

Saturday, July 22, 2023

8:00 AM

McFarland Municipal Center
Conference Room C

AMENDED 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 June 6, 2023 meeting.
4. BUSINESS.
 - a. Update on current hiring process and request to terminate the current hiring eligibility list for the Police Department.
 - b. Discussion and action on a new hiring process to create an eligibility list for future vacancies within the Police Department.
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 EMT/Firefighter and Firefighter/Paramedic positions.
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 the EMT/Firefighter and Firefighter/Paramedic positions.
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 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.



www.mcfarland.wi.us | 5915 Milwaukee St, McFarland, WI 53558 |
608.838.3153

Police & Fire Commission
Meeting Minutes
June 6, 2023
Conference Room C
6:00 p.m.

1. Call to Order, Roll Call

PFC Acting President Mullen, called the regular meeting of the Police and Fire Commission to order at 6:02 p.m.

Members present: Vince Wagner, Angela Wilcox, Jerry Mullen, Jim McKay and Carrie Nelson.

Staff present: Fire & Rescue Chief Chris Dennis and Human Resources Generalist Andrea Anderson

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

Discussion and action regarding minutes of the meeting held on April 10, 2023. Call for changes or corrections. Hearing none, the Acting President called for a motion to accept the minutes as presented. Motion by Wilcox, second by McKay. Motion carried unanimously.

4. Business

a. Election of PFC President: Motion by Wagner to nominate Mullen as President, seconded by McKay. No other nominees. No discussion. Motion passed with four affirmative and one abstention – Mullen.

b. Election of PFC Secretary: Motion by Wilcox to nominate Wagner as Secretary, seconded by McKay. No other nominees. No discussion. Motion passed with four affirmative and one abstention – Wagner.

c. Discussion and action on termination of the current EMT/Firefighter and Firefighter/Paramedic eligibility list. Chief Dennis reported that effective June 22, 2023 there will be one EMT/Firefighter or Firefighter/Paramedic position open due to a resignation. The current eligibility list has one candidate, and that person is not interested in the position. Therefore, Chief Dennis requests the PFC Commission terminate the current eligibility list.

A motion made by Wilcox and seconded by Mullen to terminate the current EMT/Firefighter and Firefighter/Paramedic eligibility list. Motion carried unanimously.

d. Discussion and action on a new hiring process for EMT/Firefighter and Firefighter/Paramedic position. Chief Dennis outlined the proposed new hiring process and timeline. A motion was made by Wilcox and seconded by McKay to approve Chief Dennis's new hiring process for the EMT/Firefighter and Firefighter/Paramedic to create a list of eligible candidates. Motion carried unanimously.

5. Schedule Next Meeting Date

The next meeting of the Police and Fire Commission is scheduled for 8 a.m., July 22, 2023.

6. Adjournment

Motion by McKay, seconded by Wilcox. Motion carried unanimously. Meeting adjourned at 6:32 p.m.

Respectfully Submitted By,

Vince Wagner

**VILLAGE OF
McFarland**
SUMMARY SHEET

MEETING DATE: Saturday, July 22, 2023

SECTION: Business

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Update on current hiring process and request to terminate the current hiring eligibility list for the Police Department.

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: Saturday, July 22, 2023

SECTION: Business

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Discussion and action on a new hiring process to create an eligibility list for future vacancies within the Police Department.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Police Department Recruitment Proposed Timeline

2023 Police Department Recruitment Process

Proposed Timeline

The goal is to establish an eligibility list for future vacancies.

1. Ad posted on August 25, 2023.
2. Applications due by September 15, 2023 at 4:00 pm.
3. Applications screened by PD administration and notices sent to the candidates, inviting them to the written test and/or First Round Interview.
4. Written test and panel interviews conducted between September 18, 2023 and September 29, 2023 proctored by PD staff.
5. Test results and initial interview results are tabulated and the top candidates (12 maximum) will be scheduled for a Chief's interview.
6. Chief's Interviews with top candidates during the week of October 2, 2023.
7. Interviews with candidates who have successfully completed the Chief's interview will be conducted by the Police and Fire Commission around week of October 9, 2023, dependent on PFC availability. The PFC will establish an eligibility list from the results of their interviews with candidates.

**** When the Village Board approves filling a vacancy, the rest of the steps of the process will occur. Those dates are subject to change based on departmental needs. They are as follows

8. Background investigation, medical and psychological testing conducted TBD
9. Final offer of employment made the week of TBD. Anticipated start date TBD.