



# City of West Allis

11301 W. Lincoln Ave.  
West Allis, WI 53227

## Meeting Minutes

### Board of Police and Fire Commissioners

*Amy Heron, President,  
Commissioner Fred Mikolajewski, Vice-President,  
Commissioner Kurt Kopplin, Secretary  
Commissioners Mark Manthei and Aaron Konkol*

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Thursday, July 13, 2017

6:00 PM

Police Court Center

## CORRECTED CLOSED SESSION VERBIAGE

### REGULAR MEETING AND CLOSED SESSION

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#### A. CALL TO ORDER

Commissioner Heron called the meeting to order at 6:00 pm

#### B. ROLL CALL

Present: Commissioners Amy Heron, Fred Mikolajewski, Mark Manthei, Aaron Konkol and Kurt Kopplin

Also Present: Fire Chief Mason Pooler, Assistant Chief Kurt Zellmann and Lieutenant Mike Wright – Fire Department; Police Chief Pat Mitchell, Deputy Chief Chris Botsch and Detective Allison Cerqua – Police Department; Rebecca Grill, CAO – City of West Allis; Bridget Morawetz, Recording Secretary

#### C. APPROVAL OF MINUTES

Approval of the June 14, 2017 Special and Closed Session Meeting Minutes and the June 15, 2017 Regular Meeting Minutes

On a motion made and seconded, the June 14, 2017 Special and Closed Session Meeting Minutes and the June 15, 2017 Regular Meeting Minutes were approved as presented.

The motion carried unanimously.

#### D. FIRE DEPARTMENT

##### 1. Consideration for Approval: Promotion to Deputy Chief, Training and Safety

Chief Pooler requested a consideration for promotion for Interim Deputy Chief Chris Ziolecki. He stated that he is presenting this information for the Commissions review and approval to move forward with sending I/DC Ziolecki for a Leadership/Promotion Evaluation through Tyre & Childs Public Safety Consultation.

A motion was made by Commissioner Manthei and seconded by Commissioner Kopplin to approve the request as noted above. The motion carried by the following votes:

Aye: 5, Commissioners Heron, Mikolajewski, Kopplin, Manthei and Konkol  
No: 0

2. Consideration for Approval: Promotion to Deputy Chief, Fire Prevention Bureau

Chief Pooler requested a consideration for promotion for Lieutenant Mark Dombrowski. He stated that he is presenting this information for the Commissions review and approval to move forward with sending LT Dombrowski for a Leadership/Promotion Evaluation through Tyre & Childs Public Safety Consultation.

A motion was made by Commissioner Mikolajewski and seconded by Commissioner Manthei to approve the request as noted above. The motion carried by the following votes:

Aye: 5, Commissioners Heron, Mikolajewski, Kopplin, Manthei and Konkol  
No: 0

**E. POLICE DEPARTMENT**

3. Communication: MRAP Procurement from the Madison Police Department

Chief Mitchell submitted to the Commissioners a communication regarding the procurement of a Mine Resistant Ambush Protected Vehicle (MRAP) from the Madison Police Department (MPD). He stated that this type of vehicle has been used in several county and municipal law enforcement agencies in Wisconsin for various deployment situations. Chief Mitchell stated that the department has been exploring the possibility of obtaining one and had found the costs to be very prohibitive. Chief Mitchell stated that he was made aware that Madison Police Department would be relinquishing their MRAP and arrangements are in place for MPD to turn the MRAP over to Wisconsin Emergency Management who, in turn, will delegate it to the WAPD, pending PFC approval.

Discussion ensued amongst Chief Mitchell and the Commissioners regarding use of the vehicle, situations that it might be utilized, how and where it will be stored, continued maintenance of the vehicle and general safety and public image considerations and concerns. Chief Mitchell also noted that only a trained, select group of officers will be allowed to operate the vehicle.

A motion was made by Commissioner Kopplin and seconded by Commissioner Manthei to approve the request for MRAP procurement as presented by Chief Mitchell. The motion carried by the following votes:

Aye: 5, Commissioners Heron, Mikolajewski, Kopplin, Manthei and Konkol  
No: 0

4. Request for Approval: Detective Candidates Eligibility List

Chief Mitchell submitted the Detective Eligibility List for the Commissioners review and approval. Chief Mitchell stated that the department was very happy with the final results and noted that if approved, this list would remain active for two (2) years.

A motion was made by Commissioner Manthei and seconded by Commissioner Mikolajewski to approve the list as presented by Chief Mitchell. The motion carried by the following votes:

Aye: 5, Commissioners Heron, Mikolajewski, Kopplin, Manthei and Konkol  
No: 0

5. Communication and Request for Approval: 18-Month Police Officer Probationary Period

Chief Mitchell presented 18-month Probationary Period Reports on three (3) Officers and requested approval that they be assigned to permanent status with the WAPD. Those officers are:

Police Officer Matthew Jacobsen  
Police Officer Ryan Kendall  
Police Officer Scott Poklasny

A motion was made by Commissioner Manthei and seconded by Commissioner Kopplin to approve this request as presented by Chief Mitchell. The motion carried by the following votes:

Aye: 5, Commissioners Heron, Mikolajewski, Kopplin, Manthei and Konkol  
No: 0

**F. POLICE AND FIRE COMMISSION**

6. Welcome and introduction of new board member

Commissioner Heron introduced and welcomed new Commission Board member Aaron Konkol who was appointed to the board effective July 11, 2017 by Mayor Devine.

7. PFC goals moving forward

Commissioner Heron stated that she had attended a meeting with the following city administrators: Mayor Devine, CAO Rebecca Grill, HR Director Audrey Key, Common Council President Tom Lajsic and City Attorney Scott Post. She stated that although this meeting was to discuss the Fire Chief's compensation package, it was suggested that since the Board has experienced some major changes recently – new Fire Chief and end of tenure for a long-term board member - that it might be a good time to review the goals of the PFC moving forward.

Commissioner Heron distributed to the members a starting point for discussion:

- Increase communication between the PFC and WA Common Council;
- Develop and orientation programs for new Commissioners;
- Discuss monthly agendas with PD and FD leaders;
- Review proper meeting protocols with City's legal department;
- Develop program to interview higher level officers within both departments

Commissioners broke down each topic separately for discussion.

Increase communication between PFC and WA Common Council:

Commission Heron noted that there was concern that the level of communication between PFC and Common Council members has diminished which may contribute to a lack of understanding and unison between the two. Discussion ensued among the Commissioners noting that in the past, Commission members volunteered to attend Common Council meetings however, that had fallen out of practice as many Common Council meetings do not address Police or Fire issues. It was decided to revisit this option at the next PFC meeting to consider attending Common Council meetings more frequently.

Development of an orientation program for new Commissioners:

Commissioners noted that it would be beneficial for the respective departments to provide a ride-along (if feasible) and station visit(s) for new Commissioners. It was also requested that new Commissioners receive the Handbook for Wisconsin Police and Fire Commissioners as well as attend the 1-day PFC Workshop, both available thru the League of Wisconsin Municipalities.

Discuss monthly agenda with Chief Mitchell and Chief Pooler:

Commissioner Heron asked both Chiefs to comment on their respective agenda items and if they would like to continue moving forward with their current topics. Chief Mitchell stated that his department has worked for months to revise their reports to be concise and to help educate and inform the Commissioners of the department's many activities and responsibilities. Chief Pooler indicated that the reports presented is information that already needs to be gathered for Accreditation and other reporting purposes, so it is not additional work for the Command Staff to handle. Both Chiefs noted that there is an expectation that Commissioners have reviewed the material presented, thus their presentations consist of highlighting items as appropriate only. Commissioners did request that they would like to have updates on new programs that may have been introduced or rolled out throughout any given year.

Review proper meeting protocols with City's legal department:

Commissioners suggested that either City Attorney Scott Post or Assistant City Attorney Sheryl Kuhary attend the August PFC meeting to review protocols as they relate to proper agendas, etc.

Develop a program to interview higher level officers:

Discussion revolved around PFC and what their role might be as it relates to interviewing higher level officers. Commissioners discussed if this type interview should consist of a traditional, formal interview or an informal meet and greet informational interview. Commissioners noted that departments have their interview and promotional processes in place and it is the responsibility of the Chiefs to ensure that the highest quality members of each department are presented for advancement.

Commissioner Heron stated that at the August meeting she would like the Chiefs to present an overview and update on their respective Strategic Goals. She suggested that this be added to the agenda on a quarterly basis. Commissioner Mikolajewski suggested the Chiefs select a few initiatives to report on and then come up with a schedule to review as appropriate.

8. Fire Chief Compensation Package

Closed session topic

**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 Fire Chief Compensation Package.*

*A closed session for the above purpose is authorized pursuant to the provisions of Section 19.85(1) (c) of the Wis. Stats., which permits a governmental body upon a motion duly made and carried, to convene in closed session for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.*

*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 any other matters on the agenda.*

On a motion made and seconded, the Commissioners convened into closed session.

Closed session topic discussed

On a motion made and seconded, the Commissioners reconvened into open session.

## **H. ADJOURNMENT**

There being no further business, on a motion made and seconded, the meeting adjourned at 8:12 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.