



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

POLICE AND FIRE COMMISSION MEETING MINUTES

THURSDAY OCTOBER 6, 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 at 6:00 p.m. by Commissioner Connors
2. Pledge of Allegiance
The Pledge of Allegiance was led by Detective Keller
3. Roll Call
Commissioners Connors, Jegerski, Condos, Fairbanks and Saul were present. Also present were Police and Fire Liaison Yunker, Town of Geneva Fire Liaison Kulik, Police Lieutenant Gritzner, Police Lieutenant Way, Police Detective Keller, Police Sergeant Derrick, Fire Chief Peters, Fire Captain Detkowski, 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, 1085 S. Lakeshore Drive – Spoke about item i. asking about a Lexipol Policy regarding nepotism.
5. Acknowledge Correspondence - NONE
6. City Council Report
Police and Fire Liaison Yunker had nothing to report.
7. Approval of the Regular Meeting Minutes of September 8, 2022
Saul motioned to approve the regular meeting minutes of September 8, 2022. Fairbanks seconded. Motion carried 5-0.
8. Police Department Business
 - a. Discussion/Action - Approval of bills for the month of September 2022, operating in the amount of \$323,132.00
Capital purchases in the amount of \$0, Equipment Replacement purchases in the amount of \$0, for a total of \$323,132.00
Connors motioned to approve to the bills for the month of September 2022. Fairbanks seconded. Roll call vote: Connors-Y, Jegerski-Y, Condos-Y, Fairbanks-Y, Saul-Y. Motion carried 5-0.
 - b. Discussion – 2023 Budget Update
Lieutenant Gritzner reported that there was a City Council Budget Workshop on October 5, 2022. The City Council seems to be in support of the budget, they just need to discuss how to pay for the budget items. The next meeting will be held October 19, 2022.
 - c. Discussion/Action – Job Title changes based on 2022 City of Lake Geneva Wage/Compensation study
 - Confidential Administrative Assistant to Administrative Specialist
 - Data Systems Administrator to Police Records Administrator
 - Data Specialist to Police Records SpecialistConnors motioned to approve the three job title changes as listed based on the 2022 Lake Geneva Wage/Compensation study. Saul seconded. Roll call vote: Connors-Y, Jegerski-Y, Condos-Y, Fairbanks-Y, Saul-Y. Motion carried 5-0.

Lieutenant Gritzner asked to have the above listed position job titles changed to fall in line with the wage study. The job duties do not change just the title. Fairbanks asked what the job title would be for the records position if the body cameras were approved in the budget. Lieutenant Gritzner stated the new position would also be Police Records Specialist.

d. Discussion/Action – Approval to establish Community Service Officer Eligibility list

Saul motioned to approve establishing a Community Service Officer eligibility list

Lieutenant Gritzner stated that over the past year the department lost five CSO's during the peak season so he would like to move forward right away to establish an eligibility list for hiring approximately five CSO's next year.

Connors asked if the position could be posted on Wilenet. Lieutenant Gritzner advised that the position would be posted on Wilenet as well as social media.

e. Discussion/Action - Approval to assign CSO Steven Richard to 32 hours per week in 2023

Condos motioned to approve assigning CSO Steven Richard to 32 hours per week in 2023. Fairbanks seconded. Roll call vote: Connors-Y, Jegerski-Y, Condos-Y, Fairbanks-Y, Saul-Y. Motion carried 5-0.

Lieutenant Gritzner asked for approval to assign CSO Steven Richard to 32 hours per week in 2023. Comptroller Pisarcik stated that the extra hours can be covered by the 2023 budget and would be an additional \$700.00 per year. Lieutenant Gritzner felt that allowing CSO Richard 32 hours/week would be a great asset to the department.

f. Discussion/Action - School Resource Officer Assignment to the Joint I School District

Condos motioned to approve assigning School Resource Officer Greetham to the Joint I School District. Fairbanks seconded. Roll call vote: Connors-Y, Jegerski-Y, Condos-Y, Fairbanks-Y, Saul-Y. Motion carried 5-0.

Lieutenant Gritzner requested approval to assign SRO Greetham full time to the Joint I School District. Currently he is assigned 2-3 days. Lieutenant Gritzner felt it was a good time to add SRO Greetham full time because it's a slower time of year for the department and the department is sufficiently staffed to fill this position. Dr. Wilson is in full support of assigning a School Resource Officer to the Joint I School District. Saul asked if the department received any compensation exchange for this position. Lieutenant Gritzner advised that no compensation for this position is received at this time but it will be something that will be addressed in the future.

g. Discussion/Action – Police Chief transition timeline

Condos motioned to recommend to FLR and Council that the effective Chief of Police change date would be January 1, 2023 at 12:00 a.m. and Chief Rasmussen would be made whole for his 2023 seven weeks when Lieutenant Gritzner takes over the role of Chief. Connors seconded. Roll call vote: Connors-Y, Jegerski-Y, Condos-Y, Fairbanks-Y, Saul-Y. Motion carried 5-0.

Connors stated that the Administrator and the Alderman requested the agenda item to set a timetable for Lieutenant Gritzner to officially take over as Chief of Police. The recommendation would be made to the Administrator and it would go through FLR and then City Council for approval. Chief Rasmussen would remain Chief until December 31, 2022 up until midnight and then officially Lieutenant Gritzner would assume the role of Chief of Police effective January 1, 2023 at 12:00:01 a.m. Chief Rasmussen would also be made whole for seven weeks' in 2023. Connors advised that the change cannot be made earlier so it doesn't affect Chief Rasmussen's pension. There was a discussion about the liability of Chief Rasmussen until December 31, 2022 and the length of time before Lieutenant Gritzner is able to be appointed. Lieutenant Gritzner stated that he would assume command in Chief Rasmussen's absence, similar to if he was on vacation. Connors felt the Commission needed to approve the timeline and then Connors would talk to the City Attorney about the Commission's liability concerns and possibly appointing Lieutenant Gritzner at an earlier date.

h. Discussion/Action – Chaplain Program Logo/Apparel

Saul motioned to approve the Chaplain Program Log. Jegerski seconded. Motion carried 5-0.

Lieutenant Gritzner presented the new Chaplain Program logo. He stated that Sergeant Derrick, the Chaplain Coordinator, helped put the Chaplain Program Logo together. Immanuel Lutheran Church donated money last year to purchase the Chaplain Program Apparel.

i. Discussion/Action – Lexipol updates

- 310 Officer-Involved Shootings and Deaths
- 334 Public Alerts
- 602 Sexual Assault Investigations
- 802 Property and Evidence

- 1064 Line-Of-Duty Deaths
- 1065 Wellness Program

Connors motioned to approve the Lexipol Policies, one as a new policy and the remaining policies as updates: 310 Officer-Involved Shootings and Deaths; 334 Public Alerts; 602 Sexual Assault Investigations; 802 Property and Evidence; 1064 Line-of-Duty Deaths; and 1065 Wellness Program. Roll call vote: Connors-Y, Jegerski-Y, Condos-Y, Fairbanks-Y, Saul-Y. Motion carried 5-0.

Lieutenant Gritzner presented the Lexipol policies as listed. Saul asked what happened to the policies after they were approved. Lieutenant Gritzner stated new policy updates are posted and each employee has to acknowledge reviewing the new policies. Lieutenant Gritzner stated that there is a Nepotism and Employee Conflict policy in place through Lexipol.

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

Lieutenant Gritzner stated that he applied for a third body camera grant that became available for the State of Wisconsin. Lieutenant Gritzner was accepted into the Chief mentorship program and will be assigned a Chief from the State of Wisconsin in the next few weeks. Lieutenant Gritzner has met with each employee from the department. Additionally, he has scheduled a leadership team workshop on October 25 and a team building event on October 26.

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

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

2022 Dispatch activity for September 2022:	Telephone calls - 2,748	911 calls - 250	Window assists – 773
2021 Dispatch activity for September 2021:	Telephone calls – 2,635	911 calls - 297	Window assists – 574
2022 Patrol activity for September 2022:	Calls for Service - 1,903	Arrests - 125	
2021 Patrol activity for September 2021:	Calls for Service - 1,937	Arrests - 161	

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

September expenditures, Chief Top monthly incidents and monthly report.

9. Fire Department Business

a. Discussion/Action - Approval of bills for the month of September 2022, operating in the amount of \$131,395.13, Capital purchases in the amount of \$0, Equipment Replacement purchases in the amount of \$25,355.63, for a total of \$156,750.76

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

Chief Peters stated that there were some allocation issues on the expenditure report so some amounts are not accurate. The Town of Geneva just signed their contract so revenues will be increase. The union contract has been approved by FLR and will go to the City Council for approval. Condos asked for clarity about the Confidential Administrative Assistant position that was approved last month. There was discussing about the job description and wages. Connors stated that the position is a job-sharing position so it wasn't a new position and fits within the budget.

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 new employees and notable calls for service. The parting shot included thanking Chief Rasmussen for his years of service and congratulating him on his retirement.

d. Discussion/Action – Acceptance of State of Wisconsin EMS Flex Grant in the amount of \$90,710.00

Connors motioned to accept the State of Wisconsin EMS Flex Grant in the amount of \$90,710.00. Saul seconded. Roll call vote: Connors-Y, Jegerski-Y, Condos-Y, Fairbanks-Y, Saul-Y. Motion carried 5-0.

Chief Peters was awarded the EMS Flex Grant from the State of Wisconsin to be used toward the purchase of a new ambulance. The order for the new ambulance will be put in within the next month because there will be a price increase of 7-10%. The cost of the new ambulance is approximately \$347,000.00 and the lead time to receive the ambulance is 12-24 months.

e. Discussion/Action – Review of Fire Department fees and revenue sources

Chief Peters reviewed the fee schedule and looked at ways to increase fee costs to offset budget costs. The billing agency advised that some calls such as car crashes, vehicle fires, building fires, special rescues and hazardous conditions. The rate that can be charged for car crashes is approximately \$520.00. Chief Peters would like to issue charges in the amount of \$520.00 per victim. The City Attorney is currently reviewing the recommendation. The agenda item was continued to the next meeting for further discussion.

f. Discussion/Action - Approval of updated Fire Department Fees within the City's Schedule of Fees

Connors motioned to recommend to FLR and the City Council to increase the fees related to permits to recover the costs as related to fee schedule starting on page 12. Saul seconded. Roll call vote: Connors-Y, Jegerski-Y, Condos-Y, Fairbanks-Y, Saul-Y. Motion carried 5-0.

Captain Detkowski reviewed the changes to the fee schedule based on increased costs for sprinkler inspections and permits required. The engineer increased his fees and the costs are in line with recovering the costs for the increase.

g. Discussion – Building RFP status update

Chief Peters advised that three RFP's has been received and reviewed. One RFP was approved and changes are being made at this time. Once the revisions are received, Chief Peters requested a special meeting to approve the RFP so that the project can proceed quickly.

h. Discussion – SCBA purchase/AFG Grant update

The AFG grant has been written and the department will be looking at vendors for the SCBA purchase once it has been approved by legal.

i. Discussion/Action – Use of First Responders donation funds for K-9 EMS class

Condos motioned to use \$3000.00 from the First Responders donation funds for a K-9 EMS class. Fairbanks seconded. Roll call vote: Connors-Y, Jegerski-Y, Condos-Y, Fairbanks-Y, Saul-Y. Motion carried 5-0.

Chief Peters asked to use funds from the Gala for a K-9 EMS class. The class is an extensive one-day class and will help train first responders in treating K-9s when necessary.

j. Discussion - Thank you notes – No discussion/action

- Walworth County Adult Special Olympics

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

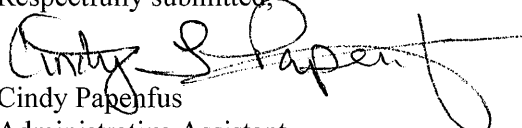
September expenditures, Chief's monthly report, EMS flex grant approval, Approval of Fire Department Schedule Fees.

On behalf of the American Legion, Jegerski thanked Chief Peters and the Fire Department for helping to clean off the helicopter at Veteran's Park.

10. Adjourn

Saul motioned to adjourn the meeting. Jegerski seconded. Motion carried 5-0. Meeting adjourned at 7:15 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