



CITY HALL 109 NORTH MAIN STREET · HARTFORD, WI 53027

City of Hartford Police & Fire Commission Agenda
Council Chambers, 109 North Main Street
Wednesday, February 13, 2019
6:00 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 9, 2019 meeting (minutes attached)
- 5) *Police Department* – No new business
- 6) *Fire & Rescue* – Chief Stephans is seeking the Commission’s approval of the following appointments: Craig Semler to the position of Assistant Chief; Brian Wirth to the position of Deputy Chief; and Kyle Wenzel to the position of Captain (memo attached)
- 7) *Fire & Rescue* – Chief Stephans is seeking the Commission’s approval of his appointment of Alex M. Braunschweig and Elaine E. Daly to the position of Probationary EMT (memo attached)
- 8) 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

January 9, 2019 Minutes

1. The PFC meeting was called to order at 7:00 pm in the Council Chambers.
2. Present: Commissioners Albrecht, Hetzel, Kirley, and Kuhar; Police Chief Groves; Alderperson Mixon. Commissioner Fehr was excused.
3. Public Comment Period: None
4. Motion by Kuhar & seconded by Albrecht to approve the December 12, 2018 minutes. Approved 4-0.
5. Motion by Hetzel & seconded by Kirley to establish an eligibility list for the position of Communications Officer. Approved 4-0.
6. Motion by Hetzel & seconded by Kirley to adjourn meeting at 7:02 pm. Approved 4-0.

Respectively,
Dennis Albrecht, Secretary
Hartford Police & Fire Commission

HARTFORD FIRE AND RESCUE MEMORANDUM

DATE: 02/06/2019
TO: JULIE HANRAHAN
FROM: FIRE AND RESCUE CHIEF PAUL STEPHANS
RE: AGENDA ITEM FOR POLICE AND FIRE COMMISSION

Chief Stephans has appointed **Craig Semler** to fill the position of **Assistant Chief**. He has also appointed **Brian Wirth** to the position of **Deputy Chief**. After completing the promotional process to fill the position of Captain that was vacated by Wirth's promotion, Chief Stephans' has appointed **Kyle Wenzel** to the position of Captain and is now seeking the Police and Fire Commission's approval of the appointments. The promotions became available as a result of James Baus' resignation from the Assistant Chief position. Their promotions are now pending the approval of the commission's approval of Chief Stephans' appointments.

Chief Stephans is also seeking the commission's approval of his appointment of **Alex M. Braunschweig** and **Elaine E. Daly** to the position of Probationary EMT. Braunschweig is a licensed EMT-Basic that is a member of the Woodland Fire Department and will fill a non-resident weekend staff position. Daly is currently completing her EMT-Basic training at WCTC. She resides in the City of Hartford and nurse working as a school nurse for the Mequon-Thiensville School District. They both have completed the oral interview process, background check and pre-employment physical exam. Their employment is now pending the commission's approval of Chief Stephans' appointment.