

Wednesday, May 1, 2024

6:00 PM

McFarland Public Safety Center
6001 Broadhead St, McFarland
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 April 24, 2024 meeting.
4. BUSINESS.
 - a. Discussion and action on the Police Chief's recommendation to discontinue the current recruitment process for Police Officer.
 - b. Discussion and action on the Police Chief's request to establish a recruitment process to fill one immediate vacancy and an anticipated vacancy pursuant to the resignation of Officer Haden Kilcoyne effective on May 10, 2024.
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.

VILLAGE OF MCFARLAND

Wednesday, April 24, 2024, 6:00 PM

Police & Fire Commission

McFarland Public Safety Center

6001 Broadhead St, McFarland

Small Conference Room

Meeting Minutes

1. CALL TO ORDER, ROLL CALL.

- a. Meeting called to order at 6:00 p.m. by President Mullen. PFC Members present: Gerry Mullen, Vince Wagner, Jim McKay and Angela Wilcox. PFC Members absent: Carrie Nelson. Staff Members present: Fire & Rescue Chief Chris Dennis and Police Chief Aaron Chapin.

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.

No public present.

3. APPROVAL OF MINUTES.

- a. Motion to approve the minutes of the March 23, 2024 meeting. Commissioner McKay motioned to accept the minutes of the March 23, 2024 meeting as presented, motion was seconded by Commissioner Wilcox. Motion carried on a unanimous vote.

4. BUSINESS.

- a. Discussion and action on consideration to amend the Village of McFarland Police and Fire Commission Rules and Regulations, specifically section 7.03. After discussion, a motion was made by Commissioner McKay and seconded by Commissioner Wilcox that pursuant to Village of McFarland Police and Fire Commission Rules and Regulations as permitted Section 2.07 that Section 703 (1) be waived for the current eligibility list candidates for the position of Administrative Captain in the Fire and Rescue Department. Roll call vote: Commissioners Mullen, Wagner, McKay, and Wilcox vote yes. Commissioner Nelson was absent.

Additionally, after discussion, a motion was made by Commissioner Wagner and seconded by Commissioner Wilcox to amend/remove the Village of McFarland Police and Fire Commission Rules and Regulations, section 7.03 (1) as a requirement to fill positions in the McFarland Police Department and Fire Rescue Department effective April 24, 2024. The motion passed unanimously.

The Village of McFarland Police and Fire Commission Rules and Regulations section 7.03 will now read: "Satisfactory department evaluation at current rank."

- b. Discussion and action on Fire & Rescue Chief Dennis' recommendation on the appointment of Fire Inspector Scott Allain upon the successful completion of his probationary period of employment. A motion was made by Commissioner Wilcox and seconded by Commissioner McKay that Fire Inspector Scott Allain has successfully completed his probationary requirements and that he be appointed Fire Inspector. President Mullen will prepare a letter for Chief Dennis with the Commission's decision to remove Fire Inspector Allain from probationary status. Motion carried unanimously.
- c. Update and discussion regarding the current Police Officer recruitment process for the Police Department. Police Chief Chapin reported that he has exhausted the current eligibility list of candidates for police officer. A new recruitment process will be presented at the next PFC meeting.

5. SCHEDULE NEXT MEETING DATE.

- a. May 1, 2024 at 6:00 p.m.

6. ADJOURNMENT.

- a. A motion to adjourn was made by Commissioner Wagner, seconded by Commissioner Nelson. Motion passed on a unanimous vote. The meeting was adjourned at 6:38 p.m.

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Wednesday, May 1, 2024

SECTION: Business

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Discussion and action on the Police Chief's recommendation to
discontinue the current recruitment process for Police Officer.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2024 Police Officer Recruitment Process Timeline

May 2024 Police Department Recruitment Process

Proposed Timeline

The goal is to hire for a current vacancy and establish an eligibility list for future vacancies.

1. Ad posted on May 2, 2024.
2. Applications due by May 31, 2024 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 June 3, 2024 and June 10, 2024 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 June 10, 2024.
7. Interviews with candidates who have successfully completed the Chief's interview will be conducted by the Police and Fire Commission the week of June 17, 2024, dependent on PFC availability. (The Chief will send no more than 10 candidates to the PFC for interviews.) The PFC will establish an eligibility list from the results of their interviews with candidates.
8. Pre-conditional offer Background investigation will be completed by July 10, 2024
9. Conditional offers will be given and medical and psychological testing conducted by the end of July 2024.
10. Final offer of employment made the week of August 5th, 2024.
Anticipated start date of August 12th, 2024.

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Wednesday, May 1, 2024

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DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Discussion and action on the Police Chief's request to establish a recruitment process to fill one immediate vacancy and an anticipated vacancy pursuant to the resignation of Officer Haden Kilcoyne effective on May 10, 2024.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None