



POLICE & FIRE COMMISSION MINUTES

Meeting, Monday, December 12, 2016, 7:00 p.m.

Port Washington Police Dept. Conference Room, 365 N. Wisconsin Street

1. Present: Chair Richard Nelson, Martin Becker, Terry Tietyen, Patty Ruth and Jennifer Clearwater
Also present Chief Mark Mitchell and Chief Kevin Hingiss
2. No Public Appearances, Comments, or Correspondence
3. October 10, 2016 Meeting Minutes were reviewed. Terry Tietyen moved to approve minutes; seconded by Martin Becker. Motion passed unanimously.

AMBULANCE DEPARTMENT

1. Reviewed October & November 2016 Ambulance Invoices
2. Reviewed and discussed 2016 Ambulance Budget through November.
3. Reviewed and discussed October & November 2016 Ambulance Calls
4. Reviewed and discussed October & November 2016 Paramedic Intercepts
5. Reviewed and discussed the City of Port Washington Ambulance Billing Rates as presented by Eric Kiefer from EMS Medical Billing Associates, LLC. Terry Tietyen moved to accept the recommended increase at each transport and scene care base rate level as presented in the EMS report, and the increase will be effective January 1, 2017. Motion was seconded by Marty Becker. Motion passed unanimously.
Terry Tietyen moved to annually review and consider increasing these base rate costs by the medical care commodities and medical care services CPI. Motion seconded by Marty Becker. Motion passed unanimously.
6. No other business as permitted by law was discussed.

FIRE DEPARTMENT

Request to move items 4 & 5 out of order. There were no objections.

4. Jim Froemming, Director of Business Services, Port Washington Saukville School District, asked the Commission to waive a third party review of fire sprinkler plans for the Port Washington High School building project. After discussion Jennifer Clearwater moved to approve the Port Washington Saukville School District's request to waive the 3rd party overview of the fire sprinkler plans for the Port Washington High School building project. Motion was seconded by Terry Tietyen. Motion passed unanimously.
5. Chief Mitchell recommended that the City of Port Washington become the Appointed Agent for the State of Wisconsin's Department of Safety and Professional Services (DSPS) to be able to review and approve fire sprinkler and fire alarm plans. After discussion, Patty Ruth moved to recommend to the City Council that the city be designated as the State's appointed agent to review and approve fire sprinkler and fire alarm plans. Seconded by Terry Tietyen. Motion passed unanimously.
1. Reviewed and discussed October & November 2016 Fire Invoices. Commission asked to review lawn care costs in the spring.
2. Reviewed and discussed 2016 Fire Budget through November. Commission asked that the Pre-Tax Health Insurance line item will be reviewed for accuracy.
3. Reviewed and discussed October & November 2016 Fire Calls
6. No other business as permitted by law was discussed.

POLICE DEPARTMENT

1. Reviewed and discussed bills payable – October and November
2. Reviewed and discussed Municipal Court statement for August and September
3. Calls for Service report was reviewed
4. The Commission reviewed the requests for secondary employment.
Terry Tietyen moved to approve secondary employment for the following Officers:
Captain Mike Davel, Officer Eric Leet, Lt. Craig Czarnecki, Officer Dan Wolff and Officer Thomas Kajtna. Motion was seconded by Jennifer Clearwater. Motion passed unanimously.
5. Chief Hingiss updated the Commission on hiring process for new officer. Application deadline is January 6, 2017. Test for candidates will take place at Port Washington High School on January 21, 2017.
6. Chief Hingiss recommended that Officer Vitella be appointed to Regular-Permanent officer. Chief Hingiss reported that Officer Vitella has successfully completed all phases of his probationary year and that he is an asset to the department and our community. Patty Ruth moved to approve the appointment of Officer Vitella to the rank of Regular Permanent Officer retroactive November 30, 2016. Motion was seconded by Marty Becker. Motion passed unanimously.
The Commission congratulated Officer Vitella and thanked him for his service.
7. Contract settled between city and police officers (Labor Assoc. of WI). There will be a 2% increase each year for 3 years.
8. 2 new SUV squads were ordered. Delivery early 2017.
9. Port Washington Police Department was awarded re-accreditation from WILEAG on November 7, 2016. Chief Hingiss thanked all his staff for their work throughout this process. Special thanks to Barb Roska, Tammy Shepherd, Annie Bialzik, Officer Kirstin Moertl, and Captain Mike Keller. The Commission congratulates all employees of the Police Department.
10. Other business as permitted by law: Chief Hingiss reported that his officers, through effective police work and collaboration with the Sheriff's Department made an arrest of an individual who entered multiple homes and vehicles, and stole property. Good police work Officers Nye, Hurda and Schleg.
11. Terry Tietyen moved to adjourn and seconded by Marty Becker. Motion passed unanimously. Meeting was adjourned at 9:15 PM.

Respectfully submitted by,

Patty Ruth