

Madison Board of Police and Fire Commissioners
Minutes of the Meeting of December 10, 2018

Meeting convened at approximately 5:24 p.m. Commissioners present: Enemuoh-Trammell (presiding, by phone), Findley, Jackson, Hamdan
Staff also present: Ch. Davis, Asst Chief Stedman, Capt. Schauf, Capt. Krueger Favour, Finance Dept. staff Brian Pittelli, Board Counsel Scott Herrick

PUBLISHED AGENDA

- | | | |
|-------------------|--|-------------------------|
| 1. Agenda | 4. Fire Department | 7. Report of Counsel |
| 2. Minutes | 5. Police Department | 8. Election of Officers |
| 3. Public Comment | 6. Staffing and Legal Counsel Arrangements | 9. Adjourn |

Published agenda items shown in the order considered.

1. Agenda: **Unanimous consent: to approve the agenda, subject to adjustment of sequence of items by the chair.**
2. Minutes **Motion: to approve the minutes of the meetings of November 19 and December 5, 2018.** [Hamdan/ Findley: unanimous]
3. Public Comment: none

4. Fire Department:

- a. Asst. Chief Stedman presented the monthly report, including promotional recommendations, and invited commissioners to the graduation ceremony for the current academy class on January 18, 2019. In discussion he noted that the 398 remaining candidates to be interviewed in January will provide a strong competitive pool for the next hiring group, which is anticipated to be within a normal size range, perhaps between 10 and 16 individuals.

Motion: to convene in closed session for the purposes, authorized as noted by Wisconsin Statute, of considering employment, promotion, compensation or performance evaluation of a public employe, WS 19.85(1)(c), and considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons, WS19.85 (1)(f); and conferring with legal counsel with respect to litigation, WS 19.85(1)(g). and more specifically to receive the report of commissioner review of the personnel files of candidates for promotion in the Fire and Police Departments and the report of counsel regarding the Wiggins ERD complaint. The Commission may thereafter reconvene into open session to continue its proper business. [Jackson/ Hamdan: unanimous] The board then convened in closed session with counsel at approximately 5:40 p.m. **Motion: to reconvene in open session.** [Hamdan/ Findley: unanimous] The board reconvened in open session at approximately 6:00 p.m.

b. Action items:

ii **Motion:**

1. **to approve the preliminary recommendation of the Fire Chief for the promotion of Capt. Jerome Buechner to the rank of Division Chief, effective January 13, 2019, on a probationary basis pursuant to Rule 4.v, and with continuing appointment subject to a final recommendation by the Chief and final Board**

approval pursuant to Rule 4.v and WS 62.13(4)(a), which are reserved for 12 months from the effective date; and

2. to direct the Chief to advise the named individual of the stated conditions to the Board's approval of the preliminary recommendation to promote and to advise him further that any unsatisfactory performance or conduct occurring or coming to the attention of the department during the 12 months following the effective date of the Chief's preliminary recommendation shall be sufficient basis for reversion to the rank held prior to the preliminary recommendation to promote, whether by the Chief's determination in his sole discretion not to include the name in his final recommendation, or by rescission of the Board's preliminary approval of the Chief's recommendation, or otherwise. [Findley/Hamdan: unanimous]

ii. **Motion:**

1. to approve the preliminary recommendations of the Fire Chief for the promotions Firefighters Wesley Buchholz, David Guthrie, Jeff Frank, and Kirk Munden to the rank of Apparatus Engineer, effective January 13, 2019, on a probationary basis pursuant to Rule 4.v, and with continuing appointment subject to a final recommendation by the Chief and final Board approval pursuant to Rule 4.v and WS 62.13(4)(a), which are reserved for 12 months from the effective date; and
2. to direct the Chief to advise the named individuals of the stated conditions to the Board's approval of the preliminary recommendation to promote and to advise him further that any unsatisfactory performance or conduct occurring or coming to the attention of the department during the 12 months following the effective date of the Chief's preliminary recommendation shall be sufficient basis for reversion to the rank held prior to the preliminary recommendation to promote, whether by the Chief's determination in his sole discretion not to include the name in his final recommendation, or by rescission of the Board's preliminary approval of the Chief's recommendation, or otherwise. [Findley/Jackson: unanimous]

5. Police Department

- b. Action items: **Motion: to approve the final recommendations of the Police Chief for the promotions of Lieutenants Jason D. Ostrenga, Gregory S. Esser, and Mindy M. Winter and Sergeant Theresa F. Magyera, effective December 31, 2018, and Sergeant Meg E. Hamilton and Detectives Matthew R. Wentzel, Glenn E. Davis, and Shawn M. Kelly, effective January 14, 2019.** [Findley/ Jackson: unanimous]

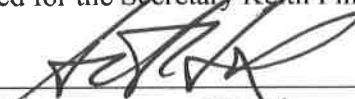
- a. Monthly Staff Report: Capt. Schauf noted that an additional promotional file is ready for review; Comm. Jackson will contact office staff to arrange review of the Masterson and other files in the near future.

The department expects to present an proposed Eligibility List at the February meeting, and hopes to seek hiring approvals soon thereafter, perhaps in a special meeting in March.

7. Report of Counsel: Herrick noted that he expects to schedule two citizen complaints for Initial Hearing at the January 14 regular meeting.
6. Staffing and Legal Counsel Arrangements: Brian Pittelli led discussion, noting that he awaits scoring of RFP respondents from two commissioners. He will request supplemental pricing information from respondents and will circulate scoring and additional submissions in advance of the January 14 meeting as the basis for further discussion, possible screening, and possible interview scheduling.
8. Election of Officers: **Motion: to nominate Comm. Nia Enemuoh-Trammell as President, and to close nominations and elect her to the office.** [Findley/ Hamdan: unanimous]

Motion: to nominate Comm. Keith Findley as Secretary, and to close nominations and elect him to the office. [Jackson/ Hamdan: unanimous]
9. Commissioners agreed informally to retain the current practice of scheduling regular meetings for the second Monday evening of each month. Meeting adjourned at approximately 6:50 p.m.

Minutes prepared for the Secretary Keith Findley by Scott Herrick



Scott Herrick



Police and Fire Commission Meeting Report from the Fire Department



December 10, 2018

Promotions, Probationary Status, and Reclassifications

Promotion to the Rank of Division Chief:

- Chief Davis recommends promotion to the rank of Division Chief, Captain Jerome Buechner, with the normal probationary period of one year. The member's personnel file review was completed by Commissioner Jackson on 11/30/2018.
- Effective 1/13/2019

Promotion to the Rank of Apparatus Engineer:

- Firefighter Wesley Buchholz
- Firefighter/Paramedic David Guthrie
- Firefighter Jeff Frank
- Firefighter Kirk Munden
- Chief Davis recommends promotion to the rank of Apparatus Engineer, the four members listed above, with the normal probationary period of one year. The member's personnel file review was completed by Commissioner Jackson on 11/30/2018.
- Effective 1/13/2019

2018 Firefighter Recruit Class

- The 13 recruits in the Fire Academy are all doing well and no concerns have been presented to the Office of the Personnel Chief. The Graduation Ceremony is scheduled for 1/18/2019.

2019 Hiring Process

- The "B" Band (398 candidates) will begin the interview process in January of 2019.

TOTAL	GENDER			RACE/ETHNICITY							
	F	M	ND	AI	A	B	H	PI	O	ND	W
398	50	346	2	3	3	20	23	1	4	4	340
	12.6%	86.9%	0.5%	0.8%	0.8%	5.0%	5.8%	0.3%	1.0%	1.0%	85.4%

AI: American Indian, A: Asian, B: Black or African American, H: Hispanic, PI: Hawaiian or Pacific Islander, O: Other, W: White, ND: Not Disclosed

Personnel Investigations

- Two investigations pending.



Madison Police and Fire Commission Monthly Report

Mary A. Schauf, Captain of Police

December 2018

Promotions and Probationary Status

PFC Approval—Completion of Probationary Period (Step 4)

Name, Promoted Rank	Effective Date
Jason D Ostrenga, Lieutenant	December 31, 2018
Gregory S Esser, Lieutenant	December 31, 2018
Mindy M Winter, Lieutenant	December 31, 2018
Theresa F Magyera, Sergeant	December 31, 2018
Meg E Hamilton, Sergeant	January 14, 2018
Matthew R Wentzel, Detective	January 14, 2018
Glenn E Davis, Detective	January 14, 2018
Shawn M Kelly, Detective	January 14, 2018

Attachments

- Promotional Designation Worksheet: PFC Process Dates
- Masterson Promotional Designation Notice and Resume

Recruiting and Hiring

Application Review

We have initiated and completed a routine review of the police officer application for compliance with applicable laws and best practices. Human Resources, Training Staff and the Office of the City Attorney reviewed the document. MPD Training staff met with ACA Marci Paulsen to finalize appropriate changes and adjustments. Minor changes were made to the application for future processes.

2019 Pre-Service Academy Hiring Process Timeline

- Application Deadline: October 19, 2018
- Written & Physical Agility Testing: October 7, 2018, November 18, 2018.
- Consolidated Testing for Distant Candidates: January 7-11, 2019
- Oral Board Interviews: June, November-January 2019
- Background Investigations: Immediately after an Oral Board, but no later than February, 2019
- Seek PFC Approval of Eligibility Hiring List – February 11, 2019

- **Trilogy: Interview, Personality Assessment and Ride-Along with a Field Training Officer:** February 25, 2018 through March 19, 2019.
- **Seek PFC Approval of Hiring List Candidates and Contingency List –** March 21, 2019
- **Tentative Job Offers:** March 28, 2019
- **Medical Clearance:** April 9-19, 2019
- **Final Job Offers:** May 6, 2019
- **Academy begins:** May 28, 2019

Attachments

- Current Hiring Data Sheet

PSIA Report/Discipline Attachments and Notices

- Professional Standards Open Case Memo
- No suspensions requiring notification to the PFC.

CC

Scott Herrick, Counsel for PFC
Marci Paulsen, Assistant City Attorney
Michael C. Koval, Chief of Police

PFC Approval Dates of MPD Promotional Process

Name	Rank	Designated Rank	Actual Rank	Effective Date	End Probationary Period	Intro	File Review	PFC Interim Approval	PFC Final Approval
John R. Patterson	Captain	Assistant Chief	30-Dec-18	13-Jan-19	30-Dec-19	14-May-18	8-Oct-18	14-Jan-19	9-Dec-19
Brian R. Austin	Lieutenant	Captain	30-Dec-18	30-Dec-18	30-Dec-19	10-Sep-18	8-Oct-18	14-Jan-19	9-Dec-19
Matthew M. Tye	Lieutenant	Captain	30-Dec-18	13-Jan-19	30-Dec-19	10-Sep-18	8-Oct-18	14-Jan-19	9-Dec-19
Kelly L. Beckett	Detective Sergeant	Lieutenant	30-Dec-18	30-Dec-19	30-Dec-19	10-Sep-18	8-Oct-18	14-Jan-19	9-Dec-19
Edward E. Marshall	Sergeant	Lieutenant	30-Dec-18	30-Dec-19	30-Dec-19	10-Sep-18	8-Oct-18	14-Jan-19	9-Dec-19
Angela L. Kamoske	Detective	Lieutenant	30-Dec-18	13-Jan-19	30-Dec-19	10-Sep-18	8-Oct-18	14-Jan-19	9-Dec-19
Alexander M. Berkovitz	Sergeant	Lieutenant	30-Dec-18	13-Jan-19	30-Dec-19	8-Oct-18	10-Dec-18	14-Jan-19	9-Dec-19
Kathleen F. Riley	Detective	Lieutenant	30-Dec-18	30-Dec-18	30-Dec-19	8-Oct-18	10-Dec-18	14-Jan-19	9-Dec-19
Benjamin D. Schwarz	Police Officer	Sergeant	13-Jan-19	13-Jan-19	13-Jan-20	8-Oct-18	10-Dec-18	14-Jan-19	9-Dec-19
Chad T. Crose	Police Officer	Sergeant	13-Jan-19	13-Jan-19	13-Jan-20	8-Oct-18	10-Dec-18	14-Jan-19	9-Dec-19
Deon L. Johnson	Police Officer	Detective	2-Jan-19	13-Jan-19	2-Jan-20	8-Oct-18	10-Dec-18	14-Jan-19	9-Dec-19
Amanda Analla	Police Officer	Detective	2-Jan-19	13-Jan-19	2-Jan-20	8-Oct-18	10-Dec-18	14-Jan-19	9-Dec-19
Brian M. Chaney Austin	Lieutenant	Captain	30-Dec-19	13-Jan-19	30-Dec-19	8-Oct-18	10-Dec-18	14-Jan-19	9-Dec-19
Reginald Patterson	Detective	Lieutenant	30-Dec-18	13-Jan-19	30-Dec-19	8-Oct-18	10-Dec-18	14-Jan-19	9-Dec-19
Sara A. Bailey	Police Officer	Investigator	13-Jan-19	13-Jan-19	13-Jan-20	12-Nov-18	10-Dec-18	14-Jan-19	9-Dec-19
Andrew J. Naylor	Police Officer	Detective	27-Jan-19	27-Jan-19	27-Jan-20	12-Nov-18	10-Dec-18	11-Feb-19	13-Jan-20
Kristin P. Henderson	Police Officer	Detective	27-Jan-19	27-Jan-19	27-Jan-20	12-Nov-18	10-Dec-18	11-Feb-19	13-Jan-20
Christopher A. Masterson	Police Officer	Detective	27-Jan-19	27-Jan-19	27-Jan-20	10-Dec-18	14-Jan-19	11-Feb-19	13-Jan-20

PFC Review Process Steps

Step 1: Introduction

The notice of the Chief's designated appointment for promotion, along with a resume for the designee is given to the PFC.

Step 2: File Review

A member of the PFC has reviewed the personnel and disciplinary files of the designee. The Training Captain is prepared to discuss any issues in closed session.

Step 3: Interim Approval

The Chief, through his/her designee requests approval for the preliminary promotional designation. The position must be vacant in order for this to occur.

Step 4: Final Approval

Prior to the end of a 12-month probationary period of satisfactory performance, the Chief through his/her designee will request the continuing appointment to the promoted rank, subject to final PFC approval.

Madison Police Department
CORRESPONDENCE / MEMORANDUM

DATE: November 15, 2018

TO: All Personnel

FROM: Michael C. Koval, Chief of Police

RE: **Promotion Announcement**

It is my pleasure to announce to the organization the following designation for promotion, contingent on the approval of the Police and Fire Commission:

Officer Christopher Masterson to Detective

Officer Masterson has a Bachelor of Arts Degree in Psychology and Legal Studies from the University of Wisconsin-Madison. He was hired with our Department in 2005 and is currently assigned as a Training Officer at our Academy/Training Center.

Officer Masterson is our current lead instructor for multiple significant topics – DAAT, wellness, use of force, physical fitness, tactical response, bicycle training, scenario instruction and much more! During his tenure with the MPD, Officer Masterson has served as a patrol officer, community policing team officer, field training officer, conducted MPD applicant backgrounds and he is a current Special Events Team officer/member.

Please join me in congratulating Officer Masterson on this well-deserved accomplishment!



Christopher A Masterson

EDUCATION

University of Wisconsin-Madison (2000 - 2005)

- B.A., Letters and Science
- Majors: Psychology and Legal Studies

EMPLOYMENT HISTORY

Madison Police Department

- Patrol officer 2005-2013
 - o Field training officer 2009-2014
- Full time Madison Police Department Training Officer 2013-present

CERTIFICATIONS

- State of WI LESB certifications:
 - o DAAT instructor (Master Instructor Trainer)
 - o General Law Enforcement instructor
 - o Handgun and Rifle instructor
 - o LE Officer Wellness Instructor
 - o LE Physical Fitness Assessor
 - o LE Physical Fitness Instructor
 - o PCS instructor
 - o Tactical Response Instructor (Master Instructor Trainer)
 - o Scenario Instructor (Master Instructor Trainer)
 - o Vehicle Contacts instructor
- Office of Juvenile Justice and Delinquency Prevention (OJJDP) compliance checks Master Instructor
- Taser CEW instructor 2013-2015, 2017-Present
- Taser Master Instructor Trainer 2017- Present

Instructing Experience

- 2013 – present Madison Police Department pre-service academies
 - o Lead DAAT instructor
 - o Lead Wellness instructor
 - o Assistant firearms, PCS, Tactical Response, Vehicle contacts and other misc. topics
- Lead MIT instructor for Scenario Instructor Courses (2016)
- Lead MIT for Tactical Response Instructor Course (2016)
- MIT for DAAT Instructor course 2014, 2015, 2016, 2017
- Developed and implemented Officer Involved Critical Incident (OICI) training in coordination with the MPD OICI team

MPD investigative experience (outside of patrol)

- Lead Use of Force investigator 2014-present
- MPD Applicant backgrounds 2009-2013

2018 - 2019 Hiring Process

CATEGORY	Male %	Female %	C/M %	C/F %	%	AA/M %	AA/F %	H/M %	H/F %	%	NA/M %	NA/F %	AP/M %	AP/F %	%	TOTAL				
TOTAL APPLICATIONS	399	95	19.23%	70	14.17%	33	6.68%	46	9.31%	11	2.23%	6	1.21%	1	0.20%	12	2.43%	5	1.01%	494
FAILED TO APPEAR OR WITHDREW	113	33		24		11		18		2		2		1		3		2		146
NUMBER REMAINING	286	62	17.82%	46	13.22%	22	6.32%	28	8.05%	9	2.59%	4	1.15%	0	0.00%	9	2.59%	3	0.86%	348
FAILED WRITTEN	8	0		0		2		3		0		0		0		0		0		8
NUMBER REMAINING	278	62	18.24%	46	13.53%	20	5.88%	25	7.35%	9	2.65%	4	1.18%	0	0.00%	9	2.65%	3	0.88%	340
OUT OF STATE ADMISSIONS COMMITTEE	0	0		0		0		0		0		0		0		0		0		0
NUMBER REMAINING	278	62	18.24%	46	13.53%	20	5.88%	25	7.35%	9	2.65%	4	1.18%	0	0.00%	9	2.65%	3	0.88%	340
OUT OF STATE NO SHOW OR WITHDREW	0	0		0		0		0		0		0		0		0		0		0
NUMBER REMAINING	278	62	18.29%	46	13.57%	20	5.90%	25	7.37%	9	2.65%	4	1.18%	0	0.00%	9	2.65%	2	0.59%	339
OUT OF STATE FAILED WRITTEN	0	0		0		0		0		0		0		0		0		0		0
NUMBER REMAINING	278	62	18.29%	46	13.57%	20	5.90%	25	7.37%	9	2.65%	4	1.18%	0	0.00%	9	2.65%	2	0.59%	339
WITHDREW OR NO SHOW AT PHY AGILITY	10	5		3		0		4		1		0		0		0		0		14
NUMBER REMAINING	268	57	17.54%	43	13.23%	20	6.15%	21	6.46%	8	2.46%	4	1.23%	0	0.00%	9	2.77%	2	0.62%	325
FAILED PHYSICAL AGILITY	4	2		1		1		1		0		0		0		0		0		6
NUMBER REMAINING	264	55	17.24%	42	13.17%	19	5.96%	20	6.27%	8	2.51%	4	1.25%	0	0.00%	9	2.82%	2	0.63%	319
ADMISSIONS COMMITTEE	75	4		4		7		6		0		1		0		1		0		79
NUMBER REMAINING	189	51	21.25%	38	15.83%	12	5.00%	14	5.83%	8	3.33%	3	1.25%	0	0.00%	8	3.33%	2	0.83%	240
WITHDREW OR NO SHOW PRIOR TO ORAL	5	0		0		0		0		0		0		0		0		0		5
NUMBER REMAINING	184	51	21.70%	38	16.17%	12	5.11%	14	5.96%	8	3.40%	3	1.28%	0	0.00%	8	3.40%	2	0.85%	235
ORAL BOARD	33	2		2		2		3		0		1		0		2		0		35
NUMBER REMAINING	151	49	24.50%	36	18.00%	10	5.00%	11	5.50%	8	4.00%	2	1.00%	0	0.00%	6	3.00%	2	1.00%	200
WITHDREW PRIOR TO BACKGROUND	0	0		0		0		0		0		0		0		0		0		0
NUMBER REMAINING	151	49	24.50%	36	18.00%	10	5.00%	11	5.50%	8	4.00%	2	1.00%	0	0.00%	6	3.00%	2	1.00%	200
BACKGROUND	0	0		0		0		0		0		0		0		0		0		0
ELIGIBILITY LIST	151	49	24.50%	36	18.00%	10	5.00%	11	5.50%	8	4.00%	2	1.00%	0	0.00%	6	3.00%	2	1.00%	200
WITHDREW AFTER BACKGROUNDS	0	0		0		0		0		0		0		0		0		0		0
NUMBER REMAINING	151	49	24.50%	36	18.00%	10	5.00%	11	5.50%	8	4.00%	2	1.00%	0	0.00%	6	3.00%	2	1.00%	200
CHIEF'S INTERVIEW/RIDE-ALONG/PSY	0	0		0		0		0		0		0		0		0		0		0
NUMBER REMAINING	151	49	24.50%	36	18.00%	10	5.00%	11	5.50%	8	4.00%	2	1.00%	0	0.00%	6	3.00%	2	1.00%	200
MEDICAL	0	0		0		0		0		0		0		0		0		0		0
NUMBER REMAINING	151	49	24.50%	36	18.00%	10	5.00%	11	5.50%	8	4.00%	2	1.00%	0	0.00%	6	3.00%	2	1.00%	200
WITHDREW AFTER TENTATIVE JOB OFFER	0	0		0		0		0		0		0		0		0		0		0
NUMBER REMAINING/HIRED	151	49	24.50%	36	18.00%	10	5.00%	11	5.50%	8	4.00%	2	1.00%	0	0.00%	6	3.00%	2	1.00%	200



CITY OF MADISON POLICE DEPARTMENT



INTRA-DEPARTMENTAL CORRESPONDENCE

DATE: December 5, 2018

TO: Mary Schauf, Captain of Police
FROM: Daryl Doberstein, Sergeant of Police
SUBJECT: **PS&IA Open Cases**

Good Afternoon Captain,

As of 12/5/2018, PS&IA has the following open cases concerning sworn MPD employees:

1. Unlawful Conduct 08/27/18
2. Reporting Procedures/Performance of Duties 10/29/18

Please contact me if you have any questions.

Sincerely,
Sgt Daryl A. Doberstein, #3225
Professional Standards and Internal Affairs

