



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

POLICE AND FIRE COMMISSION MEETING MINUTES

THURSDAY, AUGUST 6, 2020 – 6:00 P.M.

CITY HALL, COUNCIL CHAMBERS

Commission Members: President Jim Connors, Vice President Ted Horne, Commissioners: Brian Pollard, Chuck Saul and Spyro Condos, Police and Fire Liaison Joan Yunker

1. Call Meeting to Order

The meeting was called to order by Commissioner Connors at 6:00 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Lieutenant Way.

3. Roll Call

Commissioners Connors, Condos, Pollard and Saul appeared in person. Commissioner Horne appeared remotely. Police and Fire Liaison Yunker, Police Chief Rasmussen, Police Lieutenant Gritzner, Police Lieutenant Way, Fire Chief Peters, Fire Captain Detkowski, and Administrative Assistant Papenfus were also in present in person.

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 Yunker had nothing to report

7. Approval of the Regular Meeting Minutes of July 9, 2020

Connors motioned to approve the regular meeting minutes of July 9, 2020. Saul seconded. Motion carried 5-0.

8. Fire Department Business

a. Approval of bills for the month of July 2020, operating in the amount of \$88,619.84, Equipment purchases in the amount of \$(1,199.73), for a total of \$87,420.11

Connors motioned to approve the bills for the month of July 2020. Pollard seconded. Roll call vote: Connors-Y, Horne-Y, Pollard-Y, Saul-Y, Condos-Y. Motion carried 5-0.

Chief Peters stated revenues and expenses were both at 50%. Condos asked where the rescue calls were compared to last year. Chief Peters stated that currently the department is down approximately 100 calls from last year.

b. Discussion – EMS Medical Billing/Stark Medical Billing – No discussion/action

c. Discussion – EMS Call Summary – No discussion/action

d. Discussion/Action – Monthly Chief’s Update and Fire Department Report Overview

Chief Peters reviewed the July monthly report. Paramedic/Emergency Physician Mitch Sheley was the personnel spotlight for the month of July. He began his service in November 2019 and was originally an EMT in the Chicago area. He is currently employed as an Emergency Room and MD1 physician. Chief Peters reviewed department anniversaries, notable calls and turn out times.

e. Discussion/Action – Shared Services Agreement

Connors motioned to continue the Share Service Agreement to next month. Pollard seconded. Motion carried 5-0.

Chief Peters asked that the Shared Services Agreement be continued to next month. Chief Peters is working with Town of Lyons on their part of the agreement.

f. Discussion/Action – Accept letter of resignation from Tyler TerHark
Condos motioned to accept letter of resignation of Tyler TerHark. Connors seconded. Motion carried 5-0.

g. Discussion/Action – Accept \$300.00 donation from Lake Como Beach Property Owner’s Association
Connors motioned to accept \$300.00 donation from Lake Como Beach Property Owner’s Association. Saul seconded. Roll call vote: Connors-Y, Horne-Y, Pollard-Y, Saul-Y, Condos-Y. Motion carried 5-0.

h. Discussion - Thank you Notes - No discussion/action

- Betty Stuffers
- Rylee Olsen
- St. Francis de Sales Parish & Human Concerns Committee
- Whitewater Fire Department

i. Items to be forwarded to City Council

Expenditures, monthly report, donation and thank you notes

9. Police Department Business

a. Approval of bills for the month of July 2020, operating in the amount of \$302,946.55, Equipment purchases in the amount of \$0, for a total of \$302,946.55

Connors motioned to approve the bills for the month of July 2020. Condos seconded. Roll call vote: Connors-Y, Horne-Y, Pollard-Y, Saul-Y, Condos-Y. Motion carried 5-0.

Chief Rasmussen stated that IT services are over budget, but part time salaries are down.

b. Discussion/Action – Confirmation of full time/part time Telecommunicator hiring list

Connors motioned to confirm the full time/part time Telecommunicator hiring list for six months. Saul seconded. Roll call vote: Connors-Y, Horne-Y, Pollard-Y, Saul-Y, Condos-Y. Motion carried 5-0.

Chief Rasmussen stated that testing and interviews were done and three candidates were qualified for the position. Chief Peters will be meeting with the candidates first; however, Chief Rasmussen would like to hire one full time and one part time Telecommunicator and asked to begin the background checks.

c. Discussion/Action – Accept letter of resignation from Officer Kara Richardson

Connors motioned to accept the letter of resignation from Officer Richardson with regret and thanks. Pollard seconded. Roll call vote: Connors-Y, Horne-Y, Pollard-Y, Saul-Y, Condos-Y. Motion carried 5-0.

Chief Rasmussen advised that Officer Richardson made a career move to go to the Sheriff’s Office as a detective and it was a great career move for her. Chief Rasmussen advised that Officer Richardson will be missed.

d. Discussion/Action – Accept letter of resignation from Detective Joseph Ecklund

Condos motioned to accept the letter from Detective Joseph Ecklund with regret and thanks. Saul seconded. Roll call vote: Connors-Y, Horne-Y, Pollard-Y, Saul-Y, Condos-Y. Motion carried 5-0.

Chief Rasmussen advised that Detective Ecklund resigned after 14 years of service for personal reasons and was an outstanding detective.

Condos expressed his thanks to both Officer Richardson and Detective Ecklund for their years of dedicated service.

e. Discussion/Action – Community Service Officer (CSO) hiring

Connors motioned to establish a hiring list for Community Service Officer. Pollard seconded. Motion carried 5-0.

Chief Rasmussen requested to hire two more Community Service Officers (CSO). Chief Rasmussen stated that the program has worked well this summer and the Department has had a good response from businesses and visitors.

Condos felt that the community service officer program was a great idea and has worked well for the community.

f. Discussion/Action – 2020 Capital Projects (Joint storage building with Fire Department)

Saul motioned to accept and award the bid to Gilbank Construction for the storage building for the Police/Fire Department. Condos seconded. Roll call vote: Connors-Y, Horne-Y, Pollard-Y, Saul-Y, Condos-Y. Motion carried 5-0.

Lieutenant Gritzner presented updated information regarding the joint storage building for the Police/Fire Department. Bids were put out June 5, 2020, and the police department received four quotes from various

construction companies. The quotes were much higher than the original projected cost. The Alarm Monitoring project, which was also a capital project in 2020, has been abandoned so the \$22,600.00 intended for that project will be used for the building to offset the difference. In speaking with City Administrator Nord the project has been approved to move forward and the City will be able to make up the remaining \$12,020.00 difference. Saul felt that the building quote from Gilbank Construction seemed reasonable given the type of building that is being constructed.

g. Discussion/Action – 2020/2021 Capital and Operating Budgets

A budget workshop meeting was set up for August 26, 2020 at 5:00 p.m. Chief Rasmussen stated there would not be many changes for the operating budget. The union contract was set with regard to raises, a 2-3% raise would be added for civilian employees, and Chief Rasmussen will be requesting to hire an additional full time Telecommunicator. Lieutenant Gritzner reviewed the Capital and Equipment Replacement budgets. He advised that there would not be any capital projects for 2021. With regard to the equipment replacement budget, the 800 repeater system and the tactical frequency repeater systems may not be updated in 2021. The Sheriff's Office is updating their program, which will affect all departments in Walworth County so it may be advantageous to wait 1-2 years to upgrade the systems. The update will allow all agencies, including the Fire Department, to be on one frequency if there is a need for it and will be beneficial for the safety of law enforcement. Lieutenant Gritzner also reviewed other possible changes for the 2021 budget.

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

Chief Rasmussen reviewed the memo regarding the Police Department's response to Governor Ever's order requiring masks.

i. Discussion – Chief's Top Monthly Incidents – No discussion/action

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

2020 Dispatch activity for July 2020: Telephone calls –4,144 911 calls - 457 Window assists – 913

2019 Dispatch activity for July 2019: Telephone calls –3,772 911 calls - 358 Window assists – 1,124

2020 Patrol activity for July 2020: Calls for Service – 2,365 Arrests – 263

2019 Patrol activity for July 2019: Calls for Service – 2,403 Arrests – 173

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

- Joan Holzheimer – Officer Hansen
- Bill and Toni Meyerhofer
- Saint Francis de Sales Parish & Human Concerns Committee

l. Items to be forwarded to City Council

Expenses, Letter of resignation - Officer Richardson, Letter of resignation – Detective Ecklund, Chief's Top five monthly, Monthly activity reports and Thank you notes

10a. 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 over which the governmental body has jurisdiction or exercises responsibility and 19.85(1)(f), considering financial, medical, social or personal histories, or disciplinary data of specific persons, which if discussed in public would likely have a substantial adverse effect upon the reputation of any person referred to: **Specifically Police Department Personnel.**

b. Motion to go into closed session under Wisconsin State Statute 19.85(1)(d) Considering specific applications of probation, extended supervision or parole, or considering strategy for crime detection or prevention: **Specifically Police Department Staffing Needs.**

Saul motioned to go into closed session. Pollard seconded. Roll call vote: Connors-Y, Horne-Y, Pollard-Y, Saul-Y, Condos-Y. Motion carried 5-0 at 7:00 p.m.

11. Motion to return to open session per Wisconsin State Statute 19.85(2)

Pollard motioned to return to open session. Saul seconded. Roll call vote: Connors-Y, Horne-Y, Pollard-Y, Saul-Y, Condos-Y. Motion carried 5-0 at 7:35 p.m.

12. Discussion and action on closed session items if needed.

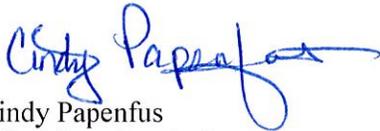
Condos motioned to express our support to the Fire Department and Police Department, especially the Police Department during these times, and requested the City Council prepare a proclamation and requested the BID and Chamber of Commerce for their support. Saul seconded. Roll call vote: Connors-Y, Horne-Y, Pollard-Y, Saul-Y, Condos-Y. Motion carried 5-0.

Condos discussed the need for the Fire Department to put a substation on the south end of Lake Geneva due to the growing community and additional subdivisions in that area. He suggested adding that in the 2021 budget. Chief Peters agreed that there was a need for a substation.

13. Adjourn

Pollard motioned to adjourn the meeting. Connors seconded. Motion carried 5-0. Meeting adjourned at 7:44 p.m.

Respectfully submitted,



Cindy Papenfus
Administrative Assistant

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

MINUTES NOT OFFICIAL UNTIL APPROVED AT THE NEXT POLICE AND FIRE COMMISSION MEETING

cc: Commission Members, Mayor, Council, Administrator, Attorney

