



AGENDA OF THE POLICE AND FIRE COMMISSION

THURSDAY, MAY 12, 2022, 3:00 PM
Virtual Meeting. Public may join via Zoom.

A. Zoom Meeting Information.

1. 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.

1. Approval of the minutes from the regular meeting held April 7, 2022.

E. Informational.

1. Introduction of new Commissioner.
2. President's Report.
3. Report from the Chiefs.
4. 2022 Battalion Chief Promotional Process.

F. Regular Business.

1. 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 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.
4. 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.
5. 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

**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.

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

Others Present: Fire Chief David Litton, Police Chief Chris Davis, Police Captain Ben Allen, Police Lieutenant Andy Opperman, Police Lieutenant Jody Buth, Police Officer Chris Vaubel, Police Officer Shawna Coron, 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 February 7, 2022 and the special meetings held February 17, February 28, March 4, and March 8, 2022.

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. INFORMATIONAL.

1. President's Report.

President Goldhahn commented on some recent positive events, including a swearing-in ceremony for Captain Clint Beguhn, Fire academy kickoff, and Police awards celebration including three police officers who received the maximum heroism award.

2. Report from the Chiefs.

Fire Chief David Litton and Police Chief Chris Davis reported on their respective department events and activities.

3. 2022 Fox Valley Technical College Regional Fire Fighter 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

F. REGULAR BUSINESS.

1. Consideration with possible action on the following communications:

a. Budget Status Report.

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

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

4. Consideration with possible action on the request to approve the Police Commander 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

5. Consideration with possible action on the recommendation to remove the Patrol Officer entry level written exam.

Moved by Commissioner Ed Dorff, seconded by Commissioner Marian Boyle-Rohloff to approve the request to remove the Patrol Officer entry level written exam and replace it with an emotional intelligence assessment, with the specific instrument to be determined by the Police Department. Motion carried.

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

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.

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 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 6 Patrol Officer candidates backgrounds. Three candidates were removed by the Commission and three candidates were 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

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.

The Commission conducted interviews with three Patrol Officer candidates.

8. Set date of next meeting.

The next meeting of the Police and Fire Commission is tentatively scheduled May 5, pending Patrol Officer recruitment needs.

G. PUBLIC HEARINGS.

H. 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



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 Battalion Chief Promotional Process

Date: May 12, 2022

The following is a summary of the 2022 Battalion Chief promotional process, which will be used to create an eligibility list.

The minimum requirements are as follows:

- Associate's degree Fire science or equivalent
- 10 years of experience in a Fire Department of comparable size

Promotional process timeline:

April 29, 2022	Notice to all personnel
May 13, 2022 at Noon	Personnel must submit letter of intent and resume
June 13, 14 & 15, 2022	Oral interviews and assessment center
June 20, 2022	Possible 2 nd interviews and establish eligibility list
July 7, 2022	PFC approval of eligibility list

YEAR-TO-DATE BUDGET REPORT

FOR 2022 05

ACCOUNTS FOR:		ORIGINAL	REVISED	YTD EXPENDED		MTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
300	POLICE ADMINISTRATION	APPROP	BUDGET					BUDGET	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%

YEAR-TO-DATE BUDGET REPORT

FOR 2022 05

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: 101400-52007 (FIRE)

[illegible]

Account: 101300-52007 Recruiting (PD)

[illegible]

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(262)646-6404x116
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http://www.tyreandchilds.com

TYRE & CHILDS

PUBLIC SAFETY CONSULTATION

INVOICE

BILL TO

Ms. Jennifer Smits
City of Green Bay Police Department

INVOICE # 3101**DATE** 04/26/2022**TERMS** Due on receipt

ACTIVITY	QTY	RATE	AMOUNT
New Hire Evaluation	1	495.00	495.00

Please make check out to: Craig D. Childs, PhD, S.C.

BALANCE DUE

\$495.00

Please also indicate the invoice number on your
payment voucher.

Thank you.

101300-52007 - \$495.00

APPROVED

Dated: 5/3/2022

By: 