



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

POLICE AND FIRE COMMISSION MEETING MINUTES

THURSDAY, JULY 8, 2021 – 6:00 P.M.

CITY HALL, COUNCIL CHAMBERS

Commission Members: President Jim Connors, Vice President Ted Horne, Commissioners: Jay Fairbanks, 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 Chief Rasmussen
3. Roll Call
Commissioners Connors, Condos, Horne, Fairbanks and Saul were present. Also present were Police and Fire Liaison Yunker, Town of Geneva Fire Liaison Kulik, Police Chief Rasmussen, Police Lieutenant Gritzner, 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. – NONE
5. Acknowledge Correspondence – NONE
6. City Council Report
Liaison Yunker stated that \$12,450.00 in donations have been collected for the First Responders fundraiser.
7. Approval of the Regular Meeting Minutes of June 10, 2021
Horne motioned to approve the regular meeting minutes of June 10, 2021. Fairbanks seconded. Motion carried 4-0-1. Saul abstained.
8. Fire Department Business
 - a. Discussion/Action - Approval of bills for the month of June 2021, operating in the amount of \$119,806.78, Capital purchases in the amount of \$3,100.25, Equipment purchases in the amount of \$16,809.14, for a total of \$139,716.17
Horne motioned to approve the bills for the month of June 2021. Saul seconded. Roll call vote: Connors-Y, Condos-Y, Horne-Y, Fairbanks-Y, Saul-Y. Motion carried 5-0.
 - 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 reviewed the monthly report including the Fire Code of the Month, anniversaries, community events and notable calls. The Community Event highlight was Safety Town. Calls have increased approximately 20% over the last few months and the Fire Department is on record for the highest number of calls for the year.
 - e. Discussion/Action – Annual report
Horne motioned to approve the 2020 Annual Report. Saul seconded. Motion carried 5-0.
Chief Peters handed out the 2020 annual report and it was reviewed and approved the Commission.

f. Discussion/Action- Revised fee schedule (ambulance fees)

Horne motioned to recommend to FLR and then City Council to approve the revised fee schedule as presented. Saul seconded. Roll call vote: Connors-Y, Condos-Y, Horne-Y, Fairbanks-Y, Saul-Y. Motion carried 5-0.

Captain Detkowski reviewed the fee schedule and asked for approval of the changes to the fees as listed in the memo. The changes do not affect Medicare, Medicaid or hardship cases. There was some discussion on how the fee schedule was reviewed and updated annually.

g. Discussion/Action – Disposal of obsolete asset, 1995 Combee airboat

Connors motioned to authorize the Fire Department to list the Combee airboat for sale as described with the proper legal wording. Horne seconded. Roll call vote: Connors-Y, Condos-Y, Horne-Y, Fairbanks-Y, Saul-Y. Motion carried 5-0.

Captain Detkowski stated the new boat is in service. The old boat is a good asset and private citizens are interested in purchasing the boat. The Fire Department would like to sell the boat via Facebook and classified ads online to get the best available price.

h. Discussion/Action – 2022 budget timeline

Chief Rasmussen discussed the 2022 budget timeline. The initial budgets will be drafted and handed out at the next meeting. A special budget workshop meeting was tentatively scheduled for August 12, 2021 at 5:00 p.m.

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

- Pizur family
- Safety Town

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

- Firefighter/EMT Christian Jansen
- Firefighter/EMT Jesus Abarca

Horne motioned to recommend hiring Firefighter/EMT Christian Jansen and Firefighter/EMT Jesus Abarca pending background and medical exams. Saul seconded. Roll call vote: Connors-Y, Condos-Y, Horne-Y, Fairbanks-Y, Saul-Y. Motion carried 5-0.

k. Items to be forwarded to City Council

Expenditures, EMS/Stark reports, Chief's monthly report, Fire Department annual report, revised fee schedule, Thank You notes.

9. Police Department Business

a. Discussion/Action - Approval of bills for the month June 2021, operating in the amount of \$309,549.82, Capital in the amount of \$33,544.70 and Equipment purchases in the amount of \$1,292.76, for a total of \$344,387.28

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

Chief Rasmussen advised that travel expenses are over budget due to Police Academy travel expenses and Special Equipment is over budget due to some unexpected maintenance repairs but the department is 2-3% under budget overall for the year. Saul commended both departments for good control of their budgets.

b. Discussion/Action — Updated job descriptions:

- Chief of Police
- Administrative Lieutenant
- Patrol Lieutenant

Condos motioned to approve all three job descriptions as presented. Connors seconded. Roll call vote: Connors-Y, Condos-Y, Horne-Y, Fairbanks-Y, Saul-Y. Motion carried 5-0.

Connors noted that the changes to the job descriptions were very minor and were in preparation of the transition pending Chief Rasmussen's retirement. Connors felt that the appropriate updates were representative of the current status and that further changes should be left for the new Chief to have the latitude to make his own decisions.

c. Discussion – Deputy Chief Job Description

Chief Rasmussen noted that Condos requested the Deputy Chief job description be presented for review for potential ideas or possible restructure. Saul stated that he felt the Deputy Chief job description should be presented at a future time if necessary. Horne and Connors agreed that the job description could be presented later if the new police chief chose to make any changes.

d. Discussion/Action - Civilian Handbook Update and Telecommunicator Wage Recommendation Update

Lieutenant Gritzner stated that once the handbook is approved with the corrections, the Chief will have the authority to move the Telecommunicator wages to the midlevel pay as proposed. The handbook will be presented to the City Council at the next meeting.

e. Discussion/Action – Confirmation of Promotion Officer Tietz to Detective

Connors motioned to confirm the promotion of Officer Tietz to Detective. Fairbanks seconded. Motion carried 5-0.

f. Discussion/Action - Accept letter of resignation of Community Service Officer Aspen Zillmer

Horne motioned to accept letter of resignation of Community Service Officer Aspen Zillmer. Saul seconded. Motion carried 5-0.

Chief Rasmussen stated that the department is now accepting applications for Community Service Officers because we are down a few positions.

g. Discussion – 2022 Budget Timeline

This line item was discussed with the Fire Department line item 8

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

i. Discussion – Chief's Top Monthly Incidents

Chief Rasmussen handed out speed trailer data and described how the speed trailer is used throughout the city. The Commissioners didn't feel it was necessary to include the speed trailer data in the PFC packet every month. Chief Rasmussen also stated that over 500 calls were taken over the 4th of July Weekend including 63 open 911 calls. The State park closed at 12:30 p.m. which also led to severe congestion in the city.

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

2021 Dispatch activity for June 2021:	Telephone calls – 3,161	911 calls 341	Window assists – 803
2020 Dispatch activity for June 2020:	Telephone calls – 3,932	911 calls - 385	Window assists – 809

2021 Patrol activity for June 2021:	Calls for Service – 2,356	Arrests –
2020 Patrol activity for June 2020:	Calls for Service – 2,077	Arrests – 234

k. Thank you notes – No discussion/action

- Sheriff Picknell – Sgt. Hinzpeter, Officer Hansen, Officer McNeil, members of Walworth County SWAT team

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

Expenses, Civilian handbook/Telecommunicator wages, Chief's monthly top five, monthly reports and thank you notes.

10. Motion to go into closed session under Wisconsin State Statute 19.85(1)(c), considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility specifically: Police Department Employment

Connors motioned to go into closed session to include Chief Rasmussen, Mayor Klein, Alderman Fesenmaier, Police and Fire Liaison Yunker, and Administrative Assistant Papenfus. Horne seconded. Roll call vote: Connors-Y, Condos-Y, Horne-Y, Fairbanks-Y, Saul-Y. Motion carried 5-0.

11. Motion to return to open session per Wisconsin State Statute 19.85(2)

Condos motioned to return to open session. Saul seconded. Roll call vote: Connors-Y, Condos-Y, Horne-Y, Fairbanks-Y, Saul-Y. Motion carried 5-0 at 7:12 p.m.

12. Discussion and action on closed session items if needed.

No discussion or action needed.

13. Adjourn

Fairbanks motioned to adjourn the meeting. Saul seconded. Motion carried 5-0. Meeting adjourned at 7:13 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Cindy Papenfus". The signature is fluid and cursive, with the first name "Cindy" written in a larger, more prominent script than the last name "Papenfus".

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

cc: Commission Members, Mayor, Council, Administrator, Attorney