

**MINUTES**  
**POLICE AND FIRE COMMISSION**  
**Thursday, October 3, 2013**  
**City Hall, Room 310**  
**5:00 PM**

MEMBERS PRESENT: Commissioners David Nelson, Lanny Schimmel, Jim Coates & Elizabeth Kostichka

EXCUSED: Commissioner Rod Goldhahn

OTHERS PRESENT: Fire Chief David Litton, Assistant Police Chief Lisa Sterr, and Human Resources Operations Manager Melanie Falk

The meeting was called to order at 5:00 pm by Vice President David Nelson. Roll call was taken as noted above.

**1. Approval of the minutes from the regular meeting of the Police and Fire Commission held September 4, 2013.**

Comm. Schimmel made a motion to approve the minutes of the September 4, 2013 meeting, with a second by Comm. Coates. Motion carried.

**2. President's Report.**

No report.

**3. Communications.**

**A. Budget Status Report**

**B. Budget Spreadsheet**

Comm. Coates made a motion to approve the communications with a second by Comm. Kostichka. There was no further discussion and the motion carried.

**4. Approval of the 2013 Patrol Officer Recruitment Process for current Community Service Interns (CSI).**

Human Resources Manager Melanie Falk explained this request is for approval of the timeline for the patrol officer recruitment process for Community Service Interns that was brought before the commission several months ago. The steps in this process are identical to the steps that a regular patrol officer candidate goes through. Manager Falk stated there are seven Community Service Interns who will be participating in the recruitment process. Comm. Schimmel made a motion to approve the 2013 Patrol Officer Recruitment Process for current Community Service Interns with a second by Comm. Coates. Motion carried.

**5. Schedule Police Patrol Officer Interviews with Community Service Intern (CSI) candidates.**

HR Manager Falk stated that Comm. Goldhahn is available Oct. 11, and during the week of October 21. Following discussion, the Commissioners agreed to conduct the interviews on Tuesday, October 11 beginning at 4:00 p.m.

#### **6. Approval of the 2013 Patrol Officer Eligibility List (II).**

There were no questions and Comm. Kostichka made a motion to approve the Police Patrol Eligibility List (II). The motion was seconded by Comm. Coates. Motion carried.

#### **7. Report from the Chiefs.**

Assistant Chief Sterr reported that two new officers, Kristopher Thoreson and Riley Peterson will be sworn in on October 7, 2013. Asst. Chief Sterr stated the department is participating in a new training process called MacTec, which is active shooter training. Asst. Chief Sterr gave a brief overview of the training and stated that officers from Brown County, Oneida, and DePere are also participating in the training. Asst. Chief Sterr reported that thefts and burglaries are down 1.3% over the last five years. The goal is to reduce thefts and burglaries by 10%. There were a high number of thefts and burglaries in 2012, so the department is continuing to review what's working and what's not and looking at 2012 to see if that was an anomaly or a trend that will continue.

Chief Litton stated he met with Fox Valley Technical College and received the results of the fire fighter application process. Chief Litton reported there were 125 applications for Green Bay Area Metro Fire Department, with seventy-one finalists who met all the requirements. Appleton was the only municipality to receive a higher number of applications. Chief Litton stated he will provide a full report on the process at the next PFC meeting. Chief Litton reported the department received an invitation from the Green Bay Area Schools to attend ALICE Training on response to active shooters in schools. This was the first year that Green Bay Area Metro has been actively involved in the training. Our EMS Chief and Training Captain attended the initial session and two more individuals will be attending the next session. The importance of this training is to have a collaborative approach with all parties involved and to integrate with what the police are doing.

Chief Litton reported the Mayor recently signed a contract with the State of Wisconsin and Green Bay Metro is now part of the Northeast Wisconsin Regional Hazmat team in conjunction with Appleton and Oshkosh. Through this agreement the three communities will be receiving \$135,000 annually, of which Green Bay Metro will receive approximately \$46,000. The department will be able to use these funds for equipment and training and response to hazardous materials. The Chief stated they will also be reaching out to other communities to work on forming a regional team for tactical rescues. Chief Litton stated staff is attending training on the fire records management system so they will be able to query reports and analyze data better. Lastly, Chief Litton reported on new research that has been done in conjunction with UL, the National Institute of Science and Technology and other organizations on how to tactically fight fires. What the research shows, is the way fire fighters have been taught to fight fires for the last fifty years, may not be the best way to tactically fight fires. Chief Litton stated they have started rolling out the training to staff and will be putting together public information campaign ads.

**8. Bills.**

- a. Psychological Consultants \$450.00**
- b. Personnel Evaluation Inc. \$500.00**
- c. Prevea Health WorkMed \$885.00**
- d. Prevea Health WorkMed \$70.00**
- e. Personnel Evaluation Inc. \$250.00**

Comm. Coates made a motion to approve the bills with a second by Comm. Schimmel. There was no further discussion and the motion carried.

**9. Set date of next meeting.**

The next regularly scheduled meeting of the Police and Fire Commission is scheduled for November 7, 2013, at 5:00 pm in room 310 of City Hall.

There being no further business, a motion was made by Comm. Coates to adjourn. Motion was seconded by Comm. Schimmel. Motion carried and the meeting was adjourned at 5:33 pm.

Respectfully submitted,

Peggy Barden, Recording Secretary

APPROVED: \_\_\_\_\_  
Rod Goldhahn, President