

**LAKE GENEVA POLICE AND FIRE COMMISSION  
MEETING MINUTES  
THURSDAY NOVEMBER 7, 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 Fire Chief Peters

3. Roll call

Commissioners Connors, Jordan, Pollard, Horne and Saul were present. Police and Fire Liaison Skates, Chief Rasmussen, Police Lieutenant Way, Fire Chief Peters, Fire Captain Detkowski 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 October 10, 2019

Horne motioned to approve the regular meeting minutes of October 10, 2019. Saul seconded. Motion carried 5-0.

7. City Council Report

Alderman Skates advised that City has switched insurance carriers to WPS because the annual insurance increase was only 3.5% rather than 17% proposed by United Health Care. The City is also offering to pay ½ of a vision plan. The City's price of insurance was \$150,000 less than originally budgeted.

8. Discussion/Action – Chief Rasmussen and Chief Peters appraisals

Appraisal forms were handed out and should be returned to Administrative Assistant Papenfus. She will compile the information and the appraisals will be discussed at next month's meeting.

9. Fire Department Business

a. Approval of bills for the month of October 2019, operating in the amount of \$98,402.55, Equipment purchases in the amount of \$8,602.85, for a total of \$107,005.40

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

Chief Peters stated that the department is still working on the sewer/plumbing issues at the firehouse. At this time they are checking to determine the complete amount of damage before figuring out the correct remedy.

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 reviewed the monthly report. FF/Paramedic Kimberly Pillman was the Personnel Spotlight employee of the month, joining the department in September 2018. She is also the EMS Captain for the Town of Linn Fire Department. FF/AEMT Jennifer Petkoff was named the City of Lake Geneva’s Firefighter of the year and Walworth County MABAS Division 103 Firefighter of the Year. FF/Paramedic Tyler Krepelan received the annual EMT of the year award. October was Fire Prevention Month. Additionally, 1000 children visited the Trick-or-Treat Open house. Chief Peters reviewed the notable calls for the month and years of service.

e. Discussion/Action – 2020 Budget Update  
The budget has passed FLR and the City Council and is awaiting final approval.

f. Discussion/Action – 2019 Equipment Replacement and Capital Improvement update  
Chief Peters reviewed the 2019 Equipment Replacement and Capital Improvement and status of each project.

g. Discussion/Action – Car 2 update and replacement  
Pollard motioned to recommend approval of Car 2 replacement as stated in the memo dated November 4, 2019 to the City Council. Jordan seconded. Roll call vote: Connors-Y, Jordan-Y, Pollard-Y, Horne-Y, Saul-Y. Motion carried 5-0.  
Chief Peters handed out and reviewed the memo of how the department will proceed with replacing Car 2. The Fire Department is in the process of selling Car 2 for salvage. Upon approval by the PFC, the information will be presented to FLR and the City Council for final approval. City Administrator Nord and Comptroller Hall were in agreement with this plan.

h. Discussion/Action – Approval of Lexipol Policies

- 337 Accounts Receivable (NEW-Replaces P-100.16)
- 1024 Workplace Violence (UPDATE)

Connors motioned to approve Lexipol Policy 337 Accounts Receivable. Horne seconded. Roll call vote: Connors-Y, Jordan-Y, Pollard-Y, Horne-Y, Saul-Y. Motion carried 5-0.  
Connors motioned to approve Lexipol Policy 1024 Workplace Violence. Jordan seconded. Roll call vote: Connors-Y, Jordan-Y, Pollard-Y, Horne-Y, Saul-Y. Motion carried 5-0.

i. Discussion/Action - Change of Emergency Medical Services Medical Director  
Connors motioned to authorize the change of Emergency Medical Service Director to Mercy Walworth. Horne seconded. Roll call vote: Connors-Y, Jordan-Y, Pollard-Y, Horne-Y, Saul-Y. Motion carried 5-0.  
Chief Peters has been discussing this change with Aurora Medical Center for awhile. At this time Mercy Walworth provides a higher level of medical direction and better aligns with the department’s mission, goals and values. Mercy’s EMS training center is available to fire department personnel and their protocols for the department match with the Fire Department’s direction.

j. Discussion/Action - Approval of hiring FF/PM Peter Seyfarth-Lechner and Mitchell Sheley (pending backgrounds)  
Horne motioned to approve hiring of FF/PM Peter Seyfarth-Lechner and Mitchell Sheley pending backgrounds. Saul seconded. Roll call vote: Connors-Y, Jordan-Y, Pollard-Y, Horne-Y, Saul-Y. Motion carried 5-0.

k. Discussion/Action- Acceptance of donation & Thank You from

- Susan & Robert Riley
- City of Delavan
- Eastview Elementary Students

Pollard motioned to accept donation from Susan and Robert Riley. Jordan seconded. Roll call vote: Connors-Y, Jordan-Y, Pollard-Y, Horne-Y, Saul-Y. Motion carried 5-0.

I. Items to be forwarded to city council

Expenditure reports, EMS call summary report, Chief's monthly report, Thank you/Donations, Car 2 replacement

10. Police Department Business

a. Approval of bills for the month of October 2019, operating in the amount of \$262,241.33, Equipment purchases in the amount of \$0, for a total of \$262,241.33

Jordan motioned to approve the bills for month of October 2019 with the \$16,604.4 from Federal Signal Corporation billed to emergency management be removed from the police department bills. Horne seconded. Roll call vote: Connors-Y, Jordan-Y, Pollard-Y, Horne-Y, Saul-Y. Motion carried 5-0. Chief Rasmussen stated that the storm siren invoice was placed in the report with the bills but it was recorded under emergency management.

b. Discussion/Action – Confirm hiring of Full Time Telecommunicator Elizabeth Zmudzinski

Jordan motioned to confirm the hiring of Full Time Telecommunicator Elizabeth Zmudzinski. Saul seconded. Roll call vote: Connors-Y, Jordan-Y, Pollard-Y, Horne-Y, Saul-Y. Motion carried 5-0. Chief Rasmussen stated that Telecommunicator Zmudzinski works full time for the City of Delavan Police Department and Part Time for our department.

c. Discussion/Action – Confirm hiring of Part Time Telecommunicator Brenda Barton

Saul motioned to confirm hiring of Part Time Telecommunicator Barton. Horne seconded. Roll call vote: Connors-Y, Jordan-Y, Pollard-Y, Horne-Y, Saul-Y. Motion carried 5-0.

PT Telecommunicator Barton recently retired from the department and wanted to return part time.

d. Discussion/Action – Part time Compensation

Connors motioned to recommend to the Personnel Committee to offer Holiday pay at time and a half to part time employees. Horne seconded. Roll call vote: Connors-Y, Jordan-Y, Pollard-Y, Horne-Y, Saul-Y. Motion carried 5-0.

Chief Rasmussen stated that he asked the Police Union if they objected to offering Holiday pay to part time employees and only one union member opposed. This change would have to go to the Personnel committee and FLR for final approval.

e. Discussion/Action – PD accessibility and security (PD garage)

Connors motioned to have the Parking staff notify command staff or dispatch before accessing the parking garage. Horne seconded. Roll call vote: Connors-Y, Jordan-Y, Pollard-Y, Horne-Y, Saul-Y. Motion carried 5-0.

The meter department uses the garage for their batteries; however, recently there have some concerns of individuals being in the garage without being fingerprinted due to security reasons and exposure to juveniles who are in custody and being brought through the garage. The meter department will be moved in the future but Chief Rasmussen would like to figure out a short term resolution.

f. Discussion -- Uniform update

The uniform update would include a change in practice; therefore no policy change is necessary.

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

Chief Rasmussen stated Walworth County asked if we would be a backup for them because the City of Delavan's dispatch is closing. An independent contractor is evaluating the City's dispatch center to see if we can handle the backup or if this is the proper location for Walworth County Sheriff's Office backup.

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

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

2019 Dispatch activity for October 2019:	Telephone calls - 2,463	911 Calls - 222	Window assists - 679
2018 Dispatch activity for October 2018:	Telephone calls - 2,899	911 Calls - 274	Window assists - 913

2019 Patrol activity for October 2019:	Calls for service -1,723	Arrests - 93
2018 Patrol activity for October 2018:	Calls for service -1,733	Arrests - 70

j. Items to be forwarded to City Council

Expenditure reports, Confirm hiring of FT Telecommunicator Zmudzinski and PT Telecommunicator Barton, part time compensation, Chief's top monthly incidents and monthly activity reports

11. Agenda items for the next regular meeting Thursday December 5, 2019

Chief Rasmussen and Chief Peters appraisals

12. Adjourn

Pollard motioned to adjourn the meeting. Saul seconded. Motion carried 5-0. Meeting adjourned at 7:09 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**