



POLICE & FIRE COMMISSION MINUTES

Meeting, Monday, January 13, 2020, 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, Alderman Dan Benning, Lt. Jason Weis - PWFD and Kris Halbig Ziehm – Ozaukee Press
2. Public Appearances, Comments, and Correspondence:
 - Character Counts Communities will hold a ceremony to recognize and honor those that serve and protect Port Washington and Saukville as Law Enforcement, Fire and Rescue. Date: Thursday, February 14, 2020, during halftime of the Port Washington High School Boys Basketball Game.
 - Reminder: Special Closed Session meeting of the Police and Fire Commission for the purpose of performance evaluations for Fire Chief and Police Chief on January 16, 2020, beginning at 8:00 am.
3. Reviewed Previous Meeting Minutes. Motion to approve the minutes from December 9, 2019 was made by Terry Tietyen and seconded by Jennifer Clearwater. Motion passed.

AMBULANCE DEPARTMENT

1. Reviewed the December 2019 Ambulance invoices.
2. Reviewed and discussed the 2019 Ambulance preliminary budget through 12/31/2019.
3. Reviewed and discussed the December 2019 Ambulance calls. Transports and Non-Transports.
4. Reviewed and discussed the December 2019 Paramedic Intercepts.
5. Discussion and action to hire Lars Bland as a Part-Time EMT-B, pending physical exam and physical ability results.
Motion was made by Jim Biever and seconded by Jennifer Clearwater to hire Lars Bland as a Part-Time EMT-B, pending physical exam, physical ability results and nurse to EMT-B exam. Motion passed.
6. No other business as permitted by law was discussed.

FIRE DEPARTMENT

1. Reviewed the December 2019 Fire invoices.
2. Reviewed the 2019 Fire preliminary budget through 12/31/2019.
3. Reviewed and discussed the December 2019 Fire calls.
4. Commission discussed the Special Committee's Report on their review of Proposals 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.
5. Discussion and possible action of the Special Committee's Report on their review of Proposals 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.
Motion was made by Patty Ruth and seconded by Jennifer Clearwater to have the Special Committee, formed and directed by the Police and Fire Commission (PFC), invite Five Bugles Design, Kueny Architects, LLC, SEH (Short Elliot Hendrickson, Inc.) and Zimmerman to be interviewed and present their proposal for the design of a new fire station to the Special Committee. The Committee will recommend an architect firm to the PFC for consideration. It will be the responsibility of the PFC to send a recommendation onto the City Council for their approval. Motion passed.
6. Update on Capital purchases - Chief Mitchell and Lt. Weis provided an update on purchases.
 - Self-Contained Breathing Apparatus (SCBA) equipment have been ordered and are being

- customized with PWFD logo.
 - Personal Protective Equipment turnout gear – including coats, pants, belts, and helmets have been delivered.
 - Ambient turnout gear dryer has been delivered.
7. Discussion and action to hire Kurt Ellmauer and Joel Guidinger as Part-Time Probationary Firefighters, pending physical exam and physical ability results. Motion was made by Terry Tietyen and seconded by Patty Ruth to hire Kurt Ellmauer and Joel Guidinger as Part-Time Probationary Firefighters, pending physical exam and physical ability results. Motion passed.
8. Fire Chief's Report
- a. Chief Mitchell announced that Deputy Chief Glenn Doers will be retiring. He has served on the Fire Department for over 35 years. The Commission thanks Deputy Chief Doers for his dedication, expertise and service.
 - b. A-EMT Leslie Peter & EMT Noah Witt have submitted their resignations. The Commission thanks them and wishes them well.
 - c. Preliminary 2019 Run Totals: EMS has had 1,459 calls. There were 288 Fire calls. The Fire Department has served the community well and the Commission appreciates all of the department's personnel. Job well done.
9. Other business as permitted by law: The Fire Department will hold their annual banquet on Saturday, January 18, 2019.

POLICE DEPARTMENT

1. Reviewed and discussed bills payable 12/6/2019 to 1/10/2020.
2. Reviewed and discussed budget January 1 – 10, 2020.
3. Reviewed Municipal Court statement – November 2019
4. Calls for Service Reports were reviewed and discussed.
5. Review of Officers' applications for Secondary Employment. Officer Taylor Russell and Officer Jim Russell request secondary employment with the Washington County Sheriff's Department. Chief Hingiss supports the request. Action will be taken on this request at the next meeting.
6. Chief Hingiss provided an update on the Police Contract process.
7. Capital Purchases 2019/2020 update:
 - New squad car was ordered and delivery will be in spring/summer.
 - Three computers were ordered for police department office and four computers were ordered for vehicles.
 - Two tasers were replaced.
8. Severe Storm Warning Sirens
Chief Hingiss updated the Commission on the status of the four warning sirens. Chief Hingiss will present a proposal for possible replacement of older units at a future meeting. Based on recommendations from Emergency Management, the Police Department will change the weekly testing of sirens to take place monthly.
9. Crossing Guard Recognition will take place on January 15, 2020, 9:00 a.m. in the community room at the police department. The Commission is grateful for the crossing guards who do an amazing job at protecting the children in our community.
10. Recognition of Officers:
 - Chief Hingiss received a note from a Grafton Police Officer thanking Officer Hurda for assisting the Grafton Police Department on multiple cases.
 - An email was received from an individual thanking Officers Hurda and Becker for their response during a rescue call. The individual credits their quick response for his recovery.
 - Hospital staff wrote to thank Officers Nye, T. Russell and Bergin for their compassion when assisting in an emergency detention of an adolescent and transporting the adolescent to Winnebago.

The Commission is proud of the work done by these officers.

11. No other business as permitted by law was discussed.
12. Motion to adjourn was made by Jennifer Clearwater and seconded by Jim Bieber. Motion passed.
Meeting was adjourned at 8:16 pm.

Respectively submitted by,

Patty Ruth, Secretary

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