



City of West Allis

Meeting Minutes

Police and Fire Commission

Thursday, June 19, 2025

6:00 PM

West Allis Fire Department
7332 W. National Ave.

REGULAR MEETING AND CLOSED SESSION

A. CALL TO ORDER

Commissioner Manthei called the meeting to order at 6:01 pm

B. ROLL CALL

Present: Commissioners Mark Manthei, Michelle Sutinen, Kimberly Cosby and Amy Heron

Excused: Commissioner Sagar Tolani

Also present: Deputy Chief Robert Fletcher - Police Department; Interim Fire Chief Jason Schaak, Interim Assistant Chief Armando Suarez Del Real, Interim Assistant Chief Joe Breznik, Captain Jesse Schwark, Firefighter Quinn Dombrowski, Firefighter AJ Ottow - Fire Department; City Administrator Erin Hirn, City Attorney Kail Decker - City of West Allis; Kelsey Ottow - Private Citizen; Bridget Morawetz, Recording Secretary

C. APPROVAL OF MINUTES

Approval of the May 15, 2025 Regular and Closed Session meeting minutes

A motion was made by Commissioner Sutinen and seconded by Commissioner Cosby to approve the minutes as presented.

The motion carried by the following votes:

Aye: 4, Commissioners Manthei, Sutinen, Cosby and Heron

Nay: 0

D. POLICE DEPARTMENT

1. Request for approval: Increased pay and vacation accrual for lateral police officer

A motion was made by Commissioner Sutinen and seconded by Commissioner Cosby to approve this request as presented by DC Fletcher.

The motion carried by the following votes:

Aye: 4, Commissioners Manthei, Sutinen, Cosby and Heron
Nay: 0

2. Police Department Financial Report

Commissioner Heron stated that when she was on the board previously, the police overtime budget would take a big hit at the end of year and she asked if that was still the case.

DC Fletcher stated that in 2026, union members will need to declare how they will receive their overtime pay before the end of the year. He stated that this policy will be very helpful to keep track of the overtime budget line.

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

3. Monthly Performance Report

DC Fletcher reviewed a number of the highlighted calls included in the report, and specifically the prowling incident that took place on May 2, 2025. He stated that as police pursued the suspect on foot, a drone was also used to help pinpoint the suspects whereabouts. DC Fletcher shared with the Commissioners some of the actual footage from the incident.

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

4. Training Bureau Report

DC Fletcher stated that May was a busy month for the training bureau as recruits have graduated from the MATC academy and will now begin their new officer training requirements.

Commissioner Sutinen asked if the department is giving out more verbal warnings than tickets related to reckless driving. DC Fletcher stated that the reckless driving initiative continues to dictate traffic stops but the emphasis overall is about public visibility to deter speeding. He noted that when tickets are issued for reckless driving, Judge Murphy takes these types of citations very seriously when these cases come before him in court.

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

5. Patrol Bureau Report

DC Fletcher stated that the Highway 100 cruising initiative is well underway but noted that due to their staffing levels, the State Patrol could not assist with the 2025 initiative.

Commissioner Cosby stated her concern with the recent incidents of street takeovers and asked DC Fletcher if they are prepared for these types of events. DC Fletcher stated that keeping abreast of different social media pages assists with knowing about a threat of one happening, but the location of such an event is harder to pinpoint. He noted that the department has conducted training on how to handle a street takeover should one happen in West Allis.

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

6. Criminal Investigations Bureau Report

DC Fletcher provided an update to a restraining order case from April that was brought to conclusion in May with the help of the flock cameras. He noted an ex-boyfriend was found to have set up various online accounts to stalk the victim and as the suspect was proving difficult to locate, his license plate was entered into the Flock camera system which captured the suspect entering the city; he was then arrested and charged accordingly.

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

7. Community Services Bureau Report

DC Fletcher did not speak to anything contained in this report and the Commissioners had no additional questions or concerns.

The report was placed on file.

8. Communications Bureau Report

DC Fletcher did not speak to anything contained in this report and the Commissioners had no additional questions or concerns.

The report was placed on file.

9. Tavern Violation Report

DC Fletcher did not speak to anything contained in this report and the Commissioners had no additional questions or concerns.

The report was placed on file.

10. Closed Session: Discussion and review of disciplinary action against three police officers

For agenda item #10, the Board may convene in closed session pursuant to the provision of Section 19.85(1)(b)(f) of the Wis. Stats., to consider dismissal,

demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such persons, and to consider financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigations of charges against specific persons except where par.(b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.

The Police and Fire Commission may reconvene in open session after completion of the closed session to consider the balance of the agenda.

E. FIRE DEPARTMENT

11. Request to purchase: MSA SCBA refurbishment parts

A motion was made by Commissioner Sutinen and seconded by Commissioner Heron to approve this request as presented.

The motion carried by the following votes:

Aye: 4, Commissioners Manthei, Sutinen, Cosby and Heron
Nay: 0

12. Request for approval: Promotion to Lieutenant

I/FC Schaak requested approval to promote firefighter AJ Ottow to the rank of Lieutenant. I/FC Schaak stated that currently FF Ottow is working in the MIH Provider Lieutenant role and has excelled at this position over the past 2 years. He stated that FF Ottow has consistently displayed strong leadership and commitment to the department's mission.

A motion was made by Commissioner Sutinen and seconded by Commissioner Cosby to approve the promotion as presented.

The motion carried by the following votes:

Aye: 4, Commissioners Manthei, Sutinen, Cosby and Heron
Nay: 0

13. Request for approval: Equipment Operator Eligibility List

I/FC Schaak stated that the Equipment Operator test process was recently completed and requested the approval of the Equipment Operator eligibility list that will be valid through 2027.

A motion was made by Commissioner Heron and seconded by Commissioner Sutinen to approve the promotion as presented.

The motion carried by the following votes:

Aye: 4, Commissioners Manthei, Sutinen, Cosby and Heron
Nay: 0

14. Communication: Promotion to Equipment Operator

I/FC Schaak stated that given the approval of the eligibility list and the EO vacancy created by the promotion of EO Draeger to Lieutenant, firefighter Jake Levenhagen will be promoted to Equipment Operator effective on June 21, 2025.

15. Communication: Notification of resignation

I/FC Schaak stated that Assistant Chief Jay Scharfenberg submitted his resignation to the department effective at 1400 hours on June 6, 2025.

16. Communication: Firefighter candidate interview dates the week of July 7, 2025

I/FC stated that the Command Staff will be conducting firefighter recruit interviews on June 24th and 25th and are asking the Commissioner's to set aside two dates the week of July 7th to interview final firefighter candidates. I/FC Schaak stated that the recording secretary will send out a doodle poll to determine the dates.

17. Fire and Rescue Report

I/FC Schaak stated that recently the department extended its Survive Alive program to include those students who are homeschooled as well. He noted that past practice involved only those students attending the local public schools.

I/FC Schaak stated that the department's new recruits have all successfully completed their academy training and have now been assigned to their respective stations for their continued education and training requirements.

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

18. Mobile Integrated Health (MIH) and EMS Report

I/FC Schaak stated the Community Risk Reduction team continued their efforts into May to present programs at the high school level on healthy relationships and personal wellness.

I/FC Schaak then reviewed the highlighted calls as well and discussed some of the benchmark results included in this report.

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

19. Department Administration and Communications Report

I/FC Schaak congratulated Interim Assistant Chief Suarez Del Real on his recent Hooley Award win. He stated that this award recognized his leadership of the department's Mobile Integrated Healthcare (MIH) program and the positive effect this program has had on the community and was well deserved.

I/FC Schaak stated that Interim Lieutenant Steve Dufek attended a recent WCTC career fair as well as an introductory fire career overview for a younger crowd at Frank Lloyd Wright Intermediate school.

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

20. QPR Report - May

I/FC Schaak did not speak to anything contained in this report and the Commissioners had no additional questions or concerns.

The report was placed on file.

21. Fire Department Financial Report

I/FC Schaak did not speak to anything contained in this report and the Commissioners had no additional questions or concerns.

The report was placed on file.

F. POLICE AND FIRE COMMISSION

22. PFC Financial Report

The Commissioners had no further questions or concerns about this report and it was placed on file.

23. Communication: Introduction of a new Police & Fire Commissioner

President Manthei introduced Amy Heron as the newest member of the Commission Board and Commissioner Heron spoke briefly about her previous experience on the board and stated that she was pleased to be able to join the board again to complete Danielle's term.

24. Closed session: Discussion and potential action regarding an investigative report involving a Deputy Fire Chief.

For agenda item #24, the Police and Fire Commission may convene in closed session pursuant to the provisions of Wis. Stat. 19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

The Police and Fire Commission may reconvene in open session after completion of the closed session to consider the balance of the agenda.

On a motion made and seconded, the meeting convened into closed session at 7:35 pm

On a motion made and seconded, the meeting reconvened into open session at 8:46 pm.

G. ADJOURNMENT

There being no further business, on a motion made and seconded, the meeting adjourned at 8:47 pm.



All meetings of the Police and Fire Commission are public meetings. In order for the general public to make comments at the committee meetings, the individual(s) must be scheduled (as an appearance) with the chair of the committee or the appropriate staff contact; otherwise, the meeting of the committee is a working session for the committee itself, and discussion by those in attendance is limited to committee members, the mayor, other alderpersons, staff and others that may be a party to the matter being discussed.

NON-DISCRIMINATION 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.

AMERICANS 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.