

City of Port Washington Police and Fire Commission

Minutes Regular meeting on April 9, 2012

Roll Call

At 7:00 p.m. the commission meeting was called to order by Chairman R. Nelson. Roll call: Present - R. Nelson, B. Becker, M. Becker, M. Mueller, T. Tietyen. Also present Fire Chief M. Mitchell, Police Chief K. Hingiss and City Administrator M. Grams.

There were no public appearances, comments or correspondence.

Motion by B. Becker, second by M. Becker to approve the minutes of the March 12, 2012 PFC meeting. There was no discussion. Motion carried on voice vote.

Ambulance Department

1. Motion by B. Becker, second by M. Becker to approve March 2012 invoices. Motion carried on voice vote.
2. The Ambulance budget as of March 2012 was reviewed.
3. Ambulance revenue for March 2012 is \$33,665.56. Collections year to date are \$92,897.21.
4. Ambulance calls for March 2012 were reviewed.

Fire Department

1. Motion by B. Becker, second by M. Becker to approve Fire Department invoices for March 2012. Motion carried by voice vote.
2. Fire calls for March 2012 were reviewed.
3. Fire Department budget for March and year to date were reviewed.
4. Chief's report for April 2012
 - A. Paramedic Intercept Update. Intercept billing agreements have been received from Cedarburg, Fredonia, and Waubeka. The Grafton and Saukville agreements are expected this week. The department is waiting for Newburg, Random Lake, and Oostburg. As soon as the south boundary is established, Port Washington will be the primary Paramedic Intercept unit in the agreed upon area in the Village of Grafton and the Town of Grafton and areas north into Sheboygan County.
 - B. The department's air compressor used to supply air to vehicles with air brakes has become inoperative. This unit was installed when the Fire Station was built in 1968. Money is in the Building Maintenance budget for replacement.
 - C. The department has established a Safety Committee consisting of personnel from all ranks and disciplines. Captain Doers has been named the department's Safety Officer. The committee and Safety Officer are a requirement of the new Wisconsin state statute SPS330.

Police Department

1. Motion by B. Becker, second by T. Tietyen to approve invoices for March 2012. Motion carried on voice vote.
2. Municipal Court statement was reviewed; court revenue for February 2012 is \$8794.34.
3. Chief Hingiss's report.
 - A. Police Officer hiring process. Chief Hingiss reviewed two tests given to applicants. One the test used in the past is "the National Police Officer Selection Test" (POST). The second which Chief recommends using is a test from Personnel Systems Corporation, an assessment program for Abilities, Behavior, and Character (ABC). There is an increase in cost to using the ABC over the POST test. A consensus was reached to use the ABC test and to require an administrative fee of \$20 to all applicants.
 - B. Employee Handbook. There are conflicts between the city's employee handbook and the police department's rules, policies, and procedures. Chair Nelson appointed Tietyen and the Chair to work with the department to reconcile a handbook consistent the department's regulations.
 - C. Warrants. \$13,641 has been collected in outstanding warrants. Clerk Shelly Heaslip has done considerable work in locating persons who have outstanding warrants.
 - D. Coffee with the Chief will be held at Smith Bros. Coffee Shop on April 23, 9 a.m. to 10 a.m. Captains Keller and Davel will accompany the Chief. Members of the commission are invited to attend.
4. Chief Hingiss shared a letter from the family of a person arrested by the department commending Becki Hill for her help in in making a very difficult and painful task much easier.
5. Motion by T. Tietyen second by M. Mueller to go into closed session as authorized by WI statutes for: "considering employment, promotion, compensation, or performance evaluation of a public employee." WS 19.85 (1) (c). Roll call vote Chair Nelson aye, B. Becker aye, M. Becker aye, M. Mueller aye, T. Tietyen aye. Motion carried on roll call vote. The commission enters closed session at 8:15 p.m. Motion by T. Tietyen second by M. Mueller to reconvene in open session. Roll call vote chair Nelson aye, B. Becker aye, M. Becker aye, M. Mueller aye, T. Tietyen aye, motion carried. Commission reconvenes in open session at 8:30 p.m.
6. There was no action on closed session matters or further business. Motion by B. Becker second by T. Tietyen to adjourn. Motion carried on voice vote. Chair Nelson adjourns meeting at 8:30 p.m.

Respectfully submitted,

/S/

Terry Tietyen