



# City of West Allis

## Meeting Minutes

### Police and Fire Commission

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Thursday, August 16, 2018

6:00 PM

West Allis Fire Department  
7332 W. National Ave.

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#### REGULAR MEETING

#### A. CALL TO ORDER

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

#### B. ROLL CALL

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

Also Present: Fire Chief Mason Pooler - Fire Department; Police Chief Pat Mitchell, Patrol Officer Adam Schweitzer - Police Department; Bridget Morawetz, Recording Secretary

#### C. APPROVAL OF MINUTES

*Approval of the July 19, 2018 Regular Meeting Minutes*

A motion was made by Commissioner Kopplin and seconded by Commissioner Manthei to approve the July 19, 2018 Regular Meeting Minutes.

The motion carried by the following votes:

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

Excused: 1, Commissioner Heron

**D. POLICE DEPARTMENT**

## 1. Communication and Request for Approval: Fleet Vehicle Purchase - 2019 budget

Chief Mitchell stated that per Ewald Automotive Group, the current style of Ford vehicles utilized by the department will cease production in 2019 and a redesign of the vehicle is expected. He stated that Ford established a final order date of the current model no later than September 2018. Chief Mitchell noted that it is expected the cost of the new 2020 Ford model will be significantly increased and may require the purchase of new light cages, light bars, etc., if the current product does not fit the 2020 models.

Chief Mitchell stated that he is requesting the approval to purchase six (6) 2019 Ford Interceptors at the lower price and he noted that the CAO, Rebecca Grill and Finance Director, Peggy Steeno are supportive of the plan of action.

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

The motion carried by the following votes:

Aye: 5, Commissioners Heron, Manthei, Konkol, Romain and Kopplin  
No: 0

## 2. Communication and Request for Approval: 2019 Annual and Capital Budget

Chief Mitchell reviewed with the Commissioners the 2019 budget items that he will be presenting to Common Council for their review and approval. He stated that although most of the department's 2019 budget requests will remain static as compared to 2018, Chief Mitchell reviewed and submitted five (5) 2019 budget items for the board's approval:

1. Overtime funding;
2. Creation of a Detective Lieutenant position within the Criminal Investigation Unit Bureau;
3. Maintenance fee increase for the parking citation program contract with Titan Public Safety Solutions (TiPPS);
4. Crossing Guard vendor contract increase;
5. Capital budget request for the purchase of two (2) fingerprint systems from Livescan.

A brief discussion ensued between Chief Mitchell and the Commissioners regarding these budget requests.

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

The motion carried by the following votes:

Aye: 5, Commissioners Heron, Manthei, Konkol, Romain and Kopplin  
No: 0

## 3. Communication: Lean Project update

Chief Mitchell shared with the Commissioners the outcome of a recent Lean project that Corporal Anthony Zingale spearheaded. He stated that the goal of this Lean project was to identify a more efficient method of preparing, entering and collecting on outstanding police warrants.

Chief Mitchell stated that after completing the Lean session, the following was implemented and has had a positive impact on man-hours dedicated to this process as well as an increase in revenue due to collection of outstanding money owed from warrants:

- 75% approximate hours saved with the new process;
- Reduction of office supply usage (printer ink, paper, etc);
- New process has freed up time for the warrant officers to make cold calls on outstanding warrants and collect revenue.

Chief Mitchell stated that since the new system has been implemented, Warrant Officers have collected approximately \$54,000 as a direct result of making cold call and door knocks.

Additionally, Chief Mitchell stated, this new process saved the City approximately \$39,000 that would have gone to the House of Corrections. Chief Mitchell stated that going forward, outstanding warrants for people that have not been located or otherwise detained, will be sent directly to collections.

Chief Mitchell stated that the next Lean project will focus on the parking ticket process.

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

4. Police Department Financial Report

Chief Mitchell stated overall financial line items for the department are on track. He noted that the professional services line item is high due to 2017 invoices processed for payment in 2018. He stated that this incurred due to internal issues with the crossing guard contract company which resulted in late billing of services to the City.

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

5. Monthly Performance Report

Chief Mitchell stated that as of August 2018, the department is fully staffed with sworn personnel.

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

6. Patrol Activity Report

Chief Mitchell highlighted three (3) incidents noted in the Patrol Activity Report:

Chief Mitchell stated that a string of robberies at hair salons, most recently a Great

Clips in West Allis, recently came to an end. He stated that Officer Bernie Molthen recognized a recently apprehended individual from video footage collected at Great Clips and officers are working to link this individual to the other salon burglaries.

Chief Mitchell reviewed an incident that transpired with an individual that is well known to the department and local mental health agencies. He stated that this individual was sitting on his porch displaying a firearm and upon arrival by police, became aggressive. Officer Greg Blunt was on scene and as other officers provided a distraction, Officer Blunt was able to apprehend the individual with no issues. Chief Mitchell stated that the gun was fake and the individual has since moved out of the City of West Allis.

Lastly, Chief Mitchell reviewed an incident that involved the death of a young child. He stated that after investigation, it was determined that this was a case of child neglect and the father was ultimately arrested and charged with negligent homicide.

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

7. Communications Activity Report

Chief Mitchell did not speak to any items contained within this report.

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

8. Community Services Bureau Report

Chief Mitchell stated that the 2018 National Night Out event on July 23rd was a success; he estimated that approximately 3000 people attended the event.

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

9. Criminal Investigations Unit Activity Report

Chief Mitchell reviewed the apprehension of an individual in connection with a robbery at a local jewelry store. He stated that a tip was called in by an individual who provided the name and address of said suspect. Upon conducting a search of the suspect's residence, the suspect was arrested and he ultimately confessed to the robbery. Chief Mitchell stated that he was charged with a number of offenses besides robbery as he had tied up the sales clerks and stole a car during the robbery.

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

10. Tavern Violation Report

Chief Mitchell did not speak to any items contained within this report.

The Commissioners had no additional questions or comments and the report was

placed on file.

11. Training Report

Chief Mitchell noted that although all three (3) new officers have been progressing in their training, he stated that one of the officers has experienced difficulty with report writing and radio communications, and to provide additional instruction and guidance in these areas, this officer will be repeating phase 3 of the FTO program.

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

**E. FIRE DEPARTMENT**

## 12. Firefighting Activity Report

Chief Pooler reviewed a fire that took place at a residence located on 104th St. He stated that upon arrival, crews discovered a light haze of smoke throughout the first floor and it was quickly determined that the fire was inside a section of wall by a patio door. Chief Pooler noted that although the wall and ceiling area had to be opened, overall the damage was minimal and repairable. Chief Pooler stated that fire investigation determined the fire was caused by faulty electrical wiring.

Chief Pooler briefly discussed with the Commissioners the car fire save, noting that the story was picked up by CNN and then from there the video and story went viral via social media outlets.

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

## 13. Fire Department Financial Report

Chief Pooler submitted the Fire Department Financial Report.

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

## 14. Training Activity Report

Chief Pooler submitted the Training Activity Report.

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

## 15. Communication: Proposed changes to Policy 7.27 Firefighter Recruitment and Selection

Chief Pooler submitted a proposal for the Commissioners review regarding the elimination of the written test as part of the overall firefighter recruitment and selection process. He stated that with the joint process, the testing portion is very time consuming and expensive as costs are incurred along the way for administering the test, proctors to monitor and final grading and results tabulation. Chief Pooler stated that the joint hiring team would like move forward with a more point based process and shared with the Commissioners the 11 additional points that candidates would be able receive during the recruitment process.

Chief Pooler stated that the joint hiring team believes this point based process will not only save money but also provide access to better candidates who may otherwise not move forward during a recruitment process if they did/do not test well.

Chief Pooler stated that this policy change will be on September's agenda as a request for approval agenda item.

The Commissioners had no additional questions or comments and the report was

placed on file.

16. Fire Prevention Activity Report

Chief Pooler submitted the Fire Prevention Activity Report.

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

17. Emergency Medical Services Activity Report

Chief Pooler noted that an important objective the department continues to strive toward is arriving on scene within 5 minutes of the call dispatch 90% of the time. He noted that for the month of July, the department did not achieve that goal. He stated that with the installation of the station altering system, it is expected this will improve. Additionally, Chief Pooler stated that stations will be equipped with a station alerting countdown timer that will also be beneficial to help improve this objective.

Chief Pooler did not review or discuss any of the overviews contained in the July Highlighted Calls document.

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

18. Emergency Medical Services Revenue Report

Chief Pooler stated that our billing agency Lifequest, was in-house recently and conducted a class on effective report and procedure writing for all field fire employees. Chief Pooler stated that the billing agency is a very knowledge resource and are well versed in the protocols and nuances as it relates to ensuring collection of money for billed services.

Chief Pooler stated that revenue collected for billing is deposited directly into the City's general fund account.

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

19. Mobile Integrated Healthcare (MIH) Monthly Performance Report

Chief Pooler submitted the MIH monthly performance report.

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

20. National Q Dispatch Performance Report - July

Chief Pooler stated that the 3rd party review of call handling by our dispatcher's continues to be a good investment. He noted that the feedback generated has been helpful to counsel dispatchers as appropriate and to ensure quality control of calls.

The Commissioners had no additional questions or comments and the report was

placed on file.

21. Sick, Injured and Light Duty Report

Chief Pooler submitted the 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

Chief Pooler submitted the Master Plan performance snapshot report.

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

23. Communication: 2019 Budget Requests

Chief Pooler submitted a communication to the Commissioners that reviewed ten (10) 2019 budget requests. Chief Pooler stated that none of the items exist in the 2018 budget and will require a large adjustment in the 2019 budget. He stated that he will be seeking final approval at the September PFC meeting for the 10 items:

- Mechanical CPR machines (new line item);
- Emergency Fire Dispatch Software (new line item);
- Additional EMS supplies (increase to existing line item);
- New flooring in all Fire Stations (Capital request item);
- Turnout Gear (change of existing line item);
- Underbody flush system (Capital request);
- Staff Vehicle (Capital request);
- Intern program (new line item);
- Used Aerial Fire Truck (Capital request);
- Fire Station 1 apparatus floor refinish (Capital request)

The Commissioners had no additional questions or comments regarding the items as presented at this time.

24. Request for Approval: New Mission and Vision Statements

Chief Pooler submitted revised and updated Mission and Vision statements for the Fire Department:

Proposed Vision Statement:

The vision of the West Allis Fire Department is to create the safest community in the nation through the strategic use of preventative measures, community outreach, and emergency mitigation.

Proposed Mission Statement:

The mission of the West Allis Fire Department is to safeguard the lives and property of the people we serve, to reduce community risk and incidents of emergencies, and to enhance public safety while working with community partners to improve quality of life. Our promise to our citizens is to do so with honor and compassion, while at all times conducting ourselves with the highest ethical standards.



A motion was made by Commissioner Kopplin and seconded by Commissioner Konkol to approve both statements as presented by Chief Pooler.

The motion carried by the following votes:

Aye: 5, Commissioners Heron, Manthei, Konkol, Romain and Kopplin  
No: 0

25. Request for Approval: Revised Fire Department Organizational Chart

Chief Pooler submitted and requested approval to move forward with a revised Fire Department Organizational Chart. Chief Pooler stated that currently the department is divided in four different bureaus. He stated the new proposed org chart will divide the department into two bureaus: 1) Operations Division, under the direction of Assistant Chief Scharfenberg; and 2) Community Risk Reduction (CRR) Division, under the direction of Assistant Chief Zellmann.

Chief Pooler stated that each division will be specific in their responsibilities in that the Operations division will respond to fires, car accidents and emergency medical incidents, whereas the CRR division will be responsible for public education, community outreach, public relations as well as overseeing the vehicle fleet and miscellaneous HR and support functions.

Chief Pooler stated that this new org chart does not require the addition of any new positions, however, it does create one (1) new promoted position which is an EMS Captain (moving from a 24-hour position to an 8-hour position).

A motion was made by Commissioner Manthei and seconded by Commissioner Kopplin to approve the new organizational chart as presented by Chief Pooler.

The motion carried by the following votes:

Aye: 5, Commissioners Heron, Manthei, Konkol, Romain and Kopplin  
No: 0

26. Communication: Promotion to Captain

Chief Pooler stated that with the recent retirement of Ct. Greg Lenske, Lt. Curt Maly has been promoted to the rank of Captain effective August 16, 2018.

27. Communication: Promotions to Lieutenant

Chief Pooler stated that due to the promotion of Lt. Maly to Captain and a voluntary demotion from Lieutenant to Equipment Operator, Equipment Operator's Patrick Schrader and Dan Rohde have been promoted to the rank of Lieutenant. Their promotions are effective August 6, 2018 and August 16, 2018 respectively.

28. Communication: Promotion to Equipment Operator

Chief Pooler stated that due to the promotion of EO Rohde to Lieutenant, Firefighter Steve Peterson has been promoted to the rank of Equipment Operator effective August 16, 2018.

## 29. Communication: Re-Accreditation confirmation

Chief Pooler stated that the department was formally approved for re-accreditation on August 9, 2018 in Dallas.

**F. POLICE AND FIRE COMMISSION**

## 30. PFC Financial Report

The Commissioners had no additional questions or comments regarding the PFC financial report.

## 31. Discussion and approval: Fire Chief Performance Goals

Discussion ensued amongst the Commissioners and Chief Pooler regarding setting goals for the 2019 evaluation year. Chief Pooler stated that he felt it was important to incorporate the goal presented by CAO Grill, and he suggested in addition, two (2) personal and two (2) organizational goals. After continued discussion, Chief Pooler and the Commissioner agreed on the following goals:

1. City-wide goal: Leadership, management and budgeting;
2. Attend at least two (2) leadership and/or supervisory classes offered thru CVMIC;
3. Institute an Internship program;
4. Timely completion of the department's Annual Report for 2017;
5. Timely updating of department's Strategic Plan

A motion was made by Commissioner Kopplin and seconded by Commissioner Romain to approve the 2019 Fire Chief goals as discussed and noted above.

The motion carried by the following votes:

Aye: 5, Commissioners Heron, Manthei, Konkol, Romain and Kopplin  
No: 0

**G. CLOSED SESSION**

No Closed Session Business

**H. ADJOURNMENT**

There being no further business, on a motion made and seconded, the meeting adjourned at 8:15 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.