



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

Monday, October 14, 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, Sarah Burdette, Ed Johnson, Joe Dean, Jill Eernisse. Also present: Fire Chief Mark Mitchell, Police Chief Kevin Hingiss, Deputy Fire Chief Joe DeBoer, Alderperson Dan Benning. Chair Bieber called the meeting to order at 6:02 p.m.
2. Public Appearances, Comments, and Correspondence. Alderperson Benning commented on a recent article that appeared in the school newsletter regarding safety training. He also expressed thanks to the Police and Fire Departments for their participation in safety training, as well as their Open Houses and their meeting with the City Council for the work session regarding the proposed Public Safety Building.
3. Chairman's Comments
 - Announcement of Fire Chief Mark Mitchell's retirement, effective October 31, 2024. In announcing the retirement, Chair Bieber recognized Chief Mitchell for his 20-plus years of service to the community and highlighted many successful changes to the Department under his leadership.
 - Announcement of new Fire Chief effective January 1, 2025. Chair Bieber related that Deputy Chief DeBoer will be promoted to Fire Chief effective 1/1/2025.
 - Discussion and possible action on hiring Interim Fire Chief for November 1 to December 31, 2024. E. Johnson made a motion to hire Deputy Chief Joe DeBoer as Interim Fire Chief effective November 1, 2024, through December 31, 2024. Seconded by J. Eernisse. Motion carried by voice vote.
4. Review of Previous Meeting Minutes. Motion to approve the meeting minutes of the September 9, 2024 PFC regular meeting and October 9, 2024 PFC special meeting by J. Dean, seconded by S. Burdette. Motion carried by voice vote.
5. Recognition of Service Anniversaries:
 - a. For the Fire Department:
 - i. Tom Sharbuno, 42 years
 - ii. Rick Lathrop, 14 years
 - iii. Charlie Leasum, 12 years
 - iv. Dylan Dodson, 3 years

POLICE DEPARTMENT

1. Review and Discussion – September 2024 Bills. The bills were reviewed.
2. Review and Discussion – September 2024 Calls for Service. The calls were reviewed.
3. Review and Discussion – August 2024 Wisconsin Incident Based Reporting (WIBR). The report was reviewed.
4. Police Chief's Report
 - October Training. The October training schedule was reviewed. Chief Hingiss noted he is trying to get all officers through crisis intervention and de-escalation training.
 - Police Department Open House 10/5/24. Chief Hingiss discussed the Open House and commended the work by Annie Bialzik in making it a successful event.
 - Axon Contract. Chief Hingiss informed the PFC that there will be a new contract starting in 2025, which will last for five years. There were some language changes recommended by the City Attorney. This contract covers tasers and body cameras.
 - Police Lieutenant Promotion. Chief Hingiss is seeing to replace the third shift lieutenant. Applications are being accepted until October 25th. He anticipates interviews to take place in November, with a start date of 1/1/25. This will result in the Department having one captain and four lieutenants.

5. Other business as permitted by law: Review meeting schedule and calendar matters; referrals to future meetings. None.

AMBULANCE DEPARTMENT

1. Review and Discussion – September 2024 Ambulance Invoices. In discussing the invoices. Chief Mitchell advised that the invoice for Knox should be split between the Ambulance and Fire Departments. This is for hardware to upgrade the Knox boxes.
2. Review and Discussion – September 2024 Ambulance Calls, both Transports and Non-Transports. The calls were reviewed.
3. Review and Discussion – September 2024 Paramedic Intercepts. The report was 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 – September 2024 Fire Invoices. The invoices were reviewed. Chief Mitchell related that the Consolidated Doors invoice was due to a broken spring at the Fire Station.
2. Review and Discussion – September 2024 Fire Calls. The calls were reviewed. Chief Mitchell discussed a brush fire on 9/4 that required mutual aid.
3. Update and Discussion on the hiring process for the FF/Paramedic positions created by the April 2024 staffing referendum. Deputy Chief DeBoer noted that the application process is open until 11/1. They are casting a wide net to elicit candidates. The hope is to do interviews with the PFC during the first week of December, with a goal of successful candidates starting early January. The Department anticipates hiring three firefighter/paramedics and three fire officer/paramedics.
4. Fire Chief's Report
 - Follow-up on the PFC's request to the City to order a 2028 Pierce Aerial Truck. Chief Mitchell indicated that he attended a meeting of the General Government & Finance Committee meeting regarding the truck order. He also reviewed the City Attorney's changes made to the proposal.
 - Fire Department Open House 10/5/24. Chief Mitchell discussed the Open House, and how pairing it with the Police Department Open House and Fall Festival netted a very well attended and successful event. He also discussed Fire Safety Week activities.
5. Other business as permitted by law: Review meeting schedule and calendar matters; referrals to future meetings. Chief Mitchell indicated that the city will be undergoing its ISO rating session this upcoming week.

Adjournment. Motion to adjourn the meeting by J. Dean, seconded by S. Burdette. Motion carried by voice vote. Chair Beaver adjourned the meeting at 6:40 p.m.

Police & Fire Commissioners

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