

**LAKE GENEVA POLICE AND FIRE COMMISSION  
MEETING MINUTES  
THURSDAY OCTOBER 4, 2018, 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 Connors at 6:03 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Fire Chief Peters

3. Roll call

Commissioners Connors, Horne, Pollard and Jordan were present. Commissioner Condos was absent. Also present: Mayor Hartz, Alderman Skates, Police Chief Rasmussen, Lieutenant Gritzner, Lieutenant Way, Fire Chief Peters, Assistant Fire Chief Derrick, Fire Captain Detkowski 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 September 6, 2018

Horne motioned to approve the regular meeting minutes of September 6, 2018. Pollard seconded. Motion carried 4-0.

7. City Council Report

Alderman Skates noted the following budget dates: October 9 Special FLR meeting at 5:00 p.m. October 16 FLR meeting at 6:00 p.m., October 23 special FLR/Budget workshop at 5:00 p.m., and October 29 Special City Council meeting at 6:00 p.m. to approve budget for publishing. Alderman Skates credited the Mayor, the Interim City Administrator, the Comptroller and the FLR Chairman for doing a great job on preparing the budget this year and felt that the City was in great shape for 2019.. At the FLR meeting, the committee voted 4-2 to recommend to the City Council to choose the United Health Care Plan with Diff card rather than the State Plan.

8. Fire Department Business

a. Approval of bills for the month of September 2018, operating in the amount of \$83,338.56, Equipment purchases in the amount of \$21,345.00, for a total of \$104,683.56

Jordan motioned to approve the bills for the month of September 2018. Horne seconded. Roll call vote: Connors-Y, Horne-Y, Pollard-Y, Jordan-Y. Motion carried 4-0.

Chief Peters stated general revenue is at 72% and expenses are at 69% for the year.

b. Discussion EMS medical billing/Stark Medical billing

There was a delay submitting some bills for the month due to call volume. Chief Peters stated that the Fire Department collects as much information for billing as they can while at a call to help speed up the billing process.

c. Discussion Monthly Fire Department Report Overview

Firefighter/Paramedic Mike Koller is the personnel spotlight for the Fire Department. He has worked for the department since 2011 and he has earned his Firefighter 1 and 2, Driver Operator for Aerial and Pumper, Hazardous Materials Technician, Fire Inspector 1 and paramedic certifications. Chief Peters reviewed community and department events including welcoming back the students on the first day of school. Connors complimented the Fire Department on their turn out response times and Officer McBride's actions after a motorcycle collision.

d. Discussion EMS call summary report - No discussion/action

e. Discussion - 2019 Budget update

Chief Peters reviewed the budget process and noted that small budget items from Equipment Replacement were moved to line items in the General Fund. Chief Peters On October 9, 2018, Chief Peters will ask the Finance Committee to approve purchasing the replacement vehicle by the end of the month to avoid extra costs.

f. Discussion/Action – Ambulance 1 Update

The ambulance has been at the Ford dealership since July 20, 2018 and is still not repaired. If the vehicle is not repaired by October 8, 2018, Ford will put in a new engine at their cost. The only cost to the department would be the original repair of the head gaskets.

g. Discussion/Action – Williams Bay High School Intern

The Fire Department will have a 17-year-old intern who will be at the department in the mornings Monday through Friday. There is a policy in place to allow the internship.

h. Discussion – Scheduled Department of Safety & Professional Services Audit, October 29<sup>th</sup>, 2018

The State audit is scheduled for October 29, 2018. The Fire Department receives money from the State and the audit is done to review how the money is spent as well as department educational and personnel records. Chief Peters stated the department is prepared for the audit.

i. Discussion/Action – Accept resignation of Firefighter/EMT Daniel Zientek

Connors motioned to accept the resignation of Firefighter/EMT Daniel Zientek with regrets. Jordan seconded. Motion carried 4-0.

j. Thank you letters - No discussion/action

- St. Francis De Sales

k. Items to be forwarded to city council

Monthly report, EMS call summary report, Williams Bay High School intern, Department of Safety and Professional Services audit, and thank you letters

9. Police Department Business

a. Approval of the bills for the month of September 2018, operating in the amount of \$203,728.68, Capital in the amount of \$0.00 and Equipment Purchases in the amount of \$0.00, for a total of \$203,728.68

Horne motioned to approve the bills for the month of September 2018. Jordan seconded. Roll call vote: Connors-Y, Horne-Y, Pollard-Y, Jordan-Y. Motion carried 4-0. Chief Rasmussen stated that the department is 5% under budget.

b. Discussion/Action – School Safety Plan update

The school received the second grant for school safety worth approximately \$188,000.00, which included several items for educational needs, etc.

c. Discussion - 2019 Budget Update

The budget moved forward without any changes. One issue was that the new squads had to be ordered by September 21, 2018, before the cost of the vehicle increased. Additionally the 2019 model style was going to change, which would require new equipment in the vehicle for extra costs to the department. Mayor Hartz approved the purchase and the item will be placed on the FLR meeting for approval.

d. Discussion - Telecommunicator hiring update

The PT Telecommunicator position has been posted with the deadline October 19, 2018 at 5:00 p.m. This will also set an eligibility list for a full time position.

e. Discussion – Telecommunicator Tonia Wojtas completed probation October 1, 2018

Telecommunicator Wojtas has successfully completed her probation.

f. Discussion - Chief's top monthly incidents

Alderman Skates asked about the drone use from other departments. Chief Rasmussen stated that we have used the drone to assist other agencies but it is still cheaper than sending personnel.

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

2018 Dispatch activity for September 2018:	Telephone calls - 2,918	911 Calls – 211	Window assists– 943
2017 Dispatch activity for September 2017:	Telephone calls – 2,738	911 Calls – 200	Window assists – 988

2018 Patrol activity for September 2018:	Calls for service – 1,723	Arrests - 84
2017 Patrol activity for September 2017:	Calls for service – 1,856	Arrests - 142

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

- Milwaukee Police Department for Police Officer Michael Michalski

i. Items to be forwarded to City Council

School Safety Plan, Telecommunicator Wojtas completed probation, Chief's monthly top five, and monthly activity reports

10. Agenda items for the next regular meeting November 8, 2018

School Safety update, Fire Department and Police Department budget updates

Commissioner Condos arrived to the meeting at 6:38 p.m.

11. Motion to go into closed session per Wisconsin State Statute 19.85(1)(e), Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specific public business, whenever competitive or bargaining reasons require a closed session: specifically pertaining to union contract and negotiations, specifically Paramedic Intercept Billing Agreements

Connors motioned to go into closed session to include Fire Chief Peters, Assistant Fire Chief Derrick, Fire Captain Detkowski, Police Chief Rasmussen, Lieutenant Gritzner, Lieutenant Way, Alderman Skates, and Administrative Assistant Papenfus. Roll call vote: Connors-Y, Horne-Y, Pollard-Y, Jordan-Y, Condos-Y. Motion carried 5-0 at 6:38 p.m.

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

Connors motioned to return to open session. Pollard seconded. Roll call vote: Connors-Y, Horne-Y, Pollard-Y, Jordan-Y, Condos-Y. Motion carried 5-0 at 7:08 p.m.

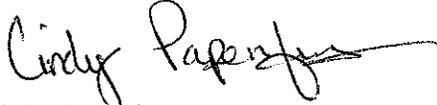
13. Discussion and action on closed session items if needed.

Condos motioned to recommend to FLR committee to provide an intercept agreement for a fee of \$600.00 per call to local fire departments to be reviewed in six months. Horne seconded. Roll call vote: Connors-Y, Horne-Y, Pollard-Y, Jordan-Y, Condos-Y. Motion carried 5-0 at 7:08 p.m.

14. Adjourn

Jordan motioned to adjourn the meeting. Pollard seconded. Motion carried 5-0. Meeting adjourned at 7:10 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**