

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY, AUGUST 4, 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 7:01 p.m. by President Chesen.

2. Pledge of Allegiance

Pledge was led by Commissioner Pienkos.

3. Roll Call

Commissioners Pienkos, Elliott, Madson, Jacobs, and Chesen were all present.

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 held on July 7, 2011

Madson motioned to approve the minutes, Jacobs seconded. Jacobs asked that item "j" under the police department be checked. Chief Rasmussen advised they were correct, no corrections were made. Motion carried 5-0.

7. Creation of Web Page for the Commission, City email addresses, and on line access to agendas, minutes, and packets

The Commissioners said that all went well getting their packets on line. Commissioner Madson mentioned that some of the pages were landscape and he was unable to rotate them. The Geneva Township Liaison's will have access to the agenda's on line for next month's meeting. Commissioner Chesen said that the City email address accounts should be set up by next month's meeting.

8. 2012 budget preparation and schedule budget meeting

After some discussion it was decided a meeting would be held on August 22, at 4:30 p.m. in the 2nd floor conference room of the Police Department.

9. Police Department Business:

a. Approval of bills for the Month of July 2011. Operating in the amount of \$189,526.32 and Capital in the amount of \$13,092.86, for a total of \$ 202,619.18

Elliott motioned to approve the bills, Madson seconded. Roll Call: Pienkos – Y, Elliott – Y, Madson – Y, Jacobs – Y, Chesen – Y. Motion carried 5-0.

b. Accept \$25.00 donation from Safety Town and approve purchase of bike helmets with the donation

Elliott motioned to accept the donation and approve the purchase, Madson seconded. Roll Call: Pienkos – Y, Elliott – Y, Madson – Y, Jacobs – Y, Chesen – Y. Motion carried 5-0.

c. 911/Telephone System update

Chief Rasmussen said he attended the presentation in Waukesha and learned that there is a lot of new technology out there. He said that he will have to start to budget for the new system.

d. Capital Projects

Chief Rasmussen said the new light tower will be ordered and the Utility Commission is going to pay for half the cost. He said it will be used by all departments in the City when needed. Chief Rasmussen said he is having a meeting next week to start setting dates for the narrow banding conversion. Chief said he was given a wrong quote for the repeater, it is \$7,000.00 more than the original quote.

e. Disposition of Police Department Property

Chief Rasmussen asked that all of the unclaimed property that the Police Department has be documented, photographed, and given to the City to sell. Chief said the money goes to the general fund anyway. Jacobs motioned to allow Chief Rasmussen to turn the unclaimed property over to the City Clerk for disposition, Madson seconded. Motion carried 5-0.

f. Accept resignation from part time dispatch, Sherry McConeghy

Pienkos motioned to accept the resignation with regret, Elliott seconded. Motion carried 5-0.

g. Storage of the "Beat the Heat" Vehicle

Chief Rasmussen said the Council voted to not allow personal property to be stored at the City impound. In 2008 Tom Giovannoni asked if the "Beat the Heat" vehicle, the trailer, and vehicle that pulls it could be stored at the City impound. The Commission approved that request. These vehicles are still only used for "Beat the Heat" and Chief still supports this program. Chief said he sent the Council members a message and got no response from anyone. Chief then spoke to Dennis Jordan who said not to worry about it. Chief is bringing this back to make sure the Commission is still fine with the vehicles being stored there. Chesen asked Mayor Connors if he had any input. Mayor Connors said he wouldn't consider this personal property but asked that a letter be sent to the Council asking that it be exempt. Chief will send a letter to the Council.

h. Correspondence received by Chief -- No discussion

Letter for Officer Richardson -- From Walworth County Sheriff's Department

Letter from Judge Sibbing – Thanking Assistant Chief Reuss

i. Monthly Activity reports and upcoming events

Chief Rasmussen said that there were still five or six tickets that have not been entered from the weekend. He explained that to produce more accurate reporting of what the Police Department truly does, there is going to be a change in our numbering system. Chief said that Art in the Park and Venetian Festival are coming up. He said that Reserves on weekends had been cut down this year to five. However, for safety reasons the department is going back to full staff for Venetian Festival, which will be 7 to 9 Reserve Officers. There will also be light towers and camera's around the festival grounds for security.

j. Items to be forwarded to Council

Letter reference the "Beat the Heat" car, disposal of property, and upcoming events

10. Fire Department Business:

a. Approval of bills for the Month of July 2011. Operating in the amount of \$50,021.35 and Capital in the amount \$865,025.45, for a total of \$915,046.80
Elliott motioned to approve the bills, Madson seconded. Roll Call: Pienkos – Y, Elliott – Y, Madson – Y, Jacobs – Y, Chesen – Y. Motion carried 5-0.

b. Memorandum of Understanding between the Lake Geneva Fire Department and Paratech Ambulance for coverage in Geneva Township
Per Attorney Draper this will ready for next month's meeting.

c. Fire Inspection Fee Ordinance Update
Commissioner Chesen said she would follow up with Council Liaison Krause.

d. Capital Projects update – Floor repair/replacement, new copier, Tower Ladder Truck
Deputy Chief Derrick said the Tower Ladder Truck was delivered today. The new copier is working great. He said that Assistant Chief Heindl got quotes for the floor repair and door replacements, however; now the Finance, Licensing, and Regulation Committee want bids not quotes. Chief Derrick read off the bids received:
For the floor repair: Stateline Surface Solutions \$18,180.00
Artlow (spelling) Solutions \$32,926.00
CMS Creative Maintenance \$19,882.50
For the door replacement: Halverson Overhead Doors \$14,000.00
Janesville Door Company \$15,800.00

Commissioner Jacobs asked why FLR was asking for bids if these projects were already approved in the budget. Mayor Connors was present and explained that FLR just wants clarity, to make sure that everyone is on a level playing field. Their goal is to get a quote for the same thing and that it's the same product from everyone. Commissioner Pienkos asked if this will be up to the department heads, if there was someone at City Hall that could assist them completing it properly. Mayor Connors said the City Administrator would be available to assist them.

e. EMS Committee Report and hand out proposed plan for review
Captain Peters handed out a draft plan for the Commissioners to review and asked that a workshop be scheduled. Captain Peters quickly reviewed different parts of the plan. No date was set.

f. Succession planning – Nothing

g. Fire Department and EMS boundary change with Geneva Township
Geneva Township Liaison Kulik said that he is gathering more information so this is on hold for now.

h. Approve sale of old Ladder Truck
This has already been approved by Council, however it needs to be approved by the Commission also. Jacobs motioned to sell the ladder truck, Madson seconded. Pienkos asked who was going to approve asking price, and who was going to decide what bid would be accepted. Mayor Connors said that it would be the Council's decision. Jacobs said he thought the Commission has to approve giving it to the City to sell and he feels the City is in the best position to sell it. Mayor Connors said the Utility Commission offered to store it in their shed if need be. Commissioner Jacobs added to be sold by the city and after the new truck is in full service. Motion to approve carried 5-0.

i. Sprecher's fund raiser offer

Chief Rasmussen received a phone call from the manager of Sprecher's and they would like to hold a fund raiser for the fire department in October. It would be held outside in their parking lot and the fire department will receive a percentage of the proceeds. Deputy Chief Derrick asked the Commission to accept the fund raiser offer from Sprecher's. Chesen motioned to approve, Elliott seconded. Jacobs asked what the fund raiser would consist of. Derrick said it would be live music, food, and drinks. Captain Peters said the Commission is just being asked to accept the donation. Roll Call: Pienkos – Y, Elliott – Y, Madson – Y, Jacobs – Y, Chesen – Y. Motion carried 5-0.

j. Monthly Activity Report will be distributed next month – No discussion

k. Paratech Report – No discussion

l. Items to be forwarded to Council

Sale of old ladder truck, Fire Inspection Fee Ordinance

m. Staffing for special events

Chief Connelly forwarded a memo to the Commission asking for additional staffing for Art in the Park, Venetian Festival, and Maxwell Street days. Pienkos motioned to approve the staffing, Elliott seconded. Motion carried 5-0.

11. Agenda items for the next regular meeting September 8, 2011

MOU with Paratech, Fire Inspection Fee Ordinance, Capital Projects update, EMS Committee Report, Succession Planning,

12. 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 referred to: specifically Police Department employee and Fire Department employee and Wisconsin State Statute 19.85(1)(e), conducting other specified public business whenever competitive or bargaining reasons require a closed session: specifically the implications in Acts 10 and 32 pertaining to union contract and negotiations

Chesen motioned to go into closed session to include Chief Rasmussen, Deputy Chief Derrick, and Captain Peters for different parts of it, Jacobs seconded. Roll Call: Pienkos – Y, Elliott – Y, Madson – Y, Jacobs – Y, Chesen – Y. Motion carried 5-0 at 8:20 p.m.

13. Motion to return to open session under Wisconsin State Statute 19.85(2)

Madson motioned to return to open session, Jacobs seconded. Pienkos – Y, Elliott – Y, Madson – Y, Jacobs – Y, Chesen – Y. Motion carried 5-0 at 8:48 p.m.

14. Discussion and action on closed session items if needed -- NONE

15. Adjourn

Pienkos motioned to adjourn, Elliott seconded. Meeting adjourned at 8:50 p.m.

Respectfully Submitted,

Donna Wisniewski
Administrative Assistant

