

**POLICE & FIRE
COMMISSION**

Thursday, February 18, 2021

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/83800551979>

Or by Telephone: +1 (312) 626-6799
Webinar ID: 838 0055 1979

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 from the meeting held on February 4, 2021.
4. BUSINESS.
 - a. Discussion and action to set remainder of schedule for Police Chief recruitment.
 - b. Discussion and action to set criteria for application screening and interview questions for the Police Chief candidates.
 - c. Discussion and action to set remaining testing protocols for the Police Chief candidates.
5. SCHEDULE NEXT MEETING DATE.
 - a. Thursday, March 4, 2021 at 4:00 pm.

b. Friday, March 19, 2021(time 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

February 4, 2021

4:00 p.m.

Conducted via Zoom Webinar

Call to order by President Stransky at 4:00 p.m.

1. **Roll Call:** Vince Wagner, Jim McKay, Jerry Mullen, John Stransky and Kathy Krusiec.
2. **Staff in Attendance:** Technology Director Stephanie Miller, Administrator Matt Schuenke, Fire Rescue Chief Dennis, Acting Police Chief Redman.
3. **Others in Attendance:** Deb Hettrick and Dede Morgan – Recruiting team from The Rising Group.
4. **Public Appearances:** This is an opportunity for members of the public to address the Commission through the online Virtual Zoom platform. One citizen spoke to the development of the Police Chief Position Description. She had asked that the Commission make sure in their selection and recruitment documents to reflect Diversity, Equity and Inclusion.
5. **Approval of the Minutes of January 7, 2021.**
 - a. **Review and Discussion.** Motion to accept as presented by McKay, second by Mullen. Motion carried.
6. **Business**
 - a. **Fire & Rescue Department Update** – The Fire & Rescue Chief announced that 97% of the members had received their first dose of Covid vaccine. Additional precautionary steps have been put into place to protect patients and personnel.

The Department is down (1) career member. The entire monthly report was provided to each of the Commission's for their review.

- b. **Discussion and action of completion of probationary appointment** – Chief Dennis related that Captain James Reiter has successfully completed the probationary requirements set forth by the Commission. A letter to that fact was sent to the Commission President on January 27, 2021 from Chief Dennis (Letter on file). Motion by Mullen, second by Wagner to direct the Commission President to write a letter confirming the appointment and the successful completion of probation for Administrative Captain James Reiter. The original to Captain Reiter with a copy to Chief Dennis and a Commission file copy. Motion carried.
 - c. **Police Department Update** – Acting Chief Redman walked the Commission through the January monthly report highlighting concerns and accomplishments. The department is down (2) police officers. The department purchased a new drone with more advanced capabilities than the current unit. A complete report was provided to each of the Commission's for their review.
 - d. **Presentation on activities toward recruitment of a new Police Chief** – Administrator Matt Schuenke walked the Commission through the Position Description. Discussion took place. Several suggestions were offered and were captured by Schuenke in the document. A motion was made by Mullen second by Wagner to send the Job Description with revisions to the Village Board for their review and approval. Motion carried.
 - e. **Recruitment Listening Sessions/Interviews:** Deb Hettrick and Dede Morgan provided a progress report to the Commission on recruitment activities. The contractors shared collective comments from numerous listening sessions. The Commission asked that the report be expanded, and comments be placed into individual listening sessions so that the Commission could more closely capture each areas concerns and suggestions. Hettrick and Morgan stated that there would no problem in providing this information in the format requested.
7. **Schedule next meeting** – The next scheduled meeting of the Police and Fire Commission is scheduled for February 18, 2021 at 4:00 p.m.
8. **Adjournment** - Motion by Wagner, second by McKay to adjourn. Motion carried.

Respectfully submitted by,
Kathy Krusiec, Secretary
Village of McFarland Police and Fire Commission

McFarland
SUMMARY SHEET

MEETING DATE: Thursday, February 18, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action to set remainder of schedule for Police Chief recruitment.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

At our last meeting we recommended approval of the job description and requested approval to fill the vacancy as well as adopted the job announcement. As of February 10th, the application packet has officially been advertised and we are in the process of accepting applications for the position. Once the application period closes we need to begin the process to review the candidates and ultimately make a decision on the hiring. This agenda item is to set the remaining schedule of the recruitment from the point when the application period closes.

- **February 10th - Open Advertisement**
- **March 3rd - Close Advertisement**
- **March 4th - Police and Fire Commission:** This will be your normal meeting for March. We'll have the Departments provide their reports like usual and also we'll give an update on the status of the recruitment with the advertisement period closing the day before.
- **March 5th - Initial Screening Complete:** The Recruiter is responsible for conducting the initial screening and reviewing applications against the minimum qualifications of the position. They have forecasted about two days to complete this process but of course subject to application volume. Upon completion of this screening they will notify which candidates are moving on and which are not.
- **March 12th - Law Enforcement and Administrator Panels:** All of the candidates to pass the initial screening will be interviewed by the Law Enforcement and Administrator panels. The Law Enforcement Panel will be made up of current or former executives in law enforcement while the Administrator Panel will consist of individuals from within the organization. Each applicant will also undergo a written exercise in conjunction with these two interviews. These interviews will be conducted in person. The two panels will be targeting at least 3 candidates to forward to the Police and Fire Commission as finalists. A basic background check will immediately be conducted of the finalists once determined.
- **March 15th - Finalist packets** will be submitted to the PFC for review. We will also connect with the final candidates so they know what they schedule will be for final interviews, provide them the Community tour video, and answer any questions they



might have.

- **March 18th - Community Panel:** We will conduct this public forum with the final candidates via Zoom. Each candidate will be provided 45 minutes in order to go through introductions, general background, prepared questions, and general question/answers from the public. We will also provide an opportunity for the public to provide input on the candidates that will be collected and provided to the PFC. This will likely start at 6:00 pm with the first candidate, 6:45 pm for the second candidate, and 7:30 pm for the last candidate. Times will be adjusted accordingly based on the number of finalists.
- **March 19th - PFC Final Interview:** Time to be determined by the PFC but likely be good to begin in the morning with about 1 hour time slots per applicant. At the conclusion of each interview our objective will be for the PFC to make a decision on the final candidate. It is requested that the Village Administrator participate in these interviews in order to be able to make the conditional offer should that be deemed appropriate (conditions to be discussed in a different agenda item).

Once a decision is made on the final candidate, the Village Administrator will extend to that individual a conditional offer of employment. Once those conditions have been met (estimating 2-3 weeks), then the Village Administrator will extend a final offer of employment and set the start day of employment for the individual. Final offer is estimated in the middle to later part of April with the individual beginning near the beginning to middle of May.

Notably this schedule is tight, but also is efficient in order to keep the process fluidly moving forward. Village Staff and the Recruiter have conducted similar recruitments in this type of fashion and feel confident in our abilities to complete this within these timelines.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for discussion on the proposed schedule and also action to accept the schedule as desired by the Police and Fire Commission.

ATTACHMENTS:

None

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Thursday, February 18, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action to set criteria for application screening and interview questions for the Police Chief candidates.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

We have not included the criteria and interview questions within your packet as we do not want to broadcast this information for prospective candidates to see. This is a step though we should talk about on how this information comes together at various stages of the process. Please note the following:

- **Initial Screening** - The Recruiter will prepare the criteria for this in order to evaluate all the properly received applications at the close of the advertisement period. Interview questions are not needed at this step.
- **Law Enforcement Panel** - The Recruiter will be preparing the criteria and questions for the Law Enforcement panel.
- **Administrator Panel** - The Administrator will be preparing the criteria and questions for the Administrator panel.
- **PFC Final Interview** - The PFC President will review past criteria and questions used in this recruitment and update for this effort. He will work with the Administrator and Recruiter to update.

We would suggest that the PFC defer completing these aspects to the PFC President, Administrator, and Recruiter to complete for all four of these phases. We will prepare them as noted above and then implement them at the various stages of the process. Additionally, we are still formulating membership on each of the first two panels. If ok, we would like to defer finalizing this to the group as well.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.



ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for discussion on the proposed schedule and also action to accept the schedule as desired by the Police and Fire Commission.

ATTACHMENTS:

None

McFarland
SUMMARY SHEET

MEETING DATE: Thursday, February 18, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action to set remaining testing protocols for the Police Chief candidates.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

The schedule details the oral interview and written testing protocols to be used as part of this recruitment. Additionally, we need to make determinations on remaining testing that might be desired for the position. This determination will be used later on in the process once a final candidate has been determined and we are prepared to issue a conditional offer of employment.

Recommended conditions:

- Extensive Background Investigation
- Medical Physical Examination
- Drug/Alcohol/Controlled Substances Screening
- Psychological Testing and Evaluation

All of these tests can be coordinated through the same provider used by the Department with exception to the extensive background investigation. The extensive background investigation will be completed by the Recruiter. All of the above conditions were used with the last recruitment for Police Chief. One item that is not included on this list is the physical capabilities exam which is suggested to be waived consistent with other Department recruitments.

FINANCIAL/BUDGET IMPACT:

There will be costs with some of these different tests, but will be paid for through the Departments operating budget to how other recruitments are handled.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:



Recommended for the PFC to review the suggest conditions and take action to direct their use later in the conditional offer of employment.

ATTACHMENTS:

None