

# **City of Port Washington Police and Fire Commission**

## **Meeting Minutes December 9, 2013**

### **A. Police and Fire Commission**

1. Chairman R. Nelson calls the meeting to order at 7 P.M. Present: Commissioners R. Nelson, M. Becker, W. Malchow, and T. Tietyen. Absent and excused: B. Becker. Also present: Fire Chief M. Mitchell, Police Chief K. Hingiss, Mayor T. Mlada, and Tim Rasch EMS LLC.
2. Correspondence. A Proposal Summary from EMS Medical Billing Associates, LLC.
3. Motion by M. Becker second R. Nelson to approve meeting minutes from November 11, 2013 meeting. Motion carried on voice vote.

### **B. Ambulance Department**

1. Discussion and action on "Proposal for Service" from EMS Medical Billing LLC. Chief Mitchell explains proposal and benefits of having EMS doing the Ambulance Department billing. Tim Rasch (EMS Sales Director) answers questions. Motion by T. Tietyen second M. Becker.
  - a. To enter into an agreement with EMS to provide billing service starting October 1, 2014.
  - b. To submit the proposal to City Attorney E. Eberhardt for review and approval.
  - c. Request City Attorney to notify Life Quest (current billing service) March 1, 2014 that the City of Port Washington Ambulance Department will terminate its contract to provide billing service September 30, 2014 which is the end of the current contract.
  - d. Fire Chief Mitchell to assist coordination of switch from Life Quest to EMS.Motion carried on voice vote.
2. Review of Ambulance invoices November 2013.
3. Ambulance budget November 2013 unavailable.
4. Ambulance revenue November 2013 unavailable.
5. Review of ambulance calls November 2013.
6. Review of Paramedic Intercepts November 2013.

### **C. Fire Department**

1. Review of November 2013 Fire Dept. invoices
2. Review of November 2013 Fire Dept. budget, unavailable.
3. Review of November 2013 fire calls.
4. Fire Chief Mark Mitchell's report.

- a. Squad 453 construction has begun with Chief's initial inspection Thursday 12-12. The commission agrees to allow the truck to be displayed at The Fire Department Instructors Conference April 2014.
- b. Personnel- Three Fire Captains have submitted requests to be considered for two Deputy Chief positions.
- c. Two Lieutenants have submitted requests to be considered for the two then open Captain positions. The Chief has an assessment scheduled for January 2014 with a list of Chief's selections for open position to be presented at the January 13, 2014 PFC meeting.
- d. Port Security grant. The Department received a \$10,000 grant through the Department of Homeland Security. The grant will be used for equipment for the department's Rescue Dive Team.

**D. Police Department**

1. Review of November 2013 bills
2. Municipal Court statement for October 2013 was reviewed.
3. Chief Kevin Hingiss' report.
  - a. WLEAG, Inc. will review the Police Departments on-site assessment report December 20<sup>th</sup> at 11:30A.M. (Renewal of Accreditation)
  - b. The department's COP grant application was denied.
  - c. The Chief explained a need for a User Fee to provide PBT (preliminary breath test) for persons referred to the department as part of a court order. A motion by M. Becker second by T. Tietyen, The Police Department to require persons referred to the department for PBT testing by the court, will be required to pay a one-time administrative fee of \$50. Motion carried on voice vote.
  - d. Lieutenant Czarnecki will start Northwestern Staff and Command training January 13, 2014.
  - e. Training goals for 2014 will include training an officer in DRE (Drug Recognition Expert). Having an officer attend NCFI class (a computer crimes investigation training class) with the officer having to secure US Secret Service recommendation and approval.
4. Being no further business. Motion to adjourn M. Becker second W. Malchow, motion carried on voice vote. Chair Nelson adjourns the meeting.

Respectfully submitted,

Terry Tietyen