



Police and Fire Commission

335 South Broadway

De Pere, WI 54115

<http://www.de-pere.org>

Regular Meeting

Agenda

Thursday, July 16, 2015

2:30 PM

De Pere City Hall Riverview 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 **July 16, 2015** at **2:30 PM** in the **De Pere City Hall Riverview Room, 335 S. Broadway, De Pere, WI 54115**.

Call to Order

1. Roll Call.
2. Minutes of the June 23, 2015 Meeting of the Police and Fire Commission.
3. Final Oral Exam-Fire Fighter 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 fire fighter oral interviews.

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

4. Creation of new Fire Fighter Eligibility List.
5. Future agenda items.
6. Adjournment.

Any person wishing to attend this meeting who, because of disability, requires special accommodations should contact the Clerk-Treasurer'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: July 16, 2015

DEPARTMENT: Police and Fire Commission

FROM: Lisa Renier

SUBJECT: Minutes of the June 23, 2015 Meeting of the Police and Fire Commission.

Promotional Memo to the Police and Fire Commission was distributed at the meeting.

ATTACHMENTS:

- June 23, 2015 PFC Meeting Minutes (PDF)
- Promotional Memo to Police Fire Commission - Revised (DOCX)



Police and Fire Commission

335 South Broadway

De Pere, WI 54115

<http://www.de-pere.org>

Regular Meeting

Draft Minutes

Tuesday, June 23, 2015

7:30 AM

De Pere City Hall Law Library

Call to Order

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

Attendee Name	Title	Status	Arrived
Carolyn Jahns	Commissioner	Excused	
Joseph Schinkten	Commissioner	Present	
Ted Penn	Commission President	Present	
Jeffrey Ritter	Commissioner	Present	
Maureen VandenHogen	Commissioner	Present	

Also present: Human Resources Director Shannon Metzler, Fire Chief Dennis Rubin and Assistant Fire Chief Alan Matzke.

2. Minutes of the February 24, 2015 Meeting of the Police and Fire Commission.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Maureen VandenHogen, Commissioner
SECONDER:	Jeffrey Ritter, Commissioner
AYES:	Joseph Schinkten, Ted Penn, Jeffrey Ritter, Maureen VandenHogen
EXCUSED:	Carolyn Jahns

3. Recommendations by the Fire Chief:

Moved by Commissioner Joe Schinkten to go into closed session. Motion seconded by Commissioner Jeff Ritter. Motion carried on a roll call vote.

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

A. Approval of appointment to position of Fire Lieutenant.

B. Approval of appointment to position of Fire Captain.

Motion to:

4. Confirmation of appointment to position of Fire Lieutenant.

Appointment of Daniel Gatz to Fire Lieutenant.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Maureen VandenHogen, Commissioner
SECONDER:	Jeffrey Ritter, Commissioner
AYES:	Joseph Schinkten, Ted Penn, Jeffrey Ritter, Maureen VandenHogen
EXCUSED:	Carolyn Jahns

5. Confirmation of appointment to position of Fire Captain.

Appointment of Brian Thomson to Fire Captain.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Joseph Schinkten, Commissioner
SECONDER:	Maureen VandenHogen, Commissioner
AYES:	Joseph Schinkten, Ted Penn, Jeffrey Ritter, Maureen VandenHogen
EXCUSED:	Carolyn Jahns

6. Future agenda items.

None.

7. Adjournment.

Motion was made by Commissioner Maureen Vanden Hogen to adjourn the meeting at 8:10 a.m.
Motion seconded by Commissioner Jeff Ritter. Motion carried.

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

Respectfully submitted,
Lisa Renier

Memo



Office of the Fire Chief

To: City of De Pere Police and Fire Commission

From: Dennis L. Rubin, Fire Chief

Date: June 23, 2015

Re: Fire Department Promotions

The De Pere Fire Rescue Department seeks to fill two (2) officer vacancies, based on the recent promotion of Assistant Fire Chief Alan Matzke.

BACKGROUND:

For the purpose of providing background information, the Fire Department, in conjunction with the Human Resources Department, conducted a comprehensive testing process to ensure that the new promotees are capable of performing the duties and responsibilities of their new positions. Further, there was a concerted effort to ensure that all test measurements were fair, impartial and appropriate for the job tasks of the officers.

The process that was implemented was as follows:

A written examination of 50 questions over four (4) various and critical topical areas were conducted. An outside public safety consulting firm (Morris & McDaniel, Inc. of Alexandria, Virginia was used) developed and validated the written test measure. De Pere's Human Resources Department conducted the written test, with the consulting firm scoring the test. A passing score of 70% was set for the captain's examination and a score of 65% was determined to be the cut-off score for lieutenant. Two (2) of the three (3) Captain candidates were successful to move to the assessment center phase of the testing. Seven (7) of the eleven (11) Lieutenant candidates were successful and were asked to compete in the assessment.

The second phase was for the Fire Department and Human Resources Department to conduct a four (4) station assessment center. The four (4) stations were: written sample (memo), emergency operation exercises (Fire and EMS), training instructor session (SCBA) and an oral interview.

The grading rational evaluated each of the five (5) elements equally. Each test measurement was weighted at a 20% factor for the candidate's overall score. Six (6) outside the Fire

Department assessment center evaluators were used to determine the performance of each member. Again, the emphasis was on providing a honest score by using neutral parties to evaluate the candidate's performance.

REQUEST FOR PROMOTION:

Based on the above process and the performance of the nine (9) Fire Department employees that were tested, I would like to respectfully request to make the following promotions:

Once the De Pere Police and Fire Commission approve the promotions, I would ask that they both take effect immediately. My request is to promote:

Lieutenant Brian Thomson to Captain (Scored first on Captain the process)
Firefighter Daniel Gatz to Lieutenant (Scored first on the Lieutenant process)

Thank you for your consideration of my requests. If more information is needed, please don't hesitate to ask.

City of De Pere, Wisconsin



Request For Police and Fire Commission Action

MEETING DATE: July 16, 2015

DEPARTMENT: Police and Fire Commission

FROM: Lisa Renier

SUBJECT: Final Oral Exam-Fire Fighter Candidates.

City of De Pere, Wisconsin



Request For Police and Fire Commission Action

MEETING DATE: July 16, 2015

DEPARTMENT: Police and Fire Commission

FROM: Lisa Renier

SUBJECT: Creation of new Fire Fighter Eligibility List.
