



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

POLICE AND FIRE COMMISSION MEETING MINUTES
THURSDAY NOVEMBER 9, 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 Jegerski, followed by a moment of silence.
3. Roll Call
Commissioners Fairbanks, Jegerski, Clausen, Condos and Saul were present. Also present: Police and Fire Liaison Yunker, Police Chief Gritzner, Police Lieutenant Keller, Detective Tietz, 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 – None
5. Acknowledge Correspondence – None
6. City Council Report
Police and Fire Liaison Yunker reported that November 13, 2023 there will be a Public Hearing on the Alliant Proposal and the 1120 Lakeshore Drive Comprehensive Plan.
7. Approval of the Regular meeting minutes of October 5, 2023
Saul motioned to approve the regular meeting minutes of October 5, 2023. Fairbanks seconded. Motion carried 5-0.
8. Discussion/Action – BID District donation to the Police Department for Shop with a Cop in the amount of \$5,000.00
9. Discussion/Action – BID District donation to the Fire Department in the amount of \$5,000.00

Agenda items 8 and 9 were discussed at the same time.

Saul motioned to accept donations in the amount of \$5,000.00 each to the Lake Geneva Police Department for Shop with a Cop and the Lake Geneva Fire Department from the Lake Geneva Business District. Jegerski seconded. Roll call vote: Fairbanks-Y, Jegerski-Y, Clausen-Y, Condos-abstain, Saul-Y. Motion carried 4-0. Condos stated that the Business District board wanted to support the Shop with a Cop Program with the Police Department and the Fire Department programs that helps with the youth in the community. Fairbanks felt it was a very generous donation and noted that the community was fortunate to have great departments.

10. Fire Department business
 - a. Discussion/Action - Approval of bills for the month of October 2023, operating in the amount of \$183,869.85, Equipment Replacement purchases in the amount of \$13,499.15, for a total of \$197,369.00
Fairbanks motioned to approve the bills for the month of October 2023. Saul seconded. Roll call vote: Fairbanks-Y, Jegerski-Y, Clausen-Y, Condos-Y, Saul-Y. Motion carried 5-0.
 - b. Discussion – EMS Medical Billing/Stark Medical Billing
Condos asked if the billing was re-negotiated every year. Chief Peters stated it was based on contract and is currently in effect until 2025.

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

Chief Peters reviewed the monthly report, including the department’s history, community events, notable calls for service and the numbers. Special anniversaries include Chief Engineer Ed Zwiebel for 46 years and Personnel Accomplishments includes Lt. James Goorskey obtaining emergency response dive 1 certification.

Jegerski stated the Fire Department awards ceremony and video were very well done.

d. Discussion/Action - Approval of updated Fire Department Responses Fees

Saul motioned to approve the new schedule of fees for the Fire Department. Fairbanks seconded. Roll call vote: Fairbanks-Y, Jegerski-Y, Clausen-Y, Condos-Y, Saul-Y. Motion carried 5-0.

Captain Detkowski presented the revised fee schedule which showed a \$100.00 increase for EMS transport base rates based upon recommendation from the department’s billing company. The rate increase brings the fees up to the State’s average. Jegerski asked about the Chief, the Deputy Chief and Fire EMS personnel fees. Captain Detkowski advised that the Comptroller was working on the updating those fees for 2024. Condos asked about a fee for accident cleanup. Captain Detkowski stated that the billing company stated it wasn’t worth the administrative costs to pursue the fees at this time.

e. Discussion/Action – Short Term Rental Fire Inspections

Chief Peters handed out a memorandum to clarify that fire inspections are not being done at short-term rentals. The requirement to perform the fire inspections was repealed by Resolution 22-02. It is now inspected by the building inspector at the time of licensure. Condos stated that the city is licensing AirBNB’s and accepting taxes but fire inspections are not being done. He doesn’t want the city to be held liable if an accident happens and felt that doing inspections would protect the City.

f. Discussion/Action- Approval of Lexipol Policies

- 207 Minimum Staffing Levels
- 1062 Exchange of Duty
- 1063 Shift Fill in and Hold Over

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

Chief Peters stated that all the policies were new.

g. Discussion/Action- Acceptance of resignation from EMT Hannah Kukla

Fairbanks motioned to accept resignation from EMT Hannah Kukla. Clausen seconded. Motion carried 5-0.

h. Discussion/Action- Acknowledgement of thank you notes – No discussion/Action

- Mrs GG
- Skwareski Family
- Walworth County Special Olympics

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

October expenditures Chief’s Report, Fire Department response fees, short term rental information, and thank you notes.

11. Police Department Business

a. Discussion/Action - Approval of bills for the month of October 2023, operating in the amount of \$362,295.54, Equipment Replacement purchases in the amount of \$3,275.24, for a total of \$365,570.78

Roll call vote: Fairbanks-Y, Jegerski-Y, Clausen-Y, Condos-Y, Saul-Y. Motion carried 5-0.

Saul asked about grant reimbursements. Chief Gritzner stated that the grant reimbursement process takes a long time. The department just received a reimbursement that was submitted in June.

b. Discussion – Detective vacancy update

Chief Gritzner stated that five employees expressed interest in the detective promotion. Testing is November 29 and 30, 2023 and interviews will be conducted December 5, 2023.

c. Discussion - Full Time Officer hiring update

The first round of testing was closed with sixteen applicants. The department will be hiring a potential of three new officers depending on budget approval. Testing and interview dates are pending but tentatively scheduled for late November and early December.

d. Discussion/Action – Confirmation of hiring Full Time Telecommunicator Douglas Ludwig

Fairbanks motioned to confirm hiring of Full Time Telecommunicator Douglas Ludwig. Clausen seconded. Motion carried 5-0.

e. Discussion/Action – New Badge Design Approval

Fairbanks motioned to approve the new badge design. Condos seconded. Motion carried 5-0.

Chief Gritzner handed out the new badges. The badges have not been updated since the early 90's. The officers have two years to completely transition to the new badges. City departments traditionally wear shields. The majority of the union members wanted to switch to a shield.

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

Chief Gritzner stated that the Christmas Parade was scheduled for December 2. Final Budget is scheduled for November 27. The leadership team met October 19, 2023, to discuss goals and changes in 2024. Chief Gritzner advised the Police and Fire Departments will help with traffic control should the football team win. Chief Gritzner thanked the BID district for their donation for the Shop for a Cop. He also thanked the Veterans for their service and noted the Legion would be having a ceremony at Main and Broad Saturday at 11 a.m. for Veterans Day.

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

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

2023 Dispatch activity for October 2023:	Telephone calls – 2,425	911 calls - 227	Window assists – 732
2022 Dispatch activity for October 2022:	Telephone calls – 2,339	911 calls - 226	Window assists – 684
2023 Patrol activity for October 2023:	Calls for Service – 1,955	Arrests - 134	
2022 Patrol activity for October 2022:	Calls for Service - 1,778	Arrests - 148	

i. Discussion – Police Department Thank You notes – No discussion/action

- Whitewater Police Department

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

October expenditures, top five monthly incidents, 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:

a. Police Department - Lake Geneva School Resource Officer Memorandum of Understanding

b. Fire Department – Town of Linn Staffing Agreement

Fairbanks motioned to go into closed session. Jegerski seconded. Roll call vote: Fairbanks-Y, Jegerski-Y, Clausen-Y, Condos-Y, Saul-Y. Motion carried 5-0 at 6:48 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.

Saul motioned to return to open session. Jegerski seconded. Roll call vote: Fairbanks-Y, Jegerski-Y, Clausen-Y, Condos-Y, Saul-Y. Motion carried 5-0 at 7:45 p.m.

Fairbanks motioned to approve the Negotiation of the Lake Geneva School resource Office Memorandum of Understanding with the school district and report back to the Police and Fire Commission with one month. Saul seconded. Roll call vote: Fairbanks-Y, Jegerski-Y, Clausen-Y, Condos-Y, Saul-Y. Motion carried 5-0.

14. Adjourn

Clausen motioned to adjourn the meeting. Saul seconded. Motion carried 5-0 at 7:47 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