



CITY HALL 109 NORTH MAIN STREET · HARTFORD, WI 53027

City of Hartford Police & Fire Commission Agenda

CITY HALL COUNCIL CHAMBERS, 109 North Main Street

Wednesday, April 13, 2016 - 7:00 p.m.

PLEASE BRING YOUR OLD POLICY & PROCEDURES MANUAL TO THE MEETING

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) Roll Call
- 3) Public Comment Period
- 4) *Fire & Rescue* – The Commission will vote to confirm Chief Stephans' appointment of Elizabeth D. Schneider to the position of probationary EMT
- 5) *Police Department* – The Police and Fire Commission is to move into closed session pursuant to Wis. Stats. 19.85(1)(c) for the purpose of “considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.” The Commission will review Patrol Officer and Communications Officer candidate's selection process scores. Commission will also discuss approving action to establish an eligibility list to fill an anticipated vacancy for the rank of Sergeant, pursuant to Section IV of the City of Hartford Police and Fire Commission Standard Operating Procedures.
- 6) *Police Department* – Return to open session. The Commission will vote to confirm Chief Groves' appointments of the following candidates:
 - a) To authorize appropriate city officials to establish a current eligibility list for the rank of Patrol Sergeant
 - b) Thomas R. Bagin as a full-time Police Officer on or after 4/19/2016
 - c) Adam E. Albea as a full-time Police Officer on or after 5/14/2016
 - d) Nicholas B. Hubbard as a full-time Police Officer on or after 6/3/2016
 - e) Martin J. Rector as a part-time “Floating” Communication Officer on or after 5/1/2016
- 7) Adjournment

Dennis Albrecht, 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.”

EXECUTIVE SUMMARY

TITLE: Sergeant's Eligibility List Establishment

BACKGROUND:

Operations Lieutenant Rod Lehl has provided the department with early notification of his intention to retire in the first quarter of 2017. This will create a vacancy in that position. The requirements of that position require supervisory experience which means that only individuals that have served at the rank of Sergeant are eligible to pursue this position. That promotion will ultimately create a vacancy at the rank of Sergeant.

The department intends to establish a current eligibility list for sergeant. We will pursue recruitment processes for both the eventually vacated Police Officer's position created by the Sergeant's promotion, and the lieutenant's promotional process later this year.

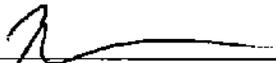
FISCAL IMPACT:

The Sergeant's position is fully budgeted annually. There is no negative financial impact.

RECOMMENDATION:

Staff recommends that appropriate city officials be authorized to establish a Sergeant's Eligibility List in preparation to address the anticipated vacancies and promotional opportunities that lay ahead in an efficient manner.

PREPARED BY:


David A. Groves, Chief of Police

DATE: 03-30-16

APPROVED BY:


Steve Volkert, City Administrator

DATE: 3-31-16

Committee Routing:

Police and Fire Commission -April 13, 2016

EXECUTIVE SUMMARY

TITLE: REQUEST TO FILL PATROL OFFICER & PART-TIME "FLOATER" COMMUNICATIONS OFFICER VACANCIES

BACKGROUND:

The Hartford Police Department currently has vacancies for the Patrol Officer's position. We had an unanticipated resignation on October 15, 2015, which led to the generation of the current eligibility list. On March 30, 2016, we received a second resignation from a Patrol Officer who was resigning to accept a Police Officer position with another agency. Finally, we have received notice that Officer Ed Hall will be retiring on May 12, 2016. This will leave us with three vacancies to fill in order to meet our authorized staffing levels. We do have a current eligibility list for this position.

Additionally, on March 26, 2016, a Part-time "Floater" Communications Officer notified us of their intent to resign from that position. This would leave us one short of our authorized staffing levels. We do have a current eligibility list for this position.

FISCAL IMPACT:

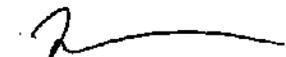
All of the vacant positions are part of the department's authorized minimum staffing levels, and as such they are fully funded for 2016. It is our intent to make final offers of employment upon the Police and Fire Commission's confirmation of the appointments on April 13, 2016.

The only notable financial impact of filling these positions is that the budgeted salary and benefits for one of the Patrol Officer positions has not been utilized since October 15, 2015, resulting in an overall savings for this position in 2015 & 2016.

RECOMMENDATION:

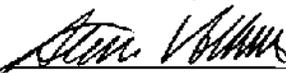
To authorize the appropriate City Officials to fill the current vacancies from the existing eligibility lists on or after April 13, 2016.

PREPARED BY:


David A. Groves, Chief of Police

DATE: 03-31-16

APPROVED BY:


Steve Volkert, City Administrator

DATE: 3-31-16

Committee Routing: Police and Fire Commission
Finance & Personnel Committee

April 13, 2016
April 12, 2016