

City of Port Washington Police and Fire Commission

Meeting Minutes November 11, 2013

POLICE AND FIRE COMMISSION

1. Chair Nelson calls meeting to order at 7 P.M. Present commission members: Chair R. Nelson, M. Becker, B. Becker, M. Mueller, and T. Tietyen. Also present Fire Chief Mark Mitchell, Police Chief Kevin Hingiss, and Mayor T. Mlada.
2. Correspondence: The commission received a letter of resignation by member M. Mueller. Received and placed on file.
3. Appearances: Mayor Mlada thanks Michael Mueller for his service to the community and the commission. Mayor Mlada has appointed William Malchow to the commission with confirmation scheduled for the next Common Council meeting.
4. Review and approval of meeting minutes from September 9, 2013. Motion M. Becker second B. Becker to approve. Motion carried on voice vote.

AMBULANCE DEPARTMENT

1. Chief Mitchell introduces EMS Medical Billing Associates, LLC, Regional Sales Manager Tim Rasch. Mr. Rasch makes a presentation to the commission regarding the services and rate schedule that EMS uses in billing services for EMS ALS departments they do business with. Mr. Rasch also outlined training and legal compliance issues that EMS provides to communities under contract with EMS. Commission requests Chief Mitchell to work with Mr. Rasch on a formal proposal to the commission for services from EMS. (EMS Medical Billing Associates, LLC 9401 W. Brown Deer Rd. Ste. 101 Milwaukee, WI 53224 866-950-4400).
2. Review of September and October 2013 ambulance invoices. Discussion.
3. Review of October 2013 ambulance budget YTD. Discussion.
4. Review of September and October 2013 ambulance revenue. Revenue September 2013 \$44,524.61, October 2013 \$40,734.80, YTD 2013 \$334,844.14. YTD 2012 \$314,735.02.
5. Review of September and October 2013 Ambulance calls.
6. Review of September and October 2013 Paramedic Intercepts.

FIRE DEPARTMENT

1. Review of September and October 2013 fire invoices. Discussion.
2. Review of October 2013 fire budget.
3. Review of September and October fire calls. Discussion: Note that each month had eight false alarms. Chief Mitchell continues to do education on each false alarm.

4. Fire Chief's report.
 - a. 2014 Budget. The 2014 fire and ambulance budgets were presented to the Finance Committee on 10-09-13. Both budgets were within the 2% increase authorized by the City Administrator. The Finance Committee made some adjustments and both budgets will be sent to the city Common Council for approval. The Finance Committee also approved two capital expenditures for 2014, \$5000 to begin an annual replacement for fire hose and \$55000 for the purchase of a Paramedic Intercept SUV which can double as a vehicle to tow department trailers. There was also some discussion of a second station, as Chief Mitchell has been requesting capital funds for this project for the past several years. The Finance Committee asked Chief Mitchell to convey to the PFC, that the PFC needs to work with City Hall staff to develop a plan that would include land availability, construction costs, etc.
 - b. Personnel. Deputy Chief Ray Leppla has retired from the department after 21 years of service. He will be recognized at the Department's Annual Banquet in January. The retirements of DC Grant Smith and Ray Leppla will open up positions throughout the entire command staff. In addition to the two Deputy Chief positions, at least two Captain positions, two Lieutenant positions, and possibly two Engineer positions will be filled through new appointments in January. Chapter 5, section 5.03.00 of the City's municipal code allows the Fire Chief to make officer appointments with the PFC's approval.
 - c. Fire Department Open House. The department's open house was another success. We estimate that over 1000 people visited the station and partook in the events.

POLICE DEPARTMENT

1. Review and approval of bills, September and October 2013. Motion B. Becker second M. Becker to approve. Discussion. Approved on voice vote.
2. Municipal Court statement for August and September 2013 was reviewed.
3. Chief's report. The department's open house was successful. Update on propane use for police vehicles. The installation in the new Interceptor is complete. The concrete pad at the DPW building on Moore Rd. is being completed. The council has approved the purchase of two additional Interceptor Squads for 2014. New hardened rear seats will be installed in these vehicles. They include a feature making it safer for officers to seat belt prisoners in the seats. New light bars will also be purchased for these vehicles.
4. Secondary employment requests for 2014. Each officer requests permission for work for the Fredonia Wisconsin Marshalls service. Chief Hingiss states he has no objection to approval of any of the requests.
 - a. Captain Michael Davel
 - b. Lt. Eric Leet

- c. Lt. Craig Czarnecki
- d. Officer Dan Wolff
- e. Officer Chris Erickson.

Motion by B. Becker second by M. Mueller to approve these requests. Motion carried on voice vote.

- 5. Motion by M. Becker second M. Mueller to adjourn. Carried on voice vote. Chair Nelson adjourns the meeting.

Respectfully submitted,

Terry Tietyen