



OFFICIAL NOTICE & AGENDA
REGULAR MEETING

MEETING: Police & Fire Commission
DATE/TIME: Monday, December 15, 2025 at 7:30 AM
LOCATION: Public Safety Building, 515 Grand Ave
Community Room

MEMBERS:
Kathy Strasser Thomas Garver
Cheryl Bahr Vylis 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 November 17, 2025

4. **Closed Session.**

Closed Session Pursuant to Section 19.85(1)(c) of the Wisconsin State Statutes, the committee will convene in closed session for the purpose of reviewing the Annual Performance Evaluation of the Chief of Police, with discussion and input regarding projected goals for 2026.

5. **Reconvene into Open Session.**

6. **Discussion and possible action.**

I. Potential addition of Section *5.04-Performance Appraisal Review of Chiefs* to Article V of the PFC Manual.

II. Approving final amendments to the Police and Fire Commission Manual as follows:

Article III Citizen Complaint Procedure

3.01 – Complaint

3.02 – Investigation

Article V Appointment Process for the Chiefs of the Police and Fire Departments

5.04 (addition)- Commission Evaluation of Police Chief and Fire Chief

Article VI Police Department Entry Level hiring and Eligibility Lists

6.12 – Physical Examination

6.13 – Psychological Examination

6.14 (addition) – Part-time Officers

Article VIII – Fire Department Entry Level hiring and Eligibility Lists

8.10 – Physical Examinations

III. Discussion on the memorandum re-agendized from the October 29 meeting.

7. **Presentations.**

I. Monthly Fire Department Operations Update:

- Presentation of current Fire Department activities and updates
- Discussion on seniority-based promotions and succession planning considerations

II. Monthly Police Department Operations Update:

- Presentation of current Police Department activities and updates

8. Adjournment.

Next meeting: January 26, 2026

Kathy Strasser, President

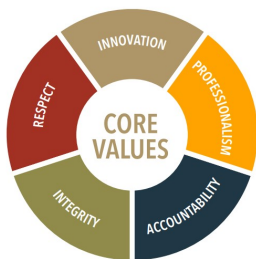
NOTICE POSTED AT CITY HALL (407 GRANT STREET) AND TRANSMITTED TO THE OFFICIALLY DESIGNATED NEWSPAPER

DATE: 12/10/2025

TIME: 12:00 PM

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.

ARTICLE III

CITIZEN COMPLAINT PROCEDURES

Section 3.00 Purpose

The citizen complaint procedure addresses misconduct alleged to have been committed by Fire or Police Department subordinates and Chiefs. The City of Wausau Police and Fire Commission ("PFC") utilizes this Procedure to receive, evaluate and administer the complaint process. It is expected that the Police and Fire Departments maintain policies and procedures for handling complaints filed with the Department. All complaints will be addressed swiftly, consistently and fairly for both complainants, Department subordinates and Chiefs.

Section 3.01 Complaint

A complaint may be initiated by mail (Wausau Police and Fire Commission, c/o Human Resources Department, 407 Grant Street, Wausau, WI 54403), email (humanresources@ci.wausau.wi.us), telephone (715-261-6630), or in person (Human Resources Department, 407 Grant Street, Wausau, WI 54403). While written complaints utilizing the Citizen Complaint Form 638536981058453927 (Police) [link to Fire form] is the preferred submission method, anonymous or third-party complaints may be filed with the Police or Fire Department and will be reviewed to the extent that sufficient information is provided to allow for investigation. If charges are to be filed directly with the Police and Fire Commission under Wis. Stats. 62.13(5), the complainant must officially file and sign the Citizen Complaint Form, or otherwise affirm that all information contained in the complaint is true and correct to the best of the complainant's knowledge. Prior to referral for resolution, the complainant must officially file and sign the complaint using the Citizen Complaint Form to affirm that all information in the complaint is true and correct to the best of the complainant's knowledge. The Complaint may be filed with the Police (link to Complaint Form) or Fire Department for investigation by the Department itself pursuant to their policy or may be filed directly with the PFC. Every effort should be made to direct the filing of any complaints with the Department for investigation and resolution. In all cases where the Complaint is against the Chief, the Complaint shall be filed directly with the PFC.

Under Wis. Stats. § 946.66(2), False Complaints of Police Misconduct, making a knowingly false complaint regarding the conduct of a law enforcement officer, carries consequences. Those found guilty may face a Class A forfeiture, with a fine up to \$10,000. Further, Wis. Stats. § 66.0511(3) mandates that the law enforcement agency prepare a specific, written procedure for processing and resolving a complaint by any person regarding the conduct of a law enforcement officer employed by the agency. This prohibition and penalty shall be conspicuously noticed in the on-line citizen complaint procedure and related form.

Section 3.02 Investigation

Upon receipt of a Complaint filed directly with the PFC, the PFC may investigate or cause to be investigated a complaint received if reasonable cause exists for further investigation, and if not first dismissed upon initial review. All Complaints filed with the Police or Fire Department shall be investigated and resolved in accordance with the respective Department's policies. All complaints will be fully and fairly investigated- \

/*-to the extent the information provided allows.

Section 3.03 Resolution

Complaints filed directly with the PFC shall be acted on, in a reasonable timeframe, by the following methods:

- A. **Dismissal**: If upon initial review the Complaint is determined to be frivolous, does not evince a violation of Department policy or rules, if the complaint appears to have been filed with malice or ill-intent, or if reasonable cause does not exist for further investigation, then the PFC may vote to dismiss a Complaint without further investigation. Upon such a vote of the PFC, the complainant will be advised in writing of the reason for the dismissal. A complainant may, within thirty (30) days after the date of the notice of dismissal, request in writing that the dismissal be reconsidered by the PFC, based upon additional relevant information not available at the time the original complaint is filed.
- B. **Referral for Further Investigation**: If upon review it is determined that the Complaint shows reasonable cause for further investigation, the PFC may vote to refer the Complaint regarding any subordinate other than the Chief, to the Chief for further investigation. The Chief may investigate or select an investigator to conduct the investigation for the PFC.

If the Complaint is made against the Chief, and the PFC determines that further investigation is warranted, the PFC shall vote to refer the Complaint regarding the Chief to the Mayor for further investigation. The Mayor may select an investigator with knowledge and experience regarding the issues raised in the Complaint to conduct the investigation.

Upon referral, the Chief, Mayor or investigator shall investigate all facts and circumstances alleged in the Complaint and may report back to the PFC with any findings from the investigation as soon as reasonably possible or file Charges seeking disciplinary action against the subordinate or Chief.

Upon receipt of the investigatory findings, the PFC shall convene to take further action on the Complaint by either voting to dismiss the Complaint as being unsubstantiated or by determining whether to refer the complaint for internal Department resolution or for the filing of a Statement of Charges or whether the PFC will prepare and issue the Statement of Charges on the subordinate or Chief.

- C. **Hearings**: Hearings, if necessary, will be conducted in accordance with PFC Rules regarding Hearing Procedures and consistent with Wisconsin law.

ARTICLE V

APPOINTMENT PROCESS FOR THE CHIEFS OF THE POLICE AND FIRE DEPARTMENTS

Section 5.00 General

- A. The Commission shall appoint the Chief of Police and the Chief of the Fire Department. The Commission may, under the proper circumstances, appoint an interim Chief for either department. In the event of a vacancy in the office of the Chief, an interim Chief may be appointed by the Commission
- B. The City has established job descriptions for the positions of Chief of Police and Chief of the Fire Department which are on file with the City of Wausau Human Resources Department. The job descriptions may be amended from time to time by the City. No application for appointment as Chief shall be accepted from any person who does not meet the minimum qualifications for Chief as set forth in the job description.
- C. When a vacancy occurs in either department, the Commission shall begin the selection process for a new Chief in a reasonable amount of time but shall act with extraordinary care, ever mindful of their responsibility, the good of the City of Wausau and the needs of the department.

Section 5.01 Publication

The Commission shall announce that applications for the position of Chief will be accepted by posting a notice within the affected department and having an announcement published in a manner designed to bring the application process to the attention of eligible persons within the targeted area which may be statewide, limited to the Midwest or national in character, as the Commission shall determine. Cost of such publication is charged to the Human Resources Department budget. The Commission shall consult with the Human Resources Director regarding the salary range and benefit package to be included in the notices and advertising for the Chief's position, limited to the maximum of the current approved salary range and benefit structure.

Section 5.02 Procedure

The specific procedure for the selection of a Chief shall be established by the Commission at the time the vacancy exists. The Commission shall consider the following:

- A. **Consultant:** Recognizing the limitations of a citizen board, the Commission should consider retaining the services of a consultant to aid and assist the Commission. The consultant would include a person or agency that is available for hire for this purpose or a board of professionals selected by the Commission. The consultant(s) shall be screened for knowledge, experience and impartiality. The Commission shall consider the cost of the consultant(s) but that should not be the determining factor. The consultant(s) must be from outside the respective department. A request and approval needs to be made to and by the Common Council for approval of the financing for the consultant prior to employing.

- B. **Application:** The Human Resources Director shall prepare an application form for the position based on the requirements of the position as established in the job description. The application shall include information on the background of the applicants including military service, post high school education, command experience, administrative experience, related and non-related employment, criminal and traffic records, references within and outside the police or fire communities, civic/community involvement, and essay questions designed to elucidate the applicant's qualifications and suitability for the position.
- C. **Scoring and Selection:** As approved by the Commission, the Human Resources Director shall establish a scoring and selection process so as to provide a verifiable scoring method. Evaluation procedures shall be conducted in a manner recognized by the Human Resources Director as generally acceptable. The scoring and selection process shall be established so as to provide for elimination of unsuitable applicants for the position until a final list of three (3) to five (5) applicants is reached.
- D. **Oral Interview:** The Commission and/or its designee shall conduct a final oral interview of the remaining applicants. Each applicant shall be asked identical initial questions but the follow-up questions may vary depending upon the response. The Commission shall arrange for the questions to be presented by a third party, either the consultant or an independent person not a member of the Commission, who shall not be entitled to a vote. The questions shall be accorded a numerical value with specific weight given the presentation and content of each question determined by the Commission in advance. Commissioners may be present at the final interview if conducted by a third party.
- E. **Background Investigations:** The Commission shall require background investigations, including reference checks, to be conducted by an independent agency outside the City of Wausau to determine the veracity of the information contained in the job applications and the suitability of the remaining candidates. The Commission and/or its designee shall specify the procedures to be used in the background investigations and shall allot sufficient time for a thorough check. Background investigations are not scored.
- F. **Physical Examinations:** After a conditional offer of employment, contingent upon passing the physical and psychological exams, has been extended to the selected candidate, a physical exam shall be conducted by the medical doctor selected by the Commission and/or the City of Wausau to determine fitness to perform the essential job duties.
- G. **Psychological Examinations:** After a conditional offer of employment, contingent upon passing the physical and psychological exams, has been extended to the selected candidate, a psychological exam shall be conducted by a psychologist selected by the Commission and/or the City of Wausau to determine fitness to perform the essential job duties.

Section 5.03 Offer of Employment

The Commission shall make a Conditional Offer of Employment to its final candidate which shall be contingent upon satisfactory completion of a physical examination as well as a psychological examination, if the Commission requires one. The Mayor shall then have responsibility for the negotiation of the financial employment terms.

Compensation and benefits for the Chief as well as all subordinates shall be the sole province of the Common Council. The Common Council may increase the compensation package from time to time but may not decrease the salaries without the previous recommendation of the Commission, pursuant to statute.

Section 5.04 Commission Evaluation of Police Chief and Fire Chief

The City of Wausau conducts annual performance appraisals for the Chiefs of the Police and Fire Departments. These evaluations are coordinated by the City's administrative leadership and are intended to promote accountability, professional development, and alignment with strategic goals.

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To focus on leadership, compliance with laws and departmental effectiveness, the Commission shall evaluate the Police and Fire Chiefs annually to support decisions about reappointment, discipline or removal.

The Commission's evaluation provides oversight of the Police Chief's and Fire Chief's performance in alignment with statutory duties under Wis. Stat. § 62.13. It is not intended to manage or direct daily operations, but to ensure accountability and effective leadership as part of its appointment and oversight duties.

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Evaluations shall be conducted in executive session, documented, and filed with Commission records.

Copies shall be provided to the respective Chief and Mayor, for transparency.

ARTICLE VI
POLICE DEPARTMENT
ENTRY LEVEL HIRING AND ELIGIBILITY LISTS

Section 6.00 Policy

- A. The Police and Fire Commission and the Wausau Police Department will strive for a balanced work force, reasonably reflecting the demographic makeup of the community, including ethnic, racial, and gender factors.
- B. The process will be conducted in compliance with Equal Employment Opportunity and Americans with Disabilities Act guidelines.
- C. Article VI presents the various selection components which may be used to identify the best qualified persons for employment. The selection process for each recruitment shall be established by the Police Chief in consultation with the Director of Human Resources.

Section 6.01 Qualifications and Criteria

- A. Overview: The selection process of police officers for the City of Wausau entails a process of choosing only the best qualified and professional persons for employment. The ideal applicant is a responsible individual with the ability to communicate effectively with the public. Interested persons must first meet the listed qualifications before applying.
- B. Education:
 - 1. A minimum of five (5) years, full-time, certified law enforcement experience within or outside of the state, or
 - 2. Graduation from an applicable accredited high school, or GED certification, and a 2 year associate degree from a Wisconsin technical college system district or its accredited equivalent from another state or a minimum of 60 fully accredited college level credits and any other education qualifications required for the position at the time of application, except that an applicant who has not yet attended the law enforcement academy shall possess a minimum of 40 fully accredited college level credits, and be granted 20 college credits from the Board for completion of the 720 hour law enforcement academy.
- C. Driver's License: A valid Wisconsin driver's license must be held at time of background investigation.
- D. Citizenship: United States citizenship and/or proof of naturalization are required. Persons born outside of the United States or its possessions must show proof of citizenship at the time of application.

- E. Criminal History: As a minimum, must not have been convicted of a felony. The applicant must also not have any convictions that would prevent the individual from lawfully possessing or using a firearm or impede the individual's ability to credibly testify in any proceedings.
- F. Contact Information: Anyone who meets these qualifications may obtain official application information on the City of Wausau employment web site: www.ci.wausau.wi.us.

Section 6.02 Advertising

Advertisements will be prepared and placed by Human Resources staff.

Section 6.03 Applications

Application format and requirements will be determined by the Director of Human Resources. Immediately after the closing date for submitting applications, Human Resources Department staff will verify that all materials have been submitted in a complete and timely manner. The Human Resources Department will certify a list to the Police Department of applicants who meet the minimum qualifications and are eligible for consideration for hire.

Section 6.04 Written Examinations

- A. The first step for all applicants is a written test that will evaluate general aptitude and related knowledge pertinent to successful performance in the duties of a police officer. The areas covered may include such things as recognizing physical similarities, relating written descriptions and sketches, sense of direction and orientation, organizing information, grammar usage, and locating information on standard police forms. The written test is scored on a pass/fail basis with the cut-off determined by the Director of Human Resources.
- B. Candidates with a correctly submitted application who meet the minimum requirements will be notified by Human Resources staff of the written examination option date(s) and time(s).
- C. The selection of written examination and testing agency shall be made by the Director of Human Resources in consultation with the Chief of Police.
- D. Those candidates with a passing score on the written test will be contacted by Human Resources staff and invited to the next step. Human Resources staff will also contact candidates who scored less than a passing score.
- E. Ranking shall be determined by the numerical score on the written exam plus the addition of Veteran's Preference Points if applicable. It is the duty of a candidate who seeks the addition of Veteran's Preference Points to so indicate the number of points claimed and the basis for the preference. Any candidate who fails to make claim for the Veteran's Preference Points and submitting a copy of DD Form 214 "Certificate of Release or Discharge from Active Duty" shall be deemed to have waived a claim to them. The City

shall have no independent duty to seek out information from the applicant or on behalf of the applicant regarding the preference points.

Section 6.05 Initial Interviews

Applicants who pass the written test will advance to the next phase of the selection process on the same day. There will be two initial interviews conducted on the day of the Written Exam. These interviews will be a brief interview intended to evaluate a candidate's communication skills, their education and work experience in addition to general skill and behavioral based interview questions. Each applicant shall be asked identical initial questions but the follow-up questions may vary depending upon the response. A scoring and selection process, approved by the Human Resources Director, shall provide a verifiable scoring method for this process.

Section 6.06 2nd Interview Day

- A. The command staff interview shall be for the purpose of determining the knowledge, skills and abilities of the applicant for the position to be filled. Its scope shall include an evaluation of the applicant's demeanor, attitude, interest, bearing, oral communication skills, interpersonal skills, responsibility and self-confidence. Each applicant shall be asked identical initial questions but the follow-up questions may vary depending upon the response.
- B. The Field Training Officer (FTO) interview will require applicants to complete a detailed background informational packet prior to the interview. The background packet will be reviewed with the candidate with the Field Training Officers.

Section 6.07 Background Investigation

Prior to any appointment, a detailed background investigation will be performed by the Police Department. This investigation will verify information included in the background packet and also include such items as criminal and traffic records, present and past employment, educational achievements, recommendations from acquaintances, and numerous reference checks. The background investigation shall not be assigned a score to be used in rating the applicant. Additionally, the background investigation may include testing for controlled substances.

Section 6.08 Final Command Staff Interview

The final command staff interview will further evaluate the knowledge, skills, and abilities of the candidates in addition to examining any findings from the background investigation. Its scope shall also include an evaluation of the applicant's demeanor, attitude, interest, bearing, oral communication skills, interpersonal skills, responsibility and self-confidence. Each applicant shall be asked identical initial questions but the follow-up questions may vary depending upon the response.

Section 6.09 Polygraph Examination

Applicants for original appointment with the Police Department shall submit to a Polygraph

Device Deception Test, at such time and place as the Chief may designate. Such test shall be given without expense to the applicant. Failure of the applicant to take such test on the date and time specified shall disqualify the applicant from further consideration. No applicant may be disqualified solely on the basis of a polygraph device reading indicating that the applicant gave an untruthful response to a question. Applicants may be disqualified from further consideration on the basis of responses provided prior to or after the polygraph device portion of the examination, inconsistent responses to questions, efforts to manipulate, control or distort the data of the test or untruthful responses together with other information received by the examiner or the Board. The polygraph test shall be administered by a licensed operator.

Section 6.10 Police and Fire Commission Interview

- A. The Commission shall consider those applicants who have passed the Chief's screening process and are being recommended for hire.
- B. Oral interviews shall be scheduled in closed session at the convenience of the Commission and may be scheduled at a regular meeting or at a special meeting. These oral interviews shall take place before any conditional offer is made. Generally no more than five (5) applicants should be scheduled at one time. The applicants will each be asked identical initial questions during the oral interviews but follow-up questions may vary depending upon candidate's response.

Upon completion of the interview(s), the Commission shall go into open session to move on granting a conditional offer contingent on passing the physical and psychological exams of the interviewed candidates. Applicants not receiving a conditional offer from the Commission will be removed from consideration for hire.

Section 6.11 Eligibility List

The names of applicants who are successful in completing the selection process will be placed on an eligibility list that normally remains in effect for one year unless otherwise authorized by the Commission. Prior to filling a vacancy from the eligibility list, the Chief of Police may offer the candidate a conditional offer of employment, contingent upon passing the physical exam including a 10-panel drug screen, and psychological exam.

Section 6.12 Physical Examinations

After a conditional offer of employment, ~~contingent upon passing the physical and psychological exams,~~ has been extended to the selected candidate, a physical exam shall be conducted by a qualified professional at a facility ~~the medical doctor~~ selected by the Commission and/or the City of Wausau to determine fitness to perform the essential job duties. This physical examination shall include a 10-panel drug screening as required by the Wisconsin Law Enforcement Standards Bureau.

Section 6.13 Psychological Examinations

After a conditional offer of employment, ~~contingent upon passing the physical and psychological~~

exams; has been extended to the selected candidate, a psychological exam shall be conducted by a psychologist selected by the Commission and/or the City of Wausau to determine fitness to perform the essential job duties.

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Section 6.14 Part-time Officers

A. Overview: The selection process of part-time officers for the City of Wausau entails a process of choosing only the best qualified and professional officers.

B. Education:

1. A minimum of five (5) years, full-time, certified law enforcement experience is required at time of application.

C. Driver's License: A valid Wisconsin driver's license must be held at time of application.

D. Citizenship: United States citizenship and/or proof of naturalization are required. Persons born outside of the United States or its possessions must show proof of citizenship at the time of application.

E. Criminal History: The applicant must have no felony convictions. The applicant must also not have any convictions that would prevent the individual from lawfully possessing or using a firearm or impede the individual's ability to credibly testify in any proceedings.

F. Contact Information: Anyone who meets these qualifications may obtain official application information from the Police Chief.

G. Hiring Process Guidelines:

1. Application format and requirements will be determined by the Police Chief in consultation with the Director of Human Resources.

2. Qualified applicants will have a background investigation performed by the Police Department.

3. Police and Fire Commission Interview

a. The Commission shall consider those applicants who have passed the Chief's screening process and are recommended for hire.

b. Oral interviews shall be scheduled in closed session at the convenience of the Commission and may be scheduled at a regular meeting or at a special meeting. Oral interviews shall take place before any conditional offer is made. Generally, no more than five (5) applicants should be scheduled at one time. The applicants will each be asked identical initial questions during the oral interviews, but follow-up questions may vary depending upon a candidate's response.

Upon completion of the interview(s), the Commission shall go into open session to act on approving a conditional offer(s) contingent on passing the physical and psychological exams. Applicants not receiving a conditional offer from the Commission will be removed

_____ from consideration for hire.

H. Physical Examination: After a conditional offer of employment contingent upon passing the physical, has been extended to the selected candidate, a physical exam shall be conducted by a qualified professional at a doctor at the facility designated by the Commission and/or the City of Wausau, to determine fitness to perform the essential job duties. This physical examination shall include a 10-panel drug screening as required by the Wisconsin Law Enforcement Standards Bureau.

[Should this contain an "I." Psychological Examination like 6.13?]

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ARTICLE VIII
FIRE DEPARTMENT
ENTRY LEVEL HIRING AND ELIGIBILITY LISTS

Section 8.00 Policy

- A. The Police and Fire Commission and the Wausau Fire Department will strive for a balanced work force, reasonably reflecting the demographic makeup of the community, including ethnic, racial, and gender factors.
- B. The process will be conducted in compliance with Equal Employment Opportunity and Americans with Disabilities Act guidelines.
- C. The Wausau Fire Department may elect to participate in a hiring consortium, which would administer one or more of the selection steps.
- D. Article VIII presents the various selection components which may be used to identify the best qualified persons for employment. The selection process for each recruitment shall be established by the Police Chief in consultation with the Director of Human Resources.

Section 8.01 Qualifications and Criteria

- A. Overview: The selection process of firefighters/paramedics for the City of Wausau entails choosing only the best qualified and professional persons for employment. The ideal applicant is a responsible individual with the ability to communicate effectively with the public. Interested persons must first meet the listed qualifications before applying.
- B. Education: Graduate of an applicable accredited high school (or proof of high school equivalency, such as GED certificate.) An applicant with the Wausau Fire Department shall possess a minimum of 60 post high school semester credits and any other education qualifications required for the position at the time of the application.
- C. Driver's License: A valid Wisconsin driver's license must be held at time of background investigations.
- D. Certified Physical Agility Test (CPAT): The candidate will need to have a CPAT certificate demonstrating they passed the necessary agility testing within one year of application submission deadline.
- E. Criminal History: As a minimum, must not have been convicted of a felony. The applicant must also not have any convictions that would prevent the individual from lawfully attaining or maintaining a Wisconsin Emergency Medical Service license or impede the individual's ability to credibly testify in any proceedings.

- F. Contact Information: Official application information will be made available on the City of Wausau employment web site: www.ci.wausau.wi.us .

Section 8.02 Advertising

Advertisements will be prepared and placed by Human Resources staff.

Section 8.03 Applications

Application format and requirements will be determined by the Director of Human Resources. Immediately after the closing date for submitting applications, Human Resources Department staff will verify that all materials have been submitted in a complete and timely manner. The Human Resources Department will certify a list to the Fire Department of applicants who meet the minimum qualifications and are eligible for consideration for hire.

Section 8.04 Written Examinations

- A. The first step for all applicants is a written test that will evaluate general aptitude and related knowledge pertinent to successful performance in the duties of a firefighter/paramedic. The written test is a video-based testing system that assesses critical skills necessary to be a firefighter and includes content areas such as teamwork, human relations, mechanical aptitude, reading ability and basic math skills. The written test is scored by a third party with the results directed to the Human Resources staff.
- B. Candidates with a correctly submitted application will be notified by Human Resources staff of the written examination option date(s) and time(s).
- C. The selection of the written examination and testing agency shall be made by the Director of Human Resources in consultation with the Fire Chief.
- D. Those candidates with a passing score on the written test will be contacted by Human Resources staff and invited to the next step. Human Resources staff will also contact candidates who scored less than a passing score.
- E. Ranking shall be determined by the numerical score on the written exam plus veteran's preference points.

Section 8.05 Panel Interview

Applicants who pass the written test will advance to the next phase of the selection process which is a panel interview. The panel interview is an interview intended to evaluate a candidate's skills and abilities, communication skills, education and work experience. With the use of behavioral based interview questions the panel will also attempt to determine how the candidate has handled real situations in their past work experience directly related to the position of firefighter/paramedic. Each applicant shall be asked identical initial questions but the follow-up questions may vary depending upon their response. A scoring and selection process, approved by the Human Resources Director, shall provide a verifiable scoring method for this process.

Section 8.06 Command Staff Interview and EMS Testing

- A. The command staff interview shall be for the purpose of determining the knowledge, skills and abilities of the applicant for the position to be filled. Its scope shall include an evaluation of the applicant's demeanor, attitude, leadership, aptitude, interest, oral communication skills, interpersonal skills, responsibility and self-confidence. Each applicant shall be asked identical initial questions but the follow-up questions may vary depending upon the response.
- B. The EMS testing will be conducted immediately after the command staff interview with the purpose of evaluating the skills and abilities of the candidate directly related to EMS.

Section 8.07 Background Investigation

Prior to any appointment, a detailed background investigation will be performed by the Hunan Resources staff. This investigation will verify information included in the application and also include such items as criminal and traffic records, present and past employment, educational achievements, recommendations from acquaintances, and numerous reference checks. The background investigation shall not be assigned a score to be used in rating the applicant.

Section 8.08 Police and Fire Commission Interview

- A. The Commission shall consider those applicants who have passed the Chief's screening process and are being recommended for hire.
- B. Oral interviews shall be scheduled in closed session at the convenience of the Commission and may be scheduled at a regular meeting or at a special meeting. These oral interviews shall take place before any conditional offer is made. Generally no more than five (5) applicants should be scheduled at one time. The applicants will each be asked identical initial questions during the oral interviews but follow-up questions may vary depending upon candidate's response.

Upon completion of the interview(s), the Commission shall go into open session to move on granting a conditional offer contingent on passing the physical, including the 10-panel drug screen and psychological exams of the interviewed candidates. Applicants not receiving a conditional offer from the Commission will be removed from consideration for hire.

Section 8.09 Eligibility List

The names of applicants who are successful in completing the selection process will be placed on an eligibility list that normally remains in effect for one year unless otherwise authorized by the Commission. Prior to filling a vacancy from the eligibility list, the Fire Chief may offer the candidate a conditional offer of employment, contingent upon passing the physical exam and including the 10-panel drug screen and psychological exam.

Section 8.10 Physical Examinations

After a conditional offer of employment has been extended to the selected candidate, a physical exam shall be conducted by a qualified professional at a facility ~~the medical doctor~~ selected by the Commission and/or the City of Wausau to determine fitness to perform the essential job duties. Part of the physical examination shall include a 10-panel drug screening specified by the City of Wausau.

Section 8.11 Psychological Examinations

After a conditional offer of employment has been extended to the selected candidate, a psychological exam shall be conducted by a psychologist selected by the Commission and/or the City of Wausau to determine fitness to perform the essential job duties.

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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.