

**LAKE GENEVA POLICE AND FIRE COMMISSION  
MEETING MINUTES  
THURSDAY SEPTEMBER 6, 2018, AT 6:00 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 Connors at 6:01 p.m.

**2. Pledge of Allegiance**

The Pledge of Allegiance was led by Lieutenant Gritzner

**3. Roll call**

Commissioners Connors, Horne, Condos, and Pollard were present. Commissioner Jordan was excused. Also present: Mayor Hartz, Alderman Skates, Police Chief Rasmussen, Lieutenant Gritzner, Lieutenant Way, Fire Chief Peters, Assistant Fire Chief Derrick, Captain Detkowski and 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 - NONE**

**6. Approval of the regular meeting minutes of August 9, 2018**

Horne motioned to approve the regular meeting minutes of August 9, 2018. Condos seconded. Motion carried 4-0.

**7. City Council Report**

Alderman Skates stated there is a special joint meeting with the Personnel Committee and Finance Committee on September 18, 2018 at 5:00 p.m. to discuss insurance. The budget presentation for the Fire Department/Emergency Management and Police Departments is scheduled for September 27, 2018. The Fire Department will present at 1:00 p.m. and the Police Department/Emergency Management will present at 1:30 p.m.

**8. Police Department Business**

a. Approval of the bills for the month of August 2018, operating in the amount of \$219,408.95, Capital in the amount of \$13,029.43 and Equipment Purchases in the amount of (\$12,367.60), for a total of \$220,070.78 (Reclassified Dive Equipment and Carpet from Equipment Replacement to Capital Projects)

Horne motioned to approve the bills for the month of August 2018. Pollard seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y. Motion carried 4-0.

**b. Discussion/Action – School Safety Plan update**

Condos talked about the meeting that was held between Mayor Hartz, Commissioner Connors, Commissioner Condos and Dr. Gottinger. The school resource officer and principal safety group has made a lot of proactive changes at the schools to promote school safety. A district-wide mandatory in-service was held for all employees. Active shooter training was provided by Sergeant Derrick and School Resource Officer Richardson. A second grant has been prepared and will be submitted. This grant will focus on staff training. Condos asked to move forward on making some decisions and ideas regarding school safety.

c. Discussion/Action - 2019 Budget

Condos motioned to hire a Detective Sergeant and three additional School Resource Officers to add an officer in all four city schools provided 50% cost sharing with the school district is implemented for the school resource officers. Horne seconded. Roll call vote: Connors-N, Horne-Y, Condos-Y, Pollard-Y. Motion carried 3-1.

Lieutenant Gritzner presented the operational budget changes. The current budget includes one School Resource Officer at Badger High School with 50% of the salary paid by the Lake Geneva School District and a Detective Sergeant promotion with a budget increase of \$72,524.00. Lieutenant Gritzner discussed the budget request to add a Detective Sergeant position. He stated that due to increased call volume, increased case load management, increased time to process cases due to technology, and increased citywide population there is a need for an additional detective. Additionally, the Detective Sergeant could cover as a Patrol Sergeant when necessary. Pay raises were not added into the budget at this time as the City Council has not yet determined the percentages. Adding a School Resource Officer to each school was discussed extensively including the cost for the City as well as the school district. The current school resource officer's salary is funded 50% by the school district. All additional school resource officers were added into the budget to pay 50% of the salary.

Connors motioned to recommend approving the following Equipment Replacement and/or Capital items with the City Council to place the items into the accounts as determined and to adjust the budget accordingly if squad cars were moved into the operating budget.

- Two squad cars (\$37,000.00 each)
- Air Conditioner-Server Room (\$6,000.00)
- Desktop computers (8) (\$6,000.00 each)
- Computer backup software (\$2,200.00)
- Computer storage (\$3,120.00)
- UL Certification (\$6,600.00 with cost justification vs. pay off)
- Squad Car light bar (\$2,400.00)
- MAV recorders (3) (\$14,100.00)
- Microsoft Office Upgrades (\$2,845.00)
- Mobile radar (2) (\$4,000.00)
- Mobile radio 800 (3) (\$6,600.00)
- Mobile radio VHF (3) (\$7,800.00)
- Patrol bikes (2) (\$6,400.00)
- Portable radios (7) (\$7,700.00)
- PBT (4) (\$2,000.00)
- Radio Console Phase 2 (\$21,065.00)
- SWAT rifles (5) (\$9,000.00)
- Swat rifle-Sniper (1) (\$3,000.00)
- Tasers (3) (\$4,200.00)
- Toughbook (1) (\$4,700.00)

Condos seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y. Motion carried 4-0.

Lieutenant Gritzner reviewed the equipment replacement fund by priority. Connors inquired about UL certification and the ability to open the alarm system up to the public and generating revenue with the service. Chief Rasmussen stated the infrastructure for the alarm system is available but it would require more than that to establish the program including the need to possibly add more personnel in dispatch.

d. Discussion/Action - Disposition of Police Department 2003 Harley Davidson (Squad 210)  
Connors motioned to send the 2003 Harley Davidson (Squad 210) to auction in the spring. Pollard seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y. Motion carried 4-0.  
The Harley Davidson was repaired this week and the department is getting an estimate for the value of the bike. The standard procedure is to sell the item at auction and place the revenue into the Equipment Replacement Fund.

e. Discussion/Action – Accept letter of resignation Part Time Officer Donald Tyler  
Horne motioned to accept the resignation of Part Time Officer Donald Tyler with regrets. Pollard seconded. Motion carried 4-0.

f. Discussion/Action- Request permission to advertise for Part Time Telecommunicator position and create eligibility list for Full Time Telecommunicator position  
Condos motioned to advertise for a part time Telecommunicator position and create an eligibility list for a full time Telecommunicator position. Horne seconded. Motion carried 4-0.  
Lieutenant Gritzner stated the department would like to start taking applications for Telecommunicators in anticipation of a full time Telecommunicator potentially retiring in 2019. Additionally, one part time Telecommunicator will be relocating to Florida for the winter so a part time Telecommunicator would help alleviate the loss of that person for the winter months. Money has been placed in the 2019 budget for these positions and there is money left in the 2018 budget to begin the hiring process.

g. Discussion - Chief's top monthly incidents  
Lieutenant Gritzner recognized the efforts of Detective Ecklund and Officer Bouland who helped solve several identity theft crimes locally but also in approximately 20 other departments across Wisconsin and Illinois.

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

2018 Dispatch activity for August 2018: Telephone calls – 3,738	911 Calls – 335	Window assists – 1,179
2017 Dispatch activity for August 2017: Telephone calls – 3,383	911 Calls – 251	Window assists – 1,186

  

2018 Patrol activity for August 2018:	Calls for service – 2,109	Arrests - 158
2017 Patrol activity for August 2017:	Calls for service – 1,990	Arrests - 177

i. Discussion - Thank you letters – No discussion/Action

- Thank you from Jose Betancourt-Officer Ward

j. Items to be forwarded to City Council  
Budget recommendations, Begin hiring process for a part time Telecommunicator and create an eligibility list for a full time Telecommunicator, Chief's top five monthly incidents, monthly reports.

#### 9. Fire Department Business

a. Approval of bills for the month of August 2018, operating in the amount of \$94,441.87, Equipment purchases in the amount of \$415.67, for a total of \$94,857.54  
Horne motioned to approve the bills for the month of August 2018. Condos seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y. Motion carried 4-0.

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

c. Discussion Monthly Fire Department Report Overview

Chief Peters reviewed the monthly report. The personnel spotlight was for FF/EMT Tyler Krepelan who joined the fire department on June 1, 014. Krepelan was originally a member of the Explorer Post and has been with the department since that time. He has earned his Firefighter 1 and his EMT Certifications since being employed. The Fire Department also participated in National Night Out, Venetian Fest and a "Car Seat Clinic" in partnership with Children's Hospital.

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

e. Discussion/Action – 2019 Budget

Condos motioned to approve the Fire Department operating budget in the amount of \$1,299,408, including a 2% wage increase per contract. Pollard seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y. Motion carried 4-0.

Condos motioned to amend the first motion to move the EMS bags for \$2,400.00, rescue mannequin for \$1,300.00 and the surface ice rescue equipment for \$600.00 to the operating budget. Horne seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y. Motion carried 4-0.

Chief Peters reviewed the 2019 budget. Generator testing costs were added into account #53600 Firehouse Maintenance Service Costs. A general ledger account for pre-employment testing in the amount of \$2,500.00 was also added to the budget. The firefighter's contract has a 2% wage increase so that increase was added into the 2019 budget.

Condos motioned to approve the Equipment Replacement Fund in the amount of \$266,839.00 and Capital in the amount of \$82,500.00 Horne seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y. Motion carried 4-0.

Chief Peters presented the equipment replacement fund/capital fund and noted the items that were removed from the original budget presentation. Some items were moved from the equipment replacement fund into the operating budget.

f. Discussion/Action – Hiring of Christopher Bastek and Firefighter/Paramedic Kimberly Pillman (pending background checks)

Connors motioned to accept the hiring of Christopher Bastek and Firefighter/Paramedic Kimberly Pillman pending background checks. Horne seconded. Motion carried 4-0.

g. Discussion/Action – Acceptance of Donations

- Lake Como Beach Property Owner's Association
- Margaret Downing
- Anonymous Donation

Horne motioned to accept donations as listed. Pollard seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y. Motion carried 4-0.

Chief Peters advised the Lake Como Beach Property Owner's Association donated \$200.00, Margaret Downing donated \$250.00 and an anonymous donor donated several miscellaneous items to the department including several storage cabinets, shelving units, ID cards, lanyards and card cleaners, traffic cones, traffic pylons, hazardous materials spill kits, dry erase boards and commercial large area wireless routers. The business was moving and did not want to relocate the items to their new location.

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

- John's Disposal
- Margaret Downing
- Wind Lake Fire Department

i. Discussion/Action – Accept resignation of Jaemie McDonough  
Horne motioned to accept the resignation of Jaemie McDonough with regrets. Connors seconded.  
Motion carried 4-0.

j. Items to be forwarded to city council  
2019 budget, monthly report, EMS call summary report, thank you notes

10. Agenda items for the next regular meeting October 4, 2018  
2019 Budget, Telecommunicator hiring, school safety plan update

11. 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, specifically shared services with neighboring municipalities  
Connors motioned to go into closed session to include Fire Chief Peters, Assistant Fire Chief Derrick, Captain Detkowski, Alderman Skates, Chief Rasmussen, Lieutenant Gritzner and Administrative Assistant Papenfus. Horne seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y.  
Motion carried 4-0 at 8:41 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, Condos-Y, Pollard-Y. Motion carried 4-0 at 9:02 p.m.

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

14. Adjourn  
Pollard motioned to adjourn the meeting. Horne seconded. Motion carried 4-0. Meeting adjourned at 9:03 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**