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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 Riseling 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