



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, August 10, 2016
7:00 p.m.

Commission members need to bring their Standard Operating Procedures manual to this 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) Approval of the minutes from the June 8, 2016 meeting
- 5) *Fire & Rescue* – Fire & Rescue Chief Stephans will appear seeking the Commission’s approval of his appointment of Kaylah Wickey to the position of probationary EMT. The Commission will vote to confirm Chief Stephans’ appointment (Biography attached)
- 6) *Police Department* – Discussion and consideration of authorizing appropriate City Officials to fill two additional Police Officer vacancies from the developing eligibility list, and to establish an eligibility list for the Police Aides position and subsequently appoint from both lists on or after October 3, 2016 (Executive Summary attached)
- 7) The Commission will perform their annual review of the City of Hartford Police and Fire Commission Standard Operating Procedures
- 8) Adjournment

Richard Fehr, 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.”



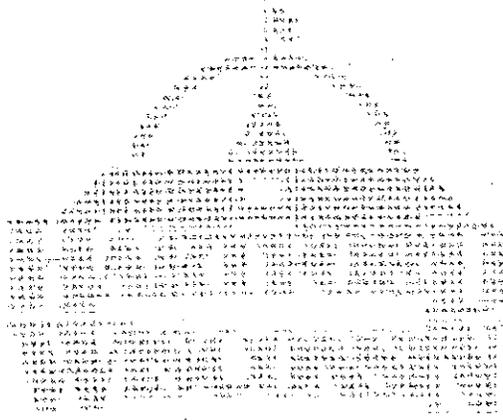
City of Hartford



Hartford Fire and Rescue
111 West Wisconsin Street, Hartford, WI 53027

Fire Chief Stephans is seeking the commission's approval of his appointment of **Kaylah Lynn Patricia Wickey** to the position of probationary EMT.

Wickey is currently enrolled in an accelerated EMT course that started in June. She resides in the city and is available during critical weekday hours. **Wickey** has gone through the interview process and her employment status is now pending the commission's approval and the successful completion of a pre-employment physical exam.



EXECUTIVE SUMMARY

TITLE: REQUEST TO FILL PATROL OFFICER, PART-TIME
50% COMMUNICATIONS OFFICER, PART-TIME
POLICE AIDE VACANCIES

BACKGROUND:

The Hartford Police Department currently anticipates two additional vacancies for Patrol Officer positions. We have had two officers resign to pursue positions in the private sector. Third-shift Officer Scott Jagusch will end his tour of duty on August 11, 2016, and Police School Liaison Officer Eric Rasmussen will end his service at our department on August 29, 2016. This will leave us with two more vacancies to fill in order to meet our authorized staffing levels in the Patrol Division.

On July 30, 2016, our third-shift part-time 50% Communications Officer is resigning to accept a Full-Time Communications Officer Position with the Mukwonago Police Department. This would leave us one short of our authorized staffing levels in the Emergency Communications Center. We are currently creating an eligibility list that can be utilized to fill this position.

Additionally, on August 15, 2016, one of our part-time Police Aides will be resigning to attend college. This would leave us one short of our authorized staffing levels. We will need to create an eligibility list to fill this position.

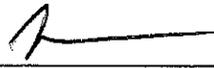
FISCAL IMPACT:

All of the vacant positions are part of the department's authorized minimum staffing levels, and as such they are fully funded for 2016. We are currently establishing eligibility lists for both Patrol Officer and Communications Officer, and upon successfully establishing those lists, we anticipate being able to fill all vacancies with qualified candidates by October 3, 2016. It is our intent to complete the Police Aide recruitment process and make an appointment by that date as well.

The only notable financial impact of filling these positions is that the budgeted salary and benefits for the Patrol Officer positions not being utilized during the time of these vacancies, resulting in an overall savings 2016.

RECOMMENDATION:

To authorize the appropriate City Officials to fill two additional Patrol Officer vacancies from the developing eligibility list, and to establish an eligibility list for the Police Aides position and subsequently appoint from both lists on or after October 3, 2016.

PREPARED BY:  _____ **DATE:** 07-27-16
David A. Groves, Chief of Police

APPROVED BY:  _____ **DATE:** 07-28-16
Steve Volkert, City Administrator

Committee Routing: Police and Fire Commission August 10, 2016
Finance & Personnel Committee August 9, 2016