



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

POLICE AND FIRE COMMISSION MEETING MINUTES
THURSDAY SEPTEMBER 7, 2023– 6:00 P.M.
CITY HALL, COUNCIL CHAMBERS

Commission Members Commissioners: Spyro Condos, Chuck Saul, Jay Fairbanks, Len Jegerski, and Tom Clausen
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 Fairbanks at 6:00 p.m.
2. Pledge of Allegiance
The Pledge of Allegiance was led by Commissioner Clausen
3. Roll Call
Commissioners Fairbanks, Condos, Saul, Jegerski and Clausen were present. Also present: Police and Fire Liaison Yunker, Police Chief Gritzner, Police Lieutenant Way, 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
Andrea Christian, 250 Havenwood Drive – spoke in regards to posting directional signs in City Hall showing access to Fire Department Awards Ceremony on the second floor, the Police Department providing a solution for members of the community who do not have access to the Facebook or internet to participate in the Neighborhood Watch program, and the Police Department providing victims of domestic abuse without internet access more secure ways to report domestic violence.
5. Acknowledge Correspondence – There was none
6. City Council Report
Alderman Yunker had nothing to report.
7. Approval of the Regular meeting minutes of August 10, 2023
Saul motioned to approve the regular meeting minutes of August 10, 2023. Condos seconded. Motion carried 5-0.
8. Approval of the Budget Workshop meeting minutes of August 17, 2023
Clausen motioned to approve the Budget workshop meeting minutes of August 17, 2023. Saul seconded. Motion carried 5-0.
9. Discussion – Facilities Study Update
Chief Peters advised that the Facility Study committee will be going to look at some facilities and will then making recommendations or changes as needed.
10. Fire Department business
 - a. Discussion/Action - Approval of bills for the month of August 2023, operating in the amount of \$101,883.60, Capital purchases in the amount of \$0, Equipment Replacement purchases in the amount of \$3,010.60, for a total of \$104,894.20
Clausen motioned to approve the bills for the month of August 2023. Condos seconded. Roll call vote: Fairbanks-Y, Condos-Y, Saul-Y, Jegerski-Y, Clausen-Y. Motion carried 5-0.
 - b. Discussion – EMS Medical Billing/Stark Medical Billing
Condos asked what percentage of the billing does the company receive for their billing services. Chief Peters advised that the billing company takes 5.5% of the invoice billed.

c. Discussion – Monthly Chief’s Update and Fire Department Report Overview

Chief Peters reviewed the monthly report including anniversaries, community events, , notable calls for service and the monthly numbers. Condos asked about training school students regarding choking hazards. Chief Peters advised that if the school requested that training, the department would be willing to help.

d. Discussion/Action – Annual Awards Ceremony October 19, 2023 at 6:00 p.m., Lake Geneva Police Department Training Room

Chief Peters advised that the Annual Fire Department Awards Ceremony was scheduled for October 19, 2023 at 6:00 p.m. in the Police Department Training Room.

e. Discussion/Action – Approval of 2024 Fire Department Budget

Fairbanks motioned to approve the 2024 amended Fire Department Budget as presented. Saul seconded. Roll call vote: Fairbanks-Y, Condos-Y, Saul-Y, Jegerski-Y, Clausen-Y. Motion carried 5-0.

Chief Peters reviewed the changes to the budget. There was a 10% increase from the vendor on the Turn Out Gear. A locker room was added for employees to keep uniforms at work rather than taking them home.

f. Discussion/Action – Automatic mutual aid to Town of Linn

Chief Peters stated that the Fire Department is now responding to calls from 5 p.m. to 7 a.m. (off-duty hours) for the Town of Linn. Condos asked if the department was receiving any type of compensation. Chief Peters indicated that ambulance calls were being reimbursed 100% but there was no reimbursement for fire responses. This is a short-term solution. Hopefully by January there should be a resolution to the staffing crisis in the Town of Linn.

g. Discussion/Action- Approval of Lexipol Policies

- 605 HAZMAT Training
- 912 Fire Station Safety
- 914 Personal Protective Equipment
- 1022 Physical Fitness
- 1023 Critical Incident Stress Debriefing

Condos motioned to approve the Lexipol Policies as presented. Saul seconded. Motion carried 5-0.

Captain Detkowski reviewed the Lexipol policies. He stated the updates/revisions were per Lexipol recommendations.

h. Discussion/Action – Acceptance of donation from Immanuel Lutheran Church in the amount of \$839.22

Fairbanks motioned to accept the donation from Immanuel Lutheran Church in the amount of \$839.22. Saul seconded. Roll call vote: Fairbanks-Y, Condos-Y, Saul-Y, Jegerski-Y, Clausen-Y. Motion carried 5-0.

Chief Peters stated the donation was used to purchase a splash board.

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

- Carlie Blackman & Semper Marathon
- Emily Hallott (Firefighter Union Healthcare Scholarship recipient)

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

August expenditures, Chief’s report, Fire Department Awards Ceremony, 2024budget, Immanuel Lutheran Church donation and thank you notes.

11. Police Department Business

a. Discussion/Action - Approval of bills for the month of August 2023, operating in the amount of \$242,953.89, Capital purchases in the amount of \$0, Equipment Replacement purchases in the amount of \$2,079.40, for a total of \$245,033.29

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

b. Discussion/Action - Approval of 2024 Police Department Budget

Saul motioned to approve the 2024 Police Department budget as presented. Condos seconded. Roll call vote: Fairbanks-Y, Condos-Y, Saul-Y, Jegerski-Y, Clausen-Y. Motion carried 5-0.

c. Discussion – Full Time Telecommunicator hiring update

Chief Gritzner stated that eight applications were received and four applicants are in the process of testing. Interviews will be held September 27, 2023.

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

Chief Gritzner noted that Venetian Fest and the Art in the Park events were held this past month and went off without incident. Labor Day weekend was one of the busiest ever. All events were handled without major incidents. The School Resource Officers are back in school. The promotion process for Patrol Lieutenant is underway--testing and interviews will be done in the next few weeks. A Neighborhood Watch organizational meeting is scheduled for September 12 for those who volunteered. Condos stated that everyone did a great job over Labor Day weekend.

e. Discussion - Top Five Monthly Incidents – No discussion/Action

f. Discussion -- Monthly activity reports –

2023 Dispatch activity for August 2023: Telephone calls – 3,126 911 calls - 321 Window assists – 876

2022 Dispatch activity for August 2022: Telephone calls – 3,166 911 calls - 290 Window assists – 838

2023 Patrol activity for August 2023: Calls for Service – 2,136 Arrests - 181

2022 Patrol activity for August 2022: Calls for Service - 2,101 Arrests - 150

Chief Gritzner noted that calls for service are up from last year.

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

August expenditures, 2024 Police Department budget, Top five monthly events and monthly reports.

12. 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: Police Department Strategic Planning Fairbanks motioned to go into closed session with PFC members, Alderman Yunker, Police Department personnel, Fire Department personnel, Sheriff Gerber and Walworth County Captain Neumann. Saul seconded. Roll call vote: Fairbanks-Y, Condos-Y, Saul-Y, Jegerski-Y, Clausen-Y. Motion carried 5-0 at 6:44 p.m.

13. Motion to return to open session pursuant to Wisconsin State Statute 19.85(2) and take action on any items discussed in closed session.

Fairbanks motioned to return to open session. Condos seconded. Roll call vote: Fairbanks-Y, Condos-Y, Saul-Y, Jegerski-Y, Clausen-Y. Motion carried 5-0 at 7:01 p.m.

Condos motioned to cooperate with the study as discussed in closed session. Clausen seconded. Roll call vote: Fairbanks-Y, Condos-Y, Saul-Y, Jegerski-Y, Clausen-Y. Motion carried 5-0.

14. Adjourn

Saul motioned to adjourn the meeting. Clausen seconded. Motion carried 5-0 at 7:03 p.m.

Respectfully submitted,



Cindy Papenfuss
Administrative Specialist

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