LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY APRIL 4, 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 Alderman Skates, Police and Fire 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, Fire Captain Detkowski, Fire Administrative Assistant Baumeister and PD Administrative Assistant Papenfus

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 regular meeting minutes of March 7, 2019
Horne motioned to approve the regular meeting minutes of March 7, 2019. Jordan seconded. Motioned carried 5-0.

7. City Council Report
Alderman Skates stated that the Telecommunicator pay rate change was addressed at the Personnel Committee and was subsequently continued to the City Council meeting for discussion without recommendation. Personnel Committee is looking for wage comparisons from surrounding comparable positions within the immediate regions regarding compensations and other costs.

8. Police Department Business
a. Approval of bills for the month of March 2019, operating in the amount of $256,913.28, Equipment purchases in the amount of $17,185.00, for a total of $274,098.28
Horne motioned to approve the bills for the month of March 2019. Connors seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y, Jordan-Y. Motion carried 5-0.

b. Discussion/Action –Approval to sell vehicle #209 (Green Ambulance)
Horne motioned to approve the sale of vehicle #209 to auction with proceeds to be added to the Equipment Replacement Fund. Pollard seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y, Jordan-Y. Motion carried 5-0.
Chief Rasmussen stated that the vehicle is no longer suited for department use. Chief Rasmussen would like to sell the vehicle at auction with the proceeds to be added to the Equipment Replacement Fund.

c. Discussion – Joint command vehicle
Chief Rasmussen would like to begin looking for a joint command vehicle to be used by the Fire Department and the Police Department. The vehicle would be used for all major events, crime scenes and every fire call. Chief Rasmussen would like a group of individuals to begin looking for a vehicle and asked if a Commissioner and Alderman Skates would be willing to assist. Commissioner Horne and Alderman Skates agreed to assist with locating a command vehicle. Commissioner Jordan asked if any

surrounding cities would be interested in purchasing the vehicle with our city. Chief Rasmussen noted that each city has different needs but it could be considered at the time of purchase.

d. Discussion/Action – Accept letter of retirement of Telecommunicator Brenda Barton effective May 31, 2019
Connors motioned to accept letter of retirement of Telecommunicator Brenda Barton effective July 23, 2019. Jordan seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y, Jordan-Y. Motion carried 5-0.
Chief Rasmussen stated that Telecommunicator Barton would be willing to continue working until July 23, 2019, due to the Telecommunicator staffing shortage. Commissioner Connors thanked Telecommunicator Barton for her service.

e. Discussion/Action – Accept letter of withdrawal from full/part time Telecommunicator position from Catherine Broz
Connors motioned to accept letter of withdrawal from Catherine Broz. Jordan seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y, Jordan-Y. Motion carried 5-0.
Chief Rasmussen stated that Catherine Broz withdrew her acceptance to work at the department.

f. Discussion/Action – Update Part Time Telecommunicator pay grade
Chief Rasmussen stated that the Personnel Committee did not agree to the pay grade change. The pay grade change was sent to City Council for discussion on April 8, 2019.

g. Discussion/Action – Vacate and reestablish eligibility list for Telecommunicator position
Jordan motioned to vacate and reestablish an eligibility list for Telecommunicator hiring. Horne seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y, Jordan-Y. Motion carried 5-0.
Chief Rasmussen stated the current list has been exhausted. Two offers were extended and both candidates declined. A new application has already been posted.

h. Discussion/Action – Accept letter of resignation for:

- Part Time Officer Chad Murphey
- Part Time Officer Sarah Benkowski

Horne motioned to accept letter of resignation for Part Time Officer Chad Murphey and Part Time Officer Sarah Benkowski. Jordan seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y, Jordan-Y. Motion carried 5-0.
The Commission thanked each officer for their service.

i. Discussion – Update on Community Service Officer pay grade
The pay grade was approved at Personnel as pay grade 4 and was sent to the City Council meeting on April 8, 2019 for approval.

j. Discussion/Action – Summer Staffing update (Lieutenant Way)
Lieutenant Way presented the summer staffing situation and how the department will handle coverage due to the shortage of department personnel. Community Service Officers will be used to help cover. Lieutenant Way indicated that the department will also ask other city departments for traffic assistance including the Fire Department and the Meter Department. The Commission discussed staffing downtown and shortages and possible solutions.

k. Discussion/Action – 2018 Annual report
The 2018 annual report was handed out at the meeting. The report will be discussed at next month's meeting.

l. Discussion- Social Media and Public Relations Presentation (Lieutenant Gritzner)
Lieutenant Gritzner presented what he learned at FBI-LEEDA training regarding Social Media and Public Relations including preparing for a crisis situation and establishing a social media strategy. One of the

ideas that Lieutenant Gritzner would like to initiate would be a Public Information Team (PIT). This team would be put in place in case of an emergency or major event. Lieutenant Gritzner also stated the department will expand social medial use.

m. Discussion - Chief's report (briefing only - no action will be taken) – No discussion

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

o. Discussion - Implement safety plan if Wrigley Drive is closed for an event (Commissioner Condos)
Chief Rasmussen noted that a safety plan will be put in place when/if Wrigley Drive is closed. A rough plan is already in place.

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

2019 Dispatch activity for March 2019:	Telephone calls - 2,440	911 Calls - 230	Window assists - 849
2018 Dispatch activity for March 2018:	Telephone calls - 2,503	911 Calls - 179	Window assists - 950

2019 Patrol activity for March 2019:	Calls for service – 1,259	Arrests - 82	
2018 Patrol activity for March 2018:	Calls for service – 1,484	Arrests - 129	

q. Discussion - Thank you letters - No discussion/action

- Thank you - Sergeant Hall and Officer Hansen
- Thank you Christmas for the Kids- Community Outreach Program
- Thank you Lake Geneva Food Pantry – Community Outreach Program

r. Items to be forwarded to City Council
Telecommunicator Pay grade/Community Service Officer
Activity reports
Retirement letters for Telecommunicator Barton and Telecommunicator Holwick

9. Fire Department Business
a. Approval of bills for the month of March 2019, operating in the amount of $140,667.28, Equipment purchases in the amount of $25,507.49, for a total of $166,174.77
Horne motioned to approve the bills for the month of March 2019. Jordan seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y, Jordan-Y. Motion carried 5-0.

b. Discussion - EMS medical billing/Stark Medical billing – No discussion/action

c. Discussion - EMS call summary report – No discussion/action

d. Discussion/Action – Monthly Chief's Update and Fire Department Report Overview
Firefighter Springhorn was recognized as March's personnel spotlight, joining the department in 2016. He earned his AEMT while working for the LGFD and also earned his Firefighter 1 and 2, Fire Apparatus Engineer and Fire Officer 1 certifications. In 2017 he was awarded a lifesaving citation. He was recently hired full time as a police officer for the City of Lake Geneva Police Department. The Fire Department, along with Emergency Management, installed AED's in the public library and public works building. Chief Peters reviewed the notable calls for service and department calls numbers for the month of March.

e. Discussion/Action – Update on Vacant Fire Lieutenant Job Posting
Five candidates are still interested and qualified for the Fire Lieutenant position. The final step is the Chief interview.

f. Discussion – Update on Walworth County Fire/EMS Committee

Chief Peters gave a presentation on the Walworth County Fire/EMS committee and what the Committee has accomplished so far.

g. Discussion/Action – Station 1 air compressor replacement (from Equipment Replacement Fund)
Jordan motioned to approve the purchase of two air compressors and an air dryer in the amount of $11,941.34. Horne seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y, Jordan-Y. Motion carried 5-0.
Four bids were received for replacement of the Station 1 air compressor. The air compressor went out at Station 2 as well. The department can purchase two compressors and one air dryer for the original budgeted price.

h. Discussion – Update on disposal of cardiac monitors
Twin Lakes Police Department was no longer interested in the cardiac monitors. Gateway is in the process of purchasing the cardiac monitors. Chief Peters stated that he will offer the monitors to surrounding counties and to departments within the State to see if anyone is interested.

i. Discussion/Action – Acceptance of resignation from FF/Paramedic Brent Schambow
Jordan motioned to accept letter of resignation from FF/Paramedic Schambow. Pollard seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y, Jordan-Y. Motion carried 5-0.

j. Discussion - Thank you letters – No discussion/action
- FFT/EMT Krepelan
- Tom Earle, Director Public Works

k. Items to be forwarded to city council
EMS call summary
Monthly activity
Thank you notes

10. Agenda items for the next regular meeting May 9, 2019
Telecommunicator position
Community Service Officer position
Annual report

11. Adjourn
Connors motioned to adjourn the meeting. Jordan seconded. Motion carried 5-0 at 8:23 p.m.

Respectfully submitted,

Cindy Papenfus

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