

**LAKE GENEVA POLICE AND FIRE COMMISSION  
MEETING MINUTES  
THURSDAY MAY 7, 2015 AT 7:00 P.M.**

This meeting will be 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 Commissioner Hartz at 7:00 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Pollard.

3. Roll call

Commissioners Pollard, Bittner, Gramm and Hartz 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. Welcome Alderman Chris Gelting, newly appointed Police and Fire Commission Liaison.

Commissioner Hartz welcomed Alderman Chris Gelting as the Police and Fire Commission Liaison.

7. Election of Officers: President, Vice President and Secretary

Bittner nominated Hartz for President, Pollard seconded. There were no other nominations. Nominations were closed. Motion carried 4-0.

Hartz nominated Bittner for Vice President. Pollard seconded. There were no other nominations.

Nominations were closed. Motion carried 4-0.

Pollard nominated Gramm for Secretary; Bittner seconded. There were no other nominations.

Nominations were closed. Motion carried 4-0.

8. Approval of regular meeting minutes from April 9, 2015.

Gramm motioned to approve the minutes from April 9, 2015, Pollard seconded. Hartz had one correction to the minutes. Motion carried 4-0 with correction.

9. Fire Department Business

a. Approval of bills for the Month of April 2015, operating in the amount of \$65,427.31, for a total of \$65,427.31.

Bittner motioned to approve the bills for the month of April 2015, Pollard seconded.

Roll call: Pollard – Y, Bittner - Y, Gramm – Y, Hartz – Y. Motioned carried 4-0.

Hartz asked if Account #11-22-00-5134 FD Workmen Disability Insurance was a one time pay and Assistant Chief Heindl said this is a single payment for the year. Hartz also stated that Account #11-22-00 5222 Firehouse Electricity was already at a high amount before summer started. Chief Connelly is checking this amount. Hartz also asked how inspection fees were set. Assistant Chief Heindl will look into the pricing of inspection fees.

b. Fire Protection Ordinance Update-State/Local Code Comparison Enclosed.

Bittner had some questions about the State codes and the City codes regarding the forms that were handed out. Hartz recommended continuing the code comparisons to next meeting so Captain Detkowski can be present to explain the answers. All members of the Commission agreed.

c. EMS Steering Committee-Requesting a workshop with PFC.

A workshop for Commission members was scheduled for May 20, 2015 at 5:00 at the Fire House.

d. Budget information question from April meeting—Commissioner Hartz.

Hartz asked for end of the year numbers to see how closely the year was budgeted and where the department was over and under. The Commissioners still had questions about the budget numbers as an actual report was not available from the auditors. This item will be addressed next month to clarify revenue amounts for 2014. Comptroller Peg Pollitt may attend next month's meeting in order to clarify the numbers.

e. Approval to junk old training school bus stored at waste water plant.

The fire department has an old training bus stored at the Street Department and the DNR would like to have this bus removed. Larry's towing has agreed to tow the bus at no expense. It was suggested to bring this item before the commission for approval to dispose of the vehicle. Hartz asked if there was a policy on how to dispose of these items. Discussion was made on how to handle the situation. Larry's Towing cannot tow for free, they must be paid for their service compared to the difference of the scrap cost.

f. Resignation of Brent Schambow from POP.

Bittner motioned to accept resignation of Brent Schambow with regret. Gramm seconded. Motion carried 4-0.

g. Leave of Absence for Eric Winger.

Pollard motioned to accept Leave of Absence for Eric Winger, Gramm seconded the motion. Motion carried 4-0.

h. Monthly EMS Medical Billing/Stark Reports, AR Question from April—Commissioner Hartz.

Eric Kiefer reports that 15% of the bills at 90 days or more is normal fluctuation. Bittner asked what the industry benchmark was. Hartz thinks 7% is more reasonable.

i. Monthly Fire Department Activity Report. No action

j. Monthly Paratech Report.

The city transported 48 people in addition to Paratech transports which is higher than normal. Sometimes both agencies are responding to the same calls.

k. Educational information for commissioners-Apparatus.

Assistant Chief Heindl explained how the water trucks are used and the use of trucks vs. fire hydrants.

l. Thank you cards/letters—Thank you letter Sharon Fire.

The Fire Department assisted the Sharon Fire Department with a fire.

m. Items to be forwarded to city council.

Activity reports.

10. Police Department Business:

a. Approval of bills for the Month of April 2015, operating in the amount of \$188,857.32, capital \$11,314.35; for a total of \$200,171.67.

Bittner motioned to approve the bills for the month of April 2015, Pollard seconded.

Roll call: Pollard – Y, Bittner - Y, Gramm – Y, Hartz – Y. Motioned carried 4-0.

Bittner noted that revenue is trailing at this time. Assistant Chief Reuss said that revenue is out of the Department's control. Hartz noted that not all revenue comes from police revenue.

b. Approve Lexipol Policies and Updates.

Gramm was concerned about approving the new policies as she was unable to read through all of them and be prepared. Policies will be reviewed and accepted next month. In the future, Lexipol policies will be delivered one week prior to the Police and Fire Commission meeting.

c. Reserve Officer Update.

Reserve officers have been trained and currently doing ride alongs. They will be in full uniform and out walking on the streets May 15, 2015. There are currently 11 reserves, five of them are new. Assistant Chief Reuss stated the department likes to start the reserves one week before Memorial Day.

d. Leave of Absence request for Reserve Officer Sergio Martini.

Gramm motioned to accept Leave of Absence for Reserve Officer Sergio Martini, Bittner seconded. Motion carried 4-0.

e. Letter of Resignation from Reserve Officer Hannah Hooper.

Pollard motioned to accept Resignation of Reserve Officer Hannah Hooper. Gramm seconded; Motion carried 4-0.

Commissioner Hartz asked why some officers request a leave of absence and some request a letter of resignation. Assistant Chief Reuss stated it was the officer's preference. Some discussion was made regarding hiring new officers, training them and retaining them. Assistant Chief Reuss noted it is hard to find qualified applicants and the duties here include foot and bike patrol, which is not always appealing for officers once they are trained.

f. Awards Ceremony on May 14, 2015 at 6:00 p.m. in Police Training Room.

The Awards Ceremony will be May 14, 2015 and Dr. Pienkos will be honored.

g. Monthly reports

2015 Dispatch activity for April: Telephone calls–2,992	911 Calls–198	Window assists–641
2014 Dispatch activity for April: Telephone calls–3,501	911 Calls–167	Window assists–714

2015 Patrol activity for April: Calls for service-1,116	Arrests- 53
2014 Patrol activity for April: Calls for service-1,258	Arrests- 64

Assistant Chief Reuss said crime was down a bit and weather dictates some of the crime. Gramm noted that Damage to Property was up from last month and wondered if there was a reason. There was no particular reason for that.

Bittner asked about the liquor license meeting that was held and if it was helpful. Lieutenant Gritzner said the meeting went well and the main goal is to improve relationships between the bars and the police department. An educational class will be held with the bartenders and bouncers to discuss the expectations of the businesses.

h. Items to forward to City Council

Activity reports and Awards ceremony invite. City Council has already received the invite.

11. Agenda items for the next regular meeting June 4, 2015. Not addressed.

12. Motion to go into closed session under Wisconsin State Statute 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 and 19.85(1)(f), considering financial, medical, social or personal histories, or disciplinary data of specific persons, which if discussed in public would likely have a substantial adverse effect upon the reputation of any person referred to: Specifically Police Department Personnel.

Gramm motioned to go into closed session, Pollard seconded. Motion carried 4-0 at 8:00 p.m.

13. Motion to return to open session per Wisconsin State Statute 19.85(2)

Pollard motioned to return to open session, Bittner seconded. Motion carried 4-0 at 8:19 p.m.

14. Discussion and action on closed session items if needed.

Gramm motioned to have Attorney Draper draft a letter regarding items as discussed in closed session, Pollard seconded. Motion carried 4-0 at 8:20 p.m.

15. Adjourn

Pollard motioned to adjourn the meeting, Bittner seconded. Motion carried 4-0 at 8:21 p.m.

Respectfully submitted,

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Cindy Papenfus  
Administrative Assistant

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

**MINUTES ARE NOT OFFICIAL UNTIL APPROVED AT THE NEXT POLICE AND  
FIRE COMMISSION MEETING.**