

**LAKE GENEVA POLICE AND FIRE COMMISSION  
MEETING MINUTES  
THURSDAY AUGUST 9, 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 Commissioner Horne

3. Roll call

Commissioners Connors, Horne, Condos, Pollard and Jordan were present. Police and Fire liaison Skates was excused. Also present: Police Chief Rasmussen, Police Lieutenant Gritzner, Police Lieutenant Way, Fire Chief Peters, Assistant Fire Chief Derrick 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 July 5, 2018

Horne motioned to approve the regular meeting minutes of July 5, 2018 with corrections. Condos seconded. Motion carried 5-0.

Connors noted one correction regarding voting at closed session.

7. Approval of the Budget Workshop minutes of July 25, 2018

Pollard motioned to approve the budget workshop minutes of July 25, 2018. Horne seconded. Motion carried 5-0.

8. City Council Report

No report. Alderman Skates was unable to attend the meeting.

9. Fire Department Business

a. Approval of the bills for the month of July 2018, operating in the amount of \$88,825.83, Equipment Purchases in the amount of \$93,110.96, for a total of \$181,936.79

Jordan motioned to approve the bills for the month of July 2018. Horne seconded.

Roll call vote –Connors-Y, Horne-Y, Condos-Y, Pollard-Y, Jordan-Y. Motion carried 5-0.

b. Discussion/Action EMS medical billing/Stark Medical billing – No discussion/Action

c. Discussion Monthly Fire Department Report Overview

Chief Peters reviewed the monthly report. Lt. Rhonda Baumann was the personnel spotlight. Lt. Baumann joined the department in 2014 and has earned Advanced EMT, Firefighter 2, and Driver Operator certifications including Active Shooter Response Level 2 instructor. She is currently developing a Cancer Initiative program. Lt. Baumann received the Firefighter of the year award in 2016. Chief Peters reviewed the “Jr. Firefighter Academy”, MABAS dive team training, 4<sup>th</sup> of July parade, and notable calls for the month. On August 21, 2018 from 3:00 to 6:00 p.m. the fire department will be assisting Children’s Hospital of Wisconsin with car seat checks.

d. EMS call summary report - No discussion/action

e. Discussion-Liquor license renewals and Fire Prevention Bureau Update  
All liquor licenses are renewed and there is 100% compliance.

f. Discussion/Action – Approval of Lexipol Policies

- 905 Body armor
- 916 Hazardous Communication
- 1045 Member Speech, Expression and Social Networking

Jordan motioned to accept Lexipol Policies as listed above. Condos seconded. Motion carried 5-0.

g. Discussion – 2019 Budget

Chief Peters reviewed the budget corrections. The repair of Apparatus Bay Floor in the Equipment Replacement Fund was discussed. Chief Peters said the floor is chipping away from the drains and trenches will have to be dug up with new basins and new cement. Connors suggested moving Apparatus Bay Floor repairs into Capital Projects rather than the Equipment Replacement Fund.

h. Discussion/Action – Accept letter of Resignation Zach Blauser

Jordan motioned to accept the resignation of Zach Blauser with regrets. Horne seconded. Motion carried 5-0.

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

- Ruth Hackman

j. Discussion/Action – Acceptance of Donation

- Immanuel Lutheran Church

Jordan motioned to approve the donation from Immanuel Lutheran Church. Pollard seconded. Roll call vote –Connors-Y, Horne-Y, Condos-Y, Pollard-Y, Jordan-Y. Motion carried 5-0.

Chief Peters stated Immanuel Lutheran Church donated \$306.00 to the Fire Department. The donation will be used toward the Life Jacket Loaner program.

k. Items to be forwarded to city council

Monthly report, thank you letter, Donation from Immanuel Lutheran Church

10. Police Department Business

a. Approval of bills for the month of July 2018, operating in the amount of \$235,437.40, Equipment purchases in the amount of \$0.00, for a total of \$235,437.40

Jordan motioned to approve the bills for the month of July 2018. Condos seconded. Roll call vote – Connors-Y, Horne-Y, Condos-Y, Pollard-Y, Jordan-Y. Motion carried 5-0.

b. Discussion - 2019 Budget

Lieutenant Gritzner is preparing four versions of the budget, adding an additional officer for each school. Chief Rasmussen handed out the Equipment Replacement spreadsheet. Chief Rasmussen stated the motorcycles had been removed from the Equipment Replacement Fund. Condos asked if there was anything in the equipment replacement fund to discuss steel doors/ballistic reinforcement for the squad cars. Chief Rasmussen advised that Lt. Gritzner will get a quote on steel doors when he is able to get a quote for the new squad cards, however, the dealership was unwilling to give a quote at this time.

c. Discussion/Action – School Safety Plan update

Officer Richardson has been talking with the school regarding a school safety plan and has been working on implementing all the items received through the grant received. There is another grant available that the school will be working on to obtain additional funds.

d. Discussion/Action - Disposition of Police Department 2003 Harley Davidson (Squad 210)

Condos motioned to get an estimate on the repair of the Harley Davidson and continue to next month's meeting for discussion. Horne seconded. Motion carried 5-0.

Chief Rasmussen stated the Harley was donated by Stinebrink's Piggly Wiggly and is no longer working. Chief Rasmussen received approval from Stinebrink's to sell the Harley, however, the Harley needs to be repaired before it can go to auction.

e. Discussion/Action – Accept letter of resignation Part Time Officer Justin Samuel

Jordan motioned to accept resignation of Part Time Officer Justin Samuel. Pollard seconded. Motion carried 5-0.

Officer Samuel works for two other agencies and is unable to commit to working enough hours to the Lake Geneva Police Department

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

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

2018	Dispatch activity for July 2018: Telephone calls–3,786	911 Calls–335	Window assists–1,191
2017	Dispatch activity for July 2017: Telephone calls–4,248	911 Calls–265	Window assists–1,153

2018	Patrol activity for June 2018: Calls for service–2,265	Arrests - 219
2017	Patrol activity for June 2017: Calls for service–2,062	Arrests - 199

h. Discussion regarding Thank you letters – No discussion/action

- Blood Center of Wisconsin-Officer Brandi Nelson

i. Items to be forwarded to City Council

Monthly reports, Thank you

11. Agenda items for the next regular meeting September 6, 2018

2019 Budget, School Safety update, Disposition of Harley Davidson

12. 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 Police Department Personnel.

Jordan motioned to go into closed session to include Police Chief Rasmussen, Police Lieutenant Gritzner, Police Lieutenant Way, Fire Chief Peters and Administrative Assistant Papenfus.

Pollard seconded. Roll call vote –Connors-Y, Horne-Y, Condos-Y, Pollard-Y, Jordan-Y. Motion carried 5-0 at 6:57 p.m.

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

Jordan motioned to return to open session. Connors seconded. Roll call vote –Connors-Y, Horne-Y, Condos-Y, Pollard-Y, Jordan-Y. Motion carried 5-0 at 7:02 p.m.

14. Discussion and action on closed session items if needed. No discussion/action

15. Adjourn

Horne motioned to adjourn the meeting. Pollard seconded. Motion carried 5-0. Meeting adjourned at 7:03 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**