



City of West Allis

Meeting Minutes

Police and Fire Commission

Thursday, January 15, 2026

6:00 PM

West Allis Police Department
11301 W. Lincoln Ave.

REGULAR MEETING AND CLOSED SESSION

A. CALL TO ORDER

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

B. ROLL CALL

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

Also present: Fire Chief Jason Schaak, Assistant Chief Joe Breznik, Deputy Chief Tyson Novinska - Fire Department; Police Chief Pat Mitchell, Deputy Chief Chris Marks, Deputy Chief Bob Fletcher - Police Department; CAO Erin Hrin - City of West Allis; Bridget Morawetz, Recording Secretary

C. APPROVAL OF MINUTES

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

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

The motion carried by the following votes:

Aye: 5, Commissioners Manthei, Cosby, Sutinen, Heron, Tolani

Nay: 0

D. FIRE DEPARTMENT

1. Fire and Rescue Report

Chief Schaak shared with the Commissioners that the Local 342 annual pancake breakfast was a great success. He stated that the breakfast welcomed more than 500 guests and raised \$3850 to assist with the union's charity efforts.

Chief Schaak also stated that the code enforcement team completed 404 annual fire inspections and at the end of 2025 completed over 4000 inspections representing 100% completion of the department's inspection goal. He also noted a decrease in false alarm fees which was achievable due to inspectors working with businesses to ensure compliance with required fire codes was met.

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

2. Mobile Integrated Health (MIH) and EMS Report

Chief Schaak shared with the Commissioners that the MIH bureau received a donation of socks and blankets from the Care Management Engagement Committee located at Aurora West Allis. He stated that this donation will be shared with the Milwaukee Street Angels to assist individuals in need during the winter months.

Chief Schaak noted that on the EMS front, members were tasked with reviewing HIPAA regulations as well as participate in bloodborne pathogens training. Additionally, a department-wide recertification of BLS and ALS presented by the American Red Cross began in December and will be completed in January with hands on skills evaluations and a formal recertification process.

Lastly, Chief Schaak reviewed the highlighted calls that were included in this report.

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

3. Department Administration and Communications Report

Chief Schaak stated that in December command staff and all department officers participated in an Officer Development Meeting. He noted that these meetings are conducted three times throughout the year and cover a wide range of issues to include training updates, strategic plan updates, general city updates and an open forum for questions and additional discussion.

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

4. QPR Performance 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.

5. 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.

E. POLICE DEPARTMENT

6. Police Department Financial Report

In reviewing this document with the Commissioners, Chief Mitchell indicated approximately \$110,000 of the overage in the Overtime budget was due to a long-term federal drug investigation which was reimbursed to the city but not directly to the department's overtime budget line.

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

7. Monthly Performance Report

Chief Mitchell stated that the department takes parade safety protocols very seriously and were heavily involved in the safety planning and security of the city's Christmas parade in early December. He noted that police presence was increased to include the use of undercover officers and members of the SWAT team.

Chief Mitchell then spoke to an incident that received some media attention as it involved the making of pipe bombs. He stated that after an anonymous tip and investigation, it was determined that an employee for a landscaping business was in possession of explosives and was arrested without incident at his home and charged accordingly.

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

8. Training Bureau Report

Chief Mitchell stated that the training department is preparing for Spring Inservice which will begin in January, ending in March. He noted that defense and arrest tactics and mental health crisis are two of the main topics to be covered.

Chief Mitchell stated that employee wellness, both physical and mental, is a priority for the department. He stated that the department has engaged Thin Line Psychological Services to meet with interested officers and to provide necessary coping tools due to the nature of their job.

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

9. Patrol 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. 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.

11. Community Services Bureau Report

Chief Mitchell recognized Holli Stephens for this year's WAPD WISH Holiday Gift Drive. He stated that this year the WISH drive presented 17 families (to include 26 children) with holiday packages.

Chief Mitchell also congratulated neighborhood specialist Mark Bykowski who recently retired from this position. He thanked Mark for his many years of service to the department and the city of West Allis.

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

12. 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.

13. 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.

14. Closed Session: Discipline of a police officer

For agenda item #14, the Board may convene in closed session pursuant to the provisions 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.

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

F. POLICE AND FIRE COMMISSION

15. PFC Financial Report

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

16. Communication: Fire Merger Update

CAO Hirn addressed the Commissioners briefly about the Fire Merger between West Allis and Wauwatosa. She stated that an updated term document had been submitted to both Comon Councils at their January meetings and it is expected to be approved at the upcoming February council meetings. She also noted that the name of the combined department is The Milwaukee Metro Fire Rescue Corporation.

CAO Hirn stated that she had sent the Commissioners an overview document for their review and to contact her directly should they have any questions regarding the information presented in that document.

17. Closed Session: Chief of Police performance evaluation for the previous year and goal setting for the upcoming year.

For agenda item #17, the board may convene into 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.

The Board may reconvene into open session after completion of the closed session to consider the balance of the agenda.

On a motion made by Commissioner Sutinen and seconded by Commissioner Cosby, the meeting convened into closed session at 7:00 pm. All Commissioners were present.

On a motion made and seconded, the meeting was reconvened into open session at 8:15 pm.

G. ADJOURNMENT

There being no further business, on a motion made and seconded, the meeting adjourned at 8:16 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.