



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

**Monday, April 8, 2024 at 6:00 p.m.**

100 W Grand Ave, Port Washington, WI 53074

**City Hall Council Chambers**

***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, Becki Hill, Alderperson Dan Benning. From the Ozaukee Press, Kris Halbig-Ziehm. Chair Bieber called the meeting to order at 6:00 p.m.
2. Public Appearances, Comments, and Correspondence. None.
3. Chairman's Comments. Chair Bieber expressed thanks to the citizens of Port Washington for passing the recent referendum relating to EMS staffing.
4. Review of Previous Meeting Minutes. Motion to approve the meeting minutes of the March 11, 2024 meeting of the PFC by J. Dean, seconded by J. Eernisse. Motion carried on voice vote.
5. Recognition of Service Anniversaries. Chair Bieber recognized the following service anniversary:
  - a. For the Police Department:
    - i. Shelly Heaslip, 20 years

### **POLICE DEPARTMENT**

1. Review and Discussion – March 2024 Bills. J. Eernisse inquired about the bills for tire rotation. Chief Hingiss related that there were other repairs included in those bills, but that tire rotation was merely the first item listed.
2. Review and Discussion – Police Budget through March 2024. Chief Hingiss noted that the vehicle maintenance amount was higher than anticipated due to the delays in receiving new squads.
3. Review and Discussion – February 2024 Municipal Court Statement. The statement was reviewed.
4. Review and Discussion – March 2024 Calls for Service. The calls were reviewed.
5. Review and Discussion – February 2024 Wisconsin Incident Based Reporting (WIBR). The report was reviewed.
6. Police Chief's Report. Chief Hingiss highlighted the following items:
  - a. The City Treasurer suggested quarterly budget reports, as opposed to monthly, for sake of clarity. The Commissioners agreed.
  - b. In reviewing a recent billing issue with Axon regarding body-worn cameras, it was determined by the City Treasurer that we were behind on our payments. That is being taken care of.
  - c. There will be a meeting regarding summer beer garden parking. However, that has not been scheduled as of yet.
  - d. The propane refund from the Federal Government has been delayed. The anticipated refund will be in the amount of approximately \$8,360.
  - e. Chief Hingiss announced that Officer Mejchar's first day was today, and that there will be a formal swearing in ceremony at the April 16 City Council meeting.
  - f. There has been a recent meeting of the School Safety Committee. There will be new training in June. Things are moving in the right direction.
7. Other business as permitted by law: Review meeting schedule and calendar matters; referrals to future meetings. None.

### **AMBULANCE DEPARTMENT**

1. Review and Discussion – March 2024 Ambulance Invoices. Chief Mitchell indicated that the invoices for Automotive Solutions were for preventive maintenance to the vehicles.
2. Review and Discussion – March 2024 Ambulance Calls, both Transports and Non-Transports. There were over 100 calls in March.
3. Review and Discussion – March 2024 Paramedic Intercepts. The intercepts were reviewed.
4. Other business as permitted by law: Review meeting schedule and calendar matters; referrals to future meetings. None.

## **FIRE DEPARTMENT**

1. Review and Discussion – March 2024 Fire Invoices. The invoices were reviewed. Chief Mitchell reported that the DNR invoice related to a grant received from the DNR, and was used largely on replacing brush fire tools.
2. Review and Discussion – March 2024 Fire Calls. The calls were reviewed. Chief Mitchell noted that a business with numerous false alarm calls has been invoiced, and another address is being contemplated to be invoiced.
3. Review and Discussion – 2023 Port Washington Fire Department Annual Report. Deputy Chief DeBoer presented the annual report. The Commission reviewed the report and complimented him on the report.
4. Fire Chief's Report
  - Final thoughts on the successful Staffing Referendum. Chief Mitchell appreciated the support of the public and credited the work put in, including the listening sessions and efforts of the Fire & EMS Association.
  - Fire Officer Promotional Results & Command Staff reorganization. Chief Mitchell announced that Mike Grittner has been promoted to Captain, and will be heading up fire investigations. Andrew Klopp has been promoted to Lieutenant, and will be heading up Engineering.
  - Public Safety Building Update. Chief Mitchell reported that Bray Architects will likely be making a presentation to the City Council at their first meeting in May. The city is still awaiting site engineering results.
  - Resignations of FF/EMT Jason Borchert & FF/EMT-P Preston Smith. Chief Mitchell informed the Commission of these resignations that were due to each obtaining full-time employment.
  - Hiring Process for FF/EMT-Bs Jayden Lamm & Tyler Wendt. Chief Mitchell related that these candidates are in the process of going through pre-employment physicals. They will be hired for paid-on-premise positions.
  - Chief Mitchell advised that the ATV had some mechanical difficulties. The anticipated cost of repairs is over \$3,000. He is investigating whether there is an ability to move up the planned replacement for this ATV from 2026 to this year. This may be the subject of an upcoming special meeting.
5. Other business as permitted by law: Review meeting schedule and calendar matters; referrals to future meetings. The next regular meeting of the PFC is scheduled for May 13, 2024, at 6:00 p.m.

Adjournment. Motion by J. Dean, seconded by J. Eernisse to adjourn the meeting. Motion carried by voice vote. Chair Beaver adjourned the meeting at 6:35 p.m.

*Police & Fire Commissioners*

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