

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY OCTOBER 10, 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 Sergeant Hall

3. Roll call

Commissioners Connors, Jordan, Pollard and Saul were present. Commission Horne was excused. Police Chief Rasmussen, Police Lieutenant Way, Fire Chief Peters 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 – None

5. Acknowledge correspondence – None

6. Approval of the regular meeting minutes of September 4, 2019

Connors motioned to approve the September 4, 2019 regular meeting minutes. Jordan seconded. Motion carried 4-0.

7. City Council Report – No report as Alderman Skates was not present

8. Police Department Business

a. Approval of bills for the month of September 2019, operating in the amount of \$357,305.53, Equipment purchases in the amount of \$1,231.16, for a total of \$358,536.69

Jordan motioned to approve the bills for the month of September 2019. Saul seconded. Roll call vote: Connors -Y, Pollard-Y, Jordan-Y, Saul-Y. Motion carried 4-0.

b. Discussion/Action – 2020 Budget update

The first special budget meeting for the FLR was October 8 for Equipment Outlay, Equipment Replacement and Capital. The Command Vehicle was removed from the Equipment Replacement Fund and pushed into the following year due to cost. There was support for the vehicle and avenues of paying for the vehicle will be researched throughout the year. The new property building was approved and will be constructed in 2020.

c. Discussion/Action – Officer uniform modifications (Sergeant Hall)

Connors motioned to draft a policy change adding the revised uniform changes. Pollard seconded. Motion carried 4-0.

Sergeant Hall, Officer Bouland and Officer Gee presented uniform modifications. The new uniform has a different material that is lighter, cooler, and wears better. Another option presented was the opportunity for officers to wear shorts. The newer option does not replace the current uniform; it is just another option for the officers. The cost of the newer uniform is similar to the current uniform. The commissioners had no objection to offering another uniform option.

d. Discussion/Action – Confirm Telecommunicator Full Time eligibility list

Connors motioned to approve the Full Time Telecommunicator eligibility list. Jordan seconded. Roll call vote: Connors -Y, Pollard-Y, Jordan-Y, Saul-Y. Motion carried 4-0.

All applicants on the eligibility list have tested and had an initial interview. Chief Rasmussen advised that one full time Telecommunicator is being hired.

e. Discussion/Action – Confirm Telecommunicator Part Time eligibility list

Jordan motioned to confirm the Part time Telecommunicator eligibility list. Pollard seconded. Roll call vote: Connors -Y, Pollard-Y, Jordan-Y, Saul-Y. Motion carried 4-0.

Chief Rasmussen advised that Brenda Barton, who was a full Telecommunicator, is interested in returning as a part time Telecommunicator.

f. Discussion/Action – Accept letter of resignation of Part Time Telecommunicator Marcia Robbins

Pollard motioned to accept letter of resignation of Part Time Telecommunicator Robbins. Jordan seconded. Roll call vote: Connors -Y, Pollard-Y, Jordan-Y, Saul-Y. Motion carried 4-0.

g. Discussion/Action – Part time Compensation

Connors motioned to continue the part time compensation request to next month. Pollard seconded. Roll call vote: Connors -Y, Pollard-Y, Jordan-Y, Saul-Y. Motion carried 4-0.

Chief Rasmussen advised that part time employees including Booking Officers, Community Service Officers, Part Time Officers and Part Time Telecommunicators get straight pay on Holidays. He requested that part time employees receive Holiday pay at time and a half as an incentive to work the holiday. This would not have a huge impact on the budget. It was discussed whether union employees would object to the change. Chief Rasmussen advised that it would not affect the union contract. Connors asked that the topic be presented to the union and the Personnel Committee prior to approval.

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

Chief Rasmussen stated that the city had an appreciation luncheon for all city employees at Bigfoot State Park. It was very nice and the employees appreciated it. Chief Rasmussen also noted that the City of Delavan Police Department is closing their dispatch center; however, it should not affect our department at this time.

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

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

2019 Dispatch activity for September 2019: Telephone calls - 2, 827 911 Calls - 226 Window assists - 702

2018 Dispatch activity for September 2018: Telephone calls - 2,738 911 Calls - 200 Window assists - 988

2019 Patrol activity for September 2019: Calls for service - 1,825 Arrests - 143

2018 Patrol activity for September 2018: Calls for service - 1,856 Arrests - 142

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

- Annette Lory – Officer Greetham
- Venetian Fest-Lake Geneva Jaycees

l. Items to be forwarded to City Council

Expenditures, Chief's top five monthly, monthly activity reports

9. Fire Department Business

a. Approval of bills for the month of September 2019, operating in the amount of \$105,986.07, Equipment purchases in the amount of \$176.85, for a total of \$106,162.92

Connors motioned to approve the bills of September 2019. Jordan seconded. Roll call vote: Connors -Y, Pollard-Y, Jordan-Y, Saul-Y. Motion carried 4-0.

b. Discussion - EMS medical billing/Stark medical billing – 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 presented the monthly report. The personnel spotlight was for FF/Paramedic Courtney Jinar who joined the Fire Department in May 2018. She is also a firefighter/AEMT in Burlington. Community and department events, notable calls for service and monthly service numbers were reviewed. Calls for service are up approximately 30-35%. October is Fire Prevention month.

e. Discussion/Action – 2020 Budget update

Chief Peters stated the Equipment Replacement, Equipment Outlay and Capital budgets were presented on Tuesday October 15, 2019 to the FLR committee. There was much discussion on the airboat. The final quote on the boat was \$125,000.00 and the tentative delivery for the boat is March 15, 2020. The operational budget will be presented on October 15, 2019.

f. Discussion/Action – Car 2 update

Car 2 was totaled based on insurance estimates but the Fire Department received \$16,900.00 for the vehicle from Stop Loss Insurance. The vehicle is currently being sold and then Chief Peters will decide how to proceed with replacement after that.

g. Discussion/Action – Approval of Lexipol Policies

- 1012 Discriminatory Harassment (update)
- 1104 Department of Fire Detection and Suppression Systems (new)

Connors motioned to approve the Lexipol policies as presented. Saul seconded. Roll call vote: Connors - Y, Pollard-Y, Jordan-Y, Saul-Y. Motion carried 4-0.

h. Discussion/Action – Fire Station 1 maintenance and repair issues

Chief Peters indicated that after a standard boiler inspection at Station 1, it was determined that multiple repairs were needed for approximately \$35,000.00. Currently bids are being taken and will be presented at the meeting next month.

i. Discussion- Annual Department Awards Ceremony October 17 at 6:00 p.m., Police Department Training Room

Chief Peters noted that the Annual Department Awards Ceremony will be held October 17, 2019 at 6:00 p.m. in the Police Department training room.

j. Discussion/Action – Annual Open House & Trick or Treating – Sunday October 27, 2019 at 12:00 to 4:00 p.m.

The annual Trick or Treating at the firehouse is scheduled for the same time as the City's trick or treating. The department usually has a large turnout.

k. Discussion/Action – Acceptance of donation and Thank you notes – No discussion/action

- Safety Town-Lake Geneva Women's Association
- Venetian Fest-Lake Geneva Jaycees

1. Items to be forwarded to City Council
Expenditures, Monthly report;
Awards Ceremony on October 17, 2019 at 6:00 p.m.;
Trick or Treating on Sunday October 27, 2019 from 12:00 p.m. to 4:00 p.m.;
Thank you notes

10. Agenda items for the next regular meeting Thursday November 7, 2019 - None

11. Adjourn

Pollard motioned to adjourn the meeting. Saul seconded. Motion carried 4-0. Meeting adjourned at 7:04 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**