

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
MONDAY, JUNE 11, 2018, AT 5:00 P.M.**

This meeting will be held in the Police Department Training Room, 2nd floor, City Hall, 626 Geneva Street, Lake Geneva, Wisconsin, 53147.

1. Call meeting to order

The meeting was called to order by Commissioner Horne at 5:01 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Condos

3. Roll call

Commissioners Condos, Connors, Pollard and Horne were present. Commissioner Jordan was excused. Also present: Police and Fire Commission Liaison Skates, Police Chief Rasmussen, Police Lieutenant Gritzner, Police Lieutenant Way, Fire Captain Detkowski, Confidential Administrative Assistant Papenfus

4. Comments from the Public reference agenda items only. Comments are limited to a maximum of five minutes - Walworth County Assistant Corporation Counsel Estee Scholtz volunteered to be on the School Safety Planning Committee. She has a special interest in the topic and offered her legal expertise to the committee.

5. Acknowledge correspondence - None

6. Approval of the regular meeting minutes of May 10, 2018

Horne motioned to approve the regular meeting minutes of May 10, 2018. Pollard seconded. Motion carried 3-0. Connors abstained because he was not at the May meeting.

7. City Council Report

Alderman Skates stated that the Fire Department contract is nearly complete. At the last Committee of the Whole meeting, school safety was discussed and is a very important topic to everyone.

8. Welcome newly appointed Commissioner Jim Connors

Horne welcomed Connors to the Police and Fire Commission. Connors stated he looked forward to working with both departments and the taxpayers.

9. Elections of Officers: President and Vice President

Condos made a nomination to appoint Horne as President. Connors made a motion to continue the nominations until Jordan was present. Pollard also felt that the commission should table the nominations until the full commission was present, like last month. It was discussed by the commission whether the nominations had to be held or if it was ok to continue for another month. Pollard nominated Connors as President. Written ballots were taken with two votes for Horne and two votes for Connors. Pollard motioned to continue the nominations until next meeting. Connors seconded. Motion carried 4-0.

10. Fire Department Business

a. Approval of the bills for the month of May 2018, operating in the amount of \$118,967.88, Equipment Purchases in the amount of \$18,006.21, for a total of \$136,974.09

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

Captain Detkowski reviewed the expenditure report. At this time, the fire department's budget is approximately 40%. Maintenance is at approximately 100%.

b. Discussion/Action EMS medical billing/EMS call summary report/Stark Medical billing
Billing is on track for the year and is at roughly 40%. The new fee schedule has been implemented. Connors asked about the negative numbers on the aging report. Captain Detkowski stated that there is a process to release the money back for a refund and the insurance company has not done that yet.

c. Discussion Monthly Fire Department Report Overview

Captain Detkowski reviewed the monthly report. The Company Personnel Spotlight is for FF/EMT Britton TerHark, who has been with the department since April 2013. FF/EMT TerHark is a member of the Technical Rescue Team and has earned certifications in High Angle and Trench Rescue as well as an operator for the UAV Team. Captain Detkowski also highlighted June anniversaries, Community Events and Calls for Service.

d. Discussion Walworth County Fire/EMS Study Committee Update

Captain Detkowski stated the Fire/EMS Study Committee is moving along and five areas of focus have been created.

e. Discussion/Action – Approval of Lexipol Policies

- 403 Code Enforcement
- 410 Fire Watch Services
- 703 Use of Department Vehicles
- 1042 Driver's License Requirements

Connors made a motion to approve the Lexipol Policies with corrections. Pollard seconded. Motion carried 4-0.

f. Discussion – Fire Ops session Saturday June 9, 2018

Captain Detkowski stated two alderpersons attended the Fire Ops session and overall it went well.

g. Discussion/Action – Hiring of personnel pending background

- POP Firefighter/Paramedic William Engen
- POP Firefighter/Paramedic MaKayla Gates-Lloyd
- POC Brandon Drohner

Pollard motioned to accept hiring the above listed personnel pending the background investigation. Horne seconded. Motion carried 4-0.

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

- City of Delavan
- Town of Randall
- Covenant Harbor
- Central Denison Kindergarten Classes

i. Items to be forwarded to city council

Monthly report

11. Police Department Business

a. Approval of bills for the month of May 2018, operating in the amount of \$207,407.84, Equipment purchases in the amount of \$4,524.63, for a total of \$211,932.47

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

b. Discussion/Action –Accept donation from Lake Geneva Jaycees
Horne motioned to accept Halloween glow sticks from the Lake Geneva Jaycees. Pollard seconded.
Motion carried 4-0.
Chief Rasmussen stated that the Lake Geneva Jaycees will donate 1000 glow stick necklaces for trick-or-treating next Halloween if it is held in the evening.

c. Discussion/Action - School Safety Presentation from Committee of the Whole (06-04-18)
Chief Rasmussen stated that Mayor Hartz read one of the student letters addressed to Speaker of the House Paul Ryan at the Committee of the Whole meeting on June 4, 2018. Mayor Hartz wanted to share the letters to the Community as a Whole as well as the Police and Fire Commission. Mayor Hartz stated that this is a concern from the kids and he felt it was necessary for the community to help the kids feel safer.

d. Discussion/Action – School Safety Plan Committee
Connors made a motion that the PFC supports Chief Rasmussen, Mayor Hartz and Dr. Gottinger’s efforts by forming a committee with all the stakeholders. Pollard seconded. Motion carried 4-0.
Chief Rasmussen, Commissioners Horne and Condos, Mayor Hartz, Alderman Skates and members of Tactical Corporate Training Solutions to discuss a school safety plan. Mayor Hartz would like to set up a committee to discuss a safety plan and decide what is best for the community. It was discussed how to develop the committee and present the safety plan. The Commission would like to see a Resource Officer in every school. Mayor Hartz would like to meet with Dr. Gottinger from the school district and work together with the district to set up a plan. It was agreed that the City of Lake Geneva is ahead of the program compared to other communities.

e. Discussion/Action - Summer staffing
Chief Rasmussen stated that there is some projected overtime for the weekend of June 22-23, 2018. Chief Rasmussen stated the Fourth of July weekend has been blocked out for vacations. Additionally, there have been more frequent patrols at the State Park.

f. Discussion/Action –Lake Geneva Police Department recognized as Dementia Friendly
The officers have been trained and the building was inspected and approved as dementia friendly by the Walworth County Aging Network.

g. Discussion - Chief’s top monthly incidents – No discussion/Action

h. Discussion - Monthly activity reports –

2018	Dispatch activity for May 2018: Telephone calls– 2,885	911 Calls–228	Window assists–1,044
2017	Dispatch activity for May 2017: Telephone calls– 3,367	911 Calls–230	Window assists–1,058
2018	Patrol activity for May 2018: Calls for service– 1,795	Arrests - 116	
2017	Patrol activity for May 2017: Calls for service– 1,611	Arrests – 105	

Chief Rasmussen stated that police department is heading for a record number of calls this year.

i. Discussion regarding Thank you letter – No action/discussion

- Mary Holahan-Officer Tracy

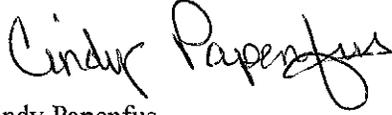
j. Items to be forwarded to city council
Jaycees donation, School Safety Plan Committee, summer staffing, Dementia Friendly Department, Chief’s Top Five, monthly reports

12. Agenda items for the next regular meeting July 5, 2018
School safety and elections

13. Adjourn

Pollard motioned to adjourn the meeting. Connors seconded. Motion carried 4-0. Meeting adjourned at 5:57 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**