



# 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*

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Thursday, June 16, 2016

6:00 PM

West Allis Fire Administration

#### REGULAR MEETING AND CLOSED SESSION

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#### 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: Assistant Chief Jay Scharfenberg, Assistant Chief Kurt Zellmann, Deputy Chief Mason Pooler – Fire Department; Police Chief Pat Mitchell, Deputy Chief Bob Fletcher – Police Department; Rebecca Grill, CAO – City of West Allis; Bridget Morawetz, Recording Secretary

#### C. APPROVAL OF MINUTES

*Approval of the May 19, 2016 Regular and Closed Session Meeting Minutes as well as the June 6, 2016, June 7, 2016 and June 8, 2016 Special Meeting and Closed Session Minutes.*

A motion was made by Commissioner Princeton and seconded by Commissioner Kopplin to approve the May 19, 2016 Regular and Closed Session Meeting Minutes, as amended, per the request of Commissioner Heron. Additionally, a motion was made by Commissioner Princeton and seconded by Commissioner Kopplin to approve the June 6, 7 and 8, 2016 Special Meeting and Closed Session Meeting Minutes.

The motions carried by the following votes:

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

#### D. POLICE DEPARTMENT

1. Communication: Firearm cases reviewed by the Milwaukee County DA's Office

DC Fletcher stated that between January 2015 thru June 15, 2016, there were 69 gun related cases submitted to the Milwaukee County DA's office for review. DC Fletcher stated that of those 69, 48 cases resulted in firearm charges, 8 are still pending and 13 were discharged for various reasons (i.e. not enough evidence, different charges were presented, etc.).

The Commissioners had no additional questions or comments.

2. Communication: WILEAG Presentation at the August 2, 2016 Common Council Meeting

Chief Mitchell stated that the West Allis Police Department was officially granted reaccreditation and there will be a presentation with the President of WILEAG at the August 2, 2016 Common Council Meeting.

The Commissioners congratulated Chief Mitchell and stated that they will be in attendance for the presentation.

3. Police Department Financial Report

Chief Mitchell submitted the Police Department Financial Report.

Chief Mitchell stated that overall the department continues to be mindful of budget constraints; however, he noted that total expenses for Overtime are not in line with the overtime report, and Chief Mitchell will review with finance the discrepancy in numbers.

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

4. Monthly Performance Report

Chief Mitchell submitted the Monthly Performance Report.

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

5. Statistics

Chief Mitchell submitted the Statistic reports.

Chief Mitchell briefly discussed three high profile homicide/murder cases that occurred in May which impacted the statistic report numbers. Chief Mitchell also noted that good police investigation work resulted in a substantial increase in narcotic arrests for May 2016 vs. May 2014 & 2015. Lastly, it was noted that traffic citations increased significantly to date in 2016 vs. 2014 and 2015.

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

6. 1<sup>st</sup> Shift Activity Report

Chief Mitchell submitted the 1<sup>st</sup> Shift Activity Report prepared by Ct. Navarrette.

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

7. 2<sup>nd</sup> Shift Activity Report

Chief Mitchell submitted the 2<sup>nd</sup> Shift Activity Report prepared by Ct. Evenson and Lt. Kempinski.

Chief Mitchell briefly reviewed a carjacking incident that came to a close after the suspects crashed the car and an alert citizen contacted WAPD. Chief Mitchell stated that 3 of the 4 suspects were immediately apprehended and released to MPD custody. The two elderly victims were not harmed.

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

8. 3<sup>rd</sup> Shift Activity Report

Chief Mitchell submitted the 3<sup>rd</sup> Shift Activity Report prepared by Lt. Pye.

Chief Mitchell reviewed a number of significant cases handled by the 3<sup>rd</sup> Shift Officers during the month of May. Chief Mitchell also briefly discussed the department's stand on high speed chases and told the Commissioners that he felt comfortable with the current policy in place and finds that the stop sticks are very helpful in these types of situations.

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

9. Communications Activity Report

Chief Mitchell submitted the Communications Activity Report prepared by Lt. Beldin.

Chief Mitchell noted that Communications Center was recently recognized by the Medical College of WI and the Milwaukee County Office of Emergency Management for the center's commitment to cardiac arrest survival by providing our dispatchers assisted CPR instructions.

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

10. Community Services Bureau Report

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

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

11. Criminal Investigations Unit Activity Report

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

Chief Mitchell reviewed a commercial burglary that took place at Gordie Boucher Lincoln Mercury. Chief Mitchell noted that the suspects drove a stole mini-van through the glass service doors and stole two (2) Lincoln MKX autos. Chief Mitchell noted that both vehicles were recovered in the City of Milwaukee and that arrests have been made accordingly.

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

12. Sensitive Crimes Activity Report

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

Chief Mitchell stated that WAPD Detective Porter, who has been assigned to work with the FBI Child Exploitation Task Force initiative, has traveled to Florida and California to investigate a child exploitation case involving the same child with parties from both areas. Chief Mitchell stated that Det. Porter also worked as a liaison between Indiana and

Milwaukee agents in the investigation of child enticement in Fond du Lac which lead to the offender's eventual arrest.

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

13. 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

14. Traffic Report

Chief Mitchell submitted the Traffic Report prepared by Lt. Clementi.

Chief Mitchell stated that OWI enforcement continues to be an initiative for all shifts. He stated that during the month of May, a total of 62 individuals were arrested for OWI.

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

15. Training Report

Chief Mitchell submitted the Training Report prepared by Ct. Marks

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

16. Overtime Comparison Report

Chief Mitchell submitted the Overtime Comparison Report

Chief Mitchell stated that this report is now divided appropriately into two (2) pages – 1<sup>st</sup> page consists of OT paid via city funds; 2<sup>nd</sup> page is OT that is reimbursable thru grants or other funding sources. Chief Mitchell then reviewed the report in a bit more detail, explaining to the Commissioners what might be driving some of the higher overtime numbers. Chief Mitchell then stated that he conducted a meeting with Sergeants and above regarding the budget and overtime and what is expected to ensure that the budget goals are achieved as best as possible. Chief Mitchell also stated that going forward, Captains will be required to handle and manage their budget on a daily basis and will be held accountable for Officers on their shift working overtime and will need to keep abreast of Officers workloads.

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

17. Sick, Injured & Light Duty Report – May

Chief Mitchell submitted the May Sick, Injured and Light Duty Report.

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

**E. FIRE DEPARTMENT**

## 18. Firefighting Activity Report

Assistant Chief Jay Scharfenberg submitted the Firefighting Activity Report and the April-June 2106 Quarterly Injury report.

AC Scharfenberg stated that overall fire calls were down for the month of May 2016 vs. May 2015 but EMS runs were slightly higher. AC Scharfenberg noted that total runs to date are slightly higher than 2015.

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

## 19. Fire Department Financial Report

Assistant Chief Scharfenberg submitted the Fire Department Financial Report.

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

## 20. Training Activity Report

Assistant Chief Scharfenberg submitted the Training Activity Report prepared by Deputy Chief Joe Levenhagen.

AC Scharfenberg stated that with the help of the West Allis Community Department, the training bureau was able to acquire the use of a vacant office building located on Orchard St. AC Scharfenberg stated that this was a great training environment and firefighters were able to practice rescue techniques and use forcible entry tools on the structure. AC Scharfenberg stated that firefighting crews were able to familiarize themselves with recently purchased Hurst eDraulic extrication tools and a Unifire rotary rescue saw during this training exercise.

AC Scharfenberg also briefly reviewed Milwaukee Fire Department's Hazmat Response team visit to Station 2 along with the team's vehicles and equipment. AC Scharfenberg noted that this interaction is helpful to gain a better understanding of MFD's capabilities and expectations for a shared services response to a Hazmat incident.

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

## 21. Fire Prevention Activity Report

Deputy Chief Pooler submitted the Fire Prevention Activity Report.

DC Pooler stated that regular route inspections are down year-to-date, noting that fire inspectors have been involved in necessary department training activities and have not been able to commit to regular route inspections during their shifts. He noted that there is a plan in place to get back on track and completed by the end of the year, but DC Pooler stated with State Fair and Fire Prevention week fast approaching, the next few months will be challenging.

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

## 22. Emergency Medical Services Activity Report

Assistant Chief Kurt Zellmann submitted the EMS Activity Report.

AC Zellmann stated that EMS response calls for May 2016 vs. May 2015 increased approximately 14% and a year-to-date increase of 6.9%.

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

## 23. Emergency Medical Services Revenue Report

Assistant Chief Kurt Zellmann submitted the EMS Revenue Report.

AC Zellmann stated that revenue continues to increase and communication with Milwaukee County indicated that we can expect payment from them in July.

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

## 24. Sick, Injured and Light Duty Report – May

Assistant Chief Scharfenberg submitted the Sick, Injured and Light Duty Report.

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

## 25. Master Plan Performance Snapshot

Assistant Chief Scharfenberg submitted the Master Plan Performance Snapshot.

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

## 26. Request for Approval: Purchase of Firefighting Turnout Gear

Assistant Chief Scharfenberg submitted a request to purchase firefighting turnout gear.

AC Scharfenberg stated that for the past five (5) years, the department has purchased turnout gear via a VALUE in Local Government cooperative agreement. AC Scharfenberg noted that in anticipation of the agreement expiring at the end of June, WAFD and a number of other southeastern Wisconsin departments revisited the VALUE agreement and a request for proposals was advertised. AC Scharfenberg stated that after bids were received, the qualifying manufacturers were Honeywell Morning Pride and Globe Manufacturing and after a 2-month wear testing period, Globe Manufacturing was officially awarded the VALUE agreement. AC Scharfenberg stated that Honeywell Morning Pride sent an official notification that they would honor its pricing as submitted over the 3-year life of the VALUE agreement. AC Scharfenberg stated that both companies provide quality turnout gear, each with unique qualities.

Commissioner Nehmer stated that he would like to have additional conversations with CAO Rebecca Grill regarding the City of West Allis's purchasing policy as well as the city's procurement process as he has some concern regarding the validity of this process. Commissioner Nehmer requested that this request for approval be tabled until the July meeting to allow for additional information to be presented.

A motion was made by Commissioner Princeton and seconded by Commission Kopplin to table the request for approval to purchase turnout gear pending verification of the procurement law as well as the City of West Allis policy code.

The motion carried by the following votes:

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

27. Request for Approval: Firefighter Eligibility List

Assistant Chief Scharfenberg submitted the Firefighter Eligibility List for approval. AC Scharfenberg stated that if approved, the list will remain in effect for one (1) year.

A motion was made by Commissioner Kopplin and seconded by Commission Princeton to approve the Firefighter Eligibility List as requested above.

The motion carried by the following votes:

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

28. Request for Approval: Hire from Firefighter Eligibility List

Assistant Chief Scharfenberg submitted a request to hire ten (10) recruits from the approved firefighter eligibility list. AC Scharfenberg stated that the 10 recruits will be subjected to a complete background check followed by a complete physical and psychological exam via Dr. Childs. AC Scharfenberg stated that barring any issues, the recruits will begin their training by the middle of August.

A motion was made by Commissioner Mikolajewski and seconded by Commission Kopplin to approve the hiring of the ten (10) recruits as presented above by AC Scharfenberg.

The motion carried by the following votes:

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

29. Communication: Grant Award – MIH Training

Assistant Chief Scharfenberg shared with the Commissioners that the department has been awarded an Assistance to Firefighters Grant in the amount of \$7273.00 for continuing Community Paramedic training at UW-Milwaukee. AC Scharfenberg stated that applying for this grant was a team effort spearheaded under the direction of Fire Inspector Dan Hauenstein who authored the AFG grant.

The Commissioners congratulated Ct. Bandomir and team for their efforts in securing this grant and wished them continued success with the Community Paramedic program.

30. Communication: Grant Award – HERC

Assistant Chief Kurt Zellmann shared with the Commissioners that the department has been awarded a grant in the amount of \$19,918.36 from Southeastern Wisconsin Healthcare Emergency Readiness (HERC). AC Zellmann stated that this grant is earmarked for equipment to supplement the capabilities of the new off-road ambulance such as upgraded puncture resistant tires and emergency warning lights and siren.

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

#### **F. POLICE AND FIRE COMMISSION**

31. Police & Fire Commission Financial Report

Commissioner Nehmer submitted the Police & Fire Commission Financial Report.

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

32. Request for Approval: HIDTA Sole Source Contract – St. Petersburg College

On a motion made by Commissioner Mikolajewski and seconded by Commissioner Princeton, the request from HIDTA to contract with St. Petersburg College to provide a 3-day training class for 50 law enforcement officers was approved.

The motion carried by the following votes:

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

33. Request for Approval: MOU between HIDTA and the Board of Police & Fire Commissioners

On a motion made by Commissioner Kopplin and seconded by Commissioner Heron, the Memorandum of Understanding (MOU) by and between the governmental agencies comprising HIDTA, by its Executive Director, the WAPD, by its Board of Police & Fire Commissioners and the City of West Allis for the provision of certain purchasing and fiscal agent services was approved.

The motion carried by the following votes:

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

34. Communication: I.T Update

City of West Allis CAO Rebecca Grill stated that the I.T. steering commission continues to meet on a bi-monthly basis and review and discuss ongoing and new I.T. projects as they come along. CAO Grill stated that there is also an I.T meeting with members of the Fire and Police department every other Monday. She stated that these meetings continue to be productive for all involved parties.

35. Communication: Budget Planning Process/Packets

Commissioner Nehmer requested that both Chief's be prepared to present a brief budget overview to the Commissioner's at the July meeting.

**G. CLOSED SESSION**

NONE SCHEDULED

**H. ADJOURNMENT**

There being no further business, on a motion made and seconded, the meeting adjourned at 8:00 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.