



POLICE & FIRE COMMISSION MEETING MINUTES

Meeting, Monday, September 13, 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: Fire Chief Mark Mitchell, Police Lt. Ryan Hurda, Alderperson Deb Postl, Alderperson Dan Benning, Marty Becker. Meeting called to order at 6:03 p.m.
2. Public Appearances, Comments, and Correspondence. Marty Becker relayed concerns regarding perceived lack of enforcement of the rules regarding bicycles being ridden on sidewalks. He suggested the School Resource Officer should make presentations regarding bike safety rules in the schools. He also mentioned problems with traffic misusing the one-way street at the corner of Franklin Street and Grand Avenue. Alderperson Postl commented also regarding bicycles on the sidewalks and the dangers they present. She learned of some municipalities that have stamps on the sidewalks alerting the public about the improper use of bicycles on sidewalks. She will update the PFC after the next meeting of the Traffic Safety Committee. Alderperson Dan Benning spoke regarding his concern of eBikes on the Interurban Trail.
3. Review of Previous Meeting Minutes. Motion to approve the minutes of the August 9, 2021 PFC meeting by T. Tietyen, seconded by J. Biever. Motion carried on voice vote.

POLICE DEPARTMENT

1. Review of bills – August 2021. Bills reviewed.
2. Review of budget – August 2021. Budget reviewed.
3. Calls for Service – August 2021. Calls reviewed.
4. Update on phone bills. Lt. Hurda noted that Captain Czarnecki is working on addressing the issues regarding the phone bills, and there should be a cost savings seen next year.
5. 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 October 4, 2021, at 6:00 p.m.

AMBULANCE DEPARTMENT

1. Review and discussion - August 2021 Ambulance Invoices. The invoices were reviewed. Chief Mitchell explained that the expense for Corporate Worx was due to a flurry of part-time employees needing pre-employment screening.
2. Review and discussion – Ambulance Budget through August 31, 2021. The budget was reviewed. S. Burdette asked Chief Mitchell about the EMS collections. The Chief noted satisfaction with the new billing company.
3. Review and discussion - August 2021 Ambulance Calls, both Transports and Non-Transports. Item reviewed.
4. Review and discussion - August 2021 Paramedic Intercepts. The intercepts were reviewed.
5. Discussion and possible action to hire Dylan Dodson, as a part-time EMT-B. Chief Mitchell indicated that Dylan Dodson had passed all pre-employment screenings. T. Tietyen, moved, J. Biever seconded, that Dylan Dodson be hired as a part-time EMT-B. Motion carried by voice vote.
6. Update on the construction of the new ambulance. Chief Mitchell announced that the new ambulance is ready for pickup, and that will be done on Wednesday, the 15th.
7. Discussion and action to declare the Fire Department's 2010 Ford E-450/Medtec ambulance (VIN:1FDXE4FP1ADA41965) as surplus property, including a Stryker "H" Frame patient cot. In that a new ambulance is arriving, Chief Mitchell sought to have this ambulance declared as surplus property. E. Johnson moved, T. Tietyen seconded, that the 2010 Ford E-450/Medtec ambulance be declared surplus property. Motion carried on voice vote.
8. Discussion and possible action to allow the Fire Chief to sell the above vehicle for a price that he sees as a fair offer. After a brief discussion as to possible sales options, J. Biever moved, T. Tietyen seconded, that the Fire Chief be allowed to sell the 2010 Ford E-450/Medtec ambulance. Motion carried on voice vote.
9. Other business as permitted by law: Review meeting schedule and calendar matters; referrals to future meetings. Chief Mitchell gave an update on the new radios and informed the PFC that in the upcoming budget season he will be seeking increases in pay for the paramedics.

FIRE DEPARTMENT

1. Review and discussion - August 2021 Fire Invoices. The invoices were reviewed. Chief Mitchell related that the Jones & Bartlett Learning items were for textbooks for members in training.
2. Review and discussion – Fire Budget through August 31, 2021. Budget reviewed. No concerns were expressed.
3. Review and discussion - August 2021 Fire Calls. The fire calls were reviewed.
4. Discussion and possible action to hire Amanda Eibs as the part-time Fire Department Administrative Assistant. Chief Mitchell explained that Amanda Eibs will be working from 9-1 Monday through Friday and gave background information on the candidate. T. Tietyen moved, J. Biever seconded, that Amanda Eibs be hired as the part-time Fire Department Administrative Assistant. Motion carried on voice vote.
5. Discussion and possible action to hire William Varline, as a part-time Firefighter pending results from the pre-employment physical exams and Police Department background check. Chief Mitchell discussed hiring William Varline as a part-time Firefighter. The pre-employment screening is not completed yet. J. Biever moved, S. Burdette seconded, that William Varline be hired as a part-time Firefighter pending successful completion of all pre-employment screening. Motion carried on voice vote.
6. Update and discussion regarding the hiring of a full-time Firefighter/EMT-P. Although the deadline for applications is this Friday, 9/17/21, Chief Mitchell so far has received no applications.
7. Fire Department Open House – October 10, 2021 – 9a-1p. There will be an open house, but due to the pandemic there will not be a pancake breakfast this year.
8. Other business as permitted by law: Review meeting schedule and calendar matters; referrals to future meetings. No further business.

Adjournment. Motion by T. Tietyen, seconded by S. Burdette, to adjourn the meeting. Motion carried on voice vote. Chair Nelson adjourned the meeting at 7:25 p.m.

Respectfully submitted by,

Edward Johnson, Secretary