

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY MARCH 7, 2019 AT 6:00 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 Connors at 6:00 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Tom Walton, Town of Geneva Fire Department Liaison

3. Roll call

Commissioners Connors, Horne, Condos, Pollard and Jordan were present. Also present: Police Chief Rasmussen, Police Lieutenant Gritzner, Police Lieutenant Way, Fire Chief Peters, Town of Geneva Fire Department Liaison Walton and Administrative Assistant Papenfus.

4. Comments from the Public reference agenda items only. Comments are limited to a maximum of five minutes

Tom Walton, N3207 Highlight Drive, Lake Geneva, Town of Geneva Supervisor #2 and Fire Department Liaison, advised that he will not be running for reelection and a new Fire Department Liaison will be appointed in April. Mr. Walton thanked the Commission and the Police Chief and Fire Chief and their staff for their service throughout the years.

5. Acknowledge correspondence – There is none.

6. Approval of the regular meeting minutes of February 7, 2019

Horne motioned to approve the regular meeting minutes of February 7, 2019. Pollard seconded. Motion carried 5-0.

7. City Council Report

No report. Alderman Skates was not present.

8. Discussion/Action - Public Safety Recognition Area

The committee has been formed with three members from both the Police Department and the Fire Department. The committee will be getting together to discuss some ideas.

9. Fire Department Business

a. Approval of bills for the month of December 2018, operating in the amount of \$4,830.15, Equipment purchases in the amount of \$5,213.42, for a total of \$10,043.57

Jordan motioned to approve the bills for the month of December 2018. Pollard seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y, Jordan-Y. Motion carried 5-0.

b. Approval of bills for the month of February 2019, operating in the amount of \$86,399.32, Equipment purchases in the amount of \$131,038.24, for a total of \$217,437.56

Horne motioned to approve the bills for the month of February 2019. Condos seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y, Jordan-Y. Motion carried 5-0.

c. Approve File number 19-R22

Increase Acct #11-00-00-34490 Assigned FB–EMS Act 102 Program, by \$1,475.40

Decrease Acct#11-00-00-34800, Unassigned Fund Balance, by \$1,475.40

d. Approve File number 19-R23

Increase Acct #11-00-00-34800, Unassigned Fund Balance, by \$2,944.62

Decrease Acct #11-00-00-34380, Assigned FB–Fire Department CPR Revenue, by \$2,944.62

e. Approve File number 19-R24

Increase Acct #11-00-00-34800, Unassigned Fund Balance, by \$5,362.36

Decrease Acct #11-00-00-34370, Assigned FB-Fire Department Donations, by \$5,362.36

Horne motioned to approve:

File number 19-R22

Increase Acct #11-00-00-34490 Assigned FB–EMS Act 102 Program, by \$1,475.40

Decrease Acct#11-00-00-34800, Unassigned Fund Balance, by \$1,475.40

File number 19-R23

Increase Acct #11-00-00-34800, Unassigned Fund Balance, by \$2,944.62

Decrease Acct #11-00-00-34380, Assigned FB–Fire Department CPR Revenue, by \$2,944.62

File number 19-R24

Increase Acct #11-00-00-34800, Unassigned Fund Balance, by \$5,362.36

Decrease Acct #11-00-00-34370, Assigned FB-Fire Department Donations, by \$5,362.36

Connors seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y, Jordan-Y. Motion carried 5-0.

f. Discussion - EMS medical billing/Stark Medical billing – January and February 2019

No discussion/action

g. Discussion - EMS call summary report

No discussion/action

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

Chief Peters reviewed the monthly overview report. FF/EMT Timothy Long was recognized as the personnel spotlight. FF/EMT Long has his Firefighter 1 & 2 and Fire Inspection certifications. He also runs a landscaping business and enjoys the outdoors. Firefighter/EMT Cory Baker was recognized for his life saving efforts off duty on Fox 7 News. Lt. Rhonda Baumann was inducted into the Burlington High School Hall of Fame for Softball. Chief Peters also presented the notable calls, monthly service calls, and the parting shot.

i Discussion/Action – Update on Vacant Fire Lieutenant Job Posting

- Oral exam March 12 and 13, 2019 at 5:00 p.m. at Station 1

Five employees will proceed to the interview process on March 12 and 13, 2019. Chief Peters invited one PFC member to attend the interviews.

j. Discussion/Action – Approval of hiring pending background and medical:

- POP FF/PM Elizabeth Ferger Olson
- POP FF/PM James Gill
- POC FF/EMT Piper Linder-Turnage
- POC EMT Jason Hall

Connors motioned to accept hiring of POP FF/PM Elizabeth Ferger Olson, POP FF/PM James Gill, POC FF/EMT Piper Linder-Turnage and POC EMT Jason Hall pending background and medical approval.

Pollard seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y, Jordan-Y. Motion carried 5-0.

k. Discussion/Action – Accept Resignation of:

- EMT Jen Galek
- EMT Israel Cortes

Jordan motioned to accept resignation of EMT Jen Galek and EMT Israel Cortes. Horne seconded. Motion carried 5-0.

l. Discussion/Action – Accept defibrillator donation from Lake Geneva Snowmobile Club

Horne motioned to accept defibrillator donation from the Lake Geneva Snowmobile Club to be placed in the public library. Jordan seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y, Jordan-Y. Motion carried 5-0.

Chief Peters noted that the Lake Geneva Snowmobile Club would like to donate \$995.00 for an AED to be placed in the public library. Chief Peters advised that six AEDs have been placed in public buildings through Emergency Management.

m. Discussion/Action–Disposal of Obsolete Equipment - Equipment approved at February FPC to be donated to the Lone Pine Indian Reservation in South Dakota

- 3 Philips monitors
- EMS reporting computers

Connors motioned to sell 3 Philips monitors for \$3,500.00 each, one to be sold to Twin Lakes Fire Department and two to Gateway Technical College with the money proceeds to be returned to the Equipment Replacement Fund and the obsolete EMS reporting computers will be destroyed. Condos seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y, Jordan-Y. Motion carried 5-0. Chief Peters stated the 3 Philips monitors were valued at \$3,500.00 each. The Twin Lakes Fire Department would like to purchase one monitor and Gateway Technical College would like to purchase two of the monitors or put it toward tuition. The Commission felt it was best to sell the monitors to Gateway and place the money back into the Equipment Replacement Fund. The reporting computers would be destroyed per records policy.

n. Discussion - Thank you letters

- Shoveling on South Street

The Fire Department helped shovel for an elderly lady and checked on her during the cold spell and she was very appreciative. Connors also thanked the Fire Department and Police Department for shoveling the downtown crosswalks during one of the snowstorms this winter.

o. Items to be forwarded to city council

Expenditures, Resolutions and monthly report

10. Police Department Business

a. Approval of the bills for the month of December 2018, operating in the amount of \$299.47, Equipment Purchases in the amount of \$0, for a total of \$299.47

Horne motioned to approve the bills for the month of December 2018. Condos seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y, Jordan-Y. Motion carried 5-0.

b. Approval of the bills for the month of February 2019, operating in the amount of \$261,944.30, Equipment Purchases in the amount of \$24,014.46, for a total of \$285,958.76

Jordan motioned to approve the bills for the month of February 2019. Horne seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y, Jordan-Y. Motion carried 5-0.

c. Approve File Number 19-R19

Increase Acct #11-00-00-34670, Assigned FB-PD Donations, by \$100.00

Decrease Acct #11-00-00-34800, Unassigned Fund Balance, by \$100.00

d. Approve File Number 19-R20

Decrease Acct #11-00-00-34680; Assigned FB-PD State Seizures, by \$1,864.52

Increase Acct #11-00-00-34800; Unassigned Fund Balance, by \$1,864.52

e. Approve File Number 19-R21

Decrease Acct #11-00-00-34390, Assigned FB-PD Uniform Allowance by \$1,168.28

Increase Acct #11-00-00-34800, Unassigned Fund Balance by \$1,168.28

Connors motioned to approve:

File Number 19-R19

Increase Acct #11-00-00-34670, Assigned FB-PD Donations, by \$100.00

Decrease Acct #11-00-00-34800, Unassigned Fund Balance, by \$100.00

File Number 19-R20

Decrease Acct #11-00-00-34680; Assigned FB-PD State Seizures, by \$1,864.52

Increase Acct #11-00-00-34800; Unassigned Fund Balance, by \$1,864.52

File Number 19-R21

Decrease Acct #11-00-00-34390, Assigned FB-PD Uniform Allowance by \$1,168.28

Increase Acct #11-00-00-34800, Unassigned Fund Balance by \$1,168.28

Horne seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y, Jordan-Y. Motion carried 5-0.

f. Discussion/Action – Approval of hiring Part Time Telecommunicator Akilah Baker

Connors motioned to approve hiring of Part Time Telecommunicator Akilah Baker pending background check. Pollard seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y, Jordan-Y. Motion carried 5-0.

Chief Rasmussen stated that Akilah Baker is being hired to help fill in for days off for the full time telecommunicators. She will be available to work weekends.

g. Discussion/Action – Approval of hiring Part Time Telecommunicator Catherine Broz

Horne motioned to approve hiring of Part Time Telecommunicator Catherine Broz pending background check. Pollard seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y, Jordan-Y. Motion carried 5-0.

Broz will now be hired as a full time Telecommunicator because Telecommunicator Brenda Barton submitted her letter of retirement. Ms. Broz will be confirmed for a full time position next month.

h. Discussion/Action – Accept letter of retirement of Full Time Telecommunicator Patricia Holwick effective May 26, 2019

Horne motioned to accept letter of retirement of Full Time Telecommunicator Patricia Holwick effective May 27, 2019. Jordan seconded. Motion carried 5-0.

Chief Rasmussen stated that Telecommunicator Holwick's retirement date was changed to May 27, 2019, because she works night shift.

i. Discussion/Action – Approval of hiring Full Time Telecommunicator Brittany Rendant

Horne motioned to approve hiring of Full Time Telecommunicator Brittany Rendant. Pollard seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y, Jordan-Y. Motion carried 5-0.

Chief Rasmussen stated that Brittany will start March 11, 2019 to hopefully be trained for summer.

j. Discussion/Action – Confirmation of hiring full time Police Officer Karl Springhorn
Jordan motioned to approve hiring of full time Police Officer Karl Springhorn. Horne seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y, Jordan-Y. Motion carried 5-0.
Due to Officer Nettesheim’s promotion to Detective Sergeant, there was an empty full time officer position to fill.

k. Discussion/Action – Accept letter of resignation of Part Time Officer Jessica Muth
Horne motioned to accept letter of resignation of Part Time Officer Jessica Muth. Connors seconded. Motion carried 5-0.

l. Discussion/Action – Part Time Officer hiring update
Chief Rasmussen discussed the interview process and results. There is only one possible applicant pending completion of the Police Academy; however, he most likely will find a full time job at another department. The department will strategize to cover the downtown area for the summer.

m. Discussion/Action - Community Service Officer Job description (Booking Officer)
Connors motioned to approve the Community Service Officer Job Description and to send the position to the Personnel Committee to set a pay grade. Condos seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y, Jordan-Y. Motion carried 5-0.
Chief Rasmussen noted this is a new position, which is essentially a modified booking officer position. The applicants would have the same requirements as booking officers and are usually in the criminal justice program.

n. Discussion/Action – Accept bike donation from Avant Coffee Cycle Company
Horne motioned to accept bike donation from Avant Coffee Cycle Company. Jordan seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y, Jordan-Y. Motion carried 5-0.
Chief Rasmussen stated the owner of the Avant Coffee Cycle Company wanted to give back to the community and approached him to donate the electric bike to the department. The company rented the bike out last year to customers and it is still in great shape. Connors thanked Avant Coffee Cycle Company for the donation.

o. Discussion - Chief’s report (briefing only - no action will be taken)
Chief Rasmussen stated Lieutenant Gritzner is in a social medial class this week and will present some information at next month’s meeting. This week there was a CIT call and the officers went above and beyond to help save the person’s life. Officer Richardson will be moving to the drug unit after the school year. A new officer will be assigned to the high school and there were two people interested in the position.

p. Discussion - Chief’s top monthly incidents – No discussion/action

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

2019 Dispatch activity for February 2019:	Telephone calls – 2,725	911 Calls - 202	Window assists - 718
2018 Dispatch activity for February 2018:	Telephone calls – 2,398	911 Calls - 168	Window assists - 797

2019 Patrol activity for January 2019:	Calls for service – 1,252	Arrests - 115
2018 Patrol activity for January 2018:	Calls for service – 1,223	Arrests - 135

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

- Walworth County Food Pantry-Community Outreach Committee
- Susan and Marianne Blust- Detective Ecklund and Officer Ecklund

s. Items to be forwarded to City Council

Expenditures, resolutions, activity reports, top 5 and hiring information to Alderman Skates

11. Agenda items for the next regular meeting April 4, 2019

Full time hiring of Telecommunicator Catherine Broz, Retirement of Telecommunicator Brenda Barton, Social Media presentation-Lieutenant Gritzner and 2018 annual report.

12. 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 regarding: 1) Part time Telecommunicator wages, 2) Police Chief Rasmussen and Fire Chief Peters Appraisals

Connors motioned to go into closed session with Lieutenants, Chiefs and Admin Assistant Papenfus attending #1 and Chief Rasmussen and Chief Peters individually attending #2. Horne seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y, Jordan-Y. Motion carried 5-0 at 7:01 p.m.

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

Connors motioned to return to open session. Horne seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y, Jordan-Y. Motion carried 5-0 at 8:33 p.m.

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

12. 1. Connors motioned to recommend to the Personnel Committee that the part time Telecommunicator and full time telecommunicators be classified as Grade 6. Pollard seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y, Jordan-Y. Motion carried 5-0.

12.2. Connors motioned to recommend passing along evaluations to Human Resources and the Personnel Committee the evaluation scores for both chiefs based on the City Form with 11 questions rated at a maximum of 10 points each and assigning one 10 point score for the both goals. Condos seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y, Jordan-Y. Motion carried 5-0.

15. Adjourn

Pollard motioned to adjourn the meeting. Jordan seconded. Meeting adjourned at 8:36 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