



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, May 19, 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, David Princeton and Kurt Kopplin.

Also Present: Fire Chief Steve Bane, Deputy Chief Mason Pooler – Fire Department; Police Chief Pat Mitchell, Deputy Chief Chris Botsch, Police Officer/WAPPA representative Lucas Binter – Police Department; Rebecca Grill, COA – City of West Allis; Tracey and Jim Pomeroy – Private Citizens; Bridget Morawetz, Recording Secretary.

C. APPROVAL OF MINUTES

Approval of the April 21, 2016 Regular and Closed Session Meeting Minutes as well as the May 11, 2016 Special Meeting Minutes.

A motion was made by Commissioner Princeton and seconded by Commissioner Kopplin to approve the April 21, 2016 Regular and Closed Session Meeting Minutes as well as the May 11, 2016 Special Meeting Minutes.

The motion carried by the following votes:

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

D. FIRE DEPARTMENT

1. Firefighting Activity Report

Chief Bane submitted the Firefighting Activity Report.

Chief Bane stated that there were a number of small fires over the month of April, but nothing really significant.

Commissioner Heron asked for clarification as to what Good Intent means. Chief Bane stated that this is in reference to false alarms, such as a smoke detector goes off because someone burned popcorn.

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

2. Fire Department Financial Report

Chief Bane stated that the Fire Department's budget report has been corrected to reflect the budget to date accurately.

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

3. Training Activity Report

Chief Bane briefly discussed the SCBA (self-contained breathing apparatus) confidence course training exercise. He stated that this is a mandatory training exercise and personnel are required to don all of their required PPE and SCBA gear and move thru various props without compromising their respiratory protection.

Chief Bane stated that the week of May 23rd, 32 firefighter candidates will be interviewed by the WAFD Command Staff and then the final candidates will be scheduled to interview with the PFC members the week of June 6th. Chief Bane distributed a copy of the most recent PFC interview questions as well as the corresponding score sheet. Commissioner Nehmer asked the board members to review the questions and to respond directly back to him with questions and/or changes.

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

4. Fire Prevention Activity Report

Deputy Chief Pooler submitted the Fire Prevention Activity Report.

DC Pooler stated that due to mandatory firefighter training over the past month, route inspections are down vs. April of 2015. DC Pooler noted however, that one of the fire inspectors will be on long-term sick/light duty soon and will be instrumental in helping the department to get back on task.

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

5. Emergency Medical Services Activity Report

DC Pooler submitted the EMS Activity Report.

DC Pooler briefly discussed with the Commissioners bringing in an outside vendor to perform quality insurance on the calls that come in thru the dispatch center. DC Pooler stated that the fire department does not have the resources to dedicate a person full-time to this quality insurance issue as it is a very time consuming process and one that might be better served by a 3rd party.

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

6. Emergency Medical Services Revenue Report

DC Pooler submitted the EMS Revenue Report.

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

7. Sick, Injured and Light Duty Report

DC Pooler submitted the Sick, Injured and Light Duty report.

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

8. Master Plan Performance Snapshot

DC Pooler submitted the Master Plan Performance Snapshot

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

9. Discussion: IPADS for Commissioners

Chief Bane proposed to the Commissioners the use of IPADS to view the PFC agenda and back-up information moving forward. He stated that this would save the city on paper costs as well as the time involved with the Battalion Chief on duty hand delivering the packets monthly. The Commissioners were open to the idea of using the IPADS and CAO Rebecca Grill will work with Bridget to move this process along.

The Commissioners had no additional questions or comments.

E. POLICE DEPARTMENT

10. Communication: Proposal for reorganization of Police Department

Chief Mitchell submitted a proposal for the reorganization of the Police Department.

Chief Mitchell assured the Commissioners that this reorganization will not affect how WAPD services the community on a daily basis. Rather, Chief Mitchell stated, it will be a streamline of chain of command positions, responsibilities and priorities.

Chief Mitchell walked the Commissioners thru the changes to be implemented in the Patrol and Criminal Investigation bureaus. He noted that this reorganization would also include the creation of an Administrative Services Bureau and a Management & Planning Bureau, and the elimination of the Professional Standards Division (to be absorbed by the support services division). Chief Mitchell stated that the reorganization will not eliminate positions, but rather re-allocate current positions to better service the department more efficiently.

A motion was made by Commissioner Princeton and seconded by Commissioner Mikolajewski to approve the WAPD reorganization requested as presented by Chief Mitchell.

The motion carried by the following votes:

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

11. Request for Approval: Sergeant’s Eligibility List

Chief Mitchell submitted the Sergeant’s Eligibility List for approval.

Chief Mitchell stated that a total of 17 personnel applied and after the necessary interviews and assessments were completed, the 9 top scoring candidates were selected to comprise the current eligibility list.

A motion was made by Commissioner Kopplin and seconded by Commissioner Mikolajewski to approve the Sergeant's Eligibility List as presented by Chief Mitchell.

The motion carried by the following votes:

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

12. Request for Approval: Police Officer Recruitment

Chief Mitchell requested the approval to begin a Police Officer Recruitment process in anticipation of upcoming retirements.

A motion was made by Commissioner Mikolajewski and seconded by Commissioner Heron to approve the recruitment as presented by Chief Mitchell.

The motion carried by the following votes:

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

13. Request for Approval: Communications Center Staffing Allocation

Chief Mitchell reviewed and discussed with the Commissioners his request to increase the part-time dispatch staff in order to help offset the overtime incurred when a vacancy occurs within the Communications division. Chief Mitchell stated that if approved by the Commissioners, the next step would be to present to the Common Council for their approval as this would be a formal change to the staffing allocation in the police budget.

A motion was made by Commissioner Princeton and seconded by Commissioner Kopplin to approve the request to be presented to Common Council given the explanation by Chief Mitchell.

The motion carried by the following votes:

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

14. Communication: WILEAG Accreditation

Chief Mitchell stated that the WILEAG Board convened and officially accredited the WAPD for another three years. Chief Mitchell thanked Ct. Beyer and Accreditation Officer Noche for their work regarding this current successful accreditation process. Chief Mitchell stated that an official presentation will take place at an upcoming Common Council meeting.

The Commissioners congratulated Chief Mitchell and his staff on this accomplishment.

15. Communication: Update on functioning of K9 Alarms

Chief Mitchell stated that in reference to the K9 alarms, he confirmed that all alarms are functional and will be tested on a monthly basis. Chief Mitchell stated that all of the K9

handlers are conscious of the dangers of leaving the dogs unattended and are committed to the safety and well-being of the animals.

16. Communication: Update of status of firearm cases referred to Milwaukee County Attorney's Office

Chief Mitchell stated that this information is still in the process of organization and will be presented at the June meeting.

17. Communication: Prescription Drug Take Back Day results

Chief Mitchell stated that the April 30th prescription take back day was a huge success. He stated that a total of 88.3 pounds of pills, liquids and creams were collected and handled appropriately for destruction.

The Commissioners had no additional comments or questions.

18. Communication: Update on UPS installation

Deputy Chief Botsch reported that the UPS installation has been completed and it was load tested as appropriate.

The Commissioners had no additional questions or comments.

19. Communication: Roundy's "Stuff the Squad" Program

Chief Mitchell stated that this event will take place beginning June 4-11, 2016 in collaboration with local Pick 'n Save stores. Chief Mitchell explained that shoppers can purchase either a \$5 or \$10 pre-stuffed bag of groceries that will be donated to a neighborhood partner food pantry in West Allis.

The Commissioners had no additional questions or comments.

20. Police Department Financial Report

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

21. Monthly Performance Report

Chief Mitchell briefly reviewed the status of the Asset Forfeiture Account program, stating that this funding will be terminated within the next three (3) years, and items purchased with this funding will need to be absorbed and allocated into the Police Budget.

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

22. Statistics

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

23. 1st Shift Activity Report

Chief Mitchell stated that the necessary personnel are working to combine the three activity reports into one report, and the goal for presentation is at the July meeting.

Chief Mitchell reviewed a number of significant arrests and incidents that took place on 1st Shift during the month of April.

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

24. 2nd Shift Activity Report

Chief Mitchell reviewed a number of significant arrests and incidents that took place on 2nd Shift during the month of April.

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

25. 3rd Shift Activity Report

Chief Mitchell reviewed a number of significant arrests and incidents that took place on 3rd Shift during the month of April.

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

26. Communications Activity Report

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

27. Community Services Bureau Report

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

28. Criminal Investigations Unit Activity Report

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

29. Sensitive Crimes Activity Report

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

30. Tavern Violations Report

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

31. Traffic Report

Chief Mitchell stated that the Traffic Bureau continues the war against drunk driving and during the month of April, Officers arrested a total of 58 individuals for OWI.

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

32. Training Report

Chief Mitchell stated that the bike patrol program has been reinstated and new bicycle equipment has been ordered. Chief Mitchell stated that several officers have already participated in a Patrol Bicycle Training Course and implementation of the program will begin in June with full implementation of the program expected prior to the 2016 State Fair.

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

33. Overtime Comparison

Chief Mitchell discussed and reviewed some of the areas in the department that continue to challenge the department with increased overtime costs. Chief Mitchell indicated that these areas incurring overtime are bureaus with criminal investigations that are time and manpower intensive. However, Chief Mitchell assured the Commissioners that this is a priority for the command staff and will continue to be addressed accordingly.

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

34. Sick, Injured, Light Duty Report – April

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

35. Closed Session: Officer Resignation

36. Closed Session: Review and discuss findings of two (2) citizen departmental investigations

F. POLICE AND FIRE COMMISSION

37. Police & Fire Commission Financial Report

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

38. Request for Approval: HIDTA Sole Source Provider – SAFETAC Training

On a motion made by Commissioner Princeton and seconded by Commissioner Heron, the request from HIDTA to contract with SAFETAC Training to provide a 3-day training class for law enforcement officers was approved.

The motion carried by the following votes:

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

39. Sub-committee meeting update regarding PFC Rules & Regulation book

Commissioner Princeton reported that the sub-committee met on May 11, 2016 and began the process to review, perhaps condense and ensure that the board is in full compliance as required with the PFC Rules and Regulations. Commissioner Princeton stated that the next meeting will be in August.

40. I.T. Steering Committee Update on Police & Fire Department Projects

CAO Rebecca Grill addressed the Commission and briefly discussed some of the issues that challenge Fire and Police as it relates to their I.T. requirements. She stated that I.T., Fire and Police have been trying to meet on a bi-weekly basis to discuss and resolve some of these ongoing challenges. Rebecca stated that she will provide the Commissioners with an updated project list from the I.T Taskforce Meeting at the June PFC Meeting.

41. City of West Allis Strategic Planning Efforts and Compensation Study

CAO Rebecca Grill briefly discussed the City's agreement to participate in a Compensation Study that will review and reevaluate all positions, excluding police and fire, within the City of West Allis. She also stated that purpose of the Strategic Planning efforts is to establish goals, priorities, objectives and strategies for the next five (5) years to meet the needs of the community and the organization.

42. Election of Police and Fire Commission Officers

The Police & Fire Commission Members elected new officers as follows:

Don Nehmer was nominated by Commissioner Princeton and seconded by Commissioner Mikolajewski for President of the Board.

Amy Heron was nominated by Commissioner Nehmer and seconded by Commissioner Princeton for Vice President of the Board.

Fred Mikolajewski was nominated by Commissioner Nehmer and seconded by Commissioner Heron for Secretary of the Board.

On a motion made and seconded, the above nominations were unanimously passed and the motion carried by the following votes:

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

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 resignation of a Police Officer and to discuss findings of two (2) Citizen Complaint departmental investigations.

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 meeting convened into closed session at 8:25 pm. The motion carried unanimously.

Closed session topics were discussed

On a motion made and seconded, the meeting reconvened into open session at 8:50 am. The motion carried unanimously.

H. ADJOURNMENT

There being no further business, on a motion made and seconded, the meeting adjourned at 8:51 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.