



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

POLICE AND FIRE COMMISSION MEETING MINUTES

THURSDAY FEBRUARY 9, 2023– 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 Lieutenant Keller
3. Roll Call
Commissioners Connors, Fairbanks, Saul, and Condos were present. Commission Jegerski was excused. Also present: Police Lieutenant Way, Police Lieutenant Keller, Fire Chief Peters, Fire Captain Detkowski, Mayor Klein and Administrative Specialist 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
Mary Jo Fesenmeier asked for Chief Peters to address the progress of impact fees.
5. Acknowledge Correspondence - None
6. City Council Report
Alderman Yunker was absent so there was no City Council report.
7. Approval of the Regular Meeting Minutes of January 5, 2023
Fairbanks motioned to approve the regular meeting minutes of January 5, 2023. Saul seconded. Motion carried 4-0.
8. Police Department Business
 - a. Discussion/Action - Approval of bills for the month of December 2022, operating in the amount of \$15,190.19, Capital purchases in the amount of \$0, Equipment Replacement purchases in the amount of \$874.10, for a total of \$16,064.29
Connors motioned to approve the bills for the month of December 2022. Condos seconded. Roll call vote: Connors-Y, Fairbanks-Y, Saul- Y, Condos-Y. Motion carried 4-0.
 - b. Discussion/Action - Approval of bills for the month of January 2023, operating in the amount of \$557,302.23, Capital purchases in the amount of \$0, Equipment Replacement purchases in the amount of \$13,725.95, for a total of \$571,028.18
Connors motioned to approve the bills for the month of January 2023. Saul seconded. Roll call vote: Connors-Y, Fairbanks-Y, Saul-Y, Condos-Y. Motion carried 4-0.
Saul asked why some of the expenses were higher for the month of January. Lieutenant Way advised that annual subscription costs were paid in January. Additionally, training expenses were up because many employees attend training in the winter months.
 - c. Discussion/Action – Confirmation of Full Time Officer eligibility list
Condos motioned to confirm the full time officer eligibility list. Fairbanks seconded. Roll call vote: Connors-Y, Fairbanks-Y, Saul-Y, Condos-Y. Motion carried 4-0.
Lieutenant Way asked that the full time officer eligibility list be approved to be effective for six months. There were 10 applicants took the written test and 7 applicants were interviewed.

d. Discussion/Action – Confirmation of hiring three Full Time Officers

Connors motioned to confirm the hiring of three full time officers to include #1, #3 and #4 on the Eligibility List. Saul seconded. Roll call vote: Connors-Y, Fairbanks-Y, Saul- Y, Condos-Y. Motion carried 4-0.

Lieutenant Way recommended approval to hire Raymond Boro, Bruno Sanchez-Hernandez and Emily Sarles. Raymond Boro is a certified officer, currently working for the City of Whitewater Police Department. The remaining two candidates will be attending the Police Academy.

e. Discussion/Action – Confirmation of Police Records Specialist eligibility list

Connors motioned to approve the Police Records Specialist eligibility list. Fairbanks seconded. Roll call vote: Connors-Y, Fairbanks-Y, Saul-Y, Condos-Y. Motion carried 4-0.

Lieutenant Way indicated that 12 applicants applied for the position, 10 applicants tested and 6 were interviewed.

f. Discussion/Action – Confirmation of hiring Police Records Specialist

Connors motioned to approve hiring Cortney Shiroda pending background. Condos seconded. Roll call vote: Connors-Y, Fairbanks-Y, Saul-Y, Condos-Y. Motion carried 4-0.

g. Discussion/Action – Confirmation of promotion of Officer Springhorn to Detective

Saul motioned to confirm promotion of Officer Springhorn to Detective. Condos seconded. Roll call vote: Connors-Y, Fairbanks-Y, Saul-Y, Condos-Y. Motion carried 4-0.

Lieutenant Way indicated that five people applied for the position of Detective and everyone did a good job with testing and interviews. She stated that the future looks bright for the department with quality applicants in the future. Saul gave credit to the Administrative staff for preparing the department for the future.

h. Discussion/Action - Accept resignation of Community Service Officer Cayla Ruarke

Connors motioned to accept the resignation of Community Service Officer Cayla Ruarke. Fairbanks seconded. Motion carried 4-0.

Lieutenant Way advised that CSO Ruarke accepted a full time position at Racine Detention Center and was unable to dedicate enough hours to the department. Condos advised all the CSO's do a great job.

i. Discussion – Walworth County Radio Project

Lieutenant Keller advised that the new site for the radio tower project is the WLKG radio tower and the owner, Nancy Douglas, has been very supportive of the project. The previous tower locations did not work out so Walworth County had to look for a different location.

j. Discussion - Cortico Wellness App

Lieutenant Keller noted that that he is working with the company to build the Wellness App. It will take a couple of months to set up the App and will incorporate Nutrition, Peer Support, the Chaplain Program and many other wellness-based topics.

k. Discussion – Body Camera Update

Lieutenant Keller stated that several members of the department attended a “Train the Trainer” meeting. The officers are currently being trained on the use of the body camera and it should be up and running in approximately two weeks. There has been a good response from everybody.

l. Discussion – Department meeting

Lieutenant Way stated the department meeting was held in January and it was a very positive meeting. Chief Gritzner laid out his mission for the department and there was positive feedback.

m. Discussion/Action – Approval of Lexipol Policies

- 450- Portable Audio/Video Recorders

Saul motioned to approve the revised Lexipol Policy as listed. Connors seconded. Motion carried 4-0.

Lieutenant Keller reviewed the corrections on the Lexipol Policy. Condos stated that the body cameras will be a great tool to protect the officers and the city.

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

Lieutenant Way advised that multiple employees attended FBI-LEEDA training. Communications Supervisor Froggatt completed the Trilogy program. Winterfest was the biggest crowd ever. The Police Department, Fire Department, DPW Department and Parking Department worked really well throughout the entire event.

o. Discussion - Top Five Monthly Incidents – No discussion/action

p. Discussion – Monthly activity reports -

2023 Dispatch activity for January 2023:	Telephone calls - 2,181	911 calls - 115	Window assists – 678
2022 Dispatch activity for January 2022:	Telephone calls – 2,148	911 calls - 189	Window assists – 242

2023 Patrol activity for January 2023:	Calls for Service - 1,756	Arrests - 235
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2022 Patrol activity for January 2022:	Calls for Service - 1,385	Arrests - 207
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Lieutenant Way indicated that calls for service were up approximately 400 calls from last year and she believes the trend will continue.

q. Discussion – Thank you notes – No discussion/action

- Springfield 4-H club
- Lake Geneva School Social Workers – Emily Schumacher, Presley Mulligan, Tana Kubly (Shop with a Cop)

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

December and January expenditures. Top Five monthly incidents and monthly reports.

9. Fire Department business

a. Discussion/Action - Approval of bills for the month of December 2022, operating in the amount of \$30,139.91, Capital purchases in the amount of \$0, Equipment Replacement purchases in the amount of \$5,452.50, for a total of \$35,592.41

Connors motioned to approve the bills for the month of December 2022. Saul seconded. Roll call vote: Connors-Y, Fairbanks-Y, Saul-Y, Condos-Y. Motion carried 4-0.

b. Discussion/Action - Approval of bills for the month of January 2023, operating in the amount of \$227,286.98, Capital purchases in the amount of \$0, Equipment Replacement purchases in the amount of \$0, for a total of \$227,286.98

Saul motioned to approve the bills for the month of January 2023. Condos seconded. Roll call vote: Connors-Y, Fairbanks-Y, Saul-Y, Condos-Y. Motion carried 4-0.

Chief Peters noted that there were three pay periods in January. Additionally, EMS calls were up 20%. Chief Peters stated that he has not received any directive from the City regarding Impact Fees. The discussion of Impact Fees will be mentioned during the facilities assessment meeting.

c. Discussion – EMS Medical Billing/Stark Medical Billing – No discuss/action

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

Chief Peters reviewed the monthly report including 15-year anniversaries for Firefighter/Engineers Scott Huber and Ken Larsen and notable calls for service

e. Discussion – Facilities Update

Chief Peters stated that site assessments will be held February 16 and 17, 2023. Town of Linn will also be included in the facilities study if the Town Board approves it.

f. Discussion/Action – Regional Radio Grant Memorandum of Understanding

Saul motioned to approve the Regional Radio Grant Memorandum of Understanding. Fairbanks seconded. The Fire Department put together a FEMA grant for the county-wide radios for the new radio system. All departments will be included in the grant. Roll call vote: Connors-Y, Fairbanks-Y, Saul-Y, Condos-Y. Motion carried 4-0.

g. Discussion/Action – Job Title change based on 2022 City of Lake Geneva Wage/Compensation study

- Confidential Administrative Assistant to Administrative Specialist

Connors motioned to approve the job title change. Saul seconded. Roll call vote: Connors-Y, Fairbanks-Y, Saul-Y, Condos-Y. Motion carried 4-0.

Chief Peters asked to have the Confidential Administrative Assistant job title changed to Administrative Specialist for follow the results of the wage study.

h. Discussion/Action - Acceptance of resignation from Firefighter/Paramedic Eric Epstein

Saul motioned to accept the resignation from Firefighter/Paramedic Eric Epstein. Fairbanks seconded. Motion carried 4-0.

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

December and January expenditures. Chief's monthly report, Regional Radio Grant Memorandum of Understanding and job title change.

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 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.

Connors motioned to go into closed session to include Police Lieutenant Way, Police Lieutenant Keller and Administrative Specialist Papenfus. Fairbanks seconded. Roll call vote: Connors-Y, Fairbanks-Y, Saul-Y, Condos-Y. Motion carried 4-0 at 7:03 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. Saul seconded. Roll call vote: Connors-Y, Fairbanks-Y, Saul-Y, Condos-Y. Motion carried 4-0 at 7:16 p.m.

12 Adjourn

Saul motioned to adjourn the meeting. Fairbanks seconded. Motion carried 4-0 at 7:16 p.m.

Respectfully submitted,



Cindy Papenfus
Administrative Specialist

c: Police Chief/Fire Chief
Commissioners-file/Commission Liaison
City Administrator/City Clerk
City Comptroller
Council Members - Mayor