



POLICE & FIRE COMMISSION MINUTES

Meeting, Monday, October 14, 2019, 6:00 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: Lieutenant Kurt Knowski, Chief Mark Mitchell, Alderman Dan Benning, Mayor Marty Becker and Kris Halbig Ziehm – Ozaukee Press
2. Public Appearances, Comments, and Correspondence
A thank you letter from retired Police Captain, Mike Keller, was shared with the Commission.
3. Minutes from the September 16, 2019 meeting were reviewed. Motion was made by Terry Tietyen and seconded by Jennifer Clearwater to approve the minutes. Motion passed.

POLICE DEPARTMENT

1. Reviewed and discussed bills payable for the month of September
2. Municipal Court Statement for September was not available.
3. Budget for Police Department through September 2019 was not available.
4. Calls for Service Reports were reviewed and discussed
5. Wisconsin Law Enforcement Accreditation Group, Inc. (WILEAG) letter and invitation to attend the WILEAG Governing Board meeting in November:
WILEAG Governing Board voted unanimously to reaccredit the Port Washington Police Department for a three year period. The WILEAG Governing Board will present the Accreditation Award to the Department at their Board Meeting on Friday, November 8, 2019. Jennifer Clearwater and Patty Ruth will attend the presentation with Chief Hingiss.
6. Energy audit of Police Department is scheduled for October 15, 2019 through Franklin Energy. The energy audit will evaluate ways the department is able to save money and be efficient.
7. The Commission reviewed a copy of a City Performance Evaluation form for department heads. A discussion took place and the Commission suggested that Rick Nelson and Patty Ruth meet with Chief Mitchell and Chief Hingiss to discuss possible evaluation formats prior to the next Police and Fire Commission meeting.
8. No other business was discussed.

AMBULANCE DEPARTMENT

1. Eric Kiefer, Marketing Director, EMS Medical Billing, presented information about current rates charged for ambulance services to residents and non-residents. Information reviewed also included rates from 8 additional departments. The rates were last increased 3 years ago. EMS Billing presented recommendations for rate increases. After discussion, Jennifer Clearwater moved to accept the recommendation for ambulance rate increases effective January 1, 2020. Motion was seconded by Terry Tietyen. Motion passed.
2. Reviewed and discussed the September 2019 Ambulance invoices.
3. Reviewed and discussed the 2019 Ambulance budget through 9/30/19.
4. Reviewed and discussed the September 2019 Ambulance calls. Transports and Non-Transports.
5. Reviewed and discussed the September 2019 Paramedic Intercepts.
6. Chief Mitchell recommended the hiring of Natalia Kutny as a part-time EMT-Paramedic pending medical physical, drug screening and physical ability testing results. Chief Mitchell recommended the hiring of Brock Majkowski as a part-time EMT-Basic. Brock Majkowski's testing results have already been confirmed. Motion was made by Patty Ruth and seconded by Jim Biever to hire Natalia Kutny as part-time EMT-Paramedic pending medical physical, drug screening and physical ability test and to hire Brock Majkowski as a part-time EMT-Basic. Motion passed.
7. No other business was discussed.

FIRE DEPARTMENT

1. Reviewed and discussed the September 2019 Fire invoices.
2. Reviewed and discussed the 2019 Fire budget through 9/30/19
3. Reviewed and discussed the September 2019 Fire calls.

4. Update and discussion on the City's issuance of a Request For Proposal (RFP) for: Professional Architectural Design Services for the City of Port Washington Fire Station #2 and the renovation of the current fire station located at 104 W. Washington Street. Alderman Benning stated that the Council will take action on this at the City Council meeting October 15, 2019.
5. Update and some discussion took place on the 2020 Fire and Ambulance Budget Requests. More to follow at future meetings.
6. Other business as permitted by law: The Commission members all attended the Police and Fire Departments Open House and thanked all involved for such a successful event. Families of all ages had fun and learned important safety measures. Great job!
7. Motion to adjourn was made by Terry Tietyen and seconded by Jennifer Clearwater. Motion passed. The meeting was adjourned at 8:15 PM.

Respectfully submitted by,

Patty Ruth, Secretary

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

Notice is hereby given that Common Council members or members of other governmental bodies who are not members of this board, commission or committee may be present at this meeting to gather information about a subject over which they have decision-making authority. In that event this meeting may also constitute a simultaneous meeting of the Council or of such other governmental bodies. Whether a simultaneous meeting is occurring depends on whether the presence of one or more Council members or members of such other governmental bodies results in a quorum of the Council or of such other governmental bodies and, if there is a quorum, whether any agenda items listed above involve matters within the Council's or the other governmental bodies' jurisdiction. If a simultaneous meeting is occurring, no action other than information gathering will be taken at the simultaneous meeting. [State ex rel. Badke vs. Greendale Village Board, 173 Wis. 2d 553 (1993).]

Persons with disabilities requiring special accommodations for attendance at the meeting should contact the City Clerk at least one (1) business day prior to the meeting.