



## **POLICE & FIRE COMMISSION MINUTES**

Meeting, Monday, January 14, 2019, 7:00 p.m.

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

---

1. Roll call: Richard Nelson, Terry Tietyen, Patty Ruth, and Jim Biever present  
Also Present: Chief Mark Mitchell, Chief Kevin Hingiss, Kris Halbig Ziehm, Ozaukee Press, Alderman Dan Benning and Deb Postl  
Jennifer Clearwater arrived at 7:25 PM
2. Public Appearances, Comments, and Correspondence: Deb Postl, a candidate for City Council, introduced herself. She is running for the Council position in District 1, unopposed. She indicated she wants to learn more about the Police and Fire Departments and the Police and Fire Commission.
3. **Police Department Agenda Item # 3 Officer Eric Leet – 25 years of service was moved up.**  
The Commission recognized and thanked Officer Eric Leet for his 25 years of service on the Port Washington Police Department. The Commission and Chief Hingiss expressed gratitude for his service to the community and the department. A watch was presented to Officer Leet by Chief Hingiss on behalf of the Department and the Port Washington Police and Fire Commission.
4. Reviewed the November 12, 2018 meeting minutes. Terry Tietyen made a motion to approve the minutes. Motion was seconded by Jim Biever. Motion passed.

### **AMBULANCE DEPARTMENT**

1. Reviewed the November and December 2018 Ambulance Invoices.
2. Reviewed and discussed the preliminary Ambulance budget through December 31, 2018.
3. Reviewed and discussed November and December 2018 Ambulance Calls.  
Chief Mitchell noted that the PWFD responded to 1,366 ambulance calls in 2018.
4. Reviewed November and December 2018 Paramedic Intercepts.
5. Reviewed the revised P.W.F.D. Standard Operating Guideline 2.012- Job Description for A-EMT (Advanced Emergency Medical Technician). The only revision was in the title. Patty Ruth made a motion to approve the P.W.F.D revised Standard Operating Guideline 2.012- Job Description for A-EMT noting the old title was EMT – Advanced (Intermediate Technician) to the new title is: A-EMT (Advanced Emergency Medical Technician). Motion was seconded by Terry Tietyen.  
Motion passed.
6. Discussion and action to hire Wesley Reimer as a part-time EMT-Paramedic, and Leslie Peters as a part-time A-EMT. Motion was made by Terry Tietyen to approve the hiring of Wesley Reimer as a part-time EMT-Paramedic and Leslie Peters as a part-time A-EMT, pending her passing physical and drug screening tests. Motion passed.
7. No other business as permitted by law was discussed.

### **FIRE DEPARTMENT**

1. Reviewed and discussed November and December 2018 Fire Invoices
2. Reviewed and discussed preliminary Fire Department budget through December 31, 2018
3. Reviewed and discussed November and December 2018 Fire Calls
4. Reviewed the proposed P.W.F.D. Standard Operating Guideline 2.005 – Job Description for Firefighter/Paramedic (EMT-P) (Career). This new job description was created for the Full-Time Firefighter/Paramedic Position approved in the 2019 City Budget. Motion was made by Terry Tietyen and seconded by Jim Biever to approve PWFD 2.005 Job Description as presented with the addition of defining the following acronyms: IFSAC and NREMT. Motion passed.

5. **Police Agenda Item # 6 Review of 2018 Police Activity (Records Clerk/Crime Analyst Becki Hill) was moved.** Becki Hill presented multiple reports comparing calls for service throughout 2018 with service calls that took place in 2017. Calls were listed by types of incidents, Charge codes, time of day and days of week. The Commission discussed trends and found the reports to be very helpful. The Commission thanked Becki for her work and expressing appreciation for her time.
6. The proposed hiring process, as presented by Chief Mitchell, for the Full-Time Firefighter/Paramedic Position was reviewed. Motion was made by Terry Tietyen and seconded by Jennifer Clearwater to approve the proposed hiring process, as presented with one change, the exam will be proctored by Wisconsin Personnel Partners, not by the Police and Fire Commission. Motion passed.
7. Motion was made by Jennifer Clearwater and seconded by Patty Ruth to approve the revised P.W.F.D. Standard Operating Guideline 1.001-Index. The Index reflects the revised P.W.F.D. Standard Operating Guideline 2.012 and the new PWFD 2.005 Job Description. Motion passed.
8. Chief Mitchell recommended the hiring of Jesse Breit as a part-time Probationary Firefighter. Motion was made by Jim Biever and seconded by Jennifer Clearwater to hire Jesse Breit as part-time Probationary Firefighter pending passing the physical agility test. Motion passed.
9. Recognition of Captain Kevin Ward's retirement from the Department after 37 years of service. The Commission will present a Proclamation of recognition and gratitude to Captain Ward at the Fire Association's Awards Banquet.
10. Other business as permitted by law: Question was asked if there has been any movement from the City Council on looking into a second Fire House. Response: No action as of now.

## **POLICE DEPARTMENT**

1. Reviewed and discussed bills payable for November and December.
2. Municipal Court statements for October and November were reviewed.
3. Officer Eric Leet's recognition of 25 years of service – moved to earlier time of meeting.
4. Calls for Service Reports were reviewed.
5. Update on Officer Belzer – Officer Belzer returned to work without restrictions on January 8, 2019.
6. Review of 2018 Police Activity (Records Clerk/Crime Analyst Becki Hill) – This agenda item was moved to earlier time in meeting.
7. Press release and update regarding 12/16/18 incident behind Schooner Pub was reviewed and discussed.
8. Other business as permitted by law: Rick Nelson shared that he and Chief Hingiss toured portions of downtown to discuss some parking concerns.
9. Motion to adjourn was made by Terry Tietyen and seconded by Jennifer Clearwater. Motion passed and meeting was adjourned at 9:28 PM.

Respectfully submitted by,

Patty Ruth, Secretary

**PFC Commissioners:** Chair Richard Nelson, Terry Tietyen, Patty Ruth, Jennifer Clearwater, Jim Biever