



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

POLICE AND FIRE COMMISSION MEETING MINUTES

THURSDAY NOVEMBER 10, 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 6:01 p.m.
2. Pledge of Allegiance
The Pledge of Allegiance was led by Town of Geneva Fire Liaison Larry Kulik
3. Roll Call
Commissioners Connors, Condos, Fairbanks, Saul and Jegerski were present. Also present were Police and Fire Liaison Yunker, Town of Geneva Fire Liaison Kulik, Police Lieutenant Gritzner, Police Detective Keller, Fire Chief Peters, Fire Captain Detkowski, Mayor Klein, and Administrative Specialist 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 – NONE
5. Acknowledge Correspondence - NONE
6. City Council Report
Police and Fire Liaison Yunker stated that the ambulance was approved for the 2023 budget and the Fire Department Union Contract was approved. Police Chief Rasmussen's insurance was approved per contract. All discussion items will be referred to FLR.
7. Approval of the Regular Meeting Minutes of October 6, 2022
Connors motioned to approve the regular meeting minutes of October 6, 2022. Fairbanks seconded. Motion carried 5-0.
8. Discussion/Action – Future radio system purchases for Police Department and Fire Department.
Connors motioned to support the transition of the new radio system. Saul seconded. Roll Call vote: Connors-Y, Condos-Y, Fairbanks-Y, Saul-Y, Jegerski-Y. Motion carried 5-0.
Chief Peters asked the Commission to support the transition to the new radio system. The Police Department, Fire Department and the Public Works Department were asked by the County to determine how many radios will be needed for the new system. The purchase price of radios can then be locked in for future cost savings. The radios will not be paid for until the radios are received, which will be late 2024 or 2025. Gritzner advised that it makes sense to work on the project with Walworth County as the City will save approximately \$100,000.00 going with the same system. The current radio system is over 20 years old. ARPA funds and possibly grants will be used to help purchase the radio system.
9. Police Department Business
 - a. Discussion/Action - Approval of bills for the month of October 2022, operating in the amount of \$324,442.31, Capital purchases in the amount of \$0, Equipment Replacement purchases in the amount of \$0, for a total of \$324,442.31
Connors motioned to approve the bills for the month of October 2022. Saul seconded. Roll Call vote: Connors-Y, Condos-Y, Fairbanks-Y, Saul-Y, Jegerski-Y. Motion carried 5-0.

b. Discussion/Action – Confirmation of Full Time Telecommunicator Eligibility List

Saul motioned to approve the full time Telecommunicator eligibility list for six months. Fairbanks seconded.

Roll Call vote: Connors-Y, Condos-Y, Fairbanks-Y, Saul-Y, Jegerski-Y. Motion carried 5-0.

Lieutenant Gritzner stated that seven applications were received for the full time telecommunicator position with three applicants being added to the eligibility list. Lieutenant Gritzner asked the Commission to approve the eligibility list for six months.

c. Discussion/Action – Confirmation of hiring Full Time Telecommunicator Brezzy Pilman

Condos motioned to accept hiring

Lieutenant Gritzner stated that Brezzy Pilman left her full-time position with the department in August. Due to the new wage study the hourly wage for Ms. Pilman increased \$5.00/hour and she wanted to come back full time.

The new wage is comparable to other positions in the area.

d. Discussion/Action – Approval to recruit and establish Full Time Police Records Specialist eligibility list

Connors motioned to approve establishing a Full Time Police Records Specialist eligibility list. Saul seconded.

Roll Call vote: Connors-Y, Condos-Y, Fairbanks-Y, Saul-Y, Jegerski-Y. Motion carried 5-0.

Lieutenant Gritzner stated that the body cameras are expected to be approved in the 2023 budget, which also includes the new Police Records Specialist position. He asked to get started with the recruiting process so that the department is ready for hiring when the budget is approved. Lieutenant Gritzner stated that he will be receiving a third grant for the body camera project.

e. Discussion/Action – Approval to establish Detective Promotion eligibility list for potential future vacancy

Saul motioned to approve establishing a Detective Promotion eligibility list for potential future vacancy. Jegerski seconded. Roll Call vote: Connors-Y, Condos-Y, Fairbanks-Y, Saul-Y, Jegerski-Y. Motion carried 5-0.

Lieutenant Gritzner stated as a contingency plan he would like to create an eligibility list for the position of Detective. He stated that it is highly likely that a Detective will be promoted January 1, 2023 and he would like to have the eligibility list in place.

f. Discussion/Action - Approve donations for Shop with a Cop for a total of \$3,000.00

- Harborside Pub & Grill, LLC in the amount of \$100.00
- RL KI Company, Inc, dba Su Wings Chinese Restaurant, in the amount of \$ 200.00
- Lake Geneva Area Reality, Inc. in the amount of \$2000.00
- Joni's Diner, LLC, in the amount of \$500.00
- Streblov Boat Holdings, LLC in the amount of \$200.00

Connors motioned to accept donations for Shop with a Cop for a total of \$3,000.00. Fairbanks seconded. Roll Call vote: Connors-Y, Condos-Y, Fairbanks-Y, Saul-Y, Jegerski-Y. Motion carried 5-0.

Lieutenant Gritzner stated that the Shop with a Cop program is in its third year. Due to the generosity of the community, the program has enough money to sustain itself for several years.

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

Lieutenant Gritzner stated that a 2-day workshop for the administrative staff was held and a lot of positive feedback came out of the workshop. Lieutenant Gritzner will be meeting with his mentor in the next few weeks. Additionally, he has a tentative agreement for his new contract as Chief of Police. Finally, Lieutenant Gritzner stated that Police Department entered into the Parade of Tree Competition at the Museum. Tree lighting starts November 18 at 6:00 p.m. Condos asked Lieutenant Gritzner to find out the cost of bullet-proof windows for any new squads purchased in the future. Lieutenant Gritzner will look into the cost for the 2024 budget.

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

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

2022 Dispatch activity for October 2022:	Telephone calls - 2,339	911 calls - 226	Window assists – 684
2021 Dispatch activity for October 2021:	Telephone calls – 2,384	911 calls - 232	Window assists – 575

2022 Patrol activity for October 2022:	Calls for Service - 1,778	Arrests - 122
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2021 Patrol activity for October 2021:	Calls for Service - 1,809	Arrests - 148
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Town of Geneva Supervisor Kulik asked how many tickets are written by the department monthly. Lieutenant Gritzner will look into the numbers.

j. Discussion/Action – Accept thank you card and 15 Wal-Mart gift cards totaling \$150.00 from Brother's Liberty
Saul motioned to approve the donation from Brother's Liberty in the amount of 15 Wal- Mart gift cards totaling \$150.00. Connors seconded. Roll Call vote: Connors-Y, Condos-Y, Fairbanks-Y, Saul-Y, Jegerski-Y. Motion carried 5-0.

Lieutenant Gritzner advised that Brother's Liberty is a nonprofit motorcycle group. The gift cards will be used for the Shop with a Cop Program.

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

October expenditures, Chief's Top Five Monthly report and Monthly reports

10. Fire Department Business

a. Discussion/Action - Approval of bills for the month of October 2022, operating in the amount of \$105,064.30, Capital purchases in the amount of \$0, Equipment Replacement purchases in the amount of \$12,564.00, for a total of \$117,628.30

Connors motioned to approve the bills for the month of October 2022. Fairbanks seconded. Roll Call vote: Connors-Y, Condos-Y, Fairbanks-Y, Saul-Y, Jegerski-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 Department and Community Events and Notable Calls. Special anniversaries include Chief Engineer Ed Zwiebel for 45 years of service and Fire Chief John Peters for 30 years of service.

d. Discussion/Action – SCBA Grant Update

Chief Peters advised that information has been submitted to three vendors and the Fire department is just waiting to get prices.

e. Discussion/Action – Confirmation of Full Time Firefighter/Paramedic eligibility list

Saul motioned to confirm the full time Firefighter/Paramedic eligibility list. Jegerski seconded. Roll Call vote: Connors-Y, Condos-Y, Fairbanks-Y, Saul-Y, Jegerski-Y. Motion carried 5-0.

Chief Peters handed out the Full Time Firefighter/Paramedic eligibility list and asked the Police and Fire Commission to confirm the eligibility list. A new Fire Department contract has been approved so the department can move forward to hire their first career firefighters.

f. Discussion/Action – Appointment of three Full Time Firefighter/Paramedic from eligibility list

Connors motioned to approve the appointment of three Full Time Firefighter/Paramedics: Captain Detkowski, Lieutenant Rhonda Baumann and Firefighter/Paramedic Matthew Hartlaub, based on scoring as reported by Chief Peters. Condos seconded. Roll Call vote: Connors-Y, Condos-Y, Fairbanks-Y, Saul-Y, Jegerski-Y. Motion carried 5-0.

Chief Peters asked to hire Captain Dennis Detkowski, Lieutenant Rhonda Baumann and Firefighter/Paramedic Matthew Hartlaub at their current ranks and based on scores as the first career firefighters.

g. Discussion/Action Approval of Lexipol Policies

UPDATES

- * 320 News Media and Community Relations

- * 900 Illness and Injury Prevention Program

- * 908 Respiratory Protection Program

- * 910 Health and Safety Officer

- * 1037 Line of Duty Death

- * 1038 Line of Duty Death and Serious Injury Notification

- * 1102 Wastewater Discharge

Saul motioned to approve the seven Lexipol policies as presented. Connors seconded. Motion carried 5-0.

Captain Detkowski presented the Lexipol updates.

h. Discussion/Action- Acceptance of letter of resignation from FF/PM Jennifer Petkoff

Connors motioned to accept letter of resignation from FF/PM Jennifer Petkoff with great regret. Fairbanks seconded. Motion carried 5-0.

Chief Peters stated that FF/PM Petkoff currently works FT in Stevens Point and is unable to commit the time to work here.

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

October expenditures and Chief's monthly report

11. Motion to go into closed session under Wisconsin State Statute 19.85(1)(e), to deliberate or negotiate the purchasing of services, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session for proposals for a Facilities Study for the police and fire departments and selecting a vendor from the following companies: PAA, LLC/Five Bugles Design, McMAHON Engineers/Architects, and Strategic Management and Consulting.

Connors motioned to go into closed session to include Police and Fire Department personnel, Mayor Klein, Alderman Fesenmaier, Police and Fire Liaison Yunker, and Town of Geneva Fire Liaison Kulik. Fairbanks seconded. Roll Call vote: Connors-Y, Condos-Y, Fairbanks-Y, Saul-Y, Jegerski-Y. Motion carried 5-0 at 6:54 p.m.

12. Motion to return to open session pursuant to Wisconsin State Statute 19.85(2) and take action on any items discussed in closed session.

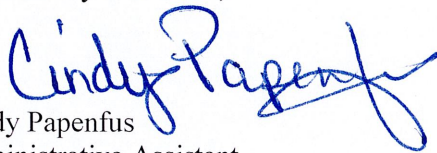
Connors motioned to return to open session. Fairbanks seconded. Roll Call vote: Connors-Y, Condos-Y, Fairbanks-Y, Saul-Y, Jegerski-Y. Motion carried 5-0 at 7:20 p.m.

Saul motioned to award the feasibility study for the Police and Fire Departments to PAA, LLC, and Five Bugles Design, pending approval of the contract by City Attorney Draper, not to exceed \$56,300.00 to be performed over approximately 14 weeks with \$35,000.00 being allocated by the Fire Department as budgeted and the remaining balance being shared between the Police and Fire Departments, pending approval of the contract by City Attorney Draper. Condos seconded. Roll Call vote: Connors-Y, Condos-Y, Fairbanks-Y, Saul-Y, Jegerski-Y. Motion carried 5-0.

13. Adjourn

Saul motioned to adjourn the meeting. Jegerski seconded the motion. Motion carried 5-0. Meeting adjourned at 7:24 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