



Police and Fire Commission

Regular Meeting

335 South Broadway
De Pere, WI 54115
<http://www.de-pere.org>

Agenda

Thursday, October 3, 2019

8:30 AM

De Pere City Hall Riverview Room

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 **October 3, 2019** at **8:30 AM** in the **De Pere City Hall Riverview Room, 335 S. Broadway, De Pere, WI 54115**.

I. Call to Order

1. Roll Call.
2. Approval of the minutes of the September 18, 2019 Police and Fire Commission Meeting.
3. Confirmation to the Appointment of 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.
4. Future agenda items.
5. 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: October 3, 2019

DEPARTMENT: Human Resources

FROM: Kay Lenzen

SUBJECT: Approval of the minutes of the September 18, 2019 Police and Fire Commission Meeting.

ATTACHMENTS:

- 2019.09.18 Police and Fire Commission Meeting Draft Minutes (PDF)



Police and Fire Commission

Regular Meeting

335 South Broadway
De Pere, WI 54115
<http://www.de-pere.org>

Draft Minutes

Wednesday, September 18, 2019

8:30 AM

De Pere City Hall Nicolet Conference Room

I. Call to Order

The meeting was called to order at 8:34 AM by Commissioner Jeffrey Ritter

Attendee Name	Title	Status	Arrived
Ted Penn	Commission President	Excused	
Jeffrey Ritter	Commissioner	Present	
Joseph Schinkten	Commissioner	Present	
Jayme Sellen	Commissioner	Present	
Maureen Vanden Hogen	Commissioner	Present	

Also present were: Fire Chief Alan Matzke, Human Resources Director Shannon Metzler and Human Resources Assistant Tia Sirmans.

2. Approval of the minutes of the August 13, 2019 Police and Fire Commission Meeting.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Jayme Sellen, Commissioner
SECONDER: Joseph Schinkten, Commissioner
AYES: Jeffrey Ritter, Joseph Schinkten, Jayme Sellen, Maureen Vanden Hogen
EXCUSED: Ted Penn

3. Approval of the minutes of the August 15, 2019 Police and Fire Commission Meeting.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Maureen Vanden Hogen, Commissioner
SECONDER: Joseph Schinkten, Commissioner
AYES: Jeffrey Ritter, Joseph Schinkten, Jayme Sellen, Maureen Vanden Hogen
EXCUSED: Ted Penn

4. Approve and place on file hiring process for Police Officer and Firefighter.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Joseph Schinkten, Commissioner
SECONDER: Jayme Sellen, Commissioner
AYES: Jeffrey Ritter, Joseph Schinkten, Jayme Sellen, Maureen Vanden Hogen
EXCUSED: Ted Penn

5. 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 Jayme Sellen to go into closed session. Motion seconded by Commissioner Maureen Vanden Hogen. Motion carried on a roll call vote.

Motion by Commissioner Jayme Sellen to recess. Motion seconded by Commissioner Maureen Vanden Hogen. Motion approved.

Motion by Commissioner Jayme Sellen to return to regular order. Motion seconded by Commissioner Vanden Hogen. Motion approved.

Moved by Commissioner Joseph Schinkten to resume in open session. Motion seconded by Commissioner Maureen Vanden Hogen. Motion carried on a roll call vote.

6. Creation of Firefighter Eligibility List.

Moved by Commissioner Jayme Sellen to put eight (8) candidates on the eligibility list. Motion seconded by Commissioner Maureen Vanden Hogen. Motion carried.

7. Future agenda items.

None.

8. Adjournment.

Moved by Commissioner Jeffrey Ritter to adjourn the meeting at 2:06 p.m. Motion seconded by Commissioner Maureen Vanden Hogen. Motion carried.

Respectfully submitted,
Kay Lenzen



City of De Pere, Wisconsin

Request For Police and Fire Commission Action

MEETING DATE: October 3, 2019

DEPARTMENT: Human Resources

FROM: Kay Lenzen

SUBJECT: Confirmation to the Appointment of Firefighter.

ATTACHMENTS:

- 2019.10.03 PFC Meeting - Memo to appoint Firefighter (PDF)

Memo



Office of the Fire Chief

To: City of De Pere Police and Fire Commission

From: Al Matzke, Fire Chief

Date: October 1, 2019

Re: Fire Department Firefighter Position

The De Pere Fire Rescue Department seeks to fill a Firefighter vacancy opened by the retirement of Ed Balcer.

De Pere Fire Rescue recently held a hiring process for the position of Firefighter. Twenty-one candidates applied for the position, of which 13 were invited to be interviewed. This interview was conducted by Fire Department Officers, in conjunction with the Human Resources Department. Based on the results of these interviews, eight candidates were forwarded to be interviewed by the Police and Fire Commission.

As a result of this screening process and interviews, the top candidate was Max White; therefore, I recommend that he be appointed the position of Firefighter.

Thank you for your consideration of my request. If more information is needed, please don't hesitate to ask.