



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

Commissioners Donald Nehmer, Amy Heron and Christopher Ahrens

Thursday, December 19, 2013

6:00 PM

West Allis Fire Administration

REGULAR MEETING

A. CALL TO ORDER

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

B. ROLL CALL

Present: Commissioners Joseph Kempen, Christopher Ahrens, Kevin Haass, Amy Heron and Don Nehmer

Also Present: Fire Chief Steve Bane, Assistant Chief Gary Streicher, Assistant Chief Martin King, Lieutenant Kurt Zellmann – Fire Department; Police Chief Charles Padgett, Deputy Chief Steve Botsch, Captain Steve Byers, Lieutenant Jeff Nohelty, Police Officer Steve Barwick – Police Department; Chief Administrative Officer Paul Ziehler, Alderperson Dan Roadt – City of West Allis; Ying Tao Ho, private citizen; Bridget Kennedy, recording secretary

C. APPROVAL OF MINUTES

A motion was made by Commissioner Haass and seconded by Commissioner Nehmer to approve the November 21, 2013 Regular and Closed Session Meeting Minutes as well as the November 26, 2013 Special Meeting and Closed Session Meeting Minutes.

D. POLICE DEPARTMENT

1. Crime Prevention Activity Report

Chief Padgett introduced Lt. Jeff Nohelty to present the Crime Prevention Activity Report

Lt. Nohelty stated that currently, this division has 5 sworn supervisors and four (4) civilian employees. He stated that this division oversees approximately 30 programs to include the neighborhood watch program, the annual National Night Out event and CAAD events throughout the year. Lt. Nohelty also reviewed with the Commissioners what High School Liaison Officers St. Marla Martin and Sgt. Jeritt Mees have encountered with students at Hale and Central during the first part of the school year. Lastly, Lt. Nohelty stated that since the beginning of the Graffiti Abatement Program in 2008 to date, there has been a 75% decrease of acts of graffiti in the City of West Allis.

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

2. Accreditation & Grant Updates

Chief Padgett introduced Captain Steve Byer to present the update report on Accreditation and Grants

Ct. Beyer stated that the West Allis Police Department was first accredited in 2010 and was re-accredited in 2013. Ct. Beyer stated that the next full reaccreditation process will not take place until 2016, however, this accreditation will require all documents to be updated to the 4th edition accreditation requirements and Officer Phil Noche has been appointed to compliance officer for this 2016 process. Ct. Beyer stated that one of the many goals was to work on and improve the electronic filing system for the 2016 accreditation process.

Ct. Beyer also reviewed with the Commissioners the various grants that the Police department has or will be applying for in 2014, to include the amounts and what they would be applied towards when they have been approved and the funds received.

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

3. 1st Shift Activity Report

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

Chief Padgett reviewed a number of Officer Recognitions and significant arrests during the month of November. Chief Padgett also noted that an initiative for the 1st Shift Officers is to focus on home burglaries. Chief Padgett stated that burglaries have been increased from last year and Officers on this shift have been reminding home owners to keep their garage doors and house doors closed when doing outside yard work.

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

4. 2nd Shift Activity Report

Chief Padgett submitted the 2nd Shift Activity Report prepared by Captain Chad Evenson and Lieutenant Nick Pye

Chief Padgett stated that the Safe Holiday Shopper initiative would be instituted again during the November-December holiday season to ensure residents and visitors to West Allis will be safe. Chief Padgett stated that Officers will be out and about on their shifts as well as additional officers out at different times in uniform and simply making their presence known. Chief Padgett also stated that squad cars sitting in various strategic locations around the shopping areas of West Allis help with this initiative as well.

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

5. 3rd Shift Activity Report

Chief Padgett submitted the 3rd Shift Activity Report prepared by Captain Christopher Marks

Chief Padgett reviewed several significant arrests during the month of November to include OWI/weapons offense, robbery and child neglect. Chief Padgett noted an initiative for 3rd shift was to implement the radar squad. Chief Padgett explained that an officer was assigned to this radar squad solely in a traffic enforcement capacity in high traffic volume or locations.

Chief Padgett stated that this initiative will go thru the month of December and then will be evaluated to determine the effectiveness of this initiative.

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

6. Criminal Investigations Unit Activity Report

Chief Padgett submitted the Criminal Investigations Unit Activity Report prepared by Captain Barry Waddell

Chief Padgett stated that the heroin epidemic continues to be a concern in West Allis and the surrounding counties as well. Chief Padgett stated that heroin overdoses have increased over the last year, and just recently a heroin dealer was charged with reckless homicide relating to a heroin OD that resulted in death. Chief Padgett reviewed briefly the recent Citgo shooting in West Allis and noted that the department has received a number of tips, but no one has been taken into custody to date.

The Commissioners asked how they would be notified if there is a fatality regarding one of the department members and Chief Padgett and Chief Bane both indicated that a phone call would be placed to Commissioner Kempen. It was also noted that an email would be sent to all Commissioners regarding a serious but non-fatal incident regarding the fire or police departments.

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

7. Sensitive Crimes Activity Report

Chief Padgett submitted the Sensitive Crimes Activity Report prepared by Lieutenant Jessica Johnson.

Chief Padgett stated that Detective Napoli registered one (1) new sex offender during the month of November.

Chief Padgett reviewed a number of the sensitive crimes cases as reported by Lt. Johnson. Chief Padgett also stated that recently the department has been involved with a possible human trafficking case. Chief Padgett stated that an adult woman was reported missing and a possible victim of human trafficking. The missing woman was located in West Allis after she was caught shoplifting. The woman was arrested for 2 outstanding warrants and the male companion with her was also arrested. Chief Padgett stated that various law enforcement agencies will follow up on the human trafficking aspect of this ongoing investigation.

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

8. Tavern Violations

Chief Padgett submitted the Tavern Violations report prepared by Lt. Jessica Johnson

Chief Padgett stated that the month of November resulted in a high number of bar related issues including fighting, threatening and high level of intoxication. Chief Padgett noted that the tavern squad initiative is continuing thru the end of 2013. This initiative requires officers to visit tavern establishments, review and discuss the City's tavern ordinances, identify ongoing issues and holding the bar owners accountable for their establishments.

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

9. Crime Analysis Report

Chief Padgett submitted the Crime Analysis Report prepared by Crime Analyst Chrisie Hunter

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

10. Traffic Report

Chief Padgett submitted the Traffic Report prepared by Lt. Todd Clementi

Chief Padgett noted that during the month of November, WAPO arrested a total of 41 people for OWI.

Chief Padgett stated that the collection of outstanding parking tickets continues to be an initiative for this division and expects that in 2014 a plan will be in place to collect this money effectively moving forward.

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

11. Training Report

Chief Padgett submitted the Training Report prepared by Ct. Ron Versnik and Sgt. David Madden

Chief Padgett noted that in-service training for Officers, which began on November 5th will be ending a December 18, 2013. Chief Padgett stated that some of the topics covered during this in-service training included CPR re-certification, CVMIC-Hazard Communication and tactical response.

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

12. Overtime Comparison

Chief Padgett submitted the Overtime Comparison report

Chief Padgett stated that the department was approximately 293 hours under for OT hours.

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

13. Police Department Financial Report

Chief Padgett submitted the Police Department Financial Report

Chief Padgett noted that he had a very informative discussion meeting with Finance Director Mark Wyss and Finance Manager Kris Moen regarding the budgeting process and the finance department's involvement in that process. Chief Padgett noted that both Mark and Kris shared much insight into the budget process.

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

14. Statistics

Chief Padgett submitted the statistical comparison reports for November 2011, 2012 and 2013 for such categories as accidents, parking tickets and tickets issued.

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

15. Sick & Injured Report

Chief Padgett submitted the Sick & Injured Report

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

16. Request for Approval: Transfer of funds from Salary Budget to other expense accounts

Chief Padgett stated that through an agreement with the Fire Department to share the cost of improvement for the current Emergency Medical Dispatch system, he is submitting a request for approval to transfer \$40,000 from unused 2013 salary dollars in account #100 2102 521 1101 to the 2014 budget account #100 2101 521 3201, Computer Equipment/Software.

A motion was made by Commissioner Nehmer and seconded by Commissioner Haass to approve the money transfer and noted above.

The motion carried by the following votes:

Vote: Aye: 5, Commissioners Kempen, Ahrens, Haass, Heron and Nehmer
 No: 0

E. FIRE DEPARTMENT

17. Firefighting Activity Report

Chief Bane submitted the Firefighting Activity Report prepared by Assistant Chief Gary Streicher as well as the corresponding quadrant maps

Chief Bane reviewed a fire that took place in an apartment complex located at 1422 S. 92nd St. Chief Bane stated that the fire was extinguished within minutes of arrival to the incident. Chief Bane noted that one of the occupants was deaf, and E3 was able to locate this individual quickly and lead her to safety. Chief Bane also shared with the Commissioners a letter received from one of the occupants of this building thanking the fire department for their service and professionalism.

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

18. Fire Department Financial Report

Chief Bane submitted the Fire Department Financial Report.

Chief Bane stated that the department budget continues to run effectively ahead of projected numbers and that he expects 2013 to end positively.

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

19. Training Activity Report

Chief Bane submitted the Training Activity Report prepared by Deputy Chief Jay Scharfenberg

Chief Bane reviewed a number of training activities that took place during the month of November that included training in special operations and a presentation by CVMIC that focused on ethnic/cultural diversity training. Chief Bane also shared with the Commissioners a few photos of the trench rescue training simulations that took place during the last week of October/first week of November. Chief Bane noted that this training was done at the WE Energies training site.

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

20. Fire Prevention Activity Report

Chief Bane submitted the Fire Prevention Activity Report prepared by Assistant Chief Martin King

Chief Bane stated that Fire Inspector Dombrowski closed all fire inspection violations that were 180 days or over while he was assigned to 8-hour duty recently. Chief Bane stated that fire inspection continue to be done a regular basis as required and expects to stay on track throughout 2014.

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

21. Emergency Medical Services Activity Report

Chief Bane submitted the Emergency Medical Services Activity Report as well as the corresponding November highlighted calls report

Chief Bane stated that EMS call volume to-date is approximately 2% higher compared to the same timeframe in 2012.

Chief Bane reviewed with the Commissioners a number of the incidents on the highlighted calls report. Specifically he discussed a child neglect case that involved a number of young children left in a car by their Mother. Chief Bane stated that all of the children were rescued without incident and transferred to the custody of the WAPD.

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

22. Emergency Medical Services Revenue Report

Chief Bane submitted the Emergency Medical Services Revenue Report

Chief Bane stated that departments are still awaiting money due from Milwaukee County; however he does expect to end the year over budget regardless.

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

23. Sick and Injured Report

Chief Bane submitted the Sick and Injured Report

Chief Bane noted that the numbers are slightly down from last year regarding this report however, he stated that he is developing a plan to combat the number of short-term sick hours in 2014 and forward.

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

24. Master Plan Performance Snapshot

Chief Bane submitted the Master Plan Performance Snapshot report

Chief Bane stated that he was pleased to see more green than red on the accountability sections. He noted that continued improvement will be focused on the red sections in 2014.

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

25. Communication: Notification of Retirement

Chief Bane submitted a notification of retirement from Battalion Chief Christoph Reinke

Chief Bane stated that BC Reinke started his career with the department in 1982 and has held the positions of Equipment Operator, Lieutenant, Captain and the Department's Safety and Information Officer. He was promoted to Battalion Chief in 2008. Chief Bane thanked BC Reinke for his 31 years of service and stated that he will be missed.

Commissioner Kempen stated that on behalf of the Police & Fire Commission Board, he wished BC Reinke a happy and healthy retirement.

26. Request for Approval: 2014 Transition Plan and Temporary Restructuring

Chief Bane submitted for review and approval a 2014 Transition Plan and Temporary Restructuring for the Fire Department

Chief Bane noted that the year ahead will present a number of challenges to include the anticipated retirements of four (4) Chief Officers over the next 12-15 months. Chief Bane noted that it is imperative and in the best interest of the department to prepare in 2014 for these changes and submitted the transition plan to help prepare for all anticipated upcoming changes.

Chief Bane reviewed and explained his proposed transition plan with the Commissioners and pointed out a number of cost saving ideas to include "auditioning" three (3) Captains throughout 2014 for the open Battalion Chief position created by retiring BC Chris Reinke. He stated that this process will be a net cost savings of approximately \$4,000 over permanently filling this position in 2014.

Chief Bane also submitted with this plan a 2014 Fire Department Organizational Chart to better show the Commissioners the reporting structure and presented changes and promotions.

A motion was made by Commissioner Ahrens and seconded by Commissioner Haass to approve the 2014 Transition Plan and Temporary Restructuring as presented by Chief Bane.

The motion carried by the following votes:

Vote: Aye: 5, Commissioners Kempen, Ahrens, Haass, Heron and Nehmer
No: 0

27. Request for Approval: Promotion of Martin King to Assistant Chief, Fire Prevention, Urban Affairs & EMS

Chief Bane submitted an approval request for the Promotion of Martin King to Assistant Chief, Fire Prevention, Urban Affairs & EMS

Chief Bane noted that as part of the 2014 transition plan, the positions of Assistant Chief, Fire Prevention and Assistant Chief, EMS have been combined into one position, Assistant Chief, Fire Prevention, Urban Affairs and EMS. Chief Bane asked for the Commissioners approval for the promotion of Martin King to this combined position. Chief Bane stated that, if approved, the promotion would be effective on December 21, 2013.

A motion was made by Commissioner Nehmer and seconded by Commissioner Ahrens to approve the promotion as presented above by Chief Bane.

The motion carried by the following votes:

Vote: Aye: 5, Commissioners Kempen, Ahrens, Haass, Heron and Nehmer
No: 0

28. Request for Approval: Promotions to Captain

Chief Bane submitted for approval a request for the promotion to Captain for the following:

Lieutenant Kurt Zellmann
Lieutenant Joel Meier

Chief Bane noted that both have been selected through promotional procedures in accordance with the labor contract and after review and evaluation by fire department officers, have met all requirements and qualifications for the position of Fire Captain. Chief Bane stated that if approved, the promotions would be effective December 21, 2013.

A motion was made by Commissioner Nehmer and seconded by Commissioner Ahrens to approve the promotion as presented above by Chief Bane.

The motion carried by the following votes:

Vote: Aye: 5, Commissioners Kempen, Ahrens, Haass, Heron and Nehmer
No: 0

29. Request for Approval: Assignment of Kurt Zellmann to Interim Deputy Chief, Fire Prevention, Urban Affairs & EMS

Chief Bane stated that in accordance with the approved 2014 transition plan, the assignment of Ct. Zellmann to Interim Deputy Chief will provide succession planning and flexibility as the department prepares for the retirement of key administrative staff over the next 12-15 months. Chief Bane stated that this interim assignment would be effective December 21, 2013.

A motion was made by Commissioner Nehmer and seconded by Commissioner Ahrens to approve the promotion as presented above by Chief Bane.

The motion carried by the following votes:

Vote: Aye: 5, Commissioners Kempen, Ahrens, Haass, Heron and Nehmer
No: 0

30. Request for Approval: Promotions to Lieutenant

Chief Bane submitted for approval a request for the promotion to Lieutenant for the following:

Equipment Operation Jonathon Hauboldt
Equipment Operator Mason Pooler

Chief Bane noted that both had been selected through promotional procedures for the rank of Lieutenant in accordance with the labor contract and have been endorsed by the fire staff for promotion. Chief Bane stated that if approved, the promotions would be effective December 21, 2013.

A motion was made by Commissioner Nehmer and seconded by Commissioner Ahrens to approve the promotion as presented above by Chief Bane.

The motion carried by the following votes:

Vote: Aye: 5, Commissioners Kempen, Ahrens, Haass, Heron and Nehmer
No: 0

31. Request for Approval: Promotion to Equipment Operator

Chief Bane submitted for approval the promotion to Equipment Operator:

Firefighter Mark Sura
Firefighter Jeffrey Cavett

Chief Bane stated that with the promotion of EO Pooler and EO Hauboldt to the position of Lieutenant, vacancies for Equipment Operator are available. FF Sura is currently in the first position and FF Cavett is currently in the second position on the EO promotional list that was established in August of 2012 and both have completed all the required qualifications for education and certification. Chief Bane stated that if approved, the promotions would be effective December 21, 2013

A motion was made by Commissioner Nehmer and seconded by Commissioner Ahrens to approve the promotion as presented above by Chief Bane.

The motion carried by the following votes:

Vote: Aye: 5, Commissioners Kempen, Ahrens, Haass, Heron and Nehmer
No: 0

32. Request for Approval: Assignment of Ct. Daniel Levenhagen to Interim Battalion Chief

Chief Bane stated that in accordance with the approved 2014 transition plan, the assignment of Ct. Levenhagen to Interim Battalion Chief will provide succession planning and flexibility

as the department prepares for the retirement of key administrative staff over the next 12-15 months. Chief Bane stated that this assignment would be effective January 4, 2014.

A motion was made by Commissioner Nehmer and seconded by Commissioner Ahrens to approve the interim assignment as presented above by Chief Bane.

The motion carried by the following votes:

Vote: Aye: 5, Commissioners Kempen, Ahrens, Haass, Heron and Nehmer
No: 0

33. Request for Approval: Transfer of funds from Salary budget to other expense accounts

Chief Bane stated that he had worked extensively with CAO, Paul Ziehler and Finance Director Mark Wyss to ensure that savings realized in the 2013 salary budget were appropriately and correctly carried over and populated into eight (8) 2014 budget accounts to allow for the purchase of valuable community and firefighter safety equipment and systems. Chief Bane also stated that a request to carry over the funds into 2014 will be presented to the Common Council members in January.

A motion was made by Commissioner Ahrens and seconded by Commissioner Nehmer to approve the transfer of funds as presented above by Chief Bane.

The motion carried by the following votes:

Vote: Aye: 5, Commissioners Kempen, Ahrens, Haass, Heron and Nehmer
No: 0

F. POLICE AND FIRE COMMISSION

34. Request for Approval: Milwaukee HIDTA contract for various continuing services for calendar year 2014

A motion was made by Commissioner Nehmer and seconded by Commissioner Haass to approve the above Milwaukee HIDTA request.

The motion carried by the following votes:

Vote: Aye: 5, Commissioners Kempen, Ahrens, Haass, Heron and Nehmer
No: 0

35. Request for Approval: Sole Source Contract – CovertTrack Group, Inc.

A motion was made by Commissioner Nehmer and seconded by Commissioner Haass to approve the above Sole Source contract request.

The motion carried by the following votes:

Vote: Aye: 5, Commissioners Kempen, Ahrens, Haass, Heron and Nehmer
No: 0

36. Request for Approval: Sole Source Contract – Schell Electronics, Inc.

A motion was made by Commissioner Nehmer and seconded by Commissioner Haass to approve the above Sole Source contract request.

The motion carried by the following votes:

Vote: Aye: 5, Commissioners Kempen, Ahrens, Haass, Heron and Nehmer
No: 0

37. Welcome and introduction of a new Police & Fire Commissioner

Commissioner Kempen welcomed and introduced new Police and Fire Commissioner Christopher Ahrens. Commissioner Kempen stated that Mr. Ahrens is a partner at Previant Law Firm where his practice areas include labor and employment relations, ERISA litigation, bankruptcy, class action litigation and real estate. Commissioner Kempen stated Commissioner Ahren replaces former Commissioner Harold Mester and will complete Mr. Mester's term which expires on May 1, 2016.

38. Discussion: Selection of Police & Fire Commission Secretary

Commissioner stated that with the retirement of Commissioner Wayne Clark, the position of Secretary for the Police & Fire Commission Board was vacant. Commissioner Kempen stated that some of the duties of this position included arranging and confirmation of special meetings, interview scheduling and necessary closed session information disseminated to the recording secretary for completion of meeting minutes.

Commissioner Heron volunteered to take over the position of Police and Fire Commission Secretary. On a motion made, seconded and unanimously passed, Commissioner Heron was approved as PFC Secretary.

G. CLOSED SESSION

None Scheduled

H. ADJOURNMENT

There being no further business, on a motion made, seconded and unanimously passed, the meeting adjourned at 7:30 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.