



City of West Allis

7527 W. Greenfield 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, July 21, 2016

7:00 PM

City Hall, Room 128

REGULAR MEETING AND CLOSED SESSION

A. CALL TO ORDER

Commissioner Nehmer called the meeting to order at 7:05 pm

B. ROLL CALL

Present: Commissioners Don Nehmer, Fred Mikolajewski, David Princeton and Kurt Kopplin

Excused: Commissioner Amy Heron

Also Present: Deputy Chief Mason Pooler – Fire Department; Police Chief Pat Mitchell, Deputy Chief Chris Botsch – Police Department; CAO Rebecca Grill, City of West Allis; Bridget Morawetz, Recording Secretary.

C. APPROVAL OF MINUTES

Approval of the June 16, 2016 Regular Meeting Minutes

A motion was made by Commissioner Princeton and seconded by Commissioner Kopplin to approve the June 16, 2016 Regular Meeting Minutes.

The motion carried by the following votes:

Aye: 4, Commissioners Nehmer, Princeton, Mikolajewski and Kopplin
No: 0

D. POLICE DEPARTMENT

1. 2017 Police Department Annual Budget Report:

➤ Body Worn Cameras

Chief Mitchell submitted a new budget initiative for Body Worn cameras prepared by Ct. Steve Beyer and Ct. Chris Marks.

Chief Mitchell explained to the Commissioners that body worn camera footage provides a perspective of situations involving police officers and is helpful to reduce uses of force by officers as well as reduce citizen complaints against officers. Chief Mitchell stated that start-up and 1-year costs will total \$144,900. Chief Mitchell stated that a support position to manage the footage and records requests would also need to be created at an approximate cost of \$59,000 (salary and benefits). Chief Mitchell also reviewed the required yearly costs associated with the body worn camera devices.

A lengthy discussion ensued between the Commissioners and Chief Mitchell regarding the feasibility, cost (start-up and ongoing yearly maintenance) of this initiative and how the funding would be acquired, and continued, if the initiative was approved to move forward. Commissioners were very concerned with the cost of this initiative, which just for the first 3-years alone, will be approximately \$500,000.

Chief Mitchell stated that many surrounding police departments have moved in this direction and have reported a decrease in lawsuits and a decrease in judgments against the city municipality.

➤ Police Vehicle Cost Increase

Chief Mitchell discussed a budget increase request relative to the increased cost of new Police Vehicles.

Chief Mitchell stated that previously the department has purchased mostly Chevy Impalas as the primary patrol vehicles. He stated that the Impalas were the most cost effective option, suited the department's needs and due to the consistent design of the cars, transfer of equipment (lights, radio, etc), had been easily accomplished. Chief Mitchell stated that effective in 2017, the Impala will no longer be available and the department had to explore other car options.

Chief Mitchell stated that after a review of a number of car options, the department will likely select the Ford Interceptor Sedan. Chief Mitchell stated that the Ford Interceptor is approximately \$4,000.00 more than the Impalas and to install the necessary equipment will cost approximately \$6,000 per replaced vehicle. Chief Mitchell stated that the department will need to replace six (6) vehicles, increasing the cost of the current vehicle budget by \$60,000. Chief Mitchell indicated that he will be submitting a request to increase the PD vehicle budget from \$184,000 to \$240,000 to accommodate this cost increase.

➤ Asset Forfeiture Program

Chief Mitchell stated that the Asset Forfeiture Program has been an additional source of funding for the department that is not included in the department's annual operating budget. Chief Mitchell stated that this funding program has been instrumental to assist in the purchase of miscellaneous police equipment and other police driven necessities. Chief Mitchell stated that in anticipation of this funding program being eliminated all-together or funding severely reduced, he is submitting this information as a beginning discussion point as to how the loss of this funding will impact the department's annual operating budget in the future.

➤ Background Investigations Funding

Chief Mitchell stated that it was recently determined that the cost of the pre-employment background checks for fire and/or police recruit candidates was being billed to the PD. Chief Mitchell stated that costs associated with pre-employment (medical, psych) are billed to a Police & Fire Commission account, and he will be requesting that \$15,000 be placed into the Police & Fire Commission 2017 Annual Budget Education and Training Testing line item to cover the cost of these employee background checks going forward.

2. Request for Interview Dates for Police Recruitment

Chief Mitchell stated that after the most recent recruitment process, they are moving forward nine (9) candidates to be interviewed by the Police & Fire Commission. Commissioners, Chief Mitchell and DC Botsch agreed to conduct the interviews on Monday, August 22nd and Tuesday, August 23rd. The interviews will be conducted at the Police Department and will begin at 5:00 pm.

3. Police Department Financial Report

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

4. Monthly Performance Report

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

5. Statistics

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

6. Patrol Activity Report

Chief Mitchell stated that until further notice, all patrol cars will consist of two (2) officers per car.

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

7. Communications Activity Report

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

8. Community Services Bureau Report

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

9. Criminal Investigations Unit Activity Report

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

10. Sensitive Crimes Activity Report

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

11. Tavern Violation Report

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

12. Training Report

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

13. Overtime Comparison Report

Chief Mitchell stated that at the May PFC meeting, Commissioners approved his request to submit to the Common Council a request to increase the part-time dispatch staff. Chief Mitchell stated that increasing the number of part-time dispatch staff would be beneficial in helping to offset overtime incurred when a vacancy occurs within the Communications division.

Chief Mitchell stated that at a recent Common Council meeting, this request had been approved and will be implemented going forward and as necessary.

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

14. Sick, Injured and Light Duty Report – June

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

15. Closed Session: Review and discuss findings of a Citizen Complaint department investigation

Closed Session Agenda Topic

E. FIRE DEPARTMENT

16. Firefighting Activity Report

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

17. Fire Department Financial Report

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

18. Training Activity Report

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

19. Fire Prevention Activity Report

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

20. Emergency Medical Services Activity Report

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

21. Emergency Medical Services Revenue Report

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

22. Sick, Injured and Light Duty Report

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

23. Master Plan Performance Snapshot

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

24. Request for Approval: Purchase of Firefighting Turnout Gear

DC Pooler stated that this request was tabled at the June meeting to allow additional time for Commissioner Nehmer to meet with CAO Rebecca Grill to discuss the City's purchasing policy as well as the City's procurement process as it related to this purchase.

Commissioner Nehmer indicated that he had spoken with CAO Grill regarding his concerns and was satisfied with how the process was conducted.

DC Pooler resubmitted this request to purchase stating that the vast majority of the turnout gear purchases will be made via the VALUE agreement with Globe manufacturing. He stated that Globe manufacturing produces quality turnout gear that the majority of firefighters can wear; he stated that the inclusion of Honeywell Morning Pride will accommodate those firefighters that might require a more fitted style of gear.

A motion was made by Commissioner Kopplin and seconded by Commissioner Princeton to approve the firefighter turnout gear purchase as requested.

The motion carried by the following votes:

Aye: 4, Commissioners Nehmer, Mikolajewski, Princeton and Kopplin
No: 0

25. Communication: 2017 Budget preparation and draft budget

DC Pooler submitted an overview of the Fire Department's 2017 proposed budget. DC Pooler stated that the overall budget remained similar to last year, with a few changes:

- Lower 2016 utility costs reduced several line items under those categories;
- Lower cost for fuel usage in 2016 allowed for a \$18,000 reduction;
- Increase in Consultants account to institute a 1-year contract for Emergency Medical Dispatch (EMD);
- Increase in maintenance contracts account for 3-year maintenance and support of video conferencing system;
- Increase in Equipment account to address replacement of large fire apparatus;
- Reduction in Capital Other account compared to last year due to the 1-time cost for a Station Notification System purchase in 2016.

A brief discussion ensued between the Commissioners and DC Pooler regarding the replacement of the fire apparatus as well as the status and condition of other fire rigs.

DC Pooler also reviewed with the Commissioners the EMD protocol program initiative. He stated that as part of the EMD protocol program, the department is expected to conduct quality assurance on a minimum of 25 EMS dispatch audio recordings weekly. DC Pooler stated that the dispatch software company offers a service to conduct these quality assurance checks on a timely basis and an unbiased, outside person can provide honest and upfront feedback to the dispatch center staff. DC Pooler stated that this service is for 1 year only and will be re-evaluated at the end of the contract.

F. POLICE AND FIRE COMMISSION

26. Police & Fire Commission Financial Report

No questions.

27. Request for Approval: HIDTA Sole Source Contract – Pen Link, LTD

The City of West Allis Purchasing Department submitted for approval a request from Milwaukee HIDTA to contract with Pen-Link, Ltd to upgrade their communications data collection server.

A motion was made by Commissioner Princeton and seconded by Commissioner Mikolajewski to approve the HIDTA request as noted above.

The motion carried by the following votes:

Aye: 4, Commissioners Nehmer, Mikolajewski, Princeton and Kopplin
No: 0

28. Communication: Update on the City's Strategic Planning Process

Commissioner Mikolajewski briefly discussed the City's 5-year strategic plan and provided a basic overview and timeline of the process. Commissioner Mikolajewski stated that the meeting included Common Council and City department heads as well as consultants from UW-Extensions of Milwaukee and Waukesha. Commissioner Mikolajewski noted there were teams were created for brainstorming purposes and another meeting is scheduled for September 19th.

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 made and seconded, the meeting convened into closed session at 8:14 pm. The motion carried unanimously.

Closed session topic discussed

On a motion made and seconded, the meeting reconvened into open session at 8:25 pm. The motion carried unanimously.

H. ADJOURNMENT

There being no further business, on a motion made and seconded, the meeting adjourned at 8:26 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.