



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

City of Hartford Police & Fire Commission Agenda
Council Chambers, 109 North Main Street
Wednesday, January 8, 2020
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) Roll Call
- 3) Public Comment Period
- 4) Approval of the minutes from the December 17, 2019 special meeting (minutes attached)
(Action Item)
- 5) Authorizing to recruit for a Communications Officer vacancy and establish an eligibility list for a 50% part-time Communications Officer position. **(Action Item)**
- 6) Authorize appropriate officials to add a 4th part-time Floater Communications Officer to the approved staffing levels and fill that position with C.O. Brooke Courtney. **(Action Items)**
- 7) Motion to move into closed session per State Statutes 19.85 (1)(C). Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. **And for allowing City Mayor, City Administrator and City Attorney to go into Closed Session with Commission. (Action Item)**
- 8) Return into Open Session. **(Action Item)**
- 9) Discussion and Approval of Appointment of new Chief of Police effective February 11, 2020.
(Action Item)
- 10) Adjournment

Dean Kirley, 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."

POLICE & FIRE COMMISSION
CITY OF HARTFORD, 109 N. Main Street, Hartford, WI 53027

December 17, 2019 Minutes

1. The PFC meeting was called to order at 7:00 pm in the Council Chambers.
2. Present: Commissioners Albrecht, Fehr, Kirley, Kuhar, and Hetzel; Police Chief Groves; Police Chief Groves; Fire & Rescue Chief Stephans; Alderperson Mixon was excused.
3. Public Comment Period: Fire & Rescue Chief Paul Stephans addressed the Commission. Chief Stephans eloquently stressed the importance of looking inside the Police Department first for possible candidates before considering external candidates.
4. Motion by Kuhar & seconded by Fehr approving the minutes of the December 11, 2019 meeting. Approved 5-0.
5. Motion by Hetzel & seconded by Kirley accepting the resignation letter from the Police Chief. Approved 5-0.
6. Motion by Kuhar & seconded by Fehr approving the selection process for reviewing internal candidates first for the Police Chief position. Approved 5-0.
7. Motion by Fehr & seconded by Kuhar approving the job description and posting for the Police Chief position. Approved 5-0.
8. Motion by Kirley & seconded by Kuhar to adjourn meeting at 7:12 pm. Approved 5-0.

Respectively,
Dennis Albrecht, Secretary
Hartford Police & Fire Commission

EXECUTIVE SUMMARY

TITLE: REQUEST AUTHORIZATION TO RECRUIT FOR A COMMUNICATIONS OFFICER VACANCY AND ESTABLISH AN ELIGIBILITY LIST, AND AUTHORIZATION TO ADD A 4TH PART-TIME "FLOATER" COMMUNICATIONS OFFICER'S POSITION

BACKGROUND:

The Hartford Police Department received the resignation of Communications Officer Brooke Courtney on December 17, 2019 from one of our Part-Time 50% Communications Officers positions. C.O. Courtney accepted a fulltime position with benefits with the Washington County Sheriff's Department. C.O. Courtney's last day in this position will be January 4, 2020. This will drop the staffing levels of the Emergency Communications Center below authorized levels.

There are no viable candidates on the current eligibility list, therefore the list is considered exhausted. 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.

Additionally, C.O. Courtney has expressed interest in staying on as a Part-Time "Floater" Communications Officer. Given her experience and the substantial investment the department has made to train her to our department's accredited standards, we are requesting that we be allowed to add a fourth authorized Part-Time "Floating" Communications Officer position. The addition of another qualified and competent Communications Officer will solidify staffing for unanticipated shortages and/or major incidents.

FISCAL IMPACT:

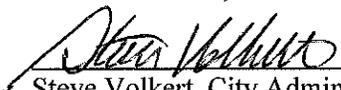
There would be no additional salary or benefit funding required to staff the Part-Time 50% Communications Officer's position as it is already included in the 2020 personnel budget. The filling of the Part-Time "Floating" Communications Officer's position would actually result in a net savings as the hourly rate is actually lower than that of a full-time or regular part-time Communications Officers, and the position includes no benefit expenses.

RECOMMENDATION:

To authorize appropriate City Officials to establish a current Communications Officer Eligibility List to fill the vacated 50% Part-Time Communications Officer's position. Additionally, staff recommends the addition of a 4th part-time Floater Communications Officer to our approved staffing levels, to be filled with advantage by C.O. Courtney, contingent upon Police and Fire Commission approval as set forth by State Statute 62.13(4)(a).

PREPARED BY: _____ **DATE:** _____
Scott MacFarlan, Administrative Lieutenant

REVIEWED BY:  _____ **DATE:** 12-31-19
David A Groves, Chief of Police

APPROVED BY:  _____ **DATE:** 1-2-20
Steve Volkert, City Administrator

Committee Routing: Finance and Personnel Committee January 7th, 2020
Police and Fire Commission January 8th, 2020