

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY, OCTOBER 10, 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 7:10 p.m. by President Pienkos.

2. Pledge of Allegiance

The pledge was led by Commissioner Hartz.

3. Roll call

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

4. Comments from the Public reference agenda items only. Comments are limited to a maximum of five minutes -- NONE

5. Acknowledge correspondence

Correspondence from EMS Medical Billing Associates – Correspondence was acknowledged, no action taken.

6. Approval of minutes from the special meetings on September 5, and September 12, and the regular meeting on September 5, 2013.

Hartz motioned to approve the minutes, Madson seconded. Motion carried 3-0.

7. Fire Department Business:

a. Approval of bills for the Month of September 2013. Operating in the amount of \$54,250.49

Madson motioned to approve the bills, Hartz seconded. Roll call vote: Hartz, Madson, and Pienkos voted yes. Motion carried 3-0.

b. 2014 Budget – forwarded to Finance as approved by Police and Fire on September 12, 2013

Chief Connelly handed out copies of the updated budget proposal being forwarded to the City Council.

c. Report on Sprecher's Restaurant Fire

Chief Connelly gave a brief description of the department's response to the Sprecher's fire.

d. Impact Fee Usage

Chief Connelly said the City Administrator is working on getting prices for the exhaust emissions system. The City Attorney has agreed to allow the system to be paid for with the Impact Fees.

e. Town of Geneva 2014 contract negotiations meeting/report for first 3 quarters

Chief Connelly said the Town of Geneva is very pleased with the way things are going and their goal is to have a contract ready to present by November 7th. They are still discussing whether to have a one year or two year contract. The Commissioners present said they felt comfortable taking a two year contract.

f. Pro-Phoenix update

Chief Connelly said department information is being downloaded into the system and the goal is to be fully functional by January 1, 2014.

g. Elected/Appointed Officials Fire Ops Class Report

Chief Connelly said everyone that attended had very positive comments. Certificates of attendance were issued to Commissioners Pienkos and Madson, and Council Liaison Lyon also received one.

h. Smoke Detector program update

There were 270 smoke detectors installed in the first 11 days of the program.

i. Leave of absence request from Bronson Weyrauch

Hartz motioned to approve the leave request, Madson seconded. Motion carried 3-0.

j. Accept letter of resignation from Jason Fisher

Madson motioned accept the letter of resignation, Hartz seconded. Motion carried 3-0.

k. Thank you cards and letters:

From Richmond, Illinois, Fire Department for a MABAS mutual-aid call

From Denise Ocker for free smoke detector installation

From Audrey Yakes

No discussion/no action

l. EMS Medical Billing Report/Starck Report

Madson said we are on track to hit \$90,000.00 in revenue. Hartz said the aging report is at 3% over 90 days and he is very pleased.

m. Fire Department activity report for September – No discussion/no action

n. Paratech monthly report – No discussion/noaction

o. Items to be forwarded to the City Council

Smoke Detector program, Alderman Lyon was requested to follow-up and work with Chief Connelly on the Impact Fee Usage.

8. Police Business

a. Approval of bills for the Month of September 2013. Operating in the amount of \$199,081.92

Madson motioned to approve the bills, Hartz seconded. Roll call vote: Hartz, Madson, and Pienkos voted yes. Motion carried 3-0.

b. 2014 Budget update

Chief Rasmussen advised the Finance Committee is meeting on October 15, 2013, at 6:00 p.m. and the full council workshop is being held on October 23, 2013.

c. Boots Grant for \$9,200.00

Chief Rasmussen advised the department received the BOTS grant. The grant is to reimburse the department for up \$9,200.00 for running traffic enforcement.

d. Accept letter of retirement from Administrative Assistant, Donna Wisniewski
Pienkos motioned to accept the letter of retirement effective 11/08/2013 with regret, Madson seconded.
Roll call vote: Hartz, Madson, and Pienkos voted yes. Motion carried 3-0.

e. Administrative Assistant job description

Madson motioned to approve the updated job description, Hartz seconded. Roll call vote: Hartz, Madson, and Pienkos voted yes. Motion carried 3-0.

f. Update on full time vacancy and vacate current eligibility list

Chief Rasmussen advised the Commission that the Reserve Officer who is next on the eligibility list has declined the position. Rasmussen asked the Commission to vacate the current list and open up the hiring to all current reserve officers.

Madson motioned to vacate the list and open up the hiring to current reserve officers, Hartz seconded. Motion carried 3-0.

g. Approve Updated Policies through Lexipol:

Policy Number:

332 – Missing Person Reporting

368 – Limited English Proficiency Services

370 – Communications with Persons with Disabilities

380 – Child and Dependant Adult Safety

1006 – Grievances Non-Sworn

1012 – Drug and Alcohol Free Workplace

1020 – Personnel Complaints

1024 – Body Armor

1038 – Overtime Compensation Requests

Madson motioned to adopt all of the above, Hartz seconded. Motion carried 3-0.

h. Monthly Activity report for September 2013:

2013 Dispatch activity for September: Telephone calls–3,721 911 Calls–228 Window assists–991

2012 Dispatch activity for September: Telephone calls–3,951 911 Calls–204 Window assists–811

2013 Patrol activity for September: Calls for service-1,510 Arrests-105

2012 Patrol activity for September: Calls for service-1,473 Arrests-155

No action taken.

i. Items to be forwarded to the City Council

Retirement letter from Donna Wisniewski and monthly statistics

9. Agenda items for the next regular meeting November 7, 2013.

Contract with Geneva Township, Impact fee usage, Commissioner Pienkos will not be in attendance.

10. Adjourn

Hartz motioned to adjourn, Madson seconded. Motion carried 3-0 at 7:58 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