



POLICE & FIRE COMMISSION

Meeting Minutes

Monday November 9, 2020, 6:00 p.m.

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

1. Roll call. Present Richard Nelson, Terry Tietyen, Jennifer Clearwater, James Biever, Edward Johnson. Also Present Fire Chief Mark Mitchell, Police Chief Kevin Hingiss, Alderman Dan Benning, Kathy Buth and Dori McCrillis of Mid-Moraine Municipal Court, and Kris Halbig-Ziehm Ozaukee Press reporter. Meeting call to order at 6:00 PM.
2. Public Appearances, Comments, and Correspondence. There were none.
3. Review of Previous Meeting Minutes. Motion by T. Tietyen second by J. Clearwater to approve the meeting minutes from the October 19, 2020 meeting. Motion passed.

POLICE DEPARTMENT

1. Kathy Buth, Mid-Moraine Municipal court Clerk, gave a presentation to the commission: Ms. Buth broke down fees that are accessed on each citation's fine that is processed by the court and how the fees are dispersed. The fines and fees are set by the State of Wisconsin. Ms. Buth explained Municipal Court expenses and how they are accessed to each of the members of the Mid Moraine court system. Currently 16 members across Washington and Ozaukee County based on citation volume. She briefed staffing, trial setting and related court expenses. Ms. Buth was asked if any additional information was available on citations issued by PWPD and she will forward a copy of a report that includes number of citations, fines and fees to the commission.
2. Review of bills, October 2020. Chief Hingiss explained the costs related to Job Trait Assessments for the Lieutenant Applicants.
3. Review of Police budget through October 2020. Most overtime expense is related to the demonstrations earlier this year. Discussion on 2021 budget item of 10 v. 19 body cameras and related donations.
4. Municipal Court Statement September 2020. Item was skipped.
5. Review calls for service October 2020. Reviewed.
6. Officially announce the promotion of Craig Czarnecki to Administrative Captain effective October 4, 2020. Captain Czarnecki is working 6a. to 2p and a 6-3 work schedule until January 2021. The Captains salary range was discussed. His salary will be adjusted to match the Patrol Captain's after six months.
7. Discussion of a date for Police Lieutenant applicant interviews. Two dates discussed with follow up to members later.
8. Other business permitted by law. Depending on need December 14th meeting may be cancelled.

AMBULANCE DEPARTMENT

1. Review and discuss the October 2020 Ambulance invoices
2. Review and discuss the 2020 Ambulance budget through -10/31/2020. Chief Mitchell was requested to check Paramedic Intercept revenue and how posted.
3. Review and Discuss October 2020 Ambulance Calls, transports and non transports.
4. Review and discuss October 2020 Paramedic Intercepts
5. Discussion and possible action to amend **PWFD Standard Operating Guideline 6.008, C. Ambulance Responses** to include the following:
 4. c. A decision to respond "non emergent", to an EMS call given the dispatch determinant of a "Rescue 5" response, may be made by the EMS Crew Chief, the EMS Lieutenant, or any Port Washington Fire Department Chief Officer. This only applies to EMS calls in the City and Town of Port Washington. All EMS automatic aid or mutual aid responses shall be made emergent regardless of the dispatch determinant.

Explanation by Chief Mitchell and discussion. Motion by J. Biever, second by J. Clearwater to amend

PWFD Standard Operating Guideline 6.008 4. c. As indicated. Motion carried.

6. Chief Mitchell explained that today (11-09, 2020) the Ambulance was not staffed by EMT's and Grafton's Ambulance had to respond to three calls within the City. Staffing the ambulance has been a problem as the pandemic of Covid 19 continues and competition for staff increases across the EMT field. Port Washington is the second busiest EMT service in Ozaukee County. There is a need for full time staffing on the EMT ambulance service.
No further business.

FIRE DEPARTMENT

1. Review and discuss October 2020 Fire Dept. invoices.
2. Review and discuss Fire Dept. budget through 10/31/2020.
3. Review and discuss October 2020 Fire Calls
4. Review revised Milwaukee Alarm Company (MAC) and Able Security & Fire System quotes and take possible action to replace the existing, obsolete fire alarm system in the fire station at 104 W. Washington Street. Discussion on equipment, installation and monitoring costs with each quote. Motion by E. Johnson second J. Bieber to except the bid from Milwaukee Alarm Company (MAC). Motion carried.
5. Chief Mitchell spoke of matters cancelled or postponed due to the continuing virus and the rescheduling of some of the events. No further business.

Motion by J. Bieber second by E. Johnson to adjourn the meeting. Motion carried. Meeting adjourned.

Respectfully submitted,

Terry Tietyen, Secretary

PFC Commissioners: Chair Richard Nelson, Terry Tietyen, Jennifer Clearwater, James Bieber, Edward Johnson