



# Police and Fire Commission

## Regular Meeting

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

### Agenda

Thursday, April 21, 2022

8:00 AM

Nicolet Conference Room and Virtual

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 **April 21, 2022 at 8:00 AM** in the **NICOLET CONFERENCE ROOM, 2ND FLOOR CITY HALL, 335 S. BROADWAY STREET, DE PERE.**

**The public may attend the meeting either in person in the Nicolet Conference Room or electronically/telephonically. Electronic or telephonic access to the meeting is provided below:**

**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

#### 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 February 21, 2022 Police and Fire Commission Meeting.
4. Approval of the minutes of the February 25, 2022 Police and Fire Commission Meeting.
5. Approval of the minutes of the March 17, 2022 Police and Fire Commission Meeting.
6. Discussion and possible action on candidates for the following positions: A. Fire Lieutenant; B. Police Detective/Sergeant.

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.

7. Confirmation of appointment to position of Fire Lieutenant.
8. Confirmation of appointment to position of Police Detective/Sergeant.
9. Future agenda items.
10. 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**

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**MEETING DATE:** April 21, 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

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City of De Pere, Wisconsin

**Request For Police and Fire Commission Action**

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**MEETING DATE:** April 21, 2022

**DEPARTMENT:** Human Resources

**FROM:** Kay Lenzen

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

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**ATTACHMENTS:**

- 02-21-2022 Police and Fire Commission Meeting - Draft Minutes (PDF)



# Police and Fire Commission

## Regular Meeting

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

### Draft Minutes

Monday, February 21, 2022

8:00 AM

Nicolet Conference Room and Virtual

#### I. Call to Order

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

| Attendee Name  | Title                | Status  | Arrived |
|----------------|----------------------|---------|---------|
| Brittany Bell  | Commissioner         | Excused |         |
| Ted Penn       | Commission President | Present |         |
| Jeffrey Ritter | Commissioner         | Present |         |
| Jayme Sellen   | Commissioner         | Present |         |

Also present were Fire Chief Alan Matzke, Police Chief Jeremy Muraski, Battalion Chief Jack Mlnarik, Human Resources Director Shannon Metzler, Talent Acquisition Specialist Stephanie O'Brien

- 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.

- Approval of the minutes of the January 20, 2022 Police and Fire Commission Meeting

|                  |                                        |
|------------------|----------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>             |
| <b>MOVER:</b>    | Jayme Sellen, Commissioner             |
| <b>SECONDER:</b> | Jeffrey Ritter, Commissioner           |
| <b>AYES:</b>     | Ted Penn, Jeffrey Ritter, Jayme Sellen |
| <b>EXCUSED:</b>  | Brittany Bell                          |

- 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 Jayme Sellen. Motion carried on a roll call vote.

- Consideration and Possible Action regarding Commission's role in interview process.
- Confirmation of appointment to position of Battalion Chief.

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

Moved by Commissioner Jeffrey Ritter that interviews are not required by the Police and Fire Commission except for the Police Chief and Fire Chief. Motion carried.

Moved by Commissioner Jayme Sellen to appoint Tom Nelson as Battalion Chief. Motion seconded by Commissioner Jeffrey Ritter. Motion carried.

7. Future agenda items.

None.

8. Adjournment.

Moved by Commissioner Jayme Sellen to adjourn the meeting at 12:05 p.m. Motion seconded by Commission President Ted Penn. Motion carried.

Respectfully submitted,  
Kay Lenzen



City of De Pere, Wisconsin

**Request For Police and Fire Commission Action**

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**MEETING DATE:** April 21, 2022

**DEPARTMENT:** Human Resources

**FROM:** Kay Lenzen

**SUBJECT:** Approval of the minutes of the February 25, 2022 Police and Fire Commission Meeting.

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**ATTACHMENTS:**

- 02-25-2022 Police and Fire Commission Meeting - Draft Minutes (PDF)



# Police and Fire Commission

## Regular Meeting

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

### Draft Minutes

Friday, February 25, 2022

8:00 AM

GoToMeeting

#### I. Call to Order

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

| Attendee Name  | Title                | Status  | Arrived |
|----------------|----------------------|---------|---------|
| Brittany Bell  | Commissioner         | Excused |         |
| Ted Penn       | Commission President | Present |         |
| Jeffrey Ritter | Commissioner         | Present |         |
| Jayme Sellen   | Commissioner         | Present |         |

Also present were: Fire Chief Alan Matzke, Battalion Chief Jack Mlnarik, Human Resources Director Shannon Metzler, Talent Acquisition Specialist Stephanie O'Brien

- 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.

- Creation of Firefighter Eligibility List.

Moved by Commissioner Jeffrey Ritter to put six (6) candidates on the eligibility list. Motion seconded by Commissioner Jayme Sellen. Motion carried.

- Confirmation to the Appointment of a Firefighter.

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.

- Confirmation to the Appointment of a Fire Lieutenant.

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

Moved by Commissioner Jeffrey Ritter to appoint William Kuchelmeister to the position of Firefighter. Motion seconded by Commissioner Jayme Sellen. Motion carried unanimously.

Moved by Commissioner Jayme Sellen to appoint Joseph Young to the position of Fire Lieutenant. Motion seconded by Commissioner Jeffrey Ritter. Motion carried unanimously.

- Future agenda items.

None.



7. Adjournment.

Moved by Commissioner Jayme Sellen to adjourn the meeting at 8:17 a.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**

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**MEETING DATE:** April 21, 2022

**DEPARTMENT:** Human Resources

**FROM:** Kay Lenzen

**SUBJECT:** Approval of the minutes of the March 17, 2022 Police and Fire Commission Meeting.

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**ATTACHMENTS:**

- 03-17-2022 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, March 17, 2022

8:00 AM

GoToMeeting

#### I. Call to Order

The meeting was called to order at 8:00 AM by Commissioner Jeffrey Ritter

| Attendee Name  | Title                | Status  | Arrived |
|----------------|----------------------|---------|---------|
| Brittany Bell  | Commissioner         | Present |         |
| Eric Dunning   | Commissioner         | Present |         |
| Ted Penn       | Commission President | Absent  |         |
| Jeffrey Ritter | Commissioner         | Present |         |
| Jayne Sellen   | Commissioner         | Present |         |

Also present were: Police Chief Jeremy Muraski, Human Resources Director Shannon Metzler, Talent Acquisition Specialist Stephanie O'Brien

- 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.

- Introduction of new PFC member Eric Dunning.
- Discussion and possible action on candidates for the following positions: A. Creation of Firefighter eligibility list; B. Assistant Fire Chief; C. Battalion Chief

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 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.

- Creation of Firefighter Eligibility List.

Moved by Commissioner Eric Dunning to put one (1) candidate on the Firefighter eligibility list. Motion seconded by Commissioner Jayme Sellen. Motion carried.

- Confirmation of appointment to position of Firefighter.

Moved by Commissioner Jayme Sellen to appoint Jeremy Reichwald and Nicholas Edinger to the position of Firefighter. Motion seconded by Commissioner Brittany Bell. Motion carried.

- Confirmation of appointment to position of Assistant Fire Chief.

Moved by Commissioner Brittany Bell to appoint Jack Mlnarik to the position of Assistant Fire Chief. Motion seconded by Commissioner Eric Dunning. Motion carried.

8. Confirmation of appointment to position of Battalion Chief.

Moved by Commissioner Jayme Sellen to appoint Brett Jansen to the position of Battalion Chief. Motion seconded by Commissioner Eric Dunning. Motion carried.

9. Future agenda items.

None.

10. Adjournment.

Moved by Commissioner Brittany Bell to adjourn the meeting at 8:27 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**

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**MEETING DATE:** April 21, 2022

**DEPARTMENT:** Human Resources

**FROM:** Kay Lenzen

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

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City of De Pere, Wisconsin

**Request For Police and Fire Commission Action**

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**MEETING DATE:** April 21, 2022

**DEPARTMENT:** Human Resources

**FROM:** Kay Lenzen

**SUBJECT:** Confirmation of appointment to position of Fire Lieutenant.

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**ATTACHMENTS:**

- 04.21.2022 PFC Meeting Fire LT Recommendation Meme (Lotter) (PDF)

# Memo



**To:** Members of the Police & Fire Commission  
**From:** Alan Matzke, Fire Chief  
**Date:** April 21, 2022  
**Re:** Fire Department Lieutenant Promotion

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De Pere Fire Rescue seeks to fill a Lieutenant vacancy opened by the promotion of Brett Jansen.

De Pere Fire Rescue held a promotional process for the position of Lieutenant on December 6, 2021. Three candidates from within the department applied for the position and were subjected to a written test. All three 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 Joe Young who was promoted on February 25, 2022. The other candidate who successfully completed the assessment center was Dan Lotter. I am recommending Dan Lotter 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**

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**MEETING DATE:** April 21, 2022

**DEPARTMENT:** Human Resources

**FROM:** Kay Lenzen

**SUBJECT:** Confirmation of appointment to position of Police  
Detective/Sergeant.

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