

**LAKE GENEVA POLICE AND FIRE COMMISSION  
MEETING MINUTES  
THURSDAY, AUGUST 10, 2017, AT 6:00 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 6:00 p.m.

**2. Pledge of Allegiance**

The Pledge of Allegiance was led by Commissioner Horne

**3. Roll call**

Commissioners Horne, Pollard, Jordan, Bittner and Hartz were present. Police and Fire Liaison Howell was present. City Administrator Oborn, Chief Rasmussen, Lieutenant Way, Lieutenant Gritzner, Booking Officer Xenia Rodriguez and Administrative Assistant Papenfus of the Lake Geneva Police Department, Chief Peters, Assistant Chief Heindl, Assistant Chief Derrick, Captain Detkowski, Lieutenant Baumann, Lieutenant Lechner and Administrative Assistant Gunderson of the Lake Geneva Fire Department 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 – Commissioner Hartz read a thank you note from Chief Rasmussen to Chief Peters and his staff regarding their assistance during an incident at the Police Department.**

**6. Approval of regular meeting minutes July 6, 2017**

Horne motioned to approve the regular meeting minutes from July 6, 2017. Pollard seconded. Motion carried 5-0.

**7. City Council Report**

Alderman Howell had nothing to report.

**8. Police Department Business**

**a. Approval of bills for the month of July 2017, operating in the amount of \$211,142.94, Equipment Purchases in the amount of \$0, for a total of \$211,142.94.**

Bittner motioned to approve the bills for the month of July. Horne seconded. Roll call vote: Horne-Y, Pollard-Y, Jordan-Y, Bittner-Y, Hartz-Y. Motion carried 5-0.

Chief Rasmussen reviewed a few errors that have occurred over the last few months but stated they had been corrected. Commissioner Horne suggested a different, more accurate report of expenditures showing variances and other information to help prepare for next year's budget.

**b. Discussion/Action changes in Big Foot State Park Policies and Staffing**

Hartz made a motion to draft a letter of appeal to the Secretary of the DNR and recommend the City Council to the draft a letter as well. Pollard seconded. Motion carried 5-0.

Chief Rasmussen stated that the alcohol ban for state parks was lifted on August 1, 2017 and beginning January 1, 2018, park rangers will not have arrest powers. The Chief Warden indicated that nothing will change but the wardens are currently understaffed in Southeastern Wisconsin. Chief Rasmussen said this will create any extra burden on our police department as Bigfoot Beach State Park is entirely within the city limits. It was discussed how the situation should be handled. Commission Hartz suggested that the particular policy be appealed. Commissioner Jordan suggested talking to our legislature about the issue. City Administrator Oborn advised the City Council is concerned about the issue as well and will write a

letter to the State Representatives and Governor and copy the League of Municipalities. Chief Rasmussen will meet with the DNR to try and come up with a solution.

c. Discussion/Action on Booking Officer Xenia Rodriguez' request to attend Police Academy  
Bittner motioned to approve Xenia Rodriguez attending the Police Academy. Horne seconded. Motion carried 5-0.

Booking Officer Rodriguez gave a presentation and requested sponsorship for the Police Academy.

d. Discussion - 2018 Budget

Chief Rasmussen advised that Lieutenant Gritzner and Lieutenant Way are working on the budget and will present it to the Chief by August 23, 2017. A workshop date was set for August 28, 2017 at 6:00 p.m. in the Police Training Room. Commissioner Horne suggested that both departments look at items needed over the long term as the city needed to do a better job at long term strategy planning. Chief Rasmussen advised that every year each department is advised no budget increases so it is difficult to plan ahead. The Budget Replacement Fund has been set up for the long term planning.

e. Discussion/Action - Command Staff Appraisals

Chief Rasmussen advised that the Command Staff Appraisals are ready to be sent out and will be completed by November 1, 2017. The appraisals will be sent out by Administrative Assistant Papenfus will sent out the appraisals to the PFC members and City Administrator Oborn and should be returned to her before the next PFC meeting.

f. Discussion/Action - Sergeant and Lieutenant contracts update

The Sergeant contracts have been agreed upon by all parties. Lieutenant Way's contract will be presented at the City Council meeting. Administrative Assistant Papenfus and Communications Supervisor Froggatt contracts will also go before the City Council.

g. Discussion/Action - Downtown cameras

Horne motioned to set up a three-year plan for developing downtown cameras. Pollard seconded. Motion carried 5-0.

The Police Department was approached by the BID to purchase more cameras. Chief Rasmussen advised that a three year plan is going to be put together. The BID, the City Council, and the Police Department will pay for different areas. Commissioner Horne would like to see the project continue and felt the cameras were a deterrent because people know about them. The City Council would like a camera by the Riveria. The camera system is a visual tool and is used only for investigative purposes. The recording is held for 7-9 days, erases and begins rerecording.

h. Discussion - Venetian Fest

Venetian Fest is staffed the best as the department could staff it. No vacations were allowed at this time.

i. Discussion/Action - Mutual Aid request for Williams Bay Police Department

Horne motioned to allow mutual aid to the Village of Williams Bay Police Department for a September triathlon. Bittner seconded. Motion carried 5-0.

Chief Washer from the Village of Williams Bay Police will provide Mutual Aid to help with a triathlon in September.

j. Discussion/Action - Lexipol policy update 424 Rapid Response and Deployment

Bittner motioned to add a sentence to the Lexipol policy 424. Jordan seconded. Motion carried 5-0. Lieutenant Gritzner addressed adding a sentence to the Lexipol policy. When the WAVE system is activated, the alert goes over the portable radios. The policy states that when the WAVE system is activated, responding officers and telecommunicators will be directed to the Rapid Response and Deployment procedure.

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

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

2017 Dispatch activity for July 2017: 4,248	Telephone calls- 911 Calls- 265	Window assists- 1,153
2016 Dispatch activity for July 2016: 4,066	Telephone calls- 911 Calls- 220	Window assists- 566
2017 Patrol activity for July 2017: Calls for service – 2,062	Arrests – 199	
2016 Patrol activity for July 2016: Calls for service – 2,288	Arrests – 202	

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

Lake Geneva YMCA  
Lake Geneva Public Library

n. Items to be forwarded to City Council

Big Foot Beach State Park Policies and Staffing, Chief's top five monthly incidents and Monthly activity reports.

9. Fire Department Business

a. Approval of bills for the month of July 2017, operating in the amount of \$55,340.40, Equipment Purchases in the amount of \$2,645.17, for a total of \$57,985.57

Jordan motioned to approve the bills for the month of July. Bittner seconded. Roll call vote: Horne-Y, Pollard-Y, Jordan-Y, Bittner-Y, Hartz-Y. Motion carried 5-0.

Chief Peters went over some of the bills and noted that the items that are over budget have been over budget all year long. The 10-year plan is on the track. The next process is filling the last 12 hours of the shift 7 days a week. Hartz noted EMS billing revenue should be around 58% and it is currently 53%.

b. Discussion Monthly EMS Medical Billing/Stark Report

Chief Peters explained the billing system and noted the fire department is approximately three months behind on collecting insurance payments. Commissioner Hartz did not feel the aging report was providing accurate data and asked to have it removed. Commissioner Hartz asked for the trip date report only because it was more accurate data.

c. Discussion Monthly Fire Department Report Overview

Chief Peters reviewed the monthly fire department report. The personnel spotlight was for FF/AEMT Beaudin. Firefighter Beaudin has been with the department since 2004. The notable calls for service were reviewed. Three firefighters were injured with wasp stings during one of the incidents.

d. Discussion Monthly Paratech report

Commissioner Hartz asked about a wrestling injury that occurred at a local business. The Fire Department is checking on the event.

e. Discussion/Action hiring of

POC EMT Israel Cortes  
POC Paul Bachman  
POP FF/EMT Chris Robberson

Jordan motioned to approve the hiring of the above listed individuals pending completion of background investigation. Pollard seconded. Motion carried 5-0.

f. Discussion- GLLEA Narcan Program Update

Chief Peters stated that an agreement had been completed with the Geneva Lakes Law Enforcement Agency and the department is now carrying Narcan.

g. Discussion- Operation Lifesaver

Chief Peters said that he worked with Geneva Lake Law Enforcement Association (GLLEA) to provide life preservers for people who do not have a life preserver and wish to use one. Currently there is a program in Williams Bay similar to this and Operation Lifesaver will fund one more community in Walworth County and Lake Geneva was chosen. A box is placed at the boat launch and is used on an honor system. People can use the life preservers and return them when they are finished. The GLLEA will restock as needed and will fund the project.

h. Discussion/Action- Disposal of obsolete equipment and assets

Obsolete dive gear

- 3 dry suits
- 3 buoyancy compensators
- 3 regulators, masks and hoses
- 3 pony tanks & regulators
- 3 knives
- 3 hand lights

Obsolete communications equipment

- 30 pagers
- 8 portable radios
- 2 Mobile/vehicle radios
- 1 base station radio

Obsolete turn out gear

- 14 helmets

Rescue Lift Air Bag System

MSA Air Bottle

Ferno 35a Ambulance Cot

Bittner motioned to allow the fire department to use their best judgment to destroy or donate the above listed items per policy. Horne seconded. Roll call vote: Horne-Y, Pollard-Y, Jordan-Y, Bittner-Y, Hartz-Y. Motion carried 5-0.

Chief Peters asked that the list of items be donated, sold, scrapped or trashed based on department policy. Many of the items are no longer usable

i. Discussion Thank You letters - No action/discussion

- Excel Family Chiropractic
- Lake Geneva YMCA

j. Discussion/Action- Acceptance of donation from Excel Family Chiropractic in the amount of \$50.00

Jordan motioned to accept donation from Excel Family Chiropractic. Pollard seconded. Roll call vote: Horne-Y, Pollard-Y, Jordan-Y, Bittner-Y, Hartz-Y. Motion carried 5-0.

Chief Peters advised that Excel Family Chiropractic donated \$50.00 for a presentation that Firefighter Terhark did for the business.

k. Discussion/Action- Acceptance of status Change of Dave Beaudin to Paid-on-Premise

Horne motioned to accept the status change of Dave Beaudin. Jordan seconded. Motion carried 5-0.

l. Discussion/Action- Acceptance of resignation of Joel Theder

Horne motioned to accept the resignation of Joel Theder. Pollard seconded. Motion carried 5-0.

m. Discussion/Action- Confirming Lieutenant Promotional List

Pollard motioned to approve the Lieutenant Promotional List and keep active for one year. Jordan seconded. Motion carried 5-0.

Chief Peters asked that the Lieutenant Promotional List be approved and kept active for one year.

n. Discussion/Action – Confirming appointment and promotion of two Lieutenants from Promotional List

Jordan motioned to confirm appointment and promotion of Firefighter Peter Lechner and Firefighter Rhonda Baumann to Lieutenant. Horne seconded. Motion carried 5-0.

Chief Peters was glad that four candidates applied and felt the process went very well. It was a difficult decision for the promotions.

o. Items to be forwarded to city council

Monthly fire department report, monthly Paratech report, Operation Lifesaver, Promotion of Lieutenant Lechner and Lieutenant Baumann.

11. Agenda items for the next regular meeting September 7, 2017

Budget and appraisals

12. Adjourn

Pollard motioned to adjourn the meeting. Jordan seconded. Motion carried 5-0. Meeting adjourned at 7:34 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**