



# City of West Allis

7332 W. National Ave.  
West Allis, WI 53214

## Meeting Minutes

### Board of Police and Fire Commissioners

*Commissioner Joseph Kempen, President,  
Commissioner Donald Nehmer, Vice-President,  
Commissioner Amy Heron, Secretary  
Commissioners Fred Mikolajewski and David Princeton*

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Thursday October 16, 2014

6:00 PM

West Allis Fire Administration

#### REGULAR MEETING

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#### A. CALL TO ORDER

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

#### B. ROLL CALL

Present: Commissioners Joseph Kempen, Fred Mikolajewski, Amy Heron and Don Nehmer

Excused: Commissioner David Princeton

Also Present: Steven Bane, Fire Chief, Martin King, Assistant Chief, Dan Levenhagen, Battalion Chief, Kurt Zellmann, Captain – Fire Department; Chuck Padgett, Police Chief, Chris Botsch, Deputy Chief, Steve Beyer, Captain – Police Department; Bridget Kennedy, Recording Secretary

#### C. APPROVAL OF MINUTES

A motion was made by Commissioner Nehmer, seconded by Commissioner Mikolajewski and unanimously passed to approve the minutes, as corrected, of the September 17, 2014 Regular and Closed Session meeting minutes.

#### D. POLICE DEPARTMENT

##### 1. FBI NA Applications

Chief Padgett stated that the FBI National Academy program offers an 11-week training program at Quantico, Virginia. Chief Padgett stated that it is a physical program, but also geared toward academic and leadership skill building. Chief Padgett stated that he has submitted admission applications for Deputy Chief's Botsch & Fletcher for consideration. Chief Padgett noted that acceptance into the program is not a fast process, and that both DC's would not be attending at the same time.

The Commissioners had no additional questions or comments.

##### 2. Statistics

Chief Padgett submitted the statistic charts for crime categories through October 2013 and 2014.

Chief Padgett stated that he was happy to report that there were no heroin overdoses in September.

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

3. 2014 YTD Crime Category Overview

Chief Padgett submitted the Crime Category Overview report.

Chief Padgett noted that the department is investigating some of the social media outlets and apps available to better track and stay aware of activity happening within the city. He stated that information on these “neighborhood” type apps sometimes give insight as to possible issues or problems forming in areas around the city.

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

4. Civilian Staffing Update

Chief Padgett submitted a Civilian Staffing Update for the Commissioners review.

Chief Padgett reviewed the number of staff changes that had recently taken place to include the departure of the department’s police mechanic as well as a several changes within current clerk positions. Chief Padgett requested that Tracy Manz, currently a Clerk II in the detective bureau be moved to a Clerk III level. He stated that over the years, this clerk’s job consisted of one full-time Clerk III and one part-time clerk, and then was reduced to one full-time Clerk II. However, the responsibilities of this position are more in line with a Clerk III designation vs. Clerk II.

A motion was made by Commissioner Nehmer and seconded by Commissioner Heron to approve the clerk position reassignment as presented by Chief Padgett.

The motion carried by the following votes:

Votes:     Aye:     4, Commissioners Kempen, Mikolajewski, Heron and Nehmer  
              No:       0

5. Overtime Comparison

Chief Padgett submitted the Overtime Comparison report

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

6. Police Department Financial Report

Chief Padgett submitted the Police Department Financial Report

Chief Padgett stated that he met with Financial Director Mark Wyss recently and will continue to do so on a quarterly basis. Chief Padgett stated that some of the discussion covered carrying funds in to 2015, and plans are to meet again in December to discuss how to most efficiently manage the funds allotted to the department.

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

7. Communications Activity Report

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

DC Botsch reviewed with the Commissioners the September EMD quality assurance checks. He stated that 78 calls were selected and reviewed for quality assurance purposes. DC Botsch stated that overall the results were positive and he is anticipating that once the EMD program transitions to the electronic version, the scores will continue to meet the benchmark standard.

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

8. Community Services Bureau Report

Deputy Chief Chris Botsch submitted the Community Services Bureau Report prepared by Lieutenant Jeff Nohelty

DC Botsch stated that final preparations are being completed in regard to the October 22<sup>nd</sup>, Block Captain Dinner/Award program. He stated that the program will be held at Nathan Hale High School. DC Botsch also noted that with the passing of Patty Kompas, her Clerk III position will be filled internally and the selected individual will begin on Monday, October 20<sup>th</sup>.

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

9. Crime Analyst Report

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

DC Botsch stated that Chrisie will be participating in the social media planning meeting regarding the use of various social apps available to monitor neighborhood activities. DC Botsch stated that Chrisie's analytical expertise will be essential in creating an effective plan of action as it relates to the usage of these apps.

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

10. Traffic Report

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

DC Botsch reviewed the Warrant Officers report, stating that during the month of September the Warrant Bureau entered approximately 586 warrants for a total dollar value of \$251,714.00. DC Botsch stated that this division continues to stay busy and in an effort to ensure warrants are entered on a timely basis; officers currently on light duty have been assigned to this data entry task. DC Botsch stated that a module to be implemented into the ProPhoenix system in the near future, will help to speed up this process.

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

## 11. Training Report

Deputy Chief Chris Botsch submitted the Training Division 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.

## 12. Sick &amp; Injured Report

Deputy chief Chris Botsch submitted the Sick & Injured report for September

DC Botsch stated that the officer involved in a serious car accident in March has been cleared to return to work on light duty capacity beginning Monday, October 20<sup>th</sup>.

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

13. 1<sup>st</sup> Shift Activity Report

Captain Steve Beyer submitted the 1<sup>st</sup> Shift Activity Report prepared by Captain Robert Navarrette

Captain Beyer reviewed a rash of recent motor vehicle thefts and attempted thefts that have taken place throughout the city that 1<sup>st</sup> shift officers had been investigating. Ct. Beyer stated that a suspect vehicle was located and after a vehicle and foot chase, 6 offenders were arrested and 2 stolen vehicles were recovered.

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

14. 2<sup>nd</sup> Shift Activity Report

Captain Beyer submitted the 2nd Shift Activity report prepared by Captain Chad Evenson and Lieutenant Nick Pye

Ct. Beyer reviewed a number of the activities the 2<sup>nd</sup> shift has been involved in during the month of September. Ct. Beyer stated that monthly random tavern checks continue and he stated that during these visits, officers check for underage drinkers, illegal activity and a multitude of other offenses. Ct. Beyer also stated that there were a number of officers recognized during the month of September by citizens and outside departments.

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

15. 3<sup>rd</sup> Shift Activity Report

Captain Steve Beyer submitted the 3<sup>rd</sup> Shift Activity Report prepared by Captain Christopher Marks

Ct. Beyer reviewed an incident that took place on 94<sup>th</sup> and Lincoln Ave. Ct. Beyer noted that while officers were engaged in a traffic stop of an unregistered vehicle, the driver of the car fled the scene. The car was located shortly in the parking lot of a local business and the occupants of the car detained and arrested. Ct. Beyer stated that a search of the car revealed a large amount of money, marijuana and approximately 18 grams of heroin.

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

16. Criminal Investigations Unit Activity Report

Captain Steve Beyer submitted the Criminal Investigations Unit Activity Report prepared by Captain Barry Waddell

Ct. Beyer stated that in December of 2013, there was a “takeover” style robbery at the Verizon Wireless store and that robbery has finally been cleared. Ct. Beyer stated that the offenders were part of a larger group of individuals that have been charged federally for this crime.

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

17. Sensitive Crimes Activity Report

Captain Steve Beyer submitted the Sensitive Crimes Activity Report prepared by Lieutenant Jessica Johnson

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

18. Tavern Violation Report

Captain Steve Beyer 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.

19. Special Investigative Unit – 3<sup>rd</sup> Quarter Report

Captain Steve Beyer submitted the SIU 3<sup>rd</sup> Quarter Report prepared by Lieutenant Colin Hughes

Ct. Beyer noted that the drug unit continues to be very active in the fight against drugs. Ct. Beyer reviewed 3 significant investigations that netted large amounts of drugs (to include heroin and cocaine), guns, money and one vehicle. Ct. Beyer also stated that the national prescription take back day in September collected a total of 120.3 pounds of pills.

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

20. Request for Approval: Purchase of Motor Vehicle Routers

Deputy Chief Chris Botsch submitted a request to purchase eleven (11) Rocket 4G LTE motor vehicle routers to the Commissioners for their approval.

DC Botsch stated that the routers are a mobile communication appliance designed to improve the speed and security of the broadband and internet connection and wireless data client upload capability. DC Botsch stated that the Rocket is manufactured by Utility, Inc., which is the same company that sells and manufactures the department’s in-squad camera systems and it is designed to work with the DP3 camera systems.

On a motion made by Commissioner Nehmer and seconded by Commissioner Mikolajewski, the board approved the purchase of the eleven (11) Motor Vehicle Routers as presented by DC Botsch.

The motion passed by the following votes:

Aye: 4, Commissioners Kempen, Mikolajewski, Heron and Nehmer  
No: 0

## **E. FIRE DEPARTMENT**

### 21. Firefighting Activity Report

Assistant Chief Martin King submitted the Firefighting Activity Report prepared by Assistant Chief Gary Streicher as well as the corresponding quadrant maps.

AC King stated that fires for the month of September were down; however the ones that did occur were quite large. AC King noted that 2 of the 3 fires in the report were garage fires and both garages sustained severe damage. Both fires resulted in the loss of 5 cars total, and causes were thought to be electrical (faulty 24 volt battery that was charging) and sparks from a grinder that had recently been used and fell into a wastebasket.

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

### 22. Training Activity Report

Assistant Chief Marty King submitted the Training Activity Report prepared by Deputy Chief Jay Scharfenberg.

AC King stated that the first part of September involved training conducted jointly with the New Berlin Fire Department. AC King noted that portions of New Berlin are not covered by fire hydrants and water for fire suppression must be shuttled to the fire scene. He noted that this joint training session was devoted to alternative water supply operations. AC King also noted that at the end of September, training was devoted to live fire training evolutions. He stated that this is an invaluable method of demonstrating fire behavior patterns and training in the use of thermal imaging equipment.

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

### 23. Fire Prevention Activity Report

Assistant Chief Martin King submitted the Fire Prevention Activity Report.

AC King stated that now that the 2014 Fair is over, the fire inspection bureau is back on track and he noted that the inspectors are working on clearing any outstanding violations to date. AC King noted that construction is up \$11M for the month and groundbreaking for the new Hampton Inn & Suites by State Fair Park will take place in early November and that is expected to bring in additional construction dollars.

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

## 24. Emergency Medical Services Activity Report

Assistant Chief Marty King submitted the EMS Activity Report as well as the September highlighted calls, prepared by Interim Deputy Chief Kurt Zellmann

AC King stated that the mention of the golden hour in the highlighted calls indicates that the paramedics were working quickly and in conjunction with a hospital to ensure that a patient who maybe experiencing a heart attack or stroke is quickly assessed and the hospital can be prepared for the injury when the patient arrives at the hospital. This involves a lot of teamwork between the fire departments as well as hospitals to ensure these protocols are timely met when necessary.

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

## 25. Fire Department Financial Report

Chief Bane submitted the Fire Department Financial Report

Chief Bane stated that overall the budget is in good shape. He noted that OT is a bit high as well as the education and training budget. This line item is over due to the MedStar visit in August. He also reminded the Commissioners that holiday and comp payouts will occur at the beginning of December.

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

## 26. 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 continues to run below what is expected for this time of the year. He noted that revenue due from Milwaukee County EMS has still not been received to-date.

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

## 27. Sick and Injured Report

Chief Bane submitted the September Sick & Injured Report.

Chief Bane stated that 1 firefighter on long-term sick has returned to work and another is scheduled to be back in early November. Chief Bane stated that they had a firefighter who broke his back after falling off his roof, and it has been determined that he will not be able to return to duty and will retire in November. Chief Bane also noted that there are 2 light duty personnel assigned to 8 hours as well.

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

## 28. Master Plan Performance Snapshot

Chief Bane submitted the Master Plan Performance Snapshot report.

Chief Bane then reviewed a summary report prepared by Lieutenant Chris Ziolecki regarding the Emergency Medical Dispatch (EMD) calls reviewed during the month of September. Chief Bane indicated that the overall average score for the 54 calls that were reviewed was 96.15%. He noted that there is room for improvement on calls and stated that both departments continue to work diligently to ensure calls are handled effectively and efficiently.

Chief Bane then introduced Interim Deputy Chief Kurt Zellmann for a presentation on response data regarding EMD calls and how call data information is collected and analyzed.

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

## 29. Communication: EMD Response Guideline: No Lights and Siren Response

Chief Bane submitted a communication regarding a new fire department guideline to be effective November 1, 2014. Chief Bane stated that low level Omega or Alpha calls will be responded to without lights and sirens. He noted that this is the next phase towards full implementation of the EMD system and stated that this policy is not unique and many other agencies across the country respond the same way.

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

**F. POLICE AND FIRE COMMISSION**

## 30. Discussion: Rules of the Board of Police &amp; Fire Commission numbers #11-13

Commissioners reviewed and discussed Police & Fire Commission rules 11-13. The Commissioners made suggestions for changes or to keep rules as it currently stands.

It was noted for Rule #12, Citizen Complaint Procedure, that going forward, both Chief's should compile and keep track of complaints that may come in over a month's time. It was discussed that at the monthly meetings, if applicable, the Chief's would present briefly, any issues that may have occurred and how they have/are being handled.

Commissioner Kempen requested that 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 November meeting, rules 14-18 will be discussed, and police will present their overview of their hiring process.

**G. CLOSED SESSION**

None Scheduled

**H. ADJOURNMENT**

There being no further business, on a motion made and seconded, the meeting adjourned at 8:30 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.