



AGENDA OF THE POLICE AND FIRE COMMISSION

**THURSDAY, SEPTEMBER 5, 2019, 3:45 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 30, 2019 and the special meeting held July 9, 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 Captain promotional process.
2. Consideration with possible action on request to approve the Police Sergeant promotional list.
3. Consideration with possible action on request to approve the promotions to the rank of Police Sergeant. 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.

4. Consideration with possible action on the following communications:
 - a. Budget Status Report
 - b. Budget Spreadsheet
5. Consideration with possible action on request to approve the monthly bills.
6. 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.
7. 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.
8. 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 30, 2019, 12:00 PM
CITY HALL, ROOM 310**

A. ROLL CALL.

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

Others Present: Fire Chief David Litton, Police Chief Andrew Smith, Police Lieutenant Jody Buth, Police Officer Craig Brey, HR Operations Manager Melanie Falk, HR Generalist Jennifer Smits and others.

B. APPROVAL OF THE AGENDA.

Commissioner Rod Goldhahn indicated that item E.I. should be amended to a request to approve the Sergeant promotional process, rather than a request to approve the Sergeant promotional list. Moved by Commissioner Warren Wanezek, seconded by Commissioner Nancy Schopf to approve the agenda as amended. Motion carried.

Yes- Nancy Schopf, Rod Goldhahn, Warren Wanezek, Vanya Koepke, No- None, Abstain- None

C. APPROVAL OF MINUTES.

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

Moved by Commissioner Nancy Schopf, seconded by Commissioner Vanya Koepke to approve the minutes. Motion carried.

Yes- Nancy Schopf, Rod Goldhahn, Warren Wanezek, Vanya Koepke, No- None, Abstain- None

D. INFORMATIONAL.

1. President's Report.

Commissioner Rod Goldhahn reported that the LePine hearing is scheduled for July 9-12, 2019.

2. Report from the Chiefs.

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

E. REGULAR BUSINESS.

1. Consideration with possible action on request to approve the Police Sergeant promotional list.

Moved by Commissioner Marian Boyle-Rohloff, seconded by Commissioner Warren Wanezek to approve the Police Sergeant promotional process. Motion carried.

Yes- Marian Boyle-Rohloff, Nancy Schopf, Rod Goldhahn, Warren Wanezek, 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 Marian Boyle-Rohloff to receive and place on file the budget status report and the budget spreadsheet. Motion carried.

Yes- Marian Boyle-Rohloff, Nancy Schopf, Rod Goldhahn, Warren Wanezek, 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 Nancy Schopf to approve the monthly bills. Motion carried.

Yes- None, 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 Warren Wanezek, seconded by Commissioner Vanya Koepke to go into closed session for items #4 and #5. Motion carried.

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

Moved by Commissioner Warren Wanezek, seconded by Commissioner Vanya Koepke to return to open session. Motion carried.

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

Out of closed session, Commissioner Rod Goldhahn reported that the Commission reviewed 3 Patrol Officer candidate background investigations. One candidate was removed by the Commission. Two candidates were interviewed; 1 candidate was removed by the Commission, with abstention by Commissioner Schopf, and 1 candidate will continue in the process.

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

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 July meeting at this time. The next meeting will be scheduled based upon need, such as Patrol Officer candidate background investigations.

F. PUBLIC HEARINGS.

G. ADJOURNMENT.

Moved by Commissioner Warren Wanezek, seconded by Commissioner Vanya Koepke to adjourn the meeting. Motion carried.

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



MINUTES OF THE POLICE AND FIRE COMMISSION

**TUESDAY, JULY 9, 2019, 12:15 PM
CITY HALL, ROOM 310**

A. ROLL CALL.

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

Others present: Police Chief Andrew Smith, Police Captain Todd LePine, Green Bay Professional Police Association President Phil Scanlan and others.

B. ORDER OF BUSINESS.

I. MOTION REVIEW

In the Matter of the Charges Filed Against Police Captain Todd LePine,
Respondent

By Police Chief Andrew Smith,
Complainant

The City of Green Bay Board of Police and Fire Commissioners will convene the hearing in the above-entitled matter pursuant to Wis. Stat. Section 62.13(5), and the City of Green Bay Board of Police and Fire Commissioners Rules of Procedures for Disciplinary Hearings, for the purpose of reviewing the following motion and response:

I. Chief Smith's motion to withdraw the charges and Captain LePine's response

The Commission may, during course of this review, adjourn to closed session for one or more of the following purposes, authorized as noted by the Wisconsin Statutes: Deliberating concerns of the case which is the subject of the quasi-judicial hearing, Wis. Stat. 19.85(1) (a); Conferring with legal counsel with respect to litigation, Wis. Stat. 19.85(1) (g).

The Commission may thereafter reconvene into open session.

The Commission may opt to reconvene at a later date to deliberate further before making a written decision on the motion.

Captain Todd LePine addressed the Police and Fire Commission.

Moved by Commissioner Warren Wanezek, seconded by Commissioner Nancy Schopf to approve the withdrawal of the charges, thereby this matter is dismissed. Motion carried.

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

C. ADJOURNMENT.

Meeting adjourned.

MEMORANDUM



Human Resources Department

To: Police and Fire Commission

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

Re: 2019 Police Department Captain Promotional Process

Date: September 5, 2019

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

The minimum requirements are as follows:

- Bachelor's degree in Criminal Justice, Police Science, Public Administration, Sociology or a related field. Candidates with an Associate's degree may be considered.
- Minimum of 3-years experience as a Lieutenant for the Green Bay Police Department.

The evaluation methods include:

- Interview, weighted at 60%
- Personnel file review, weighted at 40%

Candidates must receive a minimum score of 70% in each step of the process in order to be considered for promotion.

It is anticipated that the process will be initiated in September or October with a posting for eligible candidates.

MEMORANDUM



Human Resources Department

To: Police and Fire Commission

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

Re: Police Department Sergeant Promotional List

Date: September 5, 2019

The promotional process for the Green Bay Police Department Sergeant promotional list is complete. Attached is an alphabetical list of candidates who successfully completed the process.

All three candidates successfully completed the four steps of the process; a written exam (weighted at 25%), an interview (weighted at 35%), a peer review (weighted at 25%) and a personnel file review (weighted at 15%). Candidates must have received a minimum score of 70% in each step of the process in order to be considered for promotion. Seniority points were added to the candidates' final scores by awarding one point for every three complete years of service.

This list will have an effective date of September 5, 2019 and will expire on September 5, 2020 at 12:00 a.m.

Recommendation:

I recommend that the attached Sergeant promotional list be approved and placed into effect September 5, 2019 through September 5, 2020 at 12:00 a.m.

City of Green Bay
Alphabetical Police Sergeant Promotional List

Tom Behn
Rob Hock
Erik O'Brien

Adopted: September 5, 2019
Effective Date: September 5, 2019
Expires: September 5, 2020 at 12:00 a.m.

Rod Goldhahn
President
Police and Fire Commission

Nancy Schopf
Vice President
Police and Fire Commission



Department of Police

Andrew J. Smith
Chief of Police

Date: August 22, 2019

To: Police and Fire Commission

From: Chief of Police

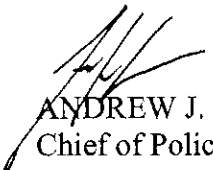
SUBJECT: REQUEST FOR PROMOTIONS TO RANK OF SERGEANT

The testing process for the rank of Police Sergeant is complete. I am recommending the following officers to be promoted to the rank of Police Sergeant. The officers listed below have successfully completed the testing process:

Tom Behn
Erik O'Brien
Rob Hock

I anticipate filling the three Police Sergeant positions with the above officers as soon as they become eligible. Per the M.O.U with the City of Green Bay and the Green Bay Police Protective Association (GBPPA), officers are not eligible until they have completed 7 years of service with the department. Officer Behn is eligible immediately. Officer Hock is not eligible until November, 2019 and Officer O'Brien is not eligible until December, 2019. If a waiver of the MOU is granted by the GBPPA, all three officers will be promoted in September, 2019.

Respectfully,


ANDREW J. SMITH
Chief of Police



City of Green Bay

08/28/2019 09:29
haileyhe

City of Green Bay
YEAR-TO-DATE BUDGET REPORT

P
glytdbud 1

FOR 2019 08

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	11,374.25	.00	.00	13,125.75	46.4%
TOTAL POLICE & FIRE COMMISSION	24,500	24,500	11,374.25	.00	.00	13,125.75	46.4%

2019 POLICE & FIRE COMMISSION BUDGET

Account: 101003-52007 Recruiting

[illegible]

[illegible]

Prevea Health Occupational Health
PO Box 12734
Green Bay, WI 54307-2734
Phone: 920-405-1420
FEIN: 39-0817529

RECEIVED

JUN 5 2019

HUMAN RESOURCES

Invoice
May 31, 2019

Bill to: Peggy Barden
City of Green Bay - PPE
Human Resources Room 500
P.O. Box 23600
Green Bay, WI 54305-3600

For: City of Green Bay - PPE
co 5-19

Invoice # 122507

Proc Code	Date	Description	Qty	Charge	Receipt	Adjust	Balance
81003	05/23/2019	Urinalysis Without Micro (u/a dip)	1.00				-
92552	05/23/2019	Audiometry Pure Tone	1.00	12.50			12.50
97750	05/23/2019	Back Screen level 4	1.00	45.00			45.00
99173	05/23/2019	Titmus Vision Simple	1.00				-
99213	05/23/2019	DOT Examination	1.00	68.25			68.25
Summary for [REDACTED]				125.75	0.00	0.00	125.75
71046	05/13/2019	X-Ray chest PA/L:AT 2 view	1.00	94.00			94.00
81003	05/13/2019	Urinalysis Without Micro (u/a dip)	1.00				-
82DOM	05/13/2019	Health Study #2	1.00	20.00			20.00
84202	05/13/2019	Protoporphyrin; RBC	1.00	69.00			69.00
86580	05/13/2019	Tuberculin Skin testing (PPD)	1.00	10.00			10.00
92552	05/13/2019	Audiometry Pure Tone	1.00	12.50			12.50
93000	05/13/2019	EKG w/interp	1.00	60.00			60.00
94016	05/13/2019	Pulmonary Funct. Test (Incl. Interp)	1.00	42.00			42.00
97750	05/13/2019	Back Screen level 4	1.00	45.00			45.00
HP4	05/13/2019	History & Physical	1.00	90.00			90.00
86580	05/17/2019	Tuberculin Skin testing (PPD)	1.00	10.00			10.00
Summary for [REDACTED] Police				452.50	0.00	0.00	452.50
71046	05/08/2019	X-Ray chest PA/L:AT 2 view	1.00	94.00			94.00
80100	05/08/2019	Drug Screen 5 Panel	1.00	36.00			36.00
81003	05/08/2019	Urinalysis Without Micro (u/a dip)	1.00				-
82DOM	05/08/2019	Health Study #2	1.00	20.00			20.00
84202	05/08/2019	Protoporphyrin; RBC	1.00	69.00			69.00
86580	05/08/2019	Tuberculin Skin testing (PPD)	1.00	10.00			10.00
92552	05/08/2019	Audiometry Pure Tone	1.00	12.50			12.50
93000	05/08/2019	EKG w/interp	1.00	60.00			60.00
94016	05/08/2019	Pulmonary Funct. Test (Incl. Interp)	1.00	42.00			42.00
97750	05/08/2019	Back Screen level 4	1.00	45.00			45.00
HP4	05/08/2019	History & Physical	1.00	90.00			90.00
Summary for [REDACTED] Police				478.50	0.00	0.00	478.50
81003	05/15/2019	Urinalysis Without Micro (u/a dip)	1.00				-
92552	05/15/2019	Audiometry Pure Tone	1.00	12.50			12.50
97750	05/15/2019	Back Screen level 4	1.00	45.00			45.00
99173	05/15/2019	Titmus Vision Simple	1.00				-

99213	05/15/2019	DOT Examination	1.00	68.25		68.25
Summary for [REDACTED]				125.75	0.00	125.75
92552	05/20/2019	Audiometry Pure Tone	1.00	12.50		12.50
94016	05/20/2019	Pulmonary Funct. Test (Incl. Interp)	1.00	42.00		42.00
97750	05/20/2019	Back Screen level 4	1.00	45.00		45.00
99213	05/20/2019	History & Physical	1.00	70.25		70.25
Summary for [REDACTED] <i>Water</i>				169.75	0.00	169.75
81003	05/09/2019	Urinalysis Without Micro (u/a dip)	1.00			-
97750	05/09/2019	Back Screen level 4	1.00	45.00		45.00
99173	05/09/2019	Titmus Vision Simple	1.00			-
99213	05/09/2019	DOT Examination	1.00	68.25		68.25
Summary for [REDACTED]				113.25	0.00	113.25
81003	05/21/2019	Urinalysis Without Micro (u/a dip)	1.00			-
92552	05/21/2019	Audiometry Pure Tone	1.00	12.50		12.50
99173	05/21/2019	Titmus Vision Simple	1.00			-
99213	05/21/2019	DOT Examination	1.00	68.25		68.25
Summary for [REDACTED] <i>Transit</i>				80.75	0.00	80.75
92552	05/22/2019	Audiometry Pure Tone	1.00	12.50		12.50
97750	05/22/2019	Back Screen level 4	1.00	45.00		45.00
99213	05/22/2019	History & Physical	1.00	70.25		70.25
Summary for [REDACTED]				127.75	0.00	127.75

Invoice # 122507 Balance Due:

1674.00

101003-52007 - \$931.00
101180-52006 - \$743.00

APPROVED

Dated: 6/11/19
By: [Signature]



Cut and return with payment

Please remit 1,674.00 to

Prevea Health Occupational Health
PO Box 12734
Green Bay, WI 54307-2734
Phone: 920-405-1420

Please place invoice number 122507 on check



Prevea Health Occupational Health
PO Box 12734
Green Bay, WI 54307-2734
Phone: 920-405-1420
FEIN: 39-0817529

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JUN 5 2019

HUMAN RESOURCES

Invoice

May 31, 2019

Bill to: Peggy Barden
City of Green Bay - PPE
Human Resources
100 N Jefferson - Room 500
Green Bay, WI 54301

For: City of Green Bay - PPE
drug 5-19

Invoice # 122617

Proc Code	Date	Description	Qty	Charge	Receipt	Adjust	Balance
80100	05/13/2019	Drug Screen 5 Panel <i>Police</i>	1.00	36.00			36.00
		Summary for [REDACTED] XXX-XX		36.00	0.00	0.00	36.00
80100	05/15/2019	DOT 5 Panel	1.00	37.00			37.00
		Summary for [REDACTED] XXX-XX		37.00	0.00	0.00	37.00
80100	05/20/2019	Rapid Drug Screen - 8/OXY <i>Water</i>	1.00	32.00			32.00
		Summary for [REDACTED] XXX-XX		32.00	0.00	0.00	32.00

Invoice # 122617 Balance Due:

105.00

101003-52007 - \$36.00
101180-52006 - \$69.00

APPROVED

Dated: 6/11/19
By: [Signature]

Cut and return with payment

Please place invoice number 122617 on check

Please remit 105.00 to

Prevea Health Occupational Health
PO Box 12734
Green Bay, WI 54307-2734
Phone: 920-405-1420

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 # 2369

DATE 06/17/2019

TERMS Due on receipt

ACTIVITY	QTY	RATE	AMOUNT
New Hire Evaluation	1	495.00	495.00

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

BALANCE DUE

\$495.00

Please also indicate the invoice number on your
payment voucher.

Thank you.

101003-52007- \$495.00

APPROVED

Dated: 6/27/19

By: [Signature]

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JUN 24 2019

HUMAN RESOURCES



Prevea Health Occupational Health
PO Box 12734
Green Bay, WI 54307-2734
Phone: 920-405-1420
FEIN: 39-0817529

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JUL 3 2019

HUMAN RESOURCES

Invoice

June 28, 2019

Bill to: Peggy Barden
City of Green Bay - PPE
Human Resources Room 500
P.O. Box 23600
Green Bay, WI 54305-3600

For: City of Green Bay - PPE
CO 6-19

Invoice # 123015

Proc Code	Date	Description	Qty	Charge	Receipt	Adjust	Balance
81003	06/11/2019	Urinalysis Without Micro (u/a dip)	1.00				-
82DOM	06/11/2019	Health Study #2	1.00	20.00			20.00
84202	06/11/2019	Protoporphyrin; RBC	1.00	69.00			69.00
92552	06/11/2019	Audiometry Pure Tone	1.00	12.50			12.50
93000	06/11/2019	EKG w/interp	1.00	60.00			60.00
94016	06/11/2019	Pulmonary Funct. Test (Incl. Interp)	1.00	42.00			42.00
97750	06/11/2019	Back Screen level 4	1.00	45.00			45.00
HP4	06/11/2019	History & Physical	1.00	90.00			90.00
Summary for [REDACTED] XXX-XX-[REDACTED]				338.50	0.00	0.00	338.50

Police

Invoice # 123015 Balance Due:

338.50

101003-52007 - \$ 338.50

APPROVED

Dated: 7/9/19

By: [Signature]

Cut and return with payment

Please remit 338.50 to

Please place invoice number 123015 on check

Prevea Health Occupational Health
PO Box 12734
Green Bay, WI 54307-2734
Phone: 920-405-1420



Prevea Health Occupational Health
PO Box 12734
Green Bay, WI 54307-2734
Phone: 920-405-1420
FEIN: 39-0817529

RECEIVED

JUL 8 2019

HUMAN RESOURCES

Invoice

June 28, 2019

Bill to: Peggy Barden
City of Green Bay - PPE
Human Resources
100 N Jefferson - Room 500
Green Bay, WI 54301

For: City of Green Bay - PPE
drug 6-19

Invoice # 123044

Proc Code	Date	Description	Qty	Charge	Receipt	Adjust	Balance
80100	06/26/2019	Rapid Drug Screen - 8/OXY	1.00	32.00			32.00
Summary for [REDACTED] XXX-XX-[REDACTED]				32.00	0.00	0.00	32.00
80100	06/11/2019	Drug Screen 5 Panel	1.00	36.00			36.00
Summary for [REDACTED] XXX-XX-[REDACTED]				36.00	0.00	0.00	36.00

Police

Invoice # 123044 Balance Due: 68.00

101003-52007 - \$36.00

101180-52006 - \$32.00

APPROVED

Dated: 7/9/19
By:

Cut and return with payment

Please place invoice number 123044 on check

Please remit 68.00 to

Prevea Health Occupational Health
PO Box 12734
Green Bay, WI 54307-2734
Phone: 920-405-1420