

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY, SEPTEMBER 7, 2017, 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 6:00 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Horne

3. Roll call

Commissioners Pollard, Jordan, Horne and Hartz were present. Commissioner Bittner was excused. Also Present: Police and Fire Liaison Howell, Town of Geneva Fire Liaison Walton, City Administrator Oborn, Alderman Halverson, Police Chief Rasmussen, Police Admin. Lieutenant Gritzner, Police Patrol Lieutenant Way, Fire Chief Peters, Fire Assistant Chief Heindl, Fire 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 August 10, 2017

Horne motioned to approve the regular meeting minutes from August 10, 2017. Jordan seconded. Motion carried 4-0.

7. Approval of Budget workshop minutes August 28, 2017

Jordan motioned to approve the budget workshop minutes of August 28, 2017. Pollard seconded. Motion carried 4-0.

8. City Council Report – None

9. Police and Fire Commission Workshop – November 3, 2017

10. Fire Department Business

a. Approval of bills for the month of August 2017, operating in the amount of \$121,366.95, Equipment Purchases in the amount of \$34,299.30, for a total of \$155,666.25

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

Chief Peters noted that some accounts still remain high for the year. The transmission brake on the ladder needs repairs so that will be an extra expense.

b. Discussion Monthly EMS Medical Billing/Stark Report

There was a computer glitch so EMS calls were not billed for the month. The computer error was fixed and the report will be corrected next month.

c. Discussion Monthly Fire Department Report Overview

Chief Peters reviewed the monthly Fire Department Report. Assistant Chief Heindl is the employee spotlight for the month of September. His Father and his son are also firefighters. Assistant Chief Heindl is also in charge of department Fire, EMS and Technical Rescue Operations, oversees the training officers and chairs the Departments of Safety Committee. The 10 year plan update has been included in the 2018 budget. The Fire Department participated in "Kid's Day" at Venetian Fest. Chief Peters also reviewed the average response time for calls. Turnout time during the day is 59 seconds but it takes 7 minutes 12 seconds to get to a call due to the traffic. At night, the turnout time is almost 3 minutes and total time to respond is approximately 6 minutes.

d. Discussion Monthly Paratech report

Chief Peters advised that response time depends on the time of date and date of service. The calls for service are going up for Paratech as well.

e. Discussion/Action- Approval of Lexipol Policies

- 304 Urban Search and Rescue USAR
- 313 Swiftwater Rescue and Flood Search and Rescue
- 329 Nation Fire Incident Reporting System (NFIRS)
- 504 Latex Sensitivity
- 705 Mobile Data Computer Use
- 904 High Visibility Safety Vests
- 906 Apparatus Vehicle Backing
- 913 Ground Ladder Testing
- 1025 Lactation Breaks
- 1103 Flag Display

Pollard motioned to approve the Lexipol policies as listed above. Jordan seconded. Motion carried 4-0. Captain Derrick reviewed the Lexipol Policies. Hartz asked how the employees see the Lexipol policies and acknowledge they have read them. Captain Derrick advised that employees have a computer program where they review the policies and they must verify on the program that they read them.

f. Discussion- 2017 Fire Department Awards Ceremony

Thursday October 12, 2017, 6pm

Lake Geneva Police Department - Second Floor Training Room

Chief Peters advised that The Fire Department Awards Ceremony has been scheduled for October 12, 2017 at 6:00 p.m. in the Police Department Training Room.

g. Discussion- Fire Department Open House

The Fire Department will be hosting an open house during October, which is Fire Prevention Month. The tentative date is October 28, 2017.

h. Discussion- Dive Team demonstration

There will be a dive team demonstration on October 14, 2017 at approximately 9:00 a.m. Commissioners are invited to ride on the boat to see the dive gear in operation.

i. Discussion/Action Fire Station #1 generator

Horne motioned to recommend approval for Giraffe Electric to provide the generator for Fire Station 1. Pollard seconded. Roll call vote: Pollard-Y, Jordan-Y, Horne-Y, Hartz-Y. Motion carried 4-0.

Chief Peters stated that Public Works asked for bids for the cost for a new generator at Fire Station 1 and the bid from Giraffe Electric is approximately \$65,000.00. Horne asked how many bids public works sent out for the repair. Chief Peters stated that five bids were sent out and two bids were received.

j. Discussion/Action Approval of 2018 budget

Jordan motioned to recommend City Council approval of the 2018 budget. Horne seconded. Roll call vote: Pollard-Y, Jordan-Y, Horne-Y, Hartz-Y. Motion carried 4-0.

Chief Peters advised that he added the 24/7 staffing model (Account number 11-22-00-5122) to the budget proposal as requested at the Budget workshop. He also prioritized his equipment replacement fund per the Commission's request. Pollard wondered if there was a used ambulance to purchase rather than a brand new one. Chief Peters advised that the used ambulance that was purchased last year is costing a lot of money in repairs. The justification to purchase a new ambulance is to combine with other agencies in the future. Horne also advised that the company is honoring a quote from two years ago for the ambulance purchase. The purchase through the Equipment Replacement Fund is a fully funded program so the money is already there.

k. Discussion Thank You letters - No action/Discussion

- Virginia Hollister

l. Items to be forwarded to city council

Monthly report; Awards Ceremony date; Fire Department Open House; Dive Team Demonstration; Budget

11. Police Department Business

a. Approval of bills for the month of August 2017, operating in the amount of \$199,387.73, Equipment Purchases in the amount of \$0, for a total of \$199,387.73

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

Roll call vote: Pollard-Y, Jordan-Y, Horne-Y, Hartz-Y. Motioned carried 4-0.

Chief Rasmussen stated that the Data budget item is over for the year but there may be some adjustments that can be made.

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

Horne motioned to recommend to the City Council approval of the 2018 Budget/Capital Replacement Fund adding 2% to the budget for pay raises. Pollard seconded. Roll Call Vote: Pollard-Y, Jordan-Y, Horne-Y, Hartz-Y. Motion carried 4-0.

Lieutenant Gritzner discussed some of the edits to the budget including adding an account for Fingerprint revenue. The second edit was adding \$1,200.00 into the retirement account to include a part time officer's salary. Chief Rasmussen stated that once an officer has worked 600 hours in one year they are entered into the Wisconsin Retirement System and stay in the system as long as they are employed with the City. Horne noted that the budget does not include a pay increase for employees and he would like to add a 2% increase for more accurate budget numbers. City Administrator Oborn stated the City Council had set a goal to add the 2% increase to the budget. The budget will be presented on October 28, 2017.

c. Discussion/Action - Sergeant and Lieutenant contracts update

Chief Rasmussen stated that the sergeant contracts were all signed and are in effect. The Mayor has to sign Lieutenant Way's contract and then it will be complete. Lieutenant Gritzner's contract has tentatively been approved.

d. Discussion/Action changes in Big Foot State Park Policies and Staffing

Chief Rasmussen and Lieutenant Gritzner met with Southeast District Parks and Recreation Supervisor Jason Fritz and Southeast Regional Warden Mickelberg regarding Big Foot State Park. Each department is committed to working together. The no alcohol ban was lifted on the park so all state parks have the same rules. Higher tiered parks will get more enforcement. Hartz noted that police department staffing

will have to be considered to cover the State Parks. Chief Rasmussen advised that two officers will be on patrol for safety reasons. Hartz would like some uniform data to show crime incidents at the State Park.

e. Discussion/Action – Change of status for Telecommunicator Moore from full time telecommunicator to part time telecommunicator

Horne motioned to change status of Telecommunicator Moore from full time to part time Telecommunicator. Pollard seconded. Motion carried 4-0.

f. Discussion/Action Hiring full time Telecommunicator

Horne motioned to approve the hiring of a full time Telecommunicator. Jordan seconded. Motion carried 4-0.

Chief Rasmussen stated that he has one employee who may be interested in the full time position. He will talk to that employee first and if she is not interested, then Chief Rasmussen will hire from outside the department.

g. Discussion/Action- Accept \$50.00 donation from Wisconsin Psychological Association on behalf of Officer Richardson’s presentation at the Wisconsin Psychological Association and Municipal Judges Seminar

Horne motioned to approve \$50.00 donation from Wisconsin Psychological Association. Pollard seconded. Roll Call Vote: Pollard-Y, Jordan-Y, Horne-Y, Hartz-Y. Motion carried 4-0.

Chief Rasmussen stated that Officer Richardson gave a presentation to the Wisconsin Psychological Association and Municipal Judges Seminar with Judge Sibbing and she received a \$50.00 donation.

h. Discussion/Action –Disposition of Gem Car

Horne motioned to dispose of the Police Gem car per department policy. Pollard seconded. Motion carried 4-0.

Chief Rasmussen advised the commission that the car has not been used for two years and needs new batteries. Sylvia from the Parking Department would like the car.

i. Discussion – Update on physical fitness program

Chief Rasmussen met with a dietician and a personal coach regarding the physical fitness program. The fitness test will be similar to the physical fitness program set up by the police academy. Four employees have volunteered to participate in a 90 day program. Chief Rasmussen would like to establish a 4 year plan by October. Administrator Oborn is in support of the program and feels this will create a health care benefit for the city. The city has a minimum wellness program so they may use this as a model.

j. Discussion – Union contract side letter regarding shifts

In October, there will be a change of shifts for police officers. The schedule is removing the swing shift and creating more primary shifts for the officers. If there is a conflict, the primary shifts can be switched to another shift. The union is supportive of the new scheduling.

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

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

2017 Dispatch activity for August 2017: Telephone calls–3,383	911 Calls–251	Window assists–1,186
2016 Dispatch activity for August 2016: Telephone calls–4,292	911 Calls–329	Window assists–1,147

2017 Patrol activity for August 2017: Calls for service– 1,990	Arrests - 177
2016 Patrol activity for August 2016: Calls for service– 1,857	Arrests - 183

m. Discussion - Thank you letters – No Discussion/action

- Geraldine Brady to Sgt. Derrick
- Steve Melvin to Officer Walser
- Midwest Action Cycle Crew- Lake Geneva Police Department
- Andrea Christian- Lake Geneva Police Department

n. Items to be forwarded to City Council

Budget; Contract update; \$50.00 donation for Officer Richardson's presentation; Disposal of the gem car; Monthly reports

12. Agenda items for the next regular meeting October 5, 2017 - None

13. 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:

Appraisals for Chief Rasmussen, Lieutenant Gritzner and Lieutenant Way

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

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

Horne motioned to return to open session. Pollard seconded. Roll call vote: Pollard-Y, Jordan-Y, Horne-Y, Hartz-Y. Motion carried 4-0 at 8:00 p.m.

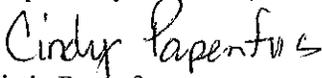
15. Discussion and action on closed session items if needed

Hartz stated that the Commission would like to have all the information regarding Chief appraisals including the Sergeants, Lieutenant and Communications Supervisor Froggatt. The packets will be distributed to the Police and Fire Commission by September 22, 2017. Hartz stated the evaluation packet for the Chief will include appraisals from City Administrator Oborn, Chief Rasmussen, PFC members, and the Command Staff. After the initial appraisals are complete, a meeting will be set up to make any changes to the procedures. The department survey is looking at the overall leadership and health of the department. This appraisal will be done through Survey Monkey and is separate from the Chief appraisals.

16. Adjourn

Pollard motioned to adjourn the meeting. Jordan seconded. Motion carried 4-0. Meeting adjourned at 8:08 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