

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY, APRIL 5, 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 Hartz at 6:02 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Horne

3. Roll call

Commissioners Horne, Condos, Pollard, Jordan and Hartz were present. Also present: Police and Fire Commissioner Liaison Howell, Fire Chief Peters, Police Chief Rasmussen, Police Lieutenant Gritzner 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 March 8, 2018

Horne motioned to approve the regular meeting minutes of March 8, 2018. Jordan seconded. Motion carried 5-0.

7. City Council Report

Alderman Howell had nothing to report

8. Fire Department Business

a. Approval of the bills for the month of March 2018, operating in the amount of \$100,401.06 Equipment Purchases in the amount of \$257,454.91, for a total of \$357,855.97.

Jordan motioned to approve the bills for the month of March 2018. Horne seconded. Roll Call vote: Horne-Y, Condos-Y, Pollard-Y, Jordan-Y, Hartz-Y. Motion carried 5-0.

Chief Peters stated that CPR revenue was at 78.7% for the year because several CPR classes have been performed. Ambulance repairs account #11-22-00 5240 is high because Ambulance 1 needed some major repairs.

b. Discussion/Action EMS/Stark Medical billing

Chief Peters stated the billing process was only through March 9 because there were some software modifications and some dates were missed but will be picked up next month.

c. Discussion Monthly Fire Department Report Overview

Chief Peters gave an overview of the monthly report. Firefighter/Paramedic Tietz was the employee spotlight and has been with the department since 2011. He is also a full time firefighter in Kenosha.

d. Discussion/Action - Assisting other agencies during Hwy 120 & Main St construction
Chief Peters stated that the City of Lake Geneva will be aiding Town of Lyons Fire Department from the city limits to the bridge on Highway 12. The department will also cover this side of the lake for the Town of Linn Fire Department during construction.

e. Discussion - Paramedic Service Upgrade

The Division of Public Health-Office of Preparedness and Emergency Health Care-Emergency Medical Services Section has approved the Paramedic Service Upgrade for the City of Lake Geneva Fire Department. The program went live on April 1, 2018. The medical director is happy with the department's training level and knowledge. The paramedic service has already been used on several calls.

f. Discussion/Action - Acceptance of Donation

- Lake Geneva Jaycees
- Lake Geneva School of Cooking

Condos motioned to accept the \$5,000.00 donation from the Lake Geneva Jaycees for four season jackets and the \$5,000.00 donation from the Lake Geneva School of Cooking towards the Craig Collins Memorial Fund. Horne seconded. Roll Call vote: Horne-Y, Condos-Y, Pollard-Y, Jordan-Y, Hartz-Y. Motion carried 5-0.

Chief Peters stated the Lake Geneva Jaycees donated \$5,000.00 for four season jackets and the Lake Geneva School of Cooking donated \$5,000.00 towards the Craig Collins Memorial Fund and Chief Peters asked the Commission to approve the donations.

g. Discussion/Action - Hiring of personnel Pending background

- POP Firefighter/Paramedic Ryan Brewer
- POP Firefighter/Paramedic Courtney Jinar

Pollard motioned to accept hiring of POP Firefighter/Paramedic Ryan Brewer and POP Firefighter/Paramedic Courtney Jinar pending background evaluation. Jordan seconded. Motion carried 5-0.

Discussion/Action - Acceptance of resignations

- POP Dustin Roder
- POC Dylan Culver
- POP Rhianna Franz

Horne motioned to accept resignations for POP Dustin Roder, POC Dylan Culver and POP Rhianna Franz. Pollard seconded. Motion carried 5-0.

i. Discussion/Action - Fire Department Fee Schedule Update

Hartz motioned to accept updated fire department fee schedule. Condos seconded. Motion carried 5-0.

Chief Peters presented the updated Fire Department Fee Schedule. The costs are now the same as a local vendor. Medicine charges were also added due to the new Paramedic level. The fee schedule will be forwarded to the Town of Geneva and the City Council for final approval.

j. Discussion - Thank you letter – No discussion/action

- Aurora clinic

k. Items to be forwarded to city council

Department monthly report, fee schedule update and Aurora thank you letter

9. Police Department Business

a. Approval of bills for the month of March 2018, operating in the amount of \$196,565.03, equipment purchases in the amount of \$16,150.08, for a total of \$212,715.11

Horne motioned to approve the bills for the month of March 2018. Jordan seconded. Roll Call vote: Horne-Y, Condos-Y, Pollard-Y, Jordan-Y, Hartz-Y. Motion carried 5-0.

Chief Rasmussen stated that Special Equipment, Special Investigations and Training accounts are up so far this year because Lexipol and Morphotrak annual agreements are paid at the beginning of the year and SET equipment was purchased. A lot of training is scheduled at the time of year so the Training account is higher. Condos suggested that the BID district put money toward paying for patrolling the downtown. Administrator Oborn, Condos and Chief Rasmussen will present it at a BID meeting.

b. Discussion/Action 2017 Police Budget Report

Jordan motioned to approve the 2017 Budget report. Horne seconded. Motion carried 5-0.

Chief Rasmussen noted there were some unbudgeted payouts in 2017 including sick payout and Assistant Chief Reuss' retirement benefits. The city covered some of these unbudgeted expenses but not the entire amount, therefore, the police budget was \$8,806.02 over budget.

c. Discussion/Action on Chief Rasmussen Departmental and Professional Goals

Chief Rasmussen reviewed his departmental and professional goals. The Commission was happy with the update and progress.

d. Discussion/Action on hiring confirmation of Full Time Officer Michael McBride

Jordan motioned to accept hiring Full Time Officer Michael McBride. Condos seconded. Motion carried 5-0.

Officer McBride started on April 3, 2018.

e. Discussion of crime trends handout

The current crime trends were discussed. Technology crimes are steadily rising. Technology crimes are time consuming and require extra investigation for the detectives. Horne asked what the 10-year plan would be. Chief Rasmussen said that the plan would include an additional detective and then a data entry person. Alderman Howell suggested that Chief Rasmussen begin meeting with the Personnel Committee to begin a plan to add officers.

f. Discussion follow-up regarding school safety meeting with Dr. Gottinger

Chief Rasmussen stated that he and Hartz met with Dr. Gottinger regarding school safety and adding an additional officer at the middle school. Dr. Gottinger agreed that an additional officer was needed but stated the school could not pay for it because of funding problems. The Commission felt that the school should be able to come to some agreement with the department regarding funding the position.

g. Discussion/Action on acceptance of resignation for Booking Officer Carley Fettig
Horne motioned to accept resignation of Booking Officer Carley Fettig. Pollard seconded.
Motion carried 5-0.

h. Discussion/Action on sponsorship of Booking Officer Karl Springhorn for fall police academy
Pollard motioned to approve fall police academy sponsorship for Booking Officer Karl
Springhorn. Jordan seconded. Motion carried 5-0.

Booking Officer Karl Springhorn presented himself to the Commission and asked for
sponsorship to the academy in fall 2018. Springhorn is currently a firefighter and will be a
booking officer through the summer.

i. Discussion/Action on weekend complaints regarding parking and dispatch

Chief Rasmussen noted that there were lots of parking complaints over the weekend and dispatch
felt that it was becoming a safety issue for the officers. Chief Rasmussen and Hartz met with
Parking Supervisor Mullally to discuss different options for resolving the parking complaint
issues.

j. Discussion/Action on Walmart Grant

Horne motioned to accept grant donation from Walmart in the amount of \$4,000.00. Horne
seconded. Roll Call vote: Horne-Y, Condos-Y, Pollard-Y, Jordan-Y, Hartz-Y. Motion carried 5-
0.

Walmart contacted Lt. Way and offered a \$4,000.00 grant to the Police Department. The grant
will be presented to Lt. Way on April 6, 2018.

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

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

2018	Dispatch activity for March 2018: Telephone calls–2,503	911 Calls–179	Window assists– 950
2017	Dispatch activity for March 2017: Telephone calls–2,682	911 Calls–150	Window assists– 956

2018	Patrol activity for March 2018: Calls for service–1,484	Arrests -129
2017	Patrol activity for March 2017: Calls for service–1,265	Arrests - 57

m. Discussion regarding Thank you letter - No discussion/Action

- Lake Geneva Jt1 Board

n. Items to be forwarded to City Council

Police Department reports, Crime trends handout, Budget report

10. Agenda items for the next regular meeting May 10, 2018

None

11. a. 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
over which the governmental body has jurisdiction or exercises responsibility and 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 Crossing Guard Danielle Masoni.

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.

Condos motioned to go into closed session. Pollard seconded. Roll Call vote: Horne-Y, Condos-Y, Pollard-Y, Jordan-Y, Hartz-Y. Motion carried 5-0 at 7:35 p.m. Chief Rasmussen, Lieutenant Gritzner and Administrative Assistant Papenfus were present in closed session.

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

Jordan motioned to return to open session. Horne seconded. Roll Call vote: Horne-Y, Condos-Y, Pollard-Y, Jordan-Y, Hartz-Y. Motion carried 5-0 at 7:51 p.m.

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

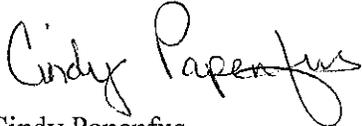
No action.

Before the close of the meeting, Commission Hartz stated it was an honor and privilege to serve on the Police and Fire Commission. He felt he was leaving both the Police and Fire Departments in good standing.

14. Adjourn

Pollard motioned to adjourn the meeting. Jordan seconded. Meeting adjourned at 7:53 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