

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY, JANUARY 9, 2014**

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

The pledge was led by Administrative Assistant Cindy Papenfus

3. Roll call

Commissioners Bittner, Gramm, Pienkos, Madson, Hartz and Lyons were 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 regular meeting minutes from December 5, 2013.

Madson motioned to approve the minutes from December 5, 2013. Gramm seconded. Motion carried 5-0.

Approval of minutes from special meeting minutes from December 30, 2013.

Bittner motioned to approve the minutes from December 30, 2013. Hartz seconded. Motion carried 3-0. 2 Abstained.

7. Fire Department Business:

a. Approval of bills for the Month of December 2013. Operating in the amount of \$46,820.34, capital \$16,301.14, fire hydrant rental of \$57,122.75 for 2013. Operating in the amount of \$22,025.00, capital \$3,8000.00 for 2014, for a total of \$146,274.43. Hartz motioned to approve the bills, Madson seconded. Roll call vote: Bittner, Gramm, Pienkos, Madson and Hartz voted yes. Motion carried 5-0.

COMMENTS: Commissioner Hartz questioned whether the fire house repairs and sprinkler expense repairs were reimbursable. Commissioner Pienkos noted that revenue was above what was projected and expenditures were less than expected for 2013.

b. Fire Department policies and SOG's.

A jump drive was sent to all Commissioners prior to the meeting to go over the policies and procedures. The Fire Department has not budgeted for Lexipol. Need to further discuss at the next meeting.

c. Notice of Elkhorn/Lake Geneva Fire Departments auto-aid agreement from 2003

Assistant Chief Heindl advised that the City of Lake Geneva's district was extended to the west side of Highway 50/67 but the contract is the same. The Commission acknowledged the agreement.

d. Report on Havenwood Apartments Fire

Commissioner Hartz commented on what an amazing job the fire department did and that no one was hurt. It was nice cooperation between all departments involved. The Commission thanked everyone for their service.

e. Badger Youth Wrestling Club Request

The Badger Youth Wrestling Club has asked for the service of the Fire Department on March 8 and March 15, 2014 for their wrestling tournament. The Wrestling Club has offered to make a monetary donation. The Chief asked if a donation could be accepted to offset the cost of personnel which is typically around \$250.00. Commissioner Bittner made a motion to accept a donation from the Badger Youth Wrestling Club. Madson seconded. Motion carried 5-0.

f. Fire Department personnel interviews

Interviews will be held on January 16, 2014 at 5:00 p.m. If commissioners will be attending, the Chief asked that they arrive at 4:45 p.m. Commissioners Hartz, Pienkos and Gramm said they will attend. This will be posted as a possible quorum.

g. Monthly Activity Report - No discussion/action

h. Paratech monthly Report - No discussion/action

i. EMS Medical Billing Report/Starck Report

Commissioner Madson brought up a discrepancy between the City's figures and the EMS billing figures. Chief Connelly will look into it. Commissioner Pienkos asked that the Starck report be redacted better.

j. Captain Peters to present update on current use of ProPhoenix system.

Captain Peters presented an update on the current ProPhoenix system. Captain Peters stated the command center did a great job at the Havenwood fire. All the data was in Phoenix from dispatch and that made their job a lot easier. The entire project is working well except for inspections. The budget was expended but they did not go over budget. The Department is working on the payroll side of the program. The Commission would like a report at the next

meeting on the payroll program and perhaps have Peg Pollitt, comptroller, available to see how it is working on the City's end.

- k. Thank you letters to LGPD, Mutual-aid fire departments, Dousman Bus Service.
Acknowledged receipt of thank you notes.

l. Items to be forwarded to City Council

Alderman Lyons will forward the Thank you letters to the City Council.

8. Police Business

- a. Approval of bills for the Month of December 2013. Operating in the amount of \$210,639.51, capital \$547.45 for 2013; Operating in the amount of \$21,401.54 for 2014; for a total of \$232,588.50. Madson motioned to approve the bills, Hartz seconded. Roll call vote: Bittner, Gramm, Pienkos, Madson and Hartz voted yes. Motion carried 5-0. Comments: The bills approved at the special meeting on December 30, 2013 were different than these bills. Roll call vote: Bittner, Gramm, Pienkos, Madson and Hartz voted yes. Motion carried 5-0.
- b. Confirm eligibility list for part time dispatch employees.
Gramm motioned to approve eligibility list for part time dispatch employees to be put into place for one year. Madson seconded. Roll call vote: Bittner, Gramm, Pienkos, Madson and Hartz voted yes. Motion carried 5-0.
- c. Confirm hiring of part time dispatchers Lindsey Schauer and Breanna Blink.
Madson motioned to approve hiring of part time dispatchers Lindsey Schauer and Breanna Blink. Bittner seconded. Roll call vote: Bittner, Gramm, Pienkos, Madson and Hartz voted yes. Motion carried 5-0.
- d. Confirm eligibility list for administrative assistant employee.
Madson motioned to approve eligibility list for administrative assistant employee to be put into place for one year. Gramm seconded. Roll call vote: Bittner, Gramm, Pienkos, Madson and Hartz voted yes. Motion carried 5-0.
- e. Confirm hiring of Administrative Assistant Cindy Papenfus.
Madson motioned to approve hiring of Administrative Assistant Cindy Papenfus. Bittner seconded. Roll call vote: Bittner, Gramm, Pienkos, Madson and Hartz voted yes. Motion carried 5-0.
- f. Approval to move forward with reserve officer hiring/job announcement for 2014.

Chief Rasmussen asked to hire reserves for the 2014 season. The Department will not have to hire any booking officers this year.

Madson motioned to approve hiring of reserves for the 2014 season. Gramm seconded. Roll call vote: Bittner, Gramm, Pienkos, Madson and Hartz voted yes. Motion carried 5-0.

g. Update on Police Department employee handbook.

Updated employee handbook was handed out at the meeting. Commissioner Bittner asked if the city attorney had reviewed the handbook. City Attorney will review the handbook after the Commission has looked at it and made changes if necessary. This will be addressed at next meeting.

h. Discussion and possible action regarding joint hiring and training with GLLEA.

Chief Rasmussen asked to possibly work with GLLEA regarding hiring part time employees for the 2014 season. Both departments would like to split the application, testing and advertisement costs and procedures. It would also be possible to combine training and hiring as well. Once the hiring process is complete, then it would be necessary to set up an intergovernmental agreement.

Madson motioned to authorization the cooperation with GLLEA with regard to recruitment and hiring and subsequent legal agreement and training as necessary. Gramm seconded. Roll call vote: Bittner, Gramm, Pienkos, Madson and Hartz voted yes. Motion carried 5-0. The Commission would like feedback at the next meeting.

i. Discuss possible addition of Class A uniforms for police department

Chief Rasmussen asked to approve the purchase of Class A uniforms. The staff was asked how they felt about purchasing the uniform at their own expense. They were in favor of it. The department is currently working on a Lexipol policy regarding proper dress code. Commissioner Bittner stated that he thought it was a good idea and provided a good image for the department.

Bittner motioned to authorize the addition of Class A uniforms for the police departments. Hartz seconded. Motion carried 5-0.

j. Update on purchase of squad 211 replacement.

Pickup truck was ordered as the money was set in the budget.

k. Traffic grant reimbursement of \$1,023.60. – No discussion

l. Accept donation from the City of Lake Geneva Jaycees in the amount of \$3,434.05 for patrol bikes.

Hartz motioned to accept the check from the Lake Geneva Jaycees in the amount of \$3,434.05 for the purchase of patrol bikes. Gramm seconded. Motion carried 5-0.

m. Lexipol updates.

Lieutenant Gritzner gave an update on Lexipol. On January 4, 2014 the department went live with the manual. There has been no technical difficulty. Officers are to do one training/day. This has really increased the amount of training that officers are able to obtain.

n. Discussion and action on 911 replacement.

Communications Supervisor Froggatt discussed the two 911 quotes and recommended AT&T. This would keep the same phone system in place. Most likely the mapping system in ProPhoenix would be used for either system. The price quote came in under budget. There would be no change over. The department may also be able to drop mapping cost through the CAD system.

Madson motioned to recommend purchasing the 911 service with AT&T for proposal submitted with time and material after the first year service. Hartz seconded. Roll call vote: Bittner, Gramm, Pienkos, Madson and Hartz voted yes. Motion carried 5-0. Liaison Lyon thought keeping the system with the same company was a good idea.

o. Monthly Activity report for December 2013 – no comments.

p. Items to be forward to City Council – Monthly statistics.

9. Agenda items for next regular meeting February 6, 2014.

Employee handbook, ProPhoenix discussion with payroll from the Fire Department, Fire Department personnel hiring, Hiring update with GLLEA, Lexipol update, Reconciliation of the EMS report.

Commissioner Pienkos is excused from the February 6, 2014 meeting.

10. Adjourn

Gramm motioned to adjourn, Hartz seconded. Motion carried 5-0 at 8:22 p.m.

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