

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY, NOVEMBER 8, 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 by President Pienkos at 7:06 p.m.

2. Pledge of Allegiance

Pledge was led by Commissioner Doug Elliott and his family, Donald and Nathalie Schroeder from Niagara, Wisconsin.

3. Roll Call

Commissioners Elliott, Hartz, Madson, Gramm, and Pienkos were present.

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

5. Accept Letter of resignation from Doug Elliott

President Pienkos read a letter from Commissioner Elliott submitting his resignation. He will be moving to northern Wisconsin to be with family. Pienkos motioned to accept the resignation with regret, Madson seconded. All of the Commissioners thanked Mr. Elliott and wished him well. Roll call: Hartz – Y, Madson – Y, Gramm – Y, Pienkos – Y. Motion carried 4-0.

6. Presentation to Doug Elliott

President Pienkos introduced Mr. Elliott's family; Don and Natalie Schroeder. He also thanked Retired Police Chief Rich Meinel and past Commission members Duwayne Boldt and Ken Howell for attending. Mr. Elliott was presented with two plaques; one from the Commission and one from the Police and Fire Chief's, both thanking him for his twelve years of service on the Commission.

7. Acknowledge correspondence -- NONE

8. Approval of minutes from the regular meeting October 4, 2012

Hartz motioned to approve the minutes, Madson seconded. Motion carried 4-0.

9. Accept a 2% pay adjustment for non-represented Police and Fire Department employees

Council Liaison Hill said that some city personnel had approached her inquiring about a pay adjustment for 2012 or 2013, along with the possibility of a pay increase for the 2013 budget. Hill said she contacted Al Kupsik, Chairman of the personnel committee and requested a meeting to discuss this. The Committee decided to approve a one-time pay compensation adjustment of 2% for non-represented employees. Hill added that the monies would come from the current 2012 general fund if the departments couldn't fund it from their budgets. Hill said the committee is extending the offer to the Police and Fire Commission to accept this one time pay adjustment, for the non-represented employees of the Fire and Police Departments also. Gramm motioned to accept the 2% one-time pay adjustment, Hartz seconded. Roll call vote: Hartz – Y, Madson – Y, Gramm – Y, Pienkos – Y. Motion carried 4-0.

10. Fire Department Business:

- a. Approval of bills for the Month of October 2012. Operating in the amount of \$47,836.73 and Capital in the amount of \$2,332.75, for a total of \$50,169.48

Madson motioned to approve the bills, Gramm seconded. Roll call vote: Hartz – Y, Madson – Y, Gramm – Y, Pienkos – Y. Motion carried 4-0.

b. 2013 Budget Update

After some conversation pertaining to the 2013 budget, Madson said in the interest of parity he was motioning to approve a 2% pay increase for the 2013 budget for non-represented fire department personnel, to be consistent with Police Department personnel. Roll call vote: Hartz – Y, Madson – Y, Gramm – Y, Pienkos – Y. Motion carried 4-0. Commissioner Hartz recommended that Chief Connelly make a formal request to the City to take over IT for the whole City. Chief Connelly said he would take care of that.

- c. Approval of Automatic Response Agreements (ARA) Meeting with Fire Chiefs from Linn, Lyons, Bloomfield, and Elkhorn Fire Departments (handed out at the October meeting)

Chief Connelly said the City Attorney has reviewed the agreement and has no problems with it. Chief Connelly added that this agreement is very similar to MABAS but with a smaller number of apparatus responding to the calls. Having these agreements will also help with the ISO rating. Pienkos motioned to approve the agreement, Hartz seconded. Roll call vote: Hartz – Y, Madson – Y, Gramm – Y, Pienkos – Y. Motion carried 4-0.

d. Town of Geneva contract meeting

Chief Connelly said as soon as he receives some meeting date options from Town Chairman Koepecky he will contact the Commission members. Chief Connelly added, the goal is to have the contract completed as soon as possible. Commissioner Pienkos asked if possible, the contract be complete in time to be on the December meeting agenda.

e. Update on Narrow Banding

Captain John Peters advised the Commission that the project is finally complete and the 2013 deadline has been met. It was recently learned that the cellular equipment placed on the Dodge Street Water Tower was interfering with the fire department radio transmissions. The fire departments antenna was upgraded and raised above the cell equipment and there has been a noticeable improvement. Peters said they are still researching the affects of narrow banding on the portable radio traffic in large commercial/industrial structures. They are learning that part of the problem is what the structures are being built out of.

- f. Accept donation of hand lights from Lake Geneva Firefighters and Sprecher's fundraiser

Chief Connelly said the Firefighters Association in conjunction Sprecher's would like to donate new personal hand lights for department members that need them. Gramm motioned to accept the donation, Hartz seconded. Roll call vote: Hartz – Y, Madson – Y, Gramm – Y, Pienkos – Y. Motion carried 4-0.

g. Discussion on trading old equipment for new equipment

Chief Connelly requested authorization to trade in breathing air storage cylinders that are not being used, for a new rotary gas powered saw. The cost to purchase a new saw is between \$1,200.00 and \$1,400.00 dollars. Gramm motioned to approve the trade, Hartz seconded. Roll call vote: Hartz – Y, Madson – Y, Gramm – Y, Pienkos – Y. Motion carried 4-0.

h. Accept resignation of Matthew Kuehl

Hartz motioned to accept the resignation, Gramm seconded. Motion carried 4-0.

- i. Thank you from Tom Laughlin on behalf of Carol Nocek – Copy in packet

j. Monthly Billing Insurance Tracking Report

Chief Connelly said there are a couple of minor problems and hopefully, they will be worked out by next month.

k. Monthly EMS Billing Reports – No action taken

l. Fire Department Activity Report for October and 2012 Fire Prevention Statistical Report – No action

m. Paratech Report for October -- No discussion/no action

n. Items to be forwarded to the City Council

Monthly reports

11. Police Business

a. Approval of bills for the Month of October 2012. Operating in the amount of \$183,740.50 and Capital in the amount of \$3,306.83, for a total of \$187,047.33

Chief Rasmussen said the budget is over in the fuel expense line item, but feels the overage can be absorbed in the budget. Madson motioned to approve the bills, Hartz seconded. Roll call vote: Hartz – Y, Madson – Y, Gramm – Y, Pienkos – Y. Motion carried 4-0.

b. 2013 Budget update and authorization to order new squad cars

Chief Rasmussen said the 2013 budget will be voted on November 19, and if approved as is, there is \$90,000.00 in capital for three new squad cars. Chief asked for authorization to start the purchasing process as soon as the budget is approved so we can have the cars sooner than May. Chief said the squads in the 2012 Capital budget were ordered in January of this year through the Value program and the bids are the same for the three new squads. Gramm motioned to approve the request, Hartz seconded. Roll call vote: Hartz – Y, Madson – Y, Gramm – Y, Pienkos – Y. Motion carried 4-0.

c. Purchase of 800 Frequencies, Base Radio

Chief Rasmussen said our current 800 frequency base radio, is no longer repairable should it fail. Chief requested authorization to purchase a new one for an amount of \$1,902.00, which will be absorbed in the current budget. Madson motioned to approve the purchase, Hartz seconded. Roll call vote: Hartz – Y, Madson – Y, Gramm – Y, Pienkos – Y. Motion carried 4-0.

d. Policy Number 3-7-2, Inmate Calling Solutions (handed out at the October meeting)

Chief Rasmussen said there have been some very minor changes in the wording of the policy. He handed out an amended copy with the changes highlighted. Madson motioned to approve the policy with the amendments, Gramm seconded. Motion carried 4-0.

e. Update on data entry/records clerk hiring process and set date for oral interviews

Chief Rasmussen said Comm. Supervisor Jean Froggatt, Detective Ed Gritzner, Data Entry Clerk Courtney Bonk, and Administrative Assistant Donna Wisniewski interviewed 23 in the first round of oral interviews. Chief said the top seven will be interviewed in the second round, on November 27, 2012 at 6:00 p.m. and he would like two Commissioners if possible to be in attendance. Commissioner Hartz said he will be in attendance, Commissioners Gramm and Pienkos are unable to attend, and Commissioner Madson may be able to be there.

f. Crossing Guards

Chief Rasmussen said one of our regular crossing guards resigned effective November 2 and one of the fill in crossing guards has resigned effective December 21. Chief said one of the previous applicants has been hired for the regular position, and we are going to continue to look for more fill-in crossing guards. Chief added that there just isn't a lot of interest in this position.

g. Thank you letter from Hebron Police Department – Copy in packet

h. Monthly Activity report for October and year to date comparisons:

2012	Dispatch activity for October Telephone Calls –4037	911 Calls –190	Window Assists – 903
2012	Patrol activity for October: Calls for Service: 1,229	Arrests: 92	
2011	Patrol activity for October: Calls for Service: 1,342	Arrests: 119	

i. Items to be forwarded to the City Council
Monthly reports

12. Agenda items for the next regular meeting December 6, 2012
Town of Geneva Contract, Narrow Banding Update,

13. 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) and 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. Hartz motioned to go into closed session and include Chief Rasmussen, Gramm seconded. Roll call vote: Hartz – Y, Madson – Y, Gramm – Y, Pienkos – Y. Motion carried 4-0 at 8:40 p.m.

14. Motion to return to open session per Wisconsin State Statute 19.85(2)
Madson motioned to return to open session, Hartz seconded. Roll call vote: Hartz – Y, Madson – Y, Gramm – Y, Pienkos – Y. Motion carried 4-0 at 8:52 p.m.

15. Discussion and action on closed session items if needed
Hartz motioned to authorize Chief Rasmussen to start the promotion process for an Administrative Lieutenant, Gramm seconded. Roll call vote: Hartz – Y, Madson – Y, Gramm – Y, Pienkos – Y. Motion carried 4-0.

16. Adjourn
Gramm motioned to adjourn, Madson seconded. Motion carried 4-0 at 8:53 p.m.

Respectfully Submitted,

Donna Wisniewski
Administrative Assistant

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

