



CITY HALL 109 NORTH MAIN STREET · HARTFORD, WI 53027

City of Hartford Police & Fire Commission Agenda
Council Chambers, 109 North Main Street
Wednesday, March 21, 2018
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 February 14, 2018 meeting (minutes attached)
- 5) *Fire & Rescue* – Chief Stephans to appear explaining the process to be used to promote a part-time, paid-on-call Firefighter/EMT to the position of full-time Firefighter/EMT (information and job description attached)
- 6) *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 be briefed on the status of a probationary employee.
- 7) *Police Department* – The Commission is to remain in 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.” Commission will interview Patrol Officer candidates.
- 8) Return to open session
- 9) 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.”

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

February 14, 2018 Minutes

1. The PFC meeting was called to order at 7:03 pm in the Council Chambers.
2. Present: Commissioners Albrecht, Fehr, Hetzel, and Kirley; Fire & Rescue Chief Stephans; Aldermanic Representative Mixon. Commissioner Kuhar was excused.
3. Public Comment Period: None
4. Motion by Kirley & seconded by Fehr to approve the January 10, 2018 minutes. Approved 4-0.
5. Motion by Hetzel & seconded by Albrecht approving Fire & Rescue Chief Stephans' appointments of Ean Janusz to the probationary Firefighter position; Celeste David, Kelly Morey, Aaron Moratz, and Kelly Monahan to the probationary EMT positions; and Devon Gresenz and Daniel Wilde to the probationary Firefighter/EMT positions. Approved 4-0.
6. Motion by Fehr & seconded by Kirley to adjourn the meeting at 7:21 pm. Approved 4-0.

Respectively,
Dean Kirley, Vice President
Hartford Police & Fire Commission

Hartford Fire and Rescue Department PFC Agenda Request

Chief Stephans to appear explaining the process to be used to promote part-time paid-on-call FF/EMT to the position of full-time FF/EMT. When a vacancy exists or is anticipated, the Fire Chief may appoint subordinate candidates when he/she determines that it can be done with advantage pursuant to State Statute 62.13(4)(a).

The following is a description of the process to be used to promote part-time or paid-on-call FF/EMT to the position of full-time FF/EMT. If appropriate, this language could be added to the City of Hartford PFC Rules and Regulations Manual.

Fulltime Firefighter/EMT Promotion

- A. **Minimum Qualifications** - The successful candidate will meet all requirements outlined in the Fulltime FF/EMT Job Descriptions and a current member in good standing as a part-time or paid-on-call FF/EMT.
- B. **Examination Procedure** - The examination procedure shall include a Resume/Qualification Score, Written Exam; Professional Peer Panel Interview; and Proficiency, Competency, and Initiative Evaluation. This process will be administered by the Fire Chief.

- 1. **Resume/Qualification Score** – A comprehensive review of the candidates’ background will be completed and each respective category will receive points. **A maximum of 10 percentage points** can be earned at this phase of the process. The following areas will be awarded points;

Years in EMS	Years in Fire Service	Years with HF&R
Military Service	Female	Non-Caucasian
H.S. Diploma/Equivalent	Assoc. Degree	Bachelor’s Degree
Valid D.L.	CPR Cert w/Prof. Rsq	AEMT Certification
Paramedic Certification	FFI Certification	FFII Certification
Fire Officer Cert.	Driver/Operator Cert	Aerial Operator Cert.
Fire Inspector Cert.	Fire Insp. Experience	Supv. Experience in Fire Service

- 2. **Written Exam** -The written examination used by the Hartford Fire and Rescue Department will be a test with department specific questions and composed of short answer questions including scenario based questions selected by the Fire Chief. A maximum of **25 percentage points** can be earned at this phase of the process.

3. **Professional Peer Review Panel** – The Department may use a Professional Peer Panel to review and assess candidates for the full-time FF/EMT position. The Fire Chief, or his/her designee, may develop the questions for the Professional Peer Panel. A maximum of **15 percentage points** can be earned at this phase of the process. The members of the Professional Peer Review Panel will be appointed by the Fire Chief and may include any of the following:
 - a. Members of the Senior Command Staff and/or Supervisory Staff
 - b. Representatives from outside Fire and EMS service agencies
 - c. Civilian Representatives

4. **Proficiency, Competency and Initiative Evaluation** - The candidates will be assessed for this portion of the process by observing twelve months of activity in the part-time and/or paid-on-call FF, EMT or FF/EMT position. The review will be completed by Senior Command or Supervisory Staff. A random sampling of the candidates' Fire or EMS reports may also be submitted for external evaluation by fire and/or ems service professionals. A maximum of **50 percentage points** can be earned at this phase of the process.

5. **Scoring**

Resume/Qualifications Score	10%
Written Exam	25%
Professional Peer Review Interview	15%
Proficiency, Competency, Initiative Eval	50%

C. **Promotion**

1. If a vacancy exists or is anticipated, the Fire Chief may appoint subordinate candidates when he/she determines that it can be done with advantage pursuant to State Statute 62.13(4)(a).
2. The Fire Chief will provide the Police and Fire Commission with a brief overview of the candidate's performance in the selection process and a brief biography of the candidate he/she will be appointing for their consideration at this time.
3. The Commission shall either confirm or not confirm the appointment.

City of Hartford Job Posting

Any Fire and Rescue Department employee posting for this position must complete a new job application form and submit a resume to the Fire Chief. Application forms may be obtained from the Fire and Rescue Administrative Office. Current employees posting for this position must meet all qualifications identified under the sections labeled "Minimum Training Required" and "Skills, Knowledge, and Abilities" or will have to agree to obtain within one year of date of hire.

POSITION TITLE: Full-time AEMT (may be required to upgrade to EMT-P if service level is upgraded, will be included as a condition of employment)

DEPARTMENT: Hartford Fire and Rescue

IMMEDIATE SUPERVISOR: Hartford Fire and Rescue Chief

FLSA: Non-exempt

WAGE: \$14.50-17.50 dependent on qualifications

GENERAL POSITION DESCRIPTION:

Employee's primary responsibility is to staff the ems schedule as an Advanced EMT during weekday hours during their shift. Employee will be responsible for assisting the administrative staff with the administrative functions associated with the Hartford Fire and Rescue Department. Employee will respond to emergency calls (fire and ems), and may also conduct fire prevention programs and inspections, ems 911 talks. Employee may also be assigned continuing responsibility for certain areas of the department, including but not limited to continuous quality improvement, emergency planning, emergency response, fire investigation, inspection, administration, equipment, training and prevention. This position may also be requested to assist with service upgrade feasibility, planning and implementation. This position is likely to evolve into a 24-hour shift position when additional full-time staff are hired. Initial work schedule will be dependent on department needs but will include weekends. Work schedule and compensation will comply with all relevant Fair Labor Standards Act (FLSA) requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Ability to create/foster a pleasant, cohesive, positive working environment.
- Responds to emergency calls (both fire and ems) with primary focus on EMS.
- Conducts Continuous Quality Improvement Reviews of Ambulance Run Reports.
- Enters data into the department's comprehensive records management system.
- Prepares fire and rescue billing worksheets for the ambulance billing company.
- Performs Equipment Inventory and Maintenance Checks as directed.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:

- prepares, reviews, and maintains computer reports and records such as fire and rescue reports, payroll, and inventory records
- Develops computer programs and provides computer instruction including computers in the apparatus.
- Prepare daily, weekly and monthly correspondence.
- orders, inspects, and maintains fire and rescue supplies, equipment and clothing

- assists with the fire extinguisher training program
- reviews and/or records required maintenance, inventory, and protective clothing reports
- performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

- High School Diploma or equivalent
- Must possess a valid Wisconsin driver's license.
- Wisconsin AEMT license with knowledge of all County EMS and State of Wisconsin protocols and Scopes of Practice.
- CPR certification as a Professional Rescuer.

Additional Training and Experience that Receive Preference

- Wisconsin State Firefighter II Certification
- Wisconsin State Driver Operator Pumper and Aerial Certification
- Wisconsin State Fire Inspector Certification

Knowledge, Skills, Abilities, and Physical Requirements Necessary to Perform Essential Job Functions

Physical Requirements

Ability to stand, sit, use hands or finger, handle, or feel object, tools, or controls and reach with hands and arms.

FF/EMT physical requirements: ability to walk, run short and moderate distances, climb or balance, drag, pull, and lift objects and people, push, pull, lift heavy objects, use restraining devices, use hands and feet for self-defense, stoop kneel, crouch, or crawl; frequently lift and/or move up to 25 pounds and often lift and/or move upwards of 100 pounds. Assistance will be provided for various duties requiring lifting heavy objects.

Supervisory Skills

Ability to assign, direct, instruct, and evaluate personnel in routine and emergency situations.

Mathematical Ability

Ability to add, subtract, multiply, and divide; perform calculations using decimals, percentages, and algebraic equations; utilize descriptive statistics.

Language Ability and Interpersonal Communication

Ability to comprehend and interpret a variety of documents such as fire, rescue, false alarm, accident, and vehicle maintenance reports, work sheets, repair orders, hazardous materials forms, testing and inspection reports, and payroll and overtime reports.

Ability to prepare a variety of documents such as equipment, inspection, fire, and rescue reports, extinguisher and CPR billings, and computer records using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

Ability to use and interpret the Fire Protection Handbook, the Municipal Code of the City of Hartford, NFPA manual, EMT handbook, inspection, testing, and billing reports, and other policy and procedure manuals.

Ability to communicate effectively in stable and emergency situations with subordinates, Fire and Rescue Officers, other City personnel, hospital personnel, vendors, law enforcement personnel, and the general public verbally and in writing to convey or exchange information including giving assignments and/or directions to subordinates, and receiving instructions and assignments from the Fire and Rescue Chief.

Ability to make critical decisions in emergency situations.

Environmental Adaptability

Work is performed in an office environment and at fire and accident scenes with corresponding hazards; forty eight hour work cycle is expected to start with changes in schedule anticipated as additional full-time staff is hired. The work schedule is set by the Fire Chief to best meet the needs of the department.

The City of Hartford is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

This job posting is to be placed at the firestation.

This posting is to be placed for the period: Monday Feb. 12, 2018 to 4PM Friday Feb. 23, 2018.

No copies of this job posting are allowed.

Authorized by: _____ Date: _____

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