

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY, FEBRUARY 8, 2018, 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 Hartz at 6:01 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Jordan

3. Roll call

Commissioners Jordan, Horne and Hartz were present. Commissioner Pollard arrived at 6:10 p.m. Commissioner Bittner was excused. Also present: Police and Fire Commission Liaison Howell, Fire Chief Peters, Assistant Fire Chief Derrick, Fire Captain Detkowski, Police Chief Rasmussen, Police Lieutenant Gritzner, Police Lieutenant Way, City Administrator Oborn and Confidential Administrative Assistant Papenfus. Town of Geneva Fire Liaison Walton 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 the Workshop meeting minutes of December 7, 2017

Approval of the regular meeting minutes of January 4, 2018

Horne motioned to approve the workshop meeting minutes from December 7, 2017 and the regular meeting minutes from January 4, 2018.

7. City Council Report – Alderman Howell had nothing to report

8. Fire Department Business

a. Approval of bills for the month of December 2017, operating in the amount of \$15,584.20, Equipment Purchases in the amount of \$3,253.95, for a total of \$18,838.15

Jordan motioned to approve the bills for the month of December 2017. Horne seconded. Roll call vote: Jordan-Y, Horne-Y, Hartz-Y. Motioned carried 3-0.

Chief Peters reported the budget is at 96.3%.

b. Approval of the bills for the month of January 2018, operating in the amount of \$78,807.86, Equipment Purchases in the amount of \$4,296.47, for a total of \$83,104.33

Horne motioned to approve the bills for the month of January 2018. Jordan seconded. Roll call vote: Jordan-Y, Horne-Y, Hartz-Y. Motioned carried 3-0.

Chief Peters noted the ProPhoenix and Lexipol contracts were paid for 2018. One of the ambulances was out of service and needs replacement. The boiler had to be repaired again and Hartz asked if it was possible to replace the boiler. Chief Peters advised that they have received a quote for the air conditioning and the boiler to be replaced.

Chief Peters asked that item e. on the agenda be moved up and discussed at the same time with agenda item c.

Horne motioned to move item 3 to bundle with item c. Hartz seconded. Motioned carried 3-0.

c. Discussion Monthly EMS Medical Billing/Stark Report

Eric Kiefer, Marketing Director from EMS medical billing, discussed the billing process. Horne stated the aging summary by trip date is over 50% and is not acceptable. Kiefer noted that EMS can only do so much to collect money from the patient before it goes to collections. The patient is billed after the insurance company has paid their portion of the bill. There was discussion on how to improve the process including sending a letter to the patient and insurance company at the same time.

d. Discussion Monthly Fire Department report

The monthly personnel spotlight was for Firefighter/EMT Ken Winger who has been with the department for eight years. He assists with managing the Unmanned Aerial Vehicle Team for the department and is studying to become a paramedic. Chief Peters then reviewed the anniversaries, community events and notable calls for service.

e. Discussion EMS Medical billing presentation by representative

Item e. was discussed under Item c.

f. Discussion LGFD OPS 101, Spring 2018

Fire Ops training 101 will provide simple fire operations to city officials to help members get to know the fire department.

g. Discussion/Action Approval of ambulance purchase per Equipment Replacement Plan

Pollard motioned to approve purchase of Foster Coach Ambulance. Horne seconded. Roll call vote:

Pollard-Y, Jordan-Y, Horne-Y, Hartz-Y. Motion carried 4-0.

Captain Detkowski requested approval to purchase a new ambulance. Captain Detkowski handed out a memo and quotes regarding the purchase. He stated the Foster Coach ambulance is within the budget and is best fitted to meet the Department's needs. The remaining money will be used to equip the ambulance.

h. Discussion- Spring 2018 EMT class in partnership with Gateway Technical College and Badger High School, Youth Options

Chief Peters stated there are 19 students who meet two times a week for EMT class at the fire house. It will hopefully be a good class for recruitment.

i. Discussion/Action Town of Geneva contract

Hartz motioned to approve the emergency services agreement between the Town of Geneva and the City of Geneva. Jordan seconded. Motion carried 4-0.

Chief Peters recommended approving the agreement and noted that the Town of Geneva approved the agreement in January. The agreement is in effect for one year.

j. Discussion/Action-Disposal of obsolete assets and equipment

- 3 turn out gear pants
- 3 turn out gear coats
- 8 turn out gear boots
- 2 boat operator suits
- 2 ice rescue suits
- 3 boat operator helmets
- 16 firecomm headsets
- 40 Motorola pagers
- 1 station radio base unit
- 15 portable radios
- 9 exhaust removal hoses

Jordan motioned to approve disposal of the above listed equipment as deemed appropriate by Chief Peters. Horne seconded. Motion carried 4-0.

k. Discussion - Thank You letters - No discussion/action

- Patrick Osterbrink
- Ray and Ev Lucivansky

l. Discussion/Action-Accept Donation from Joann Brown and Ray and Ev Lucivansky

Horne motioned to accept donations from Joann Brown and Ray and Ev Lucivansky. Jordan seconded. Motion carried 4-0. Roll call vote: Pollard-Y, Jordan-Y, Horne-Y, Hartz-Y. Motion carried 4-0.

m. Discussion/Action-Approve hiring of Cory Baker and Jennifer Petkoff

Jordan motioned to approve hiring of Cory Baker and Jennifer Petkoff. Pollard seconded. Motion carried 4-0.

n. Items to be forwarded to city council

Monthly report, ambulance purchase and Town of Geneva agreement.

9. Police Department Business

a. Approval of bills for the month of December 2017, operating in the amount of \$17,845.49, equipment purchases in the amount of \$94,090.77, for a total of \$111,936.26

Horne motioned to approve bills for the month of December 2017. Jordan seconded. Roll call vote: Pollard-Y, Jordan-Y, Horne-Y, Hartz-Y. Motion carried 4-0.

Chief Rasmussen stated a budget breakdown will be presented at next month's PFC meeting. Currently the budget is approximately \$3000.00 over budget but some items including retirement were not paid back into the police department budget.

b. Approval of bills for the month of January 2018, operating in the amount of \$257,697.14, equipment purchases in the amount of \$37,607.95, for a total of \$257,697.14

Horne motioned to approve the bills for the month of January 2018. Jordan seconded. Motion carried 4-0. Roll call vote: Pollard-Y, Jordan-Y, Horne-Y, Hartz-Y. Motion carried 4-0.

The Phoenix contract and Morphotrak contracts were paid for 2018.

c. Discussion/Action on Chief Rasmussen Departmental and Professional Goals

This item will be continued for the March meeting.

d. Discussion/Action on booking officer hiring

Horne motioned to approve the eligibility list for the Booking Officers and to confirm conditional hiring of the top four applicants, Gordon Hinrichs, Karl Springhorn, Alicia Hufnagle and Zachary Giovannoni pending background, and health screening exams. Jordan seconded. Motion carried 4-0.

Hartz motioned to certify the 2018 booking officer eligibility list until it is exhausted. Jordan seconded. Motion carried 4-0.

Chief Rasmussen provided a memo regarding the hiring outlook for 2018. Chief Rasmussen asked that the top four applicants on the list be confirmed for hiring pending background and health screening exams. Chief Rasmussen also asked to certify the eligibility list until it is exhausted. The hiring process was kept ongoing for one year but it was not very successful. The department will continue it for one more year and then revisit the process.

e. Discussion/Action on reserve officer hiring

Pollard motioned to approve certification of the 2018 reserve officer eligibility list until exhausted. Horne seconded. Motion carried 4-0.

Chief Rasmussen stated how many applicants applied for the reserve officer position, how many were qualified and how many were interested in reserve officer positions. The hiring will include 4 to 5 reserve officers. Chief Rasmussen noted that it is more difficult to hire qualified officers on a part time basis and other departments are in the same situation. There was discussion on how to solve the hiring

dilemma and whether it has become a desperate situation. Chief Rasmussen was advised to stay in touch with the city with regard to hiring officers.

f. Discussion on full time officer hiring

Chief Rasmussen stated that the written test is scheduled for February 10, 2018. Four current reserve officers applied for the full time position. The Peer interview is scheduled for February 22, 2018, and the Command Staff interview is scheduled for March 7, 2018.

g. Purchase of department handguns

Chief Rasmussen stated the current handguns will be traded in and new guns were purchased for 2018. The old guns can be purchase by the officers and retired officers. Attorney Draper advised that both officers and retired officers are eligible to purchase the old guns. A general order was presented, which allows the retiree to purchase the gun.

h. Discussion regarding change in legislation protective custody/emergency detentions

Chief Rasmussen advised that there was a change in legislation requiring police departments transport protective custody and emergency detentions. Currently the department transports the individual to the hospital until clearance is received and Human Services will transport the individual. In 2017, the department handled 27 protective custodies and 11 emergency detentions. The Sheriff's Office has agreed to provide the manpower for 2018 but this will significantly impact manpower in the future.

i. Discussion/Action ATCP 72 short term rentals in Lake Geneva

Administrator Oborn advised that the budget bill preempted zoning ordinances and allowed short term rentals. There was a discussion regarding the problems and extra costs associated with the short term rentals. The city will be discussing ways to control the rentals within the city.

j. Discussion/Action on Training Room Use

Chief Rasmussen discussed the training room use and stated that a local business asked to rent out our police training room. It was discussed and agreed that a community organizations only be allowed to use the room. The current form will be revised to indicate "community use only."

k. Discussion on 2017 Annual report

The annual report was handed out for informational purposes and will be reviewed next month.

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

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

2018 Dispatch activity for January 2018: Telephone calls–2,732 911 Calls–123 Window assists–820
2017 Dispatch activity for January 2017: Telephone calls–2,661 911 Calls–159 Window assists–866

2018 Patrol activity for January 2018: Calls for service–1,517 Arrests -149

2017 Patrol activity for January 2017: Calls for service–1,080 Arrests - 94

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

- Patrick Osterbrink
- Wm. Grunewald and S. Hopkinson

o. Items to be forwarded to City Council

Protective custodies/Emergency detention transports, monthly reports and hiring memo.

10. Agenda items for the next regular meeting March 8, 2018

Handgun purchases, Training Room use, Annual report and Chief Rasmussen's goals

11. 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 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 Booking Officer Bryce Davis.

b. Motion to go into closed session under Wisconsin State Statute 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 Employee

c. Motion to go into closed session per Wisconsin State Statute 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: specifically pertaining to Police union negotiations.

Horne motioned to go into closed session. Jordan seconded. Roll call vote: Pollard-Y, Jordan-Y, Horne-Y, Hartz-Y. Motion carried 4-0 at 7:42 p.m.

12. 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: Pollard-Y, Jordan-Y, Horne-Y, Hartz-Y. Motion carried 4-0 at 8:03 p.m.

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

Horne motioned to accept resignation of Booking Officer Davis. Pollard seconded. Roll call vote: Pollard-Y, Jordan-Y, Horne-Y, Hartz-Y. Motion carried 4-0.

14. Adjourn

Pollard motioned to adjourn the meeting. Jordan seconded. Motion carried 4-0. Meeting adjourned 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