

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY SEPTEMBER 4, 2014 AT 6:00 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 6:03 p.m. by President Pienkos.

2. Pledge of Allegiance

The pledge was led by Commissioner Thomas Hartz

3. Roll call

Commissioners Hartz, Gramm and Pienkos 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 regular meeting minutes from August 7, 2014.

Hartz motioned to approve the minutes from August 7, 2014, Gramm seconded. Motion carried 3-0. Commissioner Hartz asked a question about Demerit Update being on the Agenda. There is no update at this time but it will be added to next month's agenda.

7. Police Department Business

a. Approval of bills for the Month of August 2014. Operating in the amount of \$188,059.36, for a total of \$188,059.36.

Gramm motioned to approve the bills for the month of August 2014, Hartz seconded. Roll call vote: Hartz – Y, Gramm – Y, Pienkos – Y. Motion carried 3-0.

Commissioner Pienkos asked how the Department stood with the 2014 Budget. Chief Rasmussen stated that some of the accounts were over budget and some were under budget but overall the 2014 budget was on track.

b. Budget Update.

Chief Rasmussen received the timeline dates and stated the budget is due at the end of September. A Special budget workshop was set for Thursday, September 25, 2014 at 5:00 p.m to 7:00 p.m. in the Police Department training room. Capital money has been released for the three year projects and the department will be moving forward on that. On October 2, 2014, the budget will be presented to the Finance Committee at 10:00 a.m. for the Fire Department and 10:30 a.m. for the Police Department so any support is welcome.

c. Modification to Squad 211.

Chief Rasmussen stated they added a cover to Squad 211 and they are asking to add step rails so it was easier to get in and out of the pickup truck. Commissioner Hartz asked if the money was already in the budget and it is in the 2014 budget. The Commission approved adding the step rails without opposition.

d. Leave of Absence request from Reserve Officer Stefanie Buchberger.

Hartz motioned to accept Reserve Officer Stefanie Buchberger's leave of absence; Gramm seconded. Roll call vote: Hartz– Y, Gramm – Y, Pienkos – Y. Motion carried 3-0.

e. Monthly Activity report for 2014:

2014 Dispatch activity for August: Telephone calls– 4,147	911 Calls– 291	Window assists– 1,018
2013 Dispatch activity for August: Telephone calls– 4,826	911 Calls– 278	Window assists– 1,265
2014 Patrol activity for August: Calls for service- 2,069	Arrests- 160	
2013 Patrol activity for August: Calls for service- 1,851	Arrests- 138	

The arrests for 2014 was actually 192 as the information was all entered into the computer when the print out was done. Pienkos commented that no months are changing drastically from year to year according to the reports. Chief Rasmussen said it was a fairly quiet summer with a lot of people but no major problems. The department has a new approach to the public as being friendlier, more positive ambassadors to the public. Pienkos commented that the Commission appreciates the Department’s efforts.

f. Items to be forwarded to City Council.
Monthly activity Reports

8. Fire Department Business

a. Approval of bills for the Month of August 2014. Operating in the amount of \$58,343.91, for a total of \$58,343.91.

Gramm motioned to approved the bills for August 2014, Hartz seconded. Roll call vote: Hartz– Y, Gramm – Y, Pienkos – Y. Motion carried 3-0. Pienkos asked how the Fire Department was doing as far as the 2014 budget was concerned. Chief Connelly stated the operating budget is at about 65%. Equipment and building expenses have been tough but Chief Connelly believes the budget is on track. The Fire Department is expected to get some building reimbursement for repairs.

b. Review and approval of the following Policies/Guidelines-Disposal of Obsolete Equipment or Supplies, School Bus Incident Policy, Cash Handling Policy, Active Shooter Guideline.

Policy 100.15 Disposal of Obsolete Equipment or Supplies

Gramm motioned to approve the policy; Hartz seconded. Roll call vote: Hartz– Y, Gramm – Y, Pienkos – Y. Motion carried 3-0. Hartz added that the policy created good protection for the department.

Policy 100.14 School Bus Incident Policy

Captain Peters explained the policy and said he had worked with all agencies to put this together. This policy will reduce the number of uninjured children being transported to the hospital, reduce the EMS scene time and to identify the children as soon as possible. Gramm thanked Captain Peters for taking the time to meet with everyone to set up this policy. Gramm motioned to approve the policy; Hartz seconded. Roll call vote: Hartz– Y, Gramm – Y, Pienkos – Y. Motion carried 3-0.

Policy 100.16 Handling Cash Payments

Chief Connelly went over the policy with the Commission members. Hartz motioned to approve the policy with added wording to include “but are not limited to” in the Policy statement and “authorized” city personnel in paragraph #4; Gramm seconded. Roll call vote: Hartz– Y, Gramm – Y, Pienkos – Y. Motion carried 3-0.

Discussion was made regarding some wording of the policy and clarification of where the money was receipted. Gramm clarified that any money receipted is normally returned to the general fund. Pienkos stated that the policy discussed mostly permits and wondered if there were any other cash handling terms such as disposal of fire department property. It was decided that the first policy covered the sale of property.

Policy 100.12 Active Shooter Response

Captain Peters discussed the policy and said this is a joint policy to work hand in hand with the police department and is to insert fire service into the warm zone when secured by the police department during an active shooter event and to provide medical treatment as soon as possible. Hartz motioned to approve the policy with corrections; Gramm seconded. Hartz motioned to approve the policy with corrections; Gramm seconded. Motion carried 3-0.

Discussion was made about the current policy and the purpose of the new policy.

c. Geneva Township Meeting/Response Numbers/Costs.

Meeting was held on August 7, 2014 and it was a good meeting and Chief Connelly was satisfied with the interaction. Pienkos stated the contract is a two year contract and asked how the costs compared with last year. Chief Connelly stated that costs are comparable with last year. Pienkos stated it was good to meet every six months regarding contract.

d. Auditors Comments on EMS Billing Update.

There were big discrepancies between the billing. Chief Connelly sat down with his EMS Captain and EMS Lieutenant and they went through the discrepancies and statistics between the billing and auditors. The Fire Department has set up some training and Fire Department will go over some bill expectations with regard to the contract. Reports were not reviewed by EMS properly. There will be billing changes at the beginning of the year as well. The Commission was asked to review the documentation and if they had any questions, they should contact Chief Connelly.

e. Fire Protection Ordinance Update.

No update from the state yet. Chief Connelly believes this decision will happen after the election.

f. Capital Projects Update.

Received capital funds and the Fire Department is looking at using those funds.

g. Brunk Industries Donation.

Brunk Industries donated \$5000.00 to the Fire Department. Hartz motioned to accept the donation; Gramm seconded. Motion carried 3-0. Chief Connelly hasn't decided exactly what to purchase with the donation.

h. Swearing in Ceremony.

The Swearing Ceremony is scheduled for September 25, 2014 at 7:00 p.m. in the City Hall Chambers.

i. Monthly Fire Department Activity Report.

No Action Taken.

j. Monthly Paratech Report.

No Action Taken.

k. Monthly EMS Medical Billing and Stark Reports.

No Action Taken. Hartz likes the new statements. Pienkos noted that a six year bill just got paid. Hartz advised it was a tax intercept so it was possible it could have taken this long to pay the bill.

l. Thank you cards/letters-Thank you letter to Ford of Lake Geneva. Thank you letter to Brunk Industries, Thank you letter from Fontana Fire for assistance at 4th of July Fireworks.

Chief Connelly stated he sent two thank you notes: One to Ford of Lake Geneva for their help serving vehicles and to Brunk Industries for their generous donation.

m. Items to be forwarded to City Council.
Monthly activity report,
Brunk Industries donation.

12. Agenda items for the next regular meeting.
Auditor's comments on EMS billing
Update Fire Protection Ordinance
EMS steering committee.
Update demerit System

13. Adjourn
Next meeting will be October 9, 2014 at 7:00 p.m.
Gramm motioned to adjourn the meeting; Hartz seconded. Motion carried 3-0 at 7:20 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