



CITY OF PORT WASHINGTON, OZAUKEE COUNTY, WI
POLICE & FIRE COMMISSION

Monday, September 12, 2022 at 6:00 p.m.

Port Washington Police Department, 365 N Wisconsin St, Port Washington, WI 53074

***Mission Statement:** The Police and Fire Commission (PFC) exists for the benefit of all our citizens, who expect and deserve a high level of public safety. We oversee the Police Department, Fire Department, and Emergency Medical Services in a fiscally responsible manner. Our mission is to hire and retain the most qualified personnel and advocate for the best training, equipment, and facilities to allow them to carry out their tasks. The safety of our residence and protection of life and property is our goal.*

MEETING MINUTES

1. Roll Call. Jim Biever, Sarah Burdette, Edward Johnson, Terry Tietyen, Joseph Dean. Also present: Police Chief Kevin Hingiss, Fire Chief Mark Mitchell, Alderperson Dan Benning, Marty Becker. From the Ozaukee Press, Kris Halbig-Ziehm. Meeting called to order at 6:00 p.m.
2. Public Appearances, Comments, and Correspondence. Marty Becker addressed the Commission to note that when recently driving through Saukville, he saw their Police Chief performing the duties of a crossing guard. Chair Biever suggested that the PFC consider having a monthly recognition award for both the Police and Fire Departments. Chair Biever mentioned a complaint that he had received regarding parking concerns during the summer beer garden events and the amount of parking tickets that the Police Department had issued. He suggested the possibility of designated areas on the grass where parking would be permitted. Chief Hingiss explained that the area is signed where parking is not allowed, and expressed concerns over pedestrian safety. Chair Biever indicated that the Mayor suggested any new officers or firefighters should have their swearing in ceremonies conducted at a City Council meeting. J. Dean suggested any position with the City should be introduced and any oath taken during a City Council meeting.
3. Review of Previous Meeting Minutes. Motion to approve the minutes of the August 8, 2022, meeting by T. Tietyen, seconded by S. Burdette. Motion carried on voice vote.

POLICE DEPARTMENT

1. Review and Discussion – July 2022 Bills. The bills were reviewed. Chief Hingiss explained each component of the phone charges. The annual overspending of budgeted funds for phone expenses was raised by E. Johnson.
2. Review and Discussion – Police Budget through 7/31/22. The budget was reviewed. Chief Hingiss will look into why the supplies budget is being consumed at a rapid rate this year. He also noted that there were several training opportunities that the Department was able to take advantage of that has consumed most of the training budget through 7/31.
3. Review and Discussion – July 2022 Municipal Court Statement. The statement was reviewed.
4. Review and Discussion – August 2022 Calls for Service / July Wisconsin Incident Based Reporting. The reports were reviewed.
5. Review and Discussion – Officer Overtime June, July, August. Chief Hingiss related that with two officers out due to injury, and one serving a National Guard commitment, overtime has been high this year. It is expected to continue to be up through the first quarter of next year as well.
6. Discussion regarding proposed new station. Ald. Benning mentioned that a meeting had been held and that the consensus was to wait until the consolidation study was completed. He also suggested a study of response times. J. Dean inquired whether sites west of the railroad tracks were being contemplated.
7. Review, Discussion, and possible action on City's Charter Template for Boards, Commissions & Committees. After a discussion, S. Burdette will draft a proposed charter to be reviewed at the next meeting.
8. Other business as permitted by law: Review meeting schedule and calendar matters; referrals to future meetings. The next meeting of the PFC was scheduled for October 10, 2022.

AMBULANCE DEPARTMENT

1. Review and Discussion – August 2022 Ambulance Invoices. The invoices were reviewed.
2. Review and Discussion – Ambulance Budget through 08-31-2022. The budget was reviewed. Chief Mitchell indicated that revenues are always behind and catch up later in the year. Also, Chief Mitchell noted that gas and electricity bills have been high this year.
3. Review and Discussion – August 2022 Ambulance Calls, both Transports and Non-Transports. The calls were reviewed. Chief Mitchell related that the Department has tried to reduce on-scene time by 25% this year, and so far they are down 21%, and under 7 minutes on average for the first time.
4. Review and Discussion – August 2022 Paramedic Intercepts. Reviewed.
5. Review and Possible Action of Revised PWFD S.O.G. 2.004 – Job Description for EMS Deputy Chief (Career). Chief Mitchell reported that it is the intention to create a career Deputy Chief position with the county grant money. This person would also take on the duties as EMS Service Director. E. Johnson suggested two changes to the proposed PWFD S.O.G. 2.004. The first was to change the bullet point on the first page from, “Serves as the ambassador for the fire department at county and regional EMS meetings” to, “Serves as an ambassador for the fire department at county and regional EMS meetings.” The second was in the section dealing with Education and/or Experience. The new language will read, “At least 10 years of EMS experience with the Port Washington Fire Department *or equivalent.*” (Italics indicate added language.) The Chief and PFC agreed with the proposed changes. E. Johnson moved and J. Dean seconded the PWFD S.O.G. 2.004, as amended. Motion carried on voice vote.
6. Other business as permitted by law: Review meeting schedule and calendar matters; referrals to future meetings. Chief Mitchell was asked about applications for the paramedic position. He indicated that he is still seeking further applicants.

FIRE DEPARTMENT

1. Review and Discussion – August 2022 Fire Invoices. The invoices were reviewed. Chief Mitchell highlighted the invoice for Fire CATT, which was for hose testing. The testing was our best so far. The invoice for Steve Schmidt was due to the Fire Department not having an established account with a vendor at the time of the invoice, whereupon Steve had to use personal funds to get a repair accomplished. This was a reimbursement. We now have an established account with the vendor.
2. Review and Discussion – Fire Budget through 08-31-2022. The budget was reviewed.
3. Review and Discussion – August 2022 Fire Calls. The calls were reviewed. Chief Mitchell discussed the missing person search call on August 30th.
4. Fire Chief’s Report
 - Recognizing EMS Crew from call on August 12, 2022. Chief Mitchell highlighted the work of Jon Dishinger, Chris Kueker, McKenna Ferry, and Joanne Godersky in responding to a call. Their work was exemplary.
 - Hiring Jason Borchert as a part-time POC Firefighter. Chief Mitchell noted that Jason will be joining the department soon.
 - Accident involving Command Vehicle on 8/31/22. Chief Mitchell informed the PFC that he was involved in a minor accident when responding to a call.
5. 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: Hiring a full-time Deputy EMS Chief as outlined in the grant application for the Ozaukee County EMS Grant program. 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. T. Tietyen moved to reconvene into open session. S. Burdette seconded. Roll call vote was unanimous.
6. 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 7:35 p.m.

Respectfully submitted by,

Edward Johnson, Secretary

Police & Fire Commissioners

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