



CITY HALL 109 NORTH MAIN STREET · HARTFORD, WI 53027

**City of Hartford Police & Fire Commission Agenda**  
**Council Chambers, 109 North Main Street**  
**Wednesday, September 12, 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 July 11, 2018 meeting (minutes attached)
- 5) *Fire & Rescue* – Fire & Rescue Chief Stephans will appear seeking the Commission’s approval of his appointment of D. Eric Woolweber to the position of probationary EMT Trainee (biography attached)
- 6) *Police Department* – Chief Groves will provide the Commission with an advisory briefing on the status of the department’s pursuit of W.I.L.E.A.G. accreditation
- 7) *Police Department* – Chief Groves will appear seeking the Commission’s approval of his appointment of Cole Parker to the part-time Police Aide position. Commission to vote to approve Chief Groves’ recommendation (Executive Summary attached)
- 8) *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.” Commission will conduct pre-employment interviews of Police Officer candidates.
- 9) Adjournment

Dean Kirley, President  
Hartford Police and Fire Commission

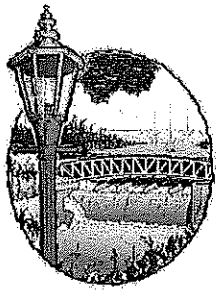
“Persons with disabilities requiring special accommodations for attendance at the meeting should contact the City Clerk at least one (1) business day prior to the meeting. Members of the Common Council may attend the above meeting. Pursuant to State ex rel. *Badke v. Greendale Village Board*, 173 Wis. 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

**July 11, 2018 Minutes**

1. The PFC meeting was called to order at 7:00 pm in the Council Chambers.
2. Present: Commissioners Albrecht, Fehr, Hetzel, Kirley, and Kuhar; Police Chief Groves.
3. Public Comment Period: None
4. Motion by Fehr & seconded by Hetzel to approve the June 14, 2018 minutes. Approved 5-0.
5. Chief Groves briefed the Commission on the proposed Police School Liaison Officer Agreement between the City and Hartford Joint #1 School District.
6. Motion by Albrecht & seconded by Hetzel to vacate current Police Officer Eligibility List in effect until 10/31/2018. Approved 5-0.
7. Motion by Kuhar & seconded by Hetzel to approve the recruitment process to fill one position for the addition of a 28<sup>th</sup> Police Officer to in order to fulfill the Hartford Joint #1 School District request for a Police School Liaison Officer. Approved 5-0.
8. Motion by Kuhar & seconded by Fehr to adjourn meeting. Approved 5-0.

Respectively,  
Dennis Albrecht, Secretary  
Hartford Police & Fire Commission



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Fire Chief Stephans is seeking the commission's approval of his appointment of **D Eric Woolweber** to the position of probationary emergency medical technician.

**Woolweber** resides and is employed in the City of Hartford. He is currently enrolled in EMT Basic class at WCTC. He is available weekdays, evenings and weekends. He has completed the oral interview, pre-employment physical exam and background investigation portion of the hiring process. His employment is now pending the commission's approval.

## EXECUTIVE SUMMARY

**TITLE: REQUEST TO FILL CURRENT POLICE AIDE VACANCY**

### BACKGROUND:

With the promotion of Police Aide Strunsee to Police Officer the Hartford Police Department currently has one of the four authorized Police Aide positions filled. We currently are in an advantageous position to secure the services of a recent college graduate for one of these positions.

The Police Aides serve the police department as uniformed civilian employees in an apprentice style program designed to prepare them for a career as a police officer. Their duties and assignments are varied so that they can experience a wide range of operational and administrative functions. However, they are limited to non-critical tasks that are currently being performed by patrol officers.

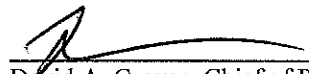
### FISCAL IMPACT:

We are currently authorized to maintain up to four part-time Police Aide positions. Aides are paid \$9.58/hour. The 2018 budgets contain funding for these positions. The filling of this position will be cost neutral.

### RECOMMENDATION:

To authorize the appropriate city officials to promote via advantage our current Police Intern to the paid position of a Police Aide on or after September 12, 2018, contingent upon the confirmation of this appointment by the Police and Fire Commission.

PREPARED BY:

  
David A. Groves, Chief of Police

DATE: 08-20-18

APPROVED BY:

  
Steve Volkert, City Administrator

DATE: 08-20-18

Committee Routing: Finance and Personnel Committee  
Police and Fire Commission

09-11-18  
09-12-18