

**PUBLIC SAFETY
COMMITTEE**

Wednesday, March 11, 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 February 11, 2020 meeting.
4. BUSINESS.
 - a. Staff Reports
 - 1) Fire and Rescue Department
 - 2) Police Department
 - b. License Hearing -
 - 1) Conduct hearing on the recommendation from Chief Sherven to deny the issuance of an operator's license for Aaron Nash for the period ending June 30, 2020.
 - 2) Discussion and recommendation on the operator's license for Aaron Nash for the period ending June 30, 2020.
 - c. Discussion and recommendation on an Event Permit for Dan Chin Homes to hold the Community Easter Egg Hunt on April 11, 2020 in Arnold Larson Park.
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, February 12, 2020 - 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, Rick Hammond

Members not present: Sandy Bakk, Sean Braziel

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

2. PUBLIC APPEARANCES.

None.

3. APPROVAL OF MINUTES.

a. Motion to approve the minutes of the November 13, 2019 meeting.

The Committee approved the minutes of the November 13, 2019 meeting by unanimous consent.

4. BUSINESS.

a. Staff Reports

1) Fire and Rescue Department

Chief Dennis reviewed the report.

2) Police Department

Chief Sherven reviewed the report.

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

Motion by Ken Machtan, second by Village Trustee Stephanie Brassington, to recommend approval to the Village Board on an event permit Team 608 LLC. to hold the 608 Fox Trot Run on May 9, 2020. Motion carries 6 - 0 - 0 by acclamation.

c. Report from Chief Dennis on PFAS in fire fighting foam.

Chief Dennis and Division Chief Brian Molenaar provided a report 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.

Motion by Village Trustee Jerry Adrian, second by Village Trustee Stephanie Brassington, to recommend approval to the Village Board on ordinance 2020-05: an ordinance prohibiting unlicensed massage therapy. Motion carries 6 - 0 - 0 by acclamation.

- 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.

Motion by Village Trustee Jerry Adrian, second by Tyler Mortenson, to recommend approval 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. Motion carries 6 - 0 - 0 by acclamation.

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

Motion by Village Trustee Jerry Adrian, second by Village Trustee Stephanie Brassington, to recommend approval to the Village Board on Ordinance 2020-10: An ordinance updating fees for direct seller's permits. Motion carries 6 - 0 - 0 by acclamation.

- g. Discussion and possible recommendation to the Village Board on the police department's participation in the COPS Hiring Grant.

The Committee discussed the police department's participation in the COPS Hiring Grant but did not make a recommendation to the Village Board.

5. SCHEDULE NEXT MEETING DATE.

6. ADJOURNMENT.

Motion by Ken Machtan, second by Village Trustee Stephanie Brassington, to adjourn at 7:39 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

March 2020 Fire & Rescue Department Report For February 2020 Activity

- **General**

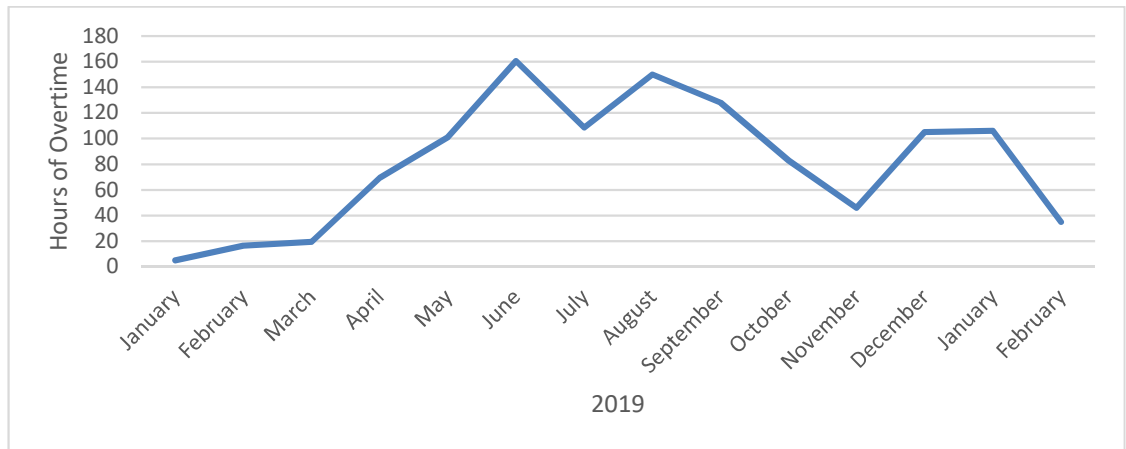
- The information available on PFAS has continued to evolve. Chief Dennis and Chief Reiter both have attended information sessions on the concerns with PFAS. The information that has been provided is Wisconsin is one of the few states beginning to address the concerns. A concern is developing with the firefighter turnout gear. The information provided is turnout gear manufacturers are developing alternative material, but it will be more than likely two years out. We are reviewing our policies and will most likely need to revise some procedures in reference to handling and using firefighter turnout gear. The information on the class B foam and in particular the AR-AFFF is the replacement non-PFAS has continued to be poor performing with alcohol based fires. The recommended course of action still for AR-AFFF is to maintain the PFAS containing foam and perform remediation. The cleanup process would be similar to other incidents and the disposal would be the considerable change. The issues with PFAS will continue to grow and more industries will become affected.
- We have been in the process of updating our infection control measures for the department and is timely with the recent concerns with COVID-19 (Coronavirus). We are nearing the completion of fit testing all staff with N-95 masks and selecting new infection control gowns. We weren't able to purchase our desired make and model, but did make a purchase before our suppliers sold out of a substitute. We have supplies on hand to address an increase number of patients with masks and gowns. We are monitoring availability of supplies from our vendors to bolster our stock further. We are also working with Administration to develop infection control procedures for the upcoming election.

- The McFarland Fire & Rescue Association hosted a certified ice rescue technician course at the end of February. Lieutenant Paul Vind lead the instruction for the course and other staff members assisted him. We had several of our new members attend and in total including other agencies there was about 40 students.
- Our medical direction team has drafted new protocols, and the State has approved them. The protocols went 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.

- **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
- The process of filling our 24 Hour EMT position has been delayed in the background process. We had one individual drop out of the process. We are hoping for a May 4th start. Part of the delay now will be Chief Dennis will be attending the National Fire Academy from April 20th through May 1st.
- We have completed filling our vacant officer positions for the time being. Sam Nepple will be promoted to Captain. We will have two vacant Lieutenant positions and we received limited response from individuals. We will be working to identify ways on engaging staff into the positions.
- We have one of our newest members on medical restrictions due to breaking a finger while training at Madison College. We are hoping the individual will be able to complete their entry-level firefighter training.

- The overtime has dropped off a significant amount. During the last two weeks of February we did have a career staff member on FLMLA for the birth of a child. We were able to maintain staffing easier with the additional 24 hour EMT that was added in January.



<u>Inspection/Prevention Activity</u>	<u>Completed</u>	<u>Year to Date Total</u>
Building Inspections	19	32
Fire Code Violations Identified	12	19
Re-Inspections Completed	2	5
Corrections Noted	7	9
Building Plan Reviews	0	1
Development Reviews	2	3
Acceptance Inspections/Test	1	3
AHA-CPR Classes	2	8
AHA-Attendance	2	85
Public Education	4	4
Public Education Attendance	125	125
Home Prevention Installations	0	2

- We assisted the school district with their annual “Know Your Numbers” event. We provided blood pressure screening to 125 staff members over four days.

- **Apparatus & Equipment**

- We are waiting for a lead-time estimate and engineering drawings for the utility truck.
- The 2005 Pumper (Engine 1) has the driver-side steering gearbox leaking and is being scheduled to be repaired. The large passenger side discharge and pump heater motor was replaced. The electrical control system had a malfunction and it is believed the connections under the cab of the truck had corrosion.
- The 2019 Ambulance was out of service for ten days due to an issue with the hydraulic suspension. The dealer had replaced the control unit for the hydraulic suspension due to an issue with it not having a delay off. A couple days later the unit wouldn't level and kept correcting itself. The hydraulic suspension manufacturer sent a technician from Indiana to replace a wiring harness after the local dealer was unable to locate the issue.
- 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.
- The 2007 Bush Truck had a battery fail and was replaced by the Village Mechanic.

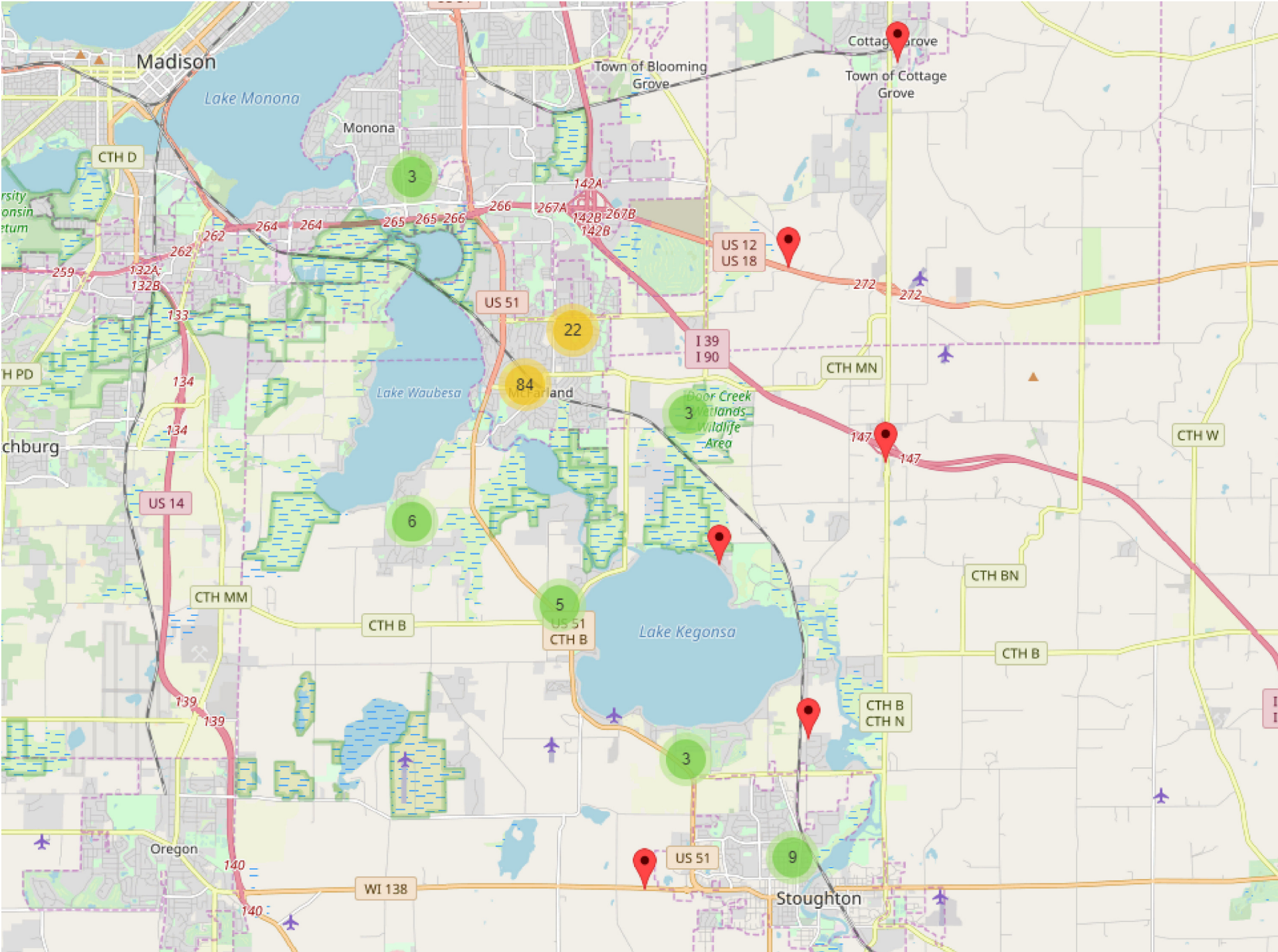
Ambulance Runs By Dispatch Reason

Incident Complaint Reported By Dispatch	02/01 - 02/29/2020		02/01 - 02/28/2019		02/01 - 02/28/2018	
Abdominal Pain/Problems	0	0.00%	2	3.17%	2	2.67%
Allergic Reaction/Stings	0	0.00%	0	0.00%	0	0.00%
Animal Bite	0	0.00%	0	0.00%	0	0.00%
Assault	1	1.45%	0	0.00%	0	0.00%
Back Pain (Non-Traumatic)	0	0.00%	1	1.59%	0	0.00%
Breathing Problem	10	14.49%	2	3.17%	2	2.67%
Burns/Explosion	0	0.00%	0	0.00%	0	0.00%
Carbon Monoxide/Hazmat/Inhalation/CBRN	0	0.00%	2	3.17%	2	2.67%
Cardiac Arrest/Death	1	1.45%	0	0.00%	1	1.33%
Chest Pain (Non-Traumatic)	3	4.35%	6	9.52%	2	2.67%
Choking	1	1.45%	2	3.17%	0	0.00%
Convulsions/Seizure	2	2.90%	0	0.00%	5	6.67%
Diabetic Problem	0	0.00%	2	3.17%	0	0.00%
Electrocution/Lightning	1	1.45%	0	0.00%	0	0.00%
Eye Problem/Injury	0	0.00%	0	0.00%	0	0.00%
Falls	12	17.39%	14	22.22%	13	17.33%
Fire	5	7.25%	2	3.17%	2	2.67%
Headache	0	0.00%	0	0.00%	0	0.00%
Heart Problems/AICD	3	4.35%	1	1.59%	3	4.00%
Heat/Cold Exposure	0	0.00%	0	0.00%	0	0.00%
Hemorrhage/Laceration	3	4.35%	2	3.17%	1	1.33%
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%	0	0.00%	0	0.00%
Overdose/Poisoning/Ingestion	1	1.45%	4	6.35%	2	2.67%
Pregnancy/Childbirth/Miscarriage	0	0.00%	0	0.00%	0	0.00%
Psychiatric Problem/Abnormal Behavior/Suicide Attempt	1	1.45%	0	0.00%	2	2.67%
Sick Person	13	18.84%	9	14.29%	8	10.67%
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	0	0.00%	2	3.17%	1	1.33%
Traffic/Transportation Incident	1	1.45%	10	15.87%	20	26.67%
Transfer/Interfacility/Palliative Care	0	0.00%	0	0.00%	0	0.00%
Traumatic Injury	1	1.45%	0	0.00%	0	0.00%
Unconscious/Fainting/Near-Fainting	10	14.49%	2	3.17%	8	10.67%
Unknown Problem/Person Down	0	0.00%	0	0.00%	1	1.33%
Total	69		63		75	

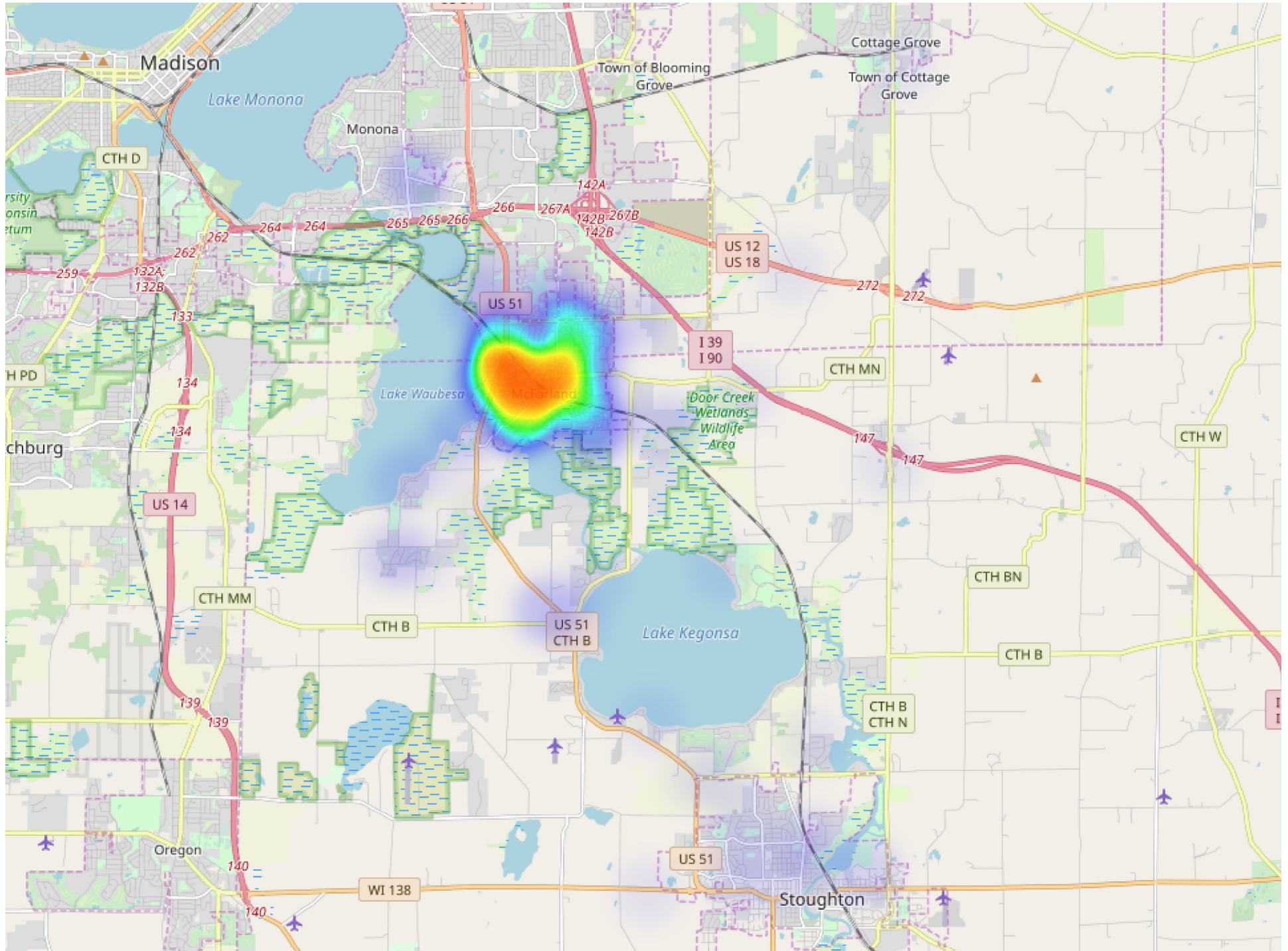
Ambulance Runs By Dispatch Reason

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	4.88%	3	2.40%	3	1.82%
Allergic Reaction/Stings	0	0.00%	0	0.00%	2	1.21%
Animal Bite	0	0.00%	0	0.00%	0	0.00%
Assault	1	0.61%	0	0.00%	0	0.00%
Automated Crash Notification	0	0.00%	1	0.80%	1	0.61%
Back Pain (Non-Traumatic)	0	0.00%	11	8.80%	8	4.85%
Breathing Problem	19	11.59%	0	0.00%	0	0.00%
Burns/Explosion	0	0.00%	2	1.60%	2	1.21%
Carbon Monoxide/Hazmat/Inhalation/CBRN	0	0.00%	0	0.00%	1	0.61%
Cardiac Arrest/Death	2	1.22%	12	9.60%	3	1.82%
Chest Pain (Non-Traumatic)	6	3.66%	2	1.60%	0	0.00%
Choking	1	0.61%	0	0.00%	7	4.24%
Convulsions/Seizure	2	1.22%	3	2.40%	2	1.21%
Diabetic Problem	0	0.00%	0	0.00%	0	0.00%
Drowning/Diving/SCUBA Accident	0	0.00%	0	0.00%	0	0.00%
Electrocution/Lightning	1	0.61%	26	20.80%	34	20.61%
Eye Problem/Injury	0	0.00%	6	4.80%	7	4.24%
Falls	34	20.73%	0	0.00%	0	0.00%
Fire	8	4.88%	1	0.80%	5	3.03%
Headache	0	0.00%	1	0.80%	0	0.00%
Heart Problems/AICD	3	1.83%	3	2.40%	2	1.21%
Heat/Cold Exposure	0	0.00%	0	0.00%	0	0.00%
Hemorrhage/Laceration	5	3.05%		0.00%		0.00%
Industrial Accident/Inaccessible Incident/Other Entrapments (Non-Vehicle)	0	0.00%	0	0.00%	0	0.00%
Medical Alarm	0	0.00%	1	0.80%	1	0.61%
No Other Appropriate Choice	0	0.00%	6	4.80%	3	1.82%
Overdose/Poisoning/Ingestion	4	2.44%	0	0.00%	0	0.00%
Pregnancy/Childbirth/Miscarriage	1	0.61%	0	0.00%	2	1.21%
Psychiatric Problem/Abnormal Behavior/Suicide Attempt	3	1.83%		0.00%		0.00%
Sick Person	30	18.29%	18	14.40%	26	15.76%
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	1.22%	3	2.40%	3	1.82%
Traffic/Transportation Incident	9	5.49%	14	11.20%	32	19.39%
Transfer/Interfacility/Palliative Care	0	0.00%	0	0.00%	0	0.00%
Traumatic Injury	3	1.83%	4	3.20%	0	0.00%
Unconscious/Fainting/Near-Fainting	21	12.80%	8	6.40%	20	12.12%
Unknown Problem/Person Down	0	0.00%	0	1.07%	1	0.35%
Well Person Check	1	0.61%	0	0.00%	0	0.00%
Total	164		125		165	

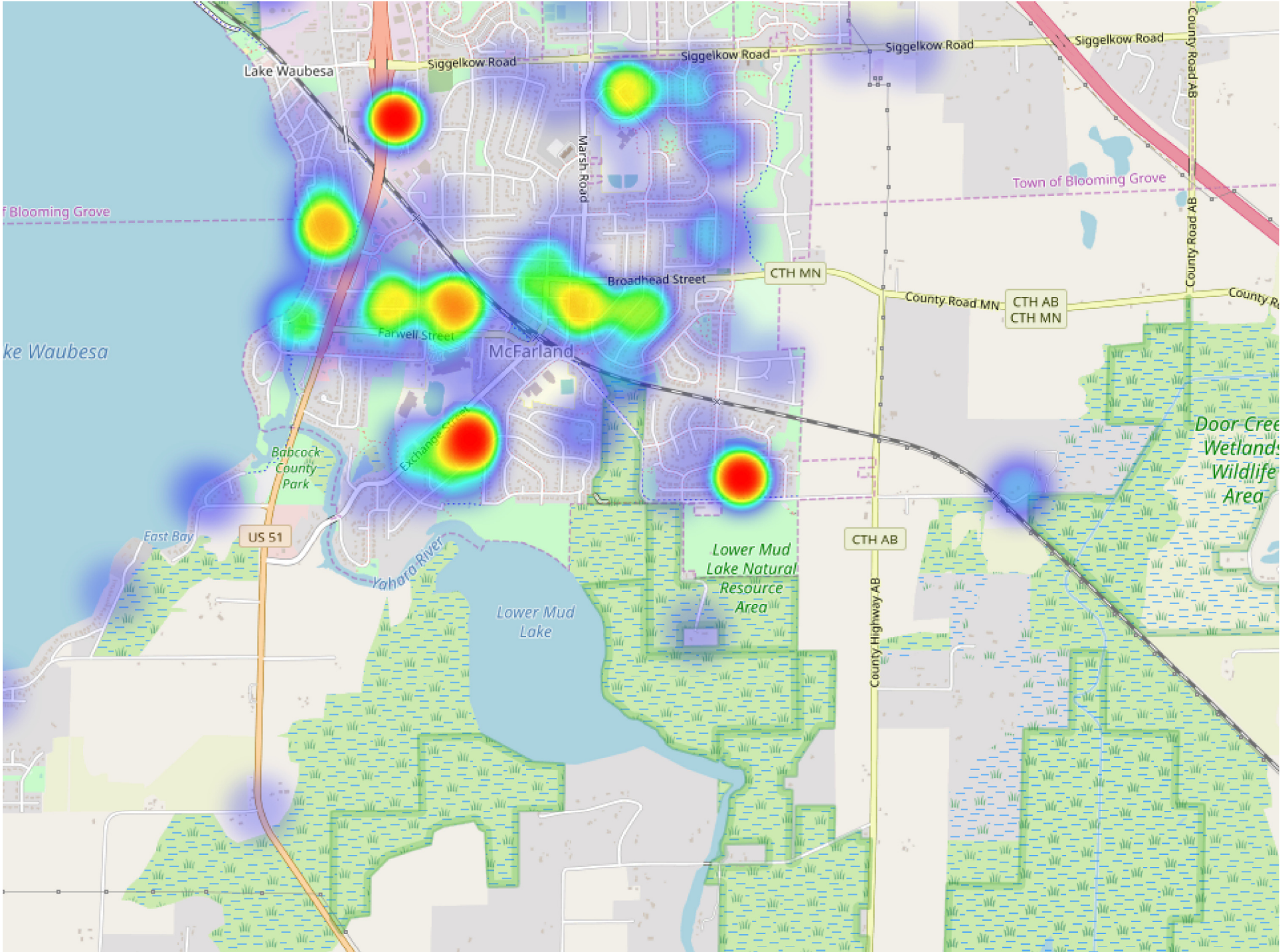
Medical Incidents YTD 2020



Medical Incidents YTD 2020



Medical Incidents YTD 2020



McFarland Fire & Rescue Dept.
Fire Incident Type Period Comparisons
Alarm Date Between {02/01/2020} and {02/29/2020}

Incident Type	02/01/2020 to 02/29/2020	02/01/2019 to 02/28/2019	02/01/2018 to 02/28/2018	02/01/2017 to 02/28/2017
111 Building fire	3	1	2	1
113 Cooking fire, confined to container	0	1	0	1
118 Trash or rubbish fire, contained	0	0	0	1
154 Dumpster or other outside trash receptacle fire	0	1	0	0
311 Medical assist, assist EMS crew	13	15	9	14
322 Motor vehicle accident with injuries	0	5	2	2
324 Motor Vehicle Accident with no injuries	0	0	2	2
412 Gas leak (natural gas or LPG)	0	0	1	0
413 Oil or other combustible liquid spill	0	1	0	0
424 Carbon monoxide incident	0	1	0	0
521 Water evacuation	0	1	0	0
522 Water or steam leak	1	1	1	0
542 Animal rescue	0	0	0	1
553 Public service	0	1	0	0
571 Cover assignment, standby, moveup	0	3	1	0
611 Dispatched & cancelled en route	8	2	3	6
622 No Incident found on arrival at dispatch address	3	1	0	0
651 Smoke scare, odor of smoke	0	0	2	0
700 False alarm or false call, Other	0	0	1	0
731 Sprinkler activation due to malfunction	0	1	0	0
733 Smoke detector activation due to malfunction	0	2	0	0
735 Alarm system sounded due to malfunction	2	0	0	0
736 CO detector activation due to malfunction	0	1	0	0
740 Unintentional transmission of alarm, Other	0	0	1	0
741 Sprinkler activation, no fire - unintentional	0	1	0	0
743 Smoke detector activation, no fire - unintentional	0	1	1	0
745 Alarm system activation, no fire - unintentional	0	1	0	0
746 Carbon monoxide detector activation, no CO	0	1	1	0
Totals	30	42	27	28

McFarland Fire & Rescue Dept.
Fire Incident Type Period Comparisons
Alarm Date Between {01/01/2020} and {02/29/2020}

Incident Type	01/01/2020 to 02/29/2020	01/01/2019 to 02/28/2019	01/01/2018 to 02/28/2018	01/01/2017 to 02/28/2017
111 Building fire	3	5	5	2
113 Cooking fire, confined to container	0	1	0	1
118 Trash or rubbish fire, contained	0	0	0	1
131 Passenger vehicle fire	1	0	0	0
151 Outside rubbish, trash or waste fire	0	1	0	0
154 Dumpster or other outside trash receptacle fire	0	1	0	0
311 Medical assist, assist EMS crew	30	23	17	23
322 Motor vehicle accident with injuries	2	7	5	4
324 Motor Vehicle Accident with no injuries	1	0	4	2
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	1	1
413 Oil or other combustible liquid spill	0	1	0	0
424 Carbon monoxide incident	0	1	0	0
442 Overheated motor	1	0	0	0
463 Vehicle accident, general cleanup	0	1	0	0
521 Water evacuation	0	1	0	0
522 Water or steam leak	1	2	1	1
531 Smoke or odor removal	1	0	0	0
542 Animal rescue	0	0	0	1
553 Public service	1	1	0	0
555 Defective elevator, no occupants	1	0	0	0
571 Cover assignment, standby, moveup	0	4	1	0
611 Dispatched & cancelled en route	11	5	10	13
622 No Incident found on arrival at dispatch address	3	1	0	0
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	2	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
700 False alarm or false call, Other	0	0	1	0
714 Central station, malicious false alarm	0	1	0	0
731 Sprinkler activation due to malfunction	0	2	1	0
733 Smoke detector activation due to malfunction	0	2	0	0
735 Alarm system sounded due to malfunction	2	2	1	1
736 CO detector activation due to malfunction	1	2	0	0
740 Unintentional transmission of alarm, Other	0	0	2	0
741 Sprinkler activation, no fire - unintentional	1	1	0	0
743 Smoke detector activation, no fire - unintentional	0	1	1	2
744 Detector activation, no fire - unintentional	0	0	1	0
745 Alarm system activation, no fire - unintentional	1	1	0	0

McFarland Fire & Rescue Dept.
Fire Incident Type Period Comparisons
Alarm Date Between {01/01/2020} and {02/29/2020}

Incident Type	01/01/2020 to 02/29/2020	01/01/2019 to 02/28/2019	01/01/2018 to 02/28/2018	01/01/2017 to 02/28/2017
746 Carbon monoxide detector activation, no CO	<u>1</u>	<u>2</u>	<u>3</u>	<u>1</u>
Totals	64	75	59	59

MCFARLAND POLICE DEPARTMENT



February 2020 Monthly Report

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FEBRUARY 2020 MONTHLY REPORT

Introductory Information

As observed on the attached Call Summary Report, the McFarland Police Department logged 647 cases in February. This is compared to 698 cases for the same time period in 2019. Cases of interest for the month were: six intoxicated drivers, seven domestic disturbances, three disturbances, five juvenile complaints, thirteen thefts, fourteen traffic accidents, and forty-six Fire/EMS assists. Officers also logged 209 traffic stops/complaints.

Cases of interest

02/07/2020 Officers were made aware there were two subjects, driving around the Village in a vehicle, that were stealing packages from the front porches of homes. Several officers began to look for the vehicle and subjects. Officers began to find empty boxes on several streets throughout the village. It appeared the suspects were taking the contents out of the box and throwing the it onto the street as they drove away from the victim's residence. A total of seven victims were identified in McFarland along with several in the City of Madison. A Madison Police Officer was able to locate the vehicle and the suspects were identified. The case was forwarded to the District Attorney's Office for charging.

02/22/2020 Officers were dispatched to the 5600 block of Peninsula Way for a domestic related disturbance. Officer arrived on scene and learned the male suspect had threatened the female victim with a knife. The male suspect had been arrested for another domestic situation on 12/16/2019 and was currently out on bail for that incident. The male was eventually arrested for domestic related disorderly conduct while armed and felony bail jumping. The suspect was transported to the Dane County Jail.

02/22/2020 Officers were dispatched to the 5200 block of Church Street for a domestic related disturbance. Officer arrived on scene and learned there was a verbal altercation between two adult brothers that turned physical at one point. During the altercation the victim was punched and strangled by the suspect. The altercation led to another victim being punched also. The suspect was arrested for domestic related disorderly conduct, battery, and strangulation. The suspect was transported to the Dane County Jail.

Staffing Report

- Our new Police Clerk III has now joined our staff and is in the training process now.
- We anticipate running one officer short for a short period of time in the near future due to a medical situation.

Equipment Report

- We are still awaiting the delivery of our three squad cars, with no new update available at this time.
- The video surveillance monitors in the dispatch area have been installed. We are awaiting the delivery of HDMI cords so that the squad room monitors can be replaced, and the new ones installed.
- We are taking inventory of our SET team equipment, as it is likely that our SET team will be one of many state-wide that will be called upon to assist with the upcoming Democratic National Convention. We will likely need to purchase a couple of ballistic visors for our team member's existing tactical helmets.

Budget Report

- Nothing to report at this time.

Training Report

- Chief Sherven, Lt. Redman, Sgt. Maurer, and Sgt. Job attended the Wisconsin Chiefs of Police Conference in the Wisconsin Dells.
- Sgt. Maurer and Officer Miller attended an Active Threat Conference in Oshkosh.
- Lt. Redman attended a two-day seminar for Public Safety Building Design and Construction.

Other Information

- In February, I met with practitioners from Healthy Minds, Inc. to discuss staff feedback received regarding to our first wellness check-ins. The intent of the meeting was to discuss ways to finetune the interactions to maximize their benefit to staff.
- We have now completed our soft interview room. A placard has been placed on the wall outside of the room to inform that the room is the result of a partnership between our 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. We are making a second placard to replace the one currently hanging on the hallway wall that more obviously describes what the room is and its purpose. Once received, the one currently in the hallway will be moved inside the room itself.

- Our Ring Neighborhood Program has been beneficial so far, with video being provided by residents on a number of cases.



Incident Analysis Report Summary By Incident Type

McFarland Police Department
Official Case Report
Do Not Re-Release

Print Date/Time: 03/04/2020 13:29
Login ID: mcbgr
Incident Type: All
Call Source: All

From Date: 02/01/2020 00:00
To Date: 02/29/2020 23:59

McFarland Police Department
ORI Number: W0137300

Officer ID: All
Location: All

Incident Type	Number of Incidents
911 Abandoned Call	2
911 Call Playing w/Telephone	1
911 Call Silent	9
911 Call Unintentional	7
911 Disconnect	4
911 Misdialed Call	2
Accident Citizen Report	1
Accident Hit and Run	6
Accident MvDeer	1
Accident Property Damage	8
Adult Arrested Person	2
Alarm	12
Animal Stray	4
Assist Citizen	32
Assist Court	1
Assist EMS/Fire	48
Assist K9	1
Assist Police	25
Battery	1
Check Person	28
Check Property	107
Civil Dispute	1
Damage to Property	3
Disturbance	3
Domestic Disturbance	7
Drug Incident/Investigation	3
Follow-Up	5
Fraud	2
Information	20
Juvenile Arrest	3
Juvenile Complaint	2
Medical Examiner	1
Neighbor Trouble	4
OMV/M Arrest/Intoxicated Driver	5
Parking Complaint On Street	20
Phone	11
PNB/AED Response	1
Property Found	1

Page: 1 of 2



Incident Analysis Report Summary By Incident Type

McFarland Police Department
Official Case Report
Do Not Re-Release

Print Date/Time: 03/04/2020 13:29

Login ID: mcbgr

Incident Type: All

Call Source: All

From Date: 02/01/2020 00:00

To Date: 02/29/2020 23:59

Officer ID:

All

Location:

All

McFarland Police Department

ORI Number: WM0137300

Incident Type	Number of Incidents
Repo	1
Road Rage	1
Safety Hazard	7
Serving Legal Papers	1
Sexual Assault	1
Special Event	3
Suspicious Person	5
Suspicious Vehicle	8
Theft	11
Theft from Auto	1
Theft Retail	1
Threats Complaint	3
Traffic Arrest	1
Traffic Complaint/Investigation	23
Traffic Incident	1
Traffic Stop	184
Unknown	1
Weapons Offense	2
Total:	647



PUBLIC SAFETY COMMITTEE SUMMARY SHEET

MEETING DATE: Wednesday, March 11, 2020

SECTION: Business

DEPARTMENT: Administration

CONTACT: Craig Sherven, Police Chief

AGENDA ITEM: Conduct hearing on the recommendation from Chief Sherven to deny the issuance of an operator's license for Aaron Nash for the period ending June 30, 2020.

PREVIOUS ACTION:

ISSUE SUMMARY:

Chief Sherven has reviewed the operator's license application from Aaron Nash and based on the Village's Operator License Approval policy has recommended denial. Attached is Chief Sherven's letter outlining his reasoning for recommending denial. Pursuant to Village policy, the application has been referred to the Public Safety Committee for further review and a recommendation to the Village Board. This item is to conduct a hearing on the issuance of the license. Once the hearing is concluded the Public Safety Committee will move on to the next agenda item to make their official recommendation to the Village Board.

FINANCIAL/BUDGET IMPACT:

N/A

VILLAGE PLAN REFERENCE:

Village Operator's License Review Policy

ORDINANCE REFERENCE:

Village Ordinance 11-74

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Chief Sherven has recommended denial of the operator's license for Aaron Nash.

ATTACHMENTS:

1. Exhibit A
2. Exhibit B
3. Exhibit C
4. Operator License policy Version - UPDATE - 7-23-18



**Operator's License**

To Serve Fermented Malt Beverages and Intoxicating Liquors

License Type:

- ☒ - New
☐ - Renewal

Fees:

- ☐ - 1 year License - \$35
☒ - 1 year License + Provisional - \$50
☐ - Duplicate License - \$5/each – Number Requested: _____
☐ - Duplicate Provisional License - \$5/each – Number Requested: _____

This application must be completed in its entirety or it will be rejected as incomplete. This application will also be rejected for any omissions. The fee is not refundable should this application be rejected or denied. For rejected applications should the applicant wish to reapply, the applicant will be required to complete a new application at an additional fee of \$35.00.

The Village of McFarland Operator License Approval Policy can be found on the Village website at <https://www.mcfarland.wi.us/licensepermits> under Alcohol Beverage Licenses for Operators.

Applicant InformationPlace of Employment: *Spartan Bowl*Last Name: *Nash*First Name: *Aaron*Middle Initial: *T*

Home Address:

City, State and Zip Code:

Date of Birth:

Social Security Number:

Wisconsin Driver License/ID:

E-mail address:

Home/Cell Phone Number:

Work Phone Number:

Notification

Provide the e-mail address we should use for notification when the license(s) is ready:

Prior Residences

Within the past five years, have you lived at any address other than the one listed above?

☒ yes ☐ no

If yes, please list all additional addresses. Attach additional pages, if necessary

Address, including City and State

Dates

Questionnaire	Additional Information
1. Have you completed a WI-approved Responsible Beverage Server Course? ☒ - Yes ☐ - No	If yes, when and where: <i>Online 2015</i>
2. Have you held an Operator's License within the last 2 years? ☒ - Yes ☐ - No	If yes, when and where: <i>Current, Stoughton</i>
3. Have you ever had a license to serve alcohol beverages suspended or revoked, or surrendered the license in lieu of suspension or revocation? ☐ - Yes ☒ - No	If yes, when and where:
4. Have you ever been convicted of a felony substantially related* to the licensed activity? ☐ - Yes ☒ - No	If yes, please complete Appendix A
5. Have you been arrested for and/or convicted of violating any law or ordinance in the last 10 years substantially related* to the license activity? ☒ - Yes ☒ - No	If yes, please complete Appendix A <i>OWI - 2017</i> <i>Sting operation - 2018?</i>
6. Do you have any pending charges, including criminal and ordinance violations substantially related* to the license activity? ☐ - Yes ☒ - No	If yes, please complete Appendix A

*Examples of "substantially related" might include, but are not limited to: underage drinking, OWI/DUI, selling to a minor, overserving, etc.

Required Documentation
If the application is a renewal application, no additional documentation is required.
If the application is a new application, one of the following must be provided: ☒ - A copy of the certificate indicating completion of a Wisconsin-approved Responsible Beverage Server Course, valid within the two years prior to the date of this application OR ☒ - A copy of an Operator's license from a Wisconsin municipality, valid within the two years prior to the date of this application

Certification	
I hereby apply for a license to serve Fermented Malt Beverages and Intoxicating Liquors, subject to the limitations imposed by Chapter 125 of the Wisconsin Statutes, Chapter 11 of the McFarland Municipal Code and all acts amendatory thereof and supplementary thereto, and hereby agree to comply with all laws, resolutions, ordinances and regulations Federal, State or Local, affecting the sale of such beverages and liquors if a license is granted to me.	
I certify that I am the applicant in the foregoing application and any attachments thereto, that I have read and made complete answers to each question, and that my answers in each instance are true and correct.	
Signature of Applicant: <i>[Signature]</i>	Date: <i>1-27-2020</i>

FOR OFFICE USE ONLY	
RECOMMENDATION FROM MCFARLAND POLICE DEPARTMENT ☐ - Approved ☒ - Denied ☐ - Rejected – Incomplete Application	
Signature of Police Chief: <i>[Signature]</i>	Date: <i>02-14-20</i>



Operator's License – Appendix A

Arrest and Conviction Record

Appendix A only needs to be completed if an applicant answered "Yes" to questions 4, 5, and/or 6 on the Operator's License Application.

Any omissions from this Appendix will result in the rejection of the Operator's License Application. The fee is not refundable should this application be rejected. For rejected applications should the applicant wish to reapply, the applicant will be required to complete a new application at an additional fee of \$35.00.

The following websites, provided as a courtesy, may provide information on your records:

<https://recordcheck.doj.wi.gov/> <https://wcca.wicourts.gov/> <https://www.dmv.us.org>

Date of Arrest	Date of Conviction	Specific Offense	Name and Location of Court	Describe the nature and circumstances of the offense	Were you consuming alcohol or drugs at the time of the incident?	Did the incident occur in or around a facility that serves alcohol?	Were alcohol or drugs involved in the incident in any way?
5/3/17	5/3/17	OWI	Rock Janesville WI	1st offence OWI	☒ - Yes ☐ - No	☐ - Yes ☒ - No	☒ - Yes ☐ - No
8/19?	8/19?	underage serving	Stoughton Stoughton WI	Bar checks, underage serving unclear of date	☐ - Yes ☒ - No	☒ - Yes ☐ - No	☒ - Yes ☐ - No
					☐ - Yes ☐ - No	☐ - Yes ☐ - No	☐ - Yes ☐ - No
					☐ - Yes ☐ - No	☐ - Yes ☐ - No	☐ - Yes ☐ - No
					☐ - Yes ☐ - No	☐ - Yes ☐ - No	☐ - Yes ☐ - No
					☐ - Yes ☐ - No	☐ - Yes ☐ - No	☐ - Yes ☐ - No
					☐ - Yes ☐ - No	☐ - Yes ☐ - No	☐ - Yes ☐ - No
					☐ - Yes ☐ - No	☐ - Yes ☐ - No	☐ - Yes ☐ - No

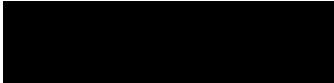
You may submit evidence of rehabilitation and fitness to perform the licensed activity.



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

February 19, 2020

Aaron Nash



Dear Mr. Nash,

Your application for an alcohol operator's license for the period through June 30, 2020 was received. A review of your application criminal history, and arrest records, as maintained by the State of Wisconsin, has resulted in a recommendation from Police Chief Craig Sherven for denial pursuant to the Village's operator license approval policy. Attached is a copy of Chief Sherven's memo to the Public Safety Committee.

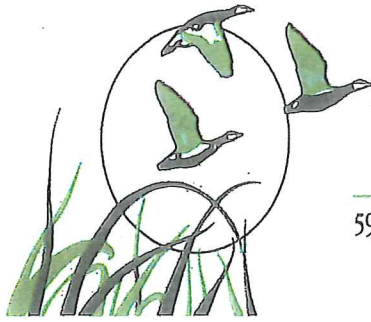
You have 30 days from receipt of this letter to exercise your right to request a hearing before the Public Safety Committee to discuss the matter. If a hearing is requested, the Public Safety Committee will review your record, along with the recommendation from Chief Sherven and you will have the opportunity to provide the Committee with substantial evidence in the form of credible documentation of rehabilitation. Attached is section 5 of the operator's license approval policy which outlines the process and acceptable forms of credible documentation. Please be advised the hearing will be held as part of a public meeting.

Please contact me directly at 608-838-3153 or via email at cassandra.suettinger@mcfarland.wi.us to request a hearing before the Public Safety Committee.

Sincerely,

A handwritten signature in black ink, appearing to read 'CS' followed by a stylized flourish.

Cassandra Suettinger
Clerk/Treasurer



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 14, 2020

TO: Public Safety Committee

FROM: Craig J. Sherven, Chief of Police

REFERENCE: Alcohol Operators License for Aaron Nash

On this date I reviewed a new application for an Alcohol Operator's License submitted by the above applicant. Having completed my review of his application, my recommendation is that of denial.

I base my decision on the following section of Village Ordinance and the McFarland Alcohol Licensure Policy:

1. Village Ordinance 11-74 (c) (3), Guideline 3 (a) and (b), which state, in part:

An application may be denied based upon the applicant's arrest and conviction record if the applicant has been convicted of a felony (unless duly pardoned) or if the applicant has habitually been a law offender.

Provided the circumstances substantially relate to the circumstances of the job, any person who has been convicted of or has a current charge pending, for two (2) or more offenses, arising out of separate incidents, within the last five (5) years immediately preceding the license application in the following subcategories does not qualify for an operator's license:

(a) Alcohol beverage offenses (under Wis. Stat. Ch. 125 or McFarland Ordinance Ch. 11 - excluding administrative violations such as "failure to post license under glass").

(b) Operating a motor vehicle with a prohibited alcohol concentration (PAC) in excess of .08% by weight.

Mr. Nash's pertinent records show:

- a conviction for Operating with a Prohibited Alcohol Concentration on June 17, 2017.
- A conviction for serving alcohol to minors in August of 2019.

Both convictions are substantially related to the licensed activity and are within the five-year period preceding the date of application. Thus, Pursuant to Village Ordinance Mr. Nash is disqualified under this section as a habitual law offender.

The ability to use sound judgement in the personal use of alcohol, as well as the service of alcohol to others, are critical skills for an individual entrusted with the responsibility of serving and overseeing the service of alcohol. Convictions and charges of these types bring the applicant's ability to exercise those skills into serious question, and thus are substantially related to the licensed activity.

Respectfully,

Craig J. Sherven

Craig J. Sherven
Chief of Police

Operator License Approval Policy – Approved 07/23/18

SECTION 1: Policy Purpose

In order to provide for an effective and consistent system of alcohol licensing that protects the public safety and is applied in a uniform and equitable manner, the Village Board has adopted the following written policy to govern the granting of operators' licenses pursuant to Chapter 125 of the Wisconsin Statutes, and Chapter 11, Article II of the Village ordinances.

SECTION 2: Acknowledgment of Duties.

The Village of McFarland acknowledges and recognizes the responsibility operators have to keep the public safe in their duties. An operator's license will enable operators to sell beer or liquor on a Class A premise (alcohol is carried off the premise. Examples include: a gas station, liquor store, or grocery store.) or a Class B premise (alcohol consumed on the property such as a tavern or bar). A liquor license holder, an agent, or a licensed operator must be on the premises at all times the business is open and alcohol is being sold. The licensed operator is in charge of the premise, and has certain responsibilities that include, but are not limited to:

- A. Preventing the sale of alcohol to minors. The legal drinking age is 21, and sales of alcohol to underage patrons is prohibited.
- B. Prohibiting the service or sale of alcohol to a person who is intoxicated. Operator's are legally entitled, and required, to refuse to serve any person whom they feel has had too much to drink.
- C. Ensuring open intoxicants do not leave the property.
- D. Class "B" premises must be closed between 2:00 am and 6:00 am Mon-Friday, and 2:30 am and 6:00 am Sat. & Sun (there are no closing hours on January 1). Everyone except employees on duty must be out of the store or bar by closing time. Private parties, friends or spouses are not allowed to stay on the premises while staff completes cleaning duties.
- E. Class "A" premises may not sell fermented malt beverages and intoxicating liquors between the hours of 9:00 p.m. and 6:00 a.m.

SECTION 3: Process.

- A. The Clerk's office shall take the application and fee. The office shall do an initial review of the application to ensure the application is complete pursuant to the requirements in 11-71(1)-(12) of the Village Code of ordinances. A notary is available in the Village's administration office if required. The fee collected is non-refundable. Incomplete applications will not be accepted.
- B. The Police Department will conduct a records check, including criminal and traffic, of all applicants for operators' licenses. If necessary, the records check may include an interview with the applicant or contact with other jurisdictions or third parties to verify or investigate information obtained in the records check. Applications with missing information or incomplete information regarding arrests or convictions shall be rejected. Rejected applications shall be re-assessed the application fee.

- C. The Chief of Police, or the Police Chief's designee, shall provide a recommendation for approval or denial using the criteria listed in section 4.
- D. All recommendations for approval will be placed on the next available Village Board meeting for approval. Licenses will be available for pickup by noon the day following Village Board approval.
- E. All recommendations for denial will be referred to the Public Safety Committee. The Clerk shall forward the license application and any related materials to the Committee. The Clerk shall provide notice to the applicant in writing that he or she should appear before the Committee for individual review of the application. The Public Safety Committee shall provide a review of the application as listed in Section 5.
- F. The committee shall, after interview of the applicant, make a recommendation to either grant or deny an operator's license to the Village Board.
- G. The Village Board shall review the application and recommendation from the Public Safety Committee and make a final determination of granting or denying the license.
- H. If the application is denied by the Village Board, the Village Clerk shall, in writing, inform the applicant of the denial, the reasons therefore, and provide an opportunity for the applicant to request a reconsideration of the application by the Village Board.
- I. If the application is denied again, the Village Clerk shall notify the applicant in writing of the reasons therefor. An applicant who is denied any license may apply to the Circuit Court pursuant to WI Statutes 125.12(2)(D).

SECTION 4: Criteria for Denial

The Chief of Police, or designee, shall provide a review of the criminal history of the applicant, and refer any of the following to the Public Safety Committee for further review and possible recommendation for denial. Due to the discretionary nature of the alcohol beverage license process, it is not possible to state every circumstance that may result in denial of a license application and what circumstances will result in approval of a license application. However, it is possible to enumerate what the PSC will consider in making its recommendation and what circumstances are more likely to result in a denial of a license application. It is also important to note denying an operator's license does not prohibit the employee from serving/selling alcohol; however, it does require that they serve/sell with a licensed operator on the premise.

Guideline 1: 11-74 (c) (1): Arrest and conviction record of the applicant, subject to the limitations imposed by Wis. Stats. §§ 111.321, 111.322, and 111.335, and Wis. Stats. § 125.12(1)(b).

- a) Convictions of two or more misdemeanor crimes in a five year period preceding the date of application.

- b) Conviction of one misdemeanor crime in combination with four ordinance violations egregious traffic violations of public safety concern in the five year period preceding the date of application.

Guideline 2: 11-74 (c) (2): If a licensee is convicted of an offense substantially related to the licensed activity.

Provided the circumstances of the offense substantially relate to the circumstances of the job or licensed activity, any person who has been convicted of or has a current charge pending, for (1) or more offenses within the last five (5) years or for two (2) or more offenses, arising out of separate incidents, within the last ten (10) years in the following subcategories, does not qualify for an operator's license:

- (a) Violent crimes against the person of another, including but not limited to battery, disorderly conduct, sexual assault, injury by negligent use of a vehicle, intimidation of victim or witness.
- (b) Crimes involving cooperation (or lack thereof) with law enforcement officials, including but not limited to, resisting or obstructing a police officer, bribery of public officers/employees, eluding police, bail jumping, hit and run, perjury, or acts/threats of terrorism.
- (c) Manufacturing, distributing, delivering a controlled substance or a controlled substance analog; maintaining a drug trafficking place; possessing with intent to manufacture, distribute, or deliver a controlled substance or a controlled substance analog. Sec. 111.335(1)(cs), Wis. Stats.

Guideline 3: 11-74 (c) (3): An application may be denied based upon the applicant's arrest and conviction record if the applicant has been convicted of a felony (unless duly pardoned) or if the applicant has habitually been a law offender.

Provided the circumstances substantially relate to the circumstances of the job, any person who has been convicted of or has a current charge pending, for two (2) or more offenses, arising out of separate incidents, within the last five (5) years immediately preceding the license application in the following subcategories does not qualify for an operator's license:

- (a) Alcohol beverage offenses (under Wis. Stat. Ch. 125 or McFarland Ordinance Ch. 11 - excluding administrative violations such as "failure to post license under glass").
- (b) Operating a motor vehicle with a prohibited alcohol concentration (PAC) in excess of .08% by weight.
- (c) Open intoxicants in public places or in a motor vehicle.

- (d) Possessing a controlled substance, controlled substance analog without a valid prescription, or possessing drug paraphernalia.
- (e) Operating a motor vehicle while under the influence of intoxicants or drugs.
- (f) Disorderly conduct, criminal damage to property, solicitation of prostitution or other prostitution related offenses, wherein the offense involves an incident at a place that is, or should have been licensed under Wis. Stat. Ch. 125.

Additionally, because a license is a privilege, the issuance of which is a right granted solely to the Village Board, the Village Board reserves the right to consider the severity, and facts and circumstances of the offense when making the determination to grant, deny or not renew a license. Further, the Village Board, at its discretion, may, based upon an arrest or conviction record of two or more offenses that are substantially related to the licensed activity within the five years immediately preceding, act to suspend such license for a period of one year or more.

Section 5: Public Safety Committee Review of Applications.

The Public Safety Committee shall be responsible for conducting further review of operator's license applications that have criteria from Section 4 as recommended for denial. The committee shall be expected to thoroughly and conscientiously review license applications and consistently apply pertinent laws and ordinances.

The Public Safety Committee may recommend approval of an operator's license application if the applicant presents the PSC with substantial evidence in the form of credible documentation of rehabilitation. Such evidence could include letters of recommendation from Alcohol and Other Drug ("AODA") counselors, probation agents, or other relevant service providers, other professional counselors, certificates and/or letters confirming satisfactory completion of an AODA or other relevant counseling program. Any such letters shall be on the letterhead of the agency offering the recommendation in order for the letter to be considered credible evidence of rehabilitation.

Pursuant to Wis. Stats. § 111.335(4)(d), competent evidence of rehabilitation and fitness to perform the licensed activity may be established by production of any of the following:

- (a) The individual's most recent certified copy of a federal department of defense form DD-214 showing the person's honorable discharge, or separation under honorable conditions, from the U.S. armed forces for military service rendered following conviction for any offense that would otherwise disqualify the individual from the license sought, except that the discharge form is not competent evidence of sufficient rehabilitation and fitness to perform the licensed activity if the individual was convicted of any misdemeanor or felony subsequent to the date of the honorable discharge or separation from military service.
- (b) A copy of the local, state, or federal release document; and either a copy of the relevant department of corrections document showing completion of probation, extended supervision, or parole; or other evidence that at least one year has elapsed since release

from any local, state, or federal correctional institution without subsequent conviction of a crime along with evidence showing compliance with all terms and conditions of probation, extended supervision, or parole.

In addition to the documentary evidence that may be provided above to show sufficient rehabilitation and fitness to perform the licensed activity, the Committee shall consider any of the following evidence presented by the applicant:

- (a) Evidence of the nature and seriousness of any offense of which he or she was convicted.
- (b) Evidence of all circumstances relative to the offense, including mitigating circumstances or social conditions surrounding the commission of the offense.
- (c) The age of the individual at the time the offense was committed.
- (d) The length of time that has elapsed since the offense was committed.
- (e) Letters of reference by persons who have been in contact with the individual since the applicant's release from any local, state, or federal correctional institution.
- (f) All other relevant evidence of rehabilitation and present fitness presented.

The Committee shall decide how much weight and credibility to assign to any evidence of rehabilitation, including but not limited to, whether a record is certified, whether evidence has been corroborated or verified, documentary proof of completion of any counseling or other relevant treatment, and the credibility of statements by the applicant or any witness. In determining the credibility of any statement made by the applicant or any witness, the Committee should consider, among other things, the reasonableness of the statement, possible motives for providing false statements or withholding information, the applicant or witness's conduct and demeanor, the clearness or lack of clearness of the statement, and the cooperation of the applicant or witness in answering any questions posed by the Committee or Village Staff.

For license renewals, a previous determination by the Committee that an applicant has been rehabilitated from certain offenses carries forward; however, these offenses may be re-considered if the applicant has also committed a new offense substantially related to the licensed activity during the current license period.

The Committee shall state reasons for approval or denial for the record.

Possible outcomes include but are not limited to:

1. Recommend approval of the license based on the applicant providing credible evidence of rehabilitation
2. Recommend conditional approval of the license based on the applicant providing substantial, credible evidence of rehabilitation with the following conditions:

- a. There be no more subsequent substantially related offenses for the remainder of the licensing period.
 - b. The applicant be required to pay \$15 dollars, to submit to quarterly background checks to ensure compliance.
3. Recommend application be tabled for a period of XX days. Committee will re-review application at that time. Applicant should be prepared to provide substantial evidence of rehabilitation.
4. Recommend application be denied based on violation of guideline (insert relevant guideline and corresponding ordinance reference).
5. If the applicant fails to appear: recommend the application be placed on file without prejudice (meaning the application can be brought back at any time before the expiration of the license period)



PUBLIC SAFETY COMMITTEE SUMMARY SHEET

MEETING DATE: Wednesday, March 11, 2020

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer

AGENDA ITEM: Discussion and recommendation on the operator's license for Aaron Nash for the period ending June 30, 2020.

PREVIOUS ACTION:

ISSUE SUMMARY:

This item is the second part of the license hearing process. After conducting the hearing on the recommendation for denial of the license, the Public Safety Committee will make an official recommendation to the Village Board on an operator's license for Aaron Nash.

Pursuant to section 5 of the Village Operator's License approval policy the Committee may only recommend approval of an operator's license application if the applicant presents the PSC with substantial evidence in the form of credible documentation of rehabilitation. The committee shall state reasons for approval or denial for the record.

FINANCIAL/BUDGET IMPACT:

N/A

VILLAGE PLAN REFERENCE:

Village Operator's License Review Policy

ORDINANCE REFERENCE:

11-74

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Public Safety Committee will make a recommendation to Village Board based on the hearing held in the previous item.

ATTACHMENTS:

None





PUBLIC SAFETY COMMITTEE SUMMARY SHEET

MEETING DATE: Wednesday, March 11, 2020

SECTION: Business

DEPARTMENT: Administration

CONTACT: Craig Sherven, Police Chief, Chris Dennis, Fire/Rescue Chief, Jim Hessling, Public Works Director, Cassandra Suettinger, Village Clerk/Treasurer

AGENDA ITEM: Discussion and recommendation on an Event Permit for Dan Chin Homes to hold the Community Easter Egg Hunt on April 11, 2020 in Arnold Larson Park.

PREVIOUS ACTION:

ISSUE SUMMARY:

See attached letters of recommendation and approval from Police Chief Sherven, Fire/EMS Chief Chris Dennis and Public Works Director Jim Hessling.

FINANCIAL/BUDGET IMPACT:

Permitting Revenue.

VILLAGE PLAN REFERENCE:

N/A.

ORDINANCE REFERENCE:

Chapter 36 of the Village Code of Ordinances regarding events requiring a permit.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Staff recommends approval of the event permit for Dan Chin homes to hold the Community Easter Egg Hunt with the conditions outlined in Police Chief Sherven's letter dated February 28, 2020.

ATTACHMENTS:

1. Event Permit Application
2. Police Recommendation
3. Fire/Rescue Recommendation
4. 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: Meg E Chin	Phone: 6084440310
Address: 5920 Exchange St., McFarland	
Email Address: meg@danchinhomes.com	

Agency/Organization Information – (If applicable)	
Name: Dan Chin Homes	Phone: 608-620-4177
Address: 5920 Exchange St. #1, McFarland, WI	
Email Address: meg@danchinhomes.com	

Event Information	
Name of Event: Community Easter Egg Hunt	Type of Event easter egg hunt
Location of Event: Arnold Larson Park	
Event Date(s): 4/11/20	Event Time(s): 11:00 a.m.
Total number of anticipated attendees: 500	Total Number of attendees anticipated being at the event at one time: 500
Set up Start Time: 9am	Tear Down End Time: 1pm

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>Arnold Larson 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>last 4 years</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:
flexible, located very close to you!

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.

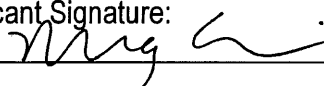
Identify Event coordinators (identify 1 for every 50 expected attendees) – attach additional sheets if necessary.

Name	Location at Event (Ex: Race Start, supply tent)	Time On-site (ex: 10 a.m. to 2 p.m.)	Cell Phone
Meg Chin	around gazebo	9am-2pm	608-444-0310
Shaun O'Hearn	MHC, gazebo	9am-2pm	608-217-6356
Dan Chin	around gazebo	9am-2pm	608-438-2600
Whole Dan Chin Homes Team will be there			

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:



Date: **2/19/20**

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: **2/19/20**

FOR VILLAGE USE ONLY

☐ - Approved ☐ - Denied Police Chief: _____ Date: _____

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.

Detailed Event Schedule

- 9am - arrive to set up - place eggs around the lawn at Arnold Larson Park
- 11am - Easter Egg Hunt kicks off
- 11:02am (haha) - it's usually done quickly, and people usually spend time in the park talking with one another

Site Map:

- I don't have a picture, but we essentially put eggs all throughout the lawn at the park. We have a section west of the gazebo that is for kids under 4.
- At the gazebo, we have drinks set up to give away - juice boxes, water, mimosas for adults
- We have speakers to play kids' music/easter music and for Dan to announce the beginning of the event
- We have an Easter Bunny there for people to take pictures with



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 28, 2020

TO: McFarland Village Board / Public Safety Committee

FROM: Craig J. Sherven, Chief of Police

REFERENCE: Recommendation of Approval, Community Easter Egg Hunt

I have reviewed the Special Event Permit Application submitted for the Community Easter Egg Hunt Event to be held on April 11th, 2020 from 11:00 am to 1:00 pm at Arnold Larson Park. The organizers expect roughly 500 participants.

Note that alcohol will be served, but not sold. The organizers are also requesting an ordinance variance allowing for minors to be present where alcohol is distributed/consumed. I recommend the following requirements be placed on the applicant(s):

- Organizers will provide 1 staff member per 50 anticipated attendees, devoted to the function of assisting and directing attendees as needed.
- Each staff member will wear a brightly colored shirt, coat or vest that clearly identifies them as event staff.
- Organizers will be cognizant of the anticipated weather forecast and have a plan in place to communicate with and evacuate and/or shelter attendees in the event of severe weather.
- Organizers will dedicate, in addition to the aforementioned requirements, sufficient staff members so as to prohibit the distribution of alcohol to minors.
- Organizers agree to card (to verify age) anyone that appears to be under or close to the legal age to consume alcohol.

Respectfully,

[Craig J. Sherven](#)

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

March 2, 2020

Re: Event Permit Review – Community Easter Egg Hunt

I have reviewed the submitted event application by Meg E. Chin, Dan Chin Homes for the Community Easter Egg Hunt Event to occur on April 11, 2020 located at Arnold Larson Park in the Village.

The application is substantially complete and complies with the EMS and fire requirements. The event has been held previously without significant concerns occurring. The organizers is not stating any changes in the event from previous events.

I recommend approval of the permit.

Sincerely,

A handwritten signature in black ink that reads "Christopher C. Dennis".

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



www.mcfarland.wi.us | 5115 Terminal Drive, McFarland, WI 53558 |
608.838.7287

March 2, 2020

RE: Community Easter Egg Hunt

The Public Works Department does not have any conditions or issues with the upcoming event 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 positioned above the printed name.

Jim Hessling
Director of Public Works