

**LAKE GENEVA POLICE AND FIRE COMMISSION  
MEETING MINUTES  
THURSDAY, APRIL 6, 2017, 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 by Commissioner Hartz at 6:00 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Gramm

3. Roll call

Commissioners Gramm, Pollard, Jordan, Bittner and Hartz were present. Police and Fire Liaison Howell was present. Town of Geneva Fire 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 - NONE

6. Approval of regular meeting minutes March 9, 2017

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

7. City Council Report- No report

8. Delivery of Police and Fire Commission packet

There was a discussion on the delivery of the Police and Fire Commission packets. It was decided that the packets will be posted on a secure browser through the City website and each Commissioner will have access.

9. Fire Department Business

a. Approval of bills for the month of March 2017 operating in the amount of \$77,905.18, Equipment Purchases in the amount of \$6,540.54, for a total of \$84,445.72

Bittner motioned to approve the bills of March 2017. Jordan seconded.

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

Bittner stated that maintenance and equipment repairs have been very expensive and he wondered if the repairs were getting caught up. Chief Peters noted general repairs were performed in January and February and there was an \$8500.00 repair to an ambulance that was unexpected. Chief Peters said that he may be asking for approximately \$30,000.00 for next year's budget. Two engines may be replaced in approximately two years based on the Equipment Replacement fund, which may decrease the maintenance costs. Chief Peters said that the department will definitely be over budget for 2017 for maintenance costs.

Chief Peters also noted that there was an expense to the Fire House Maintenance fund, which included replacement of the thermostat in the foyer and the walkway.

b. Approval of bills for the month of December 2016 operating in the amount of \$1,938.17

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

c. Discussion Monthly EMS Medical Billing/Stark Report

Hartz said there was an extensive list of write offs. Bittner noted there were a couple negative balances and wondered if the balances would be paid off. Chief Peters will check on the aging reports and write offs for next month.

d. Discussion Monthly Fire Department report Overview

Chief Peters reviewed the monthly report including the notable calls, training and community events. Lt. James Goorskey was spotlighted for the month. He has worked for the department since 1998 and was promoted to captain in 2008. In 2005, he was awarded EMT of the year.

e. Discussion Monthly Paratech report – No Discussion/Action

f. Discussion Walworth County Fire/EMS Study Update

The committee met last month for the first time and it was discussed where the committee was headed. A subcommittee was created to survey each department for staffing and call needs.

g. Discussion/Action Lexipol Policies

Lieutenant Detkowski presented the first round of policies. The policies were discussed and corrections were made. Hartz asked how employees were notified of the Lexipol policies. Lieutenant Detkowski advised that Lexipol information will be posted on the communication board for two weeks, placed into the manual, and daily training bulletins must be read and acknowledged.

h. Discussion Upcoming Training at 422 Sheridan Springs Road

There will be a joint training in the building at 422 Sheridan Springs Road April 4 through 10, 2017.

i. Discussion/Action Captain Position Update

There was one applicant for the Captain position. Chief Peters will have orientation with the applicant then a written test is scheduled for April 21 and an oral interview on April 25 at 7:00 p.m.

j. Discussion Dive Team Update

Lieutenant Detkowski discussed the development of a multi jurisdictional, multi divisional dive time within Walworth County including law enforcement. The committee has drafted standard operating guidelines, bylaws, operational approaches, standardized equipment sets, and training requirements.

k. Discussion EMS Reporting Software Change

EMS reporting software was updated at no cost due to a State requirement.

l. Discussion/Action approval of hiring POC Dylan Culver

Gramm motioned to approve the hiring of POC Dylan Culver. Jordan seconded. Motion carried 5-0.

m. Discussion/action approval of returning Firefighter/EMT Scott Huber to full duty

Firefighter/EMT Scott Huber is back from deployment and will be returning to the department.

n. Discussion/Action to accept resignation of Firefighter Jason Fischer

Jordan made a motion to accept the resignation of Firefighter Jason Fischer. Pollard seconded. Motion carried 5-0.

o. Items to be forwarded to city council

Monthly report, upcoming training, Fire/EMS study update  
Memo of study committee

10. Police Department Business

a. Approval of bills for the month of March 2017 operating in the amount of \$271,388.15, Equipment Purchases in the amount of \$35,436.87, for a total of \$306,825.02

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

Chief Rasmussen stated the new squad car has arrived and it will be ready to go soon. Chief Rasmussen reviewed several accounts that are high including Data processing account 11-21-00 5305 and Special Investigations Account 11-21-00 5380. Annual subscriptions were taken out of these two accounts at the beginning of the year. Additionally, Police Training account 11-21-00-5410 is higher because much of our training is done at the beginning of the year.

b. Discussion/Action update on Compensation per Contract sick time payout

Hartz motioned that the City Council reimburse the police department

\$20,984.65 and \$2,933.92 for a total of \$23,918.57 to line item 11-21-00 5127. Pollard seconded. Roll call vote: Gramm-Y, Pollard-Y, Jordan-Y, Bittner-Y, Hartz-Y. Motion carried 5-0.

reimbursement 24, Police Compensation per Contract account 11-21-00-5127 is at 66.8% budget. The police union contract settlement ended some of benefits, which resulted in a large payout of sick time benefits. This benefit was also discontinued for the nonunion contract employees. Additionally there was a retirement pay out for Assistant Chief Reuss. The city paid the items but used Police Department money. Chief Rasmussen is asking that the city use the contingency fund to pay for these expenses as none of these funds were put into the 2017 budget. Bittner asked if this was a one-time payout and if the department should have been aware of the items prior to budget preparation. Chief Rasmussen noted that in the past retirement payouts were taken out of the contingency fund. Hartz noted that Wisconsin State Statute requires the Commission to audit all bills, claims and expenses for Police and Fire before the bills are paid and that did not happen. City Administrator Oborn noted the payout was part of contract negotiations so the pay increases were figured into the 2017 budget but not the sick summary payout. City Administrator Oborn agreed with the Commission's reasoning and agreed with recommending the City Council make the adjustment.

c. Discussion/Action on Chief and Command Staff Appraisals

Chief Rasmussen stated progress was made at the workshop and a few other questions will be added to the appraisal. The appraisals will be discussed at the next meeting.

d. Discussion/Action contracts for non-union supervisors

Nonunion supervisors have a meeting scheduled with City Administrator Oborn on April 7, 2017 at 3:00 p.m. Commissioner Hartz will attend.

e. Discussion/Action Lexipol policies

Jordan motioned to accept Lexipol policies with changes. Bittner seconded. Motion carried 5-0.

Lieutenant Gritzner reviewed Lexipol policies and changes were made. The policies include:

406 Crime Scene and Disaster Integrity

418 Emergency Detentions

420 Citation Releases (Formerly Citation Release)

424 Rapid Response and Deployment

426 Reporting Law Enforcement Activity Outside of the Jurisdiction (deleted)

448 Mobile Data Computer Use

450 Portable Audio/Video Recorders

465 Public Recording of Law Enforcement Activity

466 First Amendment Assemblies

606 Asset Forfeiture (No content change to the policy)

608 Informants

610 Eyewitness Identification

614 Warrant Service (no content change to the policy)  
800 The Communications Center (Formerly Communications)  
804 Records Department (No content change to this policy)  
806 Restoration of Firearm Serial Numbers (deleted)  
808 Records Maintenance and Release  
903 Temporary Custody of Adults  
1000 Recruitment and Selection  
1002 Department Member Performance Appraisals  
1016 Communicable Diseases (No content change to this policy)  
1020 Personnel Complaints  
1062 Locker Rooms  
1063 Safety and Health Program (No content change)

f. Discussion/Action hiring Part time Officers/Eligibility list

Jordan motioned to approve the 2017 Reserve Office eligibility list. Gramm seconded. Motion carried 5-0.

Chief Rasmussen handed out the eligibility list. There was an initial list of five applicants. Two applicants backed out of the process and one applicant failed the psychological exam. Chief Rasmussen noted that four or five more officers may be hired for a total of seven reserve officers.

g. Discussion/Action rescind leave of absence for Reserve Officer Jessica Muth and recommend rate of pay

Hartz motioned to approve rescinding the leave of absence request for Reserve Officer Jessica Muth and recommend her rate of pay be set at \$20.00 per hour. Jordan seconded. Motion carried 5-0.

Chief Rasmussen stated that Jessica Muth would like to return on Leave of Absence as a part time officer. She worked here for two years prior to being hired full time elsewhere. Chief Rasmussen recommended Reserve Officer Muth's rate of pay be \$20.00 per hour, which is less than the mid range of pay.

h. Discussion/Action hiring Full time officers/Eligibility list

Gramm motioned to approve hiring two full time officers, establish an eligibility list and move to request another full time officer from the city. Bittner seconded. Motion carried 5-0.

Chief Rasmussen handed out the eligibility list for full time officers. Command staff interviews will be April 12, 2016 at 6:00 p.m. Bittner asked if the cost of the new hires would be within budget. Chief Rasmussen said the cost would be within budget and the hope is to hire May 1, 2017, and May 15, 2017 for the first two officers. Chief Rasmussen also requested that the police department be allowed to hire an additional officer due to the anticipated retirement of another officer in January and another officer being out on medical leave until possibly October.

i. Discussion/Action hiring Booking officers/Eligibility list

Gramm motioned to approve the eligibility list of the booking officers. Pollard seconded. Motion carried 5-0.

Chief Rasmussen noted that the goal is to hire booking officers who have a desire to move on to the police academy and then ultimately hire them as reserve/part time officers.

j. Discussion/Action recommended rate of pay for rehire Booking Officer Steven Richard

Gramm motioned to rehire Booking Officer Steven Richard and recommend a rate of pay of \$17.00 per hour as a lead booking officer position. Hartz seconded. Motion carried 5-0.

Chief Rasmussen stated Booking Officer Richard worked for the department from 2008 to 2015. He is a good mentor and has seniority over the other hires. The rate of pay and creation of a lead position would have to go before the personnel committee for approval.

k. Discussion/Action use of donated money to purchase Patrol bike  
Pollard motioned to use donated money to purchase a new patrol bike. Jordan seconded. Motion carried 5-0.  
Chief Rasmussen stated the department has \$2,200.00 in the donation fund and he would like to use the money to purchase two new patrol bikes.

l. Discussion/Action Host Street Water Tower  
Bittner motioned to recommend the Host Street Water Tower Movement be charged to the City Contingency Fund for the cost of \$19,000.00. Hartz seconded. Motion carried 5-0. Roll call vote: Gramm-Y, Pollard-Y, Jordan-Y, Bittner-Y, Hartz-Y. Motion carried 5-0.  
The Host Street water tower is to be painted this summer. The communications gear has to come off the water tower, be placed on a temporary tower area and then put back on the tower. The cost is approximately \$19,000.00. Chief Rasmussen stated this is an unexpected cost and was not budgeted.

m. Discussion on Chief's top five monthly incidents – No Discussion/Action

n. Discussion regarding Monthly activity reports

2017 Dispatch activity for March 2017: Telephone calls- 2,682	911 Calls- 150	Window assists- 956
2016 Dispatch activity for March 2016: Telephone calls- 2,894	911 Calls- 190	Window assists- 841

2017 Patrol activity for March 2017: Calls for service – 1,265	Arrests – 57
2016 Patrol activity for March 2016: Calls for service – 1,148	Arrests – 153

Chief Rasmussen noted that the Chaplain program was used on the first ride along. The EMD director was watching in communications as the Telecommunicator read the EMD cards, and the medical director contacted the Fire Chief to help assist at the scene. It was very helpful to the family in a very difficult situation.

o. Discussion regarding Thank you letters – No Discussion/Action

- Connie Schreiber
- Nancy Anderson
- Certificate of Appreciation from Tri-County Riders, Inc. –Toy Run for Love, Inc.

p. Items to be forwarded to City Council

Monthly reports, Chief monthly incidents, Thank you letters, Compensation per Contract Sick Time Payout, Host Tower painting and Lead Worker position and pay rate.

11. Agenda items for the next regular meeting May 4, 2017  
Staff appraisals and Fire Department Lexipol policies.

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, specifically:  
Administrative Lieutenant Gritzner  
Hartz motioned to go into the closed session. Pollard seconded. Gramm-Y, Pollard-Y, Jordan-Y, Bittner-Y, Hartz-Y. Motion carried 5-0 at 7:50 p.m.

13. Motion to return to open session per Wisconsin State Statute 19.85(2)  
Bittner motioned to return to open session. Pollard seconded. Gramm-Y, Pollard-Y, Jordan-Y, Bittner-Y, Hartz-Y. Motion carried 5-0 at 8:18 p.m.

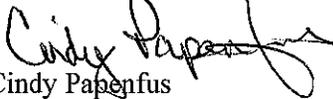
14. Discussion/action on closed session items if needed.

Jordan motioned to request the Common Council have the position of Administrative Police Lieutenant reviewed since it was done after the initial study and come back to the Commission with comparable rates so the Commission can compensate that position. Bittner seconded. Motion carried 5-0.

15. Adjourn

Jordan motioned to adjourn the meeting. Pollard seconded. Meeting adjourned at 8:20 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**