

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY, JANUARY 6, 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 Commission President Storms

2. Pledge of Allegiance

Pledge was led by Commissioner Pienkos

3. Roll Call

Present were Commissioners Pienkos, Elliott, Jacobs, and Storms. Commissioner Chesen was excused. Also present were Chief Rasmussen, Chief Connelly, Deputy Chief Derrick, Assistant Chief Heindl, Council Liaison Tolar, and Geneva Township Liaison Kulik.

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

5. Acknowledge Correspondence

Received a letter from Larry Kulik on January 6, at 2:19 p.m. Mr. Kulik was present at the meeting so he read it into the record.

6. Approval of minutes from the regular meeting of December 9, and special meeting December 22, 2010.

Pienkos motioned to approve the minutes, Elliott seconded. Motion carried 4-0.

7. Police Department Business:

a. Approval of bills for the Month of December 2010. Operating in the amount of \$205,804.62 and Capital in the amount of \$500.00, for a total of \$206,304.62

Elliott motioned to approve the bills, Jacobs seconded. Roll call: Pienkos – Y, Elliott – Y, Jacobs – Y, Storms – Y. Motion carried 4-0.

b. Approval of 2011 bills paid in December 2010, in the amount of \$1,281.44

Pienkos motioned to approve the bills, Elliott seconded. Roll call: Pienkos – Y, Elliott – Y, Jacobs – Y, Storms – Y. Motion carried 4-0.

c. Anonymous donation of 14 \$5.00 gift cards to Starbucks Coffee

Chief Rasmussen advised these were dropped off by an anonymous person so they could not be returned. If the Commission decides to accept them, the cards will be randomly distributed. Elliott motioned to accept, Jacobs seconded. Roll call: Pienkos – Y, Elliott – Y, Jacobs – Y, Storms – Y. Motion carried 4-0.

- d. Health Insurance grievance filed by the Lake Geneva Professional Policeman's Protective Association
Chief Rasmussen said he received a grievance from an officer and from the union ref changes in the health insurance. Chief Rasmussen forwarded the grievances to the City Administrator.
- e. Approve eligibility list for dispatch hiring
Chief Rasmussen advised the testing and interviews are complete and requested the Commission approve the eligibility list with the top five on it. Backgrounds are being done on the top two candidates. Chief Rasmussen will conduct a final interview and then decide on the who will be hired. Pienkos motioned to approve, Elliott seconded. Roll call: Pienkos – Y, Elliott – Y, Jacobs – Y, Storms – Y. Motion carried 4-0.
- f. Dispatch Stevenson's retirement
Storms motioned to have a plaque made to present to Dispatcher Stevenson, Pienkos seconded. Roll call: Pienkos – Y, Elliott – Y, Jacobs – Y, Storms – Y. Motion carried 4-0.
- g. Approval of policy number 1-6-6 "Honor Guard" distributed 12/09/2010
Pienkos motioned to approve, Elliott seconded. Roll call: Pienkos – Y, Elliott – Y, Jacobs – Y, Storms – Y. Motion carried 4-0.
- h. Approval of policy number 4-1-4 "TIME System procedural guidelines" distributed 12/09/10
Jacobs motioned to approve, Storms seconded. Roll call: Pienkos – Y, Elliott – Y, Jacobs – Y, Storms – Y. Motion carried 4-0.
- i. Vehicle Lockouts, fees, and ordinance – tabled from December 9, 2010
Chief Rasmussen handed out the memo he received from the City Attorney. After some discussion Chief Rasmussen was asked to create a policy, leave the dollar amount blank, and bring back to the Commission next month. Pienkos motioned to table this until next month, Elliott seconded. Motion carried 4-0.
- j. Update on Sergeant's position
Chief Rasmussen said there is one qualified candidate who wants the position and two that want to take the test but don't want the position. Storms motioned to approve testing for all three, Pienkos seconded. Roll call: Pienkos – Y, Elliott – Y, Jacobs – Y, Storms – Y. Motion carried 4-0.
- k. Thank you letter from the Town of Bloomfield reference "Kids Day Out"
A copy was in the Commission packets, no discussion, no action.

I. Monthly reports

Chief Rasmussen advised we are working with ProPhoenix to get the reports rewritten.

8. Fire Department Business:

- a. Approval of bills for the Month of December 2010. Operating in the amount of \$36,985.74.

Elliott motioned to approve the bills, Jacobs seconded. Roll call: Pienkos – Y, Elliott – Y, Jacobs – Y, Storms – Y. Motion carried 4-0.

- b. Approval of 2011 bills paid in December 2010, in the amount of \$173.12

Elliott motioned to approve the bills, Pienkos seconded. Roll call: Pienkos – Y, Elliott – Y, Jacobs – Y, Storms – Y. Motion carried 4-0.

- c. Ladder Truck Replacement

Since the Capital Projects meeting on December 4, 2010, with the City, Chief Connelly advised he had received three firmer prices. Chief Connelly advised that Mayor Connors asked for this information and he will forward it to the Mayor.

- d. Consideration of hiring non-fire EMS personnel

Chief Connelly said other departments are having difficulties staffing partly because employers aren't letting employees leave to respond to calls anymore. Chief's other concern is to not burn out the current personnel. Storms motioned to amend the current policy to allow hiring non-fire EMS personnel, Pienkos seconded. Roll call: Pienkos – Y, Elliott – Y, Jacobs – Y, Storms – Y. Motion carried 4-0.

- e. SWAT weapons class for SWAT Team EMS personnel

Chief Connelly said this is to protect the personnel in the event they have to enter a danger zone to treat injuries. Chief Connelly said two will attend the first class and two will attend the second class. The training is 51 hours long and 1000 rounds of ammo is needed. The cost of the class is \$2,200.00 for two to attend. Chief Connelly said he met with Chief Rasmussen and the Police Department will absorb the cost of the ammunition and pay 50% of the tuition costs. Storms motioned to approve, Pienkos seconded. Roll call: Pienkos – Y, Elliott – Y, Jacobs – Y, Storms – Y. Motion carried 4-0.

- f. POP weekend coverage

Chief Connelly said this discussion will actually cover items "f" and "g". Chief Connelly said that since New Year's Eve LGEMS has transported almost all patients. He said he would like to set up a committee to look at phasing in POP weekend coverage and the transporting of all patients. The committee will work with medical control as well as a member of the Police and Fire Commission. The goal is to set up a succession plan to allow this to happen. Jacobs motioned to approve the committee, Pienkos seconded. Roll call: Pienkos – Y, Elliott – Y, Jacobs – Y, Storms – Y. Motion carried 4-0.

- g. Consideration of Lake Geneva Fire Department EMS transporting all patients

This was discussed along with item "f"

h. 2011 Capital Budget

Chief Connelly reviewed the apparatus and turnout gear replacement schedule that was included in the Commission packets.

i. Feasibility study and consideration to provide Paramedic Level Service

Chief Connelly said he has been working on this and it's still in the planning stage. He asked for the continued support from the Commission and Chief advised he will continue with the feasibility study. No action was taken.

j. Call tracking changes

Chief Connelly said that the call tracking software program has been customized to track all calls by jurisdiction, type of call, ambulance provider that transported, and what hospital patient was transported to.

k. Leave of Absence request from Kenneth Winger

Chief Connelly said this request is due to a job transfer to the Green Bay area. Pienkos motioned to approve the request, Elliott seconded. Roll call: Pienkos – Y, Elliott – Y, Jacobs – Y, Storms – Y. Motion carried 4-0.

l. Update on Inspection Fee ordinance

Chief Connelly advised the City Attorney still had not had a chance to review the ordinance. Elliott motioned to table until next month, Pienkos seconded. Roll call: Pienkos – Y, Elliott – Y, Jacobs – Y, Storms – Y. Motion carried 4-0.

m. Succession Planning – No report

n. Monthly activity report – Reviewed same

o. Paratech monthly report – No discussion

9. Motion to go into closed session per Wisconsin State Statute 19.85(1)(e), deliberating or negotiating the purchasing of public property, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session: specifically the Emergency Services Agreement with the Town of Geneva to provide fire services

Pienkos motioned to go into closed session, Elliott seconded. Roll call: Pienkos – Y, Elliott – Y, Jacobs – Y, Storms – Y. Motion carried 4-0. Also in the closed session were Chief Connelly, Deputy Chief Derrick, Assistant Chief Heindl, Council Liaison Tolar, City Administrator Jordan, Mayor Connors, City Attorney Draper, Geneva Township Town Chairman Lauderdale and Geneva Township Liaison Kulik at 7:59 p.m.

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

Elliott motioned to return to open session, Storms seconded. Roll call: Pienkos – Y, Elliott – Y, Jacobs – Y, Storms – Y. Motion carried 4-0 at 8:51 p.m..

11. Discussion and action on closed session item if needed

Commission President Storms said that City Attorney Dan Draper will contact the Geneva Township Attorney, to work out arrangements for the continuation of the service agreement. When the arrangements are worked out the Commission will hold a special meeting.

12. Agenda items for the next regular meeting February 10, 2011

All tabled items

13. Adjourn

Pienkos motioned to adjourn, Elliott seconded. Motion carried 4-0 at 8:53 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