



City of Lake Geneva, 626 Geneva St, Lake Geneva, Wisconsin- 262.248.3673- [www.cityoflakegeneva.gov](http://www.cityoflakegeneva.gov)

## **POLICE AND FIRE COMMISSION MEETING MINUTES**

**THURSDAY JUNE 6, 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 6:03 p.m.
2. Pledge of Allegiance  
The Pledge of Allegiance was led by Commissioner Soley-Johnson, followed by a moment of silence.
3. Roll Call  
Commissioners Fairbanks, Jegerski, Clausen, Condos and Soley-Johnson were present. Also present: Police and Fire Liaison Straube, Police Chief Edward Gritzner, Fire Chief Peters, Fire Captain Detkowski, Town of Geneva Fire Liaison Kulik, 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 Straube reported that the City Council is working on streamlining the wording for the City Administrator position they will be filling.
7. Approval of the Regular meeting minutes of May 9, 2024  
Soley-Johnson motioned to approve the regular meeting minutes of May 9, 2024. Jegerski seconded. Motion carried 5-0.
8. Fire Department Business
  - a. Discussion/Action – Approval of bills for the month of May 2024, operating in the amount of \$285,927.60, Capital purchases in the amount of \$3,402.70, Equipment Replacement purchases in the amount of \$25,983.22, for a total of \$315,313.52  
Fairbanks motioned to approve the bills for the month of May 2024. Clausen seconded. Roll Call vote: Fairbanks-Y, Clausen-Y, Condo-Y, Soley-Johnson-Y, Jegerski-Y. Motion carried 5-0.
  - b. Discussion – EMS Medical Billing/Stark Medical Billing  
Captain Detkowski advised that the EMD medical billing reports have changed and very little data is able to be released. Chief Peters asked if the Commission wanted to continue receiving the attached document. The Commission requested to receive the new form monthly.
  - c. Discussion – Monthly Chief's Update and Fire Department Report Overview  
Chief Peters handed out the Town of Linn monthly report and reviewed the City of Lake Geneva monthly report. He reviewed personnel accomplishments, anniversaries, Department and Community events, and notable calls for service.

d. Discussion/Action- Approval of updated Lexipol policies

- 905 Body Armor (Update)
- 1006 Career Tracks (New)
- 1018 On-Duty Voting in Statewide Elections (New)

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

Captain Detkowski presented the policies. He reported that the two new policies were requested by the State.

e. Discussion/Action – Disposal of Obsolete Equipment

- 3 positive pressure ventilation fans
- 1 smoke ejector fan
- 1 hose testing machine

Fairbanks motioned to dispose of the obsolete equipment as listed. Clausen seconded. Motion carried 5-0.

Chief Peters asked to send the listed obsolete material to State Auction.

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

- Woods School
- Eastview Elementary

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

May expenditures, Chief's monthly report and thank you notes.

9. Police Department Business

a. Discussion/Action - Approval of bills for the month of May 2024, operating in the amount of \$466,904.05, Equipment Replacement purchases in the amount of \$13,447.31, for a total of \$480,351.36

Fairbanks motioned to approve the bills for the month of May 2024. Soley-Johnson seconded. Roll Call vote:

Fairbanks-Y, Clausen-Y, Condo-Y, Soley-Johnson-Y, Jegerski-Y. Motion carried 5-0.

Chief Gritzner stated the department's is currently at 39% for the year.

b. Discussion/Action – Lexipol Policy Updates

- 395 Generative Artificial Intelligence
- 602 Sexual Assault Investigations

Fairbanks motioned to approve the Lexipol policies as listed. Clausen seconded. Motion carried 5-0.

Chief Gritzner noted that Police 395 is a new policy. The Department doesn't currently have any GIA at this time but the policy will be in place if it is used in the future.

c. Discussion – 2023 Lexipol Connect Gold Standard Recognition

Chief Gritzner stated that it is the fourth year in a row that the Department received the Gold Standard Recognition for the Lexipol policies and ongoing training.

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

Chief Gritzner stated that the new CSO's are about trained and ready to go on their own. Three of the CSO's will be at the beachfront to help. Chief Gritzner gave an update on the new officer's training status. He also stated that the department is running weekly drone checks and checking the Hillmoor property frequently. Body Armor has been received after waiting 18 months.

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

f. Discussion – Monthly activity reports

|                                      |                         |                 |                      |
|--------------------------------------|-------------------------|-----------------|----------------------|
| 2024 Dispatch activity for May 2024: | Telephone calls – 2,609 | 911 calls – 241 | Window assists – 960 |
| 2023 Dispatch activity for May 2023: | Telephone calls – 2,783 | 911 calls - 434 | Window assists – 854 |

|                                    |                           |               |
|------------------------------------|---------------------------|---------------|
| 2024 Patrol activity for May 2024: | Calls for Service – 2,247 | Arrests - 205 |
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|                                    |                           |               |
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| 2023 Patrol activity for May 2023: | Calls for Service – 2,245 | Arrests - 233 |
|------------------------------------|---------------------------|---------------|

Chief Gritzner reported that the 911 calls for last year were up significantly because the County's 911 system was having technical difficulties and our department covered their calls.

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

- Calvary Community Church

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

May expenditures, Connect Gold Standard letter, Chief's Top monthly incidents and the monthly activity reports.

10. 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. Police Department - Walworth County Radio Project

Fairbanks motioned to go into closed session. Clausen seconded. Roll Call vote: Fairbanks-Y, Clausen-Y, Condo-Y, Soley-Johnson-Y, Jegerski-Y. Motion carried 5-0 at 6:47 p.m.

11. 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. Clausen seconded. Roll Call vote: Fairbanks-Y, Clausen-Y, Condo-Y, Soley Johnson-Y, Jegerski-Y. Motion carried 5-0 at 7:26 p.m.

12. Adjourn

Clausen motioned to adjourn the meeting. Fairbanks seconded. Motion carried 5-0. Meeting adjourned at 7:26 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