

**LAKE GENEVA POLICE AND FIRE COMMISSION  
MEETING MINUTES  
THURSDAY, FEBRUARY 6, 2014**

This meeting was held in the City Council Chambers, City Hall, 626 Geneva Street, Lake Geneva, Wisconsin, 53147.

1. Call meeting to order

Meeting was called to order at 7:01 p.m. by Vice President Steven Madson.

2. Pledge of Allegiance

The pledge was led by Steve Kukla of the Town of Geneva.

3. Roll call

Commissioners Bittner, Gramm, and Madson were present. Commissioners Hartz and Pienkos were excused.

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 minutes from regular meeting minutes from January 9, 2014

Madson motioned to approve the minutes from January 9, 2014 with the addition of amending the roll call to include Commissioner Hartz. Gramm seconded. Motion carried 3-0.

7. Fire Department Business:

a. Approval of bills for the Month of December 2013. Operating in the amount of \$1,147.39, capital \$7,579.08 for a total of \$8,726.47.

b. Approval of bills for the Month of January 2014. Operating in the amount of \$82,880.28, capital \$3,800.00 for a total of \$86,680.28.

Commissioner Bittner motioned to approve the bills, Gramm seconded the motion. Roll call vote: Gramm, Bittner and Madson voted yes. Motion carried 3-0. Commissioner Bittner asked when the capital budget numbers would be put on the expenditures list. Chief Connelly will check into it.

c. Additional Capital Budget Items Request.

Chief Connelly was asked by Administrator Jordan to prepare Capital Projects items to be added 2014-2016 so Chief Connelly completed a list of needed items. The commission wanted the purchases to be needs versus wants. Chief Connelly said the items would be requested within the next few years anyway. Madson motioned to approve the revised Capital Projects budget of 2014-2016. Bittner seconded. No further discussion. Motion carried 3-0.

d. EMS Medical billing and Stark Questions/Corrections from January PFC meeting.

There was a \$3585.63 discrepancy in the bill from last month because there was a two week period where no entries were made from EMS billing. They were entered later and corrected.

e. Pro-Phoenix Payroll Program Report.

Captain Peters talked about the Pro-Phoenix payroll program and is very pleased with the progress. Peg Pollitt, Comptroller, is also very happy with the program. The vendor has been very supportive and has worked closely with the department to solve some software problems. Alderman Lyons asked if the electronic problems had been resolved and if the Fire Department felt the money was well spent for the product they have received. The Fire Department feels that the cost was well worth it.

f. Approval of POC and POP candidate list.

Chief Connelly gave a list of candidates for hiring at the Fire Department including the Paid-On-Call and Paid-On-Premise list and they will be hiring from that list. Gramm made a motion to approve the candidate list and hire from the list; Madson seconded. Roll call vote: Gramm, Bittner and Madson voted yes. Motion carried 3-0.

g. Accept Resignation of POP firefighter Andrew Hanzalik.

Chief Connelly asked to accept the resignation of Andrew Hanzalik. Bittner motioned to accept the resignation of Andrew Hanzalik. Gramm seconded. Motion carried 3-0.

h. Report on Station 1 Exhaust System Project.

The Station 1 Exhaust System Project was installed in one week and is functional. It is good for the employees and the public who use the building. Chief Connelly invited the commissioners to visit the fire department to look at it and thanked them for approving the installation of the exhaust system.

i. Monthly Activity Report - No discussion/action

j. Paratech monthly Report - No discussion/action

k. EMS Medical Billing Report/Starck Report - No discussion/action.

l. Thank you letter from the Whitewater Volunteer Fire Department.

m. Items to be forwarded to City Council

Monthly reports. Commissioner Madson also advised that the Police and Fire Commission would like to express their appreciation to the City Council for approving the installation of the Exhaust System Project at the Fire Department.

8. Police Business

a. Approval of bills for the Month of December 2013. Operating in the amount of \$7,981.81, capital \$2,412.50; for a total of \$10,394.31.

b. Approval of the bills for the Month of January 2014. Operating in the amount of \$312,040.00, capital 0; for a total of \$312,040.00.

Gramm motioned to approve the bills after correcting the Operating number in 2013 to \$7,981.81. Madson seconded. Roll call vote: Gramm, Bittner and Madson voted yes. Motion carried 3-0.

c. Capital Budget update.

City Administrator Jordan put \$3,000.00 for barricade expenses in the Police Department budget for additional barricades but the City doesn't want to pay for the extra expense and has asked that the police department try to get donations for the barricades from local organizations. Commissioner Bittner asked if a sign could be put on the barricades "donated by" but it was noted that would be difficult to do.

d. Wage increases for non-represented police department employee for 2014 budget year.

The City already did a budget resolution regarding pay raises without the Police Department. The City has requested removing longevity; shift differential and education pay incentives. The City has negotiated with the Police Union for a 2% increase and a \$.36 increase to compensate for removing longevity; shift differential and education pay incentives. Chief Rasmussen is asking for the same pay increase for non-represented employees including administrative staff, dispatchers and data entry employees. Commissioner Bittner asked Alderman Lyons if the City Council was receptive to the pay changes. City Administrator Jordan has been briefing the City Council on it and they seem receptive to the pay changes. Commissioner Bittner asked if it would be harder to get qualified employees removing the shift premium change or school incentive and the Chief did not think so because most employees already have degrees to even start now.

Madson motioned to approve a 2% increase in wages for all non-represented employees. Bittner seconded. Roll call vote: Gramm, Bittner and Madson voted yes. Motion carried 3-0.

Madson made a second motion to approve a \$.36/hour wage increase for all non-represented dispatchers and data entry employees. Bittner seconded. Roll call vote: Gramm, Bittner and Madson voted yes. Motion carried 3-0.

Madson made a third motion to approve wages increases for the non-represented contract supervisor personnel as follows: Sergeant Hall \$.55; Sergeant Way \$.54; Sergeant Derrick \$.36; Communications Supervisor Froggatt \$.51; Lieutenant Gritzner \$.64; Assistant Chief Reuss \$.68; and Chief Rasmussen \$.71. Gramm seconded. Roll call vote: Gramm, Bittner and Madson voted yes. Motion carried 3-0. Chief Rasmussen will speak with City Attorney Draper to see if it necessary to modify the contracts for the non-represented supervisors.

e. Clarification on pay increases for returning reserve officers.

Chief Rasmussen asked for clarification on pay increases for returning reserve officers. Last year there were only two returning officers and they both received \$.50 increases. There is a discrepancy as to whether that includes all returning reserves every year or just last year. Commission Bittner stated that we should do what we can to keep officers here as it saves time and money regarding rehiring and training. Commissioner Gramm asked what the cost would be for the raises. The Police Chief will look into the cost and address it next month.

f. Leave of Absence request from Zachary Smith.

Chief asked to accept the Leave of Absence for Zachary Smith for one year. Madson motioned to approve Zachary Smith's leave of absence for one year. Bittner seconded. Motion carried 3-0.

g. Hiring update regarding reserve officers with GLLEA.

Chief Rasmussen said 52 applications were received for the position of reserve officer with 44 people qualifying to take the written test scheduled for February 19, 2014 at 6:00 p.m.

h. Memo from District Attorney Necci regarding Audio and/or Video Evidence Policy Change.

There was some discussion regarding this new policy change and how labor intensive it will be to complete.

However, it is necessary as the District Attorney's Office needs everything in their file that law enforcement has for discovery purposes.

i. Purchase of enclosed trailer by the Town of Linn Police Department.

Request was made to approve the sale of the enclosed trailer to the Town of Linn Police Department. Madson motioned to authorize the disposal of the trailer for \$1,000.00 to the Town of Linn Police Department. Gramm seconded. Motion carried 3-0.

j. Update regarding PropertyRoom.com.

Chief reported that the PropertyRoom.com program is working nicely and we are getting money from them for items that have been sold.

k. 911 Update

The contract was signed by the Mayor. AT&T has made their initial site survey. The City is looking into replacing the phones in the building and they need to be compatible with the 911 system.

l. Lexipol Updates

We received the Biannual Lexipol updates. There was 15 current policies updated and modified and one addition to the policy, which was 1008 regarding anti-retaliation.

Lexipol revisions:

#106 Policy Manual;

#300 Use of Force;

#310 Officer-Involved Shooting;

#330 Child Abuse;

#338 Bias Motivated Crimes;

#418 Emergency Detentions;

#420 Citation Summons and Release (TITLE CHANGED TO CITATION RELEASE);

#442 Criminal Gangs (TITLE CHANGED TO CRIMINAL ORGANIZATIONS);

#460 Automated License Plate Readers (ALPR);

#500 Traffic Function and Responsibility;

#606 Asset Forfeiture;

#804 Property and Evidence;

#812 Criminal History Record Information (TITLE CHANGED TO PROTECTED INFORMATION);

#902 Custody Searches of Individuals (TITLE CHANGED TO CUSTODIAL SEARCHES);

#1054 Modified-Duty Assignments;

Lexipol Additional Policy:

#1008 Anti-Retaliation

Madson motioned to approve all the changes listed. Gramm seconded. Roll call vote: Gramm, Bittner and Madson voted yes. Motion carried 3-0.

m. Update on Police Department employee handbook.

Commissioners Bittner and Madson approved the employee handbook. Commissioner Gramm made some changes. Once the changes are made, the handbook will be sent to the City Attorney to review.

n. Received Certification of Appreciation from Wisconsin DOT Bureau of Transportation Safety for participating in September 2013 Drive Sober or get Pulled Over Mobilization.

The Department received a plaque for participating in this program.

o. Monthly Activity report for 2014 No discussion/no action

p. Items to be forwarded to the City Council.

Compensation memo to be forwarded to the City Council, Monthly statistics.

9. 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.

Madson made a motion to go into closed session and include Chief Rasmussen. Gramm seconded. Roll call vote: Gramm, Bittner and Madson voted yes. Motion carried 3-0.

10. Motion to return to open session per Wisconsin State Statute 19.85(2)

Bittner made a motion to return to open session. Gramm seconded. Roll call vote: Gramm, Bittner and Madson voted yes. Motion carried 3-0. No further action on closed session.

11. Agenda items for next regular meeting March 6, 2014.

Fire Department policies and procedures.

Reserve officer hiring update

Raises for non-represented personnel and returning part time reserve officers

Employee handbook.

13. Adjourn

Madson motioned to adjourn, Gramm seconded. Motion carried 3-0 at 8:36 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