

**LAKE GENEVA POLICE AND FIRE COMMISSION  
MEETING MINUTES  
THURSDAY, DECEMBER 5, 2013**

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 7:03 p.m. by President Pienkos.

2. Pledge of Allegiance

The pledge was led by Lake Geneva Police Department Records Clerk Courtney Bonk.

3. Roll call

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

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 special meeting and regular meeting on October 10, 2013

Bittner motioned to approve the minutes, Madson seconded. Motion carried 5-0.

7. Police Department Business:

a. Approval of bills for the Month of November 2013. Operating in the amount of \$179,128.27. Madson motioned to approve the bills, Hartz seconded. Roll call vote: Hartz, Madson, Pienkos, Gramm and Bittner voted yes. Motion carried 5-0.

b. Discussion and action on employee handbook  
Hartz motioned to keep civilian contract items status quo, except for paying 7% WRS contribution until future meeting when the handbook can be discussed further. Gramm seconded. Motion carried 5-0.

c. Hiring confirmation of full time Patrol Officer Caleb Tracy  
Madson motioned to approve confirmation of full time hire, Gramm seconded. Roll call vote: Hartz, Madson, Pienkos, Gramm, Bittner voted yes. Motion carried 5-0.

d. Hiring confirmation of full time Dispatcher Jodi Cordes

Gramm motioned to approve confirmation of full time hire, Madson seconded. Roll call vote: Hartz, Madson, Pienkos, Gramm, Bittner voted yes. Motion carried 5-0.

e. School liaison update

Assistant Chief Reuss met with principals throughout the district and requested feedback on the liaison program. Principals agreed they are happy with the transition and the police presence within the schools. Pienkos requested police department get feedback at the end of the school year with comments and suggestions about the program. Bittner requested the letters be forwarded to the District Administration. To be forwarded to City Council.

f. Administrative Assistant Update

Chief Rasmussen said 23 applicants applied for the position, 22 of which tested. Interviews were conducted on December 5, 2013 and he hopes to have a decision made by Friday, December 6, 2013.

g. Update on Budget

Chief Rasmussen said there was a public hearing on the budget and no one showed up. No further discussion.

h. Discussion and action on updated Capital Budget

Chief Rasmussen stated that Dennis Jordan asked if there was anything that the police department would need within the next five years. Chief stated there wasn't time to bring it back to the commission but mentioned barricades, another light tower, and two capital projects. Lieutenant Gritzner discussed two capital projects if the City borrows. He discussed the ALPR (automated license plate reader) system, which would cost \$19,115 for the one vehicle that the police department would get it installed in. Gritzner stated the only reoccurring fee is \$100 per year to belong to the ALPR Association/share Greenfield Police Department's server. The second item discussed was a digital fingerprinting system.

i. Monthly activity report for November 2013

2013 Dispatch activity for November: Telephone calls – 1,994 911 Calls – 158 Window Assists –839  
2012 Dispatch activity for November: Telephone calls – 3,854 911 Calls – 231 Window Assists –713

2013 Patrol activity for November: Calls for service – 1,257 Arrests - 107  
2012 Patrol activity for November: Calls for service – 1,073 Arrests – 88

Chief Rasmussen stated it appeared there may be a discrepancy with the number of telephone calls for November 2013. Administrative Assistant Holwick looked into it after the meeting and the number of telephone calls from November 2013 should be amended from 1,994 to 3,190.

Council Liaison Lyon asked for a 911 replacement update. Chief Rasmussen stated that through the budget process was told that the money was there and they are now in the out for quote process.

#### 8. Fire Department Business

- a. Approval of bills for the Month of November 2013. Operating in the amount of \$57,085.28. Madson motioned to approve the bills, Bittner seconded. Roll call vote: Hartz, Madson, Pienkos, Gramm and Bittner voted yes. Motion carried 5-0.

- b. Geneva Township Emergency Services Contract

Chief Connelly said that he met with Geneva Township and they are going to meet Monday morning to sign the two year contract. He said the contract is very similar to the current one, with the biggest changes being the limitations in liability and the length of the contract. Madson motioned to approve the Geneva Township Emergency Services Contract for two year period of time, including Exhibit 3. Hartz seconded. Gramm stated the contract mentions Exhibits 1, 2, and 3 and felt it should be reflected in the motion. Madson moved to amend his motion to include Exhibits 1, 2, and 3, Hartz amended his second. Roll call vote: Hartz, Madson, Pienkos, Gramm and Bittner voted yes. Motion carried 5-0. To be forwarded to City Council.

- c. Station 1 exhaust removal system bids and acceptance

Bids opened on November 21<sup>st</sup> at City Hall. The bid was awarded to a Rossman Enterprises Inc. out of Cincinnati, Ohio, for \$59,475.50, to be paid for all out of impact fees. System is supposed to be up and running by February 15, 2014. Madson moved to accept bid from Rossman Enterprises, Inc. as specified in the memo dated November 21, 2013, for exhaust removal system in the amount of \$59,475.50. Bittner seconded. Roll call vote: Hartz, Madson, Pienkos, Gramm and Bittner voted yes. Motion carried 5-0.

- d. Set tentative dates for new personnel interviews Wednesday, January 8 or Thursday, January 16 at 5:00 p.m.

Commission agreed to set interview date January 16, 2014. Gramm requested that this be posted as a possible quorum.

- e. Request to return from leave of absence by Bronson Weyrauch, effective January 1, 2014  
Gramm motioned accept request to return from leave of absence, Hartz seconded. Motion carried 5-0.
- f. Fire Department activity report  
Chief Connelly said at the end of last month they were up to 1,030 calls, now are around 1,050 calls and will probably hit 1,100 calls, which is the busiest the fire department has ever been. To be forwarded to City Council.
- g. EMS Medical Billing/Starck Report  
Chief Connelly stated he talked to Eric Kiefer of EMS Medical Billing and he said he would make sure the reports were redacted and apologized for oversight. To be forwarded to City Council.
- h. Paratech Monthly Report  
Hartz commented that on the aging report, the open accounts above 60 days is at .05%, which he said was a great number and extended congratulations for that number being so low. To be forwarded to City Council.
- i. Thank you letters/cards  
Chief Connelly stated they received thank you's from Badger High School Student Council for assisting with the fireworks for homecoming and from Central Dennison for sending a rig over for Fall Fest.
9. Items to be forwarded to City Council  
Letters regarding the police liaison program, Police Department activity reports, Geneva Township Emergency Services Contract, Fire Department activity reports, EMS Billing/Starck reports, Paratech reports
10. Agenda items for the next regular meeting January 9, 2014  
Council Liaison Lyon asked for a ProPhoenix update from the Fire Department. Chief Connelly stated they have been using it for the last month and just started in RMS on Tuesday. Madson asked if the Fire Department needs a handbook with talks of a Police Department handbook. Chief Connelly said they have one and Mike Hawes did not feel it was necessary they create a new one. Pienkos asked that a copy of the policy book be brought for the next meeting.
11. Adjourn  
Gramm motioned to adjourn, Hartz seconded. Motion carried 5-0 at 8:03 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Courtney Bonk". The signature is written in a cursive, flowing style.

Courtney Bonk  
Records Clerk

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

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