

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY APRIL 10, 2014, AT 7:00 P.M.**

This meeting will be 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 Commissioner Thomas Hartz

3. Roll call

Commissioners Gramm, Pienkos, Hartz and Liaison Alderman Lyons were present. Commissioners Madson and Bittner were excused.

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 February 27, 2014.

Hartz motioned to approve the minutes from February 27, 2014. Gramm seconded. Motion carried 3-0.

7. Fire Department Business

a. Approval of bills for the Month of March 2014. Operating in the amount of \$63,145.51, capital \$1,395.76, fire hydrant rental of \$(158.20), Operating Prepaids-February \$3,295.48, Impact Fee Prepaids-February \$59,475.50, for a total of \$127,154.05.

Gramm motioned to approve the bills for the month of March 2014. Hartz seconded. Role Call vote: Hartz – Y, Gramm – Y, Pienkos – Y. Motion carried 3-0. Per Chief Connelly, the (\$158.20) fire hydrant expense will continue to rise because the rental fee went up. Commissioner Hartz questioned why the fire department had to budget \$2,000.00 for building repairs. Chief Connelly advised that the \$2,000.00 was for minor repairs to the building. Any expenses beyond \$2,000.00 would come out of the fire department's budget and then be reimbursed by the City of Lake Geneva at the end of the year. Commissioner Hartz will discuss with City Administrator Jordan why the City will not take over the maintenance functions of the Fire Station. There has been a significant overage in the building expenses over the years.

b. Approve Resolution number 14-R09 and explanation from last month on ACT 102 money CF.

Decrease Acct #11 00-00 3449, Designated Fund Balance –EMS Act 102, by \$10,236.94.

Increase Acct #11 00-00 3480, Undesignated Fund Balance, by \$10,236.94.

Hartz motioned to approve Resolution number 14-R09; Gramm seconded. Roll call vote: Hartz – Y; Gramm – Y; Pienkos – Y; motion carried 3-0.

Chief Connelly handed out a memo from Comptroller Peg Pollitt clarifying Act 102.

c. Fire Department Policies and Lexipol

There are no Wisconsin Statutes at this time and it could be 1-2 years before any are completed. To get this program and hiring someone to learn the system and take care of updating the policies would be a considerable cost to the department. Chief Connolly advised that the department is continuing to update their current policies and they will be presenting some to the Commission in the near future.

d. Pro-Phoenix update –general and payroll verification.

Captain Peters stated that things are going very well on the payroll side of ProPhoenix and the system has been fully instituted. They are trying to improve some reports for the Comptroller. The Fire Department is developing policies for the payroll system. Commissioner Pienkos asked that they be brought to the next meeting for review.

e. Service Awards for 2013. The following personnel received awards for 2013. Fire Officer of the Year-Daniel Derrick, Firefighter of the Year-Patrick Carroll, EMT of the year-Edward Zwiebel. The following personnel have been recognized for their years of service:

Steve Derrick- 35 years

Richard Herwald – 30 years

Patrick Carroll – 30 years

Dennis Detkowski – 15 years

James Bastek -10 years

f. Recent certifications – Youngwoan Cho-Nationally Registered Emergency Medical Technican, Youngwoan Cho, Tyler Terhark, John Steltenpohl – 40 hour Rope Operations Class.

g. Personnel – 3 candidates did not meet probationary requirements and have been released from the department. Tyler Krepelan, Kiley Pearce, and James Oberholtzer. Tyler and Kiley moved from the area and James did not attend training regularly.

h. Resignations of POP Personnel – The following personnel have accepted full-time positions with other fire departments and have resigned or requested Leave of Absence. Jon Perrino, Kristy McKinney, Jeff Miller, John Kronschnabel, Jr. Kristy McKinney has requested a Leave of Absence. Jon Perrino, Jeff Miller and John Kronschnabel, Jr. have accepted positions in different agencies. Gramm motioned to accept the resignations. Hartz seconded. Roll call vote: Hartz – Y; Gramm – Y; Pienkos- Y; motion carried 3-0.

i. Donations

The issue of accepting donations was brought up at a City Council meeting. Per Chief Connelly the donations budget contains approximately \$6,500 to \$7,000 and has accumulated over 3-5 years. The Fire Department does not use the money unless special projects are needed. Chief Connelly asked if the Commission has a problem with the department accepting donations and if guidelines should be set. Commissioner Hartz doesn't see a problem accepting the donations and feels that they are helpful to the department. Commissioner Pienkos agreed. No further action taken.

j. Swearing in Ceremony June 12, 2014. A Swearing in Ceremony will be held on Thursday June 12, 2014 at 6:00 p.m. at Lake Geneva City Hall. This is a fire service tradition that recognizes our personnel for their acceptance of the position to serve the community. Traditionally, a family member, friend, or the fire chief pins the badge on the candidate and the city clerk gives the oath to the individuals. Chief Connelly invited the Commission members to attend.

k. Monthly Activity Report - Reports are from February and March. No discussion/action.

l. Paratech report - Reports are from February and March. No discussion/action.

m. EMS Medical Billing and Stark Report – The reports were reviewed and checked for payment problems. Commissioner Hartz noticed a slight increase in the 90 days nonpayment, up to approximately 11% and that some accounts were written off. The Commission asked that someone from Paratech be present at the next meeting to discuss the bills.

n. Thank you cards, letters, comments.

Thank you letters were received from the Darien Fire Department for March 1, 2014 structure fire. A Thank you note was also received from Jonathan and Deborah Duggan for assistance with the fire alarm system and Knox box issues for the apartments on Elkhorn Road.

o. Items to be forwarded to City Council.

Monthly activity report

Service Awards and names

8. Police Department Business.

a. Approval of bills for the Month of March 2014. Operating in the amount of \$198,343.72, Capital \$35,268.55 for 2014; Operating Prepays-February \$3,044.63, for a total of \$233,612.27. Gramm motioned to approve the bills for the March 2014. Hartz seconded. Roll call vote: Hartz – Y, Gramm – Y, Pienkos – Y. Motion carried 3-0. Commissioner Hartz asked about Account Number 11-21-00-5450 ProPhoenix. He noticed that the account is already overbudget. Chief explained that the price went up on maintenance and the department was not aware of it until the bill was received after the budget was prepared. This is the second year this has happened and even after Chief Rasmussen called to get a quote prior to budget preparation. Commissioner Pienkos asked that a letter be sent that the Commission is not happy with the discrepancy.

b. Dispatch and Data Entry Job Benefits.

Chief Rasmussen handed out paperwork regarding Benefits for Non-Sworn Personnel. The handbook is completed and now this is the next step in the process. He discussed changes that the City Hall is proposing regarding sick time and incentive for using sick days. This will be continued to next month's meeting.

c. Update on Class A formal uniforms and department issued vests.

Class A uniforms have been purchased and received. The Department also purchased 12 bullet proof vests for \$8,820.00 and we came under budget approximately \$1,000.00. We will be receiving about \$4,200.00 back from grants.

d. Hunter Safety.

We will be hosting classes in May in our new training room. Chief Rasmussen has authorization to approve the public to enter the building with firearms in case anyone has any concerns.

e. City doing wage/benefits study.

The City of Lake Geneva along with the City of Delavan and the City of Elkhorn hired a company to do wage/benefit studies for all employees.

f. Sergeant Daniel Derrick graduated from Northwestern University School of Police Staff and Command.

This is a rigorous 10 week training and Sergeant Derrick did a good job. He will be recognized at the Awards Ceremony next month. The Police Department tries to send one person per year to the training.

g. Officer Kaitlin Tietz completed probation.
Congratulation to Officer Tietz for completing probation.

h. Accepted Officer Tylor Looman's resignation letter.
Hartz motioned to accept the resignations. Gramm seconded. Roll call vote: Hartz – Y; Gramm – Y; Pienkos- Y; motion carried 3-0.

i. Accepted Officer Alex O'Toole's resignation letter.
Gramm motioned to accept the resignations. Hartz seconded. Roll call vote: Hartz – Y; Gramm – Y; Pienkos- Y; motion carried 3-0.

j. Thank you cards/letters.
Sergeant Hall and Officer Hansen each received Thank you notes for helping at the Special Olympics.

k. Capital Project addition.
Chief Rasmussen asked for permission to borrow \$20,000.00 to add on to the existing property barn. The City is renovating the Geneva Vans Building and Chief Rasmussen asked to use part of that building but City Administrator Jordan advised that the city would be utilizing the entire building and suggested that the police department borrow \$20,000.00 for an addition to the current evidence room. Chief Rasmussen handed out pictures to show how crowded our current property barn is at this time. It would not be necessary to add concrete to the addition. Commissioner Pienkos asked why the City of Lake Geneva should just agree to spend \$20,000.00 without researching the issue more. Geneva Township vacated the current building; however, Chief Rasmussen states it is currently full. Alderman Lyons agreed that there should be a thorough review for options on the existing space and the city should sharpen their pencils to use the funds as effectively and efficiently as possible. Hartz motioned to deny the request for \$20,000.00 for the capital project of adding space to the existing property barn. Gramm seconded. Roll call vote: Hartz – Y; Gramm – Y; Pienkos – Y; motion 3-0. Hartz asked if the \$20,000.00 amount to borrow was over a three year period and if it was denied at this time, then it would not be in the capital project for three years. Chief Rasmussen confirmed that was correct.

l. Reserve Update and Range Day
The hiring of our reserve officers is complete and training has begun. We have 10 new officers. EVOC training is on Saturday April 12, 2014. Range day is on April 26, 2014 and everyone is welcome to attend. There will also be a cook out.

m. May special meeting.
The first week in May is Police Week and we will be having an awards ceremony on May 8, 2014 at 5:30 p.m. in the training room on the second floor. The Commission Members are invited to attend. It is possible Commissioner Madson's last meeting could be May 8, 2014. Election of officers was also discussed.

n. Monthly Activity reports include February and March 2014. No action/no discussion. Asked how comparisons were from year to date. It is hard to tell according to Chief Rasmussen because it varies from month to month. Commissioner Pienkos asked about parking issues for the summer. A new parking manager has been hired and hopefully there will be a better working relationship between the police department to allow the police department to have more discretion on resolving tickets.

o. Items to be forwarded to City Council.
May 8, 2014 at 5:30 p.m. is Special meeting for Police Department awards
Range Day on April 26, 2014
Hunter Safety—Chief Rasmussen has authorization to approve firearms in the building.

9. Motion to go into closed session per Wisconsin Statutes 19.85(1)(c).

Gramm motioned to go into closed session; Hartz seconded. Roll call vote: Hartz – Y; Gramm – Y; Pienkos-Y; motion carried 3-0. Unanimously carried at approximately 8:15 p.m.

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

Gramm motioned to return to open session; Hartz seconded. Roll call vote: Hartz – Y; Gramm – Y; Pienkos-Y; motion carried 3-0. Unanimously carried at approximately 8:55 p.m.

10. Agenda items for the next regular meeting.

Fire Department Payroll Policy

EMS Medical Billing Update

Report from Police Liaison Officer

Job Benefits-Dispatch/Data Entry

Vehicle Storage

Reorganization of Police and Fire Commission

11. Adjourn

Pienkos motioned to adjourn meeting; Gramm seconded. Motion carried 3-0 at p.m. Meeting adjourned at approximately 8:57 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