



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

Monday, August 14, 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. Also present: Police Chief Kevin Hingiss, Fire Chief Mark Mitchell, Deputy Fire Chief Joe DeBoer, Jordan Laboy, Sam Lorge, Tim Lund, Steve Schmidt, Nicole Blumenberg, Barrett Genson. From the Ozaukee Press, Kris Halbig-Ziehm. Chair Biever called the meeting to order at 6:00 p.m.
2. Public Appearances, Comments, and Correspondence. Barrett Genson expressed his desire for a list of needs for a proposed safety building. As an architect, he feels the current buildings are adequate.
3. Chairman's Comments. Chair Biever notified the Commission that the League of Wisconsin Municipalities will be holding a webinar for PFC members on October 25, 2023, from 9-3. He also related that the city's New Public Safety Building Design Committee had seven architectural firms reply to the RFP for a new Public Safety Complex. Three firms were interviewed. Bray Architects was selected. They will do a space analysis, site selection, and preliminary design work. Bray will be presenting at the City Council meeting on August 15, 2023.
4. Presentation of EMS Unit Citation Awards to Fire & EMS personnel. In recognition of the timely and successful response due to a cardiac arrest call at the Ozaukee Press recently, EMS Unit Citation Awards were presented to several members of the Fire Department. Present to receive the awards presented by Chair Biever were: Jordon Laboy, Sam Lorge, Tim Lund, and Steve Schmidt. Also receiving awards will be McKenna Ferry, Deana Laabs, Jacob Hodorff, and Rick Kultgen.
5. Review of Previous Meeting Minutes. Motion to approve the meeting minutes of the July 10, 2023 meeting of the PFC by E. Johnson, seconded by S. Burdette. Motion carried on voice vote.
6. Recognition of Service Anniversaries: Chair Biever recognized the following service anniversaries:
 - a. For the Police Department:
 - i. Jason Bergin, 22 years.
 - ii. Taylor Russell, 7 years.
 - iii. Jordan Kuck, 6 years.
 - iv. Emily Somogji, 4 years.
 - v. Colin Dunn, 2 years.
 - b. For the Fire Department:
 - i. Jacob Hodorff, 2 years.
 - ii. Andrea Peterson, 2 years.

POLICE DEPARTMENT

1. Review and Discussion – July 2023 Bills. The bills were reviewed.
2. Review and Discussion – Police Budget through July 2023. The budget was reviewed. Chief Hingiss indicated that overtime was still running high. The extra amount spent on clothing was due to several new officers.
3. Review and Discussion – June 2023 Municipal Court Statement. The statement was reviewed.
4. Review and Discussion – July 2023 Calls for Service. The calls were reviewed.
5. Review and Discussion – June 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 discussed upcoming overtime needs. He is hoping to be fully staffed by spring of 2024. The squad cars that are to be delivered in 2023 are still delayed.

AMBULANCE DEPARTMENT

1. Review and Discussion – July 2023 Ambulance Invoices. The invoices were reviewed.
2. Review and Discussion – 2023 Ambulance Budget through 7/31/2023. The budget was reviewed.
3. Review and Discussion – July 2023 Ambulance Calls, both Transports and Non-Transports. Chief Mitchell informed the Commission that the Finance Committee and City Council will be looking at the resolution regarding lift assist fees. They are intended for care facilities only.
4. Review and Discussion – July 2023 Paramedic Intercepts. The intercepts were reviewed.
5. Discussion and possible action to declare Ambulance 450, 2008 Ford/MedTec, as surplus and solicit bids for its sale. Chief Mitchell discussed that this item is surplus. It was being used as a reserve unit. It is no longer needed. Its sale would open up some space in the station. S. Burdette moved that Ambulance 450, a 2008 Ford/MedTec, be declared as surplus and that Chief Mitchell should solicit bids for its sale. E. Johnson seconded. Motion carried on voice vote.
6. Other business as permitted by law: Review meeting schedule and calendar matters; referrals to future meetings. Chief Mitchell related that there is a proposal that Ozaukee County will be cutting the recent grant money for EMS personnel in half.

FIRE DEPARTMENT

1. Review and Discussion – July 2023 Fire Invoices. The invoices were reviewed.
2. Review and Discussion – 2023 Fire Budget through 7/31/2023. In reviewing the budget, it was reported that vehicle maintenance costs are up this year.
3. Review and Discussion – July 2023 Fire Calls. The calls were reviewed.
 - Fire Chief's Report. Chief Mitchell informed the Commission that Dan Nelson is being hired as a part-time EMT-B, is beginning the employment process, and that Nick Gilbank is being hired as a part-time Probationary Firefighter. He should be starting at the end of the month.
4. Other business as permitted by law: Review meeting schedule and calendar matters; referrals to future meetings. Chief Mitchell intends to discuss the proposed enhanced Fire Department building at the next City Council meeting. The next meeting of the PFC is scheduled for September 11, 2023, at 6 pm.

Adjournment. Motion by S. Burdette, seconded by E. Johnson, to adjourn the meeting. Motion carried on voice vote. Chair Biever adjourned the meeting at 6:43 pm.

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