

**LAKE GENEVA POLICE AND FIRE COMMISSION  
MEETING MINUTES  
THURSDAY JANUARY 9, 2020, AT 6:00 P.M.**

This meeting was held in the City Council Chambers, City Hall, 626 Geneva Street, Lake Geneva, Wisconsin, 53147.

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 Police and Fire Liaison Skates

3. Roll call

Commissioners Connors, Horne, Jordan and Saul were present. Commissioner Pollard was excused. Police and Fire Liaison Skates, Police Chief Rasmussen, Police Lieutenant Gritzner, Police Lieutenant Way, Fire Chief Peters, Fire Captain Detkowski and Administrative Assistant Papenfus were also present.

4. Comments from the Public reference agenda items only. Comments are limited to a maximum of five minutes – NONE

5. Acknowledge correspondence - NONE

6. Approval of the regular meeting minutes of December 5, 2019

Horne motioned to approve the regular meeting minutes of December 5, 2019. Saul seconded. Motion carried 4-0.

7. City Council Report

Police and Fire Liaison Skates reported that the Police Union contract is complete.

8. Police Department Business

a. Approval of bills for the month of December 2019, operating in the amount of \$294,749.07, Equipment purchases in the amount of \$6,927.09, for a total of \$301,676.16

Horne motioned to approve the bills for the month of December 2019. Jordan seconded. Roll call: Connors-Y, Horne-Y, Jordan-Y, Saul-Y. Motion carried 4-0.

b. Discussion/Action – PSAP backup request from County Sheriff's Office (MOU)

Connors motioned to recommend approval of the PSAP backup request with the Sheriff's Office in the MOU as modified by the City Attorney. Horne seconded. Roll call: Connors-Y, Horne-Y, Jordan-Y, Saul-Y. Motion carried 4-0.

Lieutenant Gritzner stated that the PFC packet contained an updated MOU from Attorney Draper regarding the PSAP backup request. Captain Green from the Sheriff's Office Communications Center and Richard Tuma from PSAP Concepts and Solutions were present to answer any questions. Richard Tuma conducted the study regarding the Sheriff's Office backup. The changes will be sent back to Walworth County Corporation Counsel to confirm the MOU. Jordan asked if the City of Lake Geneva would need to add an additional employee. Lieutenant Gritzner stated that no additional costs will be incurred by the City of Lake Geneva.

c. Discussion/Action – Change of status for Telecommunicator Amanda Moeller from full time telecommunicator to part time telecommunicator Horne motioned to approve the change of status for Telecommunicator Amanda Moeller from full time telecommunicator to part time telecommunicator. Saul seconded. Roll call: Connors-Y, Horne-Y, Jordan-Y, Saul-Y. Motion carried 4-0.

d. Discussion/Action – Accept letter of resignation of part time Telecommunicator Sara Koehne  
Horne motioned to accept the letter of resignation of part time Telecommunicator Sara Koehne. Saul seconded. Roll call: Connors-Y, Horne-Y, Jordan-Y, Saul-Y. Motion carried 4-0.

e. Discussion/Action – Confirmation of Full Time Telecommunicator hiring  
Jordan motioned to approve full time telecommunicator hiring of Kevin Fallon. Horne seconded. Roll call: Connors-Y, Horne-Y, Jordan-Y, Saul-Y. Motion carried 4-0.

Lt. Gritzner stated that Kevin Fallon was on the current eligibility list. Elizabeth Zmudzinski was the first hire from the list and the department would like to add Kevin Fallon as the second hire.

f. Discussion/Action – Full time Patrol Officer Hiring Update

Lt. Gritzner stated that the deadline for applications is Friday, January 10, 2020. Lateral transfers are now being offered for wages and vacation. Test dates and interviews will be set up. The hiring will be completed in March and April.

g. Discussion/Action – Hiring of Part Time Officer Thomas Giovannoni

Horne motioned to approve the hiring of Thomas Giovannoni as a part time officer. Saul seconded. Roll call: Connors-Y, Horne-Y, Jordan-Y, Saul-Y. Motion carried 4-0.

Lieutenant Gritzner stated the department is interested in bringing former Officer Thomas Giovannoni back primarily as an instructor to fill some instructor gaps at this time. It is beneficial to bring Tom back at a part time officer rate rather than a contracted rate. Tom is currently a Master Instructor through Gateway.

h. Discussion/Action – Accept donation/Thank you from Avant Cycle Café to Community Service Officer, two \$10.00 gift certificates to Cheese Box

Horne motioned to accept donations from Avant Cycle Café to go to the Community Outreach Committee. Jordan seconded. Roll call: Connors-Y, Horne-Y, Jordan-Y, Saul-Y. Motion carried 4-0.

Avant Cycle Café donated two gift cards from the Cheese Box. The gift certificates were originally denied as they were gift cards directly presented to the Community Service Officers. The Department received them back again and would like to donate them to somebody needy through the Community Outreach Committee.

i. Discussion/Action – Accept \$100.00 donation from Al Exner

Saul motioned to accept \$100.00 donation from Al Exner. Horne seconded. Roll call: Connors-Y, Horne-Y, Jordan-Y, Saul-Y. Motion carried 4-0. Roll call: Connors-Y, Horne-Y, Jordan-Y, Saul-Y. Motion carried 4-0.

Lieutenant Gritzner explained that Al Exner's father was killed in the line of duty and makes a donation to our department every year. Mr. Exner continues to attend our annual awards ceremony every year and the Employee of the Year award has been named in his father's honor.

j. Discussion/Action – Accept \$500.00 donation from Plasti-Coil/Tri-Tec Corp.

Horne motioned to accept \$500.00 donation from Plasti-Coil/Tri-Tec Corp. Jordan seconded. Roll call: Connors-Y, Horne-Y, Jordan-Y, Saul-Y. Motion carried 4-0.

k. Discussion – Community Outreach Committee Update

Lieutenant Way advised the Commission that the Community Outreach Committee was able to assist a needy family with Christmas gifts and other donations with the help of the Sons of the American Legion, Piggly Wiggly and the YMCA.

l. Discussion – Thank you notes – No discussion/Action

- Ben McMasters - Officer Greetham-SRO

m. Discussion/Action Discussion - Chief's report (briefing only - no action will be taken)

The patrol cars for 2020 have been ordered. Lieutenant Gritzner noted that the person involved in the home invasion in September was arrested for a homicide in Waukegan, Illinois. The City of Lake Police Department helped to locate the person responsible for the homicide.

n. Discussion/Action – Chief Rasmussen 2020 goals

Chief Rasmussen presented his 2020 goals. Horne asked about a possible 4<sup>th</sup> goal. The goals will be discussed at next month's meeting.

o. Discussion - Chief's top monthly incidents – No discussion/action

p. Discussion - Monthly activity reports - No discussion/action

2019 Dispatch activity for December 2019: Telephone calls - 2,336	911 Calls - 236	Window assists - 645
2018 Dispatch activity for December 2018: Telephone calls - 2,452	911 Calls - 206	Window assists - 867
2019 Patrol activity for December 2019: Calls for service - 1,505	Arrests - 235	
2018 Patrol activity for December 2018: Calls for service - 1,589	Arrests - 128	

q. Discussion - Yearly Statistics – No discussion/action

2019 Dispatch activity: Telephone calls– 33,409	911 Calls– 3,065	Window assists– 9,692
2018 Dispatch activity: Telephone calls 34,505	911 Calls– 2,676	Window assists– 11,503
2019 Patrol activity: Calls for service- 19,877	Arrests- 1,884	
2018 Patrol activity: Calls for service- 20,504	Arrests- 1,847	

r. Items to be forwarded to City Council

Bills, activity reports, Chief's monthly top five and Thank you note

9. Fire Department Business

a. Approval of bills for the month of December 2019, operating in the amount of \$108,487.04, Capital purchases in the amount of \$50,566.25, Equipment purchases in the amount of \$38,417.81, for a total of \$197,471.10

Horne motioned to approve the bills for the month of December. Jordan seconded. Roll call: Connors-Y, Horne-Y, Jordan-Y, Saul-Y. Motion carried 4-0.

Chief Peters stated that the budget was currently at 119% for revenue and 92-93% for expenses.

b. Discussion - EMS medical billing/Stark medical billing – No discussion/action

c. Discussion - EMS call summary report – No discussion/action

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

Chief Peters presented the monthly report. The Personnel spotlight included FF/Paramedic Ben Stephenson who has been with the fire department since 2018. In the past year he has begun training as a public safety rescue diver. Anniversaries included FF/ETM Steltenpohl for 12 years of service and Deputy Chief Derrick for 48 years of service. Chief Peters noted the community and department events as well as the notable calls for service.

e. Discussion/Action- PFAS free foam

Chief Peters indicated that the PFAS free foam used occasionally to put out fires contains hazardous material including cancer-causing agents. The department is currently trying to find a more "green" alternative and will store the toxic foam until they can find a place to properly dispose it.

f. Discussion/Action- Chief Peters 2020 goals

Chief Peters presented his goals. Horne asked for his fourth goals. The goals will be discussed at next month's meeting.

g. Discussion/Action – 2020 Capital/Equipment Replacement

Captain Detkowski stated he is currently getting quotes for the airboat replacement, however, the item is a specialty replacement and no companies are located in the area. Most airboats have more technology than

what the fire department is looking to purchase so it is hard to compare exact items. The Commission requested quotes from different companies to be reviewed at next month's meeting.

h. Discussion/Action- Approval of Lexipol Policies

- 338 Shift Trades and Coverage (update)
- 339 Public Education Outreach and Scheduling (new)
- 505 Controlled Substance Accountability (update)
- 1009 Reporting for Duty (update)
- 1018 Personnel Records (update)

Connors motioned to approve all policies as presented. Saul seconded. Roll call: Connors-Y, Horne-Y, Jordan-Y, Saul-Y. Motion carried 4-0.

i. Discussion/Action - Approval of hiring FF/EMT Wyatt Bomkamp, EMT Gavin Dooley, Jessica Freibergs and Marvin Hendry (pending background and medical clearance)

Horne motioned to approve the hiring of FF/EMT Wyatt Bomkamp, EMT Gavin Dooley, Jessica Freibergs and Marvin Henry pending background and medical clearance. Saul seconded. Roll call: Connors-Y, Horne-Y, Jordan-Y, Saul-Y. Motion carried 4-0.

j. Discussion/Action – Thank you notes and Acceptance of Donations

- First Congregational United Church of Christ - \$1,536.74
- Plasti-Coil/Tri-Tec Corp - \$500.00
- Avant Cycle Café – two \$10.00 Cheese Box gift certificate

Horne motioned to accept the donations as listed above. Saul seconded. Roll call: Connors-Y, Horne-Y, Jordan-Y, Saul-Y. Motion carried 4-0.

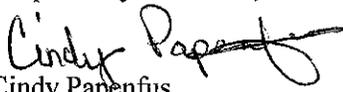
k. Items to be forwarded to city council  
Bills, reports, thank you notes.

10. Agenda items for the next regular meeting Thursday February 6, 2020  
Fire Chief and Police Chief 2020 goals

11. Adjourn

Saul motioned to adjourn the meeting. Horne seconded. Motion carried 4-0. Meeting adjourned at 7:21 p.m.

Respectfully submitted,

  
Cindy Papenfus  
Administrative Assistant

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

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