



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

**POLICE AND FIRE COMMISSION MEETING MINUTES
THURSDAY APRIL 6, 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 Administrative Specialist Papenfus
3. Roll Call
Commissioners Connors, Saul, Jegerski, Condos and Fairbanks were present. Also present: Police Chief Gritzner, Police Lieutenant Way, Police Lieutenant Keller, Fire Chief Peters, Fire Captain Detkowski, Police and Fire Liaison Yunker, Town of Geneva Liaison Kulik, 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 - NONE
Mayor Klein thanked Commissioner Connors for his service over the past five years.
5. Acknowledge Correspondence - NONE
6. City Council Report
Police and Fire Liaison Yunker had nothing to report.
7. Approval of the Regular Meeting Minutes of March 9, 2023
Connors motioned to approve the regular meeting minutes of March 9, 2023. Condos seconded. Motion carried 3-0-2. Saul and Fairbanks abstained.
8. Discussion/Action – Chapter 30 Aquatic Invasive Species Ordinances
Chief Gritzner reviewed the ordinance per request of Alderman Fesenmaier. Chief Gritzner advised that the ordinance needs to be adopted by the City in order for the police department to enforce it. Alderman Fesenmaier stated that the ordinance passed FLR on Monday and will be forwarded to City Council.
9. Discussion – Facilities Study Update
Lieutenant Keller stated that the police department met regarding the Feasibility Study and received an overview of the study. There will be a few more meetings to discuss the exact department needs. Chief Peters also met with the Feasibility Study regarding the Fire Department. The next step will be to determine a location for the facility.
10. Discussion/Action - Approval of Resolution 23-R11 approving the assigned fund balance for the First Responders donations account as of 12/31/22
Connors motioned to approve Resolution 23-R11 approving the assigned fund balance for the first Responders donations account as of 12/31/22. Fairbanks seconded. Roll call vote: Connors-Y, Saul-Y, Jegerski-Y, Condos-Y, Fairbanks-Y. Motion carried 5-0.

11. Police Department Business

a. Discussion/Action - Approval of bills for the month of March 2023, operating in the amount of \$230,133.87, Capital purchases in the amount of \$0, Equipment Replacement purchases in the amount of \$5,199.15, for a total of \$235,333.02

Connors motioned to approve the bills for the month of March 2023. Saul seconded. Roll call vote: Connors-Y, Saul-Y, Jegerski-Y, Condos-Y, Fairbanks-Y. Motion carried 5-0.

Chief Gritzner stated that the maintenance budget is currently at 71% because three vehicles required extensive repairs. He expects that cost to rise and we do not have a production date for the budgeted 2022 vehicles.

b. Discussion/Action - Approval of Resolution 23-R12 approving the assigned fund balances for the Police Department accounts as of 12/31/22

Connors motioned to approve Resolution 23-R12 approving the assigned fund balances for the Police Department accounts as of 12/31/22 with date correction in paragraph 4. Condos seconded. Roll call vote: Connors-Y, Saul-Y, Jegerski-Y, Condos-Y, Fairbanks-Y. Motion carried 5-0.

c. Discussion/Action – 2023 Police Department Carryforwards in the amount of \$8,000.00

- 11-21-00-54100 PD Training \$8,000.00

Saul motioned to approve the 2023 Police Department Carryforwards in the amount of \$8,000.00 for PD training. Fairbanks seconded. Roll call vote: Connors-Y, Saul-Y, Jegerski-Y, Condos-Y, Fairbanks-Y. Motion carried 5-0. Chief Gritzner stated that the \$8,000.00 was carryforward for ammunition that was purchased in 2022 but we did not receive until 2023.

d. Discussion - Administrative Lieutenant Keller and Patrol Lieutenant Way Contracts

Chief Gritzner noted that tentative contracts have been reached for Lieutenant Way and Lieutenant Keller. They will be addressed in closed session at the next City Council meeting.

e. Discussion - Completion of probation for Officer Rami Dunaway and Officer Sam White

Chief Gritzner reported that Officer Dunaway and Officer White completed their probationary period.

f. Discussion/Action – Confirmation of Community Service Officer eligibility list

Connors motioned to approve the Community Service Officer eligibility list. Saul seconded. Roll call vote: Connors-Y, Saul-Y, Jegerski-Y, Condos-Y, Fairbanks-Y. Motion carried 5-0.

Chief Gritzner asked to have the eligibility list approved with the four listed applicants.

g. Discussion/Action – Confirmation of hiring CSO Lucas Hughes

Connors motioned to confirm hiring of CSO Lucas Hughes. Fairbanks seconded. Roll call vote: Connors-Y, Saul-Y, Jegerski-Y, Condos-Y, Fairbanks-Y. Motion carried 5-0.

Chief Gritzner advised that CSO Hughes is a student at UW-Stevens Point in the DNR Warden academy and would like to work as a CSO for the summer.

h. Discussion/Action – Accept reimbursement from League of Wisconsin Municipalities Insurance for Lexipol Program in the amount of \$2,500.00

Saul motioned to accept reimbursement from League of Wisconsin Municipalities Insurance for Lexipol Program in the amount of \$2,500.00. Fairbanks seconded. Motion carried 5-0.

Chief Gritzner learned that he could receive reimbursement from our insurance company for the Lexipol Program policies so the department submitted the proper paperwork for reimbursement.

i. Discussion – Police Department Awards Ceremony May 18, 2023 at 6:00 p.m.

Chief Gritzner invited the Commissioners to the awards ceremony scheduled for May 18, 2023.

j. Discussion/Action – Approval of Lexipol Policies

- 100 Law Enforcement Authority
- 106 Policy Manual
- 200 Organizational Structure and Responsibility
- 204 Department Directives
- 208 Training
- 221 Budget Management (New Policy)

- 222 Emergency Operations Plan Procedure (New Policy)
- 300 Use of Force
- 302 Use of Force Review Boards
- 308 Control Devices and Techniques
- 309 Electronic Control Device (Formerly Conducted Energy Device)
- 310 Officer Involved Shootings and Deaths
- 312 Firearms
- 314 Vehicle Pursuits
- 321 Domestic Abuse
- 323 Search and Seizure
- 325 Temporary Custody of Juveniles
- 330 Child Abuse
- 336 Victim and Witness Assistance
- 340 Standards of Conduct
- 344 Report Preparation
- 346 Media Relations
- 360 Death Investigation
- 394 School Resource Officers (This replaced policy 445 with the same title)
- 402 Bias-Based Policing
- 406 Crime and Disaster Scene Integrity
- 436 Field Training Officers
- 466 First Amendment Assemblies
- 500 Traffic Function and Responsibility
- 514 Impaired Driving (Formerly Impaired Driving, Prohibited Alcohol Concentration, Restricted Controlled Substance)
- 516 Traffic Citations
- 525 Traffic Procedures (New Policy)
- 600 Investigation and Prosecution
- 608 Informants
- 612 Brady Disclosure Materials
- 613 Unmanned Aerial System (Formerly Unmanned Aerial System (UAS) Operations)
- 710 Cash Handling, Security and Management
- 800 The Communications Centers
- 802 Property and Evidence
- 804 Records Department
- 903 Temporary Custody of Adults
- 1000 Recruitment and Selection
- 1002 Evaluation of Employees (Formerly Department Member Performance Appraisals)
- 1004 Special Assignments and Promotions
- 1006 Grievances Non-Sworn
- 1020 Personnel Complaints
- 1024 Body Armor
- 1032 Fitness for Duty
- 1040 Outside Employment – Law Enforcement Officer

Saul approved the Lexipol Policies as listed on the agenda. Condos seconded. Roll call vote: Connors-Y, Saul-Y, Jegerski-Y, Condos-Y, Fairbanks-Y. Motion carried 5-0.

Chief Gritzner and Lieutenant Keller stated that the policies follow the accredited policies and are legally vetted. The policy corrections and new policies were briefly reviewed.

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

Lieutenant Way advised that the Community Outreach Committee had collected diapers and an entire pickup truck was filled thanks to the community's support. Chief Gritzner advised that he received two complaints against police officers but after body camera footage they were found to be false. Both officers were commended for their professionalism.

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

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

2023 Dispatch activity for March 2023:	Telephone calls – 2,259	911 calls - 202	Window assists – 642
2022 Dispatch activity for March 2022:	Telephone calls – 2,271	911 calls - 236	Window assists – 595

2023 Patrol activity for March 2023:	Calls for Service – 1,639	Arrests - 183
2022 Patrol activity for March 2022:	Calls for Service - 1,419	Arrests - 118

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

March expenditures, approval of Resolution 23-R12 fund balances, approval of Carryforwards, Lieutenant contracts, Top Five monthly incidents and monthly reports.

12. Fire Department business

a. Discussion/Action - Approval of bills for the month of March 2023, operating in the amount of \$86,484.30, Capital purchases in the amount of \$5,796.00, Equipment Replacement purchases in the amount of \$32,741.27, for a total of \$125,021.57

Connors motioned to approve the bills for the month of March 2023. Saul seconded. Roll call vote: Connors-Y, Saul-Y, Jegerski-Y, Condos-Y, Fairbanks-Y. Motion carried 5-0.

b. Discussion/Action – Approval of Resolution 23-R09 approving the assigned fund balance for the Fire Dues Account as of 12/31/22

Saul motioned to approve Resolution 23-R09 approving the assigned fund balance for the Fire Dues Account as of 12/31/22. Condos seconded. Roll call vote: Connors-Y, Saul-Y, Jegerski-Y, Condos-Y, Fairbanks-Y. Motion carried 5-0.

c. Discussion/Action - Approval of Resolution 23-R10 approving the assigned fund balances for the Fire Department accounts as of 12/31/22

Saul motioned to approve the Resolution 23-R10 approving the assigned fund balances for the Fire Department accounts as of 12/31/22. Fairbanks seconded. Roll call vote: Connors-Y, Saul-Y, Jegerski-Y, Condos-Y, Fairbanks-Y. Motion carried 5-0.

d. Discussion/Action – 2023 Fire Department Carryforwards in the amount of \$129,500.00

- 11-22-00-51230 Full-Time Wages \$50,000.00
- 11-22-00-51360 Fire/EMS Retirement \$50,000.00
- 11-22-00-51345 FD Health Insurance \$25,000.00
- 11-22-00-58500 FD Equipment Outlay \$ 4,500.00

Connors motioned to approve the 2023 Fire Department carryforwards in the amount of \$129,500.00 Roll call vote: Connors-Y, Saul-Y, Jegerski-Y, Condos-Y, Fairbanks-Y. Motion carried 5-0.

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

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

Chief Peters reviewed the monthly Fire Department Report including personnel anniversaries, Department and Community events, notable calls and calls for service. He advised that April 9-15 is 911 Dispatcher week.

g. Discussion/Action – Approval Lexipol Policies

- 1028 Personal Appearance Standards

Connors motioned to approve Lexipol Policy 1028 Personal Appearance Standards. Saul seconded. Motion carried 5-0.

Captain Detkowski reviewed the Lexipol Policy.

h. Discussion/Action – Posting of Part-Time Administrative Specialist position

Connors motioned to post the Part-Time Administrative Specialist position. Saul seconded. Motion carried 5-0.

Chief Peters stated that Cindi would like to continue working 10 hours a week and he is asking to post the position for 20 hours a week.

i. Discussion– Town of Geneva Fire Inspections Update

Chief Peters stated that he sent a letter to Town of Geneva businesses introducing the department to the area and advising that fire inspection services would begin in the area.

j. Discussion – Response planning for upcoming road construction in district

Chief Peters stated that they have addressed construction areas on Wrigley drive to ensure there are areas to allow Fire Department access.

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

- City of Delavan Fire Department

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

March expenses, Resolution 23-R09 Fire dues, Resolution 23-R10 Fire Department accounts, Carryforwards, Chief's monthly report and thank you notes.

13. Adjourn

Connors motioned to adjourn the meeting. Fairbanks seconded. Motion carried 5-0 at 7:00 p.m.

Commissioner Connors thanked everyone for their service. He stated that it was a great group of people to work with and he has enjoyed working with them.

Respectfully submitted,



Cindy Papenfus
Administrative Specialist

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