City of West Allis

Meeting Minutes

Police and Fire Commission

Thursday, October 16, 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 6:04 pm

B. ROLL CALL

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

Also present: Police Chief Pat Mitchell, Deputy Chief Chris Marks, Deputy Chief Robert Fletcher, Patrol Officer Carrie Novinska - Police Department; Fire Chief Jason Schaak, Assistant Chief Joe Breznik, Lieutenant Tyson Novinska, Firefighter Garrett Schaefer, Firefighter Quinn Dombrowski - Fire Department; CAO Erin Hirn - City of West Allis; Bridget Morawetz, Recording Secretary

C. APPROVAL OF MINUTES

Approval of the September 18, 2025 Regular and Closed Session Meeting Minutes

A motion was made by Commissioner Tolani and seconded by Commissioner Heron to approve the minutes as presented.

The motion carried by the following votes:

Aye: 5, Commissioners Manthei, Cosby, Sutinen, Heron and Tolani
Nay: 0

D. POLICE DEPARTMENT

1. Discussion and request for approval: Increased pay and vacation accrual for all lateral hires upon hire

   Chief Mitchell stated that to date, he has brought to the commissioners a notification and approval request to award a lateral hire with the same pay and vacation hours he or she had accrued with their previous employer. He stated that this request has never been denied and given that, inquired if the commissioners would feel comfortable allowing this to be a blanket permission process rather than bringing it to the board each time.

   After a brief discussion, Commissioner Tolani indicated that he would like to continue to see these requests brought before the commission and the other commissioners noted their agreement with him as well.

   There were no additional questions or comments and the report was placed on file.

2. Request for purchase approval: Cellebrite Premium

   Chief Mitchell presented a request to purchase a 3-year upgraded subscription with Cellebrite which assists with the unlocking of phones for those individuals arrested and/or otherwise unavailable to unlock their phone directly. Chief Mitchell stated that the data retrieved has been used in a multitude of department investigations to include drug investigations and internet crimes involving children and other exploited members of society.

   He stated that the funding would come from the Federal Equitable Sharing account.

   A motion was made by Commissioner Cosby and seconded by Commissioner Heron to approve this purchase as presented by Chief Mitchell.

   The motion carried by the following votes:
   Aye: 5, Commissioners Manthei, Cosby, Sutinen, Heron and Tolani
   Nay: 0

3. Request for approval: Initiation of Detective promotional process

   A motion was made by Commissioner Tolani and seconded by Commissioner Heron to approve the request as presented.

   The motion carried by the following votes:
   Aye: 5, Commissioners Manthei, Cosby, Sutinen, Heron and Tolani
   Nay: 0

4. Request for approval: Initiation of Sergeant promotional process

   A motion was made by Commissioner Tolani and seconded by Commissioner Heron to approve the request as presented.

   The motion carried by the following votes:
   Aye: 5, Commissioners Manthei, Cosby, Sutinen, Heron and Tolani
   Nay: 0

5. Police Department Financial Report

Chief Mitchell did not speak to anything contained in this report and the Commissioners had no additional questions or comments.

The report was placed on file.

6. Monthly Performance Report

Chief Mitchell stated that after responding to a burglary report that included stolen jewelry and getting a description of the suspect via the resident's security camera, officers located the suspect pawning some of the jewelry at a local pawn shop. When police approached the suspect, he fled and after a brief chase, was arrested and charged accordingly. Chief Mitchell stated that most of the stolen jewelry was recovered.

Chief Mitchell reported that at the annual Wisconsin Law Enforcement Canine Handler's Association conference, Corporal Sayeg and his K-9 partner, KC, received the K-9 Handler of the Year award. He noted that while this was a wonderful recognition for their hard work, K-9 KC was recently diagnosed with cancer in his left rear leg and will be retired from service soon.

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

7. Training Bureau Report

Chief Mitchell reviewed the current probationary officers currently in field training and noted that overall, all continue to meet or exceed required standards in field training. He noted that the Command Staff continue to work with one officer who appears to be very apprehensive on calls and needs correction and reminders on required daily tasks.

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

8. Patrol Bureau Report

Chief Mitchell reviewed briefly a disturbing child neglect case that occurred in late September. He noted that officers were dispatched to a van parked on the street and upon arrival, found two adults and a 5-year-old child inside. He noted that both adults were actively doing drugs with the child in the car. The child was turned over to DCF and was later found to have high levels of fentanyl and cocaine in his system. Chief Mitchell stated that the adults were arrested and charged accordingly.

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

9. Criminal Investigations Bureau Report

Chief Mitchell did not speak to anything contained in this report and the Commissioners had no additional questions or comments.

The report was placed on file.

10. Community Services Bureau Report

Chief Mitchell did not speak to anything contained in this report and the Commissioners had no additional questions or comments.

The report was placed on file.

11. Communications Bureau Report

Chief Mitchell did not speak to anything contained in this report and the Commissioners had no additional questions or comments.

The report was placed on file.

12. Tavern Violations Report

Chief Mitchell did not speak to anything contained in this report and the Commissioners had no additional questions or comments.

The report was placed on file.

E. FIRE DEPARTMENT

13. Notification: Promotion to Captain

Fire Chief Schaak stated that Lieutenant Zeke Dombrowski was next on the Captain's eligibility list and has been promoted to Captain due to the promotion of Mark Sura to Battalion Chief.

14. Request for approval: Promotion to Lieutenant

Chief Schaak requested approval to promote EO Matthew Schmitz to the rank of Lieutenant. Fire Chief Schaak stated EO Schmitz was next on the Lieutenant Seniority list as dictated by contract.

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

The motion carried by the following votes:
Aye: 5, Commissioners Manthei, Cosby, Sutinen, Heron and Tolani
Nay: 0

15. Notification: Promotion to Equipment Operator

Chief Schaak stated that Firefighter Thomas Marquardt was next on the Equipment Operator eligibility list and has been promoted to EO due to the promotion of Matt Schmitz to Lieutenant.

16. Request for approval: Promotion to Deputy Chief

Chief Schaak presented the resume of Lieutenant Tyson Novinska for consideration and promotional approval to Deputy Chief. Chief Schaak stated that Lt. Novinska was involved with the recent recruitment process to include JFTA and has been taking on many of the DC responsibilities over the past year.

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

The motion carried by the following votes:
Aye: 5, Commissioners Manthei, Cosby, Sutinen, Heron and Tolani
Nay: 0

17. Request for approval: Promotion to Lieutenant

Chief Schaak requested approval to promote Firefighter Garrett Schaefer to the rank of Lieutenant. Fire Chief Schaak stated FF Schaefer was a Chief's selection and will fill the open vacancy due to the promotion of Lieutenant Novinska.

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

The motion carried by the following votes:
Aye: 5, Commissioners Manthei, Cosby, Sutinen, Heron and Tolani
Nay: 0

18. Communication: Retirement of Firefighter

Chief Schaak stated that Firefighter Scott Liska retired from the department after 23 years of service to the department and the City of West Allis.

19. Fire and Rescue Report

Chief Schaak spoke about the Rally Around Children's Hospital event which was a large-scale community gathering that was held at the Milwaukee Mile. He stated that the event drew approximately 5000 attendees and the department staffed a fire engine on site for those in attendance to explore, interact with firefighters and learn about fire prevention and fire safety tips.

Chief Schaak stated that the fire department's code enforcement team are on track to complete all required fire inspections by the end of the year.

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

20. Mobile Integrated Health (MIH) and EMS Report

Chief Schaak stated that members of the MIH team participated in the West Allis Senior Center's health fair event and discussed home safety tips and all risk reduction tips to attendees.

Chief Schaak noted that the department received all components necessary to implement and administer the prehospital blood product (PBP) when the program launches in early October. He stated the department participated in an active shooter training exercise to allow crews to practice usage of the product in a high-stress, multi-patient environment.

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

21. Department Administration and Communications Report

Chief Schaak stated that the September recruits will complete their JFTA training in mid-October and will be assigned to 24-hour duty effective the week of October 20th.

Chief Schaak also recognized Lt. Christopher Williams as the Behind the Badge write-up for September. He stated that Lt. Williams has been a leader in the department and was awarded a Hometown Hero award in 2021.

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

22. Fire Department Financial Report

Chief Schaak did not speak to anything contained in this report and the Commissioners had no additional questions or comments.

The report was placed on file.

F. POLICE AND FIRE COMMISSION

23. PFC Financial Report

The report was presented and placed on file.

24. Request for approval: 2026-2029 Collective Bargaining Agreement with the West Allis Professional Firefighter's Association, Local 3042

Commissioner Manthei opened the floor to the Commissioners for any questions or concerns regarding the presented 2026-2029 Fire Department bargaining agreement.

Commissioners Tolani and Heron both noted their concern with the removal of the 30-minute perimeter requirement and the fact that members can now reside within any municipality regardless of distance from the stations.

Chief Schaak responded that this restriction had been a point of negotiation over the last three contracts and subject to scrutiny on the validity of actual travel times that dictated the original contract language. He noted that it was acknowledged that bigger homes to accommodate growing families cause members to look outside the West Allis boundaries and additionally, it was a necessary change to assist with recruitment incentive as well as current members investment. Chief Schaak stated that ownership of this change is on the staff and they will be held accountable should issues arise.

A motion was made by Commissioner Tolani and seconded by Commissioner Cosby to approve the 2026-2029 bargaining agreement as presented.

The motion carried by the following votes:
Aye: 5, Commissioners Manthei, Cosby, Sutinen, Heron and Tolani
Nay: 0

25. Closed Session: 2025-2026 goal-setting review discussion with the Fire Chief

For agenda #25, *the board may convene in closed session pursuant to the provisions of Section 19.85(1)(c) of the Wis. Stats. which permits a governmental body upon motion duly made and carried, to convene in closed session for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.*

Immediately upon completion of the closed session, the Board of Police and Fire Commission will reconvene in open session at said time and place to consider any other matters on the agenda.

On a motion made and seconded, the meeting convened into closed session at 7:12 pm.

On a motion made and seconded, the meeting reconvened into open session at 8:01 pm.

G. ADJOURNMENT

There being no further business, on a motion made and seconded, the meeting adjourned at 8:02 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.