

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY, OCTOBER 5, 2017, AT 6:00 P.M.**

The 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 at 6:02 p.m. by Commissioner Hartz

2. Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Bittner

3. Roll call

Commissioners Bittner, Horne, Pollard and Hartz were present. Commissioner Jordan was absent. Also present: Police and Fire Liaison Howell, City Administrator Oborn, Police Chief Rasmussen, Police Lieutenant Gritzner, Fire Chief Peters, Assistant Fire Chief Derrick and Confidential Administrative Assistant Papenfus

Commissioner Hartz took a moment to honor the 58 people killed and the 527 people injured in Las Vegas and their families and honor the First Responders who responded to the incident.

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 September 7, 2017

Horne motioned to approve the regular meeting minutes September 7, 2017. Pollard seconded. Motion carried 4-0.

7. City Council Report

City Administrator Oborn stated that police union negotiation contracts have started and he extended the offer to have the Police and Fire Commission participate in the negotiations. There was a rise in high insurance claims costs in the last six months, which made the City unmarketable. The only viable option is to look into the State insurance plan at this time. The City Council authorized Administrator Oborn to fill out the application for the State plan. The City's insurance broker indicated that the City could potentially save \$1,000,000 over the next three years switching to the State's Insurance plan. There may be some technicalities regarding the retirees but it was worth reviewing and getting information. Administrator Oborn also indicated that 2018 budget hearings are underway. There is a \$440,000 deficit and some items will need to be cut on both the Fire Department and Police Department budgets. The City Council completed the Walworth Fire EMS Study and that will be sent out to the Fire/EMS Committee. The City Council will be rescheduling the Powers and Duties of Elected and Appointed Officials presentation from the League Insurance CEO.

8. Fire Department Business

a. Approval of bills for the month of September 2017, Operating in the amount of \$58,583.89, Fire Impact Expenditures in the amount of \$629.36, Capital in the amount of \$3,370.00, and Equipment Purchases in the amount of \$8,929.50, for a total of \$71,512.75

Bittner motioned to approve the bills for the month of September 2017. Horne seconded. Roll call vote: Bittner-Y, Horne-Y, Pollard-Y, Hartz-Y. Motion carried 4-0.

Chief Peters stated that revenue accounts for CPR classes and EMS transport are expected to rise. Outside Repairs for equipment and Inside Repairs for Equipment are over budget but should be completed now unless there are some unexpected repairs. Bittner asked how much the CPR classes cost. Peters stated the cost is approximately \$30.00/person. Hartz questioned whether the Fire Department would stay within budget considering the overages in the budget. Chief Peters said the budget was at 71.8% and he felt confident the department will be within budget.

b. Discussion Monthly EMS Medical Billing/Stark Report

September's monthly billing summary still reports zero but it is trying to catch up with the billing errors from last month. Hartz noted that the billable amount for over 60-90 days was over 50% and he was going to keep track of the amount for industry standards.

c. Discussion Monthly Fire Department Report Overview

The spotlight member of the month was Firefighter/AEMT Bastek who has been with the department 13 years. He has completed Firefighter I as well as Pump Operator, Fire Inspector and AEMT. FF Bastek states the Lake Geneva Fire Department is one big family. The Fire Department welcomed students back to school on the first day. The "Stop the Bleed" program has begun to educate the non-medically trained what to do in an emergency when someone gets cut or sustains significant trauma leading to life threatening bleeding. October 8-14 is Fire Prevention Week and the theme is "Every Second Counts: Plan 2 Ways out!"

d. Discussion Monthly Paratech report

Chief Peters stated that the Paratech reports shows that Paratech has fewer units available, are busier and unable to go to calls. Bittner stated this is a good document to show the City Council the need for 24-7 coverage. Chief Peters has had regular conversations with the City Administrator and he has shown a strong support for the 24-7 coverage. Liaison Howell stated that, although he was not aware of how the City Council would vote, he felt the number one concern of the City Council is for the health and safety of the city and they support the additional officer and the Fire Department 24-7 staff.

e. Discussion- 2017 Fire Department Awards Ceremony

Thursday October 12, 2017, 6pm
Lake Geneva Police Department
Second Floor Training Room

Chief Peters stated that the annual Awards Ceremony is scheduled for October 12, 2017 at 6:00 p.m. and all Commissioners are invited to attend.

f. Discussion- Fire Department Open House

Sunday October 29, 2017, 12pm

The Open House is scheduled for October 29, 2017. The Department will also offer trick or treating. Public Safety Partners will also be in attendance.

g. Discussion- Dive Team demonstration

Saturday October 14, 2017, 10am
Riviera Pier

Dive Team demonstration is scheduled for Saturday October 14 at 10:00 a.m. at the Riviera Pier and everyone is invited to attend and watch the intergovernmental dive team procedure.

h. Discussion/Action- Acceptance of \$50 donation from Stephen & Gail Evans

Pollard motioned to accept the \$50 donation from Stephen and Gail Evans. Horne seconded. Roll call vote: Bittner-Y, Horne-Y, Pollard-Y, Hartz-Y. Motion carried 4-0.

i. Discussion Thank You letters - No action/Discussion

- Family of Dean Walz
- Stephen & Gail Evans
- Simple Bakery
- Archer

j. Discussion/Action- Acceptance of leave of absence, Derek McKaig

Horne motioned to accept the leave of absence for Derek McKaig. Bittner seconded. Motion carried 4-0. Chief Peters stated Derek McKaig requested a 30 day leave of absence for medical reasons.

k. Items to be forwarded to city council

Monthly report, Paratech report, Fire Department Awards Ceremony, Fire Department Open House, Dive Team Demonstration

9. Police Department Business

a. Approval of bills for the month of September 2017, operating in the amount of \$233,118.22, Equipment Purchases in the amount of \$0, for a total of \$233,188.22

Horne motioned to approve the bills for the month of September. Pollard seconded. Roll call vote: Bittner-Y, Horne-Y, Pollard-Y, Hartz-Y. Motion carried 4-0.

Chief Rasmussen noted that 11-21-00-5127 PD Compensation per Contract shows an Insurance payout of \$24,818.27, which Chief Rasmussen did not know would be taken out of his budget. Pollard asked for clarification on what the amount was for. The payout is an insurance payout for Reuss' retirement where he used his sick leave and vacation pay for his insurance payments. He is eligible to be on the City's health insurance plan until he reaches Medicare age. Although the amount was not actually paid out, Administrator Oborn stated that the expenditure had to be posted somewhere because it creates a liability to the city. Horne indicated this was a communication breakdown because the amount was taken out before the police department was aware it happened. Administrator Oborn said the amount could be taken out of an alternative place and Chief Rasmussen suggested it be taken out of the health care budget. Horne asked for a better communication process between City Hall and the Police Department regarding these issues. Hartz noted that Administrator Oborn was aware of this insurance amount as well as the sick payout and did not inform the PFC. Hartz also asked for a better communication process so these errors do not continue to happen. Oborn said he attends every PFC meeting and is trying to improve on the communication process.

b. Discussion - 2018 Budget/Capital/Equipment Replacement

Chief Rasmussen stated the next meeting is the FLR Workshop and is scheduled for Tuesday October 10, 2017 at 6:00 p.m. The following Tuesday, October 17, 2017 at 6:00 p.m. is the FLR recommendation meeting.

c. Discussion - Contract updates

The Sergeant and Lieutenant contracts are complete. Chief Rasmussen's contract, Communication Supervisor Froggatt's contract and Confidential Administrative Assistant Papenfus' contract is being reviewed and will be discussed at the next City Council meeting.

d. Discussion/Action Hiring full time Telecommunicator Tonia Wojtas

Bittner motioned to hire full time Telecommunicator Tonia Wojtas. Horne seconded. Motion carried 4-0.

Chief Rasmussen stated that Telecommunicator Wojtas was a part time Telecommunicator and the department would like to hire her as a full time Telecommunicator.

e. Discussion on modifying the application requirements for staff positions of sergeant and above

Bittner addressed the reason for bringing this discussion back on the agenda. There was a long discussion on the requirements for Sergeant and above pertaining to education versus experience. Bittner agrees with education but he feels that it may be necessary to include or evaluate a person with years of experience. He feels education is important at the beginning but feels with what is happening in the world experience is also important. He stated an error may have been made and perhaps in the future consideration should be given for experience or non-degree people. Bittner felt it was a good time to evaluate this process. Hartz also agreed and asked to review if other departments have considered experience without a degree. Horne understood the concept for the most part but wondered where to draw the line on what amount of experience was necessary for the position versus a degree. The job description would have to be longer and more detailed. Pollard and Bittner also suggested simply adding "preferred" to the job description regarding education. Pollard also indicated that if a Bachelor's degree is required for an entry level position, it should be required for a Supervisor position as well. Chief Rasmussen suggested reaching out to other departments to see if they have made any exceptions. The topic will be revisited at the next meeting and the city attorney will be asked to attend.

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

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

2017 Dispatch activity for September 2017: Telephone calls–2,738 911 Calls–200 Window assists– 988

2016 Dispatch activity for September 2016: Telephone calls–3,041 911 Calls–191 Window assists–1,051

2017 Patrol activity for September 2017: Calls for service– 1,856 Arrests - 142

2016 Patrol activity for September 2016: Calls for service– 1,502 Arrests – 149

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

- ALS-Ice Cream Ride
- Danielle Hanna

i. Items to be forwarded to City Council
Monthly reports, Chief's monthly report

10. Agenda items for the next regular meeting November 9, 2017

Application process and 2018 budget

11. a. 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. Specifically: Appraisals for Fire Chief Peters

b. 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. Specifically: Appraisals for Police Chief Rasmussen

Pollard motioned to go into closed session. Bittner seconded. Roll call vote: Bittner-Y, Horne-Y, Pollard-Y, Hartz-Y. Motion carried 4-0 at 7:00 p.m.

12. Motion to return to open session per Wisconsin State Statute 19.85(2)

Horne motioned to return to open session. Bittner seconded. Roll call vote: Bittner-Y, Horne-Y, Pollard-Y, Hartz-Y. Motion carried 4-0 at 8:05 p.m.

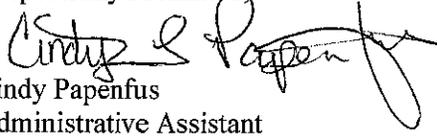
13. Discussion and action on closed session items if needed

Horne motioned that the City Administrator direct the City Council based on discussion in closed session. Bittner seconded. Motion carried 4-0.

14. Adjourn

Pollard motioned to adjourn the meeting. Bittner seconded. Meeting adjourned at 8:08 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