



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

POLICE AND FIRE COMMISSION MEETING MINUTES
THURSDAY, JULY 9, 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

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 6:01 p.m.
2. Pledge of Allegiance
The Pledge of Allegiance was led by Police and Fire Liaison Yunker
3. Roll Call
Commissioners Connors and Condos appeared in person. Commissioners Horne and Saul appeared remotely. Commissioner Pollard was excused. Police Chief Rasmussen, Fire Chief Peters and Administrative Assistant Papenfus were also present in person. Police Lieutenants Gritzner and Way appeared remotely.
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. Discussion/Action – PFC meeting dates
Mayor Klein would like to reorganize the meeting dates to the same nights as other meetings to help with cleaning the facility and consolidate the schedule. Mayor Klein proposed that the PFC meet on the first Tuesday of the month. Both Chiefs expressed concern over accurate reports and bills being paid on a timely basis. It was also suggested to move the PFC meeting to the second Tuesday of the month. Horne expressed concern over properly cleaning the facility between meetings. After some discussion, the commission members agreed that the meeting date should not be changed. Mayor Klein will recommend to the City Council that the PFC meetings remain at the original scheduled time.
8. Approval of the Regular Meeting Minutes of June 4, 2020
Horne motioned to approve the regular meeting minutes of June 4, 2020. Condos seconded. Motion carried 4-0.
9. Police Department Business
 - a. Approval of bills for the month of June 2020, operating in the amount of \$288,725.78, Equipment purchases in the amount of \$0, for a total of \$288,725.78
Horne motioned to approve the bills for the month of June 2020. Saul seconded. Roll call vote: Connors-Y, Horne-Y, Saul-Y and Condos-Y. Motion carried 4-0.
Chief Rasmussen stated the IT budget is over because of the security breach at the beginning of the year, but the overall budget is under budget at this time. Equipment maintenance is higher at this time but there have been several larger repairs on vehicles. We have been using the older vehicles because the new squad cards have not yet been received. Condos asked if we had received a quote for plating on the doors. Chief Rasmussen advised that the plating was not an option for the PD last year due to the change in body style of the vehicle and cost.
 - b. Discussion/Action – Accept resignation of Part Time Officer Benjamin Posanski
Horne motioned to accept the resignation of Part Time Officer Benjamin Posanski. Connors seconded. Motion carried 4-0.

c. Discussion/Action – Telecommunicator hiring update

Chief Rasmussen advised that we received seven applications for the new positions. Testing will be done on July 18, 2020 and interviews will be held the first week of August.

d. Discussion/Action – Capital projects

Chief Rasmussen noted that the building project was delayed for awhile but the Comptroller felt that it would be ok to go ahead with the project in the fall. The lowest bid was \$34,000.00 over the originally budgeted price; however, the department will be able to obtain funds from other areas. The Alarm Monitoring capital project in the budget for \$22,600.00 will not be done due to the recommendations of City Attorney Draper. The building project will be readdressed in the fall.

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

Chief Rasmussen advised that there have been a few marches in the city and they have all been peaceful. The Fourth of July was busy but there were no major incidents.

f. Discussion – Chief’s Top Monthly Incidents- No discussion.

g. Discussion – Monthly activity reports – No discussion

2020 Dispatch activity for June 2020:	Telephone calls – 3,932	911 calls - 385	Window assists – 809
2019 Dispatch activity for June 2019:	Telephone calls – 2,970	911 calls - 314	Window assists – 1,010
2020 Patrol activity for June 2020:	Calls for Service – 2,077	Arrests – 234	
2019 Patrol activity for June 2019:	Calls for Service – 2,006	Arrests – 87	

h. Discussion –Thank you from Eastview Elementary School/Principal Erin Zigler for Bus Parade – No discussion

i. Items to be forwarded to City Council

Expenditures, Chief’s top five monthly reports and monthly activity reports

10. Fire Department Business

a. Approval of bills for the month of June 2020, operating in the amount of \$110,008.67, Equipment purchases in the amount of \$945.33, for a total of \$110,954.00

Horne motioned to approve the bills for the month of June 2020. Saul seconded. Roll call vote: Connors-Y, Horne-Y, Saul-Y, Condos-Y. Motion carried 4-0.

b. Discussion – EMS Medical Billing-May/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 monthly report. The Personnel spotlight was for Firefighter/Paramedic Harlaub, who began working for the department July 2019. He also is an EMS Lieutenant with the Town of Delavan Fire Department and is a member of the Flight for Life team. Lt. Rhonda Baumann and FF/AEMT Jennifer Petkoff completed their paramedic course. Chief Peters also highlighted the department’s anniversaries, including Captain Ryan Derrick for 20 years of service and Captain Mark Moller Gunderson for 25 years of service. Some of the other highlights included community and department events and notable calls.

e. Discussion/Action – COVID 19 Update

Chief Peters noted that there 730 cases of COVID in Walworth County with 13% being asymptomatic and one hospitalization. Hospitalizations are down. The department continues to sanitize and remain healthy.

f. Discussion/Action – Shared Services Agreement

Chief Peters discussed the shared services agreement between the City of Lake Geneva, Town of Linn and Town of Lyons fire departments. The agreement will be sent to the commissioners and discussed next month.

g. Discussion/Action – Acceptance of Lexipol Policy

- 712 – UV Irradiation Process for Decontamination and Reuse of N95 Facemasks

Connors motioned to accept Lexipol Policy 712 – UV Irradiation Process for Decontamination and Reuse of N95 facemasks. Condos seconded. Motioned carried 4-0.

h. Discussion/Action - 2019 Annual Report

Horne motioned to accept the 2019 annual report. Saul seconded. Motion carried 4-0.

Chief Peters reviewed the annual report. Connors advised that the report was well done.

i. Discussion/Action – Approval hiring of:

- EMT Samantha Porter
- Firefighter/Paramedic Eric Epstein

Connors motioned to accept the hiring of EMT Samantha Porter and FF/Paramedic Eric Epstein pending background and medical exams. Horne seconded. Roll call vote: Connors-Y, Horne-Y, Saul-Y, Condos-Y. Motion carried 4-0.

j. Discussion/Action – Accept letter of resignations

- Assistant Chief Patrick Heindl
- Firefighter/Paramedic/RN Peter Lechner

j1. Condos motioned to accept the letter of resignation for Assistant Chief Heindl. Saul seconded. Motion carried 4-0. Connors thanked Assistant Chief Heindl for his service.

j2. Horne motioned to accept resignation of Firefighter/Paramedic/RN Peter Lechner. Saul seconded. Motion carried 4-0.

k. Discussion – Review and Update Organizational Chart

Chief Peters advised that he will be setting up a departmental committee to review and update the organizational chart. There have been many changes since the last one was completed.

l. Discussion/Action - Thank you Notes – No discussion/action

- Erin Zigler-Eastview bus parade
- John Graves/Russell Anderson
- Mara Bittner
- Family of Bob Meyerhofer
- John Graves

m. Items to be forwarded to City Council

Expenditures

EMS medical billing/Stark medical billing

Monthly report, Annual report

Thank you notes

11. Adjourn

Saul motioned to adjourn the meeting. Connors seconded. Motion carried 4-0. Meeting adjourned at 6:54 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

