

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY NOVEMBER 6, 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. Commissioner Pienkos welcomes newly appointed Commissioner Brian Pollard.

2. Pledge of Allegiance

The pledge was led by Commissioner Gramm.

Commissioner Brian Pollard introduced himself.

3. Roll call

Commissioners Bittner, Gramm, Pollard and Pienkos were present. Commissioner Hartz 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 October 9, 2014.

Bittner motioned to approve the minutes from October 9, 2014 with corrections, Pienkos seconded. Motion carried 4-0.

7. Fire Department Business

a. Approval of bills for the Month of October, operating in the amount of \$57,279.37, for a total of \$57,279.37.

Gramm motioned to approve the bills for October 2014, Pollard seconded. Roll call vote: Bittner– Y, Gramm– Y, Pollard – Y, Pienkos – Y. Motion carried 4-0.

Pienkos asked about several accounts on the Fire Department Expenditures Reports. FD Workmen Disability Ins account 11-22-00-5134 is over budget. Chief Connelly advised the city is still waiting for premium reimbursement from the previous insurance carrier when the City changed companies. Equipment repairs account 11-22-00-5240 and Firehouse Repairs account 11-22-00-5241 are also over budget. Chief Connelly advised that several unbudgeted repairs were needed throughout the year. Any extra money needed will be reimbursed from the contingency fund. Accounts 11-22-00 5736 Grant Purchases and 11-22-00-5830 Act 102 Expenses have been added per request of the Commission at the budget workshop. Bittner asked about burning permit revenue and what percentage of residents is aware that they need to purchase burning permits. It was suggested to place the burning permit information on the City website to educate the public on how to purchase the permits.

b. 2015 Budget Update.

Chief Connelly said some money in the budget has been moved but he is satisfied with the budget. City Liaison Lyon advised the City was nearing the end of the process with the Public Budget Hearing on November 17, 2014 at 5:00 p.m. and everything is lined up as the City feels is appropriate.

c. Resignation and Walk-Out Ceremony for Firefighter Richard Herwald

There will be a special walk-out ceremony for retiring firefighter Richard Herwald on December 3, 2014 at 5:00 p.m. and all members of the Commission are invited to attend.

Pollard motioned to accept Firefighter Richard Herwald's resignation with regret, Gramm seconded. Roll call vote: Bittner– Y, Gramm– Y, Pollard – Y, Pienkos – Y. Motion carried 4-0. Resignation accepted.

d. Request to accept donation from Lake Geneva Firefighters Association in the amount of \$8,413.51 for locker replacement and to use additional donated funds of \$1,755.29 to complete project.

Gramm motioned to accept donation from the Lake Geneva Firefighters Association in the amount of \$8,413.51 for locker replacement; Pollard seconded. Roll call vote: Bittner– Y, Gramm– Y, Pollard – Y, Pienkos – Y. Motion carried 4-0. A second motion was made by Bittner motioned to allow use of designated fund balance not to exceed \$1,800.00 to complete the locker replacement project; Pollard seconded. Roll call vote: Bittner– Y, Gramm– Y, Pollard – Y, Pienkos – Y. Motion carried 4-0.

Chief Connelly advised the Firefighters Association used the funds they have received from the last 3-4 Oktoberfest celebrations. The lockers will be metal and will have better circulation.

e. Automatic Aid Agreements.

Automatic Aid Agreements have been discussed in the past but because of a decrease in volunteer firefighters it is becoming more necessary. With Automatic Aid Agreements the City of Lake Geneva will automatically dispatch one piece of equipment and maybe one chief officer to other departments and they will reciprocate when necessary. The City Attorney has looked at the initial agreements and feels they are appropriate. This process of developing the Automatic Aid Agreements will begin sometime in January.

f. EMS Steering Committee Update.

The original meeting was on October 2, 2014, and is being developed in the hopes of providing better service to the community, looking at different staffing levels and paramedic level service. At the next meeting, the committee will be developing objectives.

g. Fire Protection Ordinance/ACT 270 Update.

An answer is expected from the State now that the election is over and Chief Connelly will bring it before the Commission when one is received.

h. Monthly EMS Medical Billing / Stark Report

Since the meeting with EMS and Stark, the deficiencies have been corrected.

i. Monthly Activity Report

The Fire Department is looking into a monthly ProPhoenix report out similar to the Police Department report.

j. Monthly Paratech Report. No discussion/Action.

k. Thank you cards and letters No Action taken.

l. Items to be forwarded to City Council.

Activity report

Firefighter Herwald's walk-out on December 3, 2014 at 5:00 p.m.

8. Police Department Business

a. Approval of bills for the Month of October. Operating in the amount of \$185,882.23, capital \$4,203.09 for 2014; for a total of \$190,085.32.

Bittner motioned to approve the bills for the month of October 2014, Pollard seconded. Roll call vote: Bittner– Y, Gramm– Y, Pollard – Y, Pienkos – Y. Motion carried 4-0.

Bittner questioned why there was a negative balance in the Wage Reimbursement account 11-21-00-4622. The negative balance is due to a line item correction. The money was moved from the Wage Reimbursement Account 11-21-00-4622 to the Law Enforcement Training Aids account 11-21-00-4362.

b. Wisconsin Act 200 Protocol/Policy

Additional information was handed out to the commission members that helped answer some of the Commissions questions from last month. Pienkos noted that the liability was not an issue as long as it was a life-saving issue. Bittner asked if the IN kits had a life expectancy and Chief Rasmussen explained that the medicine needs to be replaced every couple of years. This agreement will be with the Fire Department and they will replace them. The kits may be funded by the Walworth County Drug Unit in the future.

c. Al Exner II visit.

Lieutenant Gritzner gave a presentation about the recent visit with Al Exner, II and his wife. Mr. Exner is the son of Al Exner, the only officer killed in the line of duty for the City of Lake Geneva. Mr. Exner offered detailed police history to Chief Rasmussen, Lieutenant Gritzner, and Sergeant Dan Derrick on his recent visit.

d. Garage floor updates.

Half of the garage floor has been finished and the remaining half will be completed next week.

e. EMD/Call 911 Update.

Chief Rasmussen requested the approval of proceeding with Emergency Medical Dispatch after the first of the year. Communications Supervisor Jean Froggatt will be trained on the system and will help to train the remaining dispatchers. This program will help dispatchers assist a 911 caller until EMS units arrive. The cost for the training will be approximately \$2,400.00 and will be taken out of the 2015 training budget.

Pollard motioned to approve the planned EMD dispatching in the amount of approximately \$2,510.54 to be taken of the Police training Expenses 11-21-00-5410 in 2015. Bittner seconded. Roll call vote: Bittner– Y, Gramm– Y, Pollard – Y, Pienkos – Y. Motion carried 4-0.

Gramm asked if this is a new item. Chief Rasmussen said the department has been looking into the program for some time. It will also help so the Police Department will be able to handle cell 911 calls in the future.

f. Thank you letters—Tree House Child and Family Center, Lake Geneva Jaycees-Venetian Festival, Bucky’s Scholarship Gala and Al and Norma Exner. No Action Taken.

g. Monthly Activity Report for 2014:

2014 Dispatch activity for October: Telephone calls–3,111 911 Calls–226 Window assists–764
2013 Dispatch activity for October: Telephone calls–3,721 911 Calls–228 Window assists– 991

2014 Patrol activity for October: Calls for service- 1,367 Arrests- 129
2013 Patrol activity for October: Calls for service- 1,510 Arrests- 105

Pienkos asked about the recent fire at Sprecher’s/The Cove. Chief Connelly and Chief Rasmussen advised that it was a small fire. Gramm asked about the number of sexual assault cases as well.

h. Items to be forwarded to City Council.

Monthly reports
Update on the garage floor
EMD dispatching act
Wisconsin Act 200 Protocol

9. Agenda items for next regular meeting December 4, 2014.

None

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. Specifically: Police Department Personnel.

Gramm motioned to go into closed session and include Chief Rasmussen, Pollard seconded. Roll call vote: Bittner– Y, Gramm– Y, Pollard – Y, Pienkos – Y. Motion carried 4-0 at 8:00 p.m.

11. Motion to return to open session per Wisconsin State Statute 19.85(2).

Pollard motioned to return to open session, Bittner seconded. Roll call vote: Bittner– Y, Gramm– Y, Pollard – Y, Pienkos – Y. Motion carried 4-0 at 8:11 p.m.

12. Adjourn

Pollard motioned to adjourn, Gramm seconded. Motioned carried 4-0 at 8:12 p.m.

Respectfully submitted,

Cindy Papenfus
Administrative Assistant

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

THESE ARE NOT OFFICIAL MINUTES UNTIL APPROVED AT THE NEXT POLICE AND FIRE COMMISSION MEETING.