



Police and Fire Commission

335 South Broadway

De Pere, WI 54115

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

Regular Meeting

Final Minutes

Monday, March 3, 2014

3:00 PM

De Pere City Hall Riverview Room

I. Call to Order

The meeting was called to order at 3:00 PM by Commission President Ted Penn

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

Also present: City Attorney Judith Schmidt-Lehman, Interim Fire Chief Jeff Roemer, Human Resources Director Shannon Metzler, Bob Burns, David & Kuelthau, S.C., James Supka, Assistant Fire Chief, Tom Parins, Parins Law Firm S.C., and members of the public.

2. Commencement of hearing in the Matter of Charges Filed Against Assistant Fire Chief James O. Stupka by Fire Chief Jeffery Roemer.

RESULT:	DISCUSSED
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a. Discuss Process

Police and Fire Commission President Ted Penn introduced Hearing Officer Attorney Bob Burns of Davis & Kuelthau, S.C. Hearing Officer Burns will represent the Police and Fire Commission during the hearing. Hearing Officer Burns explained that the hearing will be open to the public, however, deliberations will be held in closed session. Hearing Officer Burns explained that the purpose of this meeting is to establish the case calendar, address administrative and procedural matters, and to authorize counsel to deal with procedural or discovery issues. Hearing Officer Burns summarized and confirmed the counts of the charges.

b. Schedule Hearing Dates and procedural provisions

Hearing Officer Burns summarized the scheduling. Respondent is to file an answer to the amended charges and any pre-hearing motions on or before March 14, 2014. The complainant is to respond to those motions on or before March 24. The respondent will have the opportunity to respond to any new issues raised on the complainant's motion response on or before March 28. Discovery cut-off will be March 28. The parties are to exchange and provide to Hearing Officer Burns witness and exhibit disclosures on or before April 4. The evidentiary hearing will commence on April 16 at 1:00 p.m. with potential continuation on April 17 at 3:00 p.m.

c. Authorization of counsel for procedural matters

Hearing Officer Burns requested that the Commission authorize him to dispose of procedural or discovery issues that arise between the hearing dates.

A motion to authorize Hearing Officer Burns to dispose of procedural or discovery issues that arise was made by Commissioner Schinkten and seconded by Commissioner Ritter. Motion carried unanimously.

3. Appointment of Vice President

City Attorney Judy Schmidt-Lehman clarified that the appointment of a vice chair should be an election of vice chair. A nomination of Commissioner Jeff Ritter for vice chair was made by Commissioner Vanden Hogen and seconded by Commissioner Jahns. There were no other nominations. Motion carried with Commissioner Ritter abstaining from voting.

4. Future agenda items.

There were no future agenda items.

5. Adjournment.

A motion to adjourn was made by Commissioner Jahns and seconded by Commissioner Schinkten. Motion carried unanimously. Meeting adjourned at 3:33 p.m.

Respectfully submitted,
Tracy Hood