



## **POLICE & FIRE COMMISSION MINUTES**

Meeting, Monday, August 9, 2021, 6:00 p.m.

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

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1. Roll call. Present: Rick Nelson, Jim Biever, Edward Johnson, Terry Tietyen, Sarah Burdette. Also present: Police Chief Kevin Hingiss, Fire Chief Mark Mitchell. From the Ozaukee Press, Kris Halbig-Ziehm. Meeting called to order at 6:02 p.m.
2. Public Appearances, Comments, and Correspondence. None.
3. Review of Previous Meeting Minutes. J. Biever noted there was an error on the minutes of the July 12, 2021 meeting. The minutes were labeled as "Agenda." J. Biever moved to approve the minutes of the July 12, 2021 PFC meeting, as amended, with the word "Minutes" replacing the word "Agenda." T. Tietyen seconded. Motion carried on voice vote.

### **POLICE DEPARTMENT**

1. Review of bills – July 2021. Chief Hingiss answered questions relating to expenses for propane, tires, and the phone bills. The Chief will get back to the Commission with a further explanation as to the phone bills.
2. Review of budget – July 2021. Chief Hingiss answered a question about background checks.
3. Municipal Court statement – June 2021. Statement was reviewed.
4. Calls for Service – July 2021. Statement was reviewed.
5. Officer Commendation. Chief Hingiss read a letter received regarding Lt. Nye's response to a subject undergoing a mental health crisis. The letter noted, and Chief Hingiss affirmed, how Lt. Nye had gone above and beyond in his sensitivity and ability to handle the situation. The Commission agreed and appreciates the efforts of Lt. Nye.
6. Update and discussion of the Memo of Understanding regarding the School Resource Officer between the City and School District. In that the agreement is not formalized yet, Chief Hingiss asked that this be moved to next month's PFC meeting. The Chief has been working with the City Administrator on this project.
7. Information and discussion regarding the 2021 City of Port Washington Community Survey Results. The survey results regarding the Police Department were reviewed. Chief Hingiss was very happy with the results. Chair Nelson noted Police and Fire can be very proud of the responses.
8. Other business as permitted by law: Review meeting schedule and calendar matters; referrals to future meetings. Chief Hingiss indicated the City is working on a new consolidated website that will incorporate the Police Department. He noted he will be absent for the September 13 PFC meeting because of attending a conference. The October PFC meeting will be held on October 4, 2021. Reaccreditation of the Police Department is scheduled for September 20-22, 2022.

### **AMBULANCE DEPARTMENT**

1. Review and discussion - July 2021 Ambulance Invoices. There was a brief discussion regarding the new billing company.
2. Review and discussion – 2021 Ambulance budget through 7/31/21. The budget was reviewed.
3. Review and discussion - July 2021 Ambulance Calls, both Transports and Non-Transports. The calls were reviewed.
4. Review and discussion - July 2021 Paramedic Intercepts. The intercepts were reviewed.
5. Other business as permitted by law: Review meeting schedule and calendar matters; referrals to future meetings. Chair Nelson noted the Community Survey results from page 83, wherein approximately 56% of the respondents were in favor of an increase in Fire and Emergency Medical Services.

## **FIRE DEPARTMENT**

1. Review and discussion - July 2021 Fire Invoices. Chief Mitchell noted expenses for breathing apparatus filters, pump testing, inspection, and maintenance.
2. Review and discussion – 2021 Fire budget through 7/31/21. The budget was reviewed.
3. Review and discussion - July 2021 Fire Calls. Reviewed.
4. Consideration and Possible Action regarding the new Ozaukee County P25 Phase 2 Radio System and the Intergovernmental Agreement Governing Operation of the P25 Phase 2 Radio System Between Ozaukee County and Participating Users, including the City of Port Washington. Chief Mitchell related that the agreement is being reviewed by the City Attorney and County Corporation Counsel. It is still uncertain when the new system will be up and running. Questions about the agreement were discussed. J. Biever moved that we accept the agreement after review and approval by the city attorney. T. Tietyen seconded. Motion carried on voice vote.
5. Discussion and possible action to hire Andre Schmitt, as a part-time Firefighter/EMT-B pending results from the pre-employment physical exams and Police Department background check. Chief Mitchell relayed that Andre Schmitt has passed all screening. E. Johnson moved, J. Biever seconded that Andre Schmitt be hired as a part-time Firefighter/EMT-B. Motion carried by voice vote.
6. Update and discussion regarding the hiring of a part-time Fire Department Administrative Assistant. Upon the recommendation of Chief Mitchell, a special meeting will be scheduled to consider hiring a candidate for this position. Chair Nelson will investigate opportunities for the special meeting.
7. Update and discussion regarding the hiring of a full-time Firefighter/EMT-P. Chief Mitchell indicated a candidate considered applying for the position, but withdrew. The current salary was an impediment to hiring. Chief Mitchell will advertise the position. Chair Nelson will discuss with the City Administrator any opportunities for enhancing the salary for this position to incentivize the ability to hire.
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 7:47 p.m.

Respectfully submitted by,

Edward Johnson, Secretary