

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY, JUNE 6, 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 7:01 p.m. by President Pienkos.

2. Pledge of Allegiance

Pledge was led by Council Liaison, Dennis Lyon.

3. Roll call

Commissioners Hartz, Bittner, Madson, 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

President Pienkos said he sent a card on behalf of the Commission Members, the Police Department, and the citizens of Lake Geneva, to the Twin Lakes Police Department and to the family of Lt. Kreft, who was killed in an automobile accident on his way home from work.

6. Approval of minutes from the regular meeting May 9, 2013

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

7. Discussion/action on workshop items if needed

Madson motioned to promote reconciliation between EMS Medical Billing, Stark, and the Commission that EMS Medical Billing and Stark be able to share business records electronically and establish a coordinating calendar, Bittner seconded. Motion carried 5-0.

Madson said he would recommend the use of credit cards for payments to EMS Medical Billing. There will be a fee of 2 or 3% of the amount charged. Bill Field from EMS Medical Billing said each credit card company has a different fee schedule, however, it is typically between 2 and 3 %. He said there is also a \$10.00 service charge per month. Field added that by allowing them to accept credit cards there is typically an increase in revenue for the municipality. Madson motioned to allow EMS Medical Billing to accept credit cards for payment, Gramm seconded. Roll call vote: Hartz, Bittner, Madson, Gramm, and Pienkos voted yes. Motion carried 5-0. Madson said he thought the workshop was very productive. Pienkos agreed and thanked all of the Commissioners for attending.

8. Police Business

a. Approval of bills for the Month of May 2013. Operating in the amount of \$201,400.44 and capital in the amount of \$6,535.75, for a total of \$207,936.19

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

- b. Pay increase for two returning Reserve Officers
 Lt. Gritzner recapped a memo from Chief Rasmussen (copy attached to minutes). The request from Chief Rasmussen was for a \$1.00 an hour pay increase for our two returning reserves. Madson motioned to approve the pay increase and forward this to the finance committee. Gramm seconded. Roll call vote: Hartz, Bittner, Madson, Gramm, and Pienkos voted yes. Motion carried 5-0.
- c. Accept letter of retirement from Officer Ralph Braden
 Gramm motioned accept the letter of retirement effective July 1, 2013, with regret. Madson seconded. Pienkos said he has known Officer Braden since 1995 when he started as the School Resource Officer. Pienkos said Braden has done a wonderful job and he will be missed. Gramm said she was on the school board when Ralph was assigned in 1995 and she feels Ralph is what made the program a success. Roll call vote: Hartz, Bittner, Madson, Gramm, and Pienkos voted yes. Motion carried 5-0.
- d. Accept resignation from Reserve Officer Daniel R. Kallman
 Lt. Gritzner advised the Commission that Kallman was hired by the Chicago Police Department. Bittner motioned to accept the resignation, Hartz seconded. Motion carried 5-0
- e. Sprint Nextel Notification of Initiation of 4G
 Lt. Gritzner said the notification from Sprint was just for information. Sprint will initiate the use of 4G in our area.
- f. Approve Policies: Chapter 3 – General Operations
 302 – Use of Force Review Boards
 306 – Handcuffing and Restraints
 314 – Vehicle Pursuits
 316 – Officer Response to Calls
 320 – Domestic Abuse
 322 – Search and Seizure
 324 – Temporary Custody of Juveniles
 326 – Vulnerable Adult Abuse
 328 – Discriminatory Harassment
 330 – Child Abuse
 338 – Bias-Motivated Crimes
 340 – Conduct
 342 – Department Technology Use
 344 – Report Preparation
 346 – News Media Relations
 348 – Court Appearance and Subpoenas
 352 – Mutual Aid and Outside Agency Assistance
 356 – Registered Offender Information
 360 – Death Investigation
 362 – Identity Theft
- Madson motioned to approve the above listed policies with the amendment (handed out at the meeting) to policy #330.6.2, Gramm seconded. Motion carried 5-0.

Chapter 3 – General Operations Continued:
364 – Private Persons’ Arrested
368 – Limited English Proficiency Services
370 – Hearing Impaired/Disabled Communications

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

g. Chapter 10 – Personnel
1020 – Personnel Complaints
1026 – Personnel Files

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

h. Monthly Activity report for May 2013:

2013	Dispatch activity for May: Telephone calls–4,143	911 Calls–217	Window assists–1,057
2012	Dispatch activity for May: Telephone calls–4,246	911 Calls–209	Window assists–1,020
2013	Patrol activity for May: Calls for service-1,701	Arrests-167	
2012	Patrol activity for May: Calls for service-1,495	Arrests-146	

Lt. Gritzner reviewed the numbers, no action taken.

i. Items to be forwarded to the City Council

Monthly reports and Chief Rasmussen is to forward the pay increase request to the proper Committee.

9. Fire Department Business:

a. Approval of bills for the Month of May 2013. Operating in the amount of \$47,123.50, hydrant rental in the amount of \$57,122.75, and capital in the amount of \$9,726.80, for a total of \$113,973.05

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

b. Meeting date with Town of Geneva for contract review

The meeting has been set for June 21, 2013 at 9:00 a.m. The goal is to review the current contract and how things are working.

c. HVAC correspondence from City Administrator

Chief Connelly said he received correspondence from City Administrator Jordan regarding the repairs to the HVAC system. Jordan said the repairs were going to be paid from the Fire Department budget and at the end of the year if there is a deficit the City will correct it. Bittner said the amount budgeted for building maintenance needs to increase in the future. Hartz said he disagrees with the correspondence. He feels it’s a City building and the City should pay for the repairs. Pienkos said this can be revisited in the upcoming budget process.

d. Traffic Pre-emption

Chief Connelly said everyone has been trained and the system is in use.

- e. Pro-Phoenix
Chief Connelly said the training has been scheduled for the week of July 15th.
 - f. Coverage for Linn Township
Chief Connelly said the Township Protective Services Committee is waiting for a bid from the Village of Williams Bay before they move forward.
 - g. Fire Prevention Ordinance
Chief Connelly handed out the proposed ordinance. Chief Connelly said Public Works Director, Dan Winkler, has reviewed the proposed ordinance and has no concerns with it. The proposed ordinance has been forwarded to the Building Inspector and City Attorney for input. This will be on the agenda next month for approval.
 - h. Fire Department activity report for May – No action taken
 - i. EMS Medical Billing and Stark monthly reports – No action taken
Commissioner Hartz said it appears the amount owed over 90 days has decreased from 30% to 7%.
 - j. Paratech monthly report – No action taken
 - k. Thank you letter from Geneva Lake Museum – No action taken
 - l. Items to be forwarded to the City Council
Pre-emption system is in service and monthly statistics
10. Motion to go into closed session under Wisconsin State Statute 19.85(1)(c), considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and 19.85(1)(f), considering financial, medical, social or personal histories or disciplinary data of specific person(s): Specifically Fire Department Personnel.
Madson motioned to go into closed session to include Chief Connelly, Bittner seconded. Roll call vote: Hartz, Bittner, Madson, Gramm, and Pienkos voted yes. Motion carried 5-0 at 8:25 p.m.
11. Motion to return to open session per Wisconsin State Statute 19.85(2)
Hartz motioned to return to open session, Bittner seconded. Roll call vote: Hartz, Bittner, Madson, Gramm, and Pienkos voted yes. Motion carried 5-0 at 8:45 p.m.
12. Discussion and action on closed session items if needed – No action taken
13. Agenda items for the July Meetings:
Tuesday, July 2, 2013 at 5:00 p.m. to approve the bills
Thursday, July 11, 2013 at 7:00 p.m. for all other business
Fire Prevention ordinance and Police Department policies

14. Adjourn

Gramm motioned to adjourn, Madson seconded. Motion carried 5-0 at 8:47 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