



AGENDA OF THE POLICE AND FIRE COMMISSION

MONDAY, AUGUST 10, 2020, 11:00 AM
Virtual Meeting. Public may join via Zoom.

A. Zoom Meeting Information.

1. 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.

1. Approval of the minutes from the regular meeting held July 2, 2020.

E. Informational.

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

F. Regular Business.

1. Consideration with possible action on request to approve the promotion of two Battalion Chiefs. 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.
2. Consideration with possible action on request to approve the Police Sergeant promotional process.

3. Consideration with possible action on the following communications:
 - a. Budget Status Report.
 - b. Budget Spreadsheet.
4. Consideration with possible action on request to approve the monthly bills.
5. 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.
6. 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.
7. 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.

Virtual Meeting Instructions



Police & Fire Commission 8-10-20

Zoom Meeting Information

Join Zoom Meeting

<https://us02web.zoom.us/j/83871740885?pwd=S25sVi9Wb3VLK2Y2djg2T0g2NWpBZz09>

Meeting ID: 838 7174 0885

Passcode: 788851

One tap mobile

+13126266799,,83871740885#,,,,,0#,,788851# US (Chicago)

+19292056099,,83871740885#,,,,,0#,,788851# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 838 7174 0885

Passcode: 788851

Find your local number: <https://us02web.zoom.us/j/kwAWTaWgf>

Additional Information

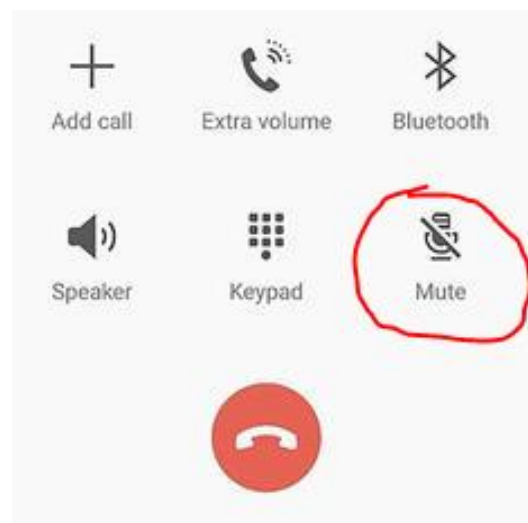
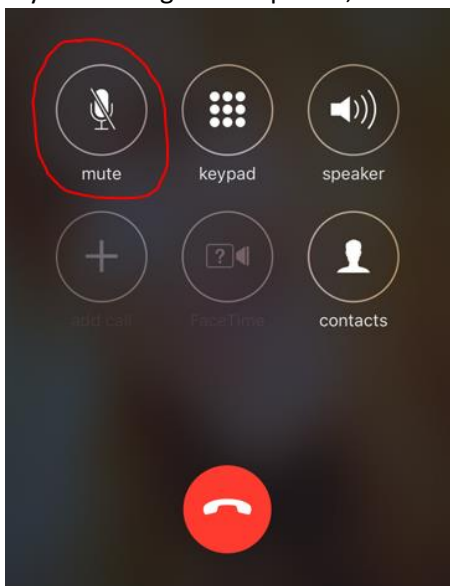
1. Wisconsin Open Meetings Law still applies
 - a. Persons interested in speaking to an item must give their name and address
 - b. Committee/Commission/Board members will still follow *Roberts Rules of Order*
2. All zoom meetings will have a password in the instructions. Please enter when prompted.
3. Please log into the Zoom meeting 10 minutes before the meeting starts to ensure proper technology is working.
 - a. If you are a Board Member, please log into [CivicClerk](#) with a computer, laptop, or tablet device.
4. Once you are in the meeting please mute yourselves.
 - a. You may unmute yourself when you are called upon to speak.
5. Waiting room
 - a. When you call in, all callers/participants will be placed in a “waiting room.”
 - 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).
6. 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.
7. 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.
8. 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.
9. What devices should I use?
 - a. Smart phone (please see more detailed instructions on page 3)
 - 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.
10. 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 and will ask you to identify yourselves.
11. Closed session
 - a. Persons in the Zoom meeting will be put into a waiting room while the committee meets in Closed Session. Participants will be admitted back into the Zoom meeting once the committee reconvenes in Open Session.
 - b. Persons watching live on YouTube will see a gray screen with the City logo during closed session.
12. Persons interested in attending anonymously or listening to the meeting may call in by dialing *67 followed by the phone number above.

Calling into the Zoom meeting using a smartphone

1. Dial the phone number listed at the beginning of this document.
2. When prompted, enter the Meeting ID number followed by #
 - a. If you're using a smartphone, you can access the keypad by clicking "Keypad" on your screen



3. Once you are in the meeting, notify the meeting host that you are in and state your name.
4. 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

THURSDAY, JULY 2, 2020, 3:00 PM

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, Marian Boyle-Rohloff, Rashad Cobb. President Goldhahn stated that Warren Wanezek was excused. It was later discovered that Commissioner Wanezek had called into the Zoom meeting shortly after the meeting began, but he could not speak because he was muted by the system. It should be noted that Commissioner Wanezek was in agreement with all of items that the Commission voted on during the meeting.

Others Present: Police Commander Kevin Warych, Police Lieutenant Matt Cain, Assistant Fire Chief Rob Goplin, HR Generalist Jen Smits and others.

C. 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, Rashad Cobb, Rod Goldhahn, No- None, Abstain- None

D. APPROVAL OF MINUTES.

I. Approval of the minutes from the regular meeting held April 2, 2020.

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

Yes- Marian Boyle-Rohloff, Nancy Schopf, Rod Goldhahn, No- None, Abstain- Rashad Cobb.

Commissioner Cobb abstained because he was not a member of the Commission in April.

E. INFORMATIONAL.

I. President's Report.

President Goldhahn welcomed Rashad Cobb to the Commission. Commissioner Cobb provided the Commission with a summary of his background.

President Goldhahn thanked former Commissioner Vanya Koepke for his 2 years of service to the Commission.

2. Report from the Chiefs.

Assistant Fire Chief Rob Goplin and Police Commander Kevin Warych reported on their respective department events and activities. Commander Warych also provided an overview of changes to the Police Department's table of organization.

F. REGULAR BUSINESS.

I. Consideration with possible action on request to approve two (2) Police Department Promotions. 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 Rashad Cobb, seconded by Commissioner Nancy Schopf to go into closed session. Motion carried.

Yes- Marian Boyle-Rohloff, Nancy Schopf, Rod Goldhahn, Rashad Cobb, No- None, Abstain- None

Moved by Commissioner Nancy Schopf, seconded by Rashad Cobb to return to regular order of business. Motion carried.

Yes- Marian Boyle-Rohloff, Nancy Schopf, Rod Goldhahn, Rashad Cobb, No- None, Abstain- None

Out of closed session, President Goldhahn reported that the Commission approved the promotion of Lieutenant Matthew Cain to Captain and the promotion of Officer Robert Ecke to Sergeant.

Moved by Commissioner Nancy Schopf seconded by Commissioner Rashad Cobb to approve.

Yes- Marian Boyle-Rohloff, Nancy Schopf, Rod Goldhahn, Rashad Cobb, No- None, Abstain- None

Yes- Marian Boyle-Rohloff, Nancy Schopf, Rod Goldhahn, Rashad Cobb, No- None, Abstain- None

a. Promotion of Lt. Matthew Cain to position of Captain.

b. Promotion of Officer Robert Ecke to position of Sergeant.

2. 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, Rashad Cobb, No- None, Abstain- None

b. Budget Spreadsheet.

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

Moved by Commissioner Nancy Schopf, seconded by Commissioner Rashad Cobb to approve the monthly bills. Motion carried.

Yes- Marian Boyle-Rohloff, Nancy Schopf, Rod Goldhahn, Rashad Cobb, No- None, Abstain- None

4. Set date of next meeting.

Pending needs for Police recruiting, the next meeting of the Police & Fire Commission is scheduled for August 6, 2020 at 3:00 p.m.

G. PUBLIC HEARINGS.

H. ADJOURNMENT.

Moved by Commissioner Rashad Cobb, seconded by Commissioner Nancy Schopf to adjourn. Motion carried.

Yes- Marian Boyle-Rohloff, Nancy Schopf, Rod Goldhahn, Rashad Cobb, 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

From: David W. Litton, Fire Chief

Date: July 31, 2020

Re: Battalion Chief Appointments

Battalion Chief's Robert Wiegert and Steve Sellin will be retiring in the middle of December. Prior to that, one Battalion Chief will be on medical leave from August 26th through November 22nd. Pending the approval of the Mayor and City Council, I am requesting the appointment of Eric Jeltema and Ray Fuiten to the position of Battalion Chief effective on August 30, 2020.

This request will allow each of the new appointees the ability to fill the shift that will be vacant because of the medical leave and to shadow the other 5 Battalion Chief's on a rotational basis. One will fill the shift for a month, while the other is working days to gain the shadow experience and then they will rotate to the other schedule.

Without these appointments, there will be a large burden placed on the remaining 5 Battalion Chief's to fill the open position as well as cost the city substantially more money than the cost of the appointments over the same period of time.

MEMORANDUM



Human Resources Department

To: Police and Fire Commission

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

Re: Police Department Sergeant Promotional Process

Date: August 10, 2020

Police Chief Smith is requesting to begin the process to establish a Sergeant promotional list to fill positions in 2021. As the Police Department prepares for the 2021 budget, they will be proposing the addition of 4 Sergeants to the table of organization, for a total to 15. It is the department's intention to begin the selection process in August/September in order for the promotions to be effective on or around January 1, 2021.

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.

c: Chief Andrew Smith
Melanie Falk, HR Operations Manager



City of Green Bay

07/28/2020 16:38
haileyhe

CITY OF GREEN BAY
YEAR-TO-DATE BUDGET REPORT

P
glytdbud 1

FOR 2020 07

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%



City of Green Bay

07/31/2020 09:43
haileyhe

CITY OF GREEN BAY
YEAR-TO-DATE BUDGET REPORT

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FOR 2020 07

ACCOUNTS FOR: 300 POLICE ADMINISTRATION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
52007 RECRUITING	20,000	20,000	8,920.50	1,609.00	.00	11,079.50	44.6%
TOTAL POLICE ADMINISTRATION	20,000	20,000	8,920.50	1,609.00	.00	11,079.50	44.6%

2020 POLICE & FIRE COMMISSION BUDGET

Account: 101400-52007 (FIRE)

[illegible]

[illegible]

Account: 101300-52007 Recruiting (PD)

[illegible]

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

Invoice
April 30, 2020

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
4-20

Invoice # 127508

<u>Proc Code</u>	<u>Date</u>	<u>Description</u>	<u>Qty</u>	<u>Charge</u>	<u>Receipt</u>	<u>Adjust</u>	<u>Balance</u>
86580	04/29/2020	Tuberculin Skin testing (PPD)	1.00	10.00			10.00
		Summary for		10.00	0.00	0.00	10.00

Invoice # 127508 Balance Due: 10.00

101300-52007 - \$10.00
Approved by: Sarah Fidler
Approved date: 7/10/2020

Cut and return with payment

Please place invoice number **127508** on check

Please remit **10.00** to

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