

**LAKE GENEVA POLICE AND FIRE COMMISSION  
MEETING MINUTES  
THURSDAY, NOVEMBER 9, 2017, 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 6:04 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Pollard

3. Roll call

Commissioners Bittner, Pollard and Hartz were present. Commissioners Jordan and Horne were excused. Also present: Police Chief Rasmussen, Lieutenant Gritzner, Lieutenant Way, Fire Chief Peters, Assistant Chief Derrick, Captain Derrick 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 regular meeting minutes October 5, 2017

Pollard motioned to approve the regular meeting minutes of October 5, 2017. Bittner seconded. Motion carried 3-0.

7. City Council Report

Alderman Howell indicated that the city has begun negotiations with the police union and negotiations with the fire department will begin soon. The public budget meeting is scheduled for November 27, 2017 at 6:00 p.m. There was a presentation by Dennis Tweedale regarding the "Powers and Duties of Elected and Appointed City Officials" before the City Council Meeting and commissioners were encouraged to view the presentation online.

8. Police Department Business

a. Approval of bills for the month of October 2017, operating in the amount of \$214,116.59, Capital Purchases in the amount of \$20,225.00, Equipment Purchases in the amount of \$225.00, for a total of \$234,566.59

Pollard motioned to approve the bills for the month of October 2017. Bittner seconded. Roll call vote: Bittner-Y, Pollard-Y, Hartz-Y, Motion carried 3-0

Chief Rasmussen indicated that account 11-21-00-5127 PD Compensation per Contract was at 111% because approximately \$70,000 was taken out of this account by the city that was unbudgeted. Hartz asked if the department would still be within budget despite this cost. Chief Rasmussen felt that the Police Department should be within the budget for the year.

b. Discussion/Action - 2018 Budget/Capital/Equipment Replacement

Chief Rasmussen stated that the budget went well and there was great support by the City Council.

c. Chief and Department Goals for 2018

Based on the Chief's appraisals, 22 goals were listed for the Chief to complete in 2018. A workshop was set for December 7, 2017 at 5:30 p.m. to narrow down the number of goals so they were more attainable. Prior to the meeting, each commissioner should choose three departmental goals and three personal goals for the Chief.

d. Discussion/Action change of status for Booking Officer Sarah Rabic from Booking Officer to Reserve Officer

Bittner motioned to change status of Booking Officer Rabic to Reserve Officer. Pollard seconded. Motion carried 3-0. Officer Rabic has been a booking officer for two years and the Town of Linn Police Department sponsored her for the police academy.

e. Community Outreach Committee

Lt. Way stated that 55 sets of winter accessories were submitted to the Tree House and Lakeland School. The Community Outreach Committee will begin collecting food items for the local food pantries.

f. Discussion - Chief's top five monthly incidents - No discussion/action

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

2017 Dispatch activity for October 2017: Telephone calls–2,951	911 Calls–219	Window assists–1,014
2016 Dispatch activity for October 2016: Telephone calls–2,878	911 Calls–228	Window assists– 975

2017 Patrol activity for August 2017: Calls for service– 1,679	Arrests - 87
2016 Patrol activity for August 2016: Calls for service– 1,471	Arrests – 106

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

- Lake Geneva Jaycees-Venetian Fest

i. Items to be forwarded to City Council

Community Outreach Committee, Chief's top five monthly incidents, monthly activity reports

9. Fire Department Business

a. Approval of bills for the month of October 2017, operating in the amount of \$77,832.84, Capital Purchases in the amount of \$1,805.00, Equipment Purchases in the amount of \$368.50, for a total of \$79,906.34

Pollard motioned to approve the bills for the month of October 2017. Hartz seconded. Roll call vote: Bittner-Y, Pollard-Y, Hartz-Y, Motion carried 3-0

Chief Peters stated that the EMS billing is up to date. The 2018 budget for EMS transports was discussed. Overall the fire department should be within the 2017 budget.

b. Discussion Monthly EMS Medical Billing/Stark Report

EMS billing is at 72%. The 91-120 day outstanding amounts are being addressed. Chief Peters stated that EMS billing is coming to the Fire Department in January to evaluate the billing. The commissioners requested that someone from EMS billing be present at the meeting to discuss some of the commission's concerns regarding billing.

c. Discussion Monthly Fire Department Report Overview

Chief Peters highlighted the monthly report. Firefighter/EMT John Steltenpohl was the highlighted employee for the month and has worked for the department since 2008. He assists with the small engine equipment repairs and maintenance at the department. Fire Chief John Peters has been with the department for 25 years and Chief Engineer Ed Zwiebel has been with the department for 40 years. Community events and notable calls were also highlighted.

d. Discussion Monthly Paratech report - No discussion/action

e. Update- Leave of Absence Firefighter McKaig

Firefighter McKaig has returned to work with restrictions and is on light duty.

f. Discussion/Action- Acceptance of resignation of Sara Murray

Pollard motioned to accept resignation of Sara Murray. Bittner seconded. Motion carried 3-0

g. Budget Update

Chief Peters stated that the budget was approved for 24/7 coverage. Inspection fees were also doubled by the City Council.

h. Discussion/Action- Approval of Lexipol Policies

New Policies

- 503 Advanced Health Care Directives
- 609 National Incident Management System (NIMS) Training
- 611 Respiratory Protection Training
- 613 Training Records
- 614 Firefighter Health, Safety and Survival Training
- 702 Vehicle and Apparatus Inspections, Testing, Repair and Maintenance
- 903 Communicable Diseases

Bittner motioned to approve the above listed Lexipol policies with corrections. Pollard seconded. Motion carried 3-0. Captain Derrick presented the Lexipol policies and changes were discussed.

Transfers Into Lexipol from Existing and Approved Policy Manual. No existing Lexipol Equivalent

- P-100.1 Rules of Conduct
- P-100.4 Personal Vehicle Use
- P-100.5 Purchasing
- P-100.8 Driver Qualifications and Licensing
- P-100.9 Hospital Determination
- P-100.11 Patient Care Reporting
- P-100.14 School Bus Policy
- P-100.15 Liquidation of Obsolete Supplies
- P-100.16 Handling Cash Payments

Pollard motioned to approve the above listed Lexipol policies with corrections. Bittner seconded. Motion carried.

i. Discussion Thank You letters - No discussion/action

- Family of Craig Collins
- Lake Geneva Jaycee's
- Lake Geneva Museum

j. Discussion/Action- Acceptance of \$1,305.00 donation from Family of Craig Collins

Bittner motioned to accept \$1,305.00 donation from the family of Craig Collins. Pollard seconded. Roll call vote: Bittner-Y, Pollard-Y, Hartz-Y. Motion carried 3-0

k. Items to be forwarded to city council

Monthly report

10. 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. Specifically: Compensation for Police Chief Rasmussen

b. 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: Appraisal for Fire Chief Peters

Bittner motioned to go into closed session. Pollard seconded. Roll call vote: Bittner-Y, Pollard-Y, Hartz-Y. Motion carried 3-0 at 7:32 p.m.

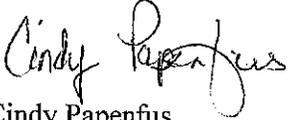
11. Motion to return to open session per Wisconsin State Statute 19.85(2)

Bittner motioned to return to open session. Pollard seconded. Roll call vote: Bittner-Y, Pollard-Y, Hartz-Y. Motion carried 3-0 at 7:55 p.m.

12. Discussion and action on closed session items if needed  
No discussion

13. Adjourn  
Bittner motioned to adjourn the meeting. Pollard seconded. Motion carried. Meeting adjourned at 7:56 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**