



## **POLICE & FIRE COMMISSION MINUTES**

Meeting, Monday, December 9, 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: Chief Kevin Hingiss, Chief Mark Mitchell, Mayor Marty Becker, Joe DeBoer PWFD and Kris Halbig Ziehm – Ozaukee Press
2. No Public Appearances, Comments, and Correspondence
3. Reviewed Previous Meeting Minutes. Motion to approve the minutes from November 11, 2019's regular meeting and minutes from Special Session Meeting held on November 14, 2019 was made by Terry Tietyen and seconded by Jim Biever. Motion passed.

### **AMBULANCE DEPARTMENT**

1. Reviewed November 2019 Ambulance invoices.
2. Reviewed and discussed November 2019 Ambulance calls. Transports and Non-Transports.
3. Reviewed and discussed November 2019 Paramedic Intercepts. Questions arose regarding the number of non-transports for paramedic intercepts. This will be reviewed further at a future meeting.
4. Joe DeBoer presented a Paid-On-Premise Staffing Proposal. A paid-on-premise staffing model provides in-station firefighters, EMTs and paramedics at a set pay scale during periods that are traditionally hard to schedule paid-on-call members.

Benefits of this staffing proposal include:

- Ensures someone is always available to answer a call
- Improves emergency response time
- Allows for more advanced, life-saving pre-hospital medical care
- Attracts new members

Commission reviewed the cost comparison of the paid-on-premise and the current paid-on call model, discussed the benefits of the proposed staffing model and unanimously supports our Fire Department moving to this model.

Jim Biever made a motion to endorse the Paid-On Premise Firefighter/EMT-P, Firefighter/A-EMT, and Firefighter/EMT-B positions within the Port Washington Fire Department.

Terry Tietyen seconded the motion. Motion passed.

5. Other business as permitted by law: Chief Mitchell shared budget documents and the Commission will discuss them at the January 2020 meeting.

### **FIRE DEPARTMENT**

1. Reviewed and discussed November 2019 Fire invoices.
2. Reviewed and discussed November 2019 Fire calls.
3. No other business as permitted by law was discussed.

### **POLICE DEPARTMENT**

1. Reviewed and discussed Bills Payable for November 2019.
2. Reviewed and discussed 2019 budget
3. Municipal Court statement – October 2019 was reviewed
4. Calls for Service reports were reviewed and discussed.
5. Return of Officer Vitella to duty: Officer Vitella, who serves in the Wisconsin National Guard, was called up for military service for the past 13 months.  
Wisconsin National Guard Units are called up every 5 – 6 years. Officer Vitella has returned to Port Washington and is back with the Port Washington Police Department.

Officer Vitella joined us for a few minutes at the meeting. The Commission thanked him for his service to our country and officially welcomed him back to our community and our Police Department.

6. Update on progress to reduce utility (WE Energies) bill. Commission reviewed report from December 3, 2019, from ECG (Energy Consultants of Wisconsin LLC)  
The Police Department will replace all inside and outside lighting to LED lights before the end of 2019. This will create a yearly savings of \$10,491.  
Cost is \$7,948.50 and will be paid half now and half in 2020. The return on investment will be in nine months.  
The Commission thanked Chief Hingiss for moving forward and securing this savings.
7. Chief Hingiss reported on the following upcoming training:
  - Four officers will be attending a training related to human trafficking
  - Two officers will be attending an active threat integrated response training
8. Reviewed and decided on a format to use for the Fire and Police Chiefs' performance evaluations. The evaluations will take place during a closed session scheduled on January 16, 2020. Chief Hingiss will be at 8:00 am and Chief Mitchell at 9:00 am.  
Chief Hingiss and Chief Mitchell were each asked for the following:
  - Current goals for 2019
  - Identify new goals for 2020
  - Salary survey for their positions within comparable communities
9. Other business as permitted by law: Information was discussed related to the value of the school resource officer position.
10. Motion to adjourn was made by Jennifer Clearwater and seconded by Terry Tietzen. Motion passed. Meeting was adjourned at 7:55 pm.

Respectively submitted by,

Patty Ruth, Secretary