



MINUTES OF THE POLICE AND FIRE COMMISSION

**THURSDAY, JULY 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, John Laux, Excused: Rashad Cobb

Others Present: Assistant Fire Chief Rob Goplin, Police Chief Chris Davis, Police Captain Ben Allen, Police Lieutenant Jody Buth, Police Officer Chris Kuptz, HR Manager Melanie Falk, HR Generalist Jen Smits and others.

C. APPROVAL OF THE AGENDA.

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

D. APPROVAL OF MINUTES.

I. Approval of the minutes from the regular meeting held June 2, 2022 and the special meetings held June 16 and June 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.

1. President's Report.

Commissioner Laux arrived at this time.

President Goldhahn stated that a press release was recently sent regarding the pending retirement of Chief Litton and that a discussion regarding the search for his replacement was added to this agenda.

2. Report from the Chiefs.

Assistant Fire Chief Rob Goplin and Police Chief Chris Davis reported on their respective department events and activities.

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, John Laux, No- None, Abstain- None

b. Budget Spreadsheet.

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

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

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

3. Discussion with possible action regarding the recruitment and selection process for Fire Chief.

The Commission discussed the Fire Chief recruitment and selection process.

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.

Moved by Commissioner Ed Dorff, seconded by Commissioner John Laux to go into closed session. Motion carried.

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

Moved by Commissioner Ed Dorff, seconded by Commissioner John Laux to return to regular order

of business. Motion carried.

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

Out of closed session, President Goldhahn reported that the Commission reviewed three Patrol Officer backgrounds. One candidate was approved to continue in the hiring process; one candidate was removed by the Commission and one candidate was placed on hold pending additional information.

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

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

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.

The Commission interviewed one Patrol Officer candidate.

6. Set date of next meeting.

The next meeting of the Police and Fire Commission is scheduled for August 4, 2022, unless an adjustment is needed for recruiting purposes.

G. PUBLIC HEARINGS.

H. ADJOURNMENT.

Moved by Commissioner Ed Dorff, seconded by Commissioner John Laux to adjourn. Motion carried.

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

VERBATIM MINUTES

- Okay, we're recording.

- All right. Thank you all for attending and welcome to the July 7th meeting of the Police and Fire Commission. You all should have received a... Well let's start with the roll call. Vice President Boyle Rohloff?

- Here.

- Commissioner Dorff?

- Here.

- Commissioner Laux, I believe will be attending. So we're waiting for him to sign in. And then also Commissioner Cobb is excused, although he may sign in prior to the end of the meeting if his conflict is resolved in time. You should have received a regular agenda in the mail and then an updated agenda yesterday. So if there are no questions... First I'll check. Did everybody receive the updated agenda with the additional...

- Yes.

- Okay. I see nods from everyone. With that, I will ask for an approval of the agenda.

- So moved.

- And seconded.

- Moved by Boyle Rohloff, seconded by Commissioner Dorff. Any further discussion? Hearing none, all those in favor?

- Aye.

- Aye.

- Any opposed? All right. The agenda is approved. You had two sets of minutes in the package: our regular meeting of June 2nd and then the special meeting of June 16th and June 27th. If there are no questions or changes to those, I'll entertain a motion to approve.

- Move to approve.

- Second.

- We have a motion and a second to approve those three sets of minutes. Any further discussion? Hearing none. All those in favor?

- Aye.

- Aye.

- Any opposed? All right, those minutes are passed and let the record show that Commissioner Laux has joined us. The next item is our reports. My only report is a reflective of the additional agenda item. Press release went out, I believe last week concerning the pending retirement of Chief Litton in the Fire Department. And so we added to the agenda the discussion of the process, requirements and timeline for the search process for replacing him. And with that, I will turn it over to Chief Goplin for the Fire Department.

- Good afternoon. We have been relatively busy lately in July. We've had seven structure fires to date. Two of those occurred this morning before... It was a bit busy over the 4th of July, but getting through that okay. We're up about 1300 responses year to date over where we were last year. We're actually gonna start taking a look at the incident types and so on that are increasing the most to try and get an idea of where the trend is and what we're seeing more than anything. Not exactly unexpected, but increase over last year. We have had our Battalion Chief that was recently promoted. Chad Bronkhorst has been going through a month long training period where he's just working days to kind of get continual repetition into the daily tasks, but also doing the job of Battalion Chief every day. And he has been very busy and gotten several structure fires under his belt already. So while it's unfortunate that those are happening, he's doing well and he's getting some good training time here during that month. The last thing is that we have our "Moving Forward with a Fall" hiring process. We're expecting somewhere around 10 openings, depending on the total number of retirements. And obviously that was brought to the commission previously, but we're continuing to move forward, get all those dates scheduled and everything is on path for that. So unless there are any questions, that's all I have.

- Rob, in that major structure fire on Irwin, report said there was one firefighter that was taken to the hospital. Was that just for observation and released or?

- Yeah, that was essentially a dehydration type heat issue. It was a very, very difficult fire, a lot of very intense physical labor at that one. Entirely steel structure and we had quite the time getting it opened up. So there was just a lot going on there. Ultimately that firefighter will be fine.

- Okay, thank you. Any other questions for Chief Goplin? All right. Chief Davis.

- Well hi, everybody. We are also especially busy right now. We've really officially entered the busy summer season. We had a very busy 4th of July, including an incident that there's some media coverage today of involving a young man who had a very realistic looking replica firearm that he displayed at officers, lifted his shirt up and there's video of it that's online. But I call this out in particular because of the really professional work by our officers. They were able to resolve this very dangerous situation in a crowded downtown area, right after the 4th of July fireworks with minimal use of force. We were able to get this kid into custody, recover the firearm, which turned out not to be real. It just looked very real. So we've been doing some public outreach and some media messaging on why we would really appreciate community members talking to their kids about decision making and if they have those kind of replica firearms, not having them out in public. We are still about 10 or so sworn officers down in vacancies. We do anticipate starting a Lieutenant's promotional process just a little bit later in the summer. And then we will be posting for our vacant Commander position within the next couple of weeks and beginning that process. We will just establish an eligibility list for Lieutenants. We do have some vacancies at the Lieutenant rank. We're carrying one in detectives right now that we may need to keep for a little bit longer, just because we don't want to decimate the number of officers we have through the trickle down effect of promotions. But we also recently said goodbye to long serving member of the Green Bay Police Department, Lieutenant Chad Ramos, who has left us for work in the private sector. He retired after a great career with us. I know a lot of you are familiar with... That's a position in the training division that's pretty critical. So we do anticipate probably filling that one sooner rather than later. And then we recently promoted a new Sergeant. We did an informal promotional ceremony. We'll do a more formal one later on when we have some new hires to swear in as well. But we've been able to over hire by one Sergeant so that we can get this Sergeant up and running, and some training into him

before we anticipate having another Sergeant retire in September. And so that is pretty much it from the Green Bay Police.

- All right. Any questions for Chief Davis? Okay. Thank you.

- Rod, Rod. You got me?

- Sure.

- I'm a little slow here. I'm up in God's country, the U.P. right now. So I apologize if the internet's not the best. But Chief, do you anticipate a good group for the Lieutenant's test? I know when I was leaving, there seemed to be some kind of compression there. And then Lieutenant to Captain, there's gotta be incredible compression with the wage growth, especially after this long contract.

- Yeah. That is an issue that we're dealing with. The Sergeant to Lieutenant compression isn't so bad because we recently resolved the Lieutenant's agreement with similar pay raises to the Green Bay Police Officers Association. But we have developed actually an inversion situation now at this point, and we're working with HR on what we can do to resolve that. But especially when you factor in premium pay for like our night shift Lieutenant, we have Captains making less on an hourly basis than Lieutenants. And the important thing to remember with compression at those levels, is Lieutenants work like a 1,964.5 hour work schedule in a year, Captains work 2,080. So it's important to compare, not the annual salaries, but the hourly rate.

- Yeah, absolutely.

- An hour of a Captain's time right now pays less than an hour of a Lieutenant's time. And so we're trying to move forward with some urgency with HR on how to fix that. But in answer to your question, Commissioner, we're hearing that we have maybe a few of our Sergeants. We'll know once we get applications and then not only Sergeants will be eligible to take the Lieutenant's test, as has happened in the past. So we believe we'll get at least a handful of applicants, which we don't typically make a lot of Lieutenants promotions. So I'm cautiously optimistic that we'll get a good list.

- Sure. I left prior to any Sergeant promotion to Lieutenant, so I never heard how it was resolved. Can you apply for Lieutenant without being a Sergeant or is it just from the Sergeant ranks?

- So that's been the subject of a lot of discussion, but in this upcoming process, we will open it up and we're discussing whether that's a special one and two, or if we just stick with the number of years of service requirement that we've had in the past. That's probably the direction we will go, at least for this process, because that Sergeant's role is new enough that we think it's not quite time to look at changing that and requiring that someone be a Sergeant before they're eligible.

- Okay. Thank you.

- All right. Any other questions for Chief Davis? All right. Thank you. Next agenda items are consideration with possible action on the budget status report and the budget spreadsheet. No spending this past month in either account. Fire has very little spending at all year to date, but I'm sure that's gonna change very rapidly in the next few weeks as we start the search for a new Chief. So if there are no questions, I'll entertain a motion to receive those and place on file.

- So moved.

- Second.

- Motioned by Commissioner Dorff. Seconded by Commissioner Boyle Rohloff. Any further discussion? Hearing none, all those in favor for the receiving and placing on file the budget status report and the budget spreadsheet, say "Aye."

- Aye.

- Aye.

- Any opposed? All right. Those were approved.

- Aye.

- And then the consideration with possible action to approve the monthly bills. Bills were all pre-employment, physicals, and psych evaluations for the Police Department. If there are no questions, I'll entertain a motion to approve.

- So moved.

- Is there a second?

- Second.

- So we have a motion and a second. Any further discussion? Hearing none. All those in favor?

- Aye.

- Aye.

- Opposed? All right, we will pay the bills. Next item, discussion with possible action regarding the recruitment and selection process for the Fire Chief. Melanie and I had some discussions and took a look at the requirements we had back in 2013 when we hired Chief Litton and I wanted to discuss whether those would still be appropriate, or if the commission thinks we should make any changes to the minimum education and experience requirements. And then I'd like to discuss the rough timeline and then verify any blocks of time that any of the commissioners won't be available so we will know to avoid those and can add those into the process. Ideally, if we could name the new chief and have them in place prior to Chief Litton leaving so that there could be some overlap, I think that would be a very good thing. So I would target to do that if at all possible in this process. So with that, the previous requirements when we hired Chief Litton included a Bachelor's Degree in Fire Science, Business Administration, or Public Administration, seven years progressively responsible supervisor experience in a fire department of a size comparable to us, driver's license and driving record, graduate of the Executive Fire Officer program at the National Fire Academy, desired but not required, and a Chief Fire Officer designation, also desired but not required. So any thoughts or discussion on whether those would continue to be appropriate or they should be amended in some

way?

- And Rod, we do have a preference for a Master's Degree as well.

- Okay.

- Which is very similar to our Police Chief.

- All right.

- Melanie, I know in the police world, the FBI Academy kind of counts as a Master's. Does the fire world have something similar or no?

- You know, and maybe this is a question for AC Goplin, but we've got that Executive Fire Officer program and the Chief Officer designation. Do those correlate at all, Rob?

- I guess the way that I would answer that is I think they're very similarly situated in relationship between EFO and the FBI Academy. The FBI Academy is, I believe, just a little bit longer. I think it might be two weeks longer in duration, but it's very arguable in certain circles whether the Master's Degree and EFO would be an equivalency or not. I don't believe in the past that the city has considered an EFO to be the equivalent of a Master's Degree.

- Yeah.

- Okay. Thank you.

- And I think also not to... Generally you put in requirements to weed people out, so you don't have more applicants than you can deal with. Actually, I don't foresee that problem at least based on what we experienced with the Police Chief situation. So I think one of the other things that we would want to inquire about and have involved in interviews is experience with combining departments, like we've seen with Allouez and with Bellevue. And I would expect that over the future years, we'll be seeing more of that. I wouldn't make that a requirement, but I would also list that as something that would be desired if a candidate had experience in managing through those processes.

- Rod, are you talking about jurisdictions or are you talking about public safety as combining police and fire?

- Jurisdictions.

- Jurisdictions.

- Like we've seen with the creation of the Metro Fire Department by absorbing Allouez,

- Okay.

- and then just recently Bellevue, yeah. Okay. Any other thoughts or changes to that? Okay. With that, since we've not made any material changes to it, I don't think we need any kind of a motion to do that. Next item was timeline. Melanie and Jen, typically, how long have we left the advertisements

open?

- For Police Chief, and then the last time we recruited for a Fire Chief, we advertised for about six to eight weeks. And that was to meet the deadlines and publication dates for this comprehensive list of sources that we used, which HR is going to recommend that we use the same advertising sources that we used for the last chief recruitment. I did review this list with AC Goplin. He agreed that it was a good list and that there were sources on there that he hadn't thought of. So we should be in pretty good shape. And then in addition to those webpages, we're also looking at sending out information to the Illinois, Iowa, Minnesota, Michigan, and Indiana, as well as Wisconsin Fire Chiefs Association.

- Okay.

- So what we did the last time is we advertised for six to eight weeks with a notation that we're gonna recruit until filled, but that we would initiate the screening of the applications by like that six to seven weeks out, just so that we can keep the process moving along.

- Okay. Are we capable of starting that process by the middle of July, middle of this month?

- Sure. I think we could look at developing our flyer and advertisement. It's just gonna require a few tweaks. So by the end of next week or first part of... What is that the week of?

- 18th?

- The 18th.

- Okay.

- We should be able to...

- So conceivably by early September, we could be reviewing applications and whittling down to some potential finalist candidates?

- Right. In fact, when I mapped this out...

- Okay.

- So if we begin advertising the week of the 11th or 18th, we could probably look at releasing the applications to the commission the week of August 22nd. On or around there. Give or take a few days. And then give you folks a couple of weeks to review those. And then what we did the last time at either a regular meeting or special meeting, the commission got together, you had ranked or rated those applicants, and they were discussed at that meeting. And then we scheduled phone screens. I thought that worked well with a 30 minute phone screen, but we can discuss that further. So then with that timeline in mind, and again, just kind of carbon copying what we did the last time around, we then scheduled those phone screens for the week of the 12th. So that might be a special meeting with the commission and then final interviews, which would entail the interview with the PFC, suggested meeting with the mayor and then perhaps a department tour with either the Chief or an Assistant Chief or some other official from the department, taking place that first or second week in

October at the latest.

- Okay. And I think also we would include visits with the village presidents at Allouez and Bellevue, too.

- Yes, good point.

- How does that sound to the commissioners? And John, for your benefit since this will be your first chief recruitment situation you've been in, once these applications come in, they go into a secure database and all the commissioners have access to that database. So we ask each commissioner to go in, review each application, and then there's a rating system where you can electronically rate that applicant. And then once all that is complete, we take a look at how many both applied, how many were ranked high enough to go through the phone interview as Melanie discussed, and then from there, whittle it down to a series of finalists where we'll do face to face interviews.

- Those dates that you suggested, Melanie, look really good, particularly if we can get that first batch the week of the 22nd. On the 27th, I'll be leaving town until right after Labor Day. So I would have time to review those things then. And then as far as what you mentioned in September, that looks good to me. The only things I've got in October, if we're talking mid-October, early to mid-October, October 5th, 12th, and 14th are the only dates that would not work for me. If we were looking at interviews on any of those days.

- And I am gone the week of the 12th in September.

- I am also. I will be in Spain from the 12th to the 22nd.

- Nice.

- Sounds nice.

- All right. Why don't I ask each commissioner then to certify what they just said and send Melanie a list of that so she'll have a written documentation of areas to avoid.

- Sure.

- And we can construct this, change the dates a little bit, but that'll be helpful.

- And a question... You mentioned phone interviews. Would that be like Zoom? To do like 30 minute Zoom things or no?

- We could do it via Zoom. That's new technology since our last chief hire in 2013, or we could do face to face. More than anything, it's more of just a screening to help whittle our pool down if needed.

- Yeah, we can make that decision once we see how many total applicants we get and how many after we get through that first rating we do from just looking through the applications. If we have 30 people that made the cut, then we would need a process to whittle those down. If we had five that made the cut, maybe we don't do the phone interviews and just go right into the face to face.

- Right.

- We'll make that decision based on the candidates and what attributes they bring to the party.

- Mm-hmm.

- All right. Anything more there? Okay. Thank you all. Looks like we'll have a busy end of the summer, early fall. The next item is consideration with possible action on the review of patrol officer candidate backgrounds. So the commission may convene in closed session pursuant to Sections 19.885, paragraph one sub-CNF 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 sections 19.85, paragraph two Wisconsin Statutes to report the results of the closed session and consider the balance of the agenda. And then we have a second closed session item, which is interview patrol officer candidates. Please take notice that pursuant to sections 19.85 paragraph one sub CNF, Wisconsin Statutes, the commission making a meeting 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?

- So moved.

- Moved by Commissioner Dorff, seconded by Commissioner Laux. Any further discussion? Hearing none, all those in favor.

- Aye.

- Aye.

- Any opposed? All right, we are in closed session. Back in open session.

- Okay. We're all set.

- All right. We are back in open session. While in closed session, we reviewed three backgrounds. Of those three, we interviewed one of the candidates and are continuing that candidate in the hiring process. On the other two, we rejected one candidate and placed the other candidate on hold, pending further information that we are seeking. So with that, I'll ask for a motion to confirm that as the report of the closed session activity.

- So moved.

- Moved by Commissioner Boyle Rohloff.

- Second.

- Seconded by Commissioner Dorff. Any further discussion? Hearing none, all those in favor.

- Aye.

- Aye.

- Any opposed? Okay. Thank you. That confirms the closed session report, and that concludes our agenda. The next meeting date, the regular meeting date would be August 4th. So I'll ask you to hold that day, unless one of the departments comes in with requests to adjust that. There are no public hearings scheduled. So with that, I'll entertain a motion to adjourn.

- Move to adjourn.

- Motion by Commissioner Dorff.

- With authority, second that.

- Seconded by Commissioner Laux. All those in favor.

- Aye.

- Aye.

- Any opposed? Thank you. We are adjourned.

- Thank you.