



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, January 21, 2016

6:00 PM

Police Court Center

REGULAR MEETING

A. CALL TO ORDER

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

B. ROLL CALL

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

Commissioner Nehmer arrived at the meeting at 6:05 pm

Also Present: Fire Chief Steve Bane, Assistant Chief Kurt Zellmann, Deputy Chief Mason Pooler – Fire Department; Police Chief Pat Mitchell, Deputy Chief Chris Botsch, Deputy Chief Bob Fletcher, Captain Steve Beyer – Police Department; Rebecca Grill, CAO – City of West Allis; Bridget Kennedy, Recording Secretary

C. APPROVAL OF MINUTES

Approval of the December 17, 2015 Regular Meeting Minutes

A motion was made by Commissioner Princeton and seconded by Commissioner Kopplin to approve the December 17, 2015 Regular Meeting Minutes. The motion carried by the following votes:

Aye: 4, Heron, Mikolajewski, Princeton and Kopplin
No: 0

D. 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 noted that runs for the month were up by roughly 20% for the year and up 13% in total call volume.

DC Pooler briefly reviewed the three (3) fire incidents discussed in AC Scharfenberg's report. He stated that the commercial building fire started with old rags covered in varnish and had burned for a couple of hours prior to the department arriving on scene. Additionally, he stated that the house fire was caused by an overloaded electrical circuit in the attic area.

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

2. Fire Department Financial Report

Deputy Chief Mason Pooler submitted the Fire Department Financial Report.

DC Pooler noted that the department budget is ended the year in very good shape; however he noted that OT, due to the department currently being under-staffed, ran over-budget for 2015.

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

3. Training Activity Report

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

DC Pooler stated that training in December was focused on EMS labor and delivery, noting that the training focused on newborn and neonatal emergencies. Further, DC Pooler stated that personnel participated in three skills stations: 1) labor delivery vertex & non-vertex presentations; 2) pediatric medication administration; and 3) newborn/neonate resuscitation.

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

4. Fire Prevention Activity Report

Deputy Chief Mason Pooler submitted the Fire Prevention Activity Report.

DC Pooler stated that the Fire Prevention bureau completed all of the mandatory inspections for the year and is already ahead of scheduled going into 2016. DC Pooler noted that the bureau continues to work on clearing the 57 outstanding violations currently pending.

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

5. Emergency Medical Services Activity Report

Assistant Chief Kurt Zellmann submitted the EMS Activity Report as well as the corresponding December highlighted EMS calls.

AC Zellmann noted that as stated previously, EMS responses continue to increase and for December, 2015 they rose 8.60% year to date and year-end, all calls total increased by approximately 15%.

AC Zellmann reviewed briefly two (2) of the December highlighted EMS calls, noting that both of these calls were very challenging in nature, and although best efforts and care were presented, neither patient survived.

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

6. Emergency Medical Services Revenue Report

Assistant Chief Kurt Zellmann submitted the EMS Revenue Report.

AC Zellmann stated that the revenue year-end total resulted in an overage of the budgeted amount. AC Zellmann stated that accurate and correct report writing as well as the billing agency, Lifequest successfully tracking payments, was essential in this positive end result.

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

7. Sick, Injured and Light Duty Report

Assistant Chief Kurt Zellmann submitted the Sick, Injured and Light Duty report for December.

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

8. Master Plan Performance Snapshot

Assistant Chief Kurt Zellmann submitted the Master Plan Snapshot for December/year-end.

AC Zellmann noted that the department continues to struggle with the call processing time of 90 seconds or less, but review, discussion and training is on-going and all concerned parties continue to work toward a positive and effective solution.

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

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

Chief Bane submitted a request for transfer of funds, however, stated that after further conversation with CAO Rebecca Grill, he was amending his original request of \$417,500.00 to \$80,000. Chief Bane stated that this would be a request for \$70,000 for the purchase of the Hurst Extrication Tools and \$10,000 for the replacement of mattress sets for all three stations. Chief Bane stated that this amended request would need to be approved by the Police & Fire Commission Board and then the amended, approved request will be placed on the next Common Council agenda for their final approval.

Chief Bane stated that the remainder of the transfer of funds request will be tabled at this time.

A motion was made by Commissioner Kopplin and seconded by Commissioner Princeton to approve the reduced and amended transfer of funds request as presented above by Chief Bane. The motion carried by the following votes:

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

E. POLICE DEPARTMENT10. 1st Shift Activity Report

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

DC Fletcher stated that the main initiative for December was the holiday shopper program. He noted that the main focus is to provide visibility and presence in an effort to deter theft and other criminal activity during the holiday shopping season. DC Fletcher stated that not only does this initiative reduce retail thefts, it also provides a positive interaction between businesses and citizens with the officers.

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

11. 2nd Shift Activity Report

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

DC Fletcher reviewed the incident that took place Incrediroll Skate at the end of December. DC Fletcher noted that a large group of individuals refused to disperse after the business reached full capacity and they were refused entry. DC Fletcher stated that the owners have established a new membership program one for 18 + guests and another for those guests 17 and under.

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

12. 3rd Shift Activity Report

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

DC Fletcher briefly discussed a surveillance operation that took place between 12.20-21, 2015 outside several convenience stores. DC Fletcher stated that after a confirmed identification of robbery suspect was noted as he entered one of the stores under surveillance, officers confronted the suspect and he was apprehended without incident. DC Fletcher stated that the suspect eventually confessed to 5 convenience store robberies in West Allis and other jurisdictions.

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

13. Criminal Investigations Unit Activity Report

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

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

14. Sensitive Crimes Activity Report

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

DC Fletcher stated that these cases are always very difficult and challenging.

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

15. Tavern Violation Report

Deputy Chief Bob Fletcher submitted the Tavern Violation Report prepared by Lt. Jessica Johnson.

DC Fletcher briefly discussed the shooting incident at Heartbreakers and stated that calls to this establishment have increased over the last quarter. DC Fletcher noted that these incidents have been reported to the License and Health Committee for their follow-up as necessary.

DC Fletcher also stated that there has been an increase in violations of businesses selling cigarettes and alcohol to under age individuals. DC Fletcher noted that many of these places are visited on a regular basis and there no clear indication as to what is causing the increases. He stated that all have been issued the appropriate citations via mail or in person.

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

16. 2015 Year End K9 Report

Deputy Chief Bob Fletcher submitted the K9 Year-end Unit report prepared by Ct. Barry Waddell.

DC Fletcher reviewed highlights and accomplishments of K9's Sonny, Diesel and Jax and their handlers over the past year. He noted that all of the K9 services are in high demand and are kept very busy throughout the year.

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

17. SIU 4th Quarter Report

Deputy Chief Bob Fletcher submitted the SIU 4th Quarter Report prepared by Lt. Colin Hughes.

DC Fletcher discussed briefly the continuing work and investigations regarding the usage of heroin within the City of West Allis and surrounding areas. DC Fletcher also reviewed Operation Cross County which was a 3-day nationwide enforcement action focusing on underage victims of prostitution.

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

18. Communications Activity Report

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

DC Botsch stated that the dispatcher center is short a part/time dispatcher, however, the department will be selecting/interviewing from the current eligibility list to fill the position in a timely fashion.

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

19. Community Services Bureau Report

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

DC Botsch noted that December is very busy for this bureau division. He stated that the CAAD New Year's event hosted approximately 600 attendees – noting that much time and energy goes into creating this fun, safe event for West Allis families. DC Botsch stated that he, DC Fletcher and Ct. Byer attended the Neighborhood Partnership Meeting which had approximately 75 attendees.

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

20. Statistics

Deputy Chief Bob Fletcher submitted the Statistic reports.

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

21. Traffic Report

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

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

22. Training Report

Deputy Chief Chris Botsch submitted the Training Report prepared by Ct. Chris Marks and Sgt. Archie Dunbar.

DC Botsch stated that from the recent recruitment class, the department will be hiring three (3) candidates total and their start date will be February 15, 2016. Additionally, DC Botsch stated that there were over 100 responses to the Crime Analyst Position job posting. He noted that many of the applicants have Master's degrees and the applicant pool is very educated.

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

23. Overtime Comparison

Deputy Chief Bob Fletcher submitted the Overtime Comparison report.

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

24. Police Department Financial Report

Deputy Chief Bob Fletcher submitted the Police Department Financial Report.

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

25. Sick, Injured, Light Duty Report

Deputy Chief Chris Botsch submitted the Sick, Injured and Light Duty Report.

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

26. Monthly Performance Report

Deputy Chief Chris Botsch submitted the Monthly Performance Report.

DC Botsch stated that this report continues to be a work in progress and he is working with Chief Mitchell to streamline the report and work on ideas to make the report functional and informational.

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

27. 2015 Year End OWI Report

Deputy Chief Chris Botsch submitted the 2015 Year-End OWI Report prepared by Lt. Todd Clementi.

DC Botsch stated that in 2015 there was an approximate 4% increase in OWI arrests vs. 2014. DC Botsch congratulated Officer Dan Foy for his 49 OWI arrests for 2015, noting that each of these arrests involves a lot of processing time, paperwork and court appearances.

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

28. 2015 Year End Traffic Report

Deputy Chief Chris Botsch submitted the 2015 Year End Traffic Report.

DC Botsch stated that the parking control officers, to date, have seized 176 license plates from vehicles belonging to owners who have numerous outstanding parking citations; the result has been payment of approximately \$56,000 in late parking fines. DC Botsch also stated that the department will again utilize the TRIP (tax refund interception program) during the upcoming tax season to help recover additional past due parking fines.

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

29. Communication: Squad Graphics Notification

Deputy Chief Chris Botsch submitted a communication regarding an update to the department's squad car graphics.

DC Botsch stated that in July of 2015 a committee was formed to evaluate and re-design the department's squad car graphics, noting that the current design had been in place since 2002. DC Botsch stated that the committee met a number of times and receiving input from internal employees as well as observing surrounding agencies graphics, the committee returned with a well thought-out design and look. The new graphics were presented to Chief Mitchell, who has agreed to implement the Committee's recommendation.

DC Botsch noted that the new graphics will be placed on the new squads for 2016 and going forward, all new vehicle purchases will incorporate this new graphic.

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

30. Request for Approval: TiPSS Parking Software

Deputy Chief Chris Botsch submitted a request to increase the number of TiPSS Parking Software licenses from five (5) to eleven (11).

DC Botsch stated that Titan Public Safety Solutions (TiPPS) is a software program utilized to manage and process parking citations and the associated payment or non-payment of these citations. DC Botsch noted that the cost for the six (6) additional licenses will be funded thru the department's Federal Equitable Sharing account.

A motion was made by Commissioner Kopplin and seconded by Commissioner Mikolajewski to approve the purchase of the additional TiPSS Parking Software licenses as presented by DC Botsch. The motion carried by the following votes:

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

31. Request for Approval: Uninterruptable Power Supply

Deputy Chief Chris Botsch submitted an approval request to purchase uninterruptable power supply (UPS) to power critical components to the dispatch center in the event of a power failure.

DC Botsch explained that this device will ensure key servers and workstations will remain powered up in case of a building power failure. DC Botsch further stated that there is a generator that will power up if there is a power failure, however there is short lag time during which computers shut down and it takes a few minutes for everything to power back-up. This device will bridge that gap and ensure that power is constant to the dispatch center.

Commissioner Nehmer requested that he would like a follow-up and confirmation that there will be dedicated power definition to the dispatch center only.

A motion was made by Commissioner Princeton and seconded by Commissioner Kopplin to approve the purchase of the UPS device as presented by DC Botsch. The motion carried by the following votes:

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

F. POLICE AND FIRE COMMISSION

32. Police & Fire Commission Financial Report

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

Commissioner Nehmer stated that he would like to have an I.T. taskforce meeting update at the February meeting.

G. CLOSED SESSION

NONE SCHEDULED

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.