

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY, MARCH 8, 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 Chesen.

2. Pledge of Allegiance

Pledge was led by Commissioner Madson.

3. Roll Call

Present were Commissioners; Pienkos, Elliott, Hartz, Madson, and Chesen.

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

Geneva Township Liaison, Larry Kulik, said this would be his last meeting if he isn't re-elected in the Township. He thanked the Commission and said he hopes to be back in April.

5. Acknowledge Correspondence

a. Thank you letter to the Police and Fire Departments from the Cherney Family

Chesen said this letter was also in the Regional News and thanked both departments for their hard work.

6. Approval of minutes from the regular meeting February 9, 2012 and the special meeting March 1, 2012

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

7. Records Retention for Police and Fire Commission Records

Donna Wisniewski advised that information had just been received back from the City Attorney and said something would be typed up for next meeting. Madson motioned to table this until the April meeting, Elliott seconded. Motion carried 5-0.

8. Approve bills for 2011: Fire Department in the amount of \$100.00 and Police Department in the amount of \$1,134.44

Pienkos motioned to approve the bills, Elliott seconded. Roll call: Pienkos, Elliott, Hartz, Madson, and Chesen voted yes. Motion carried 5-0.

9. Police Department Business:

a. Approval of bills for the Month of February 2012. Operating in the amount of \$178,559.69 and Capital in the amount of \$717.03 for a total of \$179,276.72

Elliott motioned to approve the bills, Madson seconded. Roll call: Pienkos, Elliott, Hartz, Madson, and Chesen voted yes. Motion carried 5-0.

b. Approve Resolution number 12-R11, Police Department Capital Carry Forwards into 2012:

Squad Camera System	Account #'s 1131 and 9074	\$22,500.00
Radio Replacement System	Account # 1134	\$9,105.00
Computers	Account # 1135	\$7,013.00
Computer Back-up System	Account # 1136	<u>\$ 689.00</u>
TOTAL		\$39,307.00

Pienkos motioned to approve the resolution, Elliott seconded. Roll call: Pienkos, Elliott, Hartz, Madson, and Chesen voted yes. Motion carried 5-0.

Dispatch: Telephone calls: 3179 911 Calls: 127 Assists at the Window: 668
Chief Rasmussen reviewed the statistics, no discussion or action.

- q. Items to be forwarded to Council
Monthly reports and all resolutions

10. Fire Department Business:

- a. Approval of bills for the Month of February 2012. Operating in the amount of \$55,273.50 and Capital in the amount of \$16,751.10, for a total of \$72,024.60
Elliott motioned to approve the bills, Madson seconded. Roll call: Pienkos, Elliott, Hartz, Madson, and Chesen voted yes. Motion carried 5-0.

- b. Approve Resolution number 12-R11, Fire Department Capital Carry Forwards into 2012:

Turnout Gear	Account # 1101	\$24,000.00
Turnout Gear	Account # 9056	\$5,087.00
Hose	Account # 1102	\$4,000.00
Radio Replacements	Account # 1106	\$36,692.00
Bay Floor Repair	Account # 1104	<u>\$3,000.00</u>
TOTAL		\$72,779.00

Pienkos motioned to approve the resolution, Elliott seconded. Roll call: Pienkos, Elliott, Hartz, Madson, and Chesen voted yes. Motion carried 5-0.

- c. Approve resolution number 12-R18, Increasing Account 11 00-00-3449 by \$4,770.37 – Act 102 Monies
Hartz motioned to approve the resolution, Chesen seconded. Roll call: Pienkos, Elliott, Hartz, Madson, and Chesen voted yes. Motion carried 5-0.
- d. Approve resolution number 12-R19, Decreasing Account 11 00-00 3437 by \$4,055.38 – Donations
Pienkos motioned to approve the resolution, Elliott seconded. Roll call: Pienkos, Elliott, Hartz, Madson, and Chesen voted yes. Motion carried 5-0.
- e. Approve resolution number 12-R20, Increasing Account 11 00-00 3449 by \$670.26 – CPR Donations
Hartz motioned to approve the resolution, Elliott seconded. Roll call: Pienkos, Elliott, Hartz, Madson, and Chesen voted yes. Motion carried 5-0.
- f. Purchase of turn out gear from WS Darley in the amount of \$27,866.40, Information only – approved at budget
Deputy Chief Derrick said this is for information only; it was a budgeted amount in 2012. No discussion/no action
- g. Explanation on tracking revenue from the EMS billing company: memo from Comptroller
There was a memo in the Commission packet from Peg Pollitt explaining how and when the EMS billing revenue is booked and how it shows up on the monthly reports.
- h. Accept a \$30.00 donation from Suzanne Neumann (former POP employee) for the smoke detector program
Madson motioned to accept the donation, Elliot seconded. Roll call: Pienkos, Elliott, Hartz, Madson, and Chesen voted yes. Motion carried 5-0.
- i. Accept donation of laundry soap from Bob and Karen Klabunde
Pienkos motioned to accept the donation, Chesen seconded. Roll call: Pienkos, Elliott, Hartz, Madson, and Chesen voted yes. Motion carried 5-0.
- j. Succession planning – Chief Connelly requests this be tabled until the April meeting
Pienkos motioned to table, Elliott seconded. Roll call: Pienkos, Elliott, Hartz, Madson, and Chesen voted yes. Motion carried 5-0.

- k. Lake Geneva Fire Department’s new, monthly billing and tracking report from LifeQuest

No report from LifeQuest was received for this month

1. EMS Billing company

Madson motioned that after review of the proposals, clarification by verbal presentations, and follow-up documentation, that the Commission opt for termination of the existing contract and propose EMS Services as the billing entity for Emergency medical services. Commissioner Chesen asked for clarification that his motion was to terminate the current billing company. Madson advised it was. Elliott seconded. Pienkos recommended an amendment to the new EMS Services contract. Chesen said this vote is going to be to terminate the existing contract only. Roll Call: Pienkos, Elliott, Hartz, Madson, and Chesen voted yes. Motion carried 5-0.

Madson motioned to select EMS Medical Billing Associates as the new billing company consistent with their written proposal, their commitments at the meeting with them, and follow-up documentation that has been received from them. The City Attorney will review the final terms, to include a three year term, providing computer software for five vehicles, and a few others. The representative from EMS Medical Billing asked that the first few months a representative from the company be able to present a monthly report so the Commission understands everything. Elliott seconded. Roll Call: Pienkos, Elliott, Hartz, Madson, and Chesen voted yes. Motion carried 5-0.

m. Approve coverage for Badger Cubs Wrestling Club EMS coverage for tournament held 03/04/2012. Request for coverage not received until after the event

Hartz motioned to approve, Madson seconded. Roll call: Pienkos, Elliott, Hartz, Madson, and Chesen voted yes. Motion carried 5-0.

n. Approve list for hiring

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

o. Accept resignation of Larry Kulik from the Fire Department

Elliott motioned to accept the resignation, Hartz seconded. Motion carried 5-0.

p. State Firefighters conference is at the Grand Geneva March 23, 24, and 25th

This was for information only

q. Recent Fire Department Victim Saves February 11 and February 12, 2012

Chief Connelly had a memo in the Commission packets. No action was taken.

r. Thank you to the Elkhorn Fire Department – Information only, copy in packet

s. Thank you to Bob and Karen Klabunde for donation – Information only, copy in packet

t. Thank you notes from:

Cardiac arrest patient

Abbey Hills Condo Association

Officer Brandi Nelson, Lake Geneva Police

Information only, copies in packets

u. Monthly Activity Report for February – No action taken

v. Paratech Monthly Report for February – No action taken

w. Items to be forwarded to Council

Resolutions, EMS Billing Contract after Commissioner Madson works with the City Attorney

11. Agenda items for the next regular meeting April 2012

Commission records, succession planning for the fire department

12. Adjourn

Elliott motioned to adjourn, Madson seconded. Motion carried 5-0. Meeting was adjourned at a 8:31 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