



# City of West Allis

## Meeting Minutes

11301 W. Lincoln Ave.  
West Allis, WI 53227

### Board of Police and Fire Commissioners

*Commissioner Joseph Kempen, President,  
Commissioner Kevin Haass, Vice-President,  
Commissioner Wayne Clark, Secretary  
Commissioners Harold Mester, Donald Nehmer*

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Thursday, March 15, 2012

6:00 PM

Police Court Center

#### REGULAR MEETING

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#### A. CALL TO ORDER

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

#### B. ROLL CALL

Present: Commissioners Joseph Kempen, Wayne Clark, Harold Mester and Donald Nehmer

Excused: Commissioner Kevin Haass

Also Present: Chief Steven Hook, Assistant Chief Steve Bane, Assistant Chief Martin King, Battalion Chief Chris Reinke – Fire Department; Chief Mike Jungbluth, Lieutenant Steve Beyer – Police Department; Paul Ziehler, Chief Administrative Officer – City of West Allis; Dan Roadt, Alderperson – City of West Allis

#### C. APPROVAL OF MINUTES

A motion was made by Commissioner Clark and seconded by Commissioner Mester and unanimously passed to approve the minutes of the February 16, 2012 Regular and Closed Session Meeting Minutes and the February 20, 2012 Special Meeting and Closed Session Meeting Minutes

#### D. FIRE DEPARTMENT

##### 1. Firefighting Activity Report

Chief Hook submitted the Firefighting Activity Report prepared by AC Gary Streicher as well as the corresponding area maps

Chief Hook stated that the benchmark table on page 2 of the firefighting activity report helps to ensure that the department is achieving required safety benchmarks as it relates to the fire department's response time to calls.

Commissioner Mester noted that the call processing time was 1:57 minutes and asked for an explanation. Chief Hook noted that the call processing time could be affected by many factors, such as a 911 call transferred from Milwaukee County to West Allis, the emotional state of the caller, the number of questions asked by dispatch to get correct information, etc., and it is not a reflection on the fire department or the dispatch center to respond in a timely manner.

Chief Hook explained however, that administrators from both the Police and Fire departments were evaluating dispatch guidelines and pre-arrival instruction models to help improve outcomes at emergency scenes. He stated that most calls receive very rapid

responses and that the departments were working to improve a system that works very well, by addressing the time responders are in route and callers remain on line with dispatchers.

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

2. Fire Department Financial Report

Chief Hook submitted the Fire Department Financial Report

Chief Hook stated that department expects to take possession of the two ambulances purchased in 2011 in the next month, which will remove the encumbrance currently noted in the Capital Line Item. Chief Hook stated that he is continuing to work with CAO Paul Ziehler on year-end closeouts and carryover from 2011.

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

3. Training Activity Report

Chief Hook submitted the Training Activity Report prepared by AC Peter Rohde

Chief Hook stated that the bulk of February's fire related training involved initial Probationary Firefighter training. He stated that crews were routinely used to assist with training the 3 recruits, either on the drill field or in-station.

Chief Hook stated that additionally:

1. Preparation for EMT-B refresher class continues and the first EMS training is a CentreLearn lecture and protocol review covering stroke assessment and treatment;
2. The department's annual Infection Control training was conducted the third week of February; topics covered included TB, Hepatitis A and B, MRSA and how to protect yourself from exposures;
3. All departmental personnel participated in required, annual hearing and spirometry health screening. This testing was conducted by the West Allis Health Department.

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

4. Fire Prevention Activity Report

Chief Hook submitted the Fire Prevention Activity Report prepared by AC Martin King

Chief Hook stated that evaluations of new and/or remodel construction plans continues to outpace 2011 to date. He stated that the estimated total for February 2012 was \$964,000 vs. \$309,000 in 2011.

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

5. Emergency Medical Services Activity Report

Chief Hook submitted the Emergency Medical Services (EMS) Activity Report prepared by AC Steve Bane

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

6. Emergency Medical Services Revenue Report

Chief Hook submitted the Emergency Medical Services (EMS) Revenue Report prepared by AC Steve Bane

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

7. Sick and Injured Report

Chief Hook submitted the Sick and Injured Report

Chief Hook stated that long-term sick numbers continue to outpace 2011. He reminded the Commissioners that this was expected due to the uncertainty and in anticipation of potential health care changes. However, Chief Hook noted that due to this expectation, shift coverage has been accommodated and overtime has been kept under control.

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

8. Master Plan Performance Snapshot

Chief Hook submitted the Master Plan Performance Snapshot

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

9. Communication: Appointments to International Fire Service Training Association (IFSTA) Manual Validation Committee (Captain Randal Klaybor and Assistant Chief Martin King)

Chief Hook was pleased to share with the Commissioners that Captain Klaybor and Assistant Chief King had recently been appointed to technical committees of the International Fire Service Training Association (IFSTA). Chief Hook stated that IFSTA is an association of fire service personnel who are dedicated to upgrading firefighting techniques and safety through training.

The Commissioners asked Chief Hook to congratulate Captain Klaybor and AC King on their appointments on their behalf.

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

10. Communication: Assistant Chief King Appointment to the International Accreditation Services (IAS) Technical Advisory Committee

Chief Hook was pleased to share with the Commissioners the appointment of Assistant Chief Martin King to the International Accreditation Service's (IAS) Technical Advisory Committee. Chief Hook noted that this advisory council is tasked with reviewing and recommending the accreditation criteria and program materials for registered agencies.

The Commissioners asked Chief Hook to congratulate AC King on his appointment on their behalf.

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

11. Other related items:

Chief Hook shared with the Commissioners an article from a trade journal to help demonstrate the practical need for accuracy and consistency in benchmark reporting. The L.A. Fire Department had used a 6-minute response time benchmark that misled City Administrators to believe response times were meeting national standard, when they were not. Chief Hook stated that accreditation of the fire department helps to support and validate the benchmark requirements that the department strives to achieve on a daily basis and that the PFC monthly report helps assure that benchmarking issues are addressed rapidly and consistently.

**E. POLICE DEPARTMENT**

12. 1<sup>st</sup> Shift Activity Report

Chief Jungbluth submitted the 1<sup>st</sup> Shift Activity Report prepared by Captain Robert Navarrette

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

13. 2<sup>nd</sup> Shift Activity Report

Chief Jungbluth submitted the 2<sup>nd</sup> Shift Activity Report prepared by Captain Brian Mason and Lieutenant Jeff Nohelty

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

14. 3<sup>rd</sup> Shift Activity Report

Chief Jungbluth submitted the 3<sup>rd</sup> Shift Activity Report prepared by Captain Ron Versnik and Lieutenant Anthony Spath

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

15. Crime Prevention Activity Report

Chief Jungbluth submitted the Crime Prevention Activity Report prepared by Lieutenant Chad Evenson

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

16. Crime Analysis Activity Report

Chief Jungbluth submitted the Crime Analysis Activity Report prepared by Chrisie Hunter as well as the corresponding police bulletins for various crimes and thefts in the City of West Allis.

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

17. Sensitive Crimes Activity Report

Chief Jungbluth submitted the Sensitive Crimes Activity Report prepared by Lieutenant Ed Benish

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

18. Criminal Investigations Unit Activity Report

Chief Jungbluth submitted the Criminal Investigations Unit Activity Report prepared by Captain Christopher Botsch

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

19. Traffic Bureau Activity Report

Chief Jungbluth submitted the Traffic Bureau Activity Report prepared by Lieutenant Brian Saftig

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

20. 2011 Annual Traffic Report

Chief Jungbluth submitted the 2011 Annual Traffic Report prepared by Lieutenant Brian Saftig

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

21. 2011 Annual CRU Report

Chief Jungbluth submitted the 2011 Crisis Response Unit (CRU) 2011 Annual Report prepared by Lieutenant Brian Saftig

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

22. 2011 Annual K9 Report

Chief Jungbluth submitted the 2011 Annual K9 Report prepared by Captain Barry Waddell

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

23. Tavern Violation Report

Chief Jungbluth submitted the February Tavern Violation Report

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

24. Training Report

Chief Jungbluth submitted the Training Report prepared by Captain Barry Waddell and Sergeant Jessica Johnson

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

25. Overtime Report

Chief Jungbluth submitted the Overtime Report

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

26. Sick and Injured Report

Chief Jungbluth submitted the Sick and Injured

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

27. Communication: New Officer Training Tentative Schedule

Chief Jungbluth shared with Commissioners the new officer training schedule.

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

28. Communication: Citizen Police Academy Schedule

Chief Jungbluth shared with the Commissioners the Citizen Police Academy schedule. This academy program is held every Wednesday beginning March 21 thru May 23, 2012.

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

29. Communication: ComLog Purchase

Chief Jungbluth submitted a request to purchase the ComLog system which is a system utilized by the Police Department to record department telephone lines. Chief Jungbluth stated that this upgrade is necessary due to the recent upgrading of the City's phones to Mitel IP.

The purchase of the ComLog is a sole source purchase in the amount of \$12, 911.00 and will be funded from the Federal Equitable Sharing Account.

A motion was made by Commissioner Clark and seconded by Commissioner Nehmer to approve the ComLog purchase as requested by Chief Jungbluth.

The motion carried by the following votes:

Votes:     Aye:     4, Commissioners Kempen, Clark, Mester and Nehmer  
              No:     0

30. Communication: Emergency Medical Dispatch Purchase

Chief Jungbluth submitted a request to purchase an Emergency Medical Dispatch (EMD) system from Priority Dispatch Corporation.

Chief Jungbluth stated that such a system would unify the response to emergency medical calls by dispatchers and allow for a quality assurance program. Additionally, Chief Jungbluth stated, the department is also requesting the purchase of quality assurance software which will allow supervisors to review emergency medical calls received and determine if the proper protocols were followed. Chief Jungbluth noted that this purchase will improve the quality of service citizens receive when requesting medical assistance.

Chief Jungbluth stated that this is a sole source purchase in the amount of \$19,282.50.

Chief Jungbluth noted that Lieutenant Steve Beyer, commanding officer of the WAPD Communications Unit, researched various other programs and found that the Priority Dispatch system was a nationally recognized program, offers dispatcher certification and is used by several Wisconsin communities to include the Cities of Franklin, Milwaukee, Muskego, as well as the Dane County and Waukesha County dispatch centers.

Chief Jungbluth stated that all dispatchers will receive CPR training as well as a 3-day training session to learn the EMD system and he stated that implementation of new system will take approximately 3 months.

A motion was made by Commissioner Kempen and seconded by Commissioner Nehmer to approve the request to purchase the Emergency Medical Dispatch and quality assurance software system.

The motion carried by the following votes:

Votes: Aye: 4, Commissioners Kempen, Clark, Mester and Nehmer  
No: 0

31. Other related items

Chief Jungbluth invited the Commissioners to the new Officer swearing in program on March 19<sup>th</sup>. He stated that he would send the Commissioners additional information under separate cover regarding the time and location of the program.

**F. POLICE AND FIRE COMMISSION**

32. Request to Approve Milwaukee HIDTA Sole source Contract for Pen-Link

The City of West Allis Purchasing Department submitted a request for approval from Milwaukee HIDTA to contract with Pen-Link for a recording server.

A motion was made by Commissioner Clark and seconded by Commissioner Mester to approve the Sole Source Contract with Pen-Link, Inc. for a recording server for the total sum of \$9767.10

The motion carried by the following votes:

Votes: Aye: 4, Commissioners Kempen, Clark, Mester and Nehmer  
No: 0

**G. CLOSED SESSION**

No Closed Session Business Scheduled

**H. ADJOURNMENT**

There being no further business, on a motion made, seconded and unanimously passed, the meeting adjourned at 7:10 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.