

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
TUESDAY JULY 2, 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 Commissioner Saul

3. Roll call

Commissioners Connors, Horne, Pollard, Jordan and Saul were present. Police and Fire Commission Liaison Skates was excused. Also present: Police Chief Rasmussen, Police Lieutenant Gritzner, Police Lieutenant Way, 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 noted that Municipal Judge Sibbing submitted a letter thanking Officer Richardson for her service as School Resource Officer.

6. Approval of the regular meeting minutes of June 6, 2019

Horne motioned to approve the regular meeting minutes of June 6, 2019. Pollard seconded. Motion carried 4-0. Saul abstained.

7. City Council Report – No report

8. Welcome newly appointed Commissioner Chuck Saul

Connors welcomed newly appointed Commissioner Chuck Saul.

9. Election of Officers: President and Vice President

Jordan made a nomination to reappoint Connors as President. Pollard seconded the nomination. There were no further nominations. Nomination carried 5-0.

Connors made a nomination to reappoint Horne as Vice President. Jordan seconded the nomination. There were no further nominations. Nomination carried 5-0.

10. Fire Department Business

a. Approval of bills for the month of June 2019, operating in the amount of \$86,775.76, Equipment purchases in the amount of \$22,294.53, for a total of \$109,070.29

Horne motioned to approve the bills for the month of June 2019. Pollard seconded. Roll call vote: Connors-Y, Horne-Y, Jordan-Y, Pollard-Y, Saul-Y. Motion carried 5-0.

Saul questioned why Equipment Purchases were at 72% for the year. Jordan and Chief Peters explained that some purchases are made at the beginning of the year and are a one-time purchase, therefore some line items are higher in the budget at this time.

b. Discussion - EMS medical billing/Stark Medical billing

Chief Peters explained to Saul that EMS that does the medical billing for the Fire Department and Stark Medical billing is the collection company. Saul requested to meet with Chief Peters at a later time to learn more about the reports.

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

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

Chief Peters discussed the monthly report. FF/EMT Corey Baker was the Personnel spotlight this month and began working for the department in 2018. He has FF 1 & 2 certifications with his EMT-B license. He recently completed Apparatus Engineer and would like to begin Paramedic training in the fall. Chief Peters recognized personnel accomplishments and July anniversaries. Some Community and Department events included Safety Town and “Pledge to go Purple” for the Alzheimer’s Association. Notable calls and statistics were reviewed.

e. Discussion – 2020 Budget Planning

Chief stated that the dates for 2020 budget planning will be similar to last year’s budget schedule. A Police and Fire Commission workshop was scheduled for August 8, 2019 at 5:00 p.m., prior to the standard monthly meeting.

f. Discussion/Action – Approval to purchase EMS UTV from ASAP Off Road Specialty Vehicles in the amount of \$33,543.00, as approved in the 2019 Capital Improvement Budget

Pollard motioned to approve the purchase of EMS UTV vehicle in the amount \$33,543.00. Horne seconded. Roll call vote: Connors-Y, Horne-Y, Jordan-Y, Pollard-Y, Saul-Y. Motion carried 5-0. Chief Peters handed out a picture similar to the vehicle the department would like to purchase. The purchase price for the vehicle is \$33,543.00. The budgeted price was \$34,500.00.

g. Discussion/Action - Approval of Lexipol policies

- 318 Newborn Safe Haven Law
- 1006 Fire Officer Development
- 1028 Personal Appearance Standards
- 1029 Uniform Regulations
- 1044 Military Leave

Connors motioned to approve three new and two new revised Lexipol policies. Saul seconded. Roll call vote: Connors-Y, Horne-Y, Jordan-Y, Pollard-Y, Saul-Y. Motion carried 5-0. Chief Peters gave an overview of the Lexipol presented.

h. Discussion/Action – Approval of hiring Firefighter/EMT Zack Buddill, pending background and medical)

Connors motioned to approve the hiring of Firefighter/EMT Zack Buddill pending background and medical. Horne seconded. . Roll call vote: Connors-Y, Horne-Y, Jordan-Y, Pollard-Y, Saul-Y. Motion carried 5-0.

i. Discussion/Action – Acceptance of leave of absence from Firefighter/Paramedic Tyler Terhark

Horne motioned to accept the leave of absence for Firefighter/Paramedic Tyler Terhark. Saul seconded. Roll call vote: Connors-Y, Horne-Y, Jordan-Y, Pollard-Y, Saul-Y. Motion carried 5-0.

j. Discussion - Thank you notes – No discussion/Action

- Charles (FF/PM Diehn, FF/EMT Wolff, FF/EMT Hughes)
- Woods School

k. Discussion/Action – Citywide Payroll Preparation and Payday Memo Dated 6/25/19 (Mayor & Administrator)

Saul motioned to adopt the citywide payroll preparation and payday practices as detailed in 6/25/19 memo. Horne seconded. Roll call vote: Connors-Y, Horne-Y, Jordan-Y, Pollard-Y, Saul-Y. Motion carried 5-0.

Connors stated that last month the Commission agreed to move the Fire Department payroll back one week per their request. After presenting the change to City Hall, the Comptroller indicated that the one week change would create some accounting problems. The Comptroller then suggested that the payroll submission deadline be moved to Tuesday morning rather than Monday morning. This would make it easier for all departments involved. Employees would be paid on Friday rather than Thursday starting the first pay period in August. Saul asked if this affected the Police or Fire union contracts. Both Chief Rasmussen and Chief Peters advised that nothing specifically was noted in the contracts.

l. Items to be forwarded to City Council

Monthly report and thank you letters

11. Police Department Business

a. Approval of bills for the month of June 2019, operating in the amount of \$286,436.48, Equipment purchases in the amount of 0, for a total of \$286,436.48

Horne motioned to approve the bills for the month of June 2019. Jordan seconded. Roll call vote: Connors-Y, Horne-Y, Jordan-Y, Pollard-Y, Saul-Y. Motion carried 5-0.

b. Discussion - Command vehicle update

Lieutenant Gritzner stated that since the tour at LDV in Burlington, a committee has been formed consisting of Fire Captains Derrick and Captain Detkowski, Police Lieutenant Gritzner and Police Sergeant Derrick. The committee will meet with LDV to draw up blueprints for what is most appropriate for the mobile command vehicle. A formal presentation will be ready for the August PFC meeting. Jordan asked if Public Works and Utilities had been consulted for funds. Chief Rasmussen stated that civic organizations that put on events where the vehicle would be used will be contacted to possibly help fund the purchase.

c. Discussion – Alarm monitoring update

Chief Rasmussen stated that the police department is now UL certified to monitor city department's alarms. Some more updates are needed before offering alarm monitoring to the public. The additional costs for the alarms will be put in the 2020 budget and then the alarm monitoring could be offered to businesses and residences.

d. Discussion – NIBRS update

NIBRS is a crime reporting system that the police department will be required to use by 2022. The Police Department has been submitting reports for 5 months and to become certified the department must be 90 days error free. The department is still working out a few bugs from the Phoenix system.

e. Discussion/Action - Training Room Use (definition of Community based)

Attorney Draper will be writing a policy and the new policy will be presented next month.

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

Gage Marine had some vandalism to their boats recently and asked the Police Department to install and monitor the cameras. The decision was made that Gage Marine will purchase the cameras and give the department access but the department would not be responsible for monitoring them.

g. Discussion - Chief's top monthly incidents – No discussion/Action

h. Discussion - Monthly activity reports – No discussion/Action

2019 Dispatch activity for June 2019: Telephone calls – 2,970	911 Calls – 314	Window assists – 1,010
2018 Dispatch activity for June 2018: Telephone calls – 3,329	911 Calls - 249	Window assists – 1,082

2019 Patrol activity for June 2019: Calls for service – 2,006	Arrests - 87
2018 Patrol activity for June 2018: Calls for service – 2,076	Arrests - 91

i. Items to be forwarded to City Council

Alarm monitoring information, Chief's top five monthly incidents, monthly reports

12. Agenda items for the next regular meeting Thursday August 8, 2019 - None

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 Police Department Personnel.

Horne motioned to go into closed session to include Chief Rasmussen, Lieutenant Gritzner, Lieutenant Way and Administrative Assistant Papenfus. Pollard seconded. Roll call vote: Connors-Y, Horne-Y, Jordan-Y, Pollard-Y, Saul-Y. Motion carried 5-0 at 7:02 p.m.

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

Connors motioned to return to open session. Jordan seconded. Roll call vote: Connors-Y, Horne-Y, Jordan-Y, Pollard-Y, Saul-Y. Motion carried 5-0 at 7:16 p.m.

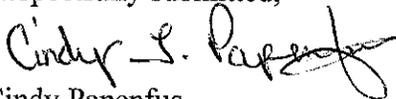
15. Discussion and action on closed session items if needed.

There were no items to discuss.

16. Adjourn

Jordan motioned to adjourn the meeting. Pollard seconded. Motion carried 5-0 at 7:16 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