

**LAKE GENEVA POLICE AND FIRE COMMISSION  
MEETING MINUTES  
THURSDAY, FEBRUARY 7, 2013, 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

Meeting was called to order at 7:00 p.m. by President Pienkos.

2. Pledge of Allegiance

Commissioner Gramm led the Pledge. Commissioner Pienkos asked for a moment of silence in honor of former Lake Geneva Fire Fighter Beth McAuley, who passed away on January 27, 2013.

3. Roll Call

Commissioners Hartz, Madson, Gramm, and Pienkos were present. Commissioner Bittner was absent.

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 the regular meeting January 10, 2013

Hartz motioned to approve the minutes, Madson seconded. Motion carried 4-0.

Due to a fire call, Assistant Chief Derrick was not in attendance. Madson motioned to move agenda item #8 forward, Gramm seconded. Motion carried 4-0.

8. Police Business

a. Approval of bills for the Month of January 2013. Operating in the amount of \$304,518.03 and capital in the amount of \$3,920.15, for a total of \$308,438.18

Madson motioned to approve the bills, Hartz seconded. Roll call: Hartz – Y, Madson – Y, Gramm – Y, Pienkos – Y. Motion carried 4-0.

b. Approval of bills for the Month of December 2012. Operating in the amount of \$4,328.97 and capital in the amount of \$1,902.00, for a total of \$6,230.97

Gramm motioned to approve the bills, Madson seconded. Chief Rasmussen said these should be the final bills for 2012. Hartz said the balance is 1.7% under budget and asked where that money goes.

Chief Rasmussen said with the exception of the budget carry forwards which will be presented at the March meeting, the surplus goes back to the general fund. Roll call: Hartz – Y, Madson – Y, Gramm – Y, Pienkos – Y. Motion carried 4-0.

c. Confirm the promotion of Reserve Officer Glen Nettesheim to full-time status

Chief Rasmussen said Officer Nettesheim passed his psychological and fitness testing. Officer Nettesheim will be replacing Officer McClellan and he asked the Commission to confirm the promotion. Madson motioned to approve, Hartz seconded. Roll call: Hartz – Y, Madson – Y, Gramm – Y, Pienkos – Y. Motion carried 4-0.

d. Promotion process for detective position

Chief Rasmussen said in addition to replacing the position vacated by the promotion of Lt. Gritzner, Detective Nethery has submitted a request to return to patrol. He has been a Detective for 13 years and will be the Senior Patrolman. Five Officers have applied to fill the two positions. One of the Officers will take the written test on Friday, February 8, and the remaining four officers will take the written test on Saturday, February 9. Chief Rasmussen said he will be administering the test. The oral interviews will be conducted on March 4. The interview panel consists of a Captain from the City of Delavan Police Department, a Detective Sergeant from the Whitewater Police Department, and a Detective from the Walworth County Sheriff's Department. Hartz asked if anyone is ever hired from outside the department. Chief Rasmussen said promotions are done from within when it is advantageous. This is a union position, so the only time he would go outside the department is if there were no qualified candidates.

e. Hiring process for reserve officers, booking officers, and part-time dispatch

Chief Rasmussen said 52 applications were received for the position of reserve officer. Forty-one of those will be tested on March 9, and oral interviews will be held on March 26 and 27. Chief Rasmussen said he would like to interview 15 and anticipates hiring 7 or 8 reserve officers this year.

There were 22 applications received for the position of booking officer. Fourteen of those will be interviewed on March 9.

Fifteen applications were received for the position of part-time dispatch. Testing for that position will be held on March 2, and the oral interviews will be held on March 16.

Chief Rasmussen said if any of the Commissioners would like to participate in the interview process they are welcome to so.

f. Wireless 911 Public Safety Answering Point

Chief Rasmussen said a Resolution was passed by the City Council and AT&T has been contacted. This project is moving forward and takes about 180 days to complete.

g. Squad car update

Chief Rasmussen said all three squads have been delivered. One of them has been stripped out and is going to City Hall. All of the equipment has been delivered and the changeover is ahead of schedule. Hartz asked if the Police Department is paid anything for the vehicle going to City Hall. Chief Rasmussen advised there was no money given for the vehicle.

h. Authorization to transfer two vehicles to the fire department

Chief Rasmussen said there is one vehicle scheduled to be transferred to the Fire Department and one vehicle to be sent to auction. The fire department vehicle that was involved in the traffic accident is not repairable. Chief Rasmussen asked for authorization to transfer two of the current squads that are being replaced, to the fire department. He said the insurance company is going to pay the City \$6,000.00 and the vehicle from the fire department will still be sent to auction. Madson motioned to approve the transfer, Gramm seconded. Motion carried 4-0.

i. Lexipol update

Chief Rasmussen said this is one of Lt. Gritzner's primary responsibilities. Lt. Gritzner said there are currently 86 policies. He said the current policies are mix matched and currently cannot be put on the Department's server. He said with the new officers being hired it is vital that we have updated policies and have them organized. Lexipol will filter the current polices to make it easier to follow. Our current policies have not had much legal revision, however, Lexipol is doing this for us.

The first step was to answer a questionnaire. Within an hour of completing that Lexipol drafted and forwarded a policy book. The book is 575 pages with 140 policies. Lt. Gritzner said Lexipol organized the policy book to our department. Once the policies are complete, there are daily training bulletins offered on each of the policies.

Lexipol has a team of legal experts that research the most current legislation, the trends that effect law Enforcement, and open the City up to litigation. Lt. Grtizner reviewed some of the handouts that explained the Federal and State mandates.

Lt. Gritzner said he will be meeting with the Chief, Assistant Chief, and other members of the department who have an expertise in certain areas to review the policies prior to changes being made. The majority of changes will be style and certain structures of our department.

Hartz asked if Leixpol has Errors and Omission insurance. Gritzner said he wasn't sure, but he would check and let Commissioner Hartz know. Pienkos asked what the annual fee is to maintain the policies. Chief Rasmussen said the annual fee is \$2,500 to maintain the new policy manual. In addition, to the annual fee, there is a \$2,500.00 charge for the daily training bulletins.

Madson said he looked at the old policy book and it is virtually impossible to find a policy.

Pienkos said if the Commission is going to approve all of these policies, he recommended a timeline be presented to the Commission that will show when and how this will be accomplished. Chief Rasmussen said this project will be complete this year and asked how the Commission would like to review and approve all of the policies. Pienkos said he personally would like to review and approve them section by section rather than the whole manual at one time. Chief Rasmussen said a timeline will be created.

Hartz asked if any of the policies interface with the City's. Lt. Gritzner said some of them will. Hartz said it would be nice if the policies for the City were the same or all departments. Gramm asked if the Commission has a process to follow when policies change. Chief Rasmussen said the current process is to hand them out one month and the Commission vote on them the next month. Gramm asked if the Commission should see the old policy to compare it to the new. Chief Rasmussen said that could certainly be done.

Pienkos said one or two Commissioners should be involved in the setting up the process. Madson recommended the first policies to be updates, be the ones the Commission has approved within the last year and a half, to see how they compare.

Pienkos and Madson will schedule a meeting with Chief Rasmussen to set up the process.

j. Letter of Commendation for Officer Sean Hinzpeter

Genoa City Police Chief Balog, wrote a Letter of Commendation for Officer Hinzpeter who assisted in containing a burglary suspect.

k. Monthly Activity report for January and year to date comparisons:

2013 Dispatch activity for January: Telephone calls – 3,942 911 Calls – 176 Window assists – 709  
2012 Dispatch activity for January: Telephone calls – 3,715 911 Calls – 132 Window assists – 637

2013 Patrol activity for January: Calls for service - 1,307 Arrests - 86  
2012 Patrol activity for January: Calls for service - 1,016 Arrests - 130

Year end reports for 2012:

2012 Dispatch activity: Telephone calls – 47,570 911 Calls – 2,345 Window assists – 10,260

2012 Patrol activity: Calls for service – 16,466 Arrests - 1,780  
2011 Patrol activity: Calls for service – 16,733 Arrests - 1,601

Chief Rasmussen said the increase in Fraud Cases is due to the Cove. Pienkos asked what amount of revenue was collected from lockouts in 2012. Chief Rasmussen said \$4,650.00 was collected.

l. Items to be forwarded to the City Council

Monthly and yearly statistics

Assistant Chief Derrick arrived. Madson motioned to now conduct business for agenda item #7, Hartz seconded. Motion carried 4-0.

7. Fire Department Business:

a. Approval of bills for the Month of January 2013. Operating in the amount of \$71,372.99 and capital in the amount of \$16,327.76, for a total of \$87,700.75

Gramm motioned to approve the bills, Madson seconded. Roll call: Hartz – Y, Madson – Y, Gramm – Y, Pienkos – Y. Motion carried 4-0.

b. Approval of bills for the Month of December 2012. Operating in the amount of \$6,084.40 and capital in the amount of \$1,960.00, for a total of \$8,044.40

Madson motioned to approve the bills, Hartz seconded. Roll call: Hartz – Y, Madson – Y, Gramm – Y, Pienkos – Y. Motion carried 4-0.

c. ProPhoenix update

Assistant Chief Derrick said the Police Department server was updated in January. One of the mobile data terminals has been installed so training can begin. He added that equipment mounts and wiring options are being complete.

d. Auto-Aid Agreements

Assistant Chief Derrick said this process has been slowed due to some changes in MABAS and because of anticipated issues with dispatch. He said the issues are not with Lake Geneva Dispatch. President Pienkos asked that this be put on the agenda for an update in March.

e. Report on recent fire incidents

Assistant Chief Derrick gave an update on fires at The Cove on Center Street, Pesche's Green House on Hwy 50, and Echo Lake Produce in Burlington.

f. Traffic accident involving fire department squad

Assistant Chief Derrick said two employees were en-route to a conference in Milwaukee when the vehicle struck an area of snow and ice and went off the road. There were no injuries and the only property damage was to the fire department vehicle. Repair estimates are being prepared.

g. Chief Connelly and Captain Opper completed the pilot class for AEMT.

Assistant Chief Derrick said the curriculum for this program is going to be Federally Mandated in 2014. The Fire Department will continue to send their current IV techs to this training which is an additional 10 hours of training per year.

h. The passing of former Lake Geneva Firefighter Beth McAulay

Assistant Chief Derrick said Beth McAulay was a member of the Department for 10 years. Three or four Fire Department personnel will be attending the service in Minnesota. Pienkos will forward a letter to the family on behalf of the Commission.

i. Badger Cubs Wrestling Club request for EMS stand-by

Madson motioned to approve the request, Gramm seconded. Motion carried 4-0.

j. Fire Department activity report for January – No discussion

k. Paratech report for January – No discussion

l. Items to be forwarded to the City Council  
Statistics

Gramm motioned to return to agenda item #9, Madson seconded. Motion carried 4-0.

9. Agenda items for the next regular meeting March 7, 2013

Detective Promotion/Confirmation, Interview dates and times, Lexipol time-line, Fire Department – ProPhoenix Update, Auto-Aid Agreements, Stark Report

10. Motion to go into closed session per Wisconsin State Statute 19.85(1)(d), considering strategy for crime detection or prevention; specifically school safety, and Wisconsin State Statute 19.85(1)(f), considering medical information of specific person(s), which if discussed in public would likely have a substantial adverse effect upon the reputation of said person(s): specifically police department personnel.

Hartz motioned to go into closed session, Madson seconded. Chief Rasmussen, Assistant Chief Reuss, and Lt. Gritzner will be in the closed session. Roll call: Hartz – Y, Madson – Y, Gramm – Y, Pienkos – Y. Motion carried 4-0 at 8:25 p.m.

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

Madson motioned to return to open session, Gramm seconded. Roll call: Hartz – Y, Madson – Y, Gramm – Y, Pienkos – Y. Motion carried 4-0 at 9:05 p.m.

12. Discussion and action on closed session item(s) if needed

Gramm motioned to direct Commissioner Pienkos to meet with the Mayor, Joint #1 School Board President, and other officials as appropriate to discuss having adequate police personnel at Joint #1 Schools, Madson seconded. Motion carried 4-0.

Hartz motioned to accept a letter of resignation from Samuel Pieper effective immediately, Madson seconded. Motion carried 4-0.

Madson motioned to promote a Reserve Officer to Full Time status by March 1, or the first payroll in March, Gramm seconded. Roll call: Hartz – Y, Madson – Y, Gramm – Y, Pienkos – Y. Motion carried 4-0.

13. Adjourn

Gramm motioned to adjourn, Madson seconded. Motion carried 4-0 at 9:12 p.m.

Respectfully Submitted,

Donna Wisniewski  
Administrative Assistant

c: Police Chief  
Fire Chief  
Commissioners-file  
Commission Liaisons  
City Administrator  
City Clerk  
City Comptroller  
Council Members - Mayor