



AGENDA OF THE POLICE AND FIRE COMMISSION

THURSDAY, APRIL 2, 2020, 10:30 AM

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. Approval of Minutes.

- I. Approval of the minutes from the regular meeting held March 2, 2020 and the minutes from the special meeting held March 24, 2020.

E. Informational.

- I. President's Report.
2. Report from the Chiefs.
3. 2020 Fox Valley Technical College Regional Fire Fighter hiring process.

F. Regular Business.

- I. Consideration with possible action on the following communications:

- a. Budget Status Report.
- b. Budget Spreadsheet.
2. Consideration with possible action on request to approve the monthly bills:
 - a. No new bills received for the month of March.
3. Consideration with possible action on the voluntary removal of Patrol Officer candidate(s) from the eligibility list.
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.

G. Public Hearings.

H. 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

Time: April 02, 2020 10:30 AM Central Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/126715551?pwd=N2hBbEtvR00vT0kxVko5cEJueU85UT09>

Meeting ID: 126 715 551

Password: 006662

One tap mobile

+19292056099,,126715551# US (New York)

+13126266799,,126715551# US (Chicago)

Dial by your location

+1 929 205 6099 US (New York)

+1 312 626 6799 US (Chicago)

+1 301 715 8592 US

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US

Meeting ID: 126 715 551

Find your local number: <https://zoom.us/u/ar8eimGum>

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:

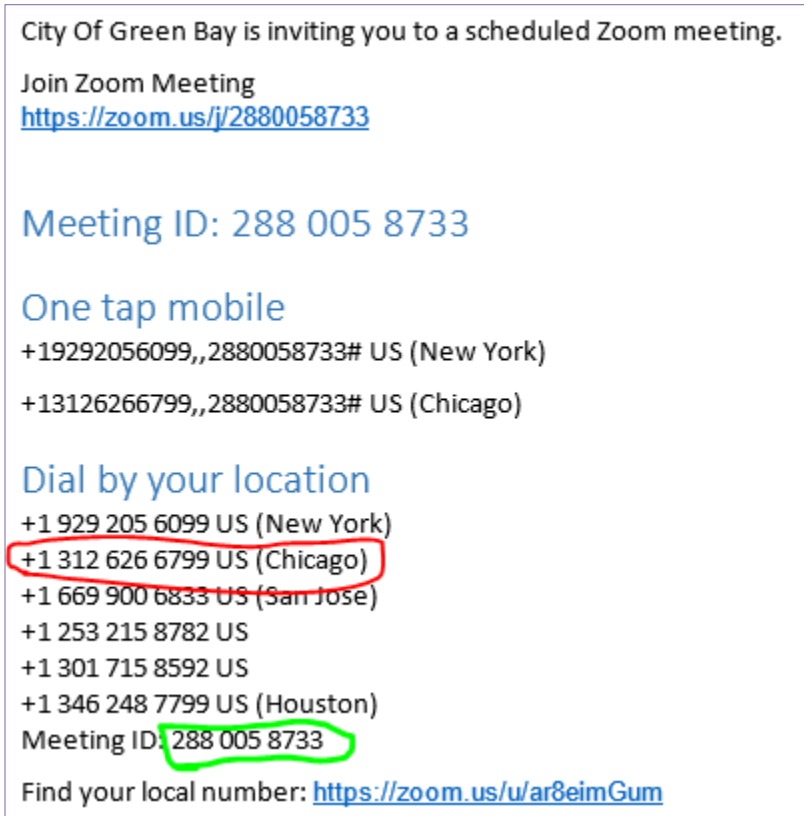
Celestine Jeffreys is inviting you to a scheduled Zoom meeting.	The person who has invited you and is the host is named here.
Topic: Police and Fire Commission 04/02/2020	Host can choose a topic and description
Time: April 2, 2020 10:30 AM Central Time (US and Canada)	Host chooses the time and time zone. 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/126715551	This is what you'll use if you join via computer. City meetings are recommended to allow both phone and computer.
Meeting ID: 126 715 551 Password: 006662	This is the ID that you will input after you dial the telephone number
One tap mobile +19292056099,,126715551# US (New York) +13126266799,,126715551# 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: 126 715 551	Repeating the meeting id.
Find your local number: https://zoom.us/j/ar8eimGum	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.

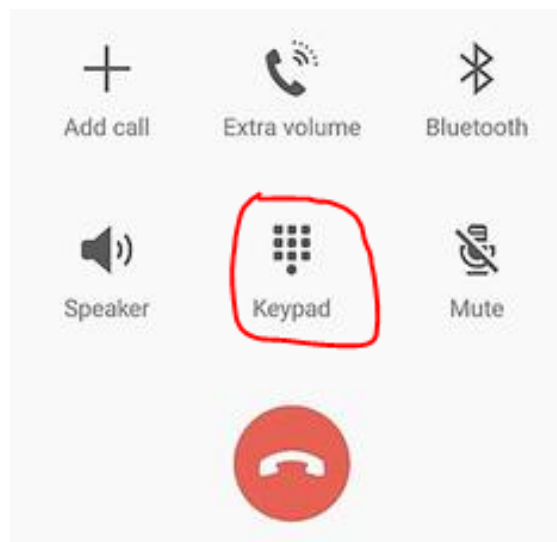
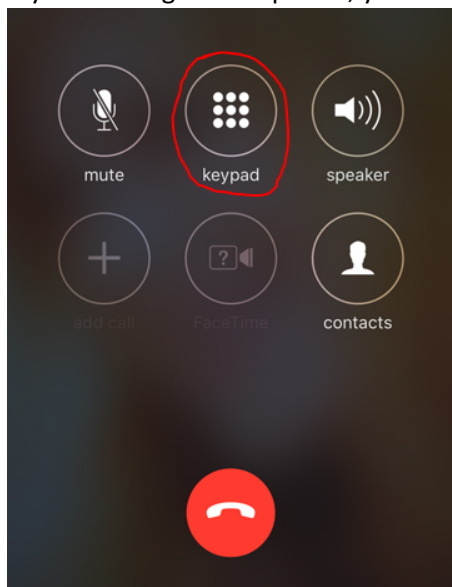
7. Using Zoom with a tablet or computer
 - a. Tablet—you will be asked to sign in. Download the app either with the Apple Store or the Play Store
 - b. Computer—you will be asked to sign in. You may download the app or click on the link to open Zoom in your browser.
8. Registering
 - a. The host may 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 YouTube 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!

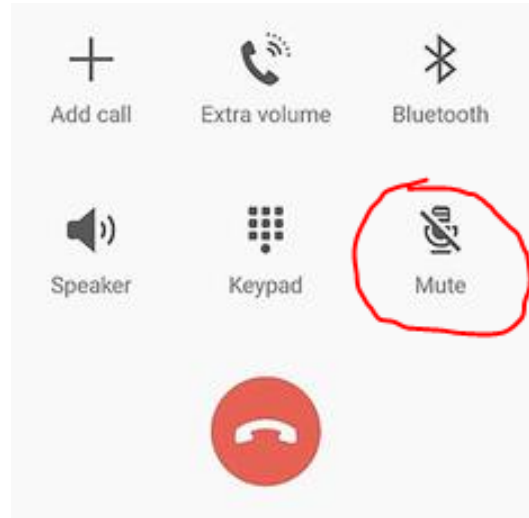
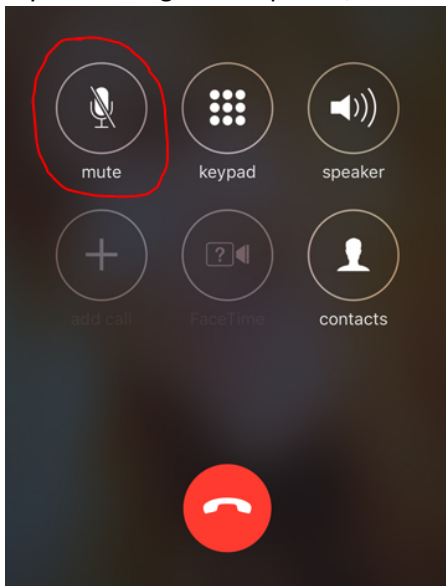


2. Use your phone to dial the phone number listed in Chicago location (red circle in example image above)
3. When prompted, enter the Meeting ID number (green circle in example image above) followed by #
 - a. If you're using a smartphone, you can access the keypad by clicking "Keypad" on your screen



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





MINUTES OF THE POLICE AND FIRE COMMISSION

**MONDAY, MARCH 2, 2020, 12:00 PM
CITY HALL, ROOM 310**

A. ROLL CALL.

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

Others Present: Fire Chief David Litton, Police Chief Andrew Smith, Police Lieutenant Jody Buth, Police Officer Jessica Bahl, HR Generalist Jennifer Smits and others.

B. APPROVAL OF THE AGENDA.

Moved by Commissioner Nancy Schopf, seconded by Commissioner Vanya Koepke 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 December 2, 2019.

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

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

D. REGULAR BUSINESS.

1. 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 Vanya Koepke, seconded by Commissioner Nancy Schopf to go into closed session for items #1 and #2. Motion carried.

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

The Commission reviewed five Patrol Officer candidate background investigations.

2. 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.

The Commission conducted interviews with four Patrol Officer candidates and all four candidates have been approved to continue in the recruitment process.

3. Consideration with possible action on the following communications:

a. Budget Status Report

Moved by Commissioner Warren Wanezek, 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

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

5. Set date of next meeting.

The next meeting of the Police and Fire Commission is scheduled for April 2, 2020 at 3:00 p.m.

E. INFORMATIONAL.

1. President's Report.

Commissioner Rod Goldhahn noted the change in financial reporting. (Effective with the 2020 budget, the Police and Fire Commission recruiting funds have been allocated to the Police Department and Fire Department budgets.)

2. Report from the Chiefs.

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

F. PATROL OFFICER INTERVIEWS CONTINUED.

I. 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.

Moved by Commissioner Vanya Koepke, seconded by Commissioner Nancy Schopf 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 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

The Commission conducted an interview with one candidate and that candidate has been approved to continue in the recruitment process.

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

H. PUBLIC HEARINGS.



MINUTES 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.

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

Others Present: Fire Chief David Litton, Police Chief Andrew Smith, HR Generalist Jen Smits and others.

C. APPROVAL OF THE AGENDA.

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

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

D. REGULAR BUSINESS.

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

Moved by Commissioner Warren Wanezek, seconded by Commissioner Nancy Schopf to approve the Battalion Chief promotional list. Motion carried.

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

E. ADJOURNMENT.

Moved by Commissioner Marian Boyle-Rohloff, 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

MEMORANDUM



Human Resources Department

To: Police and Fire Commission

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

Re: Informational Item – 2020 Fire Fighter Recruitment

Date: April 2, 2020

The following is a timeline of the 2020 Fire Fighter recruitment process. The Fox Valley Technical College (FVTC) regional hiring process is being utilized again this year. An eligibility list will be established to fill anticipated vacancies in 2021.

Applications: FVTC will accept applications from April 27, 2020 through June 5, 2020. Applications will be screened based upon the qualifications established in the job description as listed below.

Minimum Requirements:

- High School Diploma or equivalent
- Associate Degree in Fire Protection Technician, Fire Medic or Fire Science
- Current EMT-Basic certification
- Current certification as a Fire Fighter II by the State of Wisconsin or an IFSAC accredited agency
- Valid driver's license and acceptable driving record

Testing: FVTC will conduct the Candidate Physical Ability Test (CPAT) orientation and practice sessions from during the summer months of 2020. The final CPAT test will be administered from September 17, 2020 through September 19, 2020. CPAT is a practical exam used to test a candidate's physical ability to perform job tasks related to fire fighting. This is a pass/fail test.

The video-based written exam (developed by Ergometrics) will be administered by FVTC from September 17, 2020 through September 19, 2020. The written exam is weighted at 20% of the candidates' total composite score.

The City will receive the written exam and CPAT results from FVTC in early October, 2020.

First Interviews: Interviews conducted by a panel of Fire Department representatives will be held in October or November, 2020. This initial interview is weighted at 20% of the candidates' composite score.

Police and Fire Commission Interviews: The Police and Fire Commission interviews will be held in November or December, 2020. This step in the selection process is weighted at 60% of the candidates' composite score.

Eligibility List: Based upon the candidates' final composite score, the top candidates will be subject to a background investigation. Then the Commission will be provided with the results of the background investigations to determine final eligibility and/or ranking on the list. This process may be repeated dependent upon the staffing needs of the department.



City of Green Bay

03/26/2020 10:05
haileyhe

CITY OF GREEN BAY
YEAR-TO-DATE BUDGET REPORT

P
glytdbud 1

FOR 2020 03

ACCOUNTS FOR: 300 POLICE ADMINISTRATION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
52007 RECRUITING	20,000	20,000	645.00	.00	.00	19,355.00	3.2%
TOTAL POLICE ADMINISTRATION	20,000	20,000	645.00	.00	.00	19,355.00	3.2%



City of Green Bay

03/26/2020 10:12
haileyhe

CITY OF GREEN BAY
YEAR-TO-DATE BUDGET REPORT

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FOR 2020 03

ACCOUNTS FOR: 400 FIRE ADMINISTRATION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
52007 RECRUITING	4,500	4,500	1,320.00	.00	.00	3,180.00	29.3%
TOTAL FIRE ADMINISTRATION	4,500	4,500	1,320.00	.00	.00	3,180.00	29.3%

Account: 101300-52007 Recruiting (PD)

[illegible]

