

**LAKE GENEVA POLICE AND FIRE COMMISSION  
MEETING MINUTES  
THURSDAY, JANUARY 10, 2013, 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 7:01 p.m. by President Pienkos.

2. Pledge of Allegiance

Pledge was led by Commissioner Hartz.

3. Roll Call

Commissioners Bittner, Gramm, Hartz, Madson, and Pienkos were present.

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 minutes from the regular meeting December 6, 2012

Hartz motioned to approve the minutes, Madson seconded. Motion carried 5-0.

7. Police Business

a. Approval of bills for the Month of December 2012. Operating in the amount of \$212,546.85 and capital in the amount of \$13,879.85, for a total of \$226,426.70

Madson motioned to approve the bills, Bittner seconded. Commissioner Bittner asked what the drivers were for the telephone expense savings and is it a continual savings that is reflected in the 2013 budget. Wisniewski said the City Administrator renegotiated the monthly charges to a lower rate and this is the account monies are budgeted for equipment replacement and most of that wasn't needed. Wisniewski said this is an annual savings. Commission Liaison Hill added that she believes the 2013 telephone budget was lower than 2012. Commissioner Bittner asked what the "seizure" revenue and expense line items are. Assistant Chief Reuss said the revenue comes from things like drug arrests where property is seized and then sold. Reuss added there are restrictions on what the money can be spent on. Hartz said he is pleased with revenues being 107 % and expenses being 98 %. Pienkos said the excess is to fund the 2% stipend. Wisniewski said the numbers on the revenue and expense report for December are not final and may not be until March. Roll call: Bittner – Y, Gramm – Y, Hartz – Y, Madson – Y, Pienkos – Y. Motion carried 5-0.

b. Approval of bills (submitted to date) for the month of January 2013. Operating in the amount of \$23,662.00 and capital in the amount of \$2,695.80, for a total of \$26,357.80

Madson motioned to approve the bills, Hartz seconded. Roll call: Bittner – Y, Gramm – Y, Hartz – Y, Madson – Y, Pienkos – Y. Motion carried 5-0.

c. Approve Data Entry/Records Clerk job description (handed out at December 2012 meeting)

Assistant Chief Reuss said there were some grammatical corrections made. Gramm motioned to approve the job description, Bittner seconded. Motion carried 5-0.

d. Update on Data Entry/Records Clerk hiring

Assistant Chief Reuss said that Holly Povish passed her medical screening, started her employment on January 2, 2013, and is doing very well.

e. Confirm Lieutenant's promotion

Assistant Chief Reuss said Detective Ed Gritzner III, was promoted to the position of Administrative Lieutenant. Reuss said there were two applicants for the position. Both completed a written exam and an administrative assessment/evaluation for command staff personnel. The final step was an oral interview conducted by Chief Rasmussen and Assistant Chief Reuss. After this process was complete the decision was made to promote Detective Gritzner. Pienkos read a short biography on Lieutenant Gritzner. Madson motioned to confirm the promotion, Gramm seconded. Hartz asked for clarification that the Commission is only confirming the Chiefs decision to promote Gritzner. Pienkos said that was correct and referred to the memo from Attorney Draper that outlined the process and responsibilities of the Commission. Bittner said he recalled some discussion about Chief's from other municipalities interviewing the perspective candidates and asked if that happened. Reuss advised it had not. Roll call: Bittner – Y, Gramm – Y, Hartz – Y, Madson – Y, Pienkos – Y. Motion carried 5-0. Lt. Gritzner thanked the Commission for giving him this opportunity.

f. Request permission to start the promotion process for Detective

Assistant Chief Reuss explained this promotion is to fill the vacancy created by Lieutenant Gritzner's promotion. Madson motioned to approve, Bittner seconded. Pienkos asked if there was a time line established for this. Reuss said it will probably take a few months to go through the process. Motion carried 5-0.

g. Certify eligibility list for promotion from reserve officer to full time

Assistant Chief Reuss asked that the eligibility list be approved. He said all of the current reserves are on the list with the top five being in order of preference. The list will be in effect for a period of one year. Hartz motioned to approve, Madson seconded. Bittner asked if this list was based on qualifications or by years of service to the department. Reuss answered that it's based on their qualifications. Hartz asked if we would ever hire anyone outside of this list. Reuss said these officers have worked for the department for a period of time and area well or they wouldn't be working here. Motion carried 5-0.

h. Request permission to start the hiring process for reserve and booking officers'

Assistant Chief Reuss said more funds were budgeted in 2013 to allow for reserve officer's being on duty from 9 a.m. to 5 p.m. daily, working in the parks, checking the skate park, etc. This is in addition to the normal week night and weekend hours. Reuss said he's anticipating having to hire seven to nine reserve and booking officer's. Madson motioned to approve the request, Bittner seconded. Motion carried 5-0.

i. Wireless 911 Public Safety Answering Point

Communication Supervisor Jean Froggatt explained the current process for answering cell 911 calls. She said Walworth County answers all cell 911 calls and then transfers the call to our communication's center. Froggatt said 50 % of the calls transferred are dropped during the transfer. Froggatt said from June through December 67% of all 911 calls were made from cell phones and that number will continue to increase as people eliminate their home phones. She asked the Commission to make a recommendation to the City Council, to approve a resolution allowing our communications center to answer the 911 calls directly. Froggatt said it currently costs \$96.73 per month for one wireless line and if the upgrade takes place it will cost \$82.80 per month for four combined lines. She said the hardware to complete this upgrade

would cost \$949.12. Madson said he spoke with Chief Rasmussen concerning the funding for this and it was the Chief's opinion that there are sufficient funds available in the 2013 budget to cover this. Hartz motioned to recommend the resolution be approved by Council, Gramm seconded. Motion carried 5-0.

j. Monthly Activity report for November and year to date comparisons:

2012 Dispatch activity for December Telephone Calls – 3,395 911 Calls – 190 Window Assists – 611

2012 Patrol activity for December: Calls for Service: 1,221 Arrests: 94

2011 Patrol activity for December: Calls for Service: 1,297 Arrests: 91

Assistant Chief Reuss reviewed the reports. Hartz asked if these reports show an increase in criminal activity and if that was why the extra officers are needed in the down town area. Reuss said a lot of what the reserve officer's deal with are grill's in the park, dog's in park, and a many of those aren't reflected in the reports.

k. Items to be forwarded to the City Council

911 Wireless PSAP Resolution and monthly activity reports

8. Fire Department Business:

a. Approval of bills for the Month of December 2012. Operating in the amount of \$50,386.38, fire hydrant rental in the amount of \$57,106.00, and capital in the amount of \$32,051.86, for a total of \$139,544.24 Madson motioned to approve the bills, Hartz seconded. Madson asked what the \$3,500.00 EMS wage income revenue is from. Chief Connelly said it's reimbursement for services provided for the Triathlon. Roll call: Bittner – Y, Gramm – Y, Hartz – Y, Madson – Y, Pienkos – Y. Motion carried 5-0.

b. EMS Medical Billing Reports and discussion with Company Representative (Insurance Tracking Report may be discussed also)

Paula Bliemeister, the CFO from EMS Medical Billing, was in attendance to review questions that were asked at last month's Commission meeting. The first being, how important it is for Lake Geneva EMS to obtain social security numbers and insurance information from patients. Bliemeister said EMS Medical Billing does not rely on that information and in the rare case the information isn't obtained, it does not hold-up the billing process. Pienkos asked if the tracking report is something the Commission would still like to have on a monthly basis. Madson said the report was valuable when it was needed, but isn't sure if it's needed now. Gramm asked if the report would be helpful to Chief Connelly even if it may not be to the Commission. Connelly said he's going to continue to review this information on a monthly basis even if the commission chooses not to receive the report. Bittner said he was comfortable with Chief Connelly tracking the compliance. Bliemeister said if there is a change in compliance it will show up on the aging report and if that should happen EMS Medical Billing will contact Chief Connelly and discuss the problem.

Hartz questioned why there is 42% over 90 days old and yet the tracking report shows they have done very well. Bliemeister said in the ambulance billing world 60 to 90 days past due is not considered a delinquent bill, it depends on the carriers and things like that. Bliemeister explained that there will always be a balance due in the private pay bucket. She explained that many of the bills being sent out are for non-transport and Medicare does not cover non-transport. Bliemeister said the balance in the private pay will not continue to grow because it's moved to collections.

Hartz asked when the 7% fee increases. Bliemeister said the first year is 7%, with no change even if it's sent to collections and she believes it increases to 33% the second year.

One of the questions asked was what effect the Affordable Health Care Act will have on EMS. Bliemeister said she has no idea. She said EMS is usually last on the list and there has been nothing published concerning EMS and ambulance yet.

Bliemeister asked what the Commission wanted to know about right-offs. Bittner said he was the one that asked the question because he hadn't seen anything written off. Bliemeister said all right-offs will be identified on an individual basis in the reports. Madson asked if EMS Medical Billing still receives their 7% commission if Stark (the collection agency) collects the monies. Bliemeister said yes and explained that she has an agreement with Stark that they forward reports to EMS Medical Billing so the collections can be posted to the accounts. This process will allow the reports the Commission receives to be correct. Pienkos asked Council Liaison Hill to check with the City to see what their write off procedure is.

The Commission asked that the names of patients that are sent to collections be deleted and the names on the Stark report also be deleted.

Bliemeister said anything billed prior to July 1<sup>st</sup>, 2012, did not transfer over to EMS Medical Billing.

Pienkos said he is pleased with all of the reports, minus the names. Gramm said she would appreciate a three month look back window on the accounts receivable report, that it would be helpful to have it right on the report. By a straw poll, it was decided that as long as Chief Connelly reviews the tracking report the Commission does not have to receive it.

c. Geneva Township Contract Revisions

Chief Connelly thanked Jim Dailey, Joe Koepecky, President Pienkos, and all that were involved in the contract negotiations and said it went very well. After the original contract was approved and forwarded to Geneva Township, the Town asked for two minor revisions both of which were technicalities. Number 4, under compensation, originally said installments were due on January 15, and July 1. Geneva Township asked that the dates be changed to January 15 and July 15. The other area that reflects the same change is number 8 on page four, referring to the annual retainer payment. Chief Connelly said Attorney Draper was contacted in reference to the changes and he felt that even though this change was a technicality it should go back through the Commission and Council for approval. Gramm motioned to approve, Madson seconded. Roll call: Bittner – Y, Gramm – Y, Hartz – Y, Madson – Y, Pienkos – Y. Motion carried 5-0.

d. Request for funds for annual service awards

Chief Connelly asked for approval to spend \$750.00 out of the miscellaneous budget line item for the department service awards. Madson motioned to approve, Hartz seconded. Roll call: Bittner – Y, Gramm – Y, Hartz – Y, Madson – Y, Pienkos – Y. Motion carried 5-0.

e. Discuss questions from the December meeting reference the 2012 budget

Chief Connelly said there were some questions last month concerning the overages in City EMS wages and data entry line items. He said the majority of the overage is labor costs due to an increase in the number of calls. Connelly said about \$4,500.00 of the EMS wage expense has been reimbursed.

f. ProPhoenix update

Captain John Peters said there was a meeting with Mr. Madson, a retired battalion chief from the City of Racine. He said the ProPhoenix System was reviewed and an implementation plan was discussed. The computers have been ordered for the vehicles. The fire department's software is going to be on a shared server with the police department. The police department's operating system has to be upgraded from 2010 to 2012 before the fire side can be downloaded. Everything is being scheduled one thing at time to ensure it is being done properly and to allow the personnel to learn everything that's needed. Pienkos thanked Captain Peters for his leadership role in implementing this project.

g. Blount resignation letter

Bittner motioned accept the resignation with regret, Madson seconded. Motion carried 5-0.

h. New personnel

Chief Connelly said he hired Youngoan Cho. Pastor Mark Moeller Gunderson initially recommended him. Cho starts Fire Fighter I training on the January 14. Hartz said he was excusing himself from this decision. Madson motioned to approve the hiring, Gramm seconded. Motion carried 4-0.

i. Automatic Response Agreements (Auto-Aid Agreement)

Chief Connelly said Assistant Chief Heindl is still working with other Chiefs on these agreements.

j. Monthly Billing Insurance Tracking Report - Discussed with agenda item 8b.

k. Fire Department Activity Report for December – No action taken

l. Paratech Report for December and Annual Report

Larry Knuth from Paratech Ambulance was present and thanked the Commission and Chief Connelly for the great working relationship this last year and said he looks forward to working with everyone in 2013. Knuth advised the Commission to contact him or Chief Connelly should they have any questions.

m. Items to be forwarded to the City Council

Geneva Township contract and monthly reports

9. Agenda items for the next regular meeting February 7, 2013

Report on safety plans with the schools, Auto aid agreement

10. Motion to go into closed session per Wisconsin State Statute 19.85(1)(f), Considering medical, social, or personal histories or disciplinary data of specific persons which if discussed in public would have a substantial adverse effect upon the reputation of person(s) referred to: specifically Police Department employee(s) and 19.85(1)(c), considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Specifically Police Department employee(s)
- Hartz motioned to go into closed session to include Commission Liaison Hill and Assistant Chief Reuss. Lieutenant Gritzner will be brought into the meeting at some point. Madson seconded. Roll call: Bittner – Y, Gramm – Y, Hartz – Y, Madson – Y, Pienkos – Y. Motion carried 5-0.

11. Motion to return to open session per Wisconsin State Statute 19.85(2)  
Madson motioned to return to open session, Hartz seconded. Roll call: Bittner – Y, Gramm – Y, Hartz – Y, Madson – Y, Pienkos – Y. Motion carried 5-0 at 10:19 p.m.

12. Approve Police Lieutenant contract and forwarded to City Council for approval  
Pienkos reviewed two changes to the contract. Under vacation time the wording will read “on the date of retirement up to a maximum of 8 weeks will paid out depending on the actual amount of accrued vacation time”. Also under continuing education the hyphen needs to be removed from the word foreseeable.  
Madson motion to approve the contract, with the changes set forth by Pienkos, Hartz seconded. Roll call: Bittner – Y, Gramm – Y, Hartz – Y, Madson – Y, Pienkos – Y. Motion carried 5-0.

13. Discussion and action on closed session item(s) if needed  
Gramm motioned to recommend to council a salary of \$70,000.00 per year for the Administrative Lieutenant, Hartz seconded. Roll call: Bittner – Y, Gramm – Y, Hartz – Y, Madson – Y, Pienkos – Y. Motion carried 5-0.

Pienkos said that a memo needs to be created and placed in Lieutenant Gritzner’s file regarding accumulated comp time as it is not part of the exempt status. Lieutenant Gritzner will be paid for the accumulated comp time that he has, applying the standard deductions. The comp time is to be paid at the rate of pay at which it was earned. Pienkos motioned to approve the above, Gramm seconded. Hartz motioned to amend the motion to include that a memo be created and signed by Lieutenant Gritzner, Chief Rasmussen, and Commissioner Pienkos outlining the above and that it be placed in Lieutenant Gritzner’s file. Madson seconded the motion. Roll call: Bittner – Y, Gramm – Y, Hartz – Y, Madson – Y, Pienkos – Y. Motion carried 5-0.

14. Adjourn  
Bittner motioned to adjourn, Hartz seconded. Motion carried 5-0 at 10:27 p.m.

Respectfully Submitted,

Donna Wisniewski  
Administrative Assistant

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