



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

POLICE AND FIRE COMMISSION MEETING MINUTES

THURSDAY JULY 7, 2022 – 6:00 P.M.

CITY HALL, COUNCIL CHAMBERS

Commission Members Commissioners: Jim Connors, Spyro Condos, Chuck Saul, Jay Fairbanks, and Len Jegerski,
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 Administrative Assistant Papenfus
3. Roll Call
Commissioners Connors, Fairbanks, Jegerski, Saul and Condos were present. Also present were Police and Fire Liaison Yunker, Town of Geneva Fire Liaison Kulik, 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
Mary Jo Fesenmeier, Alderman District 2, commented on agenda item 9b. Alderman Fesenmeier welcomed Crisis Worker Akridge. She would like to see Ms. Akridge work directly with the schools and the students in the future.
5. Acknowledge Correspondence - NONE
6. City Council Report
Alderman Yunker reported that the Town of Geneva Emergency Service Agreement was passed by City Council.
7. Approval of the Regular Meeting Minutes of June 9, 2022
Saul motioned to approve the regular meeting minutes of June 9, 2022. Fairbanks seconded. Motion carried 5-0.
8. Discussion/Action – 2023 Budget Timeline
A budget workshop was set up for August 10, 2022 at 5:00 p.m. in the Police Department Training Room.
9. Police Department Business
 - a. Discussion/Action - Approval of bills for the month of June 2022, operating in the amount of \$343,736.12, Capital purchases in the amount of \$0, Equipment Replacement purchases in the amount of \$27.93, for a total of \$343,764.05
Connors motioned to approve the bills for the month of June 2022. Condos seconded. Roll call vote: Connors-Y, Fairbanks-Y, Jegerski-Y, Saul-Y and Condos-Y. Motion carried 5-0.
Chief Rasmussen advised that the department is underbudget.
 - b. Discussion – Introduction of Embedded Crisis Worker Amanda Akridge
Crisis Worker Akridge introduced herself and described her job duties. Her position is embedded in the department with the goal to decrease police time and get the proper services to community members as needed.
 - c. Discussion/Action - Hiring process of new Police Chief
Connors motioned to have two rounds of interviews with the first round being 1.5 hours per candidate with the first two candidates to be interviewed on July 20, 2022 at 4:00 p.m. and 6:00 p.m., the second two candidates to be interviewed on July 21, 2022 at 4:00 p.m. and 6:00 p.m., and the second round of interviews scheduled for July 28,

2022 starting at 4:00 p.m. with the number of candidates to be determined. The order of candidates will be determined by a blind draw and Mayor Klein and Alderman Yunker will also be included in the interview process. Condos seconded. Roll call vote: Connors-Y, Fairbanks-Y, Jegerski-Y, Saul-Y and Condos-Y. Motion carried 5-0. Connors advised that the deadline to submit applications for the Chief of Police position was June 27, 2022. Four sealed applications were received by the City Clerk and then submitted via email to Administrative Assistant Papenfus. The applications will be delivered to each Commission member for their review. The interview process was discussed. Interview questions from each Commissioner should be submitted to Administrative Papenfus. The interviews dates and times were scheduled. The interview order will be selected by blind draw and Police and Fire Liaison Yunker and Mayor Klein will be included in the hiring process. The appointment date of the new Chief was discussed. Connors will consult the appointment date with City Attorney Draper.

d. Discussion/Action – Update Job Description Chief of Police

Condos motioned to remove agenda item 9d. from the agenda and no longer consider updating the job description. Jegerski seconded. Roll call vote: Connors-Y, Fairbanks-Y, Jegerski-Y, Saul-Y and Condos-Y. Motion carried 5-0.

Condos requested that agenda item 9d be removed from the agenda as he felt it was not the time to update the Police Chief job description because of the current Chief hiring process. The process of open meeting violations and email distribution was discussed. Connors reviewed an email from City Attorney Draper regarding a potential open meeting violation. It was determined that no violation occurred. Connors noted that although it was not the appropriate time to update the Chief of Police job description, it may be reviewed and updated at a different time. Saul also agreed to remove Chief of Police job description item 9d. from the agenda.

e. Discussion – Joint 1 School Resource Officer Update

Lieutenant Gritzner stated that Chief Rasmussen and Lieutenant Gritzner met with Dr. Pete Wilson, the new School Superintendent. Lieutenant Gritzner advised that the meeting was very positive. Dr. Wilson had many fresh ideas regarding the School Resource Officer position and he would like to update the program.

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

Chief Rasmussen noted that the 4th of July weekend was not as busy this year.

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

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

2022 Dispatch activity for June 2022:	Telephone calls - 3,080	911 calls - 280	Window assists – 825
2021 Dispatch activity for June 2021:	Telephone calls - 3,161	911 calls - 341	Window assists – 803

2022 Patrol activity for June 2022:	Calls for Service - 2,126	Arrests - 206
2021 Patrol activity for June 2021:	Calls for Service - 2,077	Arrests – 234

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

- Walter Nelson – Officer Gonzalez
- Bernard J. Williams – Officer Greetham

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

June expenditures, Embedded Crisis Worker Akridge, Chief's report, Chief's Top Five monthly incidents, Monthly reports.

10. Fire Department Business

a. Discussion/Action - Approval of bills for the month of June 2022, operating in the amount of \$152,742.03, Capital purchases in the amount of \$0, Equipment Replacement purchases in the amount of \$0, for a total of \$152,742.03. Saul motioned to approve the bills for the month of June 2022. Connors seconded. Roll call vote: Connors-Y, Fairbanks-Y, Jegerski-Y, Saul-Y and Condos-Y. Motion carried 5-0.

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

c. Discussion – Monthly Chief's Update and Fire Department Report Overview

Chief Peters reviewed the monthly report including anniversaries, department and community events and notable calls for service.

d. Discussion/Action – Feasibility Study update

Condos motioned to approve the RFP pending review by the City Attorney. Saul seconded. Roll call vote: Connors-Y, Fairbanks-Y, Jegerski-Y, Saul-Y and Condos-Y. Motion carried 5-0.

Chief Peters discussed the feasibility study to help establish a plan for the future of the fire department and what is needed. A study will be done on both the police department and the fire department building needs. The RFP will go out for BID once it is approved. Saul stated that the study is needed due to the increase in call volume, especially with the Fire Department.

e. Discussion/Action – EMS Flex Grant update

Captain Detkowski stated approximately \$12 million is available from the EMS Flex Grant. The Fire Department will be requesting funds for a new ambulance and for employee recruitment and retention. The Grant is due July 11, 2022 and the money will be awarded in early August.

f. Discussion/Action – New Engine update

Chief Peters stated that progress is being made on the new engine and delivery is tentatively set for end of August or early September.

g. Discussion/Action – Approval of hiring FF/EMT Grace Albelo (pending background and medical)

Connors motioned to approve the hiring of FF/EMT Grace Albelo pending background and medical. Fairbanks seconded. Roll call vote: Connors-Y, Fairbanks-Y, Jegerski-Y, Saul-Y and Condos-Y. Motion carried 5-0.

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

- Lake Geneva YMCA
- MVA Patient (Capt. MMG, Lt. Baumann, Flannery, Cox, Janssen)

i. Discussion/Action – Acceptance of resignation from EMT Samantha Porter

Connors motioned to accept resignation of EMT Samantha Porter with regret. Saul seconded. Motion carried 5-0.

j. Discussion/Action - Items to be forwarded to City Council

June expenditures and Chief's monthly report

11. Adjourn

Saul motioned to adjourn the meeting. Fairbanks seconded. Motion carried 5-0. Meeting adjourned at 7:43 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