LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY JULY 9, 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 by Commissioner Hartz at 6:59 p.m.

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

3. Roll call
Commissioners Bittner, Pollard, Jordan and Hartz were present. Commissioner Gramm arrived at 7:03 p.m. Police and Fire Commission Liaison Gelting was 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 new Police and Fire Commissioner Dennis Jordan.
Commissioner Hartz welcomed newly appointed Commissioner Jordan.

7. Approval of regular meeting minutes from June 4, 2015.
Bittner motioned to approve the minutes from June 4, 2015. Pollard seconded. Motioned carried 3-0. Gramm was not present at the meeting at this time and Jordan abstained.

8. History of Police and Fire Commission
Administrative Assistant Papenfus handed out a packet regarding the Police and Fire Commission history and gave a brief history about the information.

9. PFC Workshop-November 6, 2015 at Wilderness Resort, Wisconsin Dells.
There will be a PFC workshop held on November 6, 2015 in the Wisconsin Dells. More information will follow.

10. Police Department Business:
a. Approval of bills for the Month of June 2015, operating in the amount of $195,960.47, for a total of $195,960.47.
Pollard motioned to approve the bills for the month of June 2015, Bittner seconded. Roll call: Bittner –Y, Gramm – Y, Pollard – Y, Jordan – Y, Hartz –Y. Motion carried 5-0.
Bittner noted the fuel line item was way down. Chief Rasmussen said there is a new system in place and the bills may be two months behind because of the switch. Bittner also wondered what the * by the revised fiscal year budget column in Account #41-21-00-1401 PD 911 System meant. Chief Rasmussen will get the information for the next meeting.

b. 2014 Final Police Revenue and Expense Report.
The final police budget expenditures were 97%, slightly under budget. Hartz asked in retrospect would the department change anything for next year's budget. Chief Rasmussen said no changes would have been made but the department will look fully at costs in the next year's budget with yearly comparisons. Chief Rasmussen was pleased with the budget and also noted that the overtime budget was 67%. This was in part due to the option of comp time for the officers.

c. 2014 City Audit – Police Department.
The only issue for the police department was the handling of departmental invoices. City Hall will now be sending out the invoices so they can be tracked better.

d. Discussion on Wage study.
The Wage study is going to be returned to the company for more corrections. Personnel did accept a rating system that was recommended by the study. Performance raises were suggested and this may create some issues with nonunion employees because wages are open to the public and the performance based issues would also be open to the public. Hartz noted that the PFC cannot give recommendation on pay. Some discussion was made on how difficult it is to base pay solely on job performance.

e. Update on Tavern Training.
An educational training was done on June 8, 2015 for establishments with liquor licenses. Although attendance was low, it was a good start to building communication with local businesses.

f. Revisions on Lexipol Policy 802.
There was a slight wording revision to the wording in Lexipol Policy 802. Gramm motioned to approve the revision to Policy 802, Bittner seconded. Motion carried 5-0. Chief Rasmussen asked if it was alright to donate 26 bikes to the high school for use in their welding shop, as was done in the past. Most of the bikes are abandoned property. Gramm noted that the high school has used the bikes in the past to build vehicles and have a competition at the end of the year. She thought it was a good idea to continue to donate the bikes to the high school. All commission members agreed.

g. Citizen Services Update.
The new Citizen Service Program is up and running. A pamphlet and press release has been handed out to the community as well as information posted on the Department's Facebook page. The program was to be started in January and we will get credit from the account for the late start date.

h. Payroll Grievance.
The Lake Geneva Police Association filed a payroll grievance on June 17, 2015 regarding a payroll issue. The grievance was rejected by the Personnel Committee. The two sides are meeting to discuss a resolution of the grievance.

i. Leave of Absence request from Reserve Officer Ricky Ecklund.
Gramm motioned to accept the Leave of Absence for Reserve Officer Ricky Ecklund with regret. Pollard seconded. Motion carried 5-0.

j. 4th of July weekend Report.
There were a lot of people in the area for the 4th of July weekend but few major incidents. Two officers were stationed at the State Park along with two to three rangers. Both the water and park areas were busy. Bittner asked why the department had to cover the State Park as well and Chief Rasmussen said the State Park is located within the city limits so the Department receives all the calls. There were approximately 320 calls for the weekend not including minor violations including grilling in the park, etc. that the reserve officers enforce.

k. Monthly reports.

2015	Dispatch activity for June: Telephone calls–3,780	911 Calls– 250	Window assists– 853
2014	Dispatch activity for June: Telephone calls–4,398	911 Calls– 278	Window assists– 936

2015	Patrol activity for June:	Calls for service-1,693	Arrests- 213
2014	Patrol activity for June:	Calls for service-1,960	Arrests- 210

Commissioner Hartz also requested a report for calls to the taverns downtown and the department is currently looking for an accurate report.

l. Items to be forwarded to City Council.
Reports and Citizen Services Program. The City Clerk already has the Citizen Services Program.

11. Fire Department Business:
a. Approval of bills for the Month of June 2015, operating in the amount of $47,536.46, for a total of $47,536.46.
Pollard motioned to approve the bills for June 2015, Gramm seconded. No discussion.
Roll call: Bittner –Y, Gramm – Y, Pollard – Y, Jordan – Y, Hartz –Y. Motion carried 5-0.

b. EMS Medical Billing Contract renewal.
Eric Kiefer from EMS billing met separately with Chief Connelly and Hartz regarding the contract items. A copy of the contract has been presented to City Attorney Draper. Chief Connelly explained the changes. The old contract is maintained until a new one is signed. The Commission agreed the contract could be addressed and renewed at the August meeting.

c. Update fee schedule.
Jordan motioned to approve the updated fee schedule. Gramm seconded. Motioned carried 5-0. Chief Connelly noted rates were originally set from 2008 and 2011. The increase is due to extra costs for training, supplies, and various other costs. Currently the City of Lake Geneva has the lowest medical costs in Walworth County. Lieutenant Detkowski compared the costs with Elkhorn. This will impact private pay or private insurance. Bittner noted some of these increased expenses may cover the costs approved last month for extra personnel.

d. Water Tower (Station #2) Agreement with water utility.
No prior agreement was found. If a new agreement is proposed changes will be made to the contract and the Utilities department will ask for some sort of cost reimbursement. Hartz feels

that something should be put in writing for the future. Pollard suggested a Memo of Understanding between the two departments.

e. Town of Geneva Emergency Services Contract.
There will be a meeting on July 20, 2015 at 8:00 a.m. at the Fire Department to discuss the contract. Joe Kopecky and Mike Mumford from the Town of Geneva will be present. Any commission members are welcome to attend.

f. Approval of hiring list.
Jordan motioned to approve the Lake Geneva Fire Department Candidate List. Gramm seconded. Motion carried 5-0. Hartz wondered if the hiring was due to the additional hours added on the weekend. Chief Connelly said the hiring was due in part to the extra weekend hours and to help out his current employees. He hopes to add them into the rotation as soon as possible.

g. Fire department training bus –Larry's Towing.
The initial check for the training bus was $1,033.60 and then Larry's Towing was paid. The remaining money was added into the Fire Department donation fund.

h. Cell phone number request from June PFC meeting.
Chief Connelly gave the Commission listed the Fire Department Phone numbers and their assigned users.

i. Donation for technical rescue equipment from Farm City Elevator.
Pollard motioned to accept the donation. Jordan seconded. Motion carried 5-0.
Farm City Elevator donated technical rescue equipment to help cover their facility in case of an emergency. The Fire Department would service their calls and the department did not have the proper apparatus for rescues.

j. Monthly EMS Medical Billing/Stark Reports.
Gramm noted the accounts receivable is growing and the aging accounts are under 6%.

k. Monthly Fire Department Activity Report.
The transport numbers continue to grow. The Fire Department is covering more than half the calls. The inspections were higher this month. Inspections are done two times a year.

l. Monthly Paratech Report. No Discussion.

m. Thank you cards/letters. Two thank you notes were received. One from the City of Burlington for assisting with the Nestles fire and one from Mercy Health Care for training.

n. Items to be forwarded to City Council.
Monthly report
Updated fee schedule, City Attorney will draft a resolution.

12. Agenda items for the next regular meeting August 6, 2015.
Medical billing contract renewal
Town of Geneva Emergency Services Contract
Water Tower-Memo of Understanding

Fire Ordinance Review
13. Adjourn.
Bittner motioned to adjourn the meeting. Pollard seconded. Motion carried 5-0. Meeting adjourned at 8:22 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