



City of West Allis

Meeting Minutes

Police and Fire Commission

Thursday, April 19, 2018

6:00 PM

West Allis Fire Department
7332 W. National Ave.

REGULAR MEETING AND CLOSED SESSION

A. CALL TO ORDER

Commissioner Heron called the meeting to order at 6:00 pm.

B. ROLL CALL

Present: Commissioners Amy Heron, Mark Manthei, Danielle Romain and Kurt Kopplin

Excused: Commissioner Aaron Konkol

Also Present: Police Chief Pat Mitchell, Deputy Chief Chris Botsch, Deputy Chief Bob Fletcher - Police Department; Assistant Chief Kurt Zellmann, Deputy Chief Chris Zirolecki - Fire Department; Rebecca Grill, CAO - City of West Allis; Bridget Morawetz, Recording Secretary

C. APPROVAL OF MINUTES

On a motion made and seconded, the March 15, 2018 Regular Meeting Minutes, as amended, were approved.

The motion carried unanimously.

D. POLICE DEPARTMENT

1. Communication: Presentation/display of M.R.A.P Police Vehicle

Chief Mitchell stated that presentation of the vehicle will take place at the May meeting.

2. Communication: WAPD 2017 Annual Report

Chief Mitchell presented the WAPD 2017 Annual Report to the Commissioners.

He thanked Captain Evenson and Sergeant Noche for their invested time and effort in this endeavor.

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

3. Discussion and confirmation: Police Officer candidate interviews (2 days) the week of May 21, 2018

Chief Mitchell stated that waiving completion of the Police Academy requirement was effective and helpful to this recruitment process. He noted that the result was a large applicant pool of 50 plus candidates to work with.

Chief Mitchell stated that applicants will be reviewed and culled down accordingly and requested to confirm dates on the Commissioners' calendars to interview selected candidates.

After a brief discussion, Commissioner's agreed to Monday, May 21st and Thursday, May 24th, and if necessary, a third date of Tuesday, May 22nd was confirmed.

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

4. Police Department Financial Report

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

5. Monthly Performance Report

Chief Mitchell stated that employees continue to attend Lean Six Sigma training and it has been helpful to identify areas of improvement and better efficiency in some areas of the department.

Chief Mitchell stated that the CART program (Crisis Assessment Response Team) program is back on track. Chief Mitchell stated that Officer Taylor had been selected to run the program but was bitten by a dog and required significant recovery time due to an infection in the bite area. However, Chief Mitchell stated that Officer Taylor is back on-duty and working to get the program running completely. Chief Mitchell noted that feedback and tracking results regarding this program will be added to the monthly report in the near future.

Chief Mitchell also stated that a meeting with the WAFD MIH Coordinator has been scheduled to understand how the PD can help benefit this program.

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

6. Patrol Activity Report

Chief Mitchell reviewed a shooting that took place at M&M Motors on Highway 100. He stated that the female suspect was heavily armed with numerous guns and knives on her person and in her car. Chief Mitchell indicated that the woman had held a grudge against one of the employees and had actually been stalking the victim for a number of years. After fleeing the incident, the woman was apprehended and has been charged appropriately. Chief Mitchell stated that the victim and another employee were both injured but are expected to make a full recovery.

Chief Mitchell stated that as part of the summer HWY 100 traffic initiative, the department has begun to issue Municipal Loitering Citations as necessary on Friday and Saturday nights. This initiative will be effective thru the upcoming summer months.

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

7. Communications Activity Report

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

8. Community Services Bureau Report

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

9. Criminal Investigations Unit Activity Report

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

10. Tavern Violations Report

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

11. Training Report

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

12. Overtime Comparison

Chief Mitchell submitted the department's OT comparison report noting that OT numbers are slightly higher than 2017 and overage has occurred mostly in the

criminal investigations. Chief Mitchell noted that there were three (3) high-profile cases in February and the robbery at Verizon on Hwy 100 which were extensive investigations. He noted that there were arrests made in all of these incidents which will require appearances by the Officers in court when appropriate and will most likely have an impact on the OT report in the future.

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

13. Sick, Injured and LD Report - March

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

E. FIRE DEPARTMENT

14. Firefighting Activity Report

Assistant Chief Zellmann briefly discussed the chimney fire that was noted in AC Scharfenberg's report. He noted that it was a minor fire and there was minimal damage to the homeowner's house. AC Zellmann stated that probable cause was an animal or some other type of debris that became lodged at some point in the chimney area.

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

15. Fire Department Financial Report

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

16. Training Activity Report

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

17. Fire Prevention Activity Report

AC Zellmann noted that with the number of light duty personnel currently available, fire inspections continue to be performed and completed ahead of schedule.

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

18. Emergency Medical Services Activity Report

AC Zellmann stated that he was pleased to see that call processing times have reduced and he thanked the Police dispatch division for their continued efforts to improve these numbers.

AC Zellmann briefly reviewed a highlighted call that involved the assistance of a bystander providing CPR. He noted the opportunity to provide early CPR until EMTs arrive greatly increases a person's chance for survival.

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

19. Emergency Medical Services Revenue Report

AC Zellmann stated that the department has had conversations with the billing agent, LifeQuest, in reference to EMS revenue. He noted that there was discussion and ideas presented on how to write EMS narratives to include appropriate phrases and wording so as to encompass a more thorough overview of a patient's care. He noted that a better explanation of what type of service was provided will assist in a better end-billing result.

20. National Q Dispatch Performance Report

AC Zellmann stated that there continues to be improvement in call processing and it is expected that with the implementation of the station alerting system, call processing will continue to improve. The station alerting system has been received and is currently in the process of being installed.

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

21. Sick, Injured and Light Duty Report

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

22. Master Plan Performance Snapshot

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

23. Request for Approval: Milwaukee County Hazard Mitigation Plan

AC Zellmann explained that the Federal Emergency Management Agency requires that the governing bodies of each municipality's emergency services approve these plans in order to be eligible for Federal disaster recovery funds available through the Stafford Act.

This information was presented to the Common Council on April 4, 2018 and adopted by that body as well.

A motion was made by Commissioner Kopplin and seconded by Commissioner Romain to approve the Hazard Mitigation Plan as presented.

The motion carried by the following votes:

Aye: 4, Commissioners Heron, Manthei, Romain and Kopplin
No: 0

24. Request for Approval: Increase of daily minimum staffing

AC Zellmann stated that as summer is approaching, it is anticipated there will be an increase in demand for our MIH services. AC Zellmann requested that in order to accommodate this anticipated demand increase, the department would like to provide 24 hour MIH coverage. He noted that to accomplish this, one (1) additional 24-hour personnel per day would be required.

AC Zellmann stated that this is not a budgeted position; however, the department is operating with 12 vacant positions and will be funneling those current available funds to accommodate this request. AC Zellmann noted that within four months of this increased staffing, the Commissioners will be provided with an analysis of the financial and operational impact of this change.

A motion was made by Commissioner Manthei and seconded by Commissioner Kopplin to approve the request as presented by AC Zellmann.

The motion carried by the following votes:

Aye: 4, Commissioners Heron, Manthei, Romain and Kopplin

No: 0

25. Request for Approval: Retirement of Firefighter eligibility and supplemental list

DC Ziolecki requested that eligibility and supplemental lists currently in place be retired as all applicants have been interviewed a minimum of two times and have been determined to not be moving forward with the department.

A motion was made by Commissioner Manthei and seconded by Commissioner Kopplin to approve this requested as presented.

The motion carried by the following votes:

Aye: 4, Commissioners Heron, Manthei, Romain and Kopplin

No: 0

26. Request for Approval: Establish Firefighter Eligibility list

DC Ziolecki requested to establish a Firefighter eligibility list from those candidates that applied in the fall of 2017 but did not move on thru the interview process. DC Ziolecki stated that those selected candidates will be interviewed via the Fire Admin Command Staff and then culled down for final interviews with the Commission Board.

A motion was made by Commissioner Kopplin and seconded by Commissioner Romain to approve this request as presented by DC Ziolecki.

The motion carried by the following votes:

Aye: 4, Commissioners Heron, Manthei, Romain and Kopplin

No: 0

27. Request for Approval: Probationary Firefighters placed on permanent WAFD roster

AC Zellmann requested that the following probationary Firefighters be placed on the department's permanent WAFD roster:

- Crystal Apfel
- Logan Ballering
- Kade DeLacy
- Joshua Fisher
- Antonio Gibilian
- Raechel Liska
- Garrett Schaefer

AC Zellmann stated that all have completed the necessary requirements during their probationary year and based on reports from their assigned officers and personal observations, all have been recommended to be placed on the permanent roster for the West Allis Fire Department.

A motion was made by Commissioner Kopplin and seconded by Commissioner Romain to approve the request as presented.

The motion carried by the following votes:

Aye: 4, Commissioners Heron, Manthei, Romain and Kopplin
No: 0

28. Request for Approval: Extension of Probationary Firefighter probationary period

AC Zellmann requested an extension of the probationary period for probationary Firefighter Alec DiTorrice. He stated that PFF DiTorrice has received positive feedback from his assigned Officer since he began with the department, however, the department is seeking the Commissions' approval to extend his probationary period another six months pending the completion of the Milwaukee County EMS paramedic integration course work.

A motion was made by Commissioner Manthei and seconded by Commission Kopplin to approve the request as presented by AC Zellmann.
The motion carried by the following votes:

Aye: 4, Commissioners Heron, Manthei, Romain and Kopplin
No: 0

29. Communication: Notice of Resignation

AC Zellmann stated that effective April 1, 2018, FF Jake Dettmering resigned from the department. AC Zellmann stated that Mr. Dettmering took a position with the FBI.

30. Closed session: Discipline and resignation of a Firefighter

F. POLICE AND FIRE COMMISSION

31. PFC Financial Report

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

32. Communication: Pay for Performance Initiative

CAO Rebecca Grill presented to the Commissioner's the Pay for Performance initiative that was recently passed by the Common Council board. She reviewed a powerpoint slide handout that was also shared with City employees at recent introduction meetings regarding the new incentive and annual review program.

CAO Grill stated that this pay for performance initiative is for regular city employees and annual reviews of the Chief of Police and Fire Chief should continue as they have previously and at the discretion of the Police & Fire Commission Board.

CAO Grill requested that the Commissioners review City Policies 1110, 1113 and 1422 that were provided and at the May meeting requested a vote as to adopting them to include the fire and police department non-represented employees. In the meantime, CAO Grill asked that if the Commissioner's had any additional questions regarding this new program or review process, to please contact her directly for clarification.

Chief Mitchell noted that approval of these policies would be the mechanism for employees to receive a raise other than the standard 1% cost of living raise.

33. Discussion: Department ride-alongs

Commissioner Heron stated that in a recent conversation with Mayor Devine, he suggested that all Commissioners should participate in a ride-along with both the Police and Fire departments. After a short discussion, it was decided that the best way to accomplish this would be for the Commissioner interested to contact either Chief directly to schedule a mutually convenient time and date.

34. Communication: Election of PFC Board positions in May

Commissioner Heron stated that at the next meeting, the election of board members will be conducted. This will be for the positions of President, Vice President and Secretary.

G. CLOSED SESSION

PLEASE TAKE NOTICE that the Board of Police and Fire Commissioners of the City of West Allis will upon conclusion of open session, consider and vote on a motion to convene in closed session at said time and place to discuss the discipline and resignation of a Firefighter.

A closed session for the above purpose is authorized pursuant to the provision of Section 19.85(b)(f) and (e) 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 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 7:31 pm.

Closed session business discussed

On a motion made and seconded, the meeting reconvened into open session at 7:36 pm.

H. ADJOURNMENT

There being no further business, on a motion made and seconded, the meeting adjourned at 7:37 pm.



All meetings of the {bdName} 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.