

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
WEDNESDAY, JANUARY 4, 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 Vice President Pienkos.

2. Pledge of Allegiance

The Pledge was led by Commissioner Elliott.

3. Roll Call

Commissioners Pienkos, Elliott, and Hartz were present. Commissioners Chesen and Madson were excused.

4. Welcome newly appointed Commission Member, Tom Hartz

Tom Hartz was welcomed as the newly appointed Commissioner to replace Jesse Jacobs who resigned.

5. Comments from the Public reference agenda items only. Comments are limited to a maximum of five minutes

Pienkos wished the members of the Police and Fire Departments a Happy New Year and thanked the Police Department for their hard work with the recent missing juvenile case and he thought it was handled extremely well.

6. Acknowledge Correspondence -- None

7. Approval of minutes from the regular meeting December 8, 2011

Elliott motioned to approve, Hartz seconded. Motion carried 3-0.

8. Police Department Business:

a. Approval of bills for the Month of December 2011. Operating in the amount of \$206,400.82 and Capital in the amount of \$3,213.91 for a total of \$209,614.73

Elliott motioned to approve the bills, Hartz seconded. Pienkos, Hartz, and Elliott voted yes. Motion carried 3-0.

b. Begin the hiring process for part time employees

Chief Rasmussen asked permission to start advertising for part time dispatch and reserve officers. Chief said he anticipates hiring one dispatcher and three to four reserve officers. Elliott motioned to approve, Hartz seconded. Pienkos, Hartz, and Elliott voted yes. Motion carried 3-0.

c. "SWAT" memo of understanding with Walworth County

Chief Rasmussen said he still hasn't heard from the Walworth County Corp Counsel and asked that this be moved to the February meeting. Hartz motioned to move this to the February meetings, Elliott seconded. Motion carried 3-0.

d. Correspondence received by Chief

Thank you letters from: Salem United Methodist Church, Target, Erica Colemanares, and Kelly Humphrey
No discussion/no action

e. Monthly Activity report for December

Chief reviewed the end of the numbers: 1,295 calls for service; 101 arrests; and 3,745 telephone calls to dispatch with 172 of those being 911 calls.

- f. Activity Reports for 2011 - No discussion/no action
 - g. Items to be forwarded to Council
 - Monthly and annual statistic reports,
9. Fire Department Business:
- a. Approval of bills for the Month of December 2011. Operating in the amount of \$40,192.42, Capital in the amount of \$28,542.26, and Fire Hydrant Rental in the amount of \$57,012.00, for a total of \$125,746.68 Elliott motioned to approve the bills, Hartz seconded. Pienkos, Hartz, and Elliott voted yes. Motion carried 3-0.
 - b. Lake Geneva Fire Explorers
 - Chief Connelly said this program started in 2008 and three of the original members just completed the class and their state testing to be a certified firefighter one. The three are still under the age of 18, still in high school and will have 15 to 20 college credits to put toward their college degrees.
 - c. Succession Planning
 - Chief said the draft should be ready to present in February. He added that this is an ongoing plan which will continually be updated.
 - d. Funding for annual service awards
 - Chief requested approval to spend \$700.00 on the annual awards that are given to the members. Hartz motioned to approve, Elliott seconded. Motion carried 3-0.
 - e. Update on revised revenue/billing reports from LifeQuest
 - Chief Connelly reviewed a memo he had prepared. Chief said there was a meeting with the billing company and they identified problems and solutions to increase revenue. Chief included graphs and explained that in all areas the EMS billing had improved. Hartz motioned to move this to the February meeting, Elliott seconded. Motion carried 3-0.
 - f. Correspondence received by Chief -- NONE
 - g. Monthly Activity Report for December
 - Chief Connelly said the number of calls in the response area has increased again for 2011. It was requested that these reports also be included with the packet that goes to Council members and the Mayor with the police reports and Commission minutes.
 - h. Paratech Report – No discussion/no action
 - i. Items to be forwarded to Council
 - Monthly statistics and bills
10. Agenda items for the next regular meeting February 9, 2012
- SWAT Memo, EMS billing, Succession planning, Year end report from Paratech,

11. Adjourn

Elliott motioned to adjourn, Hartz seconded. Motion carried 3-0. Meeting adjourned at 7:40 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