

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY JUNE 6, 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 Chief Rasmussen

3. Roll call

Commissioners Connors, Horne and Jordan were present. Commissioner Pollard and Police and Fire Liaison Skates were excused. Also present: Police Chief Rasmussen, Fire Chief Peters, Fire Captain Detkowski, Fire Administrative Assistant Baumeister 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 – Administrative Assistant Papenfus stated that Target set a letter recognizing the Police Department for National Police Week.

6. Approval of the regular meeting minutes of May 9, 2019

Horne motioned to approve the regular meeting minutes of May 9, 2019. Jordan seconded. Motion carried 3-0.

7. City Council Report – No city council report

8. Police Department Business

a. Approval of bills for the month of May 2019, operating in the amount of \$274,014.34, Equipment purchases in the amount of \$6,514.90, for a total of \$280,529.24

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

b. Discussion/Action – Accept resignation of Part Time Officer Nathan Soeth and Booking Officer Ian Showalter

Connors motioned to accept the resignations of Part Time Officer Nathan Soeth and Booking Officer Ian Showalter with regrets. Jordan seconded. Motion carried 3-0.

c. Discussion/Action- Confirm hiring of Full time Telecommunicator Tricia Windler

Jordan motioned to confirm the hiring of Full Time Telecommunicator Tricia Windler. Horne seconded. Roll call vote: Connors-Y, Horne-Y, Jordan-Y. Motion carried 3-0.

d. Discussion/Action – Confirm hiring of Part time Telecommunicators Sara Koehne and Piper Lindner-Turnage

Connors motioned to confirm hiring of Part Time Telecommunicators Sara Koehne and Piper Lindner-Turnage. Horne seconded. Roll call vote: Connors-Y, Horne-Y, Jordan-Y. Motion carried 3-0.

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

e. Discussion/Action - Command vehicle update

Chief Rasmussen stated on May 3, 2019 Alderman Skates, Commissioner Horne, Chief Rasmussen, Chief Peters, Lieutenant Gritzner and Sergeant Derrick when to LDV in Burlington and received a lot of information regarding command vehicles. More information on the command vehicle will be provided next month.

f. Discussion/Action - Training Room Use – costs and fees

In February 2018, it was approved that only community organizations would be allowed to use the room. We recently received a request from an outside nonprofit organization to use the room and the question is what is determined as a “community organization.” After some discussion, Connors recommended that Chief Rasmussen speak with City Attorney Draper to determine the definition of “community-based.”

g. Discussion - Chief’s report (briefing only - no action will be taken)

Chief Rasmussen discussed the issue of fishing on the west end pier. The City Council decided there was no fishing on the pier; however, there is no ordinance in place. Therefore, the Police Department cannot enforce the rule.

h. Discussion - Chief’s top monthly incidents – No discussion/action

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

2019 Dispatch activity for May 2019:	Telephone calls - 2,970	911 Calls - 314	Window assists – 1,010
2018 Dispatch activity for May 2018:	Telephone calls – 2,885	911 Calls - 228	Window assists – 1,044

2019 Patrol activity for May 2019:	Calls for service – 1,713	Arrests - 142
2018 Patrol activity for May 2018:	Calls for service – 1,795	Arrests - 116

j. Discussion – Thank you letters – No discussion/action

- City of Delavan PD – Sergeants Derrick, Hinzpeter, Hall and Officers Hansen, Richardson, Nelson, and Ward
- Target – Officers Bouland, Nelson and Ward

k. Items to be forwarded to City Council

Telecommunicator staffing level, monthly reports, expenditures

9. Fire Department Business

a. Approval of bills for the month of May 2019, operating in the amount of \$99,608.86, Equipment purchases in the amount of \$7,879.95, for a total of \$107,488.81

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

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

c. Discussion - EMS call summary report – No discussion/action

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

The monthly personnel spotlight is for FF/EMT Michelle Martinez, who has been employed with the department since 2016. Chief Peters reviewed new hires, personnel accomplishments and anniversaries. He highlighted community and department events and notable calls for service.

e. Discussion/Action – 2019 Equipment Replacement & Capital Improvement Update

Chief Peters reviewed the status of 2019 Equipment and Capital Improvement projects

f. Discussion/Action – Update Walworth County Fire/EMS study At the recent Walworth County Fire/EMS study meeting, it was decided that a study will be done next year and funded by the Walworth County Administrator to determine feasibility and interest to consolidate dispatch departments.

g. Discussion/Action - Confidential Administrative Assistant duties, assisting City Hall with Fire Department billing

Administrative Assistant Baumeister will be do the fire inspections billing and will be working five more hours per week. City Hall has done the billing in the past but has not done any billing for 2019. If there are not enough funds in the Fire Department budget to pay for the extra hours worked per week, Treasurer Hall advised that the contingency fund can be used for the additional compensation.

h. Discussion- Thank you notes – No discussion/action

- YMCA

i. Items to be forwarded to city council

Call summary report, expenditures, additional administrative assistant duties and thank you notes

10. Agenda items for the next regular meeting Tuesday, July 2, 2019

Training room use and command vehicle

11. a. 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

b. Pursuant to Wisconsin State Statute 19.85(1)(d) Considering specific applications of probation, extended supervision or parole, or considering strategy for crime detection or prevention: Tactical EMS operations.

Connors motioned to go into closed session to include Chief Peters, Captain Detkowski, Chief Rasmussen, Fire Administrative Assistant Baumeister and Administrative Assistant Papenfus Horne seconded. Roll call vote: Connors-Y, Horne-Y, Jordan-Y. Motion carried 3-0 at 6:43 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, Jordan-Y. Motion carried 3-0 at 6:59 p.m.

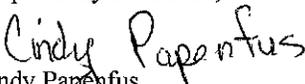
13. Discussion/Action on closed session items, if needed

Connors motioned to recommend approval of the \$400.00 fixed life support intercept agreement along with the variable life support agreement based on billing returns to FLR and Council for addition to the fee schedule. Horne seconded. Roll call vote: Connors-Y, Horne-Y, Jordan-Y. Motion carried 3-0.

14. Adjourn

Jordan motioned to adjourn the meeting. Horne seconded. Motion carried at 7:01 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