

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
WEDNESDAY, SEPTEMBER 4, 2019 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 6:00 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Police and Fire Liaison Skates

3. Roll call

Commissioners Connors, Horne, Jordan, Pollard and Saul were present. Police Chief Rasmussen, Police Lieutenant Gritzner, Police Lieutenant Way, Fire Chief Peters, Fire Captain Detkowski, Mayor Hartz and Administrative Assistant Papenfus were also present.

4. Comments from the Public reference agenda items only. Comments are limited to a maximum of five minutes

Rick Reed, DNR Warden Supervisor for Walworth and Waukesha Counties, recognized Chief Rasmussen with the Secretary's Director Award for working with the DNR on various areas including Bigfoot Beach, Water Safety Patrol, Winterfest and allowing Warden Wilson to work out of the Police Department.

5. Acknowledge correspondence –There was none

6. Approval of the budget workshop meeting minutes of August 8, 2019

Approval of the budget workshop meeting minutes of August 26, 2019

Horne motioned to approve the budget workshop meeting minutes of August 8 and August 26, 2019. Jordan seconded. Motion carried 5-0.

7. Approval of the regular meeting minutes of August 8, 2019

Horne motioned to approve the regular meeting minutes of August 8, 2019. Saul seconded. Motion carried 5-0.

8. City Council Report

Alderman Skates stated that he has received positive feedback from the downtown businesses on the CSO program. 2020 Budget is beginning. The Finance Committee approved a staff appreciation luncheon sometime in September or October to recognize and thank employees for their service.

9. Police Department Business

a. Approval of bills for the month of August 2019, operating in the amount of \$266,870.76, Equipment purchases in the amount of (\$100.00), for a total of \$266,770.76

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

b. Discussion/Action – Approval of 2020 Budget

Connors motioned to approve the operational budget in the amount of \$3,152,692.00 with projected revenues of \$146,065.00. Horne seconded. Roll call vote: Connors-Y, Pollard-Y, Jordan-Y, Horne-Y, Saul-Y. Motion carried 5-0.

Horne motioned to approve the Equipment Replacement budget in the amount of \$380,228.00. Saul seconded. Roll call vote: Connors-N, Pollard-Y, Jordan-Y, Horne-Y, Saul-Y. Motion carried 4-1.

Connors motioned to approve Equipment Outlay budget at \$58,003.00 to exclude the Honor Guard expense. Pollard seconded. Roll call vote: Connors-Y, Pollard-Y, Jordan-Y, Horne-Y, Saul-Y. Motion carried 5-0.

Connors motioned to approve the three Capital projects in the amount of \$178,980.00. Jordan seconded. Roll call vote: Connors-Y, Pollard-Y, Jordan-Y, Horne-Y, Saul-Y. Motion carried 5-0.

Jordan motioned to combine all components of the budget and carry forward to City Council for recommendation. Saul seconded. Roll call vote: Connors-Y, Pollard-Y, Jordan-Y, Horne-Y, Saul-Y. Motion carried 5-0.

Lieutenant Gritzner presented the 2020 budget. He presented a list of uses for the Joint Mobile Command Center including events, calls for service, training and public outreach.

The Equipment Replacement includes two squad cards, Mobile Command Unit, 911 phone line upgrade and access control system pending the installation of an access control system at City Hall for a total of \$380,228.00. There was extensive discussion about the Mobile Command Vehicle including expense, need, and payment schedules. The Commission discussed how the command vehicle would be presented in the budget, as it will be split over two years.

The Equipment Outlay was discussed and it was agreed that while the Honor Guard is a nice idea, it is not a necessary expense in light of the other departmental requests.

Capital projects include a new pole building, UL certification and the water tower project. The cost of the pole building is an estimated amount. Exact specifications and bids will be taken once the building is approved. The alarm monitoring system was discussed and the feeling is that the project will pay for itself and perhaps make some revenue for the department.

Connors asked if the commission would like to encompass the four motions into one complete motion as to the whole budget. After some discussion it was decided to combine the entire budget into one component.

c. Discussion/Action – Accept letter of resignation of Officer Caleb Tracy

Connors motioned to accept letter of resignation of Officer Tracy. Pollard seconded. Roll call vote: Connors-Y, Pollard-Y, Jordan-Y, Horne-Y, Saul-Y. Motion carried 5-0.

d. Discussion–Full-time Telecommunicator hiring update

Chief Rasmussen stated that approximately 40 applications were received for the Telecommunicator position. Testing will be around September 18 and September 21, 2019.

e. Discussion/Action – Full time Police Officer hiring

Chief Rasmussen recommended holding open the full time officer vacancy until the police union contract was resolved. Hopefully the contract will include lateral transfers as well as save the department a little money.

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

Chief Rasmussen advised that we are still waiting for City Attorney Draper's response.

g. Discussion/Action – Accept donation

- \$25 from Susan Baum

Connors motioned to accept \$25.00 donation from Susan Baum. Pollard seconded. Roll call vote: Connors-Y, Pollard-Y, Jordan-Y, Horne-Y, Saul-Y. Motion carried 5-0.

Ms. Baum made a donation to the department for attempting to unlock her vehicle.

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

The Milwaukee Police Department has asked to help at the Democratic National Convention. At this time we will not be assisting as the Lake Geneva area will be busy as well. The SWAT team and possibly the SET team will be called up. For next year, blackout times for officers include Venetian, Fourth of July and the Democratic National Conventional. The railroad bridge area will be cleared for brush and the bridge will then be painted by Habitat for Humanity. There are some parking issues at the Manor with congestion in the streets. The department is working on resolving these issues with the Manor Association as well as the Public Works Committee.

i. Discussion - Chief's top monthly incidents – No discussion/action

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

2019 Dispatch activity for August 2019: Telephone calls –3,638	911 Calls - 366	Window assists – 908
2018 Dispatch activity for August 2018: Telephone calls –3,738	911 Calls - 335	Window assists– 1,179

2019 Patrol activity for August 2019: Calls for service - 2,026	Arrests - 159
2018 Patrol activity for August 2018: Calls for service - 2,109	Arrests - 158

k. Discussion – Thank you notes – No discussion/action

- Midwest Action Cycle- Support through Amerivespa
- Alzheimer/Advance Dementia call-Officers Ward, Nelson, Springhorn, Fraser and Communications Supervisor Froggatt

l. Items to be forwarded to City Council

Expenditures, 2020 budget, Top 5 monthly incidents and monthly activity reports

10. Fire Department Business

a. Approval of bills for the month of August 2019, operating in the amount of \$85,886.09, Capital in the amount of \$9,913.71, Equipment purchases in the amount of (\$6,586.40), for a total of \$89,213.40

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

b. Discussion - EMS medical billing/Stark medical billing 2019 – No discussion/action

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

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

Chief Peters reviewed his monthly report. Personnel spotlight included FF/Paramedic Brewer who joined the department in 2018. Personnel accomplishments and anniversaries were recognized. Chief Peters also reviewed Community events and notable calls for service.

e. Discussion/Action – Approval of 2020 Budget

Jordan motioned to approve the operational budget of 1,409,735.00, Saul seconded. Roll call vote: Connors-Y, Pollard-Y, Jordan-Y, Horne-Y, Saul-Y. Motion carried 5-0.

Saul motioned to recommend equipment replacement at \$576,378.00 with the understanding that the cost of the airboat may be amended prior the actual budget. Horne seconded. Roll call vote: Connors-Y, Pollard-Y, Jordan-N, Horne-Y, Saul-Y. Motion carried 4-1.

Pollard motioned to approve the Capital Improvement Budget of \$11,035.00. Horne seconded. Roll call vote: Connors-Y, Pollard-Y, Jordan-Y, Horne-Y, Saul-Y. Motion carried 5-0.

Connors motioned to bind all components of the budget together and present as one budget item to City Council for recommendation. Horne seconded. Roll call vote: Connors-Y, Pollard-Y, Jordan-Y, Horne-Y, Saul-Y. Motion carried 5-0.

Chief Peters discussed the 2020 budget. Total operating costs are \$1,409,735.00 including equipment outlay. He advised that some costs changes include the ProPhoenix mapping fee and life insurance costs added, additionally, Township Fire Services revenue may change due to negotiations with the Town of Geneva.

The Equipment Replacement Fund includes Turn-Out gear, Airboat, Communications Equipment, Thermal Imaging cameras, and Command Vehicle-FD share. The cost of airboat replacement was discussed. The cost is expected to go down but an exact figure has not been received. Jordan suggested that the Fire Department reach out to other municipalities around the lake for assistance in purchasing the airboat.

f. Discussion/Action – Car #2 update

Chief Peters advised that preliminary inspection at Geneva Auto Body suggests that the vehicle is totaled.

g. Discussion/Action – Approval of Lexipol Policies

329 National Fire Incident Reporting System (NIFRS)

402 Fire Investigations

902 Department of Safety and Professional Services Notification of Illness, Injury, or Death.

Jordan motioned to approve Lexipol Policies 329, 402 and 902 as presented. Horne seconded. Roll call vote: Connors-Y, Pollard-Y, Jordan-Y, Horne-Y, Saul-Y. Motion carried 5-0.

Captain Detkowski stated the policies changes are updates and statute changes with mostly terminology revisions.

h. Discussion/Action – Acceptance of donation & Thank you from

- Edith Draper & Colin Nugent (Summer Enrichment Program)
- Lake Como Beach Property Owners Association

Jordan motioned to approve the donations from Edith Draper and Colin Nugent and the Lake Como Beach Property Owners Association. Pollard seconded. Roll call vote: Connors-Y, Pollard-Y, Jordan-Y, Horne-Y, Saul-Y. Motion carried 5-0.

i. Items to be forwarded to City Council

Expenditures, Fire Department monthly report, Budget and Thank you letters

Connors stated that no action will be taken on agenda item 11a.

11a. Motion to go into closed session under Wisconsin State Statute 19.85(1)(g), to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, specifically: Fire Department injury claim

b. Motion to go into closed session under Wisconsin State Statute 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.

Connors motioned to go into closed session to include Chief Rasmussen, Lieutenant Gritzner, Lieutenant Way, Police and Fire Liaison Skates and Administrative Assistant Papenfus. Horne seconded. Roll call vote: Connors-Y, Pollard-Y, Jordan-Y, Horne-Y, Saul-Y. Motion carried 5-0 at 7:44 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, Pollard-Y, Jordan-Y, Horne-Y, Saul-Y. Motion carried 5-0 at 7:50 p.m.

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

No discussion/action on closed session items.

14. Agenda items for the next regular meeting Thursday October 10, 2019

No items for next regular meeting on October 10, 2019.

15. Adjourn

Jordan motioned to adjourn the meeting. Saul seconded. Motion carried 5-0 at 7:51 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**