

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY, FEBRUARY 9, 2017, AT 7:00 P.M.**

The meeting was 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 7:00 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Jordan

3. Roll call

Commissioners Gramm, Jordan and Hartz were present at the meeting. Commissioners Pollard and Bittner were excused. Police and Fire Commission Liaison Howell was present. Fire Department 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

Commissioner Hartz acknowledged receipt of Assistant Chief Reuss' retirement party scheduled for March 5, 2017.

6. Approval of regular meeting minutes January 5, 2017

Jordan motioned to approve the regular minutes of January 5, 2017. Gramm seconded. Motion carried 3-0.

7. Approval of the appraisal workshop minutes February 2, 2017

Gramm motioned to approve appraisal workshop minutes of February 2, 2017. Jordan seconded. Motion carried 3-0.

8. City Council Report

Alderman Howell stated he had nothing to report from the City Council. The City Council is happy with the Police and Fire Departments.

9. Discussion/Action regarding Police and Fire Commission meeting time change

The Police and Fire Commission meeting time will be changed to 6:00 p.m. beginning at the March PFC meeting.

Hartz asked to suspend the rules and move item 11c. to be heard before the other agenda items.

Hartz motioned to suspend the rules and hear Agenda item 11c. first. Gramm seconded. Motion carried 3-0.

11c. Discussion/Presentation from Professor Jenny Pagone regarding Impact of Stress on Department Member's Health

Professor Jen Pagone from George Williams College spoke about the Impact of Stress on Police and Fire personnel. Professor Pagone is a licensed clinical therapist and for the last eight years has worked exclusively with people who have dealt with trauma. Professor Pagone talked about the different avenues of Post Traumatic Stress Disorder (PTSD) and how to help the staff when a situation is encountered. Hartz and Gramm asked what the Commission could do to help staff members dealing with significant

stress and how to be proactive about stress disorders. Professor Pagone suggested two important elements in helping with stress: Education and Support groups. EAP is nice but not helpful without having knowledge of trauma. Immediate action is needed to help with stress. Professor Pagone discussed the prevention signs and the needed items to help the healing process. Professor Pagone stated there are multiple levels to reach to help the healing and she offered to help set up a program.

10. Fire Department Business

a. Approval of bills for the month of December 2016, operating in the amount of \$15,225.40, Capital in the amount of \$0.00, for a total of \$15,225.40

Gramm motioned to approve the bills for the month of December 2016. Jordan seconded. Roll call vote: Jordan - Y, Gramm -Y, Hartz - Y. Motion carried 3-0.

Chief Peters stated the budget is at 92%. There are a few bills that are expected to come in for 2016 but Chief Peters still believes the fire department will remain under budget.

b. Approval of bills for the month of January 2017 operating in the amount of \$69,550.59, Capital in the amount of \$0.00, for a total of \$69,550.59

Hartz motioned to approve the bills for the month of January 2017. Jordan seconded. Roll call vote: Jordan - Y, Gramm -Y, Hartz - Y. Motion carried 3-0.

c. Discussion Monthly EMS Medical Billing/Stark Report - No discussion/action

d. Discussion Monthly Fire Department report

Chief Peters reviewed the monthly fire department report. Monthly personnel spotlight was for Firefighter Mike Herwald, a second generation firefighter with 21 years of service to the community. Notable calls were highlighted including a vehicle fire on January 18 where a dog was rescued from the burning vehicle and resuscitated.

e. Discussion Monthly Paratech Report – No discussion/action

f. Discussion Lexipol Policy workgroup

Jordan motioned to have an email system set up for the PFC members. Hartz seconded. Motion carried 3-0.

Chief Peters stated there are 150 Lexipol policies for review. The Lexipol committee would like to do approximately 20 policies per month. The Lexipol committee will review and evaluate the policies and then present the policies to the Commission for review prior to the meeting so the policies can be approved at the meeting. Chief Peters recommended setting up city emails for the Commission members so the Lexipol policies can be exchanged through email. The cost will be \$50.00/user for licensing to set up the emails.

g. Discussion Thank you letters – No discussion/action

- Town of Geneva Police Department
- Frame Family Thank You

h. Discussion Captains Job Description

Hartz motioned to approve the Job Description for the position of Captain for the Fire Department. Gramm seconded. Motion carried 3-0.

Hartz motioned to approve the promotion procedure for the City of Lake Geneva Fire Department. Jordan seconded. Motion carried 3-0.

Commissioner Gramm helped set up the Captain job description and the promotion procedure. Chief Peters stated the promotion procedure encompasses all positions and is a procedural change rather than a new procedure.

i. Discussion/Action Fire Prevention Bureau Plan Review Process

The current plan review process and services are being evaluated. One of the goals is to review the process and reevaluate the fire alarm plans. On February 23, 2017 at 11:00 a.m. a plan review company will be speaking to the fire department. PFC members are invited to attend.

j. Discussion/Action Donation acceptance

a. Annie Frame Memorial

- i. Ames Family- \$25.00
- ii. Schmidt- \$25.00
- iii. Lothian & Creed- \$20.00
- iv. Frame Family- \$430.00

Jordan motioned to accept the donations as stated above. Gramm seconded. Roll call vote: Jordan - Y, Gramm - Y, Hartz - Y. Motion carried 3-0.

k. Discussion/Action Items to be forwarded to city council

Monthly fire department report

11. Police Department Business

a. Approval of bills for the month of December 2016 operating in the amount of \$44,194.13, Capital in the amount of \$0.00, for a total of \$44,194.13

Jordan motioned to approve the bills for the month of December 2016. Gramm seconded. Roll call vote: Jordan - Y, Gramm - Y, Hartz - Y. Motion carried 3-0.

b. Approval of bills for the month of January 2017 operating in the amount of \$236,381.99, Capital in the amount of \$0, for a total of \$236,381.99

Jordan motioned to approve the bills for the Month of January 2017. Gramm seconded. Roll call vote: Jordan - Y, Gramm - Y, Hartz - Y. Motion carried 3-0.

Agenda item 11c. heard after item 9.

d. Discussion/Action on Chief and Command Staff Appraisals

Jordan motioned to approve the Chief and Command Staff Appraisals with changes. Gramm seconded. Motion carried 3-0.

Each appraisal was reviewed and corrections were made. Hartz stated that a policy change will be made next month to ensure that the appraisals are done on a routine basis. Hartz thanked everyone for their efforts. Hartz felt the evaluations will be a valuable tool for the department and the Chief.

e. Discussion/Action confirming promotion of Sergeant Sean Hinzpeter

Gramm motioned to approve the promotion of Sergeant Sean Hinzpeter. Jordan seconded. Motion carried 3-0.

Chief Rasmussen stated that Sergeant Hinzpeter was promoted on January 30, 2017.

f. Discussion/Action recommendation of contracts for non-union supervisors

Chief Rasmussen stated that the City Council would like to do offer letters rather than contracts and that Administrator Oborn has indicated that he would like to negotiate with each person with a contract separately. The Union received a 2% wage increase this year and last year. The Sergeants and Lieutenants were given raises based solely on their appraisals so their wages only increased 1.2%. City Attorney Draper stated that since Act 10 there is a feeling to create at-will employees however police and fire employees are different because their hiring and firing is based on statutes. Attorney Draper felt that offer letters would essentially have the same effect as a contract. Alderman Howell stated that the City Council was advised by Administrator Oborn that offer letters would allow more negotiations and increases versus a contract. Alderman Howell stated that discussion regarding contracts is ongoing but

the City Council has not come up with any decisions at this time. Administrator Oborn was not available at the meeting to explain his opinion.

Lieutenant Gritzner stated that the wage scale put in place several years ago was inconsistent because it didn't compare similar positions or departments and the pay scales have not changed over the last three years. Sergeant Derrick noted that the wage difference between union officers and Sergeants is being compressed so that Sergeants make a slightly higher wage with increased responsibilities. The command staff felt that losing compensation as the union officers are gaining it was disheartening. Lieutenant Way stated that she was promoted to Patrol Lieutenant in December and is still working without a contract. She expressed her disappointment about the disorganization of the process. Sergeant Hinzpeter expressed concern about receiving an offer letter rather than a contract like the other two Sergeants. The Commission members requested Administrator Oborn prepare the pros and cons of a contract versus offer letter. Hartz will speak with Administrator Oborn regarding the contracts and the command staff's concerns.

g. Discussion/Action on Police Department Chaplain Program Policy

Gramm motioned to accept the Chaplain Program Policy. Jordan seconded. Motion carried 3-0. Mark and Mary Ann Moller-Gunderson spoke on behalf of the Chaplain program and their experiences with assisting in the program. Hartz noted that the Chaplain program can do great things. Gramm thanked Sergeant Derrick for all his work that he put into the program.

h. Discussion/Action on Drone Policy

Jordan motioned to approve the Drone policy with changes. Hartz seconded. Motion carried 3-0. The drone should be delivered in a few weeks. Both the Police Department and the Fire Department will have two licensed pilots. The Administrative Lieutenant will manage the drone program.

i. Discussion hiring update Part time officers

Fifteen applications were received and nine applicants will be tested on February 15, 2017.

j. Discussion hiring update Booking officers

Over 20 applications were received and ten people will be interviewed for the position. The Police and Fire Commission will be notified of the exact dates.

k. Discussion/Action on terminating current full time officer eligibility list

Jordan motioned to terminate the current full time officer eligibility list. Gramm seconded. Motion carried 3-0.

Chief Rasmussen stated that last year the eligibility list was created and he is not comfortable with the list at this time.

l. Discussion/Action on starting a new full time officer eligibility list

Jordan motioned to start a new full time officer eligibility list. Gramm seconded. Motion carried 3-0.

Chief Rasmussen asked to create a new eligibility list to include the current reserve officers and to open the full time officer position up Statewide. Chief Rasmussen would like to advertise the position for three weeks.

m. Discussion 2016 Police Department annual report

Chief Rasmussen presented the second year annual report. The annual report will be posted on the website.

n. Discussion/Explanation regarding the 2016 budget deficit

Chief Rasmussen stated that the 2016 budget deficit is approximately 1.3%. The overall shortfall is \$28,537.00. Employee salaries were over budget due to a paid administrative leave, worker's compensation injuries, and Family Medical Leave Absences. Chief Rasmussen stated that the city will

cover the majority of the deficit out of the contingency account. Jordan stated that the deficit is only a small amount compared to the overall budget. Chief Rasmussen said it was the first time he has been over budget. Hartz questioned whether the 2017 budget would be ok and Chief Rasmussen felt the budget was appropriate unless there were some other unforeseen situations.

o. Discussion/Action on letter of resignation of Reserve Officer Benjamin Nitsch

Gramm motioned to accept the resignation of Reserve Officer Benjamin Nitsch. Jordan seconded. Motion carried 3-0.

Chief Rasmussen stated that Benjamin Nitsch was hired full time at Walworth County and he wishes him well.

p. Discussion/Action on donation of \$30.00 from Hollis Herbison in memory of Annie Frame

Jordan motioned to accept the donation in memory of Annie Frame. Gramm seconded. Roll call vote: Jordan – Y, Gramm – Y, Hartz –Y. Motion carried 3-0.

q. Discussion/Action to purchase fitness equipment using Seizure and Donations monies

Hartz motioned to approve the use of seizure and donation money for the purchase of fitness equipment. Gramm seconded. Roll call vote: Jordan – Y, Gramm – Y, Hartz –Y. Motion carried 3-0.

Chief Rasmussen stated that in an effort to help the department get healthier he has formed a fitness committee to improve the fitness room. Chief Rasmussen requested to use seizure money to improve the fitness room by upgrading the equipment. Currently there is \$3,449.92 in the Federal Seizure fund and over \$9,000.00 in the State Seizure fund. These funds need to be used for nonbudget items.

r. Discussion on Chief's top monthly incidents - No action/discussion

s. Discussion regarding Monthly activity reports - No action/discussion

2017 Dispatch activity for January 2017: Telephone calls-2,661	911 Calls- 159	Window assists- 866
2016 Dispatch activity for January 2016: Telephone calls-2,839	911 Calls- 166	Window assists- 760

2017 Patrol activity for January 2017:	Calls for service – 1,080	Arrests – 94
2016 Patrol activity for January 2016:	Calls for service – 1,157	Arrests – 132

t. Discussion regarding Thank you letters— No action/discussion

- Town of Geneva Police Department
- The De La Sancha family

u. Items to be forwarded to City Council

Sergeant Hinzpeter promotion, Annual report, Chief monthly incident report, Monthly reports

12. Agenda items for the next regular meeting March 9, 2017

Police Department Contracts

Yearly finance report

13. Closed session

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. Specifically Sergeant Hinzpeter Contract

b. Motion to go into closed session under Wisconsin State Statute 19.85(1)(d) Considering specific applications of probation, extended supervision or parole, or considering strategy for crime detection or prevention: Specifically Drug Prevention

Gramm motioned to go into closed session. Hartz seconded. Roll call vote: Jordan – Y, Gramm – Y, Hartz –Y. Motion carried 3-0 at 9:15 p.m.

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

Jordan motioned to return to open session. Gramm seconded. Roll call vote: Jordan – Y, Gramm – Y, Hartz –Y. Motion carried 3-0 at 10:14 p.m.

15. Discussion/action on closed session items if needed.

Jordan motioned to continue the discussion of the contract for Sergeant Hinzpeter. Gramm seconded. Motion carried 3-0.

16. Adjourn

Jordan motioned to adjourn the meeting. Gramm seconded. Motion carried. Meeting adjourned at 10:16 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