



## Fire and Police Commission

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### Memorandum

To: Board of Fire and Police Commissioners

From: Leon W. Todd  
Executive Director

Date: November 17, 2021

RE: Monthly Update on FPC Departmental Operations

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The following report is an update for the Board of Fire and Police Commissioners on FPC departmental operations. This report will be presented by the Executive Director at the FPC Board meeting on November 18, 2021.

#### **I. FPC Staffing and Vacancies**

There are 18 FPC staff in current positions. This includes 1 temporary paralegal appointment, for which there is a pending request to make the position permanent. The following 6 vacancies currently exist:

1. *Community Outreach Coordinator.* As reported last month, the FPC has hired Maritza Ugarte to fill this vacancy. Ms. Ugarte currently works as the Program Director for Safe & Sound, where she oversees the overall coordination and supervision of programs including community organizing, youth organizing, neighborhood safety coordination, the Drug Free Coalition, as well as relevant field and support staff. Her start date with the FPC was originally planned for November 15, 2021; however, due to work requirements with her current employer, it has become necessary to move Ms. Ugarte's start date back to January 3, 2022.

2. *Research and Policy Analyst.* I am pleased to report that the FPC has hired Barbara Cooley to fill this vacancy. Ms. Cooley will be a great addition to the FPC team. She has years of experience working within and with various governmental agencies, analyzing the possible consequences of policies, and making recommendations as a result of those analyses. Ms. Cooley previously worked as a budget and policy analyst for the University of Wisconsin-Milwaukee, the State of Wisconsin's Department of Administration, and the City of Milwaukee's Legislative Reference Bureau. Her first day with the FPC will be November 29, 2021.

3. *Director of Emergency Management & Communications.* As previously reported, the former Director of Emergency Management & Communications, Kyle Mirehouse, left the FPC in August 2021. This a City cabinet-level position, which requires appointment by the Mayor and confirmation by the Common Council. I have been in contact with the Mayor's Office regarding this vacancy and they are exploring a number of options for the position.

4. *Administrative Support Specialist (Office of Emergency Management & Communications).* At the request of Mr. Mirehouse, this position was reclassified from a Program Assistant II position to an Administrative Support Specialist position to better reflect the needed job duties. The previous plan was to post the position for candidates to apply following the reclassification; however, that posting has been delayed as a result of Mr. Mirehouse's resignation. The current plan is to wait for the appointment of a new Director of Emergency Management & Communications before posting the position, to allow the new Director to lead the hiring process for a position that will report directly to him or her.

5. *Human Resources Representative/Test Administration Coordinator.* I am pleased to report that Molly Kuether-Steele, who was previously the FPC Test Administration Coordinator, has been hired to fill the position Human Resources Representative, effective November 15, 2021. Prior to working as the FPC Test Administration Coordinator, Ms. Kuether-Steele worked as a Staff Assistant with the City Clerk's Office and for the FPC as a Program Assistant II in Staffing Services and as an Office Assistant III. We will begin interviewing to fill the position of Test Administration Coordinator soon.

6. *Compliance Auditor.* This a relatively new vacancy that was created by the resignation of former Compliance Auditor Jack McNally, which was effective October 13, 2021. We are currently looking into the possibility of filling this position by way of a transfer of a current city employee.

## **II. Update on FPC Operations**

### **A. Audit.**

As previously reported, the FPC's Audit Unit is now fully staffed and operational. This unit is composed of one Audit Manager and two Auditors. We anticipate that the recent addition of the two Auditors will allow the FPC to fully meet the auditing requirements of the *Collins* settlement agreement, which will be the focus of the Audit Unit going forward.

Specifically, the Audit Unit is tasked with reviewing all MPD internally generated complaints on an annual basis; conducting audits of traffic stops, field interviews, and no-action encounters every six months; and conducting audits of citizen complaints filed with the FPC and MPD every six months. This undertaking has been carefully structured and scheduled with input from the Crime and Justice Institute (CJI), the consultant for the *Collins* settlement agreement. Audit Manager Mike Doherty has created audit plans and schedules for this work, which remains ongoing.

## **B. Community Engagement**

The position of Community Outreach Coordinator is currently vacant but will be filled effective January 3, 2022. Notwithstanding this vacancy, the FPC has held or participated in a number of community events/meetings in 2021, including:

- Jan. 2021 – Community meeting with Fire Chief Aaron Lipski
- Feb. 2021 – Community meeting with FPC Investigators
- June 2021 – Community meeting with appointees to the FPC Board
- June 2021 – *CampHero*
- October 2021 – 3 community meetings with Chief Jeffrey Norman

In addition, the FPC will be hosting a community meeting on November 30, 2021 for Dana World-Patterson, who Mayor Tom Barrett recently appointed to the FPC Board.

Moving forward, the addition of our new community outreach coordinator will enable increased community outreach and engagement.

## **C. Emergency Management & Communications**

The position of Emergency Management & Communications Director is currently vacant. Nevertheless, the FPC has continued its involvement with the Executive Steering Committee (ESC) of the Public Safety Enhancement Program (PSEP), which seeks to improve 911/emergency communication center operations. The FPC Executive Director is an active member of the ESC.

Part of PSEP includes the creation of a new Department of Emergency Communications (DEC), which will combine both MPD and MFD 911/call processing and dispatch operations. The FPC has participated in the hiring process of the first four DEC employees and is now seeking an Interim DEC Director through an RFP process.

PSEP has also identified staffing deficiencies and a slow process to fill 911 Telecommunicator positions. In response, the FPC has revised its hiring practices for this position and will be employing a continuous recruitment and testing process to expedite the filling of vacancies. The FPC will also continue to participate in the ESC and will monitor progress toward achieving all PSEP objectives as part of its public safety oversight responsibilities.

## **D. Investigations.**

To date this year, there have been a total of 92 citizen complaints filed with the FPC, of which 30 have been formal and 62 informal (an additional 12 complainants have requested a complaint form but have not yet returned it). The Investigations Unit currently has 16 open citizen complaints that it is investigating—13 formal and 3 informal.

## **E. Legal.**

To date this year, there have been 16 disciplinary appeals that have come before the FPC. Of those, 7 cases have resulted in Board trials and decisions. Six cases have been resolved by settlements or withdrawal from the process. Two cases were dismissed for lack of jurisdiction or failure to prosecute. In addition, 1 newly initiated case is currently pending and awaiting the scheduling of the trial.

## **F. Staffing Services**

The Staffing Services Unit is engaged in ongoing testing, hiring, and recruiting to fill positions within the Milwaukee Fire and Police Departments. The following is a list of upcoming planned and scheduled classes/recruitments:

- A fire cadet job announcement bulletin has been posted
  - Application period: 09/03/2021 – 12/05/2021
  - Testing and interviews (tentative dates)
    - Written Test: 1/27/2022 & 1/28/2022
    - Oral Interviews: 3/23/2022 – 3/25/2022
    - Psychological Evaluations: 4/25/2022 – 5/6/2022
    - FC Physical Ability Test: 5/20/2022 & 5/21/2022
    - Pre-employment medical/drug: TBD (June/July 2022)
  
- A firefighter class is scheduled to start in spring 2022. In preparation for the class, candidates have been surveyed regarding the status of their EMT license. Candidates who still need to obtain EMT licenses have been invited to participate in MFD's EMT class starting in October.
  - EMT class:
    - Orientation: 9/26/2021 & 9/27/2021
    - Class dates: 10/04/2021 – 1/28/2022
  
  - Firefighter class start date: April 4, 2022
    - Using and existing eligible list
    - Testing and interview dates (tentative dates):
      - Psychological evaluations: 1/10/2022 – 1/26/2022
      - Pre-employment medical: 1/03/2022 – 1/24/2022
      - Psychological appeals: TBD
      - Background checks completed: 2/21/2022
      - Background appeals: 3/09/2022 – 3/11/2022
      - Candidate Physical Ability Test: TBD
      - Drug tests: 3/24/2022 – 3/25/2022
  
- A Fire Lieutenant job announcement bulletin was previously posted
  - Application period: 7/16/2021 – 8/16/2021
  - Testing and interviews (tentative dates)

- Written test: 11/15/2021
  - Assessment Center: 12/6/2021 – 12/9/2021
- A Heavy Equipment Operator (HEO) job announcement bulletin was previously posted
  - Applications period: 9/17/2021 – 10/17/2021
  - Testing and interviews
    - Written Test: 12/16/2021
- A police officer class is tentatively scheduled for February 2022 (has not been requested yet)
  - Using an existing list (in preparation for a request)
  - Testing and interviews
    - Oral Interviews: 11/15/2021 – 11/18/2021
    - Physical Readiness Test: 12/11/2021 & 12/12/2021
    - Psychological Evaluation: 01/30/2022 – 02/04/2022
    - Pre-employment medical/drug: 01/30/2022 – 02/04/2022
    - Psychological Appeals: TBD
    - Background Appeals: TBD
- A 911 Telecommunicator job announcement bulletin was previously posted
  - Applications initially accepted: 9/17/2021 – 10/08/2021
    - Continuous recruitment: applications will be accepted again in January 2022 and April 2022
  - Testing and interviews (tentative dates)
    - Written exam: week of 10/25/2021
    - Oral interviews: 11/29/2021 – 12/03/2021
    - Psychological evaluation: 01/03/2022 – 01/10/2022
    - Background investigation: 12/06/2021 – 12/13/2021
    - Pre-employment medical/drug: 01/03/2022 – 01/10/2022
    - Psychological appeals: 02/02/2022 – 02/04/2022
    - Background appeals: TBD

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