

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY, MARCH 9, 2017, AT 6:00 P.M.**

This 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 6:00 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Pollard

3. Roll call

Commissioners Gramm, Pollard, Jordan, Bittner and Hartz were present. Police and Fire Liaison Howell was excused. Town of Geneva Fire Liaison Walton was present.

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 regular meeting minutes February 9, 2017

Jordan motioned to approve the regular meeting minutes of February 9, 2017. Gramm seconded. Motion carried 5-0.

7. City Council Report – No Report

8. Police Department Business

a. Approval of bills for the month of February 2017 operating in the amount of \$216,719.19, Capital in the amount of \$0.00, for a total of \$216,719.19

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

Chief Rasmussen indicated that 2016 bills are complete. Hartz noted that Account #11-21-00 5127 was at 28% showing an expenditure item of \$20,984.65. City Administrator Oborn noted that was the sick summary payout. Chief Rasmussen will look into this expense. The sick pay summary payout was not included in the 2017 budget.

b. Approve Resolution Number 17-R02;

Increase Acct # 11 00-00 3468; Designated FB-PD State Seizures, by \$3,782.04

Decrease Acct #11 00-00 3480; Undesignated Fund Balance, by \$3,782.04

Pollard motioned to approve Resolution Number 17-R02. Bittner seconded. Roll call vote: Gramm-Y, Pollard-Y, Jordan-Y, Bittner-Y, Hartz-Y. Motion carried 5-0.

Pollard asked about the procedure on seizures.

c. Approve Resolution Number 17-R03;

Decrease Acct #11 00-00 3467, Designated FB-PD Donations, by \$37.75

Increase Acct #11 00-00 3480, Undesignated Fund Balance, by \$37.75

Gramm motioned to approve Resolution Number 17-R03. Pollard seconded. Roll call vote: Gramm-Y, Pollard-Y, Jordan-Y, Bittner-Y, Hartz-Y. Motion carried 5-0.

d. Approve Resolution Number 17-R04;

Increase Acct # 11 00-00 3439, Designated FB-PD Uniform Allowance by \$1,887.77

Decrease Acct # 11 00-00-3480, Undesignated Fund Balance by \$1,887.77

Jordan motioned to approve Resolution Number 17-R04. Bittner seconded. Roll call vote: Gramm-Y, Pollard-Y, Jordan-Y, Bittner-Y, Hartz-Y. Motion carried 5-0.

e. Discussion/Action regarding Yearly finance report

There were no corrections to the 2016 financial report. The report will be posted on the Police Department website.

f. Discussion/Action on Chief and Command Staff Appraisals

The next Staff Appraisal workshop date was scheduled for April 6, 2017 at 5:00 p.m.

g. Discussion/Action contracts for non-union supervisors

Administrator Oborn stated the City Council wants to make changes to the contracts to make them all consistent. The City Council has directed Administrator Oborn to meet with command staff either collectively or individually to discuss contracts. Sergeant Way's salary was established at the last Council meeting and Sergeant Hinzpeter's salary will be established at the next Council meeting. Hartz' biggest concern is that the City Council is open and communicates with PFC members and the command staff about the contracts.

h. Discussion/Action Part time Officer eligibility list

Gramm motioned to approve the Part Time Officer eligibility list. Pollard seconded. Motion carried 5-0. Chief Rasmussen handed out the eligibility list.

i. Discussion hiring update Full time officers

Full time officer testing will be on Thursday March 16, 2017, and 22 applicants will be tested.

j. Discussion hiring update Booking officers

Booking officer interviews will be March 15, 2017, at 6:00 p.m.

k. Discussion/Action Lexipol policies

Bittner motioned to approve the Lexipol policies with changes. Pollard seconded. Motion carried 5-0.

l. Discussion/Action regarding Mutual aid request from City of Whitewater Police Department

Gramm motioned to approve sending mutual aid to the City of Whitewater Police Department per their request. Pollard seconded. Motion carried 5-0.

City of Whitewater requested mutual aid for two bikes for the Spring Splash on April 29, 2017.

m. Discussion/Action county-wide crowd control civil disturbance team

Gramm motioned to approve membership of a county-wide crowd control disturbance team. Pollard seconded. Motion carried 5-0.

Chief Rasmussen said no current county-wide riot control team is established and all Walworth County police agencies are working with State Patrol and the Sheriff's Office to establish a joint effort to develop a team. Dane County will help in setting up and training the team. Gramm asked how many officers would be on the team and how many hours of training it would include. The team will consist of approximately 2-3 police officers and would include approximately 16 hours of training per year.

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

o. Discussion regarding Monthly activity reports

2017 Dispatch activity for February 2017: Telephone calls-	2,241	911 Calls-	144	Window assists-	795
2016 Dispatch activity for February 2016: Telephone calls-	3,065	911 Calls-	183	Window assists-	773

2017 Patrol activity for February 2017: Calls for service – 1,076 Arrests – 78

2016 Patrol activity for February 2016: Calls for service – 1,111 Arrests – 152

The 2017 arrests were low and Chief Rasmussen will check on the numbers.

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

- Western Racine County Special Olympics
- Christmas for the Kids-coat drive

q. Items to be forwarded to City Council

Yearly finance report

Mutual aid request, County-wide Crowd control disturbance team

Thank you notes, activity reports, Chief monthly report

9. Fire Department Business

a. Approval of bills for the month of December 2016, operating in the amount of \$14,646.24, Capital in the amount of \$0.00, for a total of \$16,646.24

Jordan motioned to approve the bills of December 2016. Pollard seconded. Roll call vote: Gramm-Y, Pollard-Y, Jordan-Y, Bittner-Y, Hartz-Y. Motion carried 5-0.

b. Approval of bills for the month of February 2017 operating in the amount of \$66,232.70, Capital in the amount of \$0.00, Impact Fees in the amount of \$365.00, for a total of \$66,597.70

Jordan motioned to approve the bills of February 2017. Hartz seconded. Motion carried 5-0.

Roll call vote: Gramm-Y, Pollard-Y, Jordan-Y, Bittner-Y, Hartz-Y. Motion carried 5-0.

Chief Peters noted that fire house repairs are at 45% because the boiler and thermostats had to be repaired.

c. Approve Resolution number 17-R05

Increase Acct #11 00-00 3449, Designated Fund Balance –EMS Act 102, by \$3,969.99

Decrease Acct#11 00-00 3480, Undesignated Fund Balance, by \$3,969.99

Gramm motioned to approve Resolution number 17-R05. Pollard seconded. Roll call vote: Gramm-Y, Pollard-Y, Jordan-Y, Bittner-Y, Hartz-Y. Motion carried 5-0.

Chief Peters said EMS Act 102 is money received from the State.

d. Approve Resolution number 17-R06

Increase Acct #11 00-00-3438, Designated Fund Balance–Fire CPR Revenue, by \$781.60

Decrease Acct #11 00-00 3480, Undesignated Fund Balance, by \$781.60

Bittner motioned to approve Resolution number 17-R06. Hartz seconded. Roll call vote: Gramm-Y, Pollard-Y, Jordan-Y, Bittner-Y, Hartz-Y. Motion carried 5-0.

e. Approve Resolution number 17-R07

Increase Acct #11 00-00-3437, Designated Fund Balance-Fire Donations, by \$122.24

Decrease Acct #11 00-00 3480, Undesignated Fund Balance, by \$122.24

Pollard motioned to approve Resolution number 17-R07. Jordan seconded. Roll call vote: Gramm-Y, Pollard-Y, Jordan-Y, Bittner-Y, Hartz-Y. Motion carried 5-0.

f. Discussion Monthly EMS Medical Billing/Stark Report

Hartz noted there were less transports in the month. Chief Peters said that call volume was down.

g. Discussion Monthly Fire Department report Overview

Chief Peters reviewed the monthly Fire Department report. Firefighter Wolff was recognized for his 19 years of service including participating on the Dive Team. He also received the Firefighter of the year award in 2014 and the Life Safety Award. Chief Peters has been appointed to the Walworth County Fire and EMS Study Committee. Multi-jurisdictional Dive Rescue trainings and strategic planning sessions have also started.

h. Discussion Monthly Paratech Report – No Action/Discussion

i. Discussion Lexipol Policy workgroup update

The work group is completing the first set of policies. Gramm was on vacation and was unable to review the policies prior to the PFC meeting.

j. Discussion/Action City email addresses for Commissioners

Email addresses have been set up. Chief Peters will be emailing Lexipol policies to the commissioners prior to the meeting.

k. Discussion/Action Captain's promotion process

The Captain position has been posted internally per policy. Chief will do an orientation outlying the duties of the position and then the written exam will be performed. Following the written exam, a panel interview will be conducted and then the Chief interview.

l. Discussion/Action Fire Prevention Bureau Plan Review Process

Chief Peters met with a different company to discuss ways to improve operating procedures and quality service to customers.

m. Discussion Thank you letters - No Action/Discussion

- Czynik Family Thank you

n. Items to be forwarded to city council

Monthly report and thank you

10. Agenda items for the next regular meeting April 6, 2017

Delivery of agenda packet

Chief and Command Staff Appraisals

Fire Prevention Bureau Plan Update

Captain Position

11. Review of Open Meetings Law 19.81-19.98- (City Attorney Draper)

City Attorney Draper gave a Review of Open Meetings Law. He stated that whatever board members do, it must be in done in public. Emails are considered open records. When Commission members receive emails, they should respond individually to Confidential Administrative Assistant Papenfus only and not all the commission members.

12. 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 Chief Michael Rasmussen

b. 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 Lieutenant Bridgett Way

c. 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 Exit interview with Assistant Chief Reuss

d. Motion to go into closed session pursuant to Sec. 19.85(1)(g) *Wis. Stats.*, to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved regarding city fire sprinkler ordinances.(City Attorney Draper)

Jordan motioned to go into closed session. Pollard seconded. Roll call vote: Gramm-Y, Pollard-Y, Jordan-Y, Bittner-Y, Hartz-Y. Motion carried 5-0 at 7:23 p.m.

13. Motion to return to open session pursuant to Sec. 19.85(2) *Wis. Stats.*, to discuss and/or take action on items discussed in closed session.

Gramm motioned to return to open session. Bittner seconded. Roll call vote: Gramm-Y, Pollard-Y, Jordan-Y, Bittner-Y, Hartz-Y. Motion carried 5-0 at 10:30 p.m.

Action on closed session item 12d.

Hartz motioned to direct Attorney Draper to proceed as discussed in closed session. Jordan seconded. Roll call vote: Gramm-Y, Pollard-Y, Jordan-Y, Bittner-Y, Hartz-Y. Motion carried 5-0.

14. Adjourn

Pollard motioned to adjourn the meeting. Jordan seconded. Meeting adjourned at 10:32 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