



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

POLICE AND FIRE COMMISSION MEETING MINUTES
THURSDAY APRIL 4, 2024 – 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 6:01 p.m.
2. Pledge of Allegiance
The Pledge of Allegiance was led by Commissioner Saul, followed by a moment of silence. Commissioner Fairbanks thanked Commissioner Saul for his last five years of service.
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, Police Lieutenant 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
Sheri Ames, 603 Center Street thanked Alderman Yunker for her service on the Police and Fire Commission and the City Council. She introduced herself as the new Alderperson for District 1 and stated she looked forward to working with everyone. Fairbanks also thanked Alderman Yunker for her service and she was given a round of applause.
5. Acknowledge Correspondence – There was none.
6. City Council Report
Alderman Yunker stated that Thursday, July 11, 2024 is City Resident Day and all residents will have free parking for the day.
7. Discussion/Action - Approval of the Regular meeting minutes of March 7, 2024
Clausen motioned to approve the regular meeting minutes of March 7, 2024. Condos seconded. Roll call vote: Fairbanks-abstain; Jegerski-Y, Clausen-Y, Condos-Y, Saul-abstain. Motioned carried 3-0-2.
8. Discussion/Action – Change July 4, 2024 PFC meeting date
Fairbanks stated that the July PFC meeting is scheduled for July 4, 2024 and he proposed to change the date to July 11, 2024 due to the Holiday. It was agreed to tentatively move the meeting to July 11, 2024. Administrative Specialist Papenfus will check with City Hall to confirm the date change will not affect paying bills.
9. Discussion – Facilities Study Update
Chief Peters and Chief Gritzner discussed the facilities study update. Chief Gritzner advised that the police department met PAA last week and completed updates to the study. The Police Department is ready to proceed with the study. Chief Peters noted that the Fire Department will be meeting with Five Bugles to discuss any updates on their end. There was some discussion regarding the location and size of the safety building as well as maintaining the Marshall Street station and fixing it. Saul stated that he has enjoyed working on the Facilities Study Committee. He indicated that the structure is a significant development and that people need to be looking ahead into how this project will affect the current building. The project started back in 2021 and he hoped that the

project continues more swiftly as the Fire Department needs a new building quickly. Additionally, after viewing other buildings, it is obvious the police department's security is compromised, the location is not convenient and literally every area in the building needs improvement. Chief Gritzner asked to release the findings of the building and staffing study in the near future so the PFC can see the findings.

10. Police Department Business

a. Discussion/Action - Approval of bills for the month of March 2024, operating in the amount of \$430,218.53, Equipment Replacement purchases in the amount of \$2,122.15, for a total of \$432,340.68

Condos motioned to approve the bills for the month of March 2024. Saul seconded. Roll call vote: Fairbanks-Y; Jegerski-Y, Clausen-Y, Condos-Y, Saul-Y. Motioned carried 5-0

b. Discussion/Action – Confirmation of hiring six Community Service Officers pending background and medical examination.

- Benjamin Bitzan
- Austin Norton
- Paige Scheel
- Matthew Schroeder
- Jacinto Urioste Ayala, Jr.
- Mason Yee

Saul motioned to confirm the hiring of six Community Service Officers pending background and medical examination. Fairbanks seconded. Motion carried 5-0.

c. Discussion/Action – Approve Lexipol Policies

- 200 Organizational Structure and Responsibility
- 208 Training
- 314 Vehicle Pursuits
- 387 Native American Graves Protection and Repatriation
- 702 Personal communication Devices

Saul motioned to approve the five Lexipol policies as presented. Clausen seconded. Motion carried 5-0.

Fairbanks asked about the changes to the Organizational Structure. Chief Gritzner stated reserve officers were eliminated as it is no longer applicable and Community Service Officers were added. The succession of command was updated so the Administrative Lieutenant is second in command and the Patrol Lieutenant is third in Command.

d. Discussion/Action – Completion of probation for Officer Raymond Boro

Chief Gritzner stated that Officer Boro completed his probation and has been a real asset to the department. He has assisted with training some of the new officers and is a drug recognition expert, which is vital for drug impaired driving.

e. Discussion/Action - Approval of 2023 Police Department Annual Report

Clausen motioned to approve the 2023 Police Department Annual Report. Condos seconded. Motion carried 5-0. The Commissioners were impressed with the report. Chief Gritzner recognized Records Specialist Reynolds and Lieutenant Keller for the great job they did on the report.

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

Chief Gritzner stated the department is hosting a Peer Support Training next week. Officer Sarles is moving to the shadow stage of her training and should be on her own next month. He stated she has been very impressive as a young officer. Chief Gritzner indicated the school MOU was reviewed by Attorney Draper and will be presented to the Commission next month. Chief Gritzner also thanked Commissioner Saul for his service and dedication on the Commission, especially with the facility study.

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

h. Discussion – Monthly activity reports -

2024 Dispatch activity for March 2024:	Telephone calls – 1,936	911 calls – 184	Window assists – 741
2023 Dispatch activity for March 2023:	Telephone calls – 2,259	911 calls - 202	Window assists – 642

2024 Patrol activity for March 2024:	Calls for Service – 1,568	Arrests - 215
2023 Patrol activity for March 2023:	Calls for Service – 1,639	Arrests - 183

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

- Attorney Thomas C. O'Brien-Detective Springhorn
- Rotary Club of Lake Geneva
- Badger Ski Team
- Shirley Hoffman-Officer Greetham
- Walworth County Sheriff's Office-Telecommunicators Windler and Wojtas

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

March expenditures, 2023 annual report, Top Five report, Monthly reports.

11. Fire Department Business

a. Discussion/Action - Approval of bills for the month of March 2024, operating in the amount of \$313,272.82, Equipment Replacement purchases in the amount of \$228.50, for a total of \$313,501.32
Fairbanks motioned to approve the bills for the month of March 2024. Saul seconded. Roll call vote: Fairbanks-Y; Jegerski-Y, Clausen-Y, Condos-Y, Saul-Y. Motioned 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 and community events, notable calls for service, and numbers. Chief Peters also thanked Commissioner Saul for his service.

d. Discussion – Tower Ladder 2850 Update

Tower Ladder 2850 is back in service and the bill has been turned over to the insurance company. It is believed that it will be paid completely by the insurance company.

e. Discussion – Engine 2822 Update

The engine is currently having some warranty work done on it, including emission standards.

f. Discussion/Action- 1972 Pirsch Engine Project

Chief Peters indicated that the union purchased the 1972 Pirsch Engine that was owned by the Fire Department many years ago from the gentlemen who purchased it and had stored it inside and displayed it at a museum for many years. The union would like to turn the title over to the City and will volunteer their time to repair the engine and use the vehicle for public education. The Commission members felt it was a great idea. Chief Peters will draft an MOU to repair the engine and donate it to the City.

g. Discussion – 2024 Staffing Update

Career positions have all been filled so a bigger recruitment push will be paid for part time firefighters and POC firefighters.

h. Discussion – Town of Geneva Contract

Chief Peters indicated that the Town of Geneva contract is up December 2024. He would like to make all the contracts the same.

i. Discussion/Action- Approval of Hiring of Personnel pending background and medical examination

- FF/EMT Stacy Vavrik

Fairbanks motioned to approve the hiring of FF/EMT Stacy Vavrik pending background and medical examination. Saul seconded. Motion carried 5-0.

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

- City of Burlington Fire Department
- Hamilton Family
- Abel & Lilibeth Ross

Jegerski thanked the EMT's that assisted a person having an emergency situation at the American Legion.

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

March expenses, Chief's report and thank you notes.

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: Fire Department – City of Lake Geneva and Town of Linn Service Agreement

Saul motioned to go into closed session to include the PFC members and Fire Department and Police Department members. Jegerski seconded. Roll call vote: Fairbanks-Y; Jegerski-Y, Clausen-Y, Condos-Y, Saul-Y. Motioned carried 5-0 at 7:01 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.

Clausen motioned to return to open session. Clausen seconded. Roll call vote: Fairbanks-Y; Jegerski-Y, Clausen-Y, Condos-Y, Saul-Y. Motioned carried 5-0 at 7:26 p.m.

Saul motioned to approve the contract with PPA and the City of Lake Geneva and the Town of Linn and forward it to FLR. Clausen seconded. Roll call vote: Fairbanks-Y; Jegerski-Y, Clausen-Y, Condos-Y, Saul-Y. Motioned carried 5-0 .

14. Adjourn

Saul motioned to adjourn the meeting. Jegerski seconded. Motion carried 5-0 at 7:28 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