



## Fire and Police Commission

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### Memorandum

To: Board of Fire and Police Commissioners

From: Leon W. Todd  
Executive Director

Date: June 16, 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 June 17, 2021.

#### 1. Staff Vacancies within the FPC Departments

There are currently six remaining vacancies within FPC.<sup>1</sup> The following recent efforts have been taken to fill staff vacancies:

##### Testing, Hiring, and Recruiting

*Program Assistant II.* I am pleased to report that Jasmine Agrait, who is currently a Program Assistant I with the FPC's Administration Department, has been hired to fill this position within the Staffing Services Department. Ms. Agrait will be a great addition to our staffing services team. She has worked for the FPC since 2016, first in the roles of Office Assistant I and Office Assistant II, and most recently as a Program Assistant I. In all these roles, Ms. Agrait has done excellent work for the FPC. Her first day in her new role will be June 28, 2021.

*Test Administration Coordinator.* An initial round of interviews for this position was previously conducted. Unfortunately, the top candidates declined offers of employment. Staffing Services Manager La'Neka Horton therefore plans to interview additional candidates, which are being referred to us by the Department of Employee Relations (DER).

##### Research

*Research and Policy Analyst.* An eligible list of top rated candidates for this position was previously generated by DER. Chief of Staff Naomi Gehling has reviewed the application materials for these candidates and surveyed the candidates regarding their continued interest in the position. As only three candidates have expressed continued interest in the position, Ms. Gehling has requested that DER refer additional candidates to us for consideration and interviewing.

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<sup>1</sup> This does not include the new Office of Emergency Communications.



### Emergency Management

*Program Assistant II.* This position is currently in the process of being reclassified to a Program Analyst position at the request of Kyle Mirehouse, the Director of Emergency Management and Communications. The reclassification is currently pending with DER, which Mr. Mirehouse has provided with the job description and other relevant materials. DER has indicated that the reclassification should be completed prior to the Finance & Personnel Committee meeting on July 21, 2021, where it will be considered by the committee for approval. Once the reclassification is approved, it can be posted for candidates to apply.

### Community Engagement

*Community Outreach Coordinator.* As previously reported, the former Community Outreach Coordinator Ana Diaz left the FPC in March. A posting to fill this vacancy was issued on May 18, 2021, which posting closed on June 8, 2021. DER is currently in the process of assessing and rating the candidates who applied for this position. Once DER completes this process, an eligible list of top rated candidates will be referred to us for interviewing.

### Audit

*Auditor—2 vacancies.* I am pleased to report Crystal Weatherall has been hired to fill one of two auditor vacancies within the FPC. Ms. Weatherall is well qualified for this position and will be great addition our audit team. She has bachelor's degree in business administration-finance and a master's degree in business administration-entrepreneurship from the University of Wisconsin-Milwaukee. She currently works as a Team Lead Auditor for SKYGEN USA. Her first day with the FPC will be June 28, 2021.

With respect to the other auditor vacancy, we have identified our other top candidate for this position and have completed reference and background checks for this candidate. We intend to submit a request for the approval of a negotiated salary amount soon. I am therefore hopeful that this second vacancy will be filled in the near future, as well.

## **II. Update on Departmental Operations**

### **A. Testing, Hiring, and Recruiting**

The Staffing Services Department is engaged in ongoing testing, hiring, and recruiting to fill positions within the Milwaukee Fire and Police Departments. The following is an updated schedule of the department's recently completed and planned future activities (which dates may be subject to change, as necessary):

Dates	Fire Department	Police Department
May 1	Fire Cadet (PAT practice session)	
May 3-7	911 Operator (medical & psych. evals.)	911 Operator (medical & psych. evals.)

May 4-5		Police Officer (background appeals)
May 4-10		Police Officer (background appeals)
May 8	Fire Cadet (PAT)	
May 10-14	911 Operator (medical & psych. evals.)	911 Operator (medical & psych. evals.)
May 13-15	Fire Recruit (CPAT orientation)	
May 13 & 16		Police Officer (PRT prep session)
May 17-20	911 Operator (psych. evals.)	911 Operator (psych. evals.)
May 27-29	Fire Recruit (CPAT orientation)	
June 4		Police Officer (oral board make-up)
June 7-11	Fire Recruit (medical evals.)	
June 10-12 & 24-26	Fire Recruit (CPAT trial)	
June 24-25		Police Officer (PRT)
June 28		911 Operated (class begins)
July 1-2 & 6-7	Fire Cadet (medical evals.)	
July 8-10	Fire Recruit (CPAT)	
July 12	911 Operator (class begins)	
July 12-21		Police Officer (medical evals.)
July 26	Fire Recruit (class begins)	
August 2-4, & 6		CSO (medical evals.)
August 9	Fire Cadet (class begins)	

August 23		Police Officer (class begins)
September 7		CSO (class begins)

## **B. Community Engagement**

Again, Community Outreach Coordinator Ana Diaz has left the FPC. We intend to begin interviewing to fill her position soon.

## **C. Emergency Management and Communications**

As previously reported, major projects within this department include establishing the new Office of Emergency Communications, consolidating the Police and Fire dispatch centers within a new, NextGen 911 system, and implementing the new Computer Aided Dispatch (CAD) system. This work is being done in conjunction with an Executive Steering Committee and Winbourne Consulting.

With respect to the Office of Emergency Communication, interviews have been conducted to fill four positions: Project Manager, Public Safety Systems Administrator (2 positions), and Geographic Information Analyst. One of the applicants for the Public Safety Systems Administrator position started on May 3, 2021. In addition, I have made conditional offers to the other top candidates for the remaining positions, which are contingent on the passing of background checks. We anticipate that the background checks will be completed soon for all the remaining positions.

Regarding the NextGen 911 system, as previously reported, the switchover took place in April 2021. Regarding the CAD update, the new system is scheduled to be operational in November 2021 and deployment is targeted to be completed by January 2022.

## **D. Investigations.**

The Investigations Department currently has thirteen open citizen complaints which it is investigating.

## **E. Legal.**

To date this year, there have been trials for six appellants who initiated disciplinary appeals. Additionally, five scheduled trials have been resolved by way of negotiated settlements, withdrawal from the process, or dismissal for lack of jurisdiction due to retirement. In addition, one citizen complaint trial was dismissed for lack of jurisdiction due to a retirement. There are currently three scheduled disciplinary trials set for July and August.

## **F. Audit.**

Audit Manager Mike Doherty has created audit plans to review/audit citizen and internally complaints, as well as field interviews, no action encounters, and traffic stops, as required by the *Collins* settlement agreement. Audit schedules and procedures have also been created. In addition, Mr. Doherty has completed the first review of MPD internally generated complaints, which covered the time period of January 1, 2020 to June 30, 2020, and has prepared a report regarding this review. Further, Mr. Doherty has nearly completed the audit of no-action encounters from the third and fourth quarters of 2020. He has also begun the audit of MPD citizen complaints from the second half of 2020.

The focus of the Audit Department going forward will be conducting audits regarding police stops and citizen and internally generated complaints. It is anticipated that the addition of Ms. Weatherall as an FPC Auditor, along with the future addition of a second auditor, will allow us to fully meet the auditing requirements of the *Collins* settlement agreement.

Lastly, Compliance Auditor Jack McNally recently completed the coordination of the FPC's proof submissions regarding our progress in meeting the terms of the *Collins* settlement agreement for purposes of the third annual report, which will be issued by CJI in September 2021.

LWT