

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY JANUARY 10, 2019 AT 6:00 P.M.**

This meeting will be 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 Connors at 6:02 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Fire Captain Detkowski

3. Roll call

Commissioners Connors, Jordan, Horne and Condos were present. Commissioner Pollard and Alderman Skates were excused. Also present: Police Chief Rasmussen, Police Lieutenant Gritzner, Police Lieutenant Way, Fire Chief Peters, Fire Captain Detkowski and Administrative Assistant Papenfus

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 the regular meeting minutes of December 6, 2018

Horne motioned to approve the meeting minutes of December 6, 2018. Condos seconded. Motion carried 4-0.

7. City Council Report - NONE

8. Discussion/Action – Agenda Item Request Form (Commissioner Connors)

The form was approved with one minor correction. The form will be placed on the website for the commissioners to use.

9. Fire Department Business

a. Approval of bills for the month of December 2018, operating in the amount of \$77,017.12, Equipment purchases in the amount of \$188,287.31, for a total of \$265,304.43

Jordan motioned to approve the bills for the month of December 2018. Horne seconded. Roll Call vote: Connors-Y, Horne-Y, Condos-Y, Jordan-Y. Motion carried 4-0.

Chief Peters stated the budget is at 92.74% for expenses and 134% for revenues and should be within the 2018 budget.

b. Discussion - EMS medical billing/Stark Medical billing

Chief Peters explained the current practices for crash recovery fees per Condos' request. Chief Peters stated it is a judgment call based on extraordinary circumstances. Condos asked if the Fire Department was satisfied with the procedure and Chief Peters advised he approved with the current practice.

c. Discussion - EMS call summary report - NONE

d. Discussion/Action - Monthly Fire Department Report Overview and PFC interest in information presented

Personnel spotlight was for FF/AEMT Cox who has been with the department since 204. He is currently working on obtaining his National Paramedic Certification and Wisconsin Paramedic licensure. Deputy Chief Derrick celebrates 47 years with the department. Chief Peters reviewed the community and department events and notable calls. Connors asked for a breakdown of calls outside of the area. Captain Detkowski said there are five different districts that the fire department responds to. The Commission members would like to see a quarterly report for responses outside the area. Condos asked if the department was satisfied with their current billing process and Chief Peters said the billing system was fine at this time.

e. Discussion/Action – American Heart Association Community Training Center (CTC) Agreement
Connors motioned to approve the American Heart Association Community Training Center Agreement contingent upon the City Attorney’s approval. Horne seconded. Roll Call vote: Connors-Y, Horne-Y, Condos-Y, Jordan-Y. Motion carried 4-0.

Captain Detkowski stated that CPR/AED training must be affiliated with a training center and the fire department found a more user friendly site.

f. Discussion/Action – Filling the position of Confidential Administrative Assistant

Connors motioned to authorize Chief Peters to hire Cynthia Baumeister to fill the position of Confidential Administrative Assistant. Jordan seconded. Roll Call vote: Connors-Y, Horne-Y, Condos-Y, Jordan-Y. Motion carried 4-0.

Chief Peters recommended hiring Cynthia Baumeister for the position of Confidential Administrative Assistant, who is currently a part time employee at City Hall. She will be doing a lateral transfer from City Hall and is well qualified for the position.

g. Discussion/Action – Update on Vacant Fire Lieutenant Job Posting Update

Chief Peters stated the Fire Lieutenant position has been posted and will close in February. There are five applicants so far. All applicants and their families will meet with the department to discuss the job and the commitment it requires, then a written and tactical exam will be completed. After that, an interview date will be set up and the Commission will be notified of the interview date.

h. Discussion/Action – Request to name Fire Station 1 the “Derrick Memorial Fire Station”

Condos motioned to name the fire station as the “Tom Derrick Memorial Fire Station”. Horne seconded. After a discussion regarding the memorial, the first motion was withdrawn.

Connors motioned to have the Fire Chief and Police Chief explore a joint public safety recognition area within the city. Horne seconded. Motion carried 4-0.

A recommendation to rename the fire station to the “Derrick Memorial Fire Station” was received by the city council via a letter. The Derrick family was approached about the request. The family suggested that if the fire station was to be renamed, it should be the “Tom Derrick Memorial Fire Station” However, the family would also be alright if the fire station was not named after the family. Condos felt it would be a great honor to name the fire station as the “Tom Derrick Memorial Fire Station” Connors and Jordan were not generally in agreement of naming any public facility after anyone. It was then discussed about creating an all inclusive Public Safety area for outstanding service such as a public monument or wall.

i. Discussion - Thank you letters – No discussion/Action

- Trey & Zeke
- Walworth County Aging Network, Dementia Friendly Initiative

j. Items to be forwarded to city council
Expenditures reports and monthly report

Connors stated that the Town of Geneva contract was approved by the Council as discussed at last month's meeting.

10. Police Department Business

a. Approval of the bills for the month of December 2018, operating in the amount of \$240,884.26, Equipment Purchases in the amount of \$10,935.95, for a total of \$251,820.21

Horne motioned to approve the bills for the month of December 2018. Jordan seconded. Roll Call vote: Connors-Y, Horne-Y, Condos-Y, Jordan-Y. Motion carried 4-0.

Chief Rasmussen stated that the department should be about 4% under budget.

Connors stated a simplified version of expense reports will be used starting next month.

b. Discussion/Action - Telecommunicator hiring update

Chief Rasmussen said that the department will be hiring one full time position and one part time position.

The interview date will be January 28, 2019.

c. Discussion/Action – Data Specialist hiring update and approval of eligibility list

Jordan motioned to approve the eligibility list to last for the first half of 2019. Horne seconded. Motion carried 4-0.

Chief Rasmussen stated that the candidates were very good and an eligibility list was established with the top four candidates.

d. Discussion/Action – Detective Sergeant Promotion update

Condos motioned to move ahead with the promotion process with Detective Keller and Officer Nettesheim. Horne seconded. Motion carried 4-0.

Two candidates have submitted their letter of interest and Chief Rasmussen stated both candidates are very qualified and he would like to move forward with the promotion process.

e. Discussion/Action - Part Time Officer hiring and eligibility list for full time patrol officer update

Connors motioned to approve the part time hiring and full time eligibility list. Condos seconded. Motion carried 4-0.

Chief Rasmussen requested that we move ahead with the current applicants for the hiring process of part time officers and to establish a full time officer eligibility list.

f. Discussion/Action – Promotion of Booking Officer Springhorn to Part Time Police Officer

Jordan motioned to approve the promotion of Booking Officer Springhorn to Part time Police Officer. Connors seconded.

Chief Rasmussen stated that the Officer Springhorn graduated from the police academy on December 7 and received the Top Gun award for the police academy.

g. Discussion/Action – Accept letter of resignation of Part Time Officer Steven Wolke

Connors motioned to accept letter of resignation with regrets of Part Time Officer Steven Wolke. Connors seconded. Motion carried 4-0.

h. Discussion/Action – Disposition of old squad rifles

Connors motioned to authorize the Police Department to sell up to three rifles to the Town of Linn Police Department and that the remaining rifles will be sent to the State Crime Lab for destruction. Horne seconded.

Connors amended the motion to offer the rifles to other jurisdictions within the county and to make a final determination next month. Motion carried 4-0.

Chief Rasmussen stated that the department is in the process of replacing rifles in the squads. Town of Linn Police Department would like to purchase up to three of the rifles. Chief Rasmussen does not wish

to sell the rifles to the public and prefers to have them destroyed at the State Crime Lab. The Commission wondered if any other departments in the county would be interested in the rifles rather than having them destroyed. The rifles will be sold as is and it will be the responsibility of the new department to have them checked by an armorer.

i. Discussion/Action - Discussion/Action - Lexipol Policy 1044 - Personal appearance standards

Jordan motioned to approve the new tattoo policy. Connors seconded. Motion carried 4-0.

Chief Rasmussen recommended approving the tattoo policy due to societal changes. Connors provided a copy of a new tattoo policy adopted from the military. The new policy would prohibit any tattoos on the head, face, hands, and neck above the general duty uniform.

j. Discussion/Action – Accept \$100.00 donation from Albert C. Exner

Connors motioned to accept the donation from Albert C. Exner. Horne seconded. Roll Call vote:

Connors-Y, Horne-Y, Condos-Y, Jordan-Y. Motion carried 4-0.

k. Discussion - Chief's report (briefing only - no action will be taken)

This is a new item that will be added to the monthly meetings so that Chief Rasmussen can discuss any miscellaneous items that do not require any action. Chief Rasmussen advised the Commission that he will not be at next month's meeting. Chief Rasmussen also attended an advisory meeting at UW-Whitewater. At the meeting, he was advised by representatives from local colleges that over 40% of the students attending law enforcement classes do not want to be police officers.

l. Discussion - Chief's top monthly incidents – No discussion/Action

m. Discussion - Monthly activity reports – No discussion/Action

2018 Dispatch activity for December 2018: Telephone calls - 2,452 911 Calls - 206 Window assists - 867

2017 Dispatch activity for December 2017: Telephone calls – 2,717 911 Calls - 175 Window assists - 676

2018 Patrol activity for December 2018: Calls for service – 1,589 Arrests - 128

2017 Patrol activity for December 2017: Calls for service – 1,449 Arrests - 110

n. Yearly Statistics

2018 Dispatch activity: Telephone calls– 34,505 911 Calls– 2,676 Window assists– 11,503

2017 Dispatch activity: Telephone calls 37,111 911 Calls– 2,431 Window assists– 11,673

2018 Patrol activity: Calls for service- 20,504 Arrests- 1,847

2017 Patrol activity: Calls for service- 18,959 Arrests- 1,563

The department reached over 20,000 calls for 2018.

o. Discussion - Thank you letters - No discussion/Action

- Citizen Assistance – Sergeant Derrick
- Citizen Assistance – Lieutenant Way and Officer Spatz
- Blood Drive-Officer Nelson

p. Items to be forwarded to City Council

Expenditures, Chief's top five and annual reports

11. Agenda items for the next regular meeting February 7, 2019

Squad Rifles, Telecommunicator update, Detective Sergeant update, Part time and Full Time Officer Update and rescheduling July PFC meeting.

12. a. Motion to go into closed session pursuant to Wis. Stat. 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 specifically: 1) Data Specialist Position, 2) Fire Chief and Police Chief Appraisals, 3) Fire Department Personnel

b. Pursuant to Wis. Stat. 19.85(1)(e), Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specific public business, whenever competitive or bargaining reasons require a closed session: Command Vehicle

c. Pursuant to Wis. Stat. 19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved with regard to Lake Geneva Ford
Connors motioned to go into closed session to include City Attorney Draper, Chief Rasmussen, Lieutenant Gritzner, Lieutenant Way, Fire Chief Peters, Captain Detkowski and Administrative Assistant Papenfus. Jordan seconded. Roll Call vote: Connors-Y, Horne-Y, Condos-Y, Jordan-Y. Motion carried 4-0 at 7:12 p.m.

13. Motion to return to open session per Wisconsin State Statute 19.85(2)
Condos motioned to return to open session. Jordan seconded. Roll Call vote: Connors-Y, Horne-Y, Condos-Y, Jordan-Y. Motion carried 4-0 at 8:02 p.m.

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

Item A1. Connors motioned to authorize the Chief to extend an offer to Lori Reynolds based on pay Grade 6, with a pay rate of \$21.75 and a 10-year lateral transfer position. Horne seconded. Roll Call vote: Connors-Y, Horne-Y, Condos-Y, Jordan-Y. Motion carried 4-0.

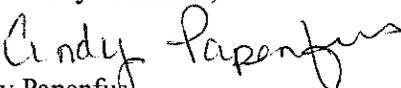
Item B. Connors motioned to authorize the Chief to make bids on the command vehicle as authorized in closed session. Condos seconded. Roll Call vote: Connors-Y, Horne-Y, Condos-Y, Jordan-Y. Motion carried 4-0.

Item C. Connors motioned to authorize Attorney Draper to draft a release indicating that the City of Lake Geneva Police would pay \$16,669.45 to Ford of Lake Geneva for a full release of the ambulance. Jordan seconded. Roll Call vote: Connors-Y, Horne-Y, Condos-Y, Jordan-Y. Motion carried 4-0.

15. Adjourn

Connors motioned to adjourn the meeting. Horne seconded. Meeting carried 4-0 at 8:05 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