

**LAKE GENEVA POLICE AND FIRE COMMISSION  
MEETING MINUTES  
THURSDAY, AUGUST 9, 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

The meeting was called to order at 7:00 p.m. by President Pienkos.

2. Pledge of Allegiance

Geneva Township, Commission Liaison Jim Dailey led the pledge.

3. Roll Call

Commissioners Hartz, Madson, Gramm, Elliott, 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 minutes from the regular meeting July 5, 2012

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

Commissioner Madson motioned to conduct the fire department business (Item 8) first and the police department business (Item 7) second so Chief Rasmussen may be in attendance. Commissioner Gramm seconded the motion. Motion carried 5-0.

8. Fire Department Business:

a. Approval of bills for the Month of July 2012. Operating in the amount of \$51,538.63 (no capital)

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

b. 2013 Budget considerations

Chief Connelly said he is working on some of the projects and projections for 2013. He added that when the Police Department is ready both departments can meet with the Commission.

c. EMS Medical Billing Associates Update

Chief Connelly said the department started to use the new software program July 1. The software has been loaded and everything is going well. Commissioner Madson asked about the coordination problems between the old billing company and EMS Medical Billing. Chief Connelly explained that because the prior billing company was still billing through June 30th, so by the time they are tabulating everything it may take until December or January to get a final number. There is nothing that requires them to provide the information any sooner. Chief Connelly also advised the Commission that for the month of July there was \$21,000.00 to be billed out and all but \$1,000.00 has been billed out to insurance companies. EMS Billing advised that this is a great statistic for the first month of billing. Commissioner Hartz asked if the FIN sheet category should be removed from the report if this isn't as important to EMS Medical Billing. Chief Connelly said he would prefer to just remove that from the report. Commissioner Madson would like to see the patient names removed from the summary reports that the Commission receives.

d. Set date and time for EMS Medical Billing report meeting

Chief Connelly said EMS Medical billing would like to meet with the Commission about an hour prior to the regular meeting in September, to review the types of reports that can be provided to the Commission. After some discussion it was decided there would be a special meeting at 6:00 p.m. on Thursday, September 6, 2012.

e. Recommendation of EMS Medical Billing to add new fee structure

Chief Connelly provided the Commission with a recommended fee structure. Chief Connelly said that some of the changes are required in order to bill Medicare and some other insurance companies. Chief advised the Commission that there are supplies that the hospital doesn't replace and many of these charges are normal and customary. Commissioner Hartz asked how Delavan and Elkhorn bill. Chief said the majority of departments are charging for these things. Commissioner Pienkos asked what happens to these charges if a patient doesn't have insurance. Chief Connelly said that the charges are billed directly to the patient. Madson motioned to approve the charges and forward to Council, Elliott seconded. Commissioner Hartz said he is troubled by raising fees for people who are in need of emergency services and asked if these weren't being charged before, were we losing money, Chief Connelly said yes we probably were. Roll call: Hartz – N, Madson – Y, Gramm – Y, Elliott – Y, Pienkos – Y. Motion carried 4-1.

f. Approval of Policy number P-100.6.1 Awards and Recognitions

Chief Connelly said this policy basically just puts what they have been doing, into policy form so everyone does it the same. Elliott motioned to approve the policy, Madson seconded. Motion carried 5-0.

g. Approval of Policy number G-204.2 Back Up Paging via Encoder (handed out at the July meeting)

Chief Connelly said that with the new Narrow Band project being completed, the policy for backup paging had to be updated. This policy gives direction for dispatch and if there is failure of the redundancy system there is also a policy and procedure on how to dispatch from the fire house. Hartz motioned to approve the policy, Elliott seconded. Motion carried 5-0.

h. Approval of Policy number G-205.7 Severe Weather (handed out at the July meeting)

Chief Connelly said that when the original severe weather policy was written, it was specific that the fire chief respond to the police department. He said the only real change to the policy is that the Chief Officer of the Department or his/her designee could respond to the police department. Gramm motioned to approve the policy, Elliott seconded. Motion carried 5-0.

i. Update on Narrow Banding

Chief Connelly said that the project is basically complete. Chief said the repeater from the Dodge Street water tower is in being repaired. He explained that the majority of departments that have completed the narrow banding are having problems getting out of the big box stores, on their radios, due to the concrete. He said in the future new construction will probably be required to have a repeater put in new buildings to eliminate this problem. Commissioner Pienkos asked that this be back on the agenda for September for another update. Commissioner Hartz asked what the cost would be to install a repeater in new construction; Chief Connelly said he would check with General Communication and try to get a price. Commissioner Hartz asked if the Fire Department was able to stay within the budget for this project, and Chief Connelly advised yes.

j. Elected Officials Fire Academy – October 2012 – for Police and Fire Commissioners and Council Members

Chief Connelly said he feels it's important for the new Commissioners and Council members to learn what the fire department does. Captain Peters has designed a Fire Academy. There will be five stations to go through and is designed based on the citizens fire academy. It will take about six hours and it's not required. Commissioners Pienkos and Hartz would be available on October 6<sup>th</sup>, but not the 27<sup>th</sup>. Commissioner Gramm may not be able to attend on October 27<sup>th</sup>. The date will be set at next month's meeting.

k. Information on Apparatus floor refinish

Chief Connelly said the crew came back in and did a fantastic job. The only thing left is in the mechanics shop and that will be complete in the next few weeks.

l. Approval to appoint Explorer Michelle Pearce and Eric Winger to probationary membership/hire

Chief Connelly said that in the past the Commission has allowed him to appoint explorers to the probationary membership until the next hiring process. Both of these have completed firefighter one and will be on probation. Hartz motioned to approve the appointments, Elliott seconded. Roll call: Hartz – Y, Madson – Y, Gramm – Y, Elliott – Y, Pienkos – Y. Motion carried 5-0.

m. Traffic preemption devices

Chief Connelly said he reviewed the traffic study and it was recommended that these devices be installed at the three main intersections. Chief said he has done some research and this will reduce response times to the South and East sides of the City. There are also some positives for the police department. The equipment will be installed in the squads so the system can be activated three blocks away from the intersection. Having these devices will not change the way employees operate city vehicles. Chief Connelly said the numbers he received from Dennis Jordan showed a cost of between \$30,000.00 and \$40,000.00 for the police and fire vehicles which is much more cost effective than \$100,000.00. Chief Connelly said if the money is available and the cost doesn't exceed \$40,000.00, he and Chief Rasmussen would recommend to have the system installed.

Sara Hill said she spoke with City Administrator Dennis Jordan and Chief Connelly today about this. She explained that the bid tabulation for \$124,805.50 was approved by finance and full council, which includes the wiring for the three intersections for the preemptive devices, and will be funded out of Tiff 4 funds and there was no conversation at either meeting about using impact fees. Hill added that the traffic signal improvement has not been approved yet.

Mayor Connors said that 16 emitters were included however; the tree traffic lights on Hwy 120 North were not included. He also explained that there may be some problems with the impact fees and the City Attorney is doing some research on it. The Mayor said this would have to go back to Public Works and be rebid if the three lights on 120 N were to be included.

Commissioner Pienkos motioned to approve the preemptive devices and forward the recommendation to Council, Madson seconded, discussion:

Commissioner Hartz asked Chief Connelly what had changed from last month when he wasn't in favor of this, to this month when he's recommending it. Chief Connelly said since last month he has had time to review the traffic study, do some additional research, and found out that there was a \$60,000.00 price difference.

Liaison Hill said that the wiring was erroneously placed in the original bid, because it hadn't been brought to the Commission for a recommendation. She added that if the Commission decides to not go forward with this, the \$9,500.00 would just be removed from the bid and the work wouldn't be done. Commissioner Pienkos said he's still not convinced this system is really needed for the money. Commissioner Madson said he has been in the situation where he's been at a red light with nowhere to go and have a fire truck come up behind him. He is in favor of this to clear the intersection. Mayor Connors said he agrees with Commissioner Madson, to clear the intersection. Commissioner Gramm voiced concern over educating people who are from out of town and aren't familiar with these systems.

Roll call: Hartz – N, Madson – Y, Gramm – Y, Elliott – Y, Pienkos – Y. Motion carried 4-1.

- n. Accept a \$1,000.00 donation from Brunk Industries  
Elliott motioned to accept the donation, Madson seconded. Motion carried 5-0.
- o. Update on previous burning ban  
Chief Connelly said the ban was issued on June 26<sup>th</sup>, and we are still in fire danger due to the drought.
- p. Pictures of fire department staff distributed to Commissioners  
The pictures have been distributed to the Commissioners.
- q. Increase in call volume statistics  
Chief Connelly said that in the first three months call volume increased 12%, and for the second three months call volume increased 18%.
- r. Monthly Billing Insurance Tracking Report  
This report was actually discussed previously.
- s. Monthly Activity Report  
Chief Connelly said there were a total of 132 calls in July. At times all three ambulances were out at the same time.
- t. Monthly Paratech Report – No discussion
- u. Items to be forward to the City Council  
Preemptive devices, call volume increase, fee increases

Took a five minute break from 8:38 p.m. to 8:44 p.m.

## 7. Police Business

- a. Approval of bills for the Month of July 2012. Operating in the amount of \$196,710.00 and Capital in the amount of \$1,427.88 for a total of \$198,137.88  
Elliott motioned to approve the bills, Madson seconded. Roll call: Hartz – Y, Madson – Y, Gramm – Y, Elliott – Y, Pienkos – Y. Motion carried 5-0.
- b. 2013 Budget  
Chief Rasmussen said budget meetings with the City Council will be in October, however the dates won't be confirmed until Monday night. Chief said he would like to have a budget workshop with the Commission the last week in August and have the budget approved at the regular meeting on September 6<sup>th</sup>. After some discussion it was decided the meeting would be held on August 30<sup>th</sup>. Police Department at 6:00 p.m. and Fire Department at 5:00 p.m. Commissioners Madson and Gramm may not be able to attend.
- c. Accept letter of resignation from data entry/records clerk: Debra Tasch  
Gramm motioned to accept the resignation with regret and approve starting the hiring process in item (d), Elliott seconded. Roll call: Hartz – Y, Madson – Y, Gramm – Y, Elliott – Y, Pienkos – Y. Motion carried 5-0.
- d. Request to start the hiring process for replacement data entry/records clerk  
Was acted on with item (c).
- e. Crossing guard status and hiring  
Chief explained that one resigned and another will be off until the beginning of November. Two fill-in crossing guards are needed. Hartz motioned to approve conducting the hiring process and the hiring of two crossing guards, Gramm seconded. Roll call: Hartz – Y, Madson – Y, Gramm – Y, Elliott – Y, Pienkos – Y. Motion carried 5-0.

- f. Promote current booking officer, Ben Mc Masters, to the position of reserve police officer  
 Chief Rasmussen said Mc Masters has completed the number of hours required to become a sworn police officer. Chief added that this is Mc Masters' second summer with the department. Assistant Chief and the Sergeants have recommended this promotion. Elliott motioned to approve the request, Madson seconded. Roll call: Hartz – Y, Madson – Y, Gramm – Y, Elliott – Y, Pienkos – Y. Motion carried 5-0.
- g. Succession Planning – Lieutenant's job descriptions (handed out at the July meeting)  
 Chief Rasmussen asked that one amendment be made on the Patrol Lieutenant's. Pienkos motioned to approve, Elliott seconded. Chief requested that Number 5, under qualifications be removed. Pienkos motioned to approve the amendment, Hartz seconded. Motion carried 5-0. The original motion to approve the job descriptions carried 5-0.
- h. Update on Squad car video cameras  
 Chief Rasmussen said the third camera will be installed in the Sergeants' squad and should be completed by next Tuesday. Training will be conducted August 20 through the 22.
- i. Update on staffing, events, and incidents  
 Chief Rasmussen said the department will be very busy with Art in the Park and Venetian Festival. Chief said that two of our officers assisted in securing the Temple last night in Milwaukee due to the shooting on Sunday. Chief added that the domestic terrorism training that was planned had to be rescheduled due to the Temple shooting.
- j. Police Department is sponsoring a blood drive August 22, 2012, from 3 p.m. to 7 p.m. in the senior center at City Hall  
 Chief Rasmussen said that Officer Brandi Nelson is planning this and encourages everyone to attend.
- k. Thank you notes from: Office of Justice Assistance, Geneva Lake Women's Association, Catherine Thielen, and Jason Davisson --- No comments or discussion
- l. Monthly Activity report for July and year to date comparisons:

2012 Dispatch activity for July: Telephone Calls – 4956	911 Calls – 279	Window Assists – 1051
2012 Patrol activity for July: Calls for Service: 2,064	Arrests: 200	
2011 Patrol activity for July: Calls for Service: 2,059	Arrests: 178	

- m. Items to be forwarded to the City Council  
 Bills and Reports

- 9. Agenda items for the next regular meeting September 6, 2012  
 Narrow Banding, Set Date for Fire Academy, EMS Medical Billing Reports, Hiring process for the police department, 2013 Budget, Police Department organizational chart,

- 10. Adjourn  
 Elliott motioned to adjourn, Madson seconded. Motion carried 5-0. Meeting was adjourned at 9:10 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

