



City of West Allis

7332 W. National Ave.
West Allis, WI 53214

Meeting Minutes

Board of Police and Fire Commissioners

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

Thursday, February 18, 2016

6:00 PM

West Allis Fire Administration

REGULAR MEETING AND CLOSED SESSION

A. CALL TO ORDER

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

B. ROLL CALL

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

Also Present: Fire Chief Steve Bane, Assistant Chief Jay Scharfenberg, Deputy Chief Mason Pooler, Deputy Chief Joe Levenhagen – Fire Department; Police Chief Patrick Mitchell, Deputy Chief Robert Fletcher, Deputy Chief Christopher Botsch, Captain Steve Beyer – Police Department; Jim Jandovitz, Director of IT – City of West Allis; Bridget Kennedy, Recording Secretary.

C. APPROVAL OF MINUTES

Approval of the January 21, 2016 Regular Meeting Minutes.

A motion was made by Commissioner Princeton and seconded by Commissioner Mikolajewski to approve the January 21, 2016 Regular Meeting Minutes. The motion carried by the following votes:

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

D. POLICE DEPARTMENT

1. Request for Approval: 2016 Getac Proposal Final

Police Chief Mitchell submitted an approval request to purchase (5) Getac in squad computers to include the corresponding docking stations and power adapters for a total of \$14,735.80. This purchase will be funded through the Justice Assistance Grant.

A motion was made by Commissioner Mikolajewski and seconded by Commissioner Kopplin to approve the above purchase as presented above by Chief Mitchell.

The motion carried by the following votes:

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

2. Request for Approval: 2016 Barracuda Approval Final

Police Chief Mitchell submitted an approval request to purchase a Barracuda 890 server to provide an off-site data back-up system for critical police data as well as bring the department into compliance with a recent FBI/CJIS audit requiring encryption of data.

A motion was made by Commissioner Kopplin and seconded by Commissioner Princeton to approve the above purchase as presented above by Chief Mitchell.

The motion carried by the following votes:

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

3. Request for Approval: Police Officer 18-month Probationary Periods

Police Chief Mitchell submitted for review and approval to permanent status on the West Allis Police Department, the 18-month probationary reports of five (5) Officers:

- Officer John Kleinfeldt
- Officer Jesse Maxwell
- Officer Lance Meyer
- Officer Ryan Schultz
- Officer Bret Vanden Boogard

Chief Mitchell stated that all the officers have demonstrated dependability, trustworthiness, effective communication skills and have a positive attitude. Additionally, there were no glaring weaknesses cited by the training bureau during their 18-month probationary period. Chief Mitchell stated that if approved, they will be assigned permanent status to the department effective March 8, 2016.

A motion was made by Commissioner Mikolajewski and seconded by Commissioner Kopplin to approve the assignment to permanent status of the five (5) Officers as requested by Chief Mitchell.

The motion carried by the following votes:

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

4. Communication: Discipline of West Allis Police Department Employee

Closed session topic

5. Communication: Milwaukee County Office involved in Shooting Taskforce

Police Chief Mitchell reviewed a taskforce project that is still in the discussion and organization phase. Chief Mitchell noted that there will be four (4) separate taskforces pulled together from the 19 municipalities within Milwaukee County and they will be responsible for the review and investigation of police officer related shootings. Chief Mitchell stated that West Allis has agreed to be on a taskforce, but selection of participants has not been confirmed. Chief Mitchell stated that task force members will serve as a 3rd party to review and investigate such incidents. Chief Mitchell noted that an official implementation date has not been determined, but the goal is by the end of the 2016 year.

6. Communication: Notification of Retirements

Police Chief Mitchell stated that Lieutenant Jeff Nohelty and Records Supervisor Carol Sperka will be retiring effective February 26, 2016.

7. Communication: Intent to begin Lieutenant of Police promotion process, qualifications to apply and timing

Police Chief Mitchell stated that with the retirement of Lt. Nohelty and movement of other Lieutenants into new positions, the department will begin a Lieutenant's hiring process for immediate fulfillment of an open Lieutenant position as well as create an eligibility list for anticipated future openings.

8. Communication: Intent to begin Records Coordinator or Records Supervisor Promotional Process

Police Chief Mitchell stated that with the retirement of Records Supervisor Carol Sperka, the department will work directly with HR to determine replacement at the Supervisory level or begin with the records coordinator position in anticipation of movement to the supervisory level.

9. Communication: Monthly Metrics Revision

Police Chief Mitchell briefly reviewed this report with Commissioners, stating that the command staff continues to review and condense information as necessary.

Commissioner Nehmer noted that the report should include what information the Chief feels is necessary and required to give the Commission Board the best insight of the department's goals, successes, initiatives, etc., for any given month.

10. Police Department Financial Report

Police Chief Mitchell submitted the Police Department Financial Report.

Chief Mitchell stated that the high percentage number for line items such as Professional Services or Maintenance result from contract payments fully made at the beginning of the year and are not paid out over the course of the year. Chief Mitchell noted that overall, the department is on budget to date.

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

11. Monthly Performance Report

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

12. Statistics

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

13. 1st Shift Activity Report

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

14. 2nd Shift Activity Report

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

15. 3rd Shift Activity Report

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

16. Communications Activity Report

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

17. Community Services Bureau Report

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

18. Criminal Investigations Unit Activity Report

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

19. Sensitive Crimes Activity Report

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

20. Tavern Violation Report

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

21. Traffic Report

Police Chief Mitchell submitted the Traffic Report for January.

Chief Mitchell stated that Officers arrested 53 individual for OWI in January, including one individual arrested for his 7th OWI.

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

22. Training Report

Police Chief Mitchell submitted the Training Report for the month of January.

Chief Mitchell noted two (2) things: 1) the remaining probationary Police Officers continue to progress successfully through their training requirements; 2) the department hosted a Crisis Intervention Team Training thru the National Alliance on Mental Illness.

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

23. Overtime Comparison

Police Chief Mitchell submitted the Overtime Comparison report for January.

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

24. Sick, Injured and Light Duty Report –January

Police Chief Mitchell submitted the Sick, Injured and Light Duty report.

Chief Mitchell noted that short term sick was high for the month of January and the Command Staff will be reviewing the sick time policy as well as review sick-time for patterns or trends and address accordingly.

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

E. FIRE DEPARTMENT

25. Fire Department Financial Report

Fire Chief Bane submitted the Fire Department Financial Report.

Chief Bane stated that he has been in contact with Finance regarding the high OT number noting that payouts that were incurred in 2015 were not paid out until 2016.

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

26. Master Plan Performance Snapshot

Fire Chief Bane submitted that Master Plan Performance Snapshot report.

Chief Bane stated that all though there is more yellow and red than usual, he noted that as of January 1, 2016, the department transitioned completely to the new ProPhoenix reporting system, so a learning curve is to be expected.

Commissioner Nehmer asked for clarification on the fire-related injuries and fatalities line item and AC Scharfenberg explained that this covers a 5-year trend which would include 2013, when the department experienced 5 fire related deaths.

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

27. Communication: Retirement Notifications

Fire Chief Bane submitted letters of retirement from four (4) fire employees effective February 28, 2016 and one (1) fire employee effective on February 29, 2016 – a total of 142 years of service!

EO Ben Koenig (effective 2.29.2016; 26 years)

EO Robert Kurziak (effective 2.28.2016; 27 years)

FF Dave Gorlewski (effective 2.28.2016; 29 years)

FF Jeff Snow (effective 2.28.2016; 32 years)

EO Dion Volk (effective 2.28.2016; 28 years)

Chief Bane stated that with these retirements, the department will be short 9 firefighters and that shortage is anticipated to increase the Overtime budget at some level. Chief Bane stated that a recruitment process will be taking place in the near future with the new recruits starting in September and be in the stations by October.

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

28. Firefighting Activity Report

Assistant Chief Jay Scharfenberg submitted the Firefighting Activity Report and the corresponding quadrant map.

AC Scharfenberg stated that dispatch and Fire continue to work together to ensure that calls are dispatched quickly and correctly. He stated that both areas continue to work on the call processing times and are confident benchmarks will be met accordingly.

AC Scharfenberg reviewed the fires noted in the report and also discussed some of the challenges that each fire had presented to the department. AC Scharfenberg stated that the house fire had no working smoke detectors and if the fire had not been noticed and attended too in a timely fashion, it could have been a very dangerous situation.

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

29. Sick, Injured & Light Duty Report

Assistant Chief Scharfenberg submitted the Sick, Injured and Light Duty report for January.

AC Scharfenberg stated that going forward, a report with a breakdown of injuries by type will be included. He noted that a number of the injuries incurred and require injured leave are back strain and other miscellaneous sprain type injuries. AC Scharfenberg stated that firefighters are not required to participate in light duty unless their injury and recover time will be two or more weeks.

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

30. Request for Approval: Promotions to Equipment Operator

Assistant Chief Scharfenberg stated that with the retirement of the three Equipment Operators previously announced, he would like to request the approval to promote FF Patrick Schrader, FF Dan Rohde and FF Scott Gromowski to the positions of Equipment Operator. AC Scharfenberg stated that all were on the Equipment Operator promotional list that was established in August of 2015.

A motion was made by Commissioner Kopplin and seconded by Commissioner Heron to approve the promotions to Equipment Operator as presented above by AC Scharfenberg.

The motion carried by the following votes:

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

31. Training Activity Report

Deputy Chief Joe Levenhagen submitted the Training Activity Report.

DC Levenhagen reviewed some of the training activities that took place during the month of January. He noted that January is also dedicated to teaching Survive Alive, stating that this year marks the 30th anniversary of the program. DC Levenhagen stated that all first and fourth grade students from public and parochial schools within the West Allis/West Milwaukee School are invited to attend.

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

32. Request for Approval: Changes to Policy 7.27 Firefighter Recruitment and Selection

Deputy Chief Joe Levenhagen submitted a request to change the current firefighter recruitment and selection policy to incorporate the newly formed shared services joint fire academy. DC Levenhagen stated that this joint fire academy would include West Allis, Wauwatosa and North Shore Fire Departments. He noted that this combined effort will increase the selection pool, applicants will be able to apply directly on-line via NeoGov, and it will condense the final testing/application process. DC Levenhagen stated that this combined process will save a lot of man hours (recruiting and testing) as well as money for the city.

A motion was made by Commissioner Princeton and seconded by Commissioner Mikolajewski to approve the policy changes as presented above by Deputy Chief Levenhagen.

The motion carried by the following votes:

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

33. Fire Prevention Activity Report

Deputy Chief Pooler submitted the Fire Prevention Activity Report.

DC Pooler stated that the fire prevention bureau has been transitioning from paper based inspections to mobile inspections via Ipads over the last month and have started to integrate the inspection information into the ProPhoenix system.

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

34. Emergency Medical Services Activity Report

Deputy Chief Mason Pooler submitted the EMS Activity Report.

DC Pooler noted that for the month of January, EMS calls were up approximately 4% compared to same time last year. He stated that the report entitled Response Time Analysis was a new report and information gleaned for this report is in direct response to the department's Accreditation process and requirements. DC Pooler stated that this report looks at first unit arrival times as it relates to the three levels of calls the department may respond too in any given month.

DC Pooler also reviewed some of the highlight calls presented in the January report.

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

35. Emergency Medical Services Revenue Report

Deputy Chief Mason Pooler submitted the EMS Revenue Report.

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

36. Communication: Pulse Point and Hands Only CPR Program

Captain Dave Bandomir introduced the Commissioners to PulsePoint, a new program that will be essential in the location of AED machines in various areas of the city. He stated that first responders and the general public will be able to download an app on their phone that will pinpoint AED machines available for use in case of a medical emergency. Ct. Bandomir stated that the program is expected to launch in June 2016.

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

F. POLICE AND FIRE COMMISSION

37. Police & Fire Commission Financial Report

Commissioner Nehmer submitted the Police & Fire Commission Financial Report

38. Communication: I.T. Steering Committee Update

I.T. Director Jim Jandovitz addressed the Commission and reviewed the project list that the I.T. Steering Committee has been working thru since the inception of the committee. Jim noted that the list will be re-evaluated and reprioritized in the beginning of February and the process will start over.

The Commissioners stated that they would like to see the updated project list when it is available and also requested a cost overview of items purchased, pertaining to Fire and Police, that have yet to be installed or utilized to their full potential.

39. Discussion: Adoption of a Community Input Procedure

Commissioner Nehmer submitted for the Boards review a Community Input Procedure as it relates to public citizen's addressing the Board.

Commissioner Nehmer stated that this procedure is not to be used in place of the current complaint process. He stated that a citizen will only be allowed to address the PFC if the communication pertains to the operations of either Department, but not a complaint against either department.

A motion was made by Commissioner Mikolajewski and seconded by Commissioner Princeton to approve the adoption of a Community Input Procedure.

The motion carried by the following votes:

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

40. Discussion: Chief of Police and Fire Chief 2015 Goals Update and 2016 Goals Establishment

As Police Chief Mitchell started with the City of West Allis in early January 2016, Chief Mitchell discussed with the Commissioners those goals and initiatives he was tasked with upon his hire by the Commission at that time. He also shared additional thoughts and insight with the Commissioners regarding the police department operations moving forward. Chief Mitchell stated that reduction of crime within the City of West Allis is always an ongoing priority.

Fire Chief Bane submitted for the Commissioners review an overview of 2015 goals and initiatives which included implementation of a Mobile Integrated Healthcare (MIH) program and the reestablishment of the IAFF/IAFC joint labor management wellness-fitness initiative. He stated that the MIH program has been implemented and the necessary training and other requirements for the program have been instituted as well. The implementation of the wellness program did not materialize in 2015 as the contract negotiations between the City and West Allis Professional Firefighters required prioritization of other matters first. Chief Bane noted that this will be part of the 2016 goals however, and the 2016 budget does include fund for this program.

Chief Bane also stated that succession planning within the fire department is ongoing and he continues to encourage the Assistant and Deputy Chief's to continue their pursuit of formal education.

Chief Bane stated that 2016 goals include Succession planning, successful implementation of ProPhoenix in all aspects of the fire department, begin preparation for the re-accreditation process of the department as well as a number of goals set forth for each bureau at the department.

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 the discipline of a West Allis Police Department Employee.

A closed session for the above purposes is authorized pursuant to the provision of Section 19.85(1)(c)(f) of the Wis. Stats., where par (c) authorizes a governmental body, to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and par (f) to consider dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such persons, and to consider financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of personnel problems or the investigations of charges against specific persons.

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 at 8:32 pm. The motion carried unanimously.

On a motion made and seconded, the meeting reconvened into open session at 8:48 pm. The motion carried unanimously.

H. ADJOURNMENT

There being no further business, on a motion made and second, the meeting adjourned at 10:11 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.