



AGENDA OF THE POLICE AND FIRE COMMISSION

**THURSDAY, OCTOBER 3, 2019, 3:30 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 September 5, 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 2020 Chippewa Valley Technical College Regional Fire Fighter hiring process.
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, SEPTEMBER 5, 2019, 3:45 PM
CITY HALL, ROOM 310**

A. ROLL CALL.

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

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

B. APPROVAL OF THE AGENDA.

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

Yes- Marian Boyle-Rohloff, 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 30, 2019 and the special meeting held July 9, 2019.

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

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

D. INFORMATIONAL.

I. President's Report.

Commissioner Rod Goldhahn had nothing to report.

2. Report from the Chiefs.

Fire Chief David Litton and Police Lieutenant Jody Buth reported on their respective department events and activities.

E. REGULAR BUSINESS.

I. Consideration with possible action on request to approve the Police Captain promotional process.

Moved by Commissioner Nancy Schopf, seconded by Commissioner Warren Wanezek to approve. Motion carried.

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

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

Moved by Commissioner Warren Wanezek, seconded by Vanya Koepke to approve. Motion carried.

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

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.

Moved by Commissioner Nancy Schopf, seconded by Commissioner Marian Boyle-Rohloff to go into closed session. Motion carried.

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

Moved by Commissioner Nancy Schopf, seconded by Commissioner Marian Boyle-Rohloff 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 the 3 Sergeant candidates on the list and unanimously approved their promotions. One candidate will be promoted immediately. The other two candidates will be promoted later in 2019, unless a waiver regarding the minimum years of service at the Green Bay Police Department is granted by the Green Bay Professional Police Association (GBPPA).

Moved by Commissioner Warren Wanezek, seconded by Commissioner Nancy Schopf to approve. Motion carried.

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

4. Consideration with possible action on the following communications:

a. Budget Status Report

Moved by Commissioner Marian Boyle-Rohloff, seconded by Commissioner Nancy Schopf 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

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

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

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

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.

Moved by Commissioner Marian Boyle-Rohloff, seconded by Commissioner Nancy Schopf to go into closed session for items #6 and #7. Motion carried.

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

Moved by Commissioner Vanya Koepke, seconded by Commissioner Warren Wanezek 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 7 Patrol Officer candidate background investigations. Four candidates were removed by the Commission. Three candidates were interviewed and will continue in the process.

Moved by Commissioner Nancy Schopf, seconded by Commissioner Warren Wanezek to approve. Motion carried.

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

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.

The next regularly scheduled meeting of the Police and Fire Commission is scheduled for October 3, 2019 at 3:00 p.m. unless a different date or time is needed for Patrol Officer candidate background investigations and interviews.

F. PUBLIC HEARINGS.

G. ADJOURNMENT.

Moved by Commissioner Warren Wanezek, seconded by Commissioner Nancy Schopf to adjourn.
Motion carried.

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



"BETTER BY THE BAY"

Metro Fire Department
Administration

David W. Litton
Fire Chief

MEMORANDUM

To: Rod Goldhahn, Chairman
Police and Fire Commission
Joe Faulds, Human Resources Director

From: David Litton, Fire Chief

Date: September 24, 2019

Re: Chippewa Valley Technical College (CVTC) Hiring Process

We have been approached by the coordinator of the regional CVTC hiring process to inquire as to our interest in joining their regional hiring process. This process is separate from our current process that is run through Fox Valley Technical College (FVTC) in Appleton.

CVTC indicates that their applicant pool is somewhere around 80% different from the applicants that we are reviewing from FVTC. The other difference is that CVTC runs their process beginning in October with the final applicant list being published in May of any given year. CVTC currently is testing for 12 departments who are located in the western and central areas of the state. The cost to join CVTC would be under \$2000 in my estimation of their program fees. The cost of the FVTC process has been approximately \$1300-\$1500.

As a side note, I received an email from the coordinator of FVTC today indicating that our applicant pool (passing candidates) currently consists of 84 people. There are 12 fire departments who potentially will be hiring from this list.

It would be my recommendation to trial the CVTC process for one year in order to determine if there would be any value in our selection process for the future. As competition for candidates increases in our region, I believe it would be in our best interest to see if we can reach additional candidates.

Should we move forward on a trial basis, it would be my intent, with Commission approval, to hold one set of candidate interviews in November of 2020 in order to reduce the number of meetings that would be required. This would allow our recruit academy to begin in March as it has over the last five years.



City of Green Bay

09/24/2019 13:55
AdamRe

City of Green Bay
YEAR-TO-DATE BUDGET REPORT

P
glytdbud 1

FOR 2019 09

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	12,268.25	.00	.00	12,231.75	50.1%
TOTAL POLICE & FIRE COMMISSION	24,500	24,500	12,268.25	.00	.00	12,231.75	50.1%

Account: 101003-52007 Recruiting

[illegible]

PFC



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

Invoice

Invoice Date

08/22/2019

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-49284-L0Z3X0	00223774				
Transaction Date	Description	Qty	Unit Price	Discount	Amount
08/22/2019	PO-EL 101 Key Score Package	70	\$0.00	\$0.00	\$0.00
08/22/2019	PO-EL 101 Test Booklet	70	\$15.00	\$0.00	\$1,050.00
08/22/2019	PO-EL 101 Test Info Packet	70	\$0.00	\$0.00	\$0.00
08/22/2019	PO-EL 101 Test Admin Copy	1	\$0.00	\$0.00	\$0.00
08/22/2019	PO-EL 101 TIP Admin Copy	1	\$0.00	\$0.00	\$0.00
08/22/2019	Answer Key	1	\$0.00	\$0.00	\$0.00
08/22/2019	Adminlstration Fee	1	\$97.00	\$0.00	\$97.00
08/26/2019	Transfer to Another Invoice From: INV-40961-T6F0C2 (TR IN)	1	\$0.00	\$0.00	(\$253.00)
Test Date: 09/04/2019					

101003-52007

APPROVED

Dated: 8/29/19
By: [Signature]

\$894.00

Credit Card Payment

VISA/MC Account # _____

Exp. Date ____/____/____

Signature _____

Tax : \$0.00

Invoice Total : \$1,147.00

Payments: (\$253.00)

Balance: \$894.00