

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY, SEPTEMBER 8, 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 7:05 p.m. by President Chesen.

2. Pledge of Allegiance

Pledge was led by Commissioner Madson.

3. Roll Call: Commissioners Pienkos, Elliott, Chesen, Madson were present. Commissioner Jacobs 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 regular meeting held on August 4, 2011

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

7. City email addresses and on line access to agendas, minutes, and packets

The Commissioners' city email addresses were handed out. It was discussed and decided that the Commissioners will check this email everyday. The proposed budgets will also be posted so the Commissioners can access them online.

8. Police Department Business:

a. Approval of bills for the Month of August 2011. Operating in the amount of \$277,267.67 and Capital in the amount of \$12,638.29, for a total of \$289,905.96

Elliott motioned to approve the bills, Madson seconded. Roll call vote: Pienkos – Y, Elliott – Y, Chesen – Y, Madson – Y. Motion carried 4-0. Chief Rasmussen said the operating amount is quite high this month due to Grant Purchases.

b. Request to transfer purchase of Tasers in the amount \$3,104.54 from line item 41 21 00 9078 to line item number 41 21 00 1132

Pienkos motioned to approve the transfer, Elliott seconded. Roll call vote: Pienkos – Y, Elliott – Y, Chesen – Y, Madson – Y. Motion carried 4-0.

c. Accept a \$100.00 donation in recognition of Officer Keller

Elliott motioned to accept the donation, Madson seconded. Roll call vote: Pienkos – Y, Elliott – Y, Chesen – Y, Madson – Y. Motion carried 4-0.

d. Accept donation of \$17.00 from the Marathon Station

Chief Rasmussen said this is actually a donation of labor, not a cash donation. Pienkos motioned to accept, Elliott seconded. Motion carried 4-0.

e. Wage Reimbursement from the Department of Administration
Chief Rasmussen said this wage reimbursement is for the Officers that assisted with the protests in Madison. The bill has been forwarded to Committee for approval and hopefully the reimbursement will be here prior to the end of this budget year.

f. Approve 2012 Budget
Pienkos motioned to approve the 2012 budget which was presented at the workshop with no changes, Elliott seconded. Roll call vote: Pienkos – Y, Elliott – Y, Chesen – Y, Madson – Y. Motion carried 4-0.

g. Accept resignation from Booking Officer Ryan Lonergan
Madson motioned to accept the resignation, Elliott seconded. Motion carried 4-0.

h. Correspondence received by Chief
Thank you for Officer Ward – No discussion or action

i. Monthly Activity reports
Chief Rasmussen reviewed a new report this month on the call volume in dispatch. He said they do a tremendous job in dispatch and it's important that everyone knows what they do. Commissioner Pienkos asked if this was something that Liaison Krause could comment on during the Committee of the Whole Meeting. Pienkos said it is important for the Council to know how busy they are also.

j. Items to be forwarded to Council
Monthly Activity Reports, 2012 Budget

9. Fire Department Business:

a. Approval of bills for the Month of August 2011. Operating in the amount of \$47,546.36 and Capital in the amount of \$4,702.65, for a total of \$52,249.01
Elliott motioned to approve the bills, Madson seconded. Roll call vote: Pienkos – Y, Elliott – Y, Chesen – 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 City Attorney Draper is going to meet with Commissioner Madson and take care of this. Chief said it should be completed soon.

c. Fire Inspection Fee Ordinance Update
No update from Alderman Krause yet.

d. Capital Projects update
Chief Connelly said about \$24,000.00 worth of turn out gear needs to be replaced this year. He is going to check with the new NFPA regulations that come in December to make sure they will meet the new requirements. Also this year Chief is going to send the specs out to two other manufacturers to try to get the best pricing. The Fire Department is in the process of hose testing right now to see what will have to be replaced. The copy machine is in and working great. Chief said he is going to order the repeater first in the radio upgrade process; when that's up and running smoothly everything else will be ordered. The garage doors and openers should be installed in 30 to 45 days. The garage floor work will start on September 26th, and there is a plan in place to house the equipment while it's being completed.

e. New Ladder Truck Update

Chief Connelly said the training is complete, the radios will be installed on Friday, September 9th, the equipment will be switched over on Monday, September 12th, and it will in service Monday evening. The wet down ceremony will be held at the Fire Station on Saturday, October 8th, at 3 p.m.

f. Sale of old Ladder Truck

Chief Connelly said the Brownsville Fire Company's bid for the truck is \$96,895.00. Commissioner Pienkos said he was very pleased with the bid amount and attributed that to the way Fire Department personnel maintain the equipment.

g. Airboat Repairs and Cost

Chief Connelly said the bids to complete the work needed on the air boat came in between \$2,800.00 to \$4,000.00. Chief said he contacted Jack Frost Iron Works in Fox Lake, Illinois and Frost will do the same repairs and extras at a cost of \$1,100.00. Madson motioned to approve the \$1,100.00, Elliott seconded. Roll call vote: Pienkos – Y, Elliott – Y, Chesen – Y, Madson – Y. Motion carried 4-0.

h. Succession planning – No discussion/action

i. EMS Committee Report

Chief Connelly said there needs to be a meeting to talk specifically about this. Chief said he didn't know if the Commission wanted to meet before the billing company comes down or not. After some discussion it was decided that Commissioner Madson would meet with Chief Connelly to go over some questions he has.

j. Approve 2012 Budget

Pienkos motioned to approve the 2012 budget as proposed at the workshop, Elliott seconded. Roll call vote: Pienkos – Y, Elliott – Y, Chesen – Y, Madson – Y. Motion carried 4-0.

k. Monthly Activity Report for July and August – No discussion/action

l. Venetian Festival Report

Chief Connelly said the total cost for almost 48 hours of coverage was \$1,359.81. He added that this staffing is done due to the time delay in personnel responding to the station and then the time delay in getting through traffic to get to the call.

m. Thank you cards from: Simple Café, Mrs. Mary Brault, and Geneva Hills

Chief Connelly reviewed the circumstances surrounding each card.

n. Paratech Report – No discussion/action

o. Items to be forwarded to Council

Sale of ladder truck

10. Agenda items for the next regular meeting October 6, 2011

2012 Budget, Fire Inspection Fee Ordinance, MOU with Paratech, Billing Company for Fire Department, Succession Plan, EMS Report

11. Motion to go into closed session per Wisconsin State Statute 19.85(1)(c), considering dismissal, demotion, licensing, or discipline of any public employee, specifically fire department employee.
Elliott motioned to go into closed session, Madson seconded to include Chief Connelly and Deputy Chief Derrick. Roll call vote: Pienkos – Y, Elliott – Y, Chesen – Y, Madson – Y. Motion carried 4-0.
12. Motion to return to open session under Wisconsin State Statute 19.85(2)
Pienkos motioned to return to open session, Elliott seconded. Roll call vote: Pienkos – Y, Elliott – Y, Chesen – Y, Madson – Y. Motion carried 4-0.
13. Discussion and action on closed session items if needed –NONE
14. Adjourn
Elliott motioned to adjourn, Madson seconded. Motion carried 4-0. Meeting adjourned at 8:05 p.m.

Respectfully Submitted,

Donna Wisniewski
Administrative Assistant