

**LAKE GENEVA POLICE AND FIRE COMMISSION  
MEETING MINUTES  
THURSDAY DECEMBER 10, 2015, AT 7:00 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 Hartz at 7:00 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Jordan.

3. Roll call

Commissioners Jordan, Bittner, Gramm and Hartz were present. Commissioner Pollard was absent. Fire Department Liaison Mumford and Police and Fire Liaison Gelting were 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 regular meeting minutes from November 5, 2015

Jordan motioned to approve the minutes from November 5, 2015. Bittner seconded. Motion carried 4-0.

7. Police Department Business:

a. Approval of bills for the Month of November 2015. Operating in the amount of \$178,675.05, capital \$4,223.73 for 2015; for a total of \$182,898.78.

Gramm motioned to approve the bills for the month of November 2015. Jordan seconded. Roll call: Jordan-Y, Bittner-Y, Gramm-Y, Hartz- Y. Motion carried 4-0.

Bittner questioned fuel expenses for the year. Chief Rasmussen advised that fuel expense is up to date through October. Chief Rasmussen also advised that currently the Police Department is about \$200,000 under budget for the year due to fuel costs and an error in the salary resolution last year with incorrect wages added. Maintenance expenses are over budget but that account was lowered last year.

b. Workshop for possible dates and times for future Dispatch recruitment

Chief Rasmussen would like to set up a plan to help retain dispatchers. There isn't a lot a lateral movement within the department and we need to make the job more enticing rather than adjusting the pay. Bittner stated basically the pay is set as it is but we need to keep the dispatchers motivated by job function changes and opportunity to grow. Dates for the workshop will be set in January.

c. Lieutenant Gritzner graduated from the Certified Public Manager Program through UW-Madison.

Lieutenant Gritzner graduated from the Certified Public Manager Program through UW-Madison. Lieutenant Gritzner gave a description of the program.

d. Request to begin Reserve Officer Hiring process in January 2016.

Gramm motioned to begin the reserve officer hiring process in January 2016. Bittner seconded. Motion carried 4-0.

Approximately eight new reserve officers will be added.

e. Request to begin Booking Officer Hiring process in January 2016

Hartz motioned to approve booking officer hiring in January 2016. Jordan seconded. Motion carried 4-0. About three officers will be hired for booking. Two booking officers work both Friday and Saturday nights in the summer.

f. Part time officers

Gramm motioned to allow Chief Rasmussen to offer a salary between \$20.00 and \$25.00/hour depending on experience while searching for new hires. Hartz seconded. Roll call: Jordan-Y, Bittner-Y, Gramm-Y, Hartz- Y. Motion carried 4-0.

Chief Rasmussen spoke with Alderman Gelting about hiring part time officers. Alderman Gelting suggested setting the pay rate at a window between \$20.00 and \$25.00 based on experience. This did not make it on the agenda for the Finance Committee last month so we can adjust the pay wage prior to that. Bittner asked if there was a union issue regarding hiring part time officers and Chief Rasmussen advised they can supplement officers but not replace officers. The union is in support of hiring part time officers. Alderman Gelting felt this was a good idea for recruitment purposes for hiring in the future. Chief Rasmussen advised that the pay rate is less than a full time officer but more than a reserve officer. City Administrator Oborn felt it was a good opportunity to assign a wage grade to the part time officer position. It gives flexibility of hiring part time officers. Each wage grade allows a 30% wage variation. Gramm felt that the wage for part time officers could be higher than \$20.00/hour. Jordan questioned the use of psychological testing compared to testing at other agencies. Chief Rasmussen advised each person would have to go through the Department's psychological testing.

g. 9-1-1 PSAP Routing Study

Hartz motioned to recommend the cost of the study be split in half and that Chief Rasmussen meet with Sheriff Picknell to rewrite the agreement to meet the needs of the city. Gramm seconded. Motion carried 4-0.

Chief Rasmussen handed out a study from Communications Supervisor Froggatt regarding 911 calls. The idea of the agreement is that the City would get the 911 calls directly rather than going through the Sheriff's Department first. The Sheriff's Department would like to perform a study regarding 9-1-1 PSAP routing regarding liability and requested City of Delavan and City of Lake Geneva pay a portion of the cost for the study. Chief Rasmussen felt there was some concern in the wording of the agreement. The cost of the study is approximately \$5,000. There was discussion regarding paying for the study and the 911 procedure between the Sheriff's Department and the Lake Geneva Police Department. One of the concerns is the results of the study and assessments to the dispatch center. Chief Rasmussen is still in favor of getting the 911 calls so that we can get the calls quicker but wondered if we wanted to pay for the study. Jordan wondered if we contribute to the cost of the study can we change the wording in the proposal. Mayor Connors suggested the City split the cost of the study and rewrite the contract to be mutually agreeable or the City pay the entire cost of the study and write the agreement the way we want to write it. Hartz wondered how the study would be paid for out of the budget. Chief Rasmussen noted we have enough money in the budget this year to pay for the study and we could find money for next year if needed.

h. Resignation from Booking Officer Steven Richard.

Jordan motioned to accept resignation of Booking Officer Steven Richard. Bittner seconded. Motion carried 4-0.

i. Monthly activity reports

2015 Dispatch activity for November 2015: Telephone calls–2,641	911 Calls–147	Window assists– 548
2014 Dispatch activity for November 2015: Telephone calls–2,633	911 Calls– 173	Window assists– 616

2015 Patrol activity for November 2015: Calls for service- 952	Arrests- 104
2014 Patrol activity for November 2015: Calls for service - 1,227	Arrests -107

No Action/Discussion

j. Items to forward to City Council

Activity reports

911 study

Lieutenant Gritzner graduation from Certified Public Manager Program-UW-Madison

8. Fire Department Business

a. Approval of bills for the Month of December 2015, operating in the amount of \$49,636.37, for a total of \$49,636.37.

Hartz motioned to approve the bills for the month of December 2015. Jordan seconded. Roll call: Jordan-Y, Bittner-Y, Gramm-Y, Hartz- Y. Motion carried 4-0.

Bittner wondered if Account #11-22-00-4625 Plan Review/Sprinkler Systems was driven by annual inspections or projects. Assistant Chief Heindl advised that it was driven by new projects.

b. 2016 Budget-Discussion/Action if needed

The 2016 budget was approved with additional staffing.

c. Town of Geneva Emergency Services Contract-Approved

Commissioner Hartz signed the agreement and it was approved.

d. EMS Medical Billing Contract-Approved

The contract was signed by the Fire Department and was sent to EMS, but it has not been returned yet.

e. Water Tower Agreement-Working on

The Water Tower Agreement was sent back with corrections on Items 5 and 6. The Utility Commission is reviewing it.

f. Resignation of Matthew Ludtke from POP, Resignation of Peter Lechner from POC

Jordan motioned to accept resignations of Matthew Ludtke from POP and Peter Lechner from POC. Gramm seconded. Motion carried 4-0.

g. Set date for Personnel Interviews

Dates for the personnel interviews was set for December 17, 2015 at 5:00 p.m. The fire department is looking at hiring 4-6 employees for 2016. The membership committee was looking at revising the hiring process to try and get employees to stay. The idea is to set up core values and personality types of the department so as to retain employees longer. After some

discussion it was decided to move the personnel interviews to January so that the hiring process can be revamped before the next hiring process.

h. Monthly EMS Medical Billing/Stark Report/Charge Detail Report

Gramm noted it was always nice to see the accounts receivable drop. The EMS billing errors have been corrected.

i. Monthly Fire Department Activity Report/EMS reports- NO ACTION/DISCUSSION.

j. Monthly Paratech Report – NO ACTION/DISCUSSION.

k. Thank you cards/letters

Chief Connelly wrote a thank you letter to the Police and Fire Commission regarding their support to the Fire Department.

l. Items to be forwarded to city council

Monthly reports

9. Agenda items for the next regular meeting January 7, 2016.

Personnel interviews-Fire Department

Schedule workshop for dispatch

10. Adjourn

Jordan motioned to adjourn the meeting. Bittner seconded. Motion carried 4-0 at 8:16 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