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Police and Fire Commission
Meeting Minutes
April 9, 2022
8:00 a.m.

1. **Call to Order, Roll Call**
   PFC President Stransky called the regular meeting of the Police and Fire Commission to order at 8:00 a.m.

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

   Staff present: Director of Communication & Technology Stephanie Miller (remotely), Chief Chris Dennis, Chief Aaron Chapin and Lt. Jeremy Job.

   Public Appearances 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 pfc@mcfarland.wi.us to be included as part of the meeting.

   No comments were brought forth. Having no request to be heard, the president moved the Agenda.

2. **Approval of Minutes**
   a. Discussion and action regarding minutes of the meeting held on April 9, 2022. Call for changes or corrections. Hearing none, a call for motion to accept. Motion by McKay, second by Mullen to accept the minutes as presented. Motion carried unanimously.

3. **Fire and Rescue Department Update**

a. **Review of Monthly Report** - Chief Dennis gave an overview of the monthly report. There are 3 vacancies within the department with a fourth pending. A complete report was distributed to the members of the Commission.

b. **Discussion and possible action to fill the vacancy in the Fire & Rescue Department –** The Chief presented three position descriptions; EMT/Firefighter, Firefighter/Paramedic and Paramedic Lieutenant (new positions). The Commission discussed the proposed language for each of the forementioned positions. Motion to accept the Job Descriptions with offered changes. Motion by Mullen, second by Wagner. Motion carried unanimously. Chief Dennis presented the suggested hiring process. Materials were reviewed and discussed. Motion by Wagner, second by McKay to accept the hiring process as outlined in the materials provided. Pg. 29-33. Motion carried unanimously.

4. **Police Department Update –** Chief Chapin shared that calls for service have increased. The department is presently down 2 positions. Anthony Craft has been named as the K-9 handler for the department. A complete monthly report was provided to each Commission member.

5. **General Business**
   a. None

6. **Other New Business**
   a. None

7. **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 Police Officer position(s) and establish an eligibility list.

   Motion to go into Closed Session by Krusiec, second by McKay. Roll call. All in affirmative. Closed Session called at 8:57 a.m.

8. **Reconvene into Open Session**
   a. Discussion and action to reconvene into Open Session. Motion by McKay, second by Wagner. Roll call vote. All in affirmative. Reconvened in Open Session at 2:55 p.m.

b. Action – Motion by McKay, second by Wagner to request that the PFC President prepare a letter to the Police Chief with the names of the 4 applicants in ranked order from the PFC interviews.

9. **Schedule Next Meeting –** At the call of the PFC president.

10. Adjournment

Motion to adjourn by Wagner, second by Mullen. Motion carried. Meeting adjourned.

Respectfully Submitted,

Kathy M. Krusiec, PFC Secretary