



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

**Monday, February 13, 2023 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 Bieber, Sarah Burdette, Joseph Dean, Jill Eernisse. Also present: Police Chief Kevin Hingiss, Fire Chief Mark Mitchell, Alderperson Dan Benning, Assistant Fire Chief Steve Schmidt, Deputy Chief Joe DeBoer, Brett Krueger (Reliant Fire Apparatus representative), Diane Jung (crossing guard) and her husband. Chair Bieber called the meeting to order at 6:00pm.
2. Public Appearances, Comments, and Correspondence: None.
3. Review of Previous Meeting Minutes: Motion to approve the minutes of November 14, 2022 and January 9, 2023 meeting of the PFC by J. Dean, seconded by S. Burdette. Motion carried by voice vote.
4. Jim Bieber gave recognition and a moment of silence to the Milwaukee police officer that was killed in line of duty, Peter Jerving.
5. Introduction/welcome of newest member of PFC, Jill Eernisse.
6. Recognition of service anniversaries.
  - a. For the Police Department:
    - i. Diane Jung (40 years total, 25 in charge of all crossing guards).
    - ii. Officer Eric Leet, 29 years.
    - iii. Officer Noah Narlock, 1 year.
  - b. For the Fire Department:
    - i. Engineer Kurt Ellmauer, 3 years.
    - ii. EMT Nick Castner, 2 years.
    - iii. FF/Diver Chris Miotke, 2 years.
    - iv. FF/Medic Sam Lorge, 2 years.
    - v. FF/EMT Jacob Krueger, 1 year.
7. (Moved up #3 on fire agenda so the representative could leave earlier.) Discussion and Possible Action to order a 2026 Pierce Enforcer pumper per Reliant Fire Apparatus Proposal #650 – Brett Krueger – Reliant Fire Apparatus representative.
  - a. Brett Krueger, the Reliant Fire Apparatus representative, made the PFC aware of a new deadline to sign the purchase agreement by 2/14/23. This is due to a change that came out today from Cummins (engine manufacturer) that will be changing the engine in 2026. After discussion and to prevent paying a price increase, Jim Bieber signed the contract ahead of the anticipated Common Council approval of the purchase of fire apparatus at the 2/21/23 meeting. If not approved at that council meeting there is a 10-day grace period to cancel out of the contract. Motion by S. Burdette, seconded by J. Dean, to have Chair Bieber sign the purchase agreement on behalf of the Police & Fire Commission, pending review by the City Attorney. Motion carried on voice vote.

## POLICE DEPARTMENT:

1. Review and Discussion – January 2023 Bills/Invoices
  - a. 2 late fees were noticed. Chief Hingiss stated these were due to the change in staff/new treasurer. There is more help coming to that department to prevent such oversights.
2. Review and Discussion – November & December 2022 Municipal Court Statements. The statements were reviewed.
3. Review and Discussion – January 2023 Calls for Service. The reports were reviewed.
  - a. Chief Hingiss to look into what differentiates the categories “911” and “911 cell”.
4. Review and Discussion – December 2022 Wisconsin Information Based Reporting (WIBR). The reports were reviewed.
5. MILO training February 22, 23, 24th at Cedarburg Police Department (CPD). PFC members invited to participate or view training. Coordination with CPD to utilize their MILO range during the winter months as one of our officers’ 3 active training sessions per year. These are real-life scenarios that officers can practice.
6. Secondary Employment Request
  - a. Records Clerk Emily Somogji requesting to work as pit marshall/sales one weekend/month.
  - b. Officer Dunn requested to work part-time for the Village of Fredonia (4-6 hours/week; other officers do the same thing).
  - c. No motion to approve deemed necessary. They were simply approved.
  - d. Can be rescinded if not working out.
7. Highlights of 2023 budget.
  - a. Two new police squad cars on order. Anticipated delivery by the end of March, and on the road summer of 2023 due to proper outfitting of new equipment in the squad cars.
  - b. New computer equipment.
  - c. Digital investigation equipment and software.
8. Change of lobby hours.
  - a. Old hours= 7am-11pm. New hours=7am-5:30pm
9. Update on training and field training of new officers.
  - a. Two new officers will be on own by the end of March 2023.
  - b. Conditional offer out to the other officer on the list. If he accepts, his training would commence approximately the end of March.
10. Other business as permitted by law: Review meeting schedule and calendar matters; referrals to future meetings. None.

## AMBULANCE DEPARTMENT:

1. Review and Discussion – January 2023 Ambulance Invoices. The invoices were reviewed.
  - a. Chief Mitchell explained the “Aladtec” charge is for the EMS scheduling software.
2. Review and Discussion – January 2023 Ambulance Calls, both Transports and Non-Transports. The calls were reviewed.
3. Review and Discussion – January 2023 Paramedic Intercepts. The intercepts were reviewed.

4. Other business as permitted by law: Review meeting schedule and calendar matters; referrals to future meetings.
  - a. Chief Mitchell reported that the new employees are working out well. Dylan is on his own. Cameron is finishing his final assessment on 2/14 and then will be on his own.

FIRE DEPARTMENT:

1. Review and Discussion – January 2023 Fire Invoices. The invoices were reviewed.
2. Review and Discussion – January 2023 Fire Calls. The calls were reviewed.
3. See above.
4. Discussion and possible action to review PWFD SOG 3.004 to include the WORK RULES section (PWFD SOG 3.004.1) for full-time Firefighter/Paramedics.
  - a. Had work rules for part-time employees but now added the full-time employees. Motion to approve J. Eernisse, seconded by J. Dean. Motion carried by voice vote.
5. Remained in open session. Discussion and possible action to consider Deputy Chief Joe DeBoer's previous years of employment, in the healthcare industry, in the calculation of Vacation Time per the City's Employee Handbook.
  - a. Discussed Joe DeBoer's total length of service with the fire department (in excess of 15 years) and related health care experience as a physician's assistant.
  - b. He is moving from a part-time position to a full-time position within the fire department and requesting to start his PTO length of service at 10 years instead of <1 year.
  - c. Motion to approve by Jill Eernisse and seconded by Sarah Burdette. Motion carried by voice vote.
6. Other business as permitted by law: Review meeting schedule and calendar matters; referrals to future meetings.
  - a. New firefighter/paramedics to be sworn in at council meeting on 3/7/2023. Badge pinning ceremony to follow.
  - b. The next meeting of the Police & Fire Commission was set for March 13, 2023, at 6:00 pm.

Adjournment. Motion by S. Burdette, seconded by J. Dean to adjourn the meeting. Motion carried on voice vote. Chair Biever adjourned the meeting at 7:15 pm.

Submitted by Sarah Burdette, Vice Chair

*Police & Fire Commissioners  
Chair James Biever, Vice Chair Sarah Burdette, Secretary Edward Johnson, Joseph Dean, Jill Eernisse*