



OFFICIAL NOTICE & AGENDA

REGULAR MEETING

MEETING: Police and Fire Commission
DATE/TIME: Monday, November 17, 2025 at 7:30 AM
LOCATION: Public Safety Building, 515 Grand Ave
Community Room

MEMBERS:
Kathy Strasser Thomas Garver
Cheryl Bahr Vylus Lyskys
Katie Rosenberg

- 1 Call to order by the presiding officer.
- 2 Roll call.
- 3 Consideration of the minutes of the preceding meeting(s).

Minutes of October 29, 2025

- 4 Discussion and possible action.
 - a. Potential addition of Section 5.04- *Performance Appraisal Review of Chiefs* to Article V of the PFC Manual
 - b. Discussion and action regarding PFC Manual changes from May 19, September 22, and October 29, 2025

- 5 Closed session.

Pursuant to Section 19.85(1)(c) of the Wisconsin State Statutes considering employment of any public employee over which the governmental body has jurisdiction or exercises responsibility for the purpose of interviewing one candidate for EMS Division Chief and one candidate for Battalion Chief with Wausau Fire Department.

- 6 Reconvene into Open Session for purpose of potential action upon consideration of Closed Session Items.

- 7 Presentations.

Monthly Presentation of Police Department Operations:
PD updates

Monthly Presentation of Fire Department Operations:
FD updates

- 8 Adjournment.

- a. Next Meeting: December 22, 2025

Kathy Strasser, President

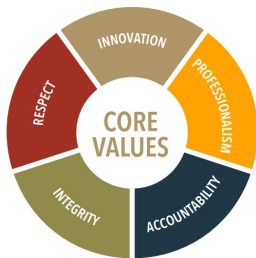
NOTICE POSTED AT CITY HALL (407 GRANT STREET) AND TRANSMITTED TO THE OFFICIALLY DESIGNATED NEWSPAPER

DATE: 11/12/2025

TIME: 11:00 am

POSTED BY: Noel Newbury

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), the City of Wausau will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs or activities. If you need assistance or reasonable accommodations in participating in this meeting or event due to a disability as defined under the ADA, please call the ADA Coordinator at (715) 261-6622 or ADAServices@ci.wausau.wi.us to discuss your accessibility needs. We ask your request be provided a minimum of 72 hours before the scheduled event or meeting. If a request is made less than 72 hours before the event the City of Wausau will make a good faith effort to accommodate your request.



City of Wausau
(715) 261-6500 | clerk@wausauwi.gov
wausauwi.gov



Section 5.04 Performance Appraisal Review of Chiefs

A. Purpose

To support effective oversight and transparency, the City of Wausau shall conduct annual performance appraisals for the Chief of Police and the Chief of the Fire Department. These appraisals are coordinated by the City's administrative leadership and are intended to promote accountability, professional development, and alignment with strategic goals.

B. Appraisal Team

The performance appraisal shall be developed and conducted by the Mayor (or designee) and the Human Resources Department. The President and Vice President of the Police & Fire Commission shall be provided the completed appraisal for review and comment prior to its finalization.

C. Review Process

1. Appraisal Completion

The Mayor and Human Resources Department shall complete the annual performance appraisal for each Chief in accordance with City policy and applicable job descriptions.

2. Commission Review

Upon completion of the appraisal, the President and Vice President of the Police & Fire Commission shall be provided a copy for review. They may offer written or verbal comments to the Mayor and HR Director prior to the appraisal being finalized.

3. Documentation

The final appraisal, along with any comments from the Commission leadership, shall be retained in accordance with City policy and public records law. The Chief shall receive a copy and may provide written comments for the record.

D. Statutory Compliance

This review process is intended to supplement, not supersede, the statutory authority of the Police & Fire Commission under Wisconsin Statutes §62.13 regarding appointment, discipline, and removal for cause.

Police and Fire Commission

City of Wausau

Memorandum

To: Police and Fire Commission

From: Kathy Strasser

CC: Mayor Doug Diny, Lisa Nowak, Chief Matt Barnes, Chief Jeremy Kopp

Re: Summary of the Role of the Wausau Police & Fire Commission

As a commission, it's important we understand our role, based on the Wausau PFC Manual (adopted 9-22-2025) and Wisconsin Statutes §62.13. Below is a high level summary to guide our discussion.

What the Commission Is Responsible For

1. **Appointment of Chiefs.** The Commission appoints the Chief of Police and Chief of the Fire Department (Article V, §62.13(3)).
2. **Approval of Subordinate Appointments.** Chiefs appoint subordinates, but the Commission must approve those appointments (Article I, §62.13(4)).
3. **Disciplinary Authority.** The Commission has the authority to suspend, reduce in rank, or remove the Chiefs or subordinates *for cause*, following formal procedures (Article IV, §62.13(5)).
4. **Oversight of Promotional Processes.** The Commission reviews and approves promotions for both departments after the Chiefs complete their internal selection processes (Articles VII & IX).
5. **Handling Citizen Complaints.** The Commission receives and investigates complaints against Chiefs and subordinates when filed directly with the PFC (Article III).
6. **Conducting Hearings.** The Commission conducts disciplinary hearings when charges are filed, ensuring due process (Article IV).

What the Commission *Is Not* Responsible For

1. **Day-to-Day Operations.** The Commission does not manage daily department activities, staffing decisions, or operational policies.
2. **Performance Management of Chiefs.** The Commission does not conduct or author performance appraisals. It may review completed appraisals as part of its oversight role (per proposed Section 5.04).
3. **Personnel Decisions for Unsworn Staff.** The Commission's jurisdiction does not extend to civilian or unsworn employees of the departments.
4. **Budgeting and Compensation.** The Common Council sets compensation and benefits. The Commission may make recommendations but does not control financial terms (Article V, Section 5.03).
5. **Policy Creation for Departments.** The Commission does not create operational policies for the Police or Fire Departments. That responsibility lies with department leadership and city administration.

According to the information provided, it is recommended that the focus remain on appointments, promotions, discipline, and complaints. The meetings should routinely include the following:

1. Closed sessions addressing appointments, promotions, discipline, and complaints.
2. Monthly presentations from departments highlighting relevant matters.
3. Annual reviews of succession planning.
4. Ongoing departmental presentations by individuals involved in the succession planning process.