



City of West Allis

Meeting Minutes

11301 W. Lincoln Ave.
West Allis, WI 53227

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 March 17, 2016

6:00 PM

Police Court Center

REGULAR MEETING AND CLOSED SESSION

A. CALL TO ORDER

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

B. ROLL CALL

Present: Commissioners Don Nehmer, Amy Heron, Fred Mikolajewski

Excused: Commissioners David Princeton and Kurt Kopplin

Also Present: Fire Chief Steve Bane – Fire Department; Police Chief Patrick Mitchell, Deputy Chief Chris Botsch, Captain Steve Beyer – Police Department; Shirley Fisher, West Allis Citizen; Bridget Kennedy, Recording Secretary.

C. APPROVAL OF MINUTES

Approval of the February 18, 2016 Regular and Closed Session Meeting Minutes.

A motion was made by Commissioner Amy Heron and seconded by Commissioner Mikolajewski to approve the February 18, 2016 Regular and Closed Session Meeting Minutes. The motion carried by the following votes:

Aye: 3, Commissioner Nehmer, Heron and Mikolajewski
No: 0

D. FIRE DEPARTMENT

1. Firefighting Activity Report

Fire Chief Steve Bane submitted the Firefighting Activity Report prepared by Assistant Chief Jay Scharfenberg as well as the corresponding quadrant map and quarterly injury report.

Chief Bane briefly reviewed a porch fire that was caused by the careless use of smoking materials by one of the tenants.

Chief Bane also reviewed the injury report submitted with AC Scharfenberg's report. He stated that the department has been engaged in some aggressive, real life training scenes that have contributed to an increase in muscular strains due to these real-life scenarios. Chief Bane noted that all firefighters have been reminded that these are training sessions and to engage in these training exercises safely.

The Commissioner's stated that they like the new quadrant map format, and found it very easy to review and understand.

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

2. Fire Department Financial Report

Fire Chief Steve Bane 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

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

Chief Bane stated that the department is currently converting to new SCBA that was purchased in December and engaging in drill exercises. He stated that SCBA drills will reinforce essential basic firefighting skills in a high stress atmosphere. Chief Bane stated that all probationary firefighters continue to be successful in their training and most recently participated in a 9 month test and all passed with written scores in the 90th percentile.

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

4. Fire Prevention Activity Report

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

Chief Bane noted that inspectors are learning the ProPhoenix system as it relates to documenting inspections and there is an expected learning curve regarding inputting of the data. Additionally, Chief Bane stated that the inspectors are also coordinating inspections with the use of an Ipad as the department attempts to move away from paper inspection sheets.

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 February highlighted EMS calls.

Chief Bane stated that total call volume is down for the month of February; however, EMS calls are up over the previous year. Chief Bane also reviewed some of the mutual aid challenges the department has been working thru, and stated that all participating departments continue to work to ensure mutual aid is beneficial to all involved.

Chief Bane also reviewed the submitted February highlighted calls, and noted that there were a number of heart attacks reported, and discussed briefly with the Commissioners some of the different survival techniques utilized by the EMS staff in such emergencies.

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.

Chief Bane stated that currently revenue is running approximately \$27,000 above budget, not including any Milwaukee County Revenue contribution.

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

7. Sick, Injured and Light Duty Report

Fire Chief Steve Bane submitted the sick, injured & light duty report.

Chief Bane noted that short and long-term sick are both ahead of last year's numbers and the command staff continue to review and follow-up with those employees currently affecting these numbers.

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.

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

9. Communication: 2017 Budget Calendar

Fire Chief Steve Bane submitted for the Commissioner's review, the scheduled dates of the 2017 budget review meetings. Chief Bane noted that June 7th is the official kick-off date of the 2017 budget process.

Commission President Don Nehmer requested that both departments be prepared to present their budget to the PFC board prior to the July 25th submission date to the City Administrator. Commissioner Nehmer stated that at the June 16th PFC meeting he would like an update from both departments on what has been discussed so far and then at the July 21st PFC meeting, both departments can present their proposed 2017 budget to the Commission.

E. POLICE DEPARTMENT

10. Communication: Law Publication Programs

Chief Mitchell stated that he will be instituting a new program to distribute magazines to the community that will cover such issues as general public safety and other community related concerns. Chief Mitchell stated that he will be crafting an introduction letter to businesses regarding this initiative.

The Commissioners had no additional questions or comments.

11. Communication: Nomination of Candidate for Lieutenant

Police Chief Mitchell stated that there were two (2) rounds of interviews conducted for the open Lieutenant position and final interviews were conducted on March 14th. Chief Mitchell stated that final selection was difficult; however, he was pleased to announce that Sergeant Michael Kempinski, currently assigned to the late shift, was offered and accepted the position. Chief Mitchell stated that Sgt. Kempinski will transition to his new role effective March 26, 2016.

The Commissioners asked Chief Mitchell to congratulate Sgt. Kempinski on his promotion on their behalf. The Commissioners had no additional questions or comments.

12. Request for Promotion Process: Sergeant

Police Chief Mitchell stated that with the promotion of Sgt. Kempinski to Lieutenant, the Sergeant position will now need to be filled. Chief Mitchell requested to begin a promotional process for the position of Sergeant. Chief Mitchell stated it is anticipated and expected that many people will apply and the interviews and selection process for the position will be very time intensive.

A motion was made by Commissioner Heron and seconded by Commissioner Mikolajewski to approve the request to begin a promotional process as noted above by Chief Mitchell. The motion carried by the following votes:

Aye: 3, Commissioners Nehmer, Heron and Mikolajewski
No: 0

13. Communication: Accreditation

Police Chief Mitchell stated that recently the department had an on-site assessment which consisted of a 3-day visit with accreditation assessors who reviewed all aspects of the police department. Chief Mitchell stated that the preliminary conversations with the assessors indicated a favorable outcome and he stated the assessors were impressed with the many training initiatives and information shared within the department. Chief Mitchell stated that Sgt. Noche and Ct. Beyer were their main contacts during the 3-day visit, but anyone who came in contact with the assessors was very helpful and cooperative regarding the process. Chief Mitchell stated that a final report and any recommendations, etc., will be available sometime in May.

The Commissioners had no additional questions or comments.

14. Police Department Financial Report

Police Chief Mitchell submitted the Police Department Financial Budget report for review.

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

15. Monthly Performance Report

Police Chief Mitchell submitted the Monthly Performance Report information.

Chief Mitchell stated that currently the Asset Forfeiture account is in good standing but it is anticipated that within the next 3 years; this account and funding will be dissolved and closed. Chief Mitchell stated that the repercussions to the department regarding the loss of this funding will present challenges to the budgeting process moving forward. Chief

Mitchell noted that these budgeting concerns will be addressed immediately with the 2017 budget process so future purchases and the necessary funding will be available.

Chief Mitchell also reviewed a few of the injuries sustained by officers during various altercations with offenders to include a broken arm, a twisted ankle and a hand/finger injury.

Lastly, Chief Mitchell stated that moving forward, cases that are cleared will be documented in the month the case was resolved. He stated that in other words, if an incident happened in December and was not fully cleared and closed until February, then that is the month which will be noted on any corresponding reports. Chief Mitchell indicated that this is following with the guidelines of the FBI Uniform Crime Reporting (UCR) process.

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

16. Statistics

Police Chief Mitchell submitted the Statistics information for review.

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

17. 1st Shift Activity Report

Police Chief Mitchell submitted the 1st Shift Activity Report prepared by Captain Navarrette.

Chief Mitchell briefly reviewed the 3 significant arrests/incidents noted on the submitted report. He stated that West Allis Central has been plagued with bomb threats over the past several months (Feb and March) and an offender has been arrested for 2 of the bomb threats, but the investigation is ongoing regarding the others.

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

18. 2nd Shift Activity Report

Police Chief Mitchell submitted the 2nd Shift Activity Report prepared by Captain Evenson and Lieutenant Saftig.

Chief Mitchell stated that officers responded to a residential burglary incident and after searching the home, found the offender laying face-down on the basement floor of the residence and appeared to be hiding an object underneath him. Chief Mitchell stated that the offender refused to follow police orders and was tased in order to arrest him without further incident. It was determined that the offender had been attempting to hide a large butcher knife as well as miscellaneous drug paraphernalia.

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

19. 3rd Shift Activity Report

Police Chief Mitchell submitted the 3rd Shift Activity Report prepared by Lieutenant Pye.

Chief Mitchell reviewed a robbery that took place at the Speedway gas station on National Ave. He noted that the same suspects then committed a robbery in Greenfield at a Griddler's Café. Chief Mitchell stated that officers were able to identify a vehicle matching the known

suspects and after a high risk traffic stop, 2 of the robbery suspects were arrested and taken into custody. Chief Mitchell stated that after additional investigations by WAPD and GFPD, a total of three (3) suspects were arrested and charged for their roles in the robberies.

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

20. Communications Activity Report

Police Chief Mitchell submitted the Communications Activity Report prepared by Lieutenant Beldin.

Chief Mitchell stated that currently there is one (1) part-time dispatch position open.

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

21. Community Services Bureau Report

Police Chief Mitchell submitted the Community Services Bureau Report prepared by Lieutenant Brian Saftig.

Chief Mitchell stated that the 2016 CAAD Winterfest event was a huge success this year, noting that approximately 400 people attended.

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

22. Criminal Investigations Unit Activity Report

Police Chief Mitchell submitted the Criminal Investigations Unit Activity Report prepared by Captain Barry Waddell.

Chief Mitchell briefly reviewed the skimming devices that were found to be used at three (3) local banks within the city. He stated that one of the skimming devices was recovered and is currently being forensically processed. Chief Mitchell stated that this investigation continues, along with other similar incidents, via the Secret Service Financial Crimes Taskforce.

Chief Mitchell reiterated that the use of heroin, heroin overdoses and heroin overdoses leading to death continue in West Allis as well as many of the surrounding areas. Chief Mitchell stated that a recent summit conducted at West Allis Central High School regarding the heroin epidemic was well attended and a lot of good information was available for reference and review.

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

23. Sensitive Crimes Activity Report

Police Chief Mitchell submitted the Sensitive Crimes Activity Report prepared by Lieutenant Jessica Johnson.

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

24. Tavern Violation Report

Police Chief Mitchell submitted the Tavern Violation Report prepared by Lieutenant Jessica Johnson.

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

25. Traffic Report

Police Chief Mitchell submitted the Traffic Report prepared by Lieutenant Clementi.

Chief Mitchell stated that there was a total of 58 individuals arrested for OWI in February and of those, seven (7) were arrested and charged with their 4th offense and two (2) were arrested and charged with their 5th offense.

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

26. Training Activity Report

Police Chief Mitchell submitted the Training Activity Report prepared by Sgt. Dunbar.

Chief Mitchell stated that the accreditation assessors were impressed with the Training Newsletter and Legal Update Newsletter provided to the department and felt these documents presented good information and helped to keep Officers informed of important training and legal processes and developments.

Chief Mitchell stated that probationary Police Officers continue to progress successfully thru their current training schedules. Chief Mitchell did indicate that the Command Staff have worked with an individual directly to help with his field training as well as provide additional guidance regarding report writing and the handling of assignments. Lastly, Chief Mitchell stated that spring in-service for the department has begun and will run thru early June. Chief Mitchell noted that some of the topics to be covered include eyewitness identification, overdose death scene investigations, legal updates and a number of other important training topics.

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

27. Overtime Comparison

Police Chief Mitchell submitted the Overtime Comparison Report.

Chief Mitchell noted that OT for downtown court is high, however, he stated that that is beyond the department's control since Officers are served subpoenas and are thus required to attend said hearing/trial. Additionally he noted that Criminal Investigation has experienced higher OT due to the recent bank skimming device incidents.

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

28. Sick, Injured, Light Duty Report – February

Police Chief Mitchell submitted the February sick, injured and light duty report for review.

Chief Mitchell stated that the department is concerned about the increase in long-term sick categories, but this usually involves surgery and recovery times, which are not easy to control. Chief Mitchell noted that short-term sick is more controllable and tracking of this time lost is easier.

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

F. POLICE AND FIRE COMMISSION

29. Police & Fire Commission Financial Report

No questions

30. I.T. Project List Update

Commissioner Mikolajewski shared with the Commissioners a copy of the minutes from the most recent IT steering committee meeting. He noted that that steering committee meets on a bi-monthly basis and the next meeting will be on March 23rd. Commissioner Mikolajewski stated that he had asked for Rebecca Grill or Jim Jandovitz to attend the April meeting for presentation of the updated I.T. Steering Committee priority list. Commissioner Mikolajewski suggested that either Rebecca or Jim be asked to attend the May meeting and provide an update to the Board as to what products purchased by Police and/or Fire have actually been implemented and are in use, or are still in a holding pattern.

31. Review and discuss the findings of a Citizen Complaint departmental investigation.

Closed session 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 review and discuss the findings of a Citizen Complaint departmental investigation.

A closed session for the above purpose is authorized pursuant to the provision of Section 19.85(1)(f) of the Wis. Stats., to consider financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par.(b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.

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 the disciplinary action and to consider any other matters on the agenda.

On a motion was made by Commissioner Heron and seconded by Commissioner Mikolajewski to convene into closed session. The motion carried unanimously.

Commissioner Nehmer called the meeting to closed session at 7:30 pm.

On a motion made and seconded, the meeting reconvened into open session at 8:46 pm. The motion carried unanimously.

H. ADJOURNMENT

There being no further business, on a motion made and seconded, the meeting adjourned at 8:47 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.