



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

Monday, September 11, 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, Joe Dean, Jill Eernisse. Also present: Police Chief Kevin Hingiss, Fire Chief Mark Mitchell, Deputy Fire Chief Joe DeBoer, Alderperson Dan Benning. From the Ozaukee Press, Kris Halbig-Ziehm. Chair Bieber called the meeting to order at 6:00 pm.
2. September 11 Moment of Silence. Chair Bieber offered a moment of silence to memorialize the events of September 11.
3. Public Appearances, Comments, and Correspondence. None.
4. Chairman's Comments. Chair Bieber announced that commencing with our December meeting, the PFC meetings will be held in City Hall. He also reminded the members of the PFC training session being offered by the League of Wisconsin Municipalities on October 25, 2023.
5. Review of Previous Meeting Minutes. Motion to approve the meeting minutes of the August 14, 2023 meeting of the PFC by J. Eernisse, seconded by E. Johnson. Motion carried on voice vote.
6. Recognition of Service Anniversaries. Chair Bieber recognized the following service anniversaries:
 - a. For the Police Department:
 - i. Tammy Shepherd, 31 years.
 - ii. Michael Davel, 30 years.
 - iii. Jerry Nye, 21 years.
 - iv. Annie Bialzik, 16 years.
 - v. Steve Orvis, 5 years.
 - vi. Jacob Zykowski, 1 year.
 - vii. Gatlin Volm, 1 year.
 - b. For the Fire Department:
 - i. Tom Sharbuno, 41 years.
 - ii. Jeff Tietyen, 37 years.
 - iii. Eric Eibs, 24 years.
 - iv. Rachelle Cehanovich, 18 years.
 - v. Rick Kultgen, 17 years.
 - vi. Rick Lathrop, 13 years.
 - vii. Viktor Petrov, 7 years.
 - viii. Morgan Kropidowski, 4 years.
 - ix. Allie Molenda, 1 year.

POLICE DEPARTMENT

1. Review and Discussion – August 2023 Bills. The bills were reviewed. Chief Hingiss relayed that the City Treasurer had applied for a Federal credit for our propane usage, resulting in a \$8,000 refund for 2022.
2. Review and Discussion – Police Budget through August 2023. The budget was reviewed. Chief Hingiss estimated that there will be about \$125,000 of overtime incurred by the end of the year.
3. Review and Discussion – July 2023 Municipal Court Statement. The statement was reviewed.
4. Review and Discussion – August 2023 Calls for Service. The calls were reviewed.
5. Review and Discussion – July 2023 Wisconsin Incident Based Reporting (WIBR). The report was reviewed.

6. Requests for Approval of Secondary Employment. Chief Hingiss indicated that Dan Wolf, Colin Dunn, and Craig Czarnecki were seeking approval to work for the Fredonia Marshal's office at a schedule of approximately 5-10 hours per week. He has no problem with approving these requests.
7. Squad Purchases Update. Chief Hingiss stated that although a new squad was ordered over a year ago, he is unsure of when the squad will be delivered. There are significant delays being experienced in the delivery schedule. J. Dean suggested that the Finance Committee investigate various financing options for the purchase of squads.
8. Hiring Process for Officers Update. Chief Hingiss relayed that there was a delay in the process for this round of hiring. He still hopes to have the process completed within a month of advertising.
9. Other business as permitted by law: Review meeting schedule and calendar matters; referrals to future meetings. None.

AMBULANCE DEPARTMENT

1. Review and Discussion – August 2023 Ambulance Invoices. The invoices were reviewed.
2. Review and Discussion – Ambulance Budget through August, 31 2023. The budget was reviewed.
3. Review and Discussion – August 2023 Ambulance Calls, both Transports and Non-Transports. The calls were reviewed. Chief Mitchell noted that response times were looking favorable, and due to the presence of staff in the station.
4. Review and Discussion – August 2023 Paramedic Intercepts. The intercepts were reviewed.
5. Discussion and Possible Action Regarding Ozaukee County's Revised EMS Grant Funding Amount. Chief Mitchell indicated that Port Washington is scheduled to receive \$425,000 rather than the initial \$600,000 anticipated. It was agreed that Chair Biever will send a letter to the County Board Chair thanking the county for the grant funding.
6. Other business as permitted by law: Review meeting schedule and calendar matters; referrals to future meetings. Chief Mitchell informed the PFC that the State Patrol had inspected our ambulances recently and that we passed inspection. There has been no movement in regard to the ambulance that we are selling.

FIRE DEPARTMENT

1. Review and Discussion – August 2023 Fire Invoices. The invoices were reviewed.
2. Review and Discussion – Fire Budget through August 31, 2023. The budget was reviewed. Chief Mitchell noted that equipment maintenance was higher than anticipated largely due to increased labor rates.
3. Review and Discussion – August 2023 Fire Calls. There were 31 fire calls in August.
4. Fire Chief's Report
 - Presentation of Future PWFd Organizational Structure, as Approved by the Common Council. Deputy Chief DeBoer made the presentation. Chief Mitchell indicated there had been three listening sessions, which were well attended by members of the Department. The Firefighters Association supports the new organization structure and plan for a referendum.
5. Other business as permitted by law: Review meeting schedule and calendar matters; referrals to future meetings. Chief Mitchell informed the PFC that Bray Architects will have a first meeting on September 14th regarding the proposed Public Safety Building. The next meeting of the PFC is scheduled for October 9, 2023, at 6 pm.

Adjournment. Motion by J. Eernisse, seconded by J. Dean to adjourn the meeting. Motion carried on voice vote. Chair Biever adjourned the meeting at 7:33 pm.

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