

**LAKE GENEVA POLICE AND FIRE COMMISSION  
MEETING MINUTES  
THURSDAY, JANUARY 5, 2017, AT 7:00 P.M.**

The 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 Jordan, Bittner, Gramm, Pollard and Hartz were present. Alderman Howell and Town of Geneva Fire Liaison Walton were also present.

4. Comments from the Public reference agenda items only. Comments are limited to a maximum of five minutes - NONE

5. Acknowledge correspondence

Chief Rasmussen received a letter dated December 26, 2016 from Dick Malmin regarding drones.

6. Approval of the appraisal workshop minutes December 8, 2016

Approval of regular meeting minutes December 8, 2016

Gramm motioned to approve the appraisal workshop minutes of December 8, 2016. Bittner seconded. Motion carried 5-0.

Bittner motioned to approve the regular meeting minutes of December 8, 2016. Jordan seconded. Motion carried 5-0.

7. City Council Report

Administrator Oborn gave a brief report of the last city council meeting. The union contract has been approved for both 2016 and 2017. In the future, Administrator Oborn will meet in closed session with the Police and Fire Commission for negotiation updates. Some Fire Department and Police Department nonunion employee evaluations were still needed before salary increases could be made. Hartz noted that the "me too" clause in the Chief of Police contract does not apply to wages. Wage discussions for Chief Rasmussen will come back to the Police and Fire Commission.

8. Discussion regarding Police and Fire Commission meeting time change

Administrator Oborn stated most of city meeting times were changed to 6:00 p.m. Administrator Oborn recommended the Police and Fire Commission meeting be changed to 6:00 p.m. to correlate with the other meeting dates and times, however, it was up to the Commission. It was agreed that the meeting time could be changed to 6:00 p.m.

9. Fire Department Business

a. Approval of bills for the month of December 2016 operating in the amount of \$78,218.38, Capital in the amount of \$10,287.03, for a total of \$88,505.41

Jordan motioned to approve the bills for December 2016. Pollard seconded. Roll call vote: Jordan-Y, Bittner-Y, Gramm-Y, Pollard-Y, Hartz-Y. Motioned carried 5-0.

Chief Peters highlighted some budget line items. The current budget is 91.3%. Commissioner Bittner asked if there were any surprises expected for 2016. Chief Peters felt that the department would fall within budget perimeters. Bittner asked if Fire Impact Fee Funds had been used to purchase equipment.

Chief Peters stated the fire department was in the process of purchasing the equipment, but the funds are placed in the city capital fund rather than the Fire Impact Fees.

b. Monthly EMS Medical Billing/Stark Report

EMS software is mandated to change by March. EMS will be helping the Fire Department with this change.

c. Monthly Fire Department report

Chief Peters reviewed the monthly report. Captain Opper was highlighted as being a member of the department since 1995. Chief Peters also recognized anniversaries and notable calls. The Fire Department participated in the 41<sup>st</sup> annual Christmas parade.

d. Monthly Paratech Report – No action/discussion

e. Discussion/Action on Lexipol Policy workgroup

Chief Peters handed out a guideline for setting up Lexipol policies. He would like to set up a committee to meet once a month to prepare the policies prior to the Police and Fire Commission meetings. The Lexipol policies can then be approved at the following Police and Fire Commission meeting. Commissioner Gramm will be on the committee at this time.

f. Discussion on live fire training at race track property on January 28, 2017

The live fire training is scheduled for January 28, 2017 beginning at 7:00 a.m.

g. Discussion regarding Thank you letters – No action/discussion

- Faith Christian School
- Tom Yakes Family
- Frank Heindl Family

h. Discussion Captain Job Description

Chief Peters handed out the promotion procedure and job description for the Captain position. He requested that the Commission members review the documents for corrections. The documents will be addressed and approved at the next meeting.

i. Discussion/Action on Leave of Absence Alex Pernice

Pollard motioned to accept Leave of Absence for Alex Pernice. Gramm seconded. Motion carried 5-0.

j. Discussion/Action on Return to duty Zach Blausner

Bittner motioned to approve the return to duty for Zach Blausner. Gramm seconded. Motion carried 5-0.

k. Items to be forwarded to city council

Monthly activity report, live fire training and thank you letters.

10. Police Department Business

a. Approval of bills for the month of December 2016, operating in the amount of \$332,172.15, Capital in the amount of \$5,653.17, for a total of \$337,825.32

Bittner motioned to approve the bills for December 2016. Pollard seconded. Roll call vote: Jordan-Y, Bittner-Y, Gramm-Y, Pollard-Y, Hartz-Y. Motioned carried 5-0.

Chief Rasmussen advised that the budget has been very unusual this year and is currently at 99.9%. The police overtime wages are over budget due to several larger cases throughout the year. Hartz asked how the budget for next year would be and if any changes would be made. Chief Rasmussen said it was hard to predict what type of cases and overtime will be needed for each year.

b. Discussion/Presentation from Professor Jenny Pagone regarding Impact of Stress on Department Member's Health

Professor Pagone was unable to attend the meeting this month due to a last minute conflict. The presentation will be scheduled for another meeting.

c. Discussion on Chief and Command Staff Appraisals

Chief and Commission Staff Appraisals workshop is scheduled for February 2, 2017 at 6:00 p.m.

d. Discussion regarding On duty officer injury update

The officer is still on light duty at this time.

e. Discussion/Action on retirement letter of Officer Tom Giovannoni

Gramm motioned to accept the retirement of Officer Tom Giovannoni. Pollard seconded. Motion carried 5-0.

Chief Rasmussen asked the Commission to accept the retirement of Officer Tom Giovannoni. Officer Giovannoni has worked for the department for 16 years and Chief Rasmussen thanked him for his service.

f. Discussion Emergency Medical Dispatch (EMD) update

The telecommunicators have been trained and passed the EMD test. The goal is to have EMD up and running by February 1, 2017. Telecommunicators can now give medical directions over the phone until rescue personnel arrives.

g. Discussion/Action on Sergeant Promotion process

Jordan motioned to allow Chief Rasmussen to move forward with the Sergeant selection process. Bittner seconded. Motion carried 5-0.

Chief Rasmussen stated the department posted for interest in the Sergeant position and there was one applicant. The Sergeant test will be implemented on January 13, 2017 with interviews conducted on January 17, 2017. The interview will be conducted by Assistant Chief Reuss, Lieutenant Way, Sergeant Hall and Sergeant Derrick. The Commission members were invited to attend the interview.

h. Discussion/Action on Police Department Chaplain Program

Pollard motioned to continue the Chaplain Program to next month. Bittner seconded. Motion carried 5-0. Lieutenant Gritzner and Sergeant Derrick presented the Chaplain policy with the changes set forth from previous meetings. There was a long discussion regarding the program and the proper wording and legality of the policy. Bittner and Gramm were concerned about the rights of the people who may use the program. Several changes to the policy were discussed and proposed. Discussion/Action on the Police Department Chaplain Program was tabled to the next meeting.

i. Discussion/Action on Lions Club Drone Donation

The Lions Club has approved the donation of the drone to the Police and Fire Departments. There will be a formal presentation to accept the donation on January 23, 2017 at the City Council meeting.

j. Discussion on Community Outreach Committee

- Non-perishables drive held until December 20<sup>th</sup>

Lieutenant Way advised that the Community Outreach Committee, which consists of Lieutenant Way, Officer Hansen and Data Systems Administrator Hinzpeter, collected approximately 90 coats for local families in need. A nonperishable food drive was also conducted and approximately 130 pounds of food and toiletries were collected in addition to diapers and baby food.

k. Discussion/Action regarding \$100.00 donation designated to the Exner Memorial from Albert C. Exner

Jordan motioned to accept \$100.00 donation from Albert C. Exner. Pollard seconded. Roll call vote: Jordan-Y, Bittner-Y, Gramm-Y, Pollard-Y, Hartz-Y. Motioned carried 5-0.

Chief Rasmussen stated that there is approximately \$700.00 in the Memorial fund. It is unclear what exactly will be done with the money but the intention is to make a memorial for Albert C. Exner in the future.

l. Discussion/Action regarding a donation of Domino's Pizza gift certificates from Duggan Senior Project/Jonathan and Connor Duggan.

Bittner motioned to accept the Domino's Pizza gift certificate from Jonathan and Connor Duggan.

Pollard seconded. Roll call vote: Jordan-Y, Bittner-Y, Gramm-Y, Pollard-Y, Hartz-Y. Motioned carried 5-0.

Chief Rasmussen stated that Jonathan and Connor Duggan presented the City of Lake Geneva employees, the Town of Geneva employees and Walworth County Sheriff's deputies a thank you and gift certificates from Domino's Pizza for each employee's hard work and dedication to local citizens. Chief Rasmussen asked the Commission members what they would like to do with the certificates. Pollard felt that everyone should be given the pizza certificate.

m. Chief's top monthly incidents – No discussion/action

n. Monthly activity reports - No discussion/Action

2016	Dispatch activity for December 2016:	Telephone calls- 2,739	911 Calls-215	Window assists- 843
2015	Dispatch activity for December 2015:	Telephone calls- 2,529	911 Calls-186	Window assists- 648

2016	Patrol activity for December 2016:	Calls for service – 1,370	Arrests - 145
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2015	Patrol activity for December 2015:	Calls for service – 1,082	Arrests – 91
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o. Yearly statistics – No discussion/action

2016	Dispatch activity: Telephone calls– 38,233	911 Calls– 2,609	Window assists– 10,510
2015	Dispatch activity: Telephone calls 39,008	911 Calls– 2,476	Window assists– 9,519

2016	Patrol activity:	Calls for service- 17,710	Arrests- 1,977
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2015	Patrol activity:	Calls for service- 16,634	Arrests- 1,920
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p. Discussion regarding Thank you letters – No discussion/action

- Thankful resident
- Michalene, Hans Jr., Maxx and Buddy Melges
- The Bergsma Family
- Walworth County Food Pantry
- Students at Delavan High School
- Rex & Nancy Anderson

q. Items to be forwarded to City Council

Drone, Nonperishable food drive, Albert C. Exner memorial, Duggan family pizza donation, monthly/activity reports, and thank you letters.

11. Agenda items for the next regular meeting February 9, 2017

Captain job descriptions, Chief and Command appraisals, Chaplain program

12. Closed session

a. 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. Specifically Patrol Lieutenant Way contract.

b. 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.

Bittner motioned to go into closed session. Gramm seconded. Roll call vote: Jordan-Y, Bittner-Y, Gramm-Y, Pollard-Y, Hartz-Y. Motioned carried 5-0 at 8:42 p.m.

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

Jordan motioned to return to open session. Pollard seconded. Roll call vote: Jordan-Y, Bittner-Y, Gramm-Y, Pollard-Y, Hartz-Y. Motioned carried 5-0. Motion carried 5-0 at 9:45 p.m.

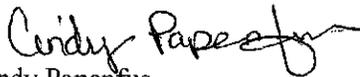
14. Discussion/action on closed session items if needed.

Jordan motioned to accept the contract with Lieutenant Way as presented and set Lieutenant Way's pay grade at 16. Pollard seconded. Roll call vote: Jordan-Y, Bittner-Y, Gramm-Y, Pollard-Y, Hartz-Y. Motioned carried 5-0.

15. Adjourn

Bittner motioned to adjourn. Pollard seconded. Motion carried. Meeting adjourned at 9:46 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**