

**LAKE GENEVA POLICE AND FIRE COMMISSION  
MEETING MINUTES  
THURSDAY, JANUARY 4, 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 Hartz at 6:01 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Bittner

3. Roll call

Commissioners Horne, Jordan, Bittner and Hartz were present. Commission Pollard was excused. Also present: Fire Chief Peters, Assistant Fire Chief Derrick, Fire Captain Detkowski, Police Chief Rasmussen, Police Lieutenant Gritzner, Police Lieutenant Way, City Administrator Oborn and Confidential Administrative Assistant Papenfus. Police and Fire Commission Liaison Howell and Town of Geneva Fire Liaison Walton were absent.

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 December 7, 2017

Horne motioned to approve the regular meeting minutes of December 7, 2017. Bittner seconded. Motion carried 4-0.

7. City Council Report

City Administrator Oborn discussed the changes in the city's insurance plan including a premium share of \$142.69/month for a family plan, the continued spousal surcharge and the approval of the State plan beginning January 1, 2019. The employee Aurora Clinic will be open soon and was expanded to all city employees. 2018 Capital Projects and Equipment Replacement Funds have been approved. A few budget amendments were posted to the 2017 budget including Assistant Chief Reuss' payout. This budget amendment was recommended by Finance License and Regulation Committee and will be considered at the January 8, 2018 council meeting. Bittner asked if there were any potential costs or benefits to the city employees to cover the changes on insurance. Administrator Oborn stated the idea of the clinic is that employees can go to the clinic for free as well as shorten time off. Hartz also asked about employee contracts. Administrator Oborn noted that one contract is waiting for an employee to sign and the other two are under review by the City Attorney Draper.

8. Police Department Business

a. Approval of bills for the month of December 2017, operating in the amount of \$234,733.73, equipment purchases in the amount of \$523.71, for a total of \$235,257.44

Jordan motioned to approve the bills for the month of December 2017. Horne seconded. Roll call vote: Horne-Y, Jordan-Y, Bittner-Y, Hartz-Y. Motion carried 4-0.

Chief Rasmussen felt that the department would be close to the 2017 budget because of the budget adjustments of \$24,000 for the new officer and the pay out for Assistant Chief Reuss. Hartz had a few questions regarding the Reserve clothing budget, telephone expenses and tuition reimbursement. Bittner noted that the fuel expense was also extremely low.

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

Horne motioned to approve Chief Rasmussen's Departmental and Professional Goals with edits and quarterly review. Jordan seconded. Motion carried 4-0.

Chief Rasmussen asked that "personal goals" be changed to "professional goals". Bittner struggled with the wording of "curb" the Opioid problem. The wording will be changed to "proactively monitor and manage". Horne expressed his concerns of measuring the goals. It was discussed and decided that a benchmark will be set for the goals and the goals will be reviewed quarterly.

c. 2018 Capital and Equipment Replacement Update

All items were passed as recommended and the department is working on the projects at this time.

d. Discussion on full time officer hiring

A letter was submitted to current reserve officers and only four letters of intent were returned. The full time position was then opened up to the public with applications due January 19, 2018.

e. Discussion on reserve officer hiring

The department received nine applications and eight were qualified. Testing is scheduled and interviews will be January 30, 2018.

f. Discussion on booking officer hiring

The department received 28 applications for the booking officer positions. The dates for interviews are scheduled for January 23 and 24, 2018.

g. Discussion/Action accept \$100.00 donation from Albert C. Exner

Jordan motioned to accept the \$100.00 donation from Albert C. Exner. Horne seconded. Roll call vote: Horne-Y, Jordan-Y, Bittner-Y, Hartz-Y. Motion carried 4-0. Chief Rasmussen stated we receive an annual donation from Mr. Exner.

h. Discussion regarding Community Outreach Committee – Family donations

Lt. Way noted that two families were sponsored and were given clothing, toys, coats, socks, and hats for Christmas.

i. Chief's top monthly incidents – No discussion/action

j. Monthly activity reports

2017	Dispatch activity for December 2017: Telephone calls–2,717	911 Calls–175	Window assists–676
2016	Dispatch activity for December 2016: Telephone calls–2,739	911 Calls–215	Window assists–843
2017	Patrol activity for December 2017: Calls for service–1,449	Arrests - 110	
2016	Patrol activity for December 2016: Calls for service–1,370	Arrests -145	

Dispatch is answering 108 phone calls with 911 calls and helping on average 32 people at the window per day. The department is averaging 52 calls per day. The minor arrests are down because the department did not participate in traffic grants but the department still averages four arrests per day.

k. Yearly Statistics - No discussion/action

2017	Dispatch activity: Telephone calls	37,111	911 Calls	2,431	Window assists	11,673
2016	Dispatch activity: Telephone calls	38,233	911 Calls	2,609	Window assists	10,510
2017	Patrol activity:	Calls for service-	18,959	Arrests-	1,563	
2016	Patrol activity:	Calls for service-	17,710	Arrests-	1,977	

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

- Visit Lake Geneva

m. Items to be forwarded to City Council

Chief's top incident reports, monthly reports and yearly reports.

9. Fire Department Business

a. Approval of bills for the month of December 2017, operating in the amount of \$66,050.09, Equipment Purchases in the amount of \$6,791.37, for a total of \$72,841.46

Horne motioned to approve the bills for the month of December 2017. Jordan seconded.

Roll call vote: Horne-Y, Jordan-Y, Bittner-Y, Hartz-Y. Motion carried 4-0.

Chief Peters reviewed budget items. Revenue items are 103.95% for the year. Total overall budget is at 95.2%. Hartz noted that revenue from EMS bills compared to outside billing services did not match. Less was collected than budgeted and the cost of collecting bills went up. Captain Detkowski stated the amount collected is based upon the step in which the monies are collected and there are different percentages. People do not pay their bills timely so it takes more steps to collect payment and this increases the cost of collecting bills. Hartz pointed out that training expenses are under budget. Chief Peters noted that it is difficult for personnel to go to training because they work other jobs.

b. Discussion Monthly EMS Medical Billing/Stark Report

47.5% of the EMS bills are exceeding the 90 day mark. Eric Kiefer will be here next month to discuss.

c. Discussion Monthly Fire Department report

The personnel spotlight was for firefighter/EMT Alyssa Gustafson. Alyssa became interested in the firefighter program as a senior in high school. She is also a registered nurse. She has received the Lifesaving Award and Firefighter of the Year award. Special anniversaries are Deputy Chief Derrick for 46 years of service. Community Events and Notable Calls were discussed. The department also noted the retirement of FF/EMT Patrick Carroll after 33 years of service.

d. Discussion Monthly Paratech report –

Chief Peters advised this is the last month for the Paratech report because of 24 hour staffing.

e. Discussion/Action- Approval of Lexipol Policies

- 709 Photography and Electronic Imaging
- 800 Records Management
- 802 Subpoenas and Court Appearances
- 900 Injury and Illness Prevention Program
- 910 Health and Safety Officer
- 914 Personal Protective Equipment
- 915 Hazardous Energy Control
- 1016 Personal Projects On-Duty
- 1022 Physical Fitness
- 1023 Critical Incident Stress Debriefing
- 1030 Badges
- 1031 Identification Cards
- 1034 Release of HIPAA-Protected Information
- 1101 Emergency Power
- 1102 Wastewater Discharge
- 1105 Station Living

Jordan motioned to accept the proposed Lexipol policies except Policy 1016. Horne seconded. Motion carried 4-0.

There were some questions regarding Lexipol policy 1016. This will be reviewed and brought back next month.

f. Discussion Thank You letters – No discussion/action

- a. Aurora Delavan Clinic Staff
- b. Visit Lake Geneva

g. Discussion-Carroll Retirement & Walk Out January 12<sup>th</sup> at 5pm

Chief Peters invited the Commission to FF/EMT Carroll's walk out ceremony and retirement party on January 12 and January 13, 2018.

h. Items to be forwarded to city council

Monthly report and FF/EMT Carroll's retirement invite.

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

Lexipol policy 1016

Benchmarks Chief Rasmussen goals-discussion

11. Motion to go into closed session under Wisconsin State Statute 19.85(1)(g), conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

Jordan motioned to go into closed session. Horne seconded. Roll call vote: Horne-Y, Jordan-Y, Bittner-Y, Hartz-Y. Motion carried 4-0. Motion carried 4-0 at 7:16 p.m.

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

Horne motioned to return to open session. Bittner seconded. Roll call vote: Horne-Y, Jordan-Y, Bittner-Y, Hartz-Y. Motion carried 4-0 at 7:42 p.m.

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

14. Adjourn

Jordan motioned to adjourn the meeting. Horne seconded. Motion carried 4-0. Meeting adjourned at 7:42 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**