



AGENDA OF THE POLICE AND FIRE COMMISSION

**THURSDAY, APRIL 7, 2022, 3:00 PM
AMENDED**

Virtual Meeting. Public may join via Zoom.

A. Zoom Meeting Information.

- I. This item contains Zoom information, instructions, and a link to the Virtual Comment Form.

B. Roll Call.

C. Approval of the Agenda.

D. Approval of Minutes.

- I. Approval of the minutes from the regular meeting held February 7, 2022 and the special meetings held February 17, February 28, March 4, and March 8, 2022.

E. Informational.

- I. President's Report.
2. Report from the Chiefs.
3. 2022 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 Status Spreadsheet.

2. Consideration with possible action on request to approve the monthly bills.
3. Consideration with possible action on the voluntary removal of Fire Fighter candidate(s) from the eligibility list.
4. Consideration with possible action on the request to approve the Police Commander promotional process.
5. Consideration with possible action on the recommendation to remove the Patrol Officer entry level written exam.
6. 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.
7. 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.
8. 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 and Fire Commission

Zoom Meeting Information

Join Zoom Meeting

<https://us02web.zoom.us/j/88991125727?pwd=cWEyNUd5dHZaNFhIWVFMW9oWXRTQT09>

Meeting ID: 889 9112 5727

Passcode: 109101

One tap mobile

+13126266799,,88991125727#,,,,*109101# US (Chicago)

+19292056099,,88991125727#,,,,*109101# 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 DC)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 889 9112 5727

Passcode: 109101

Find your local number: <https://us02web.zoom.us/j/kdCXkk2f4z>

Public Comments

If you wish to speak at this public meeting or leave a comment, please fill out the online [Comment Form](#) prior to the meeting.

Additional Information

1. Wisconsin Open Meetings Law still applies
 - a. Persons interested in speaking to an item must state their name and address for the minutes.
 - b. Committee/Commission/Board members will still follow *Roberts Rules of Order Newly Revised 12th edition*.
2. Please log into the Zoom meeting at least 10 minutes before the meeting begins to ensure a proper connection and that your technology is working.
 - a. If you are a Board Member, please log into [CivicClerk](#) with a computer, laptop, or tablet device.
3. Once you are in the meeting please mute yourself.
 - a. You may unmute yourself when you are called upon to speak.
4. Waiting room
 - a. When you call in or connect via web or Zoom app, you will be placed in a "waiting room."
 - b. The meeting host will then admit you to the meeting, and mute you upon entrance (you will still be able to hear and or otherwise observe the meeting).
5. 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 be tied to an email.
6. Raising your hand
 - a. Committee/Commission/Board members—you can either use CivicClerk and request to speak or you can also utilize the "raise your hand" tool in the Zoom platform (you'd need to use a computer or tablet) to let the host know you would like to speak. You can also un-mute yourself and start speaking.
 - b. Persons with items on the agenda or other interested parties—you can also utilize the "raise your hand" tool on the Zoom platform via computer or mobile device. You will be allowed to speak once the committee, commission, or board has moved to "open the floor for interested parties to speak." Once discussion on your agenda item has concluded, the host will mute you, unless the committee opens the floor again.
7. What devices should I use?
 - a. Smart phone (please see more detailed instructions on page 3)
 - b. Land line
 - c. Tablet—in advance of the meeting, please download the Zoom Meeting app by using either the Apple Store or the Play Store. You will be asked to input your name, to identify you for the meeting.
 - d. Computer—you can access the meeting through a web browser by clicking on the meeting link, or through the Zoom Meeting app. If using the app, please download it in advance of the meeting. You will be asked to input your name, to identify yourself for the meeting.
 - e. For tablet and computer users—if you download the app you may be asked to verify your email.

8. Zoom etiquette
 - a. Muting yourself when you're not speaking 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 state your name and address before you speak. Zoom meeting hosts can see only your telephone number and will ask you to identify yourself.
9. Closed session
 - a. Persons in the Zoom meeting will be put into a waiting room while the committee/commission/board meets in Closed Session. Participants will be admitted back into the Zoom meeting once the committee reconvenes in Open Session.
 - b. Persons watching a Common Council meeting live on YouTube will see a gray screen with the City logo during closed session.
10. Persons interested in attending anonymously or listening to the meeting may call in by dialing *67 followed by the phone number in the Zoom Meeting Information box.

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 #
3. Once you are in the meeting, notify the meeting host that you are in and state your name.
4. If you do not wish to speak, please make sure your phone is on **Mute**
 - a. If you're using a smartphone, look at your screen and click the Mute button





MINUTES OF THE POLICE AND FIRE COMMISSION

MONDAY, FEBRUARY 7, 2022, 4:00 PM
Virtual Meeting. Public may join via Zoom.

A. ZOOM MEETING INFORMATION.

I. This item contains Zoom information, instructions, and a link to the Virtual Comment Form.

B. ROLL CALL.

Present: Marian Boyle-Rohloff, Rod Goldhahn, Ed Dorff, Excused: Rashad Cobb, Melissa Cheslock

Others present: Fire Chief David Litton, HR Generalist Jen Smits and others.

C. APPROVAL OF THE AGENDA.

Moved by Commissioner Ed Dorff, seconded by Commissioner Marian Boyle-Rohloff to approve.
Motion carried.

Yes- Marian Boyle-Rohloff, Rod Goldhahn, Ed Dorff, No- None, Abstain- None

D. APPROVAL OF MINUTES.

I. Approval of the minutes from the regular meeting held December 2, 2021 and the special meetings held December 9, 2021, December 13, 2021, and January 27, 2022.

Moved by Commissioner Ed Dorff, seconded by Commissioner Marian Boyle-Rohloff to approve.
Motion carried.

Yes- Marian Boyle-Rohloff, Rod Goldhahn, Ed Dorff, No- None, Abstain- None

E. INFORMATIONAL.

I. President's Report.

President Goldhahn had nothing to report.

2. Report from the Chiefs.

Fire Chief David Litton and Police Chief Chris Davis provided the Commission with an update on their respective department activities.

3. 2022 Police Department Captain Promotional Process.

Moved by Commissioner Ed Dorff, seconded by Commissioner Marian Boyle-Rohloff to approve. Motion carried.

Yes- Marian Boyle-Rohloff, Rod Goldhahn, Ed Dorff, No- None, Abstain- None

F. REGULAR BUSINESS.

I. Consideration with possible action on the following communications:

a. Budget Status Report.

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

Yes- Marian Boyle-Rohloff, Rod Goldhahn, Ed Dorff, No- None, Abstain- None

b. Budget Status Spreadsheet.

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

Moved by Commissioner Marian Boyle-Rohloff, seconded by Commissioner Ed Dorff to approve. Motion carried.

Yes- Marian Boyle-Rohloff, Rod Goldhahn, Ed Dorff, No- None, Abstain- None

3. Consideration with possible action on the voluntary removal of Fire Fighter candidate(s) from the eligibility list.

Moved by Commissioner Ed Dorff, seconded by Commissioner Marian Boyle-Rohloff to approve the voluntary removal of two Fire Fighter candidates. Motion carried.

Yes- Marian Boyle-Rohloff, Rod Goldhahn, Ed Dorff, No- None, Abstain- None

4. Consideration with possible action on the review of Fire Fighter 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 Ed Dorff, seconded by Commissioner Marian Boyle-Rohloff to go into closed session. Motion carried.

Yes- Marian Boyle-Rohloff, Rod Goldhahn, Ed Dorff, No- None, Abstain- None

Moved by Commissioner Marian Boyle-Rohloff, seconded by Commissioner Ed Dorff to return to

regular order of business. Motion carried.

Yes- Marian Boyle-Rohloff, Rod Goldhahn, Ed Dorff, No- None, Abstain- None

Out of closed session President Goldhahn reported that the Commission reviewed 15 Fire Fighter candidate backgrounds. Two candidates were removed by the Commission and 13 candidates were approved to continue in the hiring process.

Moved by Commissioner Ed Dorff, seconded by Commissioner Marian Boyle-Rohloff to approve. Motion carried.

Yes- Marian Boyle-Rohloff, Rod Goldhahn, Ed Dorff, No- None, Abstain- None

5. Interviews with Fire Fighter 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 Fire Fighter candidates.

The Commission conducted an interview with one Fire Fighter candidate.

6. Set date of next meeting.

The next regular meeting of the Police and Fire Commission is tentatively scheduled for March 3, 2022, pending needs for Fire Fighter and Patrol Officer interviews.

G. PUBLIC HEARINGS.

H. ADJOURNMENT.



MINUTES OF THE POLICE AND FIRE COMMISSION

THURSDAY, FEBRUARY 17, 2022, 3:00 PM
Virtual Meeting. Public may join via Zoom.

A. ZOOM MEETING INFORMATION.

I. This item contains Zoom information, instructions, and a link to the Virtual Comment Form.

B. ROLL CALL.

Present: Marian Boyle-Rohloff, Rod Goldhahn, Ed Dorff, Excused: Rashad Cobb, Melissa Cheslock

Others present: Fire Chief David Litton, HR Generalist Jen Smits and others.

C. APPROVAL OF THE AGENDA.

Moved by Commissioner Ed Dorff, seconded by Commissioner Marian Boyle-Rohloff to approve.
Motion carried.

Yes- Marian Boyle-Rohloff, Rod Goldhahn, Ed Dorff, No- None, Abstain- None

D. REGULAR BUSINESS.

I. Consideration with possible action on the review of Fire Fighter 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 Ed Dorff, seconded by Commissioner Marian Boyle-Rohloff to go into closed session. Motion carried.

Yes- Marian Boyle-Rohloff, Rod Goldhahn, Ed Dorff, No- None, Abstain- None

Moved by Commissioner Marian Boyle-Rohloff, seconded by Commissioner Ed Dorff to return to regular order of business. Motion carried.

Yes- Marian Boyle-Rohloff, Rod Goldhahn, Ed Dorff, No- None, Abstain- None

Out of closed session President Goldhahn reported that the candidate reviewed one Fire Fighter candidate background and that candidate was approved to continue in the hiring process.

Moved by Commissioner Marian Boyle-Rohloff, seconded by Commissioner Ed Dorff to approve. Motion carried.

Yes- Marian Boyle-Rohloff, Rod Goldhahn, Ed Dorff, No- None, Abstain- None

2. Interviews with Fire Fighter 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 Fire Fighter candidates.

The Commission conducted interviews with five Fire Fighter candidates.

E. ADJOURNMENT.

Moved by Commissioner Ed Dorff, seconded by Commissioner Marian Boyle-Rohloff to adjourn. Motion carried.

Yes- Marian Boyle-Rohloff, Rod Goldhahn, Ed Dorff, No- None, Abstain- None



MINUTES OF THE POLICE AND FIRE COMMISSION

MONDAY, FEBRUARY 28, 2022, 3:00 PM
Virtual Meeting. Public may join via Zoom.

A. ZOOM MEETING INFORMATION.

I. This item contains Zoom information, instructions, and a link to the Virtual Comment Form.

B. ROLL CALL.

Present: Rod Goldhahn, Rashad Cobb, Ed Dorff, Marian Boyle-Rohloff, Excused: Melissa Cheslock

Others Present: Fire Chief David Litton, Police Chief Chris Davis, Police Captain Ben Allen, Police Lieutenant Jody Buth, Police Lieutenant Andy Opperman, HR Generalist Jen Smits and others.

C. APPROVAL OF THE AGENDA.

Moved by Commissioner Ed Dorff, seconded by Commissioner Marian Boyle-Rohloff to approve.
Motion carried.

Yes- Marian Boyle-Rohloff, Rod Goldhahn, Rashad Cobb, Ed Dorff, No- None, Abstain- None

D. REGULAR BUSINESS.

I. Consideration with possible action on the review of Fire Fighter 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 Ed Dorff, seconded by Commissioner Marian Boyle-Rohloff to go into closed session. Motion carried.

Yes- Marian Boyle-Rohloff, Rod Goldhahn, Rashad Cobb, Ed Dorff, No- None, Abstain- None

Moved by Commissioner Marian Boyle-Rohloff, seconded by Commissioner Rashad Cobb to return to regular order of business. Motion carried.

Yes- Marian Boyle-Rohloff, Rod Goldhahn, Rashad Cobb, Ed Dorff, No- None, Abstain- None

Out of closed session, President Goldhahn reported that the Commission reviewed four Fire Fighter candidate background investigations. Two candidates were removed by the Commission and two candidates were approved to continue in the hiring process.

Moved by Commissioner Ed Dorff, seconded by Commissioner Marian Boyle-Rohloff to approve. Motion carried.

Yes- Marian Boyle-Rohloff, Rod Goldhahn, Rashad Cobb, Ed Dorff, No- None, Abstain- None

2. Consideration with possible action on request to approve the Police Captain promotional list.

Moved by Commissioner Ed Dorff, seconded by Commissioner Rashad Cobb to approve. Motion carried.

Yes- Marian Boyle-Rohloff, Rod Goldhahn, Rashad Cobb, Ed Dorff, No- None, Abstain- None

3. Consideration with possible action on request for promotion to the rank of Police Captain. 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 Ed Dorff to go into closed session for items #3 and #4. Motion carried.

Yes- Marian Boyle-Rohloff, Rod Goldhahn, Rashad Cobb, Ed Dorff, No- None, Abstain- None

Moved by Commissioner Ed Dorff, seconded by Commissioner Marian Boyle Rohloff to return to regular order of business. Motion carried.

Yes- Marian Boyle-Rohloff, Rod Goldhahn, Rashad Cobb, Ed Dorff, No- None, Abstain- None

Out of closed session, President Goldhahn reported that the Commission approved the recommendation to promote Clint Beguhn to the position of Captain.

Moved by Commissioner Ed Dorff, seconded by Commissioner Marian Boyle-Rohloff to approve. Motion carried.

Yes- Marian Boyle-Rohloff, Rod Goldhahn, Rashad Cobb, Ed Dorff, No- None, Abstain- None

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.

Out of closed session, President Goldhahn reported that the Commission reviewed two Patrol Officer backgrounds. One candidate was removed by the Commission and one candidate was approved to continue in the hiring process.

Moved by Commissioner Marian Boyle-Rohloff, seconded by Commissioner Rashad Cobb to approve. Motion carried.

Yes- Marian Boyle-Rohloff, Rod Goldhahn, Rashad Cobb, Ed Dorff, No- None, Abstain- None

E. ADJOURNMENT.

Moved by Commissioner Ed Dorff, seconded by Commissioner Marian Boyle-Rohloff to adjourn. Motion carried.

Yes- Marian Boyle-Rohloff, Rod Goldhahn, Rashad Cobb, Ed Dorff, No- None, Abstain- None



MINUTES OF THE POLICE AND FIRE COMMISSION

FRIDAY, MARCH 4, 2022, 10:30 AM
Virtual Meeting. Public may join via Zoom.

A. ZOOM MEETING INFORMATION.

I. This item contains Zoom information, instructions, and a link to the Virtual Comment Form.

B. ROLL CALL.

Present: Marian Boyle-Rohloff, Rod Goldhahn, Ed Dorff, Excused: Rashad Cobb

Others present: Fire Chief David Litton, HR Generalist Jen Smits, and others.

C. APPROVAL OF THE AGENDA.

Moved by Commissioner Ed Dorff, seconded by Commissioner Marian Boyle-Rohloff to approve.
Motion carried.

Yes- Marian Boyle-Rohloff, Rod Goldhahn, Ed Dorff, No- None, Abstain- None

D. REGULAR BUSINESS.

I. Consideration with possible action on the review of Fire Fighter 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 Marian Boyle-Rohloff, seconded by Commissioner Ed Dorff to go into closed session. Motion carried.

Yes- Marian Boyle-Rohloff, Rod Goldhahn, Ed Dorff, No- None, Abstain- None

Moved by Commissioner Marian Boyle-Rohloff, seconded by Commissioner Ed Dorff to return to regular order of business. Motion carried.

Yes- Marian Boyle-Rohloff, Rod Goldhahn, Ed Dorff, No- None, Abstain- None

Out of closed session President Goldhahn reported that the Commission reviewed one Fire Fighter candidate background and the candidate was approved to continue in the hiring process.

Moved by Commissioner Marian Boyle-Rohloff, seconded by Commissioner Ed Dorff to approve. Motion carried.

Yes- Marian Boyle-Rohloff, Rod Goldhahn, Ed Dorff, No- None, Abstain- None

E. ADJOURNMENT.

Moved by Commissioner Ed Dorff, seconded by Commissioner Marian Boyle-Rohloff to adjourn. Motion carried.

Yes- Marian Boyle-Rohloff, Rod Goldhahn, Ed Dorff, No- None, Abstain- None



MINUTES OF THE POLICE AND FIRE COMMISSION

TUESDAY, MARCH 8, 2022, 3:00 PM
Virtual Meeting. Public may join via Zoom.

A. ZOOM MEETING INFORMATION.

I. This item contains Zoom information, instructions, and a link to the Virtual Comment Form.

B. ROLL CALL.

Present: Marian Boyle-Rohloff, Rod Goldhahn, Ed Dorff, Excused: Rashad Cobb

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

C. APPROVAL OF THE AGENDA.

Moved by Commissioner Ed Dorff, seconded by Commissioner Marian Boyle-Rohloff to approve.
Motion carried.

Yes- Marian Boyle-Rohloff, Rod Goldhahn, Ed Dorff, No- None, Abstain- None

D. REGULAR BUSINESS.

I. Consideration with possible action on the review of Fire Fighter 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 Marian Boyle-Rohloff, seconded by Commissioner Ed Dorff to go into closed session. Motion carried.

Yes- Marian Boyle-Rohloff, Rod Goldhahn, Ed Dorff, No- None, Abstain- None

Moved by Commissioner Ed Dorff, seconded by Commissioner Marian Boyle-Rohloff to return to regular order of business. Motion carried.

Yes- Marian Boyle-Rohloff, Rod Goldhahn, Ed Dorff, No- None, Abstain- None

Out of closed session President Goldhahn reported that the Commission reviewed one Fire Fighter candidate background and the candidate was approved to continue in the hiring process.

Moved by Commissioner Marian Boyle-Rohloff, seconded by Commissioner Ed Dorff to approve. Motion carried.

Yes- Marian Boyle-Rohloff, Rod Goldhahn, Ed Dorff, No- None, Abstain- None

E. ADJOURNMENT.

Moved by Commissioner Ed Dorff, seconded by Commissioner Marian Boyle-Rohloff to approve. Motion carried.

Yes- Rod Goldhahn, Ed Dorff, Marian Boyle-Rohloff, No- None, Abstain- None



Human Resources Department
100 North Jefferson Street - Room 500
Green Bay, Wisconsin 54301-5026
www.greenbaywi.gov

Phone 920.448.3147
Fax 920.448.3128

MEMORANDUM

To: Police and Fire Commission

From: Jennifer Smits, Human Resources Generalist

Re: Informational Item – 2022 Fire Fighter Recruitment

Date: April 5, 2022

The following is a timeline of the 2022 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 2023.

Applications: FVTC will accept applications from May 2, 2022 through June 3, 2022. 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
- A combination of equivalent experience and/or education may be considered

Testing: FVTC will conduct the Candidate Physical Agility Test (CPAT) orientation and practice sessions during the summer months of 2022. The final CPAT test will be administered from September 15-17, 2022. 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 15-17, 2022. The written exam is weighted at 20% of the candidates' total composite score.

The City expects to receive the written exam and CPAT results from FVTC in October, 2022.

Fire Interviews: Interviews conducted by a panel of Fire Department representatives will be held in October or November, 2022. This step in the selection process 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, 2022. 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

CITY OF GREEN BAY YEAR-TO-DATE BUDGET REPORT

FOR 2022 04

ACCOUNTS FOR: 300 POLICE ADMINISTRATION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
52007 RECRUITING	20,000	20,000	295.00	.00	.00	19,705.00	1.5%
TOTAL POLICE ADMINISTRATION	20,000	20,000	295.00	.00	.00	19,705.00	1.5%



City of Green Bay

CITY OF GREEN BAY YEAR-TO-DATE BUDGET REPORT

FOR 2022 04

ACCOUNTS FOR: 400	FIRE ADMINISTRATION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
52007	RECRUITING	5,000	5,000	.00	.00	.00	5,000.00	.0%
	TOTAL FIRE ADMINISTRATION	5,000	5,000	.00	.00	.00	5,000.00	.0%

2022 POLICE & FIRE COMMISSION BUDGET

Account: 101300-52007 Recruiting (PD)

[illegible]

2022 POLICE & FIRE COMMISSION BUDGET

Account: 101400-52007 (FIRE)

[illegible]



National Minority Update

Quarterly Employment & Educational Resource
PMB 206
2200 Willson Blvd Ste. 102
Arlington, VA 22201
(703) 527-1901

Receipt

Invoice No: 9632298

Date: Feb. 25, 2022

To **City of Green Bay**
Attn: Jennifer Smits
100 North Jefferson St.
Green Bay, WI 54301

INVOICE DATE	EDITION	TRANSACTION	CUSTOMER CODE	TERMS
02/25/22	WEB	NMU022522	GBW	Credit Card
AD SIZE	DESCRIPTION		UNIT PRICE	AMOUNT
Quarter	Online Police Ad (Mar/Apr/May/June/July)		\$295.00	\$295.00
	Federal Tax Id. #88-039-4222			
TOTAL AMOUNT				\$295.00

**PAID IN FULL WITH
VISA ENDING IN 3308**



Green Bay Police Department
307 South Adams Street
Green Bay, Wisconsin 54301-4582
www.gbpolice.org

Phone 920.448.3200
Fax 920.448.3248

April 4, 2022

To: Police and Fire Commission

From: Chief Chris Davis
Green Bay Police Department

Subject: Request for Change in Process for Commander Selection

Commissioners:

The Green Bay Police Department currently has a vacancy for a Police Commander position, which we hope to fill later this spring. I would respectfully propose some changes to the process for this selection. The proposed process is as follows:

- Formation of a selection committee comprised of at least one Commission member, a command officer from another police agency, a community member, a member of the City's Human Resources Department, and another City department director
- A candidate interview by the selection committee, scored according to a standardized rubric designed to measure the candidates' knowledge, skills, and abilities relevant to the position. The interview will be weighted at 80% of the candidates' composite score.
- A resume review by the selection committee. The resume review will be weighted at 20% of the candidates' composite score.
- All candidates scoring 70% or above on both the interview and resume review would be placed on an equally-ranked eligibility list
- The selection committee makes a recommendation to the Chief for promotion based on the specific Commander vacancy (in the current case, the Investigations Commander position)
- An interview with the Chief and a member of the City's Human Resources Department.
- Selection by the Chief, taking into account the selection committee's recommendation and the Chief's interview

I intend to open the Commander position to Department members holding the rank of Captain for a minimum of one year prior to the beginning of the process. Because of this, we will have a very small applicant pool for this position. The posting will be open for two weeks, and interested candidates will be asked to submit a resume to apply for the position.

Thank you for your attention to this matter. Please do not hesitate to contact me with any questions, concerns, or comments you may have.



Human Resources Department
100 North Jefferson Street - Room 500
Green Bay, Wisconsin 54301-5026
www.greenbaywi.gov

Phone 920.448.3147
Fax 920.448.3128

MEMORANDUM

To: Police and Fire Commission

From: Jennifer Smits, Human Resources Generalist

Re: Consideration with possible action on the recommendation to remove the Patrol Officer entry level written exam

Date: April 7, 2022

The Police Department and Human Resources Department continually monitor and evaluate the Patrol Officer recruitment and selection process. In June of 2021, the Police and Fire Commission approved the removal of the entry level written test for lateral transfer candidates. Lateral transfer candidates are those candidates who are actively employed on a full-time basis with another law enforcement agency and have completed their probationary period or one year of service, whichever is greater. This change has been implemented successfully. After further review, it is recommended that the entry level written test be removed from the selection process for all candidates. The rationale for doing so is because this entry level written test is not serving our needs for determining whether candidates will be successful on the job.

Given the current labor shortage, more emphasis should be placed on candidates' emotional intelligence and Chief Davis is evaluating assessment methods for doing so.

The other components of the recruitment process will remain, including:

- Report writing test
- Police Department panel interview
- Personnel evaluation profile (PEP) test
- Background investigation interview
- Thorough background investigation
- Interview with Police and Fire Commission

It is recommended that this change be implemented as soon as possible.