LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY SEPTEMBER 10, 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 7:01 p.m.

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

3. Roll call
Commissioners Jordan, Bittner, Gramm, Pollard and Hartz were present. Fire Department Liaison Mumford and Police and Fire Commission Liaison Gelting were also present.

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 August 6, 2015.
Bittner motioned to approve the minutes from August 6, 2015. Pollard seconded. Motion carried 5-0.

7. Approval of special meeting minutes from September 2, 2015.
Jordan motioned to approve the minutes from September 2, 2015. Gramm seconded. Motion carried 5-0.

8. Approval of Budget workshop minutes from September 9, 2015.
Pollard motioned to approve the minutes from September 9, 2015. Bittner seconded. Motion carried 5-0 with correction.

9. Fire Department Business:
a. Approval of bills for the Month of August 2015, operating in the amount of $51,581.89, for a total of $51,581.89.
Gramm motioned to approve the bills for the month of August 2015. Pollard seconded. Roll call: Jordan-Y, Bittner-Y, Gramm-Y, Pollard-Y, Hartz- Y. Motion carried 5-0.

b. 2016 Budget-Discussion and Action
Pollard motioned to approve the 2016 Budget, revision #1. Jordan seconded. Roll call: Jordan-Y, Bittner-Y, Gramm-Y, Pollard-Y, Hartz- Y. Motion carried 5-0.
Bittner questioned the EMS billing revenue amount and wanted to make sure that the costs will not exceed the revenue amount. Gramm noted that the weekend coverage will bring in revenue to cover some of the expenses. There was discussion with regard to how the calls are handled between EMS and Paratech and the billing process.

c. EMS Medical Billing Contract
The attorney for EMS has not looked at the contract yet. Per Assistant Chief Heindl, Chief Connelly would like to have this contract ready for the next meeting.

d. Fee Schedule Revisions
Jordan motioned to approve the Fee Schedule Revisions. Pollard seconded. Motion carried 5-0. Lieutenant Detkowski explained the fee schedule revisions. Bittner questioned whether the Department was comparable with rates of neighboring cities and Lieutenant Detkowski advised that the Fire Department was comparable with others.

e.Town of Geneva Emergency Services Agreement
No dates have been set to meet with Town of Geneva regarding the agreement due to scheduling conflicts. Town of Geneva and City of Lake Geneva Fire Department hope to resolve the agreement by the end of October or first of November.

f. Water tower agreement – Host Tower station #2
The water tower agreement has been turned over to City Administrator Oborn. Hopefully this will be completed by the October meeting.

g. Hydrant Rental discussion continued
The Hydrant Rental has been removed from the 2016 budget. City Administrator Oborn is working with the council on this issue.

h. Fire Protection Ordinance Committee
The Fire Department Ordinance Committee has been established. The members include: Ken Roberts-Building Department, David Malek-FPE, James Markel, Peter Jurgens and Commissioner Pollard.

i. Monthly EMS Medical Billing/Stark Reports
The commission discussed the response from Amy Roberts at EMS billing regarding the Aging Summary report. The response noted that if there was some activity in the last 30 days then the bill was active. Jordan said that is often the case so that the City will get more money back on the billing otherwise the collection agency receives a larger percentage on older bills. Gramm wondered if the aging report was necessary as it really wasn't completely accurate if the bills fluctuate from inactive to active. The need for the report will be discussed at another time.

j. Monthly Fire Department Activity Report
Hartz appreciated the new EMS report and noted that the report shows the complete service the department provides.

k. Monthly Paratech Report – No discussion/action.

l. Thank you cards/letters – None.

m. Items to be forwarded to City Council
Budget and Activity report.

10. Police Department Business:
a. Approval of bills for the Month of August 2015, operating in the amount of $187,242.32, for a total of $187,242.32.
Bittner motioned to approve the bills for the month of August 2015. Bittner seconded. Roll call: Jordan-Y, Bittner-Y, Gramm-Y, Pollard-Y, Hartz- Y. Motion carried 5-0.
Bittner noted the fuel expense was down 25%. Chief Rasmussen stated the department has not been billed since May because of the new fuel system and difficulties transferring the bill to the proper department. Hartz asked about how the fuel system operates. Chief Rasmussen stated fuel is purchased about monthly and there is a fueling station at the street department. The city is also looking at switching to propane.

b. Approval 2016 Police Department Budget.
Pollard motioned to approve the 2016 Police Department budget removing the body cameras and moving the box truck to the equipment replacement fund. Jordan seconded. Roll call: Jordan-Y, Bittner-Y, Gramm-Y, Pollard-Y, Hartz- Y. Motion carried 5-0.
Lieutenant Gritzner handed out a revised 2016 Capital Improvement Program. This paper shows actual numbers with regard to Capital Improvement projects for the next five years. The Fleet Replacement cost includes all costs for the changeover to Ford Interceptor Utility vehicles. The Commission discussed the cost of vehicles in the future and how they are purchased. Hartz noted the body cameras were still included in the budget and Chief Rasmussen said that was just for the Council members to see the costs of the body cameras for possible future purchase. Gramm felt the Council could receive a report discussing the body cameras at this time but they will not be placed in the budget. Chief Rasmussen said he would advise the Council that the Commission is not in favor of the body cameras at this time. Jordan felt that the box truck should be moved to Equipment Replacement fund because of the price of the truck and leave the rest of the money for vehicle replacement. Chief Rasmussen said that even though the Prophoenix account is approximately $24,000 for 2016, it has streamlined the Department's service enough to create manpower savings over 3-4 years.

c. Succession Planning/Job Descriptions
Pollard motioned to accept the job descriptions with the changes as discussed. Bittner seconded. Motion carried 5-0.
Hartz asked about job evaluations and how they were being performed. Currently command staff is not being evaluated annually. The Commission will look into job evaluations at the next meeting.

d. Lexipol Updates
Hartz motioned to accept the September 2015 policy edits/updates through Lexipol except Policy 808. Pollard seconded. Motioned carried 5-0.
Lieutenant Gritzner went through each policy update. Hartz appreciated the presentation and preparation that Lieutenant Gritzner puts into the updates. Gramm questioned Policy 808 with regard to Custodian of Records and/or designee wording. Gramm also asked for an explanation with regard to the title "Division" lieutenant in Policy 1042. Chief Rasmussen clarified the meaning of "Division" lieutenant in regard to that policy. The following Lexipol policies were edited/updated:
212 - Electronic Mail
310 - Officer-Involved Shootings and Deaths
326 - Adult Abuse

330 - Child Abuse
346 - News Media Relations
348 - Subpoenas and Court Appearances (formerly Court Appearances and Subpoenas)
390 - Illness and Injury Prevention
440 - Detentions, Contacts and Photographing Detainees
450 - Portable Audio/Video Recorders (formerly Use of Portable Audio/Video Recorders)
614 - Warrant Service (new policy)
615 - Operations Planning and Deconfliction (new policy)
710 - Cash Handling, Security and Management
808 - Records Maintenance and Release (formerly Records Release and Security)
1016 - Communicable Diseases
1018 - Smoking and Tobacco Use
1042 - Occupational Disease and Work-Related Injury Reporting (formerly On-Duty Injuries)
1063 - Safety and Health Program (new policy)

e. DNA Sample collection/reimbursement
The department received a letter and reimbursement regarding the collection of DNA samples.

f. Morphotrak printer
Gramm motioned to approve the purchase of the Morphotrak printer. Pollard seconded. Roll call: Jordan-Y, Bittner-Y, Gramm-Y, Pollard-Y, Hartz- Y. Motion carried 5-0.
Due to the mandatory DNA collection requirement in April, fingerprints are needed more frequently and must be scanned and sent to the State. Chief Rasmussen asked that the printer be purchased out of Special Investigations Account #11-21-00-5380 for approximately $2,100.00.

g. Leave of Absence request from Reserve Officer Lindsey Schauer
Gramm motioned to accept the Leave of Absence request for Reserve Officer Lindsey Schauer. Bittner seconded. Motion carried 5-0.

h. Monthly reports

2015	Dispatch activity for August: Telephone calls– 4,736	911 Calls– 296	Window assists– 1,037
2014	Dispatch activity for August: Telephone calls– 4,147	911 Calls– 291	Window assists– 1,018

2015	Patrol activity for August:	Calls for service- 1,917	Arrests- 181
2014	Patrol activity for August:	Calls for service- 1,851	Arrests- 138

Chief Rasmussen noted the summer was good and the reserve officers did a nice job this summer. They used good discretion on arrests and assisting people.

i. Thank you letters: Thank you note from Harley Davidson.
A nice thank you note was received from an employee at Harley Davidson.

j. Items to be forwarded to City Council
Monthly reports and the 2016 budget.

11. Agenda items for the next regular meeting October 8, 2015.
Town of Geneva Emergency Services Agreement, Water Tower Agreement, EMS Aging Report
Lexipol policy 808, Job Descriptions/Job evaluations

12. 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.
Jordan motioned to go into closed session. Gramm seconded. Roll call: Jordan-Y, Bittner-Y, Gramm-Y, Pollard-Y, Hartz- Y. Motion carried 5-0 at 8:38 p.m.

13. Motion to return to open session per Wisconsin State Statute 19.85(2).
Pollard motioned to return to open session. Bittner seconded. Roll call: Jordan-Y, Bittner-Y, Gramm-Y, Pollard-Y, Hartz- Y. Motion carried 5-0 at 9:00 p.m.

14. Discussion and action on closed session items if needed. - NONE

15. Adjourn
Jordan motioned to adjourn the meeting. Pollard seconded. Motion carried 5-0 at 9:00 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