



AGENDA OF THE POLICE AND FIRE COMMISSION

TUESDAY, MARCH 24, 2020, 10:00 AM

Special Telephonic Meeting of the Police and Fire Commission.

To listen to the meeting go to

<https://www.youtube.com/CityOfGreenBay>

A. Zoom Meeting Information

- I. This item contains documents which provide call in information and instructions for the Zoom Meeting.

B. Roll Call.

C. Approval of the Agenda.

D. Regular Business.

- I. Consideration with possible action on request to approve the Battalion Chief promotional list.

E. 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.

Zoom Police and Fire

Topic: Police and Fire Commission 3/24

Time: Mar 24, 2020 10:00 AM Central Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/448334809>

Meeting ID: 448 334 809

One tap mobile

+19292056099,,448334809# US (New York)

+13126266799,,448334809# US (Chicago)

Dial by your location

+1 929 205 6099 US (New York)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US

+1 301 715 8592 US

+1 346 248 7799 US (Houston)

Meeting ID: 448 334 809

Find your local number: <https://zoom.us/u/adbdyTaAgU>

Zoom Meeting Instructions

For Committee members and persons who have agenda items

1. You will receive a zoom meeting invitation from the host. It will be scheduled the same time as your meeting time.
2. You can receive the invitation in an email or in a calendar invite.
3. Here is what a zoom meeting invitation will look like:

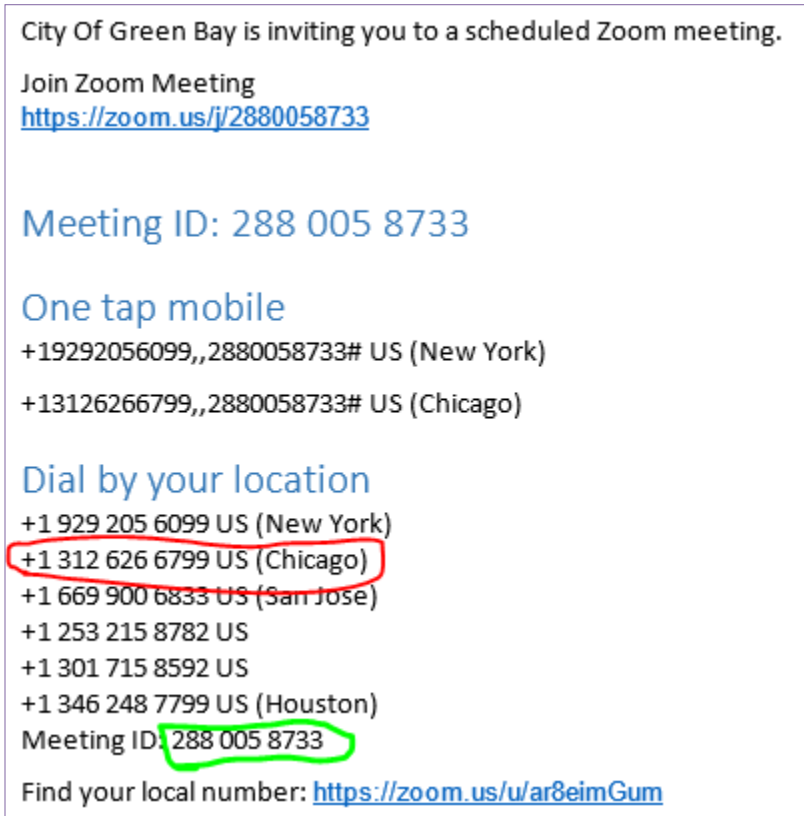
Celestine Jeffreys is inviting you to a scheduled Zoom meeting.	The person who has invited you and is the host is named here.
Topic: Parks Committee 3/25/20	Host can choose a topic and description
Time: Mar 25, 2020 05:00 PM Central Time (US and Canada)	Host chooses the time and time zone. The host may allow you to join before the time. City meetings are recommended to let members join ahead of time.
Join Zoom Meeting https://zoom.us/j/810766649	This is what you'll use if you join via computer. City meetings are recommended to allow both phone and computer.
Meeting ID: 810 766 649	This is the ID that you will input after you dial the telephone number
One tap mobile +19292056099,,810766649# US (New York) +13126266799,,810766649# US (Chicago)	If you're using a mobile telephone number, use can simply click on these numbers and they will appear on your smart phone. The pink is the telephone number and the green is the meeting id.
Dial by your location +1 929 205 6099 US (New York) +1 312 626 6799 US (Chicago) +1 669 900 6833 US (San Jose) +1 253 215 8782 US +1 301 715 8592 US +1 346 248 7799 US (Houston)	Use these numbers for all types of phones. The trick here is to dial the first number, and if that doesn't work, go down the list until you find a number that works. Usually the first or second number will work.
Meeting ID: 810 766 649	Repeating the meeting id.
Find your local number: https://zoom.us/u/adbdyTaAgU	If these above numbers don't work, click this link to find other, local numbers.

4. Wisconsin Open Meetings Law still applies
 - a. Persons interested in speaking to an item must give their name and address
 - b. Committee/Commission/Board members will still follow *Roberts Rules of Order*
5. Once you are in the meeting please mute yourselves. City recommended practice is to:
 - a. Allow a waiting room—this means the host will admit you to the meeting
 - b. Mute upon entry—this means that your phone or computer will be muted when you are allowed into the meeting. You can still hear the meeting's proceedings.
6. Waiting room
 - a. Committee members will remain in the meeting until it's concluded
 - b. Persons on the agenda will be admitted to the meeting, and then once the item is concluded, the host will permanently mute you from the meeting (you can still hear the meeting). There is a process the committee will undertake called "opening the floor." Persons interested in listening to the meeting can go to www.youtube.com/CityofGreenBay
 - c. The host of the meeting may ask you to identify yourselves, if you're calling in with a phone.
7. Using Zoom with a tablet or computer

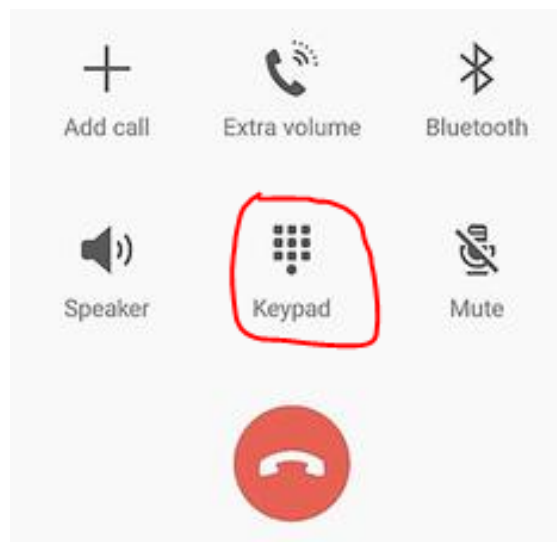
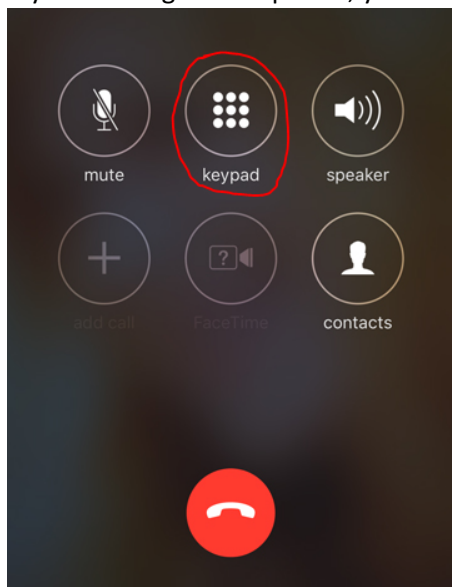
- a. Tablet—you will be asked to sign in. Download the app either with the Apple Store or the Play Store
 - b. Computer—you will be asked to sign in. You may download the app or click on the link to open Zoom in your browser.
- 8. Registering
 - a. The host may ask you to register for the meeting. A registration link will be sent to you along with the invite. You'll receive another email confirming that you're registered for the meeting.
 - b. If you're using a phone, your registration will still be tied to an email.
- 9. Raising your hand
 - a. Committee members—you can either use CivicClerk and request to speak or you can "raise your hand" in the zoom meeting (you'd need to use a computer or tablet) to let the host know you'd like to speak. You can also un-mute yourselves and start speaking.
 - b. Persons on the agenda—you can "raise your hand" but you'd need to use a computer. You will be allowed to speak, per Wisconsin Open Meetings Rules, once the committee has "opened the floor for interested parties to speak." Once the committee is finished with your agenda item, the host will mute you permanently, unless the committee opens the floor again. Once muted, you can still hear the meeting.
- 10. Staffing
 - a. During a committee meeting, there will be at least one staff member in one of the recording rooms (council chamber, 207, 310, 604).
 - b. The staff members will be the hosts of the meeting and will manage callers with muting and admitting.
- 11. What devices should I use?
 - a. Smart phone (please see more detailed instructions on pages 3 and 4 for telephones)
 - b. Land line
 - c. Tablet—well in advance of the meeting, please download the Zoom Meeting app before you join a meeting by using either the Apple Store or the Play Store. You will be asked to input your name, thus identifying you for the meeting. You'll also be asked to verify your email.
 - d. Computer—well in advance of the meeting, please download the Zoom Meeting app, but you can also click on a link to open the Zoom Meeting in your browser. You will be asked to input your name, thus identifying you for the meeting.
 - e. For tablet and computer users—if you download the app you will be asked to verify your email.
- 12. Zoom etiquette
 - a. Muting yourselves when you're not talking will prevent your background noise from interfering with others' ability to listen to and participate in the meeting.
 - b. If you're using a telephone, please identify yourself with your phone number and name before you speak. Zoom meeting hosts can see only your telephone number.
- 13. Closed session
 - a. During this time when we are using virtual meetings, we may use YouTube (www.youtube.com/CityOfGreenBay) for the public. We can't turn-off the You Tube recording, so all closed session items will be discussed in an adjoining room, where there is no video equipment.
 - b. Persons listening in will hear the committee take a vote to go into closed session and will then hear no voices until the committee returns.

Please allow yourself ample time to get set up before your meeting starts!
If you are a Board Member, please log into [CivicClerk](#) with a computer, laptop, or tablet device.

1. Review the calendar invite you received from the meeting host. DO NOT use the phone numbers listed in this image below – this is only an example!

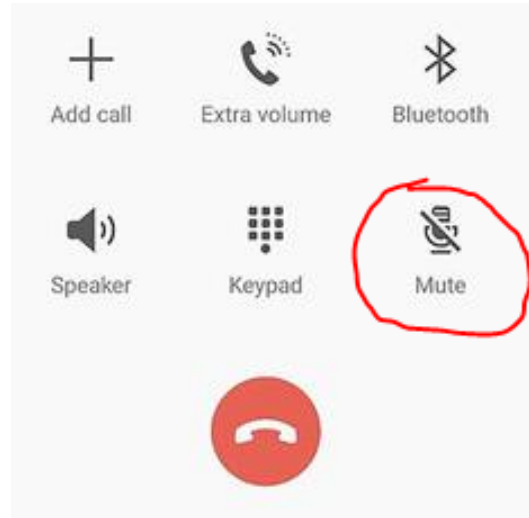
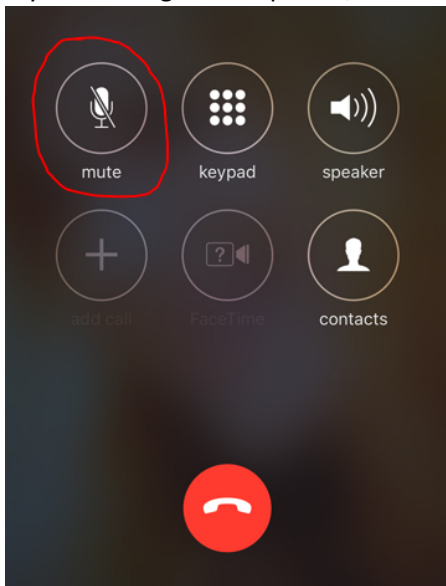


2. Use your phone to dial the phone number listed in Chicago location (red circle in example image above)
3. When prompted, enter the Meeting ID number (green circle in example image above) followed by #
 - a. If you're using a smartphone, you can access the keypad by clicking "Keypad" on your screen



4. Once you are in the meeting, notify the meeting host that you are in and state your name.
5. If you do not need to talk, please make sure your phone is on **Mute**

- a. If you're using a smartphone, look at your screen and click the Mute button



- b. If you're using a computer, you should see a Mute button in the Zoom application





"BETTER BY THE BAY"

Metro Fire Department
Administration

David W. Litton
Fire Chief

Memorandum

To: Rod Goldhahn, Chairman
Police and Fire Commission
Jen Smits, Human Resources – Generalist Fire Dept.

From: David W. Litton, Fire Chief

Date: March 6, 2020

Re: Battalion Chief List

As we discussed at the last Commission meeting on Monday, March 2nd, the fire department will have two open Battalion Chief opening at the end of this year due to retirement. In anticipation of these openings, a notice was sent to all members of the department indicating that the department would be conducting a process to establish an eligibility list for these positions.

At the close of the application period, we received two applications. The applicants are Eric Jeltema and Ray Fuiten. Each of these candidates participated in our previous Battalion Chief testing process and was in fact on the eligibility list. Because of these factors, we opted not to conduct another full assessment center for the position, but rather, we re-interviewed each of the candidates to formulate a plan for their continued growth. Additionally, each of the candidates have been acting up in the Battalion Chief role whenever there has been a need and/or opening. This on-the-job learning experience has solidified our belief that these candidates can and will perform well as a Battalion Chief when the openings occur.

I am requesting that the Commission establish the Battalion List with these two candidates with an expiration date of one year. It would be our plan to move these two individuals up around August 1, 2020 to allow a rotational program whereby they ride and act under the guidance of all six existing Battalion Chiefs in order to give them additional operational experience before their actual promotion.

Green Bay Metro Fire Department
2020 Alphabetical Battalion Chief Promotional List

Raymond Fuiten
Eric Jeltema

Adopted: March 24, 2020
Effective Date: March 24, 2020
Expires: March 24, 2021 at 12:00 a.m.

Rod Goldhahn
President
Police and Fire Commission

Nancy Schopf
Vice President
Police and Fire Commission