



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

POLICE AND FIRE COMMISSION MEETING MINUTES

THURSDAY FEBRUARY 10, 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 Police Lieutenant Way
3. Roll Call
Commissioners Connors, Horne, Fairbanks, Saul and Condos were present. Also present was Police and Fire Liaison Yunker. Police Chief Rasmussen, Police Lieutenant Gritzner, Police Lieutenant Way, Fire Chief Peters, Fire Captain Detkowski, Mayor Klein and Administrative Assistant Papenfus.
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
Michael Sieck from Mike's Auto Repair requested to be put on the rotation for police tow rotation for recovery and accident tows.
5. Acknowledge Correspondence - NONE
6. City Council Report
Police and Fire Liaison Yunker reported that the New Year's Party raised approximately \$14,000.00.
7. Approval of the Regular Meeting Minutes of January 6, 2022
Horne motioned to approve the regular meeting minutes of January 6, 2022. Fairbanks seconded. Motion carried 5-0.
8. Discussion/Action - Approval of Resolution 22-R12 - Approving the assigned fund balance for the First Responders donations account as of 12/31/21
Horne motioned to recommend approval of Resolution 22-R12 approving the assigned fund balance for the First Responders donations account as of 12/31/21. Connors seconded. Roll call vote: Connors-Y, Fairbanks-Y, Saul-Y, Condos-Y, Horne-Y. Motion carried 5-0.
9. Police Department Business
 - a. Discussion/Action - Approval of bills for the month of December 2021, operating in the amount of \$8,496.79
Capital purchases in the amount of \$0, Equipment Replacement purchases in the amount of \$0, for a total of \$8,496.79
Horne motioned to approve the bills for the month of December 2021. Saul seconded. Roll call vote: Connors-Y, Fairbanks-Y, Saul-Y, Condos-Y, Horne-Y. Motion carried 5-0.
 - b. Discussion/Action - Approval of bills for the month of January 2022, operating in the amount of \$319,763.16
Capital purchases in the amount of \$0, Equipment Replacement purchases in the amount of \$0, for a total of \$319,763.16
Horne motioned to approve the bills for the month of January 2022. Saul seconded. Roll call vote: Connors-Y, Fairbanks-Y, Saul-Y, Condos-Y, Horne-Y. Motion carried 5-0.

c. Discussion/Action - Approval of Resolution 22-R14 - Approving the assigned fund balances for the Police Department accounts as of 12/31/21

Connors motioned to recommend approval of Resolution 22-R14 approving the assigned fund balance for the Police Department accounts as of 12/31/21. Horne seconded. Roll call vote: Connors-Y, Fairbanks-Y, Saul-Y, Condos-Y, Horne-Y. Motion carried 5-0.

Lieutenant Gritzner stated the resolution included the standard annual carryforwards including Police Donations, State Seizures and Uniform Allowance.

d. Discussion/Action – 2021 Police Department Carryforwards in the amount of \$23,408.64

- 11-21-00-54100 PD Training \$13,889.51
- 11-21-00-58100 PD Equipment Outlay \$ 9,519.13

Connors motioned to recommend approval of 2021 Police Department Carryforwards: Account 11-21-00-54100 PD training in the amount of \$13,889.51 and Account 11-21-00-58100 PD Equipment Outlay in the amount of \$9,519.13. Horne seconded. Roll call vote: Connors-Y, Fairbanks-Y, Saul-Y, Condos-Y, Horne-Y. Motion carried 5-0.

Lieutenant Gritzner explained the reasons for the carryforwards.

e. Discussion/Action – Future retirement of Chief Rasmussen

Lieutenant Gritzner asked City Attorney Draper to discuss the path forward for Chief Rasmussen's retirement. Attorney Draper indicated that Section 16.13 states that the Board appoints the Chief of Police. He stated that it is up to the board what process they utilize to replace the Chief. The Commission discussed how to handle the retirement of Chief Rasmussen regarding budget and vacation time. Chief Rasmussen offered to hand out information at the next meeting about what other agencies have done procedurally to replace the Chief position. Saul asked what Chief's timeline was for retirement. Rasmussen advised that he planned on going on vacation starting September through February 2023 but he will be available during that time if needed and to help make a smooth transition.

f. Discussion/Action – Accept letter of resignation from Full Time Officer Jose Rodriguez

Condos motioned to accept the resignation of Officer Jose Rodriguez and for the police department be reimbursed at a prorated amount of 50% be repaid to the city for his training. Fairbanks seconded. Roll call vote: Connors-Y, Fairbanks-Y, Saul-Y, Condos-Y, Horne-Y. Motion carried 5-0.

Lieutenant Gritzner asked the commission to accept letter of resignation of full-time officer Jose Rodriguez. Officer Rodriguez reaches his one-year anniversary on February 12. He was sent to the academy, which states that he will repay his meals and mileage while at the police academy if he leaves the police department within two years. It was recommended that Officer Rodriguez' reimburse the City at a prorated amount of money as he has completed one year of employment.

g. Discussion/Action – Confirmation of Full Time Officer eligibility list

Saul motioned to confirm the eligibility list for 30 days or until exhausted. Horne seconded. Roll call vote: Connors-Y, Fairbanks-Y, Saul-Y, Condos-Y, Horne-Y. Motion carried 5-0.

Lieutenant Gritzner asked that the eligibility list be confirmed for 30 days or until exhausted.

h. Discussion/Action – Confirmation of hiring three Full Time Officer positions.

Condos motioned to confirm hiring of three full time officers, including Samuel White as a lateral transfer at six years for vacation and rate of pay. Saul seconded. Roll call vote: Connors-Y, Fairbanks-Y, Saul-Y, Condos-Y, Horne-Y. Motion carried 5-0.

Lieutenant Gritzner stated that Suzanne Muedini has been given a conditional offer. Officer Muedini has been employed with the department as a part time officer since 2017. Samuel White, an officer with the City of Dubuque, Iowa Police Department also was given a conditional offer as a lateral transfer for wage and vacation time. Additionally, Lieutenant Gritzner requested to hire a third full time officer to fulfill Officer Rodriguez' vacant position. Connors indicated that two of the positions were from the 2022 budget approval. Lieutenant Gritzner stated there was money in the budget for the lateral transfer for Samuel White.

i. Discussion/Action – Part Time CSO hiring

Connors motioned to continue the part time Community Service Office hiring process as budgeted. Fairbanks seconded. Motion carried 5-0.

Lieutenant Gritzner stated we are in the process of hiring five Community Service Officers. The deadline for application is February 18, 2022. The positions are additional staff which was approved in the budget.

j. Discussion/Action – SRT Body Worn Camera Grant Award Update

Lieutenant Gritzner stated that the grant can be implemented in 36 months so it will be placed in the 2023 budget. The grant is for equipment only and each camera costs roughly \$800.00 to \$900.00 per camera. A records person would still be needed and will be added to the budget.

k. Discussion - Lexipol Connect Gold Award for 2021

Lieutenant Gritzner stated the Police Department received the Gold Standard Award in 2020 and 2021. To obtain this award 80% or more policies needed to be issued, 80% of daily training bulletins needed to be issued and 80% of policies or more completed by the end of the year. The department surpassed all the goals. Lieutenant Gritzner thanked everyone on the department for their good work.

l. Discussion/Action- Approve Lexipol Policy Update

- 1026 Personnel Records

Horne motioned to approve the Lexipol Policy Update 1026 Personnel Records. Saul seconded. Motion carried 5-0.

Lieutenant Gritzner explained the changes to the policy.

m. Discussion/Action – Accept donation from Eleanore Barth in the amount of \$100.00

Connors motioned to accept the donation from Eleanore Barth in the amount of \$100.00. Horne seconded.

Roll call vote: Connors-Y, Fairbanks-Y, Saul-Y, Condos-Y, Horne-Y. Motion carried 5-0.

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

Lieutenant Gritzner reported that Winterfest was held over the weekend and more than 60,000 people attended on Sunday. The Mobile Command Unit was used for the first large event and the cameras were able to cover a lot of area without using personnel. There were 288 calls of service including 95 parking complaints. There were 287 administrative phone calls, 23- 911 calls and 56 assists at the dispatch window.

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

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

2022 Dispatch activity for January 2022:	Telephone calls – 2,148	911 calls - 189	Window assists – 242
2021 Dispatch activity for January 2021:	Telephone calls – 2,180	911 calls - 218	Window assists – 453

2022 Patrol activity for January 2022:	Calls for Service – 1,385	Arrests – 207
2021 Patrol activity for January 2021:	Calls for Service - 1,385	Arrests – 152

q. Discussion/Action - Thank You notes – No discussion/Action

- EASD Resiliency Coalition – Lieutenant Edward Gritzner

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

December and January expenditure reports, Resolution R13-assigned balance, Carryforwards, SRT Body worn camera grant update, Lexipol Connect Gold Award, Chief's Top Five monthly incidents and the monthly reports.

10. Fire Department Business

a. Discussion/Action - Approval of bills for the month of December 2021, operating in the amount of \$9,667.03, Capital purchases in the amount of \$0, Equipment Replacement purchases in the amount of \$9,172.81, for a total of \$18,839.84

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

b. Discussion/Action - Approval of bills for the month of January 2022, operating in the amount of \$50,030.40, Capital purchases in the amount of \$0, Equipment Replacement purchases in the amount of \$0, for a total of \$50,030.40

Connors motioned to approve the bills for the month of January 2022. Horne seconded. Roll call vote: Connors-Y, Fairbanks-Y, Saul-Y, Condos-Y, Horne-Y. Motion carried 5-0.

c. Discussion/Action - Approval of Resolution 22-R13 - Approving the assigned fund balances for the Fire Department accounts as of 12/31/21

Horne motioned to recommend approval of Resolution 22-R13 to assigned fund balance for Fire Department accounts as of 12/31/21. Saul seconded. Roll call vote: Connors-Y, Fairbanks-Y, Saul-Y, Condos-Y, Horne-Y. Motion carried 5-0.

d. Discussion/Action – Approval of Resolution 22-R15 – Approving the assigned fund balance for the Fire Dues Account as of 12/31/21

Connors motioned to recommend approval of Resolution 22-R15-approving the assigned fund balance for the Fire Dues Account as of 12/31/21. Fairbanks seconded. Roll call vote: Connors-Y, Fairbanks-Y, Saul-Y, Condos-Y, Horne-Y. Motion carried 5-0.

e. Discussion/Action – 2021 Fire Department Carryforwards in the amount of \$106,100.00

- 11-22-00-51360 Fire/EMS Retirement \$50,000.00
- 11-22-00-51400 Fire City Call Pay \$15,000.00
- 11-22-00-54100 Fire Training Pay \$ 8,000.00
- 11-22-00-54120 EMS Training Pay \$12,000.00
- 11-22-00-58200 FD State Mandated Equipment Testing \$17,000.00
- 11-22-00-58500 FD Equipment Outlay \$ 4,100.00

Horne motioned to approve the Fire Department Carryforwards as listed on the agenda. Saul seconded. Roll call vote: Connors-Y, Fairbanks-Y, Saul-Y, Condos-Y, Horne-Y. Motion carried 5-0.
Chief Peters explained the reasons for the Carryforwards.

f. Discussion – EMS Medical Billing/Stark Medical Billing – No discussion/action

g. Discussion/Action – Monthly Chief's Update and Fire Department Report Overview

Chief Peters reviewed the monthly anniversaries, personnel accomplishments, department and community events and notable calls.

h. Discussion/Action – Lake Geneva Firefighter's Association Side Letter of Agreement

Connors motioned to recommend approval of the Lake Geneva Firefighter's Association Side Letter of Agreement regarding 2021 wages to FLR and Council. Horne seconded. Roll call vote: Connors-Y, Fairbanks-Y, Saul-Y, Condos-Y, Horne-Y. Motion carried 5-0.

Chief Peters explained that the agreement will move to FLR with the side letter to become effective January 1, 2021 to January 1, 2022. This is a retroactive increase so negotiations can continue with the union. There is money in the budget to fund the agreement.

i. High School Student recruitment and Training Joint Grant and Partnership

Badger High School and the Fire Department submitted a grant to the State for a Junior Fire Program Grant. Multiple fire departments and schools will also participate in this grant if it is awarded to the department. The goal is that when a person graduates high school they will have enough education to begin working as a firefighter.

j. Discussion/Action – FEMA SAFR and AFG Grants update

The SAFR and AFG grants have been submitted to the federal government.

k. Discussion/Action – Participation in city-wide facilities study.

A building fee study was budgeted through the Fire Department but the City is also doing a feasibility study for impact fees. Chief Peters asked to have the Fire Department building study added to the city study. There was a discussion regarding the scope of work included under the city's study. Connors requested to get specific information on what is included in the facility feasibility study. Chief Peters will get the information for next month's meeting.

l. Discussion/Action – Approval of Lexipol Policies

- 306 Respond Time Standards (new)
- 610 Repetitive Motion Injuries and Ergonomics Training (new)
- 919 Roadway Incident Safety (new)
- 319 Hazardous Material Response (update)
- 605 Hazardous Materials (HAZMAT) Training (update)
- 1105 Fire Station Living (update)

Horne motioned to approve the Lexipol Policies as presented. Saul seconded. Motion carried 5-0. Captain Detkowski reviewed the policies and updates.

m. Discussion/Action – Accept resignation from FF/EMT Matthew Annis and FF/Paramedic Tanner Trace
Connors motioned to accept resignation from FF/EMT Matthew Annis and FF/Paramedic Tanner Trace. Horne seconded. Motion carried 5-0.

n. Discussion/Action – Acceptance of donations

- Nancy Russell - \$100.00
- Frank and Teresa Rizzo, Expert Plumbing and Heating - \$1000.00
- Roger Wolff – gift card for \$100.00 from Next Door Pub

Horne motioned to accept the donations as listed. Fairbanks seconded. Roll call vote: Connors-Y, Fairbanks-Y, Saul-Y, Condos-Y, Horne-Y. Motion carried 5-0.

o. Discussion/Action – Thank you notes -No discussion/action

- Nancy Russell
- Frank and Teresa Rizzo, Expert Plumbing and Heating
- Roger Wolff

p. Items to be forwarded to City Council

December and January expenditures, Resolution 22-R13-assigned fund balance, Resolution 22-R15 Fire Dues, Chief's monthly report, Firefighter's Agreement and thank you notes.

11. 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 to include Mayor Klein, Alderman Fesenmaier, Captain Detkowski and Administrative Assistant Papenfus. Horne seconded. Roll call vote: Connors-Y, Fairbanks-Y, Saul-Y, Condos-Y, Horne-Y. Motion carried 5-0 at 7:16 p.m.

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

Horne motioned to return to open session. Connors seconded. Roll call vote: Connors-Y, Fairbanks-Y, Saul-Y, Condos-Y, Horne-Y. Motion carried 5-0 at 8:02 p.m.

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

Connors motioned to recommend approval of the revised service agreement regarding emergency medical services with the Town of Linn to FLR and Council pending the attorney review. Horne seconded. Roll call vote: Connors-Y, Fairbanks-Y, Saul-Y, Condos-Y, Horne-Y. Motion carried 5-0.

14. Adjourn

Fairbanks motioned to adjourn the meeting. Saul seconded. Motion carried 5-0 at 8:03 p.m.

Respectfully submitted,


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