



Police and Fire Commission

Regular Meeting

335 South Broadway
De Pere, WI 54115
<https://www.deperewi.gov/>

Agenda

Thursday, December 21, 2023

8:00 AM

De Pere City Hall Nicolet Conference Room

Pursuant to Wisconsin Statute 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 **December 21, 2023** at **8:00 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. Public comment upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Police and Fire Commission. §6-3(f) DPMC
3. Approval of the minutes of the September 21, 2023, Police and Fire Commission Meeting.
4. Confirmation of appointment to position of Police Captain.

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.
5. Consideration and Possible Action regarding the Police Department Hiring and Promotional Process.
6. Future agenda items.
7. 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: December 21, 2023

DEPARTMENT: Human Resources

FROM: Kay Lenzen

SUBJECT: Public comment upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Police and Fire Commission. §6-3(f) DPMC



City of De Pere, Wisconsin

Request For Police and Fire Commission Action

MEETING DATE: December 21, 2023

DEPARTMENT: Human Resources

FROM: Kay Lenzen

SUBJECT: Approval of the minutes of the September 21, 2023, Police and Fire Commission Meeting.

ATTACHMENTS:

- 2023-09-21 Police and Fire Commission - Draft Minutes (PDF)



Police and Fire Commission

Regular Meeting

335 South Broadway
De Pere, WI 54115
<https://www.deperewi.gov/>

Draft Minutes

Thursday, September 21, 2023

8:00 AM

De Pere City Hall Nicolet Conference Room

I. Call to Order

The meeting was called to order at 8:00 AM by Commission President Ted Penn

Attendee Name	Title	Status	Arrived
Erin Bongers	Commissioner	Present	
Eric Dunning	Commissioner	Present	
Ted Penn	Commission President	Present	
Jeffrey Ritter	Commissioner	Present	
Jayne Sellen	Commissioner	Excused	

Also present were: Police Chief Jeremy Muraski, Police Captain Nathan Mrstik, Assistant Fire Chief Jack Mlnarik, Talent Acquisition Specialist Stephanie O'Brien.

2. Public comment upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Police and Fire Commission. §6-3(f) DPMC

None.

3. Approval of the minutes of the August 17, 2023, Police and Fire Commission Meeting.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jeffrey Ritter, Commissioner
SECONDER:	Eric Dunning, Commissioner
AYES:	Erin Bongers, Eric Dunning, Ted Penn, Jeffrey Ritter
EXCUSED:	Jayne Sellen

4. Confirmation of appointment to position of Fire Lieutenant.

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 Erin Bongers to go into closed session. Motion seconded by Commissioner Eric Dunning. Motion carried on a roll call vote.

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

Moved by Commission President Ted Penn to appoint Anthony Rottier to the position of Fire Lieutenant. Motion seconded by Commissioner Erin Bongers. Motion carried.

5. Future agenda items.

None.

6. Adjournment.

Moved by Commissioner Eric Dunning to adjourn the meeting at 8:08 a.m. Motion seconded by Commissioner Erin Bongers. Motion carried.

Respectfully submitted,
Kay Lenzen



City of De Pere, Wisconsin

Request For Police and Fire Commission Action

MEETING DATE: December 21, 2023

DEPARTMENT: Human Resources

FROM: Kay Lenzen

SUBJECT: Confirmation of appointment to position of Police Captain.



City of De Pere, Wisconsin

Request For Police and Fire Commission Action

MEETING DATE: December 21, 2023

DEPARTMENT: Human Resources

FROM: Kay Lenzen

SUBJECT: Consideration and Possible Action regarding the Police Department Hiring and Promotional Process.

ATTACHMENTS:

- 12.21.2023 PFC Meeting - Police Dept Hiring and Promotional Process Memo (PDF)

CITY OF DE PERE MEMO



To: Members of the Police and Fire Commission

From: Stephanie O'Brien, Talent Acquisition Specialist

Date: December 21, 2023

RE: Police Department Hiring and Promotional Processes

The purpose of this memo is to outline a recommended update to the hiring and promotional processes related to the Police Department. In August, the Commission approved standardized guidelines for the Police and Fire Department hiring and promotional processes. We would like to recommend an update to the Police Department's hiring process as it relates to the minimum qualifications.

Currently, a potential hire for Police Officer must be a minimum of 21 years of age at the time of hire. We would like to change this requirement to state, "Minimum 20 years of age at time of hire; Minimum 21 years of age at the completion of Field Training Officer Program (FTO) (approximately 16 weeks after date of hire)."

Making this change will give us more flexibility in considering candidates that are currently enrolled in a Law Enforcement program and expecting to graduate prior to turning 21 years of age. In particular, this could allow us to promote and retain Community Service Officers that have demonstrated their abilities while working for us in that capacity, as opposed to losing them to other departments that do not have the age 21 requirement.

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