LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY, OCTOBER 6, 2016 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
The meeting was called to order by Commissioner Hartz at 7:02 p.m.

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

3. Roll call
Commissioners Bittner, Jordan and Hartz were present. Commissioners Gramm and Pollard were excused. Police and Fire Liaison Howell and Town of Geneva Fire Liaison Walton were 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. Police and Fire Commission Workshop November 4, 2016
There will be a Police and Fire Commission Workshop November 4, 2016 and Commissioner Jordan will attend.

7. Police and Fire Commission Packet Distribution Process follow-up
Packet distribution was discussed. The same process will be continued for one more month.

8. Approval of regular meeting minutes September 8, 2016
Bittner motioned to approve the minutes from September 8, 2016. Hartz seconded. Motion carried 3-0.

9. Fire Department Business:
a. Approval of bills for the month of September 2016 operating in the amount of $72,368.37, Capital in the amount of $464.88, for a total of $72,833.25
Jordan motioned to approve the bills for the month of September 2016. Bittner seconded. Roll call vote: Jordan –Y, Bittner-Y, Hartz-Y. Motion carried 3-0.
Interim Chief Peters went over some budget items that were over budget, however, the overall budget is still within budget guidelines.

b. Monthly EMS Medical Billing/Stark Report/Charge Detail Report
There will be a meeting next week with EMS to revise the reports and make them easier to read.

c. Monthly Fire Department Report
Interim Chief Peters reviewed the monthly report. He highlighted Firefighter Pat Carroll's 37 years of service.

d. Monthly Paratech Report – No action/discussion

e. Donations from Robert N. Rios and Christine Rios
Jordan motioned to accept $20.00 donation from Robert N. and Christine Rios. Hartz seconded. Motion carried 3-0.
The Fire Department received $20.00 from the Rios family for care that Robert Rios received.

f. Apparatus inspection and repair report
Emergency Apparatus Maintenance inspected the ambulances and found several repairs were needed on the ambulances. In the past, ambulances were only sent in for oil changes. The ambulances will be inspected at the time of oil changes in the future to avoid large expenses all at once.

g. Donation expenditure-RTF
Hartz motioned to approve spending $9798.00 for Rescue Task Force Medical bags from the donation account. Jordan seconded. Roll call vote: Jordan – Y, Bittner – Y, Hartz – Y. Motion carried 3-0.
Interim Chief Peters asked the Commission to approve spending $9798.00 to purchase special bags containing special items prepared for active shooting disasters. The bags will allow EMTs to provide medical care in a quicker fashion during a disaster.

h. 2016 Awards Ceremony
The Fire Department Awards Ceremony is scheduled for October 13, 2016 at 7:00 p.m.

i. Disposal of equipment per policy P100.15

- Decommissioned Ambulance
- Equipment disposal list

Jordan motioned to dispose of old equipment. Bittner seconded. Motion carried 3-0.
Assistant Chief Heindl made a list of items that the fire department would like to dispose of. The items are all broken and are only good for scrap. There is also an old ambulance in impound the department would like to decommission. The items will be liquidated and the money brought back to the general fund.

j. Thank you letters - No discussion/action

- Central-Dennison
- Lake Geneva Jaycees
- Noreen Studnicka

k. Items to be forwarded to city council
Monthly report and invite to awards ceremony

10. Police Department Business
a. Approval of bills for the month of September 2016, operating in the amount of $215,651.62, Capital in the amount of $219.87, for a total of $215,871.49.
Bittner motioned to approve the bills for the month of September 2016. Jordan seconded. Roll call vote: Jordan – Y, Bittner –Y, Hartz – Y. Motioned carried 3-0.
Chief Rasmussen noted that overtime is still up, however, restitution was received to reimburse for some of that amount. Department staffing is ok at this time. The overall budget is at 72.6%

b. On duty officer injury update
The injured officer had foot surgery and will be out for three to six months. Hopefully the officer will be able to return to full duty.

c. Letter of resignation from Part Time Officer Sergio Martini
Bittner motioned to approve letter of resignation for Part Time Officer Sergio Martini. Bittner seconded. Motion carried 3-0.

d. Lions Club Drone Donation Request
Chief Rasmussen and Interim Fire Chief Peters made a drone presentation at a recent Lions Club Meeting. The Lions Club is looking at making a donation to purchase a drone for the police and fire departments. Bittner is a member of the Lions club and stated that the drone purchase will be on the Lions Club agenda next month for full approval. Bittner noted that he felt the drone would be helpful when searching for missing people on the lake or ice. Chief Rasmussen said the drone would be made available to surrounding areas if needed. A license is required to operate a drone and two police officers and two firefighters will be licensed.

e. Chief and Command Staff Appraisals – Status
Hartz stated that he would like to schedule an hour workshop to work on the evaluations based upon the feedback he received from the commission members last month. A workshop date will be set up at the next meeting.

f. 2017 Budget update
Presentation of the budget will be on October 7, 2016 at 3:30 p.m. in Council Chambers if any commission members are able to attend.

g. Chief's top five monthly incidents
Chief handed out the top five monthly incidents report.

h. Monthly activity reports - No action/discussion

2016	Dispatch activity for September 2016: Telephone calls–3,041	911 Calls- 191	Window assists– 1,051
2015	Dispatch activity for September 2015: Telephone calls–3,217	911 Calls–234	Window assists– 923

2016	Patrol activity for September 2016: Calls for service - 1,502	Arrests - 149
2015	Patrol activity for September 2015: Calls for service –1,374	Arrests – 83

i. Thank you letters - No action/discussion

- Central Dennison School
- Dan Eder
- Venetian Fest-Lake Geneva Jaycees
- Tree House-Walworth County Alliance for Children
- Chicago Next Gen and Badger State Camaro clubs

j. Items to forward to City Council
Monthly activity report and Chief's top five monthly incidents

11. Agenda items for the next regular meeting November 10, 2016
Chief and Command staff appraisals

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. Specifically: Police Department Patrol Lieutenant Promotion

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: Fire Department Interim Chief Peters.
Jordan motioned to go into closed session. Bittner seconded. Roll call vote: Jordan –Y, Bittner –Y, Hartz –Y. Motioned carried 3-0 at 8:06 p.m.

13. Motion to return to open session per Wisconsin State Statute 19.85(2)
Jordan motioned to return to open session. Bittner seconded. Roll call vote: Jordan –Y, Bittner –Y, Hartz –Y. Motioned carried 3-0 at 9:37 p.m.

14. Discussion and action on closed session items if needed.
Hartz motioned to deny giving waiver to Sergeant Derrick for college requirement of Patrol Lieutenant Position. Bittner seconded. Motioned carried 3-0.
Bittner wanted to convey that the college requirement has been in place for a long time. Bittner encouraged Sergeant Derrick to continue his education for consideration in similar positions in the future. Hartz stated that changing a job requirement for one person was not a policy the Commission would like to start.

Discussion regarding Fire Department Interim Chief Peters
Jordan motioned to appoint interim Chief Peters to be the permanent Fire Department Chief. Bittner seconded. Motion carried 3-0.
Jordan stated that he felt Chief Peters has been doing a wonderful job and is making great changes for the department. Hartz also noted that Chief Peters is developing trust within the department and within the community and appreciates his efforts.

15. Adjourn
Bittner motioned to adjourn the meeting. Jordan seconded. Motion carried 3-0. Meeting adjourned at 9:42 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