

Monday, July 25, 2022

7:00 PM

McFarland Municipal Center
Conference Room C

AGENDA

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. 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. Additionally, you may send your public comments to pfc@mcfarland.wi.us to be included as part of the meeting.
3. APPROVAL OF MINUTES.
 - a. Motion to approve the minutes of the July 9, 2022 meeting.
4. BUSINESS.
 - a. Discussion and action on the Lieutenant Paramedic eligibility list.
 - b. Discussion and action on the Firefighter Paramedic eligibility list.
 - c. Discussion and action on establishing a Firefighter Paramedic hiring process.
 - d. Discussion and action on establishing an EMT/Firefighter hiring process.
 - e. Discussion and action on establishing a Fire Inspector hiring process.
5. SCHEDULE NEXT MEETING DATE.
6. ADJOURNMENT.

Any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format should contact the McFarland Municipal Center at (608)838-3153, 5915 Milwaukee Street, McFarland, Wisconsin, or village.clerk@mcfarland.wi.us by 2:00 p.m. at least 5 business days prior to the meeting so that any necessary arrangements can be made to accommodate each request. If the meeting or request is less than 5 business days from the meeting, requests for accommodations may still be made and reasonable efforts will be made to accommodate each request.

Police and Fire Commission
Meeting Minutes
July 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: Vince Wagner, Jerry Mullen, Jim McKay and John Stransky
Staff present: Fire Chief Chris Dennis.

2. Public Appearances

This is an opportunity for members of the public to address the Police and Fire 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. Additionally, you may send your public comments to pfc@mcfarland.wi.us to be included as part of the meeting.

Hearing none, the president moved to agenda item 3.

3. Approval of Minutes

Discussion and action regarding minutes of the meeting held on June 25th, 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. President Stransky prepared and signed a letter (dated July 9, 2022) addressed to Chief Chapin pursuant to the list of candidates, in rank order, from the June 25th PFC meeting.

4. 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 candidates for Firefighter-Paramedic and Paramedic-Lieutenant position(s) and establish an eligibility list.

Motion to go into Closed Session by Mullen, seconded by McKay. Roll call. All in affirmative. Closed Session called at 8:13 a.m.

5. Reconvene into Open Session

Reconvene into Open Session to act on business conducted during Closed Session.

Motion by Wagner, second by McKay. Roll call vote. All in affirmative. Reconvened into Open Session at 12:06 p.m.

6. Action on Items Discussed in Closed Session

Discussion and Action – Motion by McKay, second by Wagner to request that the PFC President prepare a letter to the Fire Chief with the names of the applicants in ranked order from the PFC interviews. Motion carried unanimously.

7. Schedule Next Meeting Date

The next meeting of the Police and Fire Commission is to be determined. There is no set date for the next meeting.

8. Adjournment

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

McFarland
SUMMARY SHEET

MEETING DATE: Monday, July 25, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Discussion and action on the Lieutenant Paramedic eligibility list.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None

McFarland
SUMMARY SHEET

MEETING DATE: Monday, July 25, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Discussion and action on the Firefighter Paramedic eligibility list.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None

McFarland
SUMMARY SHEET

MEETING DATE: Monday, July 25, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Discussion and action on establishing a Firefighter Paramedic hiring process.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 20220722 Hiring Process Overview



www.mcfarland.wi.us | 5915 Milwaukee St, McFarland, WI 53558 | 608.838.3278

July 21, 2022

McFarland Police and Fire Commission

Re: Recruitment and Hiring Vacant Positions

Background:

The Fire & Rescue Department currently has four vacancies and an additional vacancy occurring the first week of August. We completed the last requirement for Paramedic Lieutenant and Firefighter Paramedic with fewer than desired applicants. The EMS and Fire labor markets have become more complicated than before. We have made some adjustments to the ease of the application process and decided to focus on stabilizing the department with restaffing to a similar level. We are requesting authorization from the Village Board to fill the four EMT/Firefighter vacancies with EMT/Firefighter or Paramedic Firefighter positions. Additionally, the fire inspector position is being requested to be filled.

Postings:

The plan is to post the EMT/Firefighter and Paramedic Firefighter vacancies on 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 EMT's and paramedics in Columbia, Dane, Dodge, Green, Iowa, Jefferson, Rock, and Sauk Counties. The email didn't occur during the last posting, as stated by Wisconsin EMS Association, and the department will be performing that internally. The posting period will begin on July 27, 2022, and close on August 19, 2022, at 4:00 pm.

The plan is to post the Fire Inspector vacancy on 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, Wisconsin State Fire Inspectors website and email service and Handshake (Wisconsin Techconnect). The fire inspector will be posted on August 10, 2022, and close on September 2, 2022, at 4:00 pm.

Application Review:

On receipt of each application packet, the packets will be confirmed to be complete. If an application packet is incomplete, the applicant will be notified and permitted to provide the required information by closing the posting period. The Fire & Rescue Chief and the Fire & Rescue Administrative Assistant will review each application packet independently. The applications will be scored based on a 100-point rubric. There will be a bonus of 5 points awarded to any veterans. With the following general breakdowns:

EMT/Firefighter Application Rubric:

Certifications	25%
Secondary Education (Degree progression)	15%
EMS Experience	30%
Firefighting Experience	20%
Supervisory Experience	10%

Firefighter/Paramedic Application Rubric:

Certifications	25%
Secondary Education (Degree progression)	15%
EMS Experience	30%
Firefighting Experience	20%
Supervisory Experience	10%

Fire Inspector Rubric:

Certifications	15%
Secondary Education (Degree progression)	10%
Fire Inspection	25%
EMS Experience	10%
Firefighting Experience	15%
Supervisory Experience	15%
Plan Review Experience	10%

Assessment Center:

The EMT/Firefighter and Paramedic/Firefighter assessment center is scheduled for August 27, 2022. The assessment center will have two stations: an oral patient assessment/medical skills station and a panel interview. The medical direction team

will administer the oral patient assessment/medical skills station with support from Fire & Rescue Department and other EMS agency officers. The interview panel will consist of the Fire & Rescue Chief and two other Fire & Rescue officers. The interview will consist of 10 scripted questions with 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.

The Fire Inspector assessment center will have two stations: an inspection/plan review skills station and a panel interview. The skills station will test the candidate's ability to note deficiencies during an inspection, interact with the public and perform a plan review. The candidate will be evaluated on (3) 100-point rubrics for inspection, public interaction, and plan review. The interview panel will consist of the Fire & Rescue Chief and two other Fire & Rescue officers. The interview will consist of 10 scripted questions with 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.

Police and Fire Commission Interview Selection:

We request that candidates complete the Police and Fire Commission Interview after the assessment center. The process needs to be shortened to remain competitive and address our critical needs. The schedule would be based on a candidate completing the skills assessment first and moving to the panel interview. After the panel interview, the candidate would go to the Police and Fire Commission Interview. We will reduce two to three weeks of recruitment time. We are requesting August 27, 2022, for EMT/Firefighter and Paramedic Firefighter. For Fire Inspector, we are requesting September 17, 2022

Final Selection:

The top candidates on the eligibility list from the Police and Fire Commission interview will be reviewed for final selection. One individual will be selected by the Fire & Rescue Chief to complete the final selection. The final selection process will include a background investigation, medical and physical screening by our occupational health vendor, and physiological assessment. Once the candidate has completed the final selection screening without concerns that would prevent employment, the individual will be offered a conditional offer of employment.

McFarland
SUMMARY SHEET

MEETING DATE: Monday, July 25, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Discussion and action on establishing an EMT/Firefighter hiring process.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Monday, July 25, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Discussion and action on establishing a Fire Inspector hiring process.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None