



City of West Allis

11301 W. Lincoln Ave.
West Allis, WI 53227

Meeting Minutes

Board of Police and Fire Commissioners

*Commissioner Joseph Kempen, President,
Commissioner Donald Nehmer, Vice-President,
Commissioner Amy Heron, Secretary
Commissioner Fred Mikolajewski*

Wednesday, September 17, 2014

6:00 PM

Police Court Center

CLOSED SESSION AND REGULAR MEETING

A. CALL TO ORDER

Commissioner Kempen called the meeting to order at 6:00 pm

B. ROLL CALL

Present: Commissioners Joseph Kempen, Dave Princeton, Amy Heron and Don Nehmer

Excused: Commissioner Fred Mikolajewski

Also Present: Fire Chief Steve Bane, Jay Scharfenberg, Deputy Chief, Dan Ledvorowski, Interim BC, Chris Zirolecki, Lieutenant – Fire Department; Police Chief Charles Padgett, Deputy Chief Chris Botsch, Deputy Chief Robert Fletcher, Captain Steve Byer – Police Department; Bridget Kennedy, Recording Secretary

C. CLOSED SESSION

Review and discuss the Fire Department Battalion Chief candidate's Non-medical Promotional Process Leadership Evaluation

PLEASE TAKE NOTICE that the Board of Police and Fire Commissioners of the City of West Allis will meet on Wednesday, September 17, 2014 at 6:00 pm at 11301 W. Lincoln Avenue, West Allis Wisconsin, 53227, in open session to consider and vote on a motion to convene in closed session at said time and place, to review and discuss the Fire Department Battalion Chief candidate's non-medical promotional process leadership evaluation and to take such further action as may be necessary and appropriate in these matters.

A closed session for the above purpose is authorized pursuant to the provisions of Section 19.85(1)(c) of the Wis. Stats. which permits a governmental body upon motion duly made and carried, to convene in closed session for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Immediately upon completion of the closed session, the Board of Police and Fire Commissioners will reconvene in open session at said time and place to consider any other matters on the agenda.

On a motion mad and seconded, the meeting convened into closed session. The motion carried unanimously.

Commissioner Kempen called the meeting to closed session at 6:05 pm.

Closed session topic discussed

On a motion made and seconded, the meeting reconvened into open session at 6:16 pm. The motion carried unanimously.

D. APPROVAL OF MINUTES

A motion was made by Commissioner Nehmer and seconded by Commissioner Heron to approve the August 20, 2014 Regular Meeting Minutes

Commissioner Kempen introduced newly appointed Commissioner, David Princeton to the Commissioner Board as well as the Fire and Police Chief's. Commissioner Princeton spoke briefly about his work history and personal background and stated he was looking forward to being on the Police & Fire Commission Board.

Commissioner Kempen stated that Mr. Princeton had been sworn in as a Commissioner at the Common Council meeting held Tuesday, September 16th, however, for the PFC September meeting, he will not be able to vote on any items that may come before the Commissioners for their approval.

E. FIRE DEPARTMENT

1. Review and discuss the Fire Department Battalion Chief candidate's non-medical promotional process leadership evaluation

Closed Session Agenda Item

2. Firefighting Activity Report

Deputy Chief Scharfenberg submitted the Firefighting Activity Report and the corresponding quadrant maps prepared by Assistant Chief Gary Streicher

DC Scharfenberg stated that there were 2 fires mentioned in AC Streicher's report. AC Scharfenberg discussed a garage fire that was fully involved when engines arrived on scene. AC Scharfenberg stated that the garage was completely full with the owner's belongings and was a total loss. He stated that this contributed to the higher property loss dollar value for August 2014 vs. August 2013. DC Scharfenberg also reviewed a fire at Ace Hardware Store and discussed a response situation that occurred as the department was called to a natural gas incident at the same time.

The Commissioners had no additional questions or comments and the report was placed on file.

3. Fire Department Financial Report

Chief Bane submitted the Fire Department Financial Report.

Chief Bane stated that the travel account is over budget due to the trip to Fort Worth, TX for the MedStar visit. He noted that \$2000 in reimbursement money is still outstanding and once received, will be deposited into the travel account. Chief Bane stated that he received good news from the City's Fleet Services department regarding the repair cost for one of the department's engines. Chief Bane stated that the repairs were quite extensive, but fleet services managed to repair the engine for approximately \$4200.00 and Chief Bane thanked Jim and his crew for their help and repair expertise.

The Commissioners had no additional questions or comments and the report was placed on file.

4. Training Activity Report

Deputy Chief Scharfenberg submitted the Training Activity Report

DC Scharfenberg introduced Lt. Chris Ziolecki and stated that Lt. Ziolecki has recently been appointed to the 8-hr Lt. Safety and PIO position replacing Lt. Dan Becker.

DC Scharfenberg stated that the second week of August was devoted to vehicle extrication in unstable locations and utilizing Paratech Rescue Struts in these situations. DC Scharfenberg stated that Fire Inspector Nick Palasz had arranged to have vehicles delivered to the department's training facility and placed in unstable positions for this training event. DC Scharfenberg noted that the pictures submitted with this report show how the training was handled and how the struts are utilized in these types of situations.

The Commissioners had no additional questions or comments and the report was placed on file.

5. Fire Prevention Activity Report

Deputy Chief Scharfenberg submitted the Fire Prevention Activity Report prepared by Assistant Chief Martin King

DC Scharfenberg noted that for the month of August, fire inspections were down and this was attributed to time dedication at the 2014 State Fair. DC Scharfenberg stated that it is expected the fire inspections will be back on track for September.

The Commissioners had no additional questions or comments and the report was placed on file.

6. Emergency Medical Services Activity Report

Chief Bane submitted the EMS Activity Report and the corresponding August Highlighted Calls prepared by Interim Deputy Chief Kurt Zellmann

Chief Bane stated that calls overall continue to be down about 3% year-to-date, however he noted that mutual aid has increased due to the number of long-term sick employees currently on the books. Chief Bane stated that this has significantly impacted the staffing on Med 110.

Chief Bane also discussed with the Commissioners the difference in the first arriving unit on scene numbers in the EMS report vs. the performance snapshot report as well as the issues that arise during State Fair that affect these numbers as well.

Chief Bane then discussed briefly some of the highlighted calls from the August report.

The Commissioners had no additional questions or comments and the report was placed on file.

7. Emergency Medical Services Revenue Report

Chief Bane submitted the EMS Revenue Report prepared by Interim Deputy Chief Kurt Zellmann

Chief Bane noted that the revenue is down considerably, but not uncommon to have fluctuations during the year as this could be attributed to the billing cycle of LifeQuest. Additionally, he reminded the Commissioners that the department has not received the second installment payment from MCEMS.

The Commissioners had no additional questions or comments and the report was placed on file.

8. Sick and Injured Report

Chief Bane submitted the Sick & Injured Report for August.

Chief Bane noted that he was pleased short-term sick was reduced from the previous month and down from August 2013. He noted that the admin staff continues to make efforts to keep that under control. Chief Bane stated that unfortunately, long-term sick has increased significantly and there are currently 9 firefighters off with various surgery issues such as shoulder and knees. Chief Bane also stated that he expects light duty numbers to increase in September as it is expected to have 2-3 light duty personnel working at admin.

The Commissioners had no additional questions or comments and the report was placed on file.

9. Master Plan Performance Snapshot

Chief Bane submitted the Master Plan Performance Snapshot overview

Chief Bane stated that the department continues to monitor the call processing times and work closely with dispatch to discuss any issues that may prevent all parties involved from meeting these set goals.

The Commissioners had no additional questions or comments and the report was placed on file.

10. Communication: Retirement of Battalion Chief

Chief Bane submitted a letter of retirement from Battalion Chief Dan Machowski. BC Machowski retired on August 26th and is a 27-year veteran of the department.

The Commissioners had no additional questions or comments and the report was placed on file.

11. Request for Approval: Promotion to Battalion Chief

Chief Bane stated that with the retirement of BC Machowski, he would like to request for approval the promotion of Captain Dan Levenhagen to the position of Battalion Chief. He stated that I/BC Levenhagen has been with the department since 1985 and most recently was appointed Interim Battalion Chief from January 4 – May 3, 2014.

On a motion made, seconded and unanimously passed, the Commissioners approved the promotion of Captain Levenhagen to Battalion Chief as presented above. The motion passed by the following votes:

Vote: Aye: 3, Commissioners Kempen, Heron and Nehmer
 No: 0

12. Request for Approval: Promotion to Lieutenant

Chief Bane stated that with some of the recent changes within the department as well as some department officers on long-term sick, Chief Bane requested the approval to promote Fire Inspector Nicholas Palasz to the position of Lieutenant effective September 20, 2014.

Chief Bane stated that FI Palasz was selected through the promotional procedures for the rank of Lieutenant and has been endorsed by the fire admin staff for promotion.

On a motion made, seconded and unanimously passed, the Commissioners approved the promotion of FI Palasz to Lieutenant as presented above. The motion passed by the following votes:

Vote: Aye: 3, Commissioners Kempen, Heron and Nehmer
 No: 0

F. POLICE DEPARTMENT

13. Overtime Comparison

Chief Padgett submitted the Overtime Comparison Report

Chief Padgett stated OT comparison to date shows 2014 slightly higher than 2013, however, he noted that the 2014 Zoo construction project increased OT and is a contributing factor to the overage overall.

The Commissioners had no additional questions or comments and the report was placed on file.

14. Police Department Financial Report

Chief Padgett submitted the Police Department Financial Report

Chief Padgett stated that he will be meeting with Finance Director Mark Wyss as well as Kris Moen on a quarterly basis to review and discuss the department’s various accounts and how to most efficiently manage the funds allotted to the department. Chief Padgett stated that this continues to be an educational process for the command staff and the meetings will be beneficial to ensure everyone is on the same page as it relates to the budget and effective use of funding sources.

The Commissioners had no additional questions or comments and the report was placed on file.

15. Statistics

Chief Padgett submitted the various statistical reports for the department

Chief Padgett noted that the stats submitted are comparable to last year in most categories. Chief Padgett stated that he will be attending a gun summit with Mayor Devine, Milwaukee Police Chief Flynn and other Police Chiefs from Green Bay, Madison and Beloit. He stated that gun crimes have increased and WAPD is coordinating efforts with Milwaukee in attempting to determine where people are getting guns from. Chief Padgett stated this is not just a Milwaukee problem, it is a Milwaukee County problem and the issues need to be addressed and investigated.

The Commissioners had no additional questions or comments and the report was placed on file.

16. 2014 YTD Crime Category

Chief Padgett submitted the 2014 YTD Crime Category report

The Commissioners had no additional questions or comments and the report was placed on file.

17. 1st Shift Activity Report

Deputy Chief Bob Fletcher submitted the 1st Shift Activity Report prepared by Captain Rob Navarrette

DC Fletcher stated that initiatives for August centered on the State Fair. He stated that two officers were assigned to walk the perimeter of the park near the main entrance areas and were available to provide help. DC Fletcher also noted that a right-turn only entry into the park was enforced again and was very helpful in reducing traffic congestion and helped to provide a safer traffic flow.

DC Fletcher also stated that portable toilets have been stationed at Rainbow Park fields for public use when people are attending soccer matches or other events at the park.

The Commissioners had no additional questions or comments and the report was placed on file.

18. 2nd Shift Activity Report

Deputy Chief Bob Fletcher submitted the 2nd Shift Activity Report prepared by Captain Chad Evenson and Lieutenant Nick Pye

DC Fletcher discussed an initiative that will be ongoing to help combat vehicle thefts and also reviewed some of the issues the department faces when attempting to pursue a known stolen vehicle and arrest the offender. DC Fletcher also stated that Officers involved in the tavern check initiative have been working with the owners of the 6500 bar to resolve some ongoing issues this bar has been experiencing. He stated that police visibility has increased in the area and things have calmed down a bit.

The Commissioners had no additional questions or comments and the report was placed on file.

19. 3rd Shift Activity Report

Deputy Chief Bob Fletcher submitted the 3rd Shift Activity Report prepared by Captain Christopher Marks

DC Fletcher briefly discussed a trespassing case and a prowling case. Both cases resulted in the arrest of the offender(s) and subsequent and appropriate charges brought against them. DC Fletcher also noted the plain clothes bicycle initiative has been re-implemented as it had been suspended during the 2014 State Fair run.

The Commissioners had no additional questions or comments and the report was placed on file.

20. Criminal Investigations Unit Activity Report

Deputy Chief Bob Fletcher submitted the Criminal Investigations Unit Activity Report prepared by Captain Barry Waddell

DC Fletcher stated that the department has received a number of income tax fraud complaints and all of these complaints will be turned over to the IRS for additional investigation and resolution. DC Fletcher also discussed a recent counterfeit case that came

to light recently when it was discovered that several counterfeit \$50 bills had been used at the West Allis Farmer's Market. The investigation is ongoing and a suspect has been identified and arrested in this case.

The Commissioners had no additional questions or comments and the report was placed on file.

21. Sensitive Crimes Activity Report

Deputy Chief Fletcher submitted the Sensitive Crimes Activity Report prepared by Lieutenant Jessica Johnson

DC Fletcher gave an update on a case from 2013 that involved a man connecting with juveniles via facebook on the pretense of inviting them to an all-girls support club. The individual was arrested and charged with 23 counts of various child abuse felony charges. DC Fletcher stated that in August of 2014, this individual was sentenced to 444 years in prison and 290 years of extended supervision.

The Commissioners had no additional questions or comments and the report was placed on file.

22. Tavern Violation Report

Deputy Chief Fletcher submitted the Tavern Violation Report prepared by Lieutenant Jessica Johnson

The Commissioners had no additional questions or comments and the report was placed on file.

23. Crime Analyst Report

Deputy Chief Botsch submitted the Crime Analyst Report prepared by Crime Analyst Chrisie Hunter

The Commissioners had no additional questions or comments and the report was placed on file.

24. Communications Activity Report

Deputy Chief Chris Botsch submitted the Communications Activity Report prepared by Lieutenant Christopher Beldin

DC Botsch stated that information Danielle will be gleaning from the ProPhoenix program will look at response times in relation to the number of Officers on streets. DC Botsch stated that a range of 3-5 minutes is optimum, but issues arise when there are a number of cars at one call, and another call comes in for assistance. DC Botsch stated at that point, a decision needs to be made regarding the severity of additional calls to supersede others or to leave a scene for another incident.

DC Botsch also noted that one of the department's full-time dispatchers has been hired as a Police Officer and another will be going on family leave in the near future. DC Botsch stated that Lt. Beldin is reviewing the eligibility list from the previous Dispatcher hiring process, however, the one full-time position will not be filled until November and more than likely this area will incur some OT during this hiring/training timeframe.

The Commissioners had no additional questions or comments and the report was placed on file.

25. Crime Prevention Activity Report

Deputy Chief Chris Botsch submitted the Crime Prevention Activity Report prepared by Lieutenant Jeff Nohelty

DC Botsch stated that this division held a CAAD event on August 12th and approximately 100 people attended the event. He also noted that on August 20th, the division was part of a community clean-up with Mayor Devine, several student and Alderpersons. DC Botsch stated this clean-up event was organized by a Morgan Zak, a student at Jefferson Elementary.

The Commissioners had no additional questions or comments and the report was placed on file.

26. Traffic Report

Deputy Chief Chris Botsch submitted the Traffic Report prepared by Lieutenant Todd Clementi

DC Botsch stated that in two recent accidents, the new Trimble Robotic Total Station machine was used to recreate the accident scenes. DC Botsch stated that since TI Orłowski and TI Sohre, who are trained on the station, were not available, the crash scenes were mapped out by others who had only recently learned the system. The end result was a success and after the scenes were reviewed by TI Orłowski, he concurred.

The Commissioners had no additional questions or comments and the report was placed on file.

27. Training Report

Deputy Chief Chris Botsch submitted the Training Report prepared by Captain Ron Versnik and Sergeant Archie Dunbar

The Commissioners had no additional questions or comments and the report was placed on file.

28. Sick & Injured Report

Deputy Chief Chris Botsch submitted the Sick & Injured Report

DC Botsch reviewed the sick & injured noting currently that the department does have a number of officers out for various injuries which has attributed to the higher injury number. DC Botsch stated that light duty for many long-term sick officers continues to be a successful way to ensure they stay productive and in the loop during their recovery time.

The Commissioners had no additional questions or comments and the report was placed on file.

29. Request for Approval: Purchase of Squad Computers

Deputy Chief Chris Botsch submitted a request to purchase eleven (11) squad computers.

DC Botsch stated that the department tested a Getac V110 computer model, which is a ruggedized laptop computer designed for the rigors of law enforcement and military use, on a trial basis in 2013. DC Botsch stated that the Getac V110 has meet the department's needs and demands and they are requesting approval for the purchase of eleven (11) models for the

squad cars, to include docking stations and vehicle adapter/charges as well. DC Botsch stated that the approximate total cost for all pieces is approximately \$36,976.00.

On a motion made, seconded and unanimously passed, the Commissioners approved the purchase of squad computers and accessories as presented above. The motion passed by the following votes:

Vote: Aye: 3, Commissioners Kempen, Heron and Nehmer
No: 0

G. POLICE AND FIRE COMMISSION

- 30. Request for Approval: HIDTA Sole Source Contract – CovertTrack Group, Inc

The City of West Allis Purchasing Division submitted a request for approval from Milwaukee HIDTA to contract with CovertTrack Group, Inc., to purchase six (6) GPS tracking and mapping devices.

On a motion made, seconded and unanimously passed, the Commissioners approved the Milwaukee HIDTA purchase request. The motion passed by the following votes:

Vote: Aye: 3, Commissioners Kempen, Heron and Nehmer
No: 0

- 31. Communication: Police & Fire Commission Training Opportunity

Commissioner Kempen stated that if anyone was interested in attending a PFC Workshop on October 24th, presented by the League of Wisconsin Municipalities, to let Bridget know for registration purposes.

- 32. Discussion: Rules of the Board of Police & Fire Commission numbers 1-10

Commissioners reviewed and discussed Police & Fire Commission rules 1-10. The Commissioners made suggestions for changes or to keep rule as it currently stands. Commissioner Kempen requested the recording secretary Bridget Kennedy incorporate changes as necessary and share the draft document with the Commissioners for their review. Commissioner Kempen stated that at the October meeting, Commissioners will review rules 11-13.

H. ADJOURNMENT

There being no further business, on a motion made and seconded, the meeting adjourned at 9:00 pm

Public Meetings

All meetings of the West Allis Board of Police and Fire Commissioners are public meetings. In order for the general public to make comments at the meetings, an individual should schedule an appearance with the President of the Board, or with the appropriate Chief, otherwise, the meeting is a working session for the Commission itself, and discussion by those in attendance is limited to Board members, the Mayor, alderpersons, staff and others that may be a party to the matter being discussed.

Nondiscrimination Statement

The City of West Allis does not discriminate against individuals on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability or any other legally protected status in the admission or access to or treatment or employment in, its services, programs or activities.

American with Disabilities Act Notice

Upon reasonable notice the City will furnish appropriate auxiliary aids and services when necessary to afford individuals with disabilities an equal opportunity to participate in and to enjoy the benefits of a service, program or activity provided by the City.

Limited English Proficiency Statement

It is the policy of the City of West Allis to provide language access services to populations of persons with Limited English Proficiency (LEP) who are eligible to be served or likely to be directly affected by our programs. Such services will be focused on providing meaningful access to our programs, services and/or benefits.