LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY JANUARY 7, 2016, 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
The meeting was called to order by Commissioner Hartz at 7:00 p.m.

2. Pledge of Allegiance
The Pledge of Allegiance was led by Commissioner Pollard.

3. Roll call
Commissioners Jordan, Bittner, Gramm, Pollard and Hartz were present. Fire Department Liaison Mumford and Police and Fire Liaison Gelting 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 regular meeting minutes from December 10, 2015
Bittner motioned to approve the minutes from December 10, 2015. Jordan seconded. Motion carried 5-0.

7. Police Department Business:
a. Approval of bills for the Month of December 2015, operating in the amount of $280,912.40, capital in the amount of $1,196.51; for a total of $282,108.91.
Pollard motioned to approve the bills for the month of December 2015. Bittner seconded. Roll call: Jordan-Y, Bittner-Y, Gramm-Y, Pollard –Y, Hartz- Y. Motion carried 5-0.
Chief Rasmussen advised that they hope to have the final bills for 2015 next month as well as a breakdown of the year in review. Hartz asked about the carpet bill for Communications and Chief Rasmussen advised the carpet bill would count for 2015. Hartz also asked about account 11-21-00-5110, Police FT Salaries where there was a Life Insurance Adjustment. Chief Rasmussen stated that once a year employees are taxed on the value of their life insurance and that is what is noted in account 11-21-00-5110. Gramm asked about fuel expense and copy machine costs for 2015. Administrative Assistant Papenfus advised that both costs were up to date through December.

b.Telecommunicator Moore-Spanish Studies Update
Telecommunicator Moore successfully completed a Spanish I online class and is going to be taking Spanish II as an online class. Chief Rasmussen advised that the class is paid completely by the department.

c. Data Systems Administrator and Data Entry/Records Clerk Job Descriptions
Pollard motioned to approve job descriptions for Data System Administrator and Data/Entry/Records Clerk with corrections. Gramm seconded. Motion carried 5-0.
Chief Rasmussen indicated that Courtney Bonk's position was retitled Data Systems Administrator because she does more duties then simply data entry. Discussion was made regarding various changes to the job descriptions.

d. Workshop for possible dates and times for future Dispatch recruitment
A workshop date of February 4, 2016 at 6:00 p.m. was set up. The workshop will discuss different ways to help recruit and keep dispatchers satisfied with their jobs.

e. Part Time Officer/Job Description
Bittner motioned to approve the Part Time Officer Job description with changes, Pollard seconded. Motion carried 5-0. There was some discussion regarding changes to the job description.

f. Reserve/Booking Officer update
Chief Rasmussen handed out the reserve/booking officer hiring/training timeline for the year. The interview dates are set for March 7 and March 9, 2016.

g. 9-1-1 PSAP Routing Study update
Chief Rasmussen met with Sheriff Picknell regarding the 9-1-1 PSAP Study. Sheriff Picknell is in favor of making changes to the study. Chief Rasmussen and Undersheriff Williams will get in touch to rewrite the study agreement. Alderman Gelting noted that the City Council is anxious to get this 9-1-1 study completed and the 9-1-1 Agreement approved.

h. Donation from Al Exner
Bittner motioned to accept the $200.00 donation from Al Exner, Gramm seconded. Roll call: Jordan-Y, Bittner-Y, Gramm-Y, Pollard –Y, Hartz- Y. Motion carried 5-0.
The Lake Geneva Police Department received a $200.00 donation from Al Exner.

i. Monthly activity reports

2015	Dispatch activity for December 2015: Telephone calls–2,529	911 Calls– 186	Window assists– 648
2014	Dispatch activity for December 2014: Telephone calls–2,661	911 Calls– 169	Window assists– 662

2015	Patrol activity for November 2015:	Calls for service- 1,082	Arrests- 91
2014	Patrol activity for November 2014:	Calls for service -1,187	Arrests -123

j. Yearly statistics

2015	Dispatch activity: Telephone calls– 39,008	911 Calls– 2,476	Window assists–9,519
2014	Dispatch activity: Telephone calls 43,491	911 Calls– 2,584	Window assists–9,382

2015	Patrol activity:	Calls for service- 16,634	Arrests- 1,920
2014	Patrol activity:	Calls for service- 17,968	Arrests- 1,956

There was some discussion and questions regarding the reports. Chief Rasmussen said that next month there will be an annual report regarding the activity of the Police Department.

k. Items to forward to City Council
Monthly/Yearly reports, Donation from Al Exner, 9-1-1 Study

8. Fire Department Business
a. Approval of bills for the Month of December 2015, operating in the amount of $47,181.18, Fire Hydrant Rental in the amount of $57,339.25, Capital in the amount of $13,625.00 for a total of $118,145.43.
Jordan motioned to approve the bills for the month of December 2015. Pollard seconded. Roll call: Jordan-Y, Bittner-Y, Gramm-Y, Pollard-Y, Hartz- Y. Motion carried 5-0.
It was noted that December will be the last month for Fire Hydrant Rental expense. Gramm was pleased with the EMS billing revenue. Gramm requested a comparison of prior years regarding revenue versus calls.

b. 2016 Budget--discussion/action if needed. Ambulance purchase funding.
Gramm motioned to approve the ambulance purchase not to exceed $250,000; Pollard seconded. Roll call: Jordan-N, Bittner-N, Gramm-N, Pollard –N, Hartz- N. Motion denied 0-5.
Assistant Chief Heindl stated the Fire Department is looking at replacing the 1995 ambulance and Chief Connelly had a handout explaining the benefits of a new ambulance. While looking for a replacement ambulance it was determined that the cost of the new ambulance would be higher than initially thought. Improved changes and innovation are a reason for the large increase in the cost of a new ambulance. The Fire Department is requesting approval of not more than $250,000 to purchase a new ambulance. There is approximately $160,000 in the general equipment replacement fund and there is an additional $90,000 available for the ambulance purchase, which has been carried over for many years. The need to purchase a new ambulance was discussed in detail. The Commissioners wondered if there was a possibility of purchasing a used ambulance. Assistant Chief Heindl did not believe an used ambulance could be purchased. City Administrator

Oborn also questioned the need for the ambulance. There is some money but he will have to go to Council for the funding. City Administrator Oborn indicated that he would prefer that the Commission determine the need of an ambulance prior to asking for more funds. The Commission requested a cost analysis of purchasing a new ambulance to help determine if it was cost effective to purchase a new ambulance at this time.

c. Water Tower Agreement
A copy of the agreement was not in the Commission packet.
Jordan motioned to hold the discussion in abeyance until copies were made; Pollard seconded. Motion carried 5-0.

d. Resignation of POP James Kammueller
Jordan motioned to accept the resignation of James Kammueller, Bittner seconded. Motioned carried 5-0.

e. Letter of Commendation from US Dept of Justice
Chief Rasmussen indicated the letter was thanking Captain John Peters for his participation in Active Shooter Class that he presented with the Private/Public Partnership.

The Commission returned to item c. Water Tower Agreement
Hartz motioned to approve Memorandum of Understanding; Jordan seconded. Motion carried 5-0.
Copies of the Water Tower Agreement were handed out. Hartz explained the corrections that Chief Connelly had requested.

f. Emergency Services Billing and Revenue Questions/Answers
Hartz had some billing and revenue questions, particularly looking for a gross collection rate. The Commission is looking for a percentage of the bills for emergency services that will be paid. A way of improving the billing process through EMS was also discussed to avoid delays of payment. Hartz will talk to Eric at EMS billing regarding some of the questions.

g. Status update on Executing Goals of Year 2 of 10 year plan
Hartz indicated that at the last PFC meeting Fire Department interviews were postponed to set up the hiring process plan. Hartz set up a series of questions and who was involved in the hiring process and how the training works. Hartz went through the hiring process making various changes and/or suggestions to the process and policies. Chief Connelly would like to set up a workshop to get opinions on the interviewing process. A workshop date will be set up after the next committee meeting. The committee is also looking at training for the interviewees to help in the process of hiring the proper applicants.

h. Monthly EMS Medical Billing/Stark Report/Charge Detail Report
The Commission was pleased with the amount of money collected this year. Gramm wondered why EMS Accounts Receivable write offs were $20,000 for the month of December and wondered if there was a particular reason for that. Assistant Chief Heindl stated the department would check into it.

i. Monthly Fire Department Activity Report/EMS reports - No Action/Discussion

j. Monthly Paratech Report – No Action/Discussion

k. Thank you cards/letters (see enclosed) - No Action

l. Items to be forwarded to city council
Monthly reports, Water Tower Agreement
John Peters-Active Shooter thank you

9. Agenda items for the next regular meeting February 4, 2016.
Timeline for reserve officer/booking officer interviews
Fire Department workshop-report on hiring

10. Adjourn
Jordan motioned to adjourn the meeting. Bittner seconded. Motion carried 5-0 at 8:44 p.m.

Respectfully submitted,

Cindy Papenfus

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