



## **AGENDA OF THE POLICE AND FIRE COMMISSION**

**WEDNESDAY, NOVEMBER 18, 2020, 8:30 AM**  
**Virtual Meeting. Public may join via Zoom.**

**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. Informational.**

- I. Introduction of new Commissioner.

**E. Regular Business.**

- I. Election of the Vice President.
2. Consideration with possible action on request to approve the Police Sergeant promotional list.
3. Consideration with possible action on request for 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 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.

## **F. Adjournment.**

- 1) THIS MEETING IS RECORDED: THE VIDEO OF THIS MEETING AND MINUTES ARE AVAILABLE ONLINE AT [www.greenbaywi.gov](http://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 and Fire Commission 11-18-20

### Zoom Meeting Information

#### Join Zoom Meeting

<https://us02web.zoom.us/j/82388094086?pwd=azNhVWpIL1hTQ21VdVhBRys3YzdkZz09>

**Meeting ID: 823 8809 4086**

**Passcode: 820605**

One tap mobile

+13126266799,,82388094086#,,,,,0#,,820605# US (Chicago)

+19292056099,,82388094086#,,,,,0#,,820605# 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 (Washington D.C)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 823 8809 4086

Passcode: 820605

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

## 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



# 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: November 18, 2020

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.

Six out of nine 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 November 18, 2020 and will expire on November 18, 2021 at 12:00 a.m.

**Recommendation:**

I recommend that the attached Sergeant promotional list be approved and placed into effect November 18, 2020 through November 18, 2021 at 12:00 a.m.

**City of Green Bay**  
**Alphabetical Police Sergeant Promotional List**

Jeremy Bilskey  
Erin Bloch  
Kurt Brester  
Kyle Schroeder  
Kris Thoreson  
Phuechi Xiong

Adopted: November 18, 2020  
Effective Date: November 18, 2020  
Expires: November 18, 2021 at 12:00 a.m.

---

Rod Goldhahn  
President  
Police and Fire Commission

---

Vice President  
Police and Fire Commission



Andrew J. Smith  
Chief of Police

November 12, 2020

To: Police and Fire Commission, City of Green Bay

From: Chief of Police

**SUBJECT: REQUEST TO APPROVE POLICE SERGEANT PROMOTION**

Commissioners,

I am recommending that you accept the promotion of the below listed sergeants effective January 4, 2021. The Department will have four open sergeant positions when the new table of organization becomes effective on January 1, 2021.

After a thorough testing process was conducted, Officers Kyle Schroeder, Jeremy Bilskey, Erin Bloch, and Kris Thoreson were determined, in that order, to be the top candidates for promotion. I anticipate the formal promotion ceremony will take place on January 4, 2021.

Thank you for your consideration in this matter. Should you have any questions please contact me.

Respectfully,

ANDREW J. SMITH  
Chief of Police  
Green Bay Police Department