



AGENDA OF THE POLICE AND FIRE COMMISSION

**THURSDAY, MAY 30, 2019, 12:00 PM
CITY HALL, ROOM 310**

A. Roll Call.

B. Approval of the Agenda.

C. Approval of Minutes.

1. Approval of the minutes from the regular meeting held May 2, 2019.

D. Informational.

1. President's Report.
2. Report from the Chiefs.

E. Regular Business.

1. Consideration with possible action on request to approve the Police Sergeant promotional list.
2. Consideration with possible action on the following communications:
 - a. Budget Status Report
 - b. Budget Spreadsheet
3. Consideration with possible action on request to approve the monthly bills.

4. Consideration with possible action on the review of Patrol Officer candidate background(s). The Commission may convene in closed session pursuant to Sections 19.85(1) (c) and (f), Wisconsin Statutes, to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise responsibility. The Commission may thereafter reconvene in open session pursuant to Section 19.85(2), Wisconsin Statutes, to report the results of the closed session and consider the balance of the agenda.
5. Interviews with Patrol Officer candidate(s). Please take notice that pursuant to §19.85 (1) (c) and (f) Wisconsin Statutes, the Commission may convene in closed session for the purpose of interviewing, evaluating and considering employment of Patrol Officer candidates.
6. Set date of next meeting.

F. Public Hearings.

G. Adjournment.

- 1) THIS MEETING IS RECORDED: THE VIDEO OF THIS MEETING AND MINUTES ARE AVAILABLE ONLINE AT www.greenbaywi.gov
- 2) ACCESSIBILITY: Any person wishing to attend who requires special accommodation because of a disability, should contact the City Safety Manager at 920-448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.
- 3) QUORUM: Please take notice that a majority or quorum of the Common Council will attend this Police and Fire Commission meeting and will constitute a meeting of the Common Council for purposes of discussion and information gathering relative to this agenda.
- 4) REPRESENTATION: The party requesting the communication, or their representative, should be present at this meeting.



MINUTES OF THE POLICE AND FIRE COMMISSION

**THURSDAY, MAY 2, 2019, 3:00 PM
CITY HALL, ROOM 310**

A. ROLL CALL.

Present: Rod Goldhahn, Nancy Schopf, Vanya Koepke, Marian Boyle-Rohloff. Excused: Warren Wanezek.

Others Present: Fire Chief David Litton, Police Chief Andrew Smith, Police Captain John Balza, Police Officer Craig Brey, HR Generalist Jennifer Smits and others.

B. APPROVAL OF THE AGENDA.

Moved by Commissioner Nancy Schopf, seconded by Commissioner Marian Boyle-Rohloff to approve the agenda. Motion carried.

Yes- Marian Boyle-Rohloff, Nancy Schopf, Rod Goldhahn, Vanya Koepke, No- None, Abstain- None

C. APPROVAL OF MINUTES.

I. Approval of the minutes from the regular meeting held February 1, 2019 and the minutes from the special meetings held March 5, 2019 and March 29, 2019.

Moved by Commissioner Marian Boyle-Rohloff, seconded by Commissioner Nancy Schopf to approve the minutes. Motion carried.

Yes- Marian Boyle-Rohloff, Nancy Schopf, Rod Goldhahn, Vanya Koepke, No- None, Abstain- None

D. INFORMATIONAL.

1. President's Report.

Commissioner Goldhahn reported the following:

The LePine matter is very close to a settlement, but Commissioner Goldhahn asked the Commission to hold July 9-12, 2019 for the hearing, if needed.

Commissioner Goldhahn participated in an onboarding session with Mayor Genrich.

Commissioner Goldhahn consulted with District Attorney David Lasee regarding Brady letters and whether the issuance of a Brady letter should result in immediate termination of a police officer's employment. Commissioner Goldhahn recommended that the Commission make no change to their process; that a Brady letter should not result in immediate termination. If the Commission would like to discuss this with the District Attorney, Commissioner Goldhahn can arrange that.

A Police and Fire Commission job description is being placed on the City website.

2. Report from the Chiefs.

Fire Chief David Litton and Police Chief Andrew Smith reported on their respective department events and activities.

3. 2019 Fox Valley Technical College Regional Fire Fighter hiring process.

Moved by Commissioner Marian Boyle-Rohloff, seconded by Commissioner Nancy Schopf to receive and place on file. Motion carried.

Yes- Marian Boyle-Rohloff, Nancy Schopf, Rod Goldhahn, Vanya Koepke, No- None, Abstain- None

E. REGULAR BUSINESS.

I. Election of officers.

Moved by Commissioner Nancy Schopf, seconded by Commissioner Marian Boyle-Rohloff to elect Commissioner Rod Goldhahn for President. Motion carried.

Yes- Marian Boyle-Rohloff, Nancy Schopf, Rod Goldhahn, Vanya Koepke, No- None, Abstain- None

Moved by Commissioner Vanya Koepke, seconded by Commissioner Marian Boyle-Rohloff to elect Commissioner Nancy Schopf for Vice-President. Motion carried.

Yes- Marian Boyle-Rohloff, Nancy Schopf, Rod Goldhahn, Vanya Koepke, No- None, Abstain- None

2. Consideration with possible action on the following communications:

a. Budget Status Report.

Moved by Commissioner Nancy Schopf, seconded by Commissioner Vanya Koepke to receive and place on file the budget status report and the budget spreadsheet. Motion carried.

Yes- Marian Boyle-Rohloff, Nancy Schopf, Rod Goldhahn, Vanya Koepke, No- None, Abstain- None

b. Budget Spreadsheet.

3. Consideration with possible action on request to approve the monthly bills.

Moved by Commissioner Marian Boyle-Rohloff, seconded by Commissioner Vanya Koepke to approve the monthly bills. Motion carried.

Yes- Marian Boyle-Rohloff, Nancy Schopf, Rod Goldhahn, Vanya Koepke, No- None, Abstain- None

4. Consideration with possible action on the review of Patrol Officer candidate background(s). The Commission may convene in closed session pursuant to Sections 19.85(1) (c) and (f), Wisconsin Statutes, to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise responsibility. The Commission may thereafter reconvene in open session pursuant to Section 19.85(2), Wisconsin Statutes, to report the results of the closed session and consider the balance of the agenda.

Moved by Commissioner Nancy Schopf, seconded by Commissioner Marian Boyle-Rohloff to go into closed session for items #4 and #5. Motion carried.

Yes- Marian Boyle-Rohloff, Nancy Schopf, Rod Goldhahn, Vanya Koepke, No- None, Abstain- None

Moved by Commissioner Vanya Koepke, seconded by Commissioner Nancy Schopf to return to open session. Motion carried.

Yes- Marian Boyle-Rohloff, Nancy Schopf, Rod Goldhahn, Vanya Koepke, No- None, Abstain- None

Out of closed session, Commissioner Goldhahn reported that the Commission reviewed 7 Patrol Officer candidate background investigations. Two candidates requested removal from the list, 3 candidates were removed by the Commission, and 2 candidates were interviewed and will continue in the process.

5. Interviews with Patrol Officer candidate(s). Please take notice that pursuant to §19.85 (1) (c) and (f) Wisconsin Statutes, the Commission may convene in closed session for the purpose of interviewing, evaluating and considering employment of Patrol Officer candidates.

6. Set date of next meeting.

The Commission did not set a date for the June meeting at this time pending the completion of Patrol Officer background investigations.

F. PUBLIC HEARINGS.

G. ADJOURNMENT.

Moved by Commissioner Vanya Koepke, seconded by Commissioner Marian Boyle-Rohloff to adjourn the meeting. Motion carried.

Yes- Marian Boyle-Rohloff, Nancy Schopf, Rod Goldhahn, Vanya Koepke, No- None, Abstain- None

MEMORANDUM



Human Resources Department

To: Police and Fire Commission

From: Jennifer Smits, PHR, SHRM-CP
Human Resources Generalist

Re: 2019 Police Department Sergeant Promotional Process

Date: May 30, 2019

Police Chief Smith is requesting to begin the process to establish a promotional list for the position of Sergeant.

Candidates must have a minimum of 6-years of experience as a Green Bay Police Officer in order to participate in the promotional process and a minimum of 7-years of experience to be offered the position.

The evaluation methods are set forth in the labor agreement and include:

- Written exam, weighted at 25%
- Interview, weighted at 35%
- Peer review, weighted at 25%
- Personnel file review, weighted at 15%

Candidates must receive a minimum score of 70% in each step of the process in order to be considered for promotion. Seniority points will be added to the candidates' final scores by awarding one point for every three complete years of service.

It is anticipated that the process will be initiated within the next couple of weeks with a posting for eligible candidates.

c: Chief Andrew Smith
Melanie Falk, HR Operations Manager



City of Green Bay

05/23/2019 08:44
AdamRe

City of Green Bay
YEAR-TO-DATE BUDGET REPORT

P
glytdbud¹

FOR 2019 05

ACCOUNTS FOR: 003 POLICE & FIRE COMMISSION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
52007 RECRUITING	24,500	24,500	8,257.75	847.00	.00	16,242.25	33.7%
TOTAL POLICE & FIRE COMMISSION	24,500	24,500	8,257.75	847.00	.00	16,242.25	33.7%

2018 POLICE & FIRE COMMISSION BUDGET

Account: 101003-52007 Recruiting

[illegible]

[illegible]



IPMA-HR
1617 Duke St, Alexandria, VA 22314
Tel# 703-549-7100, Fax# 703-684-0948
<http://www.ipma-hr.org>
Federal Tax ID: 36-2177151

RECEIVED

MAY 2 2019

Invoice

HUMAN RESOURCES

Invoice Date

04/19/2019

Bill To:

City of Green Bay Human Resources Dept.
100 North Jefferson St, Room 500
Green Bay, WI 54301

Ship To:

Jennifer Smits
City of Green Bay Human Resource
100 North Jefferson St, Room 500
Green Bay, WI 54301

Invoice #		Customer #	Purchase Order			
INV-45549-Z1K2F5		00223774				
Transaction Date	Description	Qty	Unit Price	Discount	Amount	
04/19/2019	PO-EL 101 Key Score Package	50	\$0.00	\$0.00	\$0.00	
04/19/2019	PO-EL 101 Test Booklet	50	\$15.00	\$0.00	\$750.00	
04/19/2019	PO-EL 101 Test Info Packet	50	\$0.00	\$0.00	\$0.00	
04/19/2019	PO-EL 101 Test Admin Copy	1	\$0.00	\$0.00	\$0.00	
04/19/2019	PO-EL 101 TIP Admin Copy	1	\$0.00	\$0.00	\$0.00	
04/19/2019	Answer Key	1	\$0.00	\$0.00	\$0.00	
04/19/2019	Administration Fee	1	\$97.00	\$0.00	\$97.00	
Test Date: 05/04/2019						

101003-52007 - \$847.00

APPROVED

Date: 5/08/19
By: [Signature]

Credit Card Payment

VISA/MC Account # _____

Exp. Date ____/____/____

Signature _____

Tax : \$0.00

Invoice Total : \$847.00

Payments: (\$0.00)

Balance: \$847.00



National Minority Update

Quarterly Employment & Educational Resource
PMB 206
2200 Wilson Blvd Ste. 102
Arlington, VA 22201
(703) 527-1901

Receipt

Invoice No: 8532581
Date: May 13, 2019

To **City of Green Bay**
Attn: Jennifer Smits
100 North Jefferson St.
Green Bay, WI 54301

INVOICE DATE	EDITION	TRANSACTION	CUSTOMER CODE	TERMS	
05/13/19	WEB	NMU051319	GBW	Credit Card	
AD SIZE	DESCRIPTION			UNIT PRICE	AMOUNT
Quarter	Online Public Safety Advertising (Fire and Police)			\$145.00	\$290.00
	Federal Tax Id. #88-039-4222				
TOTAL AMOUNT					\$290.00

PAID IN FULL WITH VISA

Craig D. Childs, PhD, SC
385 Williamstowne
Suite 301
Delafield, WI 53018
(262)646-6404x116
childs@tyreandchilds.com
http://www.tyreandchilds.com

TYRE & CHILDS

PUBLIC SAFETY CONSULTATION

Invoice

BILL TO

Ms. Jennifer Smits
City of Green Bay Police Department

INVOICE # 2353

DATE 05/21/2019

TERMS Due on receipt

ACTIVITY	QTY	RATE	AMOUNT
New Hire Evaluation Heuvelmans, Klemens	2	495.00	990.00

Please make check out to: Craig D. Childs, PhD, S.C.

BALANCE DUE

\$990.00

Please also indicate the invoice number on your
payment voucher.

Thank you.

RECEIVED

MAY 21 2019

HUMAN RESOURCES

101003 - 52007 - \$990.00

Date 5/21/19
By J. W. Childs