

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY, SEPTEMBER 6, 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 7:10 p.m. by Vice President Madson.

2. Pledge of Allegiance

Council Liaison Hill led the Pledge.

3. Roll Call

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

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 August 9, and budget workshop August 30, 2012

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

7. Fire Department Business:

a. Approval of bills for the Month of August 2012. Operating in the amount of \$66,949.79 and Fire Hydrant Rental in the amount of \$57,107.00, for a total of \$124,056.79 (no capital)

Elliott motioned to approve the bills, Gramm seconded. Roll Call: Gramm – Y, Elliott – Y, Madson – Y. Motion carried 3-0.

b. Approve 2013 Budget

Chief Connelly said he spoke to City Administrator Jordan about adding the expense for hose replacement and turnout gear to the operating budget. Chief Connelly said Jordan recommended leaving it in capital because of the cap on levy increases. Connelly asked the Commission for their recommendation: to put it in the operating budget or leave it in capital. Liaison Hill said her understanding was to add the expenses to operating because it is an annual expense. Jordan also told Chief Connelly there may be other funding options in 2013 that he would look into. Madson asked for a motion on the proposed budget: Revenue in the amount of \$294,000.00, Operating Expense in the amount of \$735,468.00 and Capital in the amount of \$27,500.00. Elliott motioned to approve the budget, Gramm seconded. Mayor Connors said \$73,000.00 for turnout gear and \$9,000.00 for hose had been borrowed and asked if it had all been expended. Chief Connelly said there is \$2,500.00 for hose, however, that will not cover the cost of all the hose that needs to be replaced. Chief Connelly said there is enough left from the borrowing for turn out gear, but his new budget amount is to start to build up for the next replacement round. Mayor Connors added that the Council actually requested that these items be placed in operating rather than capital. Roll call vote: Gramm – Y, Elliott – Y, Madson – Y. Motion carried 3-0.

c. Discussion/Action if needed on EMS Medical Billing Meeting

This was placed on the agenda in the event the Commission needed to discuss or act on anything. Commissioner Madson thanked EMS Medical Billing and said they have been very responsive to the Commission and the Fire Chief.

d. Update on Narrow Banding

Chief Connelly said there is a problem with the repeater at the Dodge Street tower. It had been repaired, reinstalled, and the same day taken out and sent back, as it still didn't work. The repeater may have to be replaced. Gramm asked how old the repeater was; Connelly said it was ordered four or five years ago but has only been in service for about six months. Gramm asked if there was any way to recoup some of the cost since it has not been serviceable. Chief Connelly said he would certainly look into that.

e. Set date and time for the Fire Academy for Police and Fire Commissioners and Council Members

It was decided the Academy would be held on Saturday, October 6th, 2012.

f. Ambulance rate changes approved by Council

Chief Connelly said the Council approved all of the recommended changes and the additions for supplies. The changes have been forwarded to the billing company and have been entered into their data base.

g. Monthly Billing Insurance Tracking Report

Chief Connelly said he will continue to monitor this until January and hopefully then EMS Medical Billing will be able to print out this report and will save the fire department staff some time.

h. Monthly Activity Report

Chief Connelly said there were 129 calls in the month of August. Chief added that the POP program usually transports an average of 30 patients and in August 57 were transported.

i. Monthly Paratech Report

No discussion – no action

Returned to the budget line item 7(b), for the Phoenix System. The intention is to include this in the 2013 budget. The proposal is the same as was presented at the budget workshop, with the exception of Additional apparatus. Captain Peters explained the Phoenix System and how it interacts with CAD in dispatch and said the reporting is much better. The total cost is \$62,209.00. This includes the software and hardware. Captain Peters said one of the biggest risks for a municipality is time keeping for calls. It is very difficult without two dispatchers on duty at all times to take the calls and dispatch them. The problem is when dispatch has multiple calls at the same time, this system will allow the fire department to input the exact times for en-route to scene, on scene, en-route to the hospital, etc. Commissioner Madson said everyone is concerned with the safety of personnel and this system would certainly help with hazmat situations, building layouts, etc. however the concern is where the funding will come from. Madson motioned to amend the budget and request funding of \$57, 759.00 for the expansion of the Phoenix Record Management System to the fire department. Elliott seconded. Roll Call: Gramm – Y, Elliott – Y, Madson – Y. Motion carried 3-0.

j. Items to be forwarded to the City Council

Commissioner Madson wanted to thank the Council on their quick action on the EMS billing changes.

8. Police Business

- a. Approval of bills for the Month of August 2012. Operating in the amount of \$273,429.74 and Capital in the amount of \$2,534.60, for a total of \$275,964.34

Elliott motioned to approve the bills, Madson seconded. Roll Call: Gramm – Y, Elliott – Y, Madson – Y.
Motion carried 3-0.

- b. Approve the 2013 Budget

Elliott motioned to approve the budget. Revenue in the amount of \$124,088.00, operating in the amount of \$2,572,973.00 and capital in the amount of \$161,000.00, Gramm seconded. Gramm said it is a very small amount; however she didn't feel any salary increases could be honored that weren't contractual. Chief Rasmussen said he put the 2% pay increase in the budget for all non-represented employees because this will be the third year with no increase and only a 1% in 2010. Chief Rasmussen said that with the exception of Fontana, his department is the lowest paid in Walworth County. Gramm said she didn't disagree with his reasoning, she doesn't feel a pay increase can be honored at this time. Chief Rasmussen said it's a total of about \$9,000.00 for all non-represented employees to receive the pay increase. Madson noted the decrease in revenue and said it's because of the school board eliminating the school liaison position in the grade school. Chief Rasmussen said not only did it affect the revenue budget, but the department still has to handle all of the calls and problems at the schools. Madson noted that the budget does include an increase in the Reserve Officer budget. Chief Rasmussen said the increase will pay for additional reserve officers so they can be utilized in the parks and downtown area during the day time hours. Roll call vote: Gramm – N, Elliott – Y, Madson – Y.
Motion carried 2-1.

- c. Accept resignation from Reserve Officer James Seeberg

Chief Rasmussen said due to job conflicts he is unable to work the hours needed. Gramm motioned to accept the resignation with regret, Elliott seconded. Motion carried 3-0.

- d. Update on data entry/records clerk hiring

Chief Rasmussen said there were 81 applications submitted and of that 21 weren't qualified. Chief handed out a new employee hiring policy and said it will be on the agenda next month for approval. This new policy will allow us to use more discretion at getting the best qualified candidate.

- e. Update on Crossing Guard hiring

Chief Rasmussen said four applications were received and two were disqualified. Elizabeth Biel and Carolynn Hoffman were hired.

- f. Monthly Activity report for July and year to date comparisons:

2012 Dispatch activity for August Telephone Calls – 4,452 911 Calls – 255 Window Assists – 1,164

2012 Patrol activity for August: Calls for Service: 1,978 Arrests: 199

2011 Patrol activity for August: Calls for Service: 1,934 Arrests: 215

- g. Items to be forwarded to the City Council

Budget, activity reports

9. Agenda items for the next regular meeting October 4, 2012

Hiring policy for police department

10. 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) and 19.85(1)(d), considering strategy for crime detection or prevention: specifically staffing needs. Madson motioned to go into closed session, Gramm seconded, to include Chief Rasmussen. Gramm – Y, Elliott – Y, Madson – Y. Motion carried 3-0 at 8:22 p.m.

Gramm motioned to return to open session, Madson seconded. Motion carried 3-0.

11. Adjourn

Elliott motioned to adjourn, Gramm seconded. Motion carried 3-0.

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