



City of Lake Geneva, 626 Geneva St, Lake Geneva, Wisconsin- 262.248.3673- [www.cityoflakegeneva.com](http://www.cityoflakegeneva.com)

## **POLICE AND FIRE COMMISSION MEETING MINUTES**

**THURSDAY, SEPTEMBER 10, 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 Administrative Assistant Papenfus
3. Roll Call  
Commissioners Connors, Pollard, Saul and Condos were present. Commissioner Horne was excused. Also present were Police and Fire Liaison Yunker, Police Chief Rasmussen, Police Lieutenant Gritzner, Police Lieutenant Way, Fire Chief Peters and Administrative Assistant 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  
Police and Liaison Yunker advised that the city had issued a Proclamation honoring the Fire Department and Police Department. Trick or Treat is scheduled for October 31, 2020. The Finance Committee approved the additional \$12,000.00 for the Police and Fire Storage building.
7. City of Lake Geneva Proclamation  
A copy of the proclamation was included in the PFC packet. Connors thanked the Mayor and Council for the proclamation.
8. Approval of the Regular Meeting Minutes of August 6, 2020  
Connors approved the regular meeting minutes of August 6, 2020. Pollard seconded. Motion carried 4-0.
9. Approval of the Budget Workshop Minutes of August 26, 2020  
Pollard motioned to approve the budget workshop minutes of August 26, 2020. Saul seconded. Motion carried 4-0.
10. Fire Department Business
  - a. Approval of bills for the month of August 2020, operating in the amount of \$87,998.92, Equipment purchases in the amount of \$14,414.19, for a total of \$102,413.11  
Connors motioned to approve the bills for the month of August 2020. Condos seconded. Roll call vote: Connors – Y, Pollard – Y, Saul – Y, Condos – Y. Motion carried 4-0.

b. Discussion/Action – Air boat purchase update

Saul motioned to approve the purchase of the Diamondback airboat in the amount of \$125,986.00. Pollard seconded. Roll call vote: Connors – Y, Pollard – Y, Saul – Y, Condos – Y. Motion carried 4-0.

Captain Detkowski was able to look at two different airboats. The department would recommend purchasing the Diamondback airboat as it is similar to the airboat currently owned by the Fire Department because it has a quick response time and the motor can be serviced locally. The purchase price is \$125,986.00, which includes everything and falls within budget. The arrival time is roughly 90-120 days.

c. Discussion – EMS Medical Billing/Stark Medical Billing

Saul noted that the write-offs were significantly higher than in the past. Chief Peters stated he will look into the reason for the higher write-offs. He noted that billing has been delayed due to COVID and the fact that employees are working remotely.

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

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

Chief Peters reviewed the monthly report. The employee spotlight included Firefighter/Paramedic Emily Neumueller. Emily graduated from Iowa State University and completed her Paramedic degree in July 2019. Chief Peters reviewed the department anniversaries, department events, community events and the notable calls for service. The City experienced an EF-0 tornado on August 10, 2020. Additionally, the Fire Department was honored to provide medical standby and motorcade detail for the Vice President of the United States on August 19, 2020.

f. Discussion/Action – Approval of Shared Services Agreement

Connors motioned to recommend to the City Council to approve the Shared Service Agreement contingent upon any changes made by the City Attorney to protect the city. Saul seconded. Roll call vote: Connors – Y, Pollard – Y, Saul – Y, Condos – Y. Motion carried 4-0.

Chief Peters stated that an updated copy of the Shared Services Agreement was sent out with changes made by Attorney Draper reference liability to protect both municipalities. Town of Lyons was taking it to their board for approval and Town of Linn was accepting the agreement at the next meeting. Saul asked about billing and how many calls were provided outside the city. Chief Peters advised that rescue is billed the same for each department and that 33 calls were provided outside the city in August.

g. Discussion/Action – Approval of 2021 Fire Department Budget

Saul motioned to approve the revenue and expense budget, the Equipment Replacement Budget and the Capital Improvement budget. Pollard seconded. Roll call vote: Connors – Y, Pollard – Y, Saul – Y, Condos – Y. Motion carried 4-0.

Chief Peters reviewed the changes in the budget. The budget has an overall increase of 4.9%. The new engine request has been postponed for three years.

h. Discussion/Action – Fire Inspection Billing Update

Revenue is at approximately 51% and approximately three quarters of the inspections have been completed. Chief Peters will be working with the comptroller to find an outside agency to assist with fire inspection billing.

i. Discussion/Action- Accept letter of resignation from Zach Budill

Connors motioned to accept the letter of resignation from Zach Budill. Saul seconded. Motion carried 4-0.

j. Discussion - Thank You Notes – No discussion/action

- The Winger family

k. Items to be forwarded to City Council

Expenditures, air boat, monthly report, shared services agreement and 2021 budget

## 11. Police Department Business

a. Approval of bills for the month of August 2020, operating in the amount of \$287,571.32, Equipment purchases in the amount of \$0, Capital in the amount of -\$2,135.00, for a total of \$285,436.32

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

b. Discussion/Action – Presentation of Employee of Year Award to Patrol Officer Lucas Hansen

Officer Hansen was presented the Al Exner Employee of the Year award for 2020. Usually the award is presented at the annual awards ceremony in May but the ceremony was cancelled due to COVID-19. Congratulations to Officer Hansen.

c. Discussion/Action – Confirmation of Full Time Officer Eligibility List

Condos motioned to accept the Full Time Officer Eligibility List. Saul seconded. Roll call vote: Connors – Y, Pollard – Y, Saul – Y, Condos – Y. Motion carried 4-0.

d. Discussion/Action - Confirmation of Full Time Telecommunicator hiring

Connors motioned to confirm the hiring of Full Time Telecommunicator Katelyn Protzman. Pollard seconded. Roll call vote: Connors – Y, Pollard – Y, Saul – Y, Condos – Y. Motion carried 4-0.

e Discussion/Action – Confirmation of Part Time Telecommunicator hiring

Connors motioned to confirm the hiring of Part Time Telecommunicator Sarah Dominguez. Saul seconded. Roll call vote: Connors – Y, Pollard – Y, Saul – Y, Condos – Y. Motion carried 4-0.

f. Discussion/Action – Accept letter of resignation from Part Time Telecommunicator Rita Moore

Saul motioned to accept the letter of resignation from Part Time Telecommunicator Rita Moore. Pollard seconded. Roll call vote: Connors – Y, Pollard – Y, Saul – Y, Condos – Y. Motion carried 4-0.

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

Lieutenant Way stated that there were eight applicants. Interviews will be held next week.

h. Discussion/Action - Storage building update

Chief Rasmussen stated that the storage building was approved at Finance.

i. Discussion/Action – Approval of 2021 Police Department Budget

Saul motioned to approve the 2021 revenue budget in the amount of \$162,014.00 and the 2021 expense budget in the amount of \$4,188,897.00. Condos seconded. Roll call vote: Connors – Y, Pollard – Y, Saul – Y, Condos – Y. Motion carried 4-0.

Saul motioned to approve the 2021 Equipment Replacement budget in the amount of \$319,948.00 and the 2021 Equipment Outlay budget in the amount of \$75,438.00. Pollard seconded. Roll call vote: Connors – Y, Pollard – Y, Saul – Y, Condos – Y. Motion carried 4-0.

Lieutenant Gritzner presented the changes for the 2021 budget from the budget workshop meeting. After the workshop, health and dental insurance line items were added to our budget, with an 8% increase due to raises and health insurance. The budget overall increased only 3% with one new telecommunicator position. Equipment Replacement and Equipment Outlay budgets were also adjusted based on changes from the workshop. Condos asked about body cameras. Armor driver doors costs were added into the squad car purchases. Lieutenant Gritzner is waiting for quotes and looking into possible grants, however, it will be more likely placed in the 2022 budget.

Chief Rasmussen also discussed the downtown cameras. Jeff Miskie, IT manager, submitted recommendations for the downtown cameras for each department. Chief Rasmussen is hoping that cameras at the Riviera will be added into the improvement project. The BID usually pays \$5,000.00 toward the downtown cameras each year.

j. Discussion – Chief’s Report (briefing only – no action will be taken) – No discussion/action

k. Discussion – Chief’s Top Monthly Incidents – No discussion/action

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

2020 Dispatch activity for August 2020: Telephone calls –3,823 911 calls - 410 Window assists – 804  
2019 Dispatch activity for August 2019: Telephone calls –3,638 911 calls - 366 Window assists – 908

2020 Patrol activity for August 2020: Calls for Service – 1,976 Arrests – 262  
2019 Patrol activity for August 2019: Calls for Service – 2,026 Arrests – 159

m. Discussion –Thank You notes – No discussion/action

- Habitat for Humanity

n. Items to be forwarded to City Council

Expenditures, Employee of year, budget, Chief’s Top five incidents, Monthly reports, thank you note

12. 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 staffing needs.

Pollard motioned to go into closed session to include Chief Rasmussen. Condos seconded. Roll call vote: Connors – Y, Pollard – Y, Saul – Y, Condos – Y. Motion carried 4-0 at 7:43 p.m.

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

Connors motioned to return to open session. Pollard seconded. Roll call vote: Connors – Y, Pollard – Y, Saul – Y, Condos – Y. Motion carried 4-0 at 7:51 p.m.

14. Discussion and action on closed session items if needed. - None

15. Adjourn

Condos motioned to adjourn the meeting. Pollard seconded. Motion carried 4-0 at 7:52 p.m.

Respectfully submitted,



Cindy Papenfus  
Administrative Assistant

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

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

