



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

City of Hartford Police & Fire Commission Agenda
Council Chambers, 109 North Main Street
Wednesday, February 12, 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 January 8, 2020 meeting (minutes attached)
- 5) *Fire & Rescue* – No new business
- 6) *Police Department* – The Police & Fire Commission will go 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 Administrative Lieutenant candidate’s selection process.
- 7) *Police Department* - Return to open session. The Commission will vote on the following matters:
 - a. To establish a current eligibility list for the position of Administrative Lieutenant
 - b. To confirm Chief MacFarlan’s appointment of Detective Richard Thickers from that list to the position of Administrative Lieutenant, on or after February 13, 2020
- 8) *Police Department* – Discussion and consideration of authorizing the department to begin a promotional process to backfill the staffing vacancy for a Detective created by the promotion of Detective Richard Thickers to the rank of Administrative Lieutenant
- 9) *Police Department* – The Police & Fire Commission will go 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 Police Officer candidate’s selection process scores.
- 10) *Police Department* – Return to open session. The Commission will vote to confirm Chief MacFarlan’s appointment of Michael J. Zens from the current Police Officer eligibility list, on or after February 13, 2020.

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

January 8, 2020 Minutes

1. The PFC meeting was called to order at 7:00 pm in the Council Chambers.
2. Present: Commissioners Albrecht, Kirley, Kuhar, and Hetzel; Commissioner Fehr via telephone conference; Police Chief Groves; Alderperson Mixon; City Administrator Steve Volkert; City Attorney Ian Prust.
3. Public Comment Period: None
4. Motion by Hetzel & seconded by Kuhar approving the minutes of the December 17, 2019 special meeting. Approved 4-0.
5. Motion by Kirley & seconded by Kuhar authorizing the recruitment for a Communications Officer vacancy and establishing an eligibility list for a 50% part-time Communications Officer position. Approved 4-0.
6. Motion by Hetzel & seconded by Albrecht authorizing the addition of a fourth part-time Floater Communications Officer to the approved staffing levels and filling that position with Communications Officer Brooke Courtney. Approved 4-0.
7. Motion by Kuhar & seconded by Hetzel moving into closed session with the addition of the Mayor, City Administrator, and City Attorney. Approved 4-0.
8. Motion by Hetzel & seconded by Kuhar to return to open session. Approved 4-0.
9. Motion by Kirley & seconded by Albrecht to approve the appointment of Scott Mac Farlan as the new Chief of Police effective February 11, 2020. Approved 4-0.
10. Motion by Hetzel & seconded by Kirley to adjourn meeting at 8:55 pm. Approved 4-0.

Respectively,
Dennis Albrecht, Secretary
Hartford Police & Fire Commission

EXECUTIVE SUMMARY

TITLE: **Filling of Anticipated Sworn Officers Staffing Vacancies**

BACKGROUND:

The retirement of Chief Groves on February 10, 2020, and the subsequent internal promotion of Lt. MacFarlan on February 11, 2020, will create a cascading series of vacancies to our department's authorized staffing levels. As each of the vacancies are filled from our current employee pool it will create a vacancy after the candidate's promotion.

The first vacant position to be filled will be the Administrative Lieutenant's position. The promotional process for this position is completed and Detective Richard Thickens will be promoted to the position on or after February 13, 2020.

The promotion of the successful candidate to Lieutenant will leave a vacancy in the candidate's previous role, in this case Detective, that will require filling via a promotional process for a field of candidates to be determined, currently holding the rank of Police Officer.

The successful Police Officer candidate's promotion to fill the vacant Detective's spot will then leave a vacancy for a Police Officers Officer's position. That position will subsequently need to be filled to maintain our department's current authorized staffing levels.

The Hartford Police Department currently has an active eligibility list for Police Officer candidates. This Police Officer's position will be filled from that list of candidates.

The timely restoration of all of these staffing levels will ensure the best possible continuity and operational stability for the department.

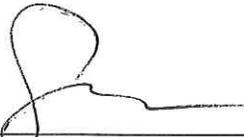
FISCAL IMPACT:

The filling of all of these anticipated staffing vacancies is included in the 2020 operations budget. There will be no additional unanticipated financial impact for filling these positions.

RECOMMENDATION:

To authorize the appropriate city officials to fill the Administrative Lieutenant, the subsequent Detective vacancy, and to hire an officer from the current eligibility list and to fill all anticipated vacancies on or after February 13, 2020.

PREPARED BY:



Scott MacFarlan, Chief of Police/Elect

DATE: 1-24-2020

APPROVED BY:



Steve Volkert, City Administrator

DATE: 1-27-2020

Committee Routing: Police and Fire Commission

February 12, 2020