



City of West Allis

7332 W. National Ave.
West Allis, WI 53214

Meeting Minutes

Board of Police and Fire Commissioners

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

Thursday, July 19, 2012

6:00 PM

West Allis Fire Administration

REGULAR MEETING

A. CALL TO ORDER

Commissioner Kempen called the meeting to order at 6:02 pm

B. ROLL CALL

Present: Commissioners Joseph Kempen, Wayne Clark, Kevin Haass, Harold Mester and Don Nehmer

Also Present: Chief Steven Hook, Assistant Chief Martin King, Assistant Chief Steve Bane, Acting Battalion Chief Tim Vorpapel – Fire Department; Chief Mike Jungbluth – Police Department; Sheryl Kuhary, Assistant City Attorney – City of West Allis

C. APPROVAL OF MINUTES

A motion was made by Commissioner Mester and seconded by Commissioner Haass and unanimously passed to approve the minutes of the June 21, 2012 Regular Meeting Minutes as well as the June 26, 2012 Special Meeting Minutes.

D. POLICE DEPARTMENT

1. 1st Shift Activity Report

Chief Jungbluth submitted the 1st Shift Activity Report prepared by Captain Robert Navarrette

Chief Jungbluth noted that there were four cases during the month of July that were significant and he recognized the following officers for their hard work to apprehend the offenders:

Officer David Madden
Officer Jason Komorowski
Officer Jeffrey Shook
Officer Megan Rosa
Officer Michael Gyurina
Officer Mark Sura
Officer Stephen Heckler

Chief Jungbluth also noted that during the month of July, 1st shift officers have removed approximately 280 signs (i.e. rummage sales, for sale, etc.) from around the City that had been illegally posted on city property.

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

2. 2nd Shift Activity Report

Chief Jungbluth submitted the 2nd Shift Activity Report

Chief Jungbluth recognized Officer Tieranie Marchant and Detective Thomas Kulinski for their teamwork regarding the investigation of a shaken baby syndrome incident. Chief Jungbluth stated that through interviews and questioning of the child's father by the Officers, the father confessed to the incident, was arrested and charged accordingly.

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

3. 3rd Shift Activity Report

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

Chief Jungbluth noted that there were 4 initiatives that the 3rd Shift Officers have been focused on:

- OWI Enforcement – 3rd shift patrol has accounted for 80% of people arrested for OWI in West Allis for the month of June;
- Positive Contacts – 3rd shift patrol reported 54 positive contacts with citizens in the community;
- Park & Walks – this consists of officers checking on area business throughout the city and checking doors to make sure they are secure and not tampered with;
- Targeted Enforcement – 3rd shift patrol instituted a bike patrol program which entails an officer assigned to ride a bicycle in areas that are experiencing a high number of thefts and burglaries in a covert fashion.

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

4. Crime Prevention Activity Report

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

Chief Jungbluth stated that the 2012 National Night Out will be held on Monday, July 23rd and neighborhood block parties will be on Tuesday, July 24th.

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

5. Crime Analysis Activity Report

Chief Jungbluth submitted the Crime Analysis Activity Report prepared by Crime Analyst 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.

6. Special Investigations Unit – 2nd Quarter

Chief Jungbluth submitted the Special Investigations Unit – 2nd Quarter prepared by Lieutenant Christopher Marks

Chief Jungbluth stated this new report will be shared with the Commissioners every quarter going forward. Chief Jungbluth stated that this report is helpful to understand the drug issues within the City of West Allis and how the West Allis PD partners with outside agencies to control and handle drug related issues and activities. Chief Jungbluth summarized the report by stating that during the second quarter of 2012, the West Allis PD seized approximately \$111,000 worth of illegal drugs/narcotics and \$22,906 in U.S. currency.

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

7. Sensitive Crimes Activity Report

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

Chief Jungbluth stated that Det. Krueger registered one new sex offender with the department in the month of June. Chief Jungbluth also stated that the department is in the process of evicting a sex offender who is in violation of the city ordinance pertaining to residency restrictions for sex offenders. Chief Jungbluth stated that the department is working closely with the City Attorney's office to ensure the eviction is done correctly and as quickly as possible.

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

8. Criminal Investigations Unit Activity Report

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

Chief Jungbluth recognized Detective Christina Porter for her investigative work regarding a serious harassment/slander complaint from a West Allis citizen. The citizen stated that she believed her ex-boyfriend was stalking her as well as posting harassment and slanderous comments on various online posting sites. Detective Porter was able to isolate these posts and link them to the suspected offender. The suspect was arrested and final charges are pending until the suspect's computer can be forensically examined.

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

9. Neighborhood Partnership Report

Chief Jungbluth submitted the Neighborhood Partnership Report prepared by Neighborhood Partnership Specialists Rick Balistrieri and Mark Bykowski

Chief Jungbluth stated that this program continues to receive positive feedback from the community and he is pleased with the positive progress retired Officers Balistrieri and Bykowski continue to make with the citizens of these targeted neighborhood areas. Chief Jungbluth shared with the Commissioners that the retired officers work approximately 15 hours a week and are paid \$20.00 an hour. Chief Jungbluth stated that this initiative was in the 2012 budget approval process.

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

10. Traffic Report

Chief Jungbluth submitted the Traffic Report prepared by Lieutenant Brian Saftig

Chief Jungbluth stated that this division is currently focused on 3 initiatives:

- Alcohol Enforcement
- Seat Belt Enforcement
- Speed Enforcement

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

11. Tavern Violation Report

Chief Jungbluth submitted the Tavern Violation Report

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

12. Training Report

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

Chief Jungbluth was please to share with the Commissioners that the probationary Police Officers continue to perform at average and/or above average in their duties and are progressing thru their first year as expected.

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

13. Overtime Report

Chief Jungbluth submitted the Overtime Report

Chief Jungbluth noted that training and report writing hours were higher due to new officer training that has been ongoing since the beginning of the year. Chief Jungbluth was pleased to note however, that dispatch OT has been reduced by approximately 1300 hours as this area has become more solid and stable with the staff currently in place.

Chief Jungbluth stated that the Commissioners should expect to see the OT hours for State Fair increase from last year as the department has been involved in much of the security pre-planning initiatives and will be partnering with the State Fair Police on various intel initiatives that will also help to ensure the safety of State Fair patrons in 2012 and going forward.

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

14. Sick and Injured Report

Chief Jungbluth submitted the Sick and Injured Report prepared by Deputy Chief of Police, Robert Fletcher

Chief Jungbluth noted that approximately 200 hours noted in long-term sick should be classified as family leave, and next month's report will reflect that update.

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

15. Request for Approval: Fall 2012 Police Recruitment

Chief Jungbluth submitted a Request for Approval for the Fall 2012 Police Recruitment

Chief Jungbluth stated in anticipation of retirements by the end of the year, he would like to prepare to begin a recruitment process beginning in September or October of 2012. Chief Jungbluth noted that requirements for the position of Police Officer will remain as in the past and he is requesting the approval of the Commissioners to move forward with this process.

A motion was made by Commissioner Clark and seconded by Commissioner Haass to approve the Fall 2012 Police Recruitment request.

The motion carried by the following votes:

Votes: Aye: 5, Commissioners Kempen, Clark, Haass, Mester and Nehmer
 No: 0

16. Other related items

Commissioner Kempen requested that Chief Jungbluth provide the Commissioners with an overview of the forfeiture asset and equitable sharing accounts to include anything that might currently be pending in either account.

E. FIRE DEPARTMENT

17. Firefighting Activity Report

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

Chief Hook brought to the Commissioners attention a fire incident at the Sunrise Apartments on June 6, 2012. Chief Hook stated that the fire happened on the 5th floor and the firefighters had to drag the hose up the stairway in order to contain the fire. Chief Hook stated that the firefighters were able to contain the fire to one specific apartment and within 15 minutes of dispatch receipt of the call, had the fire knocked down and under control.

Chief Hook stated that there were some fire code issues with the elevator, fire alarm system, as well as the fire doors in the north stairwell and these problems are being addressed with the owners, the on-site maintenance managers and Assistant Chief Martin King.

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

18. Fire Department Financial Report

Chief Hook submitted the Fire Department Financial Report

Chief Hook stated that in 2012 changes were made to the staffing and call-back procedures and these changes have helped to control overtime hours to date.

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

19. Training Activity Report

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

Chief Hook noted the following training activities took place during the month of June;

- Operations level HAZMAT training – this is a four-part online program that provides refresher training to people that have received initial Operations level training;
- The SCBA confidence course training continued from May – personnel navigate the course in full PPE and breathing from their SCBA, demonstrating their ability to overcome obstacles without compromising their respiratory protection;
- Equipment Operator practical exams were held June 27-29 and July 2nd. Twenty-four firefighters submitted resumes and were tested and successful candidates will progress to interviews scheduled in July
- Five probationary firefighter tests took place in June and all PFF's passed and they continue to perform up to expected standards.

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

20. Fire Prevention Activity Report

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

Chief Hook stated that new fire inspectors have been aggressive out in the field and have been focusing on getting inspections done in a timely and efficient manner. Chief Hook stated that outstanding violations continue to be resolved quickly and re-inspections take place as required and necessary.

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

21. Emergency Medical Services Activity Report

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

Chief Hook stated that for the month of June, call volume had increased as well as an increase in mutual aid given and received. Chief Hook noted that with the increase in paramedics within fire departments and decrease of rigs, it will not be uncommon going forward to dispatch rigs to other counties as needed.

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

22. Emergency Medical Services Revenue Report

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

Chief Hook noted that the EMS revenue amounts continue to increase above the budgeted amount and is approximately \$85,000 ahead of the predicted budget.

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

23. Sick and Injured Report

Chief Hook submitted the Sick and Injured Report

Chief Hook noted that sick leave for the month of June has decreased and barring any unexpected illnesses or injuries, he stated that he expects these numbers to stay stable or continue to decrease throughout the remainder of the year. Chief Hook reminded the Commissioners that the beginning of the year numbers were high due to the uncertainty of Act 10 and how it could potentially affect the firefighter's health insurance plans.

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

24. 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.

25. Discussion: Accreditation Annual Compliance Report

Chief Hook handed out an Accreditation disk which included all the necessary reports with back-up exhibits required to complete the 2012 Accreditation Annual Compliance Report. Chief Hook stated that Lt. Jay Scharfenberg is the department's Accreditation Officer and he has compiled this information over the last few months. Chief Hook explained to the Commissioners that re-accreditation is required every five (5) years, and the last Accreditation process took place in 2008. Chief Hook stated that in 2013 a full peer assessment accreditation process will be required and the information on the disk comprises almost all of the required documents and back up information necessary.

Chief Hook stated that he is working with CAO, Paul Ziehler to isolate funds from the department's salary budget to cover the cost of this accreditation process, which is expected to be approximately \$10-\$15,000.

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

26. Communication: 2013 Budget Guidelines and Adoption Schedule

Chief Hook submitted a copy of the 2013 citywide budget guidelines and adoption schedule that had recently been distributed to all department and division heads. Chief Hook noted that as in 2012, the Mayor and Council have determined that their goal for the 2013 budget is to keep the spending increase at 0%. Chief Hook stated that he anticipates that the PFC will

send a representative to his departmental/mayoral review that will take place in late August or early September

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

27. Communication: CWA Independence Day Fireworks Summary

Chief Hook shared with the Commissioners a report provided by Fire Inspector Mark Sura regarding the 2012 4th of July fireworks display. FI Sura was the on-duty inspector for this event and was instrumental in working with the fireworks vendor, “Madballers”, to help improve the safety of the program and reduce the likelihood of any unforeseen negative consequences.

Chief Hook thanked the “Madballers”, FI Sura, AC King and the crew of Engine Company 1 for their efforts and cooperation on this event.

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

28. Communication: Letter of Appreciation – IndyFest 225

Chief Hook shared with the Commissioners a letter of appreciation from Phillip Walker, Track Operations Manager of Andretti Sports Marketing Wisconsin. Chief Hook stated that Mr. Walker expressed his appreciation on behalf of Andretti Sports Marketing for the services the department provided for the racing event which took place in June at the Milwaukee Mile. Chief Hook stated that the department had provided two (2) engine companies and four (4) paramedic units each of the two full days.

Chief Hook thanked AC Steve Bane and the on-scene personnel for their efforts during this 2-day event.

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

29. Communication: Letter of Appreciation – Milwaukee Fire Department

Chief Hook shared with the Commissioners a letter of Appreciation from Chief Mark Rohlfing of the Milwaukee Fire Department regarding the West Allis Fire Department’s participation in a 5-alarm fire that took place in Milwaukee. Chief Hook stated that in his letter, Chief Rohlfing praised the Mutual Aid Box Alarm System that enabled the West Allis Fire Department for their response “without hesitation to render assistance, keeping citizens covered with available and professional aid.”

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

30. Other related items

Chief Hook stated that 6 of the 9 new firefighter recruits started their training on Monday, July 16. He noted that the other 3 will begin their training on Monday, October 1, 2012.

Chief Hook stated that he had met personally with the two candidates that did not make it through the final interview process and he stated that both were very happy to have the opportunity to discuss and receive feedback regarding this process.

Chief Hook stated that the Police dispatch center staff have been trained on the new EMD protocol emergency medical dispatch system and effective immediately, dispatchers will be using the corresponding codes on the cards when calls are dispatched out.

Chief Hook invited the Commissioners to the Fire Department's swearing-in program Wednesday, August 29 at 3:30 pm in the Common Council Chambers at City Hall. He stated that this program recognizes all newly promoted members as well the 4 probationary firefighters move to regular firefighter status. Chief Hook stated that email invitations would be sent out in the near future confirming all of the necessary information.

F. POLICE AND FIRE COMMISSION

31. Approval of new and revised City Policies

Commissioner Kempen stated that he needs to speak with CAO Paul Ziehler regarding the City of West Allis Accountability Hotline. Commissioner Kempen asked Assistant City Attorney Sheryl Kuhary to briefly discuss the Email Retention Policy.

Assistant Attorney Kuhary stated that it is state requirement to retain paper records for seven (7) years. She stated that email correspondence hold the same requirement if the correspondence is in relation to City business. Assistant Attorney Kuhary stated that this also includes this type of correspondence received on your home computer. Commissioner Kempen requested that all email correspondence regarding City business be kept until it has been decided how store this information properly.

32. Request for Approval: Police Chief Hiring Committee recommendations regarding the Recruitment, Evaluation and Hiring process for the Chief of Police

Commissioner Clark addressed the Commission Board and thanked the following people for their counsel, participation and input regarding this process:

- Commissioner Joe Kempen
- Commissioner Harold Mester
- Commissioner Don Nehmer
- Commissioner Kevin Haass
- Police Chief Mike Jungbluth
- Former Police Chief Dean Pusching
- City Attorney Scott Post
- Assistant City Attorney Sheryl Kuhary
- CAO Paul Ziehler
- HR Manager Audrey Key

Commissioner Mester thanked Commissioner Clark for all his time and effort in this process.

Commissioner Clark stated that on Monday, July 16, 2012 the Police Chief Hiring Committee concluded its work with a final position that the same position requirements utilized in 2008 would be recommended to the full Commission and these position requirements would apply to both the internal and external candidates.

Commissioner Clark noted that on Tuesday, July 17, 2012, Chief Jungbluth asked the Commissioners to consider changing the requirements as it related to internal vs. external candidates and Commissioner Clark deferred to the Commission for guidance regarding this request.

Commissioner Mester stated it is common to have these different types of requirements; but in this particular case, this is the leader of the department, not a rank and file position, and if these are the qualifications of the position, then they are the qualifications for all candidates. Commissioner Nehmer stated that he cannot think of a reason why there should be different criteria given the level of this position.

Commissioner Clark thanked the Commissioners for their input and requested approval of the committee's recommendations.

A motion was made by Commissioner Clark and seconded by Commissioner Mester to approve the Police Chief Hiring Committee recommendations regarding the Recruitment, Evaluation and Hiring process for the Chief of Police

The motion carried by the following votes:

Votes: Aye: 5, Commissioners Kempen, Clark, Haass, Mester and Nehmer
 No: 0

Commissioner Clark passed out the position description, sample employment advertisement and the posting schedule. He stated that the recruitment brochure is in the process of being created.

33. Candidate question development process

Commissioner Clark stated that Commissioner Kempen will appoint two (2) Commissioners and Audrey to meet with Dr. Bauman to develop the Commission Interview Questions. Further he stated that Commissioner Kempen will appoint a Commissioner to join him in participating in the Peer Review Process. Commissioner Clark stated that all Commissioners are invited to submit interview questions to Audrey who will compile them and return them back to the Commission for their review.

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 7:28 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.