



AGENDA OF THE POLICE AND FIRE COMMISSION

TUESDAY, APRIL 25, 2023, 10:00 AM

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. Regular Business.

1. Election of Officers.
2. Consideration with possible action on the Fire Fighter hiring process.
3. Consideration with possible action on the Police Detective Promotional Process.
4. Consideration with possible action on the voluntary removal of Patrol Officer candidate(s) from the eligibility list.
5. Consideration with possible action on the review of Patrol Officer candidate background(s). The Commission may convene in closed session pursuant to Sections 19.85(1) (c) and (f), Wisconsin Statutes, to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise responsibility. The Commission may thereafter reconvene in open session pursuant to Section 19.85(2), Wisconsin Statutes, to report the results of the closed session and consider the balance of the agenda.
6. Interviews with Patrol Officer candidate(s). Please take notice that pursuant to §19.85 (1) (c) and (f) Wisconsin Statutes, the Commission may convene in closed session for the purpose

of interviewing, evaluating and considering employment of Patrol Officer candidates.

E. 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.

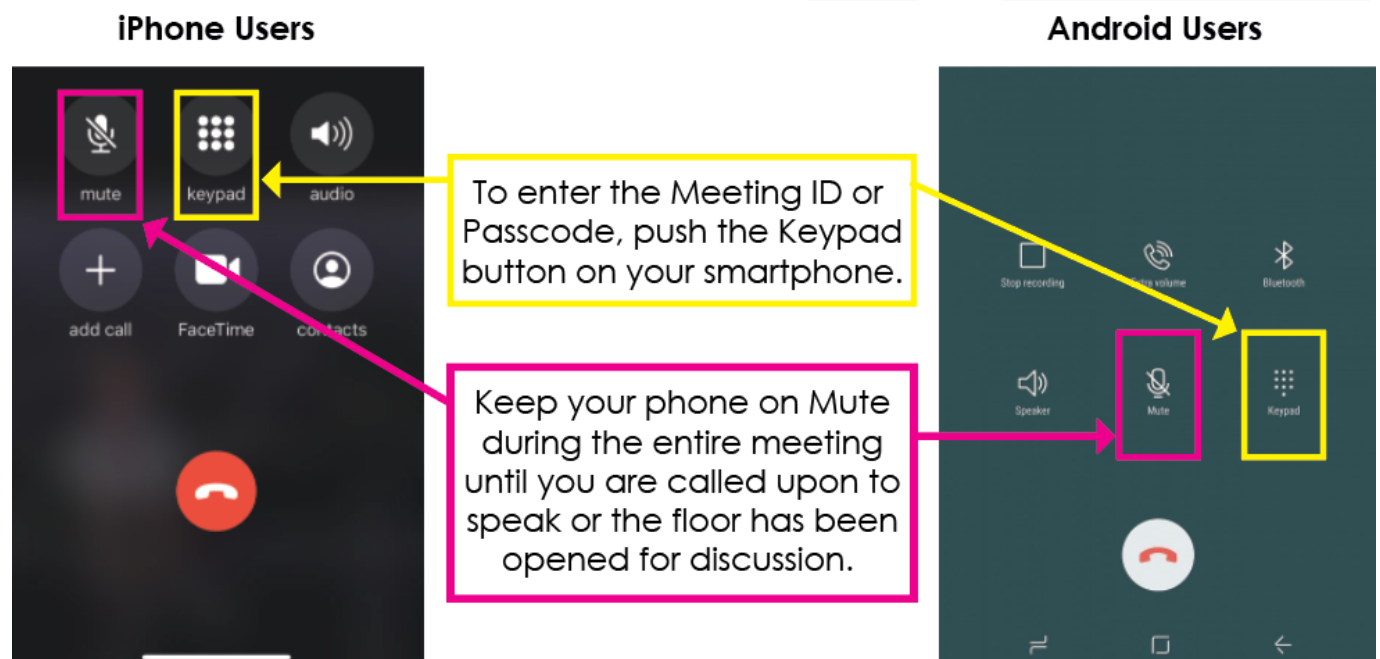
Additional Information

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





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: Fire Fighter Hiring Process

Date: April 21, 2023

The Fire Department and Human Resources Department are recommending utilizing Chippewa Valley Technical College's (CVTC) and Fox Valley Technical College's (FVTC) regional hiring processes to establish an eligibility list to fill Fire Fighter vacancies.

Applications: Applications will be accepted from approximately April 27, 2023 through May 24, 2023. 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 or a related field
- 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: CVTC and FVTC verifies that candidates have a current, valid Candidate Physical Agility Test (CPAT). 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 Ergometrics written exam will be administered by CVTC and FVTC. The written exam is weighted at 20% of the candidates' total composite score.

Fire Department Interviews: Interviews conducted by a panel of Fire Department representatives will be held in June, 2023. 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 July, 2023. 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. We anticipate that the new recruit start date will be September 5, 2023.





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: Police Department Detective Promotional Process

Date: April 14, 2023

Police Chief Davis is requesting to begin the Police Detective promotional process to create an eligibility list. The promotional process is outlined in the Green Bay Professional Police Association collective bargaining agreement.

Candidates must have at least 6-years of experience as a Green Bay Police Officer or at least 4-years of experience as a Green Bay Police Officer and at least 2-years of experience as a full-time sworn police officer in a comparably sized or larger agency.

The evaluation methods include:

- Written exam. A score of 70% is required to pass the exam and continue in the promotional process.
- Interview. A score of 70% or higher is required to continue in the process.
- Peer review

Candidates' cumulative score will be determined by weighting the interview score at 80% and the peer review score at 20%. Seniority points will be added to the candidates' final scores by awarding one point for every three complete years of service.

It is anticipated that the process will be initiated in May with a posting for eligible candidates.