



POLICE & FIRE COMMISSION MINUTES

Meeting, Monday, February 11, 2019, 7:00 p.m.

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

1. Roll call: Richard Nelson, Terry Tietyen, Patty Ruth, Jennifer Clearwater and Jim Biever present
Also present: Chief Mark Mitchell, Chief Kevin Hingiss and Alderman Dan Benning
2. No Public Appearances, Comments, or Correspondence
3. Reviewed the minutes of Previous Meeting on January 14, 2019. Motion to approve the minutes was made by Terry Tietyen and seconded by Jennifer Clearwater. Motion passed and the minutes were approved.

AMBULANCE DEPARTMENT

1. Reviewed and discussed January 2019 Ambulance invoices.
2. Reviewed and discussed January 2019 Ambulance calls. Ambulance Call sheets are now presented in two forms. One reflects calls that transported patients and a separate one lists the ambulance calls that did not transport patients. Commission members thanked Chief Mitchell for this new reporting process and felt it was very informative. There was a total of 102 ambulance calls in January 2018. This does not include Paramedic Intercepts listed in agenda item 3.
3. Reviewed and discussed January 2019 Paramedic Intercepts. There were 33 Paramedic Intercept calls in January.
4. Chief Mitchell updated the Commission on the hiring process for the career Firefighter/Paramedic position. The following is the timeline for the hiring process:
 - a. Position has been advertised.
 - b. Completed applications must be returned by March 15, 2019
 - c. Written test will be held on Saturday, March 30, 2019, at 9:00 AM. Location is Thomas Jefferson Middle School.
 - d. Proctors will be needed for the exam.
 - e. Interviews will be held the week of April 15, 2019. Fire Chiefs will make up the interview panel.
 - f. The Police and Fire Commission will interview the top 5 – 6 candidates.
5. No other business as permitted by law was discussed.

FIRE DEPARTMENT

1. Reviewed and discussed January 2019 Fire invoices.
2. Reviewed and discussed January 2019 Fire calls.
3. Discussed the appointments of Dennis Brede, Jake Hemming, and Jason Weis to the position of Assistant Engineer. Patty Ruth moved to confirm the appointments of Dennis Brede, Jake Hemming, and Jason Weis to the position of Assistant Engineer. Motion was seconded by Terry Tietyen. Motion passed. Commission congratulates and thanks the newly appointed Engineers.
4. Chief Mitchell provided an update on the progress of the construction of new Tanker 467. Anticipated delivery of the new Tanker 467 is by the end of March or early April.
5. Other business as permitted by law: Jim Biever told Commission that he has been appointed to lead the Port Washington Fire Station 2019 Task Force. The Task Force objections include: identifying facility needs, site location, design requirements and associated costs. The Task Force hopes to complete the objectives within 5 meetings.

POLICE DEPARTMENT

1. Reviewed and discussed bills payable for the month of January 2019.
2. The 2018 final Municipal Court statement was reviewed.
3. Calls for Service report was reviewed and discussed.
4. Chief Hingiss read a letter from an Emergency Department Technician (EDT) from Aurora Medical Center regarding Officer Gary Belzer. The EDT describes a situation when a young boy was brought to the hospital by Officer Belzer. The child was very volatile and scared. The EDT said that Officer Belzer was able to calm and comfort the child through his compassion and kindness, allowing the emergency department staff to do procedures without using restraints. The Commission is proud of Officer Belzer and is grateful that our officers respond with both skill and compassion.
5. Terry Tietyen motioned to go into closed session, authorized by Wisconsin Statutes for: “considering employment, promotion, compensation or performance evaluation of a public employee” with respect to a Police Union grievance per Wisconsin State Statute 19.85 (1) (c). Motion was seconded by Patty Ruth. Roll call vote was taken: Patty Ruth – aye, Terry Tietyen – aye, Jim Bieber – aye, Jennifer Clearwater – aye, Rick Nelson – aye.
6. Motion was made by Jennifer Clearwater and seconded by Jim Bieber to reconvene in open session. Motion passed.
7. No action was taken on any item discussed in Closed Session.
8. Terry Tietyen moved to go into closed session, authorized by Wisconsin Statutes for: “considering employment, promotion, compensation or performance evaluation of a public employee per Wisconsin State Statute 19.85 (1) (c),” regarding evaluations. Motion was seconded by Patty Ruth. Roll call vote was taken: Patty Ruth – aye, Terry Tietyen – aye, Jim Bieber – aye, Jennifer Clearwater – aye, Rick Nelson – aye.
9. Motion was made by Terry Tietyen and seconded by Jim Bieber to reconvene in open session. Motion passed.
10. Action on item discussed in Closed Session: Motion was made by Patty Ruth that the Police and Fire Commission request a meeting with Mark Grams and the Personnel Committee to discuss the evaluation of the Police and Fire Chiefs for 2019 and for future years as well as pay equity. Motion was seconded by Terry Tietyen. Motion passed.
11. No other business as permitted by law was discussed.
12. Motion to adjourn was made by Terry Tietyen and seconded by Jennifer Clearwater. Motion passed and meeting was adjourned.

Respectfully submitted by,

Patty Ruth, Secretary

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