



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*

Thursday, December 18, 2014

5:30 PM

West Allis Fire Administration

CLOSED SESSION AND REGULAR MEETING

A. CALL TO ORDER

Commissioner Kempen called the meeting to order at 5:30 pm

B. ROLL CALL

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

Also Present: Chief Steven Bane, Assistant Chief Gary Streicher, Assistant Chief Martin King, Deputy Chief Jay Scharfenberg, Interim Deputy Chief Kurt Zellmann, Battalion Chief Dan Levenhagen, Lieutenant Mason Pooler – Fire Department; Chief Charles Padgett, Deputy Chief Chris Botsch, Deputy Chief Bob Fletcher, Captain Steve Beyer – Fire Department; Bridget Kennedy, Recording Secretary

C. CLOSED SESSION

Review and discuss the Fire Department Assistant Chief of Operations candidate's non-medical promotional process leadership evaluation

Interview with Assistant Chief of Operations candidate

PLEASE TAKE NOTICE that the Board of Police and Fire Commissioners of the City of West Allis will meet on Thursday, December 18, 2014 at 5:30 pm at 7332 W. National Avenue, West Allis Wisconsin, 53214, 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 Assistant Chief of Operations candidate's non-medical promotional process leadership evaluation and to interview the Assistant Chief of Operations candidate 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 made and seconded, the meeting convened into closed session. The motioned carried unanimously.

Commissioner Kempen called the closed session meeting to order at 5:40 pm

On a motion made and seconded, the meeting reconvened into open session at 6:24 pm. The motion carried unanimously.

D. APPROVAL OF MINUTES

A motion was made by Commissioner Princeton and seconded by Commissioner Nehmer to approve the minutes, as amended, of the November 20, 2014 Regular and Closed Session Meeting Minutes

E. POLICE DEPARTMENT

1. Overtime Comparison

Chief Padgett submitted the Overtime Comparison report. Chief Padgett stated that the OT numbers appear that they may be coming in better than the past few years. He stated that he will be working with finance regarding reimbursement money going back into the budget OT accounts to help track actual OT.

The Commissioners did not have any additional questions or comments and the report was placed on file.

2. Police Department Financial Report

Chief Padgett submitted the Police Department Financial Report.

Chief Padgett stated that he has continued to meet with Mark Wyss and Kris Moen to review 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.

The Commissioners did not have any additional questions or comments and the report was placed on file.

3. Statistics

Chief Padgett submitted the Statistics Information for various criminal categories covering through December 2013 and 2014.

Chief Padgett stated that robberies and burglary numbers have decreased, but he noted that Heroin usage and overdoses continue to remain a consistent and ongoing issue as the end of the year approaches

The Commissioners did not have any additional questions or comments and the report was placed on file.

4. 1st Shift Activity Report

Chief Padgett submitted the 1st Shift Activity Report prepared by Captain Robert Navarrette.

The Commissioners did not have any additional questions or comments and the report was placed on file.

5. 2nd Shift Activity Report

Chief Padgett submitted the 2nd Shift Activity Report prepared by Captain Chad Evenson and Lieutenant Nick Pye.

The Commissioners did not have any additional questions or comments and the report was placed on file.

6. 3rd Shift Activity Report

Chief Padgett submitted the 3rd Shift Activity Report prepared by Captain Christopher Marks.

The Commissioners did not have any additional questions or comments and the report was placed on file.

7. Criminal Investigations Unit Activity Report

Chief Padgett submitted the Criminal Investigations Unit Activity Report prepared by Captain Barry Waddell.

The Commissioners did not have any additional questions or comments and the report was placed on file.

8. Sensitive Crimes Activity Report

Chief Padgett submitted the Sensitive Crime Unit prepared by Lieutenant Jessica Johnson.

Chief Padgett briefly discussed a human trafficking taskforce meeting that Det. Mees and Lt. Johnson attended. Chief Padgett stated that during the meeting, pending cases were reviewed and prioritized. Chief Padgett stated that the WAPD continues to work toward improvements in technology and utilizing social media to increase the ability to be proactive vs. reactive in handling these types of situations in West Allis.

The Commissioners did not have any additional questions or comments and the report was placed on file.

9. Tavern Violations Report

Chief Padgett submitted the Tavern Violations Report prepared by Lieutenant Jessica Johnson.

The Commissioners did not have any additional questions or comments and the report was placed on file.

10. Communications Activity Report

Chief Padgett submitted the Communications Activity Report prepared by Lieutenant Christopher Beldin.

Chief Padgett stated that the final stages of the hiring process for the two (2) open dispatcher positions have concluded, and in anticipation of a successful background investigation and medical examination, the top two candidates will be offered positions that are currently open.

The Commissioners did not have any additional questions or comments and the report was placed on file.

11. Community Services Bureau Report

Chief Padgett submitted the Community Services Bureau Report prepared by Lieutenant Jeff Nohelty.

Chief Padgett stated that the bureau is finishing up last minute preparation for the CAAD's 2014 New Year's Eve event to take place at Central High School.

The Commissioners did not have any additional questions or comments and the report was placed on file.

12. Crime Analyst Report

Chief Padgett submitted the Crime Analysis report prepared by Crime Analyst Chrisie Hunter as well as the corresponding November police bulletins.

The Commissioners did not have any additional questions or comments and the report was placed on file.

13. Traffic Report

Chief Padgett submitted the Traffic Report prepared by Lieutenant Todd Clementi.

Chief Padgett stated that speed trailers have been deployed and the data gathered has been regularly disseminated to the patrol officers for their information and use. Chief Padgett stated that the data collected includes: 1) time of day; 2) number of vehicles; 3) top/low speeds of vehicles. Commissioner Heron asked about the accuracy of the radar and information collected and Chief Padgett explained that the radar in the trailers are not as accurate as those used by officers directly. Chief Padgett stated that it will pick up vehicle speed of someone coming up behind you, or on the other side of a 2-way road. But overall, Chief Padgett stated that the information collected is a good reference to pinpoint problem traffic areas and timeframes.

The Commissioners did not have any additional questions or comments and the report was placed on file.

14. Training Report

Chief Padgett submitted the Training Report prepared by Captain Ron Versnik and Sergeant Archie Dunbar.

Chief Padgett stated that due to personal reasons, one of the newly hired police officers has resigned from the force.

The Commissioners did not have any additional questions or comments and the report was placed on file.

15. Sick & Injured Report

Chief Padgett submitted the Sick & Injured report for November.

The Commissioners did not have any additional questions or comments and the report was placed on file.

F. FIRE DEPARTMENT

16. Review and discuss the Fire Department Assistant Chief of Operations candidate's non-medical promotional process leadership evaluation

Closed Session Topic

17. Interview with Assistant Chief of Operations candidate

Closed Session Topic

18. Firefighting Activity Report

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

Chief Bane briefly discussed two fires during the month of November, noting that although both were quickly extinguished, could have much worse due to lack of working smoke detectors. Chief Bane noted that smoke detectors were installed at these properties as needed.

The Commissioners did not have any additional questions or comments and the report was placed on file.

19. Fire Department Financial Report

Chief Bane submitted the Fire Department Financial Report.

Chief Bane stated the department's financials are in good shape. Chief Bane stated discussions he has had with the Mayor and finance personnel have been helpful and informative relative to capital needs to help supplement expensive purchases that will be forthcoming in the next few years.

The Commissioners did not have any additional questions or comments and the report was placed on file.

20. Training Activity Report

Chief Bane submitted the Training Activity Report prepared by Deputy Chief Jay Scharfenberg.

Chief Bane noted that during the second week of November, Battalion Chief Mike Schauz conducted training on recognition of and sensitivity to drug and alcohol addiction. Chief Bane noted that during the presentations, three (3) individuals shared their stories of addiction and the help and support that was needed for them to be successful in their recovery.

The Commissioners did not have any additional questions or comments and the report was placed on file.

21. Fire Prevention Activity Report

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

The Commissioners did not have any additional questions or comments and the report was placed on file.

22. Emergency Medical Services Activity Report

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

I/DC Zellmann stated that since the department has moved to no lights and siren for alpha and omega levels of service, there has been no significant impact on response time. He noted that comparison data for priority and non-priority responses of these calls were similar in composition and stated that these calls will continue to be monitored for any significant changes or issues.

I/DC Zellmann also reviewed some of the November highlighted calls with the Commissioners.

The Commissioners did not have any additional questions or comments and the report was placed on file.

23. Emergency Medical Services Revenue Report

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

Chief Bane stated that the finance increased the revenue expectancy without the fire department's knowledge, which will result in this account to be under budget. Chief Bane did state that he received an email from Milwaukee County indicating that the outstanding subsidiary payment will be distributed by the end of the year.

The Commissioners did not have any additional questions or comments and the report was placed on file.

24. Sick and Injured Report

Chief Bane submitted the sick & injured report.

The Commissioners did not have any additional questions or comments and the report was placed on file.

25. Master Plan Performance Snapshot

Chief Bane submitted the Master Plan Performance Snapshot report.

The Commissioners did not have any additional questions or comments and the report was placed on file.

26. Request for Approval: Promotion to Assistant Chief of Operations

Chief Bane submitted the request for approval regarding the promotion of Deputy Chief Jay Scharfenberg to the position of Assistant Chief, Operations. Chief Bane stated that if approved, the promotion would be effective January 1, 2015.

A motion was made by Commissioner Nehmer and seconded by Commissioner Princeton to approve the promotion of 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

27. Communication: Assignment to Interim Deputy Chief, Training

Chief Bane noted that upon approval of Jay Scharfenberg to the position of Assistant Chief, of Operations, he will be placing Captain Joe Levenhagen in the role of Interim Deputy Chief of Training and Safety. Chief Bane noted that this interim position will be effective January 1, 2015 for a period of no more than six (6) months.

28. Request for Approval: Promotion to Captain

Chief Bane submitted for approval the promotion of Lieutenant Dan deSnoo to the position of Captain. Chief Bane stated that, if approved, this promotion would become effective January 3, 2015 and will be probationary for one (1) year.

A motion was made by Commissioner Nehmer and seconded by Commissioner Mikolajewski to approve the promotion of 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

29. Consideration for Approval: Promotion to Deputy Chief, EMS

Chief Bane submitted for the Commissioners review, a consideration for promotion of Interim Deputy Chief Kurt Zellmann, to the position of Deputy Chief, EMS. Chief Bane stated that he was providing this information in advance to allow the Board members time to review I/DC Zellmann's credentials and to make an informed decision at the January meeting.

Commissioner Kempen stated that January's meeting will begin at 5:30 pm in closed session to interview I/DC Zellmann for the position of Deputy Chief.

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

30. Consideration for Approval: Promotion to Battalion Chief

Chief Bane submitted for the Commissioners review, a consideration for promotion of Captain Dan Ledvorowski, to the position of Battalion Chief. Chief Bane stated that he was providing this information in advance to allow the Board members time to review Captain Ledvorowski's credentials and to make an informed decision at the January meeting.

Commissioner Kempen stated that immediately following the interview of I/DC Zellmann, Captain Ledvorowski will be interviewed for the position of Battalion Chief.

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

31. Request for Approval: Transfer of funds from salary account to various other accounts

Chief Bane submitted for approval a request for a transfer of funds from the salary account to various other accounts in order to secure enough funding for critical purchases in 2015. Chief Bane stated that Finance Director Mark Wyss and the Mayor were involved in this financial discussion and are comfortable with the request.

A motion was made by Commissioner Mikolajewski and seconded by Commissioner Princeton to approve the transfer of funds 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

32. Communication: 2015 EMS Billing Rates

Chief Bane submitted for the Commissioners review and information, a chart listing the approved countywide Advanced Life Support billing rates for 2015. Chief Bane stated that the department's EMS billing agency, LifeQuest, has been notified of these changes and will charge accordingly effective January 1, 2015.

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

33. Communication: Assistance to Firefighter Grant Status

Chief Bane stated that a grant written by FF Dan Hauenstein under the Assistance to Firefighters Grant program was awarded to the department in the amount of \$6915.00. Chief Bane stated that the grant money has been earmarked to update the current Survive Alive curriculum and incorporate newer technology. Chief Bane stated that FF Hauenstein has taken the initiative on this project and is in the midst of creating a better experience at the Survive Alive house for all visitors.

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

34. Communication: Fire Investigation Updates

Chief Bane stated that in order to ensure the department is meeting the needs of the Community as well as department and accreditation standards, the Fire Prevention bureau will be increasing the number of fire investigators from 4 to 10 and will be switching to a team concept for consistency of investigation. Chief Bane also reviewed the training process regarding this new configuration and stated that EO Michael Theim and FF Tyson Novinska successfully completed requirements necessary to receive their IAAI Fire Investigator Technician Certification.

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

G. POLICE AND FIRE COMMISSION

35. Request for Approval: 2015 HIDTA Continuing Services Contract

A motion was made by Commissioner Nehmer and seconded by Commissioner Princeton to approve the 2015 HIDTA Continuing Services Contracts.

The motion carried by the following votes:

Votes: Aye: 5, Commissioners Kempen, Princeton, Mikolajewski, Heron and Nehmer.

No: 0

36. Request for Approval: HIDTA contract with Bern Office Systems

A motion was made by Commissioner Nehmer and seconded by Commissioner Mikolajewski to approve the HIDTA contract with Bern Office Systems.

The motion carried by the following votes:

Votes: Aye: 5, Commissioners Kempen, Princeton, Mikolajewski, Heron and Nehmer.

No: 0

37. Holiday Gathering

H. ADJOURNMENT

There being no further business, on a motion made and seconded, the meeting adjourned at 7:09 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.