HARTFORD
WISCONSIN

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

City of Hartford Police & Fire Commission Agenda
Council Chambers, 109 North Main Street
Wednesday, May 13, 2020 at 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 March 11, 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 Communications Officer candidate's selection process scores.
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 Communications Officer to include the following names, in alphabetical order, and expire six (6) months after creation on November 13, 2020:

        Sandi Jane Czerniejewski
        Cheri K. Handel
        Erika L. Virning

    b. To confirm Chief MacFarlan's appointment of Erika L. Virning from that list to the position of Communications Officer, on or after May 14, 2020, subject to successful completion of all pre-hire conditions.
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

March 11, 2020 Minutes

1. The PFC meeting was called to order at 7:00 pm in the Council Chambers.
2. Present: Commissioners Albrecht, Fehr, Kirley, Kuhar, and Hetzel; Police Chief MacFarlan; Alderperson Mixon.
3. Public Comment Period: Commissioner Kirley asked about the truck route.
4. Motion by Hetzel & seconded by Kirley approving the minutes of the February 12, 2020 meeting. Approved 5-0.
5. Motion by Fehr & seconded by Kuhar moving into closed session to review Communications Officer and Detective candidate's selection process. Approved 5-0.
6. Motion by Kuhar & seconded by Fehr returning to open session. Approved 5-0.
7. Motion by Kirley & seconded by Fehr establishing a current eligibility list for the Communications Officer position (Alicia Fidler), expiring three months after creation on June 12, 2020. Approved 5-0.
8. Motion by Hetzel & seconded by Kirley confirming Chief MacFarlan's appointment of Alicia Fidler to the position of 50% part-time Communications Officer on or after March 12, 2020. Approved 5-0.
9. Motion by Kuhar & seconded by Kirley establishing a current eligibility list for the Detective position (Adam Albea, Amanda Naukkari, Christopher Agnew, Cori Whipple, Mitchell Kraemer), expiring one year after creation on March 12, 2021. Approved 5-0.
10. Motion by Fehr & seconded by Hetzel confirming Chief MacFarlan's appointment of Officer Mitchell Kraemer to the position of Detective, on or after March 12, 2020. Approved 5-0.
11. Motion by Hetzel & seconded by Kirley to adjourn the meeting at 7:48 pm. Approved 5-0.

Respectively,
Dennis Albrecht, Secretary
Hartford Police & Fire Commission

EXECUTIVE SUMMARY

TITLE: **REQUEST TO ESTABLISH AN ELIGIBILITY LIST AND FILL FOR REGULAR PART-TIME (50%) COMMUNICATIONS OFFICER VACANCY**

BACKGROUND:

The Hartford Police Department received the resignation of Communications Officer Michelle Robertson on March 9, 2020, from one of our Part-Time 50% Communications Officers position. This will drop the staffing levels of the Emergency Communications Center below authorized levels.

The department is requesting approval to generate an eligibility list to fill the vacancy as soon as possible, and to maintain that eligibility list for any potential future vacancies.

FISCAL IMPACT:

There would be no additional salary or benefit funding required to staff the Part-Time 50% Communications Officer's position as it is already included in the 2020 personnel budgets.

RECOMMENDATION:

To authorize appropriate City Officials to establish a current Communications Officer Eligibility List to fill the vacated 50% Part-Time Communications Officer's position, contingent upon Police and Fire Commission approval as set forth by State Statute 62.13(4)(a).

PREPARED BY: _____ **DATE:** 4/28/2020
Scott MacFarlan, Chief of Police

APPROVED BY: _____ **DATE:** 4/28/2020
Steve Volkert, City Administrator

Committee Routing:	Finance and Personnel Committee	May 12, 2020
	Police and Fire Commission	May 13, 2020

CITY OF HARTFORD
POLICE AND FIRE COMMISSION

Dean Kirley, President
Ron Kuhar, Vice President
Dennis Albrecht, Secretary
Richard Fehr, Member
Jeff Hetzel, Member
Rachel Mixon, Aldermanic Representative

Lori Hetzel, City Clerk
City of Hartford
109 N. Main Street
Hartford, WI 53027

May 13, 2020

RE: POLICE DEPARTMENT COMMUNICATIONS OFFICER'S ELIGIBILITY LIST

Clerk Hetzel:

Per action by the Hartford Police and Fire Commission on Wednesday, May 13, 2020, I submit the following list in alphabetical order of eligible candidates for the position of Communications Officer for the City of Hartford Police Department;

Sandi Jane Czerniejewski
Cheri K. Handel
Erika L. Virning

This list remains in effect through November 13, 2020.

Sincerely,

Dean Kirley, President
Hartford Police & Fire Commission

cc: Members of the Commission
Scott MacFarlan, Chief of Police