



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, August 18, 2016

6:00 PM

West Allis Fire Administration

REGULAR MEETING

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: Police Chief Patrick Mitchell, Deputy Chief Bob Fletcher – Police Department; Deputy Chief Kurt Zellmann – Fire Department; Joe Durica – City of West Allis IT Department; Rebecca Grill, CAO – City of West Allis; Bridget Morawetz, Recording Secretary

C. APPROVAL OF MINUTES

Approval of the July 21, 2016 Police & Fire Commission and A&F Special Joint Meeting Minutes, the July 21, 2016 Regular and Closed Session Meeting Minutes and the August 2, 2016 Special Meeting Minutes.

Commissioner Heron recused herself from approval of the July meeting minutes as she was not in attendance.

A motion was made by Commissioner Kopplin and seconded by Commissioner Mikolajewski, to approve the July 21, 2016 Police & Fire Commission and A&F Special Joint Meeting Minutes and the July 21, 2016 Regular and Closed Session Meeting Minutes.

The motion carried by the following votes:

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

A motion was made by Commissioner Kopplin and seconded by Commissioner Mikolajewski, to approve the August 2, 2016 Special Meeting Minutes. The motion passed unanimously.

D. POLICE DEPARTMENT

1. Request for Approval: Purchase of new ballistic vests

Chief Mitchell submitted a request for approval regarding the purchase of 37 new ballistic vests for an approximate cost of \$27,750.00. Chief Mitchell stated that past practice resulted in only replacing vests for members in the Patrol Bureau, while other members such as command staff officers were equipped with expired vests. This practice will be discontinued

and all vests will be replaced when they have expired. He stated that ordering in bulk for the year will allow the department to take advantage of a reduced cost overall. Chief Mitchell stated that the department is anticipated to receive reimbursement for approximately half of the cost through a Bulletproof Vest Partnership Program offered thru the USDOJ.

Additional discussion ensued regarding the recycling or use of old vests that have expired and Chief Mitchell indicated that potentially they will be placed in a supervisor's car but can only be used over a non-expired vest. Chief Mitchell stated that the department's tactical vest policy has been rewritten to indicate the proper use and location of these expired vests.

A motion was made by Commissioner Princeton and seconded by Commissioner Mikolajewski to approve this request as stated above.

The motion carried by the following votes:

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

2. Communication: Request to begin new Police Officer recruitment process

Chief Mitchell stated that he would like to begin another Police Officer recruitment process. He indicated that he is anticipating another five (5) vacancies within the police ranks in the near future and in order to ensure new officers are in place before the end of the year, it is imperative to begin another recruitment session.

The Commissioners had no additional questions or comments regarding this communication.

3. Police Department Financial Report

Chief Mitchell submitted the Police Department Financial Report.

Chief Mitchell stated that the department's financial budget is on track as predicted to date. Chief Mitchell noted that the 2016 Wisconsin State Fair event was very peaceful over the 11 day run and there were no incidents that warranted additional discussion or action.

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

4. Monthly Performance Report

Chief Mitchell referenced a hearing loss injury claim stating that is common practice for a retired/resigning officer to submit upon their exit from the department.

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

5. Statistics

Chief Mitchell submitted the statistics report information

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

6. Patrol Activity Report

Chief Mitchell submitted the Patrol Activity Report prepared by Ct. Navarrette.

Chief Mitchell stated that this report encompasses all three (3) shifts of Patrol Officers and will be standard going forward.

Chief Mitchell reviewed various arrests and actions within the report. He recognized Officer Krueger for his intuitiveness and investigation skills as it relates to a general traffic stop in late July. Officer Krueger searched the car and recovered and seized 50 packages of heroin and 23 packages of cocaine. The operator of the vehicle was arrested and eventually charged with numerous felony drug offenses.

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

7. Communications Activity Report

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

Chief Mitchell stated that the background check for the full-time dispatch candidate has been completed and she is expected to start in the near future. Chief Mitchell noted that this new hire will exhaust the dispatch eligibility list and the department will begin another recruitment process for full and part-time dispatch candidates immediately.

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

8. Community Services Bureau Report

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

Chief Mitchell stated that the 2016 National Night Out event at the Farmer's Market was a success. He stated that approximately 3,000 people attended the 2016 event. Chief Mitchell thanked Lt. Saftig and Lisa Bergmann for all their coordinating efforts regarding this important community event.

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

9. Criminal Investigations Unit Activity Report/sensitive crimes will be one report.

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

Chief Mitchell stated that going forward, this report and the Sensitive Crimes Activity Report will be combined into one (1) report.

Chief Mitchell briefly reviewed some of the major cases noted in the report.

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

10. Sensitive Crimes Activity Report

Chief Mitchell stated that this report has been combined with the Criminal Investigations Unit report.

11. Tavern Violation Report

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

Chief Mitchell was pleased to share that all 14 businesses selected for random ID checks as it relates to selling tobacco to minors had requested an ID and refused the sale accordingly.

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

12. Training Report

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

Chief Mitchell reported that all of the current probationary officers are doing well and there are no concerns regarding their capabilities to date. Chief Mitchell stated that conversations continue with the City's Principal Engineer and the architect for the department's training house project and he noted that construction of the facility is tentatively planned to begin this fall.

Chief Mitchell stated that the training bureau has continued to work on the body-worn camera initiative. He stated that the bureau is exploring vendors and nine (9) officers have been selected to begin testing body cameras through Taser/Axon. Chief Mitchell stated that this will be a budget discussion for the 2017 budget year.

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

13. Overtime Report

Chief Mitchell submitted the Overtime Report.

Chief Mitchell stated that the OT report is over hours and he reminded the Commissioners that the August report will reflect State Fair OT. Chief Mitchell stated that the department leaders are aware of the OT overages, and continue to monitor for OT that could be reduced, however, high profile events that require additional officers cannot be predicted and as such, OT will continue to increase in certain accountable areas.

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

14. Sick, Injured, Light Duty Report

Chief Mitchell submitted the Sick, Injured and Light Duty report for July.

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

15. Communication: 2017 Annual Budget Update

Chief Mitchell revisited the main four (4) main budget items discussed at the July PFC meeting:

- Body Worn Cameras:
Chief Mitchell stated this is a large dollar request submitted for consideration noting that the startup and 1-year costs for the cameras and necessary equipment alone will be approximately \$144,900. Chief Mitchell stated that the 3-year approximate total (to include a full-time clerk to manage the footage) will be \$494,700. Chief Mitchell indicated that the costs will continue throughout usage as the cameras need to be replaced every 2.5 years. Discussion ensued regarding the feasibility of funding for this initiative as well as continued reservations from the Commissioners. CAO Rebecca Grill stated that the Common Council is supportive of this initiative, yet the issue is can and/or how it can be funded without compromising other department's requirements.

- Police Vehicle Cost Increase:
Chief Mitchell stated that replacement of police vehicles will incur an increase as the Chevrolet Impalas that have been the primary patrol vehicles have been discontinued and a totally new car will need to be selected. Chief Mitchell indicated that while the new car itself will incur a higher cost, additional costs will be incurred as the ability to transfer equipment (lights, radio console, cage, push bars, etc.) will not be available and new equipment will need to be purchased.

Chief Mitchell stated that he has requested the vehicle budget to be increased by \$60,000 for a total budget of \$240,000 (vs. \$181,000) for 2017.

- Asset Forfeiture Program termination/impact on future budgets:
Chief Mitchell stated that the Asset Forfeiture Program/funding is expected to be terminated in the near future and as such, purchases made utilizing these funds will need to be absorbed into the regular police budget. Discussion ensued regarding the use of the funds still available, including the possibility of using these funds to cover the cost of the purchase of some of the new body armor. Chief Mitchell stated that it might be possible, but long-term the cost would still need to be funded thru the regular department budget.

- Background Investigations Funding
Chief Mitchell indicated that he is requesting an increase to the PFC budget to cover the cost of the background checks for both fire and police candidates. He stated that previously, this was paid out of a police department account, but it should be paid out of the same PFC account that covers the required medical and psych evals for these candidates.

E. FIRE DEPARTMENT

16. Firefighting Activity Report

Assistant Chief Zellmann presented the Firefighting Activity Report prepared by Assistant Chief Scharfenberg along with the corresponding quadrant map.

AC Zellmann noted that vs. 2015, property loss is down significantly. AC Zellmann stated that fires for the month of July were fairly small, consisting of a porch fire and a garage fire and both were quickly brought under control.

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

17. Fire Department Financial Report

Assistant Chief Zellmann submitted the department's financial report.

AC Zellmann stated that overall the budget is on target but noted that it is expected that OT in August will increase due to necessary commitments at the 2016 Wisconsin State Fair.

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

18. Training Activity Report

Assistant Chief Zellmann submitted the Training Activity Report prepared by DC Levenhagen.

AC Zellmann stated that during the month of July the training bureau conducted the following training exercises:

- Response training to structure fires with operational consideration for basement fires;
- Fire ground size-up and command scenarios;
- Review State Fair sky glider rescue guidelines and equipment required for a sky glider rescue to include practical exercises which simulated rescues via aerial ladder and boom lifts.

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

19. Fire Prevention Activity Report

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

AC Zellmann stated that Fire Prevention has had personnel unavailable to provide fire inspection duties due to required training and preparing for the 2016 State Fair. AC Zellmann noted that the department has a person currently on light duty who has been assigned to complete outstanding fire inspections and the division is expected to be caught up in the near future.

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

20. Emergency Medical Services Activity Report

Assistant Chief Zellmann submitted the EMS Activity Report.

AC Zellmann stated that the report has been restructured to follow more in line with the guidelines and format set forth by Commissioner Nehmer recently. AC Zellmann stated that this report ties in with each of his accountable goals on the performance snapshot report submitted monthly. AC Zellmann proceeded to review the report noting that implementation of the National Q Program will be an important step forward to provide 3rd party QA feedback to the dispatchers to help them use the dispatch protocols more effectively.

Commissioner Nehmer stated that he did like the way the report and information was organized and stated that having the department objective stated as well as the performance evaluation of each goal and back-up analysis was very helpful and informational.

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

21. Emergency Medical Services Revenue Report

Assistant Chief Zellmann submitted the EMS Revenue Report.

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

22. Sick, Injured and Light Duty Report

Assistant Chief Zellmann submitted the Sick, Injured and Light Duty report for July.

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

23. Master Plan Performance Snapshot

Assistant Chief Zellmann submitted the Master Plan Performance Snapshot.

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

24. Communication: 2017 Annual Budget Update

Assistant Chief Zellmann submitted a communication outlining the fire department's 2017 budget requests. AC Zellmann stated that overall, the department is requesting an increase of \$68,279 in various budget lines for the 2017 budget. CAO Rebecca Grill stated that this requests meets the spirit of 2017 budget requirements as set by Mayor Devine.

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

F. POLICE AND FIRE COMMISSION

25. IPAD set-up, orientation and instruction for Commissioners

PC Network Technician, Joe Durica handed out IPADs to all of the Commissioners for their use going forward. These IPADs will be used to receive and view the PFC meeting documents and hard copies will no longer be required to be printed and delivered to their homes. During the course of the meeting, each Commissioner met with Joe to set-up and receive the necessary instruction on the function and use of the IPADs.

26. PFC Financial Report

Commissioner Nehmer stated that the 2017 PFC budget will be addressed at the September meeting.

27. Approval of 2017 Budget

A discussion ensued among the Commissioners regarding the budgets presented by Chief Mitchell and AC Zellmann. Commissioners voiced their concern regarding the cost of the body cameras and funding of the initiative as well as discussion regarding the replacement of two fire vehicles in the near future. Commissioners agreed that as mindful fiduciaries of the fire and police departments, it is the duty of the Commissioners to voice concerns with the

understanding that the final decision, as it relates to the 2017 budget and requests from both departments, rests with the Mayor and Common Council.

A motion was made by Commissioner Kopplin and seconded by Commissioner Heron to approve the Police Department 2017 budget as submitted by Chief Mitchell.

The motion carried by the following votes:

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

A motion was made by Commissioner Mikolajewski and seconded by Commissioner Princeton to approve the Fire Department 2017 budget as submitted by Assistant Chief Zellmann.

The motion carried by the following votes:

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

Commissioner Nehmer requested that at the September PFC meeting, AC Zellmann provide the Commissioners with an overview and information about what exactly is needed as it relates to the fire department’s current/immediate equipment needs.

G. CLOSED SESSION

NONE SCHEDULED

H. ADJOURNMENT

There being no further business, on a motion made and seconded, the meeting adjourned at 7:30 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.