



# Police & Fire Commission

## Regular Meeting

335 South Broadway  
De Pere, WI 54115  
[www.deperewi.gov](http://www.deperewi.gov)

## Agenda

---

Tuesday, November 18, 2025

8:00 AM

Nicolet Conference Room

---

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 **November 18, 2025** at **8:00 AM** in the **De Pere City Hall Nicolet Conference Room, 335 S. Broadway, De Pere, WI 54115**.

### 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 October 23, 2025, Police and Fire Commission meeting.
4. Discussion and possible action on candidates for the following positions: A. Fire Lieutenant; B. Firefighter; C. Police Officer.

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. Confirmation of appointment to position of Fire Lieutenant.
6. Confirmation of appointment to position of Firefighter.
7. Confirmation of appointment to position of Police Officer.
8. Consideration and Possible Action on Fire Department Hiring and Promotional Processes.
9. Future agenda items.
10. Adjournment.

Any person wishing to attend this meeting who, because of disability, requires special accommodations should contact the Human Resources Department at 920-339-4045 by noon on the previous day so that arrangements can be made.

Agenda Sent To:

Alderspersons

City Manager

Mayor

Department Heads

TV, Newspapers & Radio Stations

Kress Family Library

De Pere Chamber of Commerce



**Request for Police & Fire Commission Action**

---

**MEETING DATE:** November 18, 2025  
**DEPARTMENT:** Human Resources  
**FROM:** Shannon Metzler, Human Resources Director  
**SUBJECT:** Approval of the minutes of the October 23, 2025, Police and Fire Commission meeting.  
**RECOMMENDED ACTION:** Motion to approve.

---

Approval of the October 23, 2025, Police and Fire Commission Meeting Minutes.

ATTACHMENTS:  
10-23-2025 Police and Fire Commission Minutes



# Police & Fire Commission

Regular Meeting

Minutes

335 South Broadway  
De Pere, WI 54115  
[www.deperewi.gov](http://www.deperewi.gov)

Thursday, October 23, 2025

8:00 AM

City Hall, Nicolet Conference Room  
(335 S. Broadway), De Pere, WI  
54115

I. Call to Order

1. Roll Call

**Present:** Erin Bongers, Eric Dunning, Ted Penn, Kristen Johnson,

**Absent:**

**Excused:** Jayme Sellen

Also present were: Talent Acquisition Specialist Stephanie O'Brien, Police Chief Jeremy Muraski, and Fire Chief Brett Jansen.

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

None.

3. Approval of the minutes of the September 25, 2025, Police and Fire Commission meeting.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Kristen Johnson
<b>SECONDER:</b>	Erin Bongers
<b>AYES:</b>	Erin Bongers, Eric Dunning, Kristen Johnson, Ted Penn

4. Discussion and possible action on candidates for the following positions: A. Creation of Firefighter Eligibility List; B. Creation of Police Officer Eligibility List.

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

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

5. Creation of Firefighter Eligibility List.

Moved by Commissioner Erin Bongers to approve four (4) candidates for the eligibility list. Motion seconded by Commissioner Kristen Johnson. Motion carried.

6. Creation of Police Officer Eligibility List.

Moved by Commissioner Eric Dunning to approve three (3) candidates for the eligibility list. Motion seconded by Commissioner Erin Bongers. Motion carried.

7. Future agenda items.

None.

8. Adjournment.

Moved by Commissioner Eric Dunning to adjourn the meeting at 8:40 a.m. Motion seconded by Commissioner Ted Penn. Motion carried.

Respectfully submitted,  
Kay Lenzen



**Request for Police & Fire Commission Action**

---

**MEETING DATE:** November 18, 2025  
**DEPARTMENT:** Human Resources  
**FROM:** Shannon Metzler, Human Resources Director  
**SUBJECT:** Confirmation of appointment to position of Fire Lieutenant.  
**RECOMMENDED ACTION:** Staff recommends approval.

---

ATTACHMENTS:  
None



**Request for Police & Fire Commission Action**

---

**MEETING DATE:** November 18, 2025  
**DEPARTMENT:** Human Resources  
**FROM:** Shannon Metzler, Human Resources Director  
**SUBJECT:** Confirmation of appointment to position of Firefighter.  
**RECOMMENDED ACTION:** Staff recommends approval.

---

ATTACHMENTS:  
None



**Request for Police & Fire Commission Action**

---

**MEETING DATE:** November 18, 2025  
**DEPARTMENT:** Human Resources  
**FROM:** Shannon Metzler, Human Resources Director  
**SUBJECT:** Confirmation of appointment to position of Police Officer.  
**RECOMMENDED ACTION:** Staff recommends approval.

---

ATTACHMENTS:  
None



**Request for Police & Fire Commission Action**

---

**MEETING DATE:** November 18, 2025  
**DEPARTMENT:** Human Resources  
**FROM:** Shannon Metzler, Human Resources Director  
**SUBJECT:** Consideration and Possible Action on Fire Department Hiring and Promotional Processes.  
**RECOMMENDED ACTION:** Motion to approve.

---

Staff recommends approval.

ATTACHMENTS:  
PD-FD Hiring and Promotional Process Memo November 2025, FD-PD Hiring and Promotional Process for PFC November 2025

# CITY OF DE PERE MEMO



---

To: Members of the Police and Fire Commission

From: Stephanie O'Brien, Talent Acquisition Specialist

Date: November 18, 2025

**RE: Consideration and Possible Action on Fire 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 the Fire Department. The Firefighter Job description was updated and the change made needs to be reflected in the Fire and Police Hiring and Promotional Processes.

The Minimum Certifications section was updated to state that an applicant could be currently enrolled in a paramedic program to be considered for the position. Previously, a Paramedic certification was required for hire.

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.
- National Registry of State of Wisconsin Emergency Medical Technician-Paramedic certification or currently enrolled in a paramedic program.
- 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.
- 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.
- 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 performing fire and/or EMS service responsibilities.
- Certified as Firefighter I, Firefighter II, Driver/Operator-Pumper, Driver/Operator-Aerial, and Fire Officer I.
- 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 performing fire and/or EMS service responsibilities.
- Certified as Firefighter I, Firefighter II, Driver/Operator-Pumper, Driver/Operator-Aerial, and Fire Officer I.
- 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 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.
- 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: November 10, 2025*