



Police and Fire Commission

Regular Meeting

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

Agenda

Thursday, May 14, 2020

8:00 AM

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 **May 14, 2020** at **8:00 AM**.

Due to the current public health emergency, the meeting will be held electronically and the public may attend this meeting electronically or telephonically by accessing either:

Computer/smart phone accessing <https://www.gotomeet.me/DePere>

OR

You can also dial in using your phone.

United States (Toll Free): [1 866 899 4679](tel:18668994679)

United States: [+1 \(312\) 757-3117](tel:+13127573117)

Access Code: 154-883-285

THIS MEETING WILL NOT BE HELD IN PERSON.

I. Call to Order

1. Roll Call.
2. Approve minutes of the April 23, 2020 Police and Fire Commission Meeting.
3. Confirmation to the Appointment 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.

4. Confirmation to the Appointment of Firefighters.
- 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: May 14, 2020

DEPARTMENT: Human Resources

FROM: Kay Lenzen

SUBJECT: Approve minutes of the April 23, 2020 Police and Fire Commission Meeting.

ATTACHMENTS:

- 2020.04.23 Police and Fire Commission Minutes Draft (PDF)



Police and Fire Commission

Regular Meeting

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

Draft Minutes

Thursday, April 23, 2020

8:00 AM

I. Call to Order

The meeting was called to order at 8:05 AM by Commission President Ted Penn

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

Also present were: Fire Chief Alan Matzke and Human Resources Generalist Tracy Hood

2. Approval of the minutes of the March 6, 2020 Police and Fire Commission Meeting.

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

3. 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.

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

Moved by Commissioner Joseph Schinkten to resume in open session. Motion seconded by Commissioner Maureen Vanden Hogen. Motion carried on a roll call vote.

4. Creation of Firefighter Eligibility List.

Moved by Commissioner Jeffrey Ritter to put five (5) candidates on the eligibility list. Motion seconded by Commission President Ted Penn. Motion carried.

5. Future agenda items.

None.

6. Adjournment.

Moved by Commissioner Maureen Vanden Hogen to adjourn the meeting at 11:50 a.m. Motion seconded by Commissioner Jeffrey Schinkten. Motion carried.

Respectfully submitted,
Kay Lenzen



City of De Pere, Wisconsin

Request For Police and Fire Commission Action

MEETING DATE: May 14, 2020

DEPARTMENT: Human Resources

FROM: Kay Lenzen

SUBJECT: Confirmation to the Appointment of Fire Lieutenant.

ATTACHMENTS:

- 2020.05.14 PFC Meeting - Fire Lieutenant Promotional Memo (PDF)

Memo

To: Police and Fire Commission
From: Alan Matzke, Fire Chief
Date: May 14, 2020
Re: Fire Department Lieutenant Promotion



Office of the Fire Chief

The De Pere Fire Rescue Department seeks to fill a Lieutenant vacancy opened by the retirement of Thomas Hendricks.

De Pere Fire/Rescue held a promotional process for the position of Lieutenant in March of 2019. Ten candidates from within the department applied for the position and were subjected to a written test. Four candidates scored the minimum score of 70% and proceeded to the next step in the process which was a comprehensive assessment center.

The assessment center exercise explored the candidate's work history, work ethic, aptitude, experience and qualifications. Based on the results of the assessments, the top candidate was Brett Janssen and he was promoted to Lieutenant in April of 2019. The second candidate was Tom Nelson who was promoted in July of 2019. The third candidate was Ron Cody who was promoted in March of 2020. Neal Schwiener was the fourth candidate in the assessment process so I am now recommending him for the position of Fire Lieutenant.

Thank you for your consideration of this request. If you have any questions, please don't hesitate to ask.



City of De Pere, Wisconsin

Request For Police and Fire Commission Action

MEETING DATE: May 14, 2020

DEPARTMENT: Human Resources

FROM: Kay Lenzen

SUBJECT: Confirmation to the Appointment of Firefighters.

ATTACHMENTS:

- 2020.05.14 PFC Meeting - Memo to appoint Firefighters (PDF)

Memo



Office of the Fire Chief

To: City of De Pere Police and Fire Commission

From: Al Matzke, Fire Chief

Date: May 14, 2020

Re: Fire Department Firefighter Position

The De Pere Fire Rescue Department seeks to fill two Firefighter vacancies opened by the retirement of Brian Thomson and Tom Hendricks.

De Pere Fire Rescue recently held a hiring process for the position of Firefighter. Initial interviews with nine candidates were conducted by Fire Department Officers, in conjunction with the Human Resources Department. Based on the results of these interviews, five candidates were forwarded to be interviewed by the Police and Fire Commission.

As a result of this screening process and interviews, the top candidates were Jesse Belleau and Anthony Rottier. Jesse and Anthony have already passed the background check and have either completed or are scheduled for the physical and psychological screenings in the near future. I recommend that Jesse and Anthony be appointed to the position of Firefighter.

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