



POLICE & FIRE COMMISSION MEETING MINUTES

Meeting, Monday, February 14, 2022, 6:00 p.m.

Port Washington Police Dept. Community Room, 365 N. Wisconsin Street

1. Roll call. Present: Rick Nelson, Jim Biever, Edward Johnson, Terry Tietyen, Sarah Burdette. Also present: Police Chief Kevin Hingiss, Fire Chief Mark Mitchell, Alderperson Dan Benning. From the Ozaukee Press, Kris Halbig-Ziehm. Meeting called to order at 6:08 p.m.
2. Public Appearances, Comments, and Correspondence. None.
3. Review of Previous Meeting Minutes. Motion to approve the minutes of the January 10, 2022 PFC meeting by T. Tietyen, seconded by J. Biever. Motion carried on voice vote.

POLICE DEPARTMENT

1. Honor Officer Matt Keller for 25 years of service. Due to the unavailability of Officer Keller, this was postponed until next month's meeting.
2. Review of bills – January 2022. The bills were reviewed. Chief Hingiss noted that progress has been made on reducing and consolidating the phone bills. Further improvements are still anticipated. Chair Nelson inquired about the budget item for the Hartford Mini Academy. Chief Hingiss noted it was a training opportunity for department leadership.
3. Review of budget – Not available.
4. Municipal Court statement – December 2021. The statement was reviewed.
5. Calls for Service – January 2022. Calls reviewed.
6. Update on training and budget. Chief Hingiss reported that Lt. Nye has been attending the Northwestern Staff and Command School. He also indicated that the 2022 capital budget calls for replacing two police vehicles, updating three computers, and acquiring two new Tasers.
7. Flock Camera(s) donation. Chief Hingiss informed the Commission that due to a donation from the Rotary Club, another Flock camera will be acquired, for a total of three, and that they should be functional by the end of February or early March.
8. Other business as permitted by law: Review meeting schedule and calendar matters; referrals to future meetings. Chief Hingiss related that Officer Footit's last day of employment will be February 26th, with a gathering to be held on the 25th. Also, Officer Jim Russell will be retiring at the end of May. He anticipates starting the recruiting process shortly.

AMBULANCE DEPARTMENT

1. Review and discussion – January 2022 Ambulance Invoices. The invoices were reviewed. Chief Mitchell noted the maintenance that was done on the Stryker heart monitor, and that January also included other necessary annual maintenance issues.
2. Review and discussion – Preliminary Ambulance Budget through 12-31-2021. The budget was reviewed. Chief Mitchell gave a positive review of the new billing company, and highlighted the increase in revenue received due at least in part to the increase in rates.
3. Review and discussion – January 2022 Ambulance Calls, both Transports and Non-Transports. The calls were reviewed.
4. Review and discussion – January 2022 Paramedic Intercepts. The intercepts were reviewed.
5. Review and discussion of newly proposed EMS ranks & job descriptions. Chief Mitchell proposed new leadership positions for the EMS portion of the Fire Department. He indicated 80% of department calls are EMS-related. This is an opportunity to try to establish a career development path. After some discussion regarding the essential duties and responsibilities, the job descriptions will be brought back to the PFC for approval.
6. Other business as permitted by law: Review meeting schedule and calendar matters; referrals to future meetings. No action taken.

FIRE DEPARTMENT

1. Review and discussion – January 2022 Fire Invoices. The invoices were reviewed. Chief Mitchell discussed some necessary building and truck maintenance that occurred in January, including new tires, a valve leak, and plumbing issues.
2. Review and discussion – Preliminary Fire Budget through 12-31-2021. The budget was reviewed.
3. Review and discussion – January 2022 Fire Calls. Chief Mitchell indicated it was a busy month.
4. Recap and discussion of meeting held on 1/24/22 with the Mayor, the City Administrator, the PFC Chairperson, the PFC Vice Chairperson and the Fire Chief. Chair Nelson reviewed the discussion and its origin due to the requests for increase in EMS pay.
5. Discussion and possible action to prepare a report on the current State of Fire and Emergency Medical Services in Port Washington to be presented to the Common Council. Chief Mitchell and Vice-Chair Biever discussed their intention to prepare this report and took recommendations. The Commission agreed this is a very good idea, and thanks them for their work on the project.
6. Review, discussion, and possible action to recommend a 2022 Salary Table for the two full-time Firefighter/Paramedic positions. Chief Mitchell reviewed the newly recommended salary table proposed by the City Administrator. The Commission inquired as to whether the plan will incorporate cost of living increases and will be seeking clarification. J. Biever moved to recommend the 2022 Salary Table pending the clarification as to future cost of living increases. E. Johnson seconded. Motion carried on voice vote.
7. Other business as permitted by law: Review meeting schedule and calendar matters; referrals to future meetings. The next meeting of the Police & Fire Commission was scheduled for March 14, 2022, at 6:00 p.m.

Adjournment. Motion by J. Biever, seconded by T. Tietyen, to adjourn the meeting. Motion carried on voice vote. Chair Nelson adjourned the meeting at 7:38 p.m.

Respectfully submitted by,

Edward Johnson, Secretary