



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 April 21, 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: Commissioners Don Nehmer, Amy Heron, Fred Mikolajewski, David Princeton and Kurt Kopplin

Also Present: Fire Chief Steve Bane – Fire Department; Police Chief Patrick Mitchell, Deputy Chief Robert Fletcher, Captain Steve Beyer – Police Department; Rebecca Grill, CAO – City of West Allis; Bridget Morawetz – Recording Secretary

C. APPROVAL OF MINUTES

A motion was made by Commissioner Princeton and seconded by Commissioner Mikolajewski to approve the March 17, 2016 Regular and Closed Session 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 to Purchase: Ammunition

Chief Mitchell submitted a request to purchase ammunition for pistols, shotguns and rifles for an approximate cost of \$13,604.00.

The Commissioners had no additional questions or comments and on a motion made by Commissioner Princeton and seconded by Commissioner Kopplin, the request to purchase ammunition was approved.

The motion carried by the following votes:

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

No: 0

2. Request to Purchase: Replacement of K9 Vehicle

Chief Mitchell submitted a request to purchase a replacement K9 vehicle.

Chief Mitchell stated that the K9 vehicle to be replaced is a 2006 Dodge Durango and is approximately 10-years old. He stated that the vehicle is showing signs of wear and tear, is starting to rust and requires premium fuel. Chief Mitchell stated that the vehicle would be funded thru the K9 account which is money obtained thru fundraising and donations, not from the Police budget. Chief Mitchell also noted that the vehicle will come with a canine package that is specific to vehicles used to transport police dogs.

The Commissioners had no additional questions or comments and on a motion made by Commissioner Mikolajewski and seconded by Commissioner Heron, the request to purchase a replacement Police K9 vehicle was approved.

The motion carried by the following votes:

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

3. Request to Purchase: Tactical Vest Replacement

Chief Mitchell submitted a request to purchase (16) tactical vests for members of the Crisis Response Unit.

Chief Mitchell stated that this bureau met with two (2) vendors and had the opportunity to test and evaluate a number of different vests and they have selected the Armor Express LightHawk XT 2.0 vest.

Chief Mitchell stated that the cost for these vest will be funded out of the federal equitable sharing account for a total of approximately \$32,000. Chief Mitchell stated that this is a prime example of the types of purchases that will need to be funneled thru the Police budget once this equitable sharing account has been closed by the government.

Commissioner Princeton asked Chief Mitchell what happens to the expired vests that are being replaced. Chief Mitchell stated that there are some smaller departments that could use them, but due to liability issues, that would not be an option. Chief Mitchell noted that other avenues are being explored to utilize the vests and conversations with the City's legal department are ongoing.

The Commissioners had no additional questions or comments and on a motion made by Commissioner heron and seconded by Commissioner Mikolajewski, the request to purchase (16) replacement tactical vests was approved.

The motion carried by the following votes:

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

4. Communication: Promotion of Police Officer to Detective

Chief Mitchell stated that Police Officer Allison Cerqua was promoted to Detective effective immediately. Chief Mitchell noted that Officer Cerqua was the final person on the Detective promotional eligibility list. Chief Mitchell stated that another eligibility list for Detective will commence in the near future.

The Commissioners congratulated Office Cerqua on her promotion and did not have any additional questions or comments.

5. Communication: Records Supervisor Promotion

Chief Mitchell stated that final interviews for the position of Records Supervisor have concluded and an offer was made and accepted to an internal candidate. Chief Mitchell stated that the candidate is transiting into her new role from her current clerical position, and is expected to be in her new position by the end of May.

The Commissioners had no additional comments or questions for Chief Mitchell regarding this item.

6. Communication: Clerical Position Hiring from Eligibility List

Chief Mitchell stated that with the promotion of the internal candidate to Records Supervisor, the department will review the eligibility list of clerical personnel and contact the next candidate to confirm their interest and availability for the open position.

The Commissioners had no additional comments or questions for Chief Mitchell regarding this item.

7. Communication: 18-Month Probationary Report

Chief Mitchell submitted an 18-month probationary report for Officer Brandon Rapp. Chief Mitchell stated that Officer Rapp is currently assigned to 2nd shift and has been doing very well in his capacity as Police Officer. Chief Mitchell stated that there have been no glaring weaknesses cited during his 18-month evaluation period and is requesting that Officer Rapp be assigned permanent status on the WAPD effective May 3, 2016.

The Commissioners had no additional questions or comments and on a motion made by Commissioner Kopplin and seconded by Commissioner Heron, the request to assign Officer Rapp to permanent status on the WAPD was approved.

The motion carried by the following votes:

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

8. Communication: Update on Sergeants Promotional Process

Chief Mitchell reviewed the Sergeants promotional process steps with the Commissioners and noted that final interviews are scheduled to take place on May 9th. Chief Mitchell indicated that it is their intent to present to the Commissioners the selected candidate's name at the May PFC meeting.

The Commissioners had no additional comments or questions for Chief Mitchell regarding this item.

9. Communication: Update on Crime Analyst Hiring Process

Chief Mitchell stated that a candidate has been identified and selected for this open position. He stated that an offer is on the table and the department is anticipating the candidate will be on-board in the very near future.

The Commissioners had no additional comments or questions for Chief Mitchell regarding this item.

10. Monthly Performance Report

Chief Mitchell submitted the Monthly Performance Report for review.

Chief Mitchell briefly discussed an injury sustained on March 1 by an Officer who was poked by a needle that had been gathered at the site of a heroin overdose. He stated that the Officer required medical treatment and will have to participate in follow-up medical testing over the next few years.

Commissioners asked Chief Mitchell to work with CVMIC regarding possible presentations on procedures and precautions when handling these types of hazardous items.

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

11. Statistics

Chief Mitchell submitted the Statistics report.

Chief Mitchell highlighted some of the important statistics, noting that assaults have trended downward compared to same time in 2014 and 2015. He also noted that drug arrests are up which, given the ongoing battle against the drug problem, is a very positive reinforcement of officers due diligence and continued progress against this illegal activity.

Chief Mitchell did indicate that Graffiti issues seem to be on the rise, but the area affected comprises of mostly empty and abandoned buildings.

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

12. Police Department Financial Report

Chief Mitchell submitted the Police Department Financial Report.

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

13. SIU – 1st Quarter 2016

Chief Mitchell submitted the SIU Report for the 1st Quarter of 2016.

Chief Mitchell stated that heroin continues its stronghold on the public and noted that during the first quarter, 161.15 grams of heroin was seized from various sources and locations.

Chief Mitchell noted that the Drug Detection team recently completed the annual USPCA Narcotics Recertification program, which was held in Minnesota in February.

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

14. 1st Shift Activity Report

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

Chief Mitchell briefly discussed a few of the highlighted incidents that occurred during the March.

Chief Mitchell noted that officers responded to a disturbance call on W. Mitchell Street and encountered a man armed with a large knife. Chief Mitchell stated that after verbal dialog broke down and the man refused to drop the knife, a taser was employed and the man was arrested without further incident.

Chief Mitchell also reviewed a burglary case in which two suspects were apprehended for their suspicious behavior and actions. Once in police custody, the suspects were found to be responsible for a recent burglary and both were charged accordingly. Chief Mitchell stated that additional investigation into the crime resulted in the arrest of a 3rd suspect.

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

15. 2nd Shift Activity Report

Chief Mitchell submitted the 2nd Shift Activity Report prepared by Ct. Evenson.

Chief Mitchell reviewed two traffic stop cases that resulted in the arrest of the individuals for various infractions to include possession of a firearm in both instances as well as miscellaneous drug paraphernalia found in the cars and/or on the suspects.

Chief Mitchell stated that while the West Allis skate park has been overall in good standing since opening, recently there have been reports of illegal drug and alcohol use. He stated that since 2nd shift Officers have been conducting frequent park and walk patrols thru the area, these reports have diminished.

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

16. 3rd Shift Activity Report

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

Chief Mitchell stated that Officers initiated a traffic stop on a vehicle after witnessing a likely hand-to-hand drug transaction take place. Chief Mitchell stated that the driver of the car was arrested for OWI and after a thorough search of the car took place, 18 grams of heroin was discovered hidden in what is known as a "California safe." Chief Mitchell noted that both suspects in the car were charged appropriately.

Chief Mitchell reviewed briefly a number of the other highlighted arrests noted on the report.

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

17. Communications Activity Report

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

18. Community Services Bureau Report

Chief Mitchell submitted the Community Services Bureau Report prepared by Lt. Saftig.

Chief Mitchell was pleased to share that the West Allis Police Department's Citizen's Police Academy took place in March and he stated that there were more people interested in joining the academy than could be accommodated.

Chief Mitchell also reviewed briefly a lengthy assault investigation regarding a student and a teacher. Chief Mitchell stated that final investigation concluded that no criminal charges would be brought up against the teacher, however, the teacher did resign from the school.

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

19. Criminal Investigations Unit Activity Report

Chief Mitchell submitted the Criminal Investigations Unit Activity Report prepared by Ct. Waddell.

Chief Mitchell reviewed the recent bomb threats experienced at West Allis Central High School and updated the Commissioners regarding the investigation noting suspects in four (4) of the bomb threats made have been identified and charged accordingly; he stated that the one in February remains open, but believe an already identified suspect is the culprit.

Chief Mitchell also shared with the Commissioners that Ct. Waddell is working with several agencies to establish a Child Abduction Response Team (CART). Chief Mitchell noted that this is a nationwide program facilitated via the National Center for Missing and Endangered Children.

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

20. Sensitive Crimes Activity Report

Chief Mitchell submitted the Sensitive Crimes Activity Report prepared by Lt. Johnson.

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

21. Tavern Violation Report

Chief Mitchell submitted the Tavern Violation Report prepared by Lt. Johnson

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

22. Traffic Report

Chief Mitchell submitted the Traffic Bureau report prepared by Lt. Clementi

Chief Mitchell stated that Officers continue their commitment to the detection and arrest of impaired drivers. He stated that 54 individuals were arrested in March for OWI, noting that the highest alcohol concentration of the month was .351.

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

23. Training Report

Chief Mitchell submitted the Training Division Report prepared by Ct. Marks and Sgt. Dunbar.

Chief Mitchell noted that Spring in-service for all Officers began in March and will run thru early June.

Chief Mitchell stated that a number of Officers participated in a city-wide tabletop exercise facilitated by the WAFD and MCEMS which involved the simulation of a train derailment with hazardous materials released in the city. Chief Mitchell stated this was a worthwhile exercise and was helpful to evaluate the local emergency response and community plan in the face of such an event.

Commissioners asked Chief Mitchell about the status of the training house. Chief Mitchell stated that the City's DPW department will not be building the house as had been the discussion; he stated that this effort will now be bidded out thru purchasing in the near future.

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

24. Overtime Comparison Report

Chief Mitchell submitted the Overtime Comparison Report.

Chief Mitchell indicated that there were a few line items with increased OT, most noticeable is the Downtown Court number. Chief Mitchell stated that this is really a number that cannot be controlled by the Command Staff as it is dictated by the DA who require that Officers be available and attend trials as necessary. However, Chief Mitchell noted that the Command Staff continues to review and be aware of OT issues and address them accordingly.

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

25. Sick, Injured, Light Duty Report – March

Chief Mitchell submitted the March Sick, Injured and LD Report.

Chief Mitchell stated that overall, the numbers for all categories except long-term sick have maintained. He noted that long-term is effected by those employees who have had surgeries that require a long recovery process.

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

26. Closed Session Item: Discipline of an Officer

Discussed in closed session.

- 27. Closed Session Item: Review and discussion of findings of a Citizen departmental investigation

Discussed in closed session.

E. FIRE DEPARTMENT

- 28. Firefighting Activity Report

Chief Bane submitted the Firefighting Activity Report prepared by AC Scharfenberg.

Chief Bane briefly reviewed a fire that happened the City’s Department of Public Works building. He stated that a garbage truck had been on fire due to a probable electrical malfunction, but the sprinkler system had been activated and kept the fire under control until the Fire Department arrived.

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

- 29. Request to Purchase: Hurst Extrication Tools

Chief Bane submitted a request to purchase Hurst extrication tools.

Chief Bane stated that previously budgeted carry-over funds will be used to purchase two (2) complete sets of Hurst E-Draulic rescue tools from 5-Alarm Fire & Safety. Chief Bane stated that each set of tools, to include accessories and mounting hardware, will cost a total of \$62,334.

The Commissioners had no additional questions or comments and on a motion made by Commissioner Heron and seconded by Commissioner Mikolajewski, the request to purchase the Hurst Extrication Tools was approved.

The motion carried by the following votes:

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

- 30. Fire Department Financial Report

Chief Bane submitted the Fire Department Financial Report.

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

- 31. Training Activity Report

Chief Bane submitted the Training Activity Report prepared by DC Levenhagen.

Chief Bane stated that March was a busy training month that included renewal of EMT license and the annual SCBA refresher and proficiency training course. Chief Bane stated that SCBA testing requires personnel to demonstrate proficiency in the daily inspection and testing of their SCBA.

Chief Bane stated that the consolidated recruit hiring process continues to move smoothly and joint interviews of approximately 75 candidates will take place in mid-May. Chief Bane noted that after that, the West Allis Command Staff will conduct 2nd interviews and then

move forward with presenting final candidates to the PFC for their interview process. Chief Bane and Commissioners tentatively scheduled these PFC interviews to take place on June 6, 7 and 8th. Commissioner Nehmer stated that discussion of the June interview process should be added to the May PFC agenda.

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

32. Communication: Completion of probationary process for PFF's Groh, Streicher, Alex Samosky, Schultz and Marquardt.

Chief Bane noted that all have completed their necessary training requirements and based on reports from their officers and DC Levenhagen's personal observations, they have all been recommended for approval to be placed on the permanent WAFD roster effective May 15, 2016.

The Commissioners had no additional questions or comments and on a motion made by Commissioner Kopplin and seconded by Commissioner Princeton the request to assign PFF's Groh, Streicher, Alex Samosky, Schultz and Marquardt to permanent status on the WAFD was approved.

The motion carried by the following votes:

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

33. Fire Prevention Activity Report

Chief Bane submitted the Fire Prevention Activity Report prepared by DC Pooler.

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

34. Communication: Smoke Detector and CO Neighborhood Installation Event and donation

Chief Bane stated that on April 16th, West Allis firefighters canvassed the areas from 68th Street to 71st Street and Burnham Street, south to Grant Street, to check on smoke and carbon monoxide alarms in resident's homes. At the end of the installation event, firefighters had visited (49) homes; installed (159) smoke alarms; (44) CO alarms; and (10) batteries were exchanged. Chief Bane thanked Alderpersons Roadt, Probst and Weigel for their participation and help during the day.

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

35. Emergency Medical Services Activity Report

Chief Bane submitted the EMS Activity Report prepared by AC Zellmann.

Chief Bane noted that EMS calls were up slightly for March 2016 vs. March 2015.

Chief Bane reviewed briefly the March highlighted calls, noting that heroin overdoses continue to dominate a number of the calls the department responds to.

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

36. Emergency Medical Services Revenue Report

Chief Bane submitted the EMS Revenue Report prepared by AC Zellmann.

Chief Bane stated that anticipated funding from the county has not been credited to the account yet, but revenue is still running above budgeted expectations.

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

37. Communication: Off Road Ambulance Acquisition Update

Chief Bane noted that WiDOT took over a year to finally approve and receive their grant portion for this off-road ambulance. He stated that over that year, the WAFD continued to pursue additional funding to upgrade the off-road ambulance with items such as 12 volt DC charging system, emergency response lighting, a 120 VDC generator and other necessary accoutrements. Chief Bane stated that AC Zellmann has applied for additional funding via a HERC Grant as well as purchasing the vehicle through the GSA Advantage Purchasing Consortium which would save just over \$9500.00 on the list price of the vehicle.

38. Request to Purchase: Sole Source Purchase of Off Road Ambulance

Chief Bane stated that with the anticipated funding from the HERC grant as well as the savings incurred from purchasing the upgraded off-road ambulance via GSA, the department requests approval to move forward with this acquisition.

The Commissioners had no additional questions or comments and on a motion made by Commissioner Princeton and seconded by Commissioner Kopplin the request as noted above was approved.

The motion carried by the following votes:

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

39. Sick, Injured and Light Duty Report

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

40. Master Plan Performance Snapshot

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

41. Communication: Retirement of Firefighter

Chief Bane stated that effective April 29, 2016, FF Brad Langlitz will retire from the fire department. Chief Bane noted that FF Langlitz had been with the department for 27 years, beginning his career in June of 1988.

The Commissioners thanked FF Langlitz for his years of service and wished him a happy and healthy retirement.

F. POLICE AND FIRE COMMISSION

42. Police & Fire Commission Financial Report

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

43. Request for Approval: HIDTA Sole Source Contract – Gryphon Training Group, Inc.

On a motion made by Commissioner Princeton and seconded by Commissioner Heron the request from HIDTA to contract with Gryphon Training Group Inc., to provide a 2-day training class for 100 + law enforcement officers was approved.

The motion carried by the following votes:

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

44. Request for Approval: HIDTA Sole Source Contract – L.A.W Tech Consultants, LLC

On a motion made by Commissioner Princeton and seconded by Commissioner Kopplin the request from HIDTA to contract with L.A.W. Tech Consultants LLC for providing a 3-day training class for 100+ law enforcement officers was approved.

The motion carried by the following votes:

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

45. Request for Approval: Creation of a sub-committee of the Police & Fire Commission Board for the purpose of updating the Police & Fire Commission rules.

Commissioner Nehmer asked for three (3) volunteers to create a sub-committee to take on the task of reviewing, updating and finish/finalize the Police & Fire Commission Rules and Regulations booklet. Commissioner Princeton stated his interest and would take the lead on the project. Additionally, Commissioner Heron and Commissioner Kopplin will also be part of the reviewing sub-committee. Commissioner Nehmer asked Commissioner Princeton to work with Bridget to confirm a first meeting date for proper agenda protocol. Commissioner Nehmer stated that at the May meeting he would like a quick overview of the sub-committee process.

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 Police Officer and to discuss findings of a Citizen Complaint departmental investigation.

A closed session for the above purposes is authorized pursuant to the provisions of Section 19.85(1)(b) and (f) of the Wis. Stats., 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 specific personnel problems or the investigations 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 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 convened into closed session at 8:10 pm. The motion carried unanimously.

Closed session topics were discussed.

On a motion made and seconded, the meeting reconvened into open session at 8:28 pm. The motion carried unanimously.

H. ADJOURNMENT

There being no further business, on a motion made and seconded, the meeting adjourned at 8:29 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.