



City of West Allis

Meeting Minutes

11301 W. Lincoln Ave.
West Allis, WI 53227

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, January 15, 2015

5:30 PM

Police Court Center

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: Fire Chief Steve Bane, Deputy Chief Kurt Zellmann, Interim Battalion Chief Dan Ledvorowski, Lieutenant Mason Pooler – Fire Department; Police Chief Charles Padgett, Deputy Chief Bob Fletcher, Deputy Chief Chris Botsch, Captain Steve Beyer – Police Department; Bridget Kennedy, Recording Secretary.

C. CLOSED SESSION

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

Interview with Deputy Chief of EMS candidate

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

Interview with Battalion Chief candidate

PLEASE TAKE NOTICE that the Board of Police and Fire Commissioners of the City of West Allis will meet on Thursday, January 15, 2015 at 5:30 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's Deputy Chief of EMS and the Fire Department's Battalion Chief candidates' non-medical promotional process leadership evaluations and to interview the Deputy Chief of EMS candidate and Battalion Chief 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.

Commissioner Kempen called the closed session meeting to order at 5:35 pm

On a motion made and seconded, the meeting reconvened into open session at 6:35 pm. The motion carried unanimously.

D. APPROVAL OF MINUTES

A motion was made by Commissioner Princeton and seconded by Commissioner Mikolajewski to approve the minutes of the December 18, 2014 Closed Session and Regular Meeting Minutes.

E. FIRE DEPARTMENT

1. Review and discuss the Fire Department Deputy Chief of EMS candidate's non-medical promotional process leadership evaluation; interview of Deputy Chief of EMS candidate.

Closed Session Agenda Item

2. Review and discuss the Fire Department Battalion Chief candidate's non-medical promotional process leadership evaluation; interview of Battalion Chief Candidate.

Closed Session Agenda Item

3. Firefighting Activity Report

Chief Bane submitted the Firefighting Activity Report prepared by Assistant Chief Jay Scharfenberg as well as the corresponding quadrant maps.

Chief Bane briefly reviewed the fire incidents noted in the report; to include a garage fire, and two small house fires that were quickly brought under control.

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

4. Fire Department Financial Report

Chief Bane submitted the Fire Department Financial Report

Chief Bane stated that the 2014 budget numbers have not been finalized, but it is expected that most line items will come in under budget. Chief Bane noted that he submitted the request for transfer of funds to the Common Council for their review and approval at the January or February Common Council meeting.

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

5. Training Activity Report

Chief Bane submitted the Training Activity Report prepared by Interim Deputy Chief Joe Levenhagen

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

6. Fire Prevention Activity Report

Chief Bane submitted the Fire Prevention Activity Report prepared by Lieutenant Mason Pooler.

Chief Bane noted that Lt. Pooler has made a concerted effort to continue progress on the outstanding violations and has cleared almost 100% of those violations that are between 91-365 days old.

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

7. Emergency Medical Services Activity Report

Chief Bane submitted the EMS Activity Report prepared by Interim Deputy Chief Kurt Zellmann as well as the corresponding December highlighted EMS calls.

Chief Bane stated that approximately 90% of calls for the month of December were EMS related. Commissioner Kempen asked Chief Bane if the increase in traffic on Greenfield and National have impacted responses and Chief Bane explained that overall, it has not been an issue and contributed the use of the traffic preemption system with helping to control these high traffic areas better.

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

8. Emergency Medical Services Revenue Report

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

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

9. Sick and Injured Report

Chief Bane submitted the Sick and Injured Report for the month of December.

Chief Bane stated that short-term sick was reduced by approximately 10% from 2013 and he stated he was very pleased with this decrease. He stated that as new firefighters join the department, their sick-time benefit encourages the utilization of the light duty program vs. sick-time hours. Chief Bane also noted that the department is currently working to develop a wellness program for fire employees and will provide additional information regarding this program in the near future.

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

10. Master Plan Performance Snapshot

Chief Bane submitted the Master Plan Performance Snapshot report

Chief Bane noted that there are areas of improvement on the report and stated that the call processing times continue to be a concern. Chief Bane stated that he will be reviewing the report for 2015 to ensure this report is covering those performance measures that are critical to achieving accreditation standards and overall good performance within the department.

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

11. Communication: Retirement of Administrative Staff Member

Chief Bane submitted the retirement letter of Assistant Chief, Martin King. Chief Bane noted that AC King will be retiring effective February 27, 2015 and thanked him for his 28 years of service to the department and to the City of West Allis.

12. Communication: Retirement of Battalion Chief

Chief Bane submitted the retirement letter of Battalion Chief Mike Schauz. Chief Bane stated that BC Schauz will be retiring effective January 21, 2015 and thanked him for his 32 years of service to the department and to the City of West Allis.

13. Communication: Retirement of Equipment Operator

Chief Bane submitted the retirement letter of Equipment Operator Michael Becker. Chief Bane stated that EO Becker will be retiring effective January 25, 2015 and thanked him for his 28 years and 8 months of service to the department and to the City of West Allis.

14. Request for Approval: Promotion to Deputy Chief of EMS

Chief Bane stated that at the December 18, 2014 meeting, he submitted a consideration for approval/promotion for Kurt Zellmann to Deputy Chief of EMS and asked that this promotion request be approved at this time.

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. Request for Approval: Reorganization of Administrative Staff

Chief Bane stated that due to the retirements of chief officers and as new members are being assigned to these roles, it was necessary to rearrange the organizational structure of the department to one that would be most in line with the department’s operational objectives moving forward and asked for the Commissioner’s approval to revert back to the 2013 organizational department structure.

A motion was made by Commissioner Nehmer and seconded by Commissioner Princeton to approve the reorganization of the department as presented by Chief Bane.

The motion carried by the following votes:

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

No: 0

16. Request for Approval: Promotion to Battalion Chief

Chief Bane stated that at the December 18, 2014 meeting, he submitted a consideration for approval/promotion for Dan Ledvorowski to Battalion Chief and asked that this promotion request be approved at this time.

A motion was made by Commissioner Nehmer and seconded by Commissioner Mikolajewski 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

17. Request for Approval: Promotions to Lieutenant

Chief Bane submitted for approval the promotions of Firefighter Mark Dombrowski and Firefighter Randal Abbrederis to the position of Lieutenant.

Chief Bane stated that FF Dombrowski was appointed to the department in May of 1991 and currently acts in the capacity of Lieutenant and Equipment Operator. Chief Bane noted that FF Dombrowski is the department's longest serving fire inspector, first assigned in June of 2002 and reassigned in 2008 thru the present.

A motion was made by Commissioner Nehmer and seconded by Commissioner Mikolajewski 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

Chief Bane stated that FF Abbrederis was appointed to the department in March of 1999 and currently acts in the capacity of Lieutenant and Equipment Operator. Chief Bane noted that FF Abbrederis has taken on many special projects and assignments for the betterment of the department and community.

A motion was made by Commissioner Nehmer and seconded by Commissioner Princeton 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

18. Request to Consider Promotion: DC Kurt Zellmann to Assistant Chief of EMS Operations

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

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

19. Request to Consider Promotion: Lt. Mason Pooler to Deputy Chief, Fire Prevention Bureau

Chief Bane submitted for the Commissioners review, a consideration for promotion of Lieutenant Mason Pooler to Deputy Chief, Fire Prevention Bureau . Chief Bane stated that he was providing this information in advance to allow the Board members time to review Lieutenant Pooler's credentials and to make an informed decision at the February meeting.

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

20. Request to Consider Promotion: Ct. Dave Jarosch to Battalion Chief

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

The Commissioners requested that Lt. Pooler and Ct. Jarosch be available for an interview process with the Board on Tuesday, February 3, 2015 beginning at 6:00 pm. The Commissioners noted that the interviews will take place at the Fire Department Administration Office.

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

21. Communication: 2015 Recruitment Process

Assistant Chief Scharfenberg submitted a communication for the Board's review regarding the 2015 recruitment process to begin at the end of January. AC Scharfenberg stated that it is expected interviews with the Commissioners will take place in late March (26, 27, 30 and 31) and all interviews will take place at the Fire Department. Commissioners indicated that March 30th & 31st would be the preferred interview dates.

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

22. Request for Approval: Temporary re-hire of retired Assistant Chief Pete Rohde to facilitate and coordinate hiring process

Chief Bane submitted an approval request for the temporary re-hire of retired Assistant Chief Peter Rohde to help facilitate and coordinate the department's hiring process for new recruits.

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

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

28. 1st Shift Activity Report

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

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

29. 2nd Shift Activity Report

DC Robert Fletcher submitted the 2nd Shift Activity Report prepared by Captain Evenson and Lieutenant Pye.

DC Fletcher stated that there were a number of traffic stops during the month of December that included a combination of drugs, drinking and possession of firearms. DC Fletcher stated that these types of incidents seem to have become more prevalent over the last year and Officers are taking the necessary precautions when encountering these types of situations.

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

30. 3rd Shift Activity Report

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

DC Fletcher briefly discussed two incidents that occurred on 3rd shift to include a potential swat team incident and an incident where the use of social media outlets helped to identify and apprehend a suspect for criminal damage to property and disorderly conduct.

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

31. Criminal Investigations Unit Activity Report

Deputy Chief Robert Fletcher submitted the Criminal Investigation Unit Activity Report prepared by Captain Barry Waddell.

DC Fletcher stated that as an update to a shooting that occurred on December 18th, he noted that a suspect has been taken into custody and charged appropriately.

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

32. Sensitive Crimes Activity Report

Deputy Chief Robert Fletcher 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.

33. Tavern Violation Report

Deputy Chief Robert 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. Community Services Bureau Report

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

DC Botsch briefly reviewed a number of the activities and programs the Bureau attended and coordinated during the month of December.

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

35. Crime Analyst Report

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

BC Botsch stated that CA Hunter continues to provide important information and reference material to Officers as it relates to ongoing criminal activity and incidents.

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

36. Traffic Report

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

DC Botsch discussed a serious accident that occurred on December 27, 2014. He stated that the driver and passengers were severely injured but will recover. DC Botsch stated that the driver was arrested for OWI and this case is now being handled thru the Milwaukee D.A.'s office.

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

37. 2014 Year end OWI Report

Deputy Chief Chris Botsch submitted the 2014 Year End OWI Report prepared by Lieutenant Todd Clementi.

DC Botsch recognized five officers who arrested 20 or more individuals for OWI's in 2014 and thanked them for their continued dedication to help keep West Allis streets safe:

- Officer Daniel Foy 37 arrests
- Officer Druscilla Schneider 28 arrests
- Officer Tim Gold 23 arrests
- Officer Lete Carlson 21 arrests
- Officer Ramon Agor 21 arrests

DC Botsch stated that the vast majority of OWI's are a first offense and noted that 3rd shift timeframe had the highest number of arrest at 345, but overall, people are drinking and driving throughout the entire day and covering all officer shifts.

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

38. 2014 Year End Traffic Report

Deputy Chief Chris Botsch submitted the 2014 Year End Traffic Report prepared by Lieutenant Todd Clementi.

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

39. Training Report

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

DC Botsch stated that Jet Blue airline offered to fly two police officers from departments located on its route around the county to New York for the funerals of the two NYPD officers killed in early December. DC Botsch stated that representatives from the honor guard attended and represented the department wonderfully.

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

40. Sick & Injured Report

Deputy Chief Chris Botsch submitted the Sick & Injured Report for the month of December.

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

G. POLICE AND FIRE COMMISSION

41. Request for Approval: HIDTA Sole Source Contract: I-Design Multimedia, Inc.

A motion was made by Commissioner Princeton and seconded by Commissioner Mikolajewski to approve the HIDTA Sole Source request.

The motion carried by the following votes:

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

No: 0

42. Request for Approval: Cisco Firewall Software, License and hardware purchase for Milwaukee HIDTA.

A motion was made by Commissioner Princeton and seconded by Commissioner Mikolajewski to approve the HIDTA Cisco Firewall Software request.

The motion carried by the following votes:

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

No: 0

43. Discussion: Fire and Police Department I.T. requirements

Fire Chief Bane and Police Chief Padgett submitted an overview of I.T. requirements, projects and status of projects currently in place at their respective departments.

Chief Padgett's highlights included:

- Submitted a request for two (2) additional I.T. positions to support the police department. He stated he has had favorable discussions with the Mayor regarding these position additions and the positions have been evaluated thru the HR process.
- Continue to work with Finance to secure additional budget money to move forward with these positions if it becomes possible to do so;
- Stated it is critical that the programs in place at the department are able to function appropriately and correctly in order for the entire department to function effectively and efficiently by utilizing all available programs to the highest level of intention.

Chief Bane's highlights included:

- Stated that they have invested a lot into the ProPhoenix system that has yet to be fully installed and able to run smoothly;
- Stated that once additional I.T. support was hired for the Police Department, the Fire Department would receive additional support from the current I.T. department, however, that has proven to be difficult and insufficient for the department's needs;

Chief Bane made reference to an I.T. focus group that will consist of some of the Alderpersons and other city department heads to discuss issues and solutions as it pertains to the growing I.T. demands for all city departments, not just Fire and Police.

Commissioner Kempen requested that moving forward, both departments keep a running list of those issues already noted, as well as an overview of costs incurred for programs that have been purchased, but have not been used to their fullest extent due to preventive circumstances. He stated such costs might be continuing maintenance fees, renewal fees, etc., so that when this focus group is created, both departments will be able to present their issues effectively.

44. Discussion: PFC Rules & Regulations: Fire Department Hiring Process

Rule 16- Qualifications – Entrance Positions Firefighter:

- Sections 1-3, 5, 7-9 will remain as is;
- Sections 4 and 6 will be removed;
- Section 10 suggested to notify applicant if they did not meet the necessary requirements; Commissioners stated that it would not be necessary to do so. It was decided to leave that as is.

Rule 17 – Examination Process – Entrance Positions:

- Section 1 included agreed upon removal of miscellaneous words in (b); and to include “and/or e-mail” in (c);
- Sections 2-4 will remain as is;
- Section 5 (a) the word “consist” will be changed to “include”; (b) “by mail and/or e-mail” will be removed
- Section 6 (a), Commissioner Kempen will follow-up with Attorney Kuhary to confirm if the composite score for applicants a public record privilege.
- Section 7 (b) to be removed; (d) “numerical order” to be removed from paragraph

Rule 18 – Competitive Examination Announcement:

- Section 1 - will not be advertising recruitment in the Milwaukee Journal as it is expensive and there are many other media outlets to advertise and reach this target base of individuals.

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.