



# City of West Allis

11301 W. Lincoln Ave.  
West Allis, WI 53227

## 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*

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**Tuesday, September 25, 2012**

**6:00 PM**

**Police Court Center**

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**REGULAR MEETING**

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**A. CALL TO ORDER**

Commissioner Kempen called the meeting to order at 6:06 pm

**B. ROLL CALL**

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

Also Present: Chief Steve Hook, Assistant Chief Steve Bane, Assistant Chief Martin King – Fire Department; Chief Mike Jungbluth, Deputy Chief of Police Chuck Padgett, Captain Robert Navarrette, Detective Nick Stachula, Officer Tim Gold – Police Department; Paul Ziehler, Chief Administrative Officer, Sheryl Kuhary, Assistant City Attorney – City of West Allis; Bob Selin, Greenfield Police & Fire Commission

**C. APPROVAL OF MINUTES**

A motion was made by Commissioner Nehmer, seconded by Commissioner Mester and unanimously passed to approve the minutes of the August 16, 2012 Regular Meeting Minutes

**D. POLICE AND FIRE COMMISSION**

1. Discussion: New Police Chief Recruitment Process to include discussion of:

- Budget Constraints

Commissioner Kempen reviewed with the other Commissioners the budget issues currently facing the board as it relates to the recruitment process for a new Chief of Police. Commissioner Kempen stated that due to firefighter and police candidate hiring processes in 2012, which include the expense of both medical and psychological evaluations, the PFC budget has been depleted. Commissioner Kempen stated that he went before the Common Council and requested \$10,000 to begin the Chief recruitment process and that request was denied. This request was then amended by the Common Council, and the PFC was allotted \$5000.

- Potential transfer of funds from Police budget

Commissioner Kempen asked Chief Jungbluth what the procedure would be to request funds transferred from the Asset Forfeiture account or the Equitably Savings Fund to the Police and Fire Commission account. Chief Jungbluth stated that a formal letter would need to be drawn up and submitted to the USDOJ (United States Department of Justice) requesting a transfer of funds and an explanation of reason. Chief Jungbluth further

stated the USDOJ was very particular about how the money is spent and that he had submitted a transfer request for the courtroom remodel and it was rejected.

- Timeline

Commissioner Kempen reminded the Commissioners that at the August meeting, it was discussed that the interview process for the new Chief of Police be delayed until 2013. This would be advantageous as the Police and Fire Commission budget would be replenished and additional funds available to conduct the recruitment process. Commissioner Kempen stated however, that since Common Council has agreed to transfer \$5000 to the PFC budget, he would like to proceed with the dissemination of the advertising material as appropriate in the beginning of October, and requesting all applications turned in by October 31, 2012.

Commissioner Kempen stated that approximately \$2500 will be slated for job opportunity advertisements placed in the Milwaukee Journal as well as various other papers and trade magazines. Commissioner Kempen stated that the remaining \$2500 will be set aside for interview expenses.

Commissioner Kempen stated that the gleaning of applications would happen immediately following the October 26 deadline and that candidate interviews would begin in late November and early December. Commissioner Kempen stated that the process will be completed after the first of the year and a new Chief of Police in place hopefully by February or March of 2013.

Commissioner Kempen asked for a motion to move forward with the recruitment timeline as noted and discussed.

A motion was made by Commissioner Clark and seconded by Commissioner Haass to move forward with the suggested recruitment timeline as it relates to the recruitment and interview of qualified candidates and final selection of the Police Chief.

The motion carried by the following votes:

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

- Potential interim appointments

Commissioner Kempen asked Chief Jungbluth when his last day in office would be and Chief Jungbluth stated it would be Friday, November 30, 2012. Chief Jungbluth stated that his last official day with the City of West Allis is Monday, December 31, 2012. Chief Jungbluth stated that he will be attending meetings throughout December as he has committed too many of them prior to the announcement of his retirement.

Commissioner Kempen stated that given the timeline of Chief Jungbluth's departure, and that a new chief of Police has not been hired, it will be essential to put in place an Interim Acting Police Chief.

Commissioners agreed to meet in a special closed session meeting on Monday, October 15, 2012 at 5:00 pm to discuss and review candidates for the position of Interim Police Chief. The special closed session meeting will take place at the Fire Administrative Offices.

2. Discussion: Police Command Staff Appointments

Commissioner Kempen stated that he would like to discuss and receive feedback from the other Commissioners regarding their philosophy on promotions as it relates to the current situation of an Interim Police Chief in place. Commissioner Kempen stated that he did not want to discuss any specific individuals, appointments or promotions at this time.

Chief Jungbluth addressed the Commissioners stating that it comes down to more than just filling vacancies/promotions that have been brought forward to the Commissioners. He stated that budgets, grants, 2013 goals and objectives have already been put into place and how these might be affected going forward.

Commissioner Kempen stated that those items are somewhat short-term issues, i.e. the budget is a 1 year commitment, grants are on-going, however moving people into vacancies and/or promotions is a more long-term commitment and it is the Commissioners responsibility to ensure these decisions are not made lightly and in haste, especially given this current situation.

Commissioners were in agreement that this situation is a double-edged sword. They agreed that a new, incoming Police Chief should have the opportunity to fill vacancies and/or make promotions at his or her discretion, and as it relates to their own vision of the department's goals and objectives. However, given the unique situation of having an Interim Police Chief in place once Chief Jungbluth retires, job vacancies and the time they will be open (3-6 months), leads itself to potential issues affecting both internal and external environments, and it is important to be mindful and respectful of leadership continuity and having the appropriate people in place to do the necessary jobs and reduce the number of vacancies within a department during this interim timeframe.

## E. FIRE DEPARTMENT

3. Firefighting Activity Report

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

Chief Hook stated that there were a number of fire incidents during the month of October but none of the incidents resulted in casualties or a tremendous amount of damage to the properties involved.

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

4. Fire Department Financial Report

Chief Hook submitted the Financial Report

Chief Hook stated that there has been normal activity on account line items and the fire budget continues to stay within its budget limitations.

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

5. Training Activity Report

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

Chief Hook stated that the July recruit class completed their initial training as of August 24<sup>th</sup> and have been assigned to 24-hour duty. Chief Hook stated that one of the new recruits from the July class resigned on September 21<sup>st</sup> to take a firefighter position with the Madison Fire Department.

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

6. Fire Prevention Activity Report

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

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

7. Emergency Medical Services Activity Report

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

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

8. Emergency Medical Services Revenue Report

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

Chief Hook stated that revenue collection continues to be favorable and we are approximately \$114,000 ahead of anticipated revenue for the first 8 months of this year.

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

9. Sick and Injured Report

Chief Hook submitted the Sick and Injured Report

Chief Hook was pleased to inform the Commissioners that, as anticipated, these numbers continue to decrease compared to 2011. Chief Hook reminded that Commissioners that the higher numbers from 2011 and at the beginning of 2012 were the direct result of the uncertainty surrounding the health benefits for the fire department.

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

10. Master Plan Performance Snapshot

Chief Hook submitted the Master Plan Performance Snapshot report

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

11. Request for Approval: Sole Source Purchase of Ambulance Cots and Stair Chairs

Chief Hook submitted to the Commissioners a request for approval for a sole source purchase of four (4) ambulance power-PRO cots and two (2) stair-PRO chairs from Stryker Corporation.

Chief Hook explained to the Commissioners that Stryker Power-PRO cots are designed to reduce back injuries to EMS providers by eliminating the need to raise and lower cots manually. He stated that an integrated hydraulic system lifts and lowers the patient with the touch of a button. Chief Hook stated that the Stryker Stair-PRO stair chair is designed to work in conjunction with the power cot. Chief Hook stated that the key feature of the stair chair is a retractable track system that allows the chair to be moved up and down stairs without lifting the full weight of the patient and chair.

Chief Hook stated that the total cost of this purchase is \$57,832.00 and the funds will be coming from the City’s Safety and Productivity account.

A motion was made by Commissioner Haass and seconded by Commissioner Mester to approve the request for a sole source purchase of four (4) ambulance power-PRO cots and two (2) stair-PRO chairs from Stryker Corporation.

The motion carried by the following votes:

Vote:       Aye:     5, Commissioners Kempen, Clarke, Haass, Mester and Nehmer  
              No:       0

12. Request for Approval: Hay System Job Evaluations

Chief Hook submitted a request for approval of four (4) Hay System Job Evaluations

Chief Hook stated that he requested a job evaluation for the four (4) Assistant Chief positions through the City’s HayGroup Job Evaluation process. Chief Hook explained that this job evaluation process determines the intrinsic value of work to an organization using a methodology containing measurement scales of common compensable factors. Chief Hook stated that the four Assistant Chief positions have never been officially evaluated since the Commissioners approved the reorganization of the fire department administrative staff in 2003.

Chief Hook stated that his 2013 and 2014 budgets are capable of absorbing these salary changes and as such, requests the Board’s approval of the City’s HayGroup evaluation results for the four Assistant Chief positions.

Commissioners agreed with the organizational structure as it related to the new evaluations of the positions, however, they noted that they would expect this to trigger the police to request evaluations of several administrative positions at the Police Department.

Chief Hook noted that the Deputy Chief of Police position(s) have not been re-evaluated since 2003 and if that is the case, then maybe it is time for them to be re-evaluated.

A motion was made by Commissioner Nehmer and seconded by Commissioner Haass to approve the request for approval of four (4) Hay System Job Evaluations as submitted by Chief Hook.

The motion carried by the following votes:

Vote:       Aye:     4, Commissioners Kempen, Haass, Mester and Nehmer  
              No:      1, Commissioner Clark

13. Other related items:

None

## **F. POLICE DEPARTMENT**

At the request of Chief Jungbluth, items #1-27 were placed on file to allow for additional time for items #28 and #33. Commissioners were given the opportunity to ask Chief Jungbluth any questions on each report if desired. Chief Jungbluth requested that the PFC Secretary reflect in the minutes where officer(s) were recognized in those reports.

14. 1<sup>st</sup> Shift Activity Report

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

Chief Jungbluth received a 2-page letter from a citizen who was visiting West Allis to attend the Wisconsin State Fair. Chief Jungbluth stated that the letter thanked Officers Jeff Shook and Kevyn Mussatti for their understanding and assistance when their car broke down in front of the fair. The letter stated that the Officers provided information for a towing company and allowed the vehicle to remain parked where it was. Chief Jungbluth stated the letter also thanked Officer Shook for providing a ride to the handicap entrance as one of the visitors was disabled.

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

15. 2<sup>nd</sup> Shift Activity Report

Chief Jungbluth submitted the 2<sup>nd</sup> Shift Activity Report prepared by Second Shift Supervisors

Chief Jungbluth recognized Officers Rick Orlowski and Jason Komorowski for their initial investigation and report involving a theft of a wallet and subsequent illegal use of a credit card. Their follow-up and investigation assisted Detective Havican in developing a suspect and eventually obtain a felony warrant for said suspect.

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

16. 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

Chief Jungbluth stated that the 3<sup>rd</sup> shift patrol division welcomed three new officers who are currently participating in the Field Training Program. The new officers are:

- Officer Jason Komorowski
- Officer Adam Schweitzer
- Officer Peter Borree

Chief Jungbluth stated that a major initiative for the 3<sup>rd</sup> shift division was the investigation of a burglary that occurred at Dunham's Sporting Goods store in May of this year. Chief Jungbluth stated that four shotguns were taken from the business and later one of the shotguns was used in a drive-by shooting in the City of Milwaukee. Chief Jungbluth stated that working with the Milwaukee Police, a pattern of robberies over the ensuing months and those responsible was developed and it had been determined that these incidents have been carried out by a street gang that goes by the name of Count Dem Stacks (CDS). The investigation is ongoing and arrests are anticipated to be forthcoming.

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

#### 17. Crime Prevention Activity Report

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

Chief Jungbluth stated that with school back in session the following Officers are again working with the school staff and students to ensure a safe environment for the 2012-2013 school year:

- Sgt. Gary Kubasa – Frank Lloyd Wright
- Sgt. Marla Martin – Hale High School
- Sgt. Jeritt Mees – Central High School

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

#### 18. Sensitive Crimes Activity Report

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

Chief Jungbluth stated that Detective Krueger registered one new sex offender with the department in the month of August.

Chief Jungbluth stated this division has been in contact with Jewell Chantel, Field Supervisor for the DOC and they plan on collaborating personnel and resources for the upcoming Halloween event. Chief Jungbluth stated that is the goal of the department to make home visits to sex offenders living in the City of West Allis to ensure they are in compliance with their probation and parole guidelines during this timeframe.

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

#### 19. Criminal Investigations Unit Activity Report

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

Chief Jungbluth stated that in June of 2012 this division opened up a file regarding the possibility of embezzlement from Trinity Lutheran Church located at 2500 S. 68<sup>th</sup> St. in West Allis. Chief Jungbluth stated that statements from church officials indicate that after the resignation of their church treasurer, an audit was performed and a number of inappropriate expenditures came to light. Chief Jungbluth stated that church representatives hoped to handle internally, however that was not successful and the investigation was turned over to Detective Todd Kurtz. Chief Jungbluth stated that a thorough investigation into these allegations led to the eventual arrest and confession of the church's former treasurer and his wife. Chief Jungbluth stated that formal charges are pending upon final decision from the ADA.

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

#### 20. Neighborhood Partnership Report

Chief Jungbluth submitted the Neighborhood Partnership Report

Chief Jungbluth noted several targeted neighborhood deployments during the month of August:

- A face-to-face meeting with residents and business management in the area of Danny's Lounge (S. 60<sup>th</sup> & W. Burnham) to inform them of city intervention and enforcement efforts being implemented to improve the quality of life in the area.
- Direct contact with a resident complainant regarding the area of S. 60<sup>th</sup> & Burnham.
- Door-to-door canvassing was conducted in the 2000 block of S. 86<sup>th</sup> St., in an effort to secure a Neighborhood Watch Block Captain.
- Speed trailers were placed in various locations around the City of West Allis

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

#### 21. Traffic Report

Chief Jungbluth stated that in August, the department participated in several Wisconsin Department of Transportation-Bureau of Traffic Safety HVE Deployments to include:

- Alcohol Enforcement; result: 11 OWI arrests
- Seat Belt Enforcement; result: 45 seat belt citations issued
- Speed enforcement; result: 88 speeding citations issued
- Bicycle Safety; result: 16 citations and 65 warning issued to motorists; 0 bicycle violations
- Pedestrian Safety; result: 21 citations and 17 warnings issued to motorists; 0 pedestrian violations

Chief Jungbluth stated that parking patrol officers wrote 874 parking citations during the 11-day run of the Wisconsin State Fair. He stated that the total face value of the citations written was \$25,920.00.

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

#### 22. Crime Analysis

Chief Jungbluth submitted the Crime Analysis Report prepared by Crime Analyst Chrisie Hunter as well as the corresponding police bulletins

Chief Jungbluth stated that since May, there have been 33 batteries stolen for a monetary loss of approximately \$7000. Chief Jungbluth noted that a suspect has been developed and has been interviewed regarding these thefts, however at this time there is no probable cause to arrest this individual. Chief Jungbluth also noted that thefts from vacant and/or foreclosed homes continues and Crime Analyst Hunter developed a city map pinpointing areas of possible targets for future criminal activity.

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

23. Training Report

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

Chief Jungbluth stated that all 23 probationary Police Officers continue to perform at average or above average expectations in their current assigned patrol shifts.

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

24. Overtime Report

Chief Jungbluth submitted the Overtime Report

Chief Jungbluth indicated that, as expected, the 2012 State Fair resulted in overtime costs for the department.

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

25. Financial Report

Chief Jungbluth submitted the Financial Report

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

26. Sick and Injured Report (July)

Chief Jungbluth submitted the Sick and Injured report for July

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

27. Sick and Injured Report (August)

Chief Jungbluth submitted the Sick and Injured report for August

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

28. Discussion: Filing of Promotions ending 12/31/2012

Chief Jungbluth stated that he was requesting promotion approval of Lieutenant Chris Marks, Sergeant Colin Hughes, Sergeant Christopher Beldin and Sergeant Jessica Johnson. Chief Jungbluth stated that the assignments and effective dates of these promotions will be defined in a Department order issued in October 2012.

29. Request for Promotion: Lieutenant of Police

Chief Jungbluth presented for the Commissioners review the resume of Sergeant Colin Hughes. Sergeant Hughes began his career with the department in 1991. Sergeant Hughes is a graduate of Cudahy High School and earned a Bachelor of Science degree in Criminal Justice from the University of Wisconsin - Oshkosh. If approved, Sergeant Hughes will be promoted to Lieutenant and assigned to the Special Investigations Unit.

30. Request for Promotion: Lieutenant of Police

Chief Jungbluth presented for the Commissioners review the resume of Sergeant Christopher Beldin. Sergeant Beldin began his career with the department in 2006. Sergeant Beldin holds a Bachelor of Arts degree in Fire Science Management from Southern Illinois University and a Juris Doctor from Marquette University Law School. If approved, Sergeant Beldin will be promoted to Lieutenant and assigned to Communications.

31. Request for Promotion: Lieutenant of Police

Chief Jungbluth presented for the Commissioners review the resume of Sergeant Jessica Johnson. Sergeant Johnson began her career with the department in 1997. Sergeant Johnson earned an Associate Degree in Paralegal Studies from the Community College of the Air Force, a Bachelor of Arts degree in Criminal Justice from Chapman University and a Master's Degree in Human Services from Springfield College. If approved, Sergeant Johnson will be promoted to Lieutenant and assigned to the Sensitive Crimes Unit.

32. Request for Promotion: Captain of Police

Chief Jungbluth presented for the Commissioners review the resume of Lieutenant Chris Marks. Lieutenant Marks began his career with the department in 1999. Lieutenant Marks earned a Bachelor of Arts degree in Justice and Public Policy from Concordia University. If approved, Lieutenant Marks will be promoted to Captain and assigned to 2<sup>nd</sup> shift – Patrol Division.

A motion was made by Commissioner Haass and seconded by Commissioner Nehmer to approve the promotions of four officers as submitted and requested by Chief Jungbluth.

The motion carried by the following votes:

Vote:       Aye:     4, Commissioners Kempen, Haass, Mester and Nehmer  
              No:      1, Commissioner Clark

Commissioner Clark stated that his vote was in no way a negative reflection of these Officers and thanked all the officers for their continuing dedication to the police department and to the City of West Allis.

33. Presentation: Overview of 2012 State Fair

Deputy Chief Chuck Padgett presented to the Commissioners an overview of the 2012 State Fair security activities as it related to the West Allis Police Department. Deputy Chief Padgett stated that meetings were held on a monthly basis beginning immediately after the

end of the 2011 State Fair and were instrumental in creating a safe and secure environment for fairgoers to this year's fair.

DC Padgett noted these following initiatives that were instituted this year:

- State Fair Administration agreed to change the name of the Midway to Spin City and take full control over the rides and attractions;
- The use of horses inside the fair to force large groups of people out onto the street was discontinued and all officers available (inside or out) would respond as necessary;
- Troopers were assigned inside the fair posted at entrances and squads were patrolling the area surrounding the fair during evening hours;
- West Allis Police provided a presence around the exterior of the fair;
- A command post was provided and staffed inside the fair and members of the STAC/Fusion center assisted through intelligence gathering and sharing of pertinent possible threat information;
- Web based camera coverage was increased both inside and outside of the fair and were accessible to West Allis Dispatch, EOC, Command Post, State Fair Police and others in need of monitoring fair goer activities.

DC Padgett stated that as a result of these increase security and safety measures, the 2012 State Fair was a success and it is expected that these measures will be in place going forward to ensure continued success of the Wisconsin State Fair.

The Commissioners thanked DC Padgett for his through presentation and they had no additional questions or comments.

17. Other related items

Chief Jungbluth noted that on September 27 Channel 58 will be discussing a video entitled Run, Hide, Fight which was produced by the City of Houston Mayor's Office of Public Safety and Homeland Security. Chief Jungbluth stated that the video deals with what to do if you are in a mass shooting. Chief Jungbluth noted that Safety & Training Coordinator Linda Huske will be part of the segment and that the video will be available for city employees to view.

**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 8:00 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.