

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY, DECEMBER 7, 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 Hartz at 6:07 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Horne

3. Roll call

Commissioners Bittner, Horne, Pollard, Jordan and Hartz were present. Also present: Police and Fire Liaison Howell, Police Chief Rasmussen, Lieutenant Gritzner, Lieutenant Way, Fire Chief Peters, Assistant Chief Heindl, Captain Derrick, City Attorney Draper, City Administrator Oborn and Confidential 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 November 9, 2017

Horne motioned to approve the regular meeting minutes of November 9, 2017. Bittner seconded. Motion carried 5-0.

7. City Council Report

City Administrator Oborn advised that employees will be requested to pay insurance premium shares for the first time. An Aurora Medical Clinic has been approved for employees and will be opening sometime in January 2018. Negotiations have begun with the police union. The firefighter union also met and health benefits will be extended to the firefighters with increased hours.

8. Fire Department Business

a. Approval of bills for the month of November 2017, operating in the amount of \$77,970.74, Equipment Purchases in the amount of \$3,419.53, for a total of \$81,390.27

Pollard motioned to approve the bills for the month of November 2017. Jordan seconded. Roll call vote: Bittner-Y, Horne-Y, Pollard-Y, Jordan-Y, Hartz-Y. Motion carried 5-0.

b. Discussion Monthly EMS Medical Billing/Stark Report

Chief Peters stated 50% of EMS recoverables are 90 days or over. The contract for EMS billing is up in December 2018 and multiple fire departments are looking at new vendors. There were more problems in the charge trip date report in November. Eric Kiefer from EMS will talk at the January PFC meeting. The Commission discussed looking into new vendors to obtain better payment standards.

c. Discussion Monthly Fire Department report

Chief Peters' reviewed the monthly report. Firefighter Larson was recognized as the personnel spotlight. Firefighter Larson is the first group from the paid-on-premise program and has worked for the department since 2008. Chief Peters also noted anniversaries, notable calls and community events.

d. Discussion Monthly Paratech Report – No discussion/action

e. Discussion/Action on increase of service to Paramedic level in 2018

Captain Detkowski presented the operational plan to the State to move to the Paramedic level. In order to be at the paramedic level, the Fire Department has to be licensed through the State and overseen by a medical director. Dr. Andrews, the current medical director, is in support of this plan. At this time, 17 staff members are licensed paramedics; however, they cannot perform their duties because the department is not licensed. The Fire Department anticipates submitting the application around January 1, 2018 and hopes to have the program up and running by April 1, 2018. The update will improve patient care to the community. Chief Peters asked the Commission to write a letter of support to be submitted with the study. The Commission agreed that Commissioner Hartz will submit a letter of support on behalf of the Police and Fire Commission to be included with the application packet.

f. Discussion Increase in staffing model 2018

The 24 hour staffing model was approved for the first of the year. A 48 hour staff schedule is being negotiated due to the 24 hour staffing model.

g. Discussion Final Budget 2018 Update

Chief Peters handed out the equipment replacement fund and the final budget paperwork. The fee schedule was changed by the council and approved by resolution.

h. Discussion/Action Station Generator Update& Change Order

Horne motioned to approve change order in the amount of \$1500.00 for the generator. Bittner seconded. Roll call vote: Bittner-Y, Horne-Y, Pollard-Y, Jordan-Y, Hartz-Y. Motion carried 5-0. Captain Detkowski stated that a change order was received in the amount of \$1,500.00 because the transformer did not meet the electrical code and had to be moved to another location. The cost was \$1500.00 over the original estimated cost but was still within budget per City Administrator.

i. Discussion/Action- Approval of Lexipol Policies

- 316 Trench Rescues
- 400 Fire Inspections
- 401 Permits
- 402 Fire Investigations
- 404 Alternative Materials and Methods Requests
- 405 Community Fire Station Visitation Program
- 407 Hazardous Materials Disclosures
- 408 Maximum Occupancy- Overcrowding
- 501 Medical Supplies
- 706 Knox Box Access
- 912 Fire Station Safety
- 1013 Conduct and Behavior
- 1100 Facility Security

Pollard motioned to accept Lexipol policies. Jordan seconded. Motion carried 5-0. Captain Detkowski presented the Lexipol policies.

j. Discussion/Action Paratech Agreement

Horne motioned to accept the Paratech Agreement. Pollard seconded. Motion carried 5-0. Chief Peters presented the Paratech agreement to assist Geneva Township when the Town of Geneva is unable to cover their area.

k. Discussion regarding Thank you letters - No discussion/action

- Terry & Elyse Harth

l. Discussion/Action- Hiring of Jen Galek (pending Background)

Jordan motioned to approve hiring Jen Galek pending background investigation. Horne seconded. Motion carried 5-0.

m. Discussion/Action-Carroll Retirement & Walk Out January 12th at 7pm

Jordan motioned to accept retirement of Firefighter Pat Carroll. Pollard seconded. Motion carried 5-0.

n. Discussion/Action- Acceptance of donation from Crystal Wergin

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

o. Discussion/Action – Acceptance of donation from Richard Goetsch

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

p. Items to be forwarded to city council

Fire Department monthly report

Generator change order

Retirement/walk out for Firefighter Pat Carroll

9. Police Department Business

a. Approval of bills for the month of November 2017, operating in the amount of \$285,716.03, for a total of \$285,716.03

Horne motioned to approve the bills for the month of November 2017. Pollard seconded. Roll call vote: Bittner-Y, Horne-Y, Pollard-Y, Jordan-Y, Hartz-Y. Motion carried 5-0.

Chief Rasmussen stated the department is currently 2% over budget.

b. Discussion/Action on Chief Rasmussen Departmental and Personal Goals

A final draft of the departmental and personal goals will be presented at the January meeting for approval.

c. Discussion/Action on letter of retirement from Officer Jeffrey Nethery

Jordan motioned to accept retirement letter of Officer Jeffrey Nethery. Bittner seconded. Motion carried 5-0.

d. Discussion/Action on Leave of Absence for Reserve Officer Richard Dimzoff

Bittner motioned to accept leave of absence for Reserve Officer Richard Dimzoff. Horne seconded. Motion carried 5-0.

e. Discussion/Action on full time officer hiring

Horne motioned to begin full time officer hiring. Pollard seconded. Motion carried 5-0.

Chief Rasmussen stated that an additional officer was approved for the 2018 officer and he would like to move forward with the process to start an eligibility list.

f. Discussion/Action on part time officer hiring

Horne motioned to begin eligibility list for part time officers. Pollard seconded. Motion carried 5-0.

g. Discussion/Action on booking officer hiring

Horne motioned to begin eligibility list for booking officer hiring. Pollard seconded. Motion carried 5-0.

h. Discussion/Action modifying the application requirements for staff positions of sergeant and above

Chief Rasmussen stated that the staff checked with staff and command groups and the Administrative Assistant group and no response was received regarding department policy. Attorney Draper stated there

are no state statute requirements to change the standards for hiring but it is the department's duty to bring the best candidates forward. The commission discussed changing the requirements for promotions with individuals without a Bachelor degree. The department affords each employee the opportunity to attend classes to obtain their degree and be reimbursed by the Department. The Commission decided to continue the current requirements for staff positions of sergeant and above.

i. Discussion regarding Community Outreach Committee Food Drive

Lieutenant Way stated that the food drive will end December 15. Several blankets were donated to the police department. Lieutenant Way stated the blankets will be donated to a family in need.

j. Chief's top monthly incidents

Chief Rasmussen stated there was an article in the Lake Geneva Regional News regarding a suicide at the Hillmoor Frisbee Golf Course from last month's top five. The article portrayed that there was a threat to the City. There was never a threat or danger to the city. The City does not notify the public of suicides to protect the identity of the family.

k. Monthly activity reports – No action/discussion

2017	Dispatch activity for November 2017: Telephone calls–3,103	911 Calls–167	Window assists–707
2016	Dispatch activity for November 2016: Telephone calls–2,732	911 Calls–169	Window assists–794

2017	Patrol activity for September 2017: Calls for service– 1,473	Arrests - 108
2016	Patrol activity for September 2016: Calls for service– 1,270	Arrests - 50

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

m. Items to be forwarded to City Council

Community Outreach Committee-food drive

Chief's monthly top five

Monthly activity reports

10. Agenda items for the next regular meeting January 4, 2018

Chief Rasmussen's departmental and personal goals

11. a. Motion to go into closed session under Wisconsin State Statute 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 Employee

b. 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 Police union negotiations.

c. 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. Specifically: Fire Chief Peters' appraisal

Horne motioned to go into closed session. Pollard seconded. Roll call vote: Bittner-Y, Horne-Y, Pollard-Y, Jordan-Y, Hartz-Y. Motion carried 5-0 at 7:26 p.m. Chief Rasmussen, Lieutenant Gritzner, Lieutenant Way, Chief Peters, and City Administrator Oborn were present for closed sessions.

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

Pollard motioned to return to open session. Bittner seconded.

13. Discussion and action on closed session items if needed. Roll call vote: Bittner-Y, Horne-Y, Pollard-Y, Jordan-Y, Hartz-Y. Motion carried 5-0 at 8:09 p.m.

13. Discussion and action on closed session items if needed.
Pollard motioned to allow President Hartz sign Chief Peters' appraisal. Bittner seconded. Motion carried 5-0.

14. Adjourn

Jordan motioned to adjourn meeting. Pollard seconded. Meeting adjourned at 8:10 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