

**PUBLIC SAFETY
COMMITTEE**

**Wednesday, February 12,
2020**

6:30 PM

McFarland Municipal Center
Conference Room A

AGENDA

1. CALL TO ORDER, ROLL CALL.
2. PUBLIC APPEARANCES.
3. APPROVAL OF MINUTES.
 - a. Motion to approve the minutes of the November 13, 2019 meeting.
4. BUSINESS.
 - a. Staff Reports
 - 1) Fire and Rescue Department
 - 2) Police Department
 - b. Discussion and recommendation on an event permit Team 608 LLC. to hold the 608 Fox Trot Run on May 9, 2020.
 - c. Report from Chief Dennis on PFAS in fire fighting foam.
 - d. Discussion and possible recommendation to the Village Board on ordinance 2020-05: an ordinance prohibiting unlicensed massage therapy.
 - e. Discussion and possible recommendation to the Village Board on Resolution 2020-05: a resolution adopting a bond schedule for violations of section 38-38 of the McFarland Municipal Code.
 - f. Discussion and action on Ordinance 2020-10: An ordinance updating fees for direct seller's permits.
 - g. Discussion and possible recommendation to the Village Board on the police department's participation in the COPS Hiring Grant.
5. SCHEDULE NEXT MEETING DATE.
6. ADJOURNMENT.

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related to Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon

reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the McFarland Municipal Center at (608) 838-3153 or cassandra.suettinger@mcfarland.wi.us.

VILLAGE OF MCFARLAND
Public Safety Committee Minutes

Wednesday, November 13, 2019 - 6:30 PM

1. CALL TO ORDER, ROLL CALL.

Trustee Jerry Adrian called the regular meeting of the Public Safety Committee to order at 6:30 PM in Conference Room A.

Members present: Jerry Adrian, Stephanie Brassington, Ken Machtan, Tyler Mortenson, Rich Staley

Members not present: Sandy Bakk, Rick Hammond, Sean Braziel

Staff Present: Police Chief Craig Sherven, Fire/Rescue Chief Chris Dennis

2. PUBLIC APPEARANCES.

None.

3. APPROVAL OF MINUTES.

a. Motion to approve the minutes of the September 11, 2019 meeting.

Motion by Ken Machtan, second by Village Trustee Stephanie Brassington, to approve the minutes of the September 11, 2019 meeting. Motion carries 5 - 0 - 0 by acclamation.

4. BUSINESS.

a. Staff Reports

1) Fire and Rescue Department

Chief Dennis reviewed the monthly report.

2) Police Department

There was no monthly report from the Police Department.

3) Emergency Management

The Committee did not review the report from Emergency Management.

b. Report from Police, Fire/EMS, and Senior Outreach on inter-departmental programs and services.

Chief Dennis and Chief Sherven reported on inter-departmental programs and services.

5. SCHEDULE NEXT MEETING DATE.

The next meeting is scheduled for December 11, 2019.

6. ADJOURNMENT.

Motion by Tyler Mortenson, second by Ken Machtan, to adjourn at 7:08 p.m.

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,
Tanya O'Malley
Deputy Clerk



McFarland Fire & Rescue Department

5915 Milwaukee Street • PO Box 110 • McFarland, WI 53558-0110
(608) 838-3278 • Fax: (608) 838-3619

Emergency: 911

February 2020 Fire & Rescue Department Report For January 2020 Activity

- **General**

- The month of January was busy with incidents that were received in waves. We exceeded last year's calls for both fire and medical calls. The medical calls were 53% more than in 2019. Fire incidents were a lesser increase, with 3% more.
- We have been hosting a Madison College Entry-Level Firefighter class on Tuesday nights. We have 12 students in the class and 12 students from other area departments.
- We have continued to work on resolving our concerns with PFAS contained in firefighting foam. Attached is more information on the status within McFarland.
- We had an overhead door opener fail for the ambulance overhead door. We were fortunate the failure occurred for a lower acuity call, and the crew was quickly able to move another vehicle out of the way to allow the ambulance to exit through another door. The operator was not able to be repaired due to the age and parts are no longer available. The opener was replaced within a couple of days. Additionally, we had to repair a few hinges on the overhead door for the command car.
- The McFarland Fire & Rescue Association will be hosting a certified ice rescue technician course at the end of the month. Lieutenant Paul Vind will lead the instruction for the course and other staff members will assist him.
- Lieutenant Kyle Koch and AEMT Dan Drewes obtained Ice Rescue Instructor certification.
- Our medical direction team has drafted new protocols, and the State has approved them. The protocols will be going into effect on 2/15/20. In general, not many changes occurred outside of format. We did reduce some EMR scope of practice due to a change at the state level. The EMRs will no longer be able to place advanced airways. We did

gain some analgesic medication with ibuprofen or acetaminophen at the over the counter strength. The effectiveness of the medications will be limited to more fever reduction as the dosage and route will not provide much pain relief during our short transports. We are however mandated now to provide one by the state scope of practice.

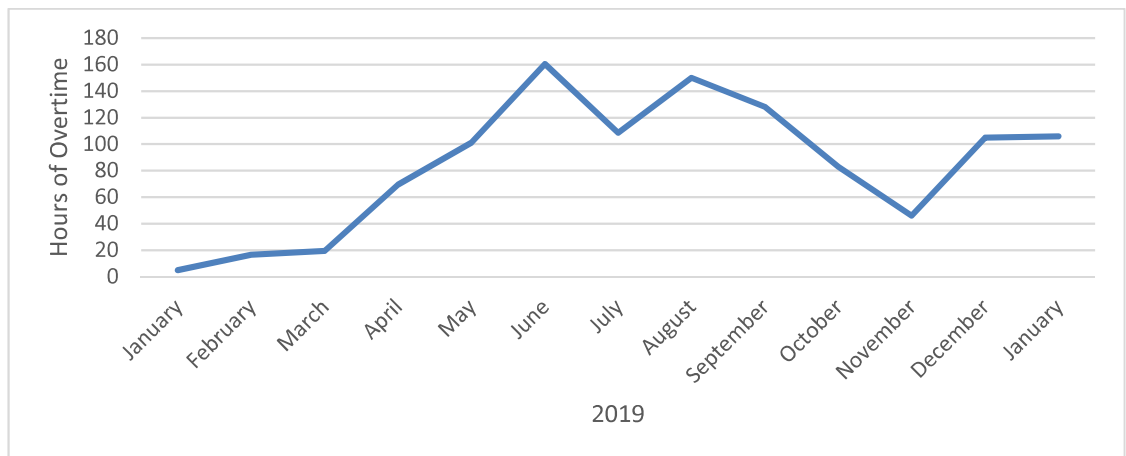
- The department has been working hard on getting several new members trained and equipped. We have been able to increase the number of part-time firefighters to 48, which is eight higher than past numbers. It has taken down our spare stores of equipment, but we have been able to equip all of the members without significant impact.
- As a personal note, I would like to thank the members that assisted in the recruitment, screening, and onboarding of the record-setting 2020 class of recruits. Without their assistance, it wouldn't have happened and has laid the groundwork to protect the Village for the near future. We will need to continue to work to keep our lockers filled with great members.

- **Staffing**

- Current Staffing Levels
 - Fulltime Fire Rescue Chief – 1
 - Administrative Captain – 1
 - Fulltime Fire Inspector/Public Education Specialist – 1
 - Fulltime EMTs – 5
 - Fulltime Confidential Administrative Assistant - 1
 - Paid-On-Call – 60 (12 EMTs(1 on military leave), 26 Firefighters (2 Active Retired), 9 EMR/Firefighter (1 on medical), & 13 EMT/Firefighters(1 on medical leave and 1 on military leave)
 - Total Staffing Level – 68
- We have welcomed ten new part-time members to our department in January with nine firefighters and one EMT. One of the group does come with training and is certified as a firefighter I. The rest of the group will require completing class before we can utilize them.
- AEMT Amie Brown started on January 6. Amie comes with previous career experience from Lodi Area EMS. She completed two weeks of training while working 40 hour work weeks. She will continue to train and learn while working with her partner on their 24 hours on and 48 hours off schedule.
- We received a resignation from EMT Dennis Ribble. Dennis has been serving the Village for over twenty years, but in recent times, his work has taken him out of the area. His family also moved out of the Village

a couple of years ago. The commitment with the distance from home was too difficult.

- We began the process of filling vacant part-time officer positions. The first one has been vacant since January of 2016 when Chief Dennis was promoted from Division Chief.
 - Brian Molenaar was promoted to Division Chief and will be in charge of Rescue and Special Operations for the Department.
 - Brian's promotion left a vacant spot of a Captain, and we are currently making the final selection of a Lieutenant to be promoted.
 - We will then have a Lieutenant position to fill and working on the selection for that position.
 - We are planning on a formal badging ceremony in March and celebrating some individuals completing probation at that time.
- We received resignations from EMT Charles Allhands and EMT Kurt Brunner. Both are moving out of the state to be closer to their families.
- The overtime continued to be a regular occurrence during the first half of January and was trending higher, but the second half with the addition of a 24-Hour EMT position, the overtime was stopped. Overtime will still be occurring and soon, we may see another spike as we have a career staff member planning FLMLA for the birth of a child.



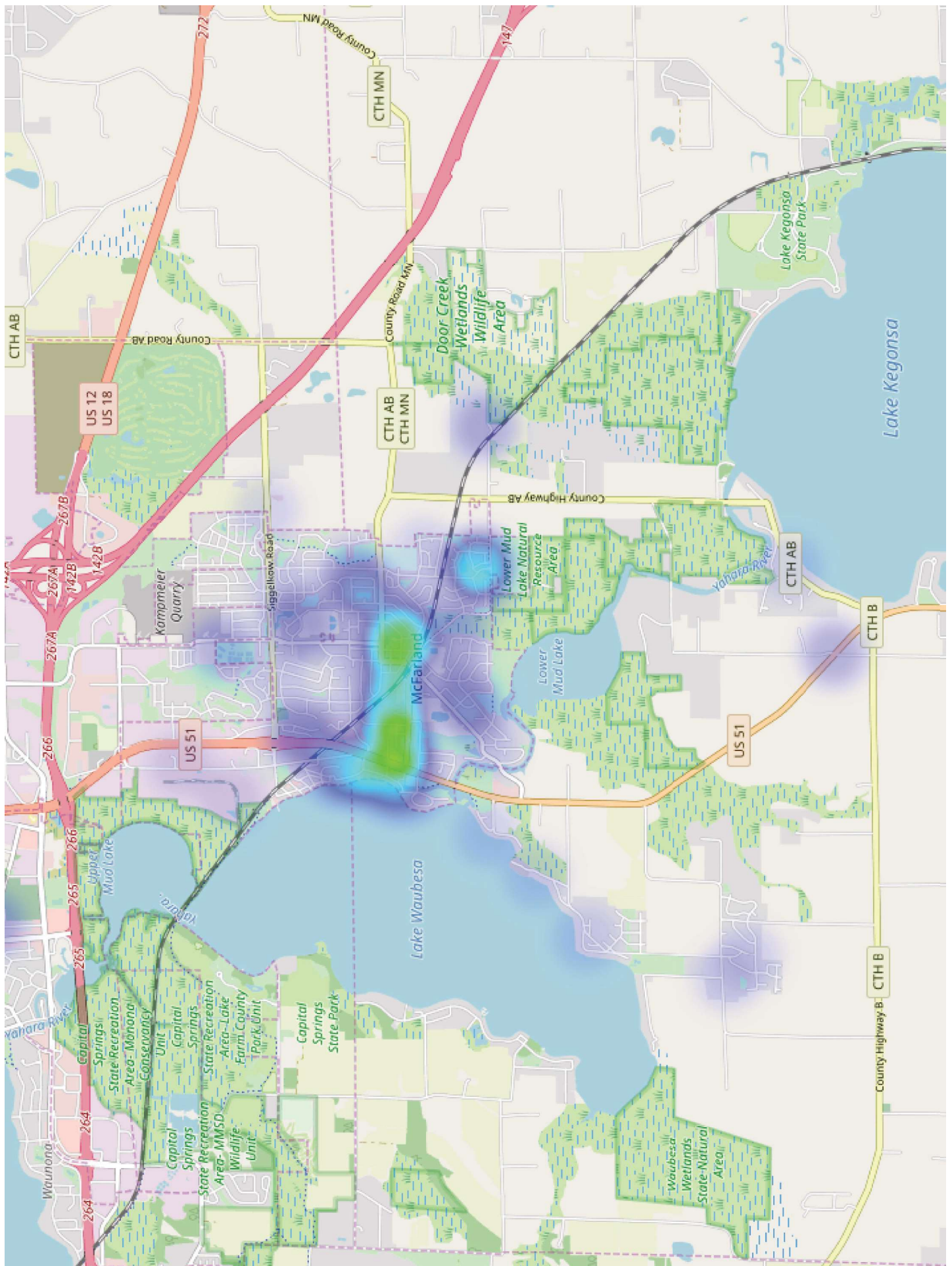
<u>Inspection/Prevention Activity</u>	<u>Completed</u>	<u>Year to Date Total</u>
Building Inspections	13	13
Fire Code Violations Identified	7	7
Re-Inspections Completed	3	3
Corrections Noted	3	3
Building Plan Reviews	1	1
Development Reviews	1	1
Acceptance Inspections/Test	2	2
AHA-CPR Classes	6	6
AHA-Attendance	84	84
Public Education	0	0
Home Prevention Installations	2	2

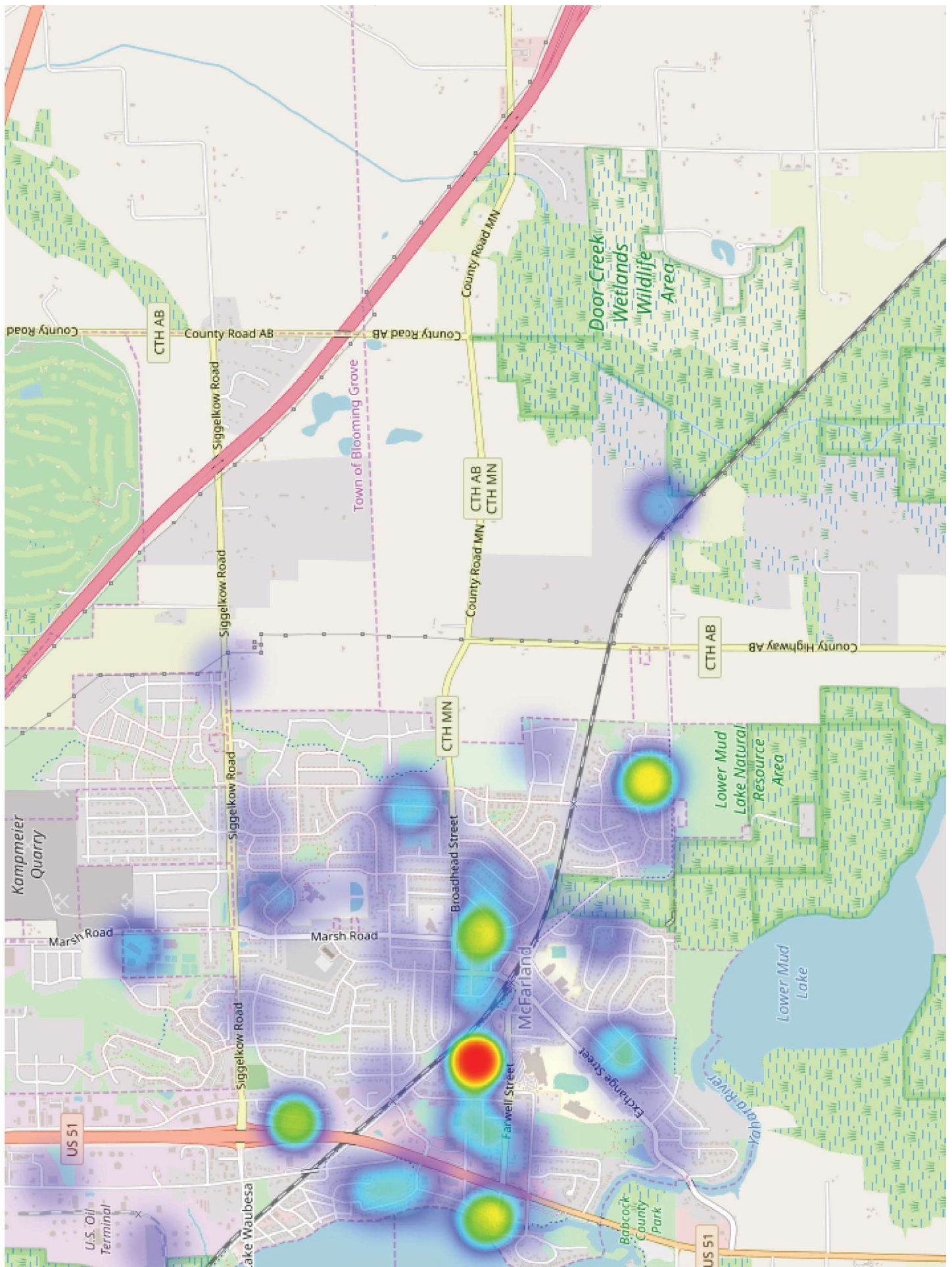
- **Apparatus & Equipment**

- The utility to replace the 2000 heavy rescue (Squad 5) has been ordered before a 3% annual price increase from the successful bidder (Pierce Manufacturing). We are waiting for a lead-time estimate and engineering drawings.
- The 2005 Pumper (Engine 1) has the driver-side steering gearbox leaking, and a pump discharge valve is being scheduled to be repaired.
- The 2015 Ambulance had the right rear scene light replaced from the mishap in December.
- The 1997 Aerial (Ladder 8) has wear pads on the downriggers that require replacement. We are working on scheduling a time to complete the work.

Ambulance Runs By Dispatch Reason

Incident Complaint Reported By Dispatch	01/01/20 - 1/31/20		01/01/19 - 1/31/19		01/01/18 - 1/31/18	
Abdominal Pain/Problems	8	8.42%	1	1.61%	1	1.11%
Allergic Reaction/Stings	0	0.00%	0	0.00%	2	2.22%
Animal Bite	0	0.00%	0	0.00%	0	0.00%
Assault	0	0.00%	0	0.00%	0	0.00%
Automated Crash Notification	0	0.00%	0	0.00%	0	0.00%
Back Pain (Non-Traumatic)	0	0.00%	0	0.00%	1	1.11%
Breathing Problem	9	9.47%	9	14.52%	6	6.67%
Burns/Explosion	0	0.00%	0	0.00%	0	0.00%
Carbon Monoxide/Hazmat/Inhalation/CBRN	0	0.00%	0	0.00%	0	0.00%
Cardiac Arrest/Death	1	1.05%	0	0.00%	0	0.00%
Chest Pain (Non-Traumatic)	3	3.16%	6	9.68%	1	1.11%
Choking	0	0.00%	0	0.00%	0	0.00%
Convulsions/Seizure	0	0.00%	0	0.00%	2	2.22%
Diabetic Problem	0	0.00%	1	1.61%	2	2.22%
Drowning/Diving/SCUBA Accident	0	0.00%	0	0.00%	0	0.00%
Electrocution/Lightning	0	0.00%	0	0.00%	0	0.00%
Eye Problem/Injury	0	0.00%	0	0.00%	0	0.00%
Falls	22	23.16%	12	19.35%	21	23.33%
Fire	3	3.16%	4	6.45%	5	5.56%
Headache	0	0.00%	0	0.00%	0	0.00%
Heart Problems/AICD	0	0.00%	0	0.00%	2	2.22%
Heat/Cold Exposure	0	0.00%	1	1.61%	0	0.00%
Hemorrhage/Laceration	2	2.11%	1	1.61%	1	1.11%
Industrial Accident/Inaccessible Incident/Other Entrapments (Non-Vehicle)	0	0.00%	0	0.00%	0	0.00%
Medical Alarm	0	0.00%	0	0.00%	0	0.00%
No Other Appropriate Choice	0	0.00%	1	1.61%	1	1.11%
Overdose/Poisoning/Ingestion	3	3.16%	2	3.23%	1	1.11%
Pregnancy/Childbirth/Miscarriage	1	1.05%	0	0.00%	0	0.00%
Psychiatric Problem/Abnormal Behavior/Suicide Attempt	2	2.11%	0	0.00%	0	0.00%
Sick Person	17	17.89%	9	14.52%	18	20.00%
Stab/Gunshot Wound/Penetrating Trauma	0	0.00%	0	0.00%	0	0.00%
Standby	0	0.00%	0	0.00%	0	0.00%
Stroke/CVA	2	2.11%	1	1.61%	2	2.22%
Traffic/Transportation Incident	8	8.42%	4	6.45%	12	13.33%
Transfer/Interfacility/Palliative Care	0	0.00%	0	0.00%	0	0.00%
Traumatic Injury	2	2.11%	4	6.45%	0	0.00%
Unconscious/Fainting/Near-Fainting	11	11.58%	6	9.68%	12	13.33%
Unknown Problem/Person Down	0	0.00%	0	1.07%	0	0.35%
Well Person Check	1	1.05%	0	0.00%	0	0.00%
Total	95		62		90	





McFarland Fire & Rescue Dept.

Fire Incident Type Period Comparisons

Alarm Date Between {01/01/2020} and {01/31/2020}

Incident Type	01/01/2020 to 01/31/2020	01/01/2019 to 01/31/2019	01/01/2018 to 01/31/2018	01/01/2017 to 01/31/2017
111 Building fire	0	4	3	1
131 Passenger vehicle fire	1	0	0	0
151 Outside rubbish, trash or waste fire	0	1	0	0
311 Medical assist, assist EMS crew	17	8	8	9
322 Motor vehicle accident with injuries	2	2	3	2
324 Motor Vehicle Accident with no injuries	1	0	2	0
381 Rescue or EMS standby	0	0	0	1
411 Gasoline or other flammable liquid spill	2	1	0	1
412 Gas leak (natural gas or LPG)	0	2	0	1
442 Overheated motor	1	0	0	0
463 Vehicle accident, general cleanup	0	1	0	0
522 Water or steam leak	0	1	0	1
531 Smoke or odor removal	1	0	0	0
553 Public service	1	0	0	0
555 Defective elevator, no occupants	1	0	0	0
571 Cover assignment, standby, moveup	0	1	0	0
611 Dispatched & cancelled en route	3	3	7	7
631 Authorized controlled burning	0	0	2	0
650 Steam, Other gas mistaken for smoke, Other	0	0	0	1
651 Smoke scare, odor of smoke	0	2	0	0
652 Steam, vapor, fog or dust thought to be smoke	0	0	0	1
661 EMS call, party transported by non-fire agency	0	0	0	1
671 HazMat release investigation w/no HazMat	0	1	1	1
714 Central station, malicious false alarm	0	1	0	0
731 Sprinkler activation due to malfunction	0	1	1	0
735 Alarm system sounded due to malfunction	0	2	1	1
736 CO detector activation due to malfunction	1	1	0	0
740 Unintentional transmission of alarm, Other	0	0	1	0
741 Sprinkler activation, no fire - unintentional	1	0	0	0
743 Smoke detector activation, no fire- unintentional	0	0	0	2
744 Detector activation, no fire - unintentional	0	0	1	0
745 Alarm system activation, no fire - unintentional	1	0	0	0
746 Carbon monoxide detector activation, no CO	1	1	2	1
Totals	34	33	32	31

MCFARLAND POLICE DEPARTMENT



January 2020 Monthly Report

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JANUARY 2020 MONTHLY REPORT

Introductory Information

As observed on the attached Call Summary Report, the McFarland Police Department logged 655 cases in January. This is compared to 765 cases for the same time period in 2019. Cases of interest for the month were: five intoxicated drivers, three domestic disturbances, four disturbances, three juvenile complaints, three thefts, twenty traffic accidents, sixty-seven EMS/Fire assists, and responded to eleven alarms. Officers also logged 143 traffic related incidents.

Cases of interest

01/19/2020 An officer on routine patrol observed a truck in the ditch near the on-ramp from Siggelkow Road to southbound US Hwy 51. The officer approached the vehicle when he noticed two male subjects walking away from the vehicle. The officer made contact with the two subjects and found they were both under the influence of alcohol. The officer was unable to determine who was operating the vehicle. One of the male subjects was out on bail, from a previous crime, and was not supposed to consume alcohol. The subject was arrested for felony bail jumping and transported to the Dane County Jail.

01/20/2020 Officers were dispatched to the 5700 block of Main Street for a domestic related disturbance. Officers arrived on scene and learned a male and female subject were in a verbal altercation. The male subject was also sending threatening and intimidating text messages to the victim. The male subject was determined to be the predominate aggressor in the incident. The male was arrested for domestic related disorderly conduct and intimidation of a victim. It should be noted the male subject was also arrested by McFarland Officers on 01/14/2020 for domestic related disorderly conduct.

01/26/2020 Officers were dispatched to the 5000 block of Erling Avenue for a disturbance. Officers arrived on scene and learned there was a family eating dinner in the business. Several of the children were playing with the pool table balls on the pool table and another patron became angry with them. The male suspect began to yell at the children and then picked up one of the pool balls and threw it at the floor near a wall. The ball caused minor damage to the wall. The suspect then left the establishment but was later located at his home. The suspect was arrested for disorderly conduct.

Staffing Report

- We are now once again operating at full staffing levels, with the exception of our Police Clerk III.
- Regarding the Police Clerk III hiring process, in January we did identify a finalist who accepted our tentative selection of her as our final candidate. A pre-employment background investigation was

successfully conducted. Subsequently, a final offer of employment was made to the candidate and was accepted by her. She will officially begin employment with us on February 17th.

Equipment Report

- We have been notified that two of our three squad cars have now been built at the Ford factory, and as such we continue to wait for the third. Middleton Ford has advised that the end of February is a likely delivery target.
- We are in the process of replacing our old video surveillance monitors in both the dispatch and squad room areas. Over the years, numerous cameras have been added at various Village-owned facilities, and the old monitors were far too small to effectively monitor them. Two 55" monitors are being installed in both areas, which will allow for much more effective viewing of cameras.
- Our new traffic data collection device has been received, but not yet implemented.
- Numerous traffic safety devices have been ordered and will be delivered in the near future. These include additional electronic speed monitoring/warning devices and additional crosswalk safety enhancement devices.

Budget Report

- Nothing to report at this time.

Training Report

- All officers in the Department attended the first in-service session for 2020. The training focused on Active Threats and rapid deployment. The training was held at one of the WPS office buildings in Monona.
- Officers Anthony Craft and Bryan Wallace attended the first of three weeks of training for Leadership in Police Organizations (LPO). The three-week class is being held in Beloit, WI.
- Officer Bruce Grady attended a four-day Instructor Development Course at the Dane County Range. The completion of the class is the first step in allowing Officer Grady to teach training topics to other officers.
- Sergeant Nate Jacobsen and Officer Bryan Wallace attended a one-day training called Legally Justified-But was it Necessary. The training focused on use of force cases where the force used was justified but sometimes wasn't necessary. The training follows the de-escalation training and options officers may want to use when considering using force.

Other Information

- Our annual Shop with a Cop Event took place in early December. As usual, it was a great event with several kids participating this year. Thanks to Officer Jason Onken for coordinating the event.
- We have completed our first round of employee wellness check-ins. The initial feedback is positive. We will continue to monitor the program throughout this year. Our second round of check-ins will take place toward the end of 2020.
- We have for the most part completed our soft interview room. The room is the result of collaboration between the McFarland Police Department and NAMI of Dane County (National Alliance on Mental Illness), with the intent to utilize the room, amongst other uses, for the purposes of providing a much more relaxed environment for interviewing victims of sensitive crimes and/or mental trauma. Thanks to Officer Joel Zietsma and Detective Mike Klementz for coordinating with NAMI staff.
- Chief Sherven, along with a handful of other police chief's from around the state, will be working with the WI Department of Justice as a guest speaker on a training video to be made available to all Wisconsin law enforcement agencies on the topics of line of duty deaths and employee mental wellness. The video will be made in the City of Milwaukee in late February.
- We have partnered with the Ring corporation to offer residents of McFarland the Ring Neighborhood Program. The program allows law enforcement to interact with residents regarding crimes occurring in their neighborhoods, and request video from residents that have Ring devices. Residents can also report tip information to us through the program. Thanks to Officer Bruce Grady for coordinating the program.



Incident Analysis Report Summary By Incident Type

McFarland Police Department
Official Case Report
Do Not Re-Release

Print Date/Time: 02/03/2020 09:53
Login ID: mcbgr
Incident Type: All
Call Source: All

From Date: 01/01/2020 00:00
To Date: 01/31/2020 23:59

McFarland Police Department
ORI Number: W0137300
Officer ID: All
Location: All

Incident Type	Number of Incidents
911 Abandoned Call	7
911 Call Playing w/Telephone	3
911 Call Question	5
911 Call Silent	4
911 Call Unintentional	14
911 Disconnect	7
911 Misdialed Call	1
Accident Hit and Run	4
Accident Property Damage	8
Accident Unknown Injuries	4
Accident w/injuries	4
Adult Arrested Person	1
Alarm	11
Animal Found	1
Animal Stray	4
Assist Citizen	35
Assist EMS/Fire	67
Assist K9	3
Assist Police	26
ATL Person	1
Check Person	38
Check Property	110
Damage to Property	1
Death Investigation	1
Disturbance	4
Disturbance Unwanted Person	1
Domestic Disturbance	3
Drug Incident Overdose	1
Drug Incident/Investigation	2
Follow-Up	9
Information	29
Juvenile Complaint	3
Missing Adult	2
Neighbor Trouble	1
Noise Complaint	1
OM/VW Arrest/Intoxicated Driver	5
Parking Complaint On Street	31
Phone	18



Incident Analysis Report Summary By Incident Type

McFarland Police Department
Official Case Report
Do Not Re-Release

Print Date/Time: 02/03/2020 09:53
Login ID: mcbgr
Incident Type: All
Call Source: All

From Date: 01/01/2020 00:00
To Date: 01/31/2020 23:59

McFarland Police Department
ORI Number: WI0137300

Officer ID: All
Location: All

Incident Type	Number of Incidents
PNB/AED Response	1
Preserve the Peace	3
Property Found	2
Property Lost	1
Recovered/Stolen Outside Agency	1
Robbery Strong Armed	1
Safety Hazard	8
Sex Offense Miscellaneous	1
Special Event	4
Stolen Auto	1
Suspicious Person	2
Suspicious Vehicle	6
Theft	2
Theft Retail	1
Threats Complaint	3
Traffic Arrest	1
Traffic Complaint/Investigation	35
Traffic Stop	107
Unknown	1
Violation of Court Order	3
Weapons Offense	1
Total:	655



PUBLIC SAFETY COMMITTEE SUMMARY SHEET

MEETING DATE: Wednesday, February 12, 2020

SECTION: Business

DEPARTMENT: Administration

CONTACT: Craig Sherven, Police Chief

AGENDA ITEM: Discussion and recommendation on an event permit Team 608 LLC. to hold the 608 Fox Trot Run on May 9, 2020.

PREVIOUS ACTION:

ISSUE SUMMARY:

Team 608 LLC has submitted an event permit for the 608 Fox Trot Run on May 9, 2020. This event was approved as a street use permit in 2019 before the new event permit became effective in May of 2019. The event is a 5k run/walk that begins and ends at Lewis Park. At the end of the race there is food, music, games and a silent auction.

FINANCIAL/BUDGET IMPACT:

N/A

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

Chapter 36 of the Village code of ordinance regarding events that require a permit.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Staff recommends approval of an event permit for the 608 Fox Trot Walk/Run with the conditions outlined in Chief Sherven's letter dated February 5, 2020.

ATTACHMENTS:

1. 608 Fox Trot Application
2. 608 Fox Trot Police Recommendation
3. 608 Fox Trot Fire & Rescue Recommendation
4. 608 Fox Trot Public Works Recommendation



Event Permit

Pursuant to Village Ordinance Chapter 11

For parades, run/walks, car shows, community events, and special events in which 200 or more attendees are anticipated at one time or that is likely to have a significant impact on neighborhood parking or the free-flow of traffic (only pertains to events that are open to the public).

☐ - Application Fee - \$100 (due with application)

Public Property vs. Private Property	Notes/Instructions
1. Will any portion of this event take place on public property? ☒ - Yes ☐ - No	If yes, please complete entire application. If no, please complete question 1a.
1a. If no, will the event involve the sale of alcohol? ☐ - Yes ☒ - No	If yes, please complete the entire application. If no, please contact Village Administration to determine if you need to complete the application

Applicant Information	
Name(First, M.I., Last) of Primary Contact: <u>Libby Pavelec</u>	Phone: <u>608-345-7198</u>
Address: <u>5960 Oak Hollow Dr, McFarland, WI, 53558</u>	
Email Address: <u>libbyPavelec@gmail.com</u>	

Agency/Organization Information – (If applicable)	
Name: <u>Team 608 LLC</u>	Phone: <u>608-345-7198</u>
Address: <u>5960 Oak Hollow Dr, McFarland, WI, 53558</u>	
Email Address: <u>608FoxTrot@gmail.com</u>	

Event Information	
Name of Event: <u>608 Fox Trot</u>	Type of Event: <u>5k run/walk</u>
Location of Event: <u>Lewis Park</u>	
Event Date(s): <u>May 9th 2020</u>	Event Time(s): <u>8am - 3pm</u>
Total number of anticipated attendees: <u>300</u>	Total Number of attendees anticipated being at the event at one time: <u>200</u>
Set up Start Time: <u>8am</u>	Tear Down End Time: <u>5pm</u>

Event Questionnaire	Notes/Instructions
1. Is this event proposed to take place on a Village street? ☒ - Yes ☐ - No	If yes, please attach map of route including all intersections and road closures.
2. Will the event involve closure of a Village Street(s)? ☐ - Yes ☒ - No	
3. Does this event include a parade which will take place on any portion of a Village street? ☐ - Yes ☒ - No	If yes, please attach map of route. *only allowed for community organizations
4. Is this event predicted to have 200 attendees at one time? ☒ - Yes ☐ - No	This only pertains to events open to the public, not private parties.
5. Will there be outdoor amplified sound? ☐ - Yes ☒ - No	
6. Will the event generate amplified sound after 10 p.m.? ☐ - Yes, a variance is requested as part of this application ☒ - No	All events generating noise after 10 p.m. require a variance from the Village Board.
7. Will alcohol be consumed? ☐ - Yes ☒ - No	
7a. If yes, will minors be present where alcohol is served? ☐ - Yes, a variance is requested as part of this application ☐ - No	All events that allow for the presence of minors where alcohol is served require a variance from the Village Board.
7b. Will alcohol be sold? ☐ - Yes ☒ - No	If yes, a temporary alcohol license is required. Please contact the Clerk at 608-838-3153. Form may also be accessed at: Mcfarland.wi.us/licensespermits
8. Will a Village Park be used? ☒ - Yes ☐ - No Please identify the park: <u>Lewis Park</u>	Reservations should be made at: Mcfarland.wi.us/parks_reserve
9. Will the event involve tents, or any other activities that will require digging or turf disturbance? ☐ - Yes ☒ - No	*You are required to contact digger's hotline no less than 5 days prior to the event to provide a locate.
10. Has this event been previously approved in prior years by the Village? ☒ - Yes ☐ - No	If yes, when: <u>04 / 19</u> (month/year)
10a. If yes, have any of the event details changed from the prior years? ☐ - Yes ☒ - No	If yes, describe changes(attach additional sheets if necessary):
11. Will the event include any mobile food carts? ☐ - Yes ☒ - No	If yes, a Mobile Food Establishment Permit is required for each cart. Please contact the Clerk at 608-838-3153. Form may also be accessed at: Mcfarland.wi.us/licensespermits
12. Will the event include any vendors? ☐ - Yes ☒ - No	If yes, a Direct Seller Permit may be required for each vendor. Municipal Staff will contact you to obtain more information.

Required Attachments

- ☒ - Detailed event schedule
- ☒ - Site Plan Requirement – a site plan must be attached that identifies the event layout for the event including stages, tents, equipment, fencing, alcohol sale and carding areas, etc.
- ☒ - (if applicable) If the event will take place on a Village street, include a map of all routes or activities.
- ☒ - Insurance - The applicant shall furnish a certificate to the Village demonstrating that applicant has in force and will maintain during the time the Event Permit is in effect public liability insurance of not less than \$1,000,000 per one person, \$2,000,000 per occurrence for personal injury and \$1,000,000 for property damage naming the Village as an additional insured.

Event Details and Security Plan

As part of the application process, you will be required to meet with the McFarland Police Department to discuss details of your event and security requirements. Please provide some dates/times you would be available for a meeting:

Contact Base director Nicole Pavelec, 608-335-1110 or nicolepavelec@gmail.com
She is flexible w/ date/times. - She will be representing me in my

abcenst

Event Coordinators

Village requires each event to identify event coordinators who shall serve as direct contacts for the event. These should be individuals that are not directly participating in the event activities, but rather specifically assigned to monitor and assist in coordinating the activities of the event.

Identify Event coordinators (identify 1 for every 50 expected attendees) – attach additional sheets if necessary.

Name	Location at Event (Ex: Race Start, supply tent)	Time On-site (ex: 10 a.m. to 2 p.m.)	Cell Phone
Libby Pavelec	Start/End	8am - end	608-345-7198
Brad Pavelec	Music/Mc	same ^	608-345-7339
Nicole Pavelec	Shelter	same ^	608-335-1110
Craig Hanson	Food/Music	same ^	608-206-0058
Traci Schwarting	Food	same ^	608-772-9991

Indemnification Agreement

In consideration for the issuance of the Event Permit, the undersigned, both individually and the agency or organization applying for the Event Permit, shall indemnify, defend and hold harmless the Village of McFarland and its officers, officials, agents, and employees against all loss or expense (including liability costs and reasonable attorney's fees) by reason of any claim or suit, or of liability imposed by law upon the Village or its officers, officials, agents or employees, for damages because of injury, including death at any time resulting therefrom, sustained by any person or persons, or on account of damages to property, including loss of use thereof, arising from, in connection with, caused by or resulting from the Event. The undersigned represents that he or she has authority to enter into this agreement on behalf of the agency or organization applying for this permit.

Applicant Signature:

Libby Pavelec

Date:

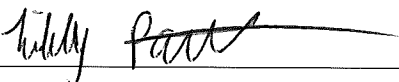
11/29/2020

Certification Section

PLEASE READ CAREFULLY BEFORE SIGNING

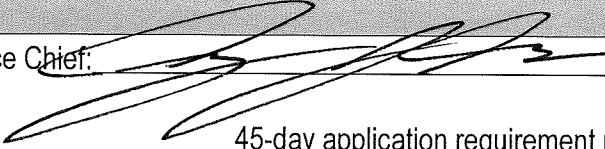
I understand the application and event requirements and agree to the following:

- ☒ - I agree to adhere to all applicable, federal, state and municipal laws and understand the violation of such laws will be subject to applicable fines and penalties, and failure to do so is ground for revocation of the event permit.
- ☒ - I understand that my event permit may be revoked at any time, if the Chief of Police, Fire/EMS Chief, Public Works Director, or designee, in their sole discretion, determine that health or general welfare to the public is endangered.
- ☒ - I agree to return the site to the condition that existed before the event within twenty-four (24) hours or the expiration of my parks reservation.
- ☒ - I agree to abide by all including any additional conditions imposed by the Village, and understand failure to adhere to conditions will result in revocation of the event permit.

Applicant Signature: 

Date: 11/29/2020

FOR VILLAGE USE ONLY

☒ - Approved ☐ - Denied Police Chief:  Date: 02-25-20

Application Received: _____ 45-day application requirement met?: ☐ - Yes ☐ - No

Public Safety Committee Date: _____ ☐ - Approved ☐ - Denied ☐ - Not applicable

Village Board Meeting Date: _____ ☐ - Approved ☐ - Denied

Detailed Security Plan Requirements – Appendix A

**Police Department to provide criteria regarding security plan requirements. This would include number of event coordinators required per number of attendees, security requirements when alcohol is served, etc.

Detailed Emergency Management Expectations and Requirements – Appendix B

- Actions to be taken in the event of a fire, hazardous condition, or similar emergency requiring building or tent evacuation.
 - Have an individual call 911, not all facilities that have a fire alarm notify the 911 center. The 911 operator will have several questions but know the Fire & Rescue Department will be notified while questions are being obtained.
 - If amplified music is playing, have the music stop and if possible calmly announce the need to evacuate to the nearest exit.
 - Individuals will need to be designated in assisting in evacuating individuals to the nearest exit. Keep in mind most individuals will attempt to exit the same way they accessed the area. The exit will most likely not be able to handle the number of individuals exiting and have people near the exits to allow them to exit quickly while ushering individuals to the exit.
 - Designate an area of event-goers to an assembly area that is away from the building, fire department vehicle access. We want to allow access for fire trucks and firefighters to address the situation.
 - In the event, an individual is unwilling to exit do not put individuals at risk in attempting to remove the individual. Notify the initial arriving first responders.
- Actions to be taken in the event of a medical emergency.
 - Call 911 to report the incident. The 911 operator will have several questions but know the Fire & Rescue Department will be notified while questions are being obtained.
 - Identify individuals that can assist in getting responders from the entrance of the area to the individual that is in need of medical care. Note more than one vehicle will often respond and maybe several depending on the situation. Having adequate staff to remain in locations to direct additional vehicles responding is preferred.

2020 608 Fox Trot

May 9th 2020

Lewis Park, McFarland, WI

8am- Team 608 members and volunteers will arrive at Lewis Park on May 9th 2020 to set up for the 5k fun/walk. All race coordinators/directors will be staying from start to finish of the event. Set up includes (but not limited to): table set up for: food, sign in/registration, MC station, hanging signs and banners at Lewis park and along the route, and grilling.

9am- Participant check-in and registration opens at Lewis Park. Participants will check-in and gather in the surrounding areas to await the start. Participants will be sent a detailed email a week prior to May 9th instructing them of the schedule, event details on parking, post-event activities, etc.

9:50am- A welcome message from race coordinator and the family will begin and last approx. 10 min.

10am- The first wave of participants will start (runners will go first) followed by 2-3 other waves of descending levels of speed all leaving from Lewis Park. We approximate the total time for participants to be on route to be max 50min- 1 hour. During the time participants are on route there will be a sufficient amount of race coordinators staying at Lewis park to coordinate post event activities. As well, a very sufficient amount of volunteers along the route to help coordinate the flow of the race and help if any problem/injury were to arise. Volunteers will be located at significant intersections and along various other locations. Volunteers will be thoroughly instructed on what to do if a problem were to occur and know the right person of contact, as well will be equipped with a small first-aid kit for minor blisters, scraps, etc.

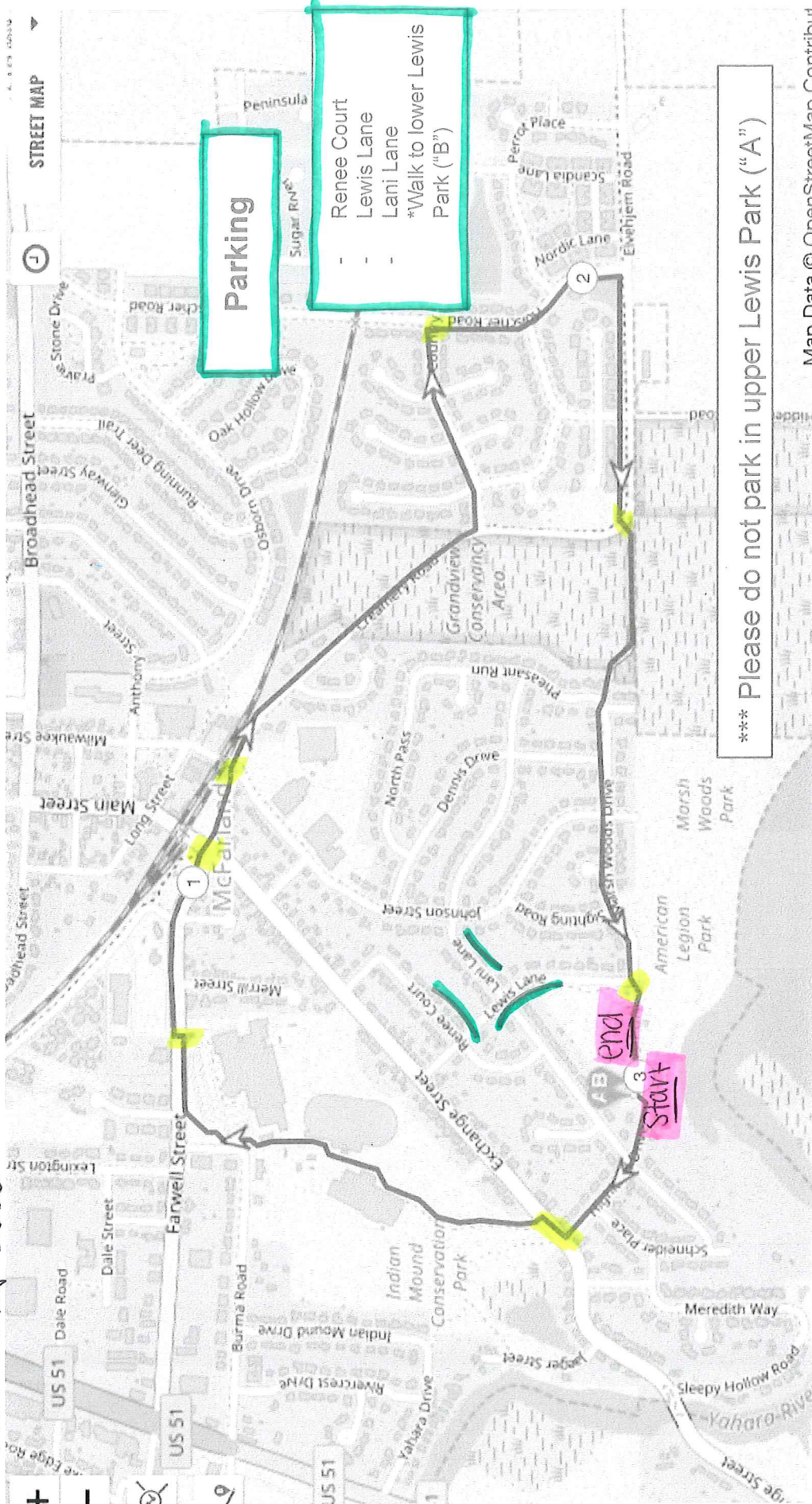
Approx. 11 am-2pm- Participants will end at Lewis Park and are invited to stay for post-event festivities. Including: food, friends, music, silent auction, yard games, and a thank you message from Team 608. All of which will be thoroughly supervised by race coordinators and volunteers. There will be a "hard" stop of the event to ensure the proper amount of clean up/tear down time by board and volunteer members. Someone will go along the route and make sure all signage is picked up and the route is cleaned.

This aerial map illustrates the layout for the 2019 Fall Festival at Lewis Park. Key areas and activities are labeled as follows:

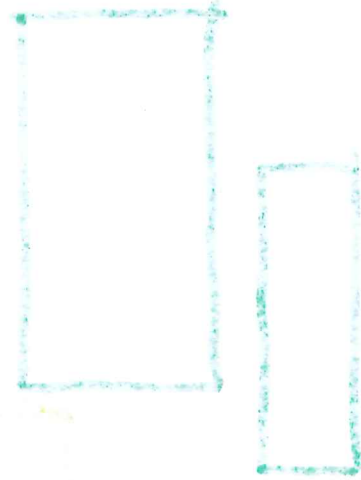
- Grilling station:** Located near the top left of the festival area.
- YARD GAMES:** A large area at the top of the map.
- Food/gathering/MC table:** Centrally located near the 'Start' and 'End' points.
- Silent auction:** Located on the right side of the map.
- Start:** Marked on Highland Dr near the center.
- End:** Marked near the top center of the festival area.
- Lewis Park:** Indicated by a pin at the top left.
- Legion Memorial Park:** Indicated by a pin on the right side.
- Roads:** Highland Dr and Lanier are clearly visible.

The Google Map logo is present in the bottom right corner.

Route Map 2020



- Intersection (will be supervised)
- Start/end @ Lewis Park





Village of McFarland Police Department

5915 Milwaukee St. • P.O. Box 110 • McFarland, WI 53558 • 608/838-3151 • Fax 608/838-7954

Craig J. Sherven • Chief of Police

DATE: February 5, 2020

TO: McFarland Village Board / Public Safety Committee

FROM: Craig J. Sherven, Chief of Police

REFERENCE: Recommendation of Approval, 608 Fox Trot Event

I have reviewed the Special Event Permit Application submitted for the 608 Fox Trot Walk/Run Event to be held on May 9th, 2020 from 8:00 am to 3:00 pm, beginning and ending at Lewis Park. The organizers expect between 200-300 participants. Please see the attached for events details.

NOTE: This approval is for the event permit only and does not constitute approval of any separate required applications or requests such as park reservations. If your event requires a park reservation, a separate request must be made. Failure to reserve necessary park space may result in having to share facilities with other parties.

Please note that some requirements are stricter as compared to last year's event due to the increased number of expected participants. I recommend that the following conditions apply:

- Event volunteers working road crossings or intersections are to wear high-vis safety vests and have a means of communication (such as a cell phone) with them.
- Event volunteers working in all other capacities are to wear brightly colored shirts containing wording that clearly identifies them as event staff.
- Volunteers will be staffed all road crossings and/or intersections.
- Organizers will provide two staff members that are mobile (such as on bikes) to patrol the route. These staff members should have basic medical equipment with them and a means of communicating with organizers and 911.
- Volunteers will be located throughout the route to monitor for injuries, with the ability to notify 911 if an emergency should occur.
- **Note that Sgt. Maurer still needs to meet with organizers to discuss event specifics. Thus, the organizers agree to adhere to any additional requirements identified by the police, fire/ems or public works departments subsequent to this approval.**

Respectfully,

Craig J. Sherven
Chief of Police



McFarland Fire & Rescue Department

5915 Milwaukee Street • PO Box 110 • McFarland, WI 53558-0110

(608) 838-3278 • Fax: (608) 838-3619

Emergency: 911

February 5, 2020

Re: Event Permit Review – 608 Fox Trot

I have reviewed the submitted event application by Libby Pavelec, Team 608 LLC for the 608 Fox Trot Event to occur on May 9, 2020 located at Lewis Park and adjacent streets in the Village.

The application is substantially complete and complies with the EMS and fire requirements. The organizer identified intersections to be monitored where participants will be crossing streets. The individuals monitoring the crossings should be wear reflective or brightly colored clothing. The individuals should also be equipped with a cellphone to aid in calling 911.

I recommend approval of the permit.

Sincerely,

A handwritten signature in black ink that reads "Christopher C. Dennis". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Christopher C. Dennis, Chief
Fire & Rescue Department
Village of McFarland



www.mcfarland.wi.us | 5915 Milwaukee St, McFarland, WI 53558 |
608.838.3153

February 5, 2020

RE: 608 Fox Trot Run

The Public Works Department does not have any conditions or issues with the upcoming Fox Trot as presented.

I wish them well with their event and hopefully the weather cooperates.

Regards,

A handwritten signature in black ink, appearing to read 'Jim Hessling', is written above the printed name.

Jim Hessling
Director of Public Works



PUBLIC SAFETY COMMITTEE SUMMARY SHEET

MEETING DATE: Wednesday, February 12, 2020

SECTION: Business

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Report from Chief Dennis on PFAS in fire fighting foam.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. PFAS Memo



McFarland Fire & Rescue Department

5915 Milwaukee Street • PO Box 110 • McFarland, WI 53558-0110

(608) 838-3278 • Fax: (608) 838-3619

Emergency: 911

February 6, 2020

To: Village of McFarland Public Safety Committee

From: Chief Chris Dennis

Re: Polyfluoroalkyl Substances (PFAS)

There has been considerable information provided in the news media about the hazards of PFAS and, in particular, with firefighting foam. We wanted to take the time to provide some background information about the concerns of PFAS, current status within the industry, McFarland's current status, and future plans.

What is PFAS, and why is it a concern?

PFAS is a generic term for per- and polyfluoroalkyl substances, which is a group of thousands of synthetic chemicals. PFAS are not new and have been around and used in commercial products as early as the 1940s. As a group of chemicals, PFAS has many carbon-fluorine bonds. The bonds are very strong and hard to break, meaning that there are not many ways of breaking down the compounds, and the chemicals remain persistent. The chemicals that are created are useful and are used throughout the industry. They can make surfaces non-stick or waterproof clothing, so these chemicals are used in furniture, stain-resistant carpet treatment, paper products, textiles, electrical wire insulation, nonstick cookware, cosmetics, and in the production of fluoropolymers like Teflon. The industry has developed two methods of disposal for PFAS. The first and most effective is thermal destruction. The second is carbon filtration of liquids; however, the carbon becomes saturated and then has to be disposed of with limited means.

The concerns for PFAS is the chemicals have been linked to growth & learning, thyroid disease, decreased fertility, behavior in children, pregnancy complications, low birth weights, decreased immune response, and increased cholesterol. The full health impacts are still being researched and are unknown. More recently, the evidence is showing a link to increased cancer rates near the manufacturing facilities of PFAS.

Firefighting Foam and PFAS

Firefighting foam is used to aid firefighters in extinguishing fires from ordinary combustibles to flammable liquids. Ordinary combustibles refer to wood, paper, vegetation, etc. and are considered class A fuels. The properties that foam adds to water for class A fuels is the breaking of the surface tension of the water to allow the water to soak into the fuel to aid in extinguishing. The flammable liquids would include gasoline, ethanol, kerosene, etc. and are considered class B fuels. The class B fuels are further separated by ones considered polar solvents and most often of concern contain alcohol. In most applications for firefighting, the polar solvents will include ethanol and gasoline containing 10% or more of ethanol. The properties that foam provides for flammable liquids is the creation of a film over the fuel to suppress the vapors and inhibit combustion or ignition. The foam is referred to aqueous film-forming foam (AFFF) and with the alcohol-based fuels, the foam is broken down by the alcohol and alcohol resistant (AR-AFFF) is required to have sustain film on the fuel.

To improve the attributes and shelf life of class B foams, the manufacturers turned to PFAS in particular fluorine chemicals to change class B from a protein base to a synthetic. Over the years, this has led to several different types of foam for firefighting. In the market currently, there is Class A, Class A/B (AFFF), Class A/B (AR-AFFF), Class B, and Class B (AR-AFFF). The class A foams that don't provide the capabilities of AFFF don't contain fluorine. Until late 2019 synthetic AFFF including AR-AFFF foams all utilized fluorine and based on the manufacturing process the number of carbon strains on the molecular level would affect the properties of the foam. The results are another subset of the class B foam referred to C8 (8 chains of carbon) or C6 (6 chains of carbon). In 2006 US manufacturers agreed to begin phasing C8 and would only produce C6 foam. The C6 foam was thought to be safer as it was less concerned about bioaccumulation in the environment by being water-soluble. The C6 foam is still persistent and still considered to have the same health effects of C8 foam.

Recently fluorine-free synthetic AFFF and AR-AFFF foams have entered the market place. The new products have received limited testing and the manufacturers are not providing a considerable amount of performance test data. Most manufacturers appear to have limited testing performed. The manufacturers are providing limited information on the foam due to proprietary concerns. In past years manufacturers had been working on alternatives with poor performance characteristics and products didn't make it to the market. The United States Air Force (USAF) along with other Department

of Defense (DOD) Agencies, have eliminated their inventory of C8 foams and have disposed of them by incinerating the inventory. Although DOD and USAF understand that C8 foams have an important role in the environment by putting out hydrocarbon fires, it was determined that the risk to the environment and human health was significant. The USAF and DOD are still using and are required by the Federal Aviation Administration to utilize C6 foams for firefighting of aircraft fires.

The Wisconsin Fire Chiefs Association has created taskforce to address the concerns of firefighting foams that contain PFAS. The task force has been working with the legislature and the Department of Natural Resources (DNR). The current state code enforced by the DNR makes the entity that spills or discharges products into the environment to be responsible for the clean-up. In the event of a flammable liquids fire, often the fire department will discharge the class B and would be responsible for the clean-up. Senate Bill 310 is in the process of being approved by the Governor and will restrict the usage of firefighting foams that contain PFAS. The Bill will restrict the usage to only emergency firefighting or fire prevention. Senate Bill 717 was introduced on January 24, 2020, and would require the Department of Agriculture, Trade, and Consumer Protection, in collaboration with the DNR, to collect and store or dispose of firefighting foams that contain perfluoroalkyl or polyfluoroalkyl substances (PFAS) and that are voluntarily surrendered. The bill would provide financial relief for the Village on the disposal of the current stores.

McFarland Status

In 2007 with the delivery of McFarland's first fire pumper with a built-in foam system, a decision was made to utilize class A with the truck's foam system and retain a separate stockpile of class B AR-AFFF. The decision was based on the performance of the AR-AFFF foam concerning the flammable liquids and the hazards presented for McFarland. 73% of all aboveground storage tank (AST) liquids in Dane County are located in McFarland and is home to 7% of all AST liquids in the state. The concern is further increased in the usage of ethanol fuels in recent years. We currently have in stock approximately 120 gallons of class A foam and 250 gallons of class B AR-AFFF foam. It should be noted we have performed a needs assessment of foam for our hazards and the assessment indicated a need of approximately 1,000 gallons of foam to be available. Our stores of class B AR-AFFF are mixed between C8 and C6 with the majority being C6. We have limited the usage of class B foam to training and flammable liquids incidents. We have used C8 and believe C6 AR-AFFF in the past at

spills within the Village of McFarland and for training. We are unable though to provide exact records of where and how much was used. Most fire departments in Dane County and many within the State selected to place a dual rated class A/B firefighting foam in their truck foam systems. The City of Madison recently decided to follow a similar stocking procedure. The trucks are now supplied with a class A foam and the Hazardous Materials (Haz-Mat) Team stores their supply of class B AR-AFFF. The City of Madison purchased fluorine-free class B AR-AFFF but has fewer stores than we currently have. For field units to utilize the class B AR-AFFF, the HazMat Team is requested to respond to the incident with the foam. The decision made in 2007 our trucks will not require decontamination when replacement foam is determined. The typical cost per truck for decontamination has been quoted around \$2,000 each. The cost per gallon has been quoted between \$30 and \$50.

In March of 2019, we revised our operating procedures to limit the usage of class B AR-AFFF to emergencies that generate a threat to life. Class B AR-AFFF is not allowed for training purposes within our department. We further require our members to wear protective equipment of gloves and safety glasses when handling Class B AR-AFFF. We have been reaching out to manufacturers and researching the performance of the new products to determine the ability to extinguish and maintain the film with alcohol-based fuels.

Future Plans

We are currently researching to determine the best solution for moving forward. Chief Dennis will be attending a session presented by the Wisconsin Fire Chiefs Education Association about PFAS and firefighting foams. Additionally, Assistant Chief Reiter and Chief Dennis will be attending a day of the Wisconsin Fire Chiefs Winter In-Service for a session on PFAS. We are reviewing the products that have come forward for performance characteristics to ensure the products will perform as needed. The required investment by the Village to replace the current foam stores may be significant. The cost of replacing current stores is estimated at \$7,000 to \$10,000. The estimated cost to increase and replace foam stores to the needs assessment is \$25,000 to \$40,000. We are also attempting to obtain grant funding for a foam trailer as approved in the 2020 budget. The planned grant funding is the assistance to firefighters grant.

Summary

The usage of PFAS in firefighting foam is known to cause health hazards and is still being studied to understand all of the health effects fully. We have been using firefighting foam with PFAS for some time and the amounts and locations are not well known. We have revised our policy to only use PFAS for firefighting or fire prevention when life safety is at risk. There are products in the market claiming to be PFAS free, but limited information has been released on performance. The legislature, several state agencies, and the State Fire Chiefs Association are working on assisting. Current costs to eliminate the concern with the current PFAS free foam is estimated at \$7,000 to \$50,000 for the Village. We are currently waiting for more information and legislation to occur to determine a final path forward.

While it is unlikely for a large flammable liquids incident to occur, it should be understood that if one does occur, that would require the usage of PFAS containing AR-AFFF. The clean-up of the PFAS containing AR-AFFF would be costly and the responsibility of the Village per the DNR. We would attempt to have the party responsible for the incident to take on the responsibility for the clean-up.



PUBLIC SAFETY COMMITTEE SUMMARY SHEET

MEETING DATE: Wednesday, February 12, 2020

SECTION: Business

DEPARTMENT: Police

CONTACT:

AGENDA ITEM: Discussion and possible recommendation to the Village Board on ordinance 2020-05: an ordinance prohibiting unlicensed massage therapy.

PREVIOUS ACTION:

ISSUE SUMMARY:

A recent change to state law now permits municipalities to enact an ordinance allowing for enforcement of massage therapy employee licensing requirements by local law enforcement. Previously, state law did not allow for local enforcement.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2020-05 Unlicensed massage therapy prohibited

ORDINANCE 2020-05

AN ORDINANCE PROHIBITING UNLICENSED MASSAGE THERAPY

Purpose: To adopt state law prohibiting unlicensed massage therapy

Sponsor: Chief Craig Sherven

Recommended Referral: Public Safety Committee

Public Hearing: Not Required

WHEREAS, Wisconsin Law prohibits persons from providing massage and body therapy without an appropriate license issued by the State; and

WHEREAS, the Wisconsin Legislature recently enacted a law that enables municipalities to prohibit the same within their communities; and

WHEREAS, the Village Board accepts the recommendations of the Public Safety Committee and Chief of Police and finds that adopting these regulations will protect Village residents and visitors, and that these regulations are in the best interest of the public; and

NOW, THEREFORE, the Village Board of the Village of McFarland, does ordain as follows:

1. Section 38-38 of the McFarland Municipal Code is created to read as follows:
38-38. Unlicensed massage therapy prohibited.
 - (a) No person may provide massage therapy or bodywork therapy, or otherwise violate the prohibitions provided under Wis. Stats. § 460.02, unless the individual is licensed pursuant to Chapter 460 of the Wisconsin Statutes.
 - (b) No person may employ or contract for the services of an individual to provide massage therapy or bodywork therapy unless the individual is licensed pursuant to Chapter 460 of the Wisconsin Statutes.
 - (c) No person may employ or contract for the services of an individual to provide massage therapy or bodywork therapy to third parties unless the individual is licensed pursuant to Chapter 460 of the Wisconsin Statutes.

- (d) Any person who violates Subsection (a) or (b) of this Section shall be subject to a forfeiture of \$500.00 for first offense, and \$1,000.00 for second or greater offenses. Each day of continued violation constitutes a separate offense.
- (e) Any person who violates Subsection (c) of this Section shall be subject to a forfeiture of \$1,000.00. Each day of continued violation constitutes a separate offense.

The above and foregoing Ordinance was duly adopted at a regular meeting of the McFarland Village Board on the ____ day of _____, 2020.

APPROVED:

Brad Czebotar, Village President

ATTEST:

Cassandra Suettinger, Village Clerk-
Treasurer

ORDINANCE 2020 – 05	
MOTION	SECOND
ACTION	DATE
Adopted	
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Adrian -	Kryzenske -
Brassington -	Lytle -
Czebotar -	Utter -
Kolk -	
VOTING RESULTS	
Motion Carried	
Motion Defeated:	



PUBLIC SAFETY COMMITTEE SUMMARY SHEET

MEETING DATE: Wednesday, February 12, 2020

SECTION: Business

DEPARTMENT: Police

CONTACT:

AGENDA ITEM: Discussion and possible recommendation to the Village Board on Resolution 2020-05: a resolution adopting a bond schedule for violations of section 38-38 of the McFarland Municipal Code.

PREVIOUS ACTION:

ISSUE SUMMARY:

Resolution to set bond schedule for section 38-38.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2020-05 - Bond Schedule for unlicensed massage parlors

RESOLUTION # 2020-05

**A RESOLUTION ADOPTING A BOND SCHEDULE FOR
VIOLATIONS OF SECTION 38-38 OF THE MCFARLAND MUNICIPAL CODE**

WHEREAS, the McFarland Municipal Judge sets the deposit and bond amounts for forfeiture violations, subject to the approval by the Village Board; and

WHEREAS, the Village Board recently adopted Section 38-38 of the Municipal Code, prohibiting unlicensed massage and body therapy; and

WHEREAS, the Municipal Judge has reviewed and approved the amendment to the deposit and bond schedule as proposed in this Resolution;

NOW, THEREFORE, BE IT RESOLVED that the Village Board of the Village of McFarland does hereby approve the following:

1. For violations of Village Ordinance 38-38, the deposit amount shall be \$1,000.00, with a bond amount of \$1,321.00.

The above and foregoing Resolution was duly adopted at a regular meeting of the McFarland Village Board on the _____, 2020.

APPROVED:

Brad Czebotar, Village President

ATTEST:

Cassandra Suettinger, Village Clerk-Treasurer

RESOLUTION # 2020-05	
MOTION	SECOND
ACTION	DATE
Adopted	
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Adrian	Kryzenske
Brassington	Lytle
Czebotar	Utter
Kolk	
VOTING RESULTS	
Motion Carried	
Motion Defeated:	



PUBLIC SAFETY COMMITTEE SUMMARY SHEET

MEETING DATE: Wednesday, February 12, 2020

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer

AGENDA ITEM: Discussion and action on Ordinance 2020-10: An ordinance updating fees for direct seller's permits.

PREVIOUS ACTION:

ISSUE SUMMARY:

The Village has a direct sellers ordinance that requires a permit for any individual who, for such individual, or for a partnership, association, limited liability corporation, limited liability partnership or corporation, sells goods or services, or takes orders for the later delivery of goods or services, at any location other than the permanent business place or residence of said individual, partnership, association or corporation, including, but not be limited to, peddlers, hawkers, and transient merchants. There are some exceptions that include non-profits, the farmers market, etc. But the definition is all encompassing in that, any time someone wants to sell something within the Village that is not a brick and mortar location, they need a permit.

The Village has seen an increase in events and instances in which a direct sellers permit is only desired for a short period of time such as a weekend. Currently the only option is for the permittee to pay \$100 for an annual direct seller's license. The current cost is prohibitive for smaller events. The Village also expends less staff time when a direct seller's permit is for a certain location for a limited amount of time as less follow up is necessary.

FINANCIAL/BUDGET IMPACT:

Additional revenue from permits

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

Chapter 11, Article IV.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Staff recommends approval of Ordinance 2020-10: Updating Direct Sellers Permits and fees.

ATTACHMENTS:

1. 2020-10 License Fees for Direct Sellers



ORDINANCE 2020-10

AN ORDINANCE AMENDING THE LICENSE FEES FOR DIRECT SELLERS

Purpose: To amend the license fees for Direct Sellers.

Sponsor: Village Clerk-Treasurer Cassandra Suettinger

Recommended Referral: Public Safety Committee

Public Hearing: Not Required

WHEREAS, the Public Safety Committee and Village staff have recommended changes to the application fees paid to obtain a Direct Seller license, to take into account different licensing periods.

WHEREAS, the Village Board accepts the recommendations of the Public Safety Committee and Village staff and finds that it is in the public interest to approve the requested changes to the McFarland Municipal Code.

NOW, THEREFORE, the Village Board of the Village of McFarland, does ordain as follows:

1. Section 11-132(e)(2) of the McFarland Municipal Code is amended to read:
 - (2) *License provisions.* If the Clerk-Treasurer determines that the applicant meets the requirements of this section, or if the Village Board determines to issue the license after appeal, the Clerk-Treasurer shall issue a license to the applicant as a direct seller and date the entry. Licenses may be issued with an effective period of seven days, thirty days or the calendar year. The licensee shall thereupon sign a statement appointing the Village Clerk-Treasurer as agent for receipt of service of process in any civil action brought against the applicant arising out of the performance or nonperformance of any sale or service performed by the licensee in connection with the direct sales activities in the event the licensee cannot, after reasonable effort, be served personally. All licenses are subject to subsequent revocation, as provided in Section 11-136.
2. Appendix A of the McFarland Municipal Code is amended to include the following for Direct Seller licenses:

11-132(c)	Direct Seller Application Fee	
	Annual license	\$100.00
	Thirty-day license	\$40.00

Seven-day license

\$20.00

The above and foregoing Ordinance was duly adopted at a regular meeting of the McFarland Village Board on the ____ day of _____, 2020.

APPROVED:

Brad Czebotar, Village President

ATTEST:

Cassandra Suettinger, Village Clerk-
Treasurer

ORDINANCE 2020 –10	
MOTION	SECOND
ACTION	DATE
Adopted	
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Adrian -	Kryzenske -
Brassington -	Lytle -
Czebotar -	Utter -
Kolk -	
VOTING RESULTS	
Motion Carried	
Motion Defeated:	



PUBLIC SAFETY COMMITTEE SUMMARY SHEET

MEETING DATE: Wednesday, February 12, 2020

SECTION: Business

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Discussion and possible recommendation to the Village Board on the police department's participation in the COPS Hiring Grant.

PREVIOUS ACTION:

ISSUE SUMMARY:

The COPS Hiring Program (CHP) Program is a competitive solicitation, open to all state, local, and tribal law enforcement agencies with primary law enforcement authority.

Approximately \$400 million in funding is available for FY 2020 CHP. CHP provides funding to hire and re-hire entry level career law enforcement officers in order to preserve jobs, increase community policing capacities and support crime prevention efforts.

Funding under this program may be used to do the following:

- Hire new officers
- Rehire officers (laid off as a result of budget reductions)
- Rehire officers (at the time of application, currently scheduled to be laid off as a result of budget reductions)

Provides 75 percent of the approved entry-level salaries and fringe benefits of each newly hired and/or rehired full-time officer, up to \$125,000 per officer position, over the three year (36 month) grant period. Thus, it requires a three-year, 25% match of the Village and commitment to fully hire the officer at the end of the grant period.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:



ATTACHMENTS:

1. COPS Grant 2020pdf



USER GUIDE

DEADLINE
MARCH 11, 2020
7:59 p.m. EDT

Submitting an Application under the FY 2020 COPS Hiring Program (CHP)

This user guide is a summary of the CHP application guide. For all details and requirements on submitting a CHP application, please refer to the CHP application guide.

User Guide for Submitting an Application under the FY 2020 COPS Hiring Program (CHP)

This user guide is a summary of the CHP Application Guide. For all details and requirements on submitting a CHP application, please refer to the CHP Application Guide.

CFDA 16.710 Funding Opportunity Number: COPS-HIRING-PROGRAM-APPLICATION-2020

WHEN: Deadline for grant application is March 11, 2020 at 7:59 p.m. EDT.

Start EARLY. This is more than a one-day process.

WHERE: 1. Register at www.grants.gov.
2. Complete the application at www.cops.usdoj.gov. Click the "Account Access" tab.

HOW: Online only. No hard copies sent by U.S. Mail or electronic copies sent via email.

NOTE:
The COPS Office
strongly recommends applicants
use Internet Explorer® 11
or a later version.



Deadline/application period

The application period for the 2020 COPS Hiring Program (CHP) begins **January 9, 2020**. All applications must be submitted by **March 11, 2020, at 7:59 p.m. EDT**.

Applications submitted after March 11, 2020 will not be considered for funding.

Eligibility

The FY 2020 CHP program is an open solicitation. All state, local, and tribal law enforcement agencies that have primary law enforcement authority are eligible to apply.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

Contact information

► **For technical assistance with submitting the Application for Federal Assistance SF-424**, please call the Grants.gov customer service hotline at 800-518-4726, send questions via email to support@Grants.gov, or consult the Grants.gov Organization Applicant User Guide at <http://www.grants.gov/help/html/help/index.htm>. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

► **For programmatic assistance with the requirements of this program or with submitting the application through the COPS Office Online Application System**, please call the COPS Office Response Center at 800-421-6770 or send questions via email to AskCopsRC@usdoj.gov. The COPS Office Response Center operates Monday through Friday, 9:00 a.m. to 5:00 p.m. EDT, except on federal holidays.

► **To obtain or verify your DUNS number**, please visit fedgov.dnb.com/webform or call 866-705-5711.

► **To register in the SAM database or confirm your SAM number**, please visit www.sam.gov or call 866-606-8220.

COPS Hiring Program (CHP) (CFDA 16.710) Overview and Goals

CHP is designed to increase the capacity of law enforcement agencies to implement community policing strategies that strengthen partnerships for safer communities and enhance law enforcement's capacity to prevent, solve, and control crime through funding for additional officers.

Note: A "career law enforcement officer" is a person hired on a permanent basis who is authorized by law or by a state, local, or tribal agency to engage in or oversee the prevention, detection, or investigation of violations of criminal laws. An agency seeking to rehire officers scheduled to be laid off on a specific future date with CHP funds must continue to fund them with local funds through the award date until the date of the scheduled layoff.

2020 CHP awards will cover up to 75 percent of the approved entry-level salary and fringe benefits of each newly hired or rehired full-time sworn career law enforcement officer over the three-year (36-month) award period, with a minimum 25 percent local cash match requirement and maximum federal share of \$125,000 per officer position.

Funding under this program may be used to do the following:

- Hire new officers
- Rehire officers (laid off as a result of budget reductions)
- Rehire officers (at the time of application, currently scheduled to be laid off as a result of budget reductions)

For more information, please refer to the CHP Application Guide, pages 7–8.

► Length of award term

CHP awards provide funding for three years (36 months) for each position awarded. No-cost extensions of time (not additional funding) may be provided on a case-by-case basis.

► Maximum federal share/ local share requirements

CHP awards provide up to 75 percent funding of the approved entry level salaries and fringe benefit of each newly hired and/or rehired full-time sworn career law enforcement officer over the three-year (36-month) award period with a minimum 25 percent local cash match requirement and a maximum federal share of \$125,000 per officer position

► Retention requirement

All award recipients must retain any CHP-funded officer positions for at least 12 months immediately after the 36 months of federal funding has ended for each position.

Federal Funding

Allowable Costs

The only allowable costs under CHP are the approved full-time, entry-level salaries and fringe benefits of newly hired or rehired sworn career law enforcement officers hired or rehired on or after the award start date.

Unallowable Costs

All items other than entry level personnel costs (salaries and fringe benefits) as described in the preceding section are considered unallowable under CHP. Therefore, requests for equipment, training, uniforms, vehicles, and indirect costs are not permitted under CHP. In addition, the following personnel costs are unallowable:

- Salaries and fringe benefits of existing locally-funded officers, unless those officers are currently scheduled to be laid off on a specific future date
- Salaries and fringe benefits over and above an agency's entry-level salary and fringe benefits for officers
- Salaries and fringe benefits for civilian or non-sworn personnel
- Salaries and fringe benefits for part-time officer positions
- Salaries and fringe benefits for furloughed officers
- Overtime costs

This is not an inclusive list, and items not listed here will be reviewed on a case-by-case basis. The COPS Office reserves the right to deny funding for items that may not be included on this list.

COPS Office Application

Pre-Application

Step 1. Obtain or confirm a DUNS number/Confirm DUNS number

Obtain your Data Universal Numeric System (DUNS) number first; you cannot complete any of the steps below without it.

► **It can take up to 2 business days to obtain the DUNS number.**

Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or apply at www.dnb.com.

For further guidance, refer to the CHP Application Guide starting on page 16.

Step 2. Register with SAM database/Confirm SAM number

System of Award Management (SAM) registration and renewal can take as long as 10 business days to complete.

► **If you do not have an Employer Identification Number (EIN), the process can take up to 5 weeks.**

SAM registration procedures can be accessed at www.sam.gov.

The person registering with SAM will be the designated E-Business Point of Contact, who can assign the people who will submit applications for the organization (your Authorized Organization Representatives). **You must have a DUNS number to submit a SAM registration. In addition, you must renew your SAM registration once a year.**

For further guidance, refer to the CHP Application Guide starting on page 18.

Step 3. Obtain an ORI number

If you do not currently have an Originating Agency Identification (ORI) number (state abbreviation followed by 5 digits/characters), submit a request for one at <https://portal.cops.usdoj.gov/ORIRequest.aspx> or through the COPS Office Response Center at AskCopsRC@usdoj.gov or 800-421-6770.

Requests for an ORI number are processed within 2–3 business days.

For further guidance, refer to the CHP Application Guide starting on pages 32 and 38.

Step 4. Register with Grants.gov/Confirm registration

► **It can take anywhere from a few days to 2 weeks for your registration to become active and for you to be able to submit an application.**

To register, begin the process at <https://apply07.grants.gov/apply/register.faces>.

For further guidance, refer to the CHP Application Guide starting on page 13.

Step 5. Obtain/Confirm Authorized Organization Representative (AOR) Role for rights to submit an application (SF-424)

To learn about the process, visit <https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html> or contact the Grants.gov help desk for additional information at 800-518-4726.

For further guidance, refer to the CHP Application Guide starting on page 13.

Step 6. Register or update your organization's current contact and user information in the COPS Office Agency Portal

- Law Enforcement Executive (LE) or Program Official (PO) for Non-Law Enforcement Agencies
- Government Executive (GE) or Government Official (GO) for Non-Law Enforcement Agencies

For further guidance, refer to the CHP Application Guide starting on page 14 or the Agency Portal Grants Management User Manual for instructions.

Step 7. Set up e-Signatures via COPS Office Agency Portal

- Law Enforcement Executive (LE) or Program Official (PO) for Non-Law Enforcement Agencies
- Government Executive (GE) or Government Official (GO) for Non-Law Enforcement Agencies

Add additional user accounts for individual(s) authorized to complete application in the Agency Portal.

For further guidance, refer to the CHP Application Guide starting on page 15 or the Agency Portal Grants Management User Manual for instructions.

Step 8. Complete the Standard Form (SF) 424 via Grants.gov

Complete application package on Grants.gov for funding number: **COPS-CHP-Application-2020**.

For further guidance, refer to the CHP Application Guide starting on page 13.

Step 9. Complete the COPS Office Application Attachment to SF-424

Upon receipt of an email from the COPS Office confirming successful submission of the SF-424 on Grants.gov, complete sections 1–17 below and submit the second part of the application on the COPS Office Online Application System.

For further guidance, refer to the CHP Application Guide starting on page 33.

COPS Office Online Application System

Section 1. COPS Office program request

Please ensure that the correct program box is checked. If you plan to apply for other COPS Office programs, a separate application must be completed for each COPS Office program for which you are applying.

For further guidance, refer to the CHP Application Guide starting on page 38.

Section 2. Agency eligibility information

For this section, check the appropriate box, and choose the appropriate entity from the drop-down menu. In section 2A, you will be asked several questions about your law enforcement agency operations and authority to determine your eligibility to apply for a COPS Hiring Program (CHP) award.

For further guidance, refer to the CHP Application Guide starting on page 38.

Section 3. General agency information

Please provide accurate agency information, as this information is used to identify your agency and may be used along with other data collected to determine funding eligibility.

- Applicant ORI number
- U.S. Department of Justice and other federal funding
- Applicant Data Universal Numeric System (DUNS) number
- System for Award Management (SAM) registration date
- DUNS registered name
- Cognizant federal agency
- Fiscal year
- Law enforcement agency sworn force information
- Civilian staffing
- U.S. Attorney's Office district

For explanation of each of these terms, see pages 38–39 of the CHP Application Guide.

Section 4. Executive information

Please ensure that information listed is current. If these officials are “Interim” or “Acting” at the time of application, check the appropriate box. Please note that this information will be used for any future correspondence regarding this award application, and ultimately, if funding is awarded, this information will be used for any award notifications.

a. For law enforcement agencies

This is the highest ranking law enforcement official within your jurisdiction (e.g., chief, commissioner, superintendent, or equivalent). This section will be prepopulated from the information listed in your COPS Office Agency Portal account. If this information is no longer correct, please log in to your COPS Office Agency Portal account and make the necessary corrections before proceeding with this application.

b. For government agencies

This is the highest ranking government official within your jurisdiction (e.g., governor, attorney general, or equivalent). This section will be prepopulated from the information listed in your COPS Office Agency Portal account. If this information is no longer correct, please log in to your COPS Office Agency Portal account and make the necessary corrections before proceeding with this application.

Application contact information: Enter the name and contact information for the person completing this application.

For detailed definitions on agency executive, applicant executive, and applicant contact information please see section 4 of the Application Guide on page 39.

Also note that for this section, we ask that you please log onto the COPS Office Agency Portal to update the agency providing law enforcement services as your Law Enforcement Executive/Agency Executive Information. This information will be prepopulated into section 4 from the COPS Office Agency Portal.

For further guidance, refer to the CHP Application Guide starting on page 40.

Section 5. COPS Office officer hiring request form

2020 CHP award funds cover up to 75 percent of the approved entry level salary and fringe benefits of each newly hired or rehired full-time sworn career law enforcement officer for the three-year (36-month) award period with a minimum 25 percent local cash match requirement up to a maximum federal share of \$125,000 per officer position.

All agencies may request the number of officer positions necessary to support their proposed community policing strategy.

When completing the questions about the number of CHP sworn officer positions your agency is requesting, please base your responses on your agency’s current (at the time of application) needs for funding in the three hiring categories (new hires, rehiring of previously laid-off officers, and rehiring officers who are scheduled to be laid off on a specific future date).

For further guidance, refer to the CHP Application Guide starting on page 40.

Section 6. Law enforcement and community policing strategy

In section 6B, the COPS Office requires all CHP applicants to describe how hiring additional officers will assist the applicant in implementing and/or enhancing community policing strategies. Please complete the questions in this section to describe the types of community policing activities that will continue or result from COPS Office funding.

One of the criteria in receiving a CHP award is a minimum community policing score based on responses to this section; agencies that do not meet a minimum community policing score will not be considered for funding.

6B section I. Current organization commitment to community policing

Section I includes five questions about the applicant's current policies and practices as they relate to the three primary elements of community policing.

For more information about 6B section 1, please see page 43 in the CHP Application Guide.

6B Section II (A). Proposed community policing strategy—problem solving and partnerships

Section II(A) includes six questions about the applicant's proposed implementation of problem solving and partnerships strategies.

6B section II (B). Proposed community policing strategy—organizational transformation

Section II(B) includes two questions about the applicant's proposed implementation of organizational transformation strategies.

6B section III. General community support and engagement

Section III aims to identify the partners your agency consulted with to develop your community policing strategy and to what extent your efforts will complement other initiatives in your jurisdiction.

For further guidance, refer to the CHP Application Guide starting on page 43.

Section 7. Need for federal assistance

Section 7A. Explanation of need for federal assistance

All applicants are required to explain their inability to address the need for this award without federal assistance.

Section 7B. Service population

Please note that the actual population and service population may or may not be the same. To the extent possible, all data should come from a publicly verifiable source. Supporting source documentation may be requested by the COPS Office.

Please note: All figures must be rounded to the nearest whole dollar or to the nearest whole percent.

Section 7C. Fiscal health

Section 7C includes six questions pertaining to the applicant organization's fiscal health.

Section 7D. Property/Violent crime

Please select at least one statement below and fill in the corresponding chart.

- My agency can report crime data for all 3 years (please input in table below).
- My agency cannot report crime data for 2017–2019.

Using Uniform Crime Reporting (UCR) crime definitions, enter the actual number of incidents reported by your agency in calendar years 2017, 2018, and 2019. Only those incidents for which your agency had primary response authority should be provided.

Please see Section 7D. Property/ Violent Crime in the (CHP) Application Guide on page 49.

If your agency is a National Incident-Based Reporting System (NIBRS) reporting agency, please ensure that your data is reported in UCR Summary Data style.

For further guidance, refer to the CHP Application Guide starting on page 47.

Section 8. Continuation of project after federal funding ends

Section 8A. For COPS Office awards with a retention plan requirement

Agencies applying for CHP funding are committing to retain each officer position awarded for at least 12 months following the conclusion of 36 months of federal funding for that position.

Please complete section 8A to indicate any plans you may have to continue this program, project, or activity after the conclusion of federal support.

Section 8B. For COPS Office awards with no retention plan requirement—Not applicable under CHP

For further guidance, refer to the CHP Application Guide starting on page 50.

Section 9. School safety assessment—Not applicable under the CHP program

Section 10. Executive summary—Not applicable under the CHP program

Section 11. Project description (narrative)—Not applicable under the CHP program

Section 12. Official partner(s) contact information

The COPS Office asks that all applicants who choose “School Based Policing through School Resource Officers” as their focus area under CHP to provide contact information for each school partner (if known at time of application) where they intend to deploy the SROs.

For further guidance, refer to the CHP Application Guide starting on page 51.

Section 13. Application attachments

This section should be used to submit any mandatory and/or optional application attachments that may be applicable to your agency. CHP applicants should attach the following documents in this section:

- Additional Disclosure of Lobbying Activities forms (SF-LLL) (if applicable)
- An explanation when the applicant is unable to certify to certain statements in “Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements form
- SRO Memorandum of Understanding (MOU)
- Catastrophic incident (if applicable)

Please use appropriately descriptive file names (e.g., Program Narrative, Budget Detail Worksheet and Budget Narrative, Timelines, Memoranda of Understanding, Resumes) for all attachments. Please do not submit executable file types as application attachments. These disallowed file types include but are not limited to the following extensions: .com, .bat, .exe, .vbs, .cfg, .dat, .db, .dbf, .dll, .ini, .log, .ora, .sys, and .zip. The system may reject applications with files that use these extensions.

For further guidance, refer to the CHP Application Guide starting on page 51.

Section 14. Budget detail worksheets

Budget detail worksheets are designed to allow all COPS Office award applicants to use the same budget forms to request funding. Please complete each section of the budget detail worksheets as applicable.

All final calculations will be rounded to the nearest whole dollar. Once the budget for your proposal has been completed, a budget summary page will reflect the total amounts requested in each category and the total project costs.

Budget worksheet part 1. Full-time sworn officer information

Section A

Enter the annual first-year entry-level base salary (referred to as annual base salary or “ABS”) of a full-time sworn officer position in your department. The ABS cannot be higher than what your agency currently pays for this position. Your agency should only provide the ABS for one position in this section; the total number of positions being requested has already been indicated in section 5 of the application.

Section B

Social Security cannot exceed 6.2 percent of the ABS. If you enter zero, check the “Exempt” box. Agencies that pay a fixed rate less than 6.2 percent should check the “Fixed Rate” box.

Medicare cannot exceed 1.45 percent of the ABS.

For health insurance, life insurance, vacation, sick leave, retirement, worker’s compensation, and unemployment insurance, your agency should indicate the dollar amount and percentage of the ABS that you pay for fringe benefits in the first year for a full-time entry level sworn officer position. Please use the health insurance rate for a “family plan” for all sworn officer positions. For worker’s compensation and unemployment insurance, agencies may indicate that they are exempt by checking the appropriate box.

There are several other fringe categories that are allowable under this award program, and they are listed in the drop-down menu. Your agency can pick as many of the categories as are applicable to your agency and fill in the dollar amount and percentage of the ABS for each one.

Section C

The budget worksheet will automatically calculate the total year 1 salary and fringe benefits for one entry level full-time sworn officer position for your agency in section C.

For year 2 and year 3, agencies are required to provide projections for the salary and fringe benefits for an entry level full-time officer position. Agencies are also required to maintain records documenting how they calculated their projections. There are many ways that an agency may calculate and document the salary and fringe benefits projections. For example, the figures can be based on a contractual agreement that guarantees cost of living or other increases; budget projections that the agency is using to calculate other salaries and fringe benefits for future years; or the average percentage increase in salaries and benefits that the agency experienced over the last five years. The important thing is that your agency estimate the costs to the best of its ability and keep the supporting documentation in your agency's award file in case of future audit or monitoring of your CHP award.

Based on the figures for year 1, 2, and 3, the budget worksheet will automatically calculate the total three-year salary and fringe benefits. In addition, the budget worksheet will automatically calculate total project costs based on the number of officer positions your agency requested in section 5 of the application.

Please note that the COPS Office uses the information provided in the budget worksheet to determine the amount of your CHP award, if awarded, so your agency must ensure that the figures are accurate.

Budget worksheet part 2. Sworn officer salary information

All agencies that have an estimated increase in salaries and fringe benefits over the life of the award are required to provide a reason(s) why. Agencies should check all the boxes that apply. In the sample, the agency checked that the increases were due to cost of living adjustments and step raises.

Budget worksheet part 3. Federal/Local share costs

The first chart in part 3 will indicate the total salary and benefits for the three-year award period and the required local share. The minimum local match requirement is 25 percent of the total project cost, and the cap on the amount of funding that can be requested per officer position is \$125,000 over three years (36 months). Any additional cost above the local match and officer funding cap will be the responsibility of the recipient agency. Recipients are also required to pay a progressively larger share of the cost of the award with local funds over the award period. The second chart is a projection of the planned federal and local shares of the total project costs over the three-year period of the award; while your agency may deviate from these specific projections during the award period, it must still ensure that the federal share decreases and the local share increases.

Budget summary

The budget summary will automatically calculate total project costs based on the figures provided in the budget worksheet and the number of officer positions requested in the application. It will also calculate the amount of the local match requirement.

Waiver of the local match

The COPS Office may approve a waiver of some or all of a recipient's local match requirement. During the application review process, your agency's waiver request will be evaluated based on the availability of funding, a demonstration of severe fiscal distress as supported by the fiscal health data provided in section 7 of this application, and comparison of your fiscal health data with that of the overall CHP applicant pool. If your agency wishes to be considered for a waiver, you must respond to question 1 of this section. Question 1a will ask you to indicate the maximum local share (dollar amount) your agency would be able to

contribute to the total project cost in order to implement the award. Therefore, you should carefully determine the maximum local share your agency would be able to contribute if awarded. Please indicate whether we should continue to consider your application if the waiver request is not granted or whether it should be removed from consideration once that determination is made. If your application is funded but for a reduced number of officer positions, the percentage of local share provided above will be applied to the total project cost of the awarded officers.

To assist you, sample budget detail worksheets are included in the CHP Application Guide as figures 3–7 beginning on page 57.

If you need assistance in completing the budget detail worksheets, please call the COPS Office Response Center at 800-421-6770.

To assist you with all Legal Sections and Certifications in this application see pages 59–60 of the CHP Application Guide.

For further guidance, refer to the CHP Application Guide starting on page 52.

Section 15. Assurances and Certifications

Your law enforcement executive/agency executive and government executive/financial official are required to sign the forms in Section 15A U.S. Department of Justice Certified Standard Assurances and Section 15B U.S. Department of Justice Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements. Signing these documents assures the COPS Office that you have read, understood, and accept the award terms and conditions as outlined in the Assurances and Certifications.

For further guidance, refer to the CHP Application Guide starting on page 59.

Section 16A. Disclosure of lobbying activities

This disclosure form shall be completed by the reporting entity, whether subrecipient or prime federal recipient, at the initiation or receipt of a covered federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. § 1352. If this applies to your agency, you are required to complete the disclosure form. If you need to submit additional forms, please submit them as attachments to your application online in section 13, Application attachments.

For further guidance, refer to the CHP Application Guide starting on page 60.

Section 16B.—Not applicable

Section 16C. Certification of 287(g) Partnership and Certification of Illegal Immigration Cooperation

Priority consideration may be given to state or local applicants that cooperate with federal law enforcement to address illegal immigration.

For further guidance, refer to the CHP Application Guide starting on page 63.

Section 17. Reviews and Certifications

The law enforcement executive/agency executive, government executive/financial official, and the person submitting this application must sign this section which in part represents to the COPS Office they have the authority to submit the application, the information in the application is true and accurate and the applicant will comply with all relevant legal, administrative and programmatic requirements if awarded funding.

For a complete listing of the reviews and certifications applicants are required to sign please review Section 17 of the CHP Application Guide.

For further guidance, refer to the CHP Application Guide starting on page 63.

Section 18. Application Data Verification—not applicable at time of application

After submission of this application, the COPS Office may require your department to verify data provided in the application. This section is to be completed once the data has been reviewed, confirmed, and/or updated. Failure to respond to the request may eliminate the application from funding consideration.

For further guidance, refer to the CHP Application Guide starting on page 65.

COPS Office Application Guide and Additional Assistance

The CHP Application Guide is designed to assist applicants in applying for CHP grants. The guide includes general information on the administrative and legal requirements governing CHP grants as well as detailed program-specific information. Guidance for CHP is contained in the Application Guide, which can be found at <https://cops.usdoj.gov/chp>, and its appendices, which begin on page 65.

- **Appendix A.** A Helpful Online Resources
- **Appendix B.** U.S. Department of Justice Certified Standard Assurances
- **Appendix C.** U.S. Department of Justice Certifications regarding Lobbying; Debarment, Suspension, and other responsibility matters and Drug-Free workplace requirements
- **Appendix D.** Blank SF-LLL, Disclosure of Lobbying Activities
- **Appendix E.** Award Condition for Citizenship and Immigration Status
- **Appendix F.** Certification of Illegal Immigration Cooperation

- **Appendix G.** 2 C.F.R. Part 200, Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts
- **Appendix H.** C.F.R. Part 200, Appendix XII to Part 200—Award Term and Condition for Recipient Integrity and Performance
- **Appendix I.** 41 U.S.C. 4712 – Enhancement of contractor protection from reprisal for disclosure of certain information
- **Appendix J.** Intergovernmental Review Process, Points of Contact by State
- **Appendix K.** Federal Funding Accountability and Transparency Act (FFATA)—Reporting Subaward and Executive Compensation Award Term
- **Appendix L.** System for Award Management (SAM) and Universal Identifier Award Term
- **Appendix M.** Step-by-step instructions for two-part application submission process



RESOURCES AND ASSISTANCE

- **All CHP materials and resources can be found at <https://cops.usdoj.gov/chp>.**
- **For additional assistance, please contact the COPS Office Response Center at AskCopsRC@usdoj.gov or 800-421-6770.**