



## **POLICE & FIRE COMMISSION MEETING MINUTES**

Meeting, Monday, November 8, 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 was excused. Also present: Police Chief Kevin Hingiss, Fire Chief Mark Mitchell, Officer Steven Footit, Maggie Footit. From the Ozaukee Press, Kris Halbig-Ziehm. Meeting called to order at 6:02 p.m.
2. Public Appearances, Comments, and Correspondence. Chair Nelson shared with the Commission a note of thanks from Mason Thill for the Commission's support of his Nick Grosenick Memorial Bike Ride.
3. Review of Previous Meeting Minutes. Motion to approve the minutes of the October 4, 2021 PFC meeting by T. Tietyen, seconded by J. Biever. Motion carried on voice vote.

### **POLICE DEPARTMENT**

1. Recognition of Officer Steven Footit for 25 years of service with Port Washington Police Department. Chief Hingiss recognized and honored Officer Footit for his 25 years of service, and commended him on his great attitude, calming presence, and professionalism.
2. Review of bills – September/October 2021. Chief Hingiss answered questions relating to expenses for propane, Eagle Engraving, the TIPS program, and the phone bills. The phone bills should be consolidated next year.
3. Review of budget – September/October 2021. Chief Hingiss answered questions pertaining to the overtime expenses.
4. Municipal Court statement – August/September 2021. Statement was reviewed.
5. Calls for Service – September/October 2021. Calls reviewed.
6. Open House Coloring Contest – Submission review & winner vote. The Commission reviewed and voted on the submissions, and thanked the contestants for their participation.
7. Update on 2021/2022 budgets. Chief Hingiss indicated the budget contains funding for two squad cars that are anticipated to be delivered in 2022, and that there is an increase in the PFC budget due to anticipated expenses related to hiring new officers.
8. 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 December 13, 2021, at 6:00 p.m.

### **AMBULANCE DEPARTMENT**

1. Review and discussion – September and October 2021 Ambulance Invoices. The invoices were reviewed.
2. Review and discussion – Ambulance Budget through October 31, 2021. The budget was reviewed. It was observed that in the 2021 budget, although no amount was budgeted for wages of city hall staff, there were budgeted amounts for Social Security, life insurance, and retirement for city hall staff.
3. Review and discussion - October 2021 Ambulance Calls, both Transports and Non-Transports. During the discussion of this item J. Biever noted that in the upcoming proposed 2022 city budget there was no provision for a third full time firefighter-paramedic position.
4. Review and discussion - October 2021 Paramedic Intercepts. Paramedic intercepts reviewed.
5. Update on the sale of the 2010 Ford/Medtec ambulance. Chief Mitchell informed the Commission that there were two buyers interested in purchasing the ambulance, and he anticipated the sale to happen shortly.
6. Discussion and action to declare the Fire Department's 2001 Chevy Venture Van (VIN: 1GNDX03E21D290540) as surplus property. Chief Mitchell related that this van has deteriorated, and with the purchase of a new pickup this year it is surplus. He believes due to its condition the van would not earn much through Wisconsin Surplus. J. Biever moved that the Fire Department's 2001 Chevy Venture Van be declared surplus property. Seconded by T. Tietyen. Motion carried on voice vote.
7. Discussion and possible action to allow the Fire Chief to donate the 2001 Chevy Venture Van to the Rawhide Boys Ranch. J. Biever moved that the Fire Chief be allowed to donate the 2001 Chevy Venture Van to the Rawhide Boys Ranch. Seconded by T. Tietyen. Motion carried on voice vote.

8. Other business as permitted by law: Review meeting schedule and calendar matters; referrals to future meetings. J. Biever stated that Port Washington deserves to have 24/7, 365 paramedic service, which with only two firefighter paramedics is not able to be met. It was the consensus of the Commission that we urge the city's proposed 2022 budget be amended to include three firefighter paramedic positions. Chair Nelson believes that Ozaukee County, through Sheriff Johnson, would be willing to work with the municipalities to increase staffing levels of paramedics and EMTs.

### **FIRE DEPARTMENT**

1. Review and discussion - September and October 2021 Fire Invoices. The invoices were reviewed. Chief Mitchell noted there were several plumbing-related invoices due to some recent issues.
2. Review and discussion – Fire Budget through October 31, 2021. The budget was reviewed.
3. Review and discussion - October 2021 Fire Calls. The fire calls were reviewed. Chief Mitchell observed that we are likely to go over 300 calls for the year for the first time.
4. Discussion and possible action to hire Cameron Karstaedt, as a part-time Firefighter/EMT-B pending results from the pre-employment physical exams and Police Department background check. Chief Mitchell stated that Cameron Karstaedt has already passed the exams and background check. He will be attending paramedic school at Lakeshore Technical College in January. T. Tietyen moved to hire Cameron Karstaedt as a part-time Firefighter//EMT-B. Seconded by E. Johnson. Motion carried on roll call vote.
5. Chief's Report
  - Personnel changes. Chief Mitchell announced that John Pipkorn will be retiring after 10 years on the department. Another resignation is anticipated in the near future. Overall, we have put on more staff than we usually lose.
6. Other business as permitted by law: Review meeting schedule and calendar matters; referrals to future meetings. Chief Mitchell informed that there is a dormitory room expansion project happening at the fire station to facilitate on-premise overnight staff coverage.

Adjournment. Motion by J. Biever, seconded by T. Tietyen, to adjourn the meeting. Motion carried by voice vote. Chair Nelson adjourned the meeting at 7:36 p.m.

Respectfully submitted by,

Edward Johnson, Secretary