



CITY OF PORT WASHINGTON, OZAUKEE COUNTY, WI  
**POLICE & FIRE COMMISSION**  
Monday, May 13, 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, Ed Johnson, Jill Eernisse. Also present: Police Chief Kevin Hingiss, Fire Chief Mark Mitchell, Deputy Fire Chief Joe DeBoer, Becki Hill, Finance Director Mark Emanuelson, Alderperson Dan Benning. From the Ozaukee Press, Mitch Maersch. Chair Bieber called the meeting to order at 6:02 p.m.
2. Public Appearances, Comments, and Correspondence. None.
3. Chairman's Comments. Chair Bieber noted that it was National Police Week. He offered thanks to the officers for all they do to keep up safe. As appointments to the PFC have not yet been confirmed by the City Council, election of officers will be held during the June PFC meeting.
4. Review of Previous Meeting Minutes. Motion to approve the meeting minutes of the April 8, 2024 meeting of the PFC by J. Eernisse, seconded by E. Johnson. Motion carried on voice vote.
5. Recognition of Service Anniversaries. Chair Bieber recognized the following service anniversaries:
  - a. For the Police Department:
    - i. Anthony Becker, 7 years
  - b. For the Fire Department:
    - i. Mike Didier, 31 years
    - ii. David Luft, 2 years
    - iii. Deana Laabs, 1 year

**POLICE DEPARTMENT**

1. Review and Discussion – April 2024 Police Invoices. The invoices were reviewed.
2. Review and Discussion – Police Budget 1/1/2024 – 3/31/2024. The budget was reviewed. Chief Hingiss had no concerns.
3. Review and Discussion – March 2024 Municipal Court Statement. The statement was reviewed. Chair Bieber suggested an end of year summary to offer a year-to-year comparison.
4. Review and Discussion – April 2024 Calls for Service. The calls were reviewed.
5. Review and Discussion – April 2024 Wisconsin Incident Based Reporting (WIBR). The report was reviewed.
6. Police Chief's Report
  - Police Department 2023 Annual Report. The report was reviewed. Chief Hingiss advised that there would be a midnight piper ceremony for National Police Week at Coal Dock Park at 11:55 p.m. tonight.
7. Other business as permitted by law: Review meeting schedule and calendar matters; referrals to future meetings. None.

**AMBULANCE DEPARTMENT**

1. Review and Discussion – April 2024 Ambulance Invoices. The invoices were reviewed.
2. Review and Discussion – April 2024 Ambulance Budget Through 3/31/2024. The budget was reviewed. Chief Mitchell noted that the amount for part-time staffing is exceeding the budgeted amount.
3. Review and Discussion – April 2024 Ambulance Calls, both Transports and Non-Transports. Chief Mitchell related that the call volume appears to be increasing.

4. Review and Discussion – April 2024 Paramedic Intercepts. Chief Mitchell mentioned that Fredonia is having staffing issues, and that is causing a rise in the number of intercepts.
5. Other business as permitted by law: Review meeting schedule and calendar matters; referrals to future meetings. None.

## **FIRE DEPARTMENT**

1. Review and Discussion – April 2024 Fire Invoices. The invoices were reviewed. Highlighted were a new siren and speaker on the command vehicle and batteries for the Boston Whaler.
2. Review and Discussion – April 2024 Fire Budget Through 3/31/2024. The budget was reviewed.
3. Review and Discussion – April 2024 Fire Calls. The calls were reviewed, with a discussion about a mistaken citizen calling in a report of a windsurfer in distress on Lake Michigan.
4. Discussion and possible action to recommend to the City Council that the Fire Department be reimbursed by Fish Days for extra staffing expenses. Deputy Chief DeBoer discussed the extra staffing provided during Fish Days and its concomitant budget commitment. It was noted that the Police Department receives reimbursement from the Fish Days Committee. E. Johnson made a motion that the City Council seek reimbursement by the Fish Days Committee for extra staffing expenses. J. Eernisse seconded. Motion carried on voice vote.
5. Fire Chief's Report
  - Update on T460 replacement process. Chief Mitchell relayed that this vehicle was purchased in 1997 and its replacement is in the 2027 capital plan. Lead times for a new vehicle are approximately 4 years, so likely 2028. Desired features of a new vehicle were discussed. A quote will likely be presented at the June PFC meeting.
  - Delivery of a 2024 Chevy Tahoe. Chief Mitchell indicated that two vehicles were ordered through the State bid process, but we are only able to get one this year.
  - EMT Cody Foote resignation. Chief Mitchell informed the commission as to this resignation, noting he had been with the department approximately 10 years, but was no longer able to give us the needed hours.
6. 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: Review and Discussion of 2023 performance evaluations for FF/Paramedics Dylan Dodson, Cameron Karstaedt, and Jordan Laboy. 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.
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: Discussion regarding part-time employee compensation as it relates to current staffing. 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.
8. Reconvene in open session. E. Johnson 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. E. Johnson moved to recommend the performance evaluations of FF/Paramedics Dylan Dodson, Cameron Karstaedt, and Jordan Laboy be sent to the Human Resources Director, and appropriate merit wage increases be considered. J. Eernisse seconded. Motion carried on voice vote.
10. Other business as permitted by law: Review meeting schedule and calendar matters; referrals to future meetings. The next meeting of the PFC is scheduled for June 10, 2024, at 6:00 p.m.

Adjournment. Motion by J. Eernisse, seconded by E. Johnson, to adjourn the meeting. Motion carried on voice vote. Chair Beaver adjourned the meeting at 8:43 p.m.

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