



Police and Fire Commission

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

Regular Meeting

Amended Agenda

Thursday, March 17, 2022

8:00 AM

GoToMeeting

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 **March 17, 2022 at 8:00 AM.**

This meeting will be held electronically and the public may attend this meeting electronically or telephonically by accessing either:

Please join my meeting from your computer, tablet or smartphone.

<https://www.gotomeet.me/DePere>

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. 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. Introduction of new PFC member Eric Dunning.
4. 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.
5. Creation of Firefighter Eligibility List.
6. Confirmation of appointment to position of Firefighter.
7. Confirmation of appointment to position of Assistant Fire Chief.
8. Confirmation of appointment to position of Battalion Chief.
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

MEETING DATE: March 17, 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: March 17, 2022

DEPARTMENT: Human Resources

FROM: Kay Lenzen

SUBJECT: Introduction of new PFC member Eric Dunning.



City of De Pere, Wisconsin

Request For Police and Fire Commission Action

MEETING DATE: March 17, 2022

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FROM: Kay Lenzen

SUBJECT: Discussion and possible action on candidates for the following positions: A. Creation of Firefighter eligibility list B. Assistant Fire Chief C. Battalion Chief



City of De Pere, Wisconsin

Request For Police and Fire Commission Action

MEETING DATE: March 17, 2022

DEPARTMENT: Human Resources

FROM: Kay Lenzen

SUBJECT: Creation of Firefighter Eligibility List.



City of De Pere, Wisconsin

Request For Police and Fire Commission Action

MEETING DATE: March 17, 2022

DEPARTMENT: Human Resources

FROM: Kay Lenzen

SUBJECT: Confirmation of appointment to position of Firefighter.

ATTACHMENTS:

- 03-17-2022 PFC Meeting - Firefighter Recommendation (Reichwald_Edinger_Engelos)
(PDF)

Memo



To: Members of the Police & Fire Commission
From: Alan Matzke, Fire Chief
Date: March 17, 2022
Re: Fire Department Firefighter Position

The De Pere Fire Rescue Department seeks to fill two Firefighter vacancies opened by retirement and promotions.

De Pere Fire Rescue has a very successful Paid-On-Premise Firefighter program. With this program, we have part-time staff that work shifts integrated with our full-time staff during times of high census. This program is a terrific training opportunity and works like an internship, where both the employee and the organization get a chance to try each other out if any full-time positions become open.

De Pere Fire Rescue was fortunate to have six of our Paid-On-Premise Firefighters apply for the open positions of full-time firefighter. All six candidates are competent and capable; however, based on work history, professionalism, and attitude I am recommending Jeremy Reichwald, and Nick Edinger for the positions.

Thank you for your consideration of my request. 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: March 17, 2022

DEPARTMENT: Human Resources

FROM: Kay Lenzen

SUBJECT: Confirmation of appointment to position of Assistant Fire Chief.

ATTACHMENTS:

- 03-17-2022 PFC Meeting - Fire Assistant Chief Recommendation (Mlnarik) (PDF)

Memo



To: Members of the Police & Fire Commission
From: Alan Matzke, Fire Chief
Date: March 17, 2022
Re: Fire Department Assistant Chief Promotion

De Pere Fire Rescue seeks to fill the assistant chief position made open by the retirement of Rich Annen.

De Pere Fire Rescue along with the De Pere Human Resource Department advertised to solicit interest for the position of assistant chief. Several candidates applied from outside the organization and two candidates from within.

The external applicants were evaluated and did meet the threshold to warrant an interview. One of the internal candidates had recently been granted an interview for the position of Battalion Chief and did not receive a recommendation to fill the position.

One internal candidate, Jack Mlnarik, was interviewed by De Pere Fire Rescue and De Pere Human Resource, for the position of assistant chief on March 15, 2022.

Chief Jack Mlnarik is currently acting as the interim Assistant Chief since Chief Annan's retirement. Chief Mlnarik brings with him a great deal of fire department experience he gathered over his twenty-eight-year career.

Chief Mlnarik began his career as a firefighter for the City of Oconto where he worked his way up in the organization in fifteen years when he was appointed Chief for another five. Chief Mlnarik elected to move to a larger department when he accepted the Chief position for the Oregon area Fire and EMS district. Chief later returned to the area as the Chief in Bellevue, and we were fortunate to attract him as Bellevue looked to merge their fire department with the City of Green Bay.

Chief Mlnarik has demonstrated his competence and broad capabilities as he performed the duties of Battalion Chief for the past two years. He has established himself as a leader and has gone out of his way to mentor and coach the staff of the organization. As a former Fire Chief he understands and refined the skills it takes to be successful as a fire service leader. His record of achievements and successes are remarkable.

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: March 17, 2022

DEPARTMENT: Human Resources

FROM: Kay Lenzen

SUBJECT: Confirmation of appointment to position of Battalion Chief.

ATTACHMENTS:

- 03-17-2022 PFC Meeting - Fire Battalion Chief Recommendation (Jansen) (PDF)

Memo



To: Members of the Police & Fire Commission
From: Alan Matzke, Fire Chief
Date: March 17, 2022
Re: Fire Department Battalion Chief Promotion

De Pere Fire Rescue seeks to fill a Battalion Chief vacancy potentially opened by the promotion of Jack Mlnarik to Assistant Chief.

De Pere Fire Rescue and the Human Resources department held interviews for the position of Battalion Chief on February 17, 2022. Five candidates from within the department applied for the position and were interviewed.

The interviews explored the candidate's work history, work ethic, aptitude, experience, and qualifications. Based on the results of the interviews, the top candidate is currently Brett Jansen, who began his career with DPFR on April 24, 2006, and was promoted to Lieutenant in March of 2019.

I am recommending Brett Jansen for the position of Battalion Chief contingent upon Jack Mlnarik accepting the appointment of assistant chief.

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