

**LAKE GENEVA POLICE AND FIRE COMMISSION  
MEETING MINUTES  
THURSDAY FEBRUARY 27, 2014, AT 6:00 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 at 6:00 p.m. by Secretary Tom Hartz

2. Pledge of Allegiance was led by Commissioner Bittner

3. Roll call

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

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 regular meeting minutes from February 6, 2014.

Bittner motioned to approve the minutes from February 6, 2014 with no corrections. Gramm seconded. Motion carried 3-0.

7. Approve Resolution number 14-R12; Police and Fire Department’s 2013 Capital Projects Budget carryforward to 2014 totaling \$15,525.00.

Chief Rasmussen advised that the dollar amount may change because of some computer projects that were not finished in 2013, however, an amended resolution would be done next month if necessary. Gramm motioned to approve Resolution number 14-R12. Bittner seconded.

<u>Capital Project</u>	<u>Acct #</u>	<u>Budget Balance</u>
PD Alarm Monitoring System	1215	\$ 1,758
PD Computers	1303	\$ 1,904
FD Turnout Gear	1301	\$ 886
FD ProPhoenix System	1213	\$ 4,100
FD Radio Replacements	1106	\$ 6,679
FD Hose	1214	\$ 198
TOTAL		\$15,525

Roll call: Bittner – Y, Gramm – Y, Hartz – Y. Motion carried 3-0.

8. Police Department Business

a. Approval of bills for the Month of February 2014. Operating in the amount of \$90,270.75; Capital in the amount of \$1,011.96 for 2014; Operating in the amount of \$12,386.59; for a total of \$103,669.30.

Hartz motioned to approve the bills. Bittner seconded. Roll Call Vote: Bittner –Y, Gramm –Y, Hartz–Y; Motion carried 3-0.

b. Approve Resolution Number 14-R06;

Decrease Acct #11-00-00 3465; Designed FB-PD 1033 Program; by \$244.00.

Increase Acct #11-00-00 3480; Unreserved Fund Balance, by \$244.00.

Bittner motioned to approve the resolution, Gramm seconded. Roll Call Vote: Bittner –Y, Gramm –Y, Hartz-Y; Motion carried 3-0.

The 1033 Program is a military surplus program. The account will be closed out because of changes made by the government that have made disposing of equipment more difficult. The money left over will go into the general fund.

c. Approve Resolution Number 14-R07;

Increase Acct # 11 00-00 3467; Designated FB-PD Donations, by \$50.00.

Decrease Acct #11 00-00 3480; Undesignated Fund Balance, by \$50.00.

Bittner motioned to approve the resolution, Gramm seconded. Roll Call Vote: Bittner–Y, Gramm–Y, Hartz–Y; Motion carried 3-0.

d. Approve Resolution Number 14-R08;

Decrease Acct # 11 00-00 3468 Designated FB-PD State Seizures, by \$2,635.58.

Increase Acct # 11 00-00 3480 Undesignated Fund Balance, by \$2,635.58.

Hartz motioned to approve the resolution, Bittner seconded. Roll Call Vote: Bittner–Y, Gramm–Y, Hartz–Y; Motion carried 3-0.

e. Approve Resolution Number 14-R13;

Increase Acct # 11 00-00 3480, Undesignated Fund Balance by \$671.63.

Decrease Acct #11 00-00 3439, Designated FB-PD Uniform Allowance, by \$671.63.

Gramm motioned to approve the resolution, Gramm seconded. Roll Call Vote: Bittner –Y, Gramm–Y, Hartz–Y; Motion carried 3-0.

Chief Rasmussen advised that this account is bound by contract and the clothing allowance is carried forward from year to year.

f. Reserve Officer Hiring Update

Reserve Officer interviews will be March 3 and March 5, 2014. The Police Department and Geneva Lakes Law Enforcement Agency are looking to hire 5-6 people along with the Geneva Lakes Law Enforcement Agency. 38 applicants tested and 20 candidates will be interviewed. Commissioner Bittner asked if Venetian Festival affects the hiring of part time officers. Chief Rasmussen said that Venetian Festival doesn't generate a lot of extra cost for the police department. Officers are just put in different locations. Commissioner Bittner asked how the hiring was decided so that it was beneficial for both departments. Chief Rasmussen advised that the departments will work that out.

g. Reserve Officer Pay Increases.

The actual income cost for offering a \$1.00/hour pay raise for returning reserve officers is about \$1792.00. It is actually a great cost savings to keep reserve officers from year to year rather than hire new ones.

Gramm motioned for a \$1.00/hour pay increase to all second year returning reserve officers. Hartz seconded. Motion carried 3-0.

h. Officer Glen Nettlesheim completed probation.

Officer Nettlesheim passed probation and he does a great job per Chief Rasmussen.

i. Employee Handbook update and approval.

Corrections were made by the City Attorney and were fixed.

Gramm motioned to accept the Employee Handbook. Hartz seconded. Motion carried 3-0.

9. Fire Department Business

a. Approval of bills for the Month of February 2014. Operating in the amount of \$40,234.13, fire hydrant rental of \$0.00, Capital in the amount of (\$81.78) for 2014; and Operating in the amount of 725.00; Capital in the amount of \$2,841.25 for 2013. for a total of \$43,718.60.

Bittner motioned to approve the bills. Gramm seconded. Per Chief Connelly, the (\$81.78) was for returned equipment. Commissioner Bittner asked if there were any outstanding bills for impact fees and the Chief advised that there were no outstanding bills.

b. Approve Resolution number 14-R09

Decrease Acct #11 00-00 3449, Designated Fund Balance –EMS Act 102, by \$3,233.12.

Increase Acct #11 00-00 3480, Undesignated Fund Balance, by \$3,233.12.

Commissioner Bittner asked for clarification of Act 102. Chief Connelly stated it is a simple grant based on population, number of calls and employees. They have to use the money for basic EMT training or give back. The Fire Department was also used as a training pilot for monitors in the ambulance. There was some discussion as to whether the proper fund was being increased.

Bittner motioned to approve the resolution with clarification from the Comptroller on the proper fund distribution. Hartz seconded. Roll call vote: Bittner–Y, Gramm–Y; Hartz–Y; Motion carried 3-0.

c. Approve Resolution number 14-R10

Increase Acct #11 00-00 3438, Designated Fund Balance- Fire CPR Revenue, by \$1,795.68.

Decrease Acct#11 00-00 3480, Undesignated Fund Balance, by \$1,795.68.

Bittner motioned to approve the resolution. Hartz seconded. Roll call vote: Bittner–Y; Gramm–Y; Hartz–Y. Motion carried 3-0.

d. Approve Resolution number 14-R11

Increase Acct #11 00-00 3437, Designated Fund Balance –Fire Donations, by \$6,170.00

Decrease Acct#11 00-00 3480, Undesignated Fund Balance, by \$6,170.00.

Hartz motioned to approve the resolution. Bittner seconded. Roll call vote: Bittner –Y; Gramm–Y; Hartz–Y. Motion carried 3-0.

Commissioner Bittner stated this donation fund would be good for purchasing items that the department would like but cannot afford on their budget. Chief Connelly said some donations are specifically designated and others can be used as the Fire Department determines.

e. Confirm new employees hired from recent list – Brent Schambow, Dustin Roder, Matthew Ludowise, and Rhonda Bauman.

Chief Connelly asked that the Police and Fire Commission certify hiring Brent Schambow, Dustin Roder, Matthew Ludowise for Paid on Premise employees and Rhonda Bauman for Paid on Call employee. Gramm motioned to accept hiring of the above listed employees. Bittner seconded. Motion carried 3-0.

f. Pro-Phoenix Update – Payroll.

The server at the Fire Department and Police Department will not work with the new Pro-Phoenix payroll. Jeff Miskie is working on a virtual server to resolve the server problems.

g. Accept \$300.00 donation from Badger Youth Wrestling Club.

The fire department helped the Badger Youth Wrestling Club at two events that were held so they donated \$300.00 to the fire department to offset the costs. The Police and Fire Commission voted to accept the money. Motion carried 3-0.

#### Monthly Activity Report

Both February and March reports will be reviewed at the April meeting.

i. Thank you cards, letters, comments.

No thank you cards or letters.

Chief Connelly reported that last month the Stark report was actually redacted by Cindy Papenfus and not Stark but they are working on a program to redact the names.

j. Items to be forwarded to City Council.

Resolutions for 2013-2014.

10. Agenda items for the next regular meeting.

Memo from Comptroller Pollitt to clarify resolution 14-R09.

Fire Department Policies and Procedures

11. Adjourn

Bittner motioned to adjourn, Gramm seconded. Motion carried 3-0 at 6:50 p.m.

Respectfully submitted,

Cindy Papenfus

Administrative Assistant

c: Police Chief

Fire Chief

Commissioners-file

Commission Liaisons

City Administrator

City Clerk

City Comptroller

Council Members - Mayor