

**VILLAGE OF HARTLAND  
VILLAGE BOARD MINUTES  
MONDAY, APRIL 8, 2024 • 6:30 PM  
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD**

The Village President called the meeting to order at 6:30 pm

Present: President Pfannerstill, Trustees de Boer, Truttschel, Pfeiffer, Wallschlager, Conner, Hallquist

Others Present: Village Manager Bailey, Clerk Policello, Police Chief Misko, Fire Chief Jambretz, DPW Director Felkner, DPW Operations Leadman Jenson

Pledge of Allegiance – Trustee Wallschlager

Public Comments: Please be advised the Village Board will receive comments from the public related to any item(s) for a three-minute time period per person, with time extensions per the Village President's discretion. This meeting will be recorded and will be available online through the Village's website.

1. Consideration of Village Board minutes of March 25, 2024.

Motion (Conner/Hallquist) to approve the March 25, 2024 minutes. All were in favor, **motion carried.** (Abstain: de Boer, Truttschel)

2. Items related to vouchers

- a. Consideration of vouchers for payment in the amount of \$ 732,634.41

Motion (Wallschlager/Truttschel) to approve vouchers in the amount of \$ 732,634.41. All were in favor, **motion carried.**

3. Actions related to Licenses and Permits

- a. Consideration of operator/bartender license – Micah Landcaster

Chief Misko recommends approval of this application. The applicant has two alcohol related incidents on his record from 2018 and 2019.

Motion (Wallschlager/Hallquist) to approve Special Class B Application by Hartland Chamber of Commerce for Street Dance, July 20, 2024. All were in favor, **motion carried.**

4. Discussion and consideration of awarding contract for the salt dome repair to Structurewerks

DPW Director Felkner provided information regarding the needed structural repairs to the salt dome. The wall repairs were budgeted for in 2024 with the roofing budgeted for in 2025. Two companies bid on the structural repairs. We budgeted \$80,000 and the low bid was for \$77,000 by Structurewerks out of Brookfield. The work will take three weeks.

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Motion (Pfeiffer/Wallschlager) to award the salt dome repair to Structurewerks for \$77,000. All were in favor, **motion carried.**

5. Discussion and consideration of SCIT Agreements
  - a. Mutual Aid Agreement with SCIT and Brookfield Fire Department
  - b. Mutual Aid Agreement with SCIT and Lake Country Fire Department
  - c. SCIT Mutual Aid Agreement – 9 Agencies

Chief Misko said the agreements are brought forward due to the agreements with the fire departments and the TEMS, Tactical Emergency Medical Services. They are specially trained EMS/Paramedic personnel that will go with law enforcement on calls. They will provide emergency care to anyone in the incident prior to when general EMS/Paramedic personnel would be able to administer care. Language in Section 5 Expenses, was cleaned up. Agencies in the agreement do not bill other agencies, however, if something catastrophic or unusual were to occur, state statute allows us to recoup those costs. Currently, Hartland Fire does not have a member on this team, but may in the future.

Motion (Pfeiffer/Hallquist) to approve the Mutual Aid Agreement with SCIT and Brookfield Fire, Mutual Aid Agreement with SCIT and Lake Country Fire and SCIT Mutual Aid Agreement – 9 Agencies, as read by President Pfannerstill. All were in favor, **motion carried.**

6. Presentation of Fire Strategic Plan by Five Bugle Training & Consulting, LLC

Bruce Fuerbringer, Five Bugle Training & Consulting, LLC presented the 2024 – 2027 Strategic Plan Report. See the report for details. The Hartland Fire Department was a completely volunteer fire department until it began evolving into a part-time paid department in November 1978 and hired its first full-time fire chief in 2014. Steady growth, both in terms of population and business development, has resulted in an accompanying increase in demand for Village fire department services, primarily emergency medical services (EMS), not unlike other fire departments across the state and nation. The Hartland Fire Department now includes full-time firefighter/paramedics in addition to a full-time fire chief and administrative assistant. The Village has made continued efforts to ensure the HFD has excellent equipment and tools with which to respond to emergencies and a Capital Improvement Plan (CIP) has been developed to ensure that equipment is updated before it becomes ineffective or obsolete. Increasing the number of full-time professional firefighters/emergency medical personnel increases the stability of the workforce and reduces the on-boarding costs and training of new part-time personnel.

Through extensive interviews with both internal and external stakeholders, and in-house leadership process development training, the following strategic goals for 2024-2027 were developed:

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I. In 2024, complete a Strategic Human Resource Management Plan (SHRMP) based on 90-day, 1-year, and 3-year goals that include addressing staffing, retention, and succession planning; Identify payroll and fiscal strategies to support the SHRMP.

II. Review and reorganize department positions as needed to maximize resources to increase operational and administrative effectiveness and help make the HFD the fire department of choice in recruiting efforts.

III. Develop a Social Outreach Program that addresses current and future Department recruiting efforts as well as community service needs based on increasing candidate/customer diversification and changing population demographics.

IV. Continue to investigate opportunities for the regional sharing of services that will improve the Department's ability to meet increased service demands.

V. Identify EMS trends and related broad-based deliverables to help address the community's current and future medical needs.

VI. Conduct a thorough inventory and review of the HFD capital fleet and response equipment to determine appropriateness, practicality to meet response and mitigation needs, age, quality, and practical investment.

The greatest challenge the HFD continues to face is adequate and consistent staffing to avoid relying on mutual aid to respond to calls that occur concurrently or within a short timeframe. The Village was able to hire two (2) additional personnel in early 2024 due to an increase in State provided funding for emergency services.

The Hartland Fire Department is facing four (4) fundamental operational challenges:

- I. Staffing challenges to meet both current service demands and growing future demands.
- II. Recruitment and retention of high-quality job candidates.
- III. Facilities to accommodate current operational and administrative needs, as well as any future demand created by staffing increases.
- IV. Financial resources to implement the solutions to meet the challenges.

The details for each challenge were provided in the report.

The report indicates providing 24/7 full-time staffing of one ambulance and one fire engine would require approximately 18 line personnel, working a 3-shift, 24 hour shift model and considering personal time off benefits.

The following are the Strategic Goals resulting from the 2024-2027 strategic planning process:

*Note: Each strategic goal should be evaluated to determine the need for, and practicality of, considering the potential for transitioning to a career fire department within the next 21 months. Some of the goals will be appropriate for the current situation and will benefit*

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*current operations, while others will be impacted by where the HFD finds itself 12 months from now. They may be taken on at that time, or wait until a career fire chief is hired, who can provide guidance on how to best address those strategic goals.*

1. Prepare fiscally and logistically to hire 13 additional personnel to staff an ambulance with 2 EMT-P's and an engine with 4 firefighter-EMT's (which includes one officer) for a total of 18-line staff. Personnel to staff a 3-shift, 24-hour schedule. Goal to include a public education component supporting the fiscal initiative.
2. By 2025, complete a Strategic Human Resource Management Plan based on 90-day, 1-year, 2-year and 3-year goals that include addressing HFD communications, training, retention, health and safety needs, and succession planning (as appropriate).
3. Reorganize positions to maximize resources to increase operational and administrative effectiveness and help make the HFD the fire department of choice in recruiting efforts.
4. Develop a Social Outreach Program that addresses current and future department recruiting/onboarding efforts for part-time and POP personnel as well as community service needs based on increasing candidate/customer diversification and changing population demographics.
5. Identify EMS trends and related broad-based deliverables to analyze the community's current and future medical needs.
6. Conduct a thorough inventory and review of the HFD capital fleet and response equipment to determine appropriateness, practicality to meet response and mitigation needs, age, quality, and practical investment.

There is a point at which municipalities experiencing growing emergency services needs must decide if the current needs, and recognizing probable increasing future needs, warrants transitioning from a combination professional fire department to a career professional fire department. The Village of Hartland has reached that point. The strategic goals within the plan provide the Village and HFD with guidance on strategies for transitioning to a career fire department and improving organizational management now. There is flexibility in how the goals are managed and achieved, whether the Village chooses to move forward with change or not.

**7. Announcements**

Chief Misko attended the dedication mass at St. Charles, which went well. St. Charles paid for the additional security provided by the Police Department. He said Village Manager Bailey has received emailed complaints regarding the bells, which are supposed to be set from 7 am to 6 pm and they may be having a programming issue; their programmer will make sure the fix is permanent.

Fire Chief Jambretz said calls have been steady, 14 since Friday.

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Public Works Director Felkner said the Bristlecone water tower will be emptied for paint maintenance on the inside starting on Friday. Letters were sent to area residents to inform them that the water service will be slightly disturbed.

DPW Operations Leadman Jenson said they hired Lance Weber, who comes from the private construction field. Monday brush pick up starts, they will make one pass through the Village.

President Pfannerstill said he was at the St. Charles dedication mass; the renovation is beautiful. Our Wisconsin State Assembly map has changed; we will continue to be District 99. Residents can go to [maps.legis.wisconsin.gov](https://maps.legis.wisconsin.gov) to see the new map.

8. Adjournment

Motion (Pfeiffer/Conner) to adjourn the meeting at 7: 19 pm.

Respectfully submitted,

Sandee Policello  
Village Clerk