



# City of West Allis

7332 W. National Ave.  
West Allis, WI 53214

## Meeting Minutes

### Board of Police and Fire Commissioners

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

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Thursday, April 16, 2015

6:00 PM

West Allis Fire Administration

#### REGULAR MEETING AND CLOSED SESSION

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#### A. CALL TO ORDER

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

#### B. ROLL CALL

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

Also Present: Fire Chief Steve Bane, Assistant Chief Kurt Zellmann, Deputy Chief Mason Pooler, I/Deputy Chief Joe Levenhagen, Battalion Chief Dan Levenhagen, Probationary Firefighters Kevin Acker, William Emery, Adam Livingston and Christopher Williams – Fire Department; Police Chief Chuck Padgett, Deputy Chief Chris Botsch, Deputy Chief Bob Fletcher, Captain Steve Beyer, Detective Nick Stachula, Police Officer Allison Cerqua – Police Department; Audrey Key, HR Directory, Sheryl Kuhary, Attorney – City of West Allis; Mike Jungbluth, retired WA Chief of Police; Bridget Kennedy, Recording Secretary

#### C. APPROVAL OF MINUTES

A motion was made by Commissioner Princeton and seconded by Commissioner Heron to approve the March 19, 2015 Regular Meeting Minutes and the March 30 and 31, 2015 Special Meeting and Closed Session Minutes.

The motion carried unanimously.

#### D. POLICE DEPARTMENT

##### 1. Overtime Comparison Report

Chief Padgett submitted the Overtime Report.

Chief Padgett stated that efforts continue to ensure that OT within the department is managed efficiently.

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

##### 2. Statistics

Chief Padgett submitted the Statistic Graphs comparing respective categories through March 2014 and 2015.

Chief Padgett noted that heroin continues to be a local as well as a nation-wide problem. Chief Padgett stated that education efforts continue to move forward to keep people informed about this dangerous and highly addictive drug. Chief Padgett stated that there are resources in place at all school levels to keep children informed as well as the THINK program for drug awareness.

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

3. Police Department Financial Report

Chief Padgett submitted the Police Department Financial Report.

Commissioner Nehmer asked Chief Padgett regarding a negative number showing in Training for June. Chief Padgett stated that this budget line is usually replenished in June of the budget year, so currently it would show a negative balance. Commissioner Nehmer asked that Chief Padgett follow-up with finance regarding this issue for clarification.

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

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

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

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

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

Captain Steve Beyer submitted the 2<sup>nd</sup> Shift Activity Report as prepared by Captain Evenson and Lieutenant Pye.

Ct. Beyer stated that a tobacco compliance check was conducted at 13 randomly selected West Allis businesses that have a license to sell tobacco. Ct. Beyer stated that 3 of the business were cited for selling tobacco to a minor and the stores/employees were issued the appropriate citations.

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

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

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

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

7. Criminal Investigations Unit Activity Report

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

Captain Beyer stated that an arrest was made in the 2014 Town Beer and Liquor Robbery recently and burglary charges were issued by the DA's office. He stated that social media outlets were helpful in identifying this individual and the department will continue to use these types of resources going forward.

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

8. Sensitive Crimes Activity Report

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

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

9. Tavern Violation Report

Captain Steve Beyer submitted the Tavern Violation Report as prepared by Lieutenant Jessica Johnson.

Ct. Beyer noted an incident that took place at J. Beans Pub stating that currently the owner of the business is not cooperating with authorities regarding an ongoing investigation from late 2014, and that the City's License and Health Committee has now become involved.

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

10. Communications Activity Report

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

DC Botsch stated that in March, the recently hired part-time dispatcher resigned due to family obligations and issues. DC Botsch noted that the department does have an established eligibility list and will begin another selection process in the near future.

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

11. Community Services Bureau Report

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

DC Botsch stated that spring city-wide clean-up event will take place on Saturday, April 18<sup>th</sup>. He noted that all participants will meet at the Police Substation location for direction and clean-up supplies.

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

12. Crime Analyst Report

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

DC Botsch discussed the burglaries and vandalism hotspot locations that Chrisie developed utilizing a crime analysis software called AdTech. This information has been helpful to pinpoint potential criminal timeframes and direct Officer's attention to certain areas of the city regarding these criminal activities.

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

13. Crime Analysis Summary – Cell Phone Burglary Series

Deputy Chief Chris Botsch submitted a Cell Phone Burglary overview as prepared by Crime Analyst Chrisie Hunter.

DC Botsch stated that as of March 13<sup>th</sup>, there have been 15 burglaries to cell phone stores in the greater Milwaukee area and he noted that West Allis has the most number of cases. DC Botsch stated CA Hunter has provided important information relating to these burglaries that has been helpful to the patrol officers during their shifts.

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

14. Traffic Accidents March 22-28, 2015

Deputy Chief Chris Botsch submitted Traffic Accidents information covering March 22-28, 2015.

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

15. Traffic Stops March 22-28, 2015

Deputy Chief Chris Botsch submitted Traffic Stops information covering March 22-28, 2015.

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

16. Traffic Report

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

DC Botsch stated that with the tax refund interception program (TRIP) instituted in 2015 to collect unpaid parking citations, the department has collected approximately \$20,000.00 in unpaid citations. DC Botsch stated that efforts currently in place to collect these outstanding monies will continue now that the tax season has ended.

DC Botsch also noted that cruising patrols and other preventive measures have already started to ensure that problem areas as it relates to summer cruising are quickly brought under control.

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

17. Training Report

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

DC Botsch stated that the training facility request was submitted to the Administration & Finance Committee for their review and discussion. DC Botsch stated that the committee had requested the PD to follow up with Waukesha PD regarding use of their facility by outside agencies. Additionally, DC Botsch stated that the committee asked for information regarding the maintenance costs over time as well as a more structural perspective of the facility due to the nature of the training that will be taking place.

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

## 18. Sick &amp; Injured Report

Deputy Chief Chris Botsch submitted the Sick & Injured Report.

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

**E. FIRE DEPARTMENT**

## 19. Firefighting Activity Report

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

Chief Bane reviewed briefly the one significant fire that took place at Morgan Oaks Apartments. He noted that it was a kitchen fire and was extinguished quickly with minimal damage overall.

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

## 20. Fire Department Financial Report

Fire Chief Steve Bane submitted the Fire Department Financial Report.

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

## 21. Training Activity Report

Interim Deputy Chief Joe Levenhagen submitted the Training Activity Report.

I/DC Levenhagen briefly reviewed the training activities that occurred during the month of March to include:

- SCBA refresher and proficiency training;
- Pediatric Advanced Life Support (PALS) training;
- Response to structure fires with operational considerations for basement fires.

I/DC Levenhagen also stated that firefighter recruit interviews have been completed and the department has hired five (5) candidates, on condition of successful background, medical and psych evaluations, and their start date will be Friday, May 15<sup>th</sup>.

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

## 22. Fire Prevention Activity Report

Fire Chief Steve Bane submitted the Fire Prevention Activity Report as prepared by Deputy Chief Mason Pooler

Chief Bane stated the DC Pooler and Lt. Dombrowski continue to ensure that outstanding violations are revisited in a reasonable about of time and inspections are done on a regular and necessary basis.

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

## 23. Emergency Medical Services Activity Report

Assistant Chief Kurt Zellmann submitted the EMS Activity Report.

AC Zellmann stated that the run volume for EMS calls has increased March 2014 vs 2015 by approximately 30.58% and year-to-date a 17.38% change. AC Zellmann stated that West Allis has been responding more to Milwaukee EMS calls as part of the new CAD system. AC Zellmann noted that with this new system, the closest department/unit to an incident will be directed to service first.

AC Zellmann also reviewed the EMS highlighted calls for the month of March.

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

## 24. Emergency Medical Services Revenue Report

Fire Chief Steve Bane submitted the EMS Revenue Report as prepared by Assistant Chief Kurt Zellmann.

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

## 25. Sick and Injured Report

Fire Chief Steve Bane submitted the Sick & Injured Report for March.

Chief Bane stated that short-term sick numbers are high and has been attributed to the flu bug and sinusitis infections that have plagued the department over the last few months. Chief Bane noted that with summer hopefully in the near future, the short-time sick will decrease significantly.

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

## 26. Master Plan Performance Snapshot

Fire Chief Steve Bane submitted the Master Plan Performance Snapshot report.

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

## 27. Communication: Retirement Notification of Captain

Fire Chief Steve Bane stated that Captain Brian Potkay will retire from the department effective at 0800 hours on Saturday, May 9, 2015. Chief Bane stated that Ct. Potkay has been with the department for 30 years, beginning his career on January 19, 1985.

The Commissioners thanked Ct. Potkay for his years of service to the City of West Allis and the Fire Department and wished him a healthy and happy retirement.

## 28. Communication: 1-year Firefighter Probationary Reports

Interim Deputy Chief Joe Levenhagen submitted to the Commissioners the 1-year Firefighter Probationary Reports for Kevin Acker, William Emery, Adam Livingston and Christopher Williams. I/DC Levenhagen stated that monthly evaluations from their commanding officers have been consistently positive and all have completed the necessary firefighter requirements during their probationary year.

I/DC recommended that all four (4) probationary firefighters be placed on the permanent West Allis Fire Department roster effective April 28, 2015.

A motion was made by Commissioner Nehmer and seconded by Commissioner Princeton to approve the above request as presented by I/DC Levenhagen.

The motion carried by the following votes:

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

No: 0

## F. POLICE AND FIRE COMMISSION

### 29. Request for Approval: Milwaukee HIDTA back-up generator installation

On behalf of HIDTA, the purchasing division for the City of West Allis submitted an approval request for Staff Electric Company to install a back-up generator at the HIDTA Milwaukee Office.

A motion was made by Commissioner Princeton and seconded by Commissioner Mikolajewski to approve the above request as presented.

The motion carried by the following votes:

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

No: 0

Commissioner Kempen requested that another presentation from HIDTA be scheduled to introduce the new HIDTA Director to the Commission Board and review the HIDTA initiatives and goals.

### 30. Discussion: Chief of Police Recruitment and Selection Process

Commissioner Kempen stated that Commissioner Nehmer will be handling the Chief of Police recruitment and selection process and turned the meeting over to him for his direction and communication.

Commissioner Nehmer shared with the Commission Board a Police Chief Recruitment outline for their reference. He stated that he would like to establish a sub-committee of the Commission Board to:

- Develop a schedule for recruitment;
- Review/determine job description and requirements;
- Determine recruiting strategy;
- Determine employment strategy;
- Determine recruiting process;
- Determine questions/criteria;
- Make recommendations to the Commission

Commissioner Nehmer stated that the sub-committee for this process would consist of three (3) Commissioners total and Commissioners Heron and Mikolajewski volunteered to be part of the sub-committee with Commissioner Nehmer. Commissioner Nehmer stated that he

would contact them in the near future to schedule a first meeting to begin the discussion process.

- 31. Discussion: Chief of Police Annual Performance Evaluation

Closed Session Agenda Topic

**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 performance evaluation data for the Police Chief 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 provision of Section 19.85 (1)(c) of the Wis. Stats., which authorizes 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 Commission 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 motion carried unanimously.

Commissioner Kempen called the meeting to closed session at 7:01 pm

On a motion made and seconded, the meeting reconvened into open session at 8:00 pm. The motion carried unanimously.

**H. ADJOURNMENT**

There being no further business, on a motion made and seconded, the meeting adjourned at 8:01 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.