

MINUTES
POLICE AND FIRE COMMISSION
Thursday, August 6, 2015
City Hall, Room 604
3:00 PM

MEMBERS PRESENT: Commissioners Rod Goldhahn, David Nelson, Barbara Dorff and Nancy Schopf

MEMBERS EXCUSED: Commissioner Jim Coates

OTHERS PRESENT: Interim Police Chief Jim Lewis, Fire Chief David Litton and HR Operations Manager Melanie Falk

1. Roll call.

The meeting was called to order at 3:00 p.m. by President Goldhahn. Roll call was taken as noted above.

Comm. Goldhahn stated that item 7 on the agenda would be moved to follow item 8.

2. Approval of the minutes from the meeting of the Police and Fire Commission held June 4, 2015 and approval of the minutes from the special meetings of the Police and Fire Commission held June 22, 2015, June 23, 2015 and July 9, 2015.

Comm. Goldhahn requested a motion to approve the meeting minutes as submitted. Motion made by Comm. Dorff, second by Comm. Nelson. Motion carried.

3. President's Report.

No President's Report.

4. Communications.

a. Budget Status Report

b. Budget Spreadsheet

Comm. Goldhahn commented that the Budget Status Report and Budget Spreadsheet reflect spending related to the Police Chief advertisements and Patrol Officer testing.

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

5. Report from the Chiefs.

Fire Chief David Litton reported on the Fire Department reclassification to a rating of number 1 Public Protection Classification from the Insurance Services Office which places the Green Bay Metro Fire Department in the top 0.3% in the county. The department increased the rating by nearly 7 points from the last rating in 2009. A couple of areas that have improved include the area of community risk reduction which encompasses public education on fire protection, fire prevention and inspection; the department's training area improved; and the response time improved. In addition, the water utilities in both Allouez and Green Bay have begun a program of flushing the fire hydrants and completing additional maintenance on the hydrants. Two out of the 7 points were earned through the additional maintenance by the water utilities. The other 5 points were earned by the Fire Department. Chief Litton stressed that there is still room to improve. Once the number 1 rating is earned, it is hard to maintain. Areas of improvement have already been identified. A question was raised regarding the insurance premium savings and whether residents need to contact their insurance companies or if the savings will automatically be applied. Chief Litton stated that the residents need to contact their agent. A question was asked if there should be a press release on this. Chief Litton stated that there will be an additional press release. The Fire Department stated that the new rating doesn't go into

effect until October 1, 2015; however, the Insurance Services Office has already updated their website with the new rating.

Chief Litton reported on a notice received from the Town of Scott. The Green Bay Metro Fire Department has been providing fire service through a governmental contract which was part of the original boundary line that was extended several years ago. The notice from the Town of Scott states that effective January 1, 2016, they have contracted with New Franken Fire Department and County Rescue Services for ambulance service. Town of Scott had been paying the Green Bay Metro Fire Department \$3,000 a year to provide coverage. Chief Litton stated that the Town of Scott did not reach out to him with any complaints or with a reason for the change prior to the notice.

Chief Litton shared 2 letters of commendation. One letter was sent by Beaver Dam Fire Chief Alan Mannel commending Firefighters Ryan Gibbons and Nate Daul on a crash incident they assisted with on US Highway 151 in the City of Beaver Dam. The firefighters were traveling on US-151 to attend confined space training in the Madison area when they encountered the incident. Chief Mannel wrote that Firefighters Gibbons and Daul were a great asset and instrumental in the care of this patient. They showed great compassion, skill, and professionalism and represented the Green Bay Metro Fire Department very well. The other letter was sent by an individual who had attended the Kenny Chesney concert at Lambeau Field. This individual had a medical emergency during the concert, and she wished to share her gratitude for the level of care and compassionate service provided by the medical staff at Lambeau Field including Division Chief Brent Elliott, Captain John Lawler, Lieutenant Karl Linsmeier, Firefighter Eric Jeltima and Firefighter Brad Neville. The individual stated that she was certain that at a different venue or a different city that this level of care and compassion would not have been received. A copy of these letters will be placed in the personnel files of these individuals.

Chief Litton gave an update on the Hook and Ladder program. The department is moving forward with the program. The program is being renamed and will no longer be called the Hook and Ladder Program. The department is working with all of the hospitals and looking at different avenues in which this program can evolve. The department is gaining some community partners as well as some of the other fire departments in the area. This program may become more of a regional approach. Progress on this program has been moving slowly since there wasn't a Division Chief in place until recently. Chief Bill Zehms is now taking the program forward.

Chief Litton reported that the department received a \$25,000 grant from the Assistance to Firefighters Grant Program. This is a micro grant meaning there are no matching funds on the grant. When Chief Litton started with the Fire Department, he wanted to make sure there were fire gear washers and dryers at every station. Chief Litton shared that the reason for wanting washers and dryers at every station is due to some hard data showing that firefighters are 2.2 times more prone to getting cancer in their career than the general population. Firefighters are exposed to toxins on a regular basis with their fire gear, and as firefighters wear their gear, the toxins are absorbed into their skin. A few years ago, the department began putting the washers and dryers into every station. Once approved by the federal government, Station 4 will be the last station to receive the washer and dryer with this grant.

Chief Litton reported that the Fire Department has been working for about 4 months on obtaining a new fire boat. The fire boat is needed because US Oil, Marathon, Citgo and other major terminals have storage tanks in the area, and they need to be able to deploy a containment boom on the water within an hour under EPA regulations. These companies had a contract with a company out of Milwaukee for several years that said they could do that; however, it turns out it would take 6-7 hours for them to deploy a containment boom. The companies have reached out to the Green Bay Metro Fire Department. The department has identified that the new fire boat would give the department all marine fire capabilities that would be needed. The cost of the boat is \$315,000. The companies have agreed to fund \$225,000. The City will pay \$90,000 over the next 5 years through a line item in the budget. This was

approved by the Finance Committee on August 4, 2015, and the Council will review at their next meeting. The department's current boat was received on a grant from the State of Wisconsin. The boat is 9-10 years old and has several issues which have rendered it useless for firefighting. Chief Litton is hopeful the fire boat will be approved by Council, and the department will have a fire boat by the end of the month. Chief Litton stressed the importance of having this fire boat to reduce the response time when needed. A new boat should last approximately 15-20 years.

Chief Litton reported that the department is looking at placing a tornado siren in the Red Smith area. The siren will likely go in Red Smith Park. Chief Litton specified that the sirens are outdoor warning sirens and not intended to notify individuals inside a building. There is a large population of residents around Red Smith Park. Chief Litton submitted the request for bonding which was approved.

Chief Litton stated that the next regularly scheduled Police and Fire Commission meeting would be on September 3, 2015. This lands on a Packers pre-season game, and Chief Litton would not be able to attend. The commission may want to take this into consideration when scheduling the next meeting.

A question was raised on how residents are informed of tornados when they come in the middle of the night. Chief Litton stated that he recommends everyone have a weather alert radio. They can be programmed to a specific county, and the radio will activate when there is a tornado watch or warning.

Interim Police Chief Jim Lewis reported that he is in the process of meeting one on one with the Captains, Lieutenants and some of the Officers. Chief Lewis has 1 captain left to meet with. The meetings have been very open with great communication and ideas.

Chief Lewis reported on a change that was made effective today. The department has a program called Lexipol, a policy program that was paid for 3 years ago for over \$27,000. Lexipol is a state of the art program for police policies. Lexipol provides customizable, state-specific policies. The policies can be adjusted based on the needs of the community. The company sends out updates every 6 months on legislative changes or court decisions in the state. This allows the policies to be up to date. The company also has a feature for \$7,500 a year where a daily email is sent to employees with a policy and a short assessment on the policy. Chief Lewis stated that he used this program in California. The program was paid for by the Green Bay Police Department 3 years ago, but it has never been implemented. There are 4 months left in the contract where program is available to be utilized.

Chief Lewis shared that the current practice for writing policies is that employees on light duty are writing the policies. The employees are gaining experience with writing policies; however, the employees may not have the knowledge needed to write the policy. This results in issues with the policies. Chief Lewis stressed that this program needs to be utilized. When implementing the program, focused attention needs to be given to get it up and running. Captains Warych and Knoebel worked on the program when it was initially purchased. They are supporters of the program, and they are going to get the program up and running in 60 days. The focus is to get the policies cleaned up and put a modern system in place for the policies. Other agencies have a system in place where every policy is assigned to a Lieutenant or Captain. Each Lieutenant or Captain may have 3-4 policies assigned to them that need to be reviewed either every year or every other year. When the policy needs to be reviewed the Lieutenant or Captain will be notified, and they will go through a process of sending the policy out to other employees for input and sending the policy to the Law Department for review. The Police Department currently has 4 Captains that cover the 4 districts in the community. Captain Warych and Knoebel will focus on the program, and the other 2 Captains will cover the 4 districts. The other Captains are very capable of responding to the citizens' needs in the area. There is no additional cost to implement the program, and Chief Lewis stated this program will improve things. A question was asked if the program is used nationally. Chief Lewis stated that the program started on the west coast. Chief Lewis stated that Green Bay was likely one of the

first agencies in Wisconsin to begin implementing it. Chief Lewis stated that when a new statute is passed or a new court decision is made, all agencies are rewriting their policies.

Comm. Dorff shared that she was involved in policy writing with the Green Bay Public School District. She understands the importance of keeping the policies updated because as new state laws are passed new policies need to be implemented. Comm. Dorff thinks this is a really good idea. Chief Lewis stated that he sent information to the Alderpersons to let them know which Captains to go to if issues arise in the districts. A question was asked if Captain Warych and Knoebel should continue to work on the program past the 60 days. Chief Lewis stated that someone will continue work on the program, and eventually the department may need to look at having a Captain in charge of the entire area. The new Police Chief will determine how that structure will look. A question was asked if this program was something a new Police Chief would need to be familiar with or if the new Police Chief would be able to learn how to use it. Chief Lewis shared that the program is very easy to use and well known.

Chief Lewis provided the Commission with an update on crime that he will be providing monthly. He stated that robberies are down 34%, violent crimes are down 23%. Chief Lewis stressed that, for a city over 100,000, Green Bay's crime numbers are phenomenal. A question was asked if the information could be shared in a press release for companies to use for recruiting. Chief Lewis stated that the information should be available on the City's website. Chief Lewis further stated that gang related calls account for only 0.4% of the calls. The City should advertise the low crime rate rather than focusing on the gang related activity.

6. Police Chief Recruitment Update.

HR Operations Manager Melanie Falk reported that the recruitment process began the week of July 6th. Advertisements were placed and direct recruitment flyers were sent by email to 82 Chiefs and Assistant Chiefs in Midwest municipalities with a population over 50,000. The recruitment process is on schedule, and applications will be reviewed beginning August 31st. Commissioners will receive notification via email once they are able to access the applications in NeoGov. Prior to August 31st, Commissioners can receive training on using the NeoGov system. Comm. Dorff asked if the NeoGov system is similar to WECAN, the Wisconsin Education Career Access Network. Ms. Falk stated that it is an online system and candidates' applications can be rated using the system. Comm. Goldhahn asked if previous login information is still active. Ms. Falk stated that the login information is still current, and stated passwords can be reset if needed.

Ms. Falk reported that applications will still be accepted beyond August 31st so that other qualified candidates who apply can still be considered. 25 applications have been received from across the country. Several candidates are from the Midwest with a few from Wisconsin. Ms. Falk stressed that there are still 3½ weeks before the screening process will begin.

Ms. Falk reported that the Community Survey was sent out on Tuesday, August 4th using Survey Monkey. The survey was sent out to the focus groups Chief Molitor had been meeting with as well as the Neighborhood Associations. The survey was also sent out to all Police Department staff, sworn and civilian. As of the morning of August 6th, 50 responses had been received. Questions were asked regarding how many employees are in the Police Department and what deadline was given to return the completed survey. Ms. Falk responded that there are approximately 250 employees, and the deadline given was Tuesday, August 18th. Ms. Falk stated that results of the survey will be sent to the Commissioners. Survey Monkey will compile the results by question. These results can be sent via email to the Commissioners.

Ms. Falk reported that next steps in the process are to provide access to NeoGov to the Commissioners. Commissioners can contact Ms. Falk if they would like training on the system. Ms. Falk commented that Chief Litton's suggestion to move the September meeting to the following week would allow the Commissioners additional time to review the applications received so that these can be discussed and candidates can be selected to contact for a phone screen at the September meeting. The Commission may want to take this into consideration

when scheduling the next meeting. The survey results will be provided to the Commission shortly after August 18th.

- 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 exercise 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. Schopf with a second by Comm. Dorff to go into closed session. Motion carried.

A motion was made by Comm. Nelson to return to open session with a second by Comm. Dorff. Motion carried. Out of closed session Comm. Goldhahn reported that nine Patrol Officer candidate backgrounds were reviewed. 1 candidate was approved to continue in the process, and 8 candidates were rejected.

- 7. Request to Approve the Patrol Officer Eligibility List.**

Comm. Goldhahn requested a motion to approve the Patrol Officer Eligibility List. Motion made by Comm. Dorff, second by Comm. Nelson. Motion carried.

- 9. Bills.**

- a. Ergometrics Invoice 122262 \$500.00
- b. Ergometrics Invoice 122402 \$60.00
- c. Alternative Marketing Invoice 7457 \$50.00
- d. Indian Country Invoice 3147 \$171.00
- e. Careerbuilder \$419.00
- f. Discover Policing \$200.00
- g. GovtJobs.com \$150.00
- h. LinkedIn \$199.00
- i. Wisconsin Chiefs of Police Association, Inc. Invoice \$50.00
- j. Police Executive Research Forum Invoice 3147-S \$500.00
- k. Ergometrics Invoice 122781 \$90.00
- l. Personnel Evaluation, Inc. Invoice 13092 \$750.00

Comm. Goldhahn commented that all bills were related to ads for the Police Chief recruitment as well as some Patrol Officer polygraphs.

Comm. Goldhahn requested a motion to approve the bills. Motion made by Comm. Nelson, second by Comm. Dorff. Motion carried.

- 10. Set date of next meeting.**

The next meeting will be held on Thursday, September 10, 2015, at 3:00 p.m. in Room 310.

With no other items on the agenda, Comm. Goldhahn requested a motion to adjourn the meeting. Motion made by Comm. Schopf, second by Comm. Dorff. Motion carried.

The meeting adjourned at 4:02 p.m.

Respectfully submitted,

Lindsay Kiesow, Recording Secretary

APPROVED: _____
Rod Goldhahn, President