

**LAKE GENEVA POLICE AND FIRE COMMISSION  
MEETING MINUTES  
THURSDAY, JUNE 5, 2014 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 President Pienkos.

2. Pledge of Allegiance

The pledge was led by Commissioner Lynelle Gramm.

3. Roll call

Commissioners Hartz, Bittner, 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. Acknowledge correspondence - NONE

6. Approval of regular meeting minutes from May 8, 2014

Hartz motioned to approve the minutes from May 8, 2014, Bittner seconded. Motion carried 4-0.

7. Fire Department Business:

a. Approval of bills for the Month of May. Operating in the amount of \$43,272.66, capital \$1,998.00, for a total of \$45,270.66.

Gramm motioned to approve the bills for the month of May 2014, Bittner seconded.

Bittner commented that inspection fees and sprinkler system revenues are behind. There was some discussion as to whether there was a problem with billing or if the inspections were behind. Assistant Chief Heindl was not aware of any problems but he would check with Chief Connelly. Commissioner Hartz commented that he wasn't sure if billing was done after the first or second inspection which would have something to do with reimbursements. Also the Geneva Township contract is a semi-annual payment.

Roll call vote: Hartz - Y, Bittner - Y, Gramm - Y, Pienkos - Y. Motion carried 4-0.

b. EMS Medical Billing Update-Representative from EMS Medical Billing will be here.

Eric Kiefer, Marketing Director from EMS Medical Billing, was present to explain billing processes and reimbursements and how they compare from previous years and the time delay from services to payments.

c. Report from Stark Collections on percentages due the vendor from patient collections.

The vendor percentages were set up by Dennis Jordan, City Administrator, and Peg Pollitt, Comptroller. Pauline Kussart from Stark Collection Agency would be happy to come and speak to the Commission if needed.

d. Reminder-There will be a Swearing in Ceremony on Thursday June 12, 2014 at 6:00 p.m. at Lake Geneva City Hall for fire and EMS Personnel.

e. Monthly Activity Report

Minutes are not official until approved at next monthly Police and Fire Commission meeting.

Commissioner Hartz asked when bar inspections would be completed and Assistant Chief Heindl stated they are done during the busy time of the year.

f. Monthly Paratech Report. No action taken.

g. Monthly EMS Medical Billing and Stark Report. No action taken.

h. Thank you cards and letters- Thank you from Lake Geneva Museum, Twin Lakes Fire Department, S&R Egg Farm for assistance at fire, Frank Kresen Post 24 American Legion for our service.

i. Items to be forwarded to City Council.  
Monthly activity report.

8. Police Department Business:

a. Approval of bills for the Month of May. Operating in the amount of \$202,748.87, capital \$2,662.04, for a total of \$205,410.91.

Bittner motioned to approve the bills for May 2014, Gramm seconded.

Bittner noted that Seizure revenue is down for the year. Chief Rasmussen said that we will be getting some seizure reimbursement but it takes time to go through the legal process. The 10-33 program has ended.

Hartz asked about Wage Reimbursement Revenue. That will change as we bill the school at the end of the year for the Police Liaison and we receive miscellaneous reimbursement from the Drug Unit for concerts, etc.

Hartz also asked about Special Investigations Account 5380. Those expenses are for record requests, surveillance cameras or other special investigations as needed.

Roll call vote: Hartz - Y, Bittner - Y, Gramm - Y, Pienkos - Y. Motion carried 4-0.

b. Highway Safety Project, 0954-40-17, entitled Lake Geneva Police Dept. Speed Enforcement Grant. The Grant we received is for radar and seatbelt patrol. The Commission members asked a few questions regarding grants. Grants are measured as successful based on quota, which is contact not necessarily arrests. Certain grants are specific to location of patrol, i.e. highways or busier streets. It depends on the type of grant.

c. 911 Update.

Training will begin on Monday June 9, 2014. A Mock dispatch center has been set up in the training room. The City is waiting on a response from the Sheriff's Department on the status of the 911 cell phone call system.

d. Reserve Officer Update.

All officers are out and training. One new officer is on patrol with an experienced officer at this time. One reserve may be leaving due to a job offer elsewhere.

e. Letter of Commendation to Sergeant Daniel Derrick from City of Waukesha Police Department regarding Northwestern University- School of Police Staff and Command experience.

This is the first time the Chief has received a letter from Northwestern pertaining to one of his officers and it says a lot about Sergeant Derrick. The letter offers a letter of recommendation for promotion, however, Sergeant Derrick is not eligible for any further promotion at this time because he doesn't have the education requirement. The Police Department has assisted other officers based on Chief of Police and Police and Fire Commission discretion. This practice has been done prior to Chief Rasmussen becoming Chief. Currently the contract states \$100/credit, which is very outdated. People stay in the Minutes are not official until approved at next monthly Police and Fire Commission meeting.

department because of the school opportunity and it benefits the department as well. The procedure now is that the officer commits one year prior to taking the class and they either get tuition reimbursement or additional pay for college credits. The college credit pay benefit has recently been removed from the contract. The Chief decides if the school is too expensive and if the City is able to pay the expenses based on the budget.

Commissioner Pienkos acknowledged that he was impressed with the letter from Deputy Chief Angle of the Waukesha Police Department and Sergeant Derrick's presentation last month.

#### Monthly Activity report for 2014:

2014 Dispatch activity for May: Telephone calls- 4,305 911 Calls- 273 Window assists- 930  
2013 Dispatch activity for May: Telephone calls- 4,143 911 Calls- 217 Window assists-1,057

2014 Patrol activity for May: Calls for service- 1,811 Arrests- 180  
2013 Patrol activity for May: Calls for service- 1,701 Arrests- 167

Hartz asked if the activity reports were a benefit to the police department. He also questioned the amount of sexual assaults for the month. Chief Rasmussen stated there is an average of 50 sexual assault investigations/year and they are all different types of assaults. Walworth County is the second highest reporting county.

It was also noted that the department currently has 40% revenue on lockup fees.

Gramm inquired about police assists. Chief Rasmussen stated these are when our department assists other police departments.

Alderman Lyon asked about the ProPhoenix Citizen Service Module. Per Chief Rasmussen it would include a \$5000.00 increase in the budget so it never went any further. Alderman Lyon asked that it be brought back to the Finance Committee.

#### f. Items to be forwarded to City Council.

Letter of commendation regarding Sergeant Derrick, Safety Grant, Monthly Police Department reports and Monthly Fire Department Activity Report.

9. Motion to go into closed session under Wisconsin State Statute 19.85(1)(c) Motion to go into closed session per Wisconsin State Statute 19.85(1)(e), Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specific public business, whenever competitive or bargaining reasons require a closed session: specifically pertaining to union contract and negotiations.

Hartz motioned to go into closed session Gramm seconded. Roll call vote: Hartz - Y, Bittner - Y, Gramm - Y, Pienkos - Y. Motion unanimously carried 4-0 at 8:07 p.m.

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

Hartz motioned to return to open session, Gramm seconded. Roll call vote: Hartz - Y, Bittner - Y, Gramm - Y, Pienkos - Y. Motion unanimously carried 4-0 at 8:45 p.m.

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

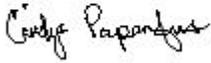
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12. Agenda items for the next regular meeting. Update on Fire Codes, Noise ordinances.

13. Adjourn

Bittner motioned to adjourn meeting, Hartz seconded. Motion carried 4-0. Meeting adjourned at 8:55

Respectfully submitted,



Cindy Papenfus  
Administrative Assistant

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

Minutes are not official until approved at the July 10, 2014 Police and Fire Commission.

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