

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY FEBRUARY 7, 2019 AT 6:00 P.M.**

This meeting was held in Conference Room 2A, 2nd floor, City Hall, 626 Geneva Street, Lake Geneva, Wisconsin, 53147.

1. Call meeting to order

The meeting was called to order by Commissioner Connors at 6:00 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Fire Chief Peters

3. Roll call

Commissioners Connors, Jordan and Pollard were present. Commissioners Condos and Horne were excused. Also present: Police and Fire Liaison Skates, 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 January 10, 2019

Jordan motioned to approve the regular meeting minutes of January 10, 2019. Connors seconded. Motion carried 3-0.

7. City Council Report

Alderman Skates had nothing to report.

8. Rescheduling July 4, 2019 meeting date

Connors motioned to move the July 4, 2019 PFC meeting to July 2, 2019 meeting. Pollard seconded. Motion carried 3-0.

The July PFC meeting was scheduled for July 4, 2019. It was suggested to move the meeting date so it did not conflict with the 4th of July holiday. Administrative Assistant Papenfus advised that the PFC meeting had to be reset to Tuesday, July 2, 2019, so that the bills could be approved at the City Council meeting July 8, 2019.

9. Discussion/Action - Public Safety Recognition Area

Fire Chief Peters advised that both departments are in the process of forming a committee of six members, three members from each department. Alderman Skates felt that the Park Commission would be open to any recommendations. This will be discussed further at next month's meeting.

10. Fire Department Business

a. Approval of bills for the month of December 2018, operating in the amount of \$37,318.98, Equipment purchases in the amount of \$7,997.10, for a total of \$45,316.08

Jordan motioned to approve the bills for the month of December 2018. Pollard seconded. Roll call vote: Commissioner Pollard-Y, Commissioner Jordan-Y, Commissioner Connors-Y. Motion carried 3-0.

b. Approval of bills for the month of January 2019, operating in the amount of \$67,179.86, Equipment purchases in the amount of \$4,503.28, for a total of \$71,683.14

Connors motioned to approve the bills for the month of January 2019. Jordan seconded. Roll call vote: Commissioner Pollard-Y, Commissioner Jordan-Y, Commissioner Connors-Y. Motion carried 3-0.

c. Discussion - EMS medical billing/Stark Medical billing

There was an error in the EMS billing this month so the Fire Department did not receive a report.

d. Discussion - EMS call summary report – No discussion/action

e. Discussion/Action – Monthly Chief’s Update and Fire Department Report Overview

The Personnel spotlight for the month is FF/EMT Michael Mills, who has been with the department since February 2016. Since joining he has earned his Firefighter 1, Firefighter 2, and his EMT certification and is currently enrolled in Advanced EMT training. He was recognized as EMT of the Year in 2017. Chief Peters reviewed the notable calls and the multiple calls for service.

Connors thanked both the Fire Department and the Police Department for their hard work during the recent extreme weather conditions.

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

The department has seven applicants for the Fire Lieutenant position. The next step is orientation, which describes the expectations and obligations of the position to the applicants.

g. Discussion/Action – Disposal of obsolete equipment

- 10 sets of Turn Out Gear
- 15 Radios
- 15 Pagers
- 9 Airbags
- Ambulance 1
- Car 4

Jordan motioned to sell Ambulance 1 and Car 4 at auction. Pollard seconded. Roll call vote:

Commissioner Pollard-Y, Commissioner Jordan-Y, Commissioner Connors-Y. Motion carried 3-0.

Chief Peters requested to dispose of the above listed equipment. Chief Peters advised that some of the equipment could be repurposed and donated to other countries, rather than just throw the equipment away. The Commission would be in favor of the donation and asked the Fire Department to find a reputable person who will take the donations. Chief Peters also asked if the Ambulance 1 and Car 4 be sold at auction.

h. Discussion - Thank you letters – No discussion/action

- 1st Lutheran School
- Dana Lottig

i. Discussion/Action – Hiring of Firefighter/AEMT Jason Fischer (pending background)

Connors motioned to hire Firefighter/AEMT Jason Fischer pending background check. Pollard seconded. Motion carried 3-0.

Chief Peters advised that Firefighter/AEMT Fischer worked with them before and moved back into the area.

j. Discussion/Action –Acceptance of Resignation from Firefighter/Paramedic Randy Haase

Jordan motioned to accept the resignation of Firefighter/Paramedic Haase. Pollard seconded. Motion carried 3-0.

k. Items to be forwarded to city council

Expenditures, Monthly reports, EMS call summary report

11. Police Department Business

a. Approval of the bills for the month of December 2018, operating in the amount of 44,316.94, Equipment Purchases in the amount of \$264.84, for a total of \$44,581.78

Connors motioned to approve the bills for the month of December 2018. Pollard seconded. Roll call vote: Commissioner Pollard-Y, Commissioner Jordan-Y, Commissioner Connors-Y. Motion carried 3-0.

b. Approval of the bills for the month of January 2019, operating in the amount of \$296,490.20, Equipment Purchases in the amount of \$25,516.54, for a total of \$322,006.74

Jordan motioned to approve the bills of January 2019. Pollard seconded. Roll call vote: Commissioner Pollard-Y, Commissioner Jordan-Y, Commissioner Connors-Y. Motion carried 3-0.

c. Discussion/Action – Approval of Telecommunicator Full Time Eligibility List

Connors motioned to approve the full time Telecommunicator Eligibility list. Pollard seconded. Motion carried 3-0.

d. Discussion/Action – Approval of Telecommunicator Part Time Eligibility List

Jordan motioned to approve the part time Telecommunicator Eligibility List. Pollard seconded. Motion carried 3-0.

Lieutenant Gritzner advised that Chief Peters and Chief Rasmussen will conduct interviews on February 19, 2019.

e. Discussion/Action –Promotion of Officer Glen Nettesheim to Detective Sergeant

Connors motioned to accept the promotion to Officer Glen Nettesheim to Detective Sergeant. Pollard seconded. Roll call vote: Commissioner Pollard-Y, Commissioner Jordan-Y, Commissioner Connors-Y. Motion carried 3-0.

Lieutenant Gritzner introduced Detective Sergeant Nettesheim to the commission. Lieutenant Gritzner advised that Detective Sergeant Nettesheim is well-qualified for the position. According to the budget, his contract will begin in mid March.

f. Discussion/Action – Approval of Part Time Officer and Full Time Officer Eligibility list

Jordan motioned to approve the part time officer and full time officer eligibility list. Connors seconded. Motion carried 3-0.

Lieutenant Gritzner advised that Command staff interviews will be conducted Wednesday, February 20, 2019 at 5:30 p.m.

g. Discussion/Action – Accept letter of resignation of Booking Officer Zachary Giovannoni

Jordan motioned to accept the letter of resignation of Booking Officer Giovannoni with regret. Pollard seconded. Motion carried 3-0.

Lieutenant Gritzner noted that Booking Officer Giovannoni was hired by Mt. Pleasant Police Department.

h. Discussion/Action – Disposition of old squad rifles

Connors motioned to sell six squad rifles at \$400.00 a piece with four rifles to be sold to the Town of Linn Police Department and two rifles to be sold to the Town of Geneva Police Department. Roll call vote: Commissioner Pollard-Y, Commissioner Jordan-Y, Commissioner Connors-Y. Motion carried 3-0.

Lieutenant Gritzner advised that Town of Linn would like to purchase four rifles and Town of Geneva would like to purchase two rifles. The Department will keep one of the rifles. The cost of the rifles is \$400.00 each without accessories. This will recoup approximately 50% of the original cost of the rifle.

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

Lieutenant Gritzner noted that Winterfest was very busy on Saturday but Sunday was slow due to the mild weather. The department had a recent Meth lab arrest, which required extra police officers for

multiple hours. Additionally, Congressman Steil had a Townhall meeting on Monday, February 4, 2019, which required extra patrol. Data Specialist Reynolds started on Monday 4, 2019.

j. Discussion - Chief's top monthly incidents – No discussion/action

k. Discussion - Monthly activity reports – No discussion/action

2019 Dispatch activity for January 2019:	Telephone calls - 2,395	911 Calls - 194	Window assists - 707
2018 Dispatch activity for January 2018:	Telephone calls – 2,732	911 Calls - 123	Window assists - 820

2019 Patrol activity for January 2019:	Calls for service – 1,414	Arrests - 93
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2018 Patrol activity for January 2018:	Calls for service – 1,517	Arrests - 149
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l. Discussion - Thank you letters

There were no thank you letters this month

m. Items to be forwarded to City Council

Expenditure reports, Chief's top five monthly report and monthly activity reports

Detective Sergeant Nettesheim promotion to personnel committee and City Council

12. Agenda items for the next regular meeting March 7, 2019

Fire Chief and Police Chief Appraisals, Memorial Committee Update and Carry Forward Resolutions

13. Adjourn

Connors motioned to adjourn the meeting. Jordan seconded. Motion carried 3-0. Meeting adjourned at 7:10 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