

**LAKE GENEVA POLICE AND FIRE COMMISSION  
MEETING MINUTES  
THURSDAY, JUNE 7, 2012, AT 7:30 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

President Pienkos called the meeting to order at 7:30 p.m.

2. Pledge of Allegiance

Commissioner Hartz led the Pledge.

3. Roll Call

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

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

5. Acknowledge correspondence received -- NONE

6. Approval of minutes from the regular meeting May 10, 2012

Hartz motioned to approve the minutes, Madson seconded. Motion carried 5-0.

7. Plaque presentation to Diana Chesen for her years of service to the Police and Fire Commission

President Pienkos presented Diana Chesen with a plaque and thanked her for her years of service on the Commission.

8. Confirmation there will be a quorum available for the July 5<sup>th</sup>, 2012 meeting

Commissioners Madson, Pienkos, and Elliott will be available, Commissioners Hartz and Gramm will not. There will be a quorum available.

9. Police Business

a. Approval of bills for the Month of May 2012. Operating in the amount of \$182,269.70 and Capital in the amount of \$55,362.00, for a total of \$237,631.70

Chief Rasmussen advised the large amount of Capital is for the two new squads. Elliott motioned to approve the bills, Gramm seconded. Roll call: Hartz – Y, Madson – Y, Pienkos – Y, Elliott – Y, Gramm – Y. Motion carried 5-0.

b. Accept resignation from Reserve Officer Eric Dennis

Chief Rasmussen advised the only reason for the resignation is a conflict with his full time job. Chief advised this is the fourth reserve officer we've lost this year, and we only hired three. Basically we're starting the summer shorthanded. Hartz motioned to accept the resignation, Madson seconded. Motion carried 5-0.

c. Succession Planning

Chief Rasmussen handed out a course overview from the Police Staff and Command School that Detective Gritzner attended.

d. Update on two new squad cars

Chief Rasmussen advised the Commission this transition has had many problems. Ford stopped making Crown Victoria Squads so the new ones are Ford Taurus Interceptors. He advised none of the equipment from the Crown Victoria's fit into the Taurus so new cages, backseats, radio consoles, etc., all had to be ordered. He also advised the Commission he may go over budget because of these problems.

- e. Update on Squad car video cameras and approve policy number 3-7-1 “Mobile Video Recording System”  
Chief Rasmussen said the four cameras have arrived. The next step is for the company’s installer and Jeff Miskie to meet and discuss the installation. Three of the units will be installed in the primary patrol vehicles and the fourth will be installed in the Sergeant’s vehicle. Chief Rasmussen said the infrastructure has been installed in the basement for the automatic downloads.

Commissioner Gramm asked that the policy be consistent and call the vehicles “squads” or “patrol vehicles” in all Paragraphs, to spell out what MDC means in item F, and recommended language changes in number 4 and number 5.

Council Liaison Hill advised that on page 2, letter D, the policy refers to seven triggers, rather than six.

Madson motioned to approve the policy with the changes discussed, Elliott seconded. Motion carried 5-0.

- f. Update on summer events and staffing

Chief Rasmussen advised he’s down to nine reserve officers and is having a difficult time staffing all of the events in the City. He advised the Commission that he has had to pay overtime in order to have proper coverage.

- g. Thank you from –“The Office of Paul Ryan” for Assistant Chief Reuss

Jessica Kole for Officer Theon Ward

Copies of the letters were in the Commission packets.

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

2012 Patrol: Calls for Service for May–1,495 YTD: 5,606 Arrests for May – 155 YTD: 720

2011 Patrol: Calls for Service for May--1,432 YTD: 5,678 Arrests for May -- 200 YTD: 675

Dispatch: Telephone Calls –4246 911 Calls –209 Window Assists – 1020

(Dispatch statistics were not kept until August 2011)

Information reviewed, no action taken.

- i. Items to be forwarded to the City Council

Statistics and update on the new squads and difficulties with the equipment

#### 10. Fire Department Business:

- a. Approval of bills for the Month of May 2012. Operating in the amount of \$51,794.10 and Capital in the amount of \$22,131.60 for a total of \$73,925.70

Elliott motioned to approve the bills, Madson seconded. Roll call: Hartz – Y, Madson – Y, Pienkos – Y, Elliott – Y, Gramm – Y. Motion carried 5-0.

- b. Special Event Coverage

Chief Connelly asked approval to staff the fire house during the following events: Vespa Scooter Rally, Art in the Park, Venetian Festival, Maxwell Street Days, October Fest. He said if there is one or two ambulance calls during an event, the cost of the coverage will be paid for. Liaison Hill said the Vespa Scooter Rally will be reimbursing all expenses. Elliott motioned to approve, Madson seconded. Roll call: Hartz – Y, Madson – Y, Pienkos – Y, Elliott – Y, Gramm – Y. Motion carried 5-0.

- c. Accept a \$500.00 donation from Eastview School

Chief Connelly said the donation will be used for Public Education. Gramm motioned to approve, Hartz seconded. Motion carried 5-0.

d. EMS Medical Billing contract and transition

The new billing company is scheduled to take over on July 1, 2012. Chief Connelly said he reviewed the contract from Attorney Draper today and found some additional changes that need to be made. After some discussion it was decided that because the Commission hadn't seen the contract there would be no vote taken. Chief Connelly was asked to forward the proposed changes to the City Attorney and a special meeting was scheduled for Tuesday, June 12, at 4:30 p.m.

e. Update on Narrow Banding

Chief Connelly said the update to Narrow Band is almost complete. There are problems with the signal from portable radios getting out of buildings and reaching dispatch or the apparatus. Chief Connelly said the radio technicians have done some research and they believe the repeater at the Dodge Tower has a squelch issue. The technicians are going to come down and make adjustments.

f. Apparatus bay floor repairs

Chief Connelly said the floor has slippery spots, some scratches in the finish, and some spots that have peeled. Doug Skates will be coming in to redo the topcoat with a different finish and hopefully it will resolve the problem.

g. Accept resignation of Travis Giannini

Elliott motioned to accept, Hartz seconded. Motion carried 5-0.

h. Bidding for the Opticom System and possibly funding it from the Fire Impact Fees

Chief Connelly said he was contacted yesterday by the City Administrator to have this added to the agenda. Chief Connelly said there is \$50,000.00 in the impact fee account that has to be used by December of 2013. He said the City Administrator asked if the Commission would be willing to use all or part of those funds to pay for this traffic pre-emptive system for the intersections of Main/Broad and Main/Center. Chief said if this system is going to be installed; Main/Wells, 50/Edwards, and the lights on Hwy 120 should also be done. Chief said he thought the City was looking at TIF money to pay for this project. Liaison Hill said only one bid came back and the City thought it was extremely high. Hill also said she believes the City Administrator is looking for some feedback on how important the system is to the fire department; should the city keep it in the bidding process or change it. Hartz believes the \$46,000.00 bid was for the installation on the traffic lights only, not installation in any of the apparatus. Chief Connelly believes the system would be well over \$100,000.00. Hill said she would like to be able to go back to Council and let them know what the Commissions thoughts are.

Commissioner Pienkos asked the Chief's if this is something that's really needed for the cost? Chief Connelly said there are companies that will do a free traffic study and make recommendations on systems like this. Chief Connelly said his opinion is that it really doesn't matter if this system is installed or not. Gramm said she would rather have funding to staff the firehouse then to have funding for this project. Chief Rasmussen said for the Police Department he feels it's safer without this system, it causes traffic to slow down. Hill said the City just approved to have a parking study done and maybe the City can ask that company to do a traffic study also and include a cost study of the project. Chief Connelly said he would like to have at least the study done. Hartz said it was a good idea to have all of the costs, not just the cost for stop lights but the apparatus also.

i. LGFD Patient Tracking Report

Chief Connelly said the missing information is due to the remodeling going on at Mercy and the paper work just hasn't been forwarded. Hartz said the information gathering has gotten noticeably better.

j. Monthly Activity Report – No discussion/no action

k. Monthly Paratech Report – No discussion/no action

I. Items to be forwarded to the City Council

Statistics and to ask for the study to be done on Opticom System (pre-emptive system)

11. Agenda items for the next regular meeting July 5, 2012

Event approval for the fire department

12. Motion to go into closed session per Wisconsin State Statute 19.85(1)(f), Considering medical information 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)

Hartz motioned to go into closed session to include Chief Rasmussen, Gramm seconded. Roll call: Hartz – Y, Madson – Y, Pienkos – Y, Elliott – Y, Gramm – Y. Motion carried 5-0 at 9:15 p.m.

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

Elliott motioned to return to open session, Madson seconded. Roll call: Hartz – Y, Madson – Y, Pienkos – Y, Elliott – Y, Gramm – Y. Motion carried 5-0 at 9:20 p.m.

14. Discussion and action on closed session items if needed - NONE

15. Adjourn

Elliott motioned to adjourn, Hartz seconded. Motion carried at 9:17 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