



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

**Monday, May 8, 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 Biever, Sarah Burdette, Edward Johnson, Joseph Dean, Jill Eernisse. Also present: Fire Chief Mark Mitchell, Police Chief Kevin Hingiss, Alderperson Dan Benning, Deputy Fire Chief Joe DeBoer, Captain Michael Davel, Lieutenant Jerry Nye, Officer Anthony Becker, Officer Daniel Wolff, Carie Wolff. From the Ozaukee Press, Kris Halbig-Ziehm. Chair Biever called the meeting to order at 6:00 pm.
2. Public Appearances, Comments, and Correspondence. A moment of silence was observed for the slain St. Croix County deputy.
3. Review of Previous Meeting Minutes. Motion to approve the meeting minutes of the April 10, 2023 meeting of the PFC by S. Burdette, seconded by J. Dean. Motion carried on voice vote.
4. Recognition of Service Anniversaries: Chair Biever recognized the following service anniversaries:
  - a. For the Police Department:
    - i. Shelly Heaslip, 19 years.
  - b. For the Fire Department:
    - i. Mike Didier, 30 years.
    - ii. David Luft, 1 year.

### POLICE DEPARTMENT

1. 25<sup>th</sup> Anniversary Recognition – Officer Daniel Wolff. Chief Hingiss recognized Officer Wolff for his 25 years of service with the department, highlighting his work with the motorcycle patrol, National Night Out, being a field training officer and instructor. The PFC also commended Officer Wolff for his service.
2. Review and Discussion – April 2023 Bills. The bills were reviewed.
3. Review and Discussion – March 2023 Municipal Court Statement. The statement was reviewed.
4. Review and Discussion – April 2023 Calls for Service. The calls were reviewed.
5. Review and Discussion – March 2023 Wisconsin Incident Based Reporting (WIBR). The report was reviewed. Chief Hingiss clarified that last month's report incorrectly listed November instead of January. It was merely a typographical error.
6. Review and Discussion – Police Department 2022 Annual Report. The report was reviewed. Chief Hingiss noted the large amount of experience that was lost in the department due to retirements in 2022.
7. Request from Milwaukee PD for assistance with 2024 Republican National Convention (RNC). Chief Hingiss relayed that Milwaukee is seeking assistance for this event. He indicated that at this time we are unable to commit due to staffing reasons.
8. 2023 Squad Order update. Chief Hingiss noted that two squads were ordered in October, but there is no indication from Ford as to when they will be produced. We are down one squad from last year due to it being damaged.
9. Update on Hiring Process (officer). Chief Hingiss indicated that May 5<sup>th</sup> was the closing date for applications. There were 20 applications received. The next steps are a written test, followed by interviews with command staff. He anticipates potential interviews with the PFC in June. If a candidate is not already certified, there will be an opening at the academy in August.
10. Reminder of Performance Recognition Awards Ceremony May 24<sup>th</sup>, 6:00 pm. This ceremony will be held at the Police Station.
11. Officer Narlock to receive the Packers Protect & Serve Award. Chief Hingiss and Officer Narlock will attend the award ceremony in Green Bay.
12. Other business as permitted by law: Review meeting schedule and calendar matters; referrals to future meetings. Chief Hingiss mentioned that he and command staff had toured the new Police

Department in Jackson. National Police Week starts on 5/14/23. At 11:55 pm on Saturday, the 13<sup>th</sup>, there will be a Midnight Piper Ceremony in Coal Dock Park.

## **AMBULANCE DEPARTMENT**

1. Review and Discussion – April 2023 Ambulance Invoices. The invoices were reviewed.
2. Review and Discussion – April 2023 Ambulance Calls, both Transports and Non-Transports. Chief Mitchell indicated there were 92 EMS calls.
3. Review and Discussion – April 2023 Paramedic Intercepts. Reviewed.

## **FIRE DEPARTMENT**

1. Review and Discussion – April 2023 Fire Invoices. Chief Mitchell noted that the Jefferson invoice covered two sets of gear. The Great Lakes Marine Services invoice was for getting the hull repainted on the boat.
2. Review and Discussion – April 2023 Fire Calls. Chief Mitchell mentioned there were brush fire calls two days in a row, where typically we receive one or two calls per year.
3. Fire Chief's Report
  - Update on the Enhanced Port Washington Fire Department vs. a Consolidated fire department. Chief Mitchell indicated that Grafton and Saukville are going ahead in joining together. No administrator meetings have been held recently.
  - Recognizing FF Jacob Hodorff as being selected as the American Legion's Firefighter of the Year. Chief Mitchell reported that FF Hodorff has been with us less than two years, and has been recognized at the American Legion's local, county, and district levels.
4. Other business as permitted by law: Review meeting schedule and calendar matters; referrals to future meetings. Chief Mitchell told the Commission that the Fire EMS Association has received several donations with which they have decided to purchase several battery-operated tools.

Adjournment. Motion by S. Burdette, seconded by J. Dean, to adjourn the meeting. Motion carried on voice vote. Chair Biever adjourned the meeting at 6:48 pm.

Respectfully submitted,  
Edward Johnson, Secretary

*Police & Fire Commissioners*

*Chair James Biever, Vice Chair Sarah Burdette, Secretary Edward Johnson, Joseph Dean, Jill Eernisse*