

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY, DECEMBER 6, 2012, 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 Madson, Hartz, Bittner, Gramm, and Pienkos were present.

4. Welcome new Commission Member, Rick Bittner

President Pienkos welcomed Rick Bittner to the Commission.

5. Election of Commission Secretary

Gramm nominated Hartz for secretary, Madson seconded. There were no other nominations. Madson motioned to close the nominations and approve Hartz for secretary, Bittner seconded. Motion carried 5-0.

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

7. Acknowledge correspondence

Commissioner Pienkos gave the Commissioners a copy of a letter that he submitted to UW- Oshkosh on behalf of Chief Connelly, who is trying to be accepted into the Chief Officer Program.

8. Approval of minutes from the regular meeting November 8, 2012

Hartz motioned to approve the minutes, Madson seconded. Roll call vote: Madson – Y, Hartz – Y, Bittner – abstained, Gramm – Y, Pienkos – Y. Motion carried 4-1 with Bittner abstaining.

9. Fire Department Business:

a. Approval of bills for the Month of November 2012. Operating in the amount of \$46,246.83 and Capital in the amount of \$3,100.00, for a total of \$49,346.83

Gramm motioned to approve the bills, Madson seconded. Hartz asked Assistant Chief Heindl if he could explain why line items 5130 and 5216 are over 100% of budget. Assistant Chief Heindl said that Chief Connelly would have to answer the question as he wasn't given that information. Adm. Asst. Wisniewski said that 5130 is for City call pay and is offset by the revenue from EMS billing. Bittner asked if the fuel expense line item is adjusted throughout the year and asked what the price per gallon for gasoline was at the beginning of the budget year. Chief Rasmussen said the Street Department orders all of the gasoline and then it's billed back to the individual departments. Rasmussen said he would get the information on the price per gallon and forward it to Commissioner Bittner. Roll call vote: Madson – Y, Hartz – Y, Bittner – Y, Gramm – Y, Pienkos – Y. Motion carried 5-0.

b. Awards recognition to Fire and EMS Personnel

Heindl said a committee of Chief Officer's and fire personnel from departments outside of Walworth County voted to award Lt. Dennis Detkowski as Walworth County Fire Officer of the Year, Mike Herwald as Walworth County Firefighter of the Year, Captain Zina Opper as EMS Officer of the Year, and Bronson Weyrauch as EMT of the Year.

c. Approve Geneva Township Emergency Services Contract

President Pienkos reviewed the proposed changes. He said the contract was changed from a two year to a one year contract. The annual retainer was changed from \$20,000.00 to \$27,000.00 (per the request of Geneva Township) which replaces the charge for false alarm calls, and equipment costs were added. Pienkos said a meeting has been scheduled for June 9th, 2013, to review how the changes are working.

Jim Dailey, the Town of Geneva Liaison, added that on behalf of the Town it was a pleasure to work with the City of Lake Geneva. This agreement was reached in only two meetings and he believes it will benefit both the City and the Town. Dailey said a key element to this contract is communication.

Madson motioned to approve and authorize President Pienkos and Mayor Connors to execute the contract, Gramm seconded.

Commissioner Hartz asked how the fees listed in exhibit #3 compared to neighboring communities. Mayor Connors spoke and said they wanted the agreement to be equitable to both sides. He added that this will be reviewed in one year also. Hartz asked if fuel costs are figured at all, Mayor Connors said the fuel usage wasn't looked at.

Roll call vote: Madson – Y, Hartz – Y, Bittner – Y, Gramm – Y, Pienkos – Y. Motion carried 5-0.

d. Accept donation of extrication tool from the Lake Geneva Rotary Club

The Rotary Club donated a TNT vehicle extrication cutter to replace an older less powerful tool. The value of the donation is \$4,495.00. Gramm motioned to accept the donation, Hartz seconded. Roll call vote: Madson – Y, Hartz – Y, Bittner – Y, Gramm – Y, Pienkos – Y. Motion carried 5-0.

e. Accept donation of forcible entry door stimulator from the Lake Geneva Jaycee's

The Jaycee's donated a forcible entry door stimulator. The value of the donation is \$5,500.00. Bittner motioned to accept the donation, Madson seconded. Roll call vote: Madson – Y, Hartz – Y, Bittner – Y, Gramm – Y, Pienkos – Y. Motion carried 5-0.

f. Narrow Banding

Captain Peters said that since the antenna was replaced and elevated there has been a significant improvement in radio communications. The repeater is also working well, so everything is successful.

g. ProPhoenix System

Captain Peters thanked the Commission, Mayor Connors, and Council for their support in acquiring the ProPhoenix system. Peters said the first step is a meet and greet with ProPhoenix. The software will be loaded into the server and then programming and training at different levels will begin. Hill asked if Jeff Miskie was going to be needed on this project. Peters said Miskie would be involved in downloading the software into the vehicles. Bittner asked if the system was going to run parallel with

another system during the conversion. Peters said the system currently being used will still be running.

h. Fire hose and ventilation saws

Heindl said the fire hose budgeted for in Capital has been ordered. He said that the saws from the trade in were put into service today.

i. Automatic Response Agreements (Auto-Aid Agreement)

Heindl said the agreements are still being worked on with several area fire departments. This will be held over to the next meeting.

j. 2006 Chevy Impala taken out of service

Heindl said this vehicle has been taken out of service. The cost to repair it is over \$3,000.00. Heindl said this vehicle will go to auction because it is cost prohibited to repair it.

k. Monthly Billing Insurance Tracking Report

Hartz said there a few calls listed that no social security number or insurance information was obtained. Hartz asked if billing is delayed because of this. Heindl said he wasn't sure if it was or not. He said he would check with Chief Connelly. Madson said that the current billing company has said they have additional ways of obtaining that information so it isn't a problem and this report is slowly becoming obsolete.

l. Monthly EMS Medical Billing Reports

Hartz looked at the aging summary report and said over half of the collections are over 60 days. Hartz thought that may have something to do with the missing information in the Insurance Tracking Report. Madson said that total is growing and 50 % of that is private pay. Pienkos asked if the Commission would like to have the representative from EMS billing come to the meeting in January or wait a month; Madson said he would prefer to do it in January. Pienkos said it will be on the agenda for January. Hartz asked what changes will occur with the new health care reform bill, Heindl advised he didn't know. Pienkos said that is going to be a complex issue. Bittner asked if there was a process for writing off the past due balances? Pienkos said he recalls discussing it with EMS Medical Billing and recommended that the Commissioners hold their questions until the January meeting when EMS Billing is in attendance at the meeting.

m. Fire Department Activity Report for November - No discussion/no action

n. Paratech Report for November - No discussion/no action

o. Items to be forwarded to the City Council – Geneva Township contract and activity report

10. Police Business

a. Approval of bills for the Month of November 2012. Operating in the amount of \$189,746.42 and Capital in the amount of \$2,492.76, for a total of \$192,239.18

Madson motioned to approve the bills, Hartz seconded. Commissioner Hartz said he was looking at the fuel expense and the special equipment line item which are over 100%. Chief Rasmussen said the special equipment line item is over because of the Taser purchase. Chief Rasmussen said he believes that the 2% stipend will be able to be absorbed into the budget. Pienkos thanked Council Liaison Hill for supporting the 2% stipend. Hartz asked if there is an evaluation done on ProPhoenix at the end of the year to see where to go, what the Chief would like to have changed, etc. Chief said that is communicated to

ProPhoenix at the semi-annual meetings and at user group meetings. Chief Rasmussen said we use 75 to 80 per cent of the system and it's working well.

Chief will ask if there is an internal survey that can be done to see if the system is suiting our needs, etc. Chief Rasmussen said he will look into that. Roll call vote: Madson – Y, Hartz – Y, Bittner – Y, Gramm – Y, Pienkos – Y. Motion carried 5-0.

b. Squad Purchase

Chief Rasmussen said the squads were ordered and they should arrive by the end of February or beginning of March. One of the old squads will be going to the Fire Department.

c. Approve eligibility list for Data Entry/Records Clerk hiring

Chief Rasmussen said the hiring process has narrowed it down to the top three candidates Holly Povish, Melissa Bogard, Christina Altenburg. Chief Rasmussen asked the Commission to approve the eligibility list that will be valid for 12 months. Hartz motioned to approve, Gramm seconded. Motion carried 5-0.

d. Authorization to hire Data Entry/Records Clerk from the eligibility list

Chief Rasmussen requested permission to hiring off of the eligibility list. Gramm motioned to approve the request, Madson seconded. Motion carried 5-0.

e. Job description for Data Entry/Records Clerk position

Chief Rasmussen said the job description had to be revised due to ProPhoenix System and Dispatching was added to their duties. This will be voted on for approval at the January meeting.

f. Accept resignation from part time employee

Chief Rasmussen advised the Commission Communication Supervisor Froggatt has not been able to contact part-time dispatcher, Ashley Bastek, for a few months. Phone messages have been left for her and she has failed to contact Froggatt. Chief Rasmussen said he sent her a letter advising her to come in and speak with him or turn her equipment in. Chief Rasmussen said her father dropped her department issued equipment off and there was no letter of resignation with it. Hartz motioned to authorize the termination of part-time employee Bastek, Madson seconded. Roll call vote: Madson – Y, Hartz – Y, Bittner – Y, Gramm – Y, Pienkos – Y. Motion carried 5-0.

g. Request approval to begin hiring process for part-time dispatchers

Chief Rasmussen requested permission to start the hiring process. Gramm motioned to approve the request, Hartz seconded. Motion carried 5-0.

h. Alarm monitoring system

Chief Rasmussen said the City has purchased the equipment so we can start monitoring the alarms in City buildings that are currently be monitored by an Alarm Company. Chief said delays in notifications from alarm companies can range from 10 to 18 minutes, which causes a significant delay in the response time of officers. This is just for information no action needed.

i. Accept anonymous \$50.00 donation

Madson motioned to accept the donation, Bittner seconded. Roll call vote: Madson – Y, Hartz – Y, Bittner – Y, Gramm – Y, Pienkos – Y. Motion carried 5-0.

j. Discussion on becoming a wireless 911 PSAP

Chief Rasmussen said all cell 911 calls are currently answered by the Sheriff's Department, who then transfers the call here. One half of those calls are lost in the transfer. This process creates a significant time delay in the response of police, fire, and or EMS. State law has now been changed to allow the individual PSAPS to answer the cell 911 calls directly. Chief Rasmussen said the cost to upgrade our system to allow us to answer the 911 cell calls would about \$1,000.00. Hartz asked if we have looked into having dispatch at the county. Chief Rasmussen said that has not been looked into; however, there has been some discussion on having a centralized 911 system. This was for discussion only no action taken.

k. Monthly Activity report for November and year to date comparisons:

2012 Dispatch activity for November Telephone Calls – 3,854 911 Calls – 231 Window Assists – 713

2012 Patrol activity for November: Calls for Service: 1,073 Arrests: 73

2011 Patrol activity for November: Calls for Service: 1,097 Arrests: 99

Chief Rasmussen said the calls for service and arrests are down some from 2011. Hill asked about the noticeable changes in the number of fraud cases. Gramm asked why there was such a significant change in the number of building checks. Chief said when the officers have time they do the building checks. Gramm asked about the number of parking complaint and violations and if this was because of the new parking system. Chief said he couldn't answer that for sure.

l. Items to be forwarded to the City Council

Monthly reports

11. Agenda items for the next regular meeting January 10, 2013

Fire Department – ProPhoenix, Auto Aid Agreements, EMS Medical Billing, Wireless 911 PSAP, Data Entry job description

12. Motion to go into closed session per Wisconsin State Statute 19.85(1)(f), Considering medical, social, or personal histories or disciplinary data of specific persons which if discussed in public would have a substantial adverse effect upon the reputation of person(s) referred to: specifically Police Department employee(s) and 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. Specifically Police Department employee(s)

Hartz motioned to go into closed session and include Chief Rasmussen, Gramm seconded. Roll call vote: Madson – Y, Hartz – Y, Bittner – Y, Gramm – Y, Pienkos – Y. Motion carried 5-0 at 8:36 p.m.

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

Madson motioned to return to open session, Bittner seconded. Motion carried 5-0 at 9:00 p.m.

14. Authorization to start promotion process from Reserve Officer to Full Time status and create an eligibility list for future vacancies.

Madson motioned to approve the authorization, Hartz seconded. Roll call vote: Madson – Y, Hartz – Y, Bittner – Y, Gramm – Y, Pienkos – Y. Motion carried 5-0.

15. Discussion and action on closed session items if needed – None needed

16. Adjourn

Hartz motioned to adjourn, Madson seconded. Motion carried 5-0 at 9:01 p.m.

Respectfully submitted,

Donna Wisniewski
Administrative Assistant

c: Police Chief
Fire Chief
Commissioners-file
Commission Liaison's
City Administrator
City Clerk
City Comptroller
City Council Members