



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

**Monday, June 12, 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, Edward Johnson, Joseph Dean, Jill Eernisse. Also present: Police Chief Kevin Hingiss, Fire Chief Mark Mitchell, Deputy Fire Chief Joe DeBoer, Alderperson Dan Benning, Mason Thill. From the Ozaukee Press, Kris Halbig-Ziehm. Chair Bieber called the meeting to order at 6:00 pm.
2. Public Appearances, Comments, and Correspondence. Chair Bieber handed out a synopsis of key provisions in Wisconsin's open meeting law for the commissioners. He commended the Awards Ceremony held on May 24<sup>th</sup>, which showed gratitude to officers and citizens. The Chair also recognized Officers Larson, Zigorski, and Dispatcher Palmer for their assistance with a baby delivery at a residence on June 2<sup>nd</sup>. Chair Bieber mentioned that the Smart Asset website published a list of the safest suburbs in the United States, and that Port Washington was listed as #42. He thanked the Police Department for their work in helping the city attain that ranking.
3. Presentation by Mason Thill regarding his fund-raising bike ride for the Fire Department. Mason Thill discussed his upcoming 103-mile bike ride fundraiser for the Fire Department. He intends to raise funds for dry suits for the dive team, which will be able to be used for surface rescues.
4. Review of Previous Meeting Minutes. Motion to approve the meeting minutes of the May 8, 2023 meeting of the PFC by J. Eernisse, seconded by J. Dean. Motion carried on voice vote.
5. Election of PFC Officers: Chair, Vice Chair, Secretary. J. Dean nominated Jim Bieber as Chair of the PFC. Seconded by J. Eernisse. Motion carried by voice vote. J. Eernisse nominated Sarah Burdette as Vice Chair of the PFC. Seconded by J. Dean. Motion carried by voice vote. J. Eernisse nominated Edward Johnson as Secretary of the PFC. Seconded by J. Dean. Motion carried by voice vote.
6. Reminder of PD interviews on Tuesday, June 20, 2023 at 12:00 pm. Chair Bieber reminded the members of the upcoming interviews.
7. Recognition of Service Anniversaries: Chair Bieber recognized the following service anniversaries:
  - a. For the Police Department:
    - i. Anthony Becker, 6 years.
  - b. For the Fire Department:
    - i. Adam Lanser, 17 years.

## **POLICE DEPARTMENT**

1. Review and Discussion – May 2023 Bills. The bills were reviewed.
2. Review and Discussion – 2023 Budget Through 5/31/23. The budget was reviewed. It was noted that wages are not being reflected in the budget.
3. Review and Discussion – April 2023 Municipal Court Statement. The statement was reviewed.
4. Review and Discussion – May 2023 Calls for Service. The calls were reviewed.
5. Review and Discussion – April 2023 Wisconsin Incident Based Reporting (WIBR). The report was reviewed.
6. Update on Hiring Process. Chief Hingiss informed that command staff interviews with prospective candidates will be held on June 13, 2023.
7. Update on Performance Recognition Awards Ceremony. Chief Hingiss is open for feedback for regarding next year's ceremony.
8. Squad Purchases 2023. Although the squads were purchased in September of 2022, there is no word on their availability.
9. Other business as permitted by law: Review meeting schedule and calendar matters; referrals to future meetings. Chief Hingiss relayed that Officer Becker will be recognized by the Wisconsin Police and Fire Hall of Fame due to his rescue during the fire at the condos last year. The ceremony is to be held in Superior.

## **AMBULANCE DEPARTMENT**

1. Review and Discussion – May 2023 Ambulance Invoices. Chief Mitchell noted that the MATC component was for tuition and books for our newest EMT.
2. Review and Discussion – 2023 Ambulance Budget Through 5/31/23. The budget was reviewed.
3. Review and Discussion – May 2023 Ambulance Calls, both Transports and Non-Transports. Chief Mitchell related that there is a meeting to be held on June 14, 2023, with the sheriff regarding dispatching issues.
4. Review and Discussion – May 2023 Paramedic Intercepts. Per Chief Mitchell, these are likely to diminish if Fredonia hires paramedics.
5. Review and Discussion – New City Ordinance NO. 2023-12, An Ordinance Establishing Fees for Non-Emergency Lift Assist Services Provided by City Ambulance Staff. Deputy Chief DeBoer addressed the proposed ordinance and how the department is working on its implementation. He indicated the ordinance will help us with reimbursement of expenses. The Fire Department is working with the Ozaukee County ADRC on fall issues.
6. Other business as permitted by law: Review meeting schedule and calendar matters; referrals to future meetings. None.

## **FIRE DEPARTMENT**

1. Review and Discussion – May 2023 Fire Invoices. Chief Mitchell related that the Fire CATT invoice was for hose testing.
2. Review and Discussion – 2023 Fire Budget Through 5/31/23. The budget was reviewed.
3. Review and Discussion – May 2023 Fire Calls. The calls were reviewed. Two of the fire calls were highlighted, namely the assistance provided in Belgium and Slinger.
4. Fire Chief's Report
  - Re-hiring of McKenna Ferry as an EMT-Paramedic. Chief Mitchell stated that McKenna Ferry has received his paramedic license and will be starting on June 13, 2023.
  - Resignation of FF/EMT-P Sam Lorge. Chief Mitchell informed that Sam Lorge is resigning his full time position due to education conflicts, but will be staying on in a paid on premise role.
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: Discuss hiring of applicant for full-time Firefighter/Paramedic position. E. Johnson made a motion to convene in closed session. J. Eernisse 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. J. Dean seconded. Roll call vote was unanimous.
7. Possible action on closed session matters, if any. J. Dean made a motion to hire Jordan Laboy as an FF/EMT-P. J. Eernisse seconded. Motion carried on voice vote.
8. Other business as permitted by law: Review meeting schedule and calendar matters; referrals to future meetings. Chief Mitchell related that Dylan Dodson had passed his FF-1 training and that Cameron Karstaedt had passed his driver-operator-aerial certification. Next meeting of the PFC scheduled for July 10, 2023, at 6 pm.

Adjournment. Motion by E. Johnson, seconded by J. Eernisse to adjourn the meeting. Motion carried on voice vote. Chair Bieber adjourned the meeting at 7:13 pm.

Respectfully submitted,

Edward Johnson, Secretary

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