

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY, NOVEMBER 7, 2013**

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 Vice President Madson.

2. Pledge of Allegiance

The pledge was led by outgoing Administrative Assistant Donna Wisniewski

3. Roll call

Commissioners Bittner, Gramm and Madson were present. Commissioners Hartz and Pienkos were absent.

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 minutes from special meeting and regular meeting on October 10, 2013
Madson motioned to approve the minutes from 6:00 p.m. special meeting, Bittner seconded. Motion carried 3-0. Madson asked to adjust item 1 in minutes from regular meeting from \$90,000 to \$190,000 and motioned to approve the minutes from the 7:00 p.m. regular meeting. Bittner seconded. Motion carried 3-0.

7. Fire Department Business:

a. Approval of bills for the Month of October 2013. Operating in the amount of \$51,606.06. Gramm motioned to approve the bills, Bittner seconded. Roll call vote: Bittner, Gramm and Madson voted yes. Motion carried 3-0.

b. Town of Geneva Contract

Assistant Chief Heindl provided a memorandum of updated agenda items from Chief Connelly which included this agenda item. It states that Chief Connelly e-mailed Geneva Town Board President Joe Kopecky to see the status of the contract and has not received any additional information. Commissioners agreed to table this item until next meeting.

- c. 2014 budget changes – Assistant Chief Heindl said the increase is \$23,892 or 2.48%, and provided line item numbers for this increase.
- d. Impact fees – Assistant Chief Heindl said has to have them spent by the first of the year so they looked into vehicle exhaust removal system, which was approved by the City Attorney. Dan Winkler put out requests for proposals in the paper last week.
- e. Paratech MOU – Assistant Chief Heindl said that this is the same agreement that was in place in 2012 to provide backup EMS service in Geneva Township for Paratech if they are unable to respond. The City Attorney has reviewed and recommended approval. Bittner motioned to approve the MOU, Gramm seconded. Roll call vote: Bittner, Gramm, and Madson voted yes. Motion carried 3-0.
- f. Approve hiring of Luke Morarend from last POP list
Motioned by Gramm, seconded by Bittner. Motion carried 3-0.
- g. Interviews for new personnel January 2014
Assistant Chief Heindl said there is no date set yet but will be in January 2014. Interviews to move forward and if commissioners are available, they will attend.
- h. Monthly Activity Report Changes – Considerations
Commissioner Madson asked that perhaps the Chief getting the Paratech listing and sharing it with the commission as needed as they did not see a need for it. Commissioners wished to continue the current procedure for everything else.
- i. Fire Department activity report for September/October – Assistant Chief Heindl gave updated numbers for Fire Prevention/Education to date on memorandum from Chief Connelly to PFC.
- j. EMS Medical Billing Report/Starck Report
Had September's reports as well as October's reports as they difficulties providing those reports last month. Commissioner Gramm asked that the names of those on the collection write offs be redacted off the EMS Medical Billing Reports as they are done on the Starck Reports.
- k. Paratech Monthly Report – No discussion/action

1. Thank you letters

Assistant Chief Heindl stated we got thank you letters for funeral services attended as well as assists in Salem and Burlington.

m. Items to be forwarded to City Council

Commissioner Madson made an announcement that the Fire Department would be collecting food items until 01/01/14 at the station from 7 a.m. – 7 p.m. Monday - Friday. Monthly statistics and Paratech MOU to be forwarded to council.

8. Police Business

a. Approval of bills for the Month of October 2013. Operating in the amount of \$183,650.63. Bittner motioned to approve the bills, Gramm seconded. Roll call vote: Bittner, Gramm and Madson voted yes. Motion carried 3-0.

b. 2014 Budget update

Chief Rasmussen advised it is set for a public hearing on 11/18/13 at 5:00 p.m.

c. Accept \$50.00 donation and thank you from Margaret Brewer

Bittner motioned to accept the donation, Gramm seconded. Roll call vote: Bittner, Gramm and Madson voted yes. Motion carried 3-0.

d. Employee handbook

Chief Rasmussen handed out a copy of the employee handbook. Set up a tentative workshop date for 11/18/13 at 4:00 p.m.

e. Approve sponsorship for the Police Academy for current booking officers Ricky Ecklund and Gus Arrellano - Madson motioned to approve sponsorship, Gramm seconded. Roll call vote: Bittner, Gramm and Madson voted yes. Motion carried 3-0.

f. Accept resignation from Dispatcher Marcia Robbins

Madson requested a copy of letter of resignation be sent to Governor. Gramm motioned to accept resignation, Madson seconded. Motion carried 3-0.

g. Confirmation of full time Patrol Officer eligibly list

Gramm motioned to confirm full time patrol officer eligibility list, Madson seconded. Roll call vote: Bittner, Gramm, and Madson voted yes. Motion carried 3-0.

h. Authorize Chief Rasmussen to hire a full time Officer to fill current vacancy created by Sgt Carstensen

Madson motioned to authorize hiring of full time officer, Bittner seconded. Roll call vote: Bittner, Gramm, and Madson voted yes. Motion carried 3-0.

i. Part time dispatch hiring

Gramm motioned to the hiring of up to 2 part time dispatchers, Bittner seconded. Roll call vote: Bittner, Gramm and Madson voted yes. Motion carried 3-0.

j. Administrative Assistant replacement hiring

Bittner motioned to approve the hiring of replacement Administrative Assistant, Madson seconded. Roll call vote: Bittner, Gramm and Madson voted yes. Motion carried 3-0.

k. Donna Wisniewski's retirement party

Party on 11/15/13 at Hawksview at 5:00 p.m.

l. Lexipol update

Administrative Lieutenant Gritzner said we are on schedule to go live 01/01/14

m. Thank you letters from Nancy Russell – No discussion/action

n. Monthly Activity Report for October 2013:

2013 Dispatch activity for October: Telephone calls – 3,638 911 Calls – 183 Window Assists –976

2012 Dispatch activity for October: Telephone calls – 4,037 911 Calls – 190 Window Assists –903

2013 Patrol activity for October: Calls for service – 1,612 Arrests - 167

2012 Patrol activity for October: Calls for service – 1,229 Arrests – 100

Chief Rasmussen asked if commissioners would like to continue to receive all of the same statistical data. The commissioners all agreed that if it is no extra work that they would still like to receive the information.

o. Items to be forward to City Council

Monthly statistics.

9. Agenda items for next regular meeting December 5, 2013

Employee handbook, Town of Geneva contract, update on Liaison Officer program, fire codes, and staffing update/replacement status.

10. Adjourn

Bittner motioned to adjourn, Gramm seconded. Motion carried 3-0 at 7:46 p.m.