



City of West Allis

11301 W. Lincoln Ave.
West Allis, WI 53227

Meeting Minutes

Board of Police and Fire Commissioners

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

Thursday, July 16, 2015

5:30 PM

Police Court Center

CLOSED SESSION AND REGULAR MEETING

A. CALL TO ORDER

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

B. ROLL CALL

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

Also Present: Fire Chief Steve Bane, Deputy Chief Mason Pooler, Interim Deputy Chief Joe Levenhagen – Fire Department; Police Chief Chuck Padgett, Deputy Chief Chris Botsch, Deputy Chief Robert Fletcher, Captain Steve Beyer, Police Officer/Union Rep – Allison Cerqua – Police Department; HR Director, Audrey Key – City of West Allis; Wisconsin HIDTA Director, Jim Bohn; Bridget Kennedy – Recording Secretary

C. CLOSED SESSION

Review and discuss the Fire Department Deputy Chief of Training candidates' non-medical promotional process leadership evaluation.

Interview the Deputy Chief of Training candidate

PLEASE TAKE NOTICE that the Board of Police and Fire Commissioners of the City of West Allis will meet on Thursday, July 16, 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 Training candidates' non-medical promotional process leadership evaluation and to interview the Deputy Chief of Training 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.

A motion was made by Commissioner Mikolajewski and seconded by Commissioner Kopplin to convene into closed session. The motion carried unanimously.

Commissioner Nehmer called the meeting to closed session at 5:32 pm.

On a motion made and seconded, the meeting reconvened into open session at 5:53 pm. The motion carried unanimously.

D. APPROVAL OF MINUTES

A motion was made by Commissioner Princeton and seconded by Commissioner Kopplin to approve the June 17, 2015 Special Meeting Minutes, the June 18, 2015 Regular Meeting and Closed Session Meeting Minutes, the July 8, 2015 Special Meeting Minutes and the July 13, 2015 Special Meeting and Closed Session Meeting Minutes.

The motion carried unanimously.

E. FIRE DEPARTMENT

1. Firefighting Activity Report

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

DC Pooler briefly reviewed a fire that happened in June, stating that although crews arrived quickly and knocked the fire down, the property still sustained substantial property damage and loss. DC Pooler stated that there were working smoke detectors in the apartment; however, they had been removed so as not to go off as the residents were cooking.

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

2. Fire Department Financial Report

Deputy Chief Mason Pooler submitted the Fire Department Financial Report.

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

3. Training Activity Report

Deputy Chief Mason Pooler submitted the Training Activity Report prepared by Interim Deputy Chief Joe Levenhagen.

DC Pooler stated that training during the first week of June focused on rope operations and confined space rescue. He noted that the objective was to familiarize personnel with knots and systems that are typically used in special operations and in the fundamentals of carabineer use.

DC Pooler also stated that all five of the recruits have completed/passed their initial academy training and have been assigned to regular 24 hour shifts with the department.

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

4. Fire Prevention Activity Report

Deputy Chief Mason Pooler submitted the Fire Prevention Activity Report.

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

5. Emergency Medical Services Activity Report

Fire Chief Steve Bane submitted the EMS Activity Report prepared by Assistant Chief Kurt Zellmann as well as the highlighted EMS calls for June.

Chief Bane discussed briefly the mutual aid increase and stated that the Shared Services Committee has discussed some of the lopsidedness between cities, but have determined that it will eventually even out as dispatchers become more familiar with protocols of the call system.

Chief Bane also reviewed briefly the EMS highlighted call log for June.

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

6. 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 additional questions or comments and the report was placed on file.

7. Sick and Injured Report

Fire Chief Steve Bane submitted the Sick & Injured Report for the month of June.

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

8. Master Plan Performance Snapshot

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

Commissioner Nehmer requested that Chief Bane review the limit workplace injury statistic as it looks like the department is within their goal, but it is highlighted in yellow.

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

9. Request for Approval: Promotion of Interim Deputy Chief, Training

A motion was made by Commissioner Kopplin and seconded by Commissioner Heron to approve the promotion of Joe Levenhagen from Interim Deputy Chief, Training to Deputy Chief of Training effective July 18, 2015.

The motion carried by the following votes:

Aye: 5, Commissioners Kopplin, Princeton, Mikolajewski, Heron and Nehmer

No: 0

F. POLICE DEPARTMENT

10. HIDTA Presentation

A presentation to the Commissioners was made by HIDTA Director, James Bohn who reviewed and discussed the purpose of the HIDTA organization.

Mr. Bohn stated that HIDTA stands for High Intensity Drug Trafficking Area. Additionally, he stated that the purpose of HIDTA is to help reduce drug use and its adverse consequences. Further, the 28 participating HIDTA agencies coordinate federal, state and local anti-drug abuse efforts from a local, regional and national perspective leveraging resources at all levels in a true partnership. Mr. Bohn added that HIDTA coordinates and funds federal, state and local drug task forces to disrupt or dismantle drug trafficking organizations.

Mr. Bohn also discussed briefly the relationship of fiduciary that has been arranged with the City of West Allis Purchasing Division and the HIDTA program. Mr. Bohn stated that as they are classified as a federal program and not an agency, HIDTA technically has no employees and is reliant upon outside agencies for various support functions, one of which is purchasing and bill paying arrangements with West Allis.

Mr. Bohn invited the Commissioners to visit the HIDTA offices for a tour of their facility and more in-depth look at the HIDTA process and practices.

The Commissioners thanked Mr. Bohn for his time and informative presentation.

11. Overtime Comparison

Captain Steve Beyer submitted the Overtime Comparison Report.

Ct. Beyer stated that currently OT is under budget, however, it is expected to increase during the month of August relative to staffing for the 11 days of the 2015 Wisconsin State Fair.

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

12. Statistic Reports

Captain Steve Beyer submitted the Statistic Reports for the month of June.

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

13. Police Department Financial Report

Captain Steve Byer submitted the Police Department Financial Report.

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

14. 1st Shift Activity Report

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

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

15. 2nd Shift Activity Report

Deputy Chief Robert Fletcher submitted the 2nd Shift Activity Report prepared by Ct. Evenson and Lt. Pye.

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

16. 3rd Shift Activity Report

Deputy Chief Robert Fletcher submitted the 3rd Shift Activity Report prepared by Ct. Marks.

DC Fletcher stated that 3rd shift officers are continuing with the 2-officer team foot patrols around pre-determined areas of the city. He noted that these foot patrols are also conducted by the 1st and 2nd shift officers. DC Fletcher stated that these foot patrols allow the officers to not only provide a visual presence within the community, but also affords them the ability to investigate areas and locations that are not accessible via a patrol car. DC Fletcher stated that feedback from citizens has been very positive and encouraging.

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

17. Criminal Investigations Unit Activity Report

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

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

18. Sensitive Crimes Activity Report

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

DC Fletcher stated that Det. Mees attended a Human Trafficking taskforce meeting on June 17th. He stated that Det. Mees will be temporarily assigned to work with the Milwaukee PD sensitive crimes division and participate in a 60-day training session regarding human trafficking investigations.

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

19. Tavern Violation Report

Deputy Chief Robert Fletcher submitted the Tavern Violations Report prepared by Lt. Johnson.

DC Fletcher briefly reviewed two bar issues noted in the report with the Commissioners.

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

20. Special Investigative Unit – 2nd Quarter Report

Deputy Chief Robert Fletcher submitted the Special Investigative Unit report prepared by Lt. Hughes.

DC Fletcher stated that during the 2nd quarter, there has been 14 drug related overdoses of which, 11 arrests were made in connection with those deaths.

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

21. Communications Activity Report

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

DC Botsch stated that effective June 10th, West Allis entered into an agreement with Milwaukee County to be part of the new combined Milwaukee-Waukesha County Digital Radio System program. DC Botsch also stated that there was a discussion with BayCom/Airbus Communications regarding their equipment and pricing proposal for a new 911 system. DC Botsch stated that after the discussion, it was determined that none of the proposed system options were viable and BayCom has been requested to work on a new proposal and pricing efforts.

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

22. Community Services Bureau Report

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

DC Botsch stated that this division is finishing up with the final details for the 2015 National Night Out event on Monday, July 27th. DC Botsch stated that Lt. Nohelty is still looking for volunteers to participate in the dunk tank event.

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

23. 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.

24. Traffic Report

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

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

25. Training Report

Deputy Chief Chris Botsch submitted the Training Division report prepared by Ct. Versnik and Sgt. Dunbar.

DC Botsch stated that the construction of the training facility has been delayed, but in the end will save the city money. DC Botsch stated that after a meeting/discussion with DPW supervisors and the engineering department, it was determined that the construction of the facility would be handled by the city's in-house carpenters, etc., to build the structure. DC Botsch stated that the cost savings would be approximately \$30,000. DC Botsch stated that the department will still do fundraising activities after a list of necessary material has been provided. DC Botsch noted that the facility will not be built by 2015 Thanksgiving; instead the target completion date is now set for spring of 2016.

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

26. Request for Approval: Officer Probation Period Completion

Deputy Chief Chris Botsch submitted for approval three (3) 18-month end of probation period candidates and requested their addition to the Police Department's permanent roster. Those officers are:

- Officer Lonnie Christianson
- Officer Nathaniel Eklund
- Officer Anthony Wagner

A motion was made by Commissioner Kopplin and seconded by Commissioner Princeton to approve the request as presented by DC Botsch.

The motion carried by the following votes:

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

27. Request for Approval: Police Officer Recruitment Process

Deputy Chief Chris Botsch stated that the department has completed the most recent recruitment process and is requesting approval to hire up to six (6) of the candidates who have successfully completed the final phases of the testing process. DC Botsch stated the department would like to hire five (5) immediately and one (1) to start in October in anticipation of a retirement by the end of the year.

A motion was made by Commissioner Mikolajewski and seconded by Commissioner Princeton to approve the hiring of five (5) police officer recruits immediately. Commissioners tabled the approval to hire one (1) police officer until the August meeting, and contingent on the appropriate process as determined through consultation with the finance director.

The motion carried by the following votes:

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

DC Botsch then requested approval to begin another recruitment process immediately in anticipation of the new recruits to begin in January of 2016.

A motion was made by Commissioner Heron and seconded by Commissioner Kopplin to approve the start of a requirement process as presented by DC Botsch.

The motion carried by the following votes:

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

28. Sick & Injured Report

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

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

G. POLICE AND FIRE COMMISSION

29. Communication: Presentation of Chief of Police recruitment documents

The Commissioners reviewed the Chief of Police recruitment packet as well as the timeline of key events that was developed and approved by the Commission Sub-Committee. Commissioner Nehmer requested that the tentatively scheduled August 12th special meeting with the sub-committee be moved to Wednesday, August 26th. The sub-committee members agreed to the date change.

30. Request for Approval: Chief of Police Job Description

Commissioner Nehmer submitted the Chief of Police job description to the Commissioners for approval in order to begin the recruitment process on July 26, 2015.

A motion was made by Commissioner Heron and seconded by Commissioner Kopplin to approve the Chief of Police Job Description.

The motion carried by the following votes:

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

31. Request for Approval: Initiate recruitment for the Chief of Police position

Commissioner Nehmer requested approval to begin the Chief of Police recruitment process on July 26, 2015.

A motion was made by Commissioner Mikolajewski and seconded by Commissioner Kopplin to begin the Chief of Police recruitment process as noted above.

The motion carried by the following votes:

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

32. Discussion: Format of the Police & Fire Commission Meetings

Commissioner Nehmer distributed an overview of a proposed PFC meeting agenda strategy moving forward. Commissioner Nehmer listed five (5) top agenda items to include:

1. Current individual reports (for review by Commissioners only; not discussed unless specific questions are asked);
2. Performance report (some of the individual reports could be eliminated if included in the performance report);
3. Special Project Status reports;
4. Status of Union negotiations;
5. Operation Demonstrations/Presentations;
6. Actionable items.

Additionally, the monthly performance report would contain:

1. Department mission and objectives (set via Chief's performance evaluation);
2. Each objective would have at least one (1) performance measure;
3. Each performance measure would have an explanation of any goal variance;
4. Report would contain basic operational statistics.

Commissioner Mikolajewski requested that updates on IT projects and updates from the IT Steering Committee meetings also be included as an agenda topic.

H. ADJOURNMENT

There being no further business, on a motion made and seconded, the meeting adjourned at 7:35 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.