

# City of Hartford Police & Fire Commission

## Minutes for May 10, 2023

1. PFC meeting called to order by President Fehr at 7:00 PM.
2. Pledge of Allegiance.
3. Roll Call: Fehr, Kirley, Reinke and Kuhar present, as well as Alderperson Garza, Chief MacFarlan, Chief Stephans and Sergeant Zywicki.
4. Motion by Reinke, seconded by Kirley to approve the April 12, 2023 minutes. Approved 4-0.
5. Public Comment Period
  - a. There were no public comments.
6. The Commission will conduct its annual review of the Standard Operating Procedures and General Orders.
  - a. President Fehr suggested in Section 1 under Item D, the first regular meeting in May is when officers are elected for the Commission.
  - b. President Fehr suggested in Section 2 under Item B, subsection 5, subsection (b), subsections (i,ii,iii,iv) the word “may” will be changed to “shall”. Additionally, under Item B, subsection 5, subsection (c), the word “may” will be changed to “shall”, and under Item C, subsection 5, subsection (f), the word “may” will be changed to “shall”.
    - i. Chief MacFarlan suggested in Section 2 under Item B, subsection 5, subsection (b), including language that would allow acceptance of waived credits from Wisconsin Department of Justice Training and Standards that total 60 credits. Without specifically mentioning the waived credits, there would be candidates who meet the requirements from Training and Standards, but do not meet the requirements of the police department process.
    - ii. Chief MacFarlan also suggested in subsections (i and ii) keeping the language “may” instead of “shall”.
  - c. President Fehr suggested in Section 4, the heading will be changed to Detective, Sergeant, Lieutenant, and Captain, and add subsection E, Lieutenant and Captain, including the process for selecting a candidate for these positions, should a vacancy occur.
    - i. Commissioner Kuhar asked Chief MacFarlan for a brief explanation as to why there is still a captain position, even though that position has not been filled for a number of years.
    - ii. Chief MacFarlan explained that the position still exists in the police department hierarchy, but his predecessor, Chief Groves, simply did not fill the position. The two lieutenants, at that time, were able to perform the tasks and responsibilities of the captain position, without filling the spot. The position was maintained, in case the department grew and it became necessary to fill that

spot with another member. The procedures for hiring for that position are in the police department's general orders, so that procedure will now be referenced in the Commission's SOP and then the candidate will be presented to the Commission for approval.

- d. President Fehr suggested in Section VII, under subsection A, subsection 2, changing the minimum years of experience from seven to five. Additionally, in the same section, but under subsection 3, changing the minimum years of experience from five to four and adding experience in training to the requirement.
    - i. Commissioners Kirley and Kuhar expressed disagreement with decreasing the minimum years of experience from seven to five. President Fehr explained that it doesn't necessarily mean that candidate would be selected, but they would have the opportunity to apply for the position.
      1. Chief Stephans commented that changing the requirements would allow for more applicants, and thus more options to choose from when hiring. He echoed President Fehr's sentiments by stating these were the minimum requirements, and that a candidate with more experience may score higher in the evaluation, but you don't necessarily want to exclude a qualified candidate just because they may be a couple of years shy in experience.
      2. Commissioner Kuhar asked what the minimum experience required for police sergeant was. Chief MacFarlan stated it was five years. Chief MacFarlan also stated that it is a combination of factors, and that most candidates for a chief position would have at least five years' experience in their field. Chief MacFarlan is in favor of lowering the minimum.
      3. Chief Stephans also commented that reducing the minimum years of experience only affords more options, and in a climate where it is getting more and more difficult to find candidates for police and fire positions, more options are not really a bad thing.
      4. Additionally, Chief MacFarlan pointed out that most candidates that would be applying for the position of chief would easily meet the minimum years of experience with police or fire service. It is the requirement of experience in an administrative role that might not be met.
  - e. Also in Section VII, but under subsection B, subsection 1, subsection (f), the language shall state, "The selection of the Chief shall be made with a vote by the Commission or the Commission may determine to recruit via an external process."
  - f. President Fehr suggested removing the names at the end of Section X.
  - g. Motion by Kirley, seconded by Kuhar to incorporate the changes as submitted by President Fehr and Chief MacFarlan. Approved 4-0.
7. Chief Stephans appeared seeking the Commission's approval of his appointment of Alexander J. Fischer to the position of probationary EMT-B.
    - a. Motion by Fehr, seconded by Reinke approving the appointment. Approved 4-0.
  8. The Commission will go into closed session to review the Lieutenant Recruitment Process.

- a. Motion by Kirley, seconded by Reinke to go into closed session. Approved 4-0.
9. Return to open session.
    - a. Motion by Reinke, seconded by Kirley to return to open session. Approved 4-0.
    - b. Motion by Kirley, seconded by Reinke establishing the eligibility list for Operations Lieutenant to include James Zywicki, and approving the promotion of Sergeant Zywicki to the position of Operations Lieutenant. Approved 4-0.
10. Motion by Fehr, seconded by Kuhar for adjournment at 7:48 p.m. Motion carried 4-0.

Ron Kuhar Secretary  
HPFC