

**LAKE GENEVA POLICE AND FIRE COMMISSION  
MEETING MINUTES  
THURSDAY FEBRUARY 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

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

2. Pledge of Allegiance

The pledge was led by Commissioner Gramm.

3. Roll call

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

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

5. Acknowledge correspondence - Commissioner Pienkos acknowledged receipt of a February 5, 2015 email from Commission Bittner, who was unable to attend the meeting. His correspondence expressed concern over two issues. The first issue was not on the agenda but it was regarding Commissioner Bittner's concern over the Demerit system for liquor license holders to be discussed at the City Council meeting. He also mentioned the State fire code and the Lake Geneva fire code and wanted more discussion on it at another meeting.

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

Hartz motioned to approve the minutes from January 8, 2015 with one correction. Gramm seconded. Motion carried 3-0.

7. Police Department Business:

a. Approval of bills for the Month of December 2014. Operating in the amount of \$199,747.80, capital \$631.03; for a total of \$200,378.83.

Hartz motioned to approve the bills for December 2014, Gramm seconded. Roll call vote: Gramm – Y; Hartz –Y; Pienkos –Y; Motion carried 3-0.

Chief Rasmussen noted that next month 2014 will close out and we will be under budget for eight years in a row. Hartz had some concerns but mostly regarding the 2015 budget. He noted PFC commission expenses 11-21-00-5190 were low this year but the same amount was budgeted for next year. Chief Rasmussen said we would like to spend a little more money on education and have the commissioners attend some class or hire someone to discuss procedures and rights of the Police and Fire Commission. Hartz also said the travel budget was over \$1,500.00 and why that was not addressed in the 2015 budget. Chief Rasmussen said it was a small amount compared to the big picture and that amount fluctuates each year. When preparing the budget, a 3-year study is reviewed and each of those years is evaluated to determine amounts for next year's budget. Also the amount budgeted for Account 11-21-00-5127 PD Compensation and the amount spent this year was very different. Chief Rasmussen said that is an account that is difficult to anticipate as it depends on how officers are compensated for their time off—either days off or payout. If it is additional time off then there isn't an additional expense. Hartz also asked why some of the expenses for Phoenix Support Contract Account #11-21-00-5450 were paid in 2015. The Phoenix Citizens Services Program was added and the extra money wasn't added until 2015.

b. Approval of bills for the Month of January 2015. Operating in the amount of \$282,549.86, capital \$33,238.03; for a total of \$315,787.89.

Gramm motioned to approve the bills for January 2015. Hartz seconded. Roll call vote: Gramm – Y; Hartz – Y; Pienkos – Y. Motion carried 3-0.

c. School resource officer agreement.

The school resource officer agreement was signed by both parties.

d. Reserve hiring update.

We had 36 applicants for reserve officer and 27 were qualified. Interviews for the reserve officers will be March 11 and 12, 2015 from 5:30 to 9:00 p.m. Commissioners are welcome to observe or participate. If commissioners would like to participate they must be able to attend both nights to be consistent with grading. There were 29 booking officer applicants and 10 were qualified.

e. Lexipol daily training bulletin summary 2014.

36 hours of Lexipol daily training bulletin hours were accepted by the State as continuing education.

f. Lexipol Policy update.

Approximately 20 new Lexipol Policy updates will be handed out at the next meeting for review. These are policies that will be modified and added.

g. Citizen services update.

The Citizen Services system is up and running. The police department is waiting for disclaimers from Attorney Draper before putting it out to the public. The system does take a long time to log in but the company is working on it.

h. Capital squad car update.

We have received one squad car and a second squad will be arriving February 6, 2015 with one more to come later in the year. The changeover will begin on Monday, February 9, 2015. Hartz asked if secondary changeover is still being performed. Chief Rasmussen said Squad 207 can be replaced with equipment the department already has in another vehicle. The other vehicle, Squad 204, required new equipment because it is newer model. Pienkos wondered who installed the equipment. Chief Rasmussen stated an outside company installs the equipment.

i. May meeting/Awards Ceremony

Chief Rasmussen will not be here for the May 7, 2015 meeting so he would like to hold the Police Awards Ceremony on May 14, 2015.

Pienkos motioned to have the regular PFC meeting on May 7, 2015 and the Awards Ceremony on May 14, 2015. Gramm seconded. Motion carried 3-0.

j. Memorandum of Understanding Backup PSAP Agreement.

We have received a template for the 911 Backup system agreement with the County. This is the first step to receive cell 911 calls. The Agreement will be sent to Attorney Draper for Review and we will address it at the March meeting.

k. Discuss nonsworn employee benefit package.

Last year the Commission went through and adopted a new benefit package for new hires. The benefit package included step increases as three employees were included in that step increase. Those employees were hired prior to Act 10. Recently an issue came up when an employee who was due to get her step increase. Even though the pay raises were included in the budget and had been approved through the budget, the City Attorney said any raises needed approval from City Council. A resolution was prepared to approve the raise for Data Entry Clerk. The City Council had a problem with the step increase raise

because Act 10 is no longer in existence and there is no union. At the meeting, Attorney Draper noted that the employees were hired under this pretense and it was fair and right to give the raise to the current employees. Currently it says that City Council needs to approve the raises. The confusion is that the raise was included in the budget. Chief Rasmussen explained that raises lie solely on City Council and we are currently waiting for the wage study to come back to look at the big picture and how this all plays out. The benefits document that was set up is currently in limbo. Pienkos noted that he and Chief Rasmussen have discussed how to address all this and they felt that the City Attorney and the Labor Attorney should be involved. There has been an erosion of Rights and Responsibilities of the Police and Fire Commission and it is unclear where the commission's rights stand with regard to wage and benefits. The City is also still waiting on the wage study and once that is back, the City Attorney, the Labor Attorney for the Police Department, President Pienkos and Chief Rasmussen will discuss the pay options. Gramm asked the status of the wage study. Liaison Lyon said the study was to have been returned by July 2014. He realizes the pay needs to be competitive but the compensation study needs to be back before raises/wages are discussed. There needs to be review of comparable jobs in the area. The City Council questioned the idea of one employee receiving a 6% pay increase and the rest of the City employees receiving only 2%. No one knows how this particular job pertains to the framework of the job study. Even though the raise was approved in the budget, it is a plan not a final agreement. The city doesn't have an HR person to handle money, jobs or compensation. The City Council members are not HR experts. Lyon stated an ongoing process should be done to review compensation. Chief Rasmussen said some of the difficulty is that the Police Department has union employees, nonunion employees and contract employees. He thinks that having step increases is good money saving for the city as a person is paid based on training. As the training goes up, so should their wage. Hartz said Statutes 62.13 states that the Council can unilaterally approve raises but they cannot reduce them. The City Council needs more formal structure on how to handle the pay raises. Chief Rasmussen said if someone is hired now with the new concept from City Hall they will probably be hired at the higher pay raise.

l. Request from Booking Officer Benjamin Nitsch to attend Police Academy.

Gramm motioned to approve Booking Officer Benjamin Nitsch to attend the Police Academy; Hartz seconded. Roll call vote: Gramm – Y; Hartz – Y; Pienkos – Y. Motion carried 3-0.

Hartz asked if they were paid per credit and Pienkos asked about the cost of the Academy. The cost is approximately \$3000.00. The academy is 40 hours/week for 12 weeks/720 hours. The Police Department pays for mileage and meals and then is reimbursed from the State. Pienkos wondered if the attendee is reimbursed if they drop out. Chief Rasmussen said they are reimbursed so the attendee pays money themselves initially. Hartz asked if there was a requirement for the attendee to stay with the department for any length of time. The Police Department does not require that.

m. Resignations for Reserve Officers Taylor Bass, Amelia Newman and Ross Vogt.

Hartz motioned to accept resignations with regret for Reserve Officers Taylor Bass, Amelia Newman and Ross Vogt. Gramm seconded. Motion carried 3-0.

Per Chief Rasmussen, Officers Bass, Newman and Vogt have all received full time jobs somewhere else. Commissioner Hartz noted the amount of turnover for reserve officers and wondered if it was the time of year. Chief Rasmussen said it was just timing.

n. Leave of Absence for Dispatcher Breanna Blink.

Hartz motioned to accept Leave of Absence for Dispatcher Breanna Blink. Gramm seconded. Roll call vote: Gramm – Y; Hartz – Y; Pienkos – Y. Motion carried 3-0.

o. Leave of Absence for Reserve Officer Kyle Kegley.

Gramm motioned to accept Leave of Absence for Reserve Officer Kyle Kegley. Hartz seconded. Roll call vote: Gramm – Y; Hartz – Y; Pienkos – Y. Motion carried 3-0.

Chief Rasmussen mentioned the process of hiring part time officers. The department's wage is not comparable to other departments. The department is looking at a new process of hiring. We train the officers and then the officers move on to full time positions and a more comparable wage. The

Department does not have the availability to hire to hire full time officers or offer them more hours to work.

p. Monthly activity reports.

2015 Dispatch activity for January: Telephone calls- 3,017 911 Calls- 186 Window assists- 637  
2014 Dispatch activity for January: Telephone calls- 4,128 911 Calls- 181 Window assists- 733

2015 Patrol activity for January: Calls for service- 1,157 Arrests- 132  
2014 Patrol activity for January: Calls for service- 1,150 Arrests- 153

Pienkos asked how the dispatchers were doing in their area with the window service. Chief Rasmussen said it was nice having the parking department here full time to help field the phone calls.

q. Items to be forwarded to City Council

Activity reports, SRO agreement, May meeting awards date, 911 Backup Agreement.

8. Fire Department Business

a. Approval of bills for the Month of December 2014, operating in the amount of \$3,567.40, for a total of \$3,567.40.

Gramm motioned to approve the bills for December 2014, Hartz seconded. Roll call vote: Gramm - Y; Hartz -Y; Pienkos -Y; Motion carried 3-0.

b. Approval of bills for the month of January 2015, operating in the amount of \$63,824.25, Capital in the amount of \$302.22, for a total of \$64,126.47.

Hartz motioned to approve the bills for January 2015, Gramm seconded. Roll call vote: Gramm - Y; Hartz -Y; Pienkos -Y; Motion carried 3-0.

Chief Connelly stated the budget was about 95%.

c. ACT 270/Fire Protection Ordinance Update.

Commissioner Bittner asked for this information last month. Chief Connelly provided a copy of the letter from last July Attorney Draper sent to the State and also what portions of the code affected the city's current codes. There were six different portions of the ordinance to preserve-54% was preserved, 37% were not grandfathered and the remaining 8% didn't apply to Act 270. The City Attorney has been asked to give his version of the State's answers but Chief Connelly feels the ordinances not preserved already fall under the stricter Uniform Commercial Code and these primarily involve sprinkler systems and fire alarms.

d. EMS Steering Committee update.

No update.

e. Monthly EMS Medical Billing and Stark Report

Part of the report was not printed because the money was coming in significantly slower this month than usual. The amounts could be found on the top of page 8 of the report, however.

f. Fire Department Activity Report

Chief Connelly reported a relatively slow month.

g. Monthly Paratech Report.

No Discussion/Action.

h. Educational Information for commissioners-Why Your Home May Burn 8X Faster.  
Chief Connelly discussed the informational handout he sent regarding new construction homes burning faster than older homes and the increased amount of cancer causing agents the firefighters are exposed to.

i. Thank you cards/letters—from Christopher M. Novy.

A nice thank you note was received from Christopher Novy. He also sent a \$150.00 gift card and Chief Connelly asked the Police and Fire Commission how he should handle the gift card. The Commission agreed that the fire department should not accept the gift card as it was a gift card rather than a donation. Chief Connelly was going to send a letter to Mr. Novy and return the gift card.

j. Items to be forwarded to city council.

Monthly activity report and Thank you letter from Christopher Novy.

9. Agenda items for the next regular meeting March 5, 2015.

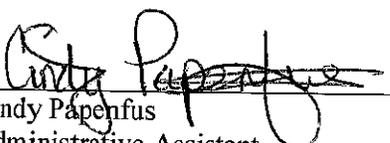
Act 270 information.

Commissioner Pienkos, Chief Connelly and Chief Rasmussen will be absent for the next meeting.

10. Adjourn.

Gramm motioned to adjourn the meeting, Hartz seconded. Motion carried 3-0. Meeting adjourned at 8:18 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

**THESE ARE NOT OFFICIAL MINUTES UNTIL APPROVED AT THE NEXT POLICE AND FIRE COMMISSION MEETING.**