



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

**Monday, December 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, Sarah Burdette, Ed Johnson, Joe Dean, Jill Eernisse. Also present: Police Chief Kevin Hingiss, Police Captain Craig Czarnecki, Fire Chief Joe DeBoer, PWPD Exec Asst. Becki Hill, Alderperson Dan Benning, City Attorney Matthew Nugent. From the Ozaukee Press, Kris Halbig-Ziehm. Chair Bieber called the meeting to order at 6:00 p.m.
2. Public Appearances, Comments, and Correspondence. Amanda Farmer from Port Washington, Chris Ekman from Port Washington, Robert Parker from West Bend, Mike Beasler from Port Washington, and Jonathan Klotz from Milwaukee addressed the Commission with concerns regarding the conduct of the Police Department at the December 2, 2025 City Council meeting.
3. Chairman's Comments. Chair Bieber announced, in response to the public comments, that citizen complaint forms are available at the Port Washington Police Department.
4. Review of Previous Meeting Minutes. Motion to approve the meeting minutes of the November 10, 2025 meeting of the PFC by J. Dean, seconded by S. Burdette. Motion carried by voice vote.
5. Recognition of Service Anniversaries:
  - a. For the Police Department:
    - i. Robert Ruth, 2 years
  - b. For the Fire Department:
    - i. Deputy Chief Jim Langford, 32 years
    - ii. Lt. Andrew Klopp, 17 years
    - iii. Lt. Cameron Karstaedt, 4 years
6. POLICE DEPARTMENT
  - a) Review and Discussion – November 2025 Bills. The bills were reviewed.
  - b) Review and Discussion – October 2025 Municipal Court Statement. The statement was reviewed.
  - c) Review and Discussion – November 2025 Calls for Service and October 2025 Wisconsin Incident Based Reporting (WIBR). The reports were reviewed.
  - d) Police Chief's Report
    - i. WILEAG Re-Accreditation. Chief Hingiss reported on the WILEAG re-accreditation, which took place in September. In November, the Police Department was notified that it was re-accredited for three years.
    - ii. Winter Parking Restrictions. Chief Hingiss discussed the winter parking restrictions, and noted that requests for parking can be done electronically.

- iii. Requests for Approval of Secondary Employment. Chief Hingiss advised that Officers Dunn, Wolf, and Vitella were seeking permission to obtain secondary law enforcement-related secondary employment. He has no objection to these requests. A motion to approve the secondary employment of these officers was made by J. Eernisse, seconded by S. Burdette. The motion was approved by voice vote.
- e) Other business as permitted by law: Review meeting schedule and calendar matters; referrals to future meetings. None.

## 7. FIRE DEPARTMENT

- a) Review and Discussion – November 2025 EMS Invoices. The invoices were reviewed.
- b) Review and Discussion – November 2025 Fire Invoices. After Chief DeBoer highlighted the invoices for pump testing and thermal cameras, the invoices were reviewed.
- c) Review and Discussion – November 2025 EMS Calls. Chief DeBoer indicated there were 135 calls for the month of November.
- d) Review and Discussion – November 2025 Fire Calls. The calls were reviewed. Chief DeBoer related that the Department is up to 342 calls this year.
- e) Consideration and possible action regarding a revised multi-jurisdictional paramedic intercept agreement. Chief DeBoer discussed the agreement, noting the goal is uniformity throughout the county with billing. A motion to approve the multi-jurisdictional paramedic intercept agreement was made by J. Dean, seconded by E. Johnson. Motion carried by voice vote.
- f) Consideration and possible action regarding the implementation of an annual fire inspection fee. Chief DeBoer reviewed a proposed annual fire inspection fee. He noted there are more than 620 properties subject to annual inspection. The fees proposed are comparable to neighboring municipalities. After discussion, a motion was made to table action on this item until the next PFC meeting by S. Burdette, seconded by J. Eernisse. Motion carried by voice vote.
- g) Fire Chief's Report
  - i. Modification of Deputy Chief James Langford's role from Deputy Chief to Safety Officer. Chief DeBoer informed the PFC of this change, noting that Deputy Chief Langford wants to step back his role.
  - ii. Transition of Lieutenant Bethany Price from full-time to part-time status. Chief DeBoer related that commencing 12/31/25 Lt. Price will be working on a part-time basis in order to facilitate going back to school.
  - iii. Initiation of hiring processes to fill current full-time vacancies. Chief DeBoer indicated that in hiring for the lieutenant position the department will commence with an internal posting before opening it up to external candidates.
  - iv. Progress report on the Public Safety Building project. The progress of the Public Safety Building was relayed by Chief DeBoer, who advised that the building is largely enclosed, and that HVAC and early electrical work is commencing. The training tower construction is going well. The project is ahead of schedule.
- h) Other business as permitted by law: Review meeting schedule and calendar matters; referrals to future meetings. The next meeting of the PFC is scheduled for January 12, 2026, at 6:00 p.m.

8. Motion to go into closed session pursuant to Wis. Stat. § 19.85(1)(c) to consider employment, promotion, compensation, or performance employee of a public employee over which the governmental body has jurisdiction or exercises responsibility, to-wit: consider and discuss performance review of Chief of Police. Motion by E. Johnson, seconded by J. Eernisse to convene in closed session. Roll call vote. All members voted aye. Motion carried.
9. Reconvene in open session. Motion by J. Eernisse, seconded by J. Dean to reconvene in open session. Motion carried. Commission reconvened in open session.
10. Possible action on any item discussed in closed session. None.
11. Adjournment. Motion to adjourn the meeting by E. Johnson, seconded by J. Eernisse. Motion carried by voice vote. Chair Biever adjourned the meeting at 8:20 p.m.

*Police & Fire Commissioners*

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

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