

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY AUGUST 7, 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 Thomas Hartz

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

Commissioner Pienkos noted that he met with Town of Geneva Liaison Mike Mumford and Chief Connelly prior to the meeting to review the Town of Geneva Fire and Emergency contract with the Town of Geneva and the City of Lake Geneva Fire Department.

5. Acknowledge correspondence - NONE

6. Approval of regular meeting minutes from July 10, 2014.

Gramm motioned to approve the minutes from July 10, 2014, Hartz seconded. Motion carried 3-0. Commissioner Bittner arrived after approval of the minutes.

Commissioner Hartz asked a question about Liquor license ordinance being referred to the City Council. An update on Liquor License Ordinance will be discussed later.

7. Police Department Business

a. Approval of bills for the Month of July 2014. Operating in the amount of \$286,277.47, capital \$1,028.11 for 2014; for a total of \$287,305.58

Hartz motioned to approve the bills for the month of July 2014, Gramm seconded. Roll call vote: Gramm – Y, Hartz – Y, Bittner – Y, Pienkos – Y. Motion carried 4-0.

Hartz questioned Revenue account 4622 Wage Reimbursement and Revenue Account 4735 Communications Reimbursement-Fire Dept—With regard to 4622, Lieutenant Gritzner stated the School was just billed for the school liaison fees for the year so that account will be increasing. For Account 4735- That is the Fire Department reimbursement account for communications and that will be billed at the end of the year.

Commissioner Gramm had a question about Data Processing account 5305. Lieutenant Gritzner advised the account covers work costs for any computers and technical support. The costs with ATT and Phoenix came in higher than expected.

b. Update on Demerit System Ordinance.

Lt. Gritzner explained the reports and stated that an ordinance was sent to Attorney Draper for review. The Commission had some questions about the reports and how it was broken down into categories to determine the actual violations and demerits to specific locations. Chief Rasmussen

and Attorney Draper have worked together on this ordinance. The reports can be filtered to review actual violations at specific violations if the ordinance is put in place.

c. Capital Project Updates.

The Capital is pushed back again for a better interest rate. Per City Liaison Lyon, Bond Issuance is on the City Council meeting for Monday August 11, 2014 for approval.

d. Update ProPhoenix Citizen Services Program.

Members of the Police Department and Liaison Lyon met with a member of the ProPhoenix Citizen Services Program. Lt. Gritzner stated it was a good program but it would have to be promoted to the community in order for it to be successful. There are many good features to the program. Liaison Lyon was impressed with the system and felt it would be good for the community to provide public safety and visibility. There were great mapping features on it and it would create great visual awareness for the Police and Fire Departments. Businesses would also update their relevant information every six months on line. Commissioner Hartz thought the benefit of the program would be great but would like it promoted to businesses so they would want to be a part of it rather than something they were required to do.

e. Monthly Activity report for 2014:

2014 Dispatch activity for July: Telephone calls– 4,058	911 Calls– 290	Window
assists– 973		
2013 Dispatch activity for July: Telephone calls– 5,235	911 Calls– 284	Window
assists– 1,340		

2014 Patrol activity for July: Calls for service- 1,612	Arrests- 186	
2013 Patrol activity for July: Calls for service- 2,024	Arrests- 174	

Calls are down from last year but Lt. Gritzner felt that may be because the parking meter department is more visible and available to the public and there were no Alpine Valley Concerts in the months of June and July.

Commissioner Hartz questioned the sick call in. Those logs are called in because that's how it is tracked through Phoenix. The high call volume indicates someone was out of the office for a major surgery or maternity leave.

f. Items to be forwarded to City Council.

Activity Reports

8. Fire Department Business

a. Approval of bills for the Month of July 2014. Operating in the amount of \$67,363.91, for a total of \$67,363.91.

Bittner motioned to approved the bills for July 2014, Hartz seconded. Roll call vote: Gramm – Y, Hartz – Y, Bittner – Y, Pienkos – Y. Motion carried 4-0.

Hartz questioned the revenue account 4730-Township Fire Services. The Township is billed based on calls and hours the trucks are used. Chief Connelly advised that the Town of Geneva is billed quarterly. Hartz also questioned account 5134-Workmen Disability Insurance. City Administrator Jordan had originally thought the policy contract ran from October to October but he was mistaken and the policy runs from January 31 to January 31. The new policy actually went into effect in May so the Fire Department should receive approximately 7 months

reimbursement from the previous policy. However, the accident policy coverage increased so the account will still be over budget.

b. Fire Inspection Billing Revenue.

Current revenue for Fire Inspection Billing received is approximately \$23,000. Another \$2,000-3,000 has been sent to City Hall for billing so total billed right now is about \$24,000-\$25,000. The Fire Department is anticipating being caught up on everything including current inspections by September. All the Fire Inspection information should be entered next year into the ProPhoenix system.

c. Fire Protection Ordinance.

A copy of the letter that was sent to the Department of Safety from City Attorney Draper was enclosed in the agenda packet. The six items on the letter were a portion of the sprinkler and fire alarm ordinance. The multi-family code was updated by the State so that is similar to the City's guidelines. Commissioner Bittner is concerned about the older buildings downtown with regard to the sprinkler system codes. Chief Connelly advised that once we get a response from the State regarding Act 270 we can evaluate the ordinances and update as necessary.

d. Auditors Comments/Observations EMS Billing.

The auditors noticed discrepancies in the EMS billing. Eric Keifer will speak to the auditing firm to clarify some billing concerns and then he will report to the Police and Fire Commission once that is done. Commissioner Pienkos acknowledged that this is a complex issue and appreciates the fact that Liaison Lyon and Alderman Hill advised the City Council that the Police and Fire Commission have been reviewing the EMS billing statements. This will be reevaluated at the September meeting. Chief Connelly advised they are looking at an electronic billing sheet to be put on company's web site so Fire Department can compare that the billing company is filling out the sheet properly.

e. Explanation for Line Item 5134.

This was covered under the Fire Department Bills section.

f. Policy for liquidation of used/outdated equipment.

Hartz motioned to move discussion of the Policy for Liquidation of used/outdated equipment to after the closed session, Bittner seconded. Motion carried 4-0.

g. EMS Steering Committee.

Chief Connelly discussed setting up an EMS Steering Committee in anticipation of significant changes regarding EMS services and changes for dispatching. Some significant changes in the County have taken place called Emergency Medical Dispatch (EMD). As a result of this, Paratech responds to all calls in the county and on frequent occasions are not available to Lake Geneva calls after the POP crew goes home. EMS then has to transport more of their own calls. The Fire Department is looking into moving to a Paramedic level and staffing full time. They will be having an organizational meeting and setting up objectives at the end of the month. Commissioner Hartz and Liaison Lyon have agreed to be on the committee with Commissioner Gramm as an alternate.

h. Fire House Repairs.

The Fire House has experienced several major repairs in the last month including repairs to a natural gas back-up generator in the fire station, which was a flex gas line and a portion of the exhaust system for the generator. The water heater also had to be replaced. Fire Bells also damaged one of the doors but they are paying for that through their insurance company.

i. Resignation from Luke Morarend.

Hartz motioned to accept the resignation of Luke Morarend; Bittner seconded. Motion carried 4-0.

j. Monthly Fire Department Activity Report. - NO ACTION TAKEN.

k. Monthly Paratech Report.

Hartz noted the response times for Paratech calls and asked if the Fire Department makes note of response times. Per Chief Connelly, some of the Paratech times are recorded by dispatch but the times provided the Police and Fire Commission are the times provided by Paratech. Response times are set by standard setting agencies and are always followed.

l. Monthly EMS Medical Billing and Stark Report.

Hartz noted that the aging receivables is 5.5% and was pleased with that amount. Pienkos noted that Starck reported almost \$100,000 to receive.

m. Thank you cards/letters.

A thank you was received from the Walworth Fire Department for assistance to a barn fire.

Items to be forwarded to City Council.

Monthly reports.

9. Motion to go into closed session under Wisconsin State Statute 19.85(1)(c), considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and 19.85(1)(f), considering financial, medical, social or personal histories, or disciplinary data of specific persons, which if discussed in public would likely have a substantial adverse effect upon the reputation of any person referred to: Specifically Fire Department Personnel and Police Department Personnel.

Hartz motioned to go into closed session; Gramm seconded. Roll call vote: Gramm – Y, Hartz – Y, Bittner – Y, Pienkos – Y. Motion unanimously carried at 8:05 p.m.

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

Bittner motioned to return to open session; Hartz seconded; Motion unanimously carried at 8:25 p.m.

11. Discussion and action on closed session items if needed.

None.

f. Policy for liquidation of used/outdated equipment.

Discussion was made as to the wording of the policy. Pienkos stated that something needed to be added to note that any funds made should be added to the general fund. Bittner also noted that in #3 a liquidation method of “sale” needed to be added. Additionally, a cash handling procedure also needed to be created. Pienkos asked if the Police Department had a procedure in

place. Lt Gritzner advised that the police department does have proper procedures and policies in place on cash handling. A cash handling procedure will be reviewed at the next meeting. Gramm made a motion to add a #5 to the policy Disposal of Obsolete Equipment or Supplies as stated: "Any proceeds received as result of the disposal of obsolete equipment or supplies will be receipted and returned to the general fund of the City of Lake Geneva." and to add in #3 the wording after follows: "sale", etc. (continue wording as it reads in the policy). Bittner seconded. Roll call vote: Gramm – Y, Hartz – Y, Bittner – Y, Pienkos – Y. Motion carried 4-0.

12. Agenda items for the next regular meeting.

Cash Handling Policy, Auditor comments on EMS billing, Update on Town of Geneva and City of Lake Geneva Fire Department contract.

13. Adjourn

Hartz motioned to adjourn the meeting; Gramm seconded. Motion carried 4-0 at 8:41 p.m.

Commissioner Bittner advised that he will not be at the next meeting scheduled for September 4, 2014 at 7:00 p.m.

A tour of the Police Department was held after the meeting for anyone interested in attending.

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 September 4, 2014 Police and Fire Commission meeting)