

Saturday, December 3, 2022

8:00 AM

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](mailto:pfc@mcfarland.wi.us) to be included as part of the meeting.
3. APPROVAL OF MINUTES.
  - a. Motion to approve the minutes of the October 24, 2022 meeting.
4. BUSINESS.
5. 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 finalists for the Police Officer vacancy(ies).
6. RECONVENE INTO OPEN SESSION.
  - a. Reconvene into Open Session to act on business conducted during Closed Session.
7. ACTION ON ITEMS DISCUSSED IN CLOSED SESSION.
  - a. Discussion and action to approve establishing an eligibility list for Police Officer vacancy(ies).
8. SCHEDULE NEXT MEETING DATE.
9. 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](mailto: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  
October 24, 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, Angela Wilcox, Jerry Mullen, Jim McKay and John Stransky

Staff present: Police Chief Aaron Chapin and Lieutenant Jeremy Job

**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 it 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](mailto:pfc@mcfarland.wi.us) to be included as part of the meeting.
- b. Hearing none, the president moved to agenda item 3.

**3. Approval of Minutes**

Discussion and action regarding minutes of the meeting held on September 17, 2022. Call for changes or corrections. Hearing none, the president called for a motion to accept the minutes as presented. Motion by Wagner, second by McKay. Motion carried unanimously.

**4. Business**

- a. Update on current hiring process and request to terminate the current hiring eligibility list for the police department. Chief Chapin provided a summary of the status of the current hiring eligibility list and discussed why the current nine candidates were no longer viable.
- b. Discussion on promotion of part time Police Officer to full time status to fill current vacancy. Chief Chapin discussed the approval of the Village Board to over hire by one position in an anticipated vacancy or retirement in the police department.

- c. Discussion and action on a new hiring process to fill a vacancy within the police department. Lieutenant Job provided the following timeline:
- Position will be posted on October 25, 2022.
  - Applications accepted until November 15, 2022.
  - Applications screened by Police Department administration, upon successful application of pool of applicants, a written test will be conducted as soon as possible with selected candidates.
  - Written test conducted and proctored by Police Department staff.
  - Upon successful completion of the written test (minimum score of 75% to pass), candidates will be invited to panel interview with Police Department staff.
  - Candidates approved by the Police Department staff will be interviewed by the Chief of Police.
  - Initial pre-background investigation completed.
  - Candidates will be invited to interview with the Police and Fire Commission.
  - Final selection will be made this same week and tentative job offer made if candidate(s) are approved by the PFC.
  - Complete remaining full background investigation.
  - Final offer issued upon completion of background investigation, psychological testing, medical examination and drug screening.
  - Two slots have been reserved for the academy class starting in January at Madison College.
  - The PFC interviews are scheduled for December 3, 2022.

The president called for a motion to approve the termination of the current hiring list and approve a new hiring process. Motion by McKay, second by Wilcox. Motion carried unanimously.

## **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 meet with a Police Officer candidate being considered for promotion from part-time to full-time status to fill a current vacancy.

Motion to go into Closed Session by McKay, seconded by Wagner. Roll call. Motion carried unanimously. Closed session called at 7:54 p.m.

## **6. Reconvene into Open Session**

Discussion and action to reconvene into Open Session. Motion by Wagner, second by McKay. Roll call vote. Motion carried unanimously. Reconvened into Open Session at 8:32 p.m.

**7. Action on Items Discussed in Closed Session**

Action – Motion by Wagner, second by McKay, to request that the PFC President prepare a letter to the Police Chief with the recommendation to promote Corey Johnson to full time police officer contingent upon completing employment requirements (psychological, background, medical and drug screening). Motion carried unanimously.

**8. Schedule Next Meeting Date**

The next meeting of the Police and Fire Commission will be on Saturday, December 3, 2022 at 8:00 a.m.

**9. Adjournment**

Motion by Wagner, seconded by McKay. Motion carried unanimously. Meeting adjourned at 8:35 p.m.

Respectfully Submitted by,  
Gerald Mullen