



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

POLICE AND FIRE COMMISSION MEETING MINUTES
THURSDAY SEPTEMBER 5, 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 Patrol Lieutenant Tietz
3. Roll Call
Commissioners Fairbanks, Soley-Johnson, Jegerski, Clausen and Condos were present. Also present: Police and Fire Liaison Straube, Police Chief Gritzner, Police Lieutenant Tietz, Fire Chief Peters, Fire Captain Detkowski, 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
Mary Jo Fesenmeier, 1085 South Lakeshore Drive, thanked the Police Department for figuring out the stop signs at Symphony Bay and working on the 25-mph speed reduction at Hillmoor to make the section safer. She also thanked the Police Department for their quick response to the blue/green algae breakout on Lake Geneva and help in notifying the public.
5. Acknowledge Correspondence - NONE
6. City Council Report
No report - Police and Fire Liaison Straube was not present.
7. Approval of the Regular meeting minutes of August 8, 2024
Clausen motioned to approve the regular meeting minutes of August 8, 2024. Condos seconded. Motion carried 5-0.
8. Approval of the Budget Workshop meeting minutes of August 27, 2024
Clausen motioned to approve the Budget Workshop meeting minutes on August 27, 2024. Fairbanks seconded. Motion carried 5-0.
9. Police Department Business
 - a. Discussion/Action - Approval of bills for the month of August, 2024, operating in the amount of \$456,649.34, Capital purchases in the amount of \$533,309.27, for a total of \$989,958.61
Fairbanks motioned to approve the bills for the month of August 2024. Clausen seconded. Roll call vote: Fairbanks-Y, Jegerski-Y, Clausen-Y, Condos-Y, Soley-Johnson-Y. Motion carried 5-0.
Chief Gritzner stated that the department was at approximately 66% of the budget. Capital expenses include the radios for all city departments.
 - b. Discussion/Action – Approval of 2025 Police Department budget
Fairbanks motioned to approve the 2025 Police Department budget. Clausen seconded. Roll call vote: Fairbanks-Y, Jegerski-Y, Clausen-Y, Condos-Y, Soley-Johnson-Y. Motion carried 5-0.

Chief Gritzner explained an increase of \$5,710.00 to the budget because the Axon and Flock quotes were received and a simple accounting error was corrected..

c. Discussion/Action – Approval of Full Time Officer Eligibility List

Condos motioned to approve the Full Time Officer Eligibility list. Fairbanks seconded. Motion carried 5-0.

Chief Gritzner asked to confirm the eligibility list for a period of four months, expiring January 5, 2025. The three names on the list are listed alphabetically.

d. Discussion/Action – Confirmation of status change of CSO Paige Scheel to Full Time Officer pending successful completion of medical and psychological examination

Fairbanks motioned to confirm status change of CSO Paige Scheel to Full Time Officer pending successful completion of medical and psychological examination. Clausen seconded. Motion carried 5-0.

Chief Gritzner stated that Paige Scheel worked as a CSO this summer for our department as well as City of Oconomowoc Police Department. We are hoping to have her hired in October.

e. Discussion/Action – Transfer of 2015 Ford Expedition to the Fire Department

Fairbanks motioned to transfer 2015 Ford Expedition to the Fire Department. Soley-Johnson seconded. Motion carried 5-0.

Chief Gritzner stated that many of the departments older squad cars have been transferred to other departments for their use. Chief Gritzner requested that the Ford Expedition be transferred to the Fire Department for their use as a Fire Prevention vehicle as the transmission in the current vehicle is no longer working.

f. Discussion/Action – Public/Private Partnership-Crown Victoria Restoration Project

Fairbanks motioned to approve approaching a Public/Private Partnership for the Crown Victoria Restoration Project. Clausen seconded. Motion carried 5-0.

Chief Gritzner would like to work out a partnership with the Auto Class at the High School to take both the Police Department and the Fire Department vehicles to hopefully restore one of the Crown Victorias for historical purposes. He hoped to get donations from local auto and body shops to assist with the restoration. The restored vehicle would be used for parades and “touch a truck” events

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

Chief Gritzner reported Venetian Fest was held without incident, for the most part. The budget will be presented to City Hall September 19, 2024 at 10:00 a.m. Sergeant Derrick’s last day was September 2, 2024. The Sergeant position will be filled in-house and five letters of interest were received. Hopefully the position will be filled by the end of the year. The County-wide Radio Project is moving along and we have received all the portable radios.

h. Discussion - Top Five Monthly Incidents

Chief Gritzner reviewed the monthly incidents. Condos commended the department on doing a great job with Venetian Fest. Chief Gritzner recognized Lieutenant Tietz for doing a great job organizing the event.

i. Discussion – Monthly activity reports

2024 Dispatch activity for August 2024: Telephone calls – 2,870 911 calls – 255 Window assists – 1,298

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

2024 Patrol activity for August 2024: Calls for Service – 2,819 Arrests - 222

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

Calls for service were up about 700 from last year. More officers trained and taking a proactive approach.

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

August expenditures, 2025 budget, top monthly incidents and monthly activity reports.

10. Fire Department Business

a. Discussion/Action - Approval of bills for the month of August 2024, operating in the amount of \$317,504.31, Equipment Replacement purchases in the amount of \$89,090.94, for a total of \$406,595.25

Fairbanks motioned to approve the bills for the month of August 2024. Clausen seconded. Roll call vote: Fairbanks-Y, Jegerski-Y, Clausen-Y, Condos-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 including Personnel introductions and anniversaries, Community and Department events, notable calls for service and number of calls. Chief Peters recognized Firefighter Steve Derrick for 45 years of service.

d. Discussion/Action- Approval of 2025 Fire Department Budget

Fairbanks motioned to approve the 2025 Fire Department budget. Clausen seconded. Roll call vote: Fairbanks-Y, Jegerski-Y, Clausen-Y, Condos-Y, Soley-Johnson-Y. Motion carried 5-0.

Chief Peters reviewed the changes to the budget since the budget meeting. He noted a \$53,000.00 increase due to an insurance update. Previously the department was considered a volunteer department and now the department is considered a full-time combination department. A new line item was created for this account. Fairbanks asked if it was an exact amount. Peters indicated that amount was received directly from the insurance company.

e. Discussion- Annual Awards Ceremony Thursday October 17, 2024, 6pm. Lake Geneva Police Department Training

Chief Peters stated the Fire Department awards ceremony will be held Thursday, October 17, 2024 in the Police Department training room.

f. Discussion/Action- Approval of Lexipol Policies

- 803 Patient Medical Record Security and Privacy (update)
- 1026 Lactation Breaks

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

Captain Detkowski reviewed the updated Lexipol policies.

g. Discussion/Action- Acceptance of resignation from probationary candidate Kirk Dodge

Soley-Johnson motioned to accept resignation from probationary candidate Kirk Dodge. Fairbanks seconded. Motion carried 5-0.

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

- Kaster Thank You
- Alana Thank You
- Vinny Thank You
- Emily Thank You

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

August expenditures, Chief's monthly report, Fire Department awards ceremony, Thank you notes.

11a. 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 Personnel Discussions and Strategic Planning

b. Motion to go into closed session under Wisconsin State Statute 19.85(1)(c), considering employment, promotion, compensation or performance evaluation data of any public employee. Specifically: Fire Chief contract Fairbanks motioned to go into closed session. Clausen seconded. Roll call vote: Fairbanks-Y, Jegerski-Y, Clausen-Y, Condos-Y, Soley-Johnson-Y. Motion carried 5-0 at 6:42 p.m.

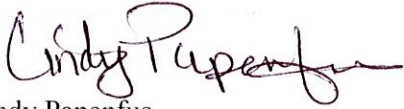
12. Motion to return to open session pursuant to Wisconsin State Statute 19.85(2) and take action on any items discussed in closed session.

Fairbanks motioned to return to open session. Jegerski seconded. Motion carried 5-0 at 7:01 p.m.

13. Adjourn

Clausen motioned to adjourn the meeting. Soley-Johnson seconded. Motion carried 5-0. Meeting adjourned at 7:01 p.m.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Cindy Papenfus". The signature is fluid and cursive, with a long horizontal stroke at the end.

Cindy Papenfus
Administrative Specialist

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