



## AGENDA

**\*AMENDED\***

### SPECIAL MEETING POLICE AND FIRE COMMISSION

#### Members

- Commissioner Behrendt
- Commissioner Kirschling
- Commissioner Mrozek
- Commissioner Pingel
- Commissioner Zenner
- Alderperson Kneebone

**Date and Time:** October 14, 2025  
12:45 PM

**Location:** 933 Michigan Avenue  
Stevens Point WI 54481

#### Discussion and Possible Action on the Following:

1. Roll Call.
2. Discussion, with possible action, on moving forward with the hiring of the new Assistant Chief of EMS Position within the Stevens Point Fire Department.
3. Discussion, with possible action, on moving forward with the hiring of the new Division Chief of the Bureau within the Stevens Point Fire Department.
4. Discussion, with possible action, relating to Section 3.01 (Original Appointment — Police and Fire Chiefs) of the Stevens Point Police and Fire Commission Administrative Rules and Procedures.
5. Consideration of motion to adjourn into closed session pursuant to Section 19.85 (1) (c) and (e), Wis. Stats., for the purpose of considering employment of any public employee over which the Commission has jurisdiction or exercises responsibility and conducting specified business, whenever competitive reasons require a closed session:

*- Interview candidates for the position of Police Chief and proceed to the next step of the hiring process.*

The Commission will not reconvene into open session after the closed session portion of the meeting.

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**PLEASE TAKE NOTICE** that any person who has special needs while attending these meetings or needs agenda materials for these meetings should contact the City Clerk as soon as possible to ensure that a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1569 or by mail at 1515 Strongs Avenue, Stevens Point, WI 54481.

Maps further defining the above area(s) may be obtained from the City of Stevens Point Department of Community Development, 1515 Strongs Avenue, Stevens Point, WI 54481, or by calling (715) 346-1567, during normal business hours.

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**PLEASE TAKE FURTHER NOTICE** that a quorum of the Common Council may be in attendance at this meeting.

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## **SECTION 3.01**

### **Original Appointment - Police and Fire Chiefs**

By law, the Police and the Fire chief are appointed solely by the Police and Fire Commission. When a vacancy occurs in the position of Police Chief or Fire Chief, the Commission may appoint any member of the Police Department as the Police Chief or any member of the Fire Department as the Fire Chief. If the Commission does not appoint an internal candidate, the Commission will conduct a search for a chief and may obtain the assistance of the City Human Resource Manager, the City Attorney, any other relevant city employee, or any outside agency or consultant. If the PFC does not appoint an internal candidate prior to conducting a search, any internal candidate may apply for the position in the same manner as external candidates.

#### Procedures:

When a vacancy in either chief position occurs, the PFC may appoint a member of the affected department to serve as the Acting Chief during the process of selecting a new Chief.

The Commission will review and, if necessary, update the position description, salary based on the City pay plan, and qualifications and requirements an applicant must satisfy. The PFC shall adopt a screening process for determining how final candidates will be chosen, a suggested geographic recruitment/advertising plan, an application packet, and a deadline for the recruiting process. The City Human resources manager can assist the PFC with the process of developing such recruitment process and advertising the availability of the position.

The application packet will include all pre and post selection examination requirements and relevant information and include an option by which the applicant may request that his/her name not be released publicly unless and until such candidate becomes a final candidate per Wis. Stats. § 19.36(7).

The Commission will appoint a screening committee to screen candidates and determine who will proceed to the interview phase of the process.

The PFC will determine the appropriate interview process and participating interview panel members by majority vote. Interview panels may include local officials and community members, however all interview panels shall be proctored by at least one commissioner. Upon completion of the interview phase up to three finalists will be recommended for the open position. If the panel feels there are no appropriate candidates they will recommend the Commission re-start the process.

The Commission will rank the successful candidates and offer the position to the top ranked person, contingent upon his/her successfully completing a background investigation, a medical evaluation, a psychological evaluation, and any other required evaluations. The Commission will obtain all required written authorizations and waivers from the candidates prior to their participating in any of these activities.

If the candidate fails any requirement or decides not to accept appointment, the Commission may offer the position to the next ranked candidate under the same contingencies. If no candidate satisfies all of the requirements, or if none accepts the appointment, the Commission may reopen the search utilizing the previous described procedure.

When an individual has accepted the appointment and completed all screening steps, the President of the Commission will notify the Mayor, the President of the Common Council and issue a press release announcing the appointment of the new Chief.