

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY NOVEMBER 8, 2018, 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 by Commissioner Connors at 6:02 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Lieutenant Way

3. Roll call

Commissioners Connors, Pollard, Jordan and Condos were present. Commissioner Horne was excused. Also present: Alderman Skates, Police Chief Rasmussen, Police Lieutenant Gritzner, Police Lieutenant Way, Fire Chief Peters, Fire Captain Detkowski, Administrative Assistant Papenfus, Records Clerk Administrator Hinzpeter, Detective Keller, Officer Richardson

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 4, 2018

Condos motioned to approve the regular meeting minutes of October 4, 2018. Pollard seconded. Motion carried 4-0.

7. City Council Report

The budget is published and ready for approval on November 26, 2018. The intercept fee is approved by FLR and will be sent to City Council and negotiations underway with new City Administrator.

8 Fire Department Business

a. Approval of bills for the month of October 2018, operating in the amount of \$85,960.84, Equipment purchases in the amount of \$1,984.41, for a total of \$87,945.25

Jordan motioned to approve the bills for the month of October 2018. Pollard seconded. Roll call vote: Connors-Y, Pollard-Y, Jordan-Y, Condos-Y. Motion carried 4-0.

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

c. Discussion - Monthly Fire Department Report Overview

Chief Peters reviewed the monthly report. The personnel spotlight was on FF/Paramedic Carly Behrens who returned to the fire department in 2014. She previously served from 2007 to 2009. FF/Paramedic Behrens also assists with EMS training and the Dive Team. Chief Peters reviewed the monthly numbers and the department's annual Halloween trick-or-treating event. Connors noted Fire Chief John Peters' 26 years of service and Chief Engineer Zwiebel's 41 years of service to the department.

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

e. Discussion - 2019 Budget update

Chief Peters stated that car 1 was approved to be purchased in 2018 for a better price. Chief Peters also indicated that items approved for the 2019 budget will be purchased at the end of the year to get 2018 pricing.

f. Discussion – Ambulance 1 update

Jordan motioned to recommend to the FLR Committee to go ahead and purchase a new ambulance if there are funds available. Pollard seconded. Roll call vote: Connors-Y, Pollard-Y, Jordan-Y, Condos-Y. Motion carried 4-0.

Captain Detkowski discussed the multiple problems of Ambulance 1. The Fire Department is seeking direction from the Commission on how to proceed with the ambulance. Captain Detkowski has talked with Ford several times about the situation and everyone is at a loss on how to fix all the problems with the ambulance. Condos asked if there was funding available to purchase a new ambulance ahead of its anticipated capital replacement schedule in 2024. Chief Peters stated that the Interim City Administrator advised there is money available. Several options were discussed including purchasing a new ambulance, purchasing a used ambulance or continuing to work on the current ambulance.

g. Discussion – Department of Safety & Professional Services Audit Update

An audit was conducted on October 29, 2018 to confirm compliance. Chief Peters said the audit went very well.

h. Discussion – Paramedic Intercept Billing Agreements Update

Chief Peters stated the fee schedule update was approved by FLR and is moving to City Council for approval.

i. Discussion – Naming the Lake Geneva Fire Station (from Public Comments – October Committee of the Whole)

Connors motioned to continue agenda item i. to the next Police and Fire Commission meeting for the Fire Department and the Derrick family's recommendation. Condos seconded. Roll call vote: Connors-Y, Pollard-Y, Jordan-Y, Condos-Y. Motion carried 4-0.

Jordan stated he is not for naming public buildings after a person. He would rather see a plaque in the building describing the years of service and dedication of the family to the community. Condos felt that this was a different circumstance. Connors would like to get a response from the Fire Department and the Derrick family before making a decision.

j. Discussion/Action – Lexipol Policies

1001- Performance Appraisals

Pollard motioned to approve Lexipol Policy 1001- Performance Appraisals with corrections. Jordan seconded. Motion carried 4-0.

Captain Detkowski presented one Lexipol Policy for approval.

k. Discussion/Action – Hiring of Firefighter/Paramedic Benjamin Stephenson and Firefighter/Paramedic Paul Schilb (pending backgrounds)

Connors motioned to approve hiring of Firefighter/Paramedic Benjamin Stephenson and Firefighter/Paramedic Paul Schilb pending background checks. Jordan seconded. Roll call vote: Connors-Y, Pollard-Y, Jordan-Y, Condos-Y. Motion carried 4-0.

l. Discussion - Thank you letters - No discussion/action

- First Lutheran School
- Lake Geneva Jaycees

m. Items to be forwarded to city council

Monthly reports, Ambulance 1 update, Department of Safety and Professional Services Audit Update, and Paramedic Intercept Billing Update

9. Police Department Business

a. Approval of the bills for the month of October 2018, operating in the amount of \$204,416.27, Capital in the amount of \$0.00 and Equipment Purchases in the amount of \$0.00, for a total of \$204,416.27

Connors motioned to approve the bills for the month of October 2018. Jordan seconded. Roll call vote: Connors-Y, Pollard-Y, Jordan-Y, Condos-Y. Motion carried 4-0.

b. Discussion/Action – Appraisal Committee

Jordan motioned to approve the appraisals as presented with updates and items as discussed at the meeting. Condos seconded. Motion carried 4-0.

Lieutenant Gritzner discussed the new department appraisals. He introduced the committee members and discussed how the committee worked to revise the appraisals and come up with appraisals to best fit the needs of each position. Lt. Gritzner stated that the committee would like to recommend to the PFC the following: no subordinate appraisal, move forward with the new appraisal format as presented, two periodic reviews throughout the year, and a final review by November 1 of each year. The Lexipol policy will also be changed to reflect the appraisal changes. The committee was praised for their efforts and hard work. Lieutenant Gritzner asked that the committee remain fluid so that changes or improvements can be made if necessary.

c. Discussion - 2019 Budget Update

The budget has been set to be published. The three School Resource Officer (SRO) positions were taken out of the budget but the Detective Sergeant position was approved. Chief Rasmussen stated the SRO positions were taken out of the budget because the City was not getting the money from the school as requested and the school did not have the money available at this time. Condos understood that the City and Administration did not have the money for the school resource officers and felt great strides have been made since March to improve security at the school. However, school safety should still be a priority for the school and he would like to make a recommendation from the Police and Fire Commission to the City Council to place a referendum on the April ballot for the city to vote on school safety. Condos asked that the item be placed on the agenda for the next meeting. Connors felt the school district should initiate the referendum and the school should pay 75% of the cost. Condos asked what the policy was for putting agenda items on the PFC meeting. Connors advised that he will present the procedure on placing agenda items on for a PFC meeting. Both items will be placed on the agenda at the next meeting.

d. Discussion/Action – School Safety Plan update

Officer Richardson discussed the upgrades that were made at the school district by using the grant that was received and stated the first Grant is nearly complete. Some of the money was used for staff training as well as safety precautions. School Safety was discussed at length by the commission members.

e. Discussion/Action – Spend up to \$4,700.00 out of PD Equipment Maintenance Costs Account 11-21-53610 for Administrative Assistant reception area. (This is an unbudgeted item.)

Pollard motioned to approve spending up to \$4,700.00 for Administrative Assistant Reception area.

Jordan seconded. Roll call vote: Connors-Y, Pollard-Y, Jordan-Y, Condos-Y. Motion carried 4-0.

Connors noted that this item was missed on the 2019 Police Equipment Replacement fund so he asked Chief Rasmussen to find funds from another account.

f. Discussion/Action - Donation of strength equipment from the YMCA

Jordan motioned to accept the donation from the YMCA. Pollard seconded. Roll call vote: Connors-Y, Pollard-Y, Jordan-Y, Condos-Y. Motion carried 4-0.

The donated items included used exercise equipment that the YMCA was going to dispose of and offered it to the police department.

g. Discussion/Action -- Alarm monitoring system

The cost of certification of the alarm monitoring system through ULR and providing the alarm system for the private businesses and public buildings was discussed. The underwriter laboratory certification has been approved in the 2019 budget. The department will monitor the city buildings and that alone will pay for the costs. Chief Rasmussen asked if the commission would be interested in opening the option up to the public for the department to monitor their alarm systems. The Commission was in favor of looking further into setting up the Alarm Monitoring system to be open to the residences. Chief Rasmussen advised that the department will look for vendors and determine possible fees.

h. Discussion- Claim filed by David Beaulieu

The City Council is working on David Beaulieu's claim of approximately \$92,632.00 and the city has retained an attorney for the case.

i. Discussion - Telecommunicator hiring update

Chief Rasmussen advised that we have 27 applications, 9 applicants were looking exclusively for a part time position, 7 applicants were looking exclusively for a full time position and 11 applicants would take either part time or full time position.

j. Discussion/Action – S.M.A.R.T. Agreement

Connors motioned to approve the new S.M.A.R.T. agreement. Jordan seconded. Motion carried 4-0. Attorney Remzy Bitar made the corrections to the new S.M.A.R.T agreement. City Attorney Draper reviewed the policy and approved of the changes.

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

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

2018 Dispatch activity for October 2018: Telephone calls - 2,899 911 Calls - 274 Window assists - 913
2017 Dispatch activity for October 2017: Telephone calls - 2,951 911 Calls - 219 Window assists - 1,014

2018 Patrol activity for October 2018: Calls for service – 1,733 Arrests - 70
2017 Patrol activity for October 2017: Calls for service – 1,679 Arrests - 87

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

- Handmade thank you cards from local Boy Scout Troop
- Lake Geneva Jaycees-Venetian Festival
- Handmade thank you cards from St. Francis de Sale School K-2 for Police Department tour

n. Items to be forwarded to City Council

Claim filed by David Beaulieu, S.M.A.R.T. agreement, Chief's top five monthly incidents, Monthly activity reports

10. Agenda items for the next regular meeting December 6, 2018

Crash recovery fee, Ambulance 1 update,
School Safety Update, 2019 Budget, Appraisals,
Recommendation to City Council for referendum on school safety,
Policy on how to put agenda items on the monthly agenda

11. a. Motion to go into closed session pursuant to Wis. Stat. 19.85(1)(c), considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and 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.

b. Motion to go into closed session pursuant to Wis. Stat. 19.85(1)(e), Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specific public business, whenever competitive or bargaining reasons require a closed session: Specifically pertaining to Police union contract and negotiations.

Connors motioned to go into closed session to include Chief Rasmussen, Lieutenant Gritzner, Lieutenant Way, Alderman Skates and Administrative Assistant Papenfus. Roll call vote: Connors-Y, Pollard-Y, Jordan-Y, Condos-Y. Motion carried 4-0 at 8:05 p.m.

12. Motion to return to open session per Wisconsin State Statute 19.85(2)
Jordan motioned to return to open session. Pollard seconded. Roll call vote: Connors-Y, Pollard-Y, Jordan-Y, Condos-Y. Motion carried 4-0 at 8:35 p.m.

13. Discussion and action on closed session items if needed.
Connors motioned to proceed regarding the records clerk position as discussed in closed session. Pollard seconded. Roll call vote: Connors-Y, Pollard-Y, Jordan-Y, Condos-Y. Motion carried 4-0.

14. Adjourn
Connors motioned to adjourn the meeting. Jordan seconded. Motioned carried 4-0. Meeting adjourned at 8:36 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