

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY, MAY 5, 2011, 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 Chesen.

2. Pledge of Allegiance

Pledge was led by Commissioner Jacobs.

3. Roll Call

Present were Commissioners Pienkos, Elliott, Chesen, Jacobs, and Madson.

4. Welcome new Commission member, Steve Madson

Commissioner Chesen welcomed Commissioner Madson.

5. Welcome new Council Liaison Todd Krause

Commissioner Chesen welcomed Commissioner Krause.

6. Welcome Town of Geneva Liaisons Larry Kulik and Jim Dailey

Commissioner Chesen welcomed Liaisons Kulik and Dailey.

7. Election of Officers: President, Vice President, and Secretary

Jacobs nominated Chesen for the President position, Madson seconded. There were no other nominations, motion carried 5-0.

Pienkos nominated Jacobs for the Vice President position, Madson seconded. There were no other nominations, motion carried 5-0.

Pienkos nominated Elliott for the Secretary position, Jacobs seconded. There were no other nominations, motion carried 5-0.

8. Comments from the Public reference agenda items only. Comments are limited to a maximum of five minutes -- NONE

9. Correspondence Received

a. "The Role of the Police and Fire Commission" training at UW-Madison

Chesen advised the Commissioners if they were interested in attending the training to contact the Administrative Assistant and she would make the reservations.

10. Approval of minutes from the regular meeting April 7, 2011

Elliott motioned to approve the minutes, Jacobs seconded. Motion carried 4-0, Commissioner Madson abstained.

11. Set date and time for special organizational meeting

Chesen said she would like to have a meeting to discuss things such as; what the council liaison should take back to the Council, going to e-mail contacts, and anything the Commissioners would like to change or implement. Jacobs asked if this would be a round table type discussion. Chesen said it would be and would like both Chiefs to be there and anyone that works with the Commission is welcome. It was decided that the meeting would be held at 6:00 p.m. on Thursday, June 9th, in conference room 2A.

12. Fire Department Business:

- a. Approval of bills for the Month of April: Operating in the amount of \$40,113.50, capital in the amount of \$360.38, and impact fees in the amount of \$930.00, for a total of \$41,403.88

Elliott motioned to approve the bills, Pienkos seconded. Pienkos said that 1/3 of the year has gone by but the fire department's expenses are only at 20%. Pienkos asked Chief Connelly to explain why that is. Chief said that about 75% of their budget is labor and that the busiest time of the year is coming. Madson questioned an expense of \$930.00 for impact fees. Chief Connelly said he was going to look into that because it should show as a revenue. Roll call: Pienkos – Y, Elliott – Y, Jacobs – Y, Madson – Y, Chesen – Y. Motion carried 5-0.

- b. Approve participation in Memorial Day Parade and Children's 4th of July parade

Chief Connelly said the usual cost for the Memorial Day Parade would be about \$300.00 and about \$100.00 for the 4th of July parade. Pienkos motioned to approve, Elliott seconded. Roll call: Pienkos – Y, Elliott – Y, Jacobs – Y, Madson – Y, Chesen – Y. Motion carried 5-0.

- c. Approve coverage for the Big Foot Triathlon June 2011

Chief Connelly said the event usually runs from 6:30 a.m. until 12 or 1 p.m. and that the Fire Department is reimbursed for the expense. Jacobs motioned to approve, Madson seconded. Roll call: Pienkos – Y, Elliott – Y, Jacobs – Y, Madson – Y, Chesen – Y. Motion carried 5-0.

- d. Memorandum of Understanding with Paratech for coverage in Geneva Township

Chief Connelly said that after last month's meeting this was forwarded to the City Attorney for review and to find out who was to sign it, the City or the Commission. Chief said he has made several calls to the City Attorney and hasn't heard anything back. This will be on the agenda for the Commission next month.

- e. Fire Inspection Fee Ordinance

Chief Connelly said he hasn't heard back from the City Attorney and this will be brought back to the Commission next month also. He explained that this ordinance is to have the inspection fees put on the tax roll rather than separate billing. Chief said he feels the collection rate will be better and the costs associated with the billing will be reduced.

- f. EMS Committee Report

Captain Peters will put together a report and have it complete for the next meeting. This report will include the future of EMS, providing additional coverage, and recommendations to accomplish this.

- g. Capital Projects update

Chief Connelly said everything is still on hold pending completion of the bonding. Chief said he has heard some of the Council members now want the fire truck to go out for additional bids. He said one of his concerns is that Pierce gave the City a \$90,000.00 discount on this truck. He said he's afraid that if Pierce has to rebid the City may lose that \$90,000.00 discount. Council Liaison Krause said he has not heard anyone suggest that this needs to go out for rebid.

Krause added that the Council has already approved a certain dollar amount to purchase the truck, they are waiting for the funding to go through. Chief Connelly said there has also been some communication that the actual truck the Commission and City approved to purchase was sold to someone else. Chief said this information is false. The piece of apparatus that was seen by the Commission and the Council is the piece of apparatus that will be purchased. He said he has verified it through the sales person, a job number and the engineer at Pierce. Krause said the funding may not come available until late July. Pienkos asked Krause if there is a possibility the Council may change the vote on this purchase. Krause said when the funding information comes back and the Council sees the finance rate, there has to be a final vote to approve the bonding or note and the dollar amount. Krause asked Chief Connelly for a memo clarifying the truck is the same one that was viewed and Krause will forward that to Council.

h. Pictures of Fire Department Personnel

Chief said that Chesen asked for the pictures quite some time ago. All Commissioners received a copy of the pictures so they can identify the employees.

i. Hand out Fire and Police Knox Box Policy (approve at June meeting)

Chief Connelly said that the relationship between the Police and Fire Departments has grown to the point to share accessibility to Knox Boxes. Chief said at the top, under purpose, the same wording that's in the ordinance that covers Knox Boxes is going to be inserted. Madson said the wording on page two, the second paragraph, should be changed to read "Officer" rather than "Fire Department Officer" since it's going to be police and fire. Chief Connelly said there will be a final draft ready for the next meeting.

j. Report on new hires

Chief Connelly said there are eight new hires; six are paid on premise and the other two are paid on call and unfortunately one has already resigned. Mr. Davis who is the registered nurse decided that he wouldn't be able to commit the time needed and he submitted his resignation. The others are through orientation and will be put on next month's schedule. Chesen added that she was very impressed with this group.

k. Accept resignation of Greg Davis

Pienkos motioned to accept the resignation, Madson seconded. Motion carried 5-0.

l. Succession planning

Chief Connelly said he would like to start meeting again and actively work on a succession plan. He said he will work with Captain Peters to put some plans together and this will be on the agenda for next month.

m. Monthly activity report

Chief Connelly said that both March and April's were included. Madson said there is a typographical error on the March total. It should be 71 rather than 70. Pienkos asked what the 93 Carbon Monoxide activities were. Chief explained a new law went into effect in February, requiring Carbon Monoxide detectors in multi-family residences and there have been many questions about where they have to be placed. Krause asked for a report on the POP program to see how it's working.

n. Paratech monthly report – No discussion

13. Police Department Business:

Chief Rasmussen asked if item J could be moved up on the agenda. Jacobs motioned to approve, Pienkos seconded. Motion carried 5-0.

Police Department Employee Awards given:

Officer Joe Ecklund received his 5 year service award

Officer Tom Giovannoni and Dispatcher Patricia Holwick received their 10 year service award

Officer Ralph Braden and Administrative Assistant Donna Wisniewski received their 30 year service award

Officer Braden received the employee of the year award and an award from the Association of Wisconsin School Administrators

- a. Approval of bills for the Month of April: Operating in the amount of \$208,081.42 and Capital in the amount of \$10,607.99, for a total of \$218,689.41
Elliott motioned to approve the bills, Madson seconded. Roll call: Pienkos – Y, Elliott – Y, Jacobs – Y, Madson – Y, Chesen – Y. Motion carried 5-0.
- b. 911/Telephone System
Chief Rasmussen recapped that 911 and the phone system went down. It took approximately one week to have it repaired and there was no warranty coverage. Bills for the repairs total \$4,662.50 and all but \$1,170.00 is in dispute. He explained that the Police Department's advocate at AT&T who is assisting with the dispute said the \$1,170.00 will have to be paid. Chief Rasmussen asked for the Commission to approve sending the \$1,170.00 bill to Council and asking that it be paid from contingency. A motion was made by Elliott to forward it to Council, seconded by Madson. Roll call: Pienkos – N, Elliott – Y, Jacobs – N, Madson – N, Chesen – N. Motion failed 4-1. The Commission believes it's best not to pay any portion of a bill that's in dispute.
- c. Dictaphone Recording System update
Chief Rasmussen said the new system will be installed in the next two weeks.
- d. Radio Repeater
Chief Rasmussen said the radio repeater for the 800 radio frequency went down. General Communications came in and installed a loaner while they took ours in for repair. They found that the repeater is so old parts can't be bought for it. General Communication said we can use the loaner for a short time but not until July or August. The cost for a new one is \$14,693.55. Chief Rasmussen asked for permission to work with the City Administrator to have this go to Council for approval to be taken out of Contingency. Commissioner Jacobs motioned to approve Chief Rasmussen's request, Pienkos seconded. Roll call: Pienkos – Y, Elliott – Y, Jacobs – Y, Madson – Y, Chesen – Y. Motion carried 5-0.
- e. Capital Projects update
This is still pending – no updates
- f. Update on State's Budget Bill
This is still pending at the State level – no updates
- g. Hand out policy number 4-5-14 Electronic Control Devices (approve at June meeting)
Chief Rasmussen said this is a draft policy and the department has all of the training equipment needed. Krause asked if it's common practice for the City Attorney to review these policies. Chief explained that there are many places to obtain model policies that have already been proven and tested. This policy was recommended by Ray Pollen who the City suggested we talk with. Commissioner Madson questioned part B-2-C; he has a concern about giving specific examples of when these shouldn't be used and recommended this be changed. Madson asked who was going to do the auditing under item F, Chief said

it would be the department's trainer. Krause asked if in fact we used them and we were sued, who defends the City and the Police Department? Chief said it was the City's Attorney(s). Chief said he would amend item C.

h. Reminder of Reserve Training and cookout on May 15th, 2011

Chief reminded all the Commissioners and asked for a volunteer to help cook. Commissioner Jacobs said he will be there.

i. Monthly activity reports

Chief reviewed the number of sick day entries. He said that out of the 41 lockouts in April only 6 have not been paid.

14. Items for the agenda for the next regular meeting June 9, 2011

MOU with Paratech, Inspection Fee ordinance, Knox Box Policy, EMS Committee report, Capital projects update, succession planning for fire department, 911/Telephone system, Dictaphone, Radio Repeater, State budget bill, Taser Policy

15. Motion to go into closed session per Wisconsin State Statute 19.85(1)(f), Considering medical information to specific persons which if discussed in public would have a substantial adverse effect upon the reputation of person referred to: specifically Fire Department employee

Elliott motioned to go into closed session and include Chief Connelly and Donna Wisniewski, Madson seconded. Roll call: Pienkos – Y, Elliott – Y, Jacobs – Y, Madson – Y, Chesen – Y. Motion carried 5-0 at 8:43 p.m.

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

Commissioner Jacobs motioned to return to open session, Chesen seconded. Roll call: Pienkos – Y, Elliott – Y, Jacobs – Y, Madson – Y, Chesen – Y. Motion carried 5-0 at 8:55 p.m.

17. Adjourn

Pienkos motioned to adjourn, Jacobs seconded. Motion carried 5-0 at 8:55 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