

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY, JULY 11, 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 Bittner.

3. Roll call

Commissioners Hartz, Bittner, Madson, and Pienkos were present. Commissioner Gramm 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 June 6, 2013

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

7. Tentative schedule and budget activities

Activity calendar was reviewed. Chief Connelly will contact EMS Medical Billing to have a representative present at the August Commission meeting.

8. Fire Department Business:

a. Request approval of new Fire Prevention Ordinance (handed out at June meeting)

Chief Connelly said that Lt. Detkowski met with Commissioners Hartz and Madson to address some questions that were raised about the proposed ordinance. Commissioner Madson said the current ordinance is very hard to read and it's not organized. He said one of the goals has been to make sure the proposed ordinance is readable and more organized. Commissioner Pienkos said he watched the Committee of the Whole meeting and it appears to him that there needs to be a lot of education provided on the ordinance and requirements. Commissioners Hartz and Bittner raised many questions about the proposed ordinance. Madson motioned to table this until the August meeting so some enhancements could be made to the proposed ordinance, Bittner seconded. Motion carried 4-0.

b. Update on Town of Geneva Contract

Chief Connelly said he met with Commissioner Pienkos and Town Chairman Kopecky and reviewed the contract. Chief Connelly said Kopecky felt everything is going very well and is pleased so far. Kopecky did question why they were so close to being over budget. Connelly said he reviewed the number of calls in the Township and there were 13 in January one being a large structure fire. After reviewing that information Kopecky said his questions were answered. Chief Connelly said they will meet in September to start working on the budget for 2014.

c. Pro-Phoenix update

Chief Connelly said the software upgrade took place on July 10, so the administration training is now scheduled for mid-August.

d. 2013 Budget

Chief Connelly said Engine 1 needs new tires at a cost of between \$7,000.00 and \$8,000.00 and Engine 2 needs four rear tires replaced at a cost of approximately \$4,000.00. He advised the Commission that those expenses will put his maintenance/repair line item, over budget this year. Chief Connelly said this is for information only, no action is needed.

e. Linn Township coverage

Chief Connelly said this is on hold, as Town of Linn still has not received a quote from Williams Bay.

f. EMS Medical, Stark Collections, and City's Revenue reports

Commissioner Madson advised that the \$8,000.00 difference between what the City shows as year to date revenue and what EMS Medical Billing shows as year to date revenue are payments made from Lifequest that EMS Medical Billing does not include.

g. Fire Department activity report for May – No discussion, no action

h Paratech monthly report – No discussion, no action

i. Items to be forwarded to the City Council – Monthly statistics

9. Police Business

a. Crossing Guard duties for 2013-2014 school year

Chief Rasmussen reviewed a memo that was handed out at the meeting. The memo outlined the elimination of the intersection of Madison and George Streets and eliminating traffic control that is provided at Badger and the Middle School for the buses. This will be on the August 8, meeting agenda for additional information.

b. 2014 Budget

Chief Rasmussen said he is preparing to hand out his budget assignments. He informed the Commission that tentatively, the approved budget will need to be submitted to the City by September 14th. Chief said he will be including a \$140,000.00 for the new 911 system.

c. Workman's Compensation Claims

Chief Rasmussen said the number of Workman's comp claims submitted by the Police Department has decreased to only two being submitted in 2012. Chief Rasmussen said he believes this is because of the Taser's.

d. Sergeant Bridgett Way graduated from Staff and Command Training at Northwestern University

Chief Rasmussen said Sergeant Way will be at the August meeting to give a report on her training.

e. Accept letter of retirement from Sergeant Russ Carstensen

Madson motioned to accept the letter of retirement effective August 31, 2013, Hartz seconded. Motion carried 4-0.

f. Purchase of plaques and date of presentations to Russ Carstensen and Mark McClellan
Chief Rasmussen said there is a retirement party planned for Thursday, August 22, 2013 for both Carstensen and McClellan. He asked if the Commission would like to have plaques made for them and do the presentation on August 22? Hartz motioned to purchase the plaques, Bittner seconded. Motion carried 4-0.

g. Portable Property Disposition Service
Lt. Gritzner explained that at least 50% of the proceeds from property sold will be returned to the City. He said a 3% fee will be deducted from the revenue if a credit card is used. Walworth County, the City of Beloit, and the City of Milwaukee currently use this Service. Chief Rasmussen added that it's a quick hands on way to dispose of property and get something for it. Chief Rasmussen said the City Attorney will review the process and the contract. Bittner motioned to approve, Madson seconded. Motion carried 4-0.

h. S.M.A.R.T. Presentation
Chief Rasmussen handed out a packet that explains the S.M.A.R.T. system and said it stands for Suburban Mutual Assistance Response Teams. He explained that this a law enforcement mutual aid system that operates in Southeastern Wisconsin. Chief Rasmussen said this will on the agenda in August for action.

i. Approve Policies: Chapter 3 – General Operations
372 – School Employee Arrest Reporting
378 – Public Safety Cameras
380 – Child and Dependant Adult Safety
384 – Volunteers
386 – Native American Graves Protection and Repatriation
388 – Off-Duty Law Enforcement Actions

Madson motioned to approve the policies, Hartz seconded. Motion carried 4-0.

Chapter 4 – Patrol Operations
400 – Patrol Function
402 – Racial or Bias-Based Profiling
404 – Roll Call
406 – Crime and Disaster Scene Integrity
410 – Ride-Along
412 – Hazardous Material Response
414 – Hostage and Barricade Incidents
416 – Response to Bomb Calls
418 – Emergency Detentions
420 – Citation/Summons and Release
422 – Diplomatic and Consular Contacts
424 – Rapid Response and Deployment
426 – Reporting Law Enforcement Activity Outside of the Jurisdiction

Madson motioned to approve the policies, Bittner seconded. Motion carried 4-0.

Chapter 8 – Support Services
802 – Communications
806 – Records

Madson motioned to approve the policies, Hartz seconded. Motion carried 4-0.

j. Activity update for July 4th weekend

Chief Rasmussen said it was a very busy weekend, especially with the missing person case. Total calls for service were 432; telephone calls received 1,219; 911 calls received were 53; and 240 assists at the window. Chief Rasmussen said the majority of the window assists were for meter complaints. He said it's very hard for a dispatcher to do her job with the phones ringing, radio traffic, etc. when they are being yelled at about a meter ticket. Chief Rasmussen said he has mentioned this problem to City Hall staff, and he was told to have the dispatchers tell them to come back on Monday. Chief Rasmussen would like to have a meter department employee there on weekends to take these complaints. Hartz asked what would need to be done to make that happen? Chief Rasmussen said he spoke to the City Administrator and hopefully he will be able to assist in having someone available at least for Venetian Festival weekend. The Commission requested President Pienkos send a written request to the City Administrator asking for the City to staff someone on weekends from July 4th weekend through Labor Day weekend to assist with parking meter complaints.

k. Monthly Activity report for June 2013:

2013 Dispatch activity for June: Telephone calls–4,347 911 Calls–267 Window assists–1,123
2012 Dispatch activity for June: Telephone calls–4,386 911 Calls–214 Window assists–1,206

2013 Patrol activity for June: Calls for service-1,891 Arrests-182
2012 Patrol activity for June: Calls for service-1,822 Arrests-273

Information only, no action taken.

l. Items to be forwarded to the City Council

Monthly statistics, the retirements of McClellan, Carstensen, and Braden

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 persons, which if discussed in public would likely have a substantial adverse effect upon the reputation of any person referred to: Specifically Police Department Personnel.

Bittner motioned to go into closed session to include Chief Rasmussen and at some point Assistant Chief Reuss, Hartz seconded. Roll call vote: Hartz, Bittner, Madson, and Pienkos voted yes. Motion carried 4-0 at 8:55 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, and Pienkos voted yes. Motion carried 4-0 at 9:40 p.m.

12. Discussion and action on closed session items if needed.

Hartz motioned to approve the written request from Assistant Chief Reuss to be paid his educational pay, retroactive to 2010, in the amount of \$1,843.20 and to be paid monthly going forward, Madson seconded. Roll call vote: Hartz, Bittner, Madson, and Pienkos voted yes. Motion carried 4-0 at

13. Agenda items for the next regular meeting August 8, 2013.

EMS Medical Billing/Lifequest comparison, Fire Prevention Ordinance, Crossing Guard Duties, Sergeant Way – Staff and Command Training, S.M.A.R.T. System, Police Department policies

14. Adjourn

Hartz motioned to adjourn, Bittner seconded. Motion carried 4-0 at 9:42 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