

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY, JULY 7, 2011, 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 Chesen.

2. Pledge of Allegiance

Commissioner Elliott led the pledge.

3. Roll Call

Present were Commissioners Elliott, Chesen, Jacobs and Madson. Commissioner Pienkos was absent.

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 the special workshop and regular meeting both held on June 9th, 2011

Elliott motioned to approve the minutes, Madson seconded. Motion carried 4-0.

7. Creation of Web Page for the Commission and on line access to agendas, minutes, and packets

President Chesen said that she spoke to the City Administrator and the Commission members will be issued a City email account. Donna Wisniewski demonstrated how to access the agenda's, minutes, and packets on line and provided the Commissioners with their username and passwords.

8. Police Department Business:

a. Approval of bills for the Month of June 2011. Operating in the amount of \$193,188.96 and Capital in the amount of \$47,375.92, for a total of \$240,564.88

Elliott motioned to approve the bills, Madson seconded. Roll Call: Elliott-Y, Chesen-Y, Jacobs-Y, and Madson-Y. Motion carried 4-0. Chief Rasmussen said he is working with the Comptroller to get reports that will show yearly comparisons in spending.

b. Accept donation of \$1,230.00 from M&I Bank

Chief Rasmussen said M&I had a cookout to raise money and collect stuffed animals for the police department. Jacobs motioned to accept the donation, Elliott seconded. Roll Call: Elliott-Y, Chesen-Y, Jacobs-Y, Madson-Y. Motion carried 4-0.

c. Accept donation of 20 bike helmets from the Geneva Lake Women's Association

Chief Rasmussen said the helmets were left over from Safety Town. He explained that our bike officers are handing them out to children who don't have one. Jacobs motioned to accept the donation, Elliott seconded. Roll Call: Elliott-Y, Chesen-Y, Jacobs-Y, Madson-Y. Motion carried 4-0.

d. 911/Telephone System

Chief handed out a flyer from AT&T announcing a presentation on the “Next Generation of 911” that will be held on Tuesday, July 12, in Waukesha and invited the Commissioners to attend. He added that this will probably be a two year project and the process is just beginning.

e. Capital Projects update

Chief Rasmussen said the Tasers have been ordered. Chief said the police and fire departments are working together to compile a list of radios needed for the narrow banding and he’s hoping with a large order there may be discounts given. Chief advised the switchover won’t occur until the winter months when the call volume slows down.

f. Squad Cameras

Chief Rasmussen shared an email he received from Phoenix advising their camera system is “dead in the water” due to problems with their hardware vendor. Chief said there are two very reputable companies that offer the same type of systems and he feels the project can be completed for the same amount of money. Commissioner Jacobs said he would trust the Chief’s judgment to move forward.

g. State Budget Bill Update

Chief Rasmussen said the City is obligated to pay full retirement for all Police employees except Donna and Jean for the next two years. When the current union contract expires the other civilian employees will have to pay their portion. Also in the budget bill, part time employees will now have to work 1200 hours in any 12 month period to receive retirement benefits rather than 600 and all new full time employees will have to pay their portion of the retirement benefit. Also under the new law, an employee will have to work for five years to be vested in the retirement system.

h. New Squad Car update

Chief Rasmussen said the transition is complete and both new cars are on the road.

i. Succession planning

Chief Rasmussen said Sgt. Hall and Det. Gritzner are working on advancing their education. Sergeants are starting to cross train and career development meetings will start to be held with all of the officers.

j. Disposition of Police Department Property

Chief asked for approval to allow the City to sell the old steel toilets that were taken out of the old jail. He said he’s not comfortable selling the doors from the old jail because he’s not sure what they would end up being used for. Madson motioned to have the City sell the toilets, Elliott seconded. Motion carried 4-0. Jacobs motioned to have the Chief use his discretion to dispose of the doors, Madson seconded. Motion carried 4-0.

k. Thank you letters from Beloit Memorial High School and Paul Ryan – No action taken

l. Monthly Activity reports and discuss weekend arrest statistics and report

Chief Rasmussen reviewed the weekend arrest statistics that are kept now and said it’s the way we’ve done it for about 15 years. He said the statistics kept aren’t really used any more. Chief Rasmussen then reviewed the weekend statistics and monthly reports that can be printed out of the Phoenix. After some discussion it was decided that the Commission only wanted the monthly reports that the Phoenix system produces.

m. Items to be forwarded to Council

There is nothing this month to be forwarded. Council Liaison Krause said he brought the Council up to date on the 911/Telephone system at the Committee of the Whole Meeting.

9. Fire Department Business:

a. Approval of bills for the Month of June 2011. Operating in the amount of \$78,548.80, Hydrant Rental in the amount of \$57,043.08, and Capital in the amount \$624.96, for a total of \$136,216.84

Elliott motioned to approve the bills, Madson seconded. Roll Call: Elliott-Y, Chesen-Y, Jacobs-Y, Madson-Y. Motion carried 4-0.

b. Memorandum of Understanding between the Lake Geneva Fire Department and Paratech Ambulance for coverage in Geneva Township

Chief Connelly said the amended agreement was never sent to Paratech for their approval. The City Attorney will forward it now and this will be brought back to the Commission next month.

c. Fire Inspection Fee Ordinance Update

Chief Connelly said the ordinance was defeated by the Council 8-0. Chief said he still feels this is the best way to do the billing. He said the only complaint he's received this year was from an alderman who asked why a bill for an inspection that was done in January had just been sent out. Chief Connelly went over some of the problems he's having with the current billing company and said he believes this ordinance would eliminate those problems and increase collections. He added that if the Fire Department is going to do the billing and collections the number of hours worked will have to be increased. Commissioner Chesen said the current company is unacceptable. Commissioner Jacobs said it seems to be much more economical and productive to have some type of city billing. Liaison Krause said he would take this back to Finance on July 25th and see if anyone has any other thoughts and he asked Chief Connelly to attend that meeting.

d. Capital Projects update and Ladder Truck

Chief Connelly said the City Administrator and Mayor Connors worked together to have the contract for the Ladder Truck signed by June 30, so the City would receive an additional one year warranty free of charge. He said after the graphics package is picked and the unit is paid for, it should be delivered in about three weeks. Chief Connelly said after all members are trained with the new truck it will probably be mid-August before it will be in use.

e. EMS Committee report

Chief said he and Captain Peters feel it would be easier to have a workshop to discuss the long term plan that's been put together. He said the plan is very lengthy and will take some time to go through. Chief offered some dates and the Commissioners will be in contact with Chief Connelly direct to set a date and time.

f. Succession planning

Chief Connelly said that he and Captain Peters have met and they need to start meeting with Commissioner Jacobs again. The process for hiring entry level personnel and the promotion process both need to be updated. Chief said he is working with Commissioner Jacobs to set up a meeting.

- g. Fire Department and EMS boundary change with Geneva Township
Geneva Township Liaison, Larry Kulik, asked if the Commission would be willing to commit the Lake Geneva Fire Department to provide Fire and EMS Coverage to the entire Como Subdivision on the North Shore. Kulik said he would like this to be implemented January 1, 2012. After some discussion the Commission advised Kulik that they would be open to discuss this. Council Liaison Krause said the contract would have to be rewritten with an increase in the fees. Kulik said he was going to take this information back to the Town Board and see if they would be in favor of moving forward with this.
- h. Thank you card and accept \$50.00 donation from Ginny Jedda
Jacobs motioned to accept the donation, Elliott seconded. Roll call: Elliott-Y, Chesen-Y, Jacobs-Y, Madson-Y. Motion carried 4-0.
- i. Thank you notes from Educators Credit Union, Frank Dobbs, and Geneva Lake Women's Association
Chief Connelly reviewed the circumstances surrounding the thank you notes.
- j. Monthly Activity Report – No discussion/no action.
- k. Paratech Report- No discussion/no action.
- l. Items to be forwarded to Council
Council Liaison Krause said he will take the fire inspection fee ordinance back to Finance on July 25th and bring the Council up to date on the proposed boundary change with Geneva Township.
- 10. Motion to go into closed session per Wisconsin State Statute 19.85(1)(c), Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility: specifically the hiring and promotion of Reserve Police Officers and their qualifications
Elliott motioned to go into closed session to include Chief Rasmussen and Donna Wisniewski, Jacobs seconded. Roll call: Elliott-Y, Chesen-Y, Jacobs-Y, Madson-Y. Motion carried 4-0 at 8:26 p.m.
- 11. Motion to return to open session under Wisconsin State Statute 19.85(2)
Elliott motioned to return to open session, Madson seconded. Roll call: Elliott-Y, Chesen-Y, Jacobs-Y, Madson-Y. Motion carried 4-0 at 8:39 p.m.
- 12. Discussion and action on the hiring of a reserve police officer and promoting a current booking officer to the position of a reserve police officer
Chief Rasmussen asked to hire David Fladten as a reserve police officer with advantage. He said Fladten has over 20 years of law enforcement experience and retired in good standing from the Sheriff's Department. Chief asked to be able to promote Alex O'Toole from the position of booking officer to reserve officer pending his physical and psychological. Elliott motioned to approve, Jacobs seconded. Motion carried 4-0.
- 13. Agenda items for the next regular meeting August 4, 2011
Memorandum of Understanding with Paratech, EMS Committee report, Succession planning for Fire Department, Disposal/Sale of Fire Truck, 911/phone system, capital projects for Police Department, Boundary change with Geneva Township.

14. Adjourn

Jacobs motioned to adjourn, Elliott seconded. Motion carried 4-0. Meeting adjourned at 8:45 p.m.

Respectfully Submitted,

Donna Wisniewski
Administrative Assistant

c: Police Chief
Fire Chief
Commissioners-file
Commission Liaison's
City Administrator
City Clerk
City Comptroller
City Council Members