LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY MARCH 5, 2015, 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 7:00 p.m. by Commissioner Hartz.

2. Pledge of Allegiance
The pledge was led by Commissioner Bittner.

3. Roll call
Commissioners Pollard, Bittner and Hartz were present. Commissioners Gramm and Pienkos were excused.

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 February 5, 2015.
Hartz motioned to approve the minutes from February 5, 2015 with one correction. Bittner seconded. Motion carried 3-0.

7. Approve Resolution number 15-R14; Police and Fire Department's 2014 Capital Projects Budget carryforward of the Police and Fire capital project budget balances to 2015 totaling $120,959.00.

Capital Project	Acct #	Budget Balance
PD Ballistic Window-Dispatch	1406	$ 6,600
PD Computers	1405	$ 3,056
PD Impound East Gate	1404	$ 3,200
FD Turnout Gear	1429	$ 435
FD Firehouse Roof	1422	$ 90,000
FD Flashing/Tuckpointing	1423	$ 10,000
FD New Server	1426	$ 403
FD Computers	1427	$ 3,321
FD Inspector Mobile Computers	1431	$ 3,500
FD Hose	1425	$ 444
TOTAL		$120,959

Pollard motioned to approve Resolution No 15-R14, Bittner seconded. Roll call: Pollard – Y, Bittner - Y, Hartz – Y. Motion carried 3-0.

8. Fire Department Business
a. Approval of bills for the Month of December 2014, operating in the amount of $2,343.46, Capital in the amount of $680.49 for a total of $3,023.95.

b. Approval of bills for the Month of February 2015, operating in the amount of $49,441.47, Capital in the amount of $816.59, for a total of $50,258.06.
Hartz motioned to approve the bills for the month of December 2014 and February 2015. Bittner seconded. Roll Call Vote: Pollard –Y, Bittner–Y, Hartz–Y; Motion carried 3-0.

c. Approve Resolution No: 15-R11

Increase Acct #11 00-00 3438, Designated Fund Balance –Fire CPR Revenue, by $469.44.

Decrease Acct #11 00-00 3480, Undesignated Fund Balance, by $469.44.

Bittner motioned to approve the resolution, Pollard seconded. Roll Call Vote: Pollard –Y, Bittner –Y, Hartz-Y; Motion carried 3-0.

d. Approve Resolution number 15-R12

Increase Acct #11 00-00 3437, Designated Fund Balance- Fire Donations, by $4,328.71.

Decrease Acct#11 00-00 3480, Undesignated Fund Balance, by $4,328.71.

Pollard motioned to approve the resolution, Bittner seconded. Roll Call Vote: Pollard –Y, Bittner –Y, Hartz-Y; Motion carried 3-0.

e. Approve Resolution number 15-R13

Increase Acct #11 00-00 3449, Designated Fund Balance –EMS Act 102, by $3,367.73

Decrease Acct#11 00-00 3480, Undesignated Fund Balance, by $3,367.73.

Bittner motioned to approve the resolution, Pollard seconded. Roll Call Vote: Pollard –Y, Bittner –Y, Hartz-Y; Motion carried 3-0.

f. Change in Line Item 11-22-00-5136 (Fire/EMS Retirement) Contribution percentage calculation.
Assistant Chief Heindl advised that there was a miscalculation in the Line Item 11-22-00-5136 (Fire/EMS Retirement) Contribution percentage. The calculation for WRS was budgeted for 16.3% and it was 16.43% with a difference of .13%. This amount will be taken out of the contingency. Hartz wondered what the amount of money this would be in. Alderman Lyon said the amount would not be significant.

g. Act 270/Fire Protection Ordinance update.
Due to recent questionable authority of the State of Wisconsin to redact any portion of a local jurisdiction's fire protection ordinance, City Attorney Dan Draper advised the Fire Department to continue to enforce their current code. Act 270 was passed by the State but now there is a legal challenge as to whether that can be done. Hartz would like a letter from the City Attorney specifically stating that the Fire Department should go back to enforcing their local codes rather than the State revised codes. Bittner asked for a specific comparison between the local fire codes and the State fire codes.

h. EMS Steering Committee-No Update.

i. Monthly EMS Medical Billing and Stark Report
Hartz noted that the bills over 90 days old have gone up in the last couple of months.

j. Fire Department Activity Report
This report was handed out at the meeting. No Discussion/No Action.

k. Monthly Paratech Report. No Discussion/No action.

l. Educational Information for Commissioners-The Disappearing Volunteer Firefighter. Hartz asked if there is a plan for our Fire Department to move from volunteer to career employees. Assistant Chief Heindl stated there is no current plan right now and this hand out was just informational.

m. Thank you cards/letters. Thank you and gift card returned to Mr. Novy. Chief Connelly wrote a letter to Mr. Novy returning the gift card.

n. Items to be forwarded to city council.
Item Item 11-22-00-53136 (Fire/EMS Retirement)
Activity Report and letter to Mr. Novy regarding returning the gift card.

9. Police Department Business
a. Approval of bills for the month of December 2014, operating in the amount of $7,473.59, Capital in the amount of $1,630.67 for a total of $9,104.26.
Pollard motioned to approve the bills for the month of December 2014. Bittner seconded. Roll Call Vote: Pollard –Y, Bittner–Y, Hartz–Y; Motion carried 3-0.

b. Approval of bills for the month of February 2015, operating in the amount of $182,812.88, Capital in the amount of $62,850.10 for a total of $245.662.98.
Bittner motioned to approve the bills for the month of December 2014. Pollard seconded. Roll Call Vote: Pollard –Y, Bittner–Y, Hartz–Y; Motion carried 3-0.

c. Approve Resolution Number 15-R07;
Decrease Acct #11-00-00 3466; Designed FB-PD Vest Donation/Grants, by $1,299.88.
Increase Acct #11-00-00 3480; Undesignated Fund Balance, by $1,299.88.
Pollard motioned to approve the resolution, Bittner seconded. Roll Call Vote: Pollard –Y, Bittner –Y, Hartz-Y; Motion carried 3-0.

d. Approve Resolution Number 15-R08
Decrease Acct # 11 00-00 3468; Designated FB-PD State Seizures, by $1,118.83.
Increase Acct #11 00-00 3480; Undesignated Fund Balance, by $1,118.83.
Bittner motioned to approve the resolution, Pollard seconded. Roll Call Vote: Pollard –Y, Bittner –Y, Hartz-Y; Motion carried 3-0.

e. Approve Resolution Number 15-R09;
Increase Acct # 11 00-00 3480 Undesignated Fund Balance by $775.59.
Decrease Acct #11 00-00 3439 Designated FB-PD Uniform Allowance by $775.59.
Pollard motioned to approve the resolution, Bittner seconded. Roll Call Vote: Pollard –Y, Bittner –Y, Hartz-Y; Motion carried 3-0.

f. Approve Resolution Number 15-R10;
Decrease Acct #11 00-00 3467, Designated FB-PD Donations, by $4,458.00
Increase Acct #11 00-00 3480, Undesignated Fund Balance, $4,458.00.
Bittner motioned to approve the resolution, Pollard seconded. Roll Call Vote: Pollard –Y, Bittner –Y, Hartz-Y; Motion carried 3-0.

g. Change in line Item 11-21-00-5136 (Police Dept Retirement Fund) Contribution percentage calculation.

This is the same issue as discussed with the Fire Department. The account was budgeted at 16.3% and the actual cost is 16.43% for a difference of .13%. Per Comptroller Peg Pollitt this will be approximately $1,000 to $2,000. Alderman Lyon stated it would be approximately $1,900 based on his calculations.

h. Reserve Hiring Update.

Interviews for reserve officers will be conducted March 11 and 12, 2015 beginning at 6:00 p.m. Commissioners are welcome to attend.

i. Squad Replacement Update.

All three squads have arrived and the equipment including seats, radio and cameras are being installed. Bittner asked about the ALPRS unit and wondered if there was any talk about getting another one. Lieutenant Gritzner said an ALPRS unit is expensive. Our department currently has one. The department has already located three stolen vehicles with it. Additionally, the unit can notify an officer when a vehicle is associated with wanted and dangerous persons. This makes it safer for the officer. Bittner liked the idea of having more than one unit.

j. Lexipol Policy Update.

There are 22 updates. 17 are included in the jump drive that was handed out at the meeting. 5 were just style changes. They will be corrected and then approved at the next meeting.

k. Last month's email from Rick Bittner

Bittner wasn't at the meeting so his information into the email and expressed his concerns about the demerit system. Bittner noted the Demerit system was structured to take away a liquor license for one year. Hartz noted on the Incident Summary List that several incidents were alcohol related offenses and feels some type of Demerit System could be in place. If the Demerit System does come up for review again, the PFC would like to look at it.

l. Thank you letter-Big Foot High School

The Police Department received a thank you letter from Big Foot School regarding the bomb threat at their school.

m. Monthly activity reports.

2015 Dispatch activity for February: Telephone calls– 2,649 911 Calls–145 Window assists– 612
2014 Dispatch activity for February: Telephone calls– 3,997 911 Calls–131 Window assists– 619

2015 Patrol activity for February: Calls for service- 1,111 Arrests- 152
2014 Patrol activity for February: Calls for service- 1,121 Arrests- 144

NO ACTION/DISCUSSION.

n. Items to be forwarded to City Council.

Monthly reports and thank you letter from Big Foot High School.

10. Agenda items for the next regular meeting March 5, 2015.

Specific differences between Act 270 and local fire codes including a letter from Attorney Draper instructing the fire department to continue using their local fire codes.

Lexipol Changes.

11. Motion to go into closed session per 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(s) referred to: specifically Police Department employee(s) and 19.85(1)(d), considering strategy for crime detection or prevention: specifically staffing needs.
Pollard motioned to go into closed session, Bittner seconded. Motion carried 3-0 at 7:55 p.m.

12. Motion to return to open session per Wisconsin State Statute 19.85(2)
Bittner motioned to return to open session, Pollard seconded. Motion carried 3-0 at 7:58 p.m.

13. Discussion and action on closed session items if needed.
NONE

10. Adjourn.
Pollard motioned to adjourn the meeting, Bittner seconded. Motion carried 3-0. Meeting adjourned at 7:59 p.m.

Respectfully submitted,

Cindy Papenfus
Administrative Assistant

c: Police Chief
Fire Chief
Commissioners-file
Commission Liaisons
City Administrator
City Clerk
City Comptroller
Council Members – Mayor