

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY, DECEMBER 8, 2016, AT 7:00 P.M.**

This meeting will be 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 7:00 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Gramm

3. Roll call

Commissioners Gramm, Jordan, Pollard and Hartz were present. Commissioner Bittner arrived to the meeting at 7:08 p.m. Alderman Howell was present.

Commissioner Jordan motioned to allow Bittner to sit in on the meeting at 7:08 p.m. Pollard Seconded. Motion approved.

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 Packet Distribution Process follow-up

Alderman Howell had some difficulty opening the documents so a packet was printed. Hartz questioned whether the packets could be sent out on Friday with another packet on Tuesday including bills and other reports. Administrative Assistant Papenfus felt that sending the packets multiple times would be extra work and confusing to follow along at the meetings. Hartz asked why the meeting date was set as it is. City Administrative Oborn noted the bills are paid monthly so changing the date may be difficult as the PFC meetings are held only once a month.

7. Approval of regular meeting minutes November 10, 2016

Gramm motioned to approve the regular meeting minutes of November 10, 2016. Jordan seconded. Motion carried 5-0.

8. City Council Report

Alderman Howell had no report to present.

Hartz noted the purpose for the City Council Report agenda item would be for the Liaison to report any pertinent information from the City Council meetings to the Police and Fire Commission.

9. Fire Department Business

a. Approval of bills for the month of November 2016 operating in the amount of \$51,412.58, Capital in the amount of \$5,083.65, for a total of \$56,496.23.

Jordan motioned to approve the bills for November 2016. Bittner seconded. Roll call vote: Pollard – Y, Jordan – Y, Bittner – Y, Gramm – Y, Hartz – Y. Motioned carried 5-0.

Chief Peters highlighted budget item totals and stated the overall budget is 81.9% for the year. Hartz asked if the Fire Department was reimbursed for building repairs. Chief Peters advised that building repairs are in the Fire Department's budget.

b. Monthly EMS Medical Billing/Stark Report

Chief Peters is continuing to work on an easier format for EMS billing.

c. Monthly Fire Department report

Chief Peters reviewed the monthly fire department report. The personnel highlight for the month was Captain Mark Moller-Gunderson who has served on the department since 1995. On November 9, the fire department assisted with a 4th alarm MABAS call to the City of Whitewater for a multi-family dwelling and persons trapped. Also on November 9, Chief Peters was officially sworn in as the new Fire Department Chief. Chief Peters handed out reports regarding response time breakdowns from other departments. The fire department met their goal of response time under 5 minutes. Paratech's average time is 5 minutes, 27 seconds.

d. Monthly Paratech Report – No discussion/action

e. Discussion/Action on 2017 Budget regarding amendment to capital/equipment replacement plan

Jordan motioned to amend the Equipment Replacement budget \$8,000.00 to replace airbags. Pollard seconded. Roll call vote: Pollard – Y, Jordan – Y, Bittner – Y, Gramm – Y, Hartz – Y. Motioned carried 5-0.

After preparing an Equipment Replacement report, it was discovered that the airbags needed to be replaced immediately and the cost of the airbags was not included in the 2017 budget. Chief Peters requested \$8,000.00 be placed into the equipment replacement fund to immediately replace outdated airbags. The life span of the airbags is 10-11 years and the airbags were purchased in 1992. The airbags are used to lift up a vehicle or if someone is trapped. The bags were taken out of service due to possible failure.

Gramm motioned to place \$8,500.00 into the Capital Improvement to fix indoor hydrant. Hartz seconded. Roll call vote: Pollard – Y, Jordan – Y, Bittner – Y, Gramm – Y, Hartz – Y. Motioned carried 5-0.

Chief Peters also requested approval of \$8,500.00 to be placed into capital improvements to repair the indoor water hydrant. The Water Department tagged out the indoor water hydrant because it was not code compliant. The main reason for fixing it is because it could flood the department.

Fire Impact fees fund is \$10,768.00. The city administrator and the city attorney worked together to allow the department to purchase turnout gear with the Impact Fee funds. City Administrator Oborn justified the spending on increased growth to the department based on additional POP employees. Hartz asked if the spending of the impact fees for protective gear met the statute and City Administrator Oborn believed it was ok. Pollard asked how long the money was in the fund and how it was received. The impact fees were received from new development since 2004. Another option would be to have the impact fees expire and refund it.

f. Discussion on vacant Captain position

Chief Peters and the union are working on the job description and policy. Chief Peters hopes it is complete next month.

g. Discussion on live fire training at race track property December 17, 2016

If anyone is interested in attending the fire training on December 17, 2016, staff is meeting at the fire house at 6:00 a.m. The fire training will begin approximately 7:30 a.m.

h. Discussion/Action on Donation from Gigi Hart

Pollard motioned to accept the donation from Gigi Hart. Jordan seconded. Roll call vote: Pollard – Y, Jordan – Y, Bittner – Y, Gramm – Y, Hartz – Y. Motioned carried 5-0.

Ms. Hart donated two \$10.00 money orders for service that the fire department provided.

i. Thank you letters – No action/discussion

- Whitewater Fire Department
- Gigi Hart

j. Items to be forwarded to city council

Monthly report, Response times report, Donation from Gigi Hart, Fire training on December 17, 2016

10. Police Department Business

a. Approval of bills for the month of November 2016, operating in the amount of \$197,076.71, Capital in the amount of \$872.30, for a total of \$197,949.01

Jordan motioned to approve the bills for November 2016. Pollard seconded. Roll call vote:

Pollard – Y, Jordan – Y, Bittner – Y, Gramm – Y, Hartz – Y. Motioned carried 5-0.

Chief Rasmussen said that the police department's budget is currently 87.6% and under budget for the current year.

b. Discussion on Chief and Command Staff Appraisals

A Chief and Command Staff workshop was held just before the Police and Fire Commission meeting. There will be an additional meeting on February 2, 2017 at 6:00 p.m. to discuss the appraisals. Commissioners are asked to bring their ideas to the meeting.

c. Discussion regarding On duty officer injury update

The officer will return to light duty next week and will have 6-12 weeks of physical therapy.

d. Discussion/Action on Reserve Officer hiring process for January 2017

Gramm motioned to adopt the new procedure for hiring and leave the hiring process open throughout the year with a continuous applicant list. Pollard seconded. Motion carried 5-0.

Chief Rasmussen stated that the reserve officer hiring process has been more difficult every year. He would like to begin the hiring in January and have an open application process throughout the year. The police academy is longer and some academies end in the summer. If the hiring process is extended, the department would have the opportunity to have some of the summer graduates apply for positions. Testing would be performed periodically throughout the year.

e. Discussion/Action on Booking Officer hiring process for January 2017

Pollard motioned to adopt the new procedure for hiring and leave the hiring process open throughout the year. Bittner seconded. Motion carried 5-0.

Chief Rasmussen noted the process would be the same as hiring reserve officers. Bittner wondered if this would be a negative impact on the employees already hired. Chief Rasmussen said the training process will be different.

f. Discussion on Impact of Stress on Department Member's Health

Hartz and Gramm asked to have this item placed on the agenda because they are concerned about the officers. Chief Rasmussen handed out an article regarding PTSD for law enforcement. Police officers killed in the line of duty is up 15% over the last year. Sergeant Derrick has invited a clinical trauma specialist to attend next month's meeting and discuss the topic of stress for officers. Gramm suggested that the program be used in standard training so health concerns can be proactive rather than reactive. Hartz encouraged training for officers due to heightened tension. Chief Rasmussen said the department trains very well regarding bias, policies, etc. including daily training bulletins. City Administrator Oborn said that the Employee Assistant Program (EAP) is also another means to help.

g. Discussion/Action on Police Department Chaplain Program

Chief Rasmussen asked that the Commission approve the Chaplain Program. The program does not advocate religion it simply helps officers during difficult situations. Lieutenant Gritzner spoke about the Chaplain Program and would like to put it into place for officers in order to be proactive. Sergeant Derrick made a presentation two months ago regarding mental well being for our officers and community and establishing a Chaplain Program. There were some concerns about the program and Lieutenant Gritzner would like to answer any questions that the commission members may have at this time. There is an officer support system through Walworth County as well as EAP and the Chaplain Program would be an additional program for officer assistance. The Lexipol policy endorses the Chaplain Program. In addition, the Police Executive Research Forum, National Association of Chief's of Police, and the Wisconsin Accreditation for Law Enforcement Agencies supports the Chaplain Program as well. Policy 340 addresses religion and the behavior to be displayed regarding religion and neither policy contradicts the other. Sergeant Derrick noted the Fire Department Chaplain program was used recently during a debriefing and it was a great asset without mention of religion. Gramm was concerned about the wording of the policy so that there were no mistaken assumptions. Pollard felt that everyone was in favor of the program but wanted to review the policy details one more time. The topic was tabled for next month.

h. Discussion on Officer Gee who completed FTO and is working solo on patrol

Chief Rasmussen advised that Officer Gee has completed her field training and is now solo on patrol.

i. Discussion on Community Outreach Committee

- Coat Drive – Collected over 90 coats for the local community
- Non-perishables drive held until December 20th

A coat drive was recently held with over 90 coats collected. A nonperishable food and toiletry drive is being held until December 20.

j. Discussion/Action on donation of a \$25.00 Starbucks gift card from an anonymous donor

Bittner motioned to accept \$25.00 Starbucks gift card. Pollard seconded. Roll call vote: Pollard – Y, Jordan – Y, Bittner – Y, Gramm – Y, Hartz – Y. Motioned carried 5-0.

Chief Rasmussen stated that the department received a \$25.00 Starbucks gift card anonymously and asked that the Commission approve the donation. The gift card will be used during training so everyone can benefit.

k. Chief's top monthly incidents- No Discussion/Action

l. Monthly activity reports- No Discussion/Action

2016	Dispatch activity for November 2016: Telephone calls-2,732	911 Calls 169	Window assists- 794
2015	Dispatch activity for November 2015: Telephone calls- 2,641	911 Calls-147	Window assists- 548

2016	Patrol activity for November 2016: Calls for service -1,270	Arrests - 50
2015	Patrol activity for November 2015: Calls for service - 952	Arrests - 104

m. Thank you letters – No Discussion/Action

- Lake County Sheriff's Office
- Roberta - motorist assist

n. Items to be forwarded to City Council

Community outreach program, Chief's top monthly incidents, Monthly activity reports

11. Agenda items for the next regular meeting January 5, 2017

Captain position-Fire Department

Impact of Stress on Department Member's Health-Police Department

Chaplain program-Police Department

12. Closed session

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. Specifically:

1. Fire Chief Evaluation
2. Police Department Patrol Lieutenant Promotion

b. The Commission may convene in closed session pursuant to Wis. Stat. § 19.85(1)(b), (c) and (f) to discuss Police Department personnel issues involving Chief Michael Rasmussen. Jordan motioned to go into closed session. Pollard seconded. Roll call vote: Gramm – Y, Pollard – Y, Jordan – Y, Bittner – Y, Hartz – Y. Motioned carried 5-0 at 8:24 p.m.

13. 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: Gramm – Y, Pollard – Y, Jordan – Y, Bittner – Y, Hartz – Y. Motioned carried 5-0 at 9:37 p.m.

14. Discussion/action on closed session items if needed.

Item a.1. Bittner motioned to recommend to the City Council a 2% wage increase for Fire Chief Peters. Pollard seconded. Roll call vote: Gramm – Y, Pollard – Y, Jordan – Y, Bittner – Y, Hartz – Y. Motioned carried 5-0.

Bittner stated that even though Chief Peters has only been the fire chief for a short time period he has heard positive feedback.

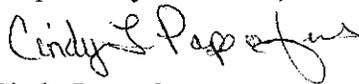
Item a.2. Gramm motioned to accept the recommendation of the Chief to promote Sergeant Way to the position Patrol Lieutenant including a six month probationary period and at the end of 90 days a review handled by the Chief, Assistant Chief, Lieutenant and the Sergeants. Pollard seconded. Roll call vote: Gramm – Y, Pollard – Y, Jordan – Y, Bittner – Y, Hartz – Y. Motioned carried 5-0.

Item b. Hartz motioned to approve the agreement between the Police and Fire Commission and Chief Rasmussen dated December 8, 2016, and the Police and Fire Commission authorize Commissioner Hartz to sign the agreement on behalf of the Police and Fire Commission. Bittner seconded. Roll call vote: Gramm – Y, Pollard – Y, Jordan – Y, Bittner – Y, Hartz – Y. Motioned carried 5-0.

15. Adjourn

Jordan motioned to adjourn. Pollard seconded. Motion carried. Meeting adjourned at 9:43 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