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

Respectfully submitted,
Kathy M. Krusiec, PFC Secretary