



City of Lake Geneva, 626 Geneva St, Lake Geneva, Wisconsin- 262.248.3673- www.cityoflakegeneva.com

POLICE AND FIRE COMMISSION MEETING MINUTES

THURSDAY JANUARY 6, 2022 – 6:00 P.M.

CITY HALL, COUNCIL CHAMBERS

Commission Members: President Jim Connors, Vice President Ted Horne, Commissioners: Jay Fairbanks, Chuck Saul and Spyro Condos, Police and Fire Liaison Joan Yunker, Town of Geneva Fire Liaison Larry Kulik

1. Call meeting to order
The meeting was called to order by Commissioner Connors at 6:00 p.m.
2. Pledge of Allegiance
The Pledge of Allegiance was led by Commissioner Horne
3. Roll Call
Commissioners Connors, Horne, Fairbanks, Saul and Condos were present. Also present were Police and Fire Liaison Yunker, Police Chief Rasmussen, Police Lieutenant Gritzner, Police Lieutenant Way, Fire Chief Peters, Fire Captain Detkowski and Administrative Assistant Papenfus. Town of Geneva Fire Liaison Kulik was excused.
4. Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda except for public hearing items. Comments will be limited to 5 minutes - NONE
5. Acknowledge Correspondence - NONE
6. City Council Report
Police and Fire Liaison Yunker reported that that New Year's Party raised approximately \$14,000.00.
7. Approval of the Regular Meeting Minutes of December 9, 2021
Horne motioned to approve the the regular meeting minutes of December 2021. Condos seconded. Motion carried 5-0.
8. Fire Department Business
 - a. Discussion/Action - Approval of bills for the month of December 2021, operating in the amount of \$122,803.79, Capital purchases in the amount of \$1,865.91, Equipment Replacement purchases in the amount of \$36,855.52, for a total of \$161,525.22
Connors motioned to approve the bills for the month of December 2021. Saul seconded. Roll call vote: Connors-Y, Horne-Y, Fairbanks-Y, Saul-Y, Condos-Y. Motion carried 5-0.
 - b. Discussion – EMS Medical Billing/Stark Medical Billing – No discuss/action
 - c. Discussion/Action – Monthly Chief's Update and Fire Department Report Overview
Chief Peters reviewed the monthly report. Chief Peters noted that Chief Derrick is the first firefighter to be celebrating 50 years of service to the Fire Department. He reviewed the community and department events. The new Command vehicle was used on a fire call recently and was very useful during the call. There were 2,178 calls for service in 2021, the highest ever number of calls in one year.
 - d. Discussion/Action – EMS Capability and Surge Challenges
Chief Peters discussed hospital capacity and getting patients admitted into the emergency rooms. A subgroup has been coordinated with health care systems to try and resolve some of the current issues.

e. Discussion/Action – 2022 Budgetary Projects

Chief Peters reviewed the budgetary projects currently in progress. The grant was written and submitted to FEMA for SCBA replacement gear. The purchase of gas masks will be purchased with the Police Department. Additionally, the department is working on purchasing the new Turnout gear. Grants for the building and staffing are currently being written.

f. Discussion/Action – Approval of Lexipol Policies

- 1051 Firefighter Position Description
- 1052 Emergency Medical Technician Position Description
- 1053 Advanced Emergency Medical Technician Position Description
- 1054 Paramedic Position Description
- 1055 Fire Apparatus Engineer Position Description
- 1056 Firefighter/Emergency Medical Technician Position Description
- 1057 Firefighter/Paramedic Position Description
- 1058 Fire Inspector Position Description

Horne motioned to accept the Lexipol Policies as listed: 1051, 1052, 1053, 1054, 1055, 1056, 1057 and 1058. Saul seconded. Roll call vote: Connors-Y, Horne-Y, Fairbanks-Y, Saul-Y, Condos-Y. Motion carried 5-0. Captain Detkowski presented the Lexipol Policies as listed. He indicated that City Attorney Draper reviewed the policies and approved them.

g. Acceptance of donations in the amount of \$2,181.00

- Midwest Precision Molding - \$2,000.00
- Thomas Michalchik - \$ 30.00
- Om Sai Vihar LLC - \$ 151.00

Connors motioned to approve the donations as listed in the amount of \$2,181.00. Horne seconded. Roll call vote: Connors-Y, Horne-Y, Fairbanks-Y, Saul-Y, Condos-Y. Motion carried 5-0.

h. Discussion/Action – Thank you notes – No discussion/action

- St. Francis DeSales School

i. Items to be forwarded to City Council

Expenditures, Chief's monthly report and thank you notes.

9. Police Department Business

a. Discussion/Action - Approval of bills for the month of December 2021, operating in the amount of \$351,663.87, Capital purchases in the amount of \$1,865.90, Equipment Replacement purchases in the amount of \$19,818.66, for a total of \$373,348.43

Horne motioned to approve the bills for the month of December 2021. Condos seconded. Roll call vote: Connors-Y, Horne-Y, Fairbanks-Y, Saul-Y, Condos-Y. Motion carried 5-0.

Chief Rasmussen stated the budget is approximately 2% under budget. Connors and Saul commended Chief Rasmussen for staying under budget for the year.

b. Discussion/Action – Full Time Officer hiring update

Chief Rasmussen reported that 13 applicants will be tested for the full-time hiring position. The test dates are scheduled for January 11 and 15, 2022, and Peer interviews will be held on January 25, 2022.

c. Discussion/Action – SRT Body Worn Camera Grant Award

Lieutenant Gritzner noted that he applied for a body worn camera grant and the department was awarded \$52,000.00. The actual breakdown of the funds is not clear at this time. The amount was the 33rd highest total in the nation. There were 1000 applicants and out of the 258 grants awarded in the country, the City of Lake Geneva was one of the 14 grants received in the State of Wisconsin. Chief Rasmussen and Lieutenant Gritzner will determine if the grant will be incorporated into the 2022 budget or if it can be deferred into the 2023 budget to better prepare for the funds. Chief Rasmussen commended Lieutenant Gritzner for writing the grant.

d. Discussion/Action – Accept \$100.00 donation from Albert C. Exner

Horne motioned to accept the three donations in items 9d, 9e and 9f. Connors seconded. Roll call vote: Connors-Y, Horne-Y, Fairbanks-Y, Saul-Y, Condos-Y. Motion carried 5-0.

Chief Rasmussen stated the Exner memorial donation total is \$800.00 and the miscellaneous donations total is \$3,856.00 over the past eight years.

e. Discussion/Action – Accept \$151.00 donation from Geneva Wells Motel, Om Sai Vihar, LLC

This agenda item was combined with agenda item 9d.

f. Discussion/Action – Accept \$100.00 Kwik Trip gift card donation from Greg Kolb and Family

This agenda item was combined with agenda item 9d.

g. Discussion/Action – Approve purchasing three AED's and AED pads for squads not to exceed \$8,000.00

using account 11-21-00-57365 Donation Purchases-First Responders

Condos motioned to approve purchasing three AED's and AED pads for squads and the detective vehicle not to exceed \$8,000.00 using account 11-21-00-57365 Donation Purchases-First Responders. Saul seconded. Roll call vote: Connors-Y, Horne-Y, Fairbanks-Y, Saul-Y, Condos-Y. Motion carried 5-0.

Chief Rasmussen would like to purchase three AED's, two in the squad cars and one in the Detective car, a case of adult pads and a case of ped pads using the GALA funds. Chief Rasmussen felt that using the GALA funds was a great use of the funds as it served the community. Connors agreed that the AED purchases were a great way to use the funds to help save lives in the community.

h. . Discussion/Action – Approve donations for Shop with a Cop for a total of \$200.00

- Lydia and Chad Halpin/Como Church in the amount of \$200.00

Horne motioned to approve the donation for Shop with a Cop in the amount of \$200.00. Saul seconded. Roll call vote: Connors-Y, Horne-Y, Fairbanks-Y, Saul-Y, Condos-Y. Motion carried 5-0.

Chief Rasmussen asked to accept the donation for Shop with a Cop. The total donations received this year were \$9,620.00 with a total amount spent for the event being \$4,251.50. The remaining funds for Shop with the Cop event are \$5,368.50 and will be used for next year's event.

i. Discussion/Action- Approve Lexipol Policy Updates

- 314 Vehicle Pursuits
- 362 Identity Theft
- 612 Brady Material Disclosure
- 802 Property and Evidence
- 1000 Recruitment and Selection
- 1012 Drug and Alcohol-Free Workplace

Horne motioned to approve the six Lexipol policy changes as presented in the packet- Lexipol Policies 314, 362, 612, 802, 1000 and 1012. Saul seconded. Roll call vote: Connors-Y, Horne-Y, Fairbanks-Y, Saul-Y, Condos-Y. Motion carried 5-0.

j. Discussion - Chief's Report (briefing only – no action will be taken)

Chief Rasmussen stated that a snow emergency was called last week. The Christmas parade was a big success and many agencies helped with the event to keep it safe. Part Time Officer Donald Tyler has been hired and is ready to be trained. The department is getting ready for Winterfest. Condos thanked Chief Rasmussen, Lieutenant Gritzner and Lieutenant Way on behalf of VISIT Lake Geneva with assisting with the city's events. Chief Rasmussen commended Lieutenant Way with all her work helping to plan the events.

k. Discussion - Chief's Top Monthly Incidents – No discussion/action

l. Discussion – Monthly activity reports – No discussion/action

2021 Dispatch activity for December 2021: Telephone calls – 2,266	911 calls - 243	Window assists – 521
2020 Dispatch activity for December 2020: Telephone calls – 2,262	911 calls - 188	Window assists – 463
2021 Patrol activity for December 2021: Calls for Service - 1,608	Arrests – 201	
2020 Patrol activity for December 2020: Calls for Service - 1,421	Arrests – 118	

m. Discussion - Yearly Statistics

2021 Dispatch activity: Telephone calls– 31,479	911 Calls– 3,339	Window assists– 7,396
2020 Dispatch activity: Telephone calls 33,524	911 Calls– 3,184	Window assists– 7,277
2021 Patrol activity: Calls for service- 21,919	Arrests- 2,344	
2020 Patrol activity: Calls for service- 19,651	Arrests- 2,167	

Chief Rasmussen stated that it was the department's busiest year. Saul noted that there was a 10% increase in calls for both the Fire Department and the Police Department.

n. Discussion/Action - Thank You notes - No discussion/action

- Assist with disorderly person – Officer Rodriguez/Officer Muedini
- Makayla/The Rush family - Thank you for Police Workers
- Debra Stoner- - Officer Hansen/Officer Muedini

o. Discussion/Action – Items to be forwarded to City Council

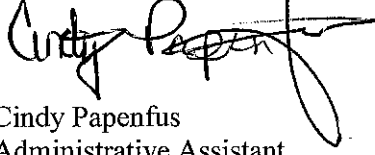
Expenditures, AED/AED pad purchase, Shop with a Cop donation, Chief's monthly top five, Monthly reports, Yearly reports.

10. a. Motion to go into closed session under Wisconsin State Statute 19.85(1)(c), considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility regarding:
- 1) Police Chief Rasmussen Appraisal
 - 2) Fire Chief Peters Appraisal
- b. Motion to go into closed session under Wisconsin State Statute 19.85(1)(c), considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and 19.85(1)(f), considering financial, medical, social or personal histories, or disciplinary data of specific persons, which if discussed in public would likely have a substantial adverse effect upon the reputation of any person referred to: Specifically Police Department Personnel.
- c. Motion to go into closed session per Wisconsin State Statute 19.85(1)(e), Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specific public business, whenever competitive or bargaining reasons require a closed session specifically: Fire Department (1) Town of Geneva Emergency Services Agreement, (2) Town of Linn Staffing Agreement
- Connors motioned to go into closed session. Fairbanks seconded. Roll call vote: Connors-Y, Horne-Y, Fairbanks-Y, Saul-Y, Condos-Y. Motion carried 5-0 at 6:47 p.m.
11. Motion to return to open session per Wisconsin State Statute 19.85(2)
- Connors motioned to return to open session. Horne seconded. Roll call vote: Connors-Y, Horne-Y, Fairbanks-Y, Saul-Y, Condos-Y. Motion carried 5-0 at 7:53 p.m.
12. Discussion and action on closed session items if needed.
- Regarding item 10c, specifically Fire Department emergency services agreement with the Town of Geneva
- Connors motioned to recommend the emergency services agreement with the Town of Geneva subject to approval by the Town of Geneva Board and the City Council of Lake Geneva with an amendment that item 6b include a statement that the annual equipment replacement cost share is a recurring annual calculation. Horne seconded. Roll call vote: Connors-Y, Horne-Y, Fairbanks-Y, Saul-Y, Condos-Y. Motion carried 5-0.

13. Adjourn

Condos motioned to adjourn the meeting. Saul seconded. Motion carried 5-0. Meeting adjourned at 7:55 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Cindy Papenfus", with a long, sweeping flourish extending from the end.

Cindy Papenfus
Administrative Assistant

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

MINUTES NOT OFFICIAL UNTIL APPROVED AT THE NEXT POLICE AND FIRE COMMISSION MEETING