



AGENDA OF THE POLICE AND FIRE COMMISSION

THURSDAY, JANUARY 5, 2023, 3:00 PM

In person at City Hall, Room 310.

Virtual attendance also available 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 special meeting held November 30, 2022 and the regular meeting held December 1, 2022.

E. Informational.

1. President's Report.
2. Report from the Chiefs.
3. Police Department Commander Promotional Process.

F. Regular Business.

1. Consideration with possible action on the following communications:
 - a. Budget Status Report.
 - b. Budget Spreadsheet.
2. Consideration with possible action on request to approve the monthly bills.

3. Consideration with possible action on request for promotion to the rank of Police Sergeant. The Commission may convene in closed session pursuant to Sections 19.85(1) (c) and (f), Wisconsin Statutes, to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise responsibility. The Commission may thereafter reconvene in open session pursuant to Section 19.85(2), Wisconsin Statutes, to report the results of the closed session and consider the balance of the agenda.
4. Consideration with possible action on request for promotion to the rank of Police Lieutenant. The Commission may convene in closed session pursuant to Sections 19.85(1) (c) and (f), Wisconsin Statutes, to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise responsibility. The Commission may thereafter reconvene in open session pursuant to Section 19.85(2), Wisconsin Statutes, to report the results of the closed session and consider the balance of the agenda.
5. Interviews with 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.

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.

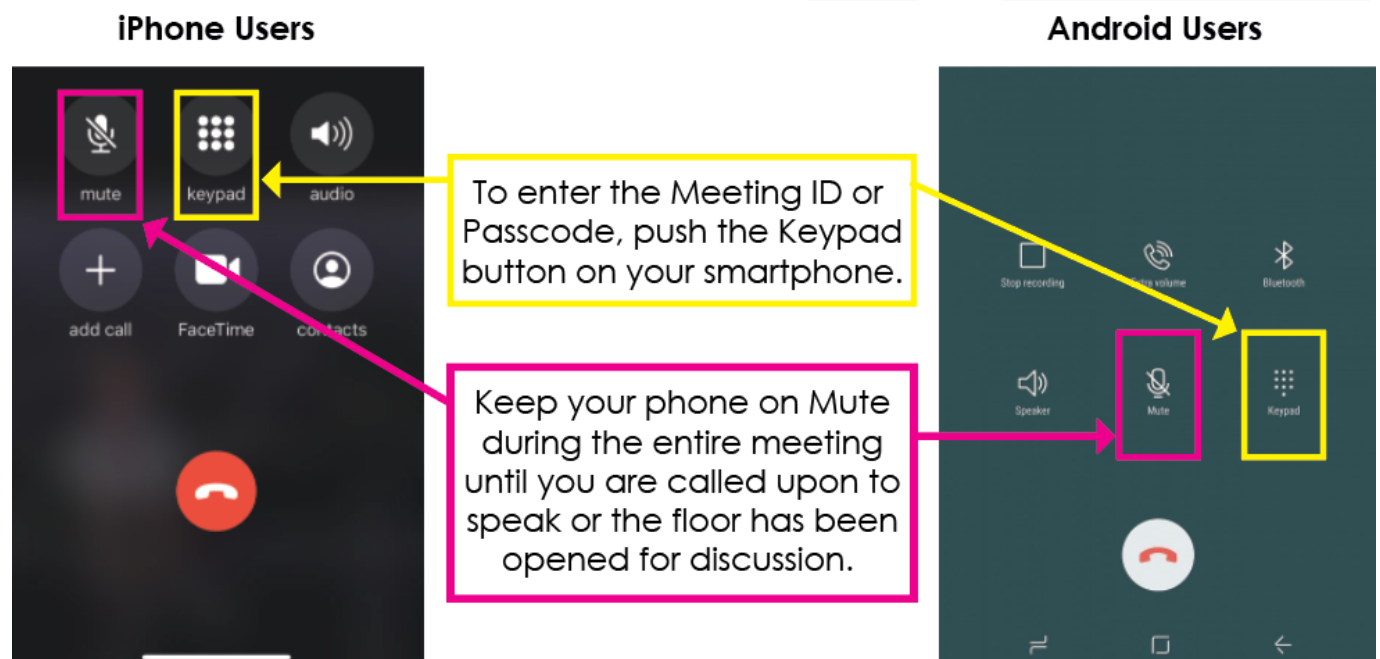
Additional Information

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

WEDNESDAY, NOVEMBER 30, 2022, 2:00 PM

In person at City Hall, Room 310.

Virtual attendance also available 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, John Laux

Excused: Ed Dorff, Marian Boyle-Rohloff

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

C. APPROVAL OF THE AGENDA.

Moved by John Laux, seconded by Rashad Cobb to approve the agenda.

Motion Passed.

Yes- Rod Goldhahn, Rashad Cobb, John Laux, No- None, Abstain- None.

D. REGULAR BUSINESS.

I. 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.

Moved by Rashad Cobb, seconded by John Laux to enter closed session.

Motion Passed.

Yes- Rod Goldhahn, Rashad Cobb, John Laux, No- None, Abstain- None.

Moved by Rashad Cobb, seconded by John Laux to return to regular session.

Motion Passed.

Yes- Rod Goldhahn, Rashad Cobb, John Laux, No- None, Abstain- None.

President Goldhahn reported out of closed session that six Fire Fighter candidates were interviewed and additional interviews will be conducted on December 1st.

E. ADJOURNMENT.

Moved by John Laux, seconded by Rashad Cobb to adjourn.

Motion Passed.

Yes- Rod Goldhahn, Rashad Cobb, John Laux, No- None, Abstain- None.



MINUTES OF THE POLICE AND FIRE COMMISSION

THURSDAY, DECEMBER 1, 2022, 8:00 AM

In person at City Hall, Room 310.

Virtual attendance also available 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, John Laux, Rashad Cobb

Excused: Ed Dorff, Marian Boyle-Rohloff

Others Present: Fire Chief David Litton, Police Chief Chris Davis, Assistant Fire Chief Ryan Gibbons, Human Resources Generalist Jen Smits, Human Resources Manager Melanie Falk and others.

C. APPROVAL OF THE AGENDA.

Moved by John Laux, seconded by Rashad Cobb to approve the agenda.

Motion Passed.

Yes- Rod Goldhahn, Rashad Cobb, John Laux, No- None, Abstain- None.

D. APPROVAL OF MINUTES.

I. Approval of the minutes from the regular meeting held November 7, 2022 and the special meeting held November 10, 2022.

Moved by John Laux, seconded by Rashad Cobb to approve.

Motion Passed.

Yes- Rod Goldhahn, Rashad Cobb, John Laux, No- None, Abstain- None.

E. INFORMATIONAL.

1. President's Report.

There was no report from the President.

2. Report from the Chiefs.

Police Chief Chris Davis and Fire Chief David Litton 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 John Laux, seconded by Rashad Cobb to receive and place on file the budget status report and budget spreadsheet.

Motion Passed.

Yes- Rod Goldhahn, Rashad Cobb, John Laux, No- None, Abstain- None.

b. Budget Spreadsheet.

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

Moved by John Laux, seconded by Rashad Cobb to approve.

Motion Passed.

Yes- Rod Goldhahn, Rashad Cobb, John Laux, No- None, Abstain- None.

3. Continued deliberation and evaluation of Fire Chief candidates. The Commission may convene in closed session pursuant to Sections 19.85(1) (c), Wisconsin Statutes, to consider employment, promotion, compensation or performance evaluation data over 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.

Moved by Rashad Cobb, seconded by John Laux to enter closed session for items #3 and #4.

Motion Passed.

Yes- Rod Goldhahn, Rashad Cobb, John Laux, No- None, Abstain- None.

Moved by John Laux, seconded by Rashad Cobb to return to regular session.

Motion Passed.

Yes- Rod Goldhahn, Rashad Cobb, John Laux, No- None, Abstain- None.

Out of closed session, President Goldhahn reported that the Commission completed deliberation and evaluation of Fire Chief candidates and the Commission expects to make an announcement early

in the week of December 5th. The Commission also conducted interviews with four Fire Fighter candidates.

Moved by Rashad Cobb, seconded by John Laux to approve. Motion carried.

Yes- Rod Goldhahn, Rashad Cobb, John Laux, No- None, Abstain- None

4. 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.

G. PUBLIC HEARINGS.

H. ADJOURNMENT.

Moved by John Laux, seconded by Rashad Cobb to adjourn.

Motion Passed.

Yes- Rod Goldhahn, Rashad Cobb, John Laux, 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 – Police Department Commander Promotional Process

Date: January 5, 2022

The Green Bay Police Department currently has a vacancy for a Police Commander position in the Professional Standards Division which Chief Davis hopes to fill early this year. The following is a summary of the promotional process, which follows the same process as the most recent Commander promotional process.

Department members holding the rank of Captain for a minimum of one year prior to the beginning of the process will be eligible to participate.

The evaluation methods include:

- Interview with a selection committee comprised of at least one Commission member, a command officer from another agency, a community member, a member of the City's Human Resources Department, and another City department director. The interview will be weighted at 80% of the candidate's composite score.
- A resume review conducted by the selection committee which will be weighted at 20% of the candidate's composite score.
- All candidates scoring 70% or above on both the interview and resume review will be placed on an equally-ranked eligibility list.
- The selection committee will make a recommendation to the Chief for promotion based on the specific Commander vacancy.
- The recommended candidate will participate in an interview with the Chief and a member of the City's Human Resources Department. Selection will be made by the Chief taking into consideration the selection committee's recommendation and the Chief's interview.



City of Green Bay

CITY OF GREEN BAY YEAR-TO-DATE BUDGET REPORT

FOR 2022 12

ACCOUNTS FOR: 300	POLICE ADMINISTRATION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
52007	RECRUITING	20,000	20,000	4,484.80	.00	.00	15,515.20	22.4%
	TOTAL POLICE ADMINISTRATION	20,000	20,000	4,484.80	.00	.00	15,515.20	22.4%

2022 Year End Balance
2023 - No charges



City of Green Bay

CITY OF GREEN BAY YEAR-TO-DATE BUDGET REPORT

FOR 2022 12

ACCOUNTS FOR: 400 FIRE ADMINISTRATION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
52007 RECRUITING	5,000	5,000	10,653.70	6,141.70	.00	-5,653.70	213.1%
TOTAL FIRE ADMINISTRATION	5,000	5,000	10,653.70	6,141.70	.00	-5,653.70	213.1%

2022 Year End Balance
2023 - No charges

Account: 101300-52007 Recruiting (PD)

[illegible]

2022 POLICE & FIRE COMMISSION BUDGET

Account: 101400-52007 (FIRE)

[illegible]

2023 POLICE & FIRE COMMISSION BUDGET

Account: 101300-52007 Recruiting (PD)

[illegible]

2023 POLICE & FIRE COMMISSION BUDGET

Account: 101400-52007 (FIRE)

[illegible]

INVOICE

L. W. Faulk
12/22/22


TDOCONSULTING
TODD OLM-
445 MYSTIC DR.
HORTONVILLE, WI 54944
920.850.5150

TO
City of Green Bay
Department of Human Resources
Melanie Falk, HR Director
100 N Jefferson St., #500
Green Bay, WI 54301

FROM
TDO Consulting
Todd Olm
toddolm@yahoo.com

DATE OF ISSUE:
November 29, 2022

HOURS

\$5,440	Regular Hours (68 X \$80)
\$400	Travel Hours (8 X \$50)
\$5,840	Subtotal Hourly

EXPENSE REIMBURSEMENTS

\$271.70	Mileage at \$0.65/mile Rockford, IL and Green Bay 418 miles X \$0.65 (Ref: https://www.irs.gov/newsroom/irs-increases-mileage-rate-for-remainder-of-2022)
\$30.00	Per Diem (www.gsa.gov) 11/22 - \$15 Lunch, Green Bay 11/28 - \$15 Lunch, Rockford
\$301.70	Subtotal Expense Reimbursements

	Total
\$6,141.70	

Recruiting 101400-52007

Please remit payment net 30 to TDO Consulting



TITLETOWN, USA

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

Phone 920.448.3200
Fax 920.448.3248

December 2, 2022

To: Police and Fire Commission

From: Ben Allen
Captain of Professional Standards
(On behalf of Chief Chris Davis)

Subject: Request to approve Police Department Sergeant Promotion

The Green Bay Police Department is anticipating one vacancy in the Sergeant ranks created by a Sergeant being promoted to Lieutenant during the week of January 9, 2023. We are recommending Officer Riley Peterson's promotion to Sergeant. Riley is the final candidate on the eligibility list for the 2022 Sergeant promotional process. The promotional ceremony date has not been set, but it is anticipated that it will occur during the week of January 9th, 2023.

Thank you for your consideration of this matter.

A handwritten signature in black ink, appearing to be "B. Allen", followed by a long horizontal line.

Captain Ben Allen
Professional Standards Division
Green Bay Police Department



TITLETOWN, USA

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

Phone 920.448.3200
Fax 920.448.3248

December 2, 2022

To: Police and Fire Commission

From: Ben Allen
Captain of Professional Standards
(On behalf of Chief Chris Davis)

Subject: Request to approve Police Department Lieutenant Promotion

The Green Bay Police Department is anticipating one vacancy in the Lieutenant ranks created by a Lieutenant retirement on December 16, 2022. We are recommending Sergeant Kristopher Thoreson's promotion to Lieutenant. Kristopher is the final candidate on the eligibility list for the Fall of 2022 promotional process. The promotional ceremony date has not been set, but it is anticipated that it will occur during the week of January 9, 2023.

Thank you for your consideration of this matter.

A handwritten signature in black ink, appearing to be "Ben Allen", with a long horizontal line extending to the right.

Captain Ben Allen
Professional Standards Division
Green Bay Police Department