

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY, MARCH 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 at 6:01 p.m. by Commissioner Hartz

2. Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Pollard

3. Welcome Commissioner Spyro Condos

Commissioner Hartz introduced and welcomed newly appointed Commissioner Spyro Condos. Condo gave a little history about his service to City government and stated he was happy to be able to serve again after 20 years.

4. Roll call

Commissioners Jordan, Horne, Condos, Pollard and Hartz were present. Others present: Police and Fire Commission Liaison Howell, Police Chief Rasmussen, Police Lieutenant Gritzner, Police Lieutenant Way, Fire Chief Peters, Assistant Fire Chief Derrick, Fire Captain Detkowski, Firefighter Cho, City Administrator Oborn, and Confidential Administrative Assistant Papenfus. Town of Geneva Fire Liaison Walton was absent.

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

6. Acknowledge correspondence - None

7. Approval of the regular meeting minutes of February 8, 2018

Horne motioned to approve the regular meeting minutes of February 8, 2018. Pollard seconded. Motion carried 5-0.

8. City Council Report

City Administrator Oborn stated that Police Union negotiations are still ongoing. Fire Department negotiations are almost complete and will have some financial implications to the budget.

9. Police Department Business

a. Approval of bills for the month of December 2017, operating in the amount of \$4,875.28, equipment purchases in the amount of \$3,710.00, for a total of \$8,585.28

Jordan motioned to approve the bills for the month of December 2017. Horne seconded. Roll call vote: Jordan -Y, Horne-Y, Condos-Y, Pollard-Y, Hartz-Y. Motion carried 5-0.

b. Approval of bills for the month of February 2018, operating in the amount of \$200,513.26, equipment purchases in the amount of \$20,877.45, for a total of \$200,513.26

Jordan motioned to approve the bills for the month of February 2018 with a corrected total of \$221,390.71. Horne seconded. Roll call vote: Jordan -Y, Horne-Y, Condos-Y, Pollard-Y, Hartz-Y. Motion carried 5-0.

c. Approve Resolution Number 18-R10

Decrease Acct # 11 00-00 3468; Designated FB-PD State Seizures, by \$4,446.37

Increase Acct #11 00-00 3480; Undesignated Fund Balance, by \$4,446.37

Jordan motioned to approve Resolution Number 18-R10. Pollard seconded. Roll call vote: Jordan -Y, Horne-Y, Condos-Y, Pollard-Y, Hartz-Y. Motion carried 5-0.

d. Approve Resolution Number 18-R11

Decrease Acct #11 00-00 3467, Designated FB-PD Donations, by \$2,167.71

Increase Acct #11 00-00 3480, Undesignated Fund Balance, by \$2,167.71

Horne motioned to approve Resolution Number 18-R11. Condos seconded. Roll call vote: Jordan –Y, Horne-Y, Condos-Y, Pollard-Y, Hartz-Y. Motion carried 5-0.

e. Approve Resolution Number 18-R12

Increase Acct # 11 00-00 3439, Designated FB-PD Uniform Allowance by \$1,614.76

Decrease Acct # 11 00-00-3480, Undesignated Fund Balance by \$1,614.76

Jordan motioned to approve Resolution Number 18-R12. Horne seconded. Roll call vote: Jordan –Y, Horne-Y, Condos-Y, Pollard-Y, Hartz-Y. Motion carried 5-0.

f. Discussion/Action year end 2017 Budget report

Jordan motioned to continue Agenda item to the next PFC meeting. Pollard seconded. Motion carried 5-0. Chief Rasmussen stated that the budget report was not complete and would like to present it next month for approval.

g. Discussion/Action 2017 Annual report

Pollard motioned to accept the 2017 annual report. Jordan seconded. Motion carried 5-0.

There were roughly 1200 more calls in 2017 than the previous year.

h. Discussion/Action - Confirm Reserve Officer Hiring list

- Nathan Soeth
- Chad Murphey
- Steven Wolke
- Jason Brown

Pollard motioned to confirm the Reserve Officer Hiring list as listed above. Horne seconded. Motion carried 5-0.

i. Discussion/Action on full time officer hiring/eligibility list

Pollard motioned to approve the full time officer hiring/eligibility list until exhausted. Jordan seconded. Motioned carried 5-0.

Chief Rasmussen would like to approve the eligibility list until exhausted.

2018 Eligibility list: 1. Michael McBride 2. Nathan Soeth 3. Jessica Muth 4. Eric Swan 5. Michael Specht 6. Steven Wolke. Peer interviews and Command staff interviews were conducted and the list was unanimously decided. Chief Rasmussen would like the new officer to begin April 2, 2018 to be trained by summer. The new officer replaces Retiree Jeff Nethery's position.

j. Discussion/Action regarding Purchase of department handguns

Horne motioned to approve the purchase of department issued handguns per general order. Condos seconded. Motion carried 5-0.

Chief Rasmussen stated he would like approval for a retired officer to purchase their department issued handgun for the trade in value based on the department's General Order.

k. Discussion Highway 50/Main Street Road Construction

Chief Rasmussen discussed the road construction shut downs and accommodations are being made for rerouting traffic and detours. Hartz expressed concern for emergency rerouting of emergency vehicles. Chief Rasmussen and Chief Peters stated that accommodations have been made for routing emergency vehicles. Administrator Oborn thanked Chief Peters, Chief Rasmussen and the police departments for being so accommodating and helpful regarding the construction process. The Police Department will be helping to keep the public notified on the road closures.

l. Discussion/Action Middle School Resource Officer

Chief Rasmussen would like to start looking to staff another Full Time School Resource Officer. Chief Rasmussen believes that there will be grants coming out and he would like to be prepared. The second Resource Officer would be staffed half time at the middle school and half time in the feeder schools. Currently the High School pays ½ the salary of the School Resource Officer. Pollard asked if it would be possible to ask the school to pay more money

toward the School Resource Officer positions. The Commission felt it was a good idea to be prepared for a second School Resource Officer. Chief Rasmussen will contact the school administrator and discuss with him.

m. Discussion/Action on Training Room Use

Hartz motioned to approve the Training Room Use application form. Horne seconded. Motion carried 5-0. The wording for the form was approved by City Attorney Draper.

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

o. Discussion - Monthly activity reports/Crime trends

2018 Dispatch activity for February 2018: Telephone calls–2,398	911 Calls–168	Window assists–797
2017 Dispatch activity for February 2017: Telephone calls–2,241	911 Calls–144	Window assists–795

2018 Patrol activity for February 2018: Calls for service–1,223	Arrests -135
2017 Patrol activity for February 2017: Calls for service–1,076	Arrests - 78

Chief Rasmussen handed out some reports and articles regarding current crime trends including opioids/drug use and use of technology. The crime reports will be discussed at the next meeting.

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

- Anthony Camodeca- Sergeant Hinzpeter, Detective Ecklund, Officer Greetham, Officer McNeil
- Cub Scout Troop

10. Fire Department Business

a. Approval of bills for the month of December 2017, operating in the amount of \$1,289.00, Equipment Purchases in the amount of \$1,980.00, for a total of \$3,269.00

Pollard motioned to approve the bills for the month of December 2017. Jordan seconded. Roll call vote: Jordan –Y, Horne-Y, Condos-Y, Pollard-Y, Hartz-Y. Motion carried 5-0.

b. Approval of the bills for the month of February 2018, operating in the amount of \$86,211.07, Equipment Purchases in the amount of \$30,509.54, for a total of \$116,720.61

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

Chief Peters noted that equipment repairs are at 41% because an intake valve had to be replaced on engine #1. Also Account 11-22-00-5820 State Mandated Equip Testing is at 34.6% because the bulk of the testing has been completed.

c. Approve Resolution number 18-R13

Increase Acct #11 00-00 3449, Designated Fund Balance –EMS Act 102, by \$2,277.37

Decrease Acct#11 00-00 3480, Undesignated Fund Balance, by \$2,277.37

Horne motioned to approve Resolution number 18-R13. Pollard seconded. Roll call vote: Jordan –Y, Horne-Y, Condos-Y, Pollard-Y, Hartz-Y. Motion carried 5-0.

d. Approve Resolution number 18-R14

Increase Acct #11 00-00-3438, Designated Fund Balance–Fire CPR Revenue, by \$1,097.98

Decrease Acct #11 00-00 3480, Undesignated Fund Balance, by \$1,097.98

Jordan motioned to approve Resolution number 18-R14. Horne seconded. Roll call vote: Jordan –Y, Horne-Y, Condos-Y, Pollard-Y, Hartz-Y. Motion carried 5-0.

e. Approve Resolution number 18-R15

Decrease Acct #11 00-00-3437, Designated Fund Balance-Fire Donations, by \$6,933.98

Increase Acct #11 00-00 3480, Undesignated Fund Balance, by \$6,933.98

Pollard motioned to approve Resolution number 18-R15. Jordan seconded. Roll call vote: Jordan –Y, Horne-Y, Condos-Y, Pollard-Y, Hartz-Y. Motion carried 5-0.

f. Discussion Monthly EMS Medical Billing/Stark Report

Pollard asked if there had been any feedback regarding the meeting last month with Eric Kiefer. Chief Peters stated nothing further had been discussed, however, when talking with other fire departments about billing, EMS billing

services does the best job compared with other companies. Chief Peters advised that the department will be looking at different services and companies when the contract is up and Horne volunteered to help with the committee.

g. Discussion Monthly Fire Department report overview/Call Summary Report

Chief Peters highlighted the monthly fire department report. Personnel Spotlight: Firefighter/Paramedic Peter Diehn has worked for the department since August 2010. Firefighter Diehn also assists with the Fire Prevention Bureau by performing fire inspections, etc. and is the department's unofficial department photographer. Chief Peters noted the calls for service and stated that there are multiple times when there are three calls for service at once. Chief Peters asked if the Commission still wanted the EMS summary report each month as it was once used as a comparison with the Paratech report. The Commission agreed they still wanted the report.

h. Discussion – LGPD OPS 101, Spring 2018

June 9, 2018 at 8 a.m. is the tentative LGPD OPS 101 date. More information will follow.

i. Discussion-Paramedic Service Upgrade Update

Captain Detkowski reported the Paramedic Service Upgrade application is currently under review with the State. The skilled providers from the hospital are pleased with the quality paramedics on the Fire Department. The necessary equipment needed for the update has been ordered and is minimal. The target date is still April 1, 2018.

j. Discussion/Action-Approval of Lexipol Policies

- 325 Performance of Duties
- 327 Traffic Accidents
- 328 Line of Duty Death and Serious Injury Investigations
- 331 Ride Along Program
- 333 Chaplains
- 336 Response Cancellation
- 500 Patient Care Reports
- 502 Patient Refusal of Pre-Hospital Care
- 505 Controlled Substance Accountability
- 506 Hospital Determination
- 600 Fire Apparatus Driver Operator Training
- 607 Heat Illness Prevention Training
- 611 Respiratory Protection Training
- 908 Respiratory Protection Program
- 1009 Reporting for Duty
- 1010 Emergency Recall
- 1016 Personal Projects on Duty
- EMS Training Officer Job Description

Pollard motioned to approve the Lexipol policies listed above as amended. Jordan seconded. Motion approved 5-0. Captain Detkowski presented the Lexipol policies and explained the procedure to Condos.

k. Items to be forwarded to City Council

Police Department resolutions, 2017 Annual Report and Chief Top Five Incidents

Fire Department resolutions, Monthly report, OPS 101 date (Notice will be sent when exact date and information is set per Chief Peters)

11. Agenda items for the next regular meeting April 5, 2018

2017 Police Budget report; Crime trends

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 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 Reserve Officer Jonathan Landis.

Jordan motioned to go into closed session. Condos seconded. Roll call vote: Jordan –Y, Horne-Y, Condos-Y, Pollard-Y, Hartz-Y. Motion carried 5-0 at 7:26 p.m.

13. Motion to return to open session per Wisconsin State Statute 19.85(2)
Horne motioned to return to open session. Condos seconded. Roll call vote: Jordan -Y, Horne-Y, Condos-Y,
Pollard-Y, Hartz-Y. Motion carried 5-0 at 7:38 p.m.

14. Discussion and action on closed session items if needed.
Condos made to accept the resignation of Reserve Officer Jonathan Landis. Jordan seconded. Motion carried 5-0.

15. Adjourn
Jordan motioned to adjourn the meeting. Pollard seconded. Meeting adjourned at 7:39 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