

**LAKE GENEVA POLICE AND FIRE COMMISSION  
MEETING MINUTES  
THURSDAY, APRIL 5, 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 Vice President Pienkos.

2. Pledge of Allegiance

Commissioner Hartz led the Pledge.

3. Roll Call

Commissioners Elliott, Madson, Hartz, and Pienkos were present. Commissioner Chesen was 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 the regular meeting March 8, 2012

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

7. Records Retention for Police and Fire Commission Records

Hartz motioned to table this until next month, Elliott seconded. Motion carried 4-0.

8. Fire Department Business:

a. Approval of bills for the Month of March 2012. Operating in the amount of \$59,732.06 and Capital in the amount of \$352.50 for a total of \$60,084.56

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

b. Lake Geneva Fire and EMS receiving the Flight For Life Scene, Call of the Year Award

Chief Connelly said this is a very prestigious award and Lake Geneva was picked from all the departments throughout the State of Wisconsin.

c. Set date and time for Award Presentations and Swearing In Ceremony, possibly June 7, at 6:00 p.m.

Chief Connelly said June 7 is the best night for this if the Commissioners are available at 6:00 p.m. The Commissioners advised they are available. Chief Connelly will contact the newspaper.

d. Personnel changes/turnover

Chief Connelly said 19 POP Personnel were hired in 2008. Out of that 19, 11 resigned for various reasons and one Paid on Call personnel transferred into the POP program. Chief Connelly provided Commissioners with a memo explaining specifics.

e. Article on Volunteer (POC) Firefighter shortages

Chief Connelly provided the Commissioners with a copy of a news article regarding volunteer shortages. Commissioner Hartz said the article discusses a county in South Carolina that has 32 fire departments and every one of them have an aerial truck. Commissioner Hartz asked if that was a good use of resources. Chief Connelly said he has already started talking with neighboring departments so they can work together on this type of thing.

f. Update on narrow banding program for Fire Department

Chief Connelly said there have been a few problems but it's all being worked on and is coming along.

g. First quarter EMS statistical comparison for 2011 and 2012

Chief Connelly provided a report to the Commission. He explained that EMS calls are up 11.38% and transports are up 30% over last year. Chief added that \$49,000.00 has been collected so far this year. Response time information was also reviewed.

h. Time line for billing company and technology changes for fire and EMS

Chief Connelly presented a time line for the change of billing companies. Chief Connelly said he and Commissioner Madson will be meeting with the new billing company and more information will follow.

i. Succession Plan discussion (plan was distributed at the February meeting)

Chief Connelly said this Succession plan is still in the works. Currently training recommendations for the Chiefs and a mentor program are being worked on.

j. Monthly Activity Report – No discussion

k. LGFD insurance billing information tracking report – There have been improvements in the reporting system

l. Paratech Monthly Report – No discussion

9. Police Department Business:

a. Approval of bills for the Month of March 2012. Operating in the amount of \$254,511.50 and Capital in the amount of \$562.03 for a total of \$255,073.53

Elliott motioned to approve the bills, Madson seconded. Chief Rasmussen said he's spent more in his Reserve Officer Budget then he had expected to by this time of year, however because of the nice weather in March the Reserve Officers had to be called in three months early. Elliott motioned to approve the bills, Madson seconded. Roll Call: Elliott – Y, Madson – Y, Hartz – Y, Pienkos – Y. Motion carried 4-0.

b. Approve eligibility list for part time dispatch position(s)

Chief Rasmussen requested the eligibility list be approved. He said he's already made conditional offers to the top two. Madson motioned to approve the list, Elliott seconded. Madson amended his motion to include the eligibility list is valid for a period of six months, Elliott seconded the amendment. Motion carried 4-0.

c. Confirmation of part time dispatch hiring

Chief Rasmussen asked the Commission to confirm the hiring of the top two: Ashley Bastek and Rebecca Kostman, pending the background and physical results. Madson motioned to approve pending those results, Hartz seconded. Motion carried 4-0.

d. Confirmation of reserve officer hiring

Chief Requested confirmation of hiring: Tylor Loomans, Kyle Kegley, and Nicholas Hill pending the results of the background, physical, and psych testing. Elliott motioned to approve, Madson seconded. Motion carried 4-0.

e. Reserve officer hours and budget update

Chief explained that the Reserve Officers had to be brought in early due to the nice weather and influx of people in the downtown area. He said hopefully the budget will even out of the course of the year.

f. Sidewalk Café permits – Information only – Chief handed out a copy of the ordinance – no discussion.

g. Reminder: Police Department Employee Award Ceremony will be held at the May Commission meeting

Chief Rasmussen said this is a reminder only and he will contact the press to be there.

h. Reminder: Reserve Officer Training on Sunday May 13, at the Walworth County Range

Reminder that all Commissioners are welcome to attend and meet the Reserve Officers.

i. Correspondence received by Chief

1. Thank you letter from Mike and Tammy Dunn – No discussion

j. Monthly Activity reports:

Patrol: Calls for Service – 1,198                      Arrests – 134

Dispatch: Telephone Calls – 3,901      911 Calls – 181      Window Assists - 774

Chief reviewed the numbers and said the Calls for Service continue to increase.

k. Items to be forwarded to Council

Monthly activity report

10. Presentation to President Chesen

Commissioner Chesen was absent from the meeting. The presentation will be made when Chesen is available.

11. Agenda items for the next regular meeting May 10, 2012

Election of Officers

12. Motion to go into closed session per Wisconsin State Statute and 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction, specifically; Succession planning for Police Department Personnel and 19.85(1)(d) for crime detection and prevention; specifically Police Department

Elliott motioned to go into closed session and include Chief Rasmussen, Madson seconded. Roll Call: Elliott – Y, Madson – Y, Hartz – Y, Pienkos – Y. Motion carried 4-0 at 7:53 p.m.

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

Madson motioned to return to open session, Elliott seconded. Roll Call: Elliott – Y, Madson – Y, Hartz – Y, Pienkos – Y. Motion carried 4-0 at 8:12 p.m.

14. Discussion and action on closed session items

Hartz motioned that Commissioner Pienkos speak to Dr. Gottinger reference the School Liaison position, Elliott seconded. Motion carried 4-0.

15. Adjourn

Hartz motioned to adjourn, Elliott seconded. Motion carried 4-0 at 8:13 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