savings and availability, especially at budget time. Chief Rasmussen tried to look at budget numbers but it is hard to know how many officers will be hired. He is not worried about going over budget because the number of hours worked can always decrease during the off season. Hartz also agreed it was a good idea. Chief Rasmussen said the cost of the part time officers has been figured into the 2016 budget. The Commission is simply recommending approval of the position but that it has to go to the Finance Committee for final approval. Jordan asked if the reserve officers would still be getting an hourly wage of \$15.95 per hours. Chief Rasmussen advised that Reserve Officers will continue to get \$15.95 per hour.

f. Booking Officer Justin Samuel request to attend Police Academy

Gramm motioned to send Justin Samuel to the Police Academy. Bittner seconded. Motioned carried 5-0. Booking Officer Justin Samuel asked the Commission to approve his request for the Lake Geneva Police Department to sponsor his enrollment/attendance to the Police Academy.

g. Possible carpet replacement in dispatch center

Hartz motioned to accept the bid from Four Seasons Flooring, Delavan, WI not to exceed \$2,407.97. Pollard seconded. Roll call: Gramm-Y, Pollard-Y, Jordan-Y, Bittner-Y, Hartz- Y. Motion carried 5-0. Gramm made an amended motion to take the money for carpet in the dispatch center out of the operational budget. Pollard seconded. Motion carried 5-0.

Chief Rasmussen discussed the need for carpeting in the dispatch center. Bids were received from Bob's Flooring, Lake Geneva, Value Discount Flooring, Richmond, IL and Four Seasons Flooring, Delavan. Chief Rasmussen recommended the bid from Four Seasons Flooring. It was then discussed if the money should be taken out of the operating budget or the Capital Improvement Budget. If the money came out of the Capital Improvement Budget it would take longer to install the carpet as the approval would have to go through Council. Chief Rasmussen advised that there is enough money in the Operating Budget to purchase the carpet and it can come out of the Communications Maintenance Account.

h. Donation to the Special Olympics by the members of the Chicago 5<sup>th</sup> Gen Camaro Club and Badger State Camaro Club in honor of the City of Lake Geneva Police Dept. – NO ACTION/DISCUSSION.

i. Monthly reports

2015	Dispatch activity for October - Telephone calls-3,021	911 Calls-211	Window assists- 954
2014	Dispatch activity for October- Telephone calls-3,111	911 Calls-226	Window assists- 764

2015	Patrol activity for October:	Calls for service- 1,403	Arrests- 131
2014	Patrol activity for October:	Calls for service- 1,367	Arrests- 129

Chief Rasmussen stated that drugs continue to be the main problem. Heroin is a big issue and they have administered Narcan several times. The Department recently ran into some portable Meth labs and an International steroid ring which will be handled by the Federal government.

j. Thank you notes and letters:

Officer Tom Giovannoni - Help with 2<sup>nd</sup> Annual Safety & Fun vs. 911 Safety Fair

Sergeant Daniel Derrick – Active Shooter Training at Geneva National Resort

Thank you from Baker House to the entire Police Department

Thank you from Lake Geneva Home Depot regarding Fire Safety Day –

Chief Rasmussen said it has been a difficult year for law enforcement in general but the local community has been very appreciative of our police department recently.

k. Items to be forwarded to City Council

Activity reports

Part time officers-Chief Rasmussen will meet with Alderman Gelting

8. Fire Department Business

a. Approval of bills for the Month of October 2015, operating in the amount of \$62,733.56, Fire Hydrant Rental in the amount of \$57,339.25, Capital in the amount of \$273.35, for a total of \$120,346.16

Pollard motioned to approve the bills for the month of October 2015. Bittner seconded. Roll call:

Gramm-Y, Pollard-Y, Jordan-Y, Bittner-Y, Hartz- Y. Motion carried 5-0.

Gramm was pleased with the large amount of EMS revenue.

b. 2016 Budget-Discussion/Action if needed

Administrator Oborn said the increased staffing was discussed and the Council has been well-educated.

That has been put into the budget. The public budget hearing is scheduled for November 16, 2015.

Bittner noted that Young and everyone presenting did an excellent job. He wanted to reiterate to the Council that the Police and Fire Commission paid strong attention to the economic side of the changes

and that the short term tests tells the Commission that the extra staffing may generate more revenue than

expenses and the Commission will closely monitor it as the steps progress. He questioned Capital Equipment wearing out more frequently and Chief Connelly advised that would happen.

c. EMS Medical Billing Contract

Gramm motioned to approve the EMS Medical Billing Contract. Pollard seconded. Motioned carried 5-0. Chief Connelly outlined the overview of the contract for 2016-2018. There is an approximate 9% overall increase in the billing fee over the three year contract. City Attorney Draper and the City Administrator have both reviewed the contract and recommend the contract with changes. The Mayor will sign the contract.

d. Town of Geneva Emergency Services Contract

Pollard motioned to approve the contract. Bittner seconded. Motioned carried 5-0.

The contract has not been signed yet but it is anticipated that it will be signed next week. Liaison Mumford will return it to Chief Connelly when the contract has been signed. There is an increase in the base rate by 3% and the Fire Department will do temporary housing inspections charging \$25.00. Hartz thanked Mumford for his efforts on completing the contract so quickly.

e. Water Tower Agreement

Chief Connelly still had some concerns with the contract. Administrator Oborn will return the Agreement to the Water Department to settle the differences.

f. Fire and EMS Awards

Three members of the Lake Geneva Fire Department were recently recognized for outstanding service to the department. They include: Lieutenant Ryan Derrick for "Fire Officer of the Year", Youngwan Cho for "Firefighter of the Year" and Jonathan Steltenpohl for "Emergency Medical Technician of the Year". Youngwan Cho was also chosen by the MABAS 103 Committee as the "Walworth County Firefighter of the Year". Chief Connelly was very proud of all the recipients.

g. ISO-General Information for Commissioners

Chief Connelly handed out information regarding ISO and how they rate Police Departments for fire insurance premiums.

h. Covenant Harbor Fire

Chief Connelly received a letter from Covenant Harbor regarding the recent fire. Chief Connelly also felt the fire department did an excellent job with the fire and he believes the building was saved because of the additional staff coverage that weekend.

i. Roof Repair Complete

The roof repair is complete and looks good.

j. Membership Drive Information

Chief Connelly said the Fire Department is trying to recruit more firefighters. They will be holding a recruitment open house encouraging the public to come to the Fire Department on November 10, 2015 at 6:00 p.m.

k. Resignations of Zack Budill and Katie Wilson

Jordan motioned to accept resignation of Zack Budill with regret. Pollard seconded. Motion carried 5-0. Jordan motioned to accept resignation of Katie Wilson with regret. Bittner seconded. Motion carried 5-0.

l. Monthly EMS Medical Billing/Stark Reports/Charge Detail Report

Chief Connelly noted that the department reviewed the charge detail report and there were no errors again this month.

m. Monthly Fire Department Activity Report, EMS report, Weekend Staffing Cost Report and "Fire Prevention Week" activities report for 2015  
Chief Connelly reviewed the Staff Cost Summary. Currently there is a \$600.00 shortfall for the added weekend coverage, but he feels that number will change. Hartz asked for final numbers. Chief Connelly advised that he will try to get the numbers ready by next month.

n. Monthly Paratech Report – NO ACTION/DISCUSSION

o. Thank you cards/letters-Home Depot Fire Safety Day – NO ACTION/DISCUSSION.

p. Items to be forwarded to City Council  
EMS Medical billing contract  
Town of Geneva Agreement when signed  
Activity report/Weekend Staffing Cost report

9. Agenda items for the next regular meeting December 10, 2015.  
Water Tower Agreement

14. Adjourn

Bittner motioned to adjourn the meeting. Pollard seconded. Motion carried 5-0 at 8:56 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**