

**POLICE & FIRE
COMMISSION**

**Wednesday, October 28,
2020**

5:30 PM

McFarland Municipal Center
Community Room

AGENDA

You are invited to this meeting through a Zoom webinar. The Public is strongly encouraged to watch and participate in these meetings remotely through either the webinar or telephone options listed below.

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/81392600614>

Or by Telephone: +1 (312) 626-6799

Webinar ID: 813 9260 0614

1. CALL TO ORDER, ROLL CALL.
2. PUBLIC APPEARANCES.
 - a. This is an opportunity for members of the public to address the Village Board. Please remember this is a virtual meeting conducted through the Zoom online meeting platform. Zoom meeting attendees wishing to address the board may do so using the Question and Answer feature within the Zoom online meeting platform. You may state your name, address, and provide your comments to the board for their consideration. Members of the public who are present in person and wish to address the board should fill out a public comment form and turn into the meeting chairperson. Members of the public may speak during public appearances or during their selected agenda item as they designate on the public comment form. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to cassandra.suettinger@mcfarland.wi.us to be included as part of the meeting.
3. APPROVAL OF MINUTES.
 - a. Discussion and action regarding minutes of the meeting held March 16, 2020.
4. BUSINESS.
 - a. Police Department Updates.
 - 1) Announcement regarding the retirement of the Police Chief.
 - b. Fire and Rescue Department Updates.
 - 1) Discussion and action of completion of probationary appointments:

24-Hour EMT Amie Brown

24-Hour EMT Margit Frisch

- c. Discussion and action to make a recommendation to the Village Board regarding the issuance of a Request for Proposal to contract for recruitment services for the position of Police Chief.
 - d. Discussion and action to convene into Closed Session in accordance with Wis. Stats. 19.85(1)(c) to consider employment, promotion, compensation, or performance evaluation data on any public employee over which the governmental body has jurisdiction or exercises responsibility, more specifically to consider appointment of Interim Police Chief position.
 - e. Discussion and action to reconvene into Open Session from Closed Session.
5. SCHEDULE NEXT MEETING DATE.
- a. To be determined.
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
Police & Fire Commission Minutes

Monday, March 16, 2020 - 3:00 PM

1. CALL TO ORDER, ROLL CALL.

President Stransky called the meeting of the Police and Fire Commission to order at 3:00 PM in Conference Room A of the McFarland Municipal Center.

Members present: President John Stransky; Members Vincent Wager, Gerald Mullen, and Jim McKay.

Members not present: Member Kathy Krusiec.

Staff Present: Village Administrator Matt Schuenke and Attorney Kyle Gulya.

Others Present: Lieutenant Brian Redman.

2. PUBLIC APPEARANCES.

None.

3. APPROVAL OF MINUTES.

- a. Discussion and action regarding the minutes of the meeting held on February 18, 2020.*

Following discussion, a motion was made by Mullen, seconded by Wagner, and unanimously carried by the Police and Fire Commission to approve the minutes of the meeting held on February 18, 2020 with the changes noted. Motion carried 4 - 0.

4. BUSINESS.

- a. In re Charges Against Lieutenant Brian Redman by Mr. Cory McDonnell. Discussion and action to consider a Motion to Dismiss Case #2020-1 (02102020) as filed by Lieutenant Brian Redman and responses of the parties.*

No discussion and/or action on this item was taken.

- b. In re Charges Against Lieutenant Brian Redman by Mr. Cory McDonnell. Discussion and action to determine jurisdiction over the Charges in Case #2020-01 (02102020) filed pursuant to Section 12.03, subject to further argument by the parties during the pre-hearing process.

The Police and Fire Commission was agreeable to addressing this item first under business. Attorney Gulya stated that he received a request from Mr. McDonnell to withdraw the charges he filed against Lieutenant Redman. He further stated that the charging party (Mr. McDonnell) cannot withdraw charges unilaterally and that the Commission would need to decide what to do with his request. Lieutenant Redman did not object to the withdrawal of the charges. Following discussion, a motion was made by McKay, seconded by Wagner, and unanimously carried by the Police and Fire Commission to approve the March 16, 2020 request from Mr. Cory McDonnell to withdraw the charges without prejudice and hereby incorporate said request into this minutes as attached. Motion carried 4 - 0. Charges are withdrawn and matter is closed.

5. CLOSED SESSION.

- a. Discussion and action in order to convene into Closed Session in accordance with Wis. Stats. 19.85(1)(a), (c), (g) for deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body, considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; and to confer with legal counsel for the government body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, specifically regarding Charges filed against Lieutenant Brian Redman by Mr. Cory McDonnell and the Motion to Dismiss and any jurisdictional issues.

No discussion and/or action on this item was taken.

- b. Discussion and action to reconvene into Open Session. The Commission may take action on the Motion to Dismiss and on any jurisdictional issues.

No discussion and/or action on this item was taken.

6. SCHEDULE NEXT MEETING DATE.

- a. Hearing - Monday, April 20, 2020 at 1 pm (as needed)

Previously scheduled hearing is cancelled as a result of the withdrawn charges. Next meeting will be called by the President as needed.

7. ADJOURNMENT.

A motion was made by McKay, seconded by Mullen, and unanimously carried by the Police and Fire Commission to adjourn the meeting at 3:12 pm. Motion carried 4 - 0.

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,
Matthew G. Schuenke
Village Administrator



McFarland Fire & Rescue Department

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

(608) 838-3278 • Fax: (608) 838-3619

Emergency: 911

October 23, 2020

President John Stransky
McFarland Police and Fire Commission
Village of McFarland

RE: Probationary appointment completion of EMT Brown and EMT Frisch

President Stransky,

I am writing in support of confirming the appointment and completion of 24-Hour EMT Amie Brown and 24-Hour EMT Margit Frisch. Amie started on January 6, 2020, and completed her first six months of employment on July 6, 2020. She has progressed within her position and has not received any disciplinary action. She is performing well in the position. Margit started on April 13, 2020, and completed her first six months of employment on October 13, 2020. She has progressed within her position and is performing well. She has not received any disciplinary action.

The labor agreement between the Village of McFarland and the Dane County, Wisconsin Municipal Employees Local 60, AFSCME, ADL-CIO states that all newly hired employees shall serve a six-month probationary period. Amie and Margit have completed their six-month probationary period well. Both have met all of the probationary period requirements.

I hereby recommend to the McFarland Police and Fire Commission to approve the appointment completion of probation for Amie Brown and Margit Frisch.

Sincerely,

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

Proudly Serving the Communities of McFarland, Town of Dunn & Town of Pleasant Springs



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Wednesday, October 28, 2020

SECTION: Business

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding the issuance of a Request for Proposal to contract for recruitment services for the position of Police Chief.

PREVIOUS ACTION:

ISSUE SUMMARY:

Enclosed within the packet is a draft Request for Proposals (RFP) to solicit proposals from executive search firms to assist the Village in hiring the next Police Chief. As we know, Craig has announced his retirement and one of the first decisions we need to make is whether or not to pursue assistance through a recruiter. The last recruitment was handled through a recruiter 10 years ago and is recommended also to assist us in filling this vacancy. The recruitment overall will generally mirror the PFC Manual for hiring a sworn officer and the consultant's proposal will be more specific to hiring the Chief. Its likely we can advertise the RFP in November and make a final decision on the recruiter in December with the process to begin in January. Likely require 6 months to complete this process and complete the hiring. Alternatively, if a Consultant is not desired then we would need to begin the process internally as would be customary for other Village positions.

The PFC cannot hire a Consultant unilaterally though. The Village Board has to authorize the expense and take action to enter into an agreement with the desired Consultant. This agenda is setup for the PFC to review the enclosed RFP and make a recommendation to the Village Board on whether or not to pursue these services. The Village Board would then take up that recommendation at its meeting on November 9th which would initiate the process outlined within the enclosure. Once the process is complete, then we would work with the Consultant to begin the recruitment likely in the first part of January.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:



ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Police Chief Recruitment RFP 10222020 mgs



Request For Proposals

Police Chief Executive Recruiting Services

-

RFP Issuance Date: November 10, 2020

Proposal Due Date: November 25, 2020

Please Submit to:

Village of McFarland
Attn: Village Administrator
5915 Milwaukee Street, PO Box 110
McFarland, WI 53558

SECTION 1

Purpose/Introduction

- A. The purpose of this Request for Proposals (RFP) is to receive competitive proposals from qualified executive recruiting firms who are interested in assisting the Village in the recruitment of a new Police Chief. The current Police Chief is retiring after serving in this role over approximately the last 10 years. The Village's Police and Fire Commission (PFC) will be responsible to conduct the recruitment and ultimately make the final selection. It is our intention that the work conducted by the Consultant will provide for a wide selection of qualified candidates and ensure the greatest opportunity for a diverse selection of candidates. The desired Consultant will be objective and rationale in their process to conduct the recruitment as well as provide meaningful opportunity for the public to provide input on the final candidates. The successful consultant will need to be dynamic and engaging in order to provide sound advice and information on the process to the Commission, Village Staff, and Elected officials as appropriate.

SECTION 2

Background

- A. The Village of McFarland is located adjacent to the southeast side of the City of Madison in Dane County. The current population of McFarland is estimated 8,952. The Village has approximately 43.50 road miles and is a little under 5 square miles in total land area. The Village is serviced by WI State Highway 51 serving as the main connection point between the cities of Madison and Stoughton. The Community is home to a high quality of life within the Madison metropolitan area as demonstrated by its excellent schools, variety in commercial enterprises, vast parks, and safe neighborhoods. More information about the Village is available at www.mcfarland.wi.us.

- B. The Village has a full-service Police Department, that provides law enforcement services 24 hours a day, every day. The Department is staffed by the Chief, Lieutenant, 3 Sergeants, Detective, Investigator, and 10 Officers as well as 2 non-sworn administrative staff. The Department has an extensive outreach program, School Resource Officer, Community Service Officer, has a heavy focus on training, provide a municipal security program and K-9 services. The Department is currently housed within the McFarland Municipal Department with all but two other Village Departments; however, is presently designing a new Public Safety Center that will begin construction in 2021.

SECTION 3 Scope of Work

- A. The Village is seeking a consultant to assist the PFC through the process of hiring a new Village of McFarland Police Chief as follows:
- Act as the primary contact to the PFC to guide and advise the Commission through the recruitment and selection process;
 - Interview PFC members to obtain feedback for desired characteristics and qualifications of a Police Chief;
 - Coordinate stakeholder input, upon the direction of the PFC, to include the Village President and Village Trustees, Village Police Department Staff, Village Administrator, Village Department Heads as well as Community representatives;
 - Review and provide recommendations for revisions to the job description for the position as appropriate.
 - Develop recruitment materials;
 - Conduct a comprehensive outreach campaign aimed at producing the highest quality candidate pool;
 - Review and screen candidates;

- Recommend and coordinate processes to effectively evaluate skills and leadership abilities of candidates;
- Assist the PFC in making determinations regarding the inclusion of administrative assessment, psychological testing, a public involvement/input component, Community tour, and other testing mechanisms as determined by the PFC as part of the final interview round;
- Assist the Commission with the interview process, as directed;
- Conduct background checks on final candidate(s) and coordinate a comprehensive background investigation of finalist(s); and
- Assist the Village Administrator in negotiating the compensation package with the PFC identified final candidate.

SECTION 4 RFP Submittal Requirements

- A. All proposals should be prepared simply and economically, providing a clear and concise description of the Consultant's capabilities to satisfy the requirements of the request. All proposals must include the following:
 - i. A cover letter/statement of interest indicating the Consultant's interest in the project and highlighting its qualifications to perform the project.
 - ii. A brief overview and history of the company.
 - iii. A proposed approach to the project in order to complete the enclosed Scope of Work within Section 3 including how this process is consistent with the Handbook for Wisconsin Police and Fire Commissioners authored by the League of Wisconsin Municipalities updated as of January 2019.

- iv. Related experience with similar types of projects specific qualifications and resumes of key team members. The roles and qualifications of key project team members, both in-house and sub-consultants. Identify the project lead and that person's availability to start work on the project and to complete the work without interruption from other projects, commitments, or schedule.
 - v. Project schedule shall be included showing when the Consultant is able to commence work on the recruitment and outlining the steps in their process to complete this work up to the estimated date the new Police Chief will be hired.
 - vi. At least three (3) references including entity name, contact person, telephone number, and email address.
 - vii. At statement verifying the Consultant's ability to execute a contract upon award of proposal. It should be noted that the Village will require the use of its standard contract template that is available upon request.
 - viii. Completion of the Fee Proposal outlining the costs necessary to complete this work.
- B. Responses to the RFP must be received by 4:30 pm on Wednesday, November 25, 2020. Proposals received late, for any reason, shall not be accepted.
- C. Responses to the RFP shall be provided to the Village of McFarland, Attn: Village Administrator, 5915 Milwaukee Street, PO Box 110, McFarland, WI 53558.
- D. Prospective Consultants shall provide five (5) printed copies of the proposal and one (1) electronic copy as their submittal.

SECTION 5

Proposal Evaluation Criteria and Timeline

- A. The following criteria will be used to evaluate each proposal:
- i. Qualifications of the Consultant.
 - ii. Relevant past project experience of the Consultant.
 - iii. Longevity of past successful recruitments presented as references.
 - iv. Resumes of all team members.
 - v. Familiarity with positions in law enforcement and the Village.
 - vi. Specific approach to hiring a Police Chief in compliance with applicable standards for Wisconsin Police and Fire Commissions.
 - vii. Past history with the Village as applicable.
 - viii. Availability of resources and reliance on subcontractors.
 - ix. Proposal completeness and effectiveness at addressing the needs of the Village for the project.
 - x. Proposed cost.
- B. The Village President, Chair of the Police and Fire Commission, and Village Administrator ("Evaluation Team") will be responsible for performing a technical evaluation of each proposal submitted and making a recommendation for selection to the Police and Fire Commission. The Police and Fire Commission will consider this recommendation and makes its own recommendation to the Village Board regarding proposal acceptance. The Village Board shall hold the final decision regarding award of proposal for these services. Evaluations will focus on identifying the relative strengths, weaknesses, deficiencies, and risks associated with each submittal. Interviews with perspective Consultants will be held at the sole discretion of the Village. The Village reserves the right to obtain clarification or additional information from any firm regarding its proposal as is needed.

- C. The Village reserves the sole right to select the most qualified Consultant on the basis of the best overall proposal that is most advantageous to the Village. Firms that submit proposals will be notified of the selection results. Final approval of any selected Consultant is subject to the approval of the Village Board.
- D. Evaluation timeline is as follows:
 - i. November 10, 2020 – Open Advertisement of RFP
 - ii. November 25, 2020 – Deadline for Submission of Proposals
 - iii. December 4, 2020 – Evaluation Team Finalizes Selection and Makes Recommendation
 - iv. December 7, 2020 (week of) – Police and Fire Commission will consider findings of Evaluation Team to make recommendation to the Village Board.
 - v. December 14, 2020 – Village Board considers recommendation of the Police and Fire Commission to make final decision on award of proposal.
 - vi. January 4, 2021 – Project Commences
- E. Any questions regarding this RFP, its contents, and the proposed project may be directed to...

Matt Schuenke, Village Administrator
matt.schuenke@mcfarland.wi.us or (608) 838-3153

SECTION 7

Terms and Conditions

- A. Each proposal will be reviewed to determine if it meets the submittal requirements contained within this RFP. Failure to meet the requirements for the RFP can be cause for rejection. The Village may reject any proposal if it is conditional, incomplete, contains irregularities, or if in the sole discretion of the Village not considered in its best interest. The Village may waive an immaterial deviation in a proposal, but this shall in no way modify the proposal document or excuse the Consultant from compliance with the contract requirements if the Consultant is awarded a contract.
- B. The Village will require the use of its standard contract template set by policy. It can be made available upon request. Modifications to this standard may be required or considered subject to review and approval by the Village Attorney under the direction of the Village Board.
- C. There is no expressed or implied obligation for the Village to reimburse firms for any expenses incurred in preparing proposals in response to this request. Materials submitted by respondents are subject to public inspection under Wisconsin law. Any language purporting to render the proposal, or any part thereof, confidential or proprietary will be ineffective and will be disregarded unless consistent with the Wisconsin Public Records Law.
- D. The Village reserves the right to retain all proposals submitted, and to use any idea in a proposal, regardless of whether the proposal was selected. Submission of a proposal indicates acceptance by the Consultant of the terms and conditions contained in the RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Village and the Consultant.
- E. All property rights, including ownership and publication rights of all conceptual plans, designs, bidding documents, and reports produced by the selected Consultant in connection with services performed under this agreement shall be vested in the Village.
- F. The Village reserves the right to reject any or all proposals submitted.