



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

Monday, November 10, 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 Biever, Sarah Burdette, Ed Johnson, Joe Dean. Also present: Police Chief Kevin Hingiss, Fire Chief Joe DeBoer, PWPD Exec. Asst. Becki Hill, Alderperson Dan Benning. From the Ozaukee Press, Kris Halbig-Ziehm. Chair Biever called the meeting to order at 6:00 p.m.
2. Public Appearances, Comments, and Correspondence. Alderperson Benning expressed appreciation to Chief Hingiss for the creation and adoption of plans for security at City Council meetings. J. Dean also expressed appreciation as well on behalf of the City administration.
3. Chairman's Comments. Chair Biever noted that the Firefighter Association food drive was well received. Chief DeBoer noted there were two food drives, at which over a half ton of food, 200 items of clothing, and over \$1,000 in cash was donated.
4. Review of Previous Meeting Minutes. Motion to approve the meeting minutes of the October 13, 2025 meeting of the PFC by E. Johnson, seconded by J. Dean. Motion carried by voice vote.
5. Recognition of Service Anniversaries:
 - a. For the Police Department:
 - i. Tony Vitella, 10 years.

POLICE DEPARTMENT

1. Review and Discussion – October 2025 Bills. The bills were reviewed.
2. Review and Discussion – Police Budget through September 2025. In reviewing the budget, there was a discussion regarding supplies for the evidence tech team.
3. Review and Discussion – September 2025 Municipal Court Statement. The statement was reviewed.
4. Review and Discussion – October 2025 Calls for Service and September 2025 Wisconsin Incident Based Reporting (WIBRs). The reports were reviewed.
5. Police Chief's Report. Chief Hingiss thanked the officers and staff for the demands created by the recent City Council and other governmental meetings, as well as the increased overtime related to staffing shortages.
6. Other business as permitted by law: Review meeting schedule and calendar matters; referrals to future meetings. None.

FIRE DEPARTMENT

1. Review and Discussion – November 2025 EMS Invoices. The invoices were reviewed.
2. Review and Discussion – November 2025 Fire Invoices. The invoices were reviewed, and vehicle E45 was discussed.
3. Review and Discussion – November 2025 EMS Calls. Chief DeBoer related that there were 125 calls and 10 intercepts in October.
4. Review and Discussion – November 2025 Fire Calls. Chief DeBoer reported that there were 35 calls in October.

5. Fire Chief's Report
 - a. Follow-up on the updated Fire Inspection Ordinance 2025-13. In reviewing the ordinance, and its change to once a year inspections, Chief DeBoer felt that compliance has improved. Also, by using a new dedicated email, follow-up visits have dropped.
 - b. Overview of the HOPE Kit / Naloxone Leave-Behind Program, a joint venture with the Ozaukee County Sheriff's Department and Washington-Ozaukee Public Health. Chief DeBoer indicated that Port Washington will be the first municipality in the county to adopt this program. An element is that if a patient refuse to go to a hospital, resources will be available by working with the Sheriff's Department and Public Health. This will be at no cost to the Fire Department. He hopes to implement this program in January.
 - c. Progress report on the Public Safety Building project. Chief DeBoer highlighted that the contractors are ready to finish the roof on the apparatus bay and install the first layer of asphalt this week. The hope is to have the building enclosed by the end of November or beginning of December.
6. 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 December 8, 2025, at 6:00 p.m.

Adjournment. Motion by J. Dean, seconded by E. Johnson, to adjourn the meeting. Motion carried by voice vote. The meeting was adjourned at 6:30 p.m.

Police & Fire Commissioners

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