



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

**POLICE AND FIRE COMMISSION MEETING MINUTES
THURSDAY, APRIL 09, 2020 – 6:00 PM
CITY HALL, COUNCIL CHAMBERS**

Commission Members: President Jim Connors, Vice President Ted Horne, Commissioners: Dennis Jordan, Brian Pollard and Chuck Saul

THE MEETING WAS HELD VIRTUALLY TO HELP PROTECT OUR COMMUNITY FROM THE CORONAVIRUS (COVID-19) PANDEMIC.

1. Call Meeting to Order
The meeting was called to order by Commissioner Connors at 6:03 p.m.
2. Pledge of Allegiance
The Pledge of Allegiance was led by Fire Captain Detkowski
3. Roll Call
Commissioners Connors, Pollard, Jordan, Horne and Saul were present. Police and Fire Liaison Skates, Police Chief Rasmussen, Police Lieutenant Gritzner, Police Lieutenant Way, Fire Chief Peters and Fire Captain Detkowski were also present.
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. Approval of the Regular Meeting Minutes of March 5, 2020
Jordan motioned to approve the regular meeting minutes of March 5, 2020. Pollard seconded. Motion carried 5-0.
7. City Council Report
Alderman Skates stated it was his last meeting as Police and Fire liaison. He thanked the Police Department and the Fire Department for their efforts.
8. Police Department Business
 - a. Approval of bills for the month of March 2020, operating in the amount of \$392,091.61 Capital purchases in the amount of \$0.00, Equipment purchases in the amount of -\$5,679.80, for a total of \$386,411.81.
Jordan motioned to approve the bills for the month of March 2020. Saul seconded. Roll call vote: Pollard-Y, Jordan-Y, Horne-Y, Saul-Y, Connors-Y. Motion carried 5-0.
 - b. Discussion/Action – Police Department COVID-19 report
Chief Rasmussen reported the changes since the COVID-19 mandates. All department heads have daily meetings by ZOOM. The department has changed the response to calls, eliminating any nonessential personal contact. The department is on lock down--no visitors, no friends or family, no outside food, etc. All nonessential CSO's have been cut and schedules have been modified including the daily briefing. Parks have been shut down due to the stay-at-home order because people were violating the protection orders. He thanked his officers and dispatchers for their hard work and good attitudes throughout these changes.
 - c. Discussion/Action – Malware Incident
The department was infected by a virus that entered the system via email. The current virus protection/scanner was able to stop it before any information was compromised. The city's insurance company was brought in to confirm that nothing in our system was compromised by this virus.

d. Discussion/Action – 2019 Annual Report

Jordan motioned to approve the 2019 annual report. Connors seconded. Pollard-Y, Jordan-Y, Horne-Y, Saul-Y, Connors-Y. Motion carried 5-0.

An updated annual report was handed out prior to the meeting. Chief Rasmussen asked for approval of the report so it could be posted for the public. Jordan and Saul stated the report was well done.

e. Discussion – Certified WIBRS Reporting Agency

Chief Rasmussen stated the city has been certified as a WIBRS reporting agency. This is a nationwide reporting system run by the FBI and is a more accurate reporting system than the system the department was using previously.

f. Discussion/Action – 10 year Internet Crimes Against Children (ICAC) Task Force Award

The department received an award from the Internet Crimes Against Children Task Force. The detectives and school resource officers have been working with this task force and have continued to work with the State and Federal government to help protect children against internet crimes.

g. Discussion/Action – Donation from Roger Wolff

Jordan motioned to accept the donation from Roger Wolff. Saul seconded. Pollard-Y, Jordan-Y, Horne-Y, Saul-Y, Connors-Y. Motion carried 5-0.

Roger Wolff purchased 12 gift cards from the Next Door Pub and dropped them off to thank the department for their service during the Coronavirus pandemic. Chief Rasmussen asked the Commission to accept the cards, which will be used at the next department meeting.

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

Crime is down nationwide and in the City of Lake Geneva. Morale is good in the department.

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

j. Discussion – Monthly activity reports – No discussion

2020 Dispatch activity for March 2020: Telephone calls – 2,204 911 calls – 154 Window assists – 516

2019 Dispatch activity for March 2019: Telephone calls – 2,440 911 calls – 230 Window assists – 849

2020 Patrol activity for March 2020: Calls for Service – 1,354 Arrests – 74

2019 Patrol activity for March 2019: Calls for Service – 1,259 Arrests – 82

k. Items to be forwarded to City Council

Expenditures, annual report, top five report and monthly activity reports

9. Fire Department Business

a. Approval of bills for the month of March 2020, operating in the amount of \$142,152.37 Capital purchases in the amount of \$0.00, Equipment purchases in the amount of \$295.00, for a total of \$142,447.37.

Horne motioned to approve the bills for the month of March 2020. Pollard seconded. Pollard-Y, Jordan-Y, Horne-Y, Saul-Y, Connors-Y. Motion carried 5-0.

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

c. Discussion – EMS Call Summary – No discussion

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

Chief Peters recognized Firefighter/AEMT Jason Fischer, who has worked with the department for 11 years. Chief Peters discussed community and department events and notable calls.

e. Discussion/Action – COVID-19 Update

Chief Peters presented a briefing regarding the COVID-19 pandemic. There is a daily city-wide briefing, state briefing and daily county fire department briefing. Station cleaning has been upgraded to two times a day and the campus is on lock down. The department responds to every call as if each patient has the virus. Every employee has a daily health check and temperature checks twice daily. Birthday parades have been instituted since the stay-at-home order.

f. Discussion/Action – Disposal of Obsolete Equipment

- 3 Helmets
- 3 Turn Out Coats
- 3 Turn Out Jackets

Connors motioned to donate the obsolete equipment to the Indian Reservation including three helmets, three turnout coats and three turn out jackets. Horne seconded. Pollard-Y, Jordan-Y, Horne-Y, Saul-Y, Connors-Y. Motion carried 5-0. Chief Peters would like to donate the listed items to the Indian Reservation as in the past per department policy.

g. Discussion/Action – Car 2 Update

Chief Peters stated that Car 2 has been received. Lights, sirens and radios are being installed at General Communications and should be in service next month.

h. Discussion/Action – Boat 1 Update

Captain Detkowski reported that three quotes were solicited and two quotes were received. A boat was recently purchased from Midwest Air Rescue Boats, who does custom building, by the City of Madison. Once the restrictions are lifted, members of the department will go look at the boat to help make a good educated purchase. Pollard asked what kind of pricing came in, and Captain Detkowski stated both quotes came in under budget. Alderman Skates asked about the turnaround time. Captain Detkowski believed the time frame was 90 to 120 days.

i. Discussion/Action – Station 1 Roof leak

Captain Peters stated there is a roof leak at Station 1. The entire roof was replaced in 2014 and there is a 10 year warranty. Hopefully the current leaks will be repaired under warranty.

j. Discussion/Action – Thank you Notes – No discussion/action

- Kathleen Sicard (FF/AEMT Hughes, FF/PM Pernice, FF/PM Stephenson)

k. Items to be forwarded to City Council

Expenditures, thank you notes, Chief's report

On behalf of the Commission and the residents, Chief Connors thanked the Police Department and EMS/Fire Department for all their hard work and hoped everyone had a safe Holiday season. Chief Peters also thanked the community for their support. He stated the staff has done a great job during this time. Chief Rasmussen agreed they have received great support from the community. Connors stated that Chief Rasmussen and Chief Peters were also involved with emergency management and many items were stocked so the city was well-prepared for such situations. Saul also thanked the departments for their hard work.

10. Adjourn

Commission Saul motioned to adjourn the meeting. Jordan seconded. Motion carried 5-0. Meeting adjourned at 6:37 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