

**POLICE & FIRE
COMMISSION**

Thursday, March 4, 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/83756799052>

Or by Telephone: +1 (312) 626-6799
Webinar ID: 837 5679 9052

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 February 18, 2021.
4. BUSINESS.
 - a. Fire and Rescue Department Updates
 - 1) February 2021 Monthly Report
 - b. Police Department Updates
 - 1) February 2021 Monthly Report
 - 2) Update regarding recruitment for the Police Chief position.

3) Discussion and action regarding recruitment process for the vacant Lieutenant position within the Police Department.

5. SCHEDULE NEXT MEETING DATE.

a. 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.

VILLAGE OF MCFARLAND
Police & Fire Commission Minutes

Thursday, February 18, 2021 - 4:00 PM

1. CALL TO ORDER, ROLL CALL.

PFC President Stransky called the regular meeting of the Police and Fire Commission to order at 4:02 PM in the Community Center of the McFarland Municipal Center.

Members present: John Stransky, Vince Wagner, Jim McKay, and Jerry Mullen.

Members not present: Kathy Krusiec

Staff Present: Village Administrator Matt Schuenke.

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.*

None.

3. APPROVAL OF MINUTES.

- a. *Discussion and action regarding minutes from the meeting held on February 4, 2021.*
A motion was made by McKay, seconded by Wagner, and unanimously carried by the Police and Fire Commission to approve the minutes for the meeting held on February 4, 2021.

4. BUSINESS.

- a. *Discussion and action to set remainder of schedule for Police Chief recruitment.*
The remaining schedule on the recruitment was presented and reviewed by the Commission. This included discussion on the initial screening, law enforcement and administrator panel, Community panel, and final interview to be conducted by the PFC. The PFC provided comments and noted changes were made as directed. Following discussion, a motion was made by Wagner, seconded by McKay, and unanimously carried by the Police and Fire Commission to approve the remaining schedule presented with noted changes for the Police Chief Recruitment.
- b. *Discussion and action to set criteria for application screening and interview questions for the Police Chief candidates.*
Specific criteria and questions were not presented but process through the interviews was

reviewed. The Recruiter will prepare criteria and conduct the initial screening. The Recruiter will also prepare questions and criteria for the Law Enforcement Panel. The Administrator will organize and prepare a panel local officials with questions and criteria. Additionally he will provide a report on their findings following review. The PFC President will review past criteria and questions used in this recruitment and update for this effort. Additionally, the PFC President, Recruiter, and Administrator will work together to finalize all of this information to carry out in accordance with the schedule previously approved. Following discussion, a motion was made by Wagner, seconded by McKay, and unanimously carried by the Police and Fire Commission to defer final determinations on criteria and questions for interviews to the PFC President, Administrator, and Recruiter.

c. Discussion and action to set remaining testing protocols for the Police Chief candidates.

There are a range of tests that can be made conditions of employment for the final candidate selected. The PFC needs to review these options and make a determination as to what test shall apply. Following discussion, a motion was made by Mullen, seconded by McKay, and unanimously carried by the Police and Fire Commission to set conditions for the final offer to include an extensive background investigation, medical physical examination, drug/alcohol/controlled substances screening, and psychological testing/evaluation while also waiving the physical conditioning test.

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.

A motion was made by Wagner, seconded by McKay, and unanimously carried by the Police and Fire Commission to adjourn the meeting at 5:03 pm.

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

Respectfully submitted,
Matthew G. Schuenke
Village Administrator



McFarland Fire & Rescue Department

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

Emergency: 911

March 2021 Fire & Rescue Department Report For February 2021 Activity

- **Operations**

- The month of February saw a return to typical call volume. We have now experienced some of the increased fire activity that other departments have during COVID-19. We had three structure fires during February. Two fires were associated with accidental stove usage, and the third resulted from a discarded cigarette on a patio. All the fires were able to be extinguished before significant damage occurred. A fire sprinkler extinguished the first kitchen fire, and the second was by our firefighters within minutes of arrival. The patio was controlled by occupants using water but was nearing extension into the attic of the building. The building is not protected by fire sprinklers and could have spread once it was in the attic.
- We had an incident where an individual working in a commercial building obtained medical attention at a hospital emergency room. The doctor contacted 911 because the individual reported an issue related to the mixing of chemicals. We arrived and investigated the building and found levels of flammable gas and carbon monoxide. We were able to find a furnace vent on the roof blocked by ice. The building did not have a carbon monoxide alarm installed, and the building owner agreed to place alarms to prevent future issues.
- The usage of Personal Protective Equipment or precautions against COVID-19 will not be eliminated for some time. The CDC is not reducing their requirements due to not knowing if the vaccine will prevent individuals from being carriers.
- The CDC, Wisconsin Department of Health Services, and Madison and Dane County Public issued new guidelines for employees that have been vaccinated for returning to work after exposure to COVID-19. The

new guidance reduces the need to quarantine after exposure, but there are still some concerns, and we will review each case as they occur.

- We have completed CPR recertification for the Department in small groups with precautions in place to protect staff. The process took a considerable time longer and more sessions.
- We completed our annual ice rescue recertification for members in small groups with precautions in place. We were able to complete the initial certification for six members also. We usually offer initial training for other agencies and have a class of 50 students.
- 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. In February, the Duty Officer assisted on 44 incidents.
- We have been working with Bray Architects on the new Public Safety Center. We presented the current floor plans to a public forum. We received some concerns about the sirens in the neighborhood. We did express that we intend to be good neighbors and minimize siren usage as needed, especially during the typical sleeping hours. The design is progressing and does require significant work.

- **COVID-19 Precautions**

- 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 primarily remaining online with the limited group in-person trainings.
 - 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.).
- 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.
- The Battelle Critical Care Decontamination System for decontaminating N-95 respirators will be taking the last shipment on March 18, 2021. We had about 100 N-95 respirators decontaminated through Battelle. We currently have an ample supply of N-95 respirators to last the remainder of the year.

Staffing

- Current Staffing Levels
 - Full-time Fire Rescue Chief – 1
 - Full-time Administrative Captain – 1
 - Full-time Fire Inspector/Public Education Specialist – 1
 - Full-time EMTs – 4 (2 vacancies)
 - Full-time Confidential Administrative Assistant - 1
 - Paid-On-Call – 54 (11 EMTs (1 on medical leave), 24 Firefighters (1 Active Retired), 7 EMR/Firefighter, & 12 EMT/Firefighters
 - Total Staffing Level – 64
- 24 Hour EMT Margit Frisch resigned this month. She had found the 24/48 work schedule was too difficult for her to maintain with her home life.
- EMTs Danielle Bartz and Alyx Ribble have resigned from the department. Both of which had difficulty meeting requirements and the pandemic made the situation more complicated. Both came to terms that the situation would not improve for them even after the pandemic came to an end.
- We currently have three individuals completing the background process. One individual just completed EMT Basic, and the other two will require completion of entry-level firefighter.

<u>Inspection/Prevention Activity</u>	<u>Completed</u>	<u>Year to Date Total</u>
Building Inspections	0	0
Fire Code Violations Identified	0	0
Re-inspections Completed	0	1
Corrections Noted	0	2
Building Plan Reviews	4	5
Development Reviews	3	3
Acceptance Test/site visits	1	3
Fire Drills	0	0
AHA-CPR Classes	2	11
AHA Attendance Total	10	46
Public Education	0	1
Public Education Attendance	0	0
Home Prevention Installations	0	0

Many fire prevention activities are suspended due to COVID-19, and reduced career EMT staffing has required the inspector to be detailed to the ambulance.

Based on social media and a high school parent, we were notified of a concern with an improvised isolation chamber in the high school. We performed an inspection and confirmed it had been removed.

Apparatus & Equipment

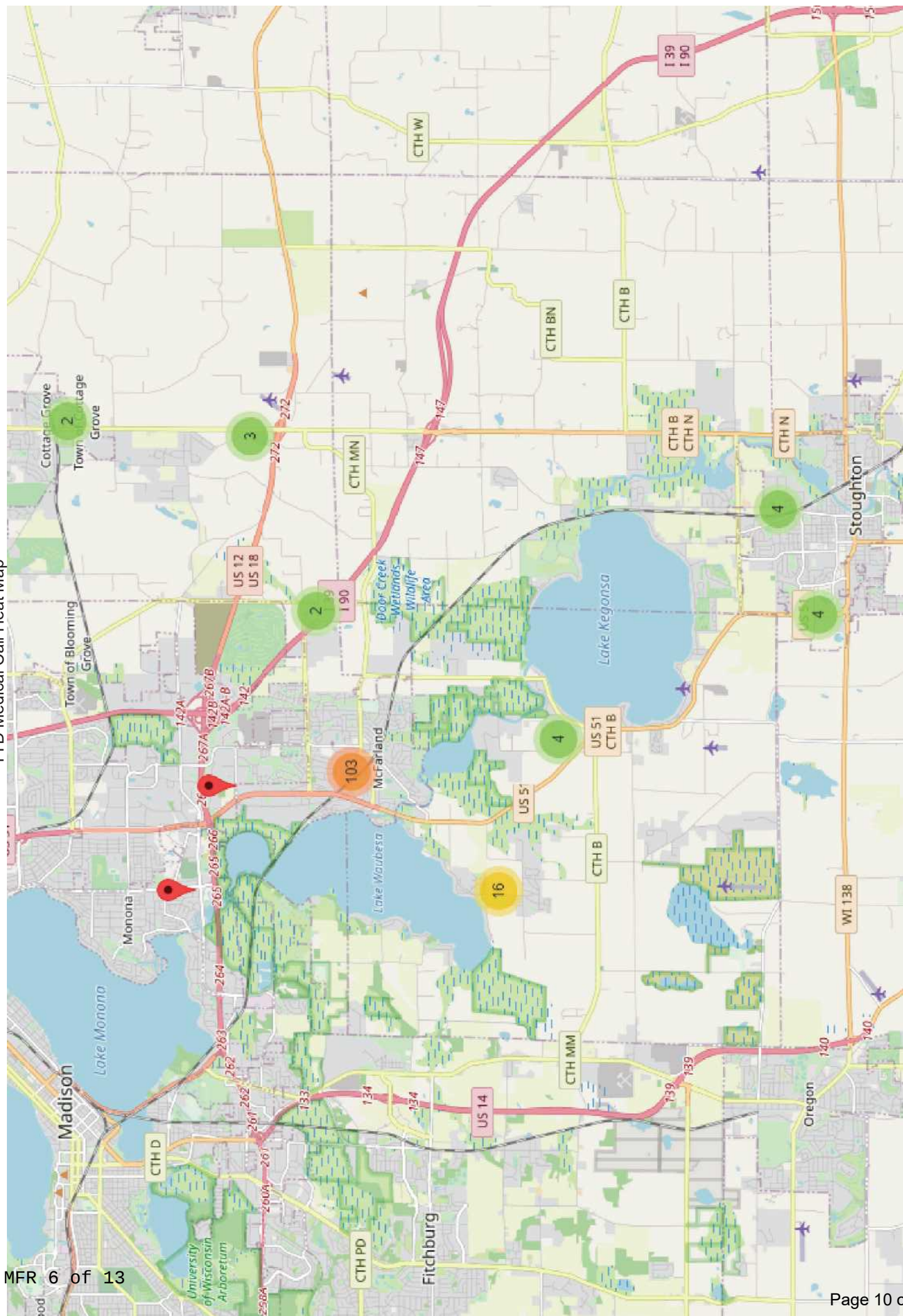
- 2015 Tanker (Tender 6) had the pump heater fail and resulted in two valves freezing and leaking. We had the valves repaired by a fire apparatus repair vendor, and the Village Mechanic will be replacing the pump heater. The rear tank dump valve is experiencing issues again, and the manufacturer is being contacted to determine the cause of the issue.
- 2019 Pumper (Engine 2) is experiencing an issue with the Compressed Air Foam (CAF) system's air compressor. The compressor will overheat within a few minutes of operations. A new thermostat has been ordered through one of our apparatus repair vendors.
- 2005 Pumper (Engine 1) has the pump packing (center seal) leaking water. It was replaced last year, and a common need after the replacement is an adjustment after a break-in period and periodic adjustment throughout the life of packing. The vendor that replaced the packing last year will be performing the repair.
- 1997 Aerial (Ladder 8) had an intake valve and aerial discharge valve

leaking and is being repaired by a local vendor.

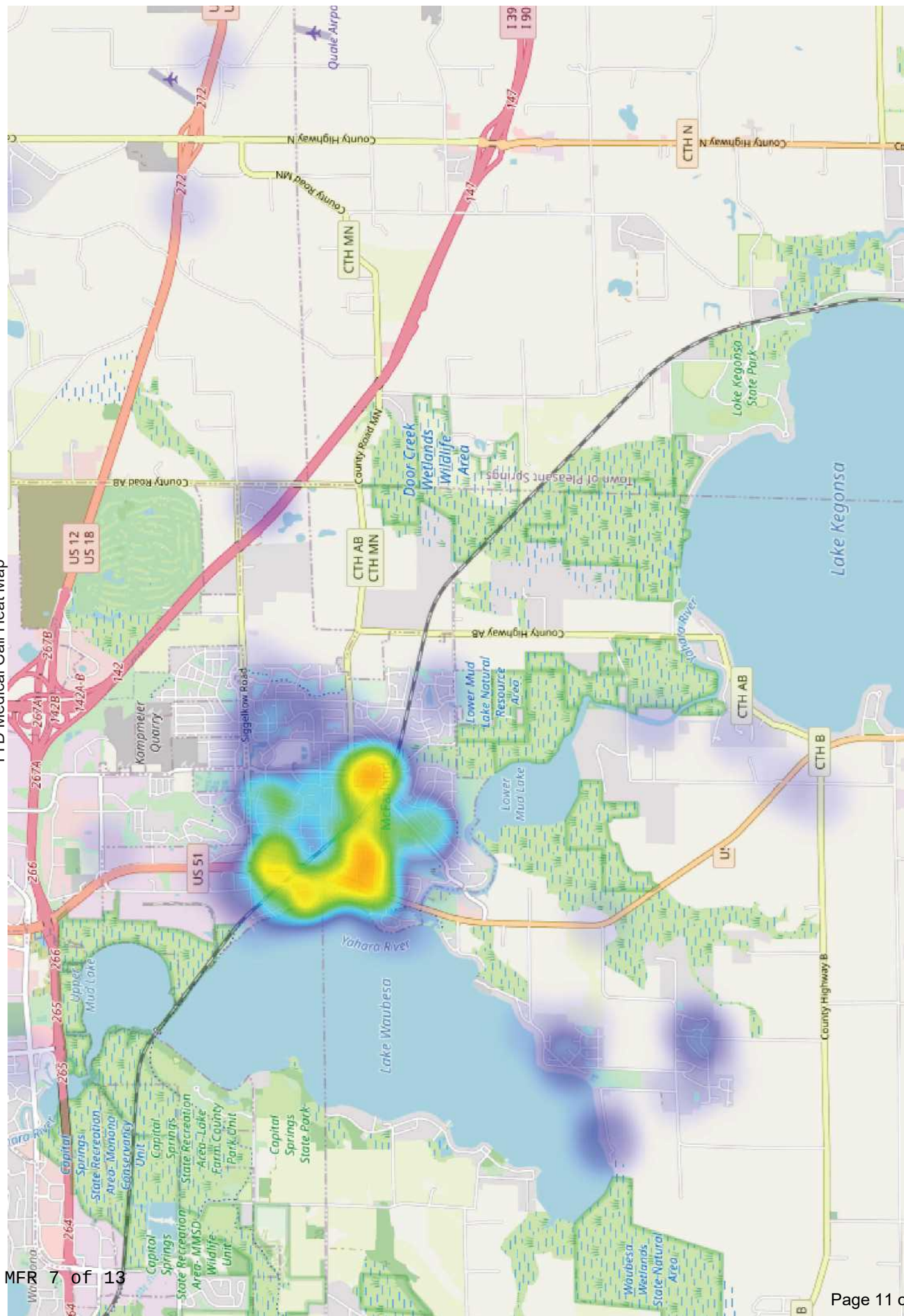
- The utility graphic design and engineering are completed. The manufacturer has received the chassis. Due to the truck being manufactured in Florida, we will be receiving updates from an independent inspection agency once manufacturing proceeds.
- The replacement aerial has been placed on order with the idle reduction option as recommended by the sustainability committee. We are waiting to have an updated build and delivery schedule.

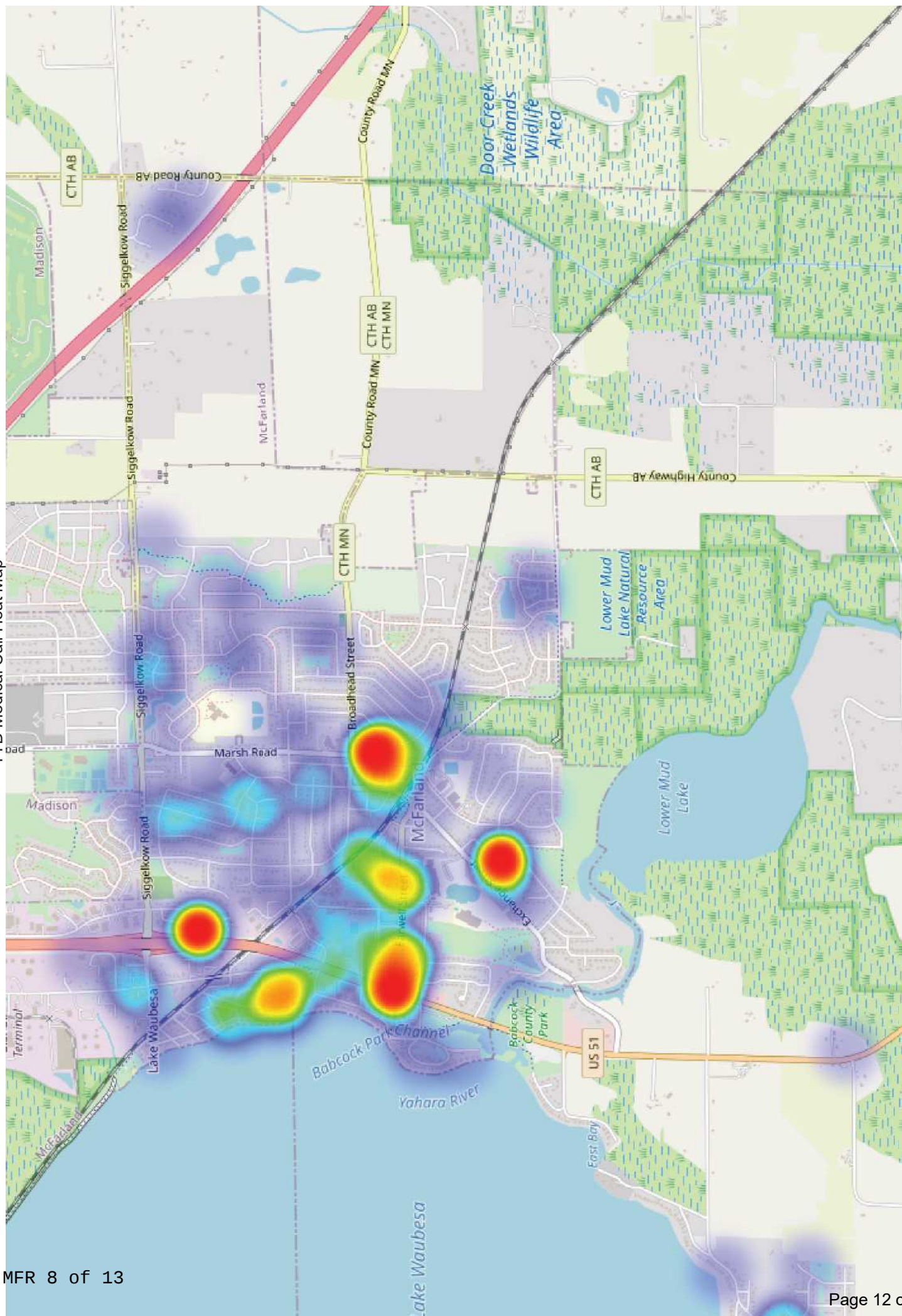
- **Budget**

- 2021 Budget capital purchasing has not been started beyond the ladder truck.
- We have received notification that we were awarded an Assistance to Firefighters Grant to purchase additional PPE for COVID-19. We have purchased the PPE and will be submitting it for payment.
- We are working with the Terminal Coop on attempting to purchase PFAS free foam.



YTD Medical Call Heat Map





Ambulance Runs By Dispatch Reason

Incident Complaint Reported By Dispatch	02/01 - 02/29/21		02/01 - 02/29/20		02/01 - 02/28/19		02/01 - 02/28/18	
Abdominal Pain/Problems	0	0.00%	0	0.00%	2	3.17%	2	2.67%
Allergic Reaction/Stings	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Animal Bite	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Assault	1	1.19%	1	1.45%	0	0.00%	0	0.00%
Automated Crash Notification	1	1.19%	0	0.00%	0	0.00%	0	0.00%
Back Pain (Non-Traumatic)	1	1.19%	0	0.00%	1	1.59%	0	0.00%
Breathing Problem	6	7.14%	10	14.49%	2	3.17%	2	2.67%
Burns/Explosion	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Carbon Monoxide/Hazmat/Inhalation/CBRN	2	2.38%	0	0.00%	2	3.17%	2	2.67%
Cardiac Arrest/Death	3	3.57%	1	1.45%	0	0.00%	1	1.33%
Chest Pain (Non-Traumatic)	5	5.95%	3	4.35%	6	9.52%	2	2.67%
Choking	2	2.38%	1	1.45%	2	3.17%	0	0.00%
Convulsions/Seizure	3	3.57%	2	2.90%	0	0.00%	5	6.67%
Diabetic Problem	1	1.19%	0	0.00%	2	3.17%	0	0.00%
Electrocution/Lightning	0	0.00%	1	1.45%	0	0.00%	0	0.00%
Eye Problem/Injury	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Falls	16	19.05%	12	17.39%	14	22.22%	13	17.33%
Fire	11	13.10%	5	7.25%	2	3.17%	2	2.67%
Headache	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Heart Problems/AICD	3	3.57%	3	4.35%	1	1.59%	3	4.00%
Heat/Cold Exposure	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Hemorrhage/Laceration	3	3.57%	3	4.35%	2	3.17%	1	1.33%
Industrial Accident/Inaccessible Incident/Other Entrapments (Non-Vehicle)	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Medical Alarm	0	0.00%	0	0.00%	0	0.00%	0	0.00%
No Other Appropriate Choice	1	1.19%	0	0.00%	0	0.00%	0	0.00%
Overdose/Poisoning/Ingestion	0	0.00%	1	1.45%	4	6.35%	2	2.67%
Pregnancy/Childbirth/Miscarriage	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Psychiatric Problem/Abnormal Behavior/Suicide Attempt	0	0.00%	1	1.45%	0	0.00%	2	2.67%
Sick Person	9	10.71%	13	18.84%	9	14.29%	8	10.67%
Stab/Gunshot Wound/Penetrating Trauma	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Standby	3	3.57%	0	0.00%	0	0.00%	0	0.00%
Stroke/CVA	2	2.38%	0	0.00%	2	3.17%	1	1.33%
Traffic/Transportation Incident	3	3.57%	1	1.45%	10	15.87%	20	26.67%
Transfer/Interfacility/Palliative Care	1	1.19%	0	0.00%	0	0.00%	0	0.00%
Traumatic Injury	0	0.00%	1	1.45%	0	0.00%	0	0.00%
Unconscious/Fainting/Near-Fainting	7	8.33%	10	14.49%	2	3.17%	8	10.67%
Unknown Problem/Person Down	0	0.00%	0	0.00%	0	0.00%	1	1.33%
Total	84		69		63		75	

Ambulance Runs By Dispatch Reason

Incident Complaint Reported By Dispatch	01/01 - 02/29/21		01/01 - 02/29/20		01/01 - 02/28/19		01/01 - 02/28/18	
Abdominal Pain/Problems	2	1.27%	8	4.91%	3	2.40%	3	1.82%
Allergic Reaction/Stings	0	0.00%	0	0.00%	0	0.00%	2	1.21%
Animal Bite	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Assault	2	1.27%	1	0.61%	0	0.00%	0	0.00%
Automated Crash Notification	1	0.63%	0	0.00%	0	0.00%	0	0.00%
Back Pain (Non-Traumatic)	2	1.27%	0	0.00%	1	0.80%	1	0.61%
Breathing Problem	8	5.06%	19	11.66%	11	8.80%	8	4.85%
Burns/Explosion	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Carbon Monoxide/Hazmat/Inhalation/CBRN	4	2.53%	0	0.00%	2	1.60%	2	1.21%
Cardiac Arrest/Death	4	2.53%	2	1.23%	0	0.00%	1	0.61%
Chest Pain (Non-Traumatic)	11	6.96%	6	3.68%	12	9.60%	3	1.82%
Choking	2	1.27%	1	0.61%	2	1.60%	0	0.00%
Convulsions/Seizure	5	3.16%	2	1.23%	0	0.00%	7	4.24%
Diabetic Problem	4	2.53%	0	0.00%	3	2.40%	2	1.21%
Electrocution/Lightning	0	0.00%	1	0.61%	0	0.00%	0	0.00%
Eye Problem/Injury	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Falls	33	20.89%	34	20.86%	26	20.80%	34	20.61%
Fire	18	11.39%	8	4.91%	6	4.80%	7	4.24%
Headache	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Heart Problems/AICD	4	2.53%	3	1.84%	1	0.80%	5	3.03%
Heat/Cold Exposure	0	0.00%	0	0.00%	1	0.80%	0	0.00%
Hemorrhage/Laceration	3	1.90%	5	3.07%	3	2.40%	2	1.21%
Industrial Accident/Inaccessible Incident/Other Entrapments (Non-Vehicle)	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Medical Alarm	0	0.00%	0	0.00%	0	0.00%	0	0.00%
No Other Appropriate Choice	1	0.63%	0	0.00%	1	0.80%	1	0.61%
Overdose/Poisoning/Ingestion	2	1.27%	4	2.45%	6	4.80%	3	1.82%
Pregnancy/Childbirth/Miscarriage	0	0.00%	1	0.61%	0	0.00%	0	0.00%
Psychiatric Problem/Abnormal Behavior/Suicide Attempt	0	0.00%	3	1.84%	0	0.00%	2	1.21%
Sick Person	21	13.29%	30	18.40%	18	14.40%	26	15.76%
Stab/Gunshot Wound/Penetrating Trauma	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Standby	4	2.53%	0	0.00%	0	0.00%	0	0.00%
Stroke/CVA	4	2.53%	2	1.23%	3	2.40%	3	1.82%
Traffic/Transportation Incident	7	4.43%	8	4.91%	14	11.20%	32	19.39%
Transfer/Interfacility/Palliative Care	1	0.63%	0	0.00%	0	0.00%	0	0.00%
Traumatic Injury	3	1.90%	3	1.84%	4	3.20%	0	0.00%
Unconscious/Fainting/Near-Fainting	12	7.59%	21	12.88%	8	6.40%	20	12.12%
Unknown Problem/Person Down	0	0.00%	0	0.00%	0	0.00%	1	0.61%
Well Person Check	0	0.00%	1	0.61%	0	0.00%	0	0.00%
Total	158		163		125		165	

McFarland Fire Dept.

Fire Incident Type Period Comparisons

Alarm Date Between {02/01/2021} and {02/28/2021}

Incident Type	02/01/2021 to 02/28/2021	02/01/2020 to 02/28/2020	02/01/2019 to 02/28/2019	02/01/2018 to 02/28/2018
111 Building fire	4	3	1	2
113 Cooking fire, confined to container	1	0	1	0
132 Road freight or transport vehicle fire	1	0	0	0
154 Dumpster or other outside trash receptacle fire	0	0	1	0
311 Medical assist, assist EMS crew	9	13	15	9
322 Motor vehicle accident with injuries	0	0	5	2
324 Motor Vehicle Accident with no injuries	1	0	0	2
411 Gasoline or other flammable liquid spill	1	0	0	0
412 Gas leak (natural gas or LPG)	2	0	0	1
413 Oil or other combustibile liquid spill	0	0	1	0
422 Chemical spill or leak	2	0	0	0
424 Carbon monoxide incident	0	0	1	0
521 Water evacuation	0	0	1	0
522 Water or steam leak	0	0	1	1
553 Public service	0	0	1	0
571 Cover assignment, standby, moveup	0	0	3	1
611 Dispatched & cancelled en route	0	8	2	3
6111Cancelled en route - Auto Aid Fire	1	0	0	0
6112Dispatched & cancelled en route - EMS Assist	1	0	0	0
6113Dispatched & cancelled en route - Mutual Aid	4	0	0	0
622 No Incident found on arrival at dispatch address	0	3	1	0
651 Smoke scare, odor of smoke	0	0	0	2
700 False alarm or false call, Other	0	0	0	1
731 Sprinkler activation due to malfunction	1	0	1	0
733 Smoke detector activation due to malfunction	0	0	2	0
735 Alarm system sounded due to malfunction	0	2	0	0
736 CO detector activation due to malfunction	2	0	1	0
740 Unintentional transmission of alarm, Other	0	0	0	1
741 Sprinkler activation, no fire - unintentional	0	0	1	0
743 Smoke detector activation, no fire - unintentional	1	0	1	1
744 Detector activation, no fire - unintentional	2	0	0	0
745 Alarm system activation, no fire - unintentional	0	0	1	0
746 Carbon monoxide detector activation, no CO	2	0	1	1
Totals	35	29	42	27

McFarland Fire Dept.

Fire Incident Type Period Comparisons

Alarm Date Between {01/01/2021} and {02/28/2021}

Incident Type	01/01/2021 to 02/28/2021	01/01/2020 to 02/28/2020	01/01/2019 to 02/28/2019	01/01/2018 to 02/28/2018
111 Building fire	4	3	5	5
113 Cooking fire, confined to container	1	0	1	0
131 Passenger vehicle fire	0	1	0	0
132 Road freight or transport vehicle fire	1	0	0	0
151 Outside rubbish, trash or waste fire	0	0	1	0
154 Dumpster or other outside trash receptacle fire	0	0	1	0
311 Medical assist, assist EMS crew	16	30	23	17
322 Motor vehicle accident with injuries	1	2	7	5
324 Motor Vehicle Accident with no injuries	1	1	0	4
362 Ice rescue	1	0	0	0
411 Gasoline or other flammable liquid spill	2	2	1	0
412 Gas leak (natural gas or LPG)	3	0	2	1
413 Oil or other combustibile liquid spill	0	0	1	0
422 Chemical spill or leak	2	0	0	0
424 Carbon monoxide incident	1	0	1	0
442 Overheated motor	0	1	0	0
463 Vehicle accident, general cleanup	2	0	1	0
521 Water evacuation	0	0	1	0
522 Water or steam leak	0	0	2	1
531 Smoke or odor removal	0	1	0	0
553 Public service	0	1	1	0
555 Defective elevator, no occupants	0	1	0	0
571 Cover assignment, standby, moveup	1	0	4	1
611 Dispatched & cancelled en route	1	11	5	10
6111Cancelled en route - Auto Aid Fire	2	0	0	0
6112Dispatched & cancelled en route - EMS Assist	2	0	0	0
6113Dispatched & cancelled en route - Mutual Aid	5	0	0	0
622 No Incident found on arrival at dispatch address	0	3	1	0
631 Authorized controlled burning	0	0	0	2
651 Smoke scare, odor of smoke	0	0	2	2
652 Steam, vapor, fog or dust thought to be smoke	1	0	0	0
671 HazMat release investigation w/no HazMat	0	0	1	1
700 False alarm or false call, Other	0	0	0	1
714 Central station, malicious false alarm	0	0	1	0
731 Sprinkler activation due to malfunction	1	0	2	1
733 Smoke detector activation due to malfunction	1	0	2	0
735 Alarm system sounded due to malfunction	0	2	2	1
736 CO detector activation due to malfunction	2	1	2	0
740 Unintentional transmission of alarm, Other	0	0	0	2
741 Sprinkler activation, no fire - unintentional	1	1	1	0
743 Smoke detector activation, no fire - unintentional	2	0	1	1
744 Detector activation, no fire - unintentional	2	0	0	1

McFarland Fire Dept.

Fire Incident Type Period Comparisons

Alarm Date Between {01/01/2021} and {02/28/2021}

Incident Type	01/01/2021	01/01/2020	01/01/2019	01/01/2018
	to	to	to	to
	02/28/2021	02/28/2020	02/28/2019	02/28/2018
745 Alarm system activation, no fire - unintentional	0	1	1	0
746 Carbon monoxide detector activation, no CO	3	1	2	3
Totals	59	63	75	59

McFarland Police Department



February 2021 Monthly Report

McFarland Police Department

Calls for Service

Due to COVID, the Department is still operating in a modified fashion with officers instructed to limit their person-to-person contacts as much as possible. The Department had 440 calls for service in February 2021 compared to 647 in 2020. The Department is experiencing a substantial increase in cases involving methamphetamine focused in one small area. Department personnel have put together a task force to address and attack the issue to slow or stop the spread within the Village.

Cases of Interest:

02/15/2021 Weapons Violation – Officers were dispatched to a local hospital to meet with a female subject who wanted to report being battered by her boyfriend. The female stated she was battered in the early morning hours and fled the apartment a few hours later. During the interview, the female stated she was physically battered and had a gun put in her mouth and was pistol wiped several times. Officers obtained a search warrant for the apartment to locate evidence and the male suspect. Officers executed the search warrant and took the suspect into custody without incident. Officers obtained several pieces of evidence and recovered the gun used. The suspect was charged with 2nd degree sexual assault, 1st degree reckless endangerment, false imprisonment, possession of a firearm by a felon, battery while armed, impede breathing while pressing on throat, disorderly conduct, substantial battery, and felony and misdemeanor bail jumping. The suspect is still confined to the Dane County Jail.

02/20/2021 Drug Offense – Officers were sent to the 5900 block of Anthony Street for a disturbance. Officers arrived on scene and located a male subject, leaving the building, that matched the description of the suspect involved in the disturbance. Officers detained the subject and determined he would be placed under arrest for his involvement. During a search of the suspect, several items of contraband were found. The male was eventually charged with possession of methamphetamine, possession of cocaine, possession of heroin, possession of MDMA, and possession of a controlled substance without a valid prescription. The subject was booked into the Dane County Jail.

02/21/2021 – Officers were dispatched to the parking lot of a local business for a report of a subject passed out in the driver's seat. Officers arrived on scene and attempted to contact the driver who was not responding to them. EMS was summoned to the scene and the driver eventually woke up. Officer's determined the male driver was under the influence of alcohol and established probable cause to arrest him for operating a motor vehicle while under the influence – 2nd offense. The driver provided a breath sample with the results showing he had a .29 blood alcohol concentration.

Staffing Report

The Department is currently operating two positions (Police Chief, Officer) short. The officer returned to light duty in February and is looking to be back to full duty in April. The Police Chief selection process is on-going, and the new Chief is scheduled to start in late April or early May. Lt. Brian Redman has announced his retirement. A date will be set once the new Chief has been hired and in place.

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.

- Lt. Brian Redman and Sgt. Jeremy Job attended the WI Chiefs of Police Conference.
- Investigator Joshua Barnier attended an Investigator Inservice session at Waukesha County Technical College.
- All Department personnel attended a presentation called Community Safety: Autism. The presentation was conducted by Molly Naef, a nurse with UW Health.

Officer Complaints/Compliments

Officer Complaints – Officer complaints can be submitted using the online procedure found on the Departments web page or also by calling the Police Department and asking to talk to a supervisor.

- No complaints were submitted last month.

Officer Compliments - Officer compliments can be submitted using the online form found on the Departments web page, by submitting an email to the Department, or by calling the Police Department and asking to talk to a supervisor.

- No compliments were submitted last month.

Use of Force Incidents

The Department wishes to operate in a more transparent way so a section on Use of Force Incidents will be added to the monthly report. The Department categorizes a reportable Use of Force Incident as anytime a firearm or ECD is used or displayed, or any other force is used that is at or above a compliance hold as outlined in the Intervention Options issued by the State standards.

All reportable Use of Force Incidents are reviewed by a supervisor which consists of reading reports and watching body camera or squad video of the incident. The supervisor is checking for compliance with policy, training, and acceptable standards issued by the State. If a problem is identified, the officer could be disciplined, counseled, and/or mandatory re-training will be ordered. Incidents last month were:

- 2021-55403 Weapons Violation Case - Officers executed a search warrant where guns were displayed but not used. The incident was reviewed by a supervisor and all actions were within policy and training based on the incident they were engaged in.
- 2021-72485 Check Person Case – Officers were dispatched to check the welfare of a suicidal subject. Officers contacted the male at a partially opened apartment door. Officers could see the subject had cut himself on his arm and was bleeding enough that he needed medical attention. Officers attempted to convince the subject to open the door, but he would not allow officers in. Officers had to force their way into the apartment and eventually were able to place the subject into protective custody so he could receive medical attention. One of the officers had displayed a Taser during the incident but did not need to deploy it. The subject was transported to a medical facility for care and evaluation.



Incident Analysis Report Summary By Incident Type

McFarland Police Department
Official Case Report
Do Not Re-Release

Print Date/Time: 03/01/2021 11:05
Login ID: mcbgr
Incident Type: All
Call Source: All

From Date: 02/01/2021 00:00
To Date: 02/28/2021 23:59

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

Incident Type	Number of Incidents
911 Abandoned Call	7
911 Call Question	1
911 Call Silent	3
911 Call Unintentional	15
911 Disconnect	2
911 Misdialed Call	2
Accident Hit and Run	2
Accident Private Property	1
Accident Property Damage	4
Accident Unknown Injuries	1
Accident w/Injuries	1
Adult Arrested Person	5
Alarm	11
Animal Lost	1
Animal Stray	1
Annoying/Obscene Phone Call	1
Assist Citizen	13
Assist Citizen Vehicle Lockout	1
Assist EMS/Fire	41
Assist K9	1
Assist Police	30
Battery	1
Burglary Non-Residential	1
Burglary Residential	1
Check Person	13
Check Property	78
Conveyance	1
Damage to Property	2
Death Investigation	3
Disturbance	3
Domestic Disturbance	6
Drug Incident/Investigation	5
Follow-Up	10
Foot Patrol	1
Fraud	7
Information	15
Juvenile Complaint	1
Neighbor Trouble	1



Incident Analysis Report

Summary By Incident Type

McFarland Police Department
Official Case Report
Do Not Re-Release

Print Date/Time: 03/01/2021 11:05
Login ID: mcbgr
Incident Type: All
Call Source: All

From Date: 02/01/2021 00:00
To Date: 02/28/2021 23:59

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

Incident Type	Number of Incidents
Noise Complaint	2
OMVWI Arrest/Intoxicated Driver	2
Parking Complaint On Street	7
Phone	10
PNB/AED Response	1
Preserve the Peace	7
Property Found	1
Repo	1
Road Rage	1
Safety Hazard	12
Serving Legal Papers	1
Stalking Complaint	2
Suspicious Person	1
Suspicious Vehicle	7
Theft	5
Theft Retail	1
Threats Complaint	2
Traffic Complaint/Investigation	14
Traffic Incident	1
Traffic Stop	64
Trespass	2
Unknown	1
Violation of Court Order	1
Weapons Offense	1
Total:	440

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Thursday, March 4, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Update regarding recruitment for the Police Chief position.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

The advertisement for the position will close on Wednesday, March 3rd at 5:00 pm. Initial screening is to take place the following morning on March 4th. Staff and the Recruiter will give a brief update on the applications received as well as a reminder on next steps to conduct interviews and review prospective candidates.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented as an update, no action required.

ATTACHMENTS:

None

McFarland
SUMMARY SHEET

MEETING DATE: Thursday, March 4, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator, Brian Redman, Police Chief

AGENDA ITEM: Discussion and action regarding recruitment process for the vacant Lieutenant position within the Police Department.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Current Lieutenant and also acting Police Chief Brian Redman has provided notice on his intentions to retire effective no later than the end of May of this year. He intends to stay on in this capacity to manage the recruitment of his successor as well as assist the new Chief in getting acclimated to the position as he is able to. In order to prepare for this, the Police and Fire Commission need to begin the process to recruit a replacement for the Lieutenant position to fill the vacancy that has been created via this retirement. The following plan for the recruitment is outlined within this memorandum along with supporting attachments.

First and foremost, enclosed within this packet is the job description for the position. It was last updated in 2014 and is not presently recommended for revisions. It is recognized that we just went through a substantial revision to the description for the Police Chief position that was at least this old and there are likely some things we would want to update similar to that process for this position. However, time is of the essence on this recruitment given that we are working through the Chief recruitment and now this position soon will also be vacant which very quickly turns over the two highest leadership roles of the Department. Its suggested to proceed with the recruitment now, and then once these two positions are filled that job descriptions such as this one could be revisited for revisions likely through a larger Village effort.

In concept, what is presented is setup in a similar fashion to what was authorized by the PFC back in 2017 for the last recruitment for a vacant Sergeant position. As such the recruitment will be released internally only to consider existing members of the Department. Should that not be successful, as the PFC has done previously it could consider extending this externally but not before vetting the internal process. The minimum standards for the position are listed within the job description and are further outlined here:

- U.S. Citizenship;
- An associates degree or a minimum of sixty (60) fully accredited college level credits in criminal justice with a bachelors degree preferred;
- Wisconsin Law Enforcement Certification;



- A minimum of 10 years experience as a Police Officer and 3 years experience as a first line supervisor;
- No prior conviction record or pending charge that relates substantially to work as a Police Officer;
- Good physical conditioning and mental health;
- Any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.
- Must possess or be able to obtain a valid Wisconsin driver's license.

Applicants will be required to provide a cover letter, resume, and Form DJ-LE-330 dated May 2017. The timeline in which the recruitment will be conducted is proposed as follows:

- March 8, 2021 - The Village Board will consider action to authorize filling the vacancy. This is needed before the recruitment can begin.
- March 9, 2021 - Begin advertisement (attached) for recruitment.
- March 15, 2021 - Close advertisement for recruitment. Applications will be due by 4:30 pm and will be screened to determine which applicants meet minimum qualifications in order to move on in the process. This is a short duration but again as an internal recruitment with potentially higher standards the eligibility pool of applicants is likely lower than other recruitments or if it would have been made available externally.
- March 22, 2021 (week of) - This is when a Law Enforcement Review Panel will be held to interview those candidates that meet the minimum standards. This panel will consist of four or five people from outside agencies who have attained the rank of Lieutenant or higher. A report of their findings will be compiled and provided to the PFC as part of the second interview. Date is a placeholder, will depend on the availability of panelists.
- March 29, 2021 (week of) - This is when the PFC will convene to interview those candidates who interviewed with the Law Enforcement Review Panel. We anticipate that those completing the first interview will be invited to take part in this second interview. The PFC will certify a list of final candidates at the conclusion of this meeting in order to provide to the Acting Chief for appointment. We do need to discuss with the PFC a date the week of March 29th in which this group is available.
- April 5, 2021 (week of) - Acting Chief to conduct final interviews and make appointment from the certified list provided by the Police and Fire Commission. It is intended that a decision will be reached based on the results of the interview with the Law Enforcement Review Panel, feedback from the certification by the PFC, and their job performance given these are internal candidates. This will set terms of employment within the position as well as establish start date. This is a placeholder and will be dependent on making the offer as appropriate in concert with the manual.

Questions, criteria, and scoring will be prepared by the Acting Chief with the President of the Police and Fire Commission. The timeline above is a general schedule that we will follow in the process with deviations managed by the Acting Chief under consultation with the President of the Police and Fire Commission as needed. This is the proposed process to fill the vacancy for



the Lieutenant position subject to review and discussion by the Police and Fire Commission in our next meeting. Additionally, the Village Board is scheduled to consider approval to fill the vacancy at its meeting on March 8th and whatever action taken here would need to be conditioned upon that approval.

FINANCIAL/BUDGET IMPACT:

The Lieutenant position is classified in Grade 20 of our wage scale which has a minimum salary of \$76,190.40 to a maximum of \$98,966.40. The position is FLSA exempt (not eligible for overtime) and works a 2,080 hour schedule.

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for discussion and action to consider approval of this process to fill the to be vacated Lieutenant position of the Police Department following discussion of the Police and Fire Commission conditioned upon the Village Board granting approval to fill the vacancy on March 8th.

ATTACHMENTS:

1. Police Lieutenant updated 05.2014
2. Lieutenant Promotional Announcement 2021

POLICE LIEUTENANT

POSITION DESCRIPTION

Position Title: Police Lieutenant
Department: Police Department
Reports to: Police Chief

FLSA: Exempt
Represented: No
Employment Category: Full Time

POSITION SUMMARY

Distinguishing Characteristics of the Class

This is a sworn, high ranking management and supervisory position which is involved in directing and supervising the operations of personnel in the department.

This position has day-to-day operational command over all subordinate personnel and is responsible for the efficient accomplishment of the following functions: staff training & development; department property assignment; criminal investigations; crime scene and evidence management; internal affairs investigations; special investigations; and court services.

When the Lieutenant is the ranking officer in the department, that person also assumes the duties and responsibilities of the Police Chief as directed. The Lieutenant serves as the direct designee in the absence of the Police Chief.

This position is appointed with the approval of the McFarland Police and Fire Commission.

Supervision Received

Performs under the general supervision of the Police Chief but exercises considerable independent judgment in helping direct the day to day operations of the department.

Supervision Exercised

Exercises general supervision over Police Sergeants and Police Officers, including the authority to take certain disciplinary actions.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Assumes command of the department when assigned to do so in the absence of the Police Chief.
- Assists the Police Chief in the administration of department activities including patrol, investigations, records, court, property, and evidence control functions, through direct supervision and/or subordinate supervisors.

- Serves as the department's property custodian and takes custody of and maintains records on all property and evidence seized, recovered, or turned in to the department.
- Oversees the review of all police reports and advises the Police Chief of incidents of a substantial nature.
- Supervises drug enforcement activities.
- Prepares the Annual Report of the department.
- Develops recommendations and implements appropriate actions to improve the efficiency and effectiveness of departmental operations.
- Works with other members of the department and members of the community to identify and solve community problems.
- Develops and implements programs designed to prevent and reduce crime and to minimize the fear of crime.
- Supervises the investigation of major crimes.
- Assists in the evaluation of officers and civilians assigned and recommends training needs.
- Conducts, or assigns to subordinates, internal investigations and investigations of citizen complaints. Make recommendations regarding disciplinary action.
- Makes recommendations to the Police Chief regarding policies, budgets, equipment, and personnel requirements.
- Prepares and maintains staff work schedules. Approves and denies overtime and time off requests from staff.
- Arranges for in-service and specialized training for staff on the basis of legal requirements and/or departmental and personnel needs.
- Represents the department at meetings with members of other agencies, and public groups when appropriate.
- Coordinates operations with federal, state, and local agencies as needed.
- Performs all of the same duties and responsibilities of a Police Officer when so required.
- Performs other related duties as assigned.

Equipment Used

Police vehicle, radio, radar gun, handgun and other weapons as required, including impact weapons and chemical weapons, handcuffs, intoximeter, camera, first aid equipment; personal computer with various software applications, laser and inkjet printers, phone, copier, fax machine.

Work Environment and Working Conditions

Works in normal office setting with moderate noise levels; also works under uncontrolled field conditions; some hours beyond the normal work week and weekend work required; attendance at evening meetings required; subject to 24-hour emergency call-in; exposure to extreme weather conditions, armed and/or dangerous persons and life-threatening situations, individuals with contagious diseases, hazards associated with emergency driving and traffic control; may require heavy lifting and strenuous physical activity.

TECHNICAL REQUIREMENTS

Knowledge of

- * Current principles and practices of police science and police administration and the ability to keep abreast of future developments in the field.
- * Modern crime prevention and criminal investigation techniques.
- * Community policing philosophies, strategies, and techniques.
- * National Incident Management System response protocols and incident command structures and practices.
- * Pertinent federal and state laws, and municipal ordinances and the ability to interpret and apply them in a variety of situations.
- * The standards by which the efficiency, effectiveness, and quality of police services can be evaluated.
- * Criminal justice system practices.
- * The use of police records and their applications to the solutions of police problems.
- * Specialized data processing applications used in law enforcement operations.

Ability to

- † Plan, organize, direct, and evaluate the work of subordinate personnel.
- † Establish and enforce standard departmental policies and procedures.

- † Determine proper priorities and delegate work to accomplish departmental objectives.
- † Maintain necessary records and prepare required reports.
- † Direct the orientation, training, and professional development of police employees.
- † Assume command of an incident and manage emergency responses of multiple departments.
- † Exercise sound judgement in evaluating situations quickly and objectively and determine the proper course of action.
- † React calmly in highly stressful and life threatening situations.
- † Meet the physical fitness standards of the department and to physically perform the essential functions of a police officer.
- † Supervise crime scenes, collect and secure evidence, and conduct investigations.
- † Enforce laws and ordinances with firmness, tact, and diplomacy.
- † Command the respect of and establish and maintain high ethical standards among departmental employees.
- † Represent the Village in meetings, public presentations, and before the media.
- † Perform the duties of a police officer.
- † Maintain a valid Wisconsin driver's license.

GENERAL COMPETENCIES

In carrying out the duties of this job, the employee is required to accomplish all of the tasks routinely associated with the performance of office type functions.

The employee must frequently lift and/or move up to 50 pounds and occasionally is required to perform heavy lifting and strenuous physical activity. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

In addition, the employee must be able to satisfy the following competency requirements.

- ◆ **ANALYTICAL SKILLS:** Identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
- ◆ **COMMUNICATION SKILLS:** Communicate ideas and information both in written and oral form.

- ◆ **PROBLEM-SOLVING SKILLS:** Develop feasible, realistic solutions to problems and recommend actions designed to prevent problems from occurring.
- ◆ **PLANNING AND ORGANIZATIONAL SKILLS:** Develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals.
- ◆ **READING ABILITY:** Effectively read and understand information contained in memoranda, reports, ordinances, statutes, technical manuals, bulletins.
- ◆ **TECHNICAL COMPREHENSION:** Ability to learn, adopt, and apply new technology, computer systems and software programs.
- ◆ **ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS:** Effectively follow verbal or written instructions from supervisor.
- ◆ **MATHEMATICAL ABILITY:** Calculate basic arithmetic problems (addition, subtraction, multiplication, division) without aid of a calculator.
- ◆ **TIME MANAGEMENT SKILLS:** Set priorities in order to meet assignment deadlines.
- ◆ **ABILITY TO WORK IN STRESSFUL SITUATIONS:** Work under hazardous conditions and extreme pressure in life and death situations.

DESIRED QUALIFICATIONS

U.S. citizenship; an A.A. degree or a minimum of sixty (60) fully accredited college level credits in criminal justice (B.A. degree preferred); Wisconsin Law Enforcement Certification, a minimum of ten (10) years experience as a police officer and three (3) years experience as a first line supervisor; no prior conviction record or pending charge that relates substantially to work as a police officer; good physical conditioning and mental health; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities. Must possess or be able to obtain a valid Wisconsin driver's license.

Updated
05.01.14

Village of McFarland

NOTES

1. *The job duties listed herein are intended only as illustrations of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*
2. *The work environment characteristics and physical demands described herein are representative of those that the employee encounters or must meet while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*
3. *The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

I hereby acknowledge that I have received a copy of and do understand the requirements of this position description. Dated this _____ day of _____, 20____.

Employee Signature

Department Head Signature

McFarland Police Department
Promotional Opportunity Announcement
POLICE LIEUTENANT

The McFarland Police Department is seeking qualified internal candidates to fill the position of Police Lieutenant. This recruitment will serve to fill an anticipated opening by the end of May 2021. Position details follow. Please see Lt. Redman with questions or any necessary clarifications.

Position Title: Police Lieutenant

FLSA Classification: Exempt (no paid overtime)

Represented: No

Reports to: Police Chief

Employment Status: Full Time, 2080 hours per year, Monday through Friday schedule

Pay Range: \$76,169 - \$98,966 annually (exact rate negotiated prior to final acceptance of position)

Probationary Period: 1 year (12 months)

Recruitment Strategy: Internal candidates only, not open to outside candidates

Minimum Requirements:

- A sworn member in good standing with the department.
- Associates degree or a minimum of 60 college level credits with a bachelor's degree preferred.
- Minimum of ten (10) years of experience as a police officer and three (3) years experience as a first line supervisor, or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

Description of duties performed:

See attached position description.

Promotional process information and anticipated timeline:

- Letter of Interest, resume, and DJ-LE-330 application will need to be submitted to Lieutenant Redman by Monday March 15, 2021 at 4:30pm. Applicants will be screened to assure the minimum requirements for the position are met.
- The first interview will be a professional panel interview made up of assessors from outside agencies at the rank of Lieutenant or higher. This interview will be conducted some time during the week of March 22, 2021.

- The second interview (with the Police and Fire Commission) will take place the week of March 29, 2021. Following this round of interviews, the Police and Fire Commission will certify and provide department administration a list of final candidate(s) for final consideration.
- Lastly, the finalist(s) will participate in a conversational interview with Lt. Redman during the week of April 5, 2021.
- Start date anticipated to be in May or early June 2021.

How to apply:

Submit a letter of interest, resume, and DJ-LE-330 application to Lt. Redman by Monday March 15, 2021 at 4:30pm.