



Police and Fire Commission

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

Regular Meeting

Agenda

Monday, April 1, 2019

8:15 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 **April 1, 2019** at **8:15 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 minutes of the August 30, 2018 Police and Fire Commission Meeting.
3. Approval of minutes of the February 18, 2019 Police and Fire Commission Meeting.
4. Approval of minutes of the March 14, 2019 Police and Fire Commission Meeting.
5. Final Oral Exam - Police Captain Candidates.

PLEASE TAKE NOTICE, that pursuant to Wis. Stats. sections §19.85(1)(c) and (e), Wisconsin Statutes, the Commission may convene in closed session for the purpose of conducting police captain 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.

6. Future agenda items.
7. Adjournment.

Any person wishing to attend this meeting who, because of disability, requires special accommodations should contact the Clerk-Treasurer'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: April 1, 2019

DEPARTMENT: Human Resources

FROM: Kay Lenzen

SUBJECT: Approval of minutes of the August 30, 2018 Police and Fire Commission Meeting.

ATTACHMENTS:

- 08.30.2018 PFC Meeting Draft Minutes (PDF)



Police and Fire Commission

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

Regular Meeting

Draft Minutes

Thursday, August 30, 2018

10:00 AM

De Pere City Hall Riverview Room

I. Call to Order

The meeting was called to order at 10:00 AM by Commission President Ted Penn

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

Also present: Police Chief Derek Beiderwieden and Human Resources Director Shannon Metzler.

2. Approval of minutes of the August 16, 2018 Police and Fire Commission Meeting.

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

3. Confirmation to the Appointment of Patrol Officer.

PLEASE TAKE NOTICE, that pursuant to Wis. Stats. 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 may be permitted by law.

Moved by Commissioner Jeffrey Ritter to go into closed session. Motion seconded by Commissioner Joseph Schinkten. Motion carried on a roll call vote.

Moved by Commissioner Joseph Schinkten to resume in open session. Motion seconded by Commissioner Jeffrey Ritter. Motion carried on a roll call vote.

Moved by Commissioner Jeffrey Ritter to appoint Jacob Eberhardt to the position of Patrol Officer pending successful completion of a psychological and medical exam. Motion seconded by Commissioner Joseph Schinkten. Motion carried.

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

4. Confirmation to the Appointment of Detective Sergeant.

Moved by Commissioner Joseph Schinkten to appoint Nathan Mrstik to the position of Detective Sergeant. Motion seconded by Commissioner Jeffrey Ritter. Motion carried.

Attachment: 08.30.2018 PFC Meeting Draft Minutes (8057 : Approval of minutes of the August 30, 2018 Police and Fire Commission Meeting.)

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

5. Future agenda items.

None.

6. Adjournment.

Moved by Commissioner Joseph Schinkten to adjourn the meeting at 10:20 a.m. Motion seconded by Commissioner Jeffrey Ritter. Motion carried.

Respectfully submitted,
Kay Lenzen



City of De Pere, Wisconsin

Request For Police and Fire Commission Action

MEETING DATE: April 1, 2019

DEPARTMENT: Human Resources

FROM: Kay Lenzen

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

ATTACHMENTS:

- 02.18.2019 PFC Meeting Draft Minutes (PDF)



Police and Fire Commission

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

Regular Meeting

Draft Minutes

Monday, February 18, 2019 8:00 AM De Pere City Hall Riverview 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 |
|----------------------|----------------------|---------|---------|
| Jayne Sellen | Commissioner | Present | |
| Ted Penn | Commission President | Present | |
| Jeffrey Ritter | Commissioner | Excused | |
| Joseph Schinkten | Commissioner | Present | |
| Maureen Vanden Hogen | Commissioner | Present | |

Also present: Fire Chief Al Matzke, Human Resources Director Shannon Metzler and Human Resources Generalist Tracy Hood.

- Introduction of new PFC Commissioner Jayme Sellen.
- Recommended Changes to the Police Officer Recruitment Process.

Moved by Commissioner Jayme Sellen to approve the changes to the Police Officer recruitment process. Motion seconded by Commissioner Maureen Vanden Hogen. Motion carried.

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

- Oral Exam - Battalion Chief Candidates.

PLEASE TAKE NOTICE, that pursuant to Wis. Stats. sections 19.85(1)(c) and (e), Wisconsin Statutes, the Commission may convene in closed session for the purpose of conducting Battalion Chief 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.

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

Moved by Commissioner Joseph Schinkten to move forward with background and reference checks on the top candidates. Motion seconded by Commissioner Jayme Sellen. Motion carried.

- Future agenda items.

None.

Attachment: 02.18.2019 PFC Meeting Draft Minutes (8065 : Approval of minutes of the February 18, 2019 Police and Fire Commission Meeting.)

6. Adjournment.

Moved by Commissioner Jayme Sellen to adjourn the meeting at 2:05 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: April 1, 2019

DEPARTMENT: Human Resources

FROM: Kay Lenzen

SUBJECT: Approval of minutes of the March 14, 2019 Police and Fire Commission Meeting.

ATTACHMENTS:

- 03.14.2019 PFC Meeting Draft Minutes (PDF)



Police and Fire Commission

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

Regular Meeting

Draft Minutes

Thursday, March 14, 2019

7:30 AM

De Pere City Hall Law Library

I. Call to Order

The meeting was called to order at 7:57 AM by Commissioner Jeffrey Ritter

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

Also present: Fire Chief Al Matzke, Assistant Fire Chief Rich Annen, and Human Resources Generalist Tracy Hood.

2. Recommendation and confirmation of appointments to the position of Battalion Chief.

PLEASE TAKE NOTICE, that pursuant to Wis. Stats. 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 Joseph Schinkten to go into closed session. Motion seconded by Commissioner Maureen Vanden Hogen. Motion carried on a roll call vote.

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

Moved by Commissioner Maureen Vanden Hogen to appoint Joseph Beard, Luke Pasterski, and Darren Newton to the position of Battalion Chief contingent on passing a pre-employment medical physical. Motion seconded by Commissioner Joseph Schinkten. Motion carried.

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

3. Recommendation and confirmation of appointment to the position of Fire Lieutenant.

PLEASE TAKE NOTICE, that pursuant to Wis. Stats. 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.

Attachment: 03.14.2019 PFC Meeting Draft Minutes (8060 : Approval of minutes of the March 14, 2019 Police and Fire Commission Meeting.)

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 Joseph Schinkten to go into closed session. Motion seconded by Commissioner Maureen Vanden Hogen. Motion carried on a roll call vote.

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

Moved by Commissioner Joseph Schinkten to appoint Brett Jansen to the position of Fire Lieutenant effective March 16, 2019. Motion seconded by Commissioner Maureen Vanden Hogen. Motion carried.

4. Future agenda items.

None.

5. Adjournment.

Moved by Commissioner Maureen Vanden Hogen to adjourn the meeting at 8:22 a.m. Motion seconded by Commissioner Joseph Schinkten. Motion carried.

Respectfully submitted,
Kay Lenzen



City of De Pere, Wisconsin

Request For Police and Fire Commission Action

MEETING DATE: April 1, 2019

DEPARTMENT: Human Resources

FROM: Kay Lenzen

SUBJECT: Final Oral Exam - Police Captain Candidates.
