



Police and Fire Commission

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

Regular Meeting

Agenda

Tuesday, June 25, 2019

7:45 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 **June 25, 2019** at **7:45 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 April 1, 2019 Police and Fire Commission Meeting.
3. Approval of minutes of the May 15, 2019 Police and Fire Commission Meeting.
4. Approval of the minutes of the May 22, 2019 Police and Fire Commission Meeting.
5. Confirmation to the Appointment of Fire Lieutenant.

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.

6. Confirmation to the Appointment of Police Sergeant.
- 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.

7. Confirmation to the Appointment of 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.

8. Final Oral Exam - Police Officer 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 police officer 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.

9. Creation of Police Officer Eligibility List.

10. Future agenda items.

11. 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: June 25, 2019

DEPARTMENT: Human Resources

FROM: Kay Lenzen

SUBJECT: Approval of the minutes of the April 1, 2019 Police and Fire Commission Meeting.

ATTACHMENTS:

- 2019.04.01 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, April 1, 2019

8:15 AM

De Pere City Hall Riverview Room

I. Call to Order

The meeting was called to order at 8:15 AM by Commissioner Joseph Schinkten

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

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

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

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

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

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

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

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

5. Final Oral Exam - Police Captain 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 police officer 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 to go into closed session. Motion carried on a roll call vote.

Attachment: 2019.04.01 PFC Meeting Draft Minutes (8450 : Approval of the minutes of the April 1, 2019 Police and Fire Commission Meeting.)

Moved by Commissioner Jayme Sellen 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 Jeremy Muraski to the position of Police Captain pending successful completion of a psychological exam, references and background check. Motion seconded by Commissioner Jayme Sellen. Motion carried.

6. Future agenda items.

None.

7. Adjournment.

Moved by Commissioner Jayme Sellen to adjourn the meeting at 1:50 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: June 25, 2019

DEPARTMENT: Human Resources

FROM: Kay Lenzen

SUBJECT: Approval of minutes of the May 15, 2019 Police and Fire Commission Meeting.

ATTACHMENTS:

- 2019.05.15 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

Wednesday, May 15, 2019

9:00 AM

De Pere City Hall Riverview Room

I. Call to Order

The meeting was called to order at 9:00 AM by Commission President Ted Penn

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

Also present were: Police Chief Derek Beiderwieden and Human Resources Generalist Tracy Hood.

2. Final Oral Exam - Police Officer 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 police officer 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 Jeffrey Ritter to go into closed session. Motion seconded by Commissioner Joseph Schinkten. Motion carried on a roll call vote.

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

3. Creation of new Police Officer Eligibility List.

Moved by Commission President Ted Penn to put four (4) candidates on the eligibility list. Motion seconded by Commissioner Joseph Schinkten. Motion carried.

4. Future agenda items.

None.

5. Adjournment.

Moved by Commissioner Jeffrey Ritter to adjourn the meeting at 1:30 p.m. Motion seconded by Joseph Schinkten. Motion carried.

Respectfully submitted,
Kay Lenzen

Attachment: 2019.05.15 PFC Meeting Draft Minutes (8448 : Approval of minutes of the May 15, 2019 Police and Fire Commission Meeting.)



City of De Pere, Wisconsin

Request For Police and Fire Commission Action

MEETING DATE: June 25, 2019

DEPARTMENT: Human Resources

FROM: Kay Lenzen

SUBJECT: Approval of the minutes of the May 22, 2019 Police and Fire Commission Meeting.

ATTACHMENTS:

- 2019.05.22 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

Wednesday, May 22, 2019

9:00 AM

De Pere City Hall Riverview Room

I. Call to Order

The meeting was called to order at 9:00 AM by Commissioner Joseph Schinkten

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

Also present were: Police Chief Derek Beiderwieden and Human Resources Generalist Tracy Hood.

2. Final Oral Exam - Police Officer 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 police officer 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 Joseph Schinkten. Motion carried on a roll call vote.

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

3. Creation of new Police Officer Eligibility List.

Moved by Commissioner Jayme Sellen to put one (1) candidate on the eligibility list. Motion seconded by Commissioner Joseph Schinkten. Motion carried.

4. Future agenda items.

None.

5. Adjournment.

Moved by Commissioner Joseph Schinkten to adjourn the meeting at 1:15 p.m. Motion seconded by Jayme Sellen. Motion carried.

Respectfully submitted,
Kay Lenzen

Attachment: 2019.05.22 PFC Meeting Draft Minutes (8449 : Approval of the minutes of the May 22, 2019 Police and Fire Commission Meeting.)



City of De Pere, Wisconsin

Request For Police and Fire Commission Action

MEETING DATE: June 25, 2019
DEPARTMENT: Human Resources
FROM: Kay Lenzen
SUBJECT: Confirmation to the Appointment of Fire Lieutenant.

ATTACHMENTS:

- Fire Lieutenant Promo Memo to PFC 06.25.2019 (PDF)

Memo



Office of the Fire Chief

To: Police and Fire Commission

From: Alan Matzke, Fire Chief

Date: June 18, 2019

Re: Fire Department Lieutenant Promotion

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

De Pere Fire/Rescue recently held a promotional process for the position of Lieutenant. Ten candidates from within the department applied for the position and were subjected to a written test. Four candidates scored the minimum score of 70% and proceeded to the next step in the process which was a comprehensive assessment center.

The assessment center exercise explored the candidate's work history, work ethic, aptitude, experience and qualifications. Based on the results of the assessments, the top candidate was Brett Janssen and he was promoted to Lieutenant in April of 2019. Tom Nelson finished second in the assessment process so I am now recommending him for the position of Fire Lieutenant.

Thank you for your consideration of this request. If you have any questions, please don't hesitate to ask.



City of De Pere, Wisconsin

Request For Police and Fire Commission Action

MEETING DATE: June 25, 2019
DEPARTMENT: Human Resources
FROM: Kay Lenzen
SUBJECT: Confirmation to the Appointment of Police Sergeant.

ATTACHMENTS:

- SGT Promo Memo to PFC 06.25.2019 (PDF)

CITY OF DE PERE
POLICE DEPARTMENT

MEMORANDUM

To: Police and Fire Commission
Shannon Metzler, Human Resources Director

From: Derek A. Beiderwieden, Chief of Police

Date: June 18, 2019

Subject: Sergeant Promotion

The City of De Pere recently held a promotional process for the sergeant rank at the police department. Four candidates applied for the job. Using a combination of evaluators from both inside and outside of the department, the evaluators scored the candidates and Officer Matthew Magno was the top candidate. The other candidates will be kept on an eligibility list for one year.

Officer Magno has been with the DPPD for about 12 years. He completed the required police training at NWTC earning an associate degree. Officer Magno is a PEER support officer and has been trained in assisting law enforcement officers with personal problems and issues.

The Police and Fire Commission is tasked with approving the change in rank within the department, therefore I submit Officer Matthew Magno for promotion to Sergeant to be effective on Wednesday June 26, 2019, at 2:00 p.m.

Thank you and if you should have any questions about this memo, please contact me at your convenience.

Serving with P.R.I.D.E.

Attachment: SGT Promo Memo to PFC 06.25.2019 (8453 : Confirmation to the Appointment of Police Sergeant.)



City of De Pere, Wisconsin

Request For Police and Fire Commission Action

MEETING DATE: June 25, 2019
DEPARTMENT: Human Resources
FROM: Kay Lenzen
SUBJECT: Confirmation to the Appointment of Police Officer.

ATTACHMENTS:

- Police Officer Recommendation Memo PFC 06.25.2019 (PDF)

CITY OF DE PERE
POLICE DEPARTMENT

MEMORANDUM

To: Police and Fire Commission

From: Derek A. Beiderwieden, Chief of Police

Date: June 17, 2019

Subject: Police Candidate Recommendation

The police department has four vacancies due to retirements and prior candidates failing to complete the Field Training Program. A list of potential transfer candidates was approved in May 2019 by the Commission in order to fill vacancies. One candidate on the list has been selected contingent upon successfully passing a psychological test, health screening and background checks.

I submit Matthew Smith with the recommendation to contingently hire for the position of police officer for the City of De Pere.

Matthew Smith is a police officer in Wilkes-Barre, PA and has 8 years of experience there. He will need to pass the Wisconsin police reciprocity exam which he is scheduled to take in the near future. Matthew has already passed the psychological and medical exams and the police department is completing the background.

Thank you in advance for your consideration.



City of De Pere, Wisconsin

Request For Police and Fire Commission Action

MEETING DATE: June 25, 2019

DEPARTMENT: Human Resources

FROM: Kay Lenzen

SUBJECT: Final Oral Exam - Police Officer Candidates.



City of De Pere, Wisconsin

Request For Police and Fire Commission Action

MEETING DATE: June 25, 2019

DEPARTMENT: Human Resources

FROM: Kay Lenzen

SUBJECT: Creation of Police Officer Eligibility List.
