

MINUTES
POLICE AND FIRE COMMISSION
Thursday, January 7, 2016
City Hall, Room 310
3:30 PM

MEMBERS PRESENT: Commissioners Rod Goldhahn, Barbara Dorff, David Nelson, Nancy Schopf
Justin Mallett – Excused

OTHERS PRESENT: Assistant Fire Chief Michael Nieft, Interim Police Chief Jim Lewis, HR Operations
Manager Melanie Falk, and HR Generalist Jen Smits.

1. Roll call.

The meeting was called to order at 3:30 p.m. by President Goldhahn. Roll call was taken.

2. Approval of the minutes from the meeting of the Police and Fire Commission held November 30th, 2015, approval of the amended minutes from the meeting held on November 5th, 2015, and approval of the minutes from the special meetings held on November 30th, 2015 and December 1st, 2015.

A motion to approve was made by Comm. Dorff, second by Comm. Schopf. Motion carried.

3. President's Report.

Commissioner Goldhahn reported that the tentative swearing in of Chief Smith is scheduled for February 1, 2016 at 10:00 a.m. Commission members will be notified once confirmed.

He also announced that the Police Department has requested that a meeting be scheduled to review background checks. Discussion of a date resulted in Monday, January 25th at 3:00 p.m. in Room 310.

4. Communications.

- a. Budget Status Report**
- b. Budget Spreadsheet**

Comm. Goldhahn commented that budget items are related to recruiting and evaluation of candidates.

Comm. Goldhahn requested a motion to accept and place the bills on file as received.
Motion made by Comm. Schopf, second by Comm. Dorff. Motion carried.

5. Report from the Chiefs.

Assistant Chief Nieft highlighted four instances related to the Wings of Life Program:

- 12/18/15 – Engine #4 and Ambulance #8 responded to a call from a local gym involving a 60 year old male who was found pulseless and not breathing. Following protocols the individual was resuscitated and delivered to the hospital, however, upon arrival his condition deteriorated.
- 12/22/15 – Station #3 responded to a call from a 70 year old patient who was not breathing. After following protocol and using the defibrillator and pacemaker function, the patient survived.
- 12/22/15 - Station #2 responded to a call from a 27 year old patient found pulseless and unresponsive. After following protocols for resuscitation and using the defibrillator the patient regained a pulse and blood pressure before arriving at the hospital.

- 01//02/16 – Ambulance #5 and Engine #7 responded to a call from a 55 year old male who was found unresponsive and pulseless. Following protocols, the patient was resuscitated with a blood pressure and a normal pulse upon reaching the hospital.

Asst. Chief Nieft named all crew members involved with these instances.

Asst. Chief Nieft reported that he participated in an event sponsored by the Chamber of Commerce called Find Your Inspiration. This was an opportunity to expose 8th grade students to career options, and he indicated that the 8th grade is the target age for students to consider their future direction. Asst. Chief Nieft explained that the event involved 1500 students that were assigned to career groups of their interest. They spent 15 minutes at the employers' booths to learn about the specific careers. His goal was to show students that a Fire Department career involves diversity for both men and women, and includes individuals of different ethnic groups. Female students found Shelly Loomis from the Department to be very impressive as a role model. In addition, an African American male fire fighter presented to the students, and he did an incredible job of attracting minorities to our booth. Students were able to try on fire gear and use simulator equipment. Asst. Chief Nieft stated that there is an Explorer Program available which presently has 3 new participants as a direct result of this event. He further commented that he received a number of thank you post cards from students who participated in the Chamber event and expects the program to increase next year.

Asst. Chief Nieft read to the Commission a thank you letter from an individual who recently finished her three month internship with Green Bay Fire. She stated at the beginning, 3 months seemed like a long time and that Green Bay was not her first choice. However, she indicated that the time flew by and she found it to be a memorable experience. Because she was in a new city and with new people, she depended on her skills and knowledge base to fit in. She went on to say that despite her initial quietness, the crew welcomed her and she learned the routines and procedures and that making mistakes was part of the process. She stated that the more effort she made as a medic and firefighter, the more feedback she received. The crew was very helpful and treated her like family.

Her letter goes on to explain her first ambulance call, and that it involved a pregnant female with abdominal pain whose vitals were monitored while in transport to the hospital. Later the intern learned that the patient and her baby did not survive. She questioned what had been done and whether there was something else that could have been done to change the outcome. She questioned if she wanted to stay in the profession. However, she later realized this is what she wants to do, that not everyone can be helped but as firefighters they do the best they can.

She also spoke of an event she participated in with child cancer patients and how good it felt to give back to the community. She stated that overall the three months flew by and she had so many learning experiences, thanking the crew for their help to change her from a raw medic to realizing this was what she wanted to do for the rest of her career. She felt that this was one of the greatest turning points in her life.

Asst. Chief Nieft spoke to the integrity of 1 of the Fire Department crews. He elaborated that after this crew received a call from a mom with a teenage daughter, who had escaped an abusive relationship and were living in an empty apartment without furniture; this crew bought the mother and daughter gift cards for food, beds, a kitchen table and chairs. This was done in an effort to help them establish a home and a new life.

Interim Police Chief Jim Lewis reported that newly hired Chief Smith recently spent time in Green Bay finding daycare for his children and spending time at Lambeau Field to learn game day procedures. He will be getting settled in Green Bay and reporting to work full-time around January 15th.

Interim Chief Lewis reported that all audits have been completed.

6. Bills.

A question was asked why the present handler is used for law enforcement psych evaluations. HR Operations Manager Falk responded that a local psychologist was conducting these evaluations, but she retired a few years ago. The current psychologist was utilized previously and other municipalities use the same psychologist and have been for a long time.

Comm. Goldhahn requested a motion to accept and place the bills on file as received. Motion made by Comm. Schopf, second by Comm. Dorff. Motion carried.

(Item #10 moved forward and taken out of order)

10. Approval of the extension of the Battalion Chief Eligibility List to July 31st, 2016.

It was reported that an eligibility list was established one year ago. Because a vacancy will occur in 6 months, the next candidate on the list will move forward.

Motion made by Comm. Schopf, second by Comm. Nelson to approve the extension of the Battalion Chief Eligibility List to July 31, 2016. Motion carried.

7. Set date of next meeting.

The next meeting will be held on Thursday, February 4th, 2016, at **3:00 p.m.** in Room 310. Fire Fighter candidate backgrounds will be reviewed in addition to backgrounds that will be reviewed at a special meeting on January 25th.

8. Review of Patrol Officer Candidates. The Commission may convene in closed session pursuant to Sections 19.85(1) (c) and (f), Wisconsin Statutes, to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. The Commission may thereafter reconvene in open session pursuant to Section 19.85(2), Wisconsin Statutes, to report the results of the closed session and consider the balance of the agenda.

Comm. Goldhahn read the closed session statement. A motion was made by Comm. Nelson with a second by Comm. Dorff to go into closed session. Motion carried.

A motion was made by Comm. Dorff to return to open session with a second by Comm. Schopf. Motion carried. Out of closed session, Comm. Goldhahn reported that 4 candidates were reviewed. One has withdrawn and taken another job; 1 candidate is recommended for hire, and 2 candidates were rejected.

9. Fire Fighter Interviews. Please take notice that pursuant to S 19.85 (1)(c) and (f), Wisconsin Statutes, the Commission may convene in closed session for the purpose of interviewing, evaluating and considering employment of Fire Fighter candidates.

Comm. Goldhahn read the closed session statement. A motion was made by Comm. Dorff, second by Comm. Nelson to go into closed session. Motion carried.

A motion was made by Comm. Schopf, to return to open session with a second by Comm. Dorff. Motion carried. Out of closed session Comm. Goldhahn reported that 5 fire fighter candidates were interviewed. Results will be added to the previous candidates interviewed for a final hiring decision.

With no other items on the agenda, Comm. Goldhahn requested a motion to adjourn the meeting.

Motion made by Comm. Dorff, second by Comm. Schopf to adjourn the meeting.

Motion carried.

The meeting adjourned at 6:10 p.m.

Respectfully submitted,

Rae Knippel, Recording Secretary

APPROVED: _____
Rod Goldhahn, President