



Police and Fire Commission

Regular Meeting

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

Agenda

Thursday, June 16, 2022

8:00 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 **June 16, 2022** 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 April 21, 2022 Police and Fire Commission Meeting.
4. Creation of Police Officer Eligibility List.

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. Future agenda items.
6. 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: June 16, 2022

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: June 16, 2022

DEPARTMENT: Human Resources

FROM: Kay Lenzen

SUBJECT: Approval of the minutes of the April 21, 2022 Police and Fire Commission Meeting.

ATTACHMENTS:

- 04-21-2022 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, April 21, 2022

8:00 AM

Nicolet Conference Room and Virtual

I. Call to Order

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

Attendee Name	Title	Status	Arrived
Brittany Bell	Commissioner	Present	
Eric Dunning	Commissioner	Present	
Ted Penn	Commission President	Present	
Jeffrey Ritter	Commissioner	Present	
Jayme Sellen	Commissioner	Present	

Also present were: Fire Chief Alan Matzke, Assistant Fire Chief Jack Mlnarik, Police Chief Jeremy Muraski, 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 February 21, 2022 Police and Fire Commission Meeting.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jayme Sellen, Commissioner
SECONDER:	Jeffrey Ritter, Commissioner
AYES:	Bell, Dunning, Penn, Ritter, Sellen

4. Approval of the minutes of the February 25, 2022 Police and Fire Commission Meeting.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jayme Sellen, Commissioner
SECONDER:	Ted Penn, Commission President
AYES:	Bell, Dunning, Penn, Ritter, Sellen

5. Approval of the minutes of the March 17, 2022 Police and Fire Commission Meeting.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Eric Dunning, Commissioner
SECONDER:	Brittany Bell, Commissioner
AYES:	Bell, Dunning, Penn, Ritter, Sellen

6. Discussion and possible action on candidates for the following positions: A. Fire Lieutenant; B. Police Detective/Sergeant.

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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 Brittany Bell. Motion carried on a roll call vote.

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

7. Confirmation of appointment to position of Fire Lieutenant.

Moved by Commissioner Jeffrey Ritter to appoint Daniel Lotter to the position of Fire Lieutenant. Motion seconded by Commissioner Brittany Bell. Motion carried.

8. Confirmation of appointment to position of Police Detective/Sergeant.

Moved by Commissioner Jayme Sellen to appoint Aaron Hanson to the position of Police Detective Sergeant effective June 6, 2022. Motion seconded by Commissioner Brittany Bell. Motion carried.

9. Future agenda items.

None.

10. Adjournment.

Moved by Commissioner Jeffrey Ritter to adjourn the meeting at 8:40 a.m. Motion seconded by Commissioner Jayme Sellen. Motion carried.

Respectfully submitted,
Kay Lenzen



City of De Pere, Wisconsin

Request For Police and Fire Commission Action

MEETING DATE: June 16, 2022

DEPARTMENT: Human Resources

FROM: Kay Lenzen

SUBJECT: Creation of Police Officer Eligibility List.

ATTACHMENTS:

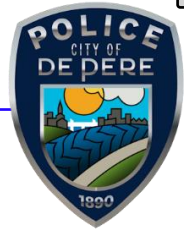
- 06.16.2022 PFC Meeting Police Officers Eligibility List Memo June 2022 (PDF)

DE PERE

POLICE DEPARTMENT

325 S. Broadway
De Pere, WI 54115
920-339-4079

Jeremy A. Muraski
Chief of Police



M E M O R A N D U M

To: Police and Fire Commission

From: Jeremy A. Muraski, Chief of Police

Date: 6/14/2022

Subject: 6/16/22 Meeting Police Officer Eligibility List

The police department currently has two vacancies for the position of Police Officer. We anticipate one Sergeant retirement at the end of the year, which should result in an internal promotion and a third officer vacancy. We recently conducted a pre-screen phone interview as well as the formal interview process. We invited the 13 most qualified applicants for the pre-screen and interview. The below four individuals performed well in the interview process and pre-screening process.

At this time I am therefore seeking Police and Fire Commission approval to place the following four individuals onto an eligibility list for vacant positions of police officer:

- Christian Macrander
- Teagan Joyce
- Melissa Yang
- Kevin Witkowski

If approved for the eligibility list, we will move on to the background investigation phase. Before the candidates would be formally offered employment as police officers they would still need to pass the background investigation, physical abilities test, a physical, a PEP test, and a psychological examination as is our standard practice.

Thank you in advance for your consideration.

A handwritten signature in black ink, appearing to read "Jeremy A. Muraski".

Jeremy A. Muraski
Chief of Police

The Mission of the De Pere Police Department is to provide an integrated team approach to pro-active patrol, crime prevention, and criminal investigation utilizing city and community resources to improve the safety and quality of life in De Pere.