



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

POLICE AND FIRE COMMISSION MEETING MINUTES

THURSDAY DECEMBER 8, 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 6:00 p.m.
2. Pledge of Allegiance
The Pledge of Allegiance was led by Police Lieutenant Way
3. Roll Call
Commissioners Connors, Fairbanks, Saul, Jegerski and Condos were present. Also present Police and Fire Liaison Yunker, Police Lieutenant Gritzner, Police Lieutenant Way, Police Detective Keller, Fire Chief Peters, Fire Captain Detkowski, and Administrative Specialist Papenfus. Town of Geneva Fire Liaison Kulik was unable to attend and wished everyone Seasons Greetings.
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 Alderman Yunker stated that the 2023 Budget was passed and a down payment was made on the new ambulance.
7. Approval of the Regular Meeting Minutes of November 8, 2022
Saul motioned to approve the regular meeting minutes of November 8, 2022. Fairbanks seconded. Motion carried 5-0.
8. Fire Department Business
 - a. Discussion/Action - Approval of bills for the month of November 2022, operating in the amount of \$145,063.87, Capital purchases in the amount of \$0, Equipment Replacement purchases in the amount of \$5,450.00, for a total of \$150,513.87
Connors motioned to approve the bills for the month of November 2022. Saul seconded. Roll call vote: Connors-Y, Fairbanks-Y, Saul-Y, Jegerski-Y, Condos-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 anniversaries, community events and notable calls for service. Calls are slightly up from last year.
 - d. Discussion – Facilities Study Update
Chief Peters stated that City Attorney Draper and the consulting company are reviewing the contract.

e. Discussion – Town of Geneva Contract Update

Chief Peters indicated that on January 1, 2023 at midnight the Fire Department will begin serving the Town of Geneva Subdivision and the Springfield Road boundary lines. This will include fire calls and fire inspections and is estimated to be about 100-150 calls. The maps have been updated.

f. Discussion – Engine 1 Replacement Update

Chief Peters handed out pictures of the new Engine and reviewed the upgrades. Delivery of the new engine will be in 1-2 weeks. The Fire Department is deciding what to do with the old engine.

g. Discussion - 2023 Full Time Firefighter/Paramedic Hiring Update

Chief Peters noted that the department is set to hire three full time firefighters in 2023. The department has received five internal applicants and he plans to have them hired in January.

h. Discussion/Action – Accept letter of retirement from Lt. James Bastek

Connors motioned to accept letter of retirement for Lt. James Bastek. Condos seconded. Motion carried 5-0. Chief Peters stated that Lt. Bastek had a work-related injury and was unable to return to work.

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

- Badger High School Homecoming Committee

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

November expenditures, Chief's monthly report, Engine 1 replacement update

9. Police Department Business

a. Discussion/Action - Approval of bills for the month of November 2022, operating in the amount of \$325,380.40, Capital purchases in the amount of \$0, Equipment Replacement purchases in the amount of \$0, for a total of \$325,380.40

Saul motioned to approve the bills for the month of November 2022. Condos seconded. Roll call vote: Connors-Y, Fairbanks-Y, Saul-Y, Jegerski-Y, Condos-Y. Motion carried 5-0.

b. Discussion/Action – Confirmation to appoint Detective Keller to Administrative Lieutenant, effective January 1, 2023

Condos motioned to confirm appointment of Detective Keller to Administrative Lieutenant effective January 1, 2023. Jegerski seconded. Roll call vote: Connors-Y, Fairbanks-Y, Saul-Y, Jegerski-Y, Condos-Y. Motion carried 5-0.

Lieutenant Gritzner advised that his promotion to Chief goes into effect on January 1, 2023 and he wants to ensure continuity of operations so would like to promote Detective Keller to Administrative Lieutenant at the same time. The Commission stated that Detective Keller was well-deserving of the promotion. Detective Keller thanked the Commission for their support.

c. Discussion – Detective Promotion Update

Lieutenant Gritzner stated that five candidates applied for the Detective promotion. The candidates include: Officer Nelson, Officer Bouland, Officer Rodriguez, Officer Rebhorn and Officer Springhorn. Interviews are scheduled for December 12, 2022 and tests will be conducted in January.

d. Discussion/Action –Wisconsin Department of Justice Body Camera Grant Award

Connors motioned to accept Wisconsin Department of Justice Grant Number: 2023-BWC-01-17645. Saul seconded. Roll call vote: Connors-Y, Fairbanks-Y, Saul-Y, Jegerski-Y, Condos-Y. Motion carried 5-0.

Lieutenant Gritzner stated that he received an additional grant in the amount of \$37,800.00, which covers half the cost of the body camera program for three years. The grand total for body camera grants is \$107,800.00. Governor Evers' office issued a grant for \$18,000.00; however, that money hasn't been received yet. The cost of the body cameras is approximately \$26,000.00 per year plus the records position. At a minimum, the grant will cover half of the camera and half the staff member for the first year.

e. Discussion/Action – CordicoShield Officer Wellness App

Connors motioned to approve the purchase of the wellness app with the understanding to first use grant funds, insurance funds, or GALA funds before using the funds from the Fire Department and the Police Department. Condos seconded. Roll call vote: Connors-Y, Fairbanks-Y, Saul-Y, Jegerski-Y, Condos-Y. Motion carried 5-0. Lieutenant Gritzner asked the Commission to approve the purchase of the CordicoShield Wellness App. All Police Department and Fire Department employees, retirees and family members would be able to use the program. He described the benefits of the program and stated the app will consolidate all the wellness programs in one area. The cost of the program is \$6,600.00. Lieutenant Gritzner has submitted a grant and would not purchase the program until he finds out if he receives the grant. Lieutenant Gritzner will also be contacting the city's health insurance company to see if they will assist with the cost of the program, or the use of the Gala wellness funds. The Fire Department would pay half the cost.

f. Discussion/Action – Lexipol Policies Update

- 200 - Organizational Structure and Responsibility
- 300 – Use of Force
- 470 – Medical Aid and Response

Saul motioned to approve the three Lexipol policies as drafted. Jegerski seconded. Roll call vote: Connors-Y, Fairbanks-Y, Saul-Y, Jegerski-Y, Condos-Y. Motion carried 5-0.

Lieutenant Gritzner reviewed the changes to the Lexipol policies. Lieutenant Gritzner explained the order of Command. Lieutenant Way is the senior Lieutenant so the Patrol Lieutenant will be second in command and the Administrative Lieutenant will be third in command.

g. Discussion/Action - Approve donation from Lake Geneva Jaycees in the amount of \$1,052.39 to purchase traffic cones and traffic wands

Connors motioned to approve the donation from Lake Geneva Jaycees in the amount of \$1,052.39 to purchase traffic cones and traffic wands. Fairbanks seconded. Roll call vote: Connors-Y, Fairbanks-Y, Saul-Y, Jegerski-Y, Condos-Y. Motion carried 5-0.

h. Discussion/Action - Approve donations for Shop with a Cop for a total of \$980.00

- Maxwell Mansion, LLC in the amount of \$500.00
- Charles Saul and Judith Nolan in the amount of \$100.00
- Lake Geneva Middle School Staff in the amount of \$380.00 (cash)

Connors motioned to approve donations for Shop with a Cop for a total of \$980.00. Fairbanks seconded. Roll call vote: Connors-Y, Fairbanks-Y, Saul-Y, Jegerski-Y, Condos-Y. Motion carried 5-0.

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

Lieutenant Gritzner stated the Community Outreach Committee collected toys, blankets and food items to donate to St. John's in the Wilderness Toys for Tots Program, which assists 45 families in need for the Holiday. The Police Officer and Police Records Specialist application deadline is December 11, 2022 at 5:00 p.m. Lieutenant Gritzner met with his mentor and stated he will be a good resource. He stated that the Christmas Parade went well and he thanked Lieutenant Way, Sergeant Derrick and Sergeant Hall for their work on the event. Condos also commended the police and fire departments for their efforts.

j. Discussion - Chief's Top Monthly Incidents

Lieutenant Gritzner noted that department members, Telecommunicator Wojtas, Officer Rebhorn and Officer Rodriguez, assisted with delivering a baby.

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

2022 Dispatch activity for November 2022:	Telephone calls - 2,165	911 calls - 249	Window assists – 651
2021 Dispatch activity for November 2021:	Telephone calls – 2,180	911 calls - 198	Window assists – 530

2022 Patrol activity for November 2022:	Calls for Service - 1,809	Arrests - 241
2021 Patrol activity for November 2021:	Calls for Service - 1,564	Arrests - 101

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

November expenditures, body camera grant, Chief's Top monthly incidents and monthly reports.

10. a. 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 and 19.85(1)(f), considering financial, medical, social or personal histories, or disciplinary data of specific persons, which if discussed in public would likely have a substantial adverse effect upon the reputation of any person referred to: Specifically Police Department Personnel.

b. 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 purchasing Self Contained Breathing Apparatus and selecting a vendor from the following companies: Dinges Fire Company (Drager), Jefferson Fire & Safety Equipment (Scott) and McQueen Group (MSA)
Connors motioned to go into closed session to include the PFC members, Police and Fire Liaison Yunker, Lieutenant Gritzner and Administrative Specialist Papenfus for the Police Department closed session and to include PFC members, Police and Fire Liaison Yunker, Fire Chief Peters, Fire Captain Detkowski, Lieutenant Gritzner and Administrative Specialist Papenfus for the Fire Department closed session. Saul seconded. Roll call vote: Connors-Y, Fairbanks-Y, Saul-Y, Jegerski-Y, Condos-Y. Motion carried 5-0 at 7:01 p.m.

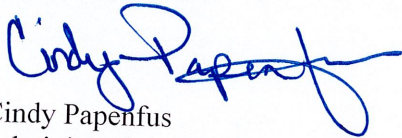
11. Motion to return to open session per Wisconsin State Statute 19.85(2) and take action on any items discussed in closed session.
Connors motioned to return to open session. Fairbanks seconded. Roll call vote: Connors-Y, Fairbanks-Y, Saul-Y, Jegerski-Y, Condos-Y. Motion carried 5-0 at 7:33 p.m.

11b. Connors motioned to award the SCBA quote to Dinges Fire Company for the Drager self-contained breathing apparatus in the amount of \$307,057.15, being paid for with a combination of grant money and as budgeted with the excess funds to be returned to the Equipment Replacement Fund. Condos seconded. Roll call vote: Connors-Y, Fairbanks-Y, Saul-Y, Jegerski-Y, Condos-Y. Motion carried 5-0.

12. Adjourn

Saul motioned to adjourn the meeting. Connors seconded. Motion carried 5-0 at 7:36 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