



# City of West Allis

11301 W. Lincoln Ave.  
West Allis, WI 53227

## Meeting Minutes

### Board of Police and Fire Commissioners

*Donald Nehmer President,  
Commissioner Amy Heron, Vice-President,  
Commissioner Fred Mikolajewski, Secretary  
Commissioners David Princeton and Kurt Kopplin*

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Thursday, September 15, 2016

6:00 PM

Police Court Center

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#### 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 and Kurt Kopplin

Excused: Commissioners Fred Mikolajewski and David Princeton

Also Present: Fire Chief Steve Bane, Deputy Chief Mason Pooler, Deputy Chief Kurt Zellmann – Fire Department; Police Chief Pat Mitchell, Deputy Chief Chris Botsch, Deputy Chief Bob Fletcher – Police Department; Rebecca Grill, CAO, Joe Durica, I.T. Network Technician – City of West Allis; Bridget Morawetz, Recording Secretary.

#### C. APPROVAL OF MINUTES

*Approval of the August 18, 2016 Regular Meeting Minutes and the August 22, 2016 Special Meeting and Closed Session Minutes.*

A motion was made by Commissioner Kopplin and seconded by Commissioner Heron to approve the August 18, 2016 Regular Meeting Minutes and the August 22, 2016 Special Meeting and Closed Session Meeting Minutes.

The motions carried unanimously.

#### D. FIRE DEPARTMENT

##### 1. Firefighting Activity Report

Deputy Chief Pooler submitted the Firefighting Activity Report as prepared by AC Scharfenberg as well as the corresponding response map.

Commissioner Nehmer stated that the new format of AC Scharfenberg's report was very informative and he was pleased with the changes made to the report.

DC Pooler briefly discussed the fire incidents noted in the firefighting activity report. He stated that both of the fires occurred on the same day and within a short time of each other. DC Pooler noted that Milwaukee was dispatched to assist with the second fire as most of the department's resources were assisting with the earlier incident. DC Pooler stated that this is a great example of the success of the shared services initiative between surrounding departments

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

2. Fire Department Financial Report

Deputy Chief Pooler submitted the Fire Department Financial Report.

DC Pooler noted that, overall, the financial report shows the department to be in good shape as the end of the year approaches. DC Pooler indicated that OT was over budget, however, currently the department is running about 10 people short and personnel call-backs were required. Lastly, DC Pooler noted that the department will now be utilizing the library custodian to clean the admin building on Saturday, and he will be paid out of the provisional employees – PT budget line going forward.

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

3. Training Activity Report

Deputy Chief Pooler submitted the Training Activity Report prepared by AC Levenhagen.

DC Pooler noted that after the 2016 State Fair was over, the training bureau focused on continuing education via Milwaukee County EMS for mandatory ALS training. Additionally, the bureau also provided annual continuing education classes that address emergency vehicle driver operations. DC Pooler also noted that the department's new firefighter recruit class began on August 29th, and both DC Levenhagen and Lt. Kaltenbrun have been involved in the planning process of the Joint Fire Training Academy with Wauwatosa Fire and North Shore Fire departments.

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 inspections continue to be slightly behind due to State Fair obligations. He noted that he is confident that over the remaining months of 2016, the bureau will be able to complete the outstanding inspections and be in compliance.

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

5. Emergency Medical Services Activity Report

Assistant Chief Zellmann submitted the EMS Activity Report.

AC Zellmann reviewed the report and discussed the continued work for improvement regarding the call processing times. AC Zellmann noted that discussion with Lt. Beldin and Doreen in the dispatch center has been ongoing and productive. AC Zellmann stated that dispatchers continue to participate in ongoing education, and discussion regarding an internal process within dispatch has been reviewed for potential revision as it relates to call handling.

AC Zellmann shared with the Commissioners a recent success story from the Mobile Integrated Health initiative. He stated that MIH had come into contact with an elderly person whose living environment was challenging and dangerous due to conditions inside the

residence. MIH personnel helped to contact the necessary resources to work with this individual regarding the situation and results have been positive to date. AC Zellmann stated that this is an excellent example of how the MIH initiative is more than paramedic house calls; it is also the process of ensuring the entire well-being of high risk individuals within the West Allis Community are appropriately addressed.

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

6. 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.

7. Sick, Injured and Light Duty Report

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

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

8. Master Plan Performance Snapshot

Assistant Chief Zellmann submitted the Master Plan Performance Snapshot report.

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

9. Communication: Fire Department Apparatus Fleet Restoration Proposal

Assistant Chief Zellmann presented to the Commissioners a communication regarding an apparatus fleet restoration proposal overview and immediate recommendations.

AC Zellmann stated that after an evaluation of the department's current apparatus fleet, two (2) of the current frontline apparatus vehicles (Truck 62 and Engine 61) have sustained substantial structural corrosion on both their frames and structural component areas. Additionally, AC Zellmann stated that a third line unit (E63) is beginning to show frame deterioration as well.

AC Zellmann stated that he is strongly recommending that the process to acquire two (2) new apparatus vehicles be addressed immediately.

Discussion ensued between the Commissioners, AC Zellmann, Fire Chief Bane as well as CAO Rebecca Grill regarding the feasibility of this recommendation. CAO Grill stated that the Capital Improvement Committee is scheduled to meet soon and it was important to bring this to their attention at that time. Additional discussion ensued between all participants regarding different options for purchasing vehicles over the next few years as well as possible funding and other financial options moving forward regarding purchasing and upkeep of the vehicles. AC Zellmann stated that discussions have begun with Wauwatosa and North Shore Fire Departments regarding the possibility of sharing apparatus between all three departments at some point in the future. AC Zellmann stated this is a very new conversation and one that will be under discussion for some time, but hopefully, a feasible option for the future.

AC Zellmann stated that what he is asking for is the Commissioners support of this recommended replacement/purchase plan in order for it to be submitted to Common Council for their final and ultimate approval of funding.

A motion was made by Commissioner Kopplin and seconded by Commissioner Heron to approve the communication and support request as presented and discussed with AC Zellmann.

The motion carried by the following votes:

Aye: 3, Commissioners Nehmer, Heron and Kopplin  
No: 0

10. Closed Session: Discipline of Fire Department Employee

Discussed in closed session

**E. POLICE DEPARTMENT**

11. Communication: Police Department Strategic Planning

Chief Mitchell shared with the Commissioners the Police Department Strategic Planning report.

Discussion ensued between Chief Mitchell and the Commissioners regarding the report contents. Chief Mitchell noted that this report was looking at the big picture of the department and was not overly detailed as far as result oriented information. Chief Mitchell stated that that type of information can be incorporated into the other individual reports presented to the Commissioners on a monthly basis.

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

12. Communication: 2016 State Fair After-Action Report

Chief Mitchell stated that the 2016 State Fair had approximately 1 million visitors and there were a total of nine (9) arrests during the 11-day run. Chief Mitchell stated that the offenses were for such things as drugs, disorderly conduct and theft.

Chief Mitchell noted that for the last Sunday of the fair, security was increased slightly due to the civil unrest that had taken place in the Sherman Park area previously. Chief Mitchell stated that there were no issues and the fair closed quietly and conflict free on Sunday. Chief Mitchell also stated that almost all of the incurred overtime for the 2016 State Fair is attributable to the additional deployments on the closing night of the fair.

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

13. Communication: Update on Police Officer Recruitment (September 2016) and reserve interview dates for current recruitment in progress.

Chief Mitchell stated that recent recruit processes have not been very successful and he stated that the department will begin another recruitment process in September. Chief Mitchell discussed with the Commissioners an aggressive approach to capture police recruit candidates shortly after their graduation from the police academy. Chief Mitchell indicated that the department would like to start the new recruit class by January 2017. Chief Mitchell

suggested interview dates in the middle of November and Commissioner Nehmer stated that he would follow-up with all Commissioners to secure two (2) dates in November to conduct the interviews.

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

14. Request of Approval: Mobile radios for unmarked squads

Chief Mitchell submitted an approval request for the purchase of ten (10) mobile radios and accessories for approximately \$25,475.00.

Chief Mitchell stated that vehicles assigned to the detective bureau, Chief and Deputy Chiefs are not equipped with hardwired mobile radios. Chief Mitchell indicated that having a mobile radio hardwired into a vehicle allows for better and more reliable coverage and officers do not have to detach the handheld radios from their duty belts to talk or change channels. Additionally, Chief Mitchell stated, a hardwired radio will help to maintain the battery life of the handheld radios when the officer is outside of the squad.

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

The motion carried by the following votes:

Aye: 3, Commissioners Nehmer, Heron and Kopplin  
No: 0

15. Police Department Financial Report

Chief Mitchell stated that the department's budget is consistent and he expects to complete the year within budget parameters.

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

16. Monthly Performance Report

Chief Mitchell briefly discussed with the Commissioners an incident noted in the injury section of the report. He stated that Officers were called to clear an abandoned property on South 58<sup>th</sup> St., and it quickly became apparent that the house was infested with fleas. Chief Mitchell noted that the Officers required medical treatment due to the flea bites and that both squad cars required a through debugging and cleaning as well.

The Commissioners had no other questions or concerns and the report was placed on file.

17. Patrol Activity Report

Chief Mitchell briefly highlighted a number of incidents that took place during the month of August.

- August 6<sup>th</sup>, officers responded to a hit/run crash that resulted in the driver fleeing from the scene. Chief Mitchell stated the driver was located in a nearby apartment and was observed to be holding a gun. Chief Mitchell indicated that Officers were able to successfully contain and resolve the situation without any issues; the driver was arrested and charged accordingly.

- Chief Mitchell discussed a human trafficking incident involving a local 15-year old girl. Chief Mitchell stated that the girl had been missing for approximately a month, when her father received a call from her that she was sick and needed help. Chief Mitchell stated that WAPD tracked the call to a hotel in Georgia and in conjunction with the Georgia authorities, the girl was located and taken into protective custody. Chief Mitchell stated that the girl has been returned to her family and a human trafficking case investigation has been initiated.
- Chief Mitchell shared with the Commissioners that K9 Diesel suffered a serious mouth/tooth injury while apprehending an offender. Chief Mitchell stated that Diesel will lose the tooth, but otherwise will make a full recovery.
- Lastly, Chief Mitchell stated that there were 59 OWI arrests in the month of August.

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

#### 18. Communications Activity Report

Chief Mitchell stated that the department hired a full-time dispatcher who will begin on September 19<sup>th</sup>. However, Chief Mitchell noted, a current full-time dispatcher requested to move to part-time, thus creating another open full-time dispatcher position within the bureau.

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

#### 19. Community Services Bureau Report

Chief Mitchell stated that the display booth and squad car at this year's Wisconsin State Fair was very popular and Officers received a lot of positive feedback from visitors.

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

#### 20. Criminal Investigations Unit Activity Report

Chief Mitchell discussed a shooting that took place at a residence on August 9<sup>th</sup>. Chief Mitchell indicated it was believed the shooting victim was not the intended target and that the perpetrators were searching for a drug dealer and went to the wrong house. Chief Mitchell indicated that suspects have been developed in this case and are being investigated accordingly.

Chief Mitchell stated that WAPD Detectives participated in the newly formed Milwaukee County Investigative Team – which is a taskforce developed to investigate officer involved shootings/in-custody deaths in Milwaukee County – twice during the month of August.

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

#### 21. Tavern Violation Report

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

## 22. Training Report

Chief Mitchell stated that the current probationary Police Officers are performing at satisfactory level and have been assigned to a shift patrol or to the field training program. Additionally in the Training Report, Chief Mitchell reported that fall in-service for Officers will be devoted to the patrol rifle program and all officers and detectives will be trained in the use/deployment of the patrol rifle. Lastly, Chief Mitchell stated that construction of the department's training facility is tentatively scheduled to begin this fall.

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

## 23. Overtime Comparison

Chief Mitchell stated that since sharing the OT budget with officers at the Lieutenant and above level, conscious time management has affected the OT report in a positive way and he expects that trend to continue moving forward.

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

## 24. Sick, Injured and Light Duty Report (August)

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

## 25. Closed Session: Review and discuss findings of a Citizen Complaint investigation.

Discussed in close session

## 26. Closed Session: Update and discuss finalists from the May 2016 Police Officer recruitment process.

Discussed in close session

**F. POLICE AND FIRE COMMISSION**

## 27. PFC Financial Report

Commissioner Nehmer submitted the PFC Financial Report and the report was placed on file.

## 28. Discussion: Fire Chief Recruitment and Selection Process

Commissioner Nehmer stated that in anticipation of Fire Chief Steve Bane retiring from the department within the next 12 months, he would like to form a recruitment sub-committee taskforce to facilitate the Fire Chief recruitment process. Commissioner Nehmer stated he will contact Commissioners Princeton and Mikolajewski regarding this sub-committee request and stated he would like to solidify sub-committee members at the October PFC meeting.

## 29. Approval of the 2017 PFC Budget

Commissioner Nehmer indicated it will be necessary to request additional money for the PFC budget to accommodate the cost of fire and police candidate background checks as well the request for additional money for the recruitment process for a new Fire Chief.

Additionally, the proposed budgets as submitted by both Chief's require the support of the Commission Board to move forward with submission to the Common Council members. Commissioner Nehmer stated that ultimately it will be the decision and responsibility of the Common Council members to approve funding for big ticket items that have been proposed by both Chiefs.

To that end, Commissioner Nehmer stated that it is the Board of Police & Fire Commissioners responsibility to support the Chief's in moving forward with their proposed 2017 budget and presentation to Common Council.

A motion was made by Commissioner Kopplin and seconded by Commissioner Heron to approve the request as presented by Commissioner Nehmer.

The motion carried by the following votes:

Aye: 3, Commissioners Nehmer, Kopplin and Heron  
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 the open session consider and vote on a motion to convene in closed session at said time and place to discuss the discipline of a Fire Fighter; review and discuss findings of a Citizen Complaint investigation; and update and discuss finalists from the May 2016 Police Officer recruitment process.*

*A closed session for the above purposes is authorized pursuant to the provisions of Section 19.85(b), (c) and (f) of the Wisconsin Statutes, 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, to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, 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.*

A motion was made by Commissioner Heron and seconded by Commissioner Kopplin to convene into closed session at 7:14 pm. The motion carried unanimously.

Chief Bane discussed a disciplinary case regarding a West Allis Firefighter and the proposed disciplinary action process.

A motion was made by Commissioner Kopplin and seconded by Commissioner Nehmer to accept the proposed agreement/disciplinary action as presented by Chief Bane.

The motion carried by the following votes:

Aye: 3, Commissioner Nehmer, Kopplin and Heron  
No: 0

On a motion made and seconded, the meeting reconvened into open session at 7:26 and Chief Bane, Assistant Chief Kurt Zellmann and Deputy Chief Mason Pooler left the meeting.

On a motion made and seconded, the meeting reconvened into closed session at 7:28 pm. The motion carried unanimously.

Chief Mitchell presented a citizen complaint and the investigation findings to the Commissioners.

On a motion made and seconded, the board accepted the findings unanimously and did not request any further investigation.

A motion was made by Commissioner Kopplin and seconded by Commissioner Nehmer to reconvene into open session at 7:47 pm. The motion carried unanimously.

## H. ADJOURNMENT

There being no further business, on a motion made and seconded, the meeting adjourned at 7:48 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.