

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY, JUNE 8, 2017, 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 Hartz at 6:05 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Jordan

3. Roll call

Commissioners Jordan, Bittner, Pollard and Hartz were present. Commissioner Horne was excused. Police and Fire Liaison Ken Howell was excused. Town of Geneva Fire Liaison Tom Walton was present.

4. Comments from the Public reference agenda items only. Comments are limited to a maximum of five minutes
Mr. Spryo Condos spoke regarding agenda item 10g. Mr. Condos is a resident of the downtown business district (BID) and stated that the business district needed the presence of reserve officers in the area. The business district would be willing to help offset some of the pay by using tax dollars to supplement the cost of reserves and creating competitive wages.

5. Acknowledge correspondence - There was none.

6. Presentation of Twenty Years of Service Plaque to Officer William D. Thornburgh

Chief Rasmussen presented Officer William D. Thornburgh a plaque for 20 years of service to the City of Lake Geneva Police Department.

7. Approval of regular meeting minutes May 4, 2017

Bittner motioned to approve regular meeting minutes of May 4, 2017 with one correction. Jordan seconded. Motion carried.

8. City Council Report -- Nothing to report.

9. Fire Department Business

a. Approval of bills for the month of May 2017, operating in the amount of \$64,388.41, Equipment Purchases in the amount of \$73,634.08, Impact fees in the amount of \$9,635.00 for a total of \$147,657.49

Jordan motioned to approve the bills for the month of May 2017, Pollard seconded. Roll call vote: Bittner-Y, Pollard-Y, Jordan-Y, and Hartz-Y. Motion carried 4-0.

Chief Peters briefly reviewed some parts of the expenditure report.

b. Discussion Monthly EMS Medical Billing/Stark report

Lt. Detkowski discussed the new "Trip Aging Report." The Fire Department's collection rate is comparable to other agencies in the area. The Fire Department is trying to turn over their bills within 18 days to improve on faster turnaround times.

c. Discussion Monthly Fire Department report Overview

Chief Peters reviewed the monthly report. Captain Ryan Derrick was the spotlighted employee. Captain Derrick has 17 years of service with the Lake Geneva Fire Department and is a third generation firefighter, including his grandfather, father, uncle and his mother as well as another brother employed at the City of Lake Geneva Police Department. Notable calls included a kayak fatality incident and a severe storm warning which resulted in a main power line being down.

d. Discussion Monthly Paratech report- No discussion/action

e. Discussion/Action Town of Geneva Emergency Services Contract

Chairman Kopecky, Supervisor Walton, President Hartz and Chief Peters met to discuss the Town of Geneva Emergency Services Contract. They will meet again to try to come to an agreement on the contract but have made progress so far.

f. Discussion/Action EMS Reporting Software Change Update

Lt. Detkowski stated that the reporting software has been updated and next month the standard reports should be available as usual. Three different systems have been used this year so it may be difficult to determine data and statistics.

g. Discussion/Action - Lexipol Policies

- 205 Electronic Mail
- 210 Solicitation of Funds
- 310 High-Rise Incident Management
- 311 Elevator Entrapments
- 314 Confined Space Rescue Response
- 317 Carbon Monoxide Detector Activations
- 319 Hazardous Materials Response
- 326 Adult Abuse
- 332 Grocery Shopping On Duty
- 335 Unmanned Aerial Systems UAS Operations
- 704 Information Technology Use
- 707 Communications Operations
- 710 Non-Official Use of Department Property
- 801 Release of Records
- 803 Patient Medical Records Security and Privacy
- 901 Department of Safety & Professional Services Inspections
- 902 Department of Safety & Professional Services Notification of Illness, Injury or Death
- 907 Heat Illness Prevention Program
- 909 Personal Alarm Devices
- 911 Vehicle Seat Belts

Jordan motioned to approve Lexipol policies as listed above. Pollard seconded. Motion carried 4-0.

h. Discussion/Action-Narcan agreement with GLLEA

Jordan motioned to approve the Narcan agreement with GLLEA. Pollard seconded. Motion carried 4-0. Geneva Lake Law Enforcement Agency (GLLEA) asked Chief Peters to train their officers on the use of Narcan. The Narcan agreement must be approved before Chief Peters can begin training. City Attorney Draper has reviewed the agreement and made corrections as needed.

i. Discussion Equipment Replacement Program update

Chief Peters gave an update on the Equipment Replacement Fund and reported the status on each item.

j. Discussion/Action Resignation of FF/EMT Eric Anderson

Bittner motioned to accept the resignation of FF/EMT Eric Anderson. Pollard seconded. Motion carried 4-0.

k. Discussion/Action Rehiring of Firefighter/AEMT Jaemie McDonough

Pollard motioned to accept the rehiring of Firefighter/AEMT Jaemie McDonough. Jordan seconded. Motion carried 4-0.

l. Discussion/Action Return to Active Status of POP Alex Pernice

Bittner motioned to return Alex Pernice to POP duty. Jordan seconded. Motion carried 4-0.

m. Discussion/Action-Captains/Lieutenant testing Process

Lieutenant Detkowski applied and tested for the Captain position. An oral interview will be scheduled for either June 20, 2017 or June 23, 2017. Chief Peters asked for one commission member to attend the interview. Lieutenant testing for two promotions will be done sometime in August.

n. Discussion/Action-Confidential Administrative Assistant

The Confidential Administrative Assistant position will be posted soon using the job description that was approved last month. The position will not be combined with city hall personnel at this time as previously discussed.

o. Discussion regarding Damage to Ambulance 3

There was damage to one of the ambulances this month. An accident/injury preventability report was filled out and the parties were educated on the issue. The policy has been revised to prevent another incident in the future.

p. Discussion Thank You letters – No discussion/action

- Kevin Kennedy- Mercy Walworth Hospital, EMS Coordinator
- YMCA
- Stellana
- St Francis School

q. Items to be forwarded to city council

Monthly report, Narcan training agreement

10. Police Department Business

a. Approval of bills for the month of May 2017 operating in the amount of \$215,186.07, Equipment Purchases in the amount of \$22,741.00, for a total of \$237,927.07

Jordan motioned to approve the monthly bill for May 2017. Bittner seconded. Roll call vote: Bittner-Y, Pollard-Y, Jordan-Y, and Hartz-Y. Motion carried 4-0.

b. Discussion/Action on participation in COPS grant

Hartz motioned to allow the Police Department to apply for a COPS grant. Bittner seconded. Motion carried 4-0. Chief Rasmussen stated that the COPS grant is a hiring grant through the Department of Justice. The grant would pay 75% of an officer's wage. Jordan asked if the department had enough money budgeted for the remaining 25%. Chief Rasmussen advised that the money would be figured into next year's budget.

c. Discussion/Action appraisal policy and Lieutenant Appraisal forms

Hartz motioned to approve Policy 1002 with the noted corrections. Bittner seconded. Motion carried 4-0. The Lieutenant appraisal is similar to the Chief's appraisals.

d. Discussion/Action adding police fingerprinting to fee schedule

Bittner motioned to recommend to the City Council to charge a fingerprint fee of \$15.00 for residents and people working within the city limits and \$60.00 for nonresidents. Roll call vote: Bittner-Y, Pollard-Y, Jordan-Y, and Hartz-Y. Motion carried 4-0.

Chief Rasmussen would like to start charging a fingerprint fee for people coming to the police department to have their fingerprints taken for work or other purposes. Fingerprinting takes approximately 30 minutes per person. The department has seen a steady increase of fingerprinting in the last few years, especially for nonresidents because we do not charge a fee.

e. Discussion/Action disposition of five (5) unused shotguns

Pollard motioned to dispose of five (5) unused shotguns. Jordan seconded. Motion carried 4-0.

Chief Rasmussen asked to have five 12 gauge shotguns sold as they are no longer used. The shotguns will be turned into a gun shop for credit in exchange for guns or ammunition.

f. Discussion/Action disposition of two (2) M-16 rifles.

Jordan motioned to dispose of two M-16 rifles either through ATF or destroyed by the State Crime Lab. Pollard seconded. Motion carried 4-0.

Chief Rasmussen would like to have the M-16 rifles destroyed as they are no longer being used. The rifles were received in the early 90's and are not being used. Chief Rasmussen will determine the best way to dispose of the rifles.

g. Discussion/Action summer staffing update

Chief Rasmussen explained that two full time officers are being trained and one additional full time officer is beginning July 1. One officer should be trained by July 1, 2017 and the other officer should be fully trained by the

end of August. Four part time officers will be working 32 hours per week. There are three more part time officers and two casual officers for a total of 9 officers covering the downtown area. Hartz asked what Chief Rasmussen thought about Mr. Condos comments regarding the BID helping to supplement the cost of reserves. Chief Rasmussen advised that 10 years ago the BID did not want any reserves in the downtown area and now they would like their presence. Bittner felt that some of the cost for reserves could also be generated from bartender fees as alcohol contributes to many of the police department calls.

h. Discussion/Action Swat Conference

Sergeant Derrick prepared a report about how the Lake Geneva Police Department handles SWAT calls during the “post Ferguson” era. The report indicates that the police department is going in the right direction and is actually “ahead of the curve” with regard to other agencies.

i. Discussion Wave Alarm system

A Wave alarm system is now in place at the schools for possible active shooters. The call out will go directly to the officer and dispatcher radios. Pollard asked where the buttons were placed in the school. Chief Rasmussen stated that buttons are placed strategically throughout the schools. All Joint 1 schools and St. Francis are connected to the Wave system.

j. Discussion Host Street Water Tower

The city approved paying for the movement of the communications equipment from the Host Street Water Tower. The painting is still scheduled for August and could take up to six weeks to complete.

k. Discussion/Action request to use Riveria for next year’s Awards night.

Pollard motioned to move the awards ceremony to the Riveria. Hartz seconded. Motion carried 4-0. Chief Rasmussen stated that several alderman approached him and suggested moving the Police Awards ceremony to the Riveria because of the large attendance. Chief Rasmussen will request to waive the fees for the Riveria.

l. Discussion on Chief’s top five monthly incidents – No discussion/action

m. Discussion regarding Monthly activity reports – No discussion/action

2017 Dispatch activity for May 2017:	Telephone calls- 3,367	911 Calls- 230	Window assists- 1,058
2016 Dispatch activity for May 2016:	Telephone calls- 3,734	911 Calls- 270	Window assists- 1,009

2017 Patrol activity for May 2017:	Calls for service – 1,611	Arrests – 105
2016 Patrol activity for May 2016:	Calls for service – 1,635	Arrests – 199

n. Discussion regarding Thank you letters – No discussion/action

- Stellana
- Mary Ann Moller-Gunderson
- Lake Geneva Food Pantry
- Doug and Connie Shadewaldt
- Becky Fillinger
- Daisy Girl Scout Troop 7166
- Thank you reference Officer Gee
- Judge Sibbing

o. Items to be forwarded to City Council

Chief’s top five monthly incidents
Monthly reports
Police awards ceremony at the Riveria
Fingerprinting to be added to the fee schedule
Wave alarm system

11. a. 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 non-union supervisor contract bargaining

b. 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 Exit interview with Officer Thomas Giovannoni

Jordan motioned to go into closed session. Bittner seconded. Roll call vote: Bittner-Y, Pollard-Y, Jordan-Y, and Hartz-Y. Motion carried 4-0 at 7:47 p.m.

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

Jordan motioned to return to open session. Pollard seconded. Roll call vote: Bittner-Y, Pollard-Y, Jordan-Y, and Hartz-Y. Motion carried 4-0 at 9:39 p.m.

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

No discussion/action on closed session.

14. Adjourn

Jordan motioned to adjourn the meeting. Pollard seconded. Motion carried 4-0. Meeting adjourned at 9:39 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**