

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY, MARCH 7, 2013, AT 7:00 P.M.**

This meeting will be 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 7:02 p.m. by President Pienkos.

2. Pledge of Allegiance

Pledge was led by Commissioner Hartz.

3. Roll Call

Commissioners Gramm, Bittner, Hartz, Madson, Pienkos were present.

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

5. Acknowledge correspondence

Notification of Blood Drive, March 28, 2013

Commissioner Pienkos gave an update on Chief Connelly's injury

6. Approval of minutes from the regular meeting February 7, 2013

Madson motioned to approve the minutes, Gramm seconded. Motion carried 5-0.

7. Update on meeting with Joint #1 Schools

Commissioner Pienkos said he is in the process of setting up a meeting date with Dr. Gottinger, one of the school board members, and Mayor Connors. There will be an update at the April meeting.

8. Approve Resolution number 13-R16; Police and Fire Department's 2012 Capital Projects Budget carry forward to 2013 totaling \$89,749.00

Hartz motioned to approve, Bittner seconded. Chief Rasmussen said some of the projects aren't complete yet and some of them were finished in 2012 but not paid for in 2012. Roll call: Gramm-Y, Bittner - Y, Hartz - Y, Madson- Y, Pienkos - Y. Motion carried 5-0.

9. Fire Department Business:

a. Approval of bills for the Month of February 2013. Operating in the amount of \$56,190.66 and capital in the amount of \$642.83, for a total of \$56,833.49

Gramm motioned to approve the bills, Hartz seconded. Commissioner Hartz asked if the Fire Hydrant Rental has ever been negotiated. Assistant Chief Derrick said he hasn't been a part of that process and he wasn't sure. Derrick said he would look into it let him know. Roll call: Gramm-Y, Bittner - Y, Hartz - Y, Madson- Y, Pienkos - Y. Motion carried 5-0.

b. Approval of bills for the 2012 Budget. Operating in the amount of \$7,151.17

Hartz motioned to approve, Madson seconded. Roll call: Gramm-Y, Bittner - Y, Hartz - Y, Madson- Y, Pienkos - Y. Motion carried 5-0.

c. ProPhoenix update

Assistant Chief Derrick said the implementation committee accepted an offer from ProPhoenix to upgrade the system at no additional cost. The upgrade includes two additional days of training at no cost and will take place in April or May.

d. Auto-Aid Agreements

Assistant Chief Derrick said this has been sent back to the MABAS Committee and asked that this be tabled until further notice. Hartz motioned to table, Bittner seconded. Motion carried 5-0.

e. Update on recent fires

Assistant Chief Derrick said the only fire was on Lockwood Blvd and Lake Geneva Fire was first on scene. This is the incident Chief Connelly was injured at.

f. Approve Resolution Number 13-R13;

Decrease 11-00-00-3437, Designated Fund Balance – Fire Department Donations by \$4,079.79

Increase 11-00-00-3480, Undesignated Fund Balance by \$4,079.79

Gramm motioned to approve the resolution, Madson seconded. Roll call: Gramm-Y, Bittner – Y, Hartz – Y, Madson- Y, Pienkos – Y. Motion carried 5-0.

g. Approve Resolution Number 13-R14;

Decrease 11-00-00-3449, Designated Fund Balance – EMS Act 102 by \$4,584.06

Increase 11-00-00-3480, Undesignated Fund Balance, by \$4,584.06

Assistant Chief Derrick said that \$11,000.00 of the designated balance can only be used for training purposes. Madson motioned to approve the resolution, Bittner seconded. Roll call: Gramm-Y, Bittner – Y, Hartz – Y, Madson- Y, Pienkos – Y. Motion carried 5-0.

h. Approve Resolution Number 13-R15;

Increase 11-00-00-3438, Designated Fund Balance – Fire CPR Revenue by \$183.54

Decrease 11-00-00-3480, Undesignated Fund Balance by \$183.54

Gramm motioned to approve the resolution, Madson seconded. Roll call: Gramm-Y, Bittner – Y, Hartz – Y, Madson- Y, Pienkos – Y. Motion carried 5-0.

i. Fire Department activity report for February – No discussion/no action

j. EMS Medical Billing and Stark Reports

Commissioner Madson said the original invoice for February listed a 33% Commission on the collections and that was inaccurate. EMS Medical Billing deleted that charge and forwarded a revised invoice. The Commission would like a representative from EMS Medical Billing to attend the April meeting.

k. Paratech report for February – No discussion/no action

l. Items to be forwarded to the City Council

Monthly statistics and resolutions

10. Police Business

- a. Approval of bills for the Month of February 2013. Operating in the amount of \$ 200,721.82 and capital in the amount of \$101,400.01, for a total of \$302,121.83
Madson motioned to approve the bills, Bittner seconded. Roll call: Gramm-Y, Bittner – Y, Hartz – Y, Madson- Y, Pienkos – Y. Motion carried 5-0.
- b. Approval of bills for the 2012 budget. Operating in the amount of \$1,700.00
Madson motioned to approve the bills, Gramm seconded. Roll call: Gramm-Y, Bittner – Y, Hartz – Y, Madson- Y, Pienkos – Y. Motion carried 5-0.
- c. Confirm the promotion of Reserve Officer Kaitlynn Teitz to full-time status
Chief Rasmussen read a short bio on Officer Teitz and asked for confirmation of her promotion to full-time status. Gramm motioned to approve the confirmation, Hartz seconded. Roll call: Gramm-Y, Bittner – Y, Hartz – Y, Madson- Y, Pienkos – Y. Motion carried 5-0.
- d. Confirm the promotion of two Detectives’
Chief Rasmussen said there were five candidates that participated in the written test and the oral interview process. He asked the Commission to confirm the promotion of Joseph Ecklund effective April 1, and Seth Keller effective April 15. Chief Rasmussen read a short bio on both officers. Madson motioned to confirm the promotion of Officer Ecklund effective April 1, Gramm seconded. Roll call: Gramm-Y, Bittner – Y, Hartz – Y, Madson- Y, Pienkos – Y. Motion carried 5-0. Madson motioned to confirm the promotion of Officer Keller effective April 15, Bittner seconded. Roll call: Gramm-Y, Bittner – Y, Hartz – Y, Madson- Y, Pienkos – Y. Motion carried 5-0.
- e. Interview dates for Reserve and Booking Officers and part-time Dispatch
Booking Officer interviews – March 9, 2013, 11:00 a.m. to 3:45 p.m.
Part-Time Dispatch interviews – March 16, 2013, 9:00 a.m.
Reserve Officer interviews – March 26 and 27, 2013, 6:00 p.m.
Commissioner Hartz said he may participate in the interviews on March 9. Commissioner Bittner said he may sit in on some of the interviews but would not participate. Commissioner Pienkos advised the Commissioners if they are going to be in attendance to contact Chief Rasmussen.
- f. Accept resignation from Reserve Officer Samuel Pieper
Madson motioned to accept the resignation, Hartz seconded. Motion carried 5-0.
- g. Accept resignation from Reserve Officer Kimberly Ketchpaw
Madson motioned to accept the resignation, Bittner seconded. Motion carried 5-0.
- h. Squad car update
Chief Rasmussen said two of the squads are complete and on the road. He anticipates the third squad will be completed in two weeks.

i. Lexipol time-line

Chief Rasmussen said there will be at least 150 policies that will need to be approved and his goal is to have them completed by the end of the year. Chief Rasmussen explained that Lt. Gritzner first works with Lexipol on each policy. Chief Rasmussen then reviews each policy. Commissioner Madson then receives each policy for his input and finally they will be forwarded to the Commission for approval. Commissioner Madson said one of the most important things Lexipol does is provide updates when the laws change. Gramm said she thinks this a great thing to do and she is very pleased with the process.

j. Approve Policies: Chapter 1 – Law Enforcement Role and Authority

- 100 - Law Enforcement Authority
- 102 - Chief Executive Officer
- 106 - Policy Manual

Hartz motioned to approve the policies, Bittner seconded. Roll call: Gramm-Y, Bittner – Y, Hartz – Y, Madson- Y, Pienkos – Y. Motion carried 5-0.

k. Approve Policies: Chapter 2 – Organization and Administration

- 200 - Organizational Structure and Responsibility
- 204 - Department Directives
- 214 - Administrative Communications
- 216 - Supervision Staffing Levels

Hartz motioned to approve the policies, Gramm seconded. Roll call: Gramm-Y, Bittner – Y, Hartz – Y, Madson- Y, Pienkos – Y. Motion carried 5-0.

l. Approve Policies: Chapter 3 – General Operations

- 309 - Conducted Energy Device
- 350 - Part-Time Officers

Gramm motioned to approve the policies, Hartz seconded. Roll call: Gramm-Y, Bittner – Y, Hartz – Y, Madson- Y, Pienkos – Y. Motion carried 5-0. Pienkos asked to approve the motion to include an amendment on page 1, of policy 309, under section 309.1, to change the word Technologys to Technology and add (EMDT) to the end of the sentence. Roll call: Gramm-Y, Bittner – Y, Hartz – Y, Madson- Y, Pienkos – Y. Motion carried 5-0.

m. Approve Polices: Chapter 4 – Patrol Operations

- 446 - Mobile Audio Video
- 448 - Mobile Data Computer Use
- 450 - Use of Audio/Video Recorders

Hartz motioned to approve the policies, Bittner seconded. Roll call: Gramm-Y, Bittner – Y, Hartz – Y, Madson- Y, Pienkos – Y. Motion carried 5-0.

n. Approve Policies: Chapter 10 - Personnel

- 1010 - Reporting of Employee Convictions
- 1018 - Smoking and Tobacco Use
- 1022 - Seat Belts
- 1035 - Lactation Breaks

Bittner motioned to approve the policy, Hartz seconded. Roll call: Gramm-Y, Bittner – Y, Hartz – Y, Madson- Y, Pienkos – Y. Motion carried 5-0.

- o. Approve Resolution Number 13-R17;
 - Decrease 11-00-00-3466, Designated Fund Balance – PD Vest Donation/Grants by \$1,509.62
 - Increase 11-00-00-3480, Undesignated Fund Balance by \$1,509.62
 Madson motioned to approve the resolution, Gramm seconded. Roll call: Gramm-Y, Bittner – Y, Hartz – Y, Madson- Y, Pienkos – Y. Motion carried 5-0.

- p. Approve Resolution Number 13-R18;
 - Decrease 11-00-00-3467, Designated Fund Balance – PD Donations by \$2,437.55
 - Increase 11-00-00-3480, Unreserved Fund Balance by \$2,437.55
 Bittner motioned to approve the resolution, Madson seconded. Roll call: Gramm-Y, Bittner – Y, Hartz – Y, Madson- Y, Pienkos – Y. Motion carried 5-0.

- q. Approve Resolution Number 13-R19;
 - Increase 11-00-00-3468, Designated Fund Balance – PD State Seizures by \$3,249.39
 - Decrease 11-00-00-3480, Unreserved Fund Balance by \$3,249.38
 Hartz motioned to approve the resolution, Madson seconded. Roll call: Gramm-Y, Bittner – Y, Hartz – Y, Madson- Y, Pienkos – Y. Motion carried 5-0.

- r. Approve Resolution Number 13-R20;
 - Decrease 11-00-00-3480 Unreserved Fund Balance by \$3,023.75
 - Increase 11-00-00-3439, Designated Fund Balance – PD Uniform Allowance by \$3,023.75
 Hartz motioned to approve, Gramm seconded. Roll call: Gramm-Y, Bittner – Y, Hartz – Y, Madson- Y, Pienkos – Y. Motion carried 5-0.

- s. Monthly Activity report for February:

2013	Dispatch activity for February: Telephone calls–3,618	911 Calls–169	Window assists–599
2012	Dispatch activity for February: Telephone calls–3,179	911 Calls–127	Window assists–668
2013	Patrol activity for February: Calls for service-1,279	Arrests-89	
2012	Patrol activity for February: Calls for service-936	Arrests-120	

 Chief Rasmussen reviewed the numbers.

t. Items to be forwarded to the City Council
 Monthly statistics and resolutions

- 11. Agenda items for the next regular meeting April 4, 2013
 - Fire Hydrant Rental Fees, EMS Medical Billing Representative, 911 PSAP update

- 12. Motion to go into closed session per Wisconsin State Statute 19.85(1)(f), considering medical information of specific person(s), which if discussed in public would likely have a substantial adverse effect upon the reputation of said person(s):specifically police department personnel.

Madson motioned to go into closed session and include Chief Rasmussen, Bittner seconded. Roll call: Gramm-Y, Bittner – Y, Hartz – Y, Madson- Y, Pienkos – Y. Motion carried 5-0 at 8:47 p.m.

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

Hartz motioned to return to open session, Madson seconded. Roll call: Gramm-Y, Bittner – Y, Hartz – Y, Madson- Y, Pienkos – Y. Motion carried 5-0 at 8:57 p.m.

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

15. Adjourn

Bittner motioned to adjourn, Gramm seconded. Motion carried at 8:58 p.m.

Respectfully Submitted,

Donna Wisniewski
Administrative Assistant

c: Police Chief
Fire Chief
Commissioners-file
Commission Liaisons
City Administrator
City Clerk
City Comptroller
Council Members - Mayor