



AGENDA OF THE POLICE AND FIRE COMMISSION

THURSDAY, DECEMBER 7, 2023, 3:00 PM

In person at City Hall, Room 310.

Virtual attendance also available via Zoom.

A. Zoom Meeting Information.

I. Join Zoom Meeting Online:

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

Or call in by phone: +1 312 626 6799

Meeting ID: 889 9112 5727

Passcode: 109101

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

B. Roll Call.

C. Approval of the Agenda.

D. Approval of Minutes.

- I. Approval of the minutes from the regular meeting held September 7, 2023.

E. Informational.

1. President's Report.
2. Report from the Chiefs.
3. 2024 Chippewa Valley College Regional Fire Fighter hiring process.
4. Police Department Lieutenant 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(s) to the rank of Police Detective.

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 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.
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.

G. 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.



MINUTES OF THE POLICE AND FIRE COMMISSION

THURSDAY, SEPTEMBER 7, 2023, 3:00 PM

In person at City Hall, Room 310.

Virtual attendance also available via Zoom.

A. ZOOM MEETING INFORMATION.

I. Join Zoom Meeting Online:

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

Or call in by phone: +1 312 626 6799

Meeting ID: 889 9112 5727

Passcode: 109101

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

B. ROLL CALL.

Present: Marian Boyle-Rohloff, Rod Goldhahn, Ed Dorff

Excused: Rashad Cobb, John Laux

Others Present: Assistant Fire Chief Rob Goplin, Police Captain Ben Allen, Police Lieutenant Mike Sobieck, HR Assistant Hailey Heath, 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.

1. Approval of the minutes from the regular meeting held July 6, 2023 and the special meetings held August 10, and August 24, 2023.

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.

President Goldhahn commented on the recent Police Department Detective promotions and Fire Department Fire Fighter recruits.

2. Report from the Chiefs.

Assistant Fire Chief Rob Goplin and Police Captain Ben Allen 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 Marian Boyle-Rohloff, seconded by Commissioner Ed Dorff 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 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 to approve the rehire policy for Police Lieutenants.

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.

4. Consideration with possible action on the review of Patrol Officer and Lieutenant 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 for items #4 and #5.

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 open session.

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 four candidate backgrounds. One candidate was approved to continue in the hiring process. The Commission removed one candidate and approved the voluntary removal of one candidate.

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 Patrol Officer and Lieutenant 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 candidate.

G. 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 - Fire Fighter Hiring Process

Date: December 7, 2023

The Fire Department and Human Resources Department are recommending utilizing Chippewa Valley Technical College's (CVTC) regional hiring process to establish an eligibility list to fill Fire Fighter vacancies. The process includes the same minimum requirements and evaluation methods as the prior recruitment process.

Applications: Applications will be accepted until January 2, 2024. 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 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. 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 January, 2024. 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 January or February, 2024. 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 April 1, 2024.





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 Lieutenant Promotional Process

Date: December 7, 2023

The following is a summary of the Police Department Lieutenant promotional process, which will be used to create an eligibility list. The promotional process includes the same minimum requirements and evaluation methods as the prior promotional process.

The minimum requirements are as follows:

- Associate's degree or Bachelor's degree in Criminal Justice, Police Science, Public Administration, Sociology or a related field. Candidates with an Associate's degree may be considered.
- Minimum of 7-years of experience as a police officer. Must be a current sworn full-time officer for the City of Green Bay for the preceding consecutive 5-years with the remaining 2-years being satisfied with any combination of the following: full-time sworn Green Bay police officer, full-time sworn police officer with another law enforcement agency, or full-time military police officer with an honorable discharge.

The evaluation methods include:

- Written exam, weighted at 50%
- Interview, weighted at 50%

Candidates must receive a minimum score of 70% in each step of the process in order to be considered for promotion.

The process was initiated in November with a posting for eligible candidates.



City of Green Bay

CITY OF GREEN BAY YEAR-TO-DATE BUDGET REPORT

FOR 2023 11

ACCOUNTS FOR: 300	POLICE ADMINISTRATION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
52007	RECRUITING	0	0	6,203.97	.00	.00	-6,203.97	100.0%
	TOTAL POLICE ADMINISTRATION	0	0	6,203.97	.00	.00	-6,203.97	100.0%



City of Green Bay

CITY OF GREEN BAY YEAR-TO-DATE BUDGET REPORT

FOR 2023 11

ACCOUNTS FOR: 400	FIRE ADMINISTRATION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
52007	RECRUITING	5,000	5,000	1,140.78	.00	.00	3,859.22	22.8%
	TOTAL FIRE ADMINISTRATION	5,000	5,000	1,140.78	.00	.00	3,859.22	22.8%

2023 POLICE & FIRE COMMISSION BUDGET

Account: 101400-52007 (FIRE)

[illegible]

2023 POLICE & FIRE COMMISSION BUDGET

Account: 101300-52007 Recruiting (PD)

[illegible]

Craig D. Childs, PhD, SC
385 Williamstowne Suite 301
WI
(262)646-6404x116
childs@tyreandchilds.com
<http://www.tyreandchilds.com>

TYRE & CHILDS

PUBLIC SAFETY CONSULTATION

INVOICE

BILL TO

Ms. Jennifer Smlts
City of Green Bay Police Department

INVOICE # 3525

DATE 09/20/2023

TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
New Hire Evaluation	2	495.00	990.00

Thank you for your business. Payment is accepted through direct bank deposit or check made out to "Craig D. Childs, PhD, S.C." Please include your invoice number on the check statement. Thank you. Please make check out to: Craig D. Childs, PhD, S.C.

BALANCE DUE

\$990.00

Please also indicate the invoice number on your payment voucher.

Thank you.

Prevea Health Occupational Health
PO Box 12734
Green Bay, WI 54307-2734
Phone: 920-405-1420
FEIN: 39-0817529

\$674.00 ARPA Proj. 11-6-21
PO overhire
218300-52007-83098

Invoice

October 31, 2023

Bill to: Accounts payable
City of Green Bay
Human Resources
100 N. Jefferson St.
Green Bay, WI 54301

For: City of Green Bay
co 10-23

Invoice # 145999

Proc Code	Date	Description	Qty	Charge	Receipt	Adjust	Balance
80100	10/25/2023	DOT 5 Panel	1.00	37.00			37.00
81003	10/25/2023	Urinalysis Without Micro (u/a dip)	1.00				-
97750	10/25/2023	Back Screen level 4	1.00	45.00			45.00
99173	10/25/2023	Titmus Vision Simple	1.00				-
99213	10/25/2023	DOT Examination	1.00	100.00			100.00
AUDIO	10/25/2023	Audiometry Pure Tone	1.00	17.00			17.00
DPW [REDACTED]				199.00	0.00	0.00	199.00
80100	10/25/2023	DOT 5 Panel	1.00	37.00			37.00
81003	10/25/2023	Urinalysis Without Micro (u/a dip)	1.00				-
97750	10/25/2023	Back Screen level 4	1.00	45.00			45.00
99173	10/25/2023	Titmus Vision Simple	1.00				-
99213	10/25/2023	DOT Examination	1.00	100.00			100.00
AUDIO	10/25/2023	Audiometry Pure Tone	1.00	17.00			17.00
DPW [REDACTED]				199.00	0.00	0.00	199.00
80100	10/09/2023	Rapid Drug Screen - 8/OXY	1.00	32.00			32.00
97750	10/09/2023	Back Screen level 4	1.00	45.00			45.00
99213	10/09/2023	History & Physical	1.00	76.00			76.00
AUDIO	10/09/2023	Audiometry Pure Tone	1.00	17.00			17.00
PRF [REDACTED]				170.00	0.00	0.00	170.00
81003	10/02/2023	Urinalysis Without Micro (u/a dip)	1.00	18.00			18.00
94016	10/02/2023	Pulmonary Funct. Test (Incl. Interp)	1.00	46.00			46.00
99173-C	10/02/2023	Titmus Vision Complete	1.00	18.00			18.00
99214	10/02/2023	History & Physical	1.00	117.00			117.00
AUDIO	10/02/2023	Audiometry Pure Tone	1.00	17.00			17.00
71045	10/03/2023	X Ray, Chest PA 1 View	1.00	126.00			126.00
82AOM	10/03/2023	Health Study #1	1.00	51.00			51.00
86706	10/03/2023	Hepatitis B Surface Antibody	1.00	117.00			117.00
Police [REDACTED]				510.00	0.00	0.00	510.00
71045	10/03/2023	X Ray, Chest PA 1 View	1.00	126.00			126.00
81003	10/03/2023	Urinalysis Without Micro (u/a dip)	1.00	18.00			18.00
82AOM	10/03/2023	Health Study #1	1.00	51.00			51.00
86706	10/03/2023	Hepatitis B Surface Antibody	1.00	117.00			117.00
94016	10/03/2023	Pulmonary Funct. Test (Incl. Interp)	1.00	46.00			46.00
99173-C	10/03/2023	Titmus Vision Complete	1.00	18.00			18.00

99214	10/03/2023	History & Physical	1.00	117.00			117.00
AUDIO	10/03/2023	Audiometry Pure Tone	1.00	17.00			17.00
Police				510.00	0.00	0.00	510.00
80100	09/29/2023	Drug Screen 5 Panel	1.00	36.00			36.00
81003	09/29/2023	Urinalysis Without Micro (u/a dip)	1.00	20.00			20.00
82DOM	09/29/2023	Health Study #2	1.00	69.00			69.00
84202	09/29/2023	Protoporphyrin; RBC	1.00	10.00			10.00
86580	09/29/2023	Tuberculin Skin testing (PPD)	1.00	60.00			60.00
93000	09/29/2023	EKG w/interp	1.00	45.00			45.00
97750	09/29/2023	Back Screen level 4	1.00	90.00			90.00
99214	09/29/2023	History & Physical	1.00	17.00			17.00
AUDIO	09/29/2023	Audiometry Pure Tone	1.00	17.00			17.00
Pre-Employment Police				347.00	0.00	0.00	347.00
80100	09/13/2023	Drug Screen 5 Panel	1.00	36.00			36.00
81003	09/13/2023	Urinalysis Without Micro (u/a dip)	1.00	69.00			69.00
84202	09/13/2023	Protoporphyrin; RBC	1.00	10.00			10.00
86580	09/13/2023	Tuberculin Skin testing (PPD)	1.00	60.00			60.00
93000	09/13/2023	EKG w/interp	1.00	45.00			45.00
97750	09/13/2023	Back Screen level 4	1.00	90.00			90.00
99214	09/13/2023	History & Physical	1.00	17.00			17.00
AUDIO	09/13/2023	Audiometry Pure Tone	1.00	17.00			17.00
Pre-Employment Police				327.00	0.00	0.00	327.00
80100	10/06/2023	Rapid Drug Screen - 8/OXY	1.00	32.00			32.00
97750	10/06/2023	Back Screen level 4	1.00	45.00			45.00
99213	10/06/2023	History & Physical	1.00	76.00			76.00
AUDIO	10/06/2023	Audiometry Pure Tone	1.00	17.00			17.00
Transit				170.00	0.00	0.00	170.00
81003	10/25/2023	Urinalysis Without Micro (u/a dip)	1.00	45.00			45.00
97750	10/25/2023	Back Screen level 4	1.00	100.00			100.00
99173	10/25/2023	Titmus Vision Simple	1.00	17.00			17.00
99213	10/25/2023	DOT Examination	1.00	17.00			17.00
AUDIO	10/25/2023	Audiometry Pure Tone	1.00	17.00			17.00
PRF				162.00	0.00	0.00	162.00

Invoice # 145999 Balance Due:

2594.00

Cut and return with payment

Please remit 2,594.00 to

Please place invoice number 145999 on check

Prevea Health Occupational Health
 PO Box 12734
 Green Bay, WI 54307-2734
 Phone: 920-405-1420



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

October 30, 2023

To: Police and Fire Commission

From: Chris Davis
Chief of Police

Subject: Request to approve Police Department detective promotions.

The Green Bay Police Department recently conducted a Detective promotional process and created a ranked eligibility list.

The Green Bay Police Department currently has vacancies in the Investigative Division. I am recommending Officer Jes Bahl and Officer Jeff Brann for promotion based on the ranked eligibility list.

Thank you for your consideration of this matter.

A handwritten signature in black ink that reads "Chris Davis".

Chris Davis
Chief of Police
Green Bay Police Department