



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

POLICE AND FIRE COMMISSION MEETING

THURSDAY APRIL 10, 2025- 4:00 P.M.

CITY HALL, COUNCIL CHAMBERS

Members

Commissioners: Spyro Condos, Jay Fairbanks, Len Jegerski, Tom Clausen and Emily Soley-Johnson
Police and Fire Liaison Alderman Hoiland, Town of Geneva Fire Liaison Larry Kulik

MINUTES

1. Call meeting to order
The meeting was called to order by Commissioner Clausen at 4:00 p.m.
2. Pledge of Allegiance
The Pledge of Allegiance was led by Town of Geneva Fire Liaison Supervisor Kulik, followed by a moment of silence.
3. Roll Call
Commissioners Clausen, Condos, Jegerski, Soley-Johnson and Fairbanks (via zoom) were present. Also present: Police Chief Gritzner, Police Lieutenant Keller, Police Lieutenant Tietz, Fire Captain Detkowski, Police and Fire Liaison Alderman Hoiland, Town of Geneva Fire Liaison Larry 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
New Police and Fire Liaison Alderman Hoiland introduced himself. He reported that two individuals were interviewed for the City Administrator position and hopefully a candidate will be selected soon.
7. Approval of the Regular meeting minutes of March 6, 2025
Soley-Johnson motioned to approve the regular meeting minutes of March 6, 2025. Condos seconded. Motion carried 5-0.
8. Discussion/Action - Approval of Resolution 25-R11 approving the assigned fund balance for the First Responders donations account as of 12/31/24
Fairbanks motioned to approve Resolution 25-R11 approving the assigned fund balance for the First Responders donations account as of 12/31/24. Soley-Johnson seconded. Motion carried 5-0.
9. Police Department Business
 - a. Discussion/Action - Approval of bills for the month of March 2025, operating in the amount of \$473,384.57, Capital purchases in the amount of \$13,477.71, Equipment Replacement purchases in the amount of \$52,227.00, for a total of \$539,089.28
Condos motioned to approve the bills for the month of March 2025. Fairbanks seconded. Roll Call: Clausen-Y, Fairbanks-Y, Condos-Y, Jegerski-Y, Soley-Johnson-Y. Motion carried 5-0.
 - b. Discussion/Action - Approval of Resolution 25-R14 approving the assigned fund balances for the Police Department accounts as of 12/31/24
 - Police Donations
 - Police State Seizures
 - Police Uniform Allowance

Soley-Johnson motioned to approve Resolution 25-R14 approving the assigned fund balances for the Police Department accounts as of 12/31/24. Jegerski seconded. Motion carried 5-0.

c. Discussion – Completion of probation for Officer Jacob Rockweiler effective March 19, 2025
Chief Gritzner stated Officer Rockweiler successfully completed probation on March 19, 2025 and is doing a great job.

d. Discussion/Action – Approval of Lexipol Policies

- 306 Handcuffing and Restraints
- 342 Information Technology Use
- 392 Department Use of Social Media
- 418 Emergency Detentions
- 447 Mobile Data Computer Use
- 469 Medical Aid and Response
- 502 Traffic Crash Response and Reporting
- 706 Vehicle Use
- 810 Protected Information
- 821 CJIS Access, Maintenance, and Security (NEW POLICY)
- 900 Custodial Searches
- 903 Temporary Custody of Adults
- 904 Transporting Persons in Custody (NEW POLICY)
- 1004 Special Assignments and Promotions
- 1022 Seatbelts
- 1044 Personal Appearance Standards

Soley-Johnson motioned to approve Lexipol Policies as listed. Condos seconded. Motion carried 5-0.
Chief Gritzner explained the changes in the policies and the reason for the changes.

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

Chief Gritzner reported that a second round of CSO hiring was recently completed and two applicants will be hired. In addition, the department is currently creating an eligibility list for Telecommunicators. Chief Gritzner reminded the Commission that a Facility Study workshop has been scheduled for April 21, 2025 at 9:00 a.m. and will review sections 4-6 of the Facility and Personnel Study, including existing conditions, site and space needs analysis. The Department Awards Ceremony is May 15, 2025 at the Riviera. The ceremony will also include the unveiling of the commemorative bricks for retirees. The digital radio system is scheduled go to live on June 1, 2025.

f. Discussion - Top Five Monthly Incidents – No discussion

g. Discussion – Monthly activity reports – No discussion

2025 Dispatch activity for March 2025:	Telephone calls – 1,743	911 calls – 227	Window assists – 895
2024 Dispatch activity for March 2024:	Telephone calls – 1,936	911 calls – 184	Window assists – 741
2025 Patrol activity for March 2025:	Calls for Service – 2,076	Arrests - 278	
2024 Patrol activity for March 2024:	Calls for Service – 1,568	Arrests - 215	

h Discussion – Thank you notes - No discussion

- Mary Ellen Pearsall- Officer Sarles, Officer Brown and Telecommunicator Protzman

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

March expenditures, Resolution 25-R11, Resolution 25-R14, Top monthly incidents and monthly activity reports.

10. Fire Department Business

a. Discussion/Action - Approval of bills for the month of March 2025, operating in the amount of \$375,412.28, Equipment Replacement purchases in the amount of \$50,721.28, for a total of \$426,133.56
Clausen motioned to approve the bills for the month of March 2025. Condos seconded. Roll Call: Clausen-Y, Fairbanks-Y, Condos-Y, Jegerski-Y, Soley-Johnson-Y. Motion carried 5-0.

b. Discussion/Action - Approval of Resolution 25-R12 approving the assigned fund balances for the Fire Department accounts as of 12/31/24

- Fire Donations
- EMS Act 102
- Fire CPR

Fairbanks motioned to approve Resolution 25-R12 approving the assigned fund balances for the Fire Department accounts as of 12/31/24. Soley-Johnson seconded. Roll Call: Clausen-Y, Fairbanks-Y, Condos-Y, Jegerski-Y, Soley-Johnson-Y. Motion carried 5-0.

c. Discussion/Action – Approval of Resolution 25-R13 approving the assigned fund balance for the Fire Dues Account as of 12/31/24

Clausen motioned to approve Resolution 25-R13 approving the assigned fund balance for the Fire Dues Account as of 12/31/24. Fairbanks seconded. Motion carried 5-0.

d. Discussion – EMS Medical Billing/Stark Medical Billing

Captain Detkowski reported that a new payor demographic breakdown and payment percentage was added to the report. The department is receiving over 80% of reimbursement from Medicare, their largest user

e. Discussion – Monthly Chief's Update and Fire Department Report Overview

Captain Detkowski reviewed the monthly report, including department and community events and trainings. He noted that the monthly report now lists both the City of Lake Geneva Station (Station 281) and the Town of Linn Station (Station 283) regarding the breakdown of calls for service.

f. Discussion/Action – Town of Linn Contract update

Captain Detkowski stated that both parties have signed the Town of Linn Contract and it is now complete.

g. Discussion/Action- Approval of Lexipol Policies

- 204 Liability Claims (new)
- 213 Americans with Disabilities Act (update)
- 709 Photography and Digital Imaging (update)
- 803 Patient Medical Record Security and Privacy (update)
- 1051 Lieutenant Position (update)
- 1064 Shift Assignment, Shift Seniority and Vacation/Kelly Day Scheduling (new)

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

h. Discussion/Action- Approval of posting of vacant Lieutenant positions and establishing a promotional list

Soley-Johnson motioned to approve posting for vacant Lieutenant positions and establishing a promotional list. Fairbanks seconded. Motion carried 5-0.

i. Discussion/Action – Approval of hiring Part Time/On-Call

- Firefighter/AEMT Jason Smith
- Firefighter/EMT Austin Smith
- EMT Danielle Baker

Soley-Johnson motioned to approve hiring of Part Time/On-Call Firefighter/AEMT Jason Smith, Firefighter/EMT Austin Smith, and EMT Danielle Baker. Condos seconded. Motion carried 5-0.

Captain Detkowski stated that the applicants are from the Town of Linn Fire Department and went through the hiring process.

j. Discussion/Action – Approval of hiring pending background and medical

- Part time/On-call Firefighter William Pearce
- Part time/Paid-on-Premise Firefighter/AEMT Bruce Vanderveen
- Part time/Paid-on-Premise Firefighter/EMT Abigail Tischler

- Part time/Paid-on-Premise Firefighter/EMT Matthew Lacher
- Part time/Paid-on-Premise Firefighter/EMT Jacob Brown

Soley-Johnson motioned to approve hiring pending background and medical of Part time/On-call Firefighter William Pearce, Part time/Paid-on-Premise Firefighter/AEMT Bruce Vanderveen, Part time/Paid-on-Premise Firefighter/EMT Abigail Tischler, Part time/Paid-on-Premise Firefighter/EMT Matthew Lacher, Part time/Paid-on-Premise Firefighter/EMT Jacob Brown. Fairbanks seconded. Motion carried 5-0.

k. Discussion/Action- Change in status Grace Albelo from Full Time to Part Time FF/PM

Soley-Johnson motioned to approve change in status from Full Time to Part Time for FF/PM Grace Albelo. Clausen seconded. Motion carried 5-0.

l. Discussion - Thank you notes – No discussion

- Liz Kubiak

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

March expenditures, Resolution 25-R12, Resolution 25-R13, Chief's monthly report

11. Motion to go into closed Session pursuant to Wis. Stat. 19.85(1)(c) for the purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility regarding: 2025-2027 Lake Geneva Firefighters Association contract

Condos motioned to go into closed session to include Police and Fire Liaison Alderman Hoiland and comptroller Pisarcik. Soley-Johnson seconded. Motion carried 5-0 at 4:43 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.

Condos motioned to return to open session. Soley-Johnson seconded. Motion carried 5-0 at 4:51 p.m.

Fairbanks motioned to approve 2025-2027 Lake Geneva Firefighters Association Contract with changes and present to FLR. Condos seconded. Roll Call: Clausen-Y, Fairbanks-Y, Condos-Y, Jegerski-Y, Soley-Johnson-Y. Motion carried 5-0.

13. Adjourn

Soley-Johnson motioned to adjourn the meeting. Jegerski seconded. Motion carried 5-0 at 4:53 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