

**LAKE GENEVA POLICE AND FIRE COMMISSION  
MEETING MINUTES  
THURSDAY, APRIL 4, 2013, 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 7:02 p.m. by Vice President Steve Madson.

2. Pledge of Allegiance

Commissioner Hartz led the Pledge.

3. Roll Call

Commissioners Hartz, Bittner, Gramm, and Madson were present. Commissioner Pienkos was absent.

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 March 7, 2013

Hartz motioned to approve the minutes, Gramm seconded. Motion carried 4-0.

7. Discussion with Peg Pollitt, City Comptroller, regarding budgets, adjustments, and reports

Comptroller Pollitt said the City's audit has been finished and the final adjustments have been made to the Police and Fire Department 2012 budgets. Pollitt said there were only two for the Police Department: Year-end postage expense and the 1% pay increase approved for the Union for 2012.

Pollitt said there were a few more for the Fire Department. She said the fire hydrant rental that is paid to Utility Commission for the use of water when fighting fires was adjusted. Pollitt said the Fire Inspection fees were adjusted by \$7,572.00. These fees were placed on tax bills for 2011, so the adjustment is made to the 2012 budget. Pollitt said the Ambulance billing revenue was also adjusted by a decrease of \$20,000.00.

Commissioner Madson asked how the fees are set for the hydrant rental. Pollitt said the fees are set by the Public Service Commission who regulates the water utility and it's a complicated formula. She said the Water Commission's auditor actually does the calculations. Hartz said the rental is 25% of the fire department's budget and that's quite a large number.

Madson said he doesn't understand the logic behind the ambulance billing revenue adjustment. Pollitt said as of December 31, 2012, there was a total (total of all years, not just 2012) of \$305,000.00 billed and not paid. In order to balance the balance sheet, the Ambulance billing revenue had to be adjusted. Pollitt said it could be booked as a bad debt expense. Bittner said the concept of just reducing income actually hides the bad debt and if someone looked at the financials no one would see it. He would prefer the bad debt expense rather than the revenue adjustment.

Pollitt said she wasn't sure why the auditor decreased revenue. She said it can be moved to increase the expense rather than decrease the revenue. Hartz asked when these are changed from doubtful to unrecoverable. Pollitt said the auditor explained to her, that it's adjusted through the doubtful account. Madson asked if these numbers take into consideration mandatory adjustments for Medicaid and Medicare. Pollitt said those amounts should not be booked as a receivable.

Pollitt said both departments came in under budget even with the adjustments and had a very good year. She said both departments watch their budgets very closely.

Commissioner Madson asked if Mayor Connors could address the impact fees. Mayor Connors said that it is impossible to spend the impact fees that have been collected since 2004. The fees were based on a study that projected a significant increase in population growth of the City and the monies are designated to build a new fire Station. Since the growth has not reached the projected level the monies can't be spent. Mayor Connors said there is \$68,000.00 in the fire department's impact fee fund and \$39,663.00 has to be spent by the end of 2013. The money cannot be used for maintenance of an existing building. The money will probably have to be returned to the current property owner. Repealing the impact fee ordinance will be discussed at next Monday night's Council meeting.

8. Review EMS Medical Billing Reports and Stark Reports with EMS Medical Billing representative Eric Kiefer, Marketing Director for EMS Medical Billing, was in attendance. Kiefer said as of March 31, it has been nine months since EMS Medical Billing took over. He explained that as long as the run volume doesn't change much, the monthly income should plateau at about \$15,700.00 per month annualized would be \$188,000.00. The \$188,000.00 is based on EMS Medical Billing only – none of the collection phases. He said everything is right on track and he feels the revenue is on target.

Kiefer said there is \$77,000.00 worth of debt with Stark which goes back to 2007. He said it's his understanding that the previous billing company pulled all of the accounts at TRIP (Tax intercept program) so that will not be collected this year. He said 70% of the total amount due by "patient pay" will probably be uncollectable. The collections will stay on TRIP for three to five years and if nothing has been paid then it may be considered uncollectable.

9. Fire Department Business:

- a. Approval of bills for the Month of March 2013. Operating in the amount of \$53,488.91 and capital in the amount of \$18,008.49, for a total of \$71,497.40

Hartz motioned to approve the bills, Gramm seconded. Roll call: Hartz, Bittner, Gramm, and Madson voted yes. Unanimously carried.

- b. ProPhoenix Update

Captain Peters said the hardware will be installed in four vehicles on April 15<sup>th</sup>, and the preemptive devices for the Emergency vehicles will also be installed in April. The software upgrade will take place in April and training will be in May.

- c. Leave of absence request from Peter Diehn

Gramm motioned to approve the request, Hartz seconded. Unanimously carried.

d. Request to hire new Paid on Premise and Paid on Call employees/set date and time for oral interviews  
Heindl said since they have lost members to full time career positions there is a need to create an eligibility list and hire new members. The oral interview dates will be the 24<sup>th</sup> and 25<sup>th</sup> of April at 5:00 p.m. if any of the Commission members would like to participate. Hartz motioned to approve the hire proves for Paid on Premise and Paid on Call personnel, Bittner seconded. Bittner asked if this was going to change the budget in any way. Heindl said it shouldn't because these are going to be replacement personnel and there is equipment in house for them to use. Roll call: Hartz, Bittner, Gramm, and Madson voted yes. Unanimously carried.

e. Authorize the Fire Chief to schedule additional staffing for special events at his discretion  
Gramm motioned to approve, Hartz seconded. Roll call: Hartz, Bittner, Gramm, and Madson voted yes. Unanimously carried.

f. Thank you letter from Badger Youth Wrestling Program – No action taken

g. Fire Department activity report for March – No action taken

h. Paratech monthly report – No action taken

i. Items to be forwarded to the City Council  
Monthly Statistics

#### 10. Police Business

a. Approval of bills for the Month of March 2013. Operating in the amount of \$181,290.35 and capital in the amount of \$8,084.36, for a total of \$189,374.71  
Hartz motioned to approve, Gramm seconded. Hartz asked if the expense items that are over 25% were expected overages. Chief Rasmussen said ProPhoenix was not expected; they raised the annual fee without notification. Chief said that Sergeant Way is attending Staff and Command School in Evanston Ill for ten weeks. The lodging for this used to be taken out of the Training account, but for accurate accounting it should be taken out of the meals and lodging account. Roll call: Hartz, Bittner, Gramm, and Madson voted yes. Unanimously carried.

b. Request for leave of absence from Alex O'Toole  
Bittner motioned to approve, Hartz seconded. Unanimously carried.

c. Accept resignation from Reserve Officer Nicholas Hill  
Hartz motioned to accept, Gramm seconded. Unanimously carried.

d. Accept resignation from Reserve Officer Jessica Kavich  
Bittner motioned to accept, Gramm seconded. Unanimously carried.

e. Approve eligibility list for part-time dispatch hiring  
Hartz motioned to approve the list to be valid for 12 months. Bittner seconded. Roll call: Hartz, Bittner, Gramm, and Madson voted yes. Unanimously carried.

f. Confirm part-time dispatch hiring  
Gramm motioned to confirm the hiring of Janice McAndrews, Hartz seconded. Roll call: Hartz, Bittner,

Gramm, and Madson voted yes. Unanimously carried.

g. Approve eligibility list for booking officer hiring

Bittner motioned to approve the list and for the list to be in effect until January 1, 2014, Gramm seconded. Unanimously carried.

h. Confirm booking officer hiring

Hartz motioned to confirm the hiring of the top five candidates, Gramm seconded. Roll call: Hartz, Bittner, Gramm, and Madson voted yes. Unanimously carried.

i. Approve eligibility list for reserve officer hiring

Bittner motioned to approve the list and for the list to be in effect until October 4, 2013, Gramm seconded. Unanimously carried.

j. Confirm reserve officer hiring

Gramm motioned to confirm the hiring of the top twelve candidates, Hartz seconded. Roll call: Hartz, Bittner, Gramm, and Madson voted yes. Unanimously carried.

k. Reserve Officer Range date: May 11, 2013

Chief Rasmussen reminded the Commissioners they are invited to attend the range date to observe the training and meet the new officers.

l. Squad car update

Chief Rasmussen said all of the squads have been changed over and the project is complete.

m. Set time for Employee Award Ceremony May 9, 2013, (6:00 p.m.)

Chief Rasmussen said the awards ceremony is done at the May Commission meeting and will be 6:00 p.m. if all of the Commissioners are available.

n. Thank you letter for Officer Ward

o. Approve Policies: Chapter 2 – Organization and Administration

206- Emergency Operations Plan

Hartz motioned to approve, Bittner seconded. Roll call: Hartz, Bittner, Gramm, and Madson voted yes. Unanimously carried.

p. Approve Policies: Chapter 3 – General Operations

332 – Missing Person Reporting

334 – Public Alerts

336 – Victim and Witness Assistance

358 – Major Incident Notification

359 – Firearm Injury Reporting

382 – Service Animals

Gramm motioned to approve, Bittner seconded. Roll call: Hartz, Bittner, Gramm, and Madson voted yes. Unanimously carried.

- q. Approve Policies: Chapter 4 – Patrol Operations
  - 445 – School Resource Officer Program
  - 454 – Bicycle Patrol Unit

Hartz motioned to approve, Bittner seconded. Madson motioned to amend the motion to change Officer to “Officer(s)” to allow for flexibility, Hartz seconded the amendment. Roll call: Hartz, Bittner, Gramm, and Madson voted yes. Unanimously carried. Roll call vote on the original motion: Hartz, Bittner, Gramm, and Madson voted yes. Unanimously carried.

- r. Approve Polices: Chapter 5 – Patrol Operations
  - 514 – Impaired Driving, Prohibited Alcohol Concentration, Restricted Controlled Substance

Bittner motioned to approve, Hartz seconded. Roll call: Hartz, Bittner, Gramm, and Madson voted yes. Unanimously carried.

- s. Approve Policies: Chapter 6 – Investigation Operations
  - 602 – Sex Crime Victim’s Rights

Hartz motioned to approve, Gramm seconded. Roll call: Hartz, Bittner, Gramm, and Madson voted yes. Unanimously carried.

- t. Approve Policies: Chapter 8 – Support Services
  - 804 – Property and Evidence

Bittner motioned to approve, Gramm seconded. Roll call: Hartz, Bittner, Gramm, and Madson voted yes. Unanimously carried.

- u. Approve Policies: Chapter 10 – Personnel
  - 1000 – Recruitment and Selection
  - 1030 – Commendations and Awards
  - 1034 – Meal Periods and Breaks
  - 1036 – Payroll Records
  - 1038 – Overtime Payment Requests
  - 1040 – Outside Employment-Law Enforcement Officer
  - 1052 – Department Badges
  - 1062 – Locker Rooms

Hartz motioned to approve, Bittner seconded. Roll call: Hartz, Bittner, Gramm, and Madson voted yes. Unanimously carried.

- v. Monthly Activity report for March:

2013	Dispatch activity for March: Telephone calls–3,246	911 Calls–183	Window assists–710
2012	Dispatch activity for March: Telephone calls–3,901	911 Calls–181	Window assists–774

2013	Patrol activity for March: Calls for service-1,446	Arrests-114
2012	Patrol activity for March: Calls for service-1,198	Arrests-134

- w. Items to be forwarded to the City Council
  - Monthly Statistics

11. Agenda items for the next regular meeting May 9, 2013  
None

12. Motion to go into closed session per Wisconsin State Statute 19.85(1)(d), considering strategy for crime detection and prevention; Specifically staffing levels and School Safety/Liaison Officer  
Hartz motioned to go into closed session, Gramm seconded to include Lieutenant Gritzner, Assistant Chief Reuss, Chief Rasmussen, Alderman Hill, and Mayor Connors. Roll call: Hartz, Bittner, Gramm, and Madson voted yes. Unanimously carried at 9:07 p.m.

13. Motion to return to open session per Wisconsin State Statute 19.85(2)  
Hartz motioned to return to open session, Gramm seconded. Roll call: Hartz, Bittner, Gramm, and Madson voted yes. Unanimously carried at 9:48 p.m.

14. Discussion and action on closed session item(s) if needed  
Gramm motioned as practical, Joint #1 school district be offered, an officer for 50% time for the duration of the school year, Bittner seconded. Roll call: Hartz, Bittner, Gramm, and Madson voted yes. Unanimously carried.

15. Adjourn  
Bittner motioned to adjourn, Hartz seconded. Unanimously carried.

Respectfully Submitted,

Donna Wisniewski  
Administrative Assistant

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