

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY MAY 9, 2019 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 Connors at 6:00 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Administrative Assistant Papenfus

3. Roll call

Commissioners Connors, Horne and Pollard were present. Commissioner Jordan was excused. Also present: Police Chief Rasmussen, Police Lieutenant Gritzner, Police Lieutenant Way, Fire Chief Peters, Assistant Chief Derrick, Captain Detkowski, Fire Lieutenant Bastek, Fire Administrative Assistant Baumeister, Town of Geneva Supervisor David Stalow and Police Department 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 April 4, 2019

Horne motioned to approve regular meeting minutes of April 4, 2019. Pollard seconded. Motioned carried 3-0.

7. City Council Report – Alderman Skates had nothing to report

8. Police Department Business

a. Approval of bills for the month of April 2019, operating in the amount of \$297,604.40, Equipment purchases in the amount of \$32,209.50, for a total of \$329,813.90

Horne motioned to approve the bills for the month of April 2019. Connors motioned. Roll call vote: Connors-Y, Horne-Y, Pollard-Y. Motion carried 3-0.

b. Discussion/Action – 2018 Annual report

Horne motioned to approve the 2018 annual report. Pollard seconded. Motion carried 3-0. Chief Rasmussen noted that the annual report will be posted to the website when approved.

c. Discussion/Action – Certification of Telecommunicator eligibility list

Connors motioned to certify the Telecommunicator eligibility list. Horne seconded. Roll call vote: Connors-Y, Horne-Y, Pollard-Y. Motion carried 3-0.

There were 29 applicants for the Telecommunicator position. The department hired one full time Telecommunicator. Chief Rasmussen stated that he would like to hire two part time Telecommunicators because he is concerned about the number of hours the current part time Telecommunicators will be able to work. Horne asked how long it takes to train a new Telecommunicator. Chief Rasmussen advised that training is approximately eight to ten weeks.

d. Discussion/Action – Community Service Officer Update (Lt. Way)

Lieutenant Way indicated that the Community Service Officer (CSO) training program has started with one officer and a second CSO will begin training in a few weeks. An old vehicle was obtained from the Fire Department and is getting some repairs and new wording before the CSO's will begin using it.

e. Discussion/Action –Squad Rifle Update

Chief Rasmussen advised that the Town of Linn PD purchased four squad rifles and paid for them and picked them up. Town of Geneva will be picking up and paying for the remaining two rifles in the near future.

f. Discussion/Action – Lexipol Policy (Lt. Gritzner)

- 502 Traffic Crash Response and Reporting

Connors motioned to approve Lexipol Policy 502 Traffic Crash Response and Reporting. Pollard seconded. Roll call vote: Connors-Y, Horne-Y, Pollard-Y. Motion carried 3-0.

g. Discussion – Public Relations Handouts

Two welcoming packets have been prepared-one for residents and one for businesses. The packets will be handed out to new businesses and residents. Alderman Skates stated the packets were great for the community and felt it would be good if the Aldermen were involved to assist with handing out the packets. Chief Rasmussen advised that Lt. Way visits new businesses and will be handing out packets to them. The packets include brochures listing the current media platforms used by the department and Lieutenant Gritzner briefly described each of them to the Commission.

h. Discussion - Chief's report (briefing only - no action will be taken)

The pay rates for Community Service Officers and Part Time Telecommunicators were approved at City Council. The Awards Ceremony will be May 16, 2019 at 6:00 p.m. The Department is celebrating our 175th anniversary. Telecommunicator Holwick is retiring effective May 27, 2019. There will be a local Alcohol Training class scheduled for May 15, 2019. There was a meeting recently regarding the alarm system and there are a few more steps to discuss before the system is introduced to the public.

i. Discussion - Chief's top monthly incidents – No discussion

j. Discussion - Monthly activity reports - No discussion

2019 Dispatch activity for April 2019:	Telephone calls - 2,213	911 Calls - 169	Window assists - 763
2018 Dispatch activity for April 2018:	Telephone calls – 2,391	911 Calls - 152	Window assists - 900
2019 Patrol activity for April 2019:	Calls for service – 1,188	Arrests - 60	
2018 Patrol activity for April 2018:	Calls for service – 1,344	Arrests - 90	

k. Items to be forwarded to City Council

Expenditure reports, 2018 annual report and monthly reports

9. Fire Department Business

a. Approval of bills for the month of April 2019, operating in the amount of \$100,881.69, Equipment purchases in the amount of \$5,525.84, for a total of \$106,407.53

Horne motioned to approve the bills for the month of April 2019. Pollard seconded. Roll call vote: Connors-Y, Horne-Y, Pollard-Y. Motion carried 3-0.

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

c. Discussion - EMS call summary report

Chief Peters noted that EMS calls are up 50%, mutual aide calls are up and training has doubled.

d. Discussion/Action – Monthly Chief’s Update and Fire Department Report Overview

Chief Peters reviewed the monthly report. Personnel spotlight was FF/EMT James Hughes who has worked with the department since 2016. Since joining the department Hughes earned his Firefighter 1, EMT, Fire Inspector and Driver Operator certifications. Chief Peters reviewed new personnel, March anniversaries, community and department events and notable calls. Chief Peters noted that alarm calls increased 50%, EMS calls increased by 50%, and mutual aide calls have also increased.

e. Discussion/Action – Certification of Lieutenant Promotion List, list to be valid for one year

Horne motioned to certify the Lieutenant Promotion list to be valid for one year. Pollard seconded. Roll call vote: Connors-Y, Horne-Y, Pollard-Y. Motion carried 3-0.

The promotion process includes a written exam, oral interview, strategy and tactics part and finally a chief interview. Each process is weighted and scored accordingly.

f. Discussion/Action – Promotion of FF/AEMT James Bastek to Lieutenant

Pollard motioned to approve the promotion of FF/AEMT James Bastek to Lieutenant. Horne seconded. Roll call vote: Connors-Y, Horne-Y, Pollard-Y. Motion carried 3-0.

Connors congratulated Lieutenant Bastek on his promotion and thanked him for his service. Chief Peters stated promote Lieutenant Bastek was well deserved.

g. Discussion – Summer Staffing Plan

Chief Peters discussed summer staffing and noted that the call volume has increased. There are six concerts at Alpine Valley and more personnel may be added to cover these times. The busiest times so far this year have been weekdays. The Paid on Call staff has helped fill the staffing at this time.

h. Discussion/Action-Partnership with the Lake Geneva Tourist Commission and acquisition of an event trailer

The Fire Department recently asked the Tourism Commission for \$22,000 to fund an event trailer. The trailer is a public/private partnership and the trailer will be used for event staff and emergency staff to have a common location. The trailer will be used to store medical supplies, a mobile radio and a computer and will house the event staff during the event. The tourism committee is funding \$15,000.00 and the Fire Department will be raising the remaining \$9000.00 through public donations.

i. Discussion/Action- Changing of payroll cutoff date

Connors motioned to move the payroll cutoff date effective July 11, 2019. Horne seconded. Roll call vote: Connors-Y, Horne-Y, Pollard-Y. Motion carried 3-0.

Chief Peters stated that moving the payroll cutoff day date back one week would be beneficial to support staff so they don’t have to rush to get payroll finished. Union members and officers have agreed to this change.

j. Discussion/Action - Approval of Lexipol Policies

Department of Safety & Professional Services Updates

- 300 Incident Management
- 303 Rapid Intervention/Two-in Two-Out
- 600 Fire Apparatus Driver/Operator Training
- 607 Heat Illness Prevention Training
- 702 Vehicle and Apparatus Inspections, Testing, Repair, and Maintenance

- 904 High-Visibility Vests
- 907 Heat Illness Prevention Program
- 908 Respiratory Protection Program
- 909 Personal Alarm Devices
- 911 Vehicle Seat Belts- except medical duties
- 914 Personal Protective Equipment

New policies

- 507 Paramedic Intercepts
- 606 Hearing Conservation and Noise Control Training
- 711 Change in Vehicle Status
- 917 Gross Decontamination of Equipment on the Scene
- 1000 Recruitment and Selection

Horne motioned to approve the revised Lexipol Policies and the new Lexipol policies as listed. Pollard seconded. Roll call vote: Connors-Y, Horne-Y, Pollard-Y. Motion carried 3-0.

Captain Detkowski briefly reviewed the Lexipol Policies.

k. Discussion/Action – Hiring of Firefighter/Paramedic Matthew Hartlaub (pending background)
 Connors motioned to approve hiring of Firefighter/Paramedic Matthew Hartlaub pending background check. Horne seconded. Roll call vote: Connors-Y, Horne-Y, Pollard-Y. Motion carried 3-0.

l. Discussion – Thank you letters - No discussion/action

- Jeff & Madeline Killian

m. Items to be forwarded to city council

Monthly report, Promotion of FF/AEMT Basket to Lieutenant, Acquisition of an event trailer with the Lake Geneva Tourist Commission

10. Agenda items for the next regular meeting June 6, 2019 – none

11. Motion to go into closed session under Wisconsin State Statute 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically Paramedic response fees

Pollard motioned to go into closed session to include Chief Peters, Assistant Chief Derrick, Captain Detkowski, Fire Department Administrative Assistant Baumeister and Police Department Administrative Assistant Papenfus. Horne seconded. Roll call vote: Connors-Y, Horne-Y, Pollard-Y. Motion carried 3-0 at 7:12 p.m.

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

Connors motioned to return to open session. Horne seconded. Roll call vote: Connors-Y, Horne-Y, Pollard-Y. Motion carried 3-0 at 7:55 p.m.

13. Discussion/Action on closed session items, if needed

Horne motioned for the Fire Department to work with the City Attorney to draft a policy and supporting policies to revise the fee schedule for intercept to be brought back to the Police and Fire Commission for consideration. Pollard seconded.

Roll call vote: Connors-Y, Horne-Y, Pollard-Y. Motion carried 3-0.

14. Adjourn

Pollard motioned to adjourn the meeting. Horne seconded. Meeting adjourned at 7:56 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**