



# City of West Allis

## Meeting Minutes

### Police and Fire Commission

---

Thursday, July 18, 2019

6:00 PM

West Allis Police Department  
11301 W. Lincoln Ave.

---

#### REGULAR AND CLOSED SESSION MEETING

##### A. CALL TO ORDER

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

##### B. ROLL CALL

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

Also Present: Fire Chief Mason Pooler, Assistant Chief Jay Scharfenberg, Interim Deputy Chief Jason Schaak, Acting Captain Dan Rohde - Fire Department; Police Chief Pat Mitchell, Deputy Chief Chris Botsch, Deputy Chief Bob Fletcher - Police Department; Bridget Morawetz, Recording Secretary

##### C. APPROVAL OF MINUTES

*Approval of the June 20, 2019 Regular Meeting Minutes*

*A motion was made by Commissioner Heron and seconded by Commissioner Romain to approve the June 20, 2019 Regular Meeting Minutes as presented.*

*The motion carried by the following votes:*

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

*No: 0*

**D. FIRE DEPARTMENT**

## 1. Operations Division Report

Assistant Chief Scharfenberg reported on a fire and a medical emergency incident contained within the Operations division report. He noted that the fire property in the report had no working smoke detectors and the fire was called in by a neighbor. AC Scharfenberg stated that the sole occupant was trapped on the second floor but was recovered successfully and with no injury.

AC Scharfenberg also discussed a medical emergency with Allis Care Center due to severe thunderstorms that struck West Allis. He noted that after power went out at the facility and the back-up generator failed, a number of patients within the facility had to be removed and transported elsewhere due to their reliance on venting/breathing apparatus. AC Scharfenberg stated that this was a huge undertaking for the department and was accomplished in part by the use of shared services.

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

## 2. EMS Bureau Report

AC Scharfenberg indicated that call processing for critical calls has been challenging. He indicated that nursing homes tend to be uncooperative when challenged with the questions asked by the dispatcher. He noted that many times, the person calling for emergency service is not the person who found the patient in distress and is not able to answer the dispatcher's questions quickly and accurately. He indicated that meetings with nursing home staffing to educate them on the communication process between a caller and dispatch are underway.

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

## 3. National Q Dispatch Performance Report

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

## 4. EMS Revenue Report

AC Scharfenberg submitted the 2nd quarter EMS revenue report which continues to trend ahead of budget.

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

## 5. Training Bureau Report

AC Scharfenberg stated that the training bureau conducted two training exercises during the month of June:

1. Vent Enter Isolate Search (VEIS) training - this technique is used when a fire victim is trapped in room (usually the bedroom); firefighters will gain access

thru a window and from there locate the victim vs. going thru a burning house;

2. Shared services training at St. Luke's hospital involving simulation of a flight for life helicopter crash on the roof of the hospital.

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

6. Community Risk Reduction/Support Services Division Report

Interim Deputy Chief Schaak stated that approximately 500 people were taught hands only CPR at this year's West Allis A La Carte event. He also noted that it was available at the department's annual open house event and the majority of instruction for the year will take place at State Fair in August.

I/DC Schaak shared with the Commissioners that the department is one of three finalists for a 2019 Hooley Award in the New Frontier category for the department's VA partnership program. He stated that the Hooley Awards recognize innovators and leaders in three categories: Innovation, Service and New Frontier. He noted that winners will be announced at the end of July.

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

7. Fire Prevention Bureau Report

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

8. Communication: June smoke alarm installation summary

I/DC Schaak thanked Mayor Devine and Alderman Roadt for their participation in the June 29th smoke alarm installation event. He noted that a total of 235 smoke alarms, CO alarms and combo units were installed over the course of the day.

Commissioner Heron stated that this installation event seemed more successful than others and asked why. I/DC Schaak stated that Red Cross had pre-canvassed the targeted area and the weather also cooperated. He noted that people were outside mingling and tending to their yards, so approaching and gaining access to homes was a bit easier. I/DC Schaak stated that this event also gave members the opportunity to incorporate MIH outreach as appropriate.

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

9. Mobile Integrated Healthcare (MIH) Bureau Report

I/DC Schaak reviewed an elder abuse case that the MIH bureau was involved with after the patient was referred by Aurora West Allis Memorial Hospital. He noted that MIH personnel as well as the patient's social worker were successful in removing the patient from the abuser and the patient is now recovering in an appropriate nursing facility. I/DC Schaak stated that this is the second time the MIH bureau has been involved with this type of abuse case.

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

10. Fire Department Financial Report

Chief Pooler stated that he is comfortable with the current status of the department's budget.

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

11. Sick, Injured and Light Duty Report

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

12. Master Plan Performance Snapshot

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

13. Request for Approval: Captain's Eligibility List

Chief Pooler presented the recently established Captain's Eligibility list for the Commissioner's review and approval.

A motion was made by Commissioner Manthei and seconded by Commissioner Romain to approve the list as presented by Chief Pooler.

The motion carried by the following votes:

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

14. Communication: Promotion to Captain

Chief Pooler requested the promotion of Lieutenant Steven Kaltenbrun to the rank of Captain to be effective July 20, 2019 if approved.

A motion was made by Commissioner Heron and seconded by Commissioner Manthei to approve the promotion as presented by Chief Pooler.

The motion carried by the following votes:

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

15. Request for Approval: Promotion to MIH Lieutenant

Chief Pooler requested the promotion of Firefighter Armando Suarez Del Real to the position of MIH Lieutenant to be effective July 19, 2019 if approved.

A motion was made by Commissioner Manthei and seconded by Commissioner Romain to approve the promotion as presented by Chief Pooler.

The motion carried by the following votes:

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

No: 0

16. Communication: Presentation of updated Strategic Plan

Chief Pooler presented the department's Strategic Plan for the Commissioner's review. Chief Pooler stated that it is his intention to update the Strategic Plan yearly, removing what has been accomplished and adding as necessary. He indicated that a Strategic Plan is also part of the Accreditation process and is helpful to keep staff on task and accountable for success.

President Kopplin tabled further discussion and instructed board members to review the documentation provided and come to the August meeting with any questions or concerns to address with the Chief.

**E. POLICE DEPARTMENT**

17. Communication and request for approval: End of probationary period for Patrol Officer Brockmann
18. Communication and request for approval: End of probationary period for Patrol Officer Hoff
19. Communication and request for approval: End of probationary period for Officer Medina

Chief Mitchell stated that all three of the above Police Officers were hired in January of 2018 and have completed their 18-month probationary period accordingly. He stated that currently they are all assigned to third shift. Chief Mitchell requested the Commissioner's approval to move them to permanent status on the Police Department.

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

The motion carried by the following votes:

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

20. Request for approval: Purchase of SIU vehicle

Chief Mitchell requested approval for the purchase of (2) vehicles for the SIU Fleet. He stated that the funding will come from the State Asset Forfeiture Account and will be purchased via the City's purchasing department.

A motion was made by Commissioner Heron and seconded by Commissioner Manthei to approve the vehicle purchases as presented by Chief Mitchell.

The motion carried by the following vote:

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

21. Police Department Financial Report

Chief Mitchell stated that he is comfortable with the current status of the department's budget.

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

22. Monthly Performance Report

Chief Mitchell reviewed a number of items contained within the monthly performance report to include:

- Current staffing level and status of the most current hiring process;
- membership development and growth and he recognized a number of members who recently graduated from various law enforcement

- enrichment learning programs;
- continuing efforts to control cruising activity on Hwy 100;
- continuing efforts to find ways to reduce jury trial court OT hours.

The Commissioners did not have any additional questions or concerns and the report was placed on file.

23. Patrol Activity Report

Chief Mitchell directed the Commissioner's attention to a letter thanking Officer Steven Martin for a job well-done regarding a sexual assault incident he investigated. The letter was from a sensitive crimes victim advocate in the Milwaukee DA's office and noted Officer Martin's compassion for the victim and the victim's family as well as his thorough investigation of the incident.

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

24. Communications Activity Report

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

25. Community Services Bureau Report

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

26. Criminal Investigations Unit Activity Report

Chief Mitchell stated that a June 14, 2019 homicide has been moved to West Milwaukee jurisdiction but noted that felony murder charges have been filed against two adult males and a third suspect has been charged with felon in possession of a firearm. Chief Mitchell stated that additional arrests have been made in connection with this incident and more charges for all involved suspects are anticipated in the near future.

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

27. Tavern Violations Report

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

28. Training Report

Chief Mitchell stated that the training house construction continues to move forward at a significant pace. He thanked DPW for their agreement and commitment to build the training house otherwise it would never have happened.

**F. POLICE AND FIRE COMMISSION**

## 29. PFC Financial Report

The recording secretary noted that medical billing for firefighter recruits was recently submitted for payment and that should be reflected in next month's PFC budget report.

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

## 30. Closed Session: 2018 Annual Performance Evaluation and 2019 Goal Setting for the Fire Chief

**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 administer the 2018 annual performance evaluation and 2019 goal setting for the Fire Chief and to take such further action as may be necessary and appropriate in these matters.*

*A closed session for the above purpose is authorized pursuant to the provision of Section 19.85 (1)(c) of the Wis. Stats., which authorizes 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 7:03 pm.

Closed session agenda item discussed

On a motion made and seconded, the meeting reconvened into open session at 7:50 pm.

**H. ADJOURNMENT**

There being no further business, on a motion made and seconded, the meeting adjourned at 7:51 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.