



# City of West Allis

## Meeting Minutes

### Police and Fire Commission

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Thursday, December 19, 2024

6:00 PM

West Allis Fire Department  
7332 W. National Ave.

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#### 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, Michelle Sutinen, Kimberly Cosby and Sajar Tolani

Excused: Commissioner Danielle Romain

Also present: Police Chief Pat Mitchell, Deputy Chief Chris Marks, Deputy Chief Bob Fletcher - Police Department; Assistant Chief Jason Schaak, Acting Deputy Chief Joe Breznik, Firefighter Quinn Dombrowski - Fire Department; CAO, Rebecca Grill, City Attorney Kail Decker, City Administrator/Talent & Strategy Director, Richard Pfaff - City of West Allis; Attorney Megan Mirka - Walcheske & Luzi, LLC; Recording Secretary Bridget Morawetz

##### C. APPROVAL OF MINUTES

Approval of the November 21, 2024 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 Tolani  
Nay: 0

**D. POLICE AND FIRE COMMISSION**

1. Closed Session: Police Captain Interview
2. Closed Session: Discipline of a police officer

*For agenda item #1, 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.*

*For agenda item # 2, 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 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 Cosby and seconded by Commissioner Sutinen, the meeting convened into closed session at 6:06 pm.*

*On a motion made and seconded, the meeting was reconvened into open session at 6:38 pm*

**E. POLICE DEPARTMENT**

## 3. Request for approval: Captain of Police

Chief Mitchell requested the approval of the Commissioners to promote Lieutenant James Cato to the rank of Captain of Police.

A motion was made by Commissioner Tolani and seconded by Commissioner Sutinen to approve this promotion.

The motion carried by the following votes:

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

## 4. Request for purchase approval: Service contract with Community Security Solutions - Study of Department Staffing/10-hour shifts

Chief Mitchell presented to the Commissioners a proposal service contract to conduct a study on the feasibility of moving the police force to a 10 or 12-hour work schedule vs. the current 8.25-hour workday. Chief Mitchell stated that other departments have adopted this type of schedule and reported positive feedback from their officers and staff. Chief Mitchell stated that although the service contract is valid through the end of the year, it is hopeful to come to a decision by the end of July.

Additional discussion ensued between the Commissioners and Chief Mitchell regarding such things as Union agreement, how the shifts would be organized and overall benefit to all involved if it was decided to move forward with this work schedule change.

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

The motion carried by the following vote:

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

## 5. Police Department Financial Report

Chief Mitchell stated that the November financial sheet does not include the end of year overtime payout which will push this budget line over budget.

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

## 6. Monthly Performance Report

Chief Mitchell stated that in continuing with the goal to improve community outreach, he noted that the Community Services Bureau presented the DARE program message to several elementary schools during the month of November. He also stated that West Allis Municipal Judge Murphy was the guest speaker at many of these presentations.

Chief Mitchell then spoke to several significant incidents and investigations that were conducted during the month of November and were included in this report.

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

7. Training Bureau Report

Chief Mitchell stated that all probationary police officers currently in their field training continue to meet all training and field standards.

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

8. 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.

9. Criminal Investigations Bureau Report

Chief Mitchell stated that the bureau investigated three instances of Bitcoin scams that resulted in the loss of \$51,000 for the three elderly victims that were involved. He noted that this type of crime is very hard to investigate and the money lost is rarely recovered.

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

10. Community Services Bureau Report

Chief Mitchell stated that Officer Lonnie Christianson has been selected to fill the vacant School Resource Officer position at Nathan Hale High School starting in mid-December.

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

11. Communications Bureau Report

Chief Mitchell stated that the Text to 911 switch continues to be delayed due to severe staffing issues at both Baycom and Motorola.

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

12. Tavern Violation Report

Chief Mitchell did not speak to anything included in this report and the Commissioners had no additional questions or comments. The report was placed on file.

**F. FIRE DEPARTMENT**

## 13. Request for approval: Acceptance of the 2024 COSSUP Grant

Assistant Chief Schaak submitted a request to accept the Bureau of Justice COSSUP grant which will provide \$1,300,000 of funding over three years to support the department's efforts to curb the effects of stimulant use.

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

The motion carried by the following votes:

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

Nay: 0

## 14. Communication: PFC Firefighter interviews January 28-30, 2025

Commissioner Manthei requested that the recording secretary send out a doodle poll to the Commissioners to determine their participation availability the week of January 27, 2025.

## 15. Operations Division Report

AC Schaak stated that the bureau continues to manage and review frequently the mutual aid hours provided to surrounding departments. He also spoke to the benchmarks included in this report.

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

## 16. Bureau of Training and EMS Report

AC Schaak reviewed the highlighted calls included in this report. He stated that crews encountered a patient on the verge of septic shock and rapid intervention with an IV and administration of saline fluids were effective to reduce the symptoms and the patient was transferred successfully. He then spoke to an incident that resulted in two construction workers almost overcome by carbon monoxide poisoning after operating gas powered saws for an extended period of time in an unventilated space.

Lastly, AC Schaak noted that PFFs Pagel and Jenkins have been onboard for six months and continue to do well on required probationary exams and both have become intern paramedics.

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

## 17. Community Risk Reduction/Support Services Division Report

AC Schaak discussed briefly the political rally's that took place in November. He stated that in a short amount of time, members of different organizations were able to come together and create a plan that effectively covered security issues, occupancy issues and medical issues. He stated that protocols are now in place to assist with these types of events in the future.

AC Schaak then reviewed the benchmarks included in this report.

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

18. Bureau of Fire Prevention and Mobile Integrated Healthcare (MIH) Report

AC Schaak stated that the MIH bureau went above and beyond recently regarding interactions with a veteran. He stated that the VA contacted the MIH team with concerns about a veteran patient they believed was being exploited by his caretaker. Upon visiting the patient, it was determined that he was in serious trouble and the MIH team, in conjunction with other senior advocate agencies, were able to move the patient to a safe environment and help him to reestablish his life.

AC Schaak also shared with the Commissioners that a smoke/CO alarm install event took place in November and 167 smoke/CO alarms were installed in 60 homes

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

19. Fire Department Financial Report

AC Schaak did not speak to anything contained in this report.

20. Master Plan Performance Snapshot

AC Schaak did not speak to anything contained in this report

21. Communication: Resignation of probationary firefighter

AC Schaak informed the Commissioners of the resignation of probationary firefighter Joshua Roberts effective December 6, 2024.

**G. POLICE AND FIRE COMMISSION**

## 22. PFC Financial Report

Commissioner Manthei noted that the PFC budget was way over budget which can be attributed to required background checks and medical evaluations for police and fire new hires as well as an unexpected and expensive expenditure under professional services.

## 23. Discussion and approval: Appointment of Interim Fire Chief

Commissioner Manthei announced that Assistant Chief Jason Schaak will be appointed Interim Fire Chief effective at 0800 hours on January 5, 2025.

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

The motion carried by the following votes:

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

## 24. Communication: Complaints against the fire department administration

City Attorney Kail Decker asked if all necessary parties received the report prepared by Attorney Mirka and if there were any questions before moving into the closed session agenda item.

The Commissions indicated that they had no questions for open session and would like to move into closed session.

## 25. Closed Session: Discussion regarding report received from investigator and consideration of filing charges by the board as a body

*For agenda item #25, the Police and Fire Commission may convene in closed session pursuant to the provisions of Wis. Stat. Section 19.85(1)(g) for the purpose of conferring 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 by Commissioner Tolani and seconded by Commissioner Sutinen, the meeting convened into closed session at 7:34 pm.*

*On a motion made and seconded, the meeting reconvened into open session at 8:27 pm*

**H. ADJOURNMENT**

There being no further business, on a motion made and seconded, the meeting adjourned at 8:27 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.