

**POLICE & FIRE
COMMISSION**

Monday, March 29, 2021

5:30 PM

McFarland Municipal Center
Community Room

AGENDA

1. CALL TO ORDER, ROLL CALL.
2. PUBLIC APPEARANCES.
 - a. This is an opportunity for members of the public to address the Commission. Members of the public who wish to address the commission 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.
3. BUSINESS.
 - a. Discussion and action regarding the recruitment process for the vacant 24-hour Advanced Emergency Medical Technician (EMT) positions within the Fire and Rescue Department.
 - b. Discussion and action regarding the recruitment process for the vacant Officer position within the Police Department.
4. CLOSED SESSION.
 - a. Discussion and action to convene into Closed Session in accordance with Wis. Stats. 19.85(1)(c) to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, more specifically to interview candidates for the Police Lieutenant position and discuss an eligibility list.
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.

McFarland
SUMMARY SHEET

MEETING DATE: Monday, March 29, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Discussion and action regarding the recruitment process for the vacant 24-hour Advanced Emergency Medical Technician (EMT) positions within the Fire and Rescue Department.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2021 24 EMT Process Overview
2. 03.22.21 24 Hour EMT



McFarland Fire & Rescue Department

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

(608) 838-3278 • Fax: (608) 838-3619

Emergency: 911

March 23, 2021

McFarland Police and Fire Commission

Re: Recruitment and Hiring of 24-Hour EMT Process

Attached you will find the proposed advertisement and listed below is the proposed selection process for two 24 EMT positions and the establishment of an eligibility list for possible future vacancies.

Posting:

The position is planned to be posted with the Village of McFarland Website, Wisconsin Emergency Medical Service (EMS) Association, Wisconsin State Fire Chiefs, Dane County EMS Association, Dane County EMS, Dane County Fire Chiefs, Handshake (Wisconsin Techconnect), and direct email to licensed EMTs and paramedics in Columbia, Dane, Dodge, Green, Iowa, Jefferson, Rock, and Sauk Counties. The posting period will begin by April 5th and close on April 26th at 4:00 pm.

Application Review:

Each application will be reviewed independently by the Fire/EMS Chief, Division Chief of Rescue Operations and the Administrative Captain. The applications will be scored based on a 100-point rubric. With the following general breakdown:

Certifications	25%
Secondary Education (Degree progression)	15%
EMS Experience	25%
Firefighting Experience	5%
Supervisory Experience	15%
Letter of Interest	10%
Application of employment	5%

The critical criteria for the application review will include the applicant documenting the required qualifications or indication in the cover letter or application that the candidate will obtain within the next year.

Assessment Center:

Up to the top 14 candidates based the combined totals of the application review will be invited to an assessment center. The assessment center will consist of three stations which include an oral patient assessment, panel interview, and computer skills assessment. The oral patient assessment will be conducted by two practicing AEMT or higher department officers and a current 24 Hour EMT. The current planned evaluators are the Division Chief of Recuse Operations, McFarland Fire & Rescue Lieutenant and

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one 24-Hour EMT. Each evaluator will provide a 100-point rating based on a scoring rubric with critical failure items. Each candidate would be able to score a total of 300 points for the oral patient assessment.

The interview panel will consist of the Fire/EMS Chief, the Administrative Captain, and one 24-Hour EMT. The interview will consist of 10 scripted questions that will have a 10-point score for each question. Each candidate will be able to score 100 points with each interviewer for a total of 300 points for the station.

Each candidate will be placed through a computer-based test. The test will be monitored by a staff member and will focus on Microsoft Outlook, Word, and Excel. The percentage rating of the test will be converted to a 100-point scale.

The ratings of the candidates to proceed to Police and Fire Commission interview will be based on the application scoring for a possible 300 points, the oral patient assessment with a possible 300 points, the panel interview with a possible 300 points, and the third-party computer result with a possible 100 points. The total points after the assessment center will be 1,000.

Up to the top seven candidates are planned to be invited to the PFC interview. Based on past practice the PFC will then create an eligibility list for hiring. The PFC ranking and the Department screening ranking will be combined to develop an overall ranking. The Fire/EMS Chief will then interview the top candidates and determine the two individuals to begin background process. Two candidates will be sent through the background process but will have a three-week difference in start dates. The first candidate would have anticipated start date around the first of July and the second would be end of July or early August.

24 Hour EMT

POSITION DESCRIPTION

Position Title: 24 Hour EMT
Department: Fire and Rescue
Reports to: Fire/EMS Chief

FLSA: Non-exempt
Represented: IAFF
Employment Status: Full Time

POSITION SUMMARY

Job Summary

Under the direction of the Fire/EMS Chief, the 24 Hour EMT position is responsible for protecting lives through knowledge and application of emergency medicine on emergency incidents. The 24 Hour EMT often acts as the Ambulance Crew Chief or Driver of the ambulance crew. Additionally, the 24 Hour EMT assists in providing training to the members of the Fire and Rescue Department and also provides community education through CPR, first aid and fire prevention training programs. The 24 Hour EMT is also responsible for clerical assistance and/or the custodial care and minor maintenance of the Village Municipal Center as assigned by the Fire/EMS Chief.

Supervision Received

The 24 Hour EMT works under the direction of the Fire/EMS Chief.

Supervision Exercised

Ambulance crew when acting as Ambulance Crew Chief

DESCRIPTION OF WORK

Duties and Responsibilities

NOTE: Duties shall be assigned as needed to utilize personnel, methods, and means in the most appropriate and efficient manner possible for the operation of the McFarland Fire & Rescue Department and the Village of McFarland.

EMT Duties:

NOTE: In some of the EMT duties, it shall be understood that the EMT must be able to perform the functions while wearing turnout gear and any other applicable personal protective equipment deemed necessary by the incident commander or crew leader.

- Responds as a member of a medical team to bring medical care to the citizens of the service area and neighboring communities following department approved protocols.
- Responds to fire alarms as a medical team member to provide EMS services to firefighters or patients at the emergency scene and/or stand by for other EMS calls.

- Ensures emergency vehicles and equipment are ready to respond to emergencies with daily, weekly and monthly checks.
- Performs routine maintenance of department EMS vehicles, equipment, and grounds.
- Prepares written reports and maintains records per department policies and State standards/statutes.
- Participates in scheduled training exercises and classroom lectures.
- Performs duties as a licensed EMT according to criteria and standards set forth by the department.
- Conducts demonstrations, station tours, and public speeches on emergency medical services, CPR, first-aid, and other subjects to the public, when assigned.
- May perform ancillary firefighting duties.
- Performs other related duties assigned by the Fire/EMS Chief.

Clerical Duties:

- Provides general clerical support functions, including word processing, data entry, desktop publishing, filing, photocopying, and distributing mail
- Assists with Department record keeping creation, processing and filing
- Screens and routes calls, and refers visitors to appropriate personnel
- Assists with performing fire inspections to commercial buildings as assigned.
- Assists with scheduling EMTs to fill evening and weekend ambulance coverage needs
- Assists with developing and maintaining Department Recruitment Programs
- Assists Department Officers with training, health/safety, inventory, equipment and training programs.

Cleaning Duties:

- Sweeps, vacuums, mops, and dusts floors, carpets, and furniture.
- Dumps trash and recycling containers and relines cans with liners.
- Cleans and sanitizes restrooms and replenishes supplies; cleans drinking fountains; cleans interior windows and door glass, mirrors, blinds, light fixtures, tables, and walls.
- Inspects and maintains assigned custodial equipment and small tools for proper operating condition.
- Inventories and orders cleaning supplies and paper products.
- Sets up, takes down, and rearranges furniture as needed.
- Opens and closes, locks and unlocks facilities as needed.
- Performs other related duties as required or assigned by the Fire/EMS Chief.

Equipment Used

Ambulance and various staff vehicles, patient restraints, oxygen, blood pressure equipment, defibrillators, testing equipment, or any other first aid and medical equipment carried on the vehicle that the employee is fully trained on and is within their scope of practice; mobile and portable radios, pager, personal computer/printer with various software applications, phone, copier, fax machine, vacuums, mop, broom, dusting equipment, ladder.

Work Environment and Working Conditions

Works in a normal office setting with moderate noise levels; also works under uncontrolled field conditions; attendance at evening meetings during regularly scheduled and assigned overtime shifts required; work is sometimes performed in emergency and stressful situations; exposure to extreme weather conditions, smoke, fumes, noxious odors, toxic chemicals and hazardous substances can be encountered; requires heavy lifting and strenuous physical activity; exposure to dangers of smoke, fire and explosion, moving mechanical parts, bloodborne/airborne pathogens, risk of electrical shock, vibration, and high noise levels; may work in high or precarious places.

TECHNICAL REQUIREMENTS

Knowledge of

- * All department EMS apparatus, equipment, tools and radios.
- * Principles, practices, methods, techniques and department protocols of emergency medical care up to the Advanced EMT scope of practice.
- * The cultural context of interactions with individuals of diverse backgrounds that includes sex, race, religion, creed, color, national origin, age, disability, sexual orientation, ancestry, marital status, arrest or conviction record, military service, or any other legally protected status.
- * Equipment, materials, and supplies used in building cleaning and light maintenance.
- * Methods and techniques used in building cleaning and light maintenance.
- * Standard occupational safety measures used in the assigned fields of work.

Ability to

- † Maintain effective working relationships with the public, other fire and/or EMS departments and other local agencies, fellow employees, supervisors, and volunteers; ability to communicate clearly and concisely, both orally and in writing.
- † Act effectively in emergency and stressful situations.
- † Respond to emergency situations.
- † Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals while adhering to Department protocols.
- † Interpret and apply Federal, State and local policies, protocols, laws and regulations.
- † Carry out assigned tasks with a minimum level of direction and supervision and complete a daily work schedule.
- † Maintain confidentiality of sensitive records and materials.
- † Lift heavy objects and work on feet for long periods of time.
- † Maintain a valid driver's license.
- † Maintain physical condition appropriate to the performance of assigned duties and responsibility.

GENERAL COMPETENCIES

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee

is often required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 30 pounds and occasionally lift and/or move up to 100 pounds. The employee must possess specific vision abilities as per DMV requirements. 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 effectively in both written and oral form.
- ◆ **PROBLEM-SOLVING SKILLS:** Develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to supervisor when necessary.
- ◆ **PLANNING AND ORGANIZATIONAL SKILLS:** Establish systematic methods of accomplishing goals.
- ◆ **READING ABILITY:** Effectively read and understand information contained in memoranda, reports, ordinances, statutes, codes, 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.
- ◆ **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.

REQUIRED QUALIFICATIONS (AT TIME OF APPOINTMENT)

- Maintain a valid State of Wisconsin regular driver's license
- Maintain a valid State of Wisconsin AEMT or EMT Intermediate Technician License or higher
- Maintain Health Care Provider Level CPR training through the American Heart Association (or equivalent)
- Legible writing, reasonable writing/documentation skills and the ability to use computer programs such as Microsoft Office, Image Trend, and Firehouse
- Completed or ability to complete within 1 year ICS-100, ICS-200, ICS-700, ICS-800

WHILE NOT REQUIRED, OTHER USEFUL QUALIFICATIONS INCLUDE

- Three years' experience as an EMS professional
- Previous experience as a fulltime EMT in a combination EMS / Fire Department
- Wisconsin Emergency Services Instructor I
- Wisconsin Firefighter I certification

Updated
March 22, 2021

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
SUMMARY SHEET

MEETING DATE: Monday, March 29, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT:

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

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2021 Police Officer Recruitment Process Timeline

2021 Police Department Recruitment Process

Proposed Timeline

1. Ad posted on March 30, 2021.
2. Applications due by April 30, 2021 at 4:00 pm.
3. Applications screened by PD administration and notices sent to the candidates, inviting them to the written test.
4. Written test conducted on May 15, 2021, proctored by PD staff.
5. Test results tabulated and first round interview invites sent. Date will be dependent on when the test results are received.
6. First round of interviews. A minimum of thirty candidates will be interviewed by a panel of PD officers and command staff the week of May 31, 2021. Eligible candidates will be invited to second round of interviews by the end of this week.
7. Second round of interviews conducted by the Police and Fire Commission around June 16, 2021.
8. Final selection will be made this same week and tentative job offer made.
9. Background investigation, medical and psychological testing conducted June 21, 2021 through July 2, 2021.
10. Final offer of employment made the week of July 5, 2021. Anticipated start date in the middle to later part of July 2021.