



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

POLICE AND FIRE COMMISSION MEETING MINUTES

THURSDAY, JUNE 10, 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 Commission Connors at 6:00 p.m.
2. Pledge of Allegiance
The Pledge of Allegiance was led by Officer Xenia Rodriguez
3. Roll Call
Commissioners Connors, Condos, Horne and Fairbanks were present. Commissioner Saul and Police and Fire Liaison Yunker were excused. Also present were Police Chief Rasmussen, Police Lieutenant Gritzner, Police Lieutenant Way, Fire Chief Peters, Town of Geneva Liaison Kulik and Data Systems Administrator were also present.
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 Fesenmaier thanked the Police Department for helping out by reviewing dog licenses because of issues with barking dogs at the piers and recent reports of dog bites at the dog park. Mary Jo Fesenmaier would like to include the speed trailer data in the PFC packet as the speed trailer is being monitored throughout the city and she would like to get a compilation of the data.
5. Acknowledge Correspondence - NONE.

Connors made a motion to suspend the rules and move up item 10b. to swear in Officer Xenia Rodriguez. Horne seconded. Motion carried 4-0.

10b. Discussion/Action – Swearing in Full Time Police Officer Xenia Rodriguez
Officer Xenia Rodriguez was sworn in as a full time officer with the City of Lake Geneva Police Department by Walworth County District Attorney Zeke Wiedenfeld.
6. City Council Report
No City Council report because Alderman Yunker was not present at the meeting.
7. Discussion - Gala at the Riveria, August 28, 2021, proceeds to benefit The City of Lake Geneva First Responders Fund
Mayor Klein is planning a benefit for the Lake Geneva First Responders. The fundraiser is mainly to help with recruitment including police academies and paramedic schools.
8. Approval of the Regular Meeting Minutes of May 6, 2021
Horne motioned to approve the regular meeting minutes of May 6, 2021. Condos seconded. Motion carried 4-0.
9. Discussion – Impact fees for Police Department and Fire Department
Condos discussed a request to add impact fees to new developments. He noted that a new firehouse will most likely need to be built near the center of town because of increasing developments. Response times will increase as developments expand throughout the city. Condos recommended any future development agreement to include the wording “subject to future impact fees” so that tax payers do not pay for all the development. The

City is doing a study regarding assessing the fees so Condos suggested waiting until the City Council decided what they are doing.

Condos motioned to suspend the rules and allow Alderman Fesenmaier to speak. Connors seconded. Motion carried 4-0.

Alderman Fesenmaier stated a study regarding the need for impact fees was sent to FLR for approval. Connors asked if the evaluation would be approved for this year and Alderman Fesenmaier felt that the study would begin this year.

10. Police Department Business

a. Discussion/Action - Approval of bills for the month May 2021, operating in the amount of \$319,905.80, Capital in the amount of -\$452.75 and Equipment purchases in the amount of \$1,025.00, for a total of \$317,478.05

Horne motioned to approve the bills for the month of May 2021. Condos seconded. Roll call vote: Connors-Y, Condos-Y, Horne-Y, Fairbanks-Y. Motion carried 4-0.

Chief Rasmussen stated there was a large bill from General Communications to switch over all the phones and cradlepoints for the squads. Some of that money will be credited to the account.

c. Discussion/Action – Civilian Handbook Update

Condos motioned to approve the changes to the Civilian Handbook including one minor typing error. Horne seconded. Roll call vote: Connors-Y, Condos-Y, Horne-Y, Fairbanks-Y. Motion carried 4-0.

Chief Rasmussen discussed the changes to the handbook. Attorney Draper has reviewed the handbook and the most notable change is that civilian employees are not subordinates to the Chief. This still allows review of discipline through the Police and Fire Commission but gives the department leeway with regard to wages as long as they stay within budget. The department will still continue to provide evaluations. The City Administrator was not able to be at the meeting but he understood and approved of the changes to the Civilian Handbook and the Telecommunicator Wage scale.

d. Discussion/Action – Reevaluation of Telecommunicator wages

Fairbanks motioned to recommend revised Telecommunicator wages to FLR. Horne seconded. Roll call vote: Connors-Y, Condos-Y, Horne-Y, Fairbanks-Y. Motion carried 4-0.

Chief Rasmussen requested moving the Telecommunicator positions to a wage scale similar to that of sworn personnel as the current system is not working. The wage scale remains within the level 6 grade scale and would move Telecommunicators Windler, Wojtas and Zmudzinski to the mid pay range. Chief Rasmussen feels that the Telecommunicator wage classification needs to be moved to a minimum seven classification, similar to City Hall Front Clerks, as they work 24-7, weekends and holidays and have many more responsibilities. The Telecommunicator wages are still significantly lower than the City of Whitewater Police Department and the Walworth County Sheriff's Office.

e. Discussion/Action – Filling Detective position vacancy

Horne motioned to allow filling the vacant detective position. Connors seconded. Roll call vote: Connors-Y, Condos-Y, Horne-Y, Fairbanks-Y. Motion carried 4-0.

Chief Rasmussen asked to fill the detective position now that patrol staffing is complete. The detective position has been open for approximately one year but could not be filled due to patrol staffing shortages. Two officers interested in the position have been tested and interviewed. Administrative Lieutenant and Detective Sergeant did the complete promotion process and Chief Rasmussen commended them on the process. The normal promotion procedure was followed. The numbers will be reviewed and a final decision will be made tomorrow.

f. Discussion – Updated job descriptions:

- Chief of Police
- Administrative Lieutenant
- Patrol Lieutenant

The job descriptions were handed out and will be discussed at the next meeting.

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

The first Federal grant for body cameras to split \$27 million to 80 departments was released. Our department financially does not qualify as the grants will be distributed to cities with financial hardships. There has been more

damage to the restrooms around town. Some of the restrooms have been closing earlier because of the damage. Chief Rasmussen feels this is due to lack of police presence around town due to staffing. The department has started a nuisance ordinance on Thumbs Up. They were opened after hours on Memorial Weekend and had some underage drinkers in the bar.

h. Discussion – Chief’s Top Monthly Incidents – No discussion

i. Discussion – Monthly activity reports – No discussion

2021 Dispatch activity for May 2021: Telephone calls – 2,627	911 calls – 283	Window assists – 701
2020 Dispatch activity for May 2020: Telephone calls – 2,871	911 calls – 283	Window assists – 540

2021 Patrol activity for May 2021: Calls for Service – 2,018	Arrests – 202
2020 Patrol activity for May 2020: Calls for Service – 1,842	Arrests – 147

j. Thank you notes – No discussion/action

- Bud Schmauss – Officer Wisniewski
- Dr. Karen Twynning, DVM, - Det. Sergeant Nettesheim
- Shirley Hoffman – Officer Nelson
- Whitewater PD assisting with Spring Splash – Det Sergeant Nettesheim and Officer Tietz

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

Expenditures, Chief’s Top Five, Monthly reports, Thank you notes

Civilian Handbook and Telecommunication wages will be discussed with the City Administrator

11. Fire Department Business

a. Discussion/Action - Approval of bills for the month of May 2021, operating in the amount of \$130,116.63, Capital purchases in the amount of \$410,869.99, Equipment purchases in the amount of \$56,041.75, for a total of \$597,028.37

Horne motioned to approve the bills for the month of May. Condos seconded. Roll call vote: Connors-Y, Condos-Y, Horne-Y, Fairbanks-Y. Motion carried 4-0.

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

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

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

Chief Peters highlighted personnel accomplishments, introductions and anniversaries. Chief Peters also discussed community events and notable calls.

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

The department is working a cross-credentialing plan and waiting for policies from the Town of Linn Fire Department.

f. Discussion/Action- Shared fire frequency radio communications

Chief Peters discussed creating shared fire frequency radio communications, however, no changes will be made until fall.

g. Discussion/Action – Update on Shared services of Town of Linn North Shore

Fire Service services will go into effect July 1, 2021.

h. Discussion/Action- Boat 1 Update

The airboat has arrived and the radios were recently installed. The airboat will be highlighted in an airboat magazine.

i. Discussion/Action- Disposal of obsolete asset, 1995 Combee Airboat

Chief Peters would like to dispose of the vehicle per policy. Several departments have asked to purchase the airboat and some have offered up to \$20,000. Chief Peters would like to research another way to sell the vehicle rather than through surplus to get the best price. Horne supports researching the cost of the airboat to be get the best return.

j. Discussion/Action – Thank You notes - No discussion/action

- St Francis de Sales Catholic School
- Ms. Eleanore Barth

k. Discussion/Action – Donations

- Mr. & Ms. Anthony Broz (\$100)

Connors motioned to accept the \$100.00 donation from Mr. and Ms. Anthony Broz. Horne seconded. Roll call vote: Connors-Y, Condos-Y, Horne-Y, Fairbanks-Y. Motion carried 4-0.

l. Discussion/Action- Approval of hiring, pending background & medical;

- Firefighter/AEMT Ryan Jolly
- Firefighter/EMT Timothy Osnacz
- EMT Taylor Reeves
- Firefighter/Paramedic Tanner Trace
- EMT Aidan Flannery

Horne motioned to approve hiring pending background and medical checks on the five listed candidates. Connors seconded. Roll call vote: Connors-Y, Condos-Y, Horne-Y, Fairbanks-Y. Motion carried 4-0.

m. Discussion/Action- Acceptance of resignation from Firefighter/EMT Derrick Wolff

Connors motioned to accept resignation of Firefighter/EMT Derrick Wolff. Fairbanks seconded. Motion carried 4-0.

n. Items to be forwarded to City Council

Expenditures, EMS call summary, Chief's monthly report and thank you notes.

Condos asked to have the Police and Fire agenda to follow City of Council meeting agenda guidelines and layout. He felt the Commissioners should be allowed to make comments at the end of the meeting for transparency. Connors advised that the Commission would review the procedures and the policy will be distributed to the members.

12. Adjourn

Condos motioned to adjourn the meeting. Horne seconded. Motion approved 4-0 at 7:25 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

