



**CITY OF PORT WASHINGTON, OZAUKEE COUNTY, WI
POLICE & FIRE COMMISSION**

Monday, September 8, 2025 at 6:00 p.m.

100 W Grand Ave, Port Washington, WI 53074

City Hall Council Chambers

Mission Statement: *The Police and Fire Commission (PFC) exists for the benefit of all our citizens, who expect and deserve a high level of public safety. We oversee the Police Department, Fire Department, and Emergency Medical Services in a fiscally responsible manner. Our mission is to hire and retain the most qualified personnel and advocate for the best training, equipment, and facilities to allow them to carry out their tasks. The safety of our residents and protection of life and property is our goal.*

Meeting Minutes

1. Roll Call. Jim Bieber, Ed Johnson, Joe Dean, Jill Eernisse. Also present: Police Chief Kevin Hingiss, Fire Chief Joe DeBoer, Police Capt. Craig Czarniecki, PWPD Exec. Asst. Becki Hill, Alderperson Dan Benning. From the Ozaukee Press, Kris Halbig-Ziehm. Chair Bieber called the meeting to order at 6:02 p.m.
2. Public Appearances, Comments, and Correspondence
 - a. Amanda Didier – Lakeshore Regional Child Advocacy Center (CAC). Chief Hingiss introduced Amanda Didier, the executive director of the Lakeshore Regional Child Advocacy Center. She highlighted the work of the center, that it has been operating in Ozaukee County for 15 years. During its operation there have been approximately 800 incidents from the county that the Center has worked on.
 - b. Justin Powell, of Fire Recovery USA, addressed the PFC regarding their services, acting as a billing agent for recovering fees for fire department services such as motor vehicle accidents and fire inspections.
 - c. Chief Hingiss relayed an appreciative communication the Police Department received commending Lt. Nye and Officer Erickson for their help with a recent call.
3. Chairman’s Comments
 - a. Report from Joe Dean and Ed Johnson on Police Department and Fire Department 2026 budget reviews. Ed Johnson and Joe Dean discussed the recent budget meetings with the Departments. Discussed were current and future needs, which Chair Bieber then shared with the City Administrator. It was felt this was critical, ahead of upcoming City budget meetings, and for the Chiefs to continue to share in their internal meetings with City staff.
4. Review of Previous Meeting Minutes. Motion to approve the meeting minutes of the August 11, 2025 meeting of the PFC and September 3, 2025 Special Meeting of the PFC by J. Eernisse, seconded by J. Dean. Motion carried by voice vote.
5. Recognition of Service Anniversaries:
 - a. For the Police Department:
 - i. Tammy Shepherd, 33 years
 - ii. Lt. Jerry Nye, 23 years
 - iii. Annie Bialzik, 18 years
 - iv. Steve Orvis, 7 years
 - b. For the Fire Department:
 - i. Deputy Chief Tom Sharbuno, 43 years
 - ii. Lt. Charlie Leasum, 13 years
 - iii. Dylan Dodson, 4 years
 - iv. Amanda Eibs, 4 years
 - v. Rickie Gillson, 1 year

POLICE DEPARTMENT

1. Review and Discussion – August 2025 Bills. The bills were reviewed.
2. Review and Discussion – July 2025 Municipal Court Statement. The statement was reviewed.

3. Review and Discussion – August 2025 Calls for Service and July 2025 Wisconsin Incident Based Reporting (WIBR). The reports were reviewed.
4. Police Chief's Report
 - a. Request for Secondary Employment – Officer Colin Dunn. Chief Hingiss discussed the request of Officer Dunn to work for Fredonia. The Chief approves of this request. J. Eernisse made a motion to approve the request for secondary employment. Seconded by E. Johnson. Motion carried by voice vote.
 - b. 2026 Budget Request for Three (3) New Police Officer Positions. Capt. Czarnecki reviewed a report submitted to the PFC outlining the request for three new patrol Police Officer positions. He indicated that our ratio of officers to residents is below the recommendations of the FBI, State of Wisconsin, and that of similar municipalities in Ozaukee County.
5. Other business as permitted by law: Review meeting schedule and calendar matters; referrals to future meetings. Chief Hingiss related that the re-accreditation process for the Department starts tomorrow, and is expected to run through Thursday.

FIRE DEPARTMENT

1. Review and Discussion – August 2025 EMS Invoices. The invoices were reviewed.
2. Review and Discussion – August 2025 Fire Invoices. The invoices were reviewed.
3. Review and Discussion – August 2025 EMS Calls. The calls were reviewed. Per Chief DeBoer, there were 149 calls, a drop from 160 calls in June. The Department is seeing a rise in calls from Fredonia, as they are enduring some staffing issues.
4. Review and Discussion – August 2025 Fire Calls. Chief DeBoer indicated there were 45 calls in August, the busiest month on record. This was in part due to assistance provided to Milwaukee during the recent flooding event.
5. Take action, on matters discussed in closed session at the September 3, 2025 meeting, to-wit: consideration of hiring a candidate for the position of Firefighter/Paramedic. J. Dean made a motion to hire the candidate interviewed on September 3. Seconded by J. Eernisse. Motion carried by voice vote.
6. Fire Chief's Report
 - a. Resignation of paid-on-call Engineer Kurt Ellmauer. Chief DeBoer informed the PFC of this resignation, and noted that Engineer Ellmauer hopes to return to the Department at some point.
 - b. Hiring of part-time EMT James Valentino. This hiring was announced by Chief DeBoer. EMT Valentino is halfway through the paramedic program.
 - c. Review of the promotional process for filling vacant Engineer positions. Chief DeBoer related that he plans on running a promotional process this month, with the desire to fill these positions internally.
 - d. Discussion regarding the possible implementation of fire inspection fees and insurance billing for motor vehicle accidents. The presentation made by Fire Recovery USA was discussed. Chief DeBoer offered that an ordinance change would be needed to capture some of these costs, which other communities in Ozaukee County are currently receiving. It is anticipated that approximately \$35,000 could be derived annually by the implementation of this program.
 - e. The Fire Department will host its Open House on October 4th in conjunction with Fire Prevention Week. Chief DeBoer noted that the Department will hold an open house on Saturday, October 4th, from 11:00-2:00.
 - f. Progress report on the Public Safety Building project. Chief DeBoer updated the PFC on the project. He will make sure the PFC is included in weekly update reports.
 - g. Chief DeBoer discussed that on September 12th at 9:00 a.m. the Department will be hosting the demonstration of an underwater sonar unit, and invited the PFC to attend.

7. Other business as permitted by law: Review meeting schedule and calendar matters; referrals to future meetings. J. Dekan commented that the Fire Chief has similar staffing challenges as the Police Department which he is currently managing through meetings with City Staff. The PFC has asked him to keep us posted as this develops in a difficult City budget process. The next meeting of the PFC is scheduled for October 13, 2025, at 6:00 p.m.

Adjournment. Motion by J. Dean, seconded by J. Eernisse to adjourn the meeting. Motion carried by voice vote. The meeting was adjourned at 7:37 p.m.

Police & Fire Commissioners

Chair James Biever, Vice Chair Sarah Burdette, Secretary Edward Johnson, Joseph Dean, Jill Eernisse