



MINUTES OF THE POLICE AND FIRE COMMISSION

THURSDAY, MARCH 4, 2021, 3:00 PM
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.

Present: Rod Goldhahn, Marian Boyle-Rohloff, Warren Wanezek, Rashad Cobb, Melissa Cheslock.

Others Present: Fire Chief David Litton, Police Chief Andrew Smith, Police Lieutenant Brad Strouf, Police Lieutenant Jody Buth, Police Officer Miranda Walvort, Police Officer Brian Krueger, HR Operations Manager Melanie Falk, HR Generalist Jen Smits and others.

C. APPROVAL OF THE AGENDA.

Moved by Commissioner Melissa Cheslock, seconded by Commissioner Marian Boyle-Rohloff to approve. Motion carried.

Yes- Marian Boyle-Rohloff, Rod Goldhahn, Warren Wanezek, Rashad Cobb, Melissa Cheslock, No- None, Abstain- None

D. APPROVAL OF MINUTES.

I. Approval of the minutes from the regular meeting held February 10, 2021 and the special meeting held February 25, 2021.

Moved by Commissioner Marian Boyle-Rohloff to approve the minutes.

Commissioner Cheslock stated that she was not in attendance at the February 10, 2021 meeting, but the minutes reflect that she was at the meeting.

Moved by Commissioner Marian Boyle-Rohloff, seconded by Commissioner Melissa Cheslock to approve the minutes as amended. Motion carried.

Yes- Marian Boyle-Rohloff, Rod Goldhahn, Warren Wanezek, Rashad Cobb, Melissa Cheslock, No- None, Abstain- None

Following the meeting, staff reviewed the February 10, 2021 meeting minutes and the minutes reflect that Commissioner Cheslock was excused.

Commissioners Warren Wanezek and Rashad Cobb arrived at this time.

E. INFORMATIONAL.

1. President's Report.

President Goldhahn reported that the Commission is beginning activity for the search for a new Police Chief.

2. Report from the Chiefs.

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

F. REGULAR BUSINESS.

1. Consideration and possible action regarding the Police Chief recruitment and selection process.

Moved by Commissioner Melissa Cheslock, seconded by Commissioner Marian Boyle-Rohloff to approve. Motion carried.

Yes- Marian Boyle-Rohloff, Rod Goldhahn, Warren Wanezek, Rashad Cobb, Melissa Cheslock, No- None, Abstain- None

2. Consideration with possible action regarding the selection of an Interim Police Chief. The Commission may convene in closed session pursuant to Section 19.85 (1) (c), Wisconsin Statutes, for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises 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 Melissa Cheslock to go into closed session. Motion carried.

Yes- Marian Boyle-Rohloff, Rod Goldhahn, Warren Wanezek, Rashad Cobb, Melissa Cheslock, No-None, Abstain- None

Moved by Commissioner Rashad Cobb, seconded by Commissioner Marian Boyle-Rohloff to return to open session. Motion carried.

Yes- Marian Boyle-Rohloff, Rod Goldhahn, Warren Wanezek, Rashad Cobb, Melissa Cheslock, No-None, Abstain- None

Out of closed session, President Goldhahn reported that a candidate had been selected by the Commission for Interim Police Chief and there are a few follow up steps to complete. Once these steps are complete, the Commission will announce the appointment with a press release.

Moved by Commissioner Melissa Cheslock, seconded by Commissioner Marian Boyle-Rohloff to approve. Motion carried.

Yes- Marian Boyle-Rohloff, Rod Goldhahn, Warren Wanezek, Rashad Cobb, Melissa Cheslock, No-None, Abstain- None

3. Consideration with possible action on the following communications:

a. Budget Status Report.

Moved by Commissioner Marian Boyle-Rohloff, seconded by Commissioner Melissa Cheslock to receive and place on file the budget status report and the budget spreadsheet. Motion carried.

Yes- Marian Boyle-Rohloff, Rod Goldhahn, Warren Wanezek, Rashad Cobb, Melissa Cheslock, No-None, Abstain- None

b. Budget Spreadsheet.

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

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

Yes- Marian Boyle-Rohloff, Rod Goldhahn, Warren Wanezek, Rashad Cobb, Melissa Cheslock, No-None, Abstain- None

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.

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

Yes- Marian Boyle-Rohloff, Rod Goldhahn, Warren Wanezek, Rashad Cobb, Melissa Cheslock, No-None, Abstain- None

Moved by Commissioner Marian Boyle-Rohloff, seconded by Commissioner Melissa Cheslock to return to open session. Motion carried.

Yes- Marian Boyle-Rohloff, Rod Goldhahn, Warren Wanezek, Rashad Cobb, Melissa Cheslock, No-None, Abstain- None

Out of closed session President Goldhahn reported that the Commission reviewed 4 Patrol Officer candidate backgrounds. One candidate was removed by the Commission and 3 candidates were approved to continue in the hiring process.

Moved by Commissioner Melissa Cheslock, seconded by Commissioner Marian Boyle-Rohloff to approve. Motion carried.

Yes- Marian Boyle-Rohloff, Rod Goldhahn, Warren Wanezek, Rashad Cobb, Melissa Cheslock, No-None, Abstain- None

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.

The Commission conducted interviews with 3 Patrol Officer candidates.

7. Set date of next meeting.

The Commission is tentatively planning to meet during the week of March 15, 2021 for the purpose of reviewing Patrol Officer candidate backgrounds and conducting interviews with Patrol Officer candidates.

G. PUBLIC HEARINGS.

H. ADJOURNMENT.

Moved by Commissioner Melissa Cheslock, seconded by Commissioner Marian Boyle-Rohloff to adjourn. Motion carried.

Yes- Marian Boyle-Rohloff, Rod Goldhahn, Warren Wanezek, Rashad Cobb, Melissa Cheslock, No-None, Abstain- None

VERBATIM MINUTES

- Jen give me the thumbs up when you're ready.
- We're good.
- All right. I'd like to call the Thursday, March 4th, 2021 meeting and the police and fire commission to order. Start with a roll call. Vice-president Boyle Rohloff.
- Here.
- Commissioner Cheslock.
- Here
- Commissioner Cobb. We're still waiting for Rashad. Commissioner Wanezek. Okay, well waiting for Warren. We'll note the minutes when they arrive. First item on the agenda was approval of the minutes, excuse me, approval of the agenda. So you should have received the agenda in electronic form and then a written copy. Any changes or additions? Hearing none. I'll entertain a motion to approve.
- Moved
- Moved by commissioner Cheslock. Is there a second?
- Second.
- Seconded by commissioner Boyle Rohloff. Any further discussion? Hearing none. All those in favor.
- Aye.
- Aye.
- Opposed, the agenda has been approved. In your packet there were two sets of minutes. The regular meeting held February 10th, 2021. And our special meeting of February 25th, 2021. Are there any changes or corrections to the minutes?
- Okay. Hearing none. I'll entertain a motion to approve.
- So moved.
- Ruled by commissioner Boyle Rohloff.
- I was not present at the meeting on February the fifth or excuse me, February 10th.

- Okay. So Jen, can you have Hailey make that correction okay. With that noted correction, any others?

- Okay.

- Marian and I assume you'll amend your motion to approve the newly corrected minutes?

- Yes. So moved. Okay. We have a motion is there a second?

- Can I second that if I wasn't present?

- Okay.

- Sure. All right.

- Any further discussion? All those in favor?

- Aye.

- Aye.

- Any opposed? Okay. The minutes are approved. And let the record show commissioner Wanezek and Cobb are now present.

- We're at the informational portion, my president's report. Just we're beginning of the activity for the search for a new chief and we'll we have some considerable work to do there. And we'll talk about that later in the agenda. So I'll go right into the other chiefs. So we'll start with chief Litton.

- I just have a very, very few things to say today. A couple of things, just to a, that our new recruits start Monday, March 15th, 8:30 here at station one. You're certainly commissioners are all welcome to attend. That will be practicing social distancing. And if you don't have a mask, we'll hear if need be but you're all welcome to be here for that. And then we have set the graduation for eight weeks later on Friday, May 7th at 5:30 PM. That'll be on at NWTC and their main conference hall. I don't have the room number at this point but I will get it to you obviously before we get to that point. But if you're able to attend that as well we'll be limiting attendance there to some extent but we will have room for all of the commissioners if you'd like to attend. So that'll be again on a Friday, May 7th at 5:30, NWTC. Here is my report for today.

- All right. Thank you. Any questions for chief Litton?

- All right, Chief Smith.

- Hello members. Things are going well. Crime continues to head down nicely. We did have a robbery on night before last of the, one of the liquor stores the superior discount liquor was robbed. We've got some good clues on the guy and hips and we followed up on it. And if you've looked at our Facebook about an hour ago we posted that the individual was arrested. We recovered money, got a confession from him. So that's a great news for that. And the SWAT calls. I detailed a couple of the recent SWAT calls that... and indicative of the process we're using now where we just continue

to wait rather than go in and break windows of cars and drag people out. We're just going to wait as long as we possibly can. And both of the last two ended up really, really well. And that's kudos to the SWAT team members and Lieutenant Gering, Captain Matt Cain and Lieutenant Matt Egeren. All doing a great job on the hiring. And we can talk about this a little bit more and I'm sure Jody will fill you in but we're finding that a lot of the academies are doing half sized classes because of COVID and consequently there's twice the competition for each of the good candidates. So some candidates that we we thought ended up jumping on, someone else, someone else because they made them offers before we could. And some of the people we thought were gonna be first class, individuals turned out to be not quite so good. So we can talk more about that once we're in closed session with And that would conclude my report.

- All right. Any questions for Chief Smith? All right. Thank you both. Chief Litton. It looks like the rest of the agenda is going to be all a police chief for a discussion and patrol officer interviews. So you're welcome to stay for those, but if you have other things to do here we appreciate your time here.

- I really do. Everybody have a great afternoon. Thank you.

- All right, thank you chief. Okay. The next agenda item is consideration and possible action regarding the police chief recruitment, selection process. So in your pocket, there was an update of the discussion we had at the last meeting and the recommendation that Melanie has for our police chief recruitment. I'll just, I'll go down in order here that the first is the, the actual application itself. So at the last question we reviewed the previous application and noted anything that we thought we should change in that. So people had a chance to review that and any suggestions for changes or additions to that requirement page.

- The one note that I did have Melanie from last time is somewhere in the on the second page and the minimum education and experience category that we, when we talk about supervisory and managerial experience including labor union relations experience to add experience in a diverse department and a diverse community. And those were the only ones that I recall from our meeting discussion. So if, unless anyone has any other changes, I think with that, we should be ready to roll with it.

- Yes. And in did that change Rod, the chief also we took into account commissioner Cobbs suggestions with respect to in encompassing skill and engaging with individuals and organizations in an open and transparent and respectful manner, It's a considerable skill and expressing yourself and the ability to work effectively with members of various ethnic groups. So we didn't have time to get that to the commissioners before lean, but we did make those modifications to the job description as well.

- Okay. So with that, unless I hear any reason to wait I think we're ready to go ahead and get those out on the application requests out on the wire and the advertisements out. All right. Hearing no changes. The next item dealt with advertising. And in, in your packet Melanie had the listing list of places that we advertise. I see changes or don't have the background in knowing if there's any additional ones or any better one. So I say, we go with what we have and there's nothing to stop us from if new ideas or new mechanisms to advertise come up that we can't do that within our six weeks window that we have.

- Yeah, that commissioner Goldhahn, we did add. We have those certification programs that we note in the job description as desirable. So we are going to be sending our flyer to the FBI Academy. I think one of the commissioners had suggested that we reach out to those folks as well as the Southern police Institute. We were unable to find any information with respect to the Northwestern management program, but we are including in our advertising sources, those two new sources.

- Okay.

- Good question. There is also an Academy or something along those lines. I believe it's in South Carolina. Is that the same thing as the FBI Academy?

- The FBI Academy is in Quantico, Virginia.

- Okay. So there's this there's one. I'm trying to think of the name of it that, it's in. I believe it's in South Carolina where a lot of administrative in the administrative level in law enforcement agencies go for additional training. And I know that where I previously worked our assistant chief. she went attended and I believe the sheriff attended as well. Brown County sheriff. I'll just... A little Google search. I just happened to think that I had forgotten.

- Okay. So then outside the, can you check into that and then let Melanie know find and then we can include that in the list?

- So, come to mind, or if people are made aware of those, we can always add those to the list after the advertisements have started. So with that, I think we're ready to go with it. Yeah, application process would be open for six weeks. The next item, we talked about methods to gather community input. And in between that meeting and this one chief Smith sent us all a listing of various options for locations and groups to consider. I think rather than deciding committee for something like this what I'm going to suggest is we have a volunteer take a look. First of all, decide as a group how many we think are appropriate query. So virtual versus location, how often when during the day we have them. And from that as a starting point, if somebody would be willing to, to take a look at that and propose to the group where we have them and how often I think that would be helpful in getting us started. Anyone would wanna to take a stab at that?

- Yeah, I can. I can take a look at that list and come up with something.

- Okay. All right. And I'd be happy to work on any with that Rashad.

- Perfect.

- Okay, great. Then we'll do that. And again, that doesn't those don't have to happen before the applications go out. We just need to make sure that we have those in before we actually start screening and interviewing the candidates within the process to review the applications and to begin the process of screening. There's an online application program that the city uses called Neo Gov and we'll all get access to that and passwords. And then I think it would be appropriate since I don't think any of the other commissioners have experienced that we'll go through some training in it. And what I'd recommend Melanie is that we try to set up the training maybe a couple of weeks before we are ready to start reviewing the applications. So people then have time to play with it a little bit before they actually start, start doing it.

- Sure.
- Okay. Your sense of how long a training session that would take?
- Well, it'll probably be Jen that will conduct that training. I would guess that we could probably cover the training and any questions within 30 to 45 minutes, Jen.
- Okay.
- Yeah.
- Okay, and then that would be set up virtually Jen? So we would just get the commissioners together although since all the commissioners will be together with it. We'll have to properly notice the meetings for that. But, but so then, then we'll have that set up within, after about a month or so.
- We'll do that.
- Actually, It's a pretty slick system. You give her a chance to look at all the applications and go through them. So I found that to be very useful as opposed to the old days when you had to get copies of everything and look up. All right. And then we will, again, work with HR to determine the process of actually interviewing the candidates. Right now, given the estimated timeline with this we would the most of that work to take place in late April and May, and then be targeting to into the final interviews as early as June. So that's the current timeline. I think that's a an aggressive timeline as we talked the last time. So let's go with that. And then if we get into it and find out that we want more time to do an adequate job we can always do that.
- Yeah.
- So any other questions, comments, discussions from the proposal that, that Melanie distributed?
- Not directly on that, but with the process is part of the process having like how the school did with the superintendent having like the final two candidates involved in public community forums or is that not something we typically...
- We can discuss doing that? it's really our choice as time because that individual is the face of the green Bay police department to the community. One of the items we did as a final interview process was give them a scenario question and asked them to give a presentation agenda some community group for that. We, we actually borrowed that from the Appleton police and fire commission. That's one of the things that they do with their candidates. And I thought that was a very good idea. And so we reapplied that with ours. And as you can see chief Smith did a wonderful job in doing that. So he ended up getting the job along with his other qualifications. So, yeah, so it's and as the time goes on we'll we can have discussions like that in future meetings and how we best want to do that. The only thing that I'll remind everyone is that the police and fire commission duties are dictated by state statute. So when it gets into the actual process of making the selection, it's important that we be clear that the commission makes the decision in the process. Okay. Any other comments or discussions on the recommendation that was in your pocket? So then with the adjustments that we discussed I'd entertain a motion to approve the recruitment and selection process for the next chief.

- So moved.
- By commissioner Cheslock. Is there a second?
- Second.
- Second by commissioner Rohloff. Any further discussion? Hearing none. All those in favor.
- Aye.
- Aye.
- Any oppose? All right. We have our process.
- The next agenda item is consideration with possible action regarding the selection of an interim police chief. The commission may convene in closed session pursuant to sections 19.85 paragraph one, subset Wisconsin statutes for the purpose of considering 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 an open session pursuant to section 19.85 paragraph two Wisconsin statutes to report the results of the closed session and consider the balance of the agenda. Is there a motion to go into closed session?
- So moved.
- Moved by commissioner Boyle Rohloff. Is there a second.
- Second
- Second by commissioner Cheslock Any further discussion? Hearing none. All those in favor?
- Aye.
- Oppose? We are in closed session. Again, open session, and as soon as Jen gives her a thumbs up we'll proceed.
- We're good.
- Okay. Hey, you sound a lot better, Jen. We are back in open session. While in closed session we had a discussion on the interim police chief. The commission has made a decision on the candidate for the interim police chief, although there's still some additional items that need to be completed before we're ready to announce that. So that will be announced via press release sometime in the near future
- With that, the next agenda item is consideration with possible action on the following communications, the budget status report and the budget spreadsheet looks like for police. We had \$670. That was an ad physicals and polygraphs. And for fire \$145 for an ad. Budget sheet and budget

spreadsheet reflect that. Any questions? Hearing none, I'll entertain a motion to receive those in place on file.

- So moved.

- Moved by commissioner Rohloff. Is there a second?

- Second by commissioner Cheslock, any further discussion? Hearing none. All those in favor?

- Aye.

- Opposed?

- You will receive those in place on file and then consideration with possible action on the request to approve the monthly bills in your packet. There were the bills from those above expenses. So there are no additional questions. I'll entertain a motion to authorize payment.

- So moved.

- Moved by commissioner Cheslock.

- Second.

- Second by commissioner Boyle Rohloff. Weren't fast enough for him. Any further discussion? I said you weren't fast enough.

- I haven't said it. I've been saying a lot of things. I take it you can hear me now.

- Yes, we can.

- I was experiencing some technical difficulties and had to switch laptops.

- Okay. All right. So we have a motion and a second, all those in favor?

- Aye.

- Aye

- Any opposed? All right, we will pay the monthly bills. Next bill action on the review of patrol officer candidate backgrounds. And then the following item is interview with patrol officer candidate. So we'll do one closed session vote, cover both those items and closed sessions, and then I'll report separately on those coming out of closed session. So the first item is consideration with possible action backgrounds. The commission may convene in closed session pursuant to sections 19.85 paragraph one sub CNF Wisconsin statutes to consider employment promotion compensation or per data of any public employee over which the governmental body has jurisdiction or exercise responsibility. The commission may thereafter reconvene and open session pursuant to sections 19.88 statutes to report the results of the closed session and consider the balance of the agenda. And item number six interviews with patrol officer candidates. Please take notice that pursuant to section

19.85 paragraph one sub CNF, Wisconsin statutes the commission may convene in closed session for the purpose of interviewing, evaluating and considering employment of patrol officer candidates. Is there a motion to go into closed session for those two agenda items. Moved by commissioner Cheslock Is there a second?

- Second by commissioner Boyle Rohloff. Any further discussion? Hearing none. All those in favor.

- Aye,

- Aye.

- Any opposed? We're back in open session. While in closed session we reviewed the backgrounds of four officer candidates. We chose to continue three of those candidates in the process. We eliminated one from future consideration. In the second part of closed session we interviewed three patrol officer candidates and chose to continue those three, all three candidates in the hiring process and the vote was unanimous. The next agenda item is the date of our next meeting.

- I just wanted to mention the police department had asked if we could have a special meeting for some additional interviews like the third week of March. So perhaps like March 17th, 18th, or 19th. And I know some of the commissioners have left. So however you wanted to take care of the scheduling.

- All right. In that case, we'll leave that as an open item. So rather than say, our next meeting will be April 1st. We'll have another meeting sometime later in March based on everybody's schedule and when the candidates would be available.

- Okay. We'll send out an email and get some time held.

- Okay.

- There are no public hearings. So at that, I thank everyone for your time and for this and I'll entertain a motion to adjourn.

- So moved.

- Moved by commissioner Cheslock. Seconded by commissioner Boyle Rohloff. All those in favor.

- Aye.

- Aye.

- We are adjourned. Again, thank you all.