

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY, FEBRUARY 10, 2011, AT 7:00 P.M.**

This meeting was held in the City Council Chambers, City Hall, 626 Geneva Street, Lake Geneva, Wisconsin, 53147.

1. Call Meeting to order

Meeting was called to order by President Storms at 7:02 p.m.

2. Pledge of Allegiance

Pledge was led by Commissioner Chesen

3. Roll Call

Present were Commissioners Jacobs, Chesen, Pienkos, Elliott and Storms. Also present: Chief Rasmussen, Chief Connelly, Council Liaison Tolar, and Geneva Township Liaison Kulik.

4. Comments from the Public reference agenda items only. Comments are limited to a maximum of five minutes

Larry Kulik thanked the Lake Geneva Fire Department for saving the Geneva Township, town hall.

Mayor Jim Connors thanked Chief Rasmussen and the Police, Chief Connelly and the Fire Department, and the Emergency Government for the fine job everyone did during the blizzard.

5. Acknowledge Correspondence -- NONE

6. Approval of minutes from the regular meeting January 6, 2011

Chesen motioned to approve the minutes, Elliott seconded. Motion carries 5-0.

7. Open Sealed Bids for 2011 Squad Cars

Chief Rasmussen said that five letters were sent out and three bids were submitted to the City Clerk. He added that he has received a copy of each bid without the price so the specs could be reviewed and all bids met the specifications sent out. Chief signed for the three sealed bids today from the City Clerk. President Storms opened the bids:

First: Country Auto Group, Delavan Wisconsin, bid of \$22,800.48 per vehicle

Second: Tom Peck Ford, Clinton, Wisconsin, bid of \$22, 220.48 per vehicle

Third: Lake Geneva Chevy, bid of \$22,410.48 per vehicle

8. Accept bid for and approve purchase of two 2011 Squad Cars

Chief Rasmussen asked that this be moved to the end of the meeting so he has time to review the bids. Pienkos motioned to move this item after the fire department, Jacobs seconded. Motion carried 5-0.

9. Police Department Business:

- a. Approval of bills for the Month of December 2010. Operating in the amount of \$5,238.78.

Elliott motioned to approve the bills, Pienkos seconded. Roll Call: Jacobs – Y, Chesen – Y, Pienkos – Y, Elliott – Y, Storms – Y. Motioned carried 5-0.

- b. Approval of bills for the Month of January 2011. Operating in the amount of \$134,359.63 and Capital in the amount of \$793.00, for a total of \$135,152.63.

Elliott motioned to approve the bills, Chesen seconded. Roll Call: Jacobs – Y, Chesen – Y, Pienkos – Y, Elliott – Y, Storms – Y. Motioned carried 5-0.

- c. Approve pay increase for non-represented Police Department Employees for 2010
Chief Rasmussen advised that the Personnel Committee has approved the attached resolution, number 11-R, and said that the Police and Fire Commission needs to vote on this to make a recommendation to Council. This increase is retro for 2010. Storms said he would entertain a motion to accept that amount of money and then distribute it after the next Police and Fire Commission meeting. Commissioner Storms was upset that the Commission knew nothing about this prior to tonight. Commissioner Storms asked Peg Pollitt to come up explain this. She explained why the time frame of paying this out is very important. Chesen motioned to approve the pay increase per the resolution, Jacobs seconded. Roll Call: Jacobs – Y, Chesen – Y, Pienkos – Y, Elliott – Y, Storms – Y. Motioned carried 5-0.

- d. Accept donation of travel time and labor valued at \$290.00 from TROMCOM

Pienkos motioned to accept the donation, Chesen seconded. Roll Call: Jacobs – Y, Chesen – Y, Pienkos – Y, Elliott – Y, Storms – Y. Motioned carried 5-0.

- e. Lockout policy and setting service charge amount

Policy was handed out this month and will be voted on at the March meeting

- f. Update on Operating and Capital budget

Chief Rasmussen advised that the money for pay outs due to retirements and resignations is not budgeted anywhere. He advised he's asked for it to be budgeted but it hasn't. When Dispatcher Stevenson retired her pay out came out of the police department's operating budget. Chief does have a letter that says the money will be transferred back into our budget at the end of the year, so if we're over budget that's why.

Chief Rasmussen said nothing has been decided by the Council yet, on the Capital items. City Administrator Jordan explained that the Chief prioritized the Capital items and that the Council members are submitting a list of the high priority items. Jordan said that he believes the Council's list of priorities is the same as the Chief's.

g. Narrow Banding of Police Radios

Chief Rasmussen said this is a high priority. Walworth County is starting this fall and we may run into some communication problems with the County. Chief said he put in for a radio grant and hopefully we will get it.

h. Purchase of GEM Car

Chief Rasmussen advised that he purchased a neighborhood electric vehicle from Military surplus for \$800.00 which was the shipping only. It goes 35 miles per hour, and is street legal with safety equipment. This can be used by the reserve officers on the bike paths and for special events. It will be up and running by summer. Pienkos motioned to approve the purchase, Elliott seconded. Roll Call: Jacobs – Y, Chesen – Y, Pienkos – Y, Elliott – Y, Storms – Y. Motioned carried 5-0.

i. Status of Part Time personnel, promotion of booking officers to reserve officer status, and hiring of booking officers

Chief Rasmussen asked for confirmation on the promotion of Booking Officers Jessica Kavich and Kim Ketchpaw to the position of Reserve Police Officer. Chesen motioned to approve, Elliott seconded. Roll Call: Jacobs – Y, Chesen – Y, Pienkos – Y, Elliott – Y, Storms – Y. Motioned carried 5-0.

Chief Rasmussen asked to have approval of promoting Eric Dennis from the position of Booking Officer to the position of Reserve Police Officer. Pienkos motioned to approve the promotion, Elliott seconded. Roll Call: Jacobs – Y, Chesen – Y, Pienkos – Y, Elliott – Y, Storms – Y. Motioned carried 5-0.

Chief Rasmussen advised that the booking officer interviews will be held in the next few weeks and there will be eleven interviews.

j. Accept resignation of Rita Breckenfeld from Reserve Officer Position

Storms motioned to accept the resignation, Chesen seconded. Roll Call: Jacobs – Y, Chesen – Y, Pienkos – Y, Elliott – Y, Storms – Y. Motioned carried 5-0.

k. Update on Full Time Dispatch Hiring

Chief Rasmussen asked for confirmation on the hiring of Rita Breckenfeld to fill the full time dispatch position. Pienkos motioned to approved, Chesen seconded. Roll Call: Jacobs – Y, Chesen – Y, Pienkos – Y, Elliott – Y, Storms – Y. Motioned carried 5-0.

l. Accept resignation of Katie Neis from Reserve Officer Position

Pienkos motioned to accept the resignation with regret, Elliott seconded. Roll Call: Jacobs – Y, Chesen – Y, Pienkos – Y, Elliott – Y, Storms – Y. Motioned carried 5-0.

m. Update on Health Insurance grievance filed by Lake Geneva Professional Policeman's Protective Association

Chief Rasmussen advised that per Ben Barth, the Union's representative, everything has been taken care of.

n. Thank you letter from the Town of Geneva Police Commission – Copy attached to minutes

o. Thank you for Officer Ecklund – Copy attached to minutes

p. Monthly Activity reports – Copy attached to minutes

10. Fire Department Business:

a. Approval of bills for the Month of December 2010. Operating in the amount of \$3,823.88, Capital in the amount of \$2,641.24, Fire Hydrant expense \$56,980.92, for a total of \$63,446.04.

Elliott motioned to approve the bills, Pienkos seconded. Roll Call: Jacobs – Y, Chesen – Y, Pienkos – Y, Elliott – Y, Storms – Y. Motioned carried 5-0.

b. Approval of bills for the Month of January 2011. Operating in the amount of \$19,073.93.

Chesen motioned to approve the bills, Elliott seconded. Roll Call: Jacobs – Y, Chesen – Y, Pienkos – Y, Elliott – Y, Storms – Y. Motioned carried 5-0.

c. Report on recent severe weather service

Chief Connelly said that when the State of Emergency was declared he staffed the fire house for almost two consecutive days. During the time the Fire Department answered several calls and the apparatus was able to be on sight within about five minutes. It was total of 177 ¾ man hours for a total cost of \$3,894.92.

d. Report on Ladder Truck

Chief Connelly said that Pierce will be doing a demo at the Fire Station on March 15th, from 5 p.m. to 7 p.m. Pierce will be discussing all of the safety issues and concerns. The last price that Pierce mentioned was \$746,000.00 and some change and if it was paid up front \$26,000 would be taken off the top. But that is for a bare bones truck. Alderman Tolar said that the Council is probably not in favor of the fire truck. Commissioner Pienkos thinks that all of the Commissioners should be in attendance when this item is voted on and that Commission President Storms write a letter to the Council members.

e. Capital Projects

No further discussion

f. Request to purchase Annual Service Awards not to exceed \$700.00, from line item 5399

Chief Connelly said this is for their annual awards. Pienkos motioned to approve the purchase, Elliott seconded. Roll Call: Jacobs – Y, Chesen – Y, Pienkos – Y, Elliott – Y, Storms – Y. Motioned carried 5-0.

g. Request to purchase portable radio chargers from donated monies

Chief Connelly said there is \$8,000.00 in the donated monies account. He said the Fire Department received five portable radios in 2010 from a grant; however, they didn't come with chargers. The cost of the chargers is \$1,940.00. Storms motioned to approve the purchase, Chesen seconded. Roll Call: Jacobs – Y, Chesen – Y, Pienkos – Y, Elliott – Y, Storms – Y. Motioned carried 5-0.

h. Committee Report on Paramedic Level Service Feasibility Study

Commissioner Storms requested a motion to move item h and item I together. Pienkos motioned to combine the items, Elliott seconded. Motion carried 5-0. Chief Connelly said that the Committee has surveyed the current membership to see what their current availability and future availability will be, along with their ideas and goals.

This information all has to be compiled. There are currently ten paramedics on the department. However, their continuing education is not funded by the department now, and that is a large cost. Other items that need to be addressed is funding the paramedic training, which is 1200 to 2000 hours and costs approximately \$3,000.00 and wages would run approximately \$5,000.00. Management also needs to work with the union to establish how this will be created. The Commission will continue to receive monthly updates. ACT 102 money can be used to pay the tuition.

i. Committee Report on additional weekend coverage/transporting

This item was part of the discussion with item h.

j. Approval to put help wanted ad out for EMS only personnel

Chief Connelly said this would be for part time weekend coverage. Chesen motioned to approve, Elliott seconded. Roll Call: Jacobs – Y, Chesen – Y, Pienkos – Y, Elliott – Y, Storms – Y. Motioned carried 5-0.

k. Set dates and times for interviews in March

Chief Connelly will forward dates to the Commissioners

l. Donated ice/water rescue sled service report

Chief Connelly said the sled was put in service a week or two and trained 19 members in its operation and hosted an ice rescue class. There will be a demonstration on Saturday, February 12, at 8:00 a.m. if anyone is interested.

m. Update on Inspection Fee Ordinance, tabled from January 6, 2011

Attorney Draper doesn't see any problems with the ordinance and he will forward it to the Council within the next two meetings.

n. Succession planning – No report

o. Annual Statistical Report

Briefly reviewed the type of information in the report

p. Monthly Activity Report – No discussion

q. Paratech Report – No discussion

Returned to Item 8. Accept bid for and approve purchase of two 2011 Squad Cars

Commission President Storms reviewed the bids. Chief Rasmussen said he has no preference. However, it is nice to keep the business in the City if possible. Storms also would like to keep it in the City if possible. Elliott motioned to accept the bid from Lake Geneva Chevrolet for a cost of \$22,410.48, Jacobs seconded. Roll Call: Jacobs – Y, Chesen – Y, Pienkos – Y, Elliott – Y, Storms – Y. Motioned carried 5-0.

11. Motion to go into closed session per Wisconsin State Statute 19.85(1)(e), deliberating or negotiating the purchasing of public property, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session: specifically the Emergency Services Agreement with the Town of Geneva to provide fire services . Wisconsin State Statute 19.85(1)(c), Considering employment, promotion, compensation, or performance evaluation data of any public employee: specifically Sergeant test scores, Sergeant promotion, Sergeant contract. Wisconsin State Statute 19.85(1)(d), Considering strategy for crime detection or prevention: specifically the purchase and use of equipment. Wisconsin State Statute 19.85(1)(f) Considering medical information of specific persons which if discussed in public would have a substantial adverse effect upon the reputation of person referred to: specifically Police Department employees.

Chesen motioned to go into closed session to include City Administrator Jordan, Mayor Connors, Geneva Township Liaison Kulik, Council Liaison Tolar, Chief Connelly, Chief Rasmussen, Deputy Chief Derrick, and Assistant Chief Heindl, Elliott seconded. Roll Call: Jacobs – Y, Chesen – Y, Pienkos – Y, Elliott – Y, Storms – Y. Motioned carried 5-0.

12. Motion to return to open session per Wisconsin State Statute 19.85(2)
Chesen motioned to return to open session, Jacobs seconded. Roll Call: Jacobs – Y, Chesen – Y, Pienkos – Y, Elliott – Y, Storms – Y. Motioned carried 5-0.

13. Discussion and action on closed session items as needed

Pienkos motioned to approve the Emergency Services agreement between the City of Lake Geneva and Geneva Township with the changes recommended by City Attorney Draper, Chesen seconded. Roll Call: Jacobs – Y, Chesen – Y, Pienkos – Y, Elliott – Y, Storms – Y. Motioned carried 5-0.

Chesen motioned to approve the promotion of Officer Dan Derrick to the rank of Sergeant, Elliott seconded. Roll Call: Jacobs – Y, Chesen – Y, Pienkos – Y, Elliott – Y, Storms – Y. Motioned carried 5-0.

14. Agenda items for the next regular meeting March 10, 2011
None noted at this time

15. Adjourn

Pienkos motioned to adjourn, Elliott seconded. Motion carried 5-0.

Respectfully Submitted,
Donna Wisniewski
Administrative Assistant

c: Police Chief
Fire Chief
Commissioners-file
Commission Liaison's
City Administrator
City Clerk
City Comptroller
City Council Members