

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY DECEMBER 6, 2018, 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 6:01 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Administrative Assistant Papenfus

3. Roll call

Commissioners Connors, Pollard, Jordan and Horne were present. Commissioner Condos was excused. Also present: Police Lieutenant Gritzner, Police Lieutenant Way, Fire Chief Peters, Fire Captain Detkowski, Town of Geneva Liaison Walton and Administrative Assistant Papenfus

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 November 8, 2018

Horne motioned to approve the regular meeting minutes of November 8, 2018. Pollard seconded. Motion carried 4-0.

7. City Council Report – No City Council report

8. Discussion/Action – Policy regarding requesting items to be placed on agenda (Commissioner Connors)

Pollard motioned to modify the Agenda Item Request Form with one person making the agenda request. Connors seconded. Roll call vote: Connors-Y, Pollard-Y, Horne-Y, Jordan-Y. Motion carried 4-0. How to place items on the agenda was discussed. The form that the City Council uses was reviewed. Horne felt that the form was not necessarily needed for a five person commission and suggested that only one person make the request. Connors felt the form would be helpful for staff guidance and proper agenda wording. After some discussion it was decided to use the form with modifications to fit with the Police and Fire Commission with only one commissioner signature needed to make the recommendation.

9. Discussion/Action – Crash Recovery Fee (Commissioner Condos)

Both Lieutenant Gritzner and Chief Peters explained the existing crash recovery fee practices. The Commission agreed to keep the current fee process in place.

10. Police Department Business

a. Approval of the bills for the month of November 2018, operating in the amount of \$202,144.44, Equipment Purchases in the amount of \$1,311.60, for a total of \$203,456.04

Jordan motioned to approve the bills for the month of November 2018. Horne seconded. Roll call vote: Connors-Y, Pollard-Y, Horne-Y, Jordan-Y. Motion carried 4-0. Connors stated that beginning January 2019 the reports will be submitted in a new format.

b. Discussion - 2019 Budget Update

Lieutenant Gritzner stated the budget passed as presented.

c. Discussion/Action – School Safety Plan update

Lieutenant Gritzner updated the Commission on the school safety plan and stated the school is on pace with completing the two grants.

d. Discussion/Action – Recommendation to City Council for City Referendum regarding Public School Safety (Commissioner Condos)

Condos was not present to present the agenda item. Pollard questioned if the City even knew what the school wanted to do regarding providing School Resource Officers in each school. Horne felt that the public needed to provide feedback regarding School Resource Officers. The Commission members agreed that a possible referendum regarding school safety should come from the school district rather than the city. It was the consensus of the Commission to take no further action on the School Safety Plan because it was a school district matter.

e. Discussion - Telecommunicator hiring update

Lieutenant Gritzner informed the Commission that testing for the Telecommunicator position was scheduled for December 13, 2018, and December 15, 2018.

f. Discussion/Action – Change of position title from Records Clerk to Data Systems Operator and Job Description update

Horne motioned to change the Records Clerk title to Data Specialist and approve the job description as directed. Pollard seconded. Motion carried 4-0.

Lieutenant Gritzner stated that the Records Clerk duties were updated to include social medial experience and Excel spreadsheet work. The job handles many other duties besides records clerk. Horne stated that Data Systems Specialist indicated a position in which the person created Data Systems. He felt the title of Data Specialist was more appropriate.

g. Discussion/Action – Data Systems Operator hiring update

Connors motioned to authorize posting Data Specialist position with a deadline of December 17, 2018. Jordan seconded. Motion carried 4-0.

Lieutenant Gritzner advised that the department would like to move forward with filling the Data Specialist position. He requested that the deadline for taking applications be December 17, 2018.

h. Discussion/Action - Detective Sergeant Job Description

Pollard motioned to approve the Detective Sergeant Job description. Horne seconded. Roll call vote: Connors-Y, Pollard-Y, Horne-Y, Jordan-Y. Motion carried 4-0.

Lieutenant Gritzner stated that the Detective Sergeant Job description was updated from 2000. The previous qualification requiring serving as a detective for three years has been removed to allow more applicants to qualify for the position. The position is a former position that has not been filled for some time. The Commission expressed concern over the duties of the position regarding providing Sergeant duties or Detective duties. Lieutenant Gritzner stated the duties needed at the time to relieve caseload pressure would be determined by both lieutenants.

i. Discussion/Action - Detective Sergeant hiring

Connors motioned to post the Sergeant Detective position internally. Horne seconded. Roll call vote: Connors-Y, Pollard-Y, Horne-Y, Jordan-Y. Motion carried 4-0.

Lieutenant Gritzner asked to post the Detective Sergeant position within the department to promote department and individual growth. The Detective Sergeant position would be posted on December 7, 2018, for ten days and then would possibly be opened to the public if necessary.

j. Discussion/Action - Part Time Officer hiring and eligibility list for full time patrol officer

Connors motioned to approve a Part Time Officer hiring eligibility list and a possible Full Time Patrol Officer eligibility list Pollard seconded. Motion carried 4-0.

Lieutenant Gritzner requested that the part time officer hiring process begin. Additionally, this part time hiring list would be used to create a full time officer eligibility list depending on how the Detective Sergeant position is filled.

k. Discussion/Action - Lexipol Policy 1044 - Personal appearance standards

Connors motioned to continue agenda item to January. Horne seconded. Motion carried 4-0.

The department is considering revising tattoo restrictions with the Chief Rasmussen to determine if the tattoos are offensive or not. Lieutenant Gritzner stated that Lexipol would recommend not changing the policy. The police department would seek City Attorney Draper's input on proper wording. Pollard was ok with the Chief using his discretion but felt that it could cause some issues. Connor provided a copy of a tattoo policy for reference.

l. Discussion – Transportation of PC's and ED's

Lieutenant Gritzner said that on January 1, 2019, the department will begin transporting PC's and ED's regardless where the facility is located. Two people are needed for transporting the individuals but one can be a civilian employee, such as a booking officer. Other jurisdictions may also use our booking officers but will be billed accordingly. Another option would be hire an outside company, but that is not cost effective.

m. Discussion – Community Outreach Committee coat drive

Lieutenant Way advised the committee collected about 100 jackets for this year's coat drive. The Sons of the American Legion also donated some money to the Community Outreach Program. Connors thanked the Community Outreach Committee for their initiative to help.

n. Discussion/Action – Update on Chief Rasmussen departmental and personal goals

Connors motioned to continue agenda item to January. Horne seconded. Motion carried 4-0.

Chief Rasmussen was unable to attend the meeting due to a family matter.

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

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

2018 Dispatch activity for November 2018:	Telephone calls - 2,474	911 Calls - 206	Window assists - 817
2017 Dispatch activity for November 2017:	Telephone calls - 3,103	911 Calls - 167	Window assists - 707
2018 Patrol activity for November 2018:	Calls for service – 1,640	Arrests - 187	
2017 Patrol activity for November 2017:	Calls for service – 1,473	Arrests - 108	

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

- Assisted with flat tire-Officer McNeil
- Trish Schaefer-Officer Spatz
- Phillips family- Lake Geneva Police Department
- Lakeland School-Community Outreach Committee/Lt. Way

r. Items to be forwarded to City Council

Expenditure reports and monthly reports

11. Fire Department Business

a. Approval of bills for the month of November 2018, operating in the amount of \$88,317.13, Equipment purchases in the amount of \$638.21, for a total of \$88,955.34

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

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

c. Discussion - Monthly Fire Department Report Overview

FF/Paramedic Alex Pernice was the personnel spotlight employee for the month. He has been with the department since 2014 as Firefighter 1, Advanced EMT, Apparatus Operator and with a Rescue Diver certification. Firefighter/Paramedic Peter Diehn was awarded the Walworth County MABAS Division 103 EMT of the year. Chief Peters reviewed the notable calls for service and monthly calls for service.

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

e. Discussion - 2019 Budget update

The 2019 budget was approved. Chief Peters stated that 2019 budget items have been purchased to get 2018 pricing but no product will be delivered or paid until after January 1, 2019.

f. Discussion – Ambulance 1 update

The Fire Department received a bill for service from Ford for the cost of repairs to Ambulance 1. The bill has been given to City Attorney Draper to see how to pay the bill. The Finance Community agreed to purchase a new ambulance and one was purchased with a 200 day lead time. The Ford invoice will be discussed at the next PFC meeting.

g. Discussion/Action – Chief Peters’ appraisal

Connors motioned to continue Chief Peters’ appraisal to January. Horne seconded. Motion carried 4-0. Chief Peters asked how the commission wanted to proceed with his appraisal. Horne suggested waiting another month so that the commission could get a form that was applicable. It was agreed that both the Police Chief and the Fire Chief should have similar appraisal forms. Connors will ask Mayor Hartz for the current appraisals and discuss how to proceed.

h. Discussion/Action – Extension of current EMS medical billing contract for period of two years

Horne motioned to extend the EMS medical billing contracting for two years as shown in Addendum B. Jordan seconded. Motion carried 4-0.

The current contract is set to expire on December 18, 2018. Captain Detkowski recommended that the commission approve the new contract. The contract may be cancelled if adjoining fire departments will combine with the contract to bring down costs.

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

- Lasco family
- April Krohn
- David Anderson

j. Items to be forwarded to city council

Expenditures, monthly fire department, EMS medical billing contract

12. Agenda items for the next regular meeting January 10, 2019

13. 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 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 Fire Department Personnel.

b. Motion to go into closed session under Wisconsin State Statute 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or

conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Specifically Town of Geneva contract.

Chief Peters asked to suspend the rules and move closed session agenda item 13b first. It was agreed to address agenda item 13b. first.

Connors motioned to go into closed session to include Chief Peters and Administrative Assistant Papenfus. Horne seconded. Roll call vote: Connors-Y, Pollard-Y, Horne-Y, Jordan-Y. Motion carried 4-0 at 7:41 p.m.

14. 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, Horne-Y, Jordan-Y. Motion carried 4-0 at 7:57 p.m.

15. Discussion and action on closed session items if needed.

Connors motioned to recommend to the City Council to approve the contract with the Town of Geneva for EMS. Jordan seconded. Roll call vote: Connors-Y, Pollard-Y, Horne-Y, Jordan-Y. Motion carried 4-0.

16. Adjourn

Pollard motioned to adjourn the meeting. Jordan seconded. Motion carried 4-0. Meeting adjourned at 7:58 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**