



CITY HALL • 109 NORTH MAIN STREET • HARTFORD, WI 53027

City of Hartford Police & Fire Commission Agenda
Council Chambers, 109 North Main Street
Wednesday, July 14, 2021
7:00 p.m.

This is a regular meeting of the Police and Fire Commission of the City of Hartford. Prior to this meeting, notice was given to the public by posting an agenda on the City Office Meeting Board, Library Bulletin Board, and Police Bulletin Board. In addition, the Daily News (the official City newspaper) was given notice of this meeting and an agenda was placed in their City Office mailboxes at least 24 hours ago.

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Roll Call
- 4) Approval of the minutes from the June 9, 2021 meeting (minutes attached)
- 5) Public Comment Period
- 6) **Fire & Rescue** – Chief Stephans will review the updates to the Police & Fire Commission Standard Operating Procedures as discussed (Standard Operating Procedures attached)
- 7) **Fire & Rescue** – Chief Stephans is seeking the Commission’s approval of his appointment of Forest J. Rodman and Haylee S. Cornelius to the position of probationary EMT (biographies attached)
- 8) **Police Department** – Chief MacFarlan will review the Executive Summary regarding the request to establish eligibility lists for full-time Communications Officer, Clerk Typist, and Patrol Sergeant. (Executive Summaries attached)
- 9) **Police Department** – The Commission will vote on the following matters:
 - a) To establish a current eligibility list for the position of Communications Officer
 - b) To establish a current eligibility list for the position of Clerk Typist
 - c) To establish a current eligibility list for the position of Patrol Sergeant
- 10) Adjournment

Ronald Kuhar, President
Hartford Police and Fire Commission

“Persons with disabilities requiring special accommodations for attendance at the meeting should contact the City Clerk at least one (1) business day prior to the meeting. Members of the Common Council may attend the above meeting. Pursuant to State ex rel. Badke v. Greendale Village Board, 173 Wis. 2d 553, 494 N.W.2d 408 (1993) such attendance may be considered a meeting of the Common Council. This notice is given so that members of the Common Council may attend the meeting without violating the open meeting law.”

PFC Meeting Minutes for June 9, 2021

1. PFC meeting called to order by President Kuhar at 7:00 PM
2. Pledge of Allegiance
3. Roll Call: Albrecht, Fehr, Kirley, Kuhar, and Hetzel present, as well as Alderperson Mixon and Police Chief MacFarlan
4. Approval of minutes from May 12, 2021 made by Albrecht, seconded by Hetzel.
Approved 5-0.
5. No public comments
6. No new business from Fire & Rescue
7. Chief MacFarlan reviewed executive summary with Commission regarding request to increase one regular part-time Communication Officer to full-time with benefits.
8. Motion to adjourn meeting by Kuhar, seconded by Fehr. Approved 5-0.

Richard Fehr, Secretary

HPFC

Julie Hanrahan

From: Paul Stephans
Sent: Friday, July 9, 2021 9:58 AM
To: Julie Hanrahan
Subject: PFC Agenda
Attachments: PFC Rules and Regs DRAFT 07-2021.rtf

Hi Julie,

Attached is a draft of the updated PFC Rules and Regs as discussed.

I will also be seeking the commission's approval of my appointment of **Forest J. Rodman** and **Haylee S. Cornelius** to the position of probationary EMT.

Both candidates are licensed Emergency Medical Technicians, have completed the oral interview part of the process, and passed the background investigation. Candidate Rodman resides in the City of Hartford and is currently in the final testing stages to obtain his EMT-Paramedic license. Candidate Cornelius resides in Rubicon. Their employment with the City of Hartford Fire and Rescue Department is now pending the commission's approval of Chief Stephans' appointment and the successful completion of the pre-employment physical exam.

Paul Stephans

Fire Chief
Hartford Fire & Rescue
262-673-8291 Office

EXECUTIVE SUMMARY

**TITLE: REQUEST TO ESTABLISH AN ELIGIBILITY LIST AND
FILL FOR CLERK TYPIST VACANCY**

BACKGROUND:

The Hartford Police Department will be celebrating the retirement of Mary Guenzel in January 2022, from one of our Clerk Typist positions. This will drop the staffing levels of the Clerk Typists below authorized levels.

The department is requesting approval to generate an eligibility list to fill the vacancy as soon as possible, and to maintain that eligibility list for any potential future vacancies.

FISCAL IMPACT:

There would be no additional salary or benefit funding required to staff the Clerk Typist position as it is already included in the 2022 personnel budget.

RECOMMENDATION:

To authorize appropriate City Officials to establish a current Clerk Typist Eligibility List to fill the vacated Clerk Typist position, contingent upon Police and Fire Commission approval as set forth by State Statute 62.13(4)(a).

PREPARED BY: Scott MacFarlan **DATE:** 06/11/2021
Scott MacFarlan, Chief of Police

APPROVED BY: Dawn Timm **DATE:** 6/14/21
Dawn Timm, Finance Director

APPROVED BY: Steve Volkert **DATE:** 06/14/21
Steve Volkert, City Administrator

Committee Routing: Police and Fire Commission

July 14, 2021

EXECUTIVE SUMMARY

**TITLE: REQUEST TO ESTABLISH AN ELIGIBILITY LIST AND
FILL FOR REGULAR FULL TIME COMMUNICATIONS
OFFICER VACANCY**

BACKGROUND:

The Hartford Police Department will be celebrating the retirement of Patricia Snyder in December 2021, from one of our Full Time Communications Officers positions. This will drop the staffing levels of the Emergency Communications Center below authorized levels.

The department is requesting approval to generate an eligibility list to fill the vacancy as soon as possible, and to maintain that eligibility list for any potential future vacancies.

FISCAL IMPACT:

There would be no additional salary or benefit funding required to staff the Full Time Communications Officer's position as it is already included in the 2021 and 2022 personnel budgets.

RECOMMENDATION:

To authorize appropriate City Officials to establish a current Communications Officer Eligibility List to fill the vacated Full Time Communications Officer's position, contingent upon Police and Fire Commission approval as set forth by State Statute 62.13(4)(a).

PREPARED BY: Scott MacFarlan **DATE:** 06/11/2021
Scott MacFarlan, Chief of Police

APPROVED BY: Dawn Timm **DATE:** 6/14/21
Dawn Timm, Finance Director

APPROVED BY: Steve Volkert **DATE:** 06/14/21
Steve Volkert, City Administrator

Committee Routing: Police and Fire Commission July 14, 2021

EXECUTIVE SUMMARY

TITLE: Patrol Sergeant's Eligibility List Establishment

BACKGROUND:

Sergeant Timothy Hayes has provided the department with notification of his intention to retire in the December of 2021. This will create a vacancy in that position.

The department intends to establish a current eligibility list for Patrol Sergeant. We will pursue recruitment processes for the eventually vacated Police Officer's position created by the Patrol Sergeant's promotion.

FISCAL IMPACT:

There would be no additional salary or benefit funding required as it is already planned into the 2022 personnel budget. There is no negative fiscal impact.

RECOMMENDATION:

To authorize appropriate City Officials to establish a current Patrol Sergeant Eligibility List to fill the vacated Sergeant position, contingent upon Police and Fire Commission approval as set forth by State Statute 62.13(4)(a).

PREPARED BY: Scott MacFarlan **DATE:** 06/11/2021
Scott MacFarlan, Chief of Police

APPROVED BY: Dawn Timm **DATE:** 6/14/21
Dawn Timm, Finance Director

APPROVED BY: Steve Volkert **DATE:** 06/14/21
Steve Volkert, City Administrator

Committee Routing: Police and Fire Commission

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