



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
Commissioners Fred Mikolajewski and David Princeton*

Thursday, November 20, 2014

6:00 PM

Police Court Center

REGULAR MEETING AND CLOSED SESSION

A. CALL TO ORDER

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

B. ROLL CALL

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

Also Present: Fire Chief Steve Bane, Assistant Chief Gary Streicher, Assistant Chief Martin King, Battalion Chief Mike Schauz, I/Deputy Chief Kurt Zellmann – Fire Department; Police Chief Chuck Padgett, Deputy Chief Chris Botsch, Deputy Chief Bob Fletcher, Captain Steve Beyer – Police Department; Bridget Kennedy, recording secretary.

C. APPROVAL OF MINUTES

A motion was made by Commissioner Nehmer and seconded by Commissioner Heron and unanimously passed to approve the minutes of the October 16, 2014 Regular Meeting Minutes

D. FIRE DEPARTMENT

1. Firefighting Activity Report

Assistant Chief Streicher submitted the Firefighting Activity Report as well as the corresponding quadrant maps.

AC Streicher stated that the run volume is consistent to 2013, but overall runs are down. AC Streicher also noted that property loss is down for the year, which is good, but obviously could change if a large fire occurred before the end of the year. AC Streicher then reviewed the incidents included in the firefighting activity report. Specifically he noted that the small kitchen fire in a 3-story duplex had the potential to be very dangerous as the caller gave the wrong address to dispatch. AC Streicher stated that after arriving on scene, the fire was under control within 5 minutes.

AC Streicher informed the Commissioners that he will be retiring from the fire department effective December 31st after 31 years of service. He thanked the Commissioners for all of their time and efforts over the years and stated that although he will miss the department, he is looking forward to retirement.

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

2. Fire Department Financial Report

Chief Steve Bane submitted the Fire Department Financial Report

Chief Bane stated that overtime for Milwaukee Mile events has been billed out to State Fair and reimbursement will be approximately \$33,000. Chief Bane also stated that he continues to work with finance controller Mark Wyss regarding the review of current budget line items and how to continue in 2015 to budget money appropriately for big ticket purchase items in the years to come.

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

3. Training Activity Report

Chief Steve Bane submitted the Training Activity report prepared by Deputy Chief Jay Scharfenberg

Chief Bane reviewed the October training events and noted that EO Kurziak and firefighter's Schaak, Foley and Schwark all attended a 40-hour rope rescue technician class in September. Chief Bane stated that during the third week of October, they presented a refresher learning plan to members on the basic knots that are typically used in special operations and in capabilities/limitation of basic hardware. Chief Bane also noted that the four probationary firefighters, Acker, Williams, Emery and Livingston, took their 6 month quarterly exams in October and continue to progress well through their training.

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

4. Fire Prevention Activity Report

Chief Bane submitted the Fire Prevention Activity report prepared by Assistant Chief Martin King

Chief Bane noted that October year-to-date construction has surpassed 2013 year-to-date total and he noted with the new hotel construction, that number should continue to increase.

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

5. Emergency Medical Services Activity Report

Interim Deputy Chief Kurt Zellmann submitted the EMS Activity Report as well as the corresponding October highlighted calls.

I/DC Zellmann stated that year-to-date; total EMS calls are down approximately 1.37%. I/DC Zellmann noted that the graphics in this report will be updated going forward to compare the two levels of responses now in practice – with lights and sirens and without lights and sirens.

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

6. Emergency Medical Services Revenue Report

Interim Deputy Chief Kurt Zellmann presented the EMS Revenue Report

I/DC Zellmann stated that MCEMS subsidy money has not been deposited into this revenue account and noted that there are a number of performance goals and measures that are necessary to complete prior to MCEMS depositing the money. He noted that we are on task to receive our allotted portion; it is just a matter of when MCEMS will make the deposit.

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

7. Sick and Injured Report

Chief Bane submitted the Sick and Injured report for October.

Chief Bane was pleased to announce that 2 employees were back to full-time duty after being on long-term sick for approximately 6 months.

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

8. Master Plan Performance Snapshot

Chief Bane submitted the Master Plan Performance Snapshot for October

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

9. Communication: 2014 Accreditation Self-Assessment Approval

Chief Bane submitted a communication regarding the 2014 Accreditation self-assessment approval letter.

Chief Bane noted that this self-assessment process helps to keep the department on-track and ready for the full reaccreditation process that will take place in 5 years.

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

10. Communication: 2012 and 2013 Fire Department Annual Reports

Chief Bane stated that the annual reports have been updated to reflect accurate information regarding the fire department's goals and achievements. Additionally, the reports have added updated individual reports and corresponding pictures. Chief Bane also stated that the reports will continue to be updated yearly in anticipation of the reaccreditation process of the department to take place in 2018.

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

11. Communication: 2014 Fire Prevention Week

Chief Bane submitted a communication from Lieutenant Mason Pooler regarding the 2014 fire prevention week efforts. Chief Bane thanked Lt. Pooler as well as additional instructors, Lt. Chris Ziolecki, FF Steve Kaltenbrun, and FF Scott Liska for their involvement in this

year’s event. Chief Bane noted that this year’s program involved 22 schools and approximately 3,244 students participated. Chief Bane explained that during the program, 4 stations were set up for discussion to include: 1) sound the alarm; 2) crawl low and go; 3) firefighters wear funny stuff; 4) photo op with Sparky the fire dog and fire truck.

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

12. Communication: Retirement of Firefighter

Chief Bane submitted a letter of retirement from Lieutenant Eric Toepfer to be effective at 0800 hours on November 22, 2014. Chief Bane stated that Lt. Toepfer was appointed to the department in March of 1988 and is a 26.75 year veteran of the department.

The Commissioners thanked Lt. Toepfer for his service to the department and community and wished him the best in his retirement.

13. Request for Approval: Fire Captain’s Eligibility List

Chief Bane submitted the Fire Captain’s Eligibility list for the Commissioner’s review and approval. Chief Bane noted that the testing process had been revamped to include a scenario that would require a Captain to work at the acting Battalion Chief level of authority. Chief Bane stated that this new requirement along with the written test and oral interview was very helpful and beneficial to achieve strong leadership reaction and results important to the Captain’s level of command.

A motion was made by Commissioner Nehmer and seconded by Commissioner Mikolajewski to approve the Captain’s Eligibility List as noted above and presented by Chief Bane.

The motion carried by the following votes:

Votes: Aye: 5, Commissioners Kempen, Princeton, Mikolajewski, Heron and Nehmer
No: 0

14. Request for Approval: Promotion to Fire Captain

Chief Bane stated that with the recent promotion of a Captain to a Battalion Chief, Chief Bane submitted a request for approval for the promotion of Lieutenant Joe Levenhagen to the position of Fire Captain. Chief Bane noted that if approved, the promotion would be effective at 0800 hours on November 22nd and will be probationary for one (1) year.

A motion was made by Commissioner Nehmer and seconded by Commissioner Heron to approve the promotion as noted above and presented by Chief Bane.

The motion carried by the following votes:

Votes: Aye: 5, Commissioners Kempen, Princeton, Mikolajewski, Heron and Nehmer
No: 0

15. Communication: Retirement of Administrative Staff member

Chief Bane submitted a letter of retirement from Assistant Chief of Operations, Gary Streicher effective at 1600 hours on Wednesday, December 31, 2014. Chief Bane stated that

AC Streicher began his career with the department in March of 1983 and is a 31.79 year veteran of the department.

The Commissioners thanked AC Streicher for his service to the department and community and wished him the best in his retirement.

16. Request for Approval: Promotion Consideration to Assistant Chief, Operations

Chief Bane submitted a promotion consideration for Deputy Chief Jay Scharfenberg to the position of Assistant Chief, Operations effective January 1, 2015. Chief Bane reviewed DC Scharfenberg’s credentials with the Commissioners and noted that DC Scharfenberg has been scheduled to meet with Dr. Childs to participate in a leadership/promotion evaluation testing process as well.

The Commissioners thanked Chief Bane for providing the necessary information regarding this promotion consideration and asked that a short meeting be scheduled prior to the December Police & Fire meeting with DC Scharfenberg to meet with the Commissioners.

17. Request for Approval: Purchase of Used Fire Engine

Chief Bane submitted for the Commissioner’s approval, information regarding the purchase of a used fire engine from the City of Mount Prospect, which is located in Illinois. Chief Bane reviewed the documentation and approvals via the City’s Common Council board to transfer funds from the City’s contingency fund to the fire department’s capital fund to secure this purchase.

A motion was made by Commissioner Nehmer and seconded by Commissioner Mikolajewski to approve the purchase as noted above and presented by Chief Bane.

The motion carried by the following votes:

Votes:	Aye:	5, Commissioners Kempen, Princeton, Mikolajewski, Heron and Nehmer
	No:	0

E. POLICE DEPARTMENT

18. DIM’s System Presentation

Sergeants Brian Havican and Jeff Shimetz presented an overview to the Commissioners of a program called DIMS (Digital Information Management Solution). They stated that this product will manage all forms of digital information and evidence and will help to create and force compliance with policies and procedures thru automation of current work processes.

The Commissioners thanked Sgt’s Havican and Shimetz for their presentation and information it provided

19. Request for Approval: DIM’s System

Deputy Chief Chris Botsch submitted for approval the sole source purchase of the DIMS System.

DC Botsch stated that after reviewing the information gathered by Sgt’s Havican and Shimetz as well as PC Specialist Jack Coffey, it was clear that the DIMS system and efficiencies would meet the needs of the West Allis Police Department. DC Botsch stated

that the purchase would be funded via a 2012 and 2014 Justice Assistance Grant as well as a portion to be funded from the Federal Equitable Sharing Account fund.

The Commissioners had a number of clarifying questions regarding the system itself and effectiveness and efficiencies for DC Botsch and Sgt's Havican and Shimetz, and all questions were answered thoroughly and completely.

A motion was made by Commissioner Nehmer and seconded by Commissioner Heron to approve this purchase as noted above and presented by Deputy Chief Botsch.

The motion carried by the following votes:

Votes: Aye: 5, Commissioners Kempen, Princeton, Mikolajewski, Heron and
 Nehmer
 No: 0

20. Request for Approval: 2015 Vehicle Purchases

Deputy Chief Botsch stated that the vehicles purchased from the 2015 budget will include five (5) Chevrolet Impala squad cars; one (1) Jeep Wrangler (right hand drive parking checker vehicle); and five (5) squad car set-ups. DC Botsch noted that the approximate end cost will be \$156,215.00.

A motion was made by Commissioner Nehmer and seconded by Commissioner Princeton to approve the vehicle purchases as noted above and presented by Deputy Chief Botsch.

The motion carried by the following votes:

Votes: Aye: 5, Commissioners Kempen, Princeton, Mikolajewski, Heron and
 Nehmer
 No: 0

21. Request for Approval: 2014 Surveillance Cameras

Captain Steve Beyer presented a request for approval of surveillance cameras to the Commissioners.

Ct. Beyer stated that the department applied for a grant through the Community Development Block Grant (CDBG) program specifically to purchase these surveillance cameras and in May of 2014, the department received word of being awarded the grant. Ct. Beyer stated that thirteen (13) cameras and necessary related equipment will be bought via the grant and purchasing is working thru the bid process to obtain the necessary merchandise.

A motion was made by Commissioner Nehmer and seconded by Commissioner Mikolajewski to approve the surveillance camera purchases as noted above and presented by Captain Beyer.

The motion carried by the following votes:

Votes: Aye: 5, Commissioners Kempen, Princeton, Mikolajewski, Heron and
 Nehmer
 No: 0

22. Communications Activity Report

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

DC Botsch stated that currently, the dispatch center has 1 full-time and 1 part-time vacancy. He stated that last phase of the dispatcher testing process has been completed and 16 candidates have been placed on the eligibility list. DC Botsch stated that the top candidates on the eligibility list will be invited to the final stages of the hiring process with the intention of filling the vacancies in the very near future.

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

23. Community Services Bureau Report

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

DC Botsch stated that the CSB welcomed Lisa Bergman to the Clerk III position effective October 20th. Chief Botsch noted that this was an internal move which resulted in the records bureau division with an open position. Chief Botsch stated that this division also continues to work on providing information on social media sites as it relates to the safety and well-being of the City of West Allis citizens.

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

24. Crime Analyst Report

Deputy Chief Chris Botsch submitted the Crime Analyst Report as well as the corresponding police bulletins prepared by Crime Analyst Chrisie Hunter.

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

25. Traffic Report

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

DC Botsch stated that recently two speed trailers located in the 2400 block of S. 76th Street had been severely damaged. He stated that the wires had been pulled out and there were bullet holes from a 45 caliber gun in the units. DC Botsch stated that investigation regarding the damage is ongoing. DC Botsch stated that the parking enforcement initiative continues to move forward and to date has collected approximately \$12,000 in late parking fees. DC Botsch stated that in an effort to collect outstanding parking fees, license plates have been confiscated and returnable upon payment of the outstanding fees. DC Botsch stated that plates are only pulled on cars belonging to people with suspended license or those with numerous outstanding parking citations.

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

26. Training Report

Deputy Chief Botsch submitted the Training Report prepared by Sergeant Archie Dunbar.

DC Botsch stated that the 7 police officers hired in September have finished the new officer training program and have moved into the Field Training Program.

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

27. Sick & Injured Report

Deputy Chief Christ Botsch submitted the sick & injured report for the month of October.

DC Botsch stated that the department continues to effectively utilize those individuals currently on light duty.

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

28. 1st Shift Activity Report

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

DC Fletcher reviewed an incident that took place at the Speedway Gas Station on 57th and Burnham. He stated that officers had been dispatched on a report of theft of gas in progress from the underground tanks at the business. Upon arrival, the suspects had already fled the scene; however, with the assistance of a West Milwaukee Police Officer, three (3) suspects were apprehended and arrested a short time later.

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

29. 2nd Shift Activity Report

Deputy Chief Fletcher submitted the 2nd Shift Activity Report prepared by Lieutenant Nick Pye.

DC Fletcher reviewed a disturbing case of heroin abuse that officers dealt with in early October. DC Fletcher stated that this case involved both parents of 3 children overdosing on heroin within an hour of each other. DC Fletcher stated that both were saved by administrating Narcan and transported to the hospital; he noted that the children have been placed with a relative. DC Fletcher stated that both parents have since been arrested and charged with child neglect as well as various drug possession charges.

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

30. 3rd Shift Activity Report

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

DC Fletcher reviewed an incident that officers responded to regarding a potential suicide. DC Fletcher stated that upon arrival at a residence, officers encountered an adult male on the

roof of the residence and it was determined that this individual might jump off the roof at any time. Officers established a plan to rescue the individual and were successful in securing the person's safety. The individual was pulled inside the residence, given precautionary medical treatment and then transported to a local mental health treatment facility for continued observation.

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

31. Criminal Investigations Unit Activity Report

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

DC Fletcher stated the report covers a number of armed robberies that took place during the month of October. DC Fletcher also stated that this division continues to work with the City of Milwaukee PD and surrounding areas regarding the issue of stolen cars. DC Fletcher noted that many of these stolen cars are being utilized in street robberies in West Allis and other surrounding areas. He noted that some arrests have been made, but there continues to be a problem and resolution is ongoing.

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

32. Sensitive Crimes Activity Report

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

DC Fletcher reviewed a recent case regarding an adult male driving in his car, would approach young girls and then drop a sex toy and watch as the girls approached the object. DC Fletcher stated that a search warrant was executed for the offender's car and garage which turned up numerous incriminating evidence and the male suspect was arrested and charged with two counts of disorderly conduct and two counts of stalking.

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

33. Tavern Violations Report

Deputy Chief Bob Fletcher submitted the Tavern Violations Report prepared by Lieutenant Jessica Johnson.

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

34. I.T. Update

Chief Padgett reviewed with the Commissioners the continued and viable need for additional civilian IT personnel to be dedicated to the police department only. He noted that the department continues to grow and to incorporate more and more IT based programs that need constant and immediate attention in order to utilize these programs to the highest level of efficiencies.

The Commissioners had no additional questions or comments.

35. Overtime Comparison Report

Chief Padgett submitted the Overtime Comparison Report.

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

36. Police Department Financial Report

Chief Padgett submitted the Police Department Financial Report.

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

37. Statistics

Chief Padgett submitted the Statistics report for the Commissioners review.

Chief Padgett stated that the statistics for the various categories continue to remain static overall. But, Chief Padgett did state that heroin usage and issues continue at a steady pace, obvious by the incident discussed earlier by DC Fletcher.

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

38. Discussion: Police Department Personnel Matter

Closed Session Topic

F. POLICE AND FIRE COMMISSION

39. Request for Approval: HIDTA Sole Source Contract: Zilber Property Group facility updates

The City of West Allis Purchasing department submitted an approval request from HIDTA (High Intensity Drug Trafficking Areas) to contract with Zilber Property Group to provide facility updates to HIDTA’s office building.

A motion was made by Commissioner Nehmer and seconded by Commissioner Princeton to approve the sole source contract as noted above.

The motion carried by the following votes:

Votes: Aye: 5, Commissioners Kempen, Princeton, Mikolajewski, Heron and Nehmer
 No: 0

40. Discussion: Police & Fire Commission Rules/Regulations 14-18.

Commissioner Kempen stated that after a conversation with Assistant City Attorney Sheryl Kuhary, it was determined that any individual cannot be precluded from running for public office and there is no specific statute that prohibits forcing an individual to take a leave of absence or resign because of that decision.

Rule #14 – State of Emergency: No changes in protocol required.

Rule #15 Classification/Entrance Positions – No Changes

Rule #16 Qualifications/Entrance Positions - Police – Chief Padgett submitted updates to each section as necessary. Chief Padgett stated that a Bachelor’s degree is not a requirement, however an Associate’s Degree or 60 college credits are required as well as the candidate has to be certified or certifiable, indicating that the candidate went thru the police academy or has previous/current police officer experience.

Rule #17 Examination Process/Entrance Positions – Police – Chief Padgett submitted updates to each section as necessary. Chief Padgett noted to be added is the option for the Police Chief to interview candidates prior to the oral interview with the Commission Board. He noted that these interviews will utilize a different set of questions from those used by the Board.

Rule #18 Competitive Examination Announcement - Police – No changes.

Commissioners noted that if any of the police requirements change, revisions will be required to update the Police and Fire Commission Rules and Regulations as well as the Police Policy Rules and Regulations.

G. CLOSED SESSION

PLEASE TAKE NOTICE that the Board of Police and Fire Commissioners of the City of West Allis will, upon conclusion of open session, consider and vote on a motion to convene in closed session at said time and place to discuss a police department personnel matter.

A closed session for the above purpose is authorized pursuant to the provision of Section 19.85(1)(f) of the Wis. Stats., to consider financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigations of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.

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

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

Commissioner Kempen called the closed session meeting to order at 8:35 pm

On a motion made and seconded, the meeting reconvened into open session at 8:48 pm. The motion carried unanimously.

H. ADJOURNMENT

There being no further business, on a motion made and seconded, the meeting adjourned at 8:50 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.