

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY MARCH 5, 2020, 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 Horne at 6:04 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Police and Fire Liaison Skates

3. Roll call

Commissioners Horne, Jordan and Pollard were present. Commissioners Connors and Saul were excused. Also present were Police Chief Rasmussen, Police Lieutenant Gritzner, Police Lieutenant Way, Fire Chief Peters, Assistant Fire Chief Derrick, Police and Fire Liaison Skates 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 February 6, 2020

Horne motioned to approve the regular meeting minutes of February 6, 2020. Pollard seconded. Motion carried 3-0.

7. City Council Report

Alderman Skates reported that interviews were being held for the parking manager position and they hoped to hire someone in the next few weeks.

8. Fire Department Business

a. Approval of bills for the month of February 2020, operating in the amount of \$93,967.61, Equipment purchases in the amount of \$5,882.15, for a total of \$99,849.76

Jordan motioned to approve the bills for the month of February 2020. Pollard seconded. Roll call vote: Horne-Y, Jordan-Y, Pollard-Y. Motion carried 3-0.

b. Approval of bills for the month of December 2019, operating in the amount of \$4,530.00

Pollard motioned to approve the bills for the month of December 2019. Jordan seconded. Roll call vote: Horne-Y, Jordan-Y, Pollard-Y. Motion carried 3-0.

c. Approve Resolution number 20-R16

Increase Acct #11-00-00-34490 Assigned FB–EMS Act 102 Program, by \$3,903.44

Decrease Acct#11-00-00-34800, Unassigned Fund Balance, by \$3,903.44

Jordan motioned to approve the Resolution number 20-R16. Pollard seconded. Roll call vote: Horne-Y, Jordan-Y, Pollard-Y. Motion carried 3-0.

d. Approve Resolution number 20-R17

Increase Acct #11-00-00-34800, Unassigned Fund Balance, by \$4,056.32

Decrease Acct #11-00-00-34380, Assigned FB–Fire Department CPR, by \$4,056.32

Pollard motioned to approve Resolution number 20-R17. Jordan seconded. Roll call vote: Horne-Y, Jordan-Y, Pollard-Y. Motion carried 3-0.

e. Approve Resolution number 20-R18

Increase Acct #11-00-00-34370, Assigned FB-Fire Department Donations, by \$1,915.00

Decrease Acct #11-00-00-34800, Unassigned Fund Balance, by \$1,915.00

Pollard motioned to approve Resolution number 20-R18. Jordan seconded. Roll call vote: Horne-Y, Jordan-Y, Pollard-Y. Motion carried 3-0.

f. Discussion -2019 EMS medical billing/Stark medical billing - No discussion/action

g. Discussion - EMS call summary report – No discussion/action

h. Discussion/Action – Monthly Chief’s Update and Fire Department Report Overview

Chief Peters reviewed the monthly report. Personnel Spotlight-Cindi Baumeister joined the staff as Confidential Administrative Assistant in February 2019. Chief Peters also reviewed personnel introductions, community and department events and notable calls for service. Chief Peters also handed out a form outlying the district calls that Lake Geneva Fire Department responded to throughout the last two years.

i. Discussion/Action- PFAS free foam Update

Chief Peters stated that Governor Evers signed SP310 into law noting that fire departments cannot use PFAS free foam except for emergency operations. When the foam is used, the DNR has to be notified as soon as possible. Chief Peters is having a difficult time finding a contractor to remove the foam from the trucks for a reasonable price.

j. Discussion/Action – COVID-19

Chief Peters said the department is prepared for the COVID-19 virus. Dispatch will do call screening to determine if the person calling has flu-like symptoms. Law Enforcement will not be responding to rescue calls with patients having flu-like symptoms. Chief Peters is talking to county public health to set up guidelines and criteria to treat the virus.

k. Discussion/Action – ADRC Community Outreach Program

The Fire Department is working with the Department of Health and Human Services to set up a screening for elderly or needy residents with special needs or memory issues. Pamphlets and forms are in fire engines to hand out to patients on calls. The Fire Department will track these residents internally.

l. Discussion/Action – Hiring of Firefighter/Paramedic Marvin Hendry (pending background)

Pollard motioned to hire Firefighter/Paramedic Marvin Hendry pending background check. Jordan seconded. Motion carried 3-0.

Firefighter/Paramedic Marvin Hendry is on the SWAT team as a tactical medic.

m. Discussion/Action - Approval of resignations from:

- FF/EMT Paul Bachman
- FF/Paramedic Bronson Weyrauch
- FF/Paramedic Ryan Brewer

Jordan motioned to approve the resignation of FF/EMT Paul Bachman, FF/Paramedic Bronson Weyrauch, and FF/Paramedic Ryan Brewer. Pollard seconded. Motion carried 3-0.

n. Items to be forwarded to city council

Expenditures, resolutions, Monthly calls, legislative update and monthly report

9. Police Department Business

a. Approval of bills for the month of February 2020, operating in the amount of \$267,087.34, Capital purchases in the amount of \$2,135.00, Equipment purchases in the amount of \$3,813.02, for a total of \$273,035.36

Jordan motioned to approve the bills for the month of February 2020. Pollard seconded. Roll call vote: Horne-Y, Jordan-Y, Pollard-Y. Motion carried 3-0.

b. Approve Resolution Number 20-R19

Increase Acct #11-00-00-34670, Assigned FB-PD Donations, by \$125.00

Decrease Acct #11-00-00-34800, Unassigned Fund Balance, by \$125.00

Pollard motioned to approve Resolution number 20-R19. Jordan seconded. Roll call vote: Horne-Y, Jordan-Y, Pollard-Y. Motion carried 3-0.

c. Approve Resolution Number 20-R20

Increase Acct #11-00-00-34800; Unassigned Fund Balance, by \$0

Decrease Acct #11-00-00-34680; Assigned FB-PD State Seizures, by \$0

Jordan motioned to approve Resolution number 20-R20. Pollard seconded. Roll call vote: Horne-Y, Jordan-Y, Pollard-Y. Motion carried 3-0.

d. Approve Resolution Number 20-R21

Increase Acct #11-00-00-34800, Unassigned Fund Balance by \$645.34

Decrease Acct #11-00-00-34390, Assigned FB-PD Uniform Allowance by \$645.34

Jordan motioned to approve Resolution number 20-R21. Pollard seconded. Roll call vote: Horne-Y, Jordan-Y, Pollard-Y. Motion carried 3-0.

e. Discussion/Action – Confirm hiring of full time Police Officer John Reborn

Horne motioned to confirm the hiring of full time Police Officer John Reborn. Jordan seconded. Motion carried 3-0.

Lt. Gritzner stated that Officer Reborn has started his second week of the police academy and finishes the end of June.

f. Discussion/Action – Update hiring of full time Police Officer Jose Rodriguez

Lt. Gritzner advised that our next full time Police Officer Jose Rodriguez injured his knee coaching wrestling and has to have surgery. Once he is cleared for light duty, we will start him on administrative duties before he starts the police academy.

g. Discussion/Action – Termination of Officer Richard Dimzoff

Horne motioned to accept termination of Officer Richard Dimzoff. Jordan seconded. Motion carried 3-0.

Lt. Gritzner stated that Officer Dimzoff has been on leave for a few years and never returned to the department to work and did not submit a resignation letter.

h. Discussion/Action – Hiring of CSO's and Part Time Officers

Pollard motioned to move to hire one CSO and one Part Time Officer. Jordan Seconded. Motion carried 3-0.

Lt. Gritzner stated that the department would like approval to hire one CSO from our recruiting efforts and approval to hire one part time officer. The part time officer is a retired Walworth County Detective and is interested in getting some steady officers. We have some potential people from boat patrol and share hours with that department.

i. Discussion/Action - 2019 annual report

The 2019 annual report was handed out and will be brought back next month for approval.

j. Discussion/Action – Lexipol Policy Updates

- 306 Handcuffing and Restraints
- 324 Temporary Custody of Juveniles
- 330 Child Abuse
- 428 Immigration Violations
- 440 Contacts and Temporary Detentions

- 470 Medical Aid and Response
- 514 Impaired Driving, Prohibited Alcohol Concentration, Restricted Controlled Substance
- 1000 Recruitment and Selection
- 1004 Special Assignments and Promotions

Horne motioned to approve the Lexipol Policy Updates. Pollard seconded. Motion carried 3-0.

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

There was a drowning off Townline Road and dive/fire/EMS/police crews did respond. The drowning was in the City of Lake Geneva's jurisdiction.

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

m. Discussion - Monthly activity reports – No discussion/Action

2020 Dispatch activity for February 2020: Telephone calls - 1,699 911 Calls - 134 Window assists - 477
 2019 Dispatch activity for February 2019: Telephone calls – 2,725 911 Calls - 202 Window assists - 718

2020 Patrol activity for February 2020: Calls for service - 1,375 Arrests - 148
 2019 Patrol activity for February 2019: Calls for service - 1,223 Arrests - 135

n. Items to be forwarded to City Council
 Expenditures, resolutions, monthly reports

10. Agenda items for the next regular meeting Thursday April 9, 2020
 2019 Annual report

11. Motion to go into closed session under Wisconsin State Statute 19.85(1)(d) Considering specific applications of probation, extended supervision or parole, or considering strategy for crime detection or prevention specifically: Cyber Security

Pollard motioned to go into closed session with Chief Rasmussen, Lt. Gritzner, Lt. Way, Chief Peters and Administrative Assistant Papenfus. Jordan seconded. Roll call vote: Horne-Y, Pollard-Y, Jordan-Y. Motion carried 3-0 at 6:56 p.m.

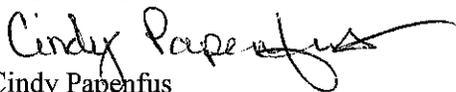
12. Motion to return to open session per Wisconsin State Statute 19.85(2)
 Jordan motioned to return to open session. Pollard seconded. Motioned carried 3-0 at 7:05 p.m.

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

14. Adjourn

Jordan motioned to adjourn the meeting. Pollard seconded. Motion carried 3-0. Meeting adjourned at 7:05 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