

City of Port Washington Police and Fire Commission

Meeting Minutes August 3, 2015

Police and Fire Commission

1. Roll Call. Present Chair R. Nelson, P. Ruth, M. Becker, Wm. Malchow, and T. Tietyen. All members present. Chair Nelson calls meeting to order at 7:00PM. Also present Police Chief Kevin Hingiss and Assistant Fire Chief Steve Schmidt.
2. Public Appearances, Comments, and Correspondence. There are none.
3. Review of the minutes of June 25, 2015 meeting. Motion Wm. Malchow second P. Ruth to approve. Motion carried on unanimous voice vote.

Ambulance Department

1. Review of June 2015 ambulance invoices. (July unavailable)
2. Review of June 2015 ambulance budget (July unavailable)
3. Review of June 2015 ambulance revenue. Total ambulance revenue YTD through June 2015 \$240,162.38 compares to \$189,867.67 through June 2014. Revenue for July 2015 unavailable.
4. Review of ambulance calls June 2015.
5. Review of Paramedic Intercepts June 2015

Fire Department

1. Review of June fire invoices
2. Review of June 2015 fire budget
3. Review of June 2015 fire calls (July 2015 invoices, budget and calls unavailable)
4. Discussion and Action on Port Washington Fire Department Standard Operating Guidelines and Polices. Tabled month to month.

Police Department

1. Review of bills
2. Municipal Court statement reviewed.
3. Discussion of wrist band program. Chief Hingiss suggested a wrist band program be implemented for all city festivals where alcohol is being served. Chief believes that this type of program sends a message that the city and the festival care that underage persons are not served, and adults are not to be overserved. Chief Hingiss has spoken to other communities that have festivals where alcohol is served and a wrist band program is in place, and it does work well. The City of Sheboygan has a wrist band program at their Brat Days Festival, which is larger and longer than Port's Fish Day. In Sheboygan there is a charge of \$1 to the person having their identification checked and receiving the band. At this festival there is more than one area where identification is checked and the

band can be purchased. Chief Hingiss had suggested a wrist band program be used at the 2015 Fish Day festival but the Fish Day committee passed on the idea.

- a. The wrist band program will be set on the PFC September agenda.
4. Update on hiring/promotion process. Chief Hingiss discussed using the firm Humber, Mundie, & Mc Clary LLP to interview candidates for hiring once the selection process is narrowed to several candidates, and to interview all department candidates participating in the promotion process. H, M, & MC would rank candidates listing strengths and weaknesses. On promotion side H, M, & MC would meet with candidates after the process, review their interviews, and discuss their strengths and where they need improvement. Chief Hingiss will request Dr. Baumann from H, M, & MC appear at the September meeting of the PFC.
5. Upcoming Training. Officer Ryan Hurda has been accepted into the DRE program. Officer Hurda will be the second officer on the department to receive this training; the second officer is Lieutenant K. Knowski. Officer D. Wolff will receive Train the Trainer Emergency Vehicle Operation EVO; he will be able to train department officers. Lieutenant K. Knowski will attend Northwestern University School of Police Staff & Command.
6. Meter money collection changes. Parking Meters. Chief Hingiss has suggested to the city administrator eliminating the parking meters adjacent to Newport Shores on Jackson Street and the meters in the Pebble House lot. These meters have reached their serviceable life, and parts are no longer available. The Marina has been requested to hire someone to service the meters in the Marina parking lots. The department's person who had been collecting the meter funds accepted a job with another city department. The department is seeking a person to collect the meters and do building maintenance.
7. Employee Assistance Program. Chief Hingiss discussed the city's new employee assistance program.
8. Advertised for employee for maintenance/parking enforcement, etc.

Commission

1. Next commission meeting September 14, 2015.
2. Motion to adjourn, motion by M. Becker second P. Ruth. Motion carried on voice vote.

Respectfully submitted,

Terry Tietyen, Secretary