



# 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, February 19, 2015

6:00 PM

West Allis Fire Administration

#### REGULAR MEETING

---

#### A. CALL TO ORDER

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

#### B. ROLL CALL

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

Excused: Commissioner Joseph Kempen

Also Present: Fire Chief Steve Bane, Assistant Chief Marty King, Kurt Zellmann, Deputy Chief, Dan Ledvorowski, Battalion Chief, Lieutenant David Bandomir – Fire Department; Police Chief Charles Padgett, Deputy Chief Chris Botsch, Deputy Chief Robert Fletcher, Captain Steve Beyer – Police Department; West Allis City Administrator, Rebecca Grill; Bridget Kennedy, Recording Secretary

#### C. APPROVAL OF MINUTES

A motion was made by Commissioner Heron and seconded by Commissioner Mikolajewski to approve the minutes of the January 15, 2015 Regular and Closed Session Meeting Minutes and the February 3, 2015 Regular and Closed Session Special Meeting Minutes.

The motion carried unanimously.

#### D. POLICE DEPARTMENT

##### 1. Overtime Comparison Report

Captain Steve Beyer submitted the Overtime Comparison Report.

Ct. Beyer stated that 2015 overtime numbers have started off on the right foot, and quite a bit under from January 2014. Ct. Beyer stated that the department will continue to monitor closely as the year progresses and he noted that OT reports distributed internally, will now be done a monthly basis to ensure that if there are any trouble areas, it can be reviewed and addressed quickly for resolution.

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

2. Statistics

Captain Steve Beyer submitted the Statistics reports which provide information regarding various crime categories comparable through February 2014 and 2015.

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

3. Police Department Financial Report

Captain Steve Beyer submitted the Police Department Financial Report

Ct. Beyer stated that the Command Staff continue to meet with finance frequently to review the department budget and to ensure that budget funds are being efficiently managed. Ct. Beyer noted that the department's OT budget continues to be under-budgeted and has been a source of discussion at many of the finance discussion meetings.

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

4. 1<sup>st</sup> Shift Activity Report

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

DC Fletcher briefly discussed a health welfare check on a citizen and found the individual to be living in deplorable conditions, with no heat and other uninhabitable issues within the home. The citizen was the home owner of the residence; she was removed from the environment and taken to the hospital for treatment and additional follow-up regarding her situation moving forward.

DC Fletcher stated that the initiative for 1<sup>st</sup> shift officers in January was to patrol alley ways. DC Fletcher noted that this included: parking violations; open garage doors; and to ensure alley was remained clear of snow to allow for emergency vehicles. DC Fletcher also noted that there had been a rash of cars stolen in January because citizens had left them running to warm up prior to leaving for their destinations.

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

5. 2<sup>nd</sup> Shift Activity Report

Deputy Chief Robert Fletcher submitted the 2<sup>nd</sup> Shift Activity Report prepared by Captain Evenson and Lieutenant Pye.

DC Fletcher discussed a theft case regarding stolen coins from numerous laundry machines at local Laundromats. DC Fletcher noted that Dispatcher Natalie Mueller identified a suspicious male in one of the business and dispatched police to the area. DC Fletcher noted that the suspect had left before their arrival; however a short time later the suspect was located and apprehended. DC Fletcher noted that the suspect has been connected to all 3 of the Laundromat businesses that were victimized and has been charged accordingly.

DC Fletcher also reviewed a heroin overdose of an adult male in front of his minor children. DC Fletcher noted that the man was revived and after medical clearance, was taken into police custody and charged accordingly.

DC Fletcher stated that an initiative for the 2<sup>nd</sup> shift officers included seeking out the City's homeless population and offer assistance and transportation to shelters upon request. DC Fletcher stated that the department had received a generous donation of new hats, gloves and blankets, and officers were able to distribute these items as necessary and warranted.

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

6. 3<sup>rd</sup> Shift Activity Report

Deputy Chief Robert Fletcher submitted the 3<sup>rd</sup> Shift Activity Report prepared by Captain Marks.

DC Fletcher reviewed a domestic violence case of a male victim and noted that the victim's girlfriend was arrested and charged with Domestic Violence-Disorderly Conduct and Criminal Damage. DC Fletcher also discussed a prowling and theft situation that resulted in a suspect cited for theft and prowling in the City of West Allis, and then was turned over to the Brookfield Police Department regarding the same criminal type of activities.

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

7. Criminal Investigations Unit Activity Report

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

DC Fletcher a number of incidents noted on Ct. Waddell's report, to include:

- Multiple residential burglaries at Library Square Apartments; arrest made.
- Rash of bomb scares at the High Schools; 1 suspect taken into custody and investigations are ongoing;
- Armed robbery attempt at County Beer & Liquor; arrests made.

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

8. Sensitive Crimes Activity Report

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

DC Fletcher stated that in late January, Lt. Johnson and Det. Mees attended the Milwaukee Human Trafficking Task Force meeting that took place at the Federal Courthouse. DC Fletcher noted human trafficking crimes continue to escalate and the department continues to move forward with developing the necessary techniques to combat this serious issue.

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

9. Tavern Violation Report

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

DC Fletcher noted one of the bars on the violation report had been investigated in conjunction with the Department of Revenue and it was revealed that several liquor laws were broken and consequently, all liquor bottles were confiscated and the owner was arrested for an outstanding offense.

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

10. SIU 4<sup>th</sup> Quarter Activity Report

Deputy Chief Robert Fletcher submitted the SIU 4<sup>th</sup> Quarter Activity Report as well as the SIU 2014 Annual Report as prepared by Lieutenant Hughes.

DC Fletcher stated that the SIU division continues to work cooperatively with surrounding agencies as well as the Milwaukee County Metropolitan Drug Enforcement Group and Milwaukee –HIDTA. He noted that this cooperation and communication between agencies is essential to continue to fight the war on drugs efficiently and effectively. DC Fletcher stated that during the 4<sup>th</sup> Quarter, SIU began the use of computer database program available as part of Phoenix Records Management System, that will be helpful with drug related investigations.

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

11. SIU 2014 Annual Report

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

12. Crime Analyst Report

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

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

13. Traffic Report

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

DC Botsch stated that imitative regarding the collection of outstanding parking citation fines continues and the seizure of license plates as it relates to those owing these fees continues to be successful. Additionally, DC Botsch explained to the Commissioners that the department has submitted a number of parking citations to the State in order to recoup outstanding money directly from tax returns. DC Botsch noted that in January alone, \$3,000 had been recouped, and it is expected that February thru April should have even higher numbers.

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

14. Training Report

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

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

15. Request for Approval: Training Facility Funding

Deputy Chief Chris Botsch submitted a request for funding approval for the Police Department Training Facility.

DC Botsch stated that in December of 2013, the department began to investigate the possibility of erecting a PD training facility on the vacant city property located behind the police station. DC Botsch stated that over the past year, discussions have been held with various City of West Allis departments regarding this facility, to include planning/zoning, engineering, purchasing, finance, building inspections and the fire department. DC Botsch stated that the Police and Fire Commissioners have also been kept abreast of the facility progress. Additionally, DC Botsch noted that the department worked with Kaerek Homes to draw up plans for the proposed training facility structure. DC Botsch noted that the plans produced by Kaerek Homes are for a 3,000 square foot, 2-story structure with a detached 2-car garage.

DC Botsch explained that the exterior of the structure would look like a 2-story house as it will have siding and windows but the interior of the structure would be primarily open and have movable walls so that various training scenarios can be created. The structure would have no plumbing or heating and cooling, just electricity to run the training cameras. DC Botsch stated that the facility will save the department money in the long run. DC Botsch noted that currently, for some of the in-service police training, it is necessary to go offsite which results in a rental fee, on average, of \$150.00 per day. DC Botsch stated that in-service training is held twice a year, consisting of 11-12 in-service training days to ensure all Officers have participated. DC Botsch also noted that the facility would save travel time for officers since the facility would be directly behind the police department. Additionally, DC Botsch noted that the facility would also be a workable environment for shared training exercises with the fire department and other agencies that would benefit from a staged, reality type setting. DC Botsch also discussed the opportunity to host continuing education/training education classes at the facility as well.

DC Botsch explained that the funding for the facility will be coming from various mechanisms and the requested funded total is \$171,678.00. DC Botsch went on to explain that in an effort to bring the cost down, the department will be following up with local businesses in regard to their potential donation of products and they have been in contact with MATC as to the possibility of utilizing their trade school students to frame out the training facility and utilizing other trade skills available thru MATC. DC Botsch stated that the funded amount is static and with the anticipated donations, etc., it is expected to be lower, but the number will not increase at any point.

A motion was made by Commissioner Princeton and seconded by Commissioner Mikolajewski to approve the training facility funding as requested.

Commissioner Nehmer stated that he will be voting against this request as he is very concerned about the cost efficiency and reasonability of this facility given the fact that there are other facilities available that have served to conduct training exercises effectively. Commissioner Nehmer had additional concerns as to the validity of outside agencies using the training facility on a regular basis that could help justify the cost as well.

Commissioners Princeton and Mikolajewski agreed with Commissioner Nehmer's hesitation to approve this request and recommended that the previous motion be amended to table the approval in order to allow the police department time to present to the Commissioners additional information regarding the reciprocal sharing of the facility with other

organizations as well as additional analytical evidence to justify the proposed cost of the facility. Commissioners also requested that monthly overview updates be provided of the ongoing progress of the facility as well the progress of any in-kind donations or additional information relating to reduction of cost efforts.

A motion was made by Commissioner Princeton and seconded by Commissioner Mikolajewski to table the initial approval of funds and amend noting the above requirements requested by the Commissioners to be presented in a timely manner for additional action and reconsideration of the request.

The motion carried by the following votes:

Votes:     Aye:     4, Commissioners Princeton, Mikolajewski, Heron and Nehmer

              No:     0

16. Sick & Injured Report

Deputy Chief Chris Botsch submitted the Sick & Injured report for January.

DC Botsch noted that short leave sick was fairly high due to the flu and cold season and he is expecting that number to reduce next month.

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

17. Communication Activity Report

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

DC Botsch stated that the new full-time dispatcher, Philip Russell, started his training on January 5<sup>th</sup>. DC Botsch noted that Philip retired from the WAPD in 2009 after a 30-year career, and stated his past experience will be a great benefit as it relates to the dispatching center.

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

18. Community Services Bureau Report

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

DC Botsch reviewed the report and briefly discussed the recent bomb threats at Nathan Hale and Central.

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

19. Equitable Sharing Balance Information

Deputy Chief Chris Botsch submitted the Equitable Sharing Balance Information report

DC Botsch discussed briefly the current balances and what had been purchased out of the Federal Equitable Sharing fund and the State Asset Forfeiture Account. DC Botsch stated that both of these accounts have strict guidelines as dictated by the federal or state government and only items deemed a “permissible use” under each guideline are allowed to be purchased from these funds.

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

20. Request for Approval: Fund Transfer for Background Investigators

Deputy Chief Chris Botsch stated that after reviewing accounts with the finance division, it was determined that background checks for fire and police candidates were being funded out of a regular police account vs. a Police & Fire Commission account. DC Botsch stated that Mark Wyss will present a proposal to the common council requesting to transfer \$5000.00 from the city’s Contingency Fund to the police department account to fund upcoming background investigations for the Fire Department.

A motion was made by Commissioner Heron and seconded by Commissioner Princeton to approve the fund transfer and presented by DC Botsch.

The motion carried unanimously.

**E. FIRE DEPARTMENT**

21. Firefighting Activity Report

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

Chief Bane stated that 2015 has been busy so far, noting that to date, there has been a 7.5% increase in run volume vs. 2014. Chief Bane then asked Chief King to discuss the various fire incidents that occurred during the month of February. Chief King briefly discussed the five (5) incidents:

- A house fire that originated in the basement and was most likely caused by an electrical short due to multiple electrical items plugged into 1 outlet device;
- International Auto fire which caused approximately \$60,000 worth of damage and the total loss of a new BMW as well as the need to replace all of the air filters in the other showroom cars. The likely cause was a charger plugged into a car battery that shorted and started the car fire;
- A dumpster fire right outside a loading dock; the sprinkler system prevented it from spreading into the building. The most likely cause of the fire was mixture of a large amount of cardboard and rags saturated with refinishing material;
- A fire in a duplex – upper unit; the fire was brought under control quickly and the fire origin was located near the bottom of the refrigerator.

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

22. Fire Department Financial Report

Chief Steve Bane submitted the Fire Department Financial Report.

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

## 23. Training Activity Report

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

Chief Bane stated that with the implementation of Shared Services, there may be an instance when our Battalion Chief is at another municipality, thus he noted, that one of the initiatives for January was to train and prepare company officers and acting company officers in making strategic and tactical decisions during the initial phase of a structure fire. Chief Bane also recognized FF Dan Hauenstein for his dedication and hard work to secure grant funding to update the Survive Alive house, to include much needed painting of the facility, new technology and equipment and other necessary updates, which has helped to enhance the overall program experience. Chief Bane noted that due to the loss of Bloc Grant funding, new funding capabilities will need to be identified before next January to ensure schools will be able to benefit from the Survive Alive House experience.

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

## 24. Fire Prevention Activity Report

Chief Steve Bane submitted the Fire Prevent Report prepared by Deputy Chief Mason Pooler and asked Assistant Chief King to review the report.

AC King recognized DC Pooler for his commitment to clear outstanding violations in the 91-365 day range over the past year. AC King stated that DC Pooler will continue to ensure that inspections and re-inspections are completed on a regular cycle and is confident that DC Pooler will continue to clear outstanding violations on a timely basis.

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

## 25. Emergency Medical Services Activity Report

Deputy Chief Kurt Zellmann presented the EMS Activity Report as well as the corresponding highlighted EMS calls for January.

DC Zellmann noted that call volume had increased slightly, and due to less car accidents, written EMS reports decreased slightly. DC Zellmann also noted that mutual aid given increased but this is related to the shared services agreement with Milwaukee County.

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

## 26. Emergency Medical Services Revenue Report

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

Chief Bane stated that in conversations with finance, it was determined that the revenue projections for 2014 were increased unexpectedly, which resulted in the 2014 budget goal not being met. Chief Bane noted that this number has been adjusted appropriately for 2015 and is a more realistic number and in-line with past budget numbers.

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

## 27. January Emergency Medical Dispatch Report

Chief Steve Bane submitted the January EMD report prepared by Lieutenant Chris Ziolecki.

Chief Bane stated that there were 38 EMD calls reviewed in January and the overall average score was 93.3% accuracy. He noted that that score is considered good and acceptable, but as always, the goal is to continue to strive toward 100% accuracy for all calls.

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

## 28. Sick and Injured Report

Chief Steve Bane submitted the Sick and Injured report for January.

Chief Bane stated that there was an increase in short-time sick for the month of January, attributed to the general cold/flu virus during this particular time of year.

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

## 29. Master Plan Performance Snapshot

Chief Steve Bane submitted the Master Plan Performance Snapshot.

Chief Bane stated that upgrades have recently been made to ProPhoenix and there continues to be progress made to increase the efficiency of the call processing times.

Commissioner Nehmer asked that the description for the first objective under #8 (perform timely and useful fire investigations), be updated to accurately reflect the required certification change and the updated target number of people on the fire investigation team.

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

## 30. Communication: Mobile Integrated Healthcare Program

Chief Bane introduced Lieutenant David Bandomir who presented an update regarding the Mobile Integrated Healthcare Program results to date to the Commissioners.

Lt. Bandomir noted that there were two (2) main criterias for these patients:

HUG (High Utilizer Group) Program – this high-frequency patient project focuses on the patient, what the patient needs and getting them better care at a patient centered medical home that knows them and can better coordinate their care.

MIH Principles (educate, navigate & advocate):

- Educating the patient about their medical conditions;
- Navigating the patient to appropriate medical resources;
- Patient advocacy to improve the patient's quality of care.

Lt. Bandomir stated that the core group involved in this MIH program consists of 29 patients that have utilized the following services consistently since 2013:

- 857 calls for service
- 622 transports

- 596 ER Visits (AWAMC)
- 571 Med Unit Hours

Lastly, Lt. Bandomir reviewed the MIH Home Visit Communication Process:

- In-person contact/program orientation;
- Initial assessment visit;
- Follow-up;
- Final visit.

Lt. Bandomir stated that while early results are promising, noting that many of these patients have not called 9-1-1 since their involvement/enrollment in the program, the long-term impact will need to be continually investigated.

Commissioner Nehmer requested that, if possible, monthly updates be shared with the Commissioners regarding the program's ongoing progress.

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

31. Request for Approval: Promotion to Assistant Chief, EMS

Per discussion at the January PFC Meeting, Chief Bane submitted a request for the promotion of Deputy Chief Kurt Zellmann to the position of Assistant Chief, EMS effective February 28, 2015.

A motion was made by Commissioner Mikolajewski 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: 4, Commissioners Princeton, Mikolajewski, Heron and Nehmer

No: 0

32. Request for Approval: Promotion to Captain

Chief Bane submitted a request for the promotion of Lieutenant Dave Bandomir to the position of Captain effective February 21, 2015.

A motion was made by Commissioner Princeton 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: 4, Commissioners Princeton, Mikolajewski, Heron and Nehmer

No: 0

## **F. POLICE AND FIRE COMMISSION**

33. Communication: Police and Fire Department I.T. Status Update

CAO Rebecca Grill, stated that she is the Committee Chair regarding the I.T. Steering Committee and meetings will be conducted on a bi-monthly basis (the first one to take place on February 25<sup>th</sup>). Rebecca noted that this committee encompasses the entire City of West Allis divisions, but that the Police and Fire departments do have the majority of I.T

assistance requests. Rebecca stated that departments have been asked to submit their I.T. requests/requirements and prioritizing projects will be the first thing on the meeting agenda.

The Commissioners requested that they receive an update regarding the meeting and status of projects as it relates to the Fire and Police department, as available.

Chief Padgett briefly discussed the two (2) I.T. positions he has proposed at the Police Department. He stated that the 2 positions would work different shifts, so there would be an I.T. person readily available when necessary. Chief Padgett stated that the creation and approval of these positions would allow those police officers currently tasked with I.T. responsibilities to get back on the road.

The Commissioners had no additional comments or questions.

## **G. CLOSED SESSION**

NONE SCHEDULED

## **H. ADJOURNMENT**

There being no further business, on a motion made and seconded, the meeting adjourned at 8:17 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.