

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

## **Meeting Minutes August 11, 2014**

### **Police and Fire Commission**

1. Roll Call: Members present: Rick Nelson, Marty Becker, Bill Malchow, and Terry Tietyen. Patty Ruth absent and excused. Also present Police Chief Kevin Hingiss, Fire Chief Mark Mitchell, Alderman Kevin Rudser, and Tim Rasch Sales Manager EMS Medical Billing Associates, LLC. Chair Nelson calls meeting to order at 7:00 P.M.
2. No appearances or correspondence.
3. Review of meeting minutes from July 14, 2014. Motion by M. Becker second B. Malchow to approve the minutes. Motion carried on voice vote.

### **Ambulance Department**

1. Review Ambulance Invoices from July 2014.
2. Budget as of July not available.
3. Ambulance Revenue through July 2014. YTD thru July 2014, \$226,405.75
4. Ambulance calls for July were reviewed
5. Paramedic Intercepts July 2014 were reviewed.
6. Review Ambulance billing rates as recommended by EMS Billing Associates to take effect October 1, 2014. Discussion: Mr. Rasch explains the rates EMS recommends to be effective as EMS starts as the ambulance's billing agent 10-01-2014. The rates have not been adjusted since 2011. Mr. Rasch recommends that the rates be readjusted each January 1, starting 01/01/16 based on the CPI Medical Care Services Index. Discussion. Motion, to approve and recommend to City Council, fees and rates as recommended by EMS's spreadsheet to be effective October 1, 2014; and on January 1, 2016 and each January 1 thereafter to adjust fees and rates based on the Consumer Price Index Medical Care Services. Motion by B. Malchow second M. Becker. Motion carried on voice vote.

### **Police Department**

1. Review of bills July 2014.
2. Review of Municipal Court Statement
3. Chief's report.
  - a. Chief Hingiss presents and discusses department budget as of 07/16/14.
  - b. Chief Hingiss discusses case/activity report
  - c. Fish Day Summary
    - i. Activity
    - ii. Press Release regarding arson case. Chief Hingiss and Chief Mitchell brief commission on the fires, costs and criminal charges resulting from the arson case related to Fish Day fires.

- iii. Overtime Cost for the Police Department. Cost will be reimbursed by Fish Day Inc. Chief Mitchell discusses that the Fire Department incurs costs which are not reimbursed.
  - iv. Food for volunteers and employees totaled \$470.60. Chief Hingiss explains that police reserves from several county agencies assist on fish day along with other volunteers.
- d. Item for motion to closed session passed.

### **Fire Department**

1. Review of fire invoices July 2014. Includes invoice for annual pump testing of five fire vehicles all passed.
2. Review of Fire budget (not available)
3. Review of Fire calls July 2014.
4. Review for action on a second fire station. Tabled from July 2014 meeting.  
Discussion. Motion by Tietyen second by M. Becker to Recommend Proposal dated June 27, 2014 by "**Bray Architects**" for Feasibility Study and Space Needs Analysis for the Port Washington Fire Department second fire station. To be included in Fire Department 2015 budget proposal. Motion carried on voice vote.
5. Review open flame ordinance regulating open flames devices, i.e. sky lanterns.  
Discussion: Review e-mail to city officials from Paul Markworth, President Port Washington Harbor Tenants Association, regarding concerns that sky lanterns launched in the area of the marina have a potential to start a fire or fires to boats and vehicles. Chief Mitchell explains that sky lanterns once launched float with the wind. There is no control where they land with flame still lit, and there is a potential for uncontrolled fires.  
Motion by M. Becker second B. Malchow: to recommend to the City Common Council to amend and revise Chapter 5, Section 5.13.170 "Open Flame" of the Port Washington Municipal Code "to ban unattended recreational fires (a.k.a. Sky Lanterns)" due to the potential to cause fires. Motion passed on voice vote.

**Police Department** item 11. Motion by T. Tietyen second by M. Becker to adjourn meeting. Motion carried on voice vote. Meeting adjourned.

Respectfully submitted,

Terry Tietyen, Secretary