

PUBLIC SAFETY COMMITTEE

Wednesday, January 11, 2017

6:30 P.M.

McFarland Municipal Center
Conference Room A

AGENDA

1. CALL TO ORDER.
2. PUBLIC APPEARANCES.
3. STAFF REPORTS.
 - a. Fire/EMS Department
 - b. Police Department
 - c. Emergency Management
4. APPROVAL OF MINUTES.
 - a. Review and possible approval of the draft minutes of the December 14, 2016 Meeting.
5. BUSINESS.
 - a. Discussion on alternate side parking ordinance.
 - b. Discussion regarding objectives for Village lighting of cross walks and intersections.
 - c. Discussion on establishing quotas for alcohol licensing.
 - d. Discussion and action on issuing a request for qualifications for security upgrades to Village facilities.
 - e. Discussion and possible recommendation on safety improvements for the intersection of Highway 51 and Burma Road.
6. ADJOURNMENT.

- NOTES:
- 1) Persons needing special accommodations should call 838-3153 at least 24 hours prior to the meeting.
 - 2) A quorum of the Village Board may attend this meeting for the purpose of gathering information relevant to their responsibilities as Village Trustees. No matters shall be considered nor shall any action be taken by said Village Board members at this meeting.
 - 3) More specific information about agenda items may be obtained by calling 838-3153.

This agenda was posted, or caused to be posted, by my hand on the 6th of January, 2017 at the following three (3) posting places in the Village of McFarland, to wit: McFarland Municipal Center, 5915 Milwaukee Street; E.D. Locke Public Library, 5920 Milwaukee Street; & the McFarland State Bank, 5990 US Hwy 51.

Cassandra Suettinger, Clerk

PUBLIC SAFETY COMMITTEE

EMERGENCY MANAGEMENT REPORT

January 2017 Report

Update on outdoor warning siren:

At this time both sirens in the village are operating correctly as they pass weekly silent tests and the monthly warning test as well.

Emergency Management Committee Meeting:

Last meeting was held on November 17, 2016 at 2:00pm. 7 members present

Next meeting January 26, 2017 at 2:00pm

Update on Training:

Infrastructure Disaster Management Program: A four tier program that Jim Hessling knew of an instructor for these FEMA courses and brought the information forward which we have shown a definite interest in. We will be looking at these programs later in the year

I am looking at Emergency Management Webinars and other on-line training sessions as they come up this year and will report on any that I attend.

Community Awareness Information:

I have been working with Eric Redding as he has posted information articles on media sites that I have put together and supplied on safety during the winter season.

Storm Activity:

There have been two significant snow falls and storms since the last Public Safety Meeting. I have been monitoring the weather, attending briefings and sharing informational briefings with department heads and others. I have also been staying in contact with department heads checking on any incidents or calls related to the weather. The only incident reported as storm related was a traffic accident in the Town of Dunn, where McFarland assisted. I have also shared an after-hours phone number for the Salvation Army with department heads, as my contact there was willing to house a family at a Madison Motel in the case of loss of heat or other emergency.

Emergency Response Manual Update:

Scenarios have been provided to department heads for their response to the incidents. Action from their departments may assist in implementation of a possible protocol for the manual. I will be meeting with department heads in the near future to review the status of the emergency incident scenarios. The after-hours contact number for Salvation Army is being added to the Emergency Response Manual.

Submitted by: Chuck Di Piazza



McFarland Fire & Rescue Department

5915 Milwaukee Street • PO Box 110 • McFarland, WI 53558-0110
(608) 838-3278 • Fax: (608) 838-3619

Emergency: 911

December 2016 Fire & Rescue Department Report

- **General**

- The Department participated with the Chamber of Commerce with the annual Christmas in the Village by assisting with getting Santa Claus to the Community Bonfire at the corner of Exchange and Bashford. The members of the Department decorated some the fire trucks with Christmas lights and the event was very well received. A thank you goes out to the Firefighter Association and EMT Association for providing the lights for the many years that we have been decorating the trucks.
- We had our first Home Knox Box installed in the Village. The home that it was installed on, we had to force entry previously. This will eliminate the future need to force entry.
- DaneCOM
 - The County EMS and Fire paging continues to have difficulties. The County's vendor has been making adjustments with some improvement being noticed. We still have issues with enough frequency to cause concern for the Department. We are providing feedback and working with the County's vendor to make further adjustments.
 - We have received information from our vendor that the FCC has approved frequencies for our local tactical channel. The vendor is now performing testing to confirm the assigned frequencies are working properly.
 - The County Tactical channels are still not performing to an acceptable level. The County's vendor has not developed a complete solution to date and had found some minor issues that there are attempting to resolve them. It does seem to appear the channels will not perform to the level that was planned for.
 - Another deficiency of DaneCOM was discovered during the month of December. Currently the DaneCOM channels can not be patched with the City of Madison Channels. This was of considerable concern during our ice rescue incident. We were unable to communicate with the City of Madison Lake Rescue Team and confirm what resources they had to offer.
- We were contacted by our vendor for oxygen cylinders on a proposal to reduce rental cost on our ambulance mounted tanks. The cost is minimal difference however it did reduce annual cost by \$100 without reducing the service vendor provides.
- The Department had four members complete the Dane County Advanced Skills instructor course in December this will help the Department provided a higher level of refresher training.

- **Staffing**

- Kyle Kampmeier has indicated his intention to resign from the department due to difficulties in time commitments. Kyle has been struggling with maintaining his commitment to the Department and we attempted some adjustments. However, due to his fulltime firefighting position with Milwaukee County, being a fulltime student and part-time work with FitchRona EMS it didn't work out.
- Justin Grenawalt resigned from the Department during December. His wife and he moved from McFarland last year to Deforest and his employer is requiring considerable more overtime from him. He has determined that with all the changes he is no longer able to keep up with the time commitments.
- We completed the background checks on two EMT Basics and both are beginning their process of getting up and running with the Department.
- Current Staffing Levels
 - Fulltime Fire Rescue Chief – 1
 - Fulltime Fire Inspector/Public Education Specialist – 1
 - Fulltime EMTs – 5
 - Paid on Call – 58 (19 EMTs, 26 Firefighters & 13 EMT/Firefighters)
 - Total Staffing Level - 66

- **Training Activity**

- December training
 - The training for the month of December was reduced due to the holidays.
 - EMTs performed advanced skills recertification and training with a simulation manikin that was provided in from Dane County EMS and UW Hospital.
 - Firefighters refreshed on ropes, knots, low angle rescue and ice rescue equipment. This ended up being timed out perfectly with the ice rescue that was performed on Christmas Eve.
- The month of January training will be the start of some busy time for the Training Division. We will perform our biennial CPR recertification. We will also be hosting an Emergency Medical Responder Certification course in which we will have 10 firefighters enrolled to obtain their certification. Additionally, we will be hosting a Motor Pump Operator Certification course and members are still enrolling in that course.
- The Pediatric Education for Prehospital Professionals (PEPP) course is having the final scheduling occur and the online portion for half the members will begin in January. The Department was awarded a grant to cover half of the course material and this will require half the membership to complete the course at a time.
- Chief Dennis, Division Chief Clementi and Captain Hettrick will be attending a seminar being hosted by Stoughton Fire Department titled "Backpacks 2 Airpacks". The course is designed to help department attract and retain younger members.
- Several members will be attending the annual Wisconsin EMS Association conference in Milwaukee. The attendance to this conference had considerable reduced by the membership in recent years, however this year we have seven members attending. We are very excited to see this begin returning to past levels.

- **Apparatus & Equipment**

- The 1997 Ladder received the repair to address several spots of corrosion that had been occurring. While prepping the truck for the repair by removing all water from the pump and tank, the driver's side pump intake valve experienced a failure. We had anticipated in replacing the intake valves with the valves from the 1992 engine when it is replaced. However, the 1992 engine still requires intake valves, so we attempted to utilize a used surplus valve on the 1992 engine. That valve failed further and required more repair than the original valve. We then repaired the original valve on the 1997 Ladder. Additionally, the day the truck returned from repair it was one of the very cold days in December and a pressure gauge froze. This will require replacement. We do want to recognize all the additional repair of valves and gauges will be performed by Department staff. This is not a common situation among departments of our size. We are fortunate to have the staff with expertise to perform these repairs in house. We are estimating that these repairs will consist of a day worth of labor once completed.
- The 2004 Boat received repair to address issues with the tilt and trim rams. This required the tilt and trim assembly to be replaced. We were able to capture winter season discounts from the vendor that performed the work.
- ATV 11 required considerable repairs after our ice rescue incident. During the incident the ATV became upside down while running. Basically, the entire unit became flooded. Due to assistance from Dane County Sheriff's Office we were able to remove it from the water and tow it to shore. A local towing company towed it to the DPW facility and the DPW staff repaired it. It required complete replacement of all filters and fluids. It had a winch solenoid fail, antifreeze overflow tank melted by the motor and several switches needed replacement. It has been repaired and is back in service. We are very thankful of the DPW staff for doing the work to get the ATV back in service.

<u>Inspection/Prevention Activity</u>	<u>Completed</u>	<u>Year to Date Total</u>
Building Inspections	128	660
Re-Inspections	0	0
Special Inspections	0	23
Fire Code Violations Identified	27	342
Fire Code Violations Corrected	0	31
Plan Reviews	1	30

<u>Public Instruction</u>	<u>Completed</u>	<u>Year to Date Total</u>
CPR Certifications	13	184
First Aid Training	7	53
High School CPR (Hands Only)	0	112
Baby Sitters First Aid	0	46

Incident Summary

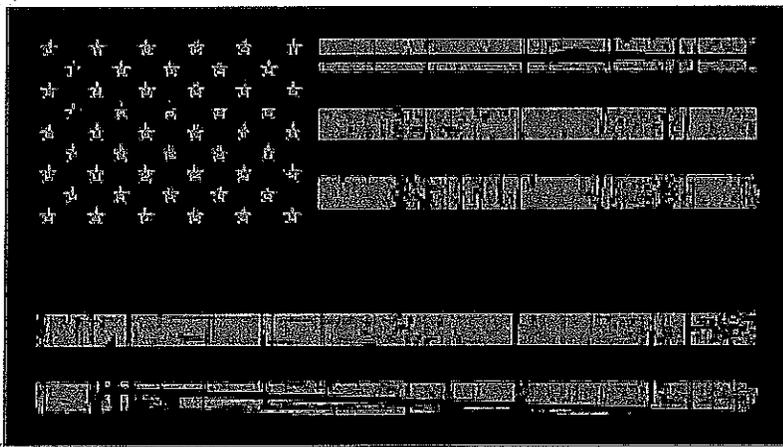
incident Type	2016		2015	
	Dec	Year to Date Total	Dec	Year to Date Total
EMS – Falls	11	153	9	103
EMS – General Medical	18	319	34	344
EMS – Motor Vehicle Crash	3	56	4	59
EMS – Trauma Other	1	39	4	58
EMS – Other types	20	138	11	83
EMS – Total (+9%)	53	705	62	647
Fire – Building, vehicle or outside	1	35	2	37
Fire – Assist EMS Crew	5	88	14	95
Fire – Motor Vehicle Crash	3	30	2	25
Fire – Alarms	4	40	3	42
Fire – Other types	10	89	8	62
Fire – Total (+8%)	23	282	29	261

• Significant Incidents

- On December 3rd, we were paged out for a sick person in the marsh area south of Lake Waubesa in the Town of Dunn. The individual called 911 because he had gotten his boat stuck in the marsh and tried to walk to land. He became exhausted and had to stop. The individual was able to talk to the 911 center that then relayed the conversation to Command. ATV 11 was responding to the patient's location using the 911 center coordinates and ran into difficulty with the water and mud of the marsh. Oregon Area Fire & EMS was requested out to assist with the search and rescue due to the location being on the border of our districts. Oregon Brush Truck and ATV responded from the west side of the marsh. A Dane County Deputy Sheriff responded and attempted to make contact with the patient on foot and began having difficulty moving through the marsh. The Deputy Sheriff was able to locate the patient with voice contact. ATV 11 was able to locate the patient's boat. The Deputy was then able to have the patient walk out of the marsh with voice direction. McFarland Rescue 84 evaluated the patient who denied the need to be transported.
- McFarland Fire & Rescue received a call for an individual that thought he was having a heart attack. The patient was too weak to get up from a chair to get. Due to the acuity level of the call Engine 1 and Town of Madison Medic 66 was automatically assigned. McFarland Car 3 was returning from another EMS incident and responded to the incident also. Car 3 arrived on location within minutes of the page. Car 3 initiated care and the patient was in critical condition. The individual was moved to a stair chair and was being moved to the ambulance when he lost consciousness and went into cardiac arrest. He was quickly transferred to the waiting cot outside and then further life saving efforts was initiated. Once inside patient was loaded into Rescue 84 the Town of Madison's Lucas device was applied and then transported to Meriter Hospital.

- On Christmas Eve morning McFarland Fire & Rescue was paged for an individual that had fallen through the ice on Lake Kegonsa in the Town of Dunn. The caller stated then seen someone in the water and estimated it to be about ½ mile from Fish Camp County Boat Launch. McFarland Car 3 responded to Fish Camp and initially was unable to locate the individuals. Dane County Sheriff's Mate was responding to Waunakee to retrieve their Air Boat. The caller was approximately 100 feet from the victim and began waving a flashlight towards Fish Camp Boat Launch. The location of the victim was then determined to be about 1 mile from Fish Camp Boat Launch towards the center of the lake. Command requested Stoughton Fire Department respond with their ice rescue team and have their team launch from Colladay Point area. McFarland Rescue 84 arrived on location and was preparing to help McFarland's ice rescue team with launching. McFarland Car 2, ATV 11 arrived on location and launched ATV 11 from Fish Camp Boat Launch with a Rapid Deployment Craft (RDC – inflatable rescue boat). ATV 11 was approximately a 100 feet from the victim when it broke through the ice. The ATV 11 crew continued with the RDC to the victim which was now confirmed as two victims. Stoughton Brush 12 and Car 2 arrived in the Colladay Point area and began making their way to the victims. Stoughton Squad 5 also responded to the Colladay Point area to deploy Stoughton's RDC and additional rescuers. Dane County Sheriff's Office advised the Sheriff's Mate was unable to start their air boat and was not responding. Additionally, due to the distance and time the individuals were in the water the City of Madison Lake Rescue team was requested. A second McFarland rescue team was sent out from the Fish Camp Launch due to two victims in the water and a mile from shore. A third team prepped to assist also with victim removal. The City of Madison Lake Rescue Team arrived with their air boat and assisted in removing victims from the ice. The ATV 11 crew had transferred the 1st victim to the first team while the ATV 11 officer waited with the second victim to remove him via RDC. The crew returned to ATV 11 and retrieved it from the water and back on to the ice. The second victim was removed from the ice and crews began returning to shore. Victims were transferred into the care of waiting ambulances and transported to UW Hospital in Madison.
 - While the ATV 11 crew was returning it had broke through the ice a second time. However this time only the left side broke through first causing it to enter the water sideways and capsize. It remained floating and crews were able to right it with ropes. The crews were able to utilize a winch to get the ATV back on to the ice. The Dane County Sheriff's Mate had responded back to Waunakee and repaired their air boat. That air boat was then used to tow the ATV to shore.
 - Additionally, one firefighter suffered from heat exhaustion while moving the patient across the ice. The firefighters wear exposure suits while operating on the ice which contains heat when exposed to ice cold water. However, due a warmer day and working on the ice they become very warm. The firefighter was transported Meriter Hospital for observation and was released within a few hours.

MCFARLAND POLICE DEPARTMENT



December / End of 2016 Report

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DECEMBER / END OF 2016 REPORT

As observed on the attached Call Summary Report, the McFarland Police Department logged 492 cases in December. This is compared to 387 cases for the same time period in 2015. Cases of interest for the month were: six intoxicated drivers, five domestic disturbances, six disturbances, eight juvenile complaints, six thefts, and ten traffic accidents. Officers also logged 159 traffic incidents/stops.

Cases of interest for the month are as follows:

- 12/02/2016 An Officer took a complaint of a residential burglary and a theft from a motor vehicle. Stolen were some personal items, checkbook, and handgun. The suspect was identified and contact was made with him a few days later. The suspect was interviewed and eventually confessed to the crimes. The handgun was recovered in the suspect's residence. The suspect was linked to several thefts from motor vehicles and charged with multiple crimes. The investigation is on-going.
- 12/05/2016 Detective Klementz, along with personnel from other police agencies, went to Columbus, WI and arrested the two suspects involved in the robbery to the BP Store on Burma Road that took place in November. The suspect is still in custody and awaiting further court proceedings.
- 12/27/2016 McFarland Officers assisted Portage Police Department reference a recent homicide that occurred in their jurisdiction. Officers made contact with one of the subjects involved at a house in the 5400 block of Dennis Drive. One subject was taken into custody and the suspect vehicle was removed from the location.

Staffing Report

- Our current recruitment initiative to fill a vacancy continues. To date:
 - Our current recruitment process to fill a vacancy is on schedule.
 - A conditional offer of employment has been made to and accepted by recruit candidate Joel Zietsma. The pre-employment background investigation has been successfully completed and pending successful completion of the medical, drug and psychological tests, we anticipate a start date in mid-January.
 - We have learned of the possible departure of an additional patrol officer, who has been tentatively offered a position with a department near his home town. At this point we do not have a firm timeline of his departure.
 - This would leave us one position short starting 2017. In anticipation of this, I have met with the one remaining viable candidate on our current eligibility list and have issued a letter of intent.

A background investigation will be conducted later this month. Theoretically, this person could be ready to start shortly after the first of the year, which would mean we would be back up to full staff by the end of March.

Equipment Report

- The crosswalk safety improvements mentioned in our October report have been purchased and installed.
- The Watchguard body worn cameras that were funded in the 2016 budget have been delivered and are now in service.

Training Report

- Detective Klementz attended a three day ICAC (Internet Crimes Against Children) conference in Tampa, FL. His attendance was paid for by the Wisconsin Department of Justice.
- Investigator Barnier attended one day of training on how to conduct background investigations. The training was held at the Madison Police Academy.
- Officer Job and canine partner Boris attended 2 days of Police K-9 training.

Budget Report

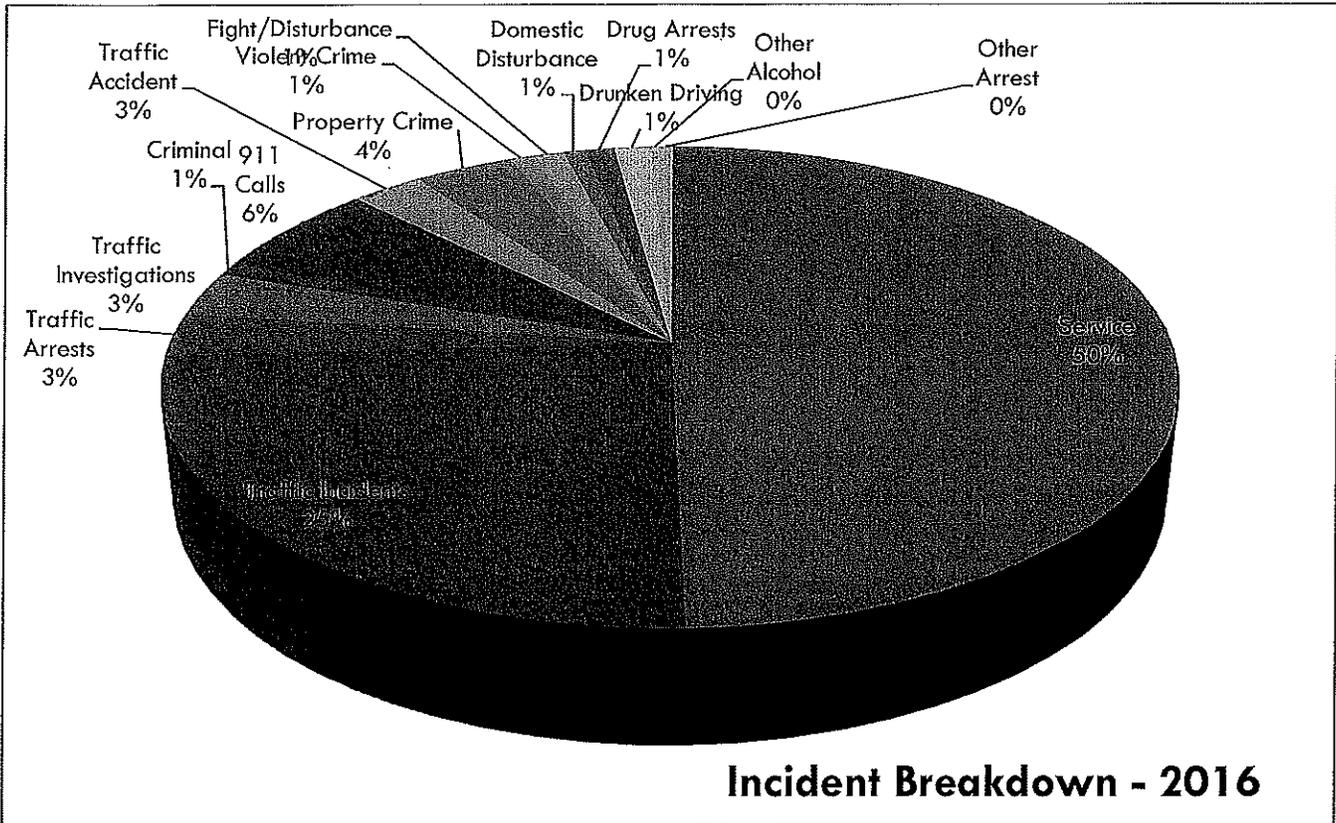
- As has been reported each month of this year, I am anticipating an overage in the overtime budget account due to unanticipated staffing shortages, and in the uniform budget account this year due to the hiring of very likely four officer positions that were unanticipated at the time the budget was approved in 2015. These hires will require additional expenditures of roughly \$ 3,000 per officer.

Other Information

- The PD held its annual Shop With a Cop event on December 3rd.
- The department honored Officer Copeland with an open house and public viewing of his memorial wall on December 10th. The event was well attended and was a great success.
- Chief Sherven presented the 3rd bi-annual Officer Ryan Copeland Top Shot award at the Blackhawk Technical College Law Enforcement Academy Graduation Ceremony on December 16th.

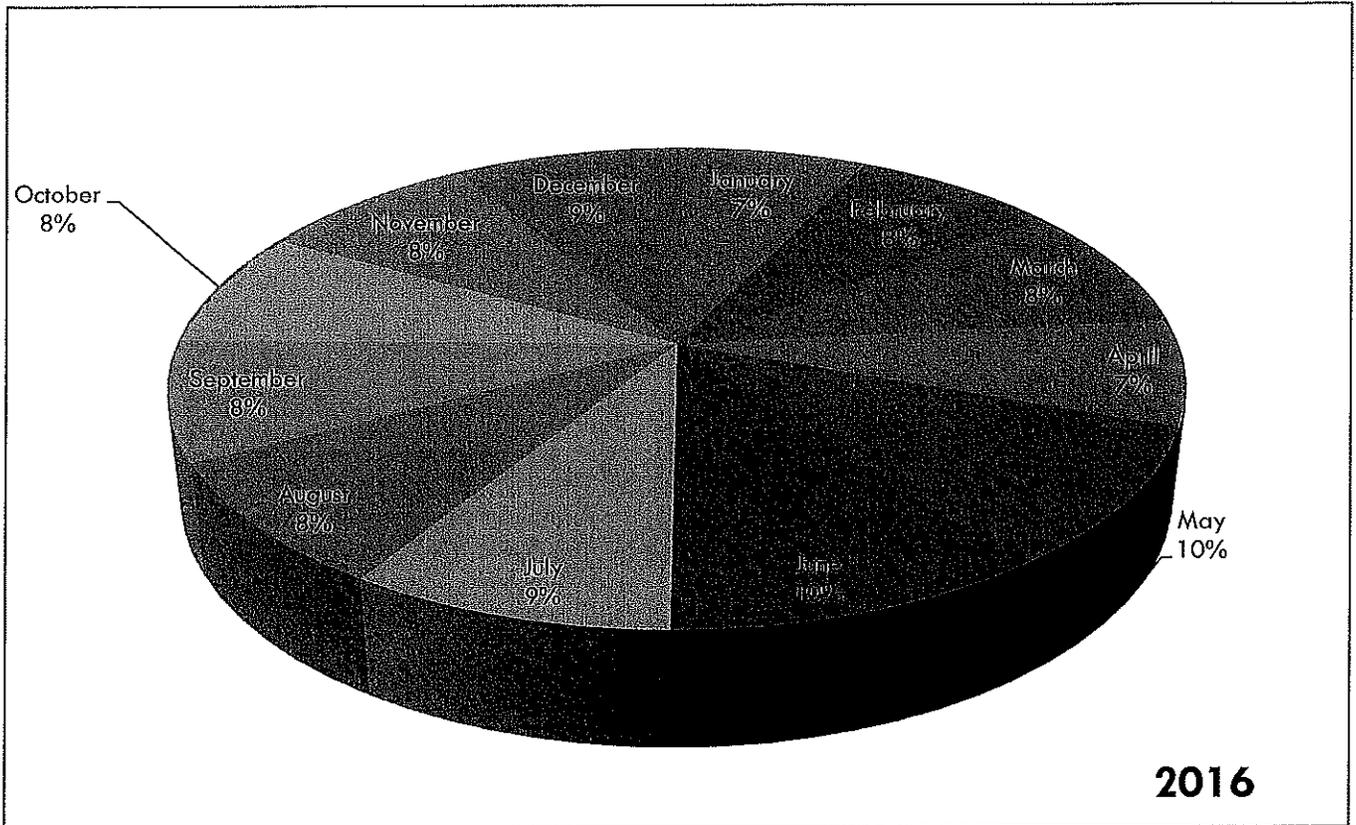
Year End Call Statistic Information

Total Calls for Service by Incident Type



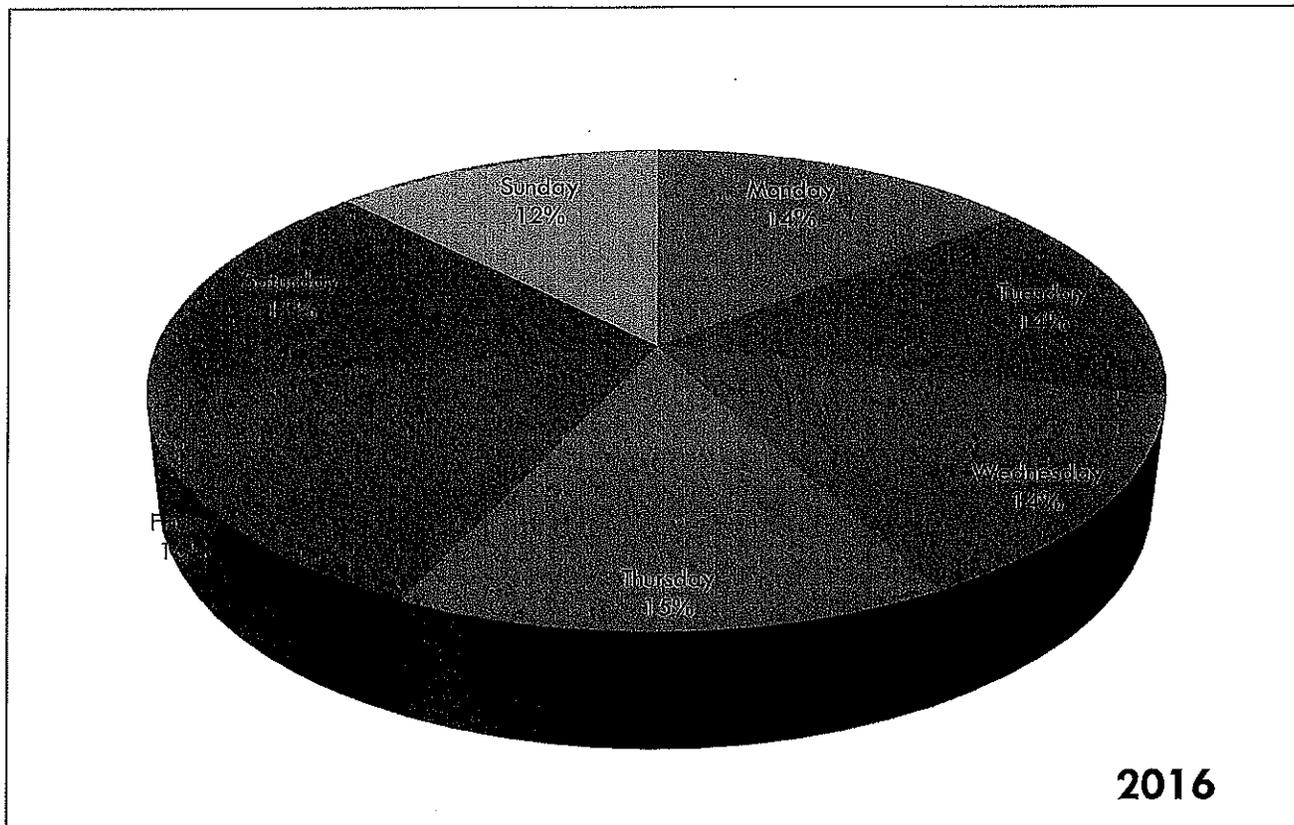
The above pie chart details the number of incidents by type, a represents a very healthy differentiation between service oriented activities (50%), traffic oriented activities (25%) and all other activities (25%).

Percentage of Total Calls for Service by Month



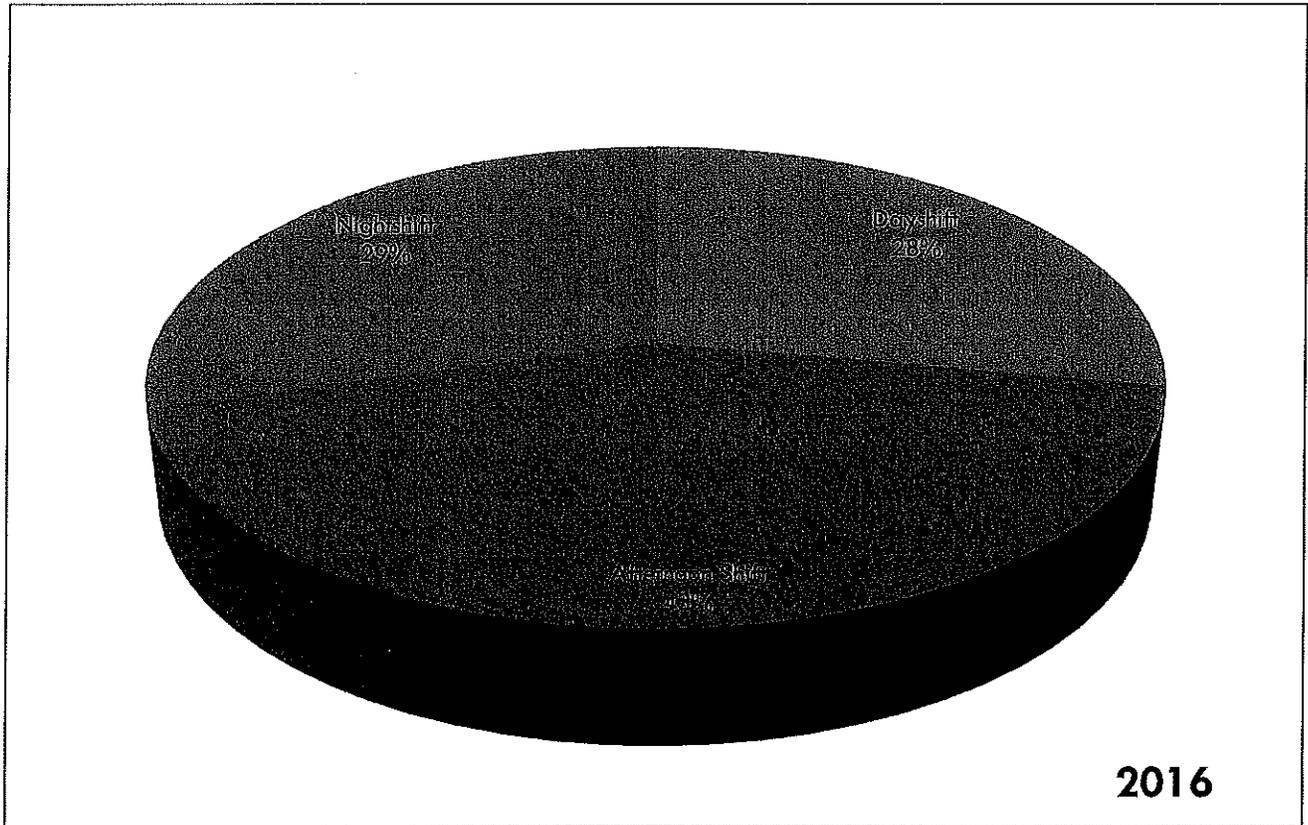
The above pie chart shows a relatively even distribution of call volume between all months. As illustrated, January and April were the slowest months, while May and June were the busiest.

Total Calls for Service by Day of Week



The above pie chart shows a relatively even distribution of call volume between all days of the week. As one might expect, Sunday was the slowest day, while Thursday, Friday and Saturday were the busiest.

Total Calls for Service by Shift



The above pie chart shows the distribution of call volume between the three primary shifts. Dayshift and the overnight shift were relatively neutral, while as expected the afternoon shift was the busiest.

Year End K9 Unit Statistics

The transition in handlers from Officer Copeland to Officer Job went much better than we could have hoped for. Officer Job and Boris have developed a very solid bond, and have come to be known by peers as one of the premier K9 teams in Dane County. Officer Job and Boris officially assumed their full-time patrol duties upon completion of training at the end of February.

Here are some productivity statistics for Officer Job and K9 Boris for 2016:

- A total of 81 deployments. To name a few, of these:
 - 16 suspect apprehensions
 - 52 drug related searches
 - 5 non-drug related evidence searches
 - 1 lost/endangered person
 - 2 building searches
 - 17 other arrests related deployments

- Requested to assist other agencies including Shorewood Hills, Town of Madison, City of Madison, Wisconsin State Patrol, Middleton, Stoughton, Monona, Marshall, Deforest, Sun Prairie, Verona, Oregon and Wisconsin Division of Criminal Investigation (DCI).

- 69% of searches led to arrest.

- Responsible for the discovery and confiscation of:
 - 10.3 grams of Cocaine
 - 95.8 grams of Ecstasy
 - 15.5 grams of Heroin
 - 6705 grams of Marijuana
 - 122 items of Drug Paraphernalia
 - \$ 26,868 USD of drug related currency

I couldn't be prouder of our K9 Unit and the hard work they put in on a daily basis!



Incident Analysis Report Summary By Incident Type

McFarland Police Department
Official Case Report

Do Not Re-Release

Print Date/Time: 01/04/2017 09:15
 Login ID: mcbgr
 Incident Type: All
 Call Source: All

From Date: 12/01/2016 00:00
 To Date: 12/31/2016 23:59

McFarland Police Department
 ORI Number: WI0137300

Officer ID: All
 Location: All

Incident Type	Number of Incidents
911 Abandoned Call	2
911 Call Silent	3
911 Call Unintentional	9
911 Disconnect	4
911 Medical Call	1
Accident Hit and Run	1
Accident Private Property	1
Accident Property Damage	5
Accident Unknown Injuries	1
Accident w/Injuries	2
Alarm	12
Animal Complaint	3
Animal Disturbance	1
Animal Stray	3
Assist Citizen	12
Assist Citizen Vehicle Lockout	13
Assist Dane County Sheriff	1
Assist EMS/Fire	31
Assist Fire/Police	20
Assist K9	8
ATL Person	1
Burglary Non-Residential	1
Burglary Residential	1
Check Person	21
Check Person Weapon	1
Check Property	38
Civil Dispute	2
Damage to Property	2
Disturbance	6
Domestic Disturbance	5
Drug Incident Overdose	1
Drug Incident/Investigation	2
Follow-Up	7
Foot Patrol	1
Fraud	4
Information	22
Intoxicated Person	1
Juvenile Arrest	6



Incident Analysis Report Summary By Incident Type

McFarland Police Department
Official Case Report

Do Not Re-Release

Print Date/Time: 01/04/2017 09:15
 Login ID: mcbgr
 Incident Type: All
 Call Source: All

From Date: 12/01/2016 00:00
 To Date: 12/31/2016 23:59

McFarland Police Department
 ORI Number: WI0137300

Officer ID: All
 Location: All

Incident Type	Number of Incidents
Juvenile Complaint	2
Local Ordinance Violation	1
Missing Adult	2
Neighbor Trouble	2
DMVWI Arrest/Intoxicated Driver	6
Parking Complaint On Street	6
Parking Complaint Private	1
Phone	12
Property Found	3
Property Lost	2
Repo	1
Road Rage	1
Robbery Armed	1
Safety Hazard	16
Silent Case Number	2
Solicitors Complaint	1
Special Event	1
Suspicious Person	5
Suspicious Vehicle	2
Theft	3
Theft from Auto	2
Theft Retail	1
Threats Complaint	3
Traffic Arrest	3
Traffic Complaint/Investigation	21
Traffic Stop	135
Unknown	2
Total:	402

VILLAGE OF MCFARLAND
Public Safety Committee – Meeting Minutes
December 14, 2016

1. Call to Order

Trustee Adrian called the December 14, 2016 meeting of the Public Safety Committee to order at 6:30 pm at the McFarland Municipal Center in Conference Room A.

Members Present: Trustee Jerry Adrian and Thomas Mooney; Resident members Sandy Bakk, Kathryn Lyons, Ken Machtan, and Dick Staley.

Members Not-Present: Barbara Zabawa.

Others Present: Brock Roder and Rob Bloxham.

Staff present: Police Chief Craig Sherven, Fire/EMS Chief Chris Dennis, Emergency Management Director Charles DiPiazza, and Village Administrator/Treasurer Matt Schuenke.

2. Public Comments – None.

3. Staff Reports

a. Fire/EMS Department – Submitted monthly report, commented on the following:

- Working with a new business regarding building construction and code compliance.
- DaneCom is operational and continuing to work through transition.
- Several vehicle maintenance issues developed in the last month that are being worked through.

b. Police Department – Submitted monthly report, commented on the following:

- Caseload for previous month has been higher than usual leading to a larger volume of investigative work. It was successful in working with several other Departments to apprehend two suspects in an past armed robbery.
- The Department may lose one officer in the near future which would create a second vacancy; however, the PFC has established an eligibility pool that might yield a second individual to fill this vacancy sooner than a full recruitment.
- Provided updates to the crosswalk enhancements and new speed boards.

c. Emergency Management – Submitted monthly report, commented on the following:

- The last meeting of the Emergency Management Committee was held on November 17, 2016. The next meeting is scheduled in January next year.
- Working on public service announcements and education items for snow events and extreme cold weather.

4. Approval of Minutes

a. Review and possible approval of draft minutes of the November 9, 2016 meeting –
A motion was made by Staley, seconded by Mooney, and unanimously carried by the Public Safety Committee to approve the minutes of the regular meeting held on November 9, 2016.

5. Business

a. Discussion and possible action on an application for a 83' x 40' (3,000 sq. ft.) outdoor sports activity area by Carter Smith, Spartan Bowl at 4711 Farwell St. – Brock Roder presented the application for the outdoor sports activity to the Committee on behalf of Spartan Bowl reviewing their request to install an outdoor sand volleyball court. The Administrator/Treasurer provided the Staff review of the application stating its compliance with Village Ordinance and noting the recommendation of approval by the Plan Commission. The Committee discussed with the applicant various safety related aspects of the proposal as it relates to the plan for implementation. Following discussion, a motion was made by Adrian, seconded by Mooney, and unanimously carried by the Public Safety Committee to approve the application from Spartan Bowl located at 4711 Farwell Street for a 83' x 40' (3,000 sq. ft.) outdoor sports activity area with the condition the application be reviewed again upon conclusion of the season.

b. Discussion on request from Ali Pournik to evaluate safety improvements for the intersection of Highway 51 and Burma Road – Discussion on this item was deferred to the January meeting to allow the requestor the opportunity to address the Committee.

c. Discussion regarding lowering speed limit on Holscher Rd. between Siggelkow Rd. and Brodhead St. from 35 mph to 25 mph – The Police Chief brought an advisement to the Committee regarding a reduction in speed limit from 35 mph to 25 mph for Holscher Rd. between Siggelkow Rd. and Brodhead St. The reduction makes this street consistent with neighboring residential streets. There were no objections from the Committee.

6. Adjournment

A motion was made by Machtan, seconded by Lyons, and unanimously carried by the Public Safety Committee to adjourn the meeting at 8:00 pm.

Respectfully submitted,

Matthew G. Schuenke
Village Administrator/Treasurer

Sec. 35-158. - Winter parking regulations.

- (a) *Alternate side parking.* It shall be unlawful to park any vehicle in the Village on the odd-numbered side of the street on the even-numbered calendar days and on the even-numbered side of the street on the odd-numbered calendar days from December 1 to March 31 each year during the hours between 1:00 a.m. and 7:00 a.m. It shall be unlawful to park any vehicle on any cul-de-sac bulb street in the Village from December 1 to March 31 each year during the hours between 1:00 a.m. and 7:00 a.m. Any vehicle or object parked in violation hereof may be removed from said street by the Village police at the cost of the owner thereof and, in addition thereto, shall be liable for and subject to the penalties provided below. This Subsection shall not apply to streets where parking is limited to one side of the street.
- (b) *Snow emergency parking by regulations.* Upon the declaration of a snow or snow removal emergency by the Chief of Police and/or the Village Board and in conjunction with the Director of Public Works, regulations necessary to make effective the provisions of this Subsection shall be made.
- (1) When it becomes necessary to effectuate the effective movement of vehicles and to plow snow or ice from streets which, because of the accumulation of snow or ice thereon, causes such a hindrance to traffic as constitutes an emergency unless the snow or ice is promptly removed, the Chief of Police or a designated subordinate, after consultation with the Director of Public Works shall, by appropriate public media, declare the beginning of an emergency and the application of emergency snow parking regulations, which regulations shall remain in force and effect until lifted by the Chief of Police or a designated subordinate. For the purpose of this Subsection, the accumulation of snow or ice on any streets or area sufficient for the application of emergency regulations herein shall be such accumulation of snow and ice that hinders the safe movement of traffic hereon or that impedes the ability of emergency vehicles and public transportation vehicles to travel safely and expeditiously over such streets or areas.
 - (2) When necessary for the clearing, repairing, removal and plowing of snow or ice from any street or for other emergency or special conditions as declared, the Chief of Police or designated subordinates are hereby authorized to make and carry out regulations and procedures sufficient to effectively cope with such emergency or special conditions to include:
 - a. Making temporary regulations directing traffic and regulating parking;
 - b. Restrictions prohibiting parking on any street during the hours from 1:00 a.m. to 7:00 a.m.; and/or
 - c. Such other and further regulations and restrictions as to traffic and parking as may be designated as necessary.
 - (3) Whenever a snow emergency exists as declared herein and any motor vehicle or object shall remain on the street or public parking lot in violation of this Subsection, it may be removed by or under the direction of the Police or Public Works Department after one of such departments has attempted to notify the owner to remove such vehicle and it has not been removed.
 - (4)



MEMORANDUM

To: Public Safety Committee
From: Cassandra Suettinger, Village Clerk/Deputy Treasurer
Date: January 6, 2017
RE: Alcohol Quota System

Definitions:

“Class B” Liquor License – licensees may sell intoxicating liquor to consumers by the glass for on-premises consumption.
Class “B” Beer License – licensees may sell fermented malt beverages to consumers for on-premises or off-premises consumption.
“Class A” Liquor License – licensees may sell intoxicating liquor only in original packages or containers for off-premises consumptions
Class “A” License – licensees may sell fermented malt beverages to consumers in original packages or containers for off-premises consumption.

Background:

Wisconsin has had a long time quota system for “Class B” liquor licenses that allowed municipalities to issue one “Class B” liquor license for every 500 people. In 1997, the state legislature reconfigured the quota system to further restrict the number of licenses that could be issued and require a certain number of those licenses become reserve licenses. Currently the Village has 8 regular “Class B” liquor licenses, and 6 reserve “Class B” liquor licenses available. 7 of the regulars and 3 of the reserves are active.

In the Summer of 2016, the Village Board referred to the Public Safety Committee the task of reviewing **all** of the liquor licenses currently issued Village wide for additional restrictions/quota considerations. While Wisconsin currently has a quota system for Class B intoxicating liquor licenses, there is no quota system for Class A Licenses (for the sale of alcohol off premise). However, there is case law that establishes municipalities can put quotas on other forms of licenses other than the “Class B’ intoxicating liquor licenses (Odelberg v. Kenosha, 20 Wis. 2nd 346, 122 NW 2nd 435). This authority is additionally provided by Wis. Stats. 125.10.

Attachments:

Attached is a breakdown of the number of each type of licenses issued County wide for Villages and Cities.

REFERRAL: Referred from the Village Board on July 11, 2016

Alcohol Licensing - Neighboring Cities/Villages

Population	AB	AL	ALB	Total A's	BB	BL	BLB	CW	Total B/C's	TOTAL	# of A's Per person	# of B's/C's per person	Total Licenses p/p
Village of Bellville	1842		2	2			6		6	8	921	230	230
Village of Black Earth	1352		2	2			2		2	5	676	270	270
Village of Blue Mounds	883		1	1	1		2		3	4	883	221	221
Village of Cambridge	1353	1	6	7	2		4	1	7	14	193	97	97
Village of Cottage Grove	6322	2	6	8	2		4	2	8	16	790	395	395
Village of Cross Plains	3596		4	4			5		5	9	899	400	400
Village of Dane	1038		1	1			3		3	4	1038	260	260
Village of Deerfield	2413		2	2			5		5	7	1207	345	345
Village of Deforest	9388	3	4	7	2		7	2	11	18	1341	522	522
Village of Maple Bluff	1303		1	1	1		2	1	4	5	1303	261	261
Village of Marshall	3864		3	3	1		3		4	7	1288	552	552
Village of Mazomanie	1664	4	4	3	11	5	4	4	14	25	151	67	67
Village of McFarland	7902	1	7	8	1	10	1	1	12	20	988	395	395
Village of Mount Horeb	7088	2	1	4	7	1	11	1	13	20	1013	354	354
Village of Oregon	9420	4	2	6	5	7	4	16	22	22	1570	428	428
Village of Rockdale	211			0			1		1	1	0	211	211
Village of Shorewood Hills	1928	1	1	2	3	5	2	10	12	12	964	161	161
Village of Waunakee	12622	2	7	9	2	11	2	15	24	24	1402	526	526
City of Fitchburg	26321	5	13	18	9	21	5	35	53	53	1462	497	497
City of Middleton	18323	7	11	18	11	31	15	57	75	75	1018	244	244
City of Monona	7573	5	1	8	14	6	5	34	48	48	541	158	158
City of Stoughton	12641	5	7	12	10	20	5	35	47	47	1053	269	269
City of Sun Prairie	31213	6	13	19	9	1	23	40	59	59	1643	529	529
City of Verona	11343		5	5	2	10	2	14	19	19	2269	597	597
***None of the above allowed alcohol in the parks except for special events which require a permit and the Temp B license										Average	1026	333	333

AB - Class A Beer only BB - Class B Beer CW - Class C wine
 AL - Class A Liquor Only BL - Class B Liquor
 ALB - Class A Combo BLB - Class B Combo



Statement of Qualifications and Proposals for Professional Services

Date: January 13, 2017

Re: Facility Security System Planning Project

The Village of McFarland ("Village") is soliciting Statements of Qualifications and Proposals for Professional Services ("SOQP") for the Facility Security Planning for all of its facilities including but not limited to the McFarland Municipal Center (5915 Milwaukee Street), E.D. Locke Public Library (5920 Milwaukee Street), Public Works Facility (5115 Terminal Drive), and various other outbuildings containing water wells, sanitary lift stations, and park shelters as applicable. We would like to have your participation and look forward to receiving your proposal.

Please email your questions to Police Chief Craig Sherven: craig.sherven@mcfarland.wi.us. All questions must be received on or before 12:00 pm February 3, 2017. All Statement of Qualifications and pricing proposals must be received on or before, February 10, 2017 at 4:00 pm. Interested firms are required to submit the completed SOQP in a sealed envelope identified as "MCFARLAND SECURITY SOQ" with the Respondent's name and address clearly indicated.

All Statements of Qualification/Proposals will be submitted to:

Village of McFarland
Attn: Craig Sherven, Police Chief
PO Box 110
McFarland, WI 53558

The following items need to be considered when submitting your proposal (the successful proposer of this project is hereafter referred to as the "Consultant").

<i>5915 Milwaukee St</i>	•	<i>P.O. Box 110</i>	•	<i>McFarland, WI 53558-0110</i>	•	<i>FAX: (608) 838-3619</i>
Administration		Community Development		EMS		Fire
838-3153		838-3154		838-3152		838-3278
						Outreach
						838-7117
						Police
						838-3151

A. Proposal and Contract:

Consultant shall provide and sign a contract with Village in conformance with State of Wisconsin contract law. The format and content of the contract are subject to review and approval by Village Attorney.

B. Project Description:

The Village is seeking a comprehensive assessment of the adequacy and condition of its existing facility security system(s) in order for the Consultant to make recommendations regarding possible enhancements or improvements to increase safety and security of the Facilities. Further, it is desired that the Consultant will make recommendations regarding improvements and potential expansion of the system to provide enhanced safety and security, with budget level cost estimates. The Consultant should evaluate the entire system(s) including but not limited to servers, storage, monitors, and cameras as part of their comprehensive assessment.

C. Scope of Work:

1. Meet with District Stakeholder Group – Kick-off meeting to review existing system and capacity, operational strengths and weaknesses, and Village goals/objectives.
2. Conduct a Visual Assessment and Functional Review – Conduct a visual assessment and functional review of existing equipment. Summarize and submit a draft to the Village for review and comment. Revise it as needed per Village’s comments before proceeding with Task 3.
3. Develop Recommendations and Options for Upgrade and Expansion of the System – Based on Village goals and assessment of existing equipment and system, develop recommendations in the form of options for enhancement of the existing system. Include a comparative matrix of equipment type (strengths, weakness, cost). Submit a draft and review options with the Village for input. Confirm Village’s preferred option/strategy before proceeding with Task 4.
4. Prepare a Comprehensive Report – Prepare a written report summarizing the whole assessment project, recommendations, and projected budget level costs. Report should prioritize implementation schedule of the recommended safety enhancements. Include a narrative describing the Village goals for the system, the general condition and performance capacity of the existing equipment, options presented for enhancement and expansion of the system (including resultant features and capacity, and cost), and final recommendations (including projected budget level cost). Submit a draft report for Village’s review. Revise as needed per Village’s comments.

D. Minimum Qualifications – Firms must meet the minimum requirements:

1. Within the last 10 years has been the lead consultant for a minimum of five (5) similar projects for a public agency.

2. Have knowledge of state of the art equipment and technology, and familiarity with a wide variety of manufacturers and models of equipment. Not be a representative of any equipment manufacturer or vendor, nor have a financial interest in any equipment manufacturer or vendor companies.
3. Have sufficient staff and resources to be able to complete contract obligations in a timely manner.
4. Licensed and/or certified professionals as required to provide the services.
5. Have technical competence and capabilities in computer aided drafting, using a system that is compatible with the current AutoCad release.
6. Demonstrated longevity of the firm and demonstrated financial stability.
7. Ability to attend meetings and provide services in a timely manner, as related to distance of firm and sub-consultants from Village facilities.
8. The selected Consultant must demonstrate adequate insurance coverage.

E. Requirements of the Statement of Qualifications and Proposal – Your Statement of Qualifications and Proposal (SOQP) must address each of the following sections in the order listed below. Responses should be concise and should demonstrate Consultant’s capability to meet or exceed each minimum qualification listed in section D. Submit one (1) pdf and seven (7) hard copies of the complete SOQP. Upon submission, the SOQP and all copies thereof will become the property of the Village and will not be returned in total or in part (except item 9 ‘Example Report’, as noted below).

1. Cover Letter/Letter of Interest (max of two (2) pages) – Must include name of firm, address, telephone number, and name and email of Principal to contact. Letter must be signed by representative of the firm with authorization to bind the firm by contract.

2. Description of Firm and Key Sub-Consultants (as applicable)

A. Engineering Firm

- History, number of years in business, staff size
- Location of office which will perform the work
- Size of staff, number of licensed engineers in the office which will perform the work

B. Organizational Chart

- Provide an organizational chart showing the Village’s relationship to your firm and the individuals who will perform the work. Indicate any sub-consultants; indicate whether cost estimating is in-house or a sub-consultant.

C. Sub-Consultants or Sub-consultant Firms:

- For each sub-consultant or sub-consultant firms, provide the following information:
 - Description of the services the individual or firm will be providing
 - History, number of years in business, staff size
 - Location of office which will perform the work
 - Size of staff, number of professionals in the office which will perform the work
 - Description of extent and duration of prior working relationship with your firm (number and types of projects, number of years)

3. Firm Relevant Experience

A. Describe extent of knowledge of state of the art security camera system equipment – Include statement that your firm can provide unbiased recommendations regarding appropriate equipment for the Village’s needs, and that your firm, employees, and any sub-consultants are not affiliated with any equipment manufacturer or vendor, nor have a financial interest in any equipment manufacturer or vendor companies.

B. List a minimum of five (5) and no more than ten (10) relevant projects similar to this project, completed within the last 10 years, and include:

- Project name and location
- Project size
- Year completed or current status
- Client, contact person, and phone number
- Brief description of the project

You may include photos as you deem appropriate.

4. Staff Qualifications – List the principals, staff and sub-consultants who will perform the work (as shown on your organizational chart) and list their role. Provide qualifications for each person listed by including resumes, which include license type, number of years with current firm, and list related project experience.

5. Project Approach – Using the schedule dates outlined in this SOQP, briefly describe your team’s approach to undertaking the project. Indicate what information you will need from the Village and by when, including review comments on draft documents.

6. Other – Provide any other information regarding your qualifications that you feel is relevant for consideration for this project. Do not cover topics requested in other parts of this SOQP. Limit this response to one (1) page maximum.

7. Agreement – A sample contractual agreement will be provided to be reviewed and approved as to form by the Village Attorney.

8. Proposed Fee – Provide a not to exceed fee for the scope of work described; include a back-up breakdown of labor and materials assumptions. Provide a separate listing of hourly billing rates.

F. Schedule:

- SOQP Notice – January 12, 2017
- SOQP Questions Due – January 26, 2017 at 12:00 pm
- SOQP Due – February 2, 2017 at 4:00 pm
- Prospective Consultant Interviews with Village – February 6, 2017 (Time TBD)
- Public Safety Committee Consideration of Contract – February 8, 2017
- Village Board Consideration of Contract – February 13, 2017
- Start of Work/Project Kick-off Meeting – March 1, 2017
- Draft of Task 2 Document – March 31, 2017
- Draft of Task 3 Document – April 28, 2017
- Draft of Comprehensive Report – May 31, 2017
- Public Safety Committee Review of Final Report – June 13, 2017
- Village Board Review of Final Report – June 26, 2017
- Comprehensive Plan Implementation Begin – July 1, 2017

The McFarland Village Government is committed to providing safe and efficient travel on its roadways. While we continuously review current traffic patterns and traffic violation trends to determine needed enforcement, signage or other enhancements, we also rely upon the eyes and ears of our residents and value their input.

This form is intended as a means to provide the Police Department with information related to need for additional signage, enforcement or other issues occurring in your neighborhood or elsewhere in the Village.

Simply fill out the form (will expand as you type), save and submit it to Chief Sherven at craig.sherven@mcfarland.wi.us, who will review it and determine the best course of action. Note that the Police Department does not have sole decision making authority in many cases, and your request may require approval from the Public Safety Committee and/or Village Board. With regard to requests for signage (especially stop signs) or street construction, there are many more issues at hand that may be obvious and may take longer than you may think to process.

Village of McFarland		
TRAFFIC SAFETY CONCERN - REVIEW REQUEST FORM		
REQUESTER CONTACT INFORMATION		
Name: Ali Pournik	Phone: 608-320-0584	
Current address: 6014 S. Ct. McFarland		
City: McFarland	Email: alpournik@yahoo.com	Best Contact Time: None given
INFORMATION ABOUT REQUEST		
Location of Problem: Intersection of Hwy 51 and Burma Rd		
Briefly Describe Problem: The crossing area is too dangerous for children walking to school		
Action You Are Requesting: Place a yellow caution light and Xing sign or both		
OFFICE USE ONLY - DO NOT WRITE BELOW THIS LINE		
RECEIPT BY POLICE DEPARTMENT		
Received By: Chief Sherven	Date: 11-07-16	
Actions Taken: Referred to Jerry Adrian, Chair of PSC via email on 11-07-16		
Police Department Recommendation: Study for possible addition of safety improvements		
Recommendation Forwarded To: Jerry Adrian	Date: 11-07-16	
COMMITTEE / BOARD ACTION		NOT APPLICABLE
Discussed By:	Date:	Action Taken:
Discussed By:	Date:	Action Taken:
Discussed By:	Date:	Action Taken:
Discussed By:	Date:	Action Taken:
FINAL RESOLUTION		
Final Action Taken:		
Completed By:	Date:	
REQUESTER NOTIFICATION		
Notified By:	Date:	Via:

Additional Notes:

- Responded to Ali Pournik via email on 11-07-16 advising that the issue has been passed on to the Public Safety Committee Chair for further discussion.