

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY, JULY 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 President Pienkos.

2. Pledge of Allegiance

Pledge was led by Commissioner Madson.

3. Roll Call

Present were Commissioners Elliott, Madson, and Pienkos. Commissioners Hartz and Gramm were absent.

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 Awards presentation June 7th, the regular meeting June 7th, and the special June 12, 2012

Commissioner Madson motioned to approve the minutes, Elliott seconded. Motion carried 3-0.

7. Police Business

a. Approval of bills for the Month of June 2012. Operating in the amount of \$200,951.49 and Capital in the amount of \$28,671.40 for a total of \$229,622.89

Elliott motioned to approve the bills, Madson seconded. Donna Wisniewski advised the Commission the telephone expense was quite large this month because June and July's AT&T bills were paid. Roll call vote: Elliott – Y, Madson – Y, Pienkos – Y. Motion carried 3-0.

b. 2013 Budget

Chief Rasmussen said he spoke to the Comptroller and the time line for the budget process should be distributed in August. Council Liaison Hill asked Chief Rasmussen what his budget was. Chief Rasmussen explained that he puts his budget proposal together then meets with the Commission for approval. Once the Commission has approved the budget it is then forwarded to finance and council for final approval.

c. Approval of Ride along request form and Confidentiality Agreement

Chief Rasmussen said the initial copy the Commissioners received was from the City Attorney. He said Commissioner Gramm sent an email with many corrections, which were made, and the corrected copy was handed out tonight. Chief Rasmussen said normally this would have been handed out a month previous to being approved, however, there is currently an intern at the Police Department and he would like to implement this as soon as possible. Commissioner Pienkos said he agrees with everything listed in the policy, but is concerned that there are no repercussions listed should someone violate one of the rules. Commissioner Madson recommended wording be added to state "that should any rules be violated the ride along would be returned to the Police Department as soon as possible and other appropriate sanctions may be applied as necessary. Elliott motioned to approve with the appropriate changes, Madson seconded. Roll call vote: Elliott – Y, Madson – Y, Pienkos – Y. Motion carried 3-0.

d. Succession Planning – Lieutenant’s job description

Chief Rasmussen distributed an updated copy of the Lieutenant’s job description. He asked that this be put on the agenda for next month’s meeting.

e. Update on Squad car video cameras

Chief Rasmussen said all of the equipment has been delivered and two of the cameras will be installed next week. He said there have been additional problems with the new squads which has caused a delay in the installation.

f. Update on staffing, events, and incidents

Chief Rasmussen reviewed details of an incident that Officer Walser assisted with at the Grand Geneva on July 2, 2012 and advised the Commission that even though July 4th was on a Wednesday, the Police Department was very busy and handled 84 calls in a 24 hour period of time. Chief Rasmussen said there are events taking place every weekend in July and the department is preparing for Venetian Fest and Art in the Park in August. He said he’s short staffed this summer with events every weekend and will have to look at adding more Reserves at the beginning of the season next year. Commissioner Pienkos asked how the Vespa event went. Chief Rasmussen said other than a lot of people and traffic there weren’t any real problems.

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

2012 Patrol: Calls for Service for YTD: 1,822 Arrests for YTD: 249
2011 Patrol: Calls for Service for YTD: 1,799 Arrests for YTD: 146
Dispatch: Telephone Calls – 4386 911 Calls – 214 Window Assists – 1206
(Dispatch statistics were not kept until August 2011)

Chief Rasmussen reviewed the statistics. Commissioner Pienkos asked the Commission what their opinion was on the reports that are being furnished. Liaison Hill said she liked the report that shows the percentage changes. Pienkos said he likes the reports and comparisons. Commissioner Pienkos thanked Chief Rasmussen and all of his staff for their efforts.

h. Items to be forwarded to the City Council

Bills, monthly reports, budget time line

8. Fire Department Business:

a. Approval of bills for the Month of June 2012. Operating in the amount of \$80,011.71 and Capital in the amount of \$1,280.00 for a total of \$81,291.71

Elliott motioned to approve the bills, Madson seconded. Deputy Chief Derrick advised the EMS Billing revenue numbers weren’t available yet. Roll call vote: Elliott – Y, Madson – Y, Pienkos – Y. Motion carried 3-0.

b. 2013 Budget considerations

Deputy Chief Derrick advised that the Fire Department would be starting to work on their budget this month.

c. Recent firefighter certification: Larry Covi-Fire Inspector I and John Perrino-Firefighter II

Deputy Chief Derrick advised that Larry Covi completed 60 hours of training and is now a Fire Inspector I and John Perrino completed 140 hours of training and is now a Certified Firefighter II.

d. EMS Medical Billing contract and update

Deputy Chief Derrick advised that the Council approve the contract on June 25th, 2012. Deputy Chief Derrick said that the software has been loaded into two of the computers and for the heart monitor/defibrillators. President Pienkos thanked Commissioner Madson, Fire Chief Connelly, and Attorney Draper for working on the contract. He said the Finance Committee and City Council unanimously approved the contract.

- e. Approval of Policy number P-100.6.1 Awards and Recognitions
Per request of Chief Connelly this was tabled over until the August 9, 2012 meeting
 - f. Approval of Policy number G-204.2 Back Up Paging via Encoder
Per request of Chief Connelly this was tabled over until the August 9, 2012 meeting
 - g. Approval of Policy number G-205.7 Severe Weather
Per request of Chief Connelly this was tabled over until the August 9, 2012 meeting
 - h. Update on Narrow Banding
Deputy Chief Derrick said there are some glitches in the system that are still being worked on.
 - i. Retirement notice from William Gehrman
Deputy Chief Derrick said Mr. Gehrman has a total of 25 years of service between the City of Lake Geneva Fire Department and Franklin. Madson motioned to accept the retirement notice, Elliott seconded. Motion carried 3-0.
 - j. Information on Burning Ban Notification
Copy of notice that was placed in the Regional News was in Commissioner's packet. No discussion, no action, information only. Liaison Hill asked if the fireworks that have been approved for a wedding will have to be cancelled. Captain Peters advised that Chief Connelly will take care of that when he returns.
 - k. Information on Apparatus floor re-surface
Deputy Chief Derrick advised the repairs on the south side of the floor have been completed. He said work on the north side of the floor is scheduled to be done the week of July 9th.
 - l. Traffic pre-emption devices
Chief Connelly asked that this be tabled until the August meeting so more research can be done.
 - m. Thank you to Dan Fisher from Auto Clinic for free hybrid auto safety training
Copy in Commission packets, no discussion, no action.
 - n. Thank you notes from: Geneva Lake Museum to Fire Department Explorer Post, Geneva Lake Women's Association, and Carlos Miramontes
Copy in Commission packets; no discussion, no action.
 - o. Monthly EMS Billing insurance tracking report
Copy in Commission packets; no discussion, no action.
 - p. Monthly Activity Report
Copy in Commission packets; no discussion, no action.
 - q. Monthly Paratech Report
Report was handed at the meeting; no discussion, no action.
 - r. Items to be forward to the City Council
Bills, monthly reports
9. Agenda items for the next regular meeting August 9, 2012
Police Lieutenant job description, Fire Department: Narrow Banding, floor repairs, policies, and Preemptive devices

10. Adjourn

Elliott motioned to adjourn, Madson seconded. Motion carried 3-0. Meeting adjourned at 7:38 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