

MINUTES
POLICE AND FIRE COMMISSION
Thursday, October 1, 2015
City Hall, Room 310
3:00 PM

MEMBERS PRESENT: Commissioners Rod Goldhahn, Barbara Dorff, Justin Mallett and Nancy Schopf

OTHERS PRESENT: Interim Police Chief Jim Lewis, Fire Chief David Litton, HR Operations Manager Melanie Falk, HR Generalist Jen Smits, Alderperson David Nennig

1. Roll call.

The meeting was called to order at 3:00 p.m. by President Goldhahn. Roll call was taken. Comm. Nelson had not yet arrived.

2. Approval of the minutes from the meeting of the Police and Fire Commission held September 10, 2015.

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

3. President's Report.

Comm. Goldhahn reported that a number of commissioners attended the christening of the new boat last month. He complimented the Fire Department for their hard work.

Comm. Goldhahn provided an update on the Benthein charge. He explained that Mr. Benthein called him on September 13th, 2015 to explain why he was unable to attend the meeting on September 10, 2015. Mr. Benthein explained that due to a number of circumstances that occurred during that day, he chose not to attend. Because this complaint was dismissed without prejudice, Mr. Benthein has the right to refile. Comm. Goldhahn explained that he recently received a letter from Mr. Benthein indicating his intent to refile the complaint. Once these details are reviewed, a date for the hearing will be scheduled. Comm. Goldhahn also reported that there will be phone screens for the Police Chief candidates on Oct 12th and Oct 19th beginning at 3:30 p.m.

4. Communications.

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

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

5. Report from the Chiefs.

Fire Chief Litton read a letter to the Commission regarding a call that took place on September 26, 2015. Crews responded to an emergency where a 65 year old male patient experienced chest pain. Upon arrival the crew was updated on the patient's condition. The patient was found pulseless and non-breathing. The responding crew expertly followed guidelines and protocol and was able to resuscitate the patient. The patient continued to improve while he was transported to the hospital. He was delivered to the hospital breathing and with a pulse. Chief Litton reported that the crew consisted of individuals who were from different stations and shifts.

Even though the crew normally does not work together, they were all able to follow protocols and work together as a team.

Chief Litton reported that they are working on the budget, hoping to have it done by November 10, 2015. A new mini ambulance purchase was made through bonding. The new unit is fully enclosed. This unit will be used at special events in the city. It was first used at the Saturday Bellin half marathon on September 26, 2015. The mini ambulance was also utilized at the Monday Night Packers game on September 28, 2015. Previously, lawn and garden tractor gators (John Deere) have been used. These gators were open units that lacked the mobility to move patients from one location to another. Reviews on the new unit have been positive, and the unit is stored at Station 4.

Interim Police Chief Lewis reported that the Narcan training has been completed, and three days after the training was completed, a female officer responded to the department's first heroin overdose incident. The patient is doing well.

Chief Lewis reported a series of robberies; these were not necessarily home invasions but robberies taking place outside of the victims' homes or front yards. The suspects were robbing people throughout the city and taking phones, wallets and personal items. A victim was able to provide a partial license plate, and with the help from traffic cameras they were able to locate the vehicle. The vehicle came back as a stolen vehicle out of Madison, registered to a 97 year old woman. Chief Lewis stated that they conducted a five-hour surveillance watch on the suspect's house. He called on five officers to arrive at the house. Officers were able to make an arrest; the last suspect arrested was the suspect with the gun. All suspects have been arrested.

Chief Lewis reported that there will be a seminar in Chicago on building public safety buildings. Chief Lewis reported that the Mayor is announcing that the City will be putting out a request for proposals, to hire an outside firm that specializes in public safety buildings. This is being done to start the process and to assist with determining what may be needed. The Fire Chief may be sending someone from his department to attend the seminar, because the recommendation is that this would be a public safety building and they are looking at a way to house the municipal court there as well. A question was asked if a preference for the location of the building has been determined. Chief Lewis responded that the Mayor's preference is that it be located in downtown Green Bay. As of right now there are more questions than answers.

6. Request to Revise Patrol Officer Recruitment Process.

Comm. Goldhahn stated that we would take agenda item number 7, Request to Revise Patrol Officer Recruitment Process before item number 6, Patrol Officer Candidate Appeal.

HR Generalist Jen Smits outlined for the commission the current recruitment process and minimum requirements.

Generalist Smits then reviewed the proposed process, and the first recommendation is to remove the requirement that candidates be law enforcement certified or certifiable. By doing so the department is hoping to expand the pool of candidates. It is anticipated that by removing this requirement, we will attract candidates who are just completing their education and are early in their career search before they are selected by other agencies. Statistics were shared from the recruitment process completed in 2015. Generalist Smits stated that there were a total of 409 applicants and 35% of the applicants were not considered because they were not law enforcement certified. By changing the minimum requirements, successful candidates will be sponsored by the department as needed. The tuition cost of the police academy is reimbursed by the State of Wisconsin. Generalist Smits stated that the other minimum requirements will remain the same.

Generalist Smits stated that it is also recommended that we go back to using the IPMA-HR Entry Level Police Officer written exam. This exam had been used for many years up until last year when Chief Molitor proposed a change. The test was replaced with a video, scenario-based exam developed by Erogmetrics. However, after evaluation of the scores and the candidate pool, it has been determined that there was not a significant impact on the quality of candidates. A question was asked about the disadvantages of the test. HR Operations Manager Melanie Falk stated that one of the concerns expressed was that candidates who have not been certified may not score as well with this being a scenario-based exam. Chief Lewis commented that he felt the test was simplistic. Chief Lewis further commented that with respect to the law enforcement certification, many law enforcement agencies do not require the candidates to be certified or certifiable prior to hire, and by doing so they attract better candidates.

A question was asked about the definition of excellent driving record. Chief Lewis stated that the department looks for patterns, the total number of offenses, when the offense occurred, and the types of tickets. He further explained that the department reviews the candidate's pattern of driving.

Generalist Smits stated that currently, the written exam is pass/fail. It is recommended that this change, and that the exam be weighted at 20% of the total composite score. The Department will continue to administer the report writing exam as this exam evaluates the candidate's ability to write police reports with attention given to grammar, punctuation, and spelling.

Generalist Smits reported that there will not be any changes made to the physical agility test. She explained that it is recommended that a change be made to the weight that is assigned to the Police and Fire Commission interviews. Currently, this step in the process is weighted at 60% of the total composite score. It is recommended that it be weighted at 40%, because we have weighted the written exam at 20% and the first round interviews at 40%. If the weight for the written exam is not taken from the Commission interviews, we will need to take it from another area. It was also recommended that applications be accepted on an ongoing basis and testing and exams would be conducted quarterly. A schedule of dates is still in the process of being finalized. The written exam and physical agility tests will be scheduled on Saturdays.

A question was asked if there would be more work put on Human Resources because of the quarterly testing. HR Operations Manager Melanie Falk stated that the department anticipates that the applicant pools will be smaller. The Police Department is working on a brochure that will include the quarterly test dates and timeline so candidates are aware of the test dates. Another question was asked if the new Police Chief would want to maintain the revised recruitment process. Chief Lewis stated that it will all be based on the results. Modifications can be made depending on the circumstances.

Comm. Goldham requested a motion to approve and place the request to revise recruitment process on file as received. Motion made by Comm. Schopf, second by Comm. Dorff. Motion carried.

7. Patrol Officer Candidate Appeal. 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. Dorff with a second by Comm. Schopf to go into closed session. Motion carried.

A motion was made by Comm. Schopf to return to open session with a second by Comm. Mallett. Motion carried. Out of closed session Comm. Goldhahn reported that a determination will be made on the candidate appeal after further discussion and review.

Comm. Goldhahn stated that while in closed session, the commission heard a patrol officer candidate appeal. There are additional things that will need to be done by the commission with more discussion after the information is received. A determination will then be made.

8. Bills.

a. Budget Status Report

b. Budget Spreadsheet

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

9. Set date of next meeting.

The next meeting will be held on Thursday, November 5, 2015, at 3:00 p.m. in Room 310. Comm. Goldhahn commented on the phone screens taking place on the 12th and 19th.

With no other items on the Agenda, Comm. Goldhahn requested a motion to adjourn the meeting. Motion made by Comm. Dorf, second by Comm. Mallett. Motion carried.

The meeting adjourned at 3:57 p.m.

Respectfully submitted,

Manila Vang, Recording Secretary

APPROVED: _____
Rod Goldhahn, President