



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

**Monday, November 14, 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 residents 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. Chair Biever called the meeting to order at 6:00 p.m.
2. Public Appearances, Comments, and Correspondence. Alderperson Benning expressed appreciation to the Police and Fire Departments for their responses to the recent call of an active shooter at the high school. It was noted that Scout Troop 8210 will have a bin at the Police Department for collecting shoes. A letter from the staff at Friedens Church was reviewed regarding security. Chair Biever distributed a review of recent levy limit referendums held in Wisconsin. Chair Biever reported on his attendance of the League of Wisconsin Municipalities webinar regarding Police & Fire Commissions and suggested that we review our policies and procedures.
3. Review of Previous Meeting Minutes. Motion to approve the minutes of the November 7, 2022 special meeting by T. Tietyen, seconded by J. Dean. Motion carried on voice vote.

**POLICE DEPARTMENT**

1. Review and Discussion – September 2022 Invoices. The invoices were reviewed.
2. Review and Discussion – September 2022 Municipal Court Statement. The statement was reviewed.
3. Review and Discussion – October 2022 Calls for Service and Wisconsin Incident Based Reporting (WIBR). The reports were reviewed.
4. Demonstration – The Wrap. Due to the unavailability of an officer to demonstrate, this matter was moved to the next meeting.
5. Other business as permitted by law: Review meeting schedule and calendar matters; referrals to future meetings. Chief Hingiss presented a plaque that the department received regarding WILEAG reaccreditation.

**AMBULANCE DEPARTMENT**

1. Review and Discussion – October 2022 Ambulance Invoices. Chief Mitchell relayed that the amount for Stryker was for maintenance on the defibrillator units.
2. Review and Discussion – October 2022 Ambulance Calls, both Transports and Non-Transports. The calls were reviewed.
3. Review and Discussion – October 2022 Paramedic Intercepts. The intercepts were reviewed. Chair Biever asked Chief Mitchell for a listing of calls we need other departments to cover, noting the possible revenue loss. Chief Mitchell indicated the numbers of calls would be in the upcoming annual report.
4. Other business as permitted by law: Review meeting schedule and calendar matters; referrals to future meetings. None.

**FIRE DEPARTMENT**

1. Review and Discussion – October 2022 Fire Invoices. The invoices were reviewed.
2. Review and Discussion – October 2022 Fire Calls. The calls were reviewed.
3. Discussion and possible action to declare Engine 462, 1992 Pierce Dash 1750gpm pumper, as surplus and to authorize the Fire Chief to place the apparatus up for auction with Wisconsin Surplus. This item was discussed with Chief Mitchell, who sought the authorization to place the apparatus for sale. The Chief believes he will be able to get a better price now. He also related that the city's capital plan anticipates replacing one new apparatus in 2024, with the retirement of two others. He indicated the space created could be used for a workout space. J. Dean moved to declare Engine 462 as surplus and authorize Chief Mitchell to seek its sale. T. Tietyen seconded. Motion carried on voice vote.

4. Fire Chief's Report
  - Resignation of Firefighter/Paramedic Chris Kueker. Chief Mitchell relayed that Chris Kueker's last day was November 10<sup>th</sup>, and he joined the Grafton Fire Department.
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 three (3) full-time Firefighter/Paramedics. E. Johnson made a motion to convene in closed session. T. Tietzen seconded. A roll call vote was taken on the motion to convene in closed session. Roll call vote was unanimous.
6. Reconvene in open session. E. Johnson moved to reconvene into open session. T. Tietzen seconded. Roll call vote was unanimous.
7. Take action, if any, on any matters discussed in closed session. E. Johnson made a motion to approve Chief Mitchell extending offers of employment to Cameron Karstaedt, Sam Lorge, and Dylan Dodson. S. Burdette seconded. Motion carried on a voice vote.
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 January 9, 2023, at 6:00 p.m.

Adjournment. Motion by T. Tietzen, seconded by S. Burdette, to adjourn the meeting. Motion carried on voice vote. Chair Biever adjourned the meeting at 7:03 p.m.

*Police & Fire Commissioners*

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