

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY, FEBRUARY 9, 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 7:01 p.m. by President Chesen.

2. Pledge of Allegiance

The Pledge was led by Commissioner Hartz

3. Roll Call

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

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 January 4, 2012

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

7. Larry Knuth from Paratech Ambulance to present an annual service report for 2011

Larry Knuth, Vice President of Operations for Paratech Ambulance, reviewed the 2011 annual report that described Paratech and the services they provided to the City.

8. Records Retention for Police and Fire Commission Records

Donna Wisniewski asked that this be forwarded to the March meeting. No further discussion or action.

9. Fire Department Business:

a. Approval of bills for the Month of December 2011. Operating in the amount of \$45,520.74, and Capital with a credit of \$998.03, for a total expenditure of \$44,522.71

Pienkos motioned to approve the bills, Elliott seconded. Commissioner Madson questioned all of the budget adjustments that were made into the 2011 budget. Donna Wisniewski explained that the comptroller requires that if an item is received in December it be paid for out the 2011 budget. That's why there are so many adjustments. Council Liaison added that it is the accounting software program.

Commissioner Hartz asked about line item, 11 22 00 5134, the Workmen's Disability Insurance. He said the vendor is Glass Insurance. His concern is that one of the firemen is employed at Glass Insurance. Chief Connelly said it's not obtained through the Fire Department. Liaison Krause said he would follow up on that to see what the process is. Hartz said his concern is that there may be the appearance of a conflict of interest. Pienkos said, Hartz made a good point to be concerned about the appearance of this. Krause said he doesn't understand why the Commission wouldn't obtain this insurance. He said the City gives the Commission the dollars and the Police and Fire manage it. Krause said he would follow up on that.

Liaison Krause asked Chief Connelly why there is no revenue for January in the Fire/EMS Billing Revenue line item. Chief said it's possible that some revenue was received and the Comptroller booked it back into the 2011 budget. Krause also asked about revenue from November and December. Chief Connelly said it may have been booked back into those months and if it were, it wouldn't show up on the reports. Krause said he would check on this also.

Roll Call: Madson, Pienkos, Elliott, Hartz, Chesen voted yes. Motion carried 5-0.

b. Approval of bills for the Month of January 2012. Operating in the amount of \$66,710.29,

and Capital in the amount of \$17,519.63, for a total of \$84,229.92

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

c. Succession planning

Chief Connelly handed out the plan. He asked the Commission to review it and this will be on the agenda for next month's meeting to discuss. Chief said this is a work in progress and there are things that still need to be added, but this is a start.

d. LifeQuest improvement report

Chief Connelly said the new software that LifeQuest has is having some problems creating the reports but they will have them ready for next month.

e. Consider 3 year contract for LifeQuest (EMS Billing)

Chief Connelly said the current contract expires in June of this year and can be renewed for 2.5 years. This year LifeQuest has offered to include the "Imagetrend" computer software that is not proprietary and will aid EMS in getting the complete billing information, including the patients signature. There would be no cost the first year and only \$300.00 per computer the second year. The actual cost of the software is \$7,000.00. This will also track things by EMS employee to show if they are completing the paper work correctly, etc.. Commissioner Pienkos said that he's not sure the contract with LifeQuest will be approved. He is very concerned that most of the problems with LifeQuest are not being corrected. Madson motioned to table the contract extension until March, Hartz seconded. Motion carried 5-0. Madson

then motioned to solicit proposals from other qualified vendors to take over the billing function, Chesen seconded. Hartz asked that the motion be amended to include an explanation of the errors etc. from LifeQuest. Madson agreed to amend the motion to include that, Chesen's second still holds. Pienkos asked for clarification on the motion. Chesen said this will need to be done at next month's meeting. Mayor Connors suggested that Requests for Proposals be sent out and the City Administrator can assist Chief Connelly with that. Motion carried 5-0. After some discussion it was decided that the Commission will hold a special meeting on Thursday, March 1, 2012, at 5:00 p.m. to meet with the vendors that submit proposals.

f. Accept Resignation of Lindsey Fink from EMS

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

g. Accept Resignation of Kathryn Schmitt from POP

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

h. Set date and time to conduct interviews for POP and POC

Chief Connelly said interviews need to be conducted to replace some spots in the POP program that have opened due to resignations. After some discussion it was decided the interviews would be conducted on Tuesday, March 6th, at 6:00 p.m. at the Fire House. It was also decided that a quorum would not be there, no posting was necessary.

i. Monthly Activity Report for January – No discussion/No action

j. Paratech Monthly Report for January—No discussion/No action

k. Items to be forwarded to Council -- NONE

10. Police Department Business:

a. Approval of bills for the Month of December 2011. Operating in the amount of \$113,211.29 and Capital in the amount of \$2,694.16, for a total of \$115,905.45

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

b. Approval of bills for the Month of January 2012. Operating in the amount of \$226,422.91 (no capital)

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

c. Update on LTE position

Chief Rasmussen said that Officer Nettesheim will start the end of February.

d. Update on hiring process

The search for Reserve officers was narrowed down this year by having a residency requirement of 60 miles or less. 40 Applications for Reserve Officer were received and out of those 19 will be testing. Chief said there will probably be 12 to interview. Chief said nine applications were received for the position of dispatch and all nine will be tested. Chief requested interviews for the Reserve Officer position be held on March 6th, and the interviews for Dispatch be held on March 5th. No quorum is needed. Approval will be done at the regular meeting.

e. "SWAT" memo of understanding with Walworth County – continued from January 2012 meeting

Chief Rasmussen said this was a "lot to do about nothing". This memo isn't needed, everyone is covered.

f. Employee Grievance Procedure- continued from the December 2011 meeting

Chief Rasmussen had the City Attorney review this and his opinion is that this mirrors the City's and is fine to approve. Pienkos motioned to approve the policy, Chesen seconded. Motion carried 5-0.

g. Extend Taser use to Reserve Officer

Chief Rasmussen explained that the only difference between a full time officer and a Reserve is the number of hours worked. Chief said he believes that if the Reserves don't have them and they have to use deadly force, it could become a liability for us. Madson motioned to allow the Reserve Officers, with the proper training, to use the Tasers, Elliott seconded. Chief added that he will have to purchase a few more. Motion carried 5-0.

h. Correspondence received by Chief

Thank you letters from Lisa Kusko, Betzer Funeral Home – Commissioners received copies- no discussion

i. Monthly Activity reports

Chief said for the month of January there were 1,000 calls for service, 130 arrests, 3,715 phone calls in dispatch, 132 911 calls, and 637 assists at the window. Hartz asked about the late night problems downtown with the bars and if there was a way to get a break down for that. Chief said he received a copy of an ordinance that the City of Green Bay and Janesville use, pertaining to nuisance properties. Chief will get a copy to the Commissioners and will discuss it at next month's meeting.

j. Items to be forwarded to Council

That the LTE position is moving forward and it's appreciated

11. 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)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction: specifically; Police Department Personnel and 19.85(1)(d) considering policies for crime detection and prevention for Police Department

Hartz motioned to go into closed session to include Chief Rasmussen, Elliott seconded. Roll call: Madson, Pienkos, Elliott, Hartz, and Chesen voted yes. Motion carried 5-0, at 7:48 p.m.

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

Madson motioned to go into open session, Hartz seconded. Roll Call: Madson, Pienkos, Elliott, Hartz, and Chesen voted yes. Motion carried 5-0 at 9:32 p.m.

13. Discussion and action on closed session item(s) if needed -- NONE

14. Agenda items for the next regular meeting March 8, 2012

Records Retention for Police and Commission records, Succession Planning for Fire Department, Renewal Contract for Lifequest, Nuisance ordinance, hiring Reserve Officers and Dispatchers, Budget Resolutions

15. Adjourn

Pienkos motioned to adjourn, Elliott seconded. Motion carried 5-0. Meeting adjourned at 9:35 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