



POLICE & FIRE COMMISSION MEETING MINUTES

Monday, August 8, 2022, 6:00 p.m.

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

1. Roll Call. Jim Biever, Sarah Burdette, Edward Johnson, Terry Tietzen, Joe Dean. 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 6:03 p.m.
2. Public Appearances, Comments, and Correspondence. None.
3. Review of Previous Meeting Minutes. Motion to approve the minutes of the July 11, 2022 Special PFC meeting by T. Tietzen, seconded by J. Dean. Chair Biever suggested a change to item 4, by adding the language, "and approved sending an eligibility list to the chief." T. Tietzen accepted the amendment, as did J. Dean. The minutes, as amended, were approved on a voice vote. Motion to approve the minutes of the July 11, 2022 PFC meeting by T. Tietzen, seconded by J. Dean. Motion carried on voice vote.

POLICE DEPARTMENT

1. Review and Discussion – June 2022 Bills. The bills were reviewed. Chief Hingiss advised that the item for Milo upgrades related to training offered through the Cedarburg Police Department. Our contribution to the upgrade of their system helps keep us able to use this training. Also, the charges for radio install relating to the county radio system upgrade were discussed. The system is still not ready.
2. Review and Discussion – Police Budget through June 2022. In reviewing the budget, Chief Hingiss indicated that overtime has gone up considerably for July and August. He is hopeful of a reduction commencing in September.
3. Review and Discussion – June 2022 Municipal Court Statement. The statement was reviewed.
4. Review and Discussion – July 2022 Calls for Service/June Wisconsin Incident-Based Reporting (IBR) Submissions. The calls were reviewed.
5. Discussion and possible action on City's Charter Template for Boards, Commissions, & Committees. No update. J. Dean moved that this item be removed from future agendas until necessary. S. Burdette seconded. Motion carried on voice vote.
6. Discussion regarding proposed new station. Chief Mitchell indicated that he is working with Alderpersons Benning and Neumyer on setting up a meeting date to discuss this item.
7. Item was moved on agenda to item 6 of Fire Department section to promote efficiency. Motion to convene in closed session, pursuant to Wis. Stat. § 19.85(1)(c), to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, to-wit: discuss a recent change in status of an individual police officer candidate being considered for employment. T. Tietzen made a motion to convene in closed session. S. Burdette seconded. A roll call vote was taken on the motion to convene in closed session. Roll call vote was unanimous.
8. Reconvene in open session. T. Tietzen moved to reconvene into open session. S. Burdette seconded. Roll call vote was unanimous.
9. Take action, if any, on any matters discussed in closed session. None.
10. Other business as permitted by law: Review meeting schedule and calendar matters; referrals to future meetings. Chief Hingiss related that we got our order in for two new squads to be delivered in 2023. The next meeting of the PFC was scheduled for 6:00 p.m. on September 12, 2022.

AMBULANCE DEPARTMENT

1. Review and discussion – July 2022 Ambulance Invoices.
2. Review and discussion – July 2022 Ambulance Calls, both Transports and Non-Transports. Reviewed.

3. Review and discussion – July 2022 Paramedic Intercepts. Reviewed. Chief Mitchell noted that we did not go to Saukville in July due to their hiring of staff.
4. Update on the City’s application for the Ozaukee County EMS Grant Program. Chief Mitchell informed that the grant was approved. There was only one applicant for the EMT position. He is going to continue advertising in the hopes of attracting more applicants.
5. Other business as permitted by law: Review meeting schedule and calendar matters; referrals to future meetings.

FIRE DEPARTMENT

1. Review and discussion – July 2022 Fire Invoices. Chief Mitchell related that one of the bills, for painting, pertained to the three main doors needing repainting.
2. Review and discussion – July 2022 Fire Calls. The calls were reviewed.
3. Update and Discussion on Fire/EMS Shared Services Working Group. Chief Mitchell indicated that this is a group consisting of members from Port Washington, Saukville, Grafton, and Cedarburg. Tasks were assigned to administrators and chiefs. They are looking at what a hybrid department would look like. Meetings continue.
4. 2023-27 Capital Improvement Plan Budget Requests. The submissions were reviewed.
5. Fire Chief’s Report
 - Update on the Criminal Trial of Administrative Assistant / EMT-B Lisa Theis and Termination of her Employment by the City. Chief Mitchell advised as to the results of the trial. A letter of termination was sent.
 - Hiring of EMT-B Allsun Molenda. Chief Mitchell informed us as to this hiring, and relayed that upon advice of the city’s labor attorney, the PFC does not have jurisdiction over part-time personnel. We will not be asked to approve future part-time hires; will be merely advised.
6. Motion to convene in closed session, pursuant to Wis. Stat. 19.85(1)(c), for the purpose of considering employment, promotion, compensation, or performance evaluation data of a public employee over which the Police & Fire Commission has jurisdiction or exercises responsibility, to-wit: Performance Evaluation of a current full-time employee. T. Tietyen made a motion to convene in closed session. S. Burdette seconded. A roll call vote was taken on the motion to convene in closed session. Roll call vote was unanimous.
7. Reconvene in open session. T. Tietyen moved to reconvene into open session. S. Burdette seconded. Roll call vote was unanimous.
8. Take action, if any, on any matters discussed in closed session. None.
9. Other business as permitted by law: Review meeting schedule and calendar matters; referrals to future meetings. None.

Adjournment. Motion by T. Tietyen, seconded by S. Burdette to adjourn the meeting. Motion carried on voice vote. Chair Biever adjourned the meeting at 7:18 p.m.

Respectfully submitted by,

Edward Johnson, Secretary

PFC Commissioners: Chair James Biever, Vice Chair Sarah Burdette, Secretary Edward Johnson, Terry Tietyen, Joseph Dean