

**POLICE & FIRE
COMMISSION**

**Wednesday, December 9,
2020**

4:00 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/82253301725>

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

Webinar ID: 822 5330 1725

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 on November 4, 2020.
4. BUSINESS.
 - a. Fire and Rescue Department Updates.
 - b. Police Department Updates.
 - c. Discussion and action to make a recommendation to the Village Board regarding the selection of a proposal to perform Executive Recruitment Services for the position of Police Chief.
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.



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

Village Of McFarland
Police and Fire Commission
Meeting Minutes

November 4, 2020

4:00 p.m.

Conducted via Zoom Webinar

Members Present: John Stransky, Vince Wagner, Jim McKay, Jerry Mullen and Kathy Krusiec

Others in Attendance: Lt. Brian Redman

Staff in Attendance: Technology Director Stephanie Miller, Administrator Matt Schuenke

1. **Call to Order:** Roll Call at 4:00 p.m.
2. **Public Appearances:** Due to the fact that this meeting is being conducted through Zoom on line platform, public wishing to be heard were offered the ability to communicate either via the Zoom Webinar or telephone. None were offered.
3. **Approval of Minutes of the October 28, 2020 meeting:** Review and Discussion. Motion to accept, Moved by McKay, second by Mullen. Motion carried.
4. **Business:**
 - a. **Confirmation of the Interim Police Chief:** Matt Schuenke, Village Administrator stated that he and President Stransky had met with Lt. Brian Redman and discussed his interest in serving as the interim Police Chief. An interim contract was prepared and signed. Lt. Redman's contract will start November 10, 2020. Motion by Krusiec, second by McKay to confirm Lt. Redman as the Interim Chief. Motion carried unanimously.

Lt. Redman spoke to the Commission via Zoom and shared his appreciation to the Commission and looked forward to serving in this capacity.
5. **Schedule Next Meeting Date:** The next scheduled meeting of the Commission will be held December 9, 2020 at 4:00 p.m. This meeting will be held via Zoom. Information on the Zoom set up will be provided by staff prior to the meeting.
6. **Adjournment:** Moved by Wagner, second by Mullen, Motion carried.

Respectfully Submitted by,
Kathy Krusiec



McFarland Fire & Rescue Department

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

Emergency: 911

December 2020 Fire & Rescue Department Report For November 2020 Activity

- **Operations**

- The recent increase in COVID-19 cases throughout the County and McFarland has resulted in the Department providing care to more patients suffering from COVID-19. We have recently seen a shift back to fewer calls for service, but patients are in more distress when called.
- Stoughton Fire Department has modified its structure fire response to include an Auto-Aid Chief Officer. The modification results in McFarland sending a commander and engine for structure fires in the Town of Dunn, the Town of Pleasant Springs, and the City of Stoughton coded for auto-aid. The modification is aligned with the automatic-aid agreement we have with Stoughton Fire, and we request similar in the Town of Dunn and Pleasant Springs from Stoughton.
- We have suspended our ongoing outreach with the special needs child we reported on earlier. We have been communicating via phone with the child regularly, though.
- We are continually reviewing our operations and staffing to ensure we are utilizing minimal staffing as needed. We are finding that we have to continue to send a Duty Officer to assist ambulance crews, though.
- We have begun seeing an increase in confirmed structure fires in the County again and expect it to continue through the winter while COVID-19 precautions are being followed by people remaining home.

- **COVID-19**

- The following initiatives were implemented and continue:
 - We have closed the Fire & Rescue area to non-essential people, including village and department staff.
 - Daily cleaning within the Fire & Rescue area for high contact and high traffic areas.
 - Shift changes are performed with social distancing and are required to be completed in ten minutes or less.
 - The Engines, Squad, and Ladder are only staffed with four firefighters.
 - Increased the cleaning and disinfecting of the vehicles in the fleet and then leaving the vehicles open to allow air circulation.
 - Department training and meetings are being conducted online, unless not possible, and the training sessions are needed to maintain service delivery.
 - Social distancing is used among staff during the day.
 - N95 masks and safety glasses are utilized on every medical call. Surgical masks or face coverings are used during training, performing fire inspections, and interacting with the public.
 - Face coverings or masks are used in the building except when members are in a private bedroom for sleeping.
 - N95 masks, isolation gowns, and safety glasses are used on any patient contact tested positive, suspected of COVID-19, or a higher risk procedure is performed (nebulizer, high flow oxygen, CPAP, CPR, etc.).
 - Firefighters are released immediately upon determination that any additional staff isn't required. The firefighters are limited to the apparatus bay area. The sign-in process for firefighters is completed in the laundry area, where firefighters must wash hands after signing in for a call.
 - The career staff is conducting weekly equipment checks usually performed by the paid-on-call staff.
 - Our PPE supplies remain sufficient with fit-tested N-95 masks becoming limited, but we should maintain with re-use.
 - We have suspended birthday parades due to the rising cases in Dane County, the concerns of bringing staff together to complete the parades.

- **Staffing**

- Current Staffing Levels
 - Fulltime Fire Rescue Chief – 1
 - Administrative Captain – 1
 - Fulltime Fire Inspector/Public Education Specialist – 1
 - Fulltime EMTs – 6
 - Fulltime Confidential Administrative Assistant - 1
 - Paid-On-Call – 59 (13 EMTs (1 on medical leave), 25 Firefighters (1 Active Retired), 9 EMR/Firefighter, & 12 EMT/Firefighters
 - Total Staffing Level – 69
- Our recruit class has completed the final step of completing the Firefighter I testing.
- We welcomed two new members to the department; both have previous experience as interns and part-time with other Dane County Agencies. Both individuals are expected to help boost our part-time EMT staffing.

<u>Inspection/Prevention Activity</u>	<u>Completed</u>	<u>Year to Date Total</u>
Building Inspections	24	466
Fire Code Violations Identified	5	188
Re-inspections Completed	0	15
Corrections Noted	0	39
Building Plan Reviews	1	7
Development Reviews	1	21
Acceptance Test/site visits	2	21
Fire Drills	0	0
AHA-CPR Classes	0	8
AHA Attendance Total	0	85
Public Education	0	16
Public Education Attendance	0	519
Home Prevention Installations	0	3

Many fire prevention activities are suspended due to COVID-19

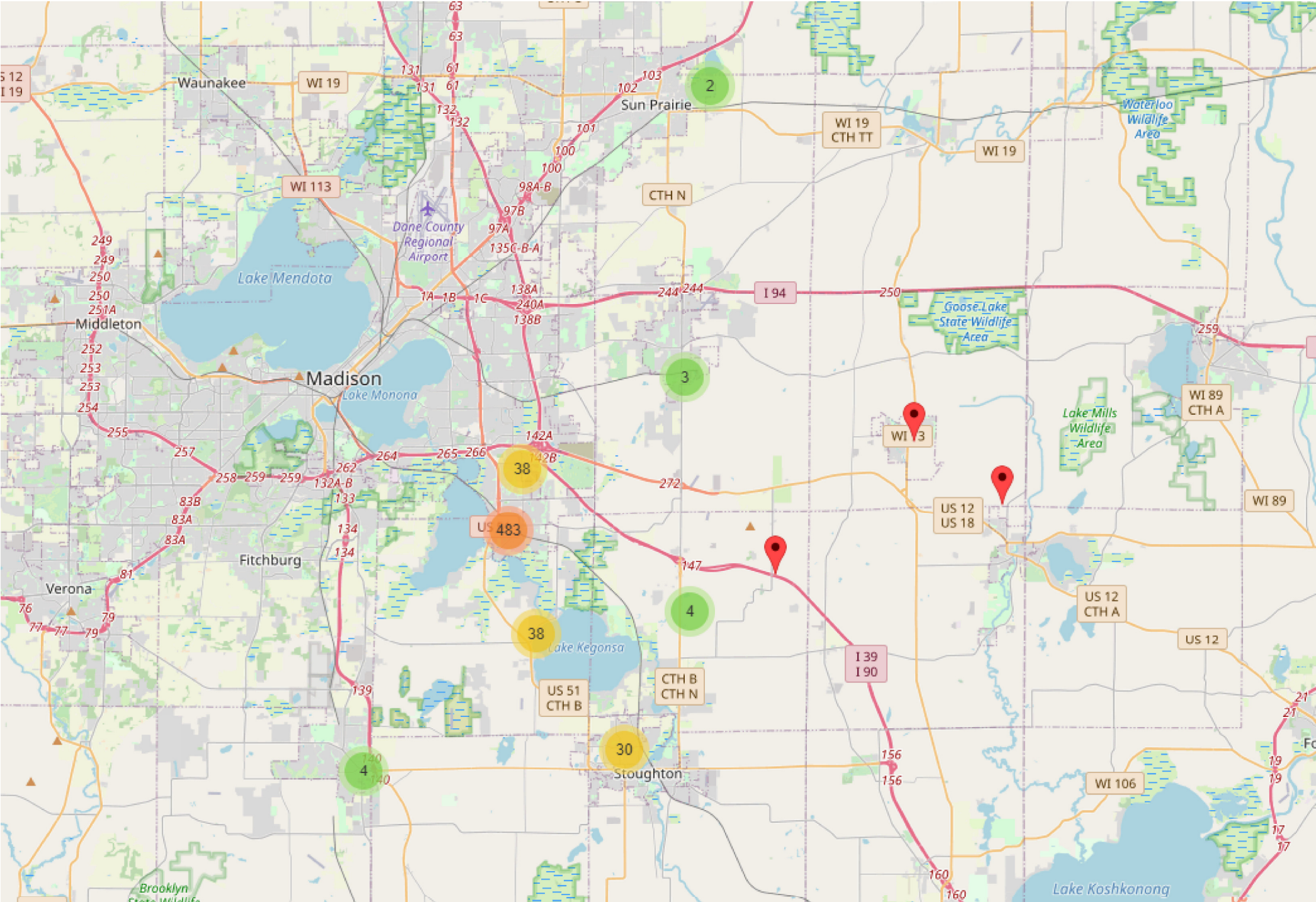
- **Apparatus & Equipment**

- 1997 Aerial (Ladder 8) had the passenger side rear crew door fail to latch. We had to secure the door shut and reducing staffing on the truck while parts were ordered. Once parts were received, it was noted the parts were incorrect due to the parts inventory is no longer maintained after 20 years. The Village Mechanic was able to modify the received parts to make them work.
- 2016 SUV (Car 3) had a battery fail and required replacement by the Village Mechanic.
- 2015 Tanker (Tender 6) is experiencing issues with the rear dump valve on the truck. We have our vendor scheduled to inspect the valve in the first week of December.
- 2015 Ambulance experienced an issue with the front left tire valve stem. The Village's tire vendor repaired it.
- We completed the engineering review of the utility during a five-hour virtual and in-person meeting.
- The replacement aerial committee has developed a specification. We are scheduled to post the RFP with the specification included on 12/3/20. The proposals will be due at the end of December. We are attempting to have a manufacturer selected and an order placed by the end of January to avoid annual price increases of 3% minimum.

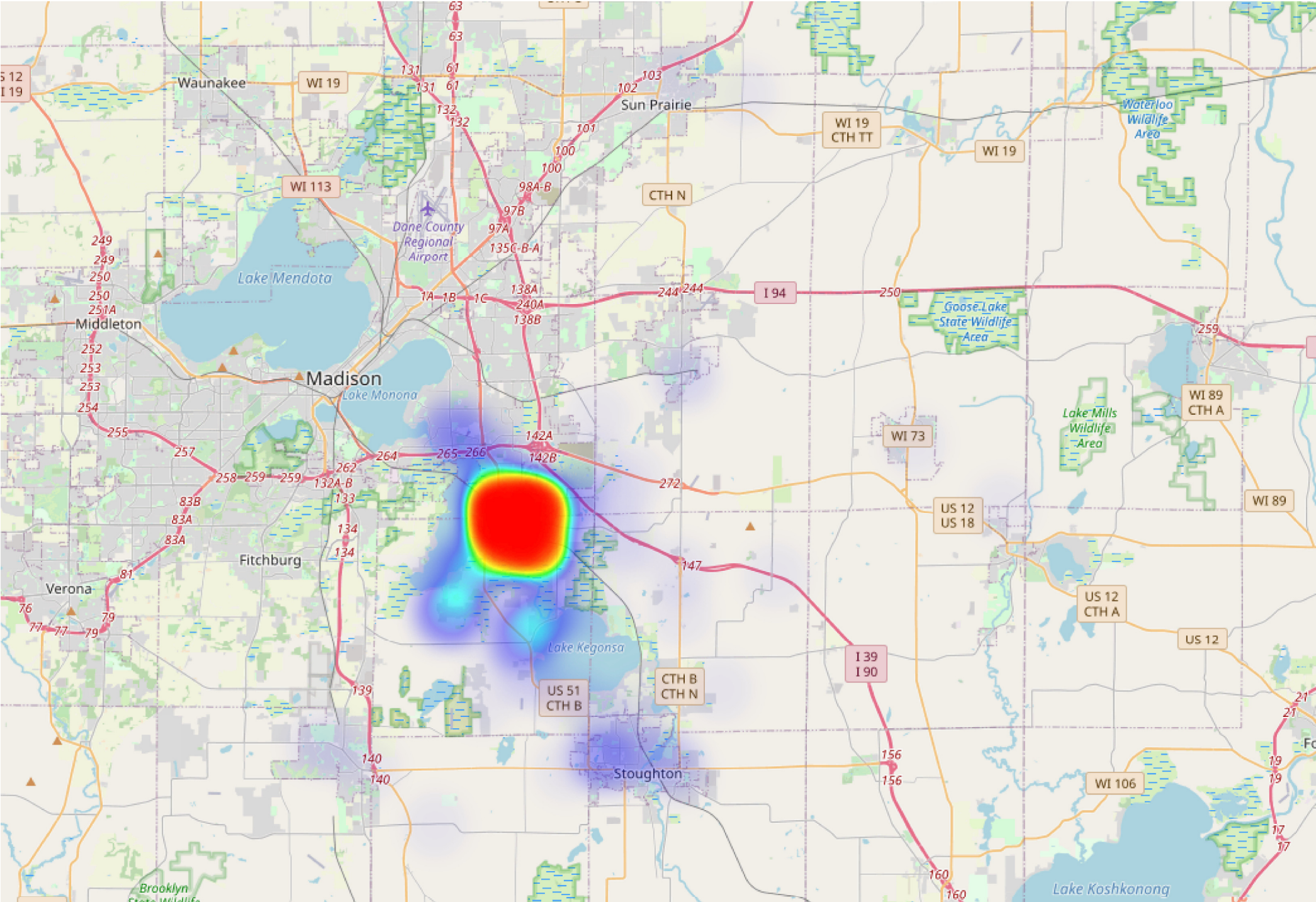
- **Budget**

- Overall, the budget is tracking to be within projections.
- The replacement radio project is all but completed. We are awaiting two radios to be received.
- We have completed our annual turnout gear purchase and working on completing our ballistic protection purchase. Most of the ballistic gear has been received and waiting on helmets only.
- We have received the wildland gear from the awarded DNR grant.
- We are scheduled to take delivery of the foam trailer/tender on December 4th.
- We are completing the Village Board purchasing directed during budget approval to utilize 2020 funds for some 2021 planned projects.

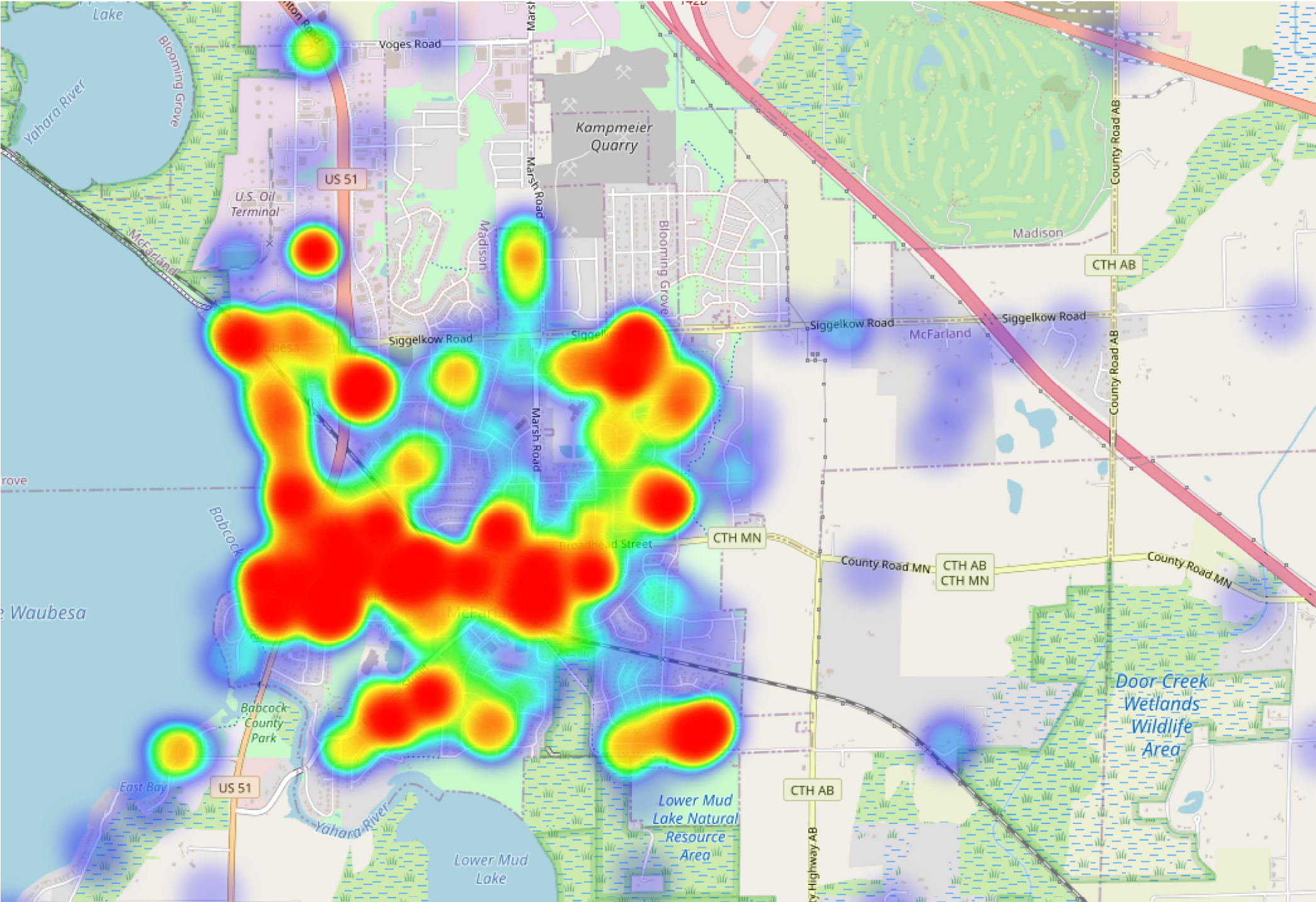
Medical Incidents YTD 2020



Medical Incidents YTD 2020



Medical Incidents YTD 2020



Ambulance Runs By Dispatch Reason

Incident Complaint Reported By Dispatch	01/01/20 - 11/30/20		01/01/19 - 11/30/19		01/01/18 - 11/30/18	
Abdominal Pain/Problems	17	2.12%	16	2.05%	14	1.77%
Allergic Reaction/Stings	4	0.50%	4	0.51%	7	0.88%
Animal Bite	1	0.12%	0	0.00%	0	0.00%
Assault	12	1.50%	8	1.02%	6	0.76%
Automated Crash Notification	0	0.00%	1	0.13%	0	0.00%
Back Pain (Non-Traumatic)	6	0.75%	13	1.66%	13	1.64%
Breathing Problem	65	8.10%	52	6.66%	51	6.44%
Burns/Explosion	1	0.12%	1	0.13%	1	0.13%
Carbon Monoxide/Hazmat/Inhalation/CBRN	7	0.87%	8	1.02%	15	1.89%
Cardiac Arrest/Death	14	1.75%	10	1.28%	9	1.14%
Chest Pain (Non-Traumatic)	35	4.36%	47	6.02%	19	2.40%
Choking	4	0.50%	10	1.28%	5	0.63%
Convulsions/Seizure	16	2.00%	16	2.05%	18	2.27%
Diabetic Problem	14	1.75%	15	1.92%	13	1.64%
Drowning/Diving/SCUBA Accident	1	0.12%	3	0.38%	0	0.00%
Electrocution/Lightning	1	0.12%	0	0.00%	0	0.00%
Eye Problem/Injury	2	0.25%	0	0.00%	1	0.13%
Falls	142	17.71%	152	19.46%	140	17.68%
Fire	58	7.23%	32	4.10%	58	7.32%
Headache	8	1.00%	3	0.38%	3	0.38%
Heart Problems/AICD	13	1.62%	18	2.30%	17	2.15%
Heat/Cold Exposure	0	0.00%	1	0.13%	0	0.00%
Hemorrhage/Laceration	24	2.99%	22	2.82%	22	2.78%
Industrial Accident/Inaccessible Incident/Other Entrapments (Non-Vehicle)	0	0.00%	0	0.00%	1	0.13%
Medical Alarm	0	0.00%	0	0.00%	2	0.25%
No Other Appropriate Choice	4	0.50%	5	0.64%	13	1.64%
Overdose/Poisoning/Ingestion	13	1.62%	16	2.05%	12	1.52%
Pregnancy/Childbirth/Miscarriage	2	0.25%	0	0.00%	1	0.13%
Psychiatric Problem/Abnormal Behavior/Suicide Attempt	10	1.25%	14	1.79%	5	0.63%
Sick Person	126	15.71%	103	13.19%	108	13.64%
Stab/Gunshot Wound/Penetrating Trauma	1	0.12%	0	0.00%	2	0.25%
Standby	8	1.00%	4	0.51%	10	1.26%
Stroke/CVA	18	2.24%	19	2.43%	16	2.02%
Traffic/Transportation Incident	57	7.11%	62	7.94%	115	14.52%
Transfer/Interfacility/Palliative Care	1	0.12%	4	0.51%	3	0.38%
Traumatic Injury	17	2.12%	22	2.82%	8	1.01%
Unconscious/Fainting/Near-Fainting	97	12.09%	92	11.78%	81	10.23%
Unknown Problem/Person Down	2	0.00%	8	1.07%	3	0.35%
Well Person Check	1	0.12%	0	0.00%	0	0.00%
Total	802		781		792	

Ambulance Runs By Dispatch Reason

Incident Complaint Reported By Dispatch	11/1/20 - 11/30/20		11/01/19 - 11/30/19		11/01/18 - 11/30/18	
Abdominal Pain/Problems	1	1.33%	4	5.33%	2	3.92%
Allergic Reaction/Stings	0	0.00%	0	0.00%	0	0.00%
Animal Bite	0	0.00%	0	0.00%	0	0.00%
Assault	0	0.00%	3	4.00%	1	1.96%
Automated Crash Notification	0	0.00%	0	0.00%	0	0.00%
Back Pain (Non-Traumatic)	0	0.00%	1	1.33%	2	3.92%
Breathing Problem	9	12.00%	5	6.67%	6	11.76%
Burns/Explosion	0	0.00%	0	0.00%	0	0.00%
Carbon Monoxide/Hazmat/Inhalation/CBRN	0	0.00%	0	0.00%	1	1.96%
Cardiac Arrest/Death	1	1.33%	1	1.33%	0	0.00%
Chest Pain (Non-Traumatic)	2	2.67%	1	1.33%	1	1.96%
Choking	0	0.00%	2	2.67%	0	0.00%
Convulsions/Seizure	3	4.00%	1	1.33%	1	1.96%
Diabetic Problem	1	1.33%	3	4.00%	2	3.92%
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	11	14.67%	15	20.00%	15	29.41%
Fire	7	9.33%	2	2.67%	5	9.80%
Headache	1	1.33%	0	0.00%	0	0.00%
Heart Problems/AICD	0	0.00%	1	1.33%	0	0.00%
Heat/Cold Exposure	0	0.00%	0	0.00%	0	0.00%
Hemorrhage/Laceration	0	0.00%	2	2.67%	1	1.96%
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	1	1.33%	1	1.33%	1	1.96%
Overdose/Poisoning/Ingestion	0	0.00%	1	1.33%	0	0.00%
Pregnancy/Childbirth/Miscarriage	0	0.00%	0	0.00%	0	0.00%
Psychiatric Problem/Abnormal Behavior/Suicide Attempt	1	1.33%	1	1.33%	0	0.00%
Sick Person	18	24.00%	12	16.00%	9	17.65%
Stab/Gunshot Wound/Penetrating Trauma	0	0.00%	0	0.00%	1	1.96%
Standby	3	4.00%	1	1.33%	0	0.00%
Stroke/CVA	1	1.33%	1	1.33%	2	3.92%
Traffic/Transportation Incident	3	4.00%	5	6.67%	0	0.00%
Transfer/Interfacility/Palliative Care	1	1.33%	1	1.33%	0	0.00%
Traumatic Injury	2	2.67%	1	1.33%	0	0.00%
Unconscious/Fainting/Near-Fainting	9	12.00%	9	12.00%	1	1.96%
Unknown Problem/Person Down	0	0.00%	1	1.33%	0	0.00%
Total	75		75		51	

McFarland Fire & Rescue Dept.

Fire Incident Type Period Comparisons

Alarm Date Between {11/01/2020} and {11/30/2020}

Incident Type	11/01/2020 to 11/30/2020	11/01/2019 to 11/30/2019	11/01/2018 to 11/30/2018	11/01/2017 to 11/30/2017
111 Building fire	2	0	0	0
112 Fires in structure other than in a building	0	0	1	0
113 Cooking fire, confined to container	0	1	0	0
131 Passenger vehicle fire	0	2	0	0
141 Forest, woods or wildland fire	1	0	0	0
311 Medical assist, assist EMS crew	9	10	5	10
322 Motor vehicle accident with injuries	0	0	0	5
323 Motor vehicle/pedestrian accident (MV Ped)	1	0	1	0
342 Search for person in water	1	0	0	0
353 Removal of victim(s) from stalled elevator	0	0	1	0
381 Rescue or EMS standby	1	0	0	0
400 Hazardous condition, Other	0	0	1	0
412 Gas leak (natural gas or LPG)	0	1	1	0
421 Chemical hazard (no spill or leak)	0	0	1	0
424 Carbon monoxide incident	1	1	0	0
442 Overheated motor	0	1	0	0
444 Power line down	1	0	0	0
463 Vehicle accident, general cleanup	2	0	0	1
511 Lock-out	0	0	1	0
520 Water problem, Other	0	0	0	1
531 Smoke or odor removal	1	0	0	0
551 Assist police or other governmental agency	1	0	1	0
552 Police matter	0	1	0	0
561 Unauthorized burning	1	1	0	0
611 Dispatched & cancelled en route	0	5	5	5
6111Cancelled en route - Auto Aid Fire	1	0	0	0
6113Dispatched & cancelled en route - Mutual Aid	1	0	0	0
622 No Incident found on arrival at dispatch address	1	0	0	0
631 Authorized controlled burning	1	0	0	0
651 Smoke scare, odor of smoke	1	0	0	0
652 Steam, vapor, fog or dust thought to be smoke	0	0	0	1
671 HazMat release investigation w/no HazMat	0	1	1	0
733 Smoke detector activation due to malfunction	0	1	0	0
735 Alarm system sounded due to malfunction	0	0	1	0
736 CO detector activation due to malfunction	0	0	0	1
743 Smoke detector activation, no fire -	0	0	1	1
745 Alarm system activation, no fire - unintentional	2	1	3	0
Totals	<u>29</u>	<u>26</u>	<u>24</u>	<u>25</u>

McFarland Fire & Rescue Dept.

Fire Incident Type Period Comparisons

Alarm Date Between {01/01/2020} and {11/30/2020}

Incident Type	01/01/2020 to 11/30/2020	01/01/2019 to 11/30/2019	01/01/2018 to 11/30/2018	01/01/2017 to 11/30/2017
111 Building fire	21	16	13	8
112 Fires in structure other than in a building	0	0	2	1
113 Cooking fire, confined to container	2	4	2	6
115 Incinerator overload or malfunction, fire	0	1	0	0
118 Trash or rubbish fire, contained	1	0	0	1
131 Passenger vehicle fire	2	2	2	2
132 Road freight or transport vehicle fire	1	2	0	0
134 Water vehicle fire	0	0	0	1
138 Off-road vehicle or heavy equipment fire	0	0	1	1
140 Natural vegetation fire, Other	0	0	1	1
141 Forest, woods or wildland fire	1	0	1	1
142 Brush or brush-and-grass mixture fire	5	1	1	2
150 Outside rubbish fire, Other	0	0	1	0
151 Outside rubbish, trash or waste fire	0	2	0	0
154 Dumpster or other outside trash receptacle fire	0	1	0	3
160 Special outside fire, Other	0	0	1	0
161 Outside storage fire	0	0	0	1
162 Outside equipment fire	0	1	0	0
171 Cultivated grain or crop fire	0	0	1	0
223 Air or gas rupture of pressure or process vessel	0	1	0	0
251 Excessive heat, scorch burns with no ignition	0	0	0	1
300 Rescue, EMS incident, other	0	1	0	0
311 Medical assist, assist EMS crew	96	129	95	116
322 Motor vehicle accident with injuries	13	22	23	19
323 Motor vehicle/pedestrian accident (MV Ped)	3	0	3	0
324 Motor Vehicle Accident with no injuries	6	5	10	3
331 Lock-in (if lock out , use 511)	1	1	0	3
341 Search for person on land	0	2	0	2
342 Search for person in water	1	1	0	0
350 Extrication, rescue, Other	0	0	0	2
351 Extrication of victim(s) from building/structure	0	1	0	0
352 Extrication of victim(s) from vehicle	1	1	0	2
353 Removal of victim(s) from stalled elevator	0	0	3	1
357 Extrication of victim(s) from machinery	0	0	1	0
361 Swimming/recreational water areas rescue	1	1	0	0
363 Swift water rescue	0	1	1	0
365 Watercraft rescue	1	1	1	1
381 Rescue or EMS standby	1	0	0	1
400 Hazardous condition, Other	0	0	1	0
411 Gasoline or other flammable liquid spill	3	2	4	3
412 Gas leak (natural gas or LPG)	4	9	6	4
413 Oil or other combustible liquid spill	0	2	0	2
420 Toxic condition, Other	0	0	1	0
421 Chemical hazard (no spill or leak)	2	0	1	0
422 Chemical spill or leak	0	0	1	0
424 Carbon monoxide incident	3	5	4	3

McFarland Fire & Rescue Dept.

Fire Incident Type Period Comparisons

Alarm Date Between {01/01/2020} and {11/30/2020}

Incident Type	01/01/2020 to 11/30/2020	01/01/2019 to 11/30/2019	01/01/2018 to 11/30/2018	01/01/2017 to 11/30/2017
440 Electrical wiring/equipment problem, Other	0	0	1	7
441 Heat from short circuit (wiring), defective/worn	0	0	1	0
442 Overheated motor	1	1	1	0
443 Breakdown of light ballast	0	1	0	0
444 Power line down	3	2	3	4
445 Arcing, shorted electrical equipment	5	6	2	6
451 Biological hazard, confirmed or suspected	0	0	0	1
461 Building or structure weakened or collapsed	0	1	0	0
463 Vehicle accident, general cleanup	4	3	5	11
500 Service Call, other	0	0	1	0
510 Person in distress, Other	0	0	1	1
511 Lock-out	0	1	1	0
520 Water problem, Other	0	0	0	4
521 Water evacuation	0	1	0	0
522 Water or steam leak	1	2	1	2
531 Smoke or odor removal	3	0	2	1
542 Animal rescue	1	0	0	1
550 Public service assistance, Other	0	1	0	1
551 Assist police or other governmental agency	1	3	1	2
552 Police matter	0	1	0	0
553 Public service	5	5	1	0
555 Defective elevator, no occupants	1	0	0	0
561 Unauthorized burning	6	1	3	1
571 Cover assignment, standby, moveup	3	11	4	1
600 Good intent call, Other	0	0	3	10
611 Dispatched & cancelled en route	26	46	54	58
6111Cancelled en route - Auto Aid Fire	14	0	0	0
6112Dispatched & cancelled en route - EMS Assist	4	0	0	0
6113Dispatched & cancelled en route - Mutual Aid	7	0	0	0
621 Wrong location	0	1	0	0
622 No Incident found on arrival at dispatch address	9	4	1	2
631 Authorized controlled burning	2	7	10	2
650 Steam, Other gas mistaken for smoke, Other	0	0	0	1
651 Smoke scare, odor of smoke	1	4	6	3
652 Steam, vapor, fog or dust thought to be smoke	1	0	0	2
653 Smoke from barbecue, tar kettle	0	0	0	2
661 EMS call, party transported by non-fire agency	0	0	0	1
671 HazMat release investigation w/no HazMat	1	3	6	1
700 False alarm or false call, Other	0	0	2	1
710 Malicious, mischievous false call, Other	0	0	1	0
711 Municipal alarm system, malicious false alarm	0	1	0	0
713 Telephone, malicious false alarm	0	1	0	0
714 Central station, malicious false alarm	0	1	3	0
715 Local alarm system, malicious false alarm	0	1	0	0
731 Sprinkler activation due to malfunction	0	4	3	0
733 Smoke detector activation due to malfunction	1	15	3	0

McFarland Fire & Rescue Dept.

Fire Incident Type Period Comparisons

Alarm Date Between {01/01/2020} and {11/30/2020}

Incident Type	01/01/2020	01/01/2019	01/01/2018	01/01/2017
	to 11/30/2020	to 11/30/2019	to 11/30/2018	to 11/30/2017
735 Alarm system sounded due to malfunction	6	8	7	8
736 CO detector activation due to malfunction	3	8	3	8
740 Unintentional transmission of alarm, Other	0	0	3	2
741 Sprinkler activation, no fire - unintentional	1	1	0	1
743 Smoke detector activation, no fire -	7	3	4	6
744 Detector activation, no fire - unintentional	1	3	1	0
745 Alarm system activation, no fire - unintentional	15	8	14	15
746 Carbon monoxide detector activation, no CO	3	9	6	4
812 Flood assessment	0	0	1	0
814 Lightning strike (no fire)	0	0	1	0
815 Severe weather or natural disaster standby	0	0	2	2
900 Special type of incident, Other	0	0	1	0
911 Citizen complaint	1	0	0	0
Totals	<u>306</u>	<u>383</u>	<u>344</u>	<u>363</u>

McFarland Police Department



November 2020 Monthly Report

McFarland Police Department

Calls for Service

Due to the COVID Pandemic the Police Department has experienced a drop in calls for service during 2020. November was no different. Officers responded to 423 calls for service compared to 651 calls in 2019. Traffic enforcement is always a top priority for the Department as traffic complaints are the most common complaint the Department receives. Officers were involved in 91 traffic related incidents and made six OMVWI arrests for alcohol and/or drugs during the month. The call report is attached to the end of this report.

Cases of Interest:

11/04/2020 – An officer on routine patrol noticed a vehicle driving in an erratic way. He followed the vehicle and eventually made a traffic stop due to the poor driving. The officer observed that the driver appeared to be under the influence of something. Standardized field sobriety tests were conducted, and the driver was placed under arrest for operating a motor vehicle while under the influence. A police K-9 performed a sniff of the vehicle and indicated for the presence of narcotics. During a search of the vehicle the officers located a small bag of marijuana and two cigarettes that appeared to have some type of dried liquid on them. The cigarettes and marijuana were later tested. The cigarettes tested positive for the presence of PCP. The driver was charged with possession of marijuana and PCP, possession of drug paraphernalia, four counts of felony bail jumping, and one count of misdemeanor bail jumping.

11/12/2020 – An officer made a traffic stop on a vehicle for not displaying any registration plates or information. The officer contacted the driver and smelled the strong odor of marijuana coming from inside the vehicle. The driver stated there were two small marijuana roaches in the ashtray. The driver was removed from the vehicle where he attempted to discard a small bag containing raw marijuana. The officer recovered the bag and located eight MDMA pills in the vehicle during a search. The driver was arrested for possession of marijuana and MDMA, one count of felony bail jumping, and two counts of misdemeanor bail jumping.

11/16/2020 – An officer observed a vehicle traveling north on Hwy 51 at a high rate of speed. The vehicle's speed was estimated to be 80 mph in the 55 mph speed zone. The officer activated his squad emergency lights and the suspect vehicle accelerated away from him at a high rate of speed. Due to the speed and Department policy, the officer terminated the pursuit of the vehicle. The

suspect vehicle continued north on Hwy 51 where it was observed running through two red lights at a speed of over 100 mph. The vehicle nearly struck a semi-truck that was entering the intersection. A Monona Police Officer was in the area and observed the suspect vehicle turn right onto Pflaum Road and then into a business parking lot. The vehicle was located, and the driver was taken into custody. The driver was charged with felony knowingly fleeing an officer.

11/17/2020 – An officer on patrol spotted a vehicle traveling south on US Highway 51 at a high rate of speed he estimated to be 20 mph over the posted speed limit. The officer attempted to catch up with the vehicle to initiate a traffic stop as it continued through the Village at the high rate of speed. The officer initiated a traffic stop just south of the Village on Hwy 51. The suspect vehicle accelerated away from the officer at a speed in excess of 100 mph. Because of policy, the officer terminated his attempts to stop the vehicle. The vehicle was then spotted by Stoughton Police traveling west on Hwy 138 toward Oregon. The Dane County Sheriff's Office was able to deploy spike strips to stop the vehicle. The suspect vehicle ran over the spike strips but continued to travel north on Hwy 14 toward Madison. The vehicle was observed entered the Town of Madison by an officer. The vehicle eventually came to a stop and the driver was taken into custody. The driver was charged with felony knowingly fleeing an officer, by McFarland Police, and several other charges by the other assisting agencies.

Staffing Report

Chief Craig Sherven formally resigned from the Department effective November 10th. The Village of McFarland Police and Fire Commission officially appointed Lieutenant Brian Redman as the Interim Chief of Police until a replacement can be found. The PFC and Village Board have decided to hire an outside consultant to run the hiring process for the position. The process should start in early 2021. The plan is to have a replacement hired by late spring or early summer.

The Department is currently down two Police Officer positions. One officer was injured while off-duty and the second is on family leave. We should get one of the Officers back in early February with the injured officer being out for an undetermined amount of time.

Due to the increase in Dane County metrics related to COVID, the Department has implemented a split squad platoon staffing model. The Department has been split into two separate platoons that work opposite rotations on a 6 on/6 off schedule. The schedule allows us to continue with normal operations and patrol coverage with the least amount of cross contamination between the two platoons. The schedule is expected to last until the middle of January.

Training Report

COVID has made it difficult to get officers to training due to facilities being closed for in-person training. Regular In-service sessions for the year have been cancelled because of this. The Department is looking at other avenues to accomplish the mandatory 24-hour yearly training that is required by the State. On-line training, whether live or pre-recorded, has become the popular choice for most departments in the area.

- Officers Anthony Craft and Bryan Wallace completed the final week of their three-week Leadership in Police Organizations (LPO) training. The final week was on-line versus the previous two weeks were in-person in Beloit.
- Officer Joel Zietsma completed a two-day class to become a Standardized Field Sobriety Test (SFST) Instructor.
- Officer Jason Onken attended a three-day Investigation Academy.
- Sergeants Joe Maurer and Jeremy Job attended the Police and Fire Commission workshop training session.

New Public Safety Building Project

Several members of the Police Department Design Team have been engaged with the architects regarding the design of the new Public Safety Building. The interior floor plan is beginning to come together and tailored toward the current and future needs of the Department. The Design Team consists of sworn and civilian staff from all areas of the Police Department. This is an exciting project for the Police Department and the Village as a new facility for Public Safety is long overdue.



Incident Analysis Report Summary By Incident Type

McFarland Police Department
Official Case Report

Do Not Re-Release

Print Date/Time: 12/05/2020 10:09
Login ID: mcbgr
Incident Type: All
Call Source: All

From Date: 11/01/2020 00:00
To Date: 11/30/2020 23:59

McFarland Police Department
ORI Number: WI0137300

Officer ID: All
Location: All

Incident Type	Number of Incidents
911 Abandoned Call	1
911 Call Playing w/Telephone	2
911 Call Silent	3
911 Call Unintentional	19
911 Disconnect	2
911 Misdialed Call	3
Accident Hit and Run	2
Accident Mv/Deer	1
Accident Private Property	2
Accident Property Damage	7
Accident Unknown Injuries	2
Accident w/Injuries	3
Adult Arrested Person	2
Alarm	5
Animal Bite	1
Animal Complaint/Disturbance	1
Assist Citizen	14
Assist Citizen Lake	1
Assist EMS/Fire	39
Assist K9	4
Assist Police	30
Burglary Non-Residential	1
Check Person	10
Check Property	64
Civil Dispute	1
Damage to Property	1
Death Investigation	1
Disturbance	1
Disturbance Unwanted Person	1
Domestic Disturbance	4
Drug Incident/Investigation	3
Follow-Up	8
Foot Patrol	3
Fraud	4
Information	21
Intoxicated Person	1
Neighbor Trouble	1
Noise Complaint	1



Incident Analysis Report Summary By Incident Type

McFarland Police Department
Official Case Report
Do Not Re-Release

Print Date/Time: 12/05/2020 10:09
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Incident Type: All
Call Source: All

From Date: 11/01/2020 00:00
To Date: 11/30/2020 23:59

McFarland Police Department
ORI Number: WI0137300
Officer ID: All
Location: All

Incident Type	Number of Incidents
OMVWI Arrest/Intoxicated Driver	3
Parking Complaint On Street	2
Phone	16
Preserve the Peace	2
Property Found	1
Repo	1
Road Rage	3
Safety Hazard	4
Sexual Assault	1
Stolen Auto	1
Suspicious Person	4
Suspicious Vehicle	11
Theft	1
Theft from Auto	5
Theft Retail	3
Threats Complaint	2
Traffic Complaint/Investigation	22
Traffic Incident	1
Traffic Stop	68
Trespass	1
Violation of Court Order	1
Total:	423



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Wednesday, December 9, 2020

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding the selection of a proposal to perform Executive Recruitment Services for the position of Police Chief.

PREVIOUS ACTION:

The Village Board approved issuance of the RFP at their meeting on November 9th which was an acceptance of the recommendation from the PFC at its meeting on November 4th.

ISSUE SUMMARY:

Enclosed within your packet is a proposal from the Riseling Group that is recommended by the Evaluation Team in order to conduct Executive Recruitment Services for the position of Police Chief. In total there were 5 proposals in all that were reviewed by the PFC President, Village President, and Administrator. Two interviews were conducted and as a result of that evaluation the Riseling Group was felt to be the best fit for the Village in order to assist the PFC in conducting this recruitment. Some notable comments from the review:

- Will spend time evaluating from multiple angles the types of characteristics and traits desired in the candidate for the position which will also take into account diversity, equity, and inclusion initiatives.
- They will conduct the background investigation within their organization conducting a process used by police departments.
- They do not have a pre-established database of existing candidates looking for this type of position.
- Established process to attempting to recruit diverse candidates into the position.
- All involved have an extensive amount of experience having worked at a high level in law enforcement for many years.

Our work for this meeting is to review the proposal and make a recommendation for the Village Board to consider at their meeting on December 14, 2020. If approved, we would look to begin their work near the end of this year or at the beginning of the next year.

FINANCIAL/BUDGET IMPACT:

The costs for the proposals ranged from \$6,800 to \$28,500 with this being the highest cost



option as presented. The cost of the proposal presented at \$28,500 is meant to be a not to exceed amount while still completing all of the listed tasks which by design is meant to be thorough allowing us flexibility to adjust if not all of these tasks are desired. They will bill on an hourly basis and if things are removed or it does not take as long for some things then this cost is expected to be lower. The total hours anticipated thus far is around 160 hours.

The funding will be paid for out of the vacancy created through the Police Chief's retirement. This has been in place since November 10, 2020 and likely the position will not be filled until about 6 months from that date. The consultant anticipates the process will take about 16 weeks from start to finish and when applying the start time to January 1st we would expect to be completed near the end of April or early May. The savings created by a vacancy within that position for a period of 6 months is estimated around \$70,000.

The total amount of the proposal would be well within the amount of savings created through the vacancy.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommendation of approval to the Village Board to accept the proposal from the Rising Group.

ATTACHMENTS:

1. Police Chief Recruitment Proposal - Rising
2. Police Chief Recruitment RFP 11102020

The Riseling Group



Police Chief Executive Recruiting Proposal

Police and Fire Commission President John Stransky
5915 Milwaukee Street
P.O. Box 110
McFarland, WI 53558

November 24, 2020

Dear President Stransky:

The Riseling Group, LLC is excited to submit this proposal to the McFarland Police and Fire Commission to manage the selection of its next police chief. The opportunity for a Village to hire a police chief is an infrequent and critical decision that will affect the quality of life for residents, schools, businesses, and faith organizations. In the current times, the new chief will have a series of challenges facing them on day one. Among the challenges are the use of force by police officers throughout our state and nation that has come under intense scrutiny; police relationships with people of color; a decline in interest for policing as a career; and all the disruptions COVID-19 has brought, especially its negative impact on municipal budgets.

Finding a highly quality individual who has the leadership and communications skills to handle the job is the central element of any hiring process. Hiring someone with a proven track record of setting and achieving goals for a community is essential. The individual's ability to give and earn respect—with a history of demonstrating strong integrity and the ability to stand up when others step back—is also fundamental.

The Riseling Group, LLC (TRG) team members selected for this project are highly experienced in police and public safety executive selection processes. All the team members have extensive understanding of human resources rules, regulations, and law. The Handbook for Wisconsin Police and Fire Commissioners, produced by the League of Wisconsin Municipalities, will be our guide. The process is outlined in the attached proposal.

Our history

In 1993, then UW-Madison Police Chief Sue Riseling formed "Decisionmakers," a company founded to help business leaders, school officials, and government leaders manage the very difficult decision of properly handling the termination of employees who may become violent. This threat assessment work was developed before the Columbine, Virginia Tech, Aurora (Colorado), or Las Vegas mass shootings. The business was part-time, as the work was infrequent.

In 2007, the call for work dramatically increased with requests for a variety of services, from threat assessment to executive searches, continuity of operations plans, crisis plans, training, physical security surveys, staffing studies, department reviews, policy, and more. So Chief Riseling added consultants and formed The Riseling Group, LLC. Upon retiring from her active law enforcement career in 2016, the chief devoted more time to TRG, and the client base, again, grew and expanded dramatically. When she ended her fulltime work as the Executive Director

of the International Association of Campus Law Enforcement Administrators in August of 2019, she devoted her energy to expanding TRG once again. The key to the company's success has been TRG's ability to attract experts and other highly qualified individuals to develop solutions for clients' unique needs. Additionally, TRG believes in client satisfaction, continuous improvement, and constant learning and growth, which has led to return business. TRG operates in all 50 states, Washington, D.C., and Canada.

Some of our experience with searches for police chiefs have been right here in Dane County. The Villages of Shorewood Hills and Oregon have both selected police chiefs whom TRG recruited. A bulk of our experience is from our decades of work at the university and state level, again, right here in Dane County. The lead for this project will be Assistant Chief (ret) Debra Hettrick, and assisting her will be Wisconsin Department of Corrections Deputy Secretary (ret) Deirdre Morgan. Chief (ret) Riseling will assist the team virtually for the months of January and February 2021 and then fulltime in March. More information about the team is in the proposal, and their resumes are attached.

TRG is ready to start the project Monday, January 4, 2021, once the contract between the parties has been signed. The first order of business will be to meet with the PFC and gain their insight, ideas, and direction. The rest of the timing outline is covered in detail in the proposal. If for some reason the projected timeline does not meet with the needs of the PFC, it can be adjusted.

Thank you for your consideration. We are excited about the prospect of serving the Village of McFarland and the Police and Fire Commission with this important selection process.

Sincerely,

Sue Riseling

Sue Riseling

President

OVERVIEW

1. Project Background and Description

The Village of McFarland Wisconsin is in the process of recruiting a new police chief. The current Chief is retiring after serving in the role for ten years. The McFarland Police and Fire Commission (PFC) is currently seeking a professional firm to recruit for the position and manage its search for next Chief of the McFarland Police Department.

The Village police department serves residents 24/7, is part of the Dane County Chiefs of Police Association and the Wisconsin Chiefs of Police Association. The department has 17 sworn positions and 2 civilian. The organization is presently designing a new Public Safety Center that the successful candidate will be engaged in bringing to fruition in 2021.

2. Project Scope

The project will have three phases.

A. Evaluation

1.) Feedback and input from the current governance structure:

- Conduct interviews with the current Police and Fire Commission,
- Conduct listening sessions (or interviews – PFC choice) with the Village President, Village Administrator and Village Trustees.
- Conduct listening sessions (or interviews – PFC choice) with Village Department Heads

2.) Feedback from law enforcement:

- Conduct two listening sessions with McFarland PD members at different times of day to allow those on all shifts to participate, these sessions would include the Detective, Investigator and the two civilians.
- Conduct an interview with the McFarland Police Department Lieutenant to understand how the Chief position functions.
- Conduct a focus group with the three Sergeants
- Conduct brief phone interviews with the leaders of the surrounding jurisdictions; such as: the Dane County Sheriff Department (Sheriff or Chief Deputy), City of Madison Police (Acting Chief or Assistant Chief), and the Acting Chief of Police for Monona.

3) Feedback from the general public:

- Conduct listening sessions/forums for the public to be advertised by the PFC. Ensure the sessions are held at various times and dates. (All listening sessions with the public will be done via Zoom or other virtual medium.)
- Conduct a listening session with the McFarland Chamber of Commerce
- Conduct a listening session with area faith leaders
- Conduct listening session or interview community representatives the Police and Fire Commission identifies as community representatives.

Report findings to the Police and Fire Commission.

B. Job Descriptions and Other Recruitment Materials

- 1.) Draft job description based on the findings in the evaluation phase and best practices for Police Chiefs. Gain the approval of the Police and Fire Commission.
- 2.) Work with Village staff to compile recruitment and other needed information on benefit package, housing information, schools, etc. to draw candidates in to consider the Village of McFarland.
- 3.) Establish the criteria for the position working with the PFC and feedback from the evaluation period.
- 4.) Prepare job posting announcements.
- 5.) Actively recruit viable candidates for the position.
- 6.) Develop sample questions for all interview panels.

C. Implementation Plans

- 1.) Create and implement a process in compliance with the Handbook for Wisconsin Police and Fire Commissioners by the League of Wisconsin Municipalities 2019 edition.
- 2.) Assist the McFarland PFC with implementation and guidance as needed to conduct search processes.
 - a. PFC consideration should be given to having a panel of law enforcement experts interview the semi-finalists
 - b. PFC consideration should be given to having a panel of the Village President, a Village Trustee, Village Administrator and a Community member interview the semi-finalists
 - c. Finalists would be interviewed by the Police and Fire Commission
- 3.) TRG would screen all applicants, based on criteria established in working with the PFC
- 4.) TRG would coordinate and establish interview schedules and assessment materials.
- 5.) TRG would conduct reference and background checks on finalists.
- 6.) TRG would coordinate a community tour.
- 7.) TRG would coordinate a public input/involvement component as directed by the PFC.
- 8.) TRG would coordinate a comprehensive background investigation on the successful candidate(s) and conduct the sensitive phases of the investigation.

- 9.) TRG would assist in negotiating the compensation package with the PFC finalist.

3. High-Level Requirements

- A. High degree of cooperation by the PFC, various committees and staff groups in their portion of the evaluations.
- B. Sufficient advance notice when consultants are required to attend public, Village or PFC meetings.
- C. Request for documents expedited.
- D. Location within the Village to conduct interviews, review documents and conduct listening sessions. (with COVID this may be a virtual location, i.e., Zoom.)
- E. A Village staff member who will assist with scheduling, invitations, refreshments and finding suitable venue for the various types of meetings/sessions that will be conducted. (again this may be modified with COVID)
- F. Monthly invoices will be provided, and monthly payment expected.

4. Deliverables

- A. Facilitators and note takers for all listening sessions, and public meetings.
- B. Written (bullet point) report on main points learned during listening sessions and interviews.
- C. Job description, ad text and recruiting materials.
- D. Guidance for the PFC throughout the process.
- E. Screening process for application packets and results of a culled list of the best candidates.
- F. List of potential questions to be asked by panels in the interviews.
- G. Establishment of panels
- H. Reference checks, background report, including a psychological review by a licensed psychologist specializing in law enforcement selection assessments.
- I. Finalist the Village may make an offer to and a new police chief the Village is excited about hiring.

5. Affected Parties

- A. Police and Fire Commission
- B. Village President and Village Administrator
- C. Village Police Department Employees
- D. Village Department Heads
- E. Village Residents

6. Specific Exclusions from Scope

- A. Review of the Police Department
- B. Review of Police policies
- C. Training requirements and compliance with training requirements for various positions

7. Implementation Plan High-Level Timeline/Schedule¹

Week 1:	Adoption of the final proposal and contract for services. This is dependent on the Village and its contract approval process. Whenever the Village is ready the consultant can begin work.
Weeks 3-4:	Interviews of Village Council, PFC, Village President, Village Administrator, Business Leaders, Public listening sessions, interviews with adjoining jurisdictions, staff interviews and police department listening sessions.
Week 5:	Interim oral report to PFC on feedback from listening sessions and interviews.
Week 6:	Finalizing selection criteria, job description and recruiting materials. Village and/or PFC approves materials.
Weeks 7-10:	Advertise the position, facilitate in mailing application packets, if needed, develop interview schedule, establish panelists, draft questions for various panel's consideration and use, screen applications/resumes as they arrive.
Week 11:	Finalize screening, and contact successful candidates, Schedule first round of interviews and Law Enforcement Executive panel interviews, if possible, on the same day.
Weeks 12 ²	Interview Semi-finalists, with both panels, if possible, on the same day.
Week 13	Conduct reference checks on Finalists.
Week 14-15	PFC Interview Finalists. Hold candidate public presentation and question sessions if desired by PFC.
Week 16-19	Make Conditional Offer. Reference checks and/or background checks completed. Present final candidate to Village Council. Public Announcement.
Mutually Agreed Upon	Police Chief begins work.

8. Advertising Plan

Advertising will be approved by the PFC. Some suggestions for consideration are to advertise with state web site, the Chiefs of Police Associations in Wisconsin, Illinois, Iowa and Minnesota via their websites and monthly newsletters. If the Village would like a national search, the position would be advertised with the International Association of Chiefs of Police and the Police Executive Research Forum. The Chicago Tribune and the Minneapolis Star Tribune.

The position would be posted with the Wisconsin State Journal, The Milwaukee Journal Sentinel, and The Post Crescent.

¹ Our timeline is flexible based on Village needs. This is just a guideline for your review.

² Depending on the number of applicants, interviewing semi-finalists may be necessary. However, if the applicant pool is not sufficient to warrant an interview process, then these steps may be eliminated, resulting in a shorter process.

Letters would be sent to the Dane County Chiefs of Police Association Members and the Chiefs of Eau Claire, Milwaukee, Green Bay, Appleton, Janesville, Beloit, Kenosha and Racine with a request to distribute the position description throughout their organizations.

9. Southern Wisconsin Municipal Searches

- a. **The Village of Oregon, WI – Chief of Police 2015**
Village Administrator Michael Gracz 608 444-6269 mgracz@vil.oregon.wi.us
- b. **The Village of Shorewood Hills Chief of Police 2017**
Village Administrator Karl Frantz 608 267-2680 kfrantz@shorewood-hills.org
- c. **The Village of Columbus Chief of Police 2018**
Village Administrator Larry Olson (920) 623-5900 CLueders@Columbuswi.us

10. The Riseling Group, LLC Team – Resumes Attached

The Lead for this project will be Assistant Chief (ret) Debra J. Hettrick,

Assistant Chief (retired) Hettrick specializes in policing, human resources, staff evaluations, continuity of operation planning and executive searches. AC. Hettrick retired after an active law enforcement career of 23-years. During her years as Lieutenant, Captain and Assistant Chief she was directly involved in the hiring and promotional practices at every level of the department, sworn and civilian. She reviewed background investigations, medicals, psychological test, credit scores and drug testing. During her career Debra served on dozens of selection and promotional panels for Police Officers, Sergeants, Lieutenants, Captains, Chiefs at the University of Wisconsin-Madison and other law enforcement agencies throughout the county, state and country. Following her retirement, she served as Threat Assessment Manager for the University of Wisconsin System for a decade before returning to an Assistant Chief role at the University of Wisconsin-Madison.

Assistant Chief (retired) Hettrick will be joined by Deputy Superintendent (retired) Deirdre Morgan and Chief of Police/Associate Vice Chancellor Sue Riseling.

Deputy Secretary (retired) Morgan

Deputy Secretary Morgan retired in 2018 from the Wisconsin Department of Corrections after an 18-year career in which she served as a Warden, as a Regional Chief within the Division of Juvenile Services, as an Assistant Administrator of Division of Management Services and Deputy Secretary. During her career she also worked in the Department of Justice, Office of the Attorney General for Wisconsin as the Director of Communications and Public Policy. She was the Chair of the Parole Commission for four years.

Dede worked in the field of human resources as the Director of Human Resources for the Stoughton School District and in the Wisconsin Department of Corrections as the Correctional System Director of Human Resources. She started her career as a social worker with the Wisconsin Department of Health and Social Services, Division of Youth Services and Division of Probation and Parole.

Chief (retired) Sue Riseling

Overall project management will be provided by Chief (ret) Sue Riseling. Chief (ret) Riseling retired

after 34 years of an active law enforcement, 25 of those years as Chief. During her time as Chief, Sue served as the deciding authority on Police Officer, Sergeant, Lieutenants, Captains, Assistant Chiefs, and Chiefs processes. She served on search panels for other department directors, Vice Chancellors and Chancellors. Following her law enforcement career she became the Executive Director of the International Association of Campus Law Enforcement Administrators. (IACLEA). IACLEA has close to 4,000 members in 15 countries.

11. Pricing Proposal

The proposal can be modified to meet the needs of the Village and some steps may be deemed unnecessary by the PFC.

TRG will conduct the search and selection process for a fee not to exceed \$28,500. TRG will charge its 2020 municipal rate of \$175 per hour. TRG will only invoice for actual hours worked.

Basic expenses of copying, ad placement, psychological and medical testing etc. will be billed as actual and is not included in the \$28,500.

Approval and Authority to Proceed

We approve the project as described above and authorize the team to proceed.

Name	Title	Date
Susan Riseling	President	November 24, 2020

Sue Riseling

Nov 24, 2020

Approved By

Date

Approved By

Date

DEBRA HETTRICK

Cell: 608-215-9719

Employment History and Major Accomplishments

Senior Consultant – The Riseling Group, LLC., 2007 – present

This position completes projects for this wide-ranging consulting company. As a Senior Consultant I have handled emergency management assessments, planning, policy development and training. Managed hiring processes for Chief of Police positions. Additionally, conducted assessments of police agencies, non-profits and colleges.

ASSISTANT CHIEF OF POLICE – Planning & Development Section, March 2014 to May 2015

This position acts as Assistant Chief of Police for the University of Wisconsin-Madison. The Planning & Development Section consists of two units, Emergency Management and Infrastructure Security. The Captain position normally assigned to the section is vacant, so this position has responsibilities both as Captain and Assistant Chief. Participated in external and internal hiring panels. The University of Wisconsin-Madison has a total enrollment of approximately 42,000 students and a teaching, research and support staff of 19,000. The campus is located on 3,500+ acres and has approximately 320 buildings, one of which is a 530 bed Level One Trauma Hospital which includes a prison ward. UW-Madison is part of the Big 10 Conference and the athletic facilities include an 85,000-seat football stadium and a 17,100 seat hockey, basketball and entertainment arena.

The Emergency Management Unit consists of a Lieutenant, an Emergency Services Supervisor, three Emergency Services Coordinators, a Police Officer, a Security Officer and a Program Assistant who is shared by the two Planning & Development units. The unit is tasked with responsibility for consultation with all 26 University of Wisconsin System campuses located throughout the state. The University System has approximately 184,000 students and 29,000 staff and faculty, making it the largest state agency in Wisconsin. A major focus of the Emergency Management Unit is handling University Response Plans (URP) and Continuity of Operations Planning (COOP) for all 26 campuses. This includes development of COOP and URP, training personnel, conducting exercises and evaluating After Action Reports with the intention to be prepared for any type of emergency and to have the capability of continuing operations once an event is under control. The unit also has responsibility on the Madison Campus for operating a state of the art Emergency Operations Center along with training and coordinating the 130 person Emergency Operations Group and Executive Group. The unit regularly holds tabletop and functional exercises for the group, and this year the unit held a full-scale exercise, Operation Wisconsin Dawn, which is described below. The unit led UW-Madison through the extensive process of achieving the status of a Disaster Resistant University. An additional responsibility is occupant emergency planning and training, as well as safety and active shooter training. The unit is responsible for coordination and provision of CPR and AED training for the University and in 2014 trained over 200 people.

The Infrastructure Security Unit consists of a Lieutenant, two Sergeants, two Security Supervisors, an Infrastructure Security Camera Specialist, a Police Officer, a Security Officer, and a Program Assistant in addition to the one which is shared by the two units. The unit is responsible for major access control initiatives, control and maintenance of the system, security assessments, reports and planning, the security of Select Agent and animal research facilities and the control and maintenance of UW-Madison's

video surveillance system. In 2013 the Unit began work on an \$8 million overhaul of the entire campus camera system, Operation Forklift, which is described below. Once the camera initiative is complete, the Infrastructure Security Unit will begin a similar initiative with access control. With over 320 buildings, many of which are historic, access control currently ranges from keys to sophisticated electronic systems, some of which are “stand-alone”. The goal of this initiative will be to have campus buildings, to the extent possible, on one central access control system to improve the security and safety of the campus. In addition, the Infrastructure Security Unit works with architects and project managers from inception and planning to completion of new construction and major remodels on all aspects of security issues, including Crime Prevention Through Environmental Design (CPTED), planning of lighting, access control and camera placement. The Infrastructure Security Unit is also responsible for security of the campus Nuclear Reactor site, the federally controlled Select Agent Research laboratories and hundreds of areas of Animal Research. Research facilities on the campus include an internationally known Primate Research facility, operated by the National Institute of Health and the Influenza Research Institute, operated by Dr. Yoshihiro Kawaoka, an internationally recognized researcher.

Major Projects

Emergency Management – Operation Wisconsin Dawn

After thirteen months of planning, on July 17, 2014, the UWPD Emergency Management Section conducted a day long real-time full scale exercise called Operation Wisconsin Dawn. This exercise involved over 600 participants and 20 agencies including the Madison Police Department, Dane County Sheriff Department, U.S. Attorney’s Office, FBI, Wisconsin State Patrol, Medical Examiner’s Office, Madison Fire Department, Wisconsin and Dane County Emergency Management and two of the three Madison hospitals. The exercise involved a bomb exploding in Camp Randall Stadium during the beginning of a “fun run”. Units that were activated included the UW Emergency Operations Center (EOC), Dane County and City of Madison EOC’s, a Joint Information Center, the Executive Group, Command Post, Family Assistance and Reunification Center. The Salvation Army activated and provided food to victims and workers. The Dane County mobile command post, the Dane County Bomb Squad, and SWAT teams from the FBI, Madison Police and Dane County were active members of the scenario. The exercise was the largest of its type in Wisconsin history. The Emergency Management Unit also held a full scale exercise in 2010, Operation Badger One, which at the time was the largest in state history.

Infrastructure Security – Operation Forklift

After almost a year of work by the UW Madison Police Department, the UW Department of Information and Technology and UW Facilities Planning and Management, the implementation of Operation Forklift began in earnest in January 2015. The goal of this project was to revisit and analyze the placement and effectiveness of the 1300 video surveillance cameras on the campus to improve security and protect lives and property. The method involved site visits to evaluate current cameras, selection of the best new camera technology and the purchase of a video management system for recording and storing video data. \$8 million was secured from the University to fund this undertaking and a funding model was developed to sustain, repair and replace cameras in the future. In the end, all cameras on the campus will be changed from analog to internet protocol and all video surveillance will be on a video management system which allows for central, secure viewing, control and storage. In order to accomplish this, Infrastructure Security also created a position description and hired an Infrastructure Security Camera Specialist whose job it is to assist in the placement, installation, aiming, evaluation and maintenance of the system. The project itself will increase the number of cameras to 1800, and when complete, the system will be capable of handling additional cameras added in new construction or determined need.

Overall Department Responsibilities

- In addition to responsibility for the Planning and Development Section, this position is responsible for the overall administration and command of the entire department in conjunction with the Chief and second Assistant Chief. In cases of the Chief's absence, this position also assumes command. The responsibilities and assets of the Department include:
- The administration and command of 149 employees which includes police officers, security officers, dispatchers, office administration staff in addition to 35 student volunteers who provide EMT services. Establishment and participation in hiring panels.
- Administration of an approximate \$12 million budget.
- Full service police agency with mounted, motorcycle, bicycle, canine and police extraction response units in addition to regular patrol.
- Investigative Services Unit that investigates criminal and internal affairs; one detective assigned to the FBI Joint Terrorism Task Force and one assigned to the Dane County Narcotics Task Force; two detectives are trained in digital forensics.
- State certified evidence technicians, Defense and Arrest Tactics (DAAT) instructors, and certified Firearms instructors.
- Department is the only police agency in the State of Wisconsin to be triple accredited, and has a Professional Standards Unit, which oversees the accreditation requirements, policies and procedure.
- Director and Assistant Director dedicated solely to Clery compliance.
- Director of Threat Assessment Services who works with the UW's Threat Assessment Team to evaluate and develop action plans for persons considered to be a possible danger to themselves or others. This position also trains UW departments in best practices regarding identifying and reporting possible dangerous situations.

PROFESSIONAL CONSULTANT – UW MADISON POLICE DEPARTMENT, October 2007– March 2014

In October 2007, following the mass casualty incident at Virginia Tech, the President of the UW System had appointed a commission to survey and assess security on all the UW Campuses, and to make recommendations for improvement. The UW-Madison Police Chief was Chair of that Commission. When the report was released, I was hired as a consultant to develop programs and deliver training following the commission's recommendations:

- Developed training in Surviving a Mass Casualty Incident for faculty and staff of all the 26 UW System schools.
- Trained over 200 Police Officers from UW-Madison and the remaining twelve four-year campuses in the basics of Threat Assessment.
- Trained 60 Police Officers from UW-Madison and the remaining twelve four-year campuses to deliver that training to faculty and staff.
- Trained faculty and staff at UW-Madison and all thirteen campuses of UW Colleges
- Served as threat assessment and safety advisor to the UW Colleges, as they had no police or security. Helped the UW Colleges campuses to develop relationships with their local police.
- Helped to develop UW Madison's Threat Assessment Team and the method by which information would come to that team.

- Assisted in the planning and development of three one-day Threat Assessment Training seminars for staff from all 26 UW System Campuses. Seminars included nationally known expert guest speakers, as well as presentations and panels from University departments such as Health Services, Legal Services, Housing and Student Affairs Services.

In 2009, the responsibilities were expanded to include the duties of a 20% time Emergency Services Coordinator. The position was now to provide COOP planning, training and exercising to the UW Colleges' thirteen campuses across the state. The position also participated in the planning and execution of the 2010 full scale exercise on the UW Madison campus, Operation Badger One.

CAPTAIN OF FIELD SERVICES – UW MADISON POLICE DEPARTMENT, 1994 TO 2002 (retirement)

From 1994 to 2002, the position of Assistant Chief did not yet exist at UW Madison Police Department. Rather two Captains filled those positions, the Captain of Field Services and the Captain of Support Services. The Captain of Field Services was responsible for the operations of all Police, Security and Dispatch functions. This included at the time the cadre of Security Officers assigned to the 530 bed Level One Trauma Hospital including the prison ward. All other responsibilities listed in the "Overall Department Responsibilities", above, were included in this position.

In 1999, this position was responsible for leading a team which created the UW-Madison's first "Crisis Plan". That Crisis Plan still exists as the basis for the current University Response Plan. Following the events of September 11, 2001, the Crisis Plan was activated and the groups which formed the Emergency Operations Center and Executive Group for the University were formalized.

LIEUTENANT OF PATROL – UW MADISON POLICE DEPARTMENT, 1991 TO 1994

This position was responsible for the immediate oversight of the Police, Security and Patrol functions of the UWPD. In addition, it was responsible for planning and implementing crowd control for football, basketball, concerts and other special events. This position also commanded the Mounted Unit and rode as part of an interagency Mounted Unit with the Madison Police and Dane County Sheriff. This position was also responsible for implementing the Department's first formal Field Training Officer program and was trained and served as UWPD's Law Enforcement Ethics Instructor.

POLICE OFFICER AND DETECTIVE – UW MADISON POLICE DEPARTMENT, 1979 TO 1991

Performed routine police patrol, served as training officer, investigated crime, planned and implemented the Department's first Bicycle Unit supervising student interns, served on the Mounted Unit. Served four years as a member of the Board of Directors, Mental Health Center of Dane County, which included membership in the National Alliance on Mental Illness (NAMI).

Education:

Bachelor of Arts, University of Wisconsin-Madison, Sociology major with English minor – 1974

Certificate in Correctional Administration, University of Wisconsin, Madison – 1974

Included internship at the Las Palmas Correctional Facility for Girls, Las Palmas California – 1973

State of Wisconsin Certified Police Academy, Madison, WI – 1979

Wisconsin Executive Leadership Development Program – 1992 to 1993

Certified Ethics Training – The Ethics Institute, Plano, TX – 1994

Deirdre A. Morgan
512 Harvest Lane
Verona, WI 53593
608-577-7000 Cell
morgan.deirdre.a@gmail.com

January 2018 - February 2020

Celestar Corporation, American Embassy, Tunis Tunisia, Africa - Senior Corrections Advisor/Contractor

Serve as the American Embassy prison system subject matter expert to the Government of Tunisia. Recommend, develop and implement system-wide prison reform using best practices and international standards (Nelson Mandela Rules). Provide training and equipment; develop long range goals to include implementation of classification; cognitive based programming; prison design and construction; health and safety considerations; security response measures; and policy and procedure development.

March 2016 – January 2018

Wisconsin Department of Corrections, Division of Management Services - Assistant Administrator

Responsible for management of the Department's Management Services Division providing resources throughout the agency in the following areas:

- Budget development
- Personnel & EEOC
- Information Technology
- Procurement
- Fiscal Management
- Staff Development and Training
- Office of Records Management – Public Records Requests, HIPPA, Privacy and Records Management
- Management of agency-wide policies and procedures

Serve on a variety of Department committees affecting state-wide operations and programs in the area of efficiency, budgeting, technology and emergency preparedness. I continue to serve on the community organizations listed below.

October 2012 – March 2016

Wisconsin Department of Corrections - Deputy Secretary

Responsible for the day-to-day operations of the Department of Corrections; 4 Divisions (Adult Institutions, Probation and Parole, Juvenile Corrections and Management Services); and supervision of Chief Legal Counsel and the Office of Internal Affairs/Emergency Preparedness. Serve on a variety of organizations and committees to include but not limited to; United Way of Dane County; Community Work Services Inc.; UW Platteville Criminal Justice Counsel and Madison College Criminal Justice Committee.

September 2012 – October 2012

Wisconsin Department of Corrections, Division of Juvenile Services - Northwest Regional Chief

Administration, implementation and oversight of the Division of Juvenile Corrections mission and vision for Wisconsin youth committed to and released from Copperlake and Lincoln Hills Schools on probation and parole supervision.

November 2004 – September 2012

Wisconsin Department of Corrections, Division of Adult Institutions, Oakhill Correctional Institution - Warden

Oversight of 685 minimum security adult male fenced prison facility. Staff oversight and supervision of 253 FTE to include security (177 FTE); contract negotiations; employee compensation and staff development and discipline. Administration, implementation and oversight of the Department's vision and mission regarding incarcerated individuals to include but not limited to, inmate reintegration, education and skill building, restorative justice, and victim impact.

August 2004 – November 2004

Wisconsin Department of Justice, Office of the Attorney General - Director of Communications and Public Policy
Responsible for the Public Information Office and policy development for the Department of Justice and the Attorney General. Develop and coordinate the AG's message related to the implementation of Wisconsin Law.

January 2003 – August 2004

Wisconsin Department of Corrections, Office of the Secretary - Executive Assistant

Serve as the liaison between the Governor's office, legislators and the Secretary's Office related to Department of Corrections' practices, programs, and laws. Coordinate with stakeholders to draft, develop and implement policies, procedures, and Administrative code.

November 1999 – January 2003

Wisconsin Parole Commission – Chairperson and Commission Member (Wisconsin Department of Corrections)

Administration of parole process in accordance with Wisconsin laws and administrative code.

January 1997 to November 1999

Stoughton Area School District - Director of Human Resources

Administration of Human Resources functions for K-12 school district; 6 schools, 460 employees.

February 1994 to January 1997

State of Wisconsin, Department of Corrections, Division of Community Corrections, Wisconsin Correctional Center System - Director of Human Resources

Administration of Human Resources functions for minimum-security prison, 17 correctional centers, 465 employees.

April 1993 to February 1994

State of Wisconsin, Department of Transportation, Bureau of Vehicle Services - Supervisor of Motor Vehicle Auto Registration and Titling Unit

Supervise auto registration and titling unit.

October 1990 to April 1993

State of Wisconsin, Department of Corrections, Division of Management Services, Bureau of Personnel and Human Resources, Office of Affirmative Action Equal Employment Opportunity Specialist and Acting Affirmative Action Officer

Administer the Department's Affirmative Action initiatives, policies and procedures.

July 1985 – October 1990

State of Wisconsin, Department of Health and Social Services, Division of Youth Services and Division of Probation and Parole

Social Worker – Ethan Allen School For Boys; Juvenile Aftercare Agent; Juvenile Parole Commission; Adult Probation and Parole Agent

Education

December 1994 – Bachelor of Science, School of Social Welfare, University of Wisconsin – Whitewater. Accredited by the National Association of Social Workers

References available upon request

SUSAN RISELING
President
The Riseling Group, LLC.
www.riselinggroup.com
1802 Monroe Street Suite 201
Madison, Wisconsin 53711
Sue@riselinggroup.com

Nature, Scope and Extent of Responsibilities:

The Riseling Group, LLC., President and Founder: Present

In 2007 The Riseling Group LLC acquired Decisionmaker, LLC a management consulting firm specializing in threat assessment and other human resource matters of sensitive nature. The Riseling Group, focuses on Strategic Planning, Facilitation, Executive Searches, Race Relations and Diversity, Repairing "Toxic" Work Environments, Continuity of Operations Planning, Emergency Management, Law Enforcement Management Studies, and Reviews, Accreditation, Policy and Procedure Development, Crowd Management, Crisis Management, Crisis Communications, Human Resource Investigations, and specific to universities Clery Act Compliance and Title IX Compliance. The Riseling group provides training in Executive Leadership, Supervision, Crowd Management, Crisis Communications, Emergency Preparedness, Continuity of Operations, Threat Assessment, Title IX and Community Policing.

In the past twelve months clients of The Riseling Group have been Cities, and Villages with personnel investigations in their police or fire departments, Universities with incident after action reviews, climate surveys, staffing studies and emergency management exercises, and private companies with threat assessment and new product development.

Executive Director of the International Association of Campus Law Enforcement Administrators (IACLEA) August 2016 to August of 2019

The Association was managed by a Connecticut company that oversaw 27 different Associations. The task was for the Executive Director (the only employee of the Association) to plan and implement leaving the company and to develop and operate an independent staff and headquarters for the Association. This task was to be completed in three years – it was completed in eleven months. A new headquarters was established in the Washington D.C. area in seven months with all new furniture, computer systems, financial and investment programs, legal, accounting, and printing services. Seven new staff were hired, trained and began work over those 11 months. Also, in that timeframe, a major conference was held, new training programs were established, all communications channels were revamped, new website, e-news digest, e-monthly bulletin, all member messaging, a social media presence on Twitter, Facebook, Instagram, etc., started.

By the twenty-one-month mark, IACLEA held its largest ever annual conference, doubled its membership from just over 2,000 to over 4,300. It created new training programs on race, hate crimes, crowd management, demonstrations, mental illness, sexual assault trauma informed investigations, Clery, drones, terror act prevention, emerging issues and a first line supervisor institute.

This position oversaw all aspects of managing a 4,300-member international association dedicated to public safety on university and college campuses. The position is tasked with government relations,

accreditation, professional reviews, periodical magazines, website development, hosting trainings, annual conference, news digests and a far-reaching array of membership services.

Chief of Police/Associate Vice Chancellor August 2003 to August 2016

The University of Wisconsin-Madison, Extension, and System.

This position continued to act as Chief of Police for the University of Wisconsin-Madison and Extension (see below). In addition, this position is tasked with responsibility for consultation with the other 25 University of Wisconsin System campuses located throughout the state. The University System has approximately 184,000 students 29,000 staff and faculty making it the largest state agency in Wisconsin. The major focus of this position involves handling the issues of a post September 11th nature-Strong emphasis on planning, major access control initiatives, federally controlled select agents and consultation with the Environmental Health and Safety Department. Serves on the University's Leadership Council and on the US Attorney General's Western District Anti-Terrorism Task Force. In 2006 was appointed Vice Chair of the Governor's Council on Radio Interoperability and the State Homeland Security First Responder Group ending service in 2011. Led the University of Wisconsin System response to mass casualty shootings in 2008. In 2015 led a county wide effort to establish investigation teams to impartially investigate officer involved shootings.

Chief of Police - University of Wisconsin-Madison and UW Extension March 1991- August 2003

The University has a total enrollment of approximately 42,000 students, a teaching, research and support staff of 19,000. The campus is located on 3,500+ acres and has approximately 320 buildings, one of which is a 530 bed Level One Trauma Hospital which includes a prison ward. The athletic facilities include an 85,000 seat stadium and a 17,100 seat hockey/basketball arena.

Responsibilities include:

- The administration of 155 employees which includes police officers, security officers, dispatchers, office administration staff in addition to 35 student volunteers who provide EMT services.
- Administration of an approximate \$10 million budget. Oversight of an \$8 million camera project
- Full service police agency with mounted, motorcycle, bicycle, canine and police extraction response units in addition to regular patrol cars/foot.
- Detective unit that investigates criminal and internal affairs, serves on the FBI JTTF, and on County- wide Narcotics Task Force. Part of state-wide meth lab team. Founding member of County-wide narcotics and gang enforcement team (DCN>F).
- State certified evidence technicians and police instructors.
- Emergency Management function and Continuity of Operations Planning for the entire University.
- Directs the University Response Plan, Emergency Operations Center and Incident Command Systems.
- Infrastructure Security, Access Control, Nuclear Reactor Security, Select Agent Research Security and Animal Research Security

Associate Director - Police Department SUNY Stony Brook**November 1989 – March 1991**

The University had a total enrollment of 17,000 students, 9,000 teaching, research and support staff. The campus is located on 1,100 acres and has approximately 100 buildings, one of which is a 530 bed hospital.

Responsibilities included the supervision of 65 police officers, 37 building guards, 180 student employees, 11 locksmiths, 8 traffic enforcement officers and 10 clerical staff. Administration of a \$4 million budget.

Assistant Director, Patrol Operations**October 1987 to November 1989****Assistant Director, Crime Prevention, Resident Life & Training**

These two positions were held at SUNY Stony Brook. The job responsibility built in the form of promotions.

Manager, Safety/Security and Communications -**University of Maryland College Park Department of Resident Life. June 1985 – September 1987**

The University had a population of approximately 50,000 faculty, students and staff.

Responsibilities and accomplishments included directing 80 student staff responsible for a wide range of life safety and security services and a staff of communication operators. Expanded the scope of the security staff operations which increased their productivity by 75% without a budget increase. Created inspection programs for exterior lighting, fire safety, security hardware, smoke detectors, lofts, air conditioners, department vehicles and asbestos pipe covering.

**Assistant Director Safety/Security and Communications
Director, Safety/Security****August 1982 to May 1985****Safety/Security Coordinator****Security Coordinator**

These four positions at Maryland required supervision of 30 to 50 student employees. With each advancement, the number of staff supervised, and size of budget grew steadily.

Education:

The University of Maryland College Park, thirty credits toward a M.A. Criminology, completed course work and research for thesis.

B.A. Criminal Justice (1982)

SUNY Basic Training, State Police Academy Albany New York

Senior Management Institute for Police - Police Executive Research Forum (1997)

Problem Oriented Leadership Institute for Chief Executive Officers (July 2004)

Other Police/Management courses too numerous to list efficiently.

Professional Achievements:

IACLEA

Doubled membership in twenty-one months

Convened the largest conference on US soil for the Association and the largest conference on Canadian soil for the Association.

Oversaw the separation from a management firm and began a start-up of an independent Association

Grew corporate partnerships by 50%

Increased revenue and operating budget by 40 %

University of Wisconsin

Fully automated the organization, linking satellite offices with headquarters and placing mobile data computers in every patrol unit. This was the first such system in the State of Wisconsin in 1992.

Co-chaired a Special Community Task Force on the Police Use of Force following the death of an unarmed African-American male in March of 2015. Task Force developed 60 recommendations to change the manner by which the police train and use force throughout Dane County in February of 2016.

Chaired a special committee of the Dane County Chiefs to develop independent investigative teams to investigate impartially officer involved shootings. All 27 law enforcement agencies within Dane County signed onto the process in 2015.

Implemented Body Worn Cameras – the first WI state agency to do so.

Successfully commanded law enforcement response to the unprecedented protests at the Wisconsin State Capitol 2011.

Featured in an article October 2004 Law Enforcement Technology--UW-Madison "Teamwork from the Top"

Founding member of a County-wide unit consisting of full-time police personnel tasked with drug enforcement, dealing with higher level dealers and long-term investigations. First chairperson of this group's steering committee.

Successfully instituted problem-solving policing and community policing reaching a 30, 35, 40 and in my last year as chief a 42 year low in crime.

Created a threat management prevention and response mechanism to reduce the likelihood of mass casualty events.

Created the office of Clery Act compliance.

Created a University wide response plan to acts of terrorism, natural disasters and student deaths.

Established a Police Extraction Response Unit --the only one in the state.

Professional Activities:

- **United Way of Dane County Board Member 2014-2020**
- **Chair of the United Way Safe Communities, Safe Neighborhoods 2014-2016**
- **Co-Chair Task Force on Police Use of Force 2015-2016**
- **Chair of the Police Executive Group 2011**
- **President of the Dane County Chiefs of Police Association 2011**
- **Chair of the Dane County Chiefs District Attorney Issues Committee 2004-2016**
- **International Association of Chiefs of Police Executive Committee Member 1997-2003, 2005-2009, 2012-2014**
- **Life Member of IACP and Chair of the IACP Civil Rights Committee 2009-2014**
- **Vice President of the International Association of Chiefs of Police (IACP) 2005-2009.** With oversight of the following committees: Terrorism, Organized Crime, Juvenile Justice, Patrol and Tactical Operations, Research Advisory, Civilian/Military Law Enforcement, Homeland Security, Legal Officers Section, Capitol Police Section.
- **Team Member of the Police Executive Research Forum on national review of municipal police departments' sexual assault investigations 2014-2016.**
- **President of the Wisconsin Chiefs of Police Association 2003-2004.** First woman and first University police chief to ever be elected to this position.
- **Co-Chair of Capital Campaign for Family Centers 2003-2004**
- **President** of the Exchange Center for the Prevention of Child Abuse 2003.
- **Board Member** of the Wisconsin Police Leadership Foundation 1999-2005
- **President (1998-99) and Founding Member** of the National Association of Women Law Enforcement Executives (NAWLEE)
- **General Chair** IACP College/University Section 1997-2003
- **Member** of the IACP Patrol and Tactical Operations Committee 1999-2005
- **Vice Chair** of the IACP Civil Rights Committee 2000- 2005.
- **Member** of the IACP Homeland Security Committee 2004-2005.
- **Member** of the IACP Ad Hoc committee on Women and Policing
- **Member** of the IACP Ad Hoc committee on Organizational Structure
- **Vice Chair** IACP College/University Section 1996-97
- **Regional Director** IACP College/University Section 1995-96
- **Co-Chair** of the Wisconsin Chiefs of Police Association Legislative Committee 1996-1998
- **President** University of Wisconsin Softball Booster Club 1998
- **Representative** Academic Staff Assembly District 486 1998-2000.
- **Chair** of the IACLEA Committee on Awards 1993-96
- **Chair** of the Legislative Committee NAWLEE 2002-2003
- **Second Vice President** of NAWLEE 1997
- **Chair** of the Bylaw Committee NAWLEE 1996

Conducted Workshops 1993 to 2020

- Title-IX
- Clery Act
- Legal Issues in Higher Education
- Preventing Racial Profiling
- Bias Free Policing
- Continuous Improvement in Crisis Organizations
- Crowd Management
- Community-Oriented Policing
- Problem Solving Policing
- Preventing Violence in the Workplace
- Dealing with Difficult Employees/Volunteers
- Delivering Police Services on University Campuses
- Diversity Training
- Residence Hall Security
- Fast Cycle Improvement Process
- First Amendment and Demonstrations
- Date and Acquaintance Rape Prevention
- Crisis Management
- Leadership
- Women in Law Enforcement
- Securing the Nation's Campuses Post 9/11
- High Value Targets for Terrorism
- Enlightened Leadership
- Marketing Your Department
- Spouse Programs Within Police Departments
- Threat Assessment – Managing Fear
- Avenger Shootings
- Preventing Mass Casualty Shootings
- Emergency Management
- Continuity of Operations
- Preventing School Violence
- Continuity Planning For Small Businesses
- Incident Command and Wisconsin Capitol Operations
- Dealing with Difficult People
- Court House Security

Authored 1993 to 2020:

- *A View From the Interior Policing the Protests at the Wisconsin State Capitol* published October of 2013 ISBN:978-1-59598-255-1 ebook ISBN 978-59598-256-8
- *Oxford Handbook of U.S. Higher Education Law: Chapter: Evolving Role of Campus Security and Law Enforcement* to be published by Oxford University Press Fall 2020
- Safety and Security Considerations for Campus Events Chapter 9 *Managing Campus Safety and Security in Higher Education* 2014
- A View from the Interior – Guest Lecture *An Introduction to Policing* 8th Edition 2014
- Part of a team that authored, *Protecting Civil Rights: A Leadership Guide for State, Local, and Tribal Law Enforcement*. IACP
- Preparation for Emergencies *Emerging Issues in College and University Security Inside the Minds*, 2008
- Problem Oriented Policing *Journal of Security Administration* June 1993.
- Crowd Surge! *California Safety Journal* September 1994
- Problem Solving Policing *IACLEA monograph* 1995
- Preventing Workplace Violence *IACLEA monograph* 1996
- Racial Profiling and Police Data Collection *WLEC* for the Governor's Task Force on Racial Profiling
- Wisconsin Law Enforcement Statement on Racial Profiling *WLEC* for the Governor's Task Force on Racial Profiling

Professional Affiliations:

- International Association of Chiefs of Police
- Police Executive Research Foundation
- Wisconsin Police Executive Group
- National Association of Women Law Enforcement Executives (founder)
- National Organization of Black Law Enforcement Executives
- International Association of Campus Law Enforcement Administrators
- American Society for Industrial Security
- Wisconsin Chiefs of Police Association
- Dane County Chiefs of Police Association
- Northeast Association of Women Police
- Wisconsin Association of Women Police
- International Association of Women Police
- United Way of Dane County
- Exchange Club for the Prevention of Child Abuse
- Childreach Foster Parents Plan
- Madison Urban League
- Special Olympics

Awards in the last twenty years:

- June 2019 Special Recognition from IACLEA's Women's Forum
- June 2019 Special Recognition from IACLEA Board of Directors
- July 2017 United Way of Dane County Wisconsin, Women's Leadership Woman of the Year Philanthropy Award.
- June 2017 Police Executive Research Forum (PERF) Leadership Award
- June 2017 IACLEA President's Award
- April 2013 Chancellor's Award S.P.A. UW-Madison
- March 2013 Excellent Service Award University of Wisconsin Police
- March 2011 Meritorious Service Award University of Wisconsin Police
- March 2006 Meritorious Service Award University of Wisconsin Police
- August 2004 Wisconsin Civil Air Patrol, for leadership and support.
- 2004 Named a "Patriotic Employer" by the Committee on the Reserve and National Guard – Wisconsin 115 Air Wing
- March 2004 Meritorious Service Award University of Wisconsin Police
- Wisconsin Attorney General Award for Service 2004
- August 2003 Named Motorola Law Enforcement Executive of the Year by the National Association of Women Law Enforcement Executives.
- September 2003 Outstanding Service Award University of Wisconsin – Madison
- October 2003 Civil Rights Award of the International Association of Chiefs of Police
- October 2003 awarded a proclamation by the Village of Shorewood Hills Wisconsin for leadership and cooperation.
- March 2002 Excellent Service Award University of Wisconsin Police
- March of 2001 Meritorious Service Award University of Wisconsin Police Department



Request For Proposals

Police Chief Executive Recruiting Services

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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 US 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) by a licensed private investigator able to meet requirements for the State of Wisconsin or by a law enforcement background investigator approved by the PFC; and
- Assist the Village Administrator in negotiating the compensation package with the PFC identified final candidate.

SECTION 4 RFP Submittal Requirements

- A. All proposals must include the following:
 - i. A cover letter/statement of interest indicating the Consultant's interest in 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 2019.

- iv. Related Wisconsin 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 which led to the successful recruitment of a Police Chief. Two of which submitted as a reference should be from the State of Wisconsin.
 - vii. A statement verifying the Consultant's ability to execute a contract upon award of proposal and begin the project between January 1-15, 2021. 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 within Wisconsin.
 - iii. Longevity of past successful recruitments presented as references within the State of Wisconsin.
 - 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.