# LAKE GENEVA POLICE AND FIRE COMMISSION
# MEETING MINUTES
# THURSDAY AUGUST 6, 2015, AT 7:00 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
Meeting was called to order by commissioner Hartz at 7:00 p.m.

2. Pledge of Allegiance
The Pledge of Allegiance was led by Commissioner Pollard.

3. Roll call
Commissioners Pollard, Jordan, Hartz, Bittner and Gramm were present. Fire Department Liaison Mumford was present. Liaison Gelting was absent.

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 regular meeting minutes from July 9, 2015.
Jordan motioned to approve the minutes from July 9, 2015. Bittner seconded. Motioned carried 5-0 with corrections.

7. Police Department Business:
a. Approval of bills for the Month of July 2015, operating in the amount of $268,617.89, for a total of $268,617.89.
Bittner motioned to approve the bills for the month of July 2015. Pollard seconded. Roll call: Pollard-Y, Jordan-Y, Bittner-Y, Gramm-Y, Hartz- Y. Motion carried 5-0.
Chief Rasmussen noted the "*" signed beside some of the capital numbers indicates a resolution was prepared by City Hall. Bittner inquired about the increased cost of Squad Car Replacement, #41-21-00-9078. Chief Rasmussen noted that one of the vehicles purchased was an SUV. It gives the officers more room in the vehicle and is more comfortable. Hartz stated the Miscellaneous Account #11-21-00-5399 is over budget and it is only August. Chief Rasmussen noted some extra budget items had to be taken out of this account that did not fit into any other budget category. Next year, this will be addressed in the budget to keep the cost down in this budget item.

b. Succession Planning/Job Descriptions
Chief Rasmussen indicated that the department is currently updating job descriptions. Chief of Police, Administrative Lieutenant and Patrol Lieutenant job descriptions are currently being reviewed and updated. The Chief of Police position was totally different because it was outdated. Gramm felt the descriptions were too detailed and the itemization needs to be generalized. Chief Rasmussen explained the reason for the descriptions was for job evaluation purposes. Gramm felt detailed description was good for evaluations but not necessary for the job description. Chief Rasmussen indicated the Lieutenant duties need to be detailed because of each Lieutenant's

specific duties. Bittner asked about the Lieutenant positions being designated second and third in command. Chief Rasmussen indicated that if Assistant Chief Reuss retired, the position of Assistant Chief will not be filled. Both a generalized and a descriptive job description will be presented at the next meeting along with an organizational chart.

c. 2016 Budget Planning
The budget needs to be presented to the City by the end of September 2015. A budget workshop was set for September 9, 2016 at 6:00 p.m.

d. Lexipol Updates
Lieutenant Gritzner stated eleven Lexipol revisions will be presented next month. The corrections will be handed out and highlighted prior to the meeting.

e. Police Body Cameras
Lieutenant Gritzner is researching Police Body Cameras for his Certified Public Management Class and the department would like to put it into the 2016 budget as a Capital Project if the Commission agrees to it. There is a big cost difference between cameras and the software provided with the cameras. Lieutenant Gritzner will do a presentation prior to the Budget Workshop on September 9, 2015.

f. Court/bond issues
There were a few issues with court and bond payments with dispatch on two separate evenings in July. Chief Rasmussen spoke with the Clerk of Court and Administrator Oborn to resolve the issue and feels it has been corrected.

g. Update Payroll Grievance
The Police Union grievance has not been resolved and is moving forward. Data Entry has also filed a complaint with the Department of Workforce Development. Chief Rasmussen has been meeting with Administrator Oborn to try and resolve the Data Entry complaint and it will probably come down to the Department of Workforce Development's recommendation.

h. Upcoming City Events
Art in the Park is August 8 and 9, 2015 and then Venetian Fest is August 19 through 23, 2015. The department will be fully staffed at that time as all paternity leaves will be ended.

i. Drug Take-Back Box
The Department has purchased a Drug Take-Back box for disposing of medications. Chief Rasmussen asked that it be placed in the main lobby of the building where there are security cameras to monitor. We currently take the prescriptions now but this will be more convenient for people to turn in their medication. The Commission felt this was a good idea and it will be brought to the City Council to approve.

j. Letter of Resignation request from Zach Smith
Pollard motioned to accept the resignation of Reserve Officer Zach Smith. Gramm seconded. Motion carried 5-0.

k. Monthly reports

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| 2015 | Dispatch activity for July: | Telephone calls– 3,962 | 911 Calls– 239 | Window assists– 1,072 |
| 2014 | Dispatch activity for July: | Telephone calls– 4,058 | 911 Calls– 290 | Window assists– 973 |

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| 2015 | Patrol activity for July: | Calls for service-1,962 | Arrests- 238 |
| 2014 | Patrol activity for July: | Calls for service-1,612 | Arrests- 186 |

Chief Rasmussen stated Phoenix reports are not accurate as far as determining incidents at downtown establishments as it misrepresents where the incidents actually occurred, either inside or outside. If any significant issues arise at any establishment, then the incident will be placed on the agenda.

l. Thank you letters:
Citizen thank you to Sergeant Jason Hall and Officer Kara Richardson
YMCA Day Camp-Officer Giovannoni for Police Tour
Citizen thank you to Officer Ward

m. Items to be forwarded to City Council
Monthly reports and Take-Back drug box.

8. Fire Department Business:
a. Approval of bills for the Month of July 2015, operating in the amount of $68,550.04, Fire Hydrant Rental in the amount of $57,339.25, and Impact Fees in the amount of $1,538.00 for a total of $127,427.29.
Gramm motioned to approve the Fire Department bills for the month of July 2015. Pollard seconded. Roll call: Pollard-Y, Jordan-Y, Bittner-Y, Gramm-Y, Hartz- Y. Motion carried 5-0. Bittner had a question about Account #11-22-00-5240, Equipment Repairs with regard to what Pump Tests were and if it was something that the department could perform themselves. Chief Connelly advised the Fire Department doesn't have the equipment to perform this test. Emergency Apparatus Company certifies that the pumps are working properly according to standard regulations and completes any needed maintenance. Bittner also asked about Gas Monitor probe and Yearly PMI-Ambulance Cots bills in Account 11-22-00-5820 State Mandated Equip Testing. Chief Connelly stated the Air quality tests are performed on the air compressors to make sure they are working properly and the tests are sent in quarterly. Preventative maintenance on the ambulance cots is performed annually. Hartz asked about account 11-22-00 5134 Workman's Comp Disability. Chief Connelly stated this is an annual fee that is paid every year.

b. Hydrant rental discussion-Administrator Oborn
Hartz motioned to remove line item Fire Protection-Hydrant Rental 11-22-10-5229 from the Fire Department Budget and place it in the City's budget. Pollard seconded. Motion carried 5-0. City Administrator Oborn discussed the options for fire hydrant rental. Basically when the Public Service Commission does the rates, they take a component that is not considered the water utility system and they come up with a Fire Protection Fee/Fire Hydrant Rental. This fee is reimbursed through taxes. The Utility Department is requesting a 36% water rate increase, which could be an approximate $84,000 increase in the Fire Department Budget. The fee charged could be placed in the general fund and funded through property taxes. It could be

placed in the water bill charge through the utility bill. There are disadvantages and advantages of each method. The Commission felt the Fire Protection Fee should be placed on the water bill.

Jordan stated the main concern of the Police and Fire Commission is the budget increase in the Fire Hydrant Rental. Chief Connelly noted that the Fire Hydrant Rental is approximately one quarter of the Fire Department's $1,000,000 budget. City Administrator Oborn will present the information to City Council.

c. EMS Medical Billing Contract
Chief Connelly handed out a memo from City Attorney Draper regarding the proposed agreement with EMS. City Attorney Draper and Eric Keiffer from EMS will work together to resolve the issues of the EMS Medical Billing Contract. Hartz asked how the new contract would impact the budget. Chief Connelly felt the extra cost would be about $1,100.00 to $1,200.00. He will provide a breakdown at the next meeting.

d. Fee Schedule Revisions
There were some discrepancies in the current documents. The City Clerk, City Administrator, Chief Connelly and Commissioner Hartz will sit down together and review the resolutions and put the revisions together.

e. Town of Geneva Emergency Services Contract
Chief Connelly met with Liaison Mumford and Town Chairman Kopecky last month to discuss the services contract that ends in December.

f. Water tower agreement – Host Tower station #2
Dan Winkler could not locate an agreement so a new agreement was developed between the departments. City Attorney Draper did not want to represent both departments so City Administrator Oborn is the liaison. One of the electric meters and heat meters at the Host Tower Station will be put in the Fire Department's name for complete control of the bill. Administrator Oborn will do a resolution of the agreement. Pollard questioned the wording of the last paragraph and felt the paragraph was unclear with regard to termination of the agreement. The City Council will act as the arbitrator and make the final decision regarding the termination if necessary.

g. Fire Protection Ordinance Committee
Chief Connelly is working on finalizing the committee members for the next meeting. A resolution of Act 270 will be proposed soon. Hartz asked if any Commission member wanted to sit on the committee. Bittner suggested someone involved in the building industry. Pollard agreed to be on the committee.

h. Accept $50.00 donation on behalf of Shelly Shepstone Family
Pollard motioned to accept a $50.00 donation on behalf of Shelly Shepstone family. Jordan seconded. Motion carried 5-0.

i. Monthly EMS Medical Billing/Stark Reports
Chief Connelly noted that they have been reviewing all the bills for the month and found 4-5 errors. Gramm questions Accounts Receivables versus current bills. She noted revenues are good but accounts receivable continues to rise. Chief Connelly will look into the discrepancy.

j. Monthly Fire Department Activity Report
Chief Connelly noted it was a busy month with 51 transports and 121 calls total.

k. Monthly Paratech Report
Gramm asked what "unable to handle" on the report meant. Chief Connelly stated it means the department usually has to transport because Paratech cannot handle the call. Hartz wondered if the department could put together a list of Lake Geneva's ambulance calls like the Paratech report. Chief Connelly advised it wasn't possible through the Phoenix system but he will check the software program.

l. Thank you cards/letters - Thank you notes from Safety Town, YMCA Day Camp, Commissioner Gramm's family and the family of Shelly Shepstone.

m. Items to be forwarded to City Council
Monthly report

9. Agenda items for the next regular meeting September 10, 2015.
Succession planning/Job Description
Lexipol policies update
EMS billing
Fee Schedule Revisions
Water Tower Agreement
Fire Ordinance Committee members
Approval 2016 Budget

10. Adjourn
Gramm motioned to adjourn the meeting. Pollard seconded. Motion carried 5-0. Meeting adjourned at 8:18 p.m.

Respectfully submitted,

Cindy Papenfus

Cindy Papenfus
Administrative Assistant

c: Police Chief
Fire Chief
Commissioners-file
Commission Liaisons
City Administrator
City Clerk
City Comptroller
Council Members - Mayor