

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY, MAY 9, 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 7:00 p.m. by President Pienkos.

2. Pledge of Allegiance

Pledge was led by Commissioner Hartz.

3. Roll Call

Commissioners Hartz, Madson, Bittner, Gramm, and 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 -- NONE

6. Welcome returning Commission Member, Tom Hartz

President Pienkos welcomed Commissioner Hartz back as a returning Commission Member.

7. Election of Officers: President, Vice President, and Secretary

Hartz nominated Pienkos as President, Gramm seconded. There were no other nominations. Madson motioned to close the nominations, Hartz seconded. Motion carried 5-0.

Hartz nominated Madson as Vice President, Bittner seconded. There were no other nominations. Gramm motioned to close the nominations, Bittner seconded. Motion carried 5-0.

Gramm nominated Hartz as Secretary, Madson seconded. There were no other nominations. Madson motioned to close the nominations, Bittner seconded. Motion carried 5-0.

8. Welcome new Council Liaison Dennis Lyon

President Pienkos welcomed Alderman Lyon as the newly appointed Council Liaison to the Commission.

9. Welcome Town of Geneva Liaison

President Pienkos explained that the Town of Geneva hadn't appointed a Liaison yet. Town Board Member, Keith Millard was in attendance.

10. Approval of minutes from the regular meeting April 4, 2013

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

11. Fire Department Business:

a. Approval of bills for the Month of April 2013. Operating in the amount of \$55,445.40 and capital in the amount of \$960.00, for a total of \$56,405.40

Madson motioned to approve the bills, Hartz seconded. Roll call vote: Hartz, Madson, Bittner, Gramm, and Pienkos voted yes. Motion carried 5-0.

b. Approve eligibility list for Paid-on-premise and Paid-on-call personnel

Bittner motioned to approve the eligibility list, Hartz seconded. Motion carried 5-0.

c. Confirm the hiring of Paid-on-premise and Paid-on-call personnel

Hartz motioned to confirm the hiring of three paid on premise employees and 6 paid on call employees, Madson seconded. Hartz said he still feels the Chief should do the hiring and the Commission shouldn't be involved in the hiring process. Bittner asked if the hiring is one on one replacement. Heindl said there is one extra Paid-on-premise and a few extra Paid-on-call personnel. Roll call vote: Hartz, Madson, Bittner, Gramm, and Pienkos voted yes. Motion carried 5-0.

d. Request by Linn Fire Chief for information and estimated cost for North Shore coverage

Assistant Chief Heindl handed out a copy of the correspondence that was sent to the Linn Fire Chief. Heindl said it mirrors the current contract with Geneva Township. Bittner said to be sure there is a means to recoup the expense on patient pay calls, in the event the patient doesn't pay. No action was taken.

e. Recent problems with HVAC equipment at Station #1

Assistant Chief Heindl explained that one of the boiler pumps was leaking and the other one wasn't working. The City Administrator was contacted and proposals were requested from three companies. The City Administrator approved Vorpapel Service from Burlington, to do the repairs and a system review, for a total cost of \$3,395.00. Vorpapel also provided a proposal to maintain the HVAC system for \$3,780.00 per year. That proposal was submitted to the City Administrator. President Pienkos said he spoke to the City Administrator prior to the meeting and the City Administrator said he approved the yearly maintenance of \$3,780.00 and he is taking care of it.

f. Dates and times for the Fire Academy for Police and Fire Commissioners and Council Members

Assistant Chief Heindl handed out a "Save the Date" flyer for the Fire Ops class that will be held on 7:00 a.m. to 3:00 p.m. on Saturday September 7, 2013.

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

h. EMS Medical Billing and Stark monthly reports

Commissioner Madson said some of the numbers on the EMS Medical Billing Summary and the Revenue/Expense reports don't match so it's impossible to reconcile. Madson also pointed out the amount EMS Medical Billing forwarded to Stark and the amount Stark is reporting doesn't match. It was decided there would be a workshop on June 6, 2013, at 6:00 p.m. to meet with EMS Medical Billing, Stark, and the Comptroller.

i. Paratech monthly report – No action taken

j. Thank you letters from: Helen Keenan, Lake Geneva YMCA, City of Delavan Fire Department, Darien Fire Department – No action taken

k. Items to be forwarded to the City Council
Monthly activity report

12. Police Business

a. Approval of bills for the Month of April 2013. Operating in the amount of \$205,248.05 and capital in the amount of \$865.02, for a total of \$206,113.07

Madson motioned to approve the bills, Gramm seconded. Roll call vote: Hartz, Madson, Bittner, Gramm, and Pienkos voted yes. Motion carried 5-0.

b. Request authorization to transfer an expense of \$4,692.00 from account 11-21-00-5361 to the capital account for new squad cars 41-21-00-9078

Chief Rasmussen said this expense was for a computer that was installed in one of the new squads. Madson motioned to approve the transfer, Bittner seconded. Roll call vote: Hartz, Madson, Bittner, Gramm, and Pienkos voted yes. Motion carried 5-0.

c. Replacement of the current 911 System

Chief Rasmussen told the Commission that funding for this project has been requested in past budgets, however, none has ever been approved. Communications Supervisor Froggatt said the current system will no longer be supported in 2014. Froggatt said that since the original request for funds was made the price has increased to \$129,700.00 plus an additional \$20,000.00 for one year of mandatory support. This is the base price and doesn't include any discounts. The new system referred to as "Next Gen 911" will have the technology to receive text messages, videos, VOIP, and computer 911 calls. Mayor Connors said he is looking for a recommendation from the Commission to forward to Council. Pienkos motioned to recommend replacing the 911 System, Madson seconded. Roll call vote: Hartz, Madson, Bittner, Gramm, and Pienkos voted yes. Motion carried 5-0.

d. ProPhoenix Citizen Service Program

Communications Supervisor Froggatt said this is a module that would be added to the ProPhoenix System. It will allow citizens to add personal information, telephone contact information can be updated, accident reports, crime statistics can be reviewed, and minor complaints can be filed. There is a one-time cost of \$2,000.00 for the initial set up and an annual cost of \$2,400.00. This is just for information, no action requested.

e. Hiring process expense

Chief Rasmussen said because there were so many new hires this year, the budget will probably be close to \$10,000.00 over in the hiring line items.

f. Accept resignation from Reserve Officer Aaron Reigle

Bittner motioned to accept the resignation, Madson seconded. Motion carried 5-0.

g. Accept resignation from Reserve Officer Benjamin McMasters

Bittner motioned to accept the resignation, Madson seconded. Motion carried 5-0.

h. Review of Crossing Guard needs

Chief Rasmussen said one of our long time crossing guards is resigning after this school year and with the changes taking place between Dennison and Eastview there may be some changes in our current needs. Chief Rasmussen said he will be in contact with the schools to ensure there are no safety concerns.

i. Update on School Resource Officer(s) Program

Chief Rasmussen explained that the school district has no funds to support the second resource officer, however, if one could be furnished two or three days per week Dr. Gottinger would certainly accept it. Officer Ward will meet with the principals and get some feed back as to the needs of the individual schools.

j. Posting for Reserve Officer Range date: May 11, 2013

Chief Rasmussen reminded the Commissioners of the date and time for range training on May 11, 2013.

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

104 - Oath of Office

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

l. Approve Policies: Chapter 2 – Organization and Administration

208 - Training

212 - Electronic Mail

220 - Former Officer Carrying Concealed Weapons

Madson motioned to approve with one change in policy number 208.4.2 (f) to change the word “carry” to “carrying”, Hartz seconded. Motion carried 5-0.

m. Approve Policies: Chapter 3 – General Operations

300 - Use of Force

308 – Control Devices and Techniques

310 – Officer-Involved Shootings

312 – Firearms and Qualifications

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

n. Approve Policies: Chapter 4 – Patrol Operations

408 – Special Weapons and Tactics Team

432 – Patrol Rifles

Hartz motioned to approve, Gramm seconded. Motion carried 5-0.

o. Approve Polices: Chapter 5 – Patrol Operations

516 – Traffic Citations

Madson motioned to approve, Bittner seconded. Motion carried 5-0.

p. Approve Policies: Chapter 7 - Equipment

700 – Department-Owned and Personal Property

Bittner motioned to approve, Madson seconded. Motion carried 5-0.

q. Approve Policies: Chapter 8 – Support Services

810 – Records Release and Security

Madson motioned to approve, Hartz seconded. Motion carried 5-0.

- r. Approve Policies: Chapter 10 – Personnel
 - 1002 – Employee Performance Appraisals
 - 1014 – Sick Leave
 - 1016 – Communicable Diseases
 - 1024 – Body Armor
 - 1044 – Personal Appearance Standards
 - 1046 – Uniform Regulations

Gramm motioned to approve, Madson seconded. Regarding policy number 1002, Bittner said he does not agree with doing evaluations more than once per year and highly recommends we review this and look at the evaluation system.

Chief Rasmussen said he is looking for direction from the Commission regarding policy number 1024. Chief Rasmussen said he is going to ask for funding in the 2014 budget to furnish body armor and this policy requires employees to wear it. Chief Rasmussen asked the Commission for their opinion on the requirement. Madson said there is a lot invested in these officers and body armor has been proven to be a benefit to their safety. Hartz said he agrees with Commissioner Madson, it’s imperative that they wear it. Policy number 1024 remains as is.

Gramm motioned to amend the original motion, to approve all policies with the exception of number 1002, Madson seconded. Motion carried 5-0.

s. Monthly Activity report for April:

2013	Dispatch activity for April: Telephone calls–3,501	911 Calls–183	Window assists–765
2012	Dispatch activity for April: Telephone calls–4,037	911 Calls–190	Window assists–903
2013	Patrol activity for April: Calls for service-1,290	Arrests-117	
2012	Patrol activity for April: Calls for service- 928	Arrests-128	

Chief Rasmussen reviewed the numbers, no action taken.

t. Items to be forwarded to the City Council
Replacement 911 System and monthly activity report

13. Agenda items for the next regular meeting June 6, 2013

Chief Rasmussen advised the Commission that he would not be in attendance at the June meeting, however, Lt. Gritzner would be.

Set date and time for the July Commission Meeting – The Commission discussed having a meeting on July 2, at 5: 00 p.m. just to approve the bills and conduct all other business on Thursday, July 11, at 7:00 p.m.

Meeting with Town of Geneva, June 9, for contract review – Date is being changed
Closed Session for Fire Department Personnel
Expense for the HVAC System at the Fire Department

14. Adjourn

Hartz motioned to adjourn, Madson seconded. Motion carried 5-0 at 9:46 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