

**POLICE & FIRE
COMMISSION**

Saturday, June 5, 2021

8:30 AM

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/81550209919>

Or by Telephone: +1 (312) 626-6799
Webinar ID: 815 5020 9919

1. CALL TO ORDER, ROLL CALL.
2. PUBLIC APPEARANCES.
 - a. This is an opportunity for members of the public to address the Police and Fire Commission. Please remember this is a virtual meeting conducted through the Zoom online meeting platform. Zoom meeting attendees wishing to address the commission 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 commission for their consideration. Members of the public who are present in person and 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. 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 May 22, 2021.
4. BUSINESS.
 - a. Police Department Update
 - 1) Police Sergeant Recruitment Process
5. CLOSED SESSION. - Interviews for the Police Officer positions will be conducted in closed session by the PFC in the Training Room of the McFarland Municipal Center.
 - 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 finalists for Police Officer positions.

6. RECONVENE INTO OPEN SESSION.

- a. Act on business in closed session.

7. SCHEDULE NEXT MEETING DATE.

- a. July, 2021 (date to be determined)

8. 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 and Fire Commission Minutes
May 22, 2021

1. Call to Order, Roll Call

PFC President Stransky called the regular meeting of the Police and Fire Commission to order at 8:30 a.m.

Members present: John Stransky, Vince Wagner, Jim McKay and Kathy Krusiec. Gerald Mullen was excused.

Staff present: Village Administrator Matt Schuenke, Fire & Rescue Chief Chris Dennis, Police Chief Aaron Chapin, Lieutenant Jeremy Job.

2. Public Appearances

This is an opportunity for members of the public to address the Police and Fire Commission. This meeting is being conducted virtually via Zoom and online meeting platform. Attendees wishing to address the commission may do so using the Question and Answer feature within the Zoom online meeting platform. Members of the public may speak during public appearances or during their selected agenda items as they designated on the public comment form. Additionally, you may send your public comments to Cassandra.suettinger@mcfarland.wi.us to be included as part of the meeting. No comments were brought forth. The chair continued to address the items listed on the agenda.

3. Approval of Meeting Minutes

- a. Discussion and action regarding minutes of the meeting held on April 12, 2021. Call for changes or corrections. Hearing none, the president called for a motion to accept the minutes as presented. Motion by McKay, second by Wagner. Motion carried.

4. Business

- a. **Police Department Update** – The Commission welcomed Chief Aaron Chapin and Lieutenant Jeremy Job. Lieutenant Job was recognized for his role as acting chief during the recruitment and hiring process.
- b. The March and April Monthly reports were reviewed. The department is working on finalizing plans for the department's portion of the new Emergency Service building. The chief indicated that he intends to utilize social media to reach the citizens of McFarland and provide a closer link to communication and information sharing. He will be meeting with each member of the department and

ask, “What is going well, what needs improvement, and seeking solutions.” A copy of the complete report was provided to each Commissioner.

- c. The Chief walked the Commission through the Police Hiring Process and Timetable. The steps are as follows: 1. Post job and screen applications. 2. Written Test. 3. Assessment Center. 4. Internal Interviews. 5. PFC Interviews. 6. Final Interview with Chief. 7. Background Checks, Physical Fitness testing and Psychological Evaluation. Motion by Krusiec, second by McKay to accept the process as presented. Motion carried. Krusiec requested that a hard copy of the process and timeline be sent to her attention to be attached to the official minutes.
- a. **Fire & Rescue Department Update** – The April Monthly Report was reviewed. The Chief indicated that they were in the process of negotiating a contract with the union. They had conducted Critical Incident Stress Debriefing for their personnel following the April 13th incident. They continue to take Covid-19 precautions for their personnel and patients. He reported on acceptance of grant funds from FEMA on an Assistance to Firefighter Grant. They are working with Terminal Cooperative on attaining PFAS free foam. Funds have been donated by the Flint Hills terminal to assist in the acquisition of PFAS free foam. Each Commissioner received a copy of the complete report.

5. Closed Session

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 finalists for the position of Advanced EMT. Motion by McKay, second by Wagner. Role call vote. All members present voted in affirmative.

Reconvene Into Open Session

Motion by Wagner, second by McKay to reconvene into Open Session. Role call vote. All members present voted in the affirmative. The Commission went back into Open Session at 2:20 p.m.

Motion by McKay, second by Wagner to direct the Chair to write a letter to the Fire Rescue Chief in which a list of eligible candidates for the position of Advanced EMT would be provided in numerical order as assessed by the Commission. Motion passed unanimously.

6. Schedule Next Meeting Date

Saturday, June 5, 2021 8:30 a.m. Interviews – Police Officers

7. Adjournment

Motion by McKay, second by Wagner to adjourn. Motion carried.

Respectfully submitted,
Kathy M. Krusiec, PFC Secretary

DRAFT

McFarland
SUMMARY SHEET

MEETING DATE: Saturday, June 5, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Police Sergeant Recruitment Process

PREVIOUS ACTION:

ISSUE SUMMARY:

At the May 22, 2021 PFC meeting, the PFC commissioners discussed and approved of the action item, Review and approve Sergeant Hiring Process. The PFC approved the process, but asked that a written copy be submitted to the June 5, 2021 meeting for their records. That document is attached in addition to the job announcement.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2021 Sergeant Promotion Process Timeline (002)
2. Sergeant Promotional Announcement 2021 (002)

2021 Sergeant Promotion Process Timeline

1. Post announcement for the opening on May 24, 2021. DJ-LE330 application, letter of interest, and resume will need to be submitted by Friday May 28, 2021 at 4:00pm. The applicants will be screened to see if the minimum requirements for the position are met. All qualified candidates will be invited to take the written Sergeant Promotion test provided by Wisconsin Personnel Partners.
2. Written test will be conducted the week of June 7, 2021. If there are more than six candidates taking the test, the test will be used to eliminate candidates so there is a pool of six for the assessment center. The top six scoring candidates will advance to the assessment center.
3. The full day assessment center will be planned for the week of June 21, 2021. The center will utilize assessors that have been trained in assessment center evaluation, at least the rank of a Lieutenant or higher, and from an outside agency. The assessment center will certify a pool of candidates for the first interview.
4. The first interview will take place the week of June 28, 2021. The interview panel will consist of four or five people that did not take part in the assessment center, at least the rank of Lieutenant or higher, and from an outside agency. The interview panel will certify a list of qualified candidates for the second interview.
5. The second interview will take place the week of July 12, 2021 with the Police & Fire Commission. (Date subject to PFC Availability)
6. Final interview with Chief or with Chief & Lieutenant with appointment made end of July 2021.

McFarland Police Department
Promotional Opportunity Announcement
POLICE SERGEANT

The McFarland Police Department is seeking qualified internal candidates to fill the position of Police Sergeant. This recruitment will serve to fill a current vacancy. Position details follow. Please see Lt. Job with questions or any necessary clarifications.

Position Title: Police Sergeant

FLSA Classification: Non-Exempt

Represented: No

Reports to: Police Chief and Police Lieutenant

Employment Status: Full Time, 1950 hours per year, 6/3 schedule

Pay Range: \$67,392 - \$87,535 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.

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 five (5) years' experience as a sworn police officer; previous supervisory experience highly desirable; 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.

Description of duties performed:

See attached position description.

Promotional process information and anticipated timeline:

- Post announcement for the opening on May 24, 2021. DJ-LE330 application, letter of interest, and resume will need to be submitted by Friday May 28, 2021 at 4:00pm. The applicants will be screened to see if the minimum requirements for the position are

met. All qualified candidates will be invited to take the written Sergeant Promotion test provided by Wisconsin Personnel Partners.

- Written test will be conducted the week of June 7, 2021. If there are more than six candidates taking the test, the test will be used to eliminate candidates so there is a pool of six for the assessment center. The top six scoring candidates will advance to the assessment center.
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- The second interview will take place the week of July 12, 2021 with the Police & Fire Commission. (Date subject to PFC Availability)
- Final interview with Chief with appointment made approximately end of July 2021.

How to apply:

Submit a letter of interest, resume, and DJ-LE-330 application to Lt. Job by Friday May 28, 2021 at 4:00pm.