



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

POLICE AND FIRE COMMISSION MEETING MINUTES

THURSDAY, MAY 6, 2021 – 6:00 P.M.

CITY HALL, COUNCIL CHAMBERS

Commission Members: President Jim Connors, Vice President Ted Horne, Commissioners: Brian Pollard, 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 Fairbanks
3. Roll Call
Commissioners Connors, Saul, Condos, Horne and Fairbanks were present. Also present were Police Chief Rasmussen, Police Lieutenant Gritzner, Police Lieutenant Way, Fire Chief Peters, Police and Fire Liaison Yunker, 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 - NONE
5. Acknowledge Correspondence - NONE
6. City Council Report
Police and Fire Liaison Yunker stated the Shared Agreement between Town of Linn and City of Lake Geneva was approved by the City Council.
7. Approval of the Regular Meeting Minutes of April 8, 2021
Condos motioned to approve the regular meeting minutes of April 8, 2021. Horne seconded. Motion carried 5-0.
8. Welcome newly appointed Commissioner Jay Fairbanks
Connors welcomes newly appointed Commissioner Fairbanks. Commissioner Fairbanks introduced himself.
9. Election of Officers:
 - a. President
Saul moved to nominate Connors as President. Horne seconded. There were no further nominations. Condos moved to close the nominations. Connors seconded. Nomination carried 5-0.
 - b. Vice President
Saul moved to nominate Horne as Vice President. Connors seconded. There were no further nominations. Connors moved to close the nominations. Saul seconded. Nomination carried 5-0.
10. Fire Department Business
 - a. Discussion/Action - Approval of bills for the month of April 2021, operating in the amount of \$102,695.05, Capital purchases in the amount of \$464.97, Equipment purchases in the amount of \$848.62, for a total of \$104,008.64
Horne motioned to approve the bills for the month of April 2021. Saul seconded. Roll call vote: Connors-Y, Saul-Y, Condos-Y, Horne-Y, Fairbanks-Y. Motion carried 5-0.
 - b. Discussion – EMS Medical Billing/Stark Medical Billing – No discussion/action
Chief Peters reviewed the new reports. He advised that the department will be comparing and reviewing charges to increase costs to coincide with other departments in the area.

c. Discussion – EMS Call Summary – No discussion/action

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

Chief Peters handed out the monthly report and the annual report at the meeting. The annual report will be reviewed next month. Chief Peters reviewed the monthly report. He discussed the City's fire ordinance. Chief Peters noted that Lt. Bauman was spotlighted in a national marketing campaign for being an inspirational figure. Chief Peters also noted anniversaries, department and community events, notable calls for service and the monthly numbers.

e. Discussion/Action – Update on Town of Linn staffing agreement

Chief Peters reviewed the Town of Linn staffing agreement. Each department has to submit plans to the State of Wisconsin and the Medical Director for approval. Chief Peters advised the process could take approximately 30-45 days. Once the contractual agreement is done, then staffing would begin. Saul asked about the staffing conditions and Chief Peters said it has been difficult filling right now, however, one highlight is the fact that there has been increasing interest at the high school level.

f. Discussion/Action – Engine 1 Update

Chief Peters stated the frame for Engine 1 is being built and the completion date is expected sometime in April.

g. Discussion/Action – Boat 1 Update

Delivery of the boat has been delayed due to trailer backups and COVID shutdowns. The boat is 80-90% complete.

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

- Elkhorn Fire department
- Lazzeroni family

i. Discussion/Action – Approval of hiring Firefighter/Paramedic David Fonder (pending background and medical)

Horne motioned to approve hiring of Firefighter/Paramedic David Fonder pending background and medical approval. Saul seconded. Roll call vote: Connors-Y, Saul-Y, Condos-Y, Horne-Y, Fairbanks-Y. Motion carried 5-0.

j. Items to be forwarded to City Council

Expenditure reports, Chief's monthly report and thank you notes.

11. Police Department Business

a. Discussion/Action - Approval of bills for the month April 2021, operating in the amount of \$313,310.47, Capital in the amount of \$452.75 and Equipment purchases in the amount of \$25,361.04, for a total of \$339,124.26

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

Chief Rasmussen advised that the police department is on budget for the first quarter. Saul noted that the Police Department and the Fire Department have done great jobs controlling their budgets.

b. Discussion – Civilian Handbook Update

Chief Rasmussen discussed updating the Civilian Handbook. Before Act 10 in 2011, records employee and Telecommunicators were all under the police union contract. At this time, civilian employees get both a department handbook and a city handbook. The current Police Department handbook has not been updated since 2016. Additionally, the civilian employee classification needs to be updated. The reclassification would allow Chief Rasmussen a little more flexibility to make minor changes without going to the Personnel Committee.

c. Discussion – Reevaluation of Telecommunicator wages

Chief Rasmussen would like to reevaluate the Telecommunicator wages and make a wage scale for Telecommunicators. The position already allows for lateral transfers but making a wage scale/schedule would make it easier to keep track of pay raises, rather than base it only on evaluations.

d. Discussion – Annual Police Department Awards Ceremony
Chief Rasmussen reminded the commission that the Annual Police Department Awards Ceremony is scheduled for May 13, 2021 at 6:00 p.m. in the Police Department Training Room.

e. Discussion – FIRSTNET wireless communication platform

The Police Department recently switched to FIRSTNET on all phones and squad cars. This allows first responders first access to the network. The Fire Department is currently in the process of switching their phones and computers. There is an initial cost of \$4,000.00 but FIRSTNET offers a \$2,000.00 rebate. The department will save money over time with better quality service and equipment.

f. Discussion/Action – Accept letter of resignation of Booking Officer Alicia Hufnagle

Connors moved to accept letter of resignation of Booking Officer Alicia Hufnagle. Saul seconded. Motion carried 5-0.

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

Mayor Klein is going to do a fundraiser in the future to thank both the Police Department and the Fire Department. Chief Rasmussen also offered ride-alongs with the officers to the Commissioners.

Condos mentioned the new law regarding carry out cocktails enacted by the State. The city cannot change the ordinance so he feels that it will be difficult for the police department to handle the situation. Chief Rasmussen advised that the department will make changes as necessary.

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

i. Discussion – Monthly activity reports

2021 Dispatch activity for April 2021:

Telephone calls – 2,287	911 calls - 247	Window assists – 517	Parking – 12
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2020 Dispatch activity for April 2020:

Telephone calls – 2,144	911 calls - 218	Window assists – 267	Parking - 0
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2021 Patrol activity for April 2021:	Calls for Service – 1,500	Arrests – 135
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2020 Patrol activity for April 2020:	Calls for Service – 1,274	Arrests – 28
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Arrests are up considerably from last year but no calls were being initiated last year due to COVID. The calls are back to normal.

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

Expenditures, Awards Ceremony, Chief's Top Five, monthly reports.

12. Adjourn

Fairbanks motioned to adjourn the meeting. Horne seconded. Motion carried 4-0. Meeting adjourned at 6:44 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

