



Police & Fire Commission

Regular Meeting

335 South Broadway
De Pere, WI 54115
www.deperewi.gov

Agenda

Thursday, March 27, 2025

8:00 AM

Nicolet Conference Room and
Virtual

Pursuant to Wisconsin Statute 19.84, Notice is hereby given to the public that a meeting of the **Police & Fire Commission** of the City of De Pere will be held on **March 27, 2025 at 8:00 AM** in the **De Pere City Hall Nicolet Conference Room, 335 S. Broadway, De Pere, WI 54115.**

The Public or Members of the Police & Fire Commission, which may count toward an official quorum, may attend the meeting either in person in the Council Chambers or telephonically or electronically via video conferencing or other appropriate technological means. Telephonic or electronic 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

This meeting may also be rebroadcast on TV throughout the week and available on demand at <https://deperewi.portal.civicclerk.com/>.

- I. Call to Order
 1. Roll Call
 2. Public Comment on 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 December 3, 2025, Police and Fire Commission Meeting.
 4. Discussion and possible action on candidates for the following positions: A. Creation of Police Officer Eligibility List; B. Creation of Firefighter Eligibility List; C. Firefighter; D. Interim Fire Chief Discussion.

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 Police Officer Eligibility List.
6. Creation of Firefighter Eligibility List.
7. Confirmation of appointment to position of Firefighter.
8. Confirmation of appointment to position of Interim Fire Chief.
9. Consideration and Possible Action regarding Police and Fire Hiring and Promotional Process.
10. Discuss Fire Chief Recruitment process.
11. Future agenda items.
12. 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:

Alderspersons
City Administrator
Mayor
Department Heads
TV, Newspapers & Radio Stations
Kress Family Library
De Pere Chamber of Commerce
Mark Hank, Pages and Pours
David Lepp, De Pere Deacons
Terrie DuBois, St. Norbert College



Police and Fire Commission

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

Regular Meeting

Draft Minutes

Tuesday, December 3, 2024

8:00 AM

De Pere City Hall Nicolet Conference Room

I. Call to Order

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

Attendee Name	Title	Status	Arrived
Erin Bongers	Commissioner	Present	
Eric Dunning	Commissioner	Present	
Kristen Johnson	Commissioner	Present	
Ted Penn	Commission President	Present	
Jayne Sellen	Commissioner	Excused	

Also present were: City Attorney Anthony Wachewicz III, Police Chief Jeremy Muraski, Fire Chief Alan Matzke, Assistant Fire Chief Jack Mlnarik, Talent Acquisition Specialist Stephanie O'Brien, Battalion Chief Brett Jansen, Fire Administrative Assistant Lea Taylor, Police Captain Chad Opicka, Police Captain Jacob Nowak, Ashwaubenon Village Attorney Patrick Leigl.

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 September 5, 2024, Police and Fire Commission Meeting.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Erin Bongers, Commissioner
SECONDER:	Eric Dunning, Commissioner
AYES:	Erin Bongers, Eric Dunning, Kristen Johnson, Ted Penn
EXCUSED:	Jayne Sellen

4. Confirmation of appointment to position of Fire Mechanic.

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 Kristen Johnson to go into closed session. Motion seconded by Commissioner Erin Bongers. Motion carried on a roll call vote.

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

Moved by Commissioner Erin Bongers to appoint Matthew Klug to the position of Fire Mechanic. Motion seconded by Commissioner Kristen Johnson. Motion carried.

5. Possible Discussion and Action on Hearing in the Matter of Charges filed against Detective Sergeant Steven A. Yedica by Police Chief Jeremy Muraski.

PLEASE TAKE NOTICE, that pursuant to Wisconsin Statutes Sections 19.85(1)(c) and (g), the Commission may convene in closed session for the purpose of considering employment or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, and for conferring with legal counsel who is rendering oral or written advice concerning strategy to be adopted by the Commission with respect to litigation in which it is or is likely to become involved. The Commission may then reconvene in open session to take action on any matter discussed in closed session or for such other purposes as are allowed by law.

Moved by Commissioner Kristen Johnson to go into closed session. Motion seconded by Commissioner Eric Dunning. Motion carried on a roll call vote.

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

Moved by Commissioner Kristen Johnson to approve the hearing date in the matter of the charges filed against Detective Sergeant Steven A. Yedica by Police Chief Jeremy Muraski on Thursday December 12, 2024, at 8:00 a.m. Motion seconded by Commissioner Erin Bongers. Motion carried.

6. Future agenda items.

None.

7. Adjournment.

Moved by Commissioner Erin Bongers to adjourn the meeting at 8:20 a.m. Motion seconded by Commissioner Eric Dunning. Motion carried.

Respectfully submitted,
Kay Lenzen

CITY OF DE PERE MEMO



To: Members of the Police and Fire Commission

From: Stephanie O'Brien, Talent Acquisition Specialist

Date: March 27, 2025

RE: Consideration and Possible Action on Police Department Hiring and Promotional Processes

The purpose of this memo is to outline recommended updates to the hiring and promotional processes related to the minimum qualifications for positions in both the Fire and Police Departments. Job descriptions were updated City-wide and the changes made need to be reflected in the Fire and Police Hiring and Promotional Processes.

Both departments added verbiage on residency requirements to be consistent with their Collective Bargaining Agreements. The Fire Department updated the minimum qualifications for promotional positions to adopt broader language, with the goal of attracting a wider pool of candidates.

If you have any questions in advance of the meeting, please contact me at 339-4045.

CITY OF DE PERE FIRE AND POLICE HIRING AND PROMOTIONAL PROCESSES

Job descriptions establishing essential functions and minimum qualifications are established by the Chief of each department and Human Resources.

Application Procedure:

Notice for any vacancy will be communicated for a minimum of two weeks and shall state the deadline by which to submit an application. Applicants shall submit applications in the manner determined by the Chief of the department on or before the deadline date.

FIREFIGHTER HIRING PROCESS

Whenever a vacancy exists, such vacancy will be filled from an eligibility list of candidates created by the Fire Chief and approved by the Police and Fire Commission.

Applicants will, at minimum, meet one of the following criteria:

- Be currently employed with De Pere Fire Rescue as a Paid On Premise Firefighter.
- Have applied for employment with De Pere Fire Rescue by successfully completing the Fox Valley Technical College (FVTC)/National Testing Network (NTN) application and testing process within the last year.
- Have applied directly to the City of De Pere.

Minimum Qualifications (see job description for additional):

- Associate Degree in any field.
- Certified as Firefighter I, Firefighter II, and Driver/Operator-Pumper.
- ~~Current~~ National Registry of State of Wisconsin Emergency Medical Technician-Paramedic certification.
- Valid unencumbered Wisconsin driver's license and safe driving record.
- Residency within a 30-mile radius from the center of the Claude Allouez Bridge within 12 months of hire.
- A combination of education and/or experience may be considered.

Recruitment Process:

- The recruitment process will include an oral interview and Candidate Physical Ability Test (CPAT).
 - The oral interview will be with an interview panel consisting of at minimum a member of Fire Administration and Human Resources. All members of the Police and Fire Commission will be invited to participate on the interview panel, with a maximum of two members participating.
 - The CPAT is pass/fail. Candidates must have completed a CPAT with FVTC/NTN or De Pere Fire Rescue within the last year. If the CPAT has been completed outside of the last year, the candidate must complete with De Pere Fire Rescue.
- The selected candidate must successfully complete all required pre-employment testing.
- The Police and Fire Commission shall confirm the Chief's final recommended hire.
- The individual chosen for a position must meet the position's minimum qualifications by the effective date selected by the Fire Chief.

FIRE DEPARTMENT PROMOTIONAL PROCESS

Minimum Qualifications (see job descriptions for additional):

A combination of education and/or experience may be considered.

MECHANIC

- High school diploma or equivalent. Associate's degree in any field preferred.
- Successful completion of the department's probationary period.
- ~~Associate Degree in any field or e~~Certified as Firefighter I, Firefighter II, Driver/Operator-Pumper, and Driver/Operator-Aerial.
- National Registry or State of Wisconsin Emergency Medical Technician-Basic certification or higher; EMT-Paramedic certification preferred.
- ~~Demonstrates competency and knowledge of job duties.~~
- Valid unencumbered Wisconsin driver's license and safe driving record.
- Residency within a 30-mile radius from the center of the Claude Allouez Bridge within 12 months of hire.

LIEUTENANT

- Associate's degree in any field.
- Five years fire service experience ~~with a full-service municipal, county or state agency~~ performing fire and/or EMS service responsibilities.
- Certified as Firefighter I, Firefighter II, Driver/Operator-Pumper, Driver/Operator-Aerial, and Fire Officer I.
- ~~Current~~ National Registry or State of Wisconsin Emergency Medical Technician-Basic certification or higher; EMT-Paramedic certification preferred.
- Leadership and supervisory experience and/or education preferred.
- Valid unencumbered Wisconsin driver's license and safe driving record.
- Residency within a 30-mile radius from the center of the Claude Allouez Bridge within 12 months of hire.

BATTALION CHIEF

- Associate's degree in Fire Science or related field; Bachelor's degree preferred.
- Ten years fire service experience, including five years experience in a supervisory/command position ~~with a full-service municipal, county or state agency~~ performing fire and/or EMS service responsibilities.
- Certified as Firefighter I, Firefighter II, Driver/Operator-Pumper, Driver/Operator-Aerial, and Fire Officer I.
- ~~Current~~ National Registry or State of Wisconsin Emergency Medical Technician-Basic certification or higher; EMT-Paramedic certification preferred.
- National Incident Management System (NIMS) training is required including ICS 100, ICS 200, ICS 300, ICS 400.
- Valid unencumbered Wisconsin driver's license and safe driving record.

ASSISTANT FIRE CHIEF

- Bachelor's degree in Fire Science or related field.

- Ten years fire service experience, including five years experience in a supervisory/command position ~~with a full-service municipal, county or state agency~~ performing fire and/or EMS service responsibilities.
- Certified as Firefighter II.
- Certified as Fire Inspector I by the Wisconsin Technical College System Board or ability to obtain within two years of hire.
- Certified as Fire Officer II by the Wisconsin Technical College System Board or ability to obtain within two years of hire.
- ~~Current~~ National Registry or State of Wisconsin Emergency Medical Technician certification; EMT-Paramedic certification preferred.
- Valid unencumbered Wisconsin driver's license and safe driving record.

Promotional Process:

- The procedure to develop a recommendation for a promotion within the department will be an interview process that may include a written examination and/or various assessments.
 - The oral interview will be with an interview panel consisting of at minimum a member of Fire Administration and Human Resources.
 - The Chief and Human Resources will determine the passing score for the written examination and any other assessments conducted.
- The Fire Chief will recommend an individual to be promoted giving due consideration to the individual's interview, any completed examinations and assessments, past work performance, and disciplinary record.
- The Police and Fire Commission will review the candidate recommended by the Chief and shall confirm the final recommended hire.

*The City will follow the City policy language for conducting internal and external recruitments for all non-union positions.

POLICE OFFICER HIRING PROCESS

Whenever a vacancy exists, such vacancy will be filled from an eligibility list of candidates created by the Police Chief and approved by the Police and Fire Commission.

Minimum Qualifications (see job description for additional):

- United States citizen.
- Associate or Bachelor's degree.
- Wisconsin Law Enforcement Standards Board certification or eligible for Wisconsin reciprocity exam.
- Minimum 20 years of age at time of hire; Minimum 21 years of age at the completion of Field Training Officer Program (FTO) (approximately 16 weeks after date of hire).
- Valid unencumbered Wisconsin driver's license and safe driving record.
- Must not have convictions of any Federal felony or any offense, which if committed in Wisconsin could be punishable as a felony unless the individual has received an unconditional pardon.
- Must not have convictions of any misdemeanor crime of domestic violence.
- Residency within a 30-mile radius from the center of the Claude Allouez Bridge within 12 months of hire.
- A combination of education and/or experience may be considered.

Recruitment Process:

- The recruitment process will include a written examination, oral interview, and physical abilities testing.
 - The Chief and Human Resources will determine the passing score for the written examination.
 - The oral interview will be with an interview panel consisting of at minimum a member of Police Administration and Human Resources. All members of the Police and Fire Commission will be invited to participate on the interview panel, with a maximum of two members participating.
 - The physical abilities testing is pass/fail. Candidates that have not passed a physical readiness test as part of Wisconsin's Law Enforcement Academy within the last year will need to complete a physical abilities test with the De Pere Police Department.
- Candidates selected to continue in the process will have to successfully complete the Personnel Evaluation Profile (PEP) and background investigation conducted by the Police Department.
- The selected candidate must successfully complete all required pre-employment testing.
- The Police and Fire Commission shall confirm the Chief's final recommended hire.
- The individual chosen for a position must meet the position's minimum qualifications by the effective date selected by the Police Chief.

POLICE DEPARTMENT PROMOTIONAL PROCESS

Minimum Qualifications (see job description for additional):

A combination of education and/or experience may be considered.

DETECTIVE SERGEANT

- United States citizen.
- Associate or Bachelor's degree.
- Three years of service with the De Pere Police Department or five years as a full time sworn Patrol Officer, provided the department's probationary period is successfully completed.
- Wisconsin Law Enforcement Standards Board certification, highly desired.
- Minimum 21 years of age.
- Valid unencumbered Wisconsin driver's license and safe driving record.
- Must not have convictions of any Federal felony or any offense, which if committed in Wisconsin could be punishable as a felony unless the individual has received an unconditional pardon.
- Must not have convictions of any misdemeanor crime of domestic violence.
- Residency within a 30-mile radius from the center of the Claude Allouez Bridge within 12 months of hire.

POLICE SERGEANT

- United States citizen.
- Associate degree in Criminal Justice or related field or Bachelor's degree in Criminal Justice, Political Science, Public Administration, or a relevant degree in the social sciences.
- Three years of service with the De Pere Police Department or five years as a full time sworn Patrol Officer, provided the department's probationary period is successfully completed.
- Wisconsin Law Enforcement Standards Board certification, highly desirable.
- Minimum 21 years of age.
- Valid unencumbered Wisconsin driver's license and safe driving record.

- Must not have convictions of any Federal felony or any offense, which if committed in Wisconsin could be punishable as a felony unless the individual has received an unconditional pardon.
- Must not have convictions of any misdemeanor crime of domestic violence.
- Residency within a 30-mile radius from the center of the Claude Allouez Bridge within 12 months of hire.

CAPTAIN

- United States citizen.
- Associate degree in Criminal Justice or related field or Bachelor's degree in Criminal Justice, Political Science, Public Administration, or a relevant degree in the social sciences.
- Eight years as a full time sworn officer.
- Three to five years supervisory experience, desired.
- Wisconsin Law Enforcement Standards Board certification, highly desirable.
- Minimum 21 years of age.
- Valid unencumbered Wisconsin driver's license and safe driving record.
- Must not have convictions of any Federal felony or any offense, which if committed in Wisconsin could be punishable as a felony unless the individual has received an unconditional pardon.
- Must not have convictions of any misdemeanor crime of domestic violence.

Promotional Process:

- The procedure to develop a recommendation for a promotion within the department will be an interview process that may include a written examination and/or various assessments.
 - The oral interview will be with an interview panel consisting of at minimum a member of Police Administration and Human Resources.
 - The Chief and Human Resources will determine the passing score for the written examination and any other assessments conducted.
- The Police Chief will recommend an individual to be promoted giving due consideration to the individual's interview, any completed examinations and assessments, past work performance, and disciplinary record.
- The Police and Fire Commission will review the candidate recommended by the Chief and shall confirm the final recommended hire.

*The City will follow the City policy language for conducting internal and external recruitments for all non-union positions.

FIRE AND POLICE CHIEF RECRUITMENT PROCESS

Application Procedure:

Notice for any vacancy will be communicated for a minimum of two weeks and shall state the deadline by which to submit an application. Applicants shall submit applications in the manner determined by Human Resources on or before the deadline date.

Recruitment Process:

The process will be determined by Human Resources and the Police and Fire Commission at the time of the recruitment.

Date Last Revised: ~~October 9, 2023~~ March 4, 2025

