

**LAKE GENEVA POLICE AND FIRE COMMISSION  
MEETING MINUTES  
THURSDAY JULY 5, 2018, AT 5:00 P.M.**

This 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 Horne at 5:00 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Connors

3. Roll call

Commissioners Jordan, Horne, Condos, Connors and Pollard 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, Assistant Chief Heindl, Mayor Hartz and Confidential Administrative Assistant Cindy 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 June 11, 2018

Horne motioned to approve the regular meeting minutes of June 11, 2018. Pollard seconded. Motion carried 5-0.

7. City Council Report

No report.

8. Police and Fire Departments Safety Plan discussion

Connors motioned to suspend the rules and allow Mayor Hartz to brief the Police and Fire Commission on his meeting with Dr. Gottinger. Condos seconded. Motion carried 5-0.

Connors motioned to have Mayor Hartz and the chiefs work with setting up a meeting with Dr. Gottinger and building administrators to working on school safety goals and see what can be accomplished prior to the start of the school year. Horne seconded. Motion carried 5-0.

Mayor Hartz talked about his meeting with Dr. Gottinger regarding school safety and how the City and School District could work together on the issue. Dr. Gottinger would be willing to meet with the School Safety Committee, the City, the Fire Department and the Police Department to collaborate on future recommendations. However, Dr. Gottinger would like to wait until the third week of September. The PFC discussed the issues of school safety and how important it was to have officers in each school as well as having a safety plan and policies in place. Pollard wondered how much it would cost to staff officers in each department. Chief Rasmussen stated it would be approximately \$50,000/officer. Condos stated there is no price on safety and that the PFC is responsible for the policies and procedures for the police and fire department. He presented several policies that he felt were needed in the schools, most importantly a police officer in every school. Condos suggested meeting weekly to discuss school safety starting immediately. Jordan agreed it was important to protect students but felt secure entries was an economical way to protect students and should come out of the school budget. Pollard felt meeting with the School Safety Committee was more important to share ideas and work together. Pollard suggested meeting as a group first and then meeting with the School Safety Committee prior to the school year.

#### 9. Elections of Officers: President and Vice President

Pollard nominated Connors for president. Jordan seconded.

Condos stated as a point of order the nominations were continued from last meeting. Commissioner Connors and Commissioner Horne were already on the table as nominated for President, so just a vote was needed. Horne withdrew from consideration for President. Written ballots were handed out. Connors elected President unanimously

Connors took over the meeting as President.

Pollard nominated Horne for Vice President. Connors seconded the nomination. There were no further nominations. Written ballots were handed out. Horne elected Vice President unanimously.

#### 10. Police Department Business

a. Approval of bills for the month of June 2018, operating in the amount of \$209,146.14, Equipment purchases in the amount of \$3,967.00, for a total of \$213,113.14

Pollard motioned to approve the bills for the month of June 2018. Condos seconded. Roll call vote: Jordan-Y, Horne-Y, Condos-Y, Connors-Y, Pollard-Y. Motion carried 5-0.

Pollard motioned to approve the additional police department and fire department bills not included on the expenditure report in the amount of \$91,859.89. Jordan seconded. Roll call vote: Jordan-Y, Horne-Y, Condos-Y, Connors-Y, Pollard-Y. Motion carried 5-0.

Chief Rasmussen stated a group of bills were not on the expenditure report due to a new accounting software program error. It will be corrected next month. A report including additional bills from the fire department and the police department not on the original expenditure report was handed out at the meeting.

b. Discussion/Action Combining Reserve officer and Part time officer positions to one job description.

Jordan motioned to approve combining Reserve Officer and Part time Officer Positions to one Part Time Officer Job Description. Horne seconded. Motion carried 5-0.

Chief Rasmussen explained the reason for combining the part time and reserve officer job positions and upgrading pay grades. The new positions will be noted in the union contract.

c. Discussion/action change Lexipol policies to reflect term "part time police officer"

Horne motioned to change Lexipol policies to reflect term "part time police officer". Condos seconded. Motion carried 5-0.

d. Discussion Chief's goal update

Chief Rasmussen discussed his quarterly goal updates. Connors asked if there were any objectives for the department to be measured. Horne explained that the Council forced the PFC to do annual reviews for employees and there wasn't an appraisal in place for the Chief position. It was hard to set up specific goals for the department and enforce them through the Chief's appraisal. Once the goals were in place it was decided to do quarterly updates.

e. Discussion 2019 Budget

Connors motioned to hold a preliminary budget workshop on Wednesday, July 25, 2018 at 3:00 p.m. Horne seconded. Motion carried 5-0.

Chief Rasmussen stated that the budget usually starts in August but asked if the Commission would like to start working on the budget earlier because of several anticipated projects for next year and he asked if the Commission would like to set a budget workshop at the end of July to discuss the department's needs. Horne noted that he would like to begin the budget process earlier to be better informed and proactive with each department's budgetary needs.

f. Discussion Committee of the Whole drug presentation 07-03-18

Chief Rasmussen stated that Officer Nettlesheim gave a presentation to the Committee of the Whole on July 3, 2018 regarding Heroin and Fentanyl issues. The PFC briefly discussed the information regarding the presentation.

g. Discussion/Action – School Safety Plan update

This item was covered in agenda item 8.

h. Discussion/Action - Summer staffing

The department is beginning to incur some overtime costs. Two 32-hour officers were lost to full time positions elsewhere so that has impacted the department. Big Foot State Park was very congested on Fourth of July and the department had to put an officer there most of the day. Condos asked if there was any thought of billing the State back for the services. Chief Rasmussen stated that the park is within the city limits so he felt that it would fall on the police department to cover anyway. Chief Rasmussen is continuing to meet with Warden Reed to try and resolve the staffing problems.

i. Discussion - Chief's top monthly incidents

Chief Rasmussen stated that there have been more drone call-outs than expected. It has made a huge difference in labor costs because the drone can cover a larger area in a short period of time rather than officers walking on foot trying to locate subjects.

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

2018	Dispatch activity for June 2018: Telephone calls– 3,329	911 Calls–249	Window assists–1,082
2017	Dispatch activity for June 2017: Telephone calls– 3,664	911 Calls–258	Window assists–1,104
2018	Patrol activity for June 2018: Calls for service–2,076	Arrests - 91	
2017	Patrol activity for June 2017: Calls for service–1,989	Arrests - 114	

k. Discussion regarding Thank you letters – No thank you letters this month

l. Items to be forwarded to City Council

Combining reserve officer and part time officer job descriptions

School safety discussion

Monthly reports

Chief's top five monthly report

11. Fire Department Business

a. Approval of the bills for the month of June 2018, operating in the amount of \$81,296.71, Equipment Purchases in the amount of \$18,006.21, for a total of \$99,302.92

Condos motioned to approve the bills for the month of June 2018. Jordan seconded. Roll call vote: Jordan-Y, Horne-Y, Condos-Y, Connors-Y, Pollard-Y. Motion carried 5-0.

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

No discussion/action

c. Discussion Monthly Fire Department Report Overview

Chief Peters reviewed the Fire Department report. Lt. Zach Blausner was recognized as the personnel spotlight. Lt. Blausner has been with the department since 2013 and has since become a paramedic and earned his Critical Care certification in 2015. Anniveraries included: Firefighter/AEMT Beaudin-16 years, Captain Ryan Derrick-18 years, Captain Mark Moller-Gunderson-23 years. Chief Peters highlighted community and department events including “Jr. Firefighter Academy” and “Touch a Truck”. Chief Peters also talked about calls of service and discussed the Dive Team call-outs and gave acknowledgement to Captain Detkowski on his great work setting up the Dive Team.

d. EMS call summary report

No discussion/action

e. Discussion-Liquor license renewals and Fire Prevention Bureau action

Chief Peters stated that a requirement to get a liquor license renewed was to be up to date on Fire Prevention. Everyone was up to date except one establishment, who was not currently open for business. Once they become code compliant they will get their liquor license. The Fire Department notified the businesses prior to liquor license renewals so they could become code compliant.

f. Discussion-2019 Budget planning

This agenda item was covered under agenda item 10e. A workshop date was set for July 25, 2018 at 3:00 p.m.

g. Discussion – Thank you letters

- Whitewater Fire Department

This was a thank you from the Whitewater Fire Department for a water rescue call.

h. Discussion/Action – Hiring of personnel pending background

- FF/Paramedic William Engen (Paid-on-Premise)
- FF/Paramedic McKayla Gates-Loyd (Paid on Premise)
- Brandon Drohner (Paid-on-Call)

Connors motioned to approve hiring the above-listed applicants pending background checks. Horne seconded. Motion carried 5-0.

i. Discussion/Action-Acceptance of resignation of Confidential Administrative Assistant Stephanie Gunderson

Jordan motioned to accept resignation of Confidential Administrative Assistant Gunderson. Pollard seconded. Motion carried 5-0.

j. Items to be forwarded to city council

Monthly report

Whitewater Thank you letter

12. a. Motion to go into closed session per Wisconsin State Statute 19.85(1)(e), Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specific public business, whenever competitive or bargaining reasons require a closed session: specifically pertaining to union contract and negotiations.

b. Motion to go into closed session under Wisconsin State Statute 19.85(1)(d) Considering specific applications of probation, extended supervision or parole, or considering strategy for crime detection or prevention: specifically staffing needs.

Jordan motioned to go into closed session to include Chief Rasmussen, Mayor Hartz, Lieutenant Gritzner, Lieutenant Way, and Confidential Administrative Assistant Papenfus. Horne seconded. Roll call vote: Jordan-Y, Horne-Y, Condos-Y, Connors-Y, Pollard-Y. Motion carried 5-0 at 6:44 p.m.

Commissioner Pollard left closed session at 6:58 p.m.

13. Motion to return to open session per Wisconsin State Statute 19.85(2)  
Jordan motioned to return to open session Horne seconded. Roll call vote: Jordan-Y, Horne-Y, Condos-Y, Connors-Y, Pollard-Y. Motion carried 4-0 at 7:00 p.m.

14. Discussion and action on closed session items if needed.  
No action taken

15. Agenda items for the next regular meeting August 9, 2018  
Budget workshop  
School Safety Update

16. Adjourn  
Condos motioned to adjourn the meeting. Horne seconded. Motion carried 4-0 at 7:02 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