

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY MAY 8, 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 President Pienkos.

2. Pledge of Allegiance

The pledge was led by Commissioner Steven Madson

3. Roll call

Commissioners Madson, Hartz, Bittner and Pienkos, and Liaison Alderman Lyon were present. Commissioner Gramm was 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. Welcome Town of Geneva Liaison Mike Mumford.

Per Chief Connelly, Mr. Mumford was not able to be at the meeting due to a prior engagement but he will be present next month.

7. Welcome returning Commission member, Rick Bittner.

President Pienkos welcomed Commissioner Bittner back as a returning Commission member.

8. Election of officers: President, Vice President and Secretary.

Hartz nominated Pienkos as President, Madson seconded. There were no other nominations. Madson motioned to close the nominations, Hartz seconded. Motion carried 4-0.

Bittner nominated Hartz as Vice President, Madson seconded. There were no other nominations. Bittner motioned to close the nominations, Madson seconded. Motion carried 4-0.

Hartz nominated Bittner for Secretary, Madson seconded. There were no other nominations. Hartz motioned to close the nominations, Madson seconded. Motion carried 4-0.

9. Approval of minutes from regular meeting minutes from April 10, 2014.

Hartz motioned to approve the minutes from April 10, 2014, Bittner seconded. Motion carried 4-0.

10. Fire Department Business

Commissioner Pienkos stated Lawrence Covi's retirement party on May 6, 2014 was very nice. Chief Connelly said it was very nice to see so many commissioners in attendance and it was very much appreciated.

a. Approval of bills for the Month of April. Operating in the amount of \$51,324.55, capital \$947.50, fire hydrant rental of \$57,373.58; for a total of \$109,645.63.

Hartz motioned to approve the bills for the month of April 2014, Bittner seconded.

Commissioner Bittner was comparing inspection fees account #4623 for the month and the year with the expense for fire expense wages and wondered if the inspection fees would catch up with wages over the year. Chief Connelly advised that it would catch up because most of the inspections are performed in June and July. Commissioner Hartz asked if Expense #5134 Workmen Disability Ins. was an annual payment and Chief Connelly advised that it is an annual payment.

Role Call vote: Madson – Y, Hartz - Y, Bittner – Y, Pienkos – Y. Motion carried 4-0.

b. EMS Medical Billing Report and Update.

Eric Kiefer from EMS Medical Billing asked for a records request for last month's meeting and they were unable to determine the discrepancy in the dollar amounts. They need more time to research the problems. He will be at the June 5, 2014 meeting to discuss it.

c. Payroll Policy

The payroll policy was reviewed and adopted. Madson made a motion to approve City of Lake Geneva Fire Department Policy, R-100.13, Payroll Approval Process, Bittner seconded. Some discussion was made by Chief Connelly regarding the policy and comparison with prior procedures. Role Call vote: Madson – Y, Hartz - Y, Bittner – Y, Pienkos – Y. Motion carried 4-0.

d. Accept donation of office file cabinets

Mr. Stuart Rosenberg from ICI Commerical donated three large Global 4 drawer lateral file cabinets and two 6 drawer flat map/plan file cabinets to the fire department. Madson motioned to accept the donations, Bittner seconded. Motion carried 4-0.

e. Monthly Activity Report- handed out at the meeting.

Per Chief Connelly, the calls have picked up in the last few months with the weather improving.

f. Monthly Paratech Report- No action taken.

g. EMS Medical Billing and Stark Report.

Madson stated the reports this month have the same issues as last month. There is roughly a \$6,000.00 discrepancy between Stark and EMS billing regarding reconciling. Chief Connelly will ask Eric Kiefer from EMS billing to look into this as well for the next meeting. Madson says we are on budget for the year regarding EMS collections for the year. Hartz questioned the collection process and how Stark is paid. President Pienkos asked for a flow chart to see how the collection process is handled.

h. Thank you letter from Perry Howard of the City of Burlington Fire Department for help with the Schuette-Daniel furniture store. – No action taken.

i. Items to be forwarded to City Council.

Monthly activity report.

11. Police Department Business

a. Approval of bills for the Month of April 2014. Operating in the amount of \$200,560.91, capital \$28,203.00 for 2014; for a total of \$228,763.91.

Madson motioned to approve the bills for April 2014, Bittner seconded. Chief Rasmussen stated the only capital at this time is Squad Car Replacement. Role Call vote: Madson – Y, Hartz - Y, Bittner – Y, Pienkos – Y. Motion carried 4-0.

b. Job Benefits Dispatch and Data Entry

Madson motioned to adopt Benefits schedule as set forth on pages 1, 2 and 3 of the summary provided at the last meeting with the recommendations as set forth on page 3 for Non-Sworn Personnel (Data Entry and Dispatchers) as currently listed with the listed changes: Reduction in sick days, lateral transfers based on experience and maintaining the same provisions as the old contract with respect to the accumulation of sick time. Pienkos seconded motion.

Madson stated further the reduction of sick days, lateral transfer and maintaining the language for sick leave is a question of fairness. The officers have this same benefit and dispatch is a difficult position to fill. You need someone with extensive training, someone to handle stress very well and someone to make decisions with the officers. The dollar amount by eliminating this sick benefit is rather small with keeping the current policy.

There was discussion with the benefits of leaving the policy the same. Mayor Connors discussed an OPEB (other post employment benefits) study was done by the City as required by accounting.

Pienkos stated the motion was adopting the recommendations as contained on page 3. The first item is that sick days will be reduced to 9 sick days per year. The second item is the lateral transfer due to experience. The third item is to keep provision of 16.02/16.03.

Chief Rasmussen asked that the policy be made effective July 1, 2014.

Madson amended the motion to include the original motion and add that the policy be effective July 1, 2014, Bittner seconded. No discussion on the amendment. Role Call vote on the amendment: Madson – Y, Hartz - Y, Bittner – Y, Pienkos – Y. Motion carried 4-0.

No discussion or comments on the original motion. Roll Call vote on the original motion: Madson – Y, Hartz - Y, Bittner – Y, Pienkos – Y. Motion carried 4-0 with the amendment. This may be updated after the sworn officer negotiations per Chief Rasmussen.

c. New squad update.

A new truck was purchased for \$28,000. The Department anticipates receives \$6,000.00 for selling the old truck. Therefore, the cost of the new truck was less than a squad car and it is black and white so it can be used as a squad car if necessary.

d. 911 update

ATT installed their equipment this week. The 911 system installation was delayed due to production and will begin June 2, 2014. Training will be June 9 through 13, 2014 and the department will go live on June 18, 2014.

e. Update on School Resource(s) Program.

Letters were received from principals of the schools and they are very pleased with the School Resource

Program. Commissioner Hartz asked if the situation with the janitor could be prevented because of a liaison. Chief Rasmussen stated that it could not but it makes it easier for the victims to come forward and talk to someone they know. Also future victims may feel comfortable talking to the Police Liaison. It is also helpful for the teachers to discuss problems with the officer in attendance. Dr. Gottinger, School Superintendant, is also happy with the program as well.

f. Sergeant Derrick report on Staff and Command School.

Sergeant Derrick gave a presentation about his experience at Northwestern Staff and Command School and stated it was a great experience.

g. Cross Training with Fire Department (EMS).

The Police Department and Fire Department are working together to offer officers EMT training. Chief Connelly has offered some funding specifically for EMT training. Three officers were interested. The first officers to attend the 180 hour training will be School Liaison Officer Kara Richardson and Officer Brandi Nelson. The training will begin in June and will conclude in August.

h. Thank you letters to Officer Giovannoni. No action taken.

i. Monthly activity Reports

2014 Dispatch activity for April 2014: Telephone calls– 3,501	911 Calls– 167	Window assists– 714
2013 Dispatch activity for April 2014: Telephone calls– 3,501	911 Calls– 183	Window assists– 765

2014 Patrol activity for April: Calls for service- 1,258	Arrests- 64
2013 Patrol activity for April: Calls for service- 1,290	Arrests- 117

The patrol activity reports were not up to date when the packets were sent out due to a computer error. The actual arrests for the month of April were 144.

12. Agenda items for the next regular meeting - Clarification of EMS and Stark billing questions.

13. Items to forward to City Council:

School Resource letters, Sergeant Derrick's report on Northwestern Staff and Command School, EMT cross training.

14. Motion to go into closed session under Wisconsin State Statute 19.85(1)(c). Bittner motioned to go to closed session, Hartz seconded. Roll Call Vote: Madson – Y, Hartz - Y, Bittner – Y, Pienkos – Y. Motion unanimously carried at 8:20 p.m.

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

Madson motioned to return to open session, Hartz seconded. Motion unanimously carried to return to open session at 8:43 p.m.

16. Discussion and action on closed session items if needed.

Bittner made a motion that Approval of educational payments will be made by the discretion of the Chief of Police as long as it is within budgetary guidelines. Hartz seconded. Role Call vote: Madson – Y, Hartz - Y, Bittner – Y, Pienkos – Y. Motion carried 4-0.

President Pienkos wanted to wish outgoing Commissioner Madson good luck and thank him for his service. The Commission has enjoyed working with Commissioner Madson. Commissioner Madson

stated he enjoyed working on the commission and will miss everyone. Mayor Connors will be working on appointing a new Commissioner.

Madson motioned to adjourn meeting, Bittner seconded. Motion carried 4-0. 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