



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

**POLICE AND FIRE COMMISSION MEETING MINUTES
THURSDAY SEPTEMBER 9, 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 Comptroller Hall.
3. Roll Call
Commissioners Connors, Fairbanks, Saul, Condos and Horne were present. Also present were Police and Fire Liaison Yunker, Town of Geneva Fire Liaison Kulik, Police Chief Rasmussen, Police Lieutenant Gritzner, Police Lieutenant Way, Fire Chief Peters, Mayor Klein, Comptroller Hall 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 reported that the First Responders Gala fundraiser was a success and approximately \$72,000.00 was raised. Condos thanked Mayor Klein and Alderman Yunker for supporting the First Responders and planning the nice event.
7. Approval of the Regular Meeting Minutes of August 5, 2021
Horne motioned to approve the regular meeting minutes of August 5, 2021. Saul seconded. Motion carried 5-0.
8. Approval of the Special Meeting Minutes of August 12, 2021
Connors motioned to approve the special meeting minutes of August 12, 2021. Saul seconded. Motion carried 5-0.

Connors motioned to suspend the rules and do combined police and fire budget items 9e. and 10b. Condos seconded. Motion carried 5-0.

Fire Department agenda item 9e. 2022 Budget

Saul motioned to recommend to FLR and the City Council approval of the Fire Department budget including the Equipment Replacement. Horne seconded. Roll call vote: Connors-Y, Fairbanks-Y, Saul-Y, Condos-Y, Horne-Y. Motion carried 5-0.

Chief Peters reviewed the Fire Department 2022 budget, specifically reviewing any changes. Revenue is up \$296,414.00. Operational costs are up \$551,995.00. The biggest cost increase would be hiring five new full time employees. Three employees would be staffed by the City of Lake Geneva Police Department and two employees would be staffed at the Town of Linn and the costs will be reimbursed by the Town of Linn. Also added to the budget was a grant writing service to hopefully offset the cost of SCBA replacement gear and staffing wages. Chief Peters noted that call volume for 2021 is up 15% from last year.

Chief Peters reviewed the replacement items including turn-out gear, communications equipment, SCBA (breathing apparatus' masks and tanks) and APR's gas masks. A grant writer would be used to write a staffing grant and mask apparatus grants. Any grant proceeds would go back into the Equipment Replacement fund. The only Capital Improvement project to be carried forward would be the station entry card system.

Comptroller Hall discussed a summary of the 2020 audit. The city's General Fund increased approximately \$1 million mainly due to beach and parking costs. The Fire Department and the Police Department saved approximately \$266,000.00 on their budget last year due to COVID and non-spending. Comptroller Hall believes that due to the increase in the beach and parking costs more money will be added to the General Fund and could help cover the costs of additional personnel.

Police Department agenda item 10b. 2022 Budget

Saul motioned to recommend to FLR and City Council approval of the Police Department budget including revenues, expenses, equipment outlay, and equipment replacement including the addition of two patrol officers and body cameras including a records clerk. Condos seconded. Roll call vote: Connors-Y, Fairbanks-Y, Saul-Y, Condos-Y, Horne-Y. Motion carried 5-0.

Chief Rasmussen reviewed the Police Department 2022 budget and reviewed the changes to revenue and expense accounts. Included in the expense accounts is a 4% salary change for current employees and an increase in PT wages if any PT officers or Community Service Officers are hired. Health Insurance, retirement and social security costs are down due to staffing needs.

Chief Rasmussen reviewed the Equipment Outlay items which includes carpet replacement, computer replacement, office furniture and copy machines for a total of \$41,210.00. The Equipment Replacement fund included only one squad car.

Chief Rasmussen reviewed the other items to be added to the budget: Two new officers, Body Cameras and 911 call system upgrade. The first item was to staff two new full time officers due to increased call volume and the inability to hire and retain Community Service Officers and Part Time Officers. The calls are currently 1,300 calls above last year. Chief Rasmussen stated that he would like to hire two new officers a year for the next three years or one new officer over the next six years. Saul asked what the police department's recommendation was for the 2022 budget. Chief Rasmussen stated he would prefer to hire 2 new officers for the next three years stating that it takes approximately one year to have a new officer attend the Police Academy and be fully trained.

The second additional item to be added to the budget included body cameras. Chief Rasmussen stated that the cost of adding the body cameras and additional staff to cover the position would be \$112,268.00 per year. Lieutenant Gritzner discussed the body cameras and the cost breakdown each year. The cost would be \$24,000.00 per year for the cameras including I-cloud storage, equipment, replacement, maintenance and the cost would be \$87,000.00 of the records clerk for reviewing footage and redacting records. It has been suggested by other departments with body cameras to add a full time records clerk due to the increased volume of work required. The Commissioners felt body cameras were needed.

The 911 communications upgrade was discussed. Lieutenant Gritzner discussed the 911 communications system upgrade and noted that the upgrade is a "must-do" because the current system is outdated and cannot be upgraded. The cost of the system would be \$35,100.00 per year and would be a cost savings to the department because AT&T would "host" the call handling system so the department does not have to store the equipment. Chief Rasmussen recommended locking into the contract for 10 years so that the company is responsible for all the upgrades and repairs and the cost would remain the same throughout the 10-year contract.

9. Fire Department Business

a. Discussion/Action - Approval of bills for the month of August 2021, operating in the amount of \$105,592.27, Capital purchases in the amount of \$2,928.48, Equipment Replacement Fund purchases in the amount of \$5,002.66, for a total of \$113,523.41

Horne motioned to approve the bills for the month of August 2021. Saul seconded. Roll call vote: Connors-Y, Fairbanks-Y, Saul-Y, Condos-Y, Horne-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 new personnel, personnel anniversaries, community events and notable calls for service. The highlighted community events were National Night Out and Venetian Fest.

e. Discussion/Action – 2022 Budget

This agenda item was discussed earlier per motion.

f. Discussion/Action – Approval of policies

- 1029 Smoking & Tobacco Use

Horne motioned to approve Fire Department Policy 1029-Smoking and Tobacco Use. Connors seconded. Motion carried 5-0.

g. Discussion/Action – Acceptance of resignation from FF/PM Ben Stephenson

Connors motioned to accept resignation of FF/Pm Ben Stephenson. Horne seconded. Motion carried 5-0.

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

- David Schiltz

Condos motioned to accept hiring of David Schiltz pending background and medical examinations. Horne seconded. Motion carried 5-0.

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

- Mike & Penny Rasmussen
- Lake Geneva YMCA

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

Monthly expenditures, Chief's monthly report, 2022 budget and thank you notes.

10. Police Department Business

a. Discussion/Action - Approval of bills for the month of August 2021, operating in the amount of \$301,447.00, Capital in the amount of \$1,999.90 and Equipment Replacement Fund purchases in the amount of \$(5,176.10), for a total of \$298,270.80

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

b. Discussion/Action – 2022 budget

Discussed agenda item earlier per motion.

c. Discussion/Action – Embedded crisis worker

Connors motioned to approve the embedded crisis worker pending approval of the Memo of Understanding. Fairbanks seconded. Roll call vote: Connors-Y, Fairbanks-Y, Saul-Y, Condos-Y, Horne-Y. Motion carried 5-0.

Chief Rasmussen advised that the department is working with Health and Human Services to staff a full time crisis intervention worker to work specifically with our department. The crisis worker will be housed at the City of Lake Geneva Police Department and will work full time. The City of Delavan and the City of Whitewater have crisis workers already and the program is working very well. The crisis worker would likely start January 2022.

d. Discussion/Action – Confirmation of hiring part time Community Service Officers Terry Coleman, Natalie Alvarez and Tyler Eldridge

Connors motioned to approve hiring of part Community Service Officers Terry Coleman, Natalie Alvarez and Tyler Eldridge. Horne seconded. Roll call vote: Connors-Y, Fairbanks-Y, Saul-Y, Condos-Y, Horne-Y. Motion carried 5-0.

e. Discussion/Action – Accept letter of resignation from Part Time officer Richard Ecklund
Horne motioned to accept letter of resignation from Part Time Officer Richard Ecklund. Saul seconded. Motion carried 5-0.

f. Discussion/Action – Approve hiring of Part Time Officer Rami Dunaway pending background, medical exam and psychological exam
Condos motioned to approve hiring of Part Time Officer Rami Dunaway pending background, medical exam and psychological exam. Roll call vote: Connors-Y, Fairbanks-Y, Saul-Y, Condos-Y, Horne-Y. Motion carried 5-0.

g. Discussion/Action – Lake Geneva Police Department Civilian Employee Handbook Changes

- Section 212. Hiring, Promotions, Transfers, and Assignments
- Section 502. Salary

Horne motioned to accept changes to Section 212 and Section 502 to the Lake Geneva Police Department civilian employee handbook. Condos seconded. Roll call vote: Connors-Y, Fairbanks-Y, Saul-Y, Condos-Y, Horne-Y. Motion carried 5-0.

Connors explained that he and Chief Rasmussen worked with City Attorney Draper to make the changes. The only corrections made to the handbook were the highlighted areas. The handbook is clarifying some questions other city staff had on how the handbook was applied in some circumstances. The main purpose of the change is to give the Chief of Police the ability to hire an employee at the midpoint of the pay grade and within the budget guidelines. Any changes above the midgrade would have to be brought before the Police and Fire Commission for budget approval. The handbook mirrors the same guidelines as the other city department handbooks. Any pay changes do not have to go to City Council as long as they stay within the budget line items because the Police and Fire Commission has optional powers. Saul felt there were inconsistencies within the entire document and that it didn't apply to 2021 needs but realized that only the sections highlighted were being changed.

h. Discussion/Action - Accept letter of resignation from Telecommunicator Elizabeth du Chemin
Horne motioned to accept letter of resignation from Telecommunicator Elizabeth du Chemin. Saul seconded. Motion carried 5-0.

i. Discussion/Action – Approve donation from Fat Tire Ride in the amount of \$500.00
Horne motioned to approve donation from Fat Tire Ride in the amount of \$500.00. Fairbanks seconded. Roll call vote: Connors-Y, Fairbanks-Y, Saul-Y, Condos-Y, Horne-Y. Motion carried 5-0.

j. Discussion/Action – Approve donation from Women Working for Christ in the amount of \$500.00
Horne motioned to approve donation from Women Working for Christ in the amount of \$500.00. Connors seconded. Roll call vote: Connors-Y, Fairbanks-Y, Saul-Y, Condos-Y, Horne-Y. Motion carried 5-0.
Chief Rasmussen advised that the monies would be put toward the memorial fund for Al Exner.

k. Discussion/Action - Chief's Report (briefing only – no action will be taken)
A first responder Peer Behavioral Health Wellness training has been scheduled with Aurora Health Care and the administrative staff and other staff members will be attending. Additionally, the police department will be hosting a peer support training at the department in December.
The Command Vehicle will be ready for pickup and it will be used for the first time at the Badger Homecoming football game on October 15, 2021 for a tailgate party. The school, the Student Council and Booster Club are helping to plan the event and the Police Department and Fire Department will be serving food and showing the Command Vehicle to the students.

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

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

2021 Dispatch activity for August 2021: Telephone calls – 3,592	911 calls - 364	Window assists – 760
2020 Dispatch activity for August 2020: Telephone calls – 3,823	911 calls - 410	Window assists – 804
2021 Patrol activity for August 2021: Calls for Service – 2,284	Arrests – 175	
2020 Patrol activity for August 2020: Calls for Service – 2,026	Arrests – 159	

n. Thank you notes – No discussion/action

- CSO Recknagel
- Officer Tietz

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

Expenditure reports, 2022 budget, Chief's top monthly reports, Monthly reports.

Mayor Klein thanked the police department and the fire department for the silent auction items that were donation at the Gala. She also stated that someone donated a wreath for the 20-year anniversary of 9-11 and Mayor Klein and some other members of the Council would be placing the wreath down at the Riveria.

11. a. Motion to go into closed session per Wisconsin State Statute 19.85(1)(e), Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specific public business, whenever competitive or bargaining reasons require a closed session specifically: Fire Department Town of Geneva Emergency Services Agreement

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

b. 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. Police Department Community Service Officer Wages

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

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, Fairbanks-Y, Saul-Y, Condos-Y, Horne-Y. Motion carried 5-0 at 8:39 p.m.

11a. No action to be taken.

11b. Connors motioned that effective Monday, September 13, 2021, Community Service Officer wages for the three new hires, Terry Coleman, Natalie Alvarez and Tyler Eldridge be set at rate of \$16.00/hour, which is slightly above the minimum but not at the midpoint, Community Service Officer Kendra Pease wage be set at \$16.25/hour, Community Service Officer Gordon Hinrichs wage be set at \$17.00/hour. Horne seconded. Roll call vote: Connors-Y, Fairbanks-Y, Saul-Y, Condos-Y, Horne-Y.

The wages are set within the Police Department's budget funds available.

13. Adjourn

Fairbanks motioned to adjourn the meeting. Condos seconded. Motion carried 5-0. Meeting adjourned at 8:41 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