

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY, AUGUST 8, 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 Vice President Madson.

2. Pledge of Allegiance

Pledge was led by Commissioner Gramm.

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 special meeting July 8, and the regular meeting July 11, 2013

Bittner motioned to approve the minutes from July 8, Gramm seconded. Motion carried 4-0.

Hartz motioned to approve the minutes from July 11, Bittner seconded. Motion carried 4-0.

7. 2013 Police and Fire Commission Training Workshop to be held on September 27, 2013 in Lake Delton

Chief Rasmussen advised the Commission to contact him or Donna if they wanted to attend so the registration(s) can be sent in.

8. Fire Department Business:

a. Approval of bills for the Month of July 2013. Operating in the amount of \$91,647.03, fuel expense in the amount of \$1,448.40, fire hydrant rental in the amount \$57,122.75, and capital in the amount of \$2,549.68 for a total of \$152,767.86

Hartz motioned to approve the bills, Gramm seconded. Roll call: Hartz, Bittner, Gramm, and Madson voted yes. Motion carried 4-0.

b. EMS Medical Billing 9 month update, EMS Medical Billing monthly report, Stark Report

Eric Kiefer from EMS Medical Billing was present and spoke to the Commission. Kiefer said EMS Medical Billing has increased revenue deposits from \$157,000.00 between July 1, 2011 and June 30, 2012, to \$169,732.00 in the last twelve months. Kiefer said this has exceeded their expectations. Kiefer said between October of 2012 and July of 2013 the average monthly income has been \$16,000.00. There are variables that play into that; run volume, service level, payer mix, etc. however if all elements remain consistent the projected annual revenue would be between \$185,000.00 and \$195,000.00. Kiefer said they are looking at an 80% collection rate which is the standard. He said everything is running very smoothly.

c. Proposed Fire Protection Ordinance

Chief Connelly said the changes requested by the Commission at the July 2013 meeting are being worked on.

d. Elected/Appointed Officials Fire Operations Class

Chief Connelly reminded the Commission that the class is scheduled for September 7th beginning at 8:00 a.m.

e. Pro-Phoenix update

Chief Connelly said they are working on the completion of training.

f. Leave of absence request from John Kronschnabel Jr. for Paramedic School

Hartz motioned to approve the leave of absence, Gramm seconded. Motion carried 4-0.

g. Peter Diehn will be returning from his leave of absence

This was information only, no action taken.

h. Linn Township Coverage

Chief Connelly said the Linn Protective Services Committee met on Wednesday, August 7th; however, he was unable to contact Chief Smith for an update.

i. Thank you letter

Thank you letter from Sue Anderson, Renea Hall, Alvina Runde and Sue Korth.

j. Fire Department activity report for July

Chief Connelly said they are about 30 calls ahead of last year.

k Paratech monthly report – No action taken

l. Items to be forwarded to the City Council

Fire Ops Class and Monthly Statistics

9. Police Business

a. Approval of bills for the Month of July 2013. Operating in the amount of \$200,591.59 and fuel expense in the amount of \$3,702.76, for a total of \$204,294.35

Hartz motioned to approve the bills, Bittner seconded. Roll call: Hartz, Bittner, Gramm, and Madson voted yes. Motion carried 4-0.

b. Purchase of plaque and date of presentation to Ralph Braden

Gramm motioned to purchase the plaque, Hartz seconded. Roll call: Hartz, Bittner, Gramm, and Madson voted yes. Motion carried 4-0.

c. Crossing Guard duties for 2013-2014 school year (information packet handed out at July meeting)

Chief Rasmussen said he is recommending the elimination of a crossing guard doing traffic control for the buses at Badger and the Middle School. Assistant Chief Reuss spoke to the Principals at both schools and they will take over traffic control for the buses. Chief Rasmussen said he is also recommending the elimination of coverage at George and Madison Streets due to very little pedestrian traffic there. He said the schools are going to send out a notice that there will be no crossing guard there.

Hartz motioned to approve the eliminations, Bittner seconded. Roll call: Hartz, Bittner, Gramm, and Madson voted yes. Motion carried 4-0.

- d. Accept letter of resignation from Reserve Officer Michael Algiers
Gramm motioned to accept the resignation, Hartz seconded. Motion carried 4-0.
- e. Request for a leave of absence from Reserve Officer Hannah Hooper
Bittner motioned to approve the request, Hartz seconded. Motion carried 4-0.
- f. August Staffing and events
Chief Rasmussen said it is going to be very busy the next few weeks with Art in the Park, Venetian, Maxwell Street Days, and then Labor Day Weekend.
- g. Hire with advantage, Ralph Braden as a Reserve Officer
Chief Rasmussen said he would like to rehire Ralph as a limited time Reserve Officer to help get through Venetian Festival. If Ralph wanted to come back next summer it would be addressed in the spring.
Gramm motioned to approve the hiring of Ralph Braden, Hartz seconded. Roll call: Hartz, Bittner, Gramm, and Madson voted yes. Motion carried 4-0.
- h. Sergeant Bridgett Way graduated from Staff and Command Training at Northwestern University
Sergeant Way shared her learning experience at Staff and Command Training.
- i. S.M.A.R.T. (Suburban Mutual Assistance Response Teams) (information handed out at July meeting)
Chief Rasmussen said this is the MABAS System for the Law Enforcement. All of the Cities in Walworth County and the Sheriff's Department are in support of this program. Chief Rasmussen said this doesn't hurt us, this helps us. Chief Rasmussen said he is recommending approval of this. Hartz motioned to approve and recommend that Council approve, Lake Geneva's participation in the SMART system, Bittner seconded. Motion carried 4-0.
- j. 2014 Budget and set dates/times for budget meetings
September 5, 2013 at 6:00 pm for the Police Department budget presentation and 6:30 p.m. for the Fire Department budget presentation.

September 12, 2013 at 6:00 p.m. for the Police Department budget and 7:00 p.m. for the Fire Department budget.
- k. Approve Policies: Chapter 4 – Patrol Operations
 - 428 – Immigration Violations
 - 430 – Emergency Utility Service
 - 434 – Aircraft Accidents
 - 436 – Field Training Officers
 - 438 – Air Support
 - 440 – Detentions, Contacts, and Photographing Detainees
 - 442 – Criminal Gangs
 - 444 – Shift Supervisors
 - 458 – Foot Pursuits
 - 460 – Automated License Plate Readers (ALPR)
 - 464 – Homeless Persons

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

Chapter 5 – Traffic Operations

- 500 – Traffic Function and Responsibility
- 502 – Traffic crash response and reporting
- 510 – Vehicle Towing and Release
- 520 – Disabled Vehicles
- 524 – Abandoned Vehicle Violations

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

Chapter 6 – Investigation Operations

- 600 – Investigation and Prosecution
- 606 – Asset Forfeiture
- 608 – Confidential Informants
- 610 – Eyewitness Identification
- 612 – Brady Material Disclosure

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

l. Monthly Activity report for July 2013:

2013	Dispatch activity for July: Telephone calls–5,235	911 Calls–284	Window assists–1,340
2012	Dispatch activity for July: Telephone calls–4,956	911 Calls–279	Window assists–1,051
2013	Patrol activity for July: Calls for service-2,024	Arrests-174	
2012	Patrol activity for July: Calls for service-2,064	Arrests-207	

No comments/no action

m. Items to be forwarded to the City Council
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)(e), Conducting other specified public business, whenever competitive or bargaining reasons require a closed session: Specifically to discuss Police Department Personnel.

Gramm motioned to go into closed session and include Chief Rasmussen, Bittner seconded. Roll call: Hartz, Bittner, Gramm, and Madson voted yes. Motion carried 4-0 at 8:31 p.m.

11. 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. Motion carried 4-0 at 9:25 p.m.

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

Hartz motioned to recommend that Council pay the College Credit benefit for the Chief, Assistant Chief, and Lieutenant, per their contracts, Bittner seconded. Roll call: Hartz, Bittner, Gramm, and Madson voted yes. Motion carried 4-0.

13. Agenda items for the next regular meeting September 5, 2013.

Linn Township coverage, Fire Prevention Ordinance

14. Adjourn

Hartz motioned to adjourn, Bittner seconded. Meeting adjourned at 9:28 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