



POLICE & FIRE COMMISSION MINUTES

Meeting, Monday, July 12, 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: Alderperson Dan Benning, Becki Hill, Colin Dunn. From the Ozaukee Press, Kris Halbig-Ziehm. Meeting called to order at 6:00 p.m.
2. Public Appearances, Comments, and Correspondence. None.
3. Chief Hingiss introduced the newest Police Department Officer hired, Colin Dunn. Colin was sworn in on June 28th, and will be attending recruit school in August.
4. Review of Previous Meeting Minutes. Motion to approve the minutes of the June 14, 2021 PFC meeting by T. Tietyen, seconded by J. Biever. Motion carried on voice vote.

POLICE DEPARTMENT

1. Review of bills – June 2021 (explanation of new sheets by Becki Hill). Becki handed out new sheets that itemize the bills slightly differently and answered questions about the new format.
2. Review of budget – June 2021 (explanation of new sheets by Becki Hill). Becki handed out the new format for how the budget will be presented each month and answered questions.
3. Uniform Crime Reporting (UCR) vs. National Incident Based Reporting System Update. Becki explained the UCR and NIBRS reporting methodologies and how the UCR reports will be phased out as the transition to the NBIRS will be fully completed. The NBIRS reports are more detailed as to types of crimes.
4. Municipal Court Statement – May 2021. Statement was reviewed.
5. Calls for Service – June 2021. Statement was reviewed.
6. School Resource Officer (SRO) Update. Chief Hingiss related that he has been working with the city administrator on reviewing a memorandum of understanding with the school district regarding the SRO. The goal is for a memorandum of understanding to be in place by September.
7. Other business as permitted by law: Review meeting schedule and calendar matters; referrals to future meetings. The next meeting of the Police & Fire Commission was scheduled for August 9, 2021, at 6:00 p.m.

AMBULANCE DEPARTMENT

1. Review and discussion - June 2021 Ambulance Invoices. Invoices reviewed.
2. Review and discussion - Ambulance Budget through 6/30/21. Budget reviewed. Chief Mitchell indicated that the newly signed State budget contains a provision for increased Medicare payouts, which is a first since 2004.
3. Review and discussion - June 2021 Ambulance Calls, both Transports and Non-Transports. The calls were reviewed. There was no update on the possibility of developing a charge for non-transports.
4. Review and discussion - June 2021 Paramedic Intercepts. Item reviewed.
5. Discussion and possible action to hire Robin Gillund as a part-time Advanced EMT and Jorja Ploederl as a part-time EMT-Paramedic, pending results from the pre-employment physical exams and Police Department background check. J. Biever moved, seconded by S. Burdette, that Robin Gillund and Jorja Ploederl be hired. Motion carried on voice vote.
6. Other business as permitted by law: Review meeting schedule and calendar matters; referrals to future meetings. Chief Mitchell relayed that Mason Thill on July 2nd completed the Nick Grosenick Memorial Bike Ride, and was successful in his efforts to raise \$5,500, which will be used to purchase a cordless electric fan for the Fire Department. The Commission thanked Mason for his generosity and commitment.

FIRE DEPARTMENT

1. Review and discussion - June 2021 Fire Invoices. Reviewed.
2. Review and discussion - Fire Budget through 6/30/21. Reviewed.
3. Review and discussion - June 2021 Fire Calls. During the review, Chief Mitchell noted it was a busy month.
4. Update and discussion on the plans for a second fire station. Chief Mitchell indicated that the area chiefs and administrators are working on discussing the Wisconsin Policy Forum report.
5. Discussion and possible action to hire Randy Fuentes and Jacob Hodorff, as a part-time Probationary Firefighters, and Andrea Gremontez, as a part-time Firefighter/EMT-B, all pending results from the pre-employment physical exams and Police Department background check. Chief Mitchell discussed these candidates and relayed that Randy Fuentes and Jacob Hodorff will be attending the fall Firefighter 1 class. T. Tietyen moved, seconded by J. Biever, that Randy Fuentes, Jacob Hodorff, and Andrea Gremontez be hired. Motion carried on voice vote.
6. Discussion and possible action to advertise for a part-time Fire Department Administrative Assistant. The requirements for the position would be per PWFD S.O.G. 2.016, Fire Department Administrative Assistant Job Description, approved by the PFC at their May 10, 2021 meeting. The position would be limited to no more than 20 hours per week and at the 2021 hourly rate as approved in the City's 2021 Salary Resolution. After a brief discussion, J. Biever moved, seconded by E. Johnson, that the position be advertised. Motion carried on voice vote.
7. Discussion and possible action to replace full-time Firefighter/EMT-P Jacob Evaska, who recently resigned from the department. Chief Mitchell apprised the commission of Jacob Evaska's resignation, which was due to his taking a position for more pay at a department closer to his home. The Chief indicated our salary is impacting our ability to attract qualified candidates. He will be advertising for a replacement.
8. Other business as permitted by law: Review meeting schedule and calendar matters; referrals to future meetings. No other business.

Adjournment. Motion by S. Burdette, seconded by T. Tietyen, to adjourn the meeting. Motion carried on voice vote. Chair Nelson adjourned the meeting at 7:30 p.m.

Respectfully submitted by,

Edward Johnson, Secretary