

**LAKE GENEVA POLICE AND FIRE COMMISSION  
MEETING MINUTES  
THURSDAY, MAY 10, 2018, 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 Ted Horne at 6:00 p.m.

**2. Pledge of Allegiance**

The Pledge of Allegiance was led by Commissioner Horne.

**3. Roll call**

Commissioners Pollard, Jordan, Horne and Condos were present. Commissioner Connors was excused. Also present: Police and Fire Commission Liaison Skates, Police Chief Rasmussen, Police Lieutenant Gritzner, Police Lieutenant Way, Assistant Fire Chief Derrick, Mayor Hartz, former Commissioner Rick Bittner and Confidential Administrative Assistant Papenfus. Fire Chief Peters arrived at approximately 6:45 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 the regular meeting minutes of April 5, 2018**

Condos motioned to approve the regular meeting minutes of April 5, 2018. Pollard seconded. Motion carried 4-0.

**7. City Council Report**

Alderman Skates stated the Fire Department union contract is being negotiated and is almost complete. Alderman Skates also encouraged all employees to go to the free clinic.

**8. Welcome newly appointed Commissioner Jim Connors**

Commissioner Connors was excused.

**9. Acknowledge outgoing Commissioner Rick Bittner**

Chief Rasmussen presented Commissioner Bittner with a plaque on behalf of the Police Department and Fire Department and thanked him for his years of service. Commissioner Horne also presented Commissioner Bittner with a plaque on behalf of the Police and Fire Commission.

**10. Elections of Officers: President and Vice President**

Jordan suggested that the election of officers be continued until next month when all Commissioners are present. Condos mentioned that the State Statute may require the election of officers in May; however, the Commission agreed to table the nominations until June.

**11. Police Department Business**

**a. Approval of bills for the month of April 2018, operating in the amount of \$320,367.35, Equipment purchases in the amount of \$11,604.79, for a total of \$331,972.14**

Pollard motioned to approve the bills for the month of April. Jordan seconded. Roll call vote:

Commissioner Pollard-Y, Commissioner Jordan-Y, Commissioner Horne-Y, Commissioner Condos-Y. Motion carried 4-0.

b. Discussion/Action on acceptance of resignation for Crossing Guard Danielle Masoni  
Condos motioned to accept resignation of Crossing Guard Danielle Masoni. Pollard seconded. Motion carried 4-0.

c. Discussion/Action on sponsorship of Booking Officer Xenia Rodriguez for police academy  
Chief Rasmussen advised that Booking Officer Rodriguez is unable to attend the academy this summer due to financial reasons. The department will work with her to see if she can apply for the academy this fall.

d. Discussion/Action on summer staffing  
Chief Rasmussen discussed the summer staffing situation and advised that two of the officers who were expected to work 32 hours this summer will not be able to work. Therefore, the department is down to three 32 hour officers. The department is looking at placing booking officers with reserve officers to walk downtown and perform duties like a community service officer. Home wondered if there was a projection for overtime and Chief Rasmussen felt overtime would be minimal at this time.

e. Discussion/Action Approval of Lexipol Policies

- 393 Community Relations (new policy)
- 402 Bias-Based Policing (Formerly Racial-or Bias-Based Profiling)
- 410 Ride Alongs
- 434 Aircraft Accidents
- 450 Portable Audio/Video Recorders
- 602 Sexual Assault Investigations
- 606 Asset Forfeiture (No copy)
- 1000 Recruitment and Selection
- 1014 Sick Leave
- 1020 Personnel Complaints
- 1026 Personnel Records (Formerly Personnel Files)
- 1030 Commendations and Awards

Jordan motioned to approve the Lexipol policies as presented. Pollard seconded. Motion carried 4-0.

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

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

2018	Dispatch activity for April 2018: Telephone calls– 2,391	911 Calls–152	Window assists– 900
2017	Dispatch activity for April 2017: Telephone calls– 3,035	911 Calls–193	Window assists–1,075

2018	Patrol activity for April 2018: Calls for service– 1,344	Arrests - 90
2017	Patrol activity for April 2017: Calls for service– 1,116	Arrests – 53

h. Discussion regarding Thank you letter – No discussion/Action

- Catherine Wilson-Officer Ward
- Tri-County Riders-Certification of Appreciation
- YMCA

i. Items to be forwarded to City Council

Chief's top five/ monthly reports. Liaison Skates will discuss staffing issues.

## 12. Fire Department Business

a. Approval of the bills for the month of April 2018, operating in the amount of \$121,933.16, Equipment Purchases in the amount of \$11,853.44, for a total of \$133,786.60

Jordan motioned to approve the bills for the month of April 2018. Condos seconded. Roll call vote: Pollard-Y, Jordan-Y, Horne-Y, Condos-Y. Motion carried 4-0.

### b. Discussion/Action EMS/Stark Medical billing

Chief Peters stated that EMS medical billing receives 7.3% for billing.

### c. Discussion Monthly Fire Department Report Overview/EMS call summary report

Chief Peters presented the monthly report. The personnel spotlight is for FF/EMT Young Cho who has worked for the department since 2013. Cho has received the following awards: 2015 Firefighter of the Year, 2014 EMT of the year, and 2015 Walworth County Firefighter of the Year. He also oversees recruitment efforts. Chief Peters presented anniversaries, community and department events and notable calls. Chief Peters also recognized and thanked the Telecommunicators during National Communicators Appreciation Week.

### d. Discussion/Action – Ambulance 2890 replacement update and disposal of old unit

Jordan motioned to allow the Fire Department to offer the ambulance to the City of Delavan. Horne seconded. Motion carried 4-0.

Tentative delivery date of the new ambulance is August 1. Chief Peters would like to donate the old unit to the City of Delavan because they are interested in starting their own rescue squad. Another option would be to trade the vehicle to Aurora for training in exchange for the cost of medication. Horne liked the pay it forward concept. Pollard asked if City of Delavan was working with Lake Geneva on the 10 year plan and Chief Peters advised that the City of Delavan is part of the 10 year plan.

### e. Discussion/Action – Coverdell Stroke Grant Award

The Fire Department received \$1500.00 to use for Stroke Awareness Education. The money will go toward Blood Pressure monitoring and Stroke Awareness equipment

### f. Discussion – Paramedic Update

Paramedic treatment started April 1 and since that date there have been 65 ALS responses, two cardiac arrests, one was revived, and two seizures. All calls were covered by paramedics.

### g. Discussion/Action - Acceptance of resignation of Lt. Peter Lechner

Horne motioned to accept resignation of Lt. Peter Lechner. Pollard seconded. Motion carried 4-0. Chief Peters noted that Lt. Lechner will be missed.

### h. Discussion/Action – Appointment of FF/Paramedic Zach Blausser to rank of Lieutenant (from August 2017 approved list)

Pollard motioned to approve the promotion of FF/Paramedic Zach Blausser to Lieutenant. Jordan seconded. Motion carried 4-0.

Chief Peters advised the promotion will take effect immediately.

### i. Discussion-Thank you letters – No discussion/action

- Gehrlein Family
- YMCA
- Town of Delavan Police Department

j. Discussion/Action-acceptance of donations

- Wal-Mart donation
- Gerhleim Family

Jordan motioned to approve the donation from Wal-Mart and the Gerhleim Family. Pollard seconded. Roll call vote: Pollard-Y, Jordan-Y, Horne-Y, Condos-Y. Motion carried 4-0.

Chief Peters advised that Wal-Mart donated \$1000.00 and the Gerhleim Family donated \$150.00 to the Fire Department.

k. Items to be forwarded to city council

Monthly report and Lt. Blausen's promotion.

13. 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 over which the governmental body has jurisdiction or exercises responsibility and 19.85(1)(f), considering financial, medical, social or personal histories, or disciplinary data of specific persons, which if discussed in public would likely have a substantial adverse effect upon the reputation of any person referred to: Specifically Fire Department Personnel.

Condos motioned to go into closed session. Pollard seconded. Roll call vote: Pollard-Y, Jordan-Y, Horne-Y, Condos-Y. Motion carried 4-0 at 7:06 p.m.

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

Horne motioned to return to open session. Condos seconded. Roll call vote: Pollard-Y, Jordan-Y, Horne-Y, Condos-Y. Motion carried 4-0 at 7:17 p.m.

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

16. Agenda items for the next regular meeting June 7, 2018 - None

17. Adjourn

Jordan motioned to adjourn the meeting. Pollard seconded. Meeting adjourned at 7:19 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**