



## **POLICE & FIRE COMMISSION MINUTES**

Meeting, Monday, April 10, 2017, 7:00 p.m.

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

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1. Present: Chair Richard Nelson, Martin Becker, Terry Tietyen, Patty Ruth, Jennifer Clearwater  
Also present: Chief Mark Mitchell, Chief Kevin Hingiss and Lt. Kurt Knowski
2. Lt. Knowski demonstrated the mobile finger printing device used by Port Washington Police Department. All of our officers are trained to use this device and technology.
3. No Public Appearances, Comments, and Correspondence
4. Reviewed minutes from March 13, 2017 meeting. It was noted that the minutes should have reflected that Martin Becker and Terry Tietyen were excused. Motion to approve the corrected minutes was made by Jennifer Clearwater. Seconded by Rick Nelson. Motion passes.

### **AMBULANCE DEPARTMENT**

1. Reviewed and discussed the March 2017 Ambulance Invoices
2. Reviewed and discussed the March 2017 Ambulance Financial Statement.
3. Reviewed March 2017 Ambulance Calls
4. Reviewed March 2017 Paramedic Intercepts
7. No other business as permitted by law was discussed.

### **FIRE DEPARTMENT**

1. Reviewed and discussed the March 2017 Fire Invoices
2. Reviewed and discussed the March 2017 Financial Statement.  
As part of the discussion, Chief Mitchell reported that the Department of Safety and Professional Services (SPS) is scheduling an onsite audit of the Port Washington Fire Department to determine compliance with State regulations for fire department 2% Dues entitlement. The onsite audit will address fire protection and fire prevention services provided by the fire department for calendar year 2016.
3. Reviewed March 2017 Fire Calls
4. No other business as permitted by law was discussed.

### **POLICE DEPARTMENT**

1. Reviewed and discussed the bills for March 2017.
2. Municipal Court statement was reviewed.
3. Calls for Service report was reviewed and discussed.
4. 2016 Annual Report was reviewed and discussed. It was well done and very informative. It provided details of the work accomplished by the department. Chief Hingiss noted his appreciation for the Police Reserves, stating that they provide significant service to the community. The Commission expressed thanks to Chief Hingiss and all those that are part of the Police Department.
5. Update on hiring process - Background checks are being completed on candidates.
6. Motion to go into closed session, as authorized by Wisconsin Statutes for: "considering employment, promotion, compensation or performance evaluation of a public employee,"

- regarding personnel issue. WS 19.85 (1) (c) made by Terry Tietyen. Seconded by Martin Becker. Roll call vote: Richard Nelson - aye, Martin Becker - aye, Terry Tietyen - aye, Patty Ruth - aye, Jennifer Clearwater - aye.
7. Motion to reconvene to open session was made by Terry Tietyen and seconded by Jennifer Clearwater. Roll call vote: Richard Nelson - aye, Martin Becker - aye, Terry Tietyen - aye, Patty Ruth - aye, Jennifer Clearwater - aye.
  8. No action on closed session matters was taken.
  9. Other business as permitted by law: Request was made to discuss employee recognition at the next meeting.
  10. Motion to adjourn was made by Terry Tietyen and seconded by Marty Becker. Motion passed. Meeting was adjourned at 8:51 PM.

Respectfully submitted by,

Patty Ruth, Secretary