



Fire and Police Commission

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Executive Director

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Memorandum

To: Board of Fire and Police Commissioners

From: Leon W. Todd
Executive Director

Date: January 19, 2022

RE: Monthly Update on FPC Departmental Operations

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 January 20, 2022.

I. FPC Staffing and Vacancies

There are 19 FPC staff in current positions. This includes 1 temporary paralegal position, which has become a permanent position in the 2022 budget. The following 5 vacancies currently exist:

1. *Compliance Auditor.* This vacancy was created by the resignation of former Compliance Auditor Jack McNally on October 13, 2021. I am pleased to report that we have hire Kris Williams to fill this vacancy. Ms. Williams will be a great addition to the FPC team. Most recently, Ms. Williams worked as a litigation paralegal with the City Attorney's Office. Prior to working with the City, Ms. Williams worked as a licensed social worker. This experience will assist in developing the community focused strategies that are desired by the Board and contemplated by the *Collins* settlement agreement. Ms. Williams' first day with the FPC will be January 24, 2022.

2. *Human Resources Representative.* This is a new vacancy that was created by resignation of former HR Representative Jason Pifer, which was effective January 7, 2022. We are currently looking into the possibility of using an existing eligible list previously generated by the Department of Employee Relations (DER) to fill this vacancy.

3. *Test Administration Coordinator.* This vacancy was created by the promotion of the previous Test Administration Coordinator, Molly Kuether-Steele, to the position of Human Resources Representative, which occurred on November 15, 2021. On December 8, 2021, the Finance and Personnel Committee approved our request to fill this vacancy. We are working with the Department of Employee Relations (DER) to post this position for candidates to apply.

4. *Director of Emergency Management and Communications.* As previously reported, the former Director of Emergency Management and 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 we are exploring options to fill this position.

5. *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 original plan was to post the position for candidates to apply following the reclassification; however, the posting was delayed due to Mr. Mirehouse's resignation. The position will now be posted after a new Director of Emergency Management and Communications is appointed. This will allow the new Director to lead the hiring process for a position that will report directly to him or her.

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 Audit Unit will now be able 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; 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 was recently filled, effective January 3, 2022. This addition will allow the FPC to increase its community engagement and outreach moving forward.

C. Emergency Management & Communications

As noted above, the position of Director of Emergency Management and Communications 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.

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 is now participating in the selection process for an Interim DEC Director through an RFP process. Following the appointment of an Interim Director, additional staffing for the DEC will proceed throughout 2022.

Another component of PSEP is the implementation of a new Computer Aided Dispatch (CAD) system, an ongoing project managed by a Management Oversight Committee and Winbourne Consulting, which is overseen by the ESC.

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 monitor progress toward achieving all PSEP objectives as part of its public safety oversight responsibilities.

D. Investigations.

In 2021, the FPC received a total of 99 citizen complaints. Of that total, 66 complaints were informal and 33 were formal (an additional 12 complainants requested a complaint form but did not return it). By comparison, in 2020, the FPC received a total of 149 citizen complaints.

To date this year, we have received 9 citizen complaints, all informal following preliminary intake screening. The Investigations Unit currently has a total of 16 open citizen complaints that it is investigation—3 formal and 13 informal.

E. Legal.

In 2021, there were a total of 15 disciplinary appeals that came before the FPC. Of those, 7 cases resulted in Board trials and decisions. Six cases were resolved by settlements or withdrawal from the process. Two cases were dismissed for lack of jurisdiction or failure to prosecute. In addition, one citizen complaint trial was dismissed for lack of jurisdiction.

For purposes of our 2022 calendar, 3 disciplinary appeal cases are currently pending, which are scheduled for trial in February, March, and April 2022, respectively. In addition, one citizen complaint trial is scheduled for June 2022.

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 scheduled and planned classes/recruitments:

- A fire cadet job announcement bulletin has been posted
 - Application period: 09/03/2021 – 12/05/2021
 - Testing and interviews dates:
 - Written Test: 1/26/2022 & 1/29/2022
 - Oral Interviews: 3/7/2022 – 3/10/2022
 - FC Physical Ability Test: 4/22/2022 & 4/23/2022
 - Pre-employment psychological/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, which began in October 2021.
 - EMT class:
 - Orientation: 9/26/2021 & 9/27/2021
 - Class dates: 10/04/2021 – 1/28/2022
 - Next EMT class: TBD

 - Firefighter class start date: April 4, 2022
 - Using an existing eligible list
 - Testing and interview 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 (CPAT): 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 dates:
 - Written test: 11/15/2021
 - Assessment Center: 12/6/2021 – 12/9/2021
 - Fire Lt. eligible list presented 1/20/2022

- A Heavy Equipment Operator (HEO) job announcement bulletin was previously posted
 - Applications period: 9/17/2021 – 10/17/2021
 - Testing and interviews dates:
 - Written Test: 12/16/2021
 - HEO eligible list presented 1/20/2022

- A police officer class is scheduled for April 18, 2022
 - Using an existing list
 - Testing and interviews dates:
 - 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
 - P.O. eligible list presented 1/20/2022
 - 2nd Oral Interview dates: 2/1/22-2/3/2022
 - 2nd PRT date(s): TBD

- Two additional police officer classes are planned for 2022, which are scheduled for July 25, 2022 and November 28, 2022, respectively.

- 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 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
- Current Application period: 1/7/22 – 1/28/2022

LWT