

City of Elkhorn Police and Fire Commission
MINUTES
January 25, 2006 – 6:30 P.M.
City Hall Lower Conference Room

Commission Members Present: Brad Wales, Dana Kelnhofer, Howard Sawyers.
Also Present: Counsel Liaison Charles VanDyke.

- I. **Meeting called to order at 6:34 P.M. by President Brad Wales.**
- II. **Roll Call:** Commission members listed above were all present.
- III. **Withdrawal from Agenda:** There were no withdrawals from the agenda.
- IV. **Approval of Agenda:** Commission Sawyers made a motion to approve the January 25, 2006 agenda, seconded by Commission Kelnhofer. Motion carried.
- V. **Approval of Minutes:** Commissioner Kelnhofer made a motion to approve the November 16, 2005 minutes, seconded by Commission Sawyers. Motion carried.
- VI. **Public Comment Section:** There was no one from the public present at the meeting.
- VII. **ITEMS OF BUSINESS**
 - A. **Fire Department**
 1. **Monthly Reports:** President Wales inquired about the regular monthly drills for the Fire Department. He wondered why there were so many firefighters absent. Chief Smith advised that the same personnel seem to show for the drills every time. The personnel numbers are there for the drills. Chief Smith advised the new personnel show for the drills and the old members don't. Some of the older members show, but a lot are going to retire.

Chief Smith advised there is no eligibility list at this time for the Fire Department. All members that interviewed last time are on the department. This spring Chief Smith would like to try and promote members.
 - B. **Police Department**
 1. **Monthly Reports:** President Wales advised that he noticed that the parking is down from last year. President Wales made a comment regarding Lake Geneva's meters year round. Chief Christensen spoke about the County and City's long range plan for the downtown government center. The City and County are considering hiring a joint planner to look at the site. President Wales inquired about the intent to move in the old building. Chief Christensen said that it was an option, but the building is still too small for the Police Departments current needs and does not accommodate future growth.

Commissioner Kelnhofer advised she noticed an increase in the issuance of worthless checks. Chief Christensen advised the process is very time consuming for Detective Maltvitz. Some of the local businesses don't take enough steps to protect their business. Chief Christensen advised that Officer Dixon is trying to put together an informational packet for the businesses regarding the checks. President Wales advised he is very happy with the service he has and if it would help he would speak to Officer Dixon.

President Wales inquired about Crime Stoppers. He wondered if any citizens are on the committee. Chief Christensen advised there were, and that Lieutenant Anzalone is also part of the committee. Deputy Rahn Smith from the Walworth County Sheriff's Department is in charge of the citizens oversight group. Chief Christensen also mentioned the "quick 50" program that they are trying to implement at the high school, which will assist with solving crimes. Any information that would lead to an arrest could earn a quick \$50.00.

2. Captain Slattery is finishing up with the background on a candidate and hopefully will have a letter of intent for the part-time officer soon. Captain Slattery needs to finalize what certifications the candidate has in Wisconsin.

C. Police and Fire Commission Policy and Procedures

Chief Christensen advised the Commission that the task of completing the Rules and Regulations have been more difficult than anticipated. There really are not a lot of Commissions that have their own rules, they basically follow the handbook for Wisconsin Police and Fire Commissions. Chief Christensen advised the Commission that we have been looking at Superior's Rules and Regulations and like a lot of what they do.

The Commission along with the Police and Fire Chief went over the first five chapters that have been comprised and made changes that they felt suited the Elkhorn Police and Fire Commission. Those changes were noted.

Commission set and confirmed next meeting date to March 22, 2006 at 6:30 P.M.

- VIII. **Adjournment:** Commissioner Sawyers made a motion to adjourn the meeting, seconded by Commissioner Kelnhofer. Motion carried, meeting adjourned at 7:40 P.M.

Minutes submitted by Theresa Boeger. Minutes are not final until approved by the Commission.