

**LAKE GENEVA POLICE AND FIRE COMMISSION  
MEETING MINUTES  
THURSDAY, MARCH 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 at 7:03 p.m. by President Storms

2. Pledge of Allegiance

Pledge was led by Commissioner Jacobs

3. Roll Call

Present were Commissioners Pienkos, Elliott, Storms, and Jacobs. Commissioner Chesen was absent. Also present were Chief Rasmussen, Assistant Chief Reuss, Chief Connelly, Deputy Chief Derrick, Assistant Chief Heindl, Council Liaison Tolar.

4. Comments from the Public reference agenda items only. Comments are limited to a maximum of five minutes -- None

5. Presentation to Commission President Storms

Because Commission President Storms is unable to attend the April meeting, the Police and Fire Commission presented him with a plaque and thanked him for his support for the last five years.

Chief Connelly and Chief Rasmussen also gave Commission President Storms a plaque and thanked him.

6. Acknowledge Correspondence -- None

7. Approval of minutes from the regular meeting February 10, 2011

Pienkos motioned to approve the minutes, Elliott seconded. Roll call: Pienkos – Y, Elliott – Y, Storms – Y, Jacobs – Y. Motion carried 4-0.

8. Police Department Business:

a. Approval of the final bills for 2010. Operating in the amount of \$1,286.99

Pienkos motioned to approve the bills, Elliott seconded. Roll call: Pienkos – Y, Elliott – Y, Storms – Y, Jacobs – Y. Motion carried 4-0.

b. Approval of bills for the Month of February 2011. Operating in the amount of \$218,318.13 and Capital in the amount of \$50.00, for a total of \$218,368.13

Elliott motioned to approve the bills, Jacobs seconded. Roll call: Pienkos – Y, Elliott – Y, Storms – Y, Jacobs – Y. Motion carried 4-0.

c. Approval of Resolution Number 11-R11 Increasing Designated Fund Balance for Police donations by \$1,665.01

Jacobs motioned to approve the resolution, Pienkos seconded. Roll call: Pienkos – Y, Elliott – Y, Storms – Y, Jacobs – Y. Motion carried 4-0.

- d. Approval of Resolution Number 11-R12 Increasing Designated Fund Balance for Police Vest donations/grants by \$934.50  
Jacobs motioned to approve, Elliott seconded. Roll call: Pienkos – Y, Elliott – Y, Storms – Y, Jacobs – Y. Motion carried 4-0.
- e. Approval of Resolution Number 11-R13 Increasing Designated Fund Balance for Police State Seizure Money by \$300.00  
Pienkos motioned to approve, Elliott seconded. Roll call: Pienkos – Y, Elliott – Y, Storms – Y, Jacobs – Y. Motion carried 4-0.
- f. Approval of Resolution Number 11-R14 Increasing Designated Fund Balance for Police Department Grants by \$7,300.13 (For the TRACS Grant)  
Elliott motioned to approve, Jacobs seconded. Roll call: Pienkos – Y, Elliott – Y, Storms – Y, Jacobs – Y. Motion carried 4-0.
- g. Approval of Resolution Number 11-R17 Increasing the Designated Fund Balance for Police Uniform Allowance by \$ 2,069.45  
Elliott motioned to approve, Jacobs seconded. Roll call: Pienkos – Y, Elliott – Y, Storms – Y, Jacobs – Y. Motion carried 4-0.
- h. Invoice from the Milwaukee County Sheriff's Department for the K9 bomb team in the amount of \$1,072.88  
Chief Rasmussen advised this invoice is for the K9 Bomb Team that was called in for the bomb threat to the schools. Restitution will be asked for from the defendant, but there is no guarantee that we will receive it. Chief said it will be paid out of the Special Investigations budget line item.  
Pienkos motioned to approve payment, Elliott seconded. Roll call: Pienkos – Y, Elliott – Y, Storms – N, Jacobs – Y. Motion carried 3-1.
- i. Accept donation from the Lake Geneva Jaycees in the amount of \$1,709.00 to purchase barricades  
Chief Rasmussen said the Jaycees donated \$1,709.00 to be used to purchase barricades.  
Pienkos motioned to accept the donation, Elliott seconded. Roll call: Pienkos – Y, Elliott – Y, Storms – Y, Jacobs – Y. Motion carried 4-0.
- j. Approve the purchase of barricades in the amount of \$1,709.00 from donated monies  
Elliott motioned to approve the purchase, Jacobs seconded. Roll call: Pienkos – Y, Elliott – Y, Storms – Y, Jacobs – Y. Motion carried 4-0.
- k. 911 repairs  
Chief Rasmussen said the front counsel went down on Friday afternoon. The phone company was called and a technician finally arrived on scene about 12:30 a.m. The technician replaced a board in the 911 computer and it worked until Saturday evening. Sunday another technician was at the police department and he said the hard drive needs to be cloned and replaced. Chief Rasmussen said the maintenance agreement for 911 lapsed in 2004 so this is time and material. He added that the part should be in on Friday.

- l. Approve the lockout policy and set fee for providing the service  
Commissioner Jacobs said he thought \$50.00 was very reasonable to charge. Pienkos motioned to approve the fee of \$25.00, Elliott seconded. Roll call: Pienkos – Y, Elliott – Y, Storms – Y, Jacobs – N. Motion carried 3-1.  
  
Pienkos motioned to allow officers to have discretion in charging for the service, Storms seconded. Roll call: Pienkos – Y, Elliott – Y, Storms – Y, Jacobs – Y. Motion carried 4-0.  
  
Pienkos motioned to approve the policy, Elliott seconded. Roll call: Pienkos – Y, Elliott – Y, Storms – Y, Jacobs – N. Motion carried 3-1.
- m. Approve booking officer eligibility list  
Elliott motioned to approve the eligibility list with all eleven candidates on it, Jacobs seconded. Roll call: Pienkos – Y, Elliott – Y, Storms – Y, Jacobs – Y. Motion carried 4-0.
- n. Confirmation of booking officer hires  
Chief Rasmussen said backgrounds are being conducted on the top four candidates and requested permission to hire those four if they pass the background, physical, and drug screens. Pienkos motioned to approve the hiring, Elliott seconded. Roll call: Pienkos – Y, Elliott – Y, Storms – Y, Jacobs – Y. Motion carried 4-0.
- o. Confirmation of part time dispatch hiring  
Chief Rasmussen said he made a conditional offer of employment to Sherri McConeghy for part time dispatch, pending the results of her physical and drug screen. Pienkos motioned to approve, Elliott seconded. Roll call: Pienkos – Y, Elliott – Y, Storms – Y, Jacobs – Y. Motion carried 4-0.
- p. S.W.A.T. Team of the Year Award  
Chief Rasmussen said that the Lake Geneva SWAT Team, along with Walworth County, received the award at the annual conference. He told the Commission this is the second time our SWAT Team has received the award. The Commission offered their congratulations to the Chief and the team.
- q. Update on Operating and Capital budget  
Chief Rasmussen said that all of his Capital requests were approved with the exception of the furniture. He said he was very appreciative of what the Council did. Chief said none of the projects can be started until the City borrows. Commission President Storms said he was concerned about the timing and not having the Tasers in time to train the officers by summer. Storms motioned to have Chief Rasmussen purchase one Taser and the training cartridges now, Pienkos seconded. Roll call: Pienkos – Y, Elliott – Y, Storms – Y, Jacobs – Y. Motion carried 4-0.
- r. Thank you Letters  
One for Officer Hinzpeter and one for Sgt. Hall. Copies were in Commissioner’s packets, no discussion.
- s. Monthly Activity reports  
Will be forwarded to the Commissioners

9. Fire Department Business:

- a. Approval of bills for the Month of February 2011. Operating in the amount of \$67,324.45 and Capital in the amount of \$711.66, for a total of \$68,036.11  
Elliott motioned to approve the bills, Jacobs seconded. Roll call: Pienkos – Y, Elliott – Y, Storms – Y, Jacobs – Y. Motion carried 4-0.
- b. Approval of Resolution Number 11-R15 Decreasing Designated Fund Balance for Fire Department EMS Act 102 Monies by \$12,896.39  
Jacobs motioned to approve the resolution, Elliott seconded. Roll call: Pienkos – Y, Elliott – Y, Storms – Y, Jacobs – Y. Motion carried 4-0.
- c. Approval of Resolution Number 11-R16 Increasing Designated Fund Balance for Fire Department donations by \$3,745.38  
Pienkos motioned to approve the resolution, Elliott seconded. Roll call: Pienkos – Y, Elliott – Y, Storms – Y, Jacobs – Y. Motion carried 4-0.
- d. Airboat out of service and estimates on repair costs if available  
Chief Connelly said that during a routine maintenance check, cracked welds were found. He said he has no cost estimate yet. Deputy Chief Derrick is contacting a welder locally to see if he is able to do it and what the cost would be. If that's not an option there is a welder in Illinois that can do it. Chief Connelly added that if there is a lifesaving rescue needed the airboat can be used, but only for lifesaving.
- e. EMS Committee report  
Chief Connelly said the Committee has completed the surveys and interviews of all personnel; now the information is going to be evaluated. The Committee is scheduled to meet in the next week.
- f. Ladder truck replacement  
Chief Connelly handed out two correspondences, both from Reliant Fire Apparatus, Inc. in reference to the new ladder truck. Chief Connelly said that the final price offer for the ladder truck that was viewed at the Fire House on March 9, 2011, came in at \$864,708.00. Mayor Connors was present at the meeting and was also given a copy of the correspondence. Storms motioned to accept this price and forward it to Council with a recommendation to purchase the truck Elliott seconded. Roll call: Pienkos – Y, Elliott – Y, Storms – Y, Jacobs – Y. Motion carried 4-0.
- g. Request engine truck be at Covenant Harbor for public education on March 27<sup>th</sup>, from 10 a.m. to noon  
Storms motioned to approve, Elliott seconded. Roll call: Pienkos – Y, Elliott – Y, Storms – Y, Jacobs – Y. Motion carried 4-0.
- h. Thank you from Sturge Taggart and the Walworth County Highway Shop  
Chief Connelly reviewed both letters
- i. Set date and time for interviews  
Commissioner Jacobs said he would be available before the next Commission meeting. It was decided that the interviews would be held on April 7, 2011, and Chief Connelly will contact Commissioner Jacobs to set a time.
- j. Update on Inspection Fee Ordinance  
Chief Connelly said the City Attorney has not taken it to the Council yet; he will give another update next month.

- k. Succession planning – No report
  - l. Monthly Activity Report – No discussion
  - m. Paratech Report – No discussion
10. Motion to go into closed session per Wisconsin State Statute 19.85(1)(c), succession planning for Police and Fire Departments and 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.
- Jacobs motioned to go into closed session to include Chief Rasmussen for part and Chief Connelly for part of the meeting, Elliott seconded. Roll call: Pienkos – Y, Elliott – Y, Storms – Y, Jacobs – Y. Motion carried 4-0 at 8:29 p.m.
11. Motion to return to open session per Wisconsin State Statute 19.85(2)  
Pienkos motioned to return to open session, Elliott seconded. Roll call: Pienkos – Y, Elliott – Y, Storms – Y, Jacobs – Y. Motion carried 4-0 at 8:57 p.m.
12. Discussion and action on closed session items as needed -- NONE
13. Farewell remarks from Commission President Storms  
President Storms reviewed some of the accomplishments over the last five years including the Paid on Premise Program, Explorer Program, and Psychological Testing for the Police Officers. But he said the one thing that he was most proud of was the relationship that has formed between the Police and Fire Departments, and he thanked everyone for everything.
14. Agenda items for the next regular meeting April 7, 2011  
Taser purchase
15. Adjourn  
Pienkos motioned to adjourn, Elliott seconded. Motion carried 4-0. Meeting adjourned at 9:00 p.m.

Minutes approved April 7, 2011

