

**LAKE GENEVA POLICE AND FIRE COMMISSION  
MEETING MINUTES  
THURSDAY DECEMBER 5, 2019 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 6:00 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Deputy Fire Chief Daniel Derrick

3. Roll call

Commissioners Connors, Jordan, Pollard, Horne and Saul were present. Police Chief Rasmussen, Police Lieutenant Gritzner, Police Lieutenant Way, Fire Chief Peters, Deputy Fire Chief Derrick 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 November 7, 2019

Horne motioned to approve the regular meeting minutes of November 7, 2019. Saul seconded. Motion carried 5-0.

7. City Council Report

No City Council report as Alderman Skates was attending another meeting.

8. Police Department Business

a. Approval of bills for the month of November 2019, operating in the amount of \$244,927.92, Equipment purchases in the amount of \$0, Capital purchases in the amount of \$0, for a total of \$244,927.92

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

b. Discussion/Action – Accept Christmas donation from the Duggan family

Connors motioned to accept the Uncle Sam statues from the Duggan family. Horne seconded. Roll call vote: Connors-Y, Jordan-Y, Pollard-Y, Horne-Y, Saul-Y. Motion carried 5-0.

Lieutenant Way showed the commission members the Uncle Sam statues donated by the Duggan family to the police department staff.

c. Discussion –Update Part Time Compensation

Lieutenant Way advised that the Personnel Committee approved part time Holiday compensation for all part time City employees. The item will go to City Council for the City Employee Handbook to be updated and approved.

d. Discussion/Action – Full time Patrol Officer Hiring

Jordan motioned to post the position for Full time Patrol Officer. Saul seconded. Roll call vote: Connors-Y, Jordan-Y, Pollard-Y, Horne-Y, Saul-Y. Motion carried 5-0.

Lieutenant Way asked to post for the position of full time patrol officer to fill Officer Tracy's position. The department has been waiting for the Police Union to settle their contract, which has not been done. Lieutenant Way advised that the department would like to go ahead and move forward on hiring so the position will be filled and trained by next summer.

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

Lieutenant Way noted that the Walworth County Sheriff has contacted Chief Rasmussen for the City of Lake Geneva telecommunications center to act as backup for the Walworth County Sheriff's Office telecommunications

center in case of a disaster. Chief Rasmussen stated that after a special group review, the Lake Geneva telecommunications department was selected as being the best center to use for backup. There would be no cost to our department. The backup would only be used if a major event occurred that wiped out the entire Walworth County dispatch system.

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

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

2019 Dispatch activity for November 2019: Telephone calls - 2,225 911 Calls - 198 Window assists - 717

2018 Dispatch activity for November 2018: Telephone calls - 2,474 911 Calls - 206 Window assists - 817

2019 Patrol activity for October 2019: Calls for service - 1,559 Arrests - 246

2018 Patrol activity for October 2018: Calls for service - 1,640 Arrests - 187

h. Discussion – Thank you notes – No discussion/action

- Dr. Thomas Hayward-Officer Walser

i. Items to be forwarded to City Council

Expenditures, Part time employee compensation and report

9. Fire Department Business

a. Approval of bills for the month of November 2019, operating in the amount of \$70,528.19, Equipment purchases in the amount of \$0, Capital purchases in the amount of \$0, for a total of \$70,528.19

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

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

The monthly report includes the Personnel spotlight for FF/EMT Brandon Drohner, who joined the department in 2018. He has always dreamed of being a firefighter and in the last year has completed his Firefighter 1 and EMT certification. Chief Peters reviewed the personnel introductions and December anniversaries. Additionally, Chief Peters discussed notable calls for service and calls for service.

e. Discussion/Action-2020 Budget Update

The 2020 budget has been accepted and the department is getting items ready for purchase.

f. Discussion/Action- Car 2 Replacement Update

Car 2 replacement has been approved by the Finance Committee and Common Council and has been ordered through the State contract.

g. Discussion/Action-Town of Geneva Contract Update

City Attorney Draper and the Town of Geneva attorney are working together to settle the Town of Geneva contract. Town of Geneva feels that the 2% payment and EMS costs can offset the cost of the contract, but that is being discussed.

h. Discussion/Action- Fire Station 1 maintenance and repair issues

Jordan motioned to approve the Peck and Weis proposal in the amount of \$4,956.00 to make the plumbing repairs at Fire Station 1. Pollard seconded. Roll call vote: Connors-Y, Jordan-Y, Pollard-Y, Horne-Y, Saul-Y. Motion carried 5-0.

Chief Peters handed out a quote from Peck and Weis to repair the plumbing problems at Fire Station 1. The Utility Commission came in and looked at the drain to access the repairs needed. Chief Peters stated that the repairs listed on the Peck and Weis proposal will fix repair needs according to state and city requirements.

i. Discussion/action-Approval of Lexipol Policies

- 1028 Personal Appearance Standards

Jordan motioned to approve Lexipol policy 1028 Personal Appearance Standards. Saul seconded. Roll call vote: Connors-Y, Jordan-Y, Pollard-Y, Horne-Y, Saul-Y. Motion carried 5-0.

Chief Peters indicated that the only change to the policy was allowing a person to have a mustache as long as it did not interfere with a self-contained breathing apparatus.

j. Discussion/Action - Approval of hiring PM Emily Neumueller and Rylee Olsen (pending background and medical clearance)

Horne motioned to approve hiring of PM Emily Neumueller and Rylee Olsen pending background and medical clearance. Pollard seconded. Motion carried 5-0.

k. Items to be forwarded to city council

Expenditures and monthly report

10. Agenda items for the next regular meeting Thursday January 9, 2020

Walworth County Communication Center Backup

11. 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 regarding: 1) Police Chief Rasmussen Appraisal and 2) Fire Chief Peters Appraisal

Connors motioned to go into closed session to include Chief Rasmussen. Jordan seconded. Roll call vote: Connors-Y, Jordan-Y, Pollard-Y, Horne-Y, Saul-Y. Motion carried 5-0 at 6:32 p.m.

12. Motion to return to open session per Wisconsin State Statute 19.85(2)

Jordan motioned to return to open session. Horne seconded. Roll call vote: Connors-Y, Jordan-Y, Pollard-Y, Horne-Y, Saul-Y. Motion carried 5-0 at 7:32 p.m.

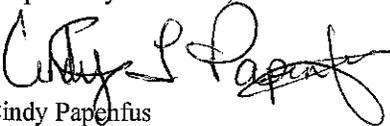
13. Discussion and action on closed session items if needed.

Connors motioned to submit the results of the evaluation of both Chief Rasmussen and Chief Peters as performed in closed session. Jordan seconded. Motion carried 5-0.

14. Adjourn

Pollard motioned to adjourn the meeting. Jordan seconded. Motion carried 5-0 at 7:33 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**