



Police and Fire Commission

Regular Meeting

335 South Broadway
De Pere, WI 54115
<http://www.de-pere.org>

Agenda

Wednesday, September 18, 2019

8:30 AM

De Pere City Hall Nicolet Conference Room

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Police and Fire Commission** of the City of De Pere will be held on **September 18, 2019** at **8:30 AM** in the **De Pere City Hall Nicolet Conference Room, 335 S. Broadway, De Pere, WI 54115**.

I. Call to Order

1. Roll Call.
2. Approval of the minutes of the August 13, 2019 Police and Fire Commission Meeting.
3. Approval of the minutes of the August 15, 2019 Police and Fire Commission Meeting.
4. Approve and place on file hiring process for Police Officer and Firefighter.
5. Final Oral Exam - Firefighter Candidates.

PLEASE TAKE NOTICE, that pursuant to Sections 19.85(1)(c) and (e), Wisconsin Statutes, the Commission may convene in closed session for the purpose of conducting firefighter oral interviews.

The Commission may then reconvene in open session to announce any action taken in closed session or for such other matters as may be permitted by law.

6. Creation of Firefighter Eligibility List.
7. Future agenda items.
8. Adjournment.

Any person wishing to attend this meeting who, because of disability, requires special accommodations should contact the Clerk's office at 339-4050 by Noon, the previous day so that arrangements can be made.

Agenda Sent To:

Police and Fire Commission
Mayor
Common Council
Human Resources Director
Chief of Police
Fire Chief
City Administrator
City Attorney
Bulletin Boards
Library/News Media



City of De Pere, Wisconsin

Request For Police and Fire Commission Action

MEETING DATE: September 18, 2019

DEPARTMENT: Human Resources

FROM: Kay Lenzen

SUBJECT: Approval of the minutes of the August 13, 2019 Police and Fire Commission Meeting.

ATTACHMENTS:

- 2019.08.13 Police and Fire Commission Draft Minutes (PDF)



Police and Fire Commission

Regular Meeting

335 South Broadway
De Pere, WI 54115
<http://www.de-pere.org>

Draft Minutes

Tuesday, August 13, 2019

7:30 AM

De Pere City Hall Riverview Room

I. Call to Order

The meeting was called to order at 7:30 AM by Commission President Ted Penn

Attendee Name	Title	Status	Arrived
Ted Penn	Commission President	Present	
Jeffrey Ritter	Commissioner	Present	
Joseph Schinkten	Commissioner	Excused	
Jayme Sellen	Commissioner	Present	
Maureen Vanden Hogen	Commissioner	Excused	

Also present were: Police Chief Derek Beiderwieden and Human Resources Director Shannon Metzler.

2. Approval of the minutes of the June 25, 2019 Police and Fire Commission Meeting.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jeffrey Ritter, Commissioner
SECONDER:	Jayme Sellen, Commissioner
AYES:	Ted Penn, Jeffrey Ritter, Jayme Sellen
EXCUSED:	Joseph Schinkten, Maureen Vanden Hogen

3. Confirmation to the Appointment of Police Officer.

PLEASE TAKE NOTICE, that pursuant to Sections 19.85(1)(c) and (e), Wisconsin Statutes, the Commission may convene in closed session to discuss employment of any public person over which the Commission has jurisdiction or exercises responsibility.

The Commission may then reconvene in open session to announce any action taken in closed session or for such other matters as are authorized by law.

Moved by Commissioner Jayme Sellen to go into closed session. Motion seconded by Commissioner Jeffrey Ritter. Motion carried on a roll call vote.

Moved by Commissioner Jeffrey Ritter to resume in open session. Motion seconded by Commissioner Jayme Sellen. Motion carried on a roll call vote.

Moved by Commissioner Jayme Sellen to appoint Adam Heynen to the position of Police Officer effective September 9, 2019. Motion seconded by Commissioner Jeffrey Ritter. Motion carried.

Moved by Commissioner Jeffrey Ritter to appoint Brian Rates to the position of Police Officer pending successful completion of the psychological and medical exams. Motion seconded by Commissioner Jayme Sellen. Motion carried.

4. Final Oral Exam - Police Officer Candidates.

PLEASE TAKE NOTICE, that pursuant to Sections 19.85(1)(c) and (e), Wisconsin Statutes, the Commission may convene in closed session for the purpose of conducting police officer oral interviews.

The Commission may then reconvene in open session to announce any action taken in closed session or for such other matters as may be permitted by law.

Moved by Commissioner Jeffrey Ritter to go into closed session. Motion seconded by Commissioner Jayme Sellen. Motion carried on a roll call vote.

Moved by Commissioner Jayme Sellen to resume in open session. Motion seconded by Commissioner Jeffrey Ritter. Motion carried on a roll call vote.

5. Creation of Police Officer Eligibility List.

Moved by Commission President Ted Penn to put seven (7) candidates on the eligibility list. Motion seconded by Commissioner Jayme Sellen. Motion carried.

6. Future agenda items.

None.

7. Adjournment.

Moved by Commissioner Jayme Sellen to adjourn the meeting at 4:45 p.m. Motion seconded by Commissioner Jeffrey Ritter. Motion carried.

Respectfully submitted,
Kay Lenzen



City of De Pere, Wisconsin

Request For Police and Fire Commission Action

MEETING DATE: September 18, 2019

DEPARTMENT: Human Resources

FROM: Kay Lenzen

SUBJECT: Approval of the minutes of the August 15, 2019 Police and Fire Commission Meeting.

ATTACHMENTS:

- 2019.08.15 Police and Fire Commission Draft Minutes (PDF)



Police and Fire Commission

Regular Meeting

335 South Broadway
De Pere, WI 54115
<http://www.de-pere.org>

Draft Minutes

Thursday, August 15, 2019

7:30 AM

De Pere City Hall Riverview Room

I. Call to Order

The meeting was called to order at 7:30 AM by Commission President Ted Penn

Attendee Name	Title	Status	Arrived
Ted Penn	Commission President	Present	
Jeffrey Ritter	Commissioner	Present	
Joseph Schinkten	Commissioner	Present	
Jayne Sellen	Commissioner	Excused	
Maureen Vanden Hogen	Commissioner	Present	

Also present were Police Chief Derek Beiderwieden and Human Resources Assistant Tina Carr.

2. Final Oral Exam - Police Officer Candidates.

PLEASE TAKE NOTICE, that pursuant to Sections 19.85(1)(c) and (e), Wisconsin Statutes, the Commission may convene in closed session for the purpose of conducting police officer oral interviews.

The Commission may then reconvene in open session to announce any action taken in closed session or for such other matters as may be permitted by law.

Moved by Commissioner Joseph Schinkten to go into closed session. Motion seconded by Commissioner Maureen Vanden Hogen. Motion carried on a roll call vote.

Moved by Commissioner Joseph Schinkten to resume in open session. Motion seconded by Commissioner Jeffrey Ritter. Motion carried on a roll call vote.

3. Creation of Police Officer Eligibility List.

Moved by Commissioner Jeffrey Ritter to put four (4) candidates on the eligibility list. Motion seconded by Commissioner Maureen Vanden Hogen. Motion carried.

4. Future agenda items.

None.

5. Adjournment.

Moved by Commissioner Maureen Vanden Hogen to adjourn the meeting at 3:10 p.m. Motion seconded by Commissioner Joseph Schinkten. Motion carried.

Respectfully submitted,
Kay Lenzen



City of De Pere, Wisconsin

Request For Police and Fire Commission Action

MEETING DATE: September 18, 2019

DEPARTMENT: Human Resources

FROM: Kay Lenzen

SUBJECT: Approve and place on file hiring process for Police Officer and Firefighter.

ATTACHMENTS:

- 2019.09.18 PFC - PD and FD Selection Process Memo (PDF)

MEMO

CITY OF DE PERE

To: Members of the Police and Fire Commission
 From: Shannon Metzler, Human Resources Director
 Date: September 18, 2019
 Re: Police Officer and Firefighter Recruitment Processes

The purpose of this memo is to outline the Police and Fire selection process.

Police Officer

When conducting the recruitment for Police Officer, we have identified three possible selection scenarios. All three scenarios are through a City recruitment process.

- **Lateral Transfers:** Lateral transfers are candidates that have at least one-year of full-time Police Officer experience.
- **Certified/Certifiable:** Certified/certifiable candidates have completed the Law Enforcement Academy but do not have at least one-year of full-time Police Officer experience.
- **Sponsorship:** Sponsorship candidates have not completed the Law Enforcement Academy and are seeking department sponsorship. If the City of De Pere Police Department sponsors a candidate, the candidate will be hired as a Police Academy Recruit while attending the Law Enforcement Academy. Once the Police Academy Recruit has successfully completed the academy, they would be hired as a Police Officer.

Police Officer candidates will follow the basic selection process outlined below. The recruitment process may be kept open on a continual basis with selection processes conducted as needed.

- Screen applications for minimum qualifications
- Written exam (lateral transfer candidates are exempt from the written exam)
- Department and Police and Fire Commission interviews
- Placement on eligibility list
- Background and reference checks completed
- Candidates that have not passed the physical readiness test (currently part of Wisconsin's 720-hour Law Enforcement Academy) within the past 12-months of being placed on the eligibility list will need to pass the City of De Pere's physical abilities test
- Pre-employment physical examination and psychological examination
- Appointment of the candidate to the position of Police Officer by the Police and Fire Commission. The appointment may be contingent on completing the pre-employment exams.

Firefighter

When conducting the recruitment for Firefighter, we have identified three possible selection scenarios.

- **City Recruitment:** Candidates can apply directly to the City of De Pere. This would include lateral transfer candidates that have at least one year of experience from another full-time, career municipal fire and/or EMS Department.
- **Paid-On-Premise Firefighters:** These are employees that are currently working for the City of De Pere as Paid-On-Premise Firefighters. On average, Paid-On-Premise Firefighters work 1-2 shifts per month.
- **Fox Valley Technical College (FVTC) Process:** FVTC conducts a regional hiring process for Firefighters. FVTC accepts and screens the applications for minimum qualifications, administers a written test, and administers a physical abilities test. The City of De Pere is provided with the list of candidates that have applied as well as their rankings.

Firefighter candidates will follow the basic selection process outlined below. The recruitment process may be kept open on a continual basis with selection processes conducted as needed.

- Screen applications for minimum qualifications
- Written exam (lateral transfer candidates and current Paid-On-Premise Firefighters are exempt from the written exam)
- Physical abilities testing (Paid-On-Premise firefighters are exempt from this step)
- Department and Police and Fire Commission interviews
- Placement on eligibility list
- Background and reference checks completed
- Pre-employment physical examination and psychological examination
- Appointment of the candidate to the position of Firefighter by the Police and Fire Commission. The appointment may be contingent on completing the pre-employment exams.

If you have any questions in advance of the meeting, please feel free to contact me at 339-4045.

Thank you.



City of De Pere, Wisconsin

Request For Police and Fire Commission Action

MEETING DATE: September 18, 2019

DEPARTMENT: Human Resources

FROM: Kay Lenzen

SUBJECT: Final Oral Exam - Firefighter Candidates.



City of De Pere, Wisconsin

Request For Police and Fire Commission Action

MEETING DATE: September 18, 2019

DEPARTMENT: Human Resources

FROM: Kay Lenzen

SUBJECT: Creation of Firefighter Eligibility List.
