

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY, MAY 4, 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 Bittner

3. Roll call

Commissioners Jordan, Bittner, Pollard, Horne and Hartz were present. Commissioner Pollard will be leaving the meeting at approximately 7:30 p.m. and Administrative Assistant Papenfus will be leaving shortly after 7:00 p.m.

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 April 6, 2017

Horne motioned to approve the regular meeting minutes of April 6, 2017. Pollard seconded. Motion carried 5-0.

7. Approval of Command Staff Appraisal workshop minutes April 6, 2017

Pollard motioned to approve Command Staff Appraisal workshop minutes of April 6, 2017. Bittner seconded. Motion carried 5-0.

8. City Council Report

Alderman Howell indicated that the Administrative Lieutenant job study reevaluation request has been returned to the Police and Fire Commission to clarify what exactly the PFC is looking for. City Administrator Oborn stated the company used for the original study is no longer being used by the city. The Council would like to work together with the PFC on this issue. The City Council also approved paying for moving the communications equipment from the Host Street Water Tower while it is being painted. Additionally, the Personnel Committee approved the Lead Booking Officer position and one extra patrol officer position. Those items will go to City Council on May 8, 2017.

9. Welcome newly appointed Commissioner Ted Horne

Commissioner Hartz introduced and welcomed newly appointed Commissioner Ted Horne. Commissioner Horne stated he was happy to be on the Commission and serve.

10. Election of Officers: President, Vice President and Secretary

Hartz recommended eliminating the position of secretary because it was not required per State Statute and Administrative Assistant Papenfus prepares the minutes and keeps the PFC records. Chief Rasmussen and the Commissioners were all in agreement. No secretary was appointed.

Jordan nominated Hartz for President. Pollard seconded. There were no other nominations. Nominations were closed. Motion carried 4-1 with Horne voting no.

Jordan nominated Bittner for Vice President. Horne seconded. Bittner declined the nomination. Bittner nominated Horne for Vice President. Pollard seconded. Motion carried 5-0. Bittner stated that Horne has a good relationship with the City Council and he felt that it would be helpful to the PFC at this time to establish a better relationship with the Council.

11. Police Department Business

a. Approval of bills for the month of April 2017 operating in the amount of \$206,950.39, Equipment Purchases in the amount of \$6,330.17, for a total of \$213,280.56

Jordan motioned to approve bills for April 2017. Jordan seconded. Roll call vote: Jordan-Y, Bittner-Y, Pollard-Y, Horne-Y, Hartz-Y. Motion carried 5-0.

Chief Rasmussen noted that we are currently under budget but the summer is just starting. There was an additional sick summary cost of \$43,576.25 that was paid out of the budget in March that was the police department was unaware of. Hartz suggested that the additional sick summary balance be paid by the Police Department at this time and if the extra money is needed at the end of the year, then the PFC can request the City to pay the cost. Bittner suggested that the additional amount be clearly identified as a footnote in the current budget or make an amendment to the budget. Alderman Howell suggested that a footnote be made to the budget at this time and then make adjustments if necessary at the end of the year.

b. Discussion/Action contracts for non-union supervisors

Administrator Oborn will be meeting with the three sergeants next week to work on contracts.

c. Discussion/Action Lieutenant job description update

Hartz motioned to accept Lexipol Policy 200 and the Administrative Lieutenant and Patrol Lieutenant job descriptions with corrections. Bittner seconded. Motion carried 5-0.

There was discussion regarding removing the Assistant Chief job description all together as the position is not being filled at this time but may be filled in the future based on restructuring of the department.

Horne suggested removing the Assistant Chief job description.

d. Discussion/Action Organizational chart update

Bittner motioned to accept the Organizational Chart with corrections. Horne seconded. Motioned carried 5-0.

Bittner suggested a correction to the organizational chart showing that the Patrol Lieutenant answers to the Chief of Police as well as the Administrative Lieutenant.

e. Discussion/Action Chief of Police Appraisals

Hartz motioned to accept the Chief of Police Appraisals as presented. Jordan seconded. Motion carried 5-0.

Horne wondered how the questions for the appraisals were developed and how often the appraisals would be performed. Hartz stated that appraisals have not been done for the administrative staff prior to this time. Hartz prepared most of the information based on other appraisal examples and workshops were held with the Commissioners and the Command Staff to come up with the final appraisals. The appraisals may be performed annually.

f. Discussion/Action Organizational and Leadership Survey

Horne motioned to accept the Organizational and Leadership Survey. Pollard seconded. Motion carried 5-0.

Employee engagement and Opportunity for Growth questions were added at the end of the survey. The plan is to perform the survey every couple of years for full time employees. The survey will be done on Survey Monkey and will remain anonymous.

g. Discussion/Action confirm hiring full time officers

Jordan motioned to confirm the hiring of full time officers Brock Bouland and Kyle McNeil. Bittner seconded. Motion carried 5-0.

h. Discussion/Action confirm hiring reserve officers

Horne motioned to confirm the hiring of reserve officers pending conditional offers. Bittner seconded. Motion carried 5-0.

Benjamin Posanski and Suzanne Muedini will be ready for patrol May 17, 2017. Richard Dimzoff and Jonathan Landis have been given conditional offers, pending psychological and physical examinations.

i. Discussion/Action confirm hiring booking officers

Hartz motioned to confirm hiring of booking officers. Pollard seconded. Motion carried 5-0.

Xenia Rodriguez, Sarah Rabic, Steven Richard, Ian Showalter and Andrew Nugent have been hired as booking officers. Steven Richard will be a lead booking officer, per approval by Personnel Committee and pending approval at the next City Council meeting.

j. Discussion Host Street Water Tower

The City approved moving the communication equipment on the Host Street Water Tower. The exact time that the tower will be painted is unknown.

k. Discussion physical fitness room update

Chief Rasmussen said the physical fitness room has been completed with new equipment and the room is being used a lot. Sergeant Derrick and Officer Hansen are going to a Fit Force Class. They will be trained to help assist other department members with their fitness needs. The cost of the room was under \$5000.00.

l. Discussion/Action regarding department meeting

Chief Rasmussen said he had the first department meeting in a long time and he feels that personnel appreciated the meeting. Chief Rasmussen’s goal is to keep staff healthy mentally, physically and spiritually.

m. Discussion on Chief’s top five monthly incidents - No Discussion/Action

n. Discussion regarding Monthly activity reports

2017	Dispatch activity for April 2017: Telephone calls-	3,035	911 Calls-	193	Window assists-	1,075
2016	Dispatch activity for April 2016: Telephone calls-	2,515	911 Calls-	203	Window assists-	790

2017	Patrol activity for April 2017: Calls for service –	1,426	Arrests –	68
2016	Patrol activity for April 2016: Calls for service –	1,116	Arrests –	53

There was some discussion regarding Meth lab problems in Walworth and Rock County.

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

- 16 thank you notes from students at Anchor Covenant Church
- St. Francis de Sales church-Casino Night Fundraiser donation
- 5 thank you notes from St. Francis de Sales School-extra patrol
- Thank you from Mayor Kupsik for Easter Egg Hunt
- 18 thank you notes from Cub Scout Pack 239
- Thank you from University Wisconsin-Platteville-Criminal Justice Career Day

p. Items to be forwarded to City Council

Chief’s Top Five Reports, Monthly reports, Department meeting

12. Fire Department Business

a. Approval of bills for the month of April 2017, operating in the amount of \$86,489.75, Equipment Purchases in the amount of \$2,331.00, Capital-Accrued December 2016 in the amount of \$21,903.45, Additional Fire Dept December Expenditures in the amount of \$24,234.45, for a total of \$113,055.20 Jordan motioned approve the bills for the month of April 2017. Horne seconded. Jordan seconded. Roll call vote: Jordan-Y, Bittner-Y, Pollard-Y, Horne-Y, Hartz-Y. Motion carried 5-0.

Chief Peters gave an overview of the bills and expenses.

b. Discussion Monthly EMS Medical Billing/Stark Report

Lieutenant Detkowski spoke with EMS medical billing regarding the questions proposed at last month's meeting. Chief Peters said there is a new report called the "trip date" which gives accurate aging report information. Hartz noted the 90 day column accounts are almost all at 50%. Bittner knows this is a unique industry because of the billing process between insurance, Medicare and Medicaid payments. Bittner wondered the industry standards for payment with regard to the new "trip date" report and if we were at that industry standard.

c. Discussion Monthly Fire Department report Overview

Chief Peters reviewed the monthly fire department report. Lieutenant Detkowski was spotlighted. Lieutenant Detkowski started with the department in August 1999 and was promoted to Lieutenant in 2008. He is also the department's dive team leader. The 10 year plan update was reviewed. The Lake Geneva Fire Department also recognized the Telecommunicators for their help throughout the year.

d. Discussion Monthly Paratech report – No Discussion/Action

The Fire Department was unable to general their Paratech report

e. Discussion Walworth County Fire/EMS Study Update

Chief Peters was named the committee co-chair. A subcommittee was established and will be conducting a one-on-one study with each department, Village and City to find out everyone's needs.

f. Discussion/Action- Lynelle Gramm assistance with reviewing policies

Lynelle Gramm spoke with Commissioner Hartz and asked to work with the Fire Department editing and reviewing Lexipol Policies before they were presented to the Police and Fire Commission. The commission members were all happy to have Lynelle Gramm assist with the Lexipol policies.

g. Discussion/Action – Lexipol Policies

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

- 102 Oath of Office
- 202 Interim Directives
- 203 Training Policy
- 206 Administrative Communications
- 301 Emergency Response
- 302 Fireground Accountability
- 303 Rapid Intervention/Two In-Two Out
- 307 Aircraft Operations
- 309 Staging
- 312 Elevator Restrictions During Emergencies
- 321 Scene Preservation
- 322 Child Abuse
- 323 Disposition of Valuables
- 330 Community Volunteer Program

Captain Derrick reviewed the Lexipol policies and the corrections that were made.

Commissioner Pollard was excused for the remainder of the meeting.

h. Discussion/Action-Captain Opper resignation from the rank of Captain
Jordan motioned to accept resignation of Captain Opper from the rank of Captain. Bittner seconded.
Motion approved 4-0.

i. Discussion/Action-Acceptance of Captain Opper leave of absence
Bittner motioned to accept the leave of absence for Ms. Opper for six months. Jordan seconded. Motion carried 4-0.

j. Discussion/Action-Confirming appointment and promotion of Captain Ryan Derrick
Horne motioned to confirm the appointment and promotion of Captain Ryan Derrick. Jordan seconded.
Motion carried 4-0.
Chief Peters recommended Ryan Derrick for the position of Captain after going through the testing and interviewing process.

k. Discussion/Action-Posting vacant Captain and Lieutenant positions
Horne motioned to post the vacant positions of Captain and Lieutenant. Bittner seconded. Motion carried 4-0.
Chief Peters stated he will be posting the Captain and Lieutenant positions. Captain Peters discussed the Captain and Lieutenant job descriptions and the changes.

l. Discussion/Action-Host Drive Station maintenance
Chief Peters stated the garage door was fixed on the Host Drive Station and was taken out of the Fire Department maintenance fund.

m. Discussion/Action-Confidential Administrative Assistant
Horne motioned to approve the Confidential Administrative Assistant position. Jordan seconded.
Roll call vote: Jordan-Y, Bittner-Y, Horne-Y, Hartz-Y. Motion carried 4-0.
Chief Peters is requesting a new position in the Fire Department organizational structure. He would like to use a non-sworn person to do perform certain duties including personnel issues. This will be a nonunion position. Administrator Oborn is recommending a Grade 4 position as it is comparable with other positions throughout the city. Chief Peters would like to fill the position in the interim and then possibly coordinate the position with city hall regarding possible reorganization. Bittner asked if the position would fit within the budget. Chief Peters said the position will fit into the budget based on the number of hours.

n. Discussion Thank You letters – No Discussion/Action

- David Fladten- Aurora Lakeland Medical Center, EMS Coordinator
- Cole Family
- Anchor Covenant Church
- FF/AEMT Carly Behrens

o. Items to be forwarded to city council
Monthly reports and thank you notes.

13. 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. Bittner seconded. Roll call vote: Jordan-Y, Bittner-Y, Horne-Y, Hartz-Y. Motion carried 4-0 at 7:51 p.m.

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

Horne motioned to return to open session. Jordan seconded. Roll call vote: Jordan-Y, Bittner-Y, Horne-Y, Hartz-Y. Motion carried 4-0 at 8:13 p.m.

15. Discussion and action on closed session items if needed. No Action/Discussion

16. Adjourn

Jordan motioned to adjourn the meeting. Horne seconded. Meeting adjourned at 8:14 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

A quorum of the City Council may be present to gather information; however, no formal Council action will be taken.