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608.838.3153

**Police and Fire Commission
Meeting Minutes
May 16, 2022
7:00 P.M.**

1. Call to Order, Roll Call

PFC President Stransky called the regular meeting of the Police and Fire Commission to order at 7:00 p.m.

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

Staff present: Chief Chris Dennis, Chief Aaron Chapin, Lieutenant Jeremy Job and Communication and Technology Director Stephanie Miller

2. 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.

3. Approval of Minutes

Discussion and action regarding minutes of the meeting held on April 9, 2022. 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 unanimously.

4. Fire & EMS Department Business

- a. Chief Dennis reviewed the monthly report with the Commission. A complete written report had been previously distributed to the Commissioners for their review. Chief Dennis announced the resignation from full time status of EMT/FF Schulist and EMT/FF Drewes. They will remain as paid/on-call

employees. Captain Reiter is expected to return to full duty status during the first weeks of June. The department experienced a high call volume recently; 27 calls in a 72-hour period including a structure fire caused by a lightning strike. The deadline to apply for the Paramedic-Lieutenant and Firefighter-Paramedic positions is May 27th. PFC interviews are planned for Saturday, July 9th.

5. Police Department Business

- a. Chief Chapin reviewed the monthly report with the Commission. A complete written report had been previously distributed to the Commissioners for their review. The calls for service have been steadily increasing due to the warmer weather and the lifting of Covid restrictions. The department is currently down two positions. Officer Anthony Craft will be completing K-9 training with “Rudy” at the end of next week. Officer Zietsma started the transition to School Resource Officer. He is receiving OJT from Detective Miller. Sergeant Wallace completed K-9 supervisor training at Waukesha County Technical College, Detective Barnier completed a three-day Managing Investigations training at Waukesha County Technical College and the Wisconsin Crime Lab conducted a Best Practices training to department staff.
- b. Chief Chapin announced that the hiring list of four names has been exhausted. None of the candidates will be hired. Chief Chapin requested the previous list be discontinued in accordance with Police and Fire Commission Rules & Regulations 6.02 in order to establish a new hiring list. Motion by Mullen, second by McKay. Motion carried unanimously.
- c. Job announcement will be posted tomorrow, May 17th and remain open for one month (closing on 6/17). The written exam will be scheduled for June 18th at 9:00 a.m. The first round of interviews will be scheduled for June 20th, 21st and 23rd. The PFC interviews will be scheduled for June 25th for the top ten candidates. The Chief’s interviews will be scheduled for June 30th. The background investigations will begin on July 1st with a completion date of July 24th. Job offers will be submitted on July 25th. The job announcement will be posted on Wilenet, WAWP (Wisconsin Association of Women Police), NOBLE (National Organization of Black Law Enforcement), IACP (International Association of Chiefs of Police), Jobnet and the Wisconsin Technical Colleges system.

6. General Business

Hearing none, the president moved to agenda item 7.

7. Other New Business

Discussion and action on proposed revisions to the Police and Fire Commission Rules and Regulations. The Village Board has eliminated the inclusion of “Department Reports” for all boards, committees, and commissions. The scope of the work of the PFC

in narrowly defined by Wisconsin statute so this change is unlikely to have significant impact on the PFC. Motion to amend by Wagner, seconded by McKay. Motion carried unanimously.

8. Schedule Next Meeting Date

The next meeting of the Police and Fire Commission will be on June 25th, 2022, to interview candidates for the position of police officer. There will be a meeting on July 9th, 2022, to interview candidates for Lieutenant-Paramedic and Firefighter-Paramedic.

9. Adjournment

Motion by McKay, seconded by Wagner. Motion carried unanimously. Meeting adjourned.

Submitted by,

Jerry Mullen