



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

**City of Hartford Police & Fire Commission Agenda**  
**Council Chambers, 109 North Main Street**  
**Wednesday, May 10<sup>th</sup>, 2023**  
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 provided at least 24 hours ago.

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Roll Call
- 4) Approval of the minutes from April 12<sup>th</sup>, 2023 (Minutes attached)
- 5) Public Comment Period
- 6) **Police and Fire Department** – Annual review of the Police and Fire Commission Standard Operating Procedures and General Orders
- 7) **Fire Department** – Chief Stephans will appear seeking the Commission’s approval of his appointment of Alexander J. Fischer, to the position of probationary EMT-B (Background information attached).
- 8) **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.*” Review of the Lieutenant Recruitment Process.
- 9) **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 Operations Lieutenant to include the following names, in alphabetical order, and determine the duration of the list.
    - James Zywicki
  - b) To confirm Chief MacFarlan’s promotion of Sergeant Zywicki from that list to the position of Operations Lieutenant, on or after Lieutenant Michael Cummings retires.
- 10) 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.”

# City of Hartford Police & Fire Commission

## Minutes for April 12, 2023

1. PFC meeting called to order by President Fehr at 7:00 PM.
2. Pledge of Allegiance.
3. Roll Call: Stapleton, Fehr, Kirley, Reinke and Kuhar present, as well as Alderperson Webb, Lieutenant Thickens and Chief Stephans.
4. Motion by Kirley, seconded by Stapleton to approve the March 8, 2023 minutes. Approved 5-0.
5. Public Comment Period
  - a. Commissioner Kirley asked for Chief MacFarlan to provide an update on the use of body cameras and if there are policies in place that dictate the retention period of the footage and how quickly footage from those cameras might be released to the media.
6. President Fehr announced that with the resignation of Commissioner Jeff Hetzel, the Mayor appointed and Common Council approved, Commissioner Chris Reinke.
  - a. Commissioner Reinke introduced himself to the Commission.
7. President Fehr also announced that Commissioner Kuhar will be taking over as Secretary.
8. Lieutenant Thickens explained that Operations Lieutenant Mike Cummings has notified the department that he intends to retire before the end of this year. Requirements for the Operations Lieutenant include being a Patrol Sergeant with five years' experience. The police department would look to promote one of the current Patrol Sergeants to Operations Lieutenant, and then promote a Patrol Officer to Patrol Sergeant.
  - a. Motion by Stapleton, seconded by Fehr to establish eligibility lists for the positions of Lieutenant, Sergeant and Patrol Officer. Motion carried 5 – 0.
9. Chief Stephans for the approval of his appointment of Ellen Heimermann to the position of probationary EMT.
  - a. Chief Stephans explained that Ms. Heimermann has done numerous ride alongs with the department and has obtained her EMT Basic License through the high school's EMT Basic Program. She is currently attending college in Eau Claire, but would like to work as an EMT part-time, paid-on-premise during the summer months and when she is available. She has completed the background check and oral interview portions, and her employment is now pending the Commission's approval and successful completion of the pre-employment physical exam.

b. Motion by Kuhar, seconded by Kirley to confirm Chief Stephans' appointment of Ellen Heimermann to the position of probationary EMT. Motion carried 5 – 0.

10. Motion by Reinke, seconded by Kirley to move into closed session regarding a disciplinary matter within the Fire Department. Motion carried 5 – 0.

11. Motion by Kirley, seconded by Fehr to return to open session. Motion carried 5 – 0.

12. Motion by Reinke, seconded by Kuhar for adjournment at 7:13 p.m. Motion carried 5 – 0.

Ron Kuhar Secretary  
HPFC

## **Appointment Attachment**

Candidate Fischer resides in the City of Hartford. He currently holds an EMT-Basic license from the State of Wisconsin. He has successfully completed the background check and oral interview stages of the process. His employment with the City of Hartford is now pending the commission's approval of Chief Stephans' appointment and his successful completion of a pre-employment physical examination.