



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

Monday, July 10, 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, Edward Johnson, Joseph Dean, Jill Eernisse. Also present: Police Chief Kevin Hingiss, Fire Chief Mark Mitchell, Deputy Fire Chief Joe DeBoer, Executive Assistant Becki Hill. From the Ozaukee Press, Kris Halbig-Ziehm. Chair Bieber called the meeting to order at 6:00 pm.
2. Public Appearances, Comments, and Correspondence. None.
3. Chairman's Comments. The Chair noted he had recently visited the Ozaukee County Sheriff's Department Dispatch Center. He suggests that members of the PFC should also take a tour.
4. Review of Previous Meeting Minutes. Motion to approve the meeting minutes of the June 12, 2023 meeting of the PFC by S. Burdette, seconded by J. Eernisse. Motion carried on voice vote. Motion to approve the meeting minutes of the June 20, 2023 special meeting of the PFC by S. Burdette, seconded by J. Eernisse. Motion carried on voice vote.
5. Update on new Public Safety Complex. Chief Mitchell related that a request for qualifications was sent out to architectural firms for interviews. The City Administrator hopes to present a recommendation to the City Council by one of their August meetings.
6. Recognition of Service Anniversaries. Chair Bieber recognized the following service anniversaries:
 - a. For the Police Department:
 - i. Christopher Erickson, 24 years.
 - ii. Becki Hill, 25 years. Chief Hingiss presented Becki Hill with a watch in recognition and honor of her 25 years of service.
 - b. For the Fire Department:
 - i. Joe DeBoer, 19 years.
 - ii. Andrew Borgenhagen, 2 years.
 - iii. Jordan Laboy, 1 year.

AMBULANCE DEPARTMENT

1. Review and Discussion – June 2023 Ambulance Invoices. The invoices were reviewed.
2. Review and Discussion – June 2023 Ambulance Calls, both Transports and Non-Transports. The calls were reviewed. Chief Mitchell noted an increase in numbers due to summer.
3. Review and Discussion – June 2023 Paramedic Intercepts. The intercepts were reviewed.
4. Other business as permitted by law: Review meeting schedule and calendar matters; referrals to future meetings. The status of the lift assist ordinance was reviewed. Deputy Fire Chief DeBoer related that crews can make referrals to the ADRC, a fall prevention program, and Adult Protective Services.

FIRE DEPARTMENT

1. Review and Discussion – June 2023 Fire Invoices. The invoices were reviewed.
2. Review and Discussion – June 2023 Fire Calls. Chief Mitchell noted it was a busy month, with several mutual aid calls.
3. Fire Chief's Report
 - Hiring of Part-time FF/EMT-B Jennifer Rutkowski. Chief Mitchell relayed the hiring of Jennifer Rutkowski by the end of the month, and indicated that she will be paid-on-premise.
 - 2023 Fire Department Open House changed to Saturday, October 7. The Fire Department will be joining the Police Department for the open house.

- Recognition of Cameron Karstaedt, Rick Lathrop, and Jacob Hodorff for their Driver/Operator-Aerial certification. Noted by Chief Mitchell.
 - Recognition of Nick Castner for his FF1 certification. He will be starting his FF2 training in August.
 - Recognition of Jacob Hodorff on his EMT-Basic certification. This is in addition to the above-referenced Driver/Operator-Aerial certification.
4. Other business as permitted by law: Review meeting schedule and calendar matters; referrals to future meetings. The next meeting of the PFC scheduled for August 14 at 6 pm.

POLICE DEPARTMENT

1. Review and Discussion – June 2023 Bills. Chief Hingiss indicated that cash donations were received to offset the cost of the challenge coins.
2. Review and Discussion – Police Budget through June 30, 2023. Chief Hingiss mentioned that overtime was running high.
3. Review and Discussion – May 2023 Municipal Court Statement. The statement was reviewed.
4. Review and Discussion – June 2023 Calls for Service. The calls were reviewed.
5. Review and Discussion – May 2023 Wisconsin Incident Based Reporting (WIBR). The report was reviewed.
6. Other business as permitted by law: Review meeting schedule and calendar matters; referrals to future meetings. Chief Hingiss indicated that Lt. Nye, as part of his command school project, would like to bring back the Citizens Academy. This would likely be starting this upcoming winter.
7. 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 police officer hiring eligibility list and hiring process. J. Dean 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.
8. Reconvene in open session. J. Dean moved to reconvene into open session. J. Eernisse seconded. Roll call vote was unanimous.
9. Take action, if any, on any matters discussed in closed session. None.

Adjournment. Motion by E. Johnson, seconded by S. Burdette, to adjourn the meeting. Motion carried on voice vote. Chair Beaver adjourned the meeting at 7:35 pm.

Police & Fire Commissioners

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