



## **POLICE & FIRE COMMISSION MINUTES**

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

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

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1. Roll call: Richard Nelson, Patty Ruth, Jennifer Clearwater, and Jim Biever present  
Also present: Pat Tearney, Marty Becker, Dan Benning, Chief Mark Mitchell, Chief Kevin Hingiss and Officer Ryan Hurda  
Excused: Terry Tietyen
2. Public Appearances, Comments, and Correspondence
  - Mayor Becker thanked the Fire Station Task Force, chaired by Jim Biever, for their work and time.
  - Pat Tearney told the Commission that he spoke with Chief Hingiss about a concern raised by one of his constituents. Chief Hingiss has followed up on the issue and Pat Tearney was satisfied with his response.
  - At this time the Commission shared a cake with all present to celebrate Chief Hingiss serving 35 years with the Port Washington Police Department. Everyone thanked Chief Hingiss for his service and commitment to the department and the residents of Port Washington.
3. Reviewed Previous Meeting Minutes from February 11, 2019. Motion to approve was made by Jennifer Clearwater and seconded by Jim Biever. Motion passed.
4. Officer Hurda demonstrated digital policing initiatives used by our department for investigations. The digital investigations have increased the department's capabilities to successfully close cases and improve public safety. The Commission thanked Officer Hurda for the demonstration and for his work.

### **AMBULANCE DEPARTMENT**

1. Reviewed and discussed February 2019 Ambulance invoices.
2. Reviewed and discussed 2019 ambulance budget through February.
3. Reviewed and discussed February 2019 Ambulance calls.
4. Reviewed and discussed February 2019 Paramedic Intercepts.
5. No other business as permitted by law was discussed.

### **FIRE DEPARTMENT**

1. Reviewed and discussed February 2019 Fire invoices.
2. Reviewed and discussed 2019 fire budget through February.
3. Reviewed and discussed February 2019 Fire calls.
4. Reviewed and discussed the 2018 Port Washington Fire Department Annual Report.  
The Commission thanked Chief Mitchell for the thorough, well written report which outlined the excellent work of the Fire Department. The department responded to 1,593 emergency requests for service in 2018. 227 were fire responses and 1,366 were for the Emergency Medical Services. Great job and thank you to the 59 individuals who serve Port Washington as members of the Fire Department.
5. Update on the progress of the construction of new Tanker 467. The Fire Department will take delivery of the Tanker on March 27, 2019. Graphics and lettering will be done by RJ Marx in Appleton, WI.
6. Discussion and recommendation to the Common Council regarding the disposition of the department's 1986 Ford / Welch 3000 gallon tanker. Chief Mitchell told the Commission that an

explosion and fire leveled the building that housed Madeline Island's only fire department and ambulance service in early March. All equipment was lost. A motion was made by Jim Biever to recommend to the Common Council, pending acceptance by the Madeline Island Fire Department, that our 1986 Ford / Welch 3000 Gallon Tanker be donated to the Fire Department on Madeline Island. If acceptance of the tanker is not possible, the recommendation is to auction the tanker through Wisconsin Surplus Online Auction. Motion was seconded by Jennifer Clearwater. Motion passed.

7. Other business as permitted by law:
  - a. Chief Mitchell reported that currently there have been no applications submitted for the full time Paramedic Firefighter position.
  - b. The Fire Station Taskforce toured 4 fire stations on Saturday, March 10, 2019. They included two in Oak Creek, one in Richfield and one in Saukville. The next meeting of the Task Force is scheduled for April 9, 2018. The Task Force will present their recommendations to the Police and Fire Commission at the PFC's May meeting. This meeting will be held in the Community Room of the Police Department.

## **POLICE DEPARTMENT**

1. Reviewed and discussed bills payable.  
Three new squads will be ready for service within 4 – 6 weeks.
2. Municipal Court statement for January 2019 was reviewed.
3. Calls for Service Report for February was reviewed and discussed.
4. Requests for Approval of Secondary Employment: Patty Ruth made a motion to approve the request of Officers Jim Russell and Taylor Russell for secondary employment with the Washington County Sheriff's Department. Motion was seconded by Jennifer Clearwater. Motion passed.
5. Chief Hingiss updated the Commission on union grievance.
6. Patty Ruth moved to go into closed session, authorized as noted by Wisconsin Statutes for: "considering employment, promotion, compensation or performance evaluation of a public employee," per WS 19.85 (1) (c), regarding personnel. Motion was seconded by Jim Biever. Roll Call vote: Richard Nelson – aye, Patty Ruth – aye, Jennifer Clearwater - aye, Jim Biever – aye.
7. Motion was made by Jim Biever and seconded by Jennifer Clearwater to reconvene in open session. Roll Call Vote: Richard Nelson – aye, Patty Ruth – aye, Jennifer Clearwater - aye, Jim Biever – aye.
8. Action on item discussed In Closed Session: Motion made by Jennifer Clearwater to recommend that a new hire for the position of Police Secretary will receive a salary of \$51,016 and that the Records Manager salary will increase to \$51,016. Motion was seconded by Jim Biever. Motion passed.
9. No other business as permitted by law was discussed.
10. Motion to adjourn was made by Patty Ruth and seconded by Jim Biever. Motion passed and the meeting adjourned at 9:45 PM.

Respectfully submitted by,

Patty Ruth, Secretary