

Saturday, September 30, 2023

8:00 AM

McFarland Public Safety Center
Small Conference Room

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 22, 2023 meeting.
4. BUSINESS.
 - a. Discussion and possible approval of establishing a Sergeant promotional process.
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 Police Officer position.
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.
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.

Saturday, July 22, 2023

8:00 AM

McFarland Municipal Center
Conference Room C

Meeting Minutes July 22, 2023

1. **CALL TO ORDER, ROLL CALL.** President Mullen called the meeting to order at 8:AM. Members present: Vince Wagner, Jerry Mullen and Jim McKay. Excused Members Agnela Wilcox and Carrie Nelson.
Staff Members Present: Police Chief Aaron Chapin and Fire & Rescue 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 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.

NONE
3. **APPROVAL OF MINUTES.**
 - a. Motion to approve the minutes of the June 6, 2023 meeting. Discussion and action regarding minutes of the meeting held on June 6, 2023. Call for changes or corrections. Hearing none, President Mullen called for a motion to accept the minutes as presented. Motion by Jim McKay, seconded by Vince Wagner. Motion passed on a unanimous vote.
4. **BUSINESS.**
 - a. Chief Chapin updated the current hiring process and requested to terminate the current hiring eligibility list for the Police Department because there are only two candidates left on the list, one indicated no continued interest in the position.
 - i Motion to terminate the current candidate eligibility list was made by Jim McKay, seconded by Jerry Mullen. Motion passed on a unanimous vote.
 - b. Discussion and action on a new hiring process to create an eligibility list for future vacancies within the Police Department. Chief Chapin outlined the proposed new hiring process.

- i A motion to adopt Chief Chapin's proposed hiring process for the police officer position and was made by McKay and seconded by Wagner. Motion passed on a unanimous vote.

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.
 - i Motion to move to Closed Session per Statute made by McKay seconded by Wagner. Roll call vote: Wagner, Mullen and McKay, Yes. Excused Absent Wilcox and Nelson. Moved to Closed Session at 8:15 AM.

6. RECONVENE INTO OPEN SESSION.

- a. Reconvene into Open Session to act on business conducted during Closed Session.
 - i Motion to move to Open Session per Statute made by McKay seconded by Wagner. Roll call vote: Wagner, Mullen and McKay, Yes. Excused Absent Wilcox and Nelson. Returned to Open Session at 10:37 AM.

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.
 - i A motion was made by McKay and seconded by Wagner that an Eligibility list expiring July 22, 2024 be created. The eligible candidates to be listed in last name alphabetic order. President Mullen will prepare and send the list to Chief Dennis. Motion passed on a unanimous vote.

8. SCHEDULE NEXT MEETING DATE.

- a. Tentative Meeting date: October 9, 2023

9. ADJOURNMENT.

- a. A motion to adjourn McKay and seconded by Mullen. Motion carried on a unanimous vote. Meeting adjourned at 10:44 AM.

Respectfully submitted.

Vince Wagner, Secretary, McFarland Police and Fire Commission.

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Saturday, September 30, 2023

SECTION: Business

DEPARTMENT: Police

CONTACT:

AGENDA ITEM: Discussion and possible approval of establishing a Sergeant promotional process.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2023 Sergeant Promotion Process Timeline

Draft 2023 Sergeant Promotion Process Timeline

1. Post announcement for the opening on October 1, 2023. DJ-LE330 application, letter of interest, and resume will need to be submitted by Friday October 20, 2023 at 4:00pm. The applicants will be screened to see if the minimum requirements for the position are met. All qualified candidates will be invited to take the written Sergeant Promotion test provided by Wisconsin Personnel Partners.
2. Written test will be conducted the week of November 6, 2023. If there are more than six candidates taking the test, the test will be used to eliminate candidates so there is a pool of six for the project and interview. The top six scoring candidates will advance to the project and interview.
3. The first interview and project presentation will take place the week of November 20, 2023. The interview panel will consist of four or five people at least the rank of Lieutenant or higher, and from an outside agency. During the interview, the candidates will provide a presentation on a topic that they are given to demonstrate problem solving, public presentation, and organizing skills. The interview panel will certify a list of qualified candidates for the second interview.
4. The second interview will take place the week of December 3, 2023 with the Police & Fire Commission. (Date subject to PFC Availability)
5. Final interview with Chief or with Chief & Lieutenant with appointment made end of December 2023.