



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

**City of Hartford Police & Fire Commission Agenda**  
**Council Chambers, 109 North Main Street**  
**Wednesday, September 9, 2020**  
**6:30 p.m.**

This is a special 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) Pledge of Allegiance
- 3) Roll Call
- 4) Public Comment Period
- 5) **Fire & Rescue** – No new business
- 6) **Police Department** – The Commission will vote to confirm Chief MacFarlans' appointment of Brooke Courtney to a Floating Communications Officer position on or after September 8, 2020.
- 7) **Police Department** – The Police & 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 conduct Police Officer candidate interviews.
- 8) **Police Department** – The Commission will return to open session and consider the adoption of an eligibility list for the position of Police Officer.
- 9) Adjournment

Ronald Kuhar, 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."

**EXECUTIVE SUMMARY**

**TITLE: REQUEST AUTHORIZATION TO ADD A 3<sup>rd</sup> PART-TIME "FLOATER" COMMUNICATIONS OFFICER'S POSITION**

**BACKGROUND:**

Former Communications Officer Brooke Courtney has expressed interest in returning 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 third 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.

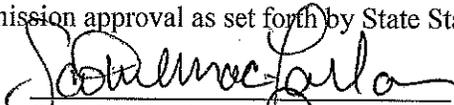
**FISCAL IMPACT:**

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:**

Staff recommends the addition of a 3<sup>rd</sup> part-time Floater Communications Officer to our approved staffing levels, to be filled by former Communications Officer Brooke Courtney, contingent upon Police and Fire Commission approval as set forth by State Statute 62.13(4)(a).

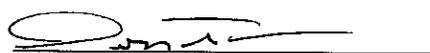
**PREPARED BY:**

  
Scott MacFarlan, Chief of Police

**DATE:**

08/10/2020

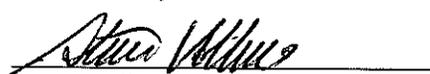
**APPROVED BY:**

  
Dawn Timm, Finance Director

**DATE:**

8/13/2020

**APPROVED BY:**

  
Steve Volkert, City Administrator

**DATE:**

8/17/2020

**Committee Routing:**

Finance and Personnel Committee  
Police and Fire Commission

September 8, 2020

September 9, 2020