

Tuesday, June 6, 2023

6:00 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](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 April 10, 2023 meeting.
4. BUSINESS.
  - a. Election of President.
  - b. Election of Secretary.
  - c. Discussion and action on termination of the current EMT/Firefighter and Firefighter Paramedic eligibility list.
  - d. Discussion and action on a new hiring process for EMT/Firefighter and Firefighter Paramedic position.
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](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 & Fire Commission  
Meeting Minutes  
April 10, 2023  
Conference Room C  
6:00 p.m.

**1. Call to Order, Roll Call**

PFC President Stransky called the regular meeting of the Police and Fire Commission to order at 6:00 p.m.

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

Staff present: Police Chief Aaron Chapin, EMS/Fire Chief Chris Dennis.

**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. McFarland resident, Jason Wiest, is present in person.

**3. Approval of Minutes**

Discussion and action regarding minutes of the meeting held on December 3rd, 2022. Call for changes or corrections. Hearing none, the President called for a motion to accept the minutes as presented. Motion by Wilcox, second by McKay. Motion carried unanimously.

**4. Business**

a. Recommendation and approval of probationary completion for Officer Steven Boyd. Officer Boyd successfully completed his probationary period of employment on February 16, 2023. A letter was drafted and signed by Chief Chapin. Motion by McKay, second by Wagner. Motion carried unanimously.

- b. Recommendation and approval of probationary completion for Officer Hayden Kilcoyne. Officer Kilcoyne successfully completed his probationary period of employment on March 3, 2023. A letter was drafted and signed by Chief Chapin. Motion by Mullen, second by Wilcox. Motion carried unanimously.
- c. Election of PFC interim President effective May 1, 2023. Wagner nominates Mullen.
- d. Election of PFC interim Secretary effective May 1, 2023. Mullen nominates Wagner.

Mullen elected interim President, Wagner elected interim Secretary by a vote of 4 – 0. Stransky abstained from the vote. The election for President and Secretary will occur at the next PFC meeting which is TBD. The members of the PFC expressed their gratitude for the exemplary service of PFC President John Stransky for his 17 years on the PFC.

**5. Schedule Next Meeting Date**

The next meeting of the Police and Fire Commission is TBD.

**6. Adjournment**

Motion by Wagner, seconded by McKay. Motion carried unanimously. Meeting adjourned at 6:28 p.m.

Respectfully Submitted By,

Gerald Mullen



**McFarland**  
**SUMMARY SHEET**

**MEETING DATE:** Tuesday, June 6, 2023

**SECTION:** Business

**DEPARTMENT:** Administration

**CONTACT:**

**AGENDA ITEM:** Election of President.

**PREVIOUS ACTION:**

**ISSUE SUMMARY:**

**FINANCIAL/BUDGET IMPACT:**

**VILLAGE PLAN REFERENCE:**

**ORDINANCE REFERENCE:**

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

**ATTACHMENTS:**

None



**McFarland**  
**SUMMARY SHEET**

**MEETING DATE:** Tuesday, June 6, 2023

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**CONTACT:**

**AGENDA ITEM:** Election of Secretary.

**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:** Tuesday, June 6, 2023

**SECTION:** Business

**DEPARTMENT:** Administration

**CONTACT:**

**AGENDA ITEM:** Discussion and action on termination of the current EMT/Firefighter and 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:** Tuesday, June 6, 2023

**SECTION:** Business

**DEPARTMENT:** Administration

**CONTACT:**

**AGENDA ITEM:** Discussion and action on a new hiring process for EMT/Firefighter and Firefighter Paramedic position.

**PREVIOUS ACTION:**

**ISSUE SUMMARY:**

**FINANCIAL/BUDGET IMPACT:**

**VILLAGE PLAN REFERENCE:**

**ORDINANCE REFERENCE:**

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

**ATTACHMENTS:**

1. EMT-Firefighter and Firefighter-Paramedic Hiring Process Spring 2023

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# VILLAGE OF McFarland

## Fire & Rescue

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

June 6, 2023

### EMT/Firefighter and Firefighter/Paramedic Hiring Process Spring 2023

- The posting will be sent out on June 12<sup>th</sup> and close on June 30<sup>th</sup>.
  - Posting methods
    - Village of McFarland Website
    - State of Wisconsin Fire Chiefs
    - Madison College
    - Dane County EMS Association
    - Dane County Fire Chief's Association
    - Direct Email to licensed EMTs in Wisconsin
- Application scoring July 4<sup>th</sup> through July 7<sup>th</sup>
  - 25% Based on certifications with Paramedics receiving 15%
  - 15% Based on secondary education to the bachelor's degree level.
  - 20% Based on firefighter experience (5-year increments with 5% per increment)
  - 30% Based on EMT experience (5-year increments with 5% per increment and first 5 years is 10%)
  - 10% Based on supervisory experience (2 to 3-year increments with 2-3% per increment)
- Assessment Center tentatively scheduled for 7/11 – 7/14.
  - Stations
    - Panel interview
      - Chief Dennis, Assistant Chief Reiter, H.R. Generalist Andrea Anderson, and Outreach Department Representative
    - Medical assessment panel
      - Capt. Reiter, Medical Director, and area Chief Officer with EMS emphasis or additional medical direction team member.

- Planned for one day with 15 candidates.
- Personnel Evaluation Profile Exam 7/13 – 7/19
  - New to our process and was highly recommended by another agency.
  - Attached information sheet.
- Police and Fire Commission Interview
  - Requested date is 7/22/23.
  - Will be up to 10 candidates.
- Individual Chief Interviews 7/24 through 7/28.
- Background process 7/31 through 8/4
- Medical screening 8/7 through 8/18
- Tentative start date of 8/28 with 9/5 more likely.

## **Job Announcement**

### **Full-time EMT/Firefighter & Firefighter/Paramedic**

The McFarland Fire & Rescue Department is seeking candidates for immediate hiring and establishing an eligibility list for full-time EMT/Firefighter and Firefighter/Paramedic. The EMT/Firefighter and Firefighter/Paramedic function in all capacities of the ambulance crew during medical incidents and supplement the engine crews during fire incidents with being assigned to staff the ambulance, staff car or engine. Additionally, EMT/Firefighters and Firefighter/Paramedics are assigned ancillary tasks within the Fire & Rescue Department, including equipment readiness checks, clerical, maintenance, cleaning, fire inspections, and other assigned duties.

McFarland Fire & Rescue Department is a growing department that provides EMS and fire protection services to over 11,000 residents in the Village of McFarland, the northeast area of the Town of Dunn, and the west area of the Town of Pleasant Springs. The Village of McFarland is investing in the Fire & Rescue Department with a new Public Safety Center, upgrading to provide paramedic level of service, education for staff, modern equipment & apparatus, and excellent benefits. The Fire & Rescue Department is planning to move into the Public Safety Center in August 2023. Information on the Public Safety Center can be found at <https://www.mcfarland.wi.us/461/Public-Safety-Center>. The department began the transition to the paramedic level of service in late 2022.

The EMT/Firefighter and Firefighter/Paramedic work a 24/48 hour rotating schedule. The normal start time for the position is 6:00 am and overtime work is required as needed to ensure ambulance coverage. The current annual salary range for the EMT/Firefighter is \$47,613 - \$60,314 and the Firefighter/Paramedic is \$61,897 - \$78,409. Experienced applicants may be offered a lateral transfer of salary and vacation. The positions are part of IAFF, AFL-CIO LOCAL 311. Benefits include double overtime rate, low deductible health insurance, life insurance, income continuation, Wisconsin retirement (protected), vacation, sick, and paid holidays.

Complete instructions and application packets can be obtained at [www.mcfarland.wi.us/employment](http://www.mcfarland.wi.us/employment) or email [chris.dennis@mcfarland.wi.us](mailto:chris.dennis@mcfarland.wi.us). For more information, contact Chief Chris Dennis at 608-838-3278 or [chris.dennis@mcfarland.wi.us](mailto:chris.dennis@mcfarland.wi.us).

The application deadline is Friday, June 30, 2023, at 4:00 pm.

## INSTRUCTIONS TO EMT/FIREFIGHTER AND FIREFIGHTER/PARAMEDIC APPLICANTS

- 1) Applications may be submitted in electronic, email, or print form. Please note "FULLTIME EMPLOYMENT APPLICATION" on the envelope or subject line.
- 2) To submit your application electronically (preferred method), visit the online application:  
<https://mcfarland-wi-mcfarland-online.app.transform.civicplus.com/forms/27363>
- 3) Submit your email or paper application to:  
Andrea Anderson  
P.O. Box 110  
McFarland, WI 53558-0110  
[andrea.anderson@mcfarland.wi.us](mailto:andrea.anderson@mcfarland.wi.us)
- 4) The application deadline is **4:00 pm on Friday, June 30, 2023**. Applications received after the deadline will not be considered.
- 5) Direct any questions to Fire & Rescue Chief Chris Dennis at [Chris.dennis@mcfarland.wi.us](mailto:Chris.dennis@mcfarland.wi.us) or (608)838-3278.
- 6) Following a review of application packets, selected candidates will be invited to participate in an assessment center scheduled for July ##, 2023.
- 7) Following the assessment center, the top successful candidates will be invited to attend a Police & Fire Commission interview on July ##, 2023.
- 8) The Police & Fire Commission will establish an eligibility list that will remain active for one year. The eligibility list will be used for current and future vacancies.
- 9) Final candidates will be required to complete a medical examination, physical fitness testing, drug/alcohol/controlled substances screening, and background investigation.