



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

POLICE AND FIRE COMMISSION MEETING MINUTES

THURSDAY MAY 9, 2024 – 6:00 P.M.

CITY HALL, COUNCIL CHAMBERS

Commission Members Commissioners: Spyro Condos, Jay Fairbanks, Len Jegerski, Tom Clausen and Emily Soley-Johnson
Police and Fire Liaison Shari Straube, 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 Chief Gritzner, followed by a moment of silence.
3. Roll Call
Commissioners Fairbanks, Jegerski, Clausen, Condos and Soley-Johnson were present. Also present: Police Chief Edward Gritzner, Police Lieutenant Keller, Police Lieutenant Tietz, Fire Chief Peters, Fire Captain Detkowski, Town of Geneva Fire Liaison Kulik, Mayor Krause 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 – There is none
5. Acknowledge Correspondence – There is none
6. Welcome newly appointed Commissioner Emily Soley-Johnson
Fairbanks welcomed newly appointed Commissioner Emily Soley-Johnson. Commissioner Soley-Johnson introduced herself and noted that she is looking forward to serving on the Commission.
7. City Council Report – Police and Fire Liaison Straube was not present so there was nothing to report.
8. Approval of the Regular meeting minutes of April 4, 2024
Condos motioned to approve the regular meeting minutes of April 4, 2024. Fairbanks seconded. Motion carried 4-0-1. Commissioner Soley-Johnson abstained.
9. Election of Officers:
 - a. President
Commissioner Fairbanks made a nomination to appoint Commissioner Clausen as President. Commissioner Jegerski made a nomination to appoint Commissioner Fairbanks as President. Written ballots were handed out. Fairbanks was elected President by a 3-2 vote.
 - b. Vice President
Commissioner Jegerski made a nomination to appoint Commissioner Clausen as Vice President. No further nominations were made. Written ballots were handed out. Clausen was elected Vice President by a 5-0 vote.
10. Discussion/Action – Change July 4, 2024 PFC meeting date to July 11, 2024
Fairbanks motioned to change the July 4, 2024 PFC meeting to July 11, 2024 due to the 4th of July Holiday. Jegerski seconded. Motion carried 5-0.
11. Discussion/Action – Approve Police and Fire Department 2023 Carryover General Fund Budget items to the 2024 General Fund Budget in the amount of \$38,600.00 for the Police Department and \$40,600.00 for the Fire Department as listed in Resolution 24-R35.

POLICE DEPARTMENT

11-21-00 53420 Special Equipment-SWAT uniforms	\$ 2,000.00
11-21-00 57370 Body Armour Expenditures	\$ 8,100.00
11-21-00-58100 Equipment Outlay-Mobile Radios	<u>\$28,500.00</u>
	\$38,600.00

FIRE DEPARTMENT

11-22-00 51380 Fire Department Uniforms	\$ 4,900.00
11-22-00 58200 State Mandated Equip Testing	\$26,500.00
11-22-00-58500 Equipment Outlay-Mobile Radio	<u>\$ 9,200.00</u>
	\$40,600.00

Fairbanks motioned to approve the Police and Fire Department 2023 Carryover General Fund Budget items to the 2024 General Fund Budget in the amount of \$38,600.00 for the Police Department and \$40,600.00 for the Fire Department as listed in Resolution 24-R35. Clausen seconded. Roll Call vote: Fairbanks-Y, Jegerski-Y, Clausen-Y, Condo-Y, Soley-Johnson-Y. Motion carried 5-0.

Chief Gritzner and Chief Peters explained the reason for the carry-forwards.

12. Police Department Business

a. Discussion/Action - Approval of bills for the month of April 2024, operating in the amount of \$439,904.80, Equipment Replacement purchases in the amount of \$164,349.50, for a total of \$604,254.30

Roll Call vote: Fairbanks-Y, Jegerski-Y, Clausen-Y, Condo-Y, Soley-Johnson-Y. Motion carried 5-0.

Fairbanks motioned to approve the bills for the month of April 2024. Clausen seconded. Roll Call vote: Fairbanks-Y, Jegerski-Y, Clausen-Y, Condo-Y, Soley-Johnson-Y. Motion carried 5-0.

b. Discussion/Action – Approval of Lexipol Policies

- 332 Missing Persons
- 602 Sexual Assault Investigations
- 616 Forensic Genetic Genealogy
- 1065 Wellness Program

Clausen motioned to approve the Lexipol Policies as present. Jegerski seconded. Roll Call vote: Fairbanks-Y, Jegerski-Y, Clausen-Y, Condo-Y, Soley-Johnson-Y. Motion carried 5-0.

Chief Gritzner indicated three of the Lexipol Policies were updated due to Legislative reasons. Lexipol Policy 616 was a new policy.

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

Chief Gritzner stated that the slow-moving vehicle was ready to go for the summer. The three squad cars have been received. The week of May 13 is National Police Week and the Annual Awards Ceremony will be held May 16, 2024 at 6:00 p.m. The School Resource Officer MOU is being reviewed by the attorneys.

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

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

2024 Dispatch activity for April 2024: Telephone calls – 2,156 911 calls – 241 Window assists – 803

2023 Dispatch activity for April 2023: Telephone calls – 2,320 911 calls - 271 Window assists – 747

2024 Patrol activity for April 2024: Calls for Service – 1,867 Arrests - 123

2023 Patrol activity for April 2023: Calls for Service – 1,660 Arrests - 114

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

- Walworth County Sheriff's Officer – Telecommunicator Wojtas and Telecommunicator Pilman
- City of Whitewater Police Department – Assist with Spring Splash

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

Resolution 24-R35- Police and Fire Department Carryforwards. April expenditures, Top Five monthly incidents, Monthly reports.

Condos asked if the police department was prepared for the summer with the major events such as the RNC and possible protests. Chief Gritzner advised they are planning for the summer with the Sheriff's Office, Fire/EMS and the FBI.

13. Fire Department Business

a. Discussion/Action - Approval of bills for the month of April 2024, operating in the amount of \$271,306.38, Equipment Replacement purchases in the amount of \$0, for a total of \$271,306.38
Fairbanks motioned to approve the bills for the month of April 2024. Clausen seconded. Roll Call vote: Fairbanks-Y, Jegerski-Y, Clausen-Y, Condo-Y, Soley-Johnson-Y. Motion 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. He reviewed the accomplishment, notable calls for service. Police and Fire Liaison was recognized for 15 years of service.

d. Discussion/Action – Approval of 2023 Fire Department Annual report

Fairbanks motioned to approve the 2023 Fire Department Annual report. Soley-Johnson seconded. Motion carried 5-0. The Commission noted that the report was very well done.

e. Discussion/Action – Accept donation from the Lake Geneva Firefighters Association of PT equipment valued at \$10,000.00

Fairbanks motioned to accept donation from the Lake Geneva Firefighters Association of PT equipment valued at \$10,000.00. Clausen seconded. Roll Call vote: Fairbanks-Y, Jegerski-Y, Clausen-Y, Condo-Y, Soley-Johnson-Y. Motion carried 5-0.

Chief Peters noted that the Union purchased the PT equipment for the department.

f. Discussion/Action- Approval of updated Lexipol policies

- 213 Americans with Disabilities Act (ADA) Compliance
 - 214 Limited English Proficiency Services
 - 1021 Wellness Program
 - 1025 Lactation Breaks

Fairbanks motioned to approve the updated Lexipol policies. Clausen seconded. Roll Call vote: Fairbanks-Y, Jegerski-Y, Clausen-Y, Condo-Y, Soley-Johnson-Y. Motion carried 5-0.

Captain Detkowski reviewed the Lexipol policies. He advised that three of the policies were new and the last policy was updated.

g. Discussion/Action- Approval of Hiring of Personnel pending background and medical examinations

- Lucas Carlise
- Gianna Hernandez
- William Beetschen

Soley-Johnson motioned to approve the hiring of Lucas Carlise, Gianna Hernandez, and William Beetschen pending background and medical examinations. Fairbanks seconded. Roll Call vote: Fairbanks-Y, Jegerski-Y, Clausen-Y, Condo-Y, Soley-Johnson-Y. Motion carried 5-0.

Chief Peters noted that two of the hires were Paid on Premise employees and one hire was a Paid on Call employee.

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

- Mrs. Nelsons Central Denison Class
- American Legion Call (FF/PM Kubiak & FF/EMT Drohner)

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

April expenditures, Chief's report, Annual report, Thank you notes.

14. 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

Fairbanks motioned to go into closed session with only the Department and the Police Department present. Clausen seconded. Roll Call vote: Fairbanks-Y, Jegerski-Y, Clausen-Y, Condo-Y, Soley-Johnson-Y. Motion carried 5-0 at 6:37 p.m.

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

Jegerski motioned to return to open session. Soley-Johnson seconded. Roll Call vote: Fairbanks-Y, Jegerski-Y, Clausen-Y, Condo-Y, Soley-Johnson-Y. Motion carried 5-0 at 6:52 p.m.

16. Adjourn

Fairbanks motioned to adjourn the meeting. Clausen seconded. Motion carried 5-0. Meeting adjourned at 6:53 p.m.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Cindy Papenfus", with a long horizontal flourish extending to the right.

Cindy Papenfus
Administrative Specialist

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