



POLICE & FIRE COMMISSION

Meeting Minutes

Meeting, Monday, May 10, 2021, 6:00 p.m.

Port Washington Police Dept. Community Room, 365 N. Wisconsin Street

1. Roll call. Present: Rick Nelson, Jim Biever, Edward Johnson, Terry Tietyen, Sarah Burdette. Also present: Police Chief Kevin Hingiss, Fire Chief Mark Mitchell, Alderperson Dan Benning, Marty Becker, Andrew Borgenhagen, Kimberly Borgenhagen. From the Ozaukee Press, Kris Halbig-Ziehm. Meeting called to order at 6:00 p.m.
2. Public Appearances, Comments, and Correspondence. Alderperson Benning spoke to Item 5 of the Police Department agenda, advocating for moving PFC meetings to City Hall and posting the PFC agenda packet (with certain redactions related to personally identifiable information) onto PD/City websites. He also praised the PD's recent Facebook posts as educational and informative. Chair Nelson commended Jennifer Clearwater for her service to the PFC.
3. Election of Officers. T. Tietyen nominated R. Nelson as chairman of the PFC. Nomination carried by voice vote. T. Tietyen nominated J. Biever as vice chairman of the PFC. Nomination carried by voice vote. T. Tietyen nominated E. Johnson as secretary of the PFC. Nomination carried by voice vote.
4. Review of Previous Meeting Minutes. Motion to approve the minutes of the April 12, 2021 PFC meeting by T. Tietyen, seconded by J. Biever. Motion carried on voice vote. Motion to approve the minutes of the May 3, 2021 PFC special meeting by T. Tietyen, seconded by J. Biever. Motion carried on voice vote.

POLICE DEPARTMENT

1. Review of bills – April 2021. Bills reviewed and discussed.
2. Review of budget – April 2021. Chief Hingiss alerted the PFC that due to some upcoming staffing absences the amount of anticipated overtime will be increasing.
3. Municipal Court statement – March 2021. Statement was reviewed.
4. Calls for Service – April 2021. Statement was reviewed, and clarifications received.
5. Discussion and possible action on moving PFC meetings to City Hall and posting PFC agenda packet data onto PD/City websites. Chief Hingiss noted, after checking with other neighboring departments, only Mequon broadcasts their PFC meetings, and that was due to COVID considerations. Chair Nelson indicated he spoke with City Administrator Brown and Mayor Neitzke. Discussion of possible sensitive information in the PFC packets was held and questions were raised as to what portions of the packet should be posted online. It was relayed that a resident survey will be forthcoming shortly, and that may elicit more information on this topic. T. Tietyen moved that the possible moving of PFC meetings to City Hall be tabled for later consideration. J. Biever seconded. Motion carried on voice vote. T. Tietyen moved that at the next PFC meeting we consider what packet information, if any, should be considered for online posting. J. Biever seconded. Motion carried on voice vote.
6. Other business as permitted by law: Review meeting schedule and calendar matters; referrals to future meetings. Chief Hingiss indicated that Mayor Neitzke made a presentation to officers regarding the National Peace Officers Memorial Week. Friday, May 14, 2021, commencing at 11:50 p.m., there will be a presentation at Coal Dock Park by the Milwaukee Police Department Drum & Bugle Corps to honor fallen peace officers. There was no update available on the issue of cost sharing of the school resource officer with the school district.

AMBULANCE DEPARTMENT

1. Review and discussion - April 2021 Ambulance Invoices. Invoices reviewed and discussed.
2. Review and discussion - Ambulance Budget through 4/30/21. Budget reviewed.

3. Review and discussion - April 2021 Ambulance Calls, both Transports and Non-Transports. Chief Mitchell offered that many of the non-transport calls were covered by other departments due to our staffing shortage.
4. Review and discussion - April 2021 Paramedic Intercepts. Discussion held.
5. Discussion of the Common Council's Resolution 2021-5- Amendment to 2021 Ambulance/EMS Billing Rates and Fees, as passed at their May 4, 2021 meeting. Discussion held. Chief Mitchell was asked to bring back to the PFC at its next meeting information on charges and revenues for non-transport calls.
6. Other business as permitted by law: Review meeting schedule and calendar matters; referrals to future meetings. None.

FIRE DEPARTMENT

1. Review and discussion - April 2021 Fire Invoices. Reviewed and discussed. Chief Mitchell highlighted an invoice relating to the hydraulic system of one of the pieces of equipment.
2. Review and discussion - Fire Budget through 4/30/21. Reviewed.
3. Review and discussion - April 2021 Fire Calls. Reviewed.
4. Update and discussion on the plans for a second fire station. Chief Mitchell reminded the PFC that the city capital budget contains funds for hiring a design firm. It was urged that further discussion be held with the City Council on a way forward on this topic. T. Tietyen noted a new station would aid in personnel recruitment. It was agreed this item should continue to be placed on future agendas.
5. Discussion and possible action to approve PWFD SOG 2.016, Administrative Assistant Job Description. After discussion, T. Tietyen moved to approve PWFD SOG 2.016, Administrative Assistant Job Description. S. Burdette seconded. Motion carried on voice vote.
6. Review and discussion of 2020 Port Washington Fire Department Annual Report. After a review, Chief Mitchell was thanked for the thorough and professional report.
7. Motion to convene in closed session pursuant to § 19.85(1)(c) of the Wisconsin Statutes for purposes of "considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility," to-wit: discussion of an application for a part-time/paid-on-call Firefighter position. T. Tietyen made motion to convene in closed session. J. Biever seconded.
8. Roll call vote on motion to convene in closed session. Roll call vote was unanimous.
9. Reconvene in open session. T. Tietyen moved to reconvene into open session. J. Biever seconded. Roll call vote was unanimous.
10. T. Tietyen moved that Andrew Borgenhagen be hired as a paid on call firefighter. J. Biever seconded. Motion carried on voice vote.
11. Other business as permitted by law: Review meeting schedule and calendar matters; referrals to future meetings. Next meeting of the PFC scheduled for June 14, 2021, at 6:00 p.m.

Adjournment. Motion by J. Biever, seconded by S. Burdette to adjourn the meeting. Motion carried on voice vote. Chair Nelson adjourned the meeting at 8:18 p.m.

Respectfully submitted by,

Edward Johnson, Secretary

PFC Commissioners: Chair Richard Nelson, James Biever, Edward Johnson, Terry Tietyen, Sarah Burdette