

**LAKE GENEVA POLICE AND FIRE COMMISSION  
MEETING MINUTES  
THURSDAY, OCTOBER 4, 2012, 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 President Pienkos.

2. Pledge of Allegiance

Pledge was led by Commissioner Elliott.

3. Roll Call

Present were Commissioners Gramm, Elliott, Madson, and Pienkos. Commissioner Hartz was absent and excused.

4. Comments from the Public reference agenda items only. Comments are limited to a maximum of five minutes --- NONE

5. Acknowledge correspondence

Commissioner Pienkos read an email that was received from the Drug Enforcement Agency, thanking Sgt. Carstensen and the Police Department for participating in the Drug Take Back program at Walgreens Drug Store.

6. Approval of minutes from the regular meeting September 6, 2012

Gramm motioned to approve the minutes, Elliott seconded. Motion carried 4-0.

7. Fire Department Business:

a. Approval of bills for the Month of September 2012. Operating in the amount of \$44,735.79 and Fire Hydrant Rental in the amount of \$57,107.00, for a total of \$101,842.79 Elliott motioned to approve the bills, Madson seconded. Madson noted the revenue amount listed for the EMS Billing line item doesn't show a \$2,892.95 payment from LifeQuest, which brings the revenue total up to 92%. Roll call vote to approve the bills: Gramm – Y, Elliott – Y, Madson – Y, Pienkos – Y. Motion carried 4-0.

b. 2013 Budget

Chief Connelly provided a written addendum to the 2013 budget. (Copy Attached) Gramm motioned to approve the 2013 proposed budget dated October 3, 2012, Madson seconded. Roll call: Gramm – Y, Elliott – Y, Madson – Y, Pienkos – Y. Motion carried 4-0. Elliott motioned to remove turn out gear from the operating budget and place it back into the capital budget, Madson seconded. Roll call: Gramm – Y, Elliott – Y, Madson – Y, Pienkos – Y. Motion carried 4-0.

c. EMS Medical Billing update if needed

Deputy Chief Derrick said the design of the reports is still being worked on, no further update.

d. Fire Ops 101 Class – to be held at Station #1 starting at 8:00am – arrive by 7:30 a.m.

Deputy Chief Derrick said the class has been cancelled due to a lack of participation. Derrick said the class will be rescheduled for the spring of 2013.

e. Automatic Response Agreements (ARA) Meeting with Fire Chiefs from Linn, Lyons, Bloomfield, and Elkhorn Fire Departments  
Deputy Chief Derrick advised the Commission that Chief Connelly has had meetings with the neighboring departments. Derrick handed out a sample agreement for automatic assistance (response) and requested it be on next month's agenda for approval.

f. Town of Geneva contract meeting  
Deputy Chief Derrick said Chief Connelly has met with Joe Koepecky and Jim Daily from the Geneva Town Board and they would like to have the contract completed by the end of November. Commissioners Pienkos and Madson voiced an interest in attending future meetings. Derrick will have Chief Connelly let the Commissioners know of future meeting dates.

g. Update on Narrow Banding  
Deputy Chief Derrick said the radio company was working on it today and more work needs to be done.

h. Thank you letter from the Family of Bev Peters – No discussion/no action

i. Monthly Billing Insurance Tracking Report – No discussion/no action

j. Monthly EMS Billing Reports  
Commissioner Madson said the reports are very consistent with what was talked about at the meeting and he is very happy, everything balances. A representative from EMS Medical Billing was in attendance and he said everything is going well.

k. Monthly Activity Report for August and September – No discussion/no action

l. Monthly Paratech Report – No discussion/no action

m. Items to be forwarded to the City Council  
Bills and monthly activity reports

## 8. Police Business

a. Approval of bills for the Month of September 2012. Operating in the amount of \$191,313.65 and Capital in the amount of \$453.14, for a total of \$191,766.79. Elliott motioned to approve the bills, Madson seconded. Roll call: Gramm – Y, Elliott – Y, Madson – Y, Pienkos – Y. Motion carried 4-0.

b. 2013 Budget Modification, update, and future meetings  
Chief Rasmussen said the initial meeting with Finance was on Tuesday and he was given about 15 minutes to present his budget. Chief Rasmussen said he was asked by an Alderman if the 911 calls could be transferred to the County. Chief explained that there will be another meeting to go over budget requests and he will forward the date and time of the meeting as soon as he has it. The Wisconsin Retirement System has come out with the percentages for 2013. It created a \$22,395.00 increase from what was originally budgeted and Chief Rasmussen asked the Commission to approve this increase for the 2013 budget. Gramm motioned to approve the increase, Elliott seconded. Roll call: Gramm – Y, Elliott – Y, Madson – Y, Pienkos – Y. Motion carried 4-0.

- c. Approve Hiring Policy 1-7-1: Employment Recruitment and Selection (handed out at the September meeting)

Chief Rasmussen said City Attorney Dan Draper reviewed the policy and recommended removing the Affirmative Action as we aren't required to do that. Commissioner Gramm found a typographical error on page 7, paragraph 11. Gramm asked if "by mail" is referring to email or the postal service. Chief explained that we currently do everything by through the postal service. Madson motioned to approve with the changes listed, Elliott seconded. Roll call: Gramm – Y, Elliott – Y, Madson – Y, Pienkos – Y.

Motion carried 4-0.

- d. Inmate Calling Solutions policy (to be handed out)

Chief Rasmussen handed out policy number 3-7-2 for the Commission to review for approval at next month's meeting.

- e. Update on data entry/records clerk hiring process

Chief Rasmussen said that 54 letters were sent out for testing on Saturday. There were a few that can't make Saturday so an alternate date of Wednesday, Oct 10<sup>th</sup>, at 7:00 p.m. has been offered.

- f. Thank you from Jan Vos

Chief Rasmussen read the letter and Assistant Chief Reuss explained the situation. Vos's niece rode her bike 1000 miles in 27 days to raise money for cancer. Reuss said that he and Officer Walser escorted Vos's niece into the parking lot at Badger High School where 100 to 150 kids were there to participate in a ceremony being held in her honor. Pienkos said he would like to work with Assistant Chief Reuss to draft a letter acknowledging her accomplishment.

- g. Monthly Activity report for September and year to date comparisons:

2012 Dispatch activity for September Telephone Calls – 3,951 911 Calls – 204 Window Assists – 811

2012 Patrol activity for September: Calls for Service: 1,473 Arrests: 139

2011 Patrol activity for September: Calls for Service: 1,527 Arrests: 141

Chief reviewed the statistics, no discussion, no action.

- h. Items to be forwarded to the City Council

Bills and budget adjustment

9. Agenda items for the next regular meeting November 8, 2012

ARA Agreement for the Fire Department, update on narrow banding, inmate calling solutions policy for the police department

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). Elliott motioned to go into closed session, Gramm seconded to include Chief Rasmussen. Roll call: Gramm – Y, Elliott – Y, Madson – Y, Pienkos – Y. Motion carried 4-0 at 7:49 p.m.

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

Madson motioned to return to open session, Elliott seconded. Roll call: Gramm – Y, Elliott – Y, Madson – Y, Pienkos – Y. Motion carried 4-0 at 8:06 p.m.

12. Discussion and action on closed session items if needed – None needed

13. Adjourn

Elliott motioned to adjourn, Gramm seconded. Motion carried 4-0 at 8:06 p.m.

Respectfully Submitted,

Donna Wisniewski  
Administrative Assistant

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