

MEETING: REGULAR MEETING OF THE POLICE & FIRE COMMISSION

DATE & TIME: Thursday, February 13, 2025 at 6:00 PM

**LOCATION: Germantown Police Annex Building
N112 W16877 Mequon Road**

NOTICE: Citizens not wishing to attend the meeting personally or virtually may submit any public comments by sending an email to comments@germantownwi.gov by 4 p.m. on the day of the meeting so that it can be provided to the members of the body for their consideration.

AGENDA

I. **CALL TO ORDER:** *This meeting has been given public notice in accordance with Section 19.83 and 19.84, Wis. Stats, in such form that will apprise the general public and news media of subject matter that is intended for consideration and action.*

II. **ROLL CALL:**

III. **MEETING MINUTES:**

A. January 6, 2025

IV. **UNFINISHED BUSINESS:**

V. **NEW BUSINESS:**

A. Conduct Interviews of Internal Candidates for the Position of Police Chief

The Police & Fire Commission may convene into closed session per Wis. Stats. §19.85 (1) (c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and may convene into open session to take such action as it deems appropriate.

B. Appointment of Police Chief

VI. **ADJOURNMENT:**

UPON REASONABLE NOTICE, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, please contact the Village Clerk at (262)250-4745 at least 2 days prior to the meeting.

GERMANTOWN POLICE AND FIRE COMMISSION MEETING MINUTES
POLICE DEPARTMENT ANNEX BUILDING
N112 W16877 MEQUON ROAD
January 6, 2025, at 5:00 P.M.

CALL TO ORDER: Chair Scott Scheife called the meeting to order at (5:00) p.m.

ROLL CALL: Present were: Chair Scott Scheife, Sam Schneider, Larry Owen, Jack Daniels, Chris Yatchak and Capt. Pat Merten, with Steve Kreklow and two Germantown residents also in attendance.

APPROVAL OF MINUTES:

MOTION (Chris/Sam) To Approve Minutes December 12, 2024. Roll call vote motion was carried unanimously at (5:00).

UNFINISHED BUSINESS: Review and approve position description, candidate profile, and job announcement and post position.

NEW BUSINESS: Review the submitted documents by McMahon & Associates and approve with any modifications necessary.

MOTION: (Chris/Jack) To accept the job description and draft post provided by McMahon & Associates under application process it will only apply to internal candidates. Roll call vote carried unanimously at (5:05).

NEXT MEETING DATE: TBD.

ADJOURNMENT: **MOTION** (Chris / Sam) Roll Call Vote Carried Unanimously. The meeting was adjourned at (5:12) p.m.

Respectfully Submitted,

Larry Owen III
Secretary

BUSINESS OF THE POLICE & FIRE COMMISSION

MEETING DATE: February 13, 2025

PLACEMENT: Action Item

ITEM TITLE: Conduct Interviews of Internal Candidates for the Position of Police Chief

The Police & Fire Commission may convene into closed session per Wis. Stats. §19.85 (1) (c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and may convene into open session to take such action as it deems appropriate.

SUBMITTED BY: Steve Kreklow, Administrator

SUMMARY EXPLANATION:

ATTACHMENT:

1. PFC Interview Questions 250117
2. Merten Application 250114_Redacted

STAFF RECOMMENDATION:

ACTION BY Committee:

Germantown Police Chief Executive Selection

Police and Fire Commission

Interview Questions

CANDIDATE _____

INTERVIEWER _____

Note: Please assess the candidates with a score of 5 - 1, with 5 being excellent and 1 being poor

Introductory Question

1. Tell us what has prepared you for the position of Police chief and why do you feel you are the best person for this position?

SCORE _____

Interpersonal Sensitivity

2. What qualities do you feel are important for a Police Chief to have and explain why?

3. Tell us about your strengths and weaknesses in dealing with others?

SCORE _____

Leadership

4. Please describe your leadership and management style, in particular, when do you delegate and when do you do it yourself?

5. Tell us about a time you had to deal with the media during a police event and how did you handle it?

SCORE _____

Administration

6. What approach do you use to motivate employees and how do you manage underperforming employees?

7. What resources are available to you as a supervisor to assist you with discipline situations?

SCORE _____

Supervision

8. What will be the steps that you will take the first month that you are on the job in the position of Police Chief for the Village of Germantown?

SCORE _____

Problem Solving

9. Tell us about a decision you have had to make where there were no firm guidelines?

SCORE _____

Communications

10. What do you feel is the best way to build rapport with the community, municipal leaders, and staff?

SCORE _____

Initiative

11. As the new Police Chief, how would you begin developing positive relations with the Village Board, Police Department staff, & public?

SCORE _____

Wrap It Up

12. Where do you expect to be in your career in 5 years? 10 years?

13. As part of this hiring process an extensive background check will be performed. Is there anything you would like to tell us now that may be discovered during this process?

14. Is there anything else that you would like to tell us about yourself that will assist us in making our selection decision?

15. What questions do you have of us?

SCORE _____

Interviewers Impressions - Please assess the following:

Qualities of Communication: Eye contact; facial expression; Movements/Gestures; Expressiveness; Oral communication skills; Intelligence.

SCORE _____

Verbal Communication: Vocabulary; Grammar; Usage; Pronunciation; Clarity of thought

SCORE _____

Listening & Feedback: Responsiveness; Perceptive listener; Alert; Prompt replies

SCORE _____

General Personality: Appropriate sense of humor; Emotional contact; Poise; Directness; Honesty; Sincerity; Frankness.

SCORE _____

Overall Impression

SCORE _____

January 23, 2025

Mr. Scott Scheife, Chairman
Police & Fire Commission
Germantown, WI

Police & Fire Commission Members,

It is with interest and enthusiasm that I am responding to the Chief of Police announcement posted by McMahon Engineers and Architects. I believe that I am the best candidate because of my willingness to continue to grow as a leader and welcome the responsibilities that come with the position of Chief of Police. I have spent the last 24 years working for the Germantown Police Department, serving in many different leadership positions and collaborating with a wide variety of agencies.

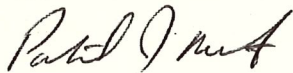
I began my leadership as a Corporal of Police in 2004. I attended a 2 week leadership class through Northwestern University. I began to supervise my subordinates when the Lieutenant was not available. I then was promoted to Lieutenant of Police in 2008. With the promotion came added responsibility, monitoring high risk calls, supervising subordinates, filing complaints, and much more. In 2022, I was promoted to Captain of Police. At this time I was put in charge of the day-to-day operations of the police department.

I graduated from the Wisconsin Certified Public Manager Course through the University of Wisconsin in 2011. This training taught me what it takes to be an effective leader who listens, builds relationships, and makes informed decisions. This course taught me how a municipal government runs and collaboration with village officials needs to be open.

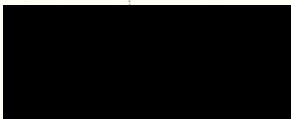
I completed my Bachelor of Science degree in Criminal Justice Administration in June 2007. The knowledge and experience gained through the schooling and training will assist me with being the Chief of Police at the Germantown Police Department.

I believe with my law enforcement background, additional & specialized training, organizational skills, and experience at the Germantown Police Department, I have the necessary skills that would make me an excellent Chief of Police for Germantown.

Respectfully submitted,



Patrick J Merten



Patrick J Merten



OBJECTIVE

A Chief of Police position utilizing my proven abilities to initiate action, make decisions and organize, which will contribute directly to the continued proficiency, quality of work and accountability of the Germantown Police Department.

QUALIFICATIONS

Twenty-four years of progressively increasing responsibility and expertise in: Knowledge, Communicating, Organizing, Training, Mentoring, Budgeting, Purchasing, Coaching, Leading Policy Review, Supervising, Planning, Instructor

ACHIEVEMENTS

- Officer professional development. **Results:** Send officers to training to grow their knowledge of profession
- Implementation of Pro-Phoenix software. **Results:** Sought grants to fund transition to multi-juris CAD, RMS, WDA
- Updating Police Vehicle Fleet **Results:** Budget for new squads and upfit cars with new equipment
- Organized and set-up countywide Active Shooter Scenario. **Results:** Successfully ran an Active Shooter Scenario with school staff and role players.
- Facilitated the testing, evaluating and purchase of new handguns & optics. **Results:** Successful test & evaluation of new handguns and optics to purchase - 52 new 9 mm M&P 2.0 handguns / 55 SRO optics

PROFESSIONAL EXPERIENCE

Captain of Police Germantown Police Department 2022 – Present

Run and manage the day-to-day operation for the police department. Organize budget items, request quotes, write up requests, order uniforms, order fuel, schedule officers for shifts, review policy & procedures, fleet maintenance, department security oversight, training coordinator, and delegate responsibilities to Lieutenants.

Lieutenant of Police Germantown Police Department 2008 – 2022

Supervise day shift; make command decisions, address emergencies when they arise, review reports, review citations, evaluate and monitor subordinates, take disciplinary action when necessary, set standards for officers to achieve and maintain a productive patrol shift.

Corporal of Police Germantown Police Department 2005 – 2008

Supervised the road when the Lieutenant was off; addressed emergencies as they arose, made supervisory decisions as they arose and made overtime calls for shift shortages.

EDUCATION

Wisconsin Certified Public Manager	University of Wisconsin Madison	December 2011
BS Criminal Justice Administration	University of Phoenix Online	June 2007

Professional References

Martin Schulteis (Sheriff, Washington County Sheriff's Department)
500 Rolfs Avenue
West Bend, WI 53090
(262) 335-4388

Timothy Dehring (Chief of Police, West Bend PD)
350 Vine Street
West Bend, WI 53095
(262) 335-5000

Dean Schmidt (Retired Chief of Police, Slinger PD)



Scott Anderson (Germantown DPW Superintendent)
N112 W17001 Mequon Rd
Germantown, WI 53022
(262) 253-8253



OFFICE OF THE SHERIFF
WASHINGTON COUNTY, WISCONSIN

Martin R. Schulteis, Sheriff

"Dedicated to Serve"

January 16, 2025

To Whom It May Concern:

It is my pleasure to recommend Captain Patrick Merten for the position of Chief of Police with the Germantown Police Department. Throughout our careers, I have had the privilege of working alongside Captain Merten in numerous capacities. In every role he has undertaken, he exemplifies the very essence of value-based, credible leadership. His unwavering dedication to the public safety profession is unparalleled. Most notably, Captain Merten possesses the remarkable ability to elevate those around him, fostering an environment where every officer becomes better through his influence and expectations. This is a testament to his exceptional leadership.

Credible leaders are those who strive for excellence, foster organizational development, and inspire others to grow. Captain Merten's passion for organizational growth is evident in his commitment to mentoring officers, empowering them to become leaders within the department he now seeks to lead. In his current role, he plays a pivotal part in advancing a law enforcement agency that is respected, trusted, and accountable to the community it serves. His leadership has instilled ethical practices, positive attitudes, and a strong moral foundation within the department. The confidence the recently retired Chief placed in Captain Merten in recommending him to guide the organization during the transitional period is a profound endorsement of his capabilities.

Captain Merten has the respect of law enforcement executives across Washington County and the transition would be seamless. His support in building partnerships and fostering collaboration have significantly enhanced public safety across the county, transcending municipal boundaries. A prime example of his commitment is his unwavering support of the Multi-Jurisdictional SWAT team, for which I am profoundly grateful to have him as a trusted law enforcement partner.

Captain Merten has my highest recommendation for the position of Germantown Chief of Police. Should you require further information or specific examples of his exemplary service, please do not hesitate to contact me at 262-335-4388 or martin.schulteis@washcowisco.gov. I would be more than happy to provide additional insights from my experiences working with him.

Sincerely,

Martin R. Schulteis, Sheriff



POLICE DEPARTMENT
Protect and Serve

January 15th, 2025

Police and Fire Commission Chairman Scott Scheife
Village of Germantown Police and Fire Commission
N112 W17001 Mequon Road
Germantown, WI 53022

Chairman Scheife,

Please accept this letter of recommendation for Captain Patrick Merten for the position of Chief of Police for the Germantown Police Department. The Village of Germantown has been fortunate to have had both a history of strong leadership at the police department and several qualified internal candidates to continue that tradition. I have worked with Captain Merten throughout most of his career at the Germantown Police Department, and based on that history, I believe Pat will lead the department with integrity and a strong operational approach.

Our first connection was as members of our respective departments' tactical teams, including as we both assumed training and leadership positions within the teams. During SWAT operations, joint trainings or statewide conferences, I was always impressed with Pat's focus, professionalism and quiet intensity. Pat was a calming force during times of crisis. I was reminded of this during Germantown's recent school involved shooting. While listening to the police radio, I noted Captain Merten's assumption of command on scene brought an immediate sense of order and direction to a chaotic scene. I was not surprised. Pat's ability to command during critical incidents is a valuable attribute for a law enforcement executive.

My most recent contacts with Captain Merten involve our mutual attendance at the monthly Washington County Law Enforcement Executives meetings, which is a meeting of the executive officers of the full-time law enforcement agencies in the county. Pat attended as Chief Snow's Captain, and now as the Interim Chief, and contributes to the meetings when subject matter expertise, particularly in the operational aspects of policing, are needed. Pat is well respected amongst the other chiefs and executives and his input is valued. Those relationships will be helpful to the next Chief of Police of the Germantown Police Department.

Please feel free to contact me if you would like any additional information.

Protect and Serve,



Tim Dehring
Chief of Police

Dean Schmidt-Chief of Police Slinger Police Department-Retired



January 15, 2025

Germantown Police & Fire Commission
N112 W17001 Mequon Road
Germantown, WI 53022

Please accept this letter as a recommendation for Pat Merten to be the next Chief of Police for the Germantown Police Department.

Prior to my recent retirement I had the pleasure of working alongside Pat for many years on specific incidents, training exercises and attending meetings, I've always found Pat to be a dedicated and committed law enforcement officer.

Pat displays sound leadership skills and has shown a desire to take on new tasks, no matter how difficult they may be and provides a successful outcome. Pat is a born leader and it shows without him having to outwardly display this trait. Pat's calm and confident demeanor fits exactly what the Village of Germantown is use to and will continue to receive.

I truly believe should Pat be named the next Police Chief of the Germantown Police Department the village will be in very good hands for many years to come.

I highly recommend Pat for the position.

Respectfully,

A handwritten signature in cursive script that reads "DA Schmidt".

Dean A. Schmidt
Chief of Police- Retired
Slinger Police Department



Village of Germantown
N12 W17001 Mequon Rd.
Germantown, WI 53022
office (262) 253-8253
sanderson@germantownwi.gov

January 14th, 2024

Greetings, Police and Fire Commission members,

For commission members that do not know me, I serve the village as the Highways, Parks, Buildings & Grounds Superintendent. I've been employed with the village for 24-years, managing within my department at some level for the vast majority of my career. Captain Merten has asked me if I would write a letter providing some background on the working relationship that he and I have had, managing our respective departments.

It goes without saying that the police and fire departments work closely together. What is maybe less well known is that the public works department also works very closely with both police and fire. We often find ourselves working closely, responding to accident scenes where village infrastructure is damaged and needs immediate attention to restore safety. Our department is also responsible for all of the maintenance and improvements on village owned buildings. There are countless examples of our departments working together to make improvements to the facilities the police department currently calls "home".

Wherever you stand regarding the village transitioning to Washington County for centralized dispatch, the topic serves as an excellent example of interdepartmental collaboration, and an area where I worked very closely with Captain Merten. The police department plays a crucial role in identification of and notification for after-hours public works emergencies. Whether dealing with a water leak, sewer back-up, traffic signal or streetlight laying in the roadway, or deteriorating winter road conditions, public works counts on the police department during non-working hours for emergency notification. On the surface, the dispatch transition had a large focus on the budgetary impacts. Behind the scenes, myself and the utility superintendents worked very closely with Captain Merten to ensure minimal disruption took place when these emergency responses become necessary. We spent hours working through scenarios to ensure the proper notification steps take place, so the public has the services they need, especially in an emergency situation.

Captain Merten is a dedicated village staff member, and I'm sure that he has provided you with many examples of how he can continue to lead his department should he be selected as the next Germantown Police Chief. I hope that my examples have offered confidence in Captain Merten's ability to collaborate with other department leaders, to help provide village residents and visitors the feeling of community they deserve.

If I can answer any further questions for you, please feel free to contact me.

Scott Anderson
Highways, Parks, Buildings & Grounds

BUSINESS OF THE POLICE & FIRE COMMISSION

MEETING DATE: February 13, 2025

PLACEMENT: Action Item

ITEM TITLE: Appointment of Police Chief

SUBMITTED BY:

SUMMARY EXPLANATION:

ATTACHMENT:

STAFF RECOMMENDATION:

ACTION BY Committee: