

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY OCTOBER 9, 2014 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 Commissioner Mark Pienkos.

2. Pledge of Allegiance

The pledge was led by the Lake Geneva Fire Department.

3. Roll call

Commissioners Hartz, Bittner 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 regular meeting minutes from September 4, 2014.

Hartz motioned to approve the minutes from September 4, 2014, Pienkos seconded. Motion carried 3-0.

Approval of special budget meeting minutes from September 25, 2014.

Bittner motioned to approve the minutes from September 25, 2014, Pienkos seconded; Motion carried 3-0.

7. Police Department Business

a. Approval of bills for the Month of September 2014, operating in the amount of \$194,274.39, capital in the amount of \$24,555.30 for a total of \$218,829.69.

Hartz motioned to approve the bills for the month of August 2014, Bittner seconded. Roll call vote: Bittner - Y, Hartz - Y, Pienkos - Y. Motion carried 3-0.

Hartz asked about three specific revenue accounts. 11-21-00-4352 Law Enforcement Training Aids Reimbursement didn't show any reimbursement yet. Chief Rasmussen explained that the reimbursement has been received and the money may have been added to a different account. The Seizure Account 11-21-00-4620 was significantly lower than budgeted. Chief Rasmussen explained that the seizure procedure at the District Attorney's Office has changed and not as many items are being seized. Account #11-21-00-4737 Softvest Donations/Grants has not been used because the grant money was just approved. Finally the expense account Data Processing 11-21-5305 is overbudget because the Capital Computer account was just approved and some computer items needed to be replaced as soon as possible.

b. Budget Update.

Budget Workshop for the Finance Committee is scheduled for Tuesday October 14, 2014 at 6:00 p.m. if any commission members are able to attend.

c. Wisconsin Act 200.

Wisconsin Act 200 is a new state law that allows firefighters and police officers to administer Narcan when someone overdoses on Heroin. The Police Department would like to equip every squad with this medication. In order for the Police Department to move forward, a Memorandum of Understanding (MOU) with the Fire Department is needed to provide training and to provide Narcan for the vehicles. Chief Rasmussen asked for approval from the Police and Fire Commission to prepare this MOU. Hartz

and Bittner expressed concern for officer immunity regarding the administration of the drug. Chief Rasmussen stated if the Police Department has an MOU with the fire department that will protect the Police Department. Captain Peters from the Lake Geneva Fire Department stated that the Fire Department will develop a training standard and train the police department how to use this medicine. Hartz motioned to approve implementation of 2013 Wisconsin Act 200; Bittner seconded. Roll Call Vote: Bittner - Y, Hartz - Y, Pienkos - Y. Motion carried 3-0. Chief stated that further information or protocol will be provided at the next meeting.

d. Police Department Establishment Date/Presentation by Lieutenant Gritzner.

Lieutenant Gritzner gave a brief description about the history of the City of Lake Geneva Police Department. Currently there is no founded or established date for the police department and in an effort to preserve our own history research was done by Chris Brooks, a retired teacher and local historian, Karen Schinke and Lieutenant Gritzner's niece, a student at Badger High School. In the winter of 1844 the Town of Geneva, which included what is now known as the city, was granted a charter incorporating it as a Village. Prior to that incorporation the Town of Geneva consisted of all the current local townships. The village became a city in 1886 but the first known lawmen were working in 1839. The Police Department is recommending the founded date as winter of 1844 when the City was incorporated as a village. Pienkos motioned to establish the Police Department date as starting the winter of 1844. Bittner seconded. Motion approved 3-0.

e. Towing Company Policy.

Pienkos asked that this towing policy be placed on the agenda due to a public article he read stating that we never went out for a contract bid regarding towing. Chief Rasmussen stated the Police Department has an open tow policy because that provides the best, quickest and easiest service for all parties involved. Former Chief Meinel talked briefly about the Towing Company Policy. At the time City Attorney Rielly suggested an open tow policy versus an exclusive contract because one towing company was not able to meet all the needs of the Police Department 24 hours a day. The Commission agreed at that time to the open tow policy. Then, City Attorney Rielly also determined that the fees charged by each towing company are not a police department function. Hartz asked if a contract would be feasible at this time. Chief Rasmussen didn't feel any company could meet all the needs of a specific contract.

f. Demerit System Update.

Chief Rasmussen is still waiting for a response from City Attorney Draper.

g. Fat Tire Donation

Fat Tire Ride donated \$250.00 to the Police Department for the department's help during an event held in the city. Hartz motioned to accept the donation; Bittner seconded. Motion carried 3-0.

h. Police and Fire Commission Training Opportunity October 24, 2014 in Wisconsin Dells.

Chief Rasmussen explained there is money in the budget for anyone who would like to attend the Police and Fire Commission Workshop on October 24, 2014.

d. Resignation request from Reserve Officer Jordan Hooper.

Bittner motioned to accept Reserve Officer Jordan Hooper's resignation; Hartz seconded. Motion carried 3-0. Resignation Accepted with regret.

j. Monthly Activity report for 2014:

2014	Dispatch activity for September: Telephone calls-	3,117	911 Calls-	229	Window assists-	706
2013	Dispatch activity for September: Telephone calls-	3,951	911 Calls-	204	Window assists-	811

2014	Patrol activity for September: Calls for service-	1450	Arrests-	92
2013	Patrol activity for September: Calls for service-	1,510	Arrests-	105

k. Items to be forwarded to City Council.
Monthly activity Reports
Lake Geneva Police Department Establishment Date.

8. Fire Department Business

a. Approval of bills for the Month of September 2014. Operating in the amount of \$23,544.49, Fire Hydrant Rental of \$57,173.00, for a total of \$80,717.40.

Hartz motioned to approved the bills for August 2014, Hartz seconded. Roll call vote: Bittner– Y, Hartz – Y, Pienkos – Y. Motion carried 3-0.

b. Budget 2015

Chief Connelly talked with Comptroller Pollitt about the discussions from the Police and Fire Commission meeting on September 25, 2014 regarding Act 102, Fire Department Donations and CPR classes to show revenues and expenditures and the revisions were done.

c. Capital Projects Update.

Fire Hose replacement \$5,000 to spend this year, Roof replacement \$90,000 (to be done in the spring or summer 2015), Computer upgrade \$7,000 and Repair of Rear Approach \$5,000 (to be done spring 2015).

d. EMS Medical Billing Update, Meeting with EMS Medical Rep.

There will be a mandatory training next month regarding electronic billing. Lieutenant Detkowski explained that the billing processing will now be a 3-tier system for better accuracy. Pienkos noted that the letter stated that the “minor” concerns have been addressed and he is satisfied that the problems have been rectified.

e. Donations-discussion/action if needed - Kwik Trip donation.

Pienkos discussed the procedure of donations and Assistant Heindl stated the funds are placed into designated funds donations for the fire department and are not used for any personal gains. The Fire Department has accepted many donations over the years and they come before the Police and Fire Commission to accept them. The donations play an important role in helping the community. Hartz noted this is a donation to the Department and not a specific individual. Hartz motioned to accept the donation from Kwik Trip; Bittner seconded. Roll call vote: Bittner– Y, Hartz – Y, Pienkos – Y. Motion carried 3-0.

f. Request for Disposal of Obsolete Equipment.

The Fire Department asked for approval to dispose of outdated hose. Assistant Chief Heindl noted that the hose will be cut up and thrown away. The fittings will be removed and disposed of at a later date. No action needed based on the current policy as no items are being liquidated at this time.

g. Accept donation (chairs) from Lake Geneva Public Library.

Bittner motioned to accept the donation of chairs from the Lake Geneva Public Library; Hartz seconded. Motion carried 3-0.

h. EMS Steering Committee Update.

An initial packet was sent to the committee members and an organizational committee meeting will be October 22, 2014 at 1:00 p.m. at the Fire Department.

i. Fire Protection/Act 270 Update.

No further information; no action has been taken at the State level.

j. Select date in November for staffing interviews.

Staffing interviews for POP and POC positions were set for November 12, 2014 at 5:00 p.m. Anybody is welcome to attend.

k. Monthly EMS Medical Billing and Stark Report - No discussion/action

l. Monthly Activity Report. No discussion/action

m. Monthly Paratech Report. No discussion/action

n. Thank you cards/letters NONE. Pienkos thanked the Fire Department for having a very nice open house this past Saturday.

m. Items to be forwarded to City Council.
Monthly activity report,

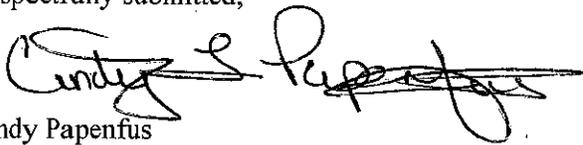
12. Agenda items for the next regular meeting.
Wisconsin Act 200 Protocol/Policy

13. Adjourn

Next meeting will be November 6, 2014 at 7:00 p.m.

Bittner motioned to adjourn the meeting; Hartz seconded. Motion carried 3-0 at 8:10 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Cindy S. Papenfus". The signature is written in a cursive style with a long horizontal line extending to the right.

Cindy Papenfus
Administrative Assistant

c: Police Chief
Fire Chief
Commissioners-file
Commission Liaisons
City Administrator
City Clerk
City Comptroller
Council Members – Mayor