



Neenah-Menasha Fire Rescue

AGENDA

**Neenah-Menasha Fire Rescue Joint Finance & Personnel Committee
May 28, 2019
Hauser Room – City of Neenah
5:30 p.m.**

NOTICE IS HEREBY GIVEN, pursuant to the requirements of Wis. Stats. Sec. 19.84, that a majority of the Neenah and/or Menasha Common Council may be present at this meeting. Common Council members may be present to gather information about a subject over which they have decision making responsibility. This constitutes a meeting of the Neenah Common Council or Menasha Common Council Members and must be noticed as such. The Council will not take any formal action at this meeting.

- I. Attendance
- II. Election of Committee Chair – City of Menasha Representative
- III. Election of Vice-Chair – City of Neenah Representative
- IV. Public Forum
- V. Approval of Minutes:
 - a. March 26, 2019 (attached)
- VI. Activity & Automatic/Mutual Aid Reports
 - a. April 2019
- VII. 1st Quarter Budget Summary (attached)
- VIII. Automatic Aide Update
- IX. Budget Formula Review Update

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Menasha will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance, or reasonable accommodation in participating in this meeting or event due to a disability as defined under the ADA, please call **Tara Ellis 886-6200**, tellis@nmfire.org or the **City's ADA Coordinator at (920) 886-6106** or e-mail jgodlewski@ci.neenah.wi.us at least 48 hours prior to the scheduled meeting or event to request an accommodation.

NMFR Joint Finance & Personnel Committee Meeting
March 26, 2019 – 5:30 p.m.
Hauser Room – City of Neenah

Present: Ald. Kunz, Boyette, Grade, Sevenich, Stevenson and Ropella

Also Present: Chief Kloehn, Director Easker, Director Jacobs and MA Ellis

Public: No members of the public were present.

Ald. Kunz called the meeting to order at 5:30 p.m.

Minutes: The Committee reviewed the January 9, 2019 meeting minutes. **MSC Sevenich/Grade to approve the January 9, 2019 meeting minutes and place on file, all voting aye.**

Activity and Automatic Aid Reports: The Committee reviewed the 2018 year-to-day and February 2019 activity and automatic aid reports. **MSC Stevenich/Stevenson to approve the 2018 year-to-day and February 2019 activity and automatic aid reports and place on file, all voting aye.**

5:36 p.m. Ald. Ropella entered the meeting.

2018 Year End Budget Summary: The Committee reviewed the 2018 year end budget summary. It was noted this a preliminary report and is subject to the final audit that is conducted by an outside agency. Director Jacobs asked for explanation on the Special Operations training. Chief Kloehn reviewed how the reimbursement process is handled through the State of Wisconsin. Ald. Ropella asked why budget line items were over and where the money was going to come from. Chief Kloehn explained the overall budget shows there will be around a \$126,000 return for the total budget. Director Easker noted once the auditors complete their final report the disbursement for any returned monies from 2018 are returned to each City in August. This total doesn't include monies that are set aside in the trust fund for accrued sick leave, vacation, etc. These are liabilities for the department and are funded in their entirety. If this number is any different from the audit the committee asked that this information be brought back to a future meeting. **MSC Sevenich/Stevenson to approve the 2018 year end budget summary and place on file, all voting aye.**

SCBA Grant Review: The Committee reviewed the information on the final cost of the overall SCBA grant and the final totals for each City's portion. Both finance directors noted this money was borrowed CIP funds.

Memorandum of Understanding with Outagamie County CERT: The Committee reviewed the request by Chief Kloehn for approval of the Memorandum of Understanding with Outagamie County CERT Team. Chief Kloehn explained this is a rehab trainer that is staffed by volunteers and is used during larger incidents for rehab for staff (i.e. beverages, food and a place to warm up during inclement weather). Chief Kloehn said there is a rehab trailer that is currently used being assembled for use within Winnebago County. It will be staffed with volunteers who have to take training before they can participate. Ald. Boyette noted this is usually part of an emergency management setup. Once it is set up, it will work well. Chief Kloehn said even if Winnebago County has one up and running Outagamie will still help us out if needed as Winnebago's trailer could already be in use at a different incident.

Neenah Menasha Fire Rescue

Incident Type Period Comparisons

Alarm Date Between {04/01/2019} and {04/30/2019}

Incident Type	04/01/2019	04/01/2018	04/01/2017	04/01/2016
	to	to	to	to
	04/30/2019	04/30/2018	04/30/2017	04/30/2016
	3	0	0	0
111 Building fire	3	3	0	1
113 Cooking fire, confined to container	0	2	0	1
114 Chimney or flue fire, confined to chimney or	0	0	1	0
118 Trash or rubbish fire, contained	0	0	0	1
131 Passenger vehicle fire	1	1	0	1
140 Natural vegetation fire, Other	0	0	1	0
151 Outside rubbish, trash or waste fire	1	0	0	0
154 Dumpster or other outside trash receptacle fire	0	0	1	0
300 Rescue, EMS incident, other	1	0	1	1
311 Medical assist, assist EMS crew	147	139	158	109
311A Medical assist, assist EMS crew, Advanced Skills	26	16	9	10
320 Emergency medical service, other	2	1	0	0
321 EMS call, excluding vehicle accident with injury	0	0	0	1
322 Motor vehicle accident with injuries	2	1	0	1
323 Motor vehicle/pedestrian accident (MV Ped)	1	1	0	0
324 Motor Vehicle Accident with no injuries	2	0	0	0
331 Lock-in (if lock out , use 511)	0	0	2	1
Extrication of victim(s) from building/structure	0	0	1	0
360 Water & ice-related rescue, other	0	1	0	0
360A Water & ice-related rescue, no rescue	0	0	1	0
411 Gasoline or other flammable liquid spill	0	0	1	1
412 Gas leak (natural gas or LPG)	0	2	0	1
413 Oil or other combustible liquid spill	1	0	0	0
422 Chemical spill or leak	0	0	1	0
424 Carbon monoxide incident	3	1	2	2
440 Electrical wiring/equipment problem, Other	1	1	0	1
444 Power line down	1	1	0	1
445 Arcing, shorted electrical equipment	0	1	2	0
463 Vehicle accident, general cleanup	1	0	1	3
500 Service Call, other	0	1	0	0
511 Lock-out	5	7	3	4
522 Water or steam leak	0	0	0	1
5311 Smoke or odor investigation	4	14	6	4
542 Animal rescue	1	0	1	0
550 Public service assistance, Other	0	1	0	0
551 Assist police or other governmental agency	0	0	1	1
554 Assist invalid	0	0	2	0
555 Defective elevator, no occupants	0	1	0	0
561 Unauthorized burning	6	0	2	0
571 Cover assignment, standby, moveup	0	1	0	0

Neenah Menasha Fire Rescue

Incident Type Period Comparisons

Alarm Date Between {04/01/2019} and {04/30/2019}

Incident Type	04/01/2019	04/01/2018	04/01/2017	04/01/2016
	to	to	to	to
	04/30/2019	04/30/2018	04/30/2017	04/30/2016
600 Good intent call, Other	1	3	0	0
611 Dispatched & cancelled en route	1	3	3	0
622 No Incident found on arrival at dispatch address	0	0	0	1
651 Smoke scare, odor of smoke	1	0	0	0
652 Steam, vapor, fog or dust thought to be smoke	0	2	0	2
700 False alarm or false call, Other	2	6	3	2
710 Malicious, mischievous false call, Other	0	1	0	0
712 Direct tie to FD, malicious false alarm	0	0	1	0
714 Central station, malicious false alarm	1	0	1	0
730 System malfunction, Other	0	0	0	1
730MSystem Malfunction Due to Mechanical Damage	1	1	0	0
731 Sprinkler activation due to malfunction	0	0	1	0
733 Smoke detector activation due to malfunction	2	1	0	2
735 Alarm system sounded due to malfunction	2	1	2	3
736 CO detector activation due to malfunction	2	0	2	0
740 Unintentional transmission of alarm, Other	0	2	0	0
740ASystem damage due to tow motor	3	0	0	1
741 Sprinkler activation, no fire - unintentional	0	1	1	1
Smoke detector activation, no fire -	3	1	1	3
744 Detector activation, no fire - unintentional	1	2	2	0
745 Alarm system activation, no fire - unintentional	3	6	2	6
746 Carbon monoxide detector activation, no CO	3	5	2	4
911 Citizen complaint	0	0	0	1
911ACitizen complaint unauthorized burning.	1	0	0	0
911BCitizen complaint unauthorized burning no permit	1	4	6	0
Totals	<u>245</u>	<u>235</u>	<u>224</u>	<u>173</u>

Neenah Menasha Fire Rescue

Aid Responses by Department Report

Alarm Date Between {4/1/2019} And {4/30/2019}

Incident	Notified	Type of Aid	Fire	EMS	Resc	Other	
44020 City of Appleton FDID 44020							
19-0000702	04/03/2019	1 Mutual aid received	#Personnel	3	0	0	0
Their Inci	999	Response Time: 00:04:08	#Appartus	1	0	0	0
Subtotal Responses:		1	Average Response Time for Dept:			00:04:08	

70110 Town of Neenah FDID 70110							
19-0000702	04/03/2019	1 Mutual aid received	#Personnel	4	0	0	0
Their Inci	999	Response Time: 00:04:08	#Appartus	1	0	0	0
Subtotal Responses:		1	Average Response Time for Dept:			00:04:08	

Response time calculated from time notified to arrival.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018 Y-T-D ACTUAL	CURRENT MONTH EXPEND	2019 Y-T-D ACTUAL	2019 ADJUSTED BUDGET	2019 REMAINING BALANCE	BUD % USED
Fire Department							
Fire							
180-2301-712.01-01	Salaries	1,046,903	402,290	1,070,748	5,281,530	4,210,782	20
180-2301-712.01-04	Overtime Wages	9,780	8,274	16,328	130,000	113,672	13
180-2301-712.01-05	Reimbursement / Overtime	0	0	0	0	0	0
180-2301-712.01-06	FLSA Overtime Wages	12,954	4,408	13,551	47,000	33,449	29
180-2301-712.01-10	Health Insurance	205,580	74,014	219,691	826,120	606,429	27
180-2301-712.01-11	Fringes	262,697	94,791	254,608	1,276,960	1,022,352	20
180-2301-712.01-15	Schools/Seminars/Training	4,702	4,270	10,268	16,000	5,732	64
180-2301-712.01-16	Test/Certification for Eq	1,560	0	2,330	10,000	7,670	23
180-2301-712.01-17	Cost of Living Allowance	28,435	600	29,535	32,000	2,465	92
180-2301-712.01-18	License Renewal	5,465	0	0	100	100	0
180-2301-712.01-23	Auto Allowance	0	0	0	0	0	0
180-2301-712.01-28	Empl Recognition Awards	0	0	0	600	600	0
180-2301-712.02-02	Outside Printing	19	0	0	880	880	0
180-2301-712.02-03	Postage	35	48	77	660	583	12
180-2301-712.02-04	Conferences & Meetings	71	67	164	2,000	1,836	8
180-2301-712.02-06	Advertising & Publication	175	0	0	200	200	0
180-2301-712.02-07	Dues & Memberships	610	0	600	1,030	430	58
180-2301-712.02-09	Maintenance of PPE/SCBA	790	275	693	3,170	2,477	22

180-2301-712.02-10	Maint of Computer Hardware	0	0	0	500	500	0
180-2301-712.02-11	Maint of Other Equipment	0	0	14	3,600	3,586	0
180-2301-712.02-12	Maint of Office Equipment	0	0	0	0	0	0
180-2301-712.02-13	Maint of Motor Vehicles	11,699	4,186	6,853	35,000	28,147	20
180-2301-712.02-14	Maint of Buildings	198	193	956	6,000	5,044	16

PREPARED 05/14/19, 13:12:03
 PROGRAM 0601L
 REPORT NAME ES-FIRE

NEENAH MENASHA FIRE RESOLE
 MONTH-END DEPARTMENT BUDGET REPORT
 3/31/19 25% OF YEAR ELAPSED

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018 Y-T-D ACTUAL	CURRENT MONTH EXPEND	2019 Y-T-D ACTUAL	2019 ADJUSTED BUDGET	2019 REMAINING BALANCE	BUD % USED
180-2301-712-02-15	Maint of Radio Equipment	6,522	0	5,681	6,500	819	87
180-2301-712-02-16	Maint of Operating Equip	209	170	500	3,100	2,600	16
180-2301-712-02-18	Maint of Software	2,437	28	2,331	12,000	9,669	19
180-2301-712-02-21	Telephone	5,347	343	5,345	9,000	3,655	59
180-2301-712-02-22	Electricity	7,588	3,897	7,847	49,360	41,513	16
180-2301-712-02-23	Natural Gas	6,173	3,510	5,999	25,050	19,051	24
180-2301-712-02-24	Water & Sewer	1,412	434	1,507	12,160	10,653	12
180-2301-712-02-25	Commercial Dumpster	0	0	0	0	0	0
180-2301-712-02-26	Stormwater	546	127	549	3,100	2,551	18
180-2301-712-02-27	Cellular Telephone	814	471	1,128	4,560	3,432	25
180-2301-712-02-32	Auditing Services	0	0	0	1,860	1,860	0
180-2301-712-02-36	Outside Services	2,346	1,065	2,463	13,020	10,557	19
180-2301-712-02-37	Pest Control	0	0	0	600	600	0
180-2301-712-02-38	Professional Services	11,946	737	6,068	22,000	15,932	28
180-2301-712-02-41	Tree Planting & Landscape	0	0	0	1,200	1,200	0
180-2301-712-02-42	Permits	0	0	0	30	30	0
180-2301-712-02-46	Liability Insurance	32,611	34,104	34,104	35,000	896	97
180-2301-712-02-47	Auto/Physical Damage Ins	13,967	0	18,419	15,000	3,419-	123

180-2301-712.02-50	Maint of Training Tower	7	0	1,600	1,600	0
180-2301-712.02-52	Rental of Equipment	49	22	320	271	15
180-2301-712.02-54	Printer / Copies	648	794	3,250	2,456	24
180-2301-712.02-55	Neenah City I/S Services	32,110	12,016	144,190	108,142	25
180-2301-712.02-56	Neenah City Finance Ser.	5,950	2,033	24,400	18,300	25

PREPARED 05/14/19, 13:12:03
 PROGRAM 6601L
 REPORT NAME BS FIRE

NEENAH MENASHA FIRE RESOLVE
 MONTH-END DEPARTMENT BUDGET REPORT
 3/31/19 25% OF YEAR ELAPSED

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018 Y-T-D ACTUAL	CURRENT MONTH EXPEND	2019 Y-T-D ACTUAL	2019 ADJUSTED BUDGET	2019 REMAINING BALANCE	BUD % USED
180-2301-712-02-57	Neenah City HR Services	11,750	4,292	12,875	51,500	38,625	25
180-2301-712-02-62	Public Relations/Services	870	60	207	7,500	7,293	3
180-2301-712-02-92	FVTC Reimbursements	0	0	0	0	0	0
180-2301-712-02-93	Maint of Motor Vehicle	0	0	0	100	100	0
180-2301-712-02-94	OI and Fuel/feet	0	0	0	100	100	0
180-2301-712-02-96	Maint of Equipment/feet	0	0	0	100	100	0
180-2301-712-03-01	Office Supplies	230	17	643	2,060	1,417	31
180-2301-712-03-06	Earning/Janitor Supplies	4,085	1,616	3,309	14,000	10,691	24
180-2301-712-03-08	Books and Periodicals	0	0	0	500	500	0
180-2301-712-03-10	Gasoline & Oil	4,714	2,386	6,111	27,000	20,889	23
180-2301-712-03-19	Safety Supplies	1,311	403	450	6,500	6,050	7
180-2301-712-03-20	Small Tools	57	0	53	1,030	977	5
180-2301-712-03-25	Consumable supplies	143	85	294	2,060	1,766	14
180-2301-712-03-26	Photography Supplies	6	30	30	500	470	6
180-2301-712-03-33	All Other Supplies	441	17	903	3,600	2,697	25
180-2301-712-03-43	Small Program Packages	0	0	0	0	0	0
180-2301-712-03-44	Small Equipment	908	279	668	7,800	7,132	9
180-2301-712-03-47	Small Computer Hardware	175	0	153	620	467	25
180-2301-712-03-48	Per Protective Equipment	2,848	744	744	45,000	44,256	2

180-2301-712.03-50 Training Supplies	0	20	20	2,500	2,480	1
180-2301-712.08-00 Mayor's Executive Adj	0	0	0	0	0	0
180-2301-712.81-08 Office Furniture & Equip	602	339	339	2,500	2,161	14
180-2301-712.81-13 Communication Equipment	640	640	640	3,000	2,360	21
180-2301-712.81-14 Computer Software Outlay	112	2,220	2,220	1,000	1,220	222

PREPARED 05/14/19, 13:12:03
 PROGRAM 0601L
 REPORT NAME BS-FIRE

NEENAH MENASHA FIRE RESCUE
 MONTH END DEPARTMENT BUDGET REPORT
 3/31/19 25% OF YEAR ELAPSED

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018 Y-T-D ACTUAL	CURRENT MONTH EXPEND	2019 Y-T-D ACTUAL	2019 ADJUSTED BUDGET	2019 REMAINING BALANCE	BUD % USED
180-2301-712.81-15	Computer Hardware Outlay	412	39	1,528	9,520	7,992	16
180-2301-712.81-33	All Other Equipment	1,939	1,120	1,264	20,600	19,336	6
180-2301-712.81-49	Household Purchases	2,312	1,716	3,080	9,000	5,920	34
* Fire		1,755,908	669,189	1,796,882	8,278,740	6,481,858	22

PREPARED 05/14/19, 13:12:03
 PROGRAM 0601L
 REPORT NAME ES-FIRE

NEENAH MENASHA FIRE RESCUE
 MONTH-END DEPARTMENT BUDGET REPORT
 3/31/19 25% OF YEAR ELAPSED

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018 Y-T-D ACTUAL	CURRENT MONTH EXPEND	2019 Y-T-D ACTUAL	2019 ADJUSTED BUDGET	2019 REMAINING BALANCE	BUD % USED
180-2314-712-01-04	Reg Spec Oper Resp Team Overtime Wages	2,791	0	0	22,000	22,000	0
180-2314-712-01-05	Reimbursement / Overtime	1,800	0	0	21,060	21,060	0
180-2314-712-01-11	Fringes	646	0	0	4,870	4,870	0
180-2314-712-02-16	Maint of Operating Equip	0	0	0	900	900	0
180-2314-712-03-20	Small Tools	0	0	0	500	500	0
180-2314-712-03-48	Protective Equipment	964	0	0	5,000	5,000	0
180-2314-712-03-50	Training Supplies	0	0	0	500	500	0
180-2314-712-81-33	All Other Equipment	0	0	60	500	440	12

* Reg Spec Oper Resp Team 2,601 0 60 13,210 13,150 0

PREPARED 05/14/19, 13:12:03
 PROGRAM 0601L
 REPORT NAME BS-FIRE

NEENAH MENASHA FIRE-RESOLE
 MONTH END DEPARTMENT BUDGET REPORT
 3/31/19 25% OF YEAR ELAPSED

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018 Y-T-D ACTUAL	CURRENT MONTH EXPEND	2019 Y-T-D ACTUAL	2019 ADJUSTED BUDGET	2019 REMAINING BALANCE	BUD % USED
180-2320-712.02-03	Joint Fire Commission Postage	0	0	0	500	500	0
180-2320-712.02-06	Advertising & Publication	0	0	0	1,000	1,000	0
180-2320-712.02-36	Outside Services	0	0	0	2,500	2,500	0
180-2320-712.02-61	Misc Expenditures	87	0	0	500	500	0
* Joint Fire Commission		87	0	0	4,500	4,500	0

PREPARED 05/14/19, 13:12:03
 PROGRAM 601L
 REPORT NAME BS-FIRE

NEENAH MENASHA FIRE RESCUE
 MONTH-END DEPARTMENT BUDGET REPORT
 3/31/19 25% OF YEAR ELAPSED

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018 Y-T-D ACTUAL	CURRENT MONTH EXPEND	2019 Y-T-D ACTUAL	2019 ADJUSTED BUDGET	2019 REMAINING BALANCE	BUD % USED
180-2326-712.01-01	Special Reserves & Escrow Salaries	0	0	0	114,320	114,320	0
180-2326-712.01-10	Health Insurance	0	0	0	50,000	50,000	0
180-2326-712.01-11	Fringes	0	0	0	27,050	27,050	0
<hr/>							
*	Special Reserves & Escrow	0	0	0	191,370	191,370	0
**	Fire Department	1,758,596	669,189	1,796,942	8,487,820	6,690,878	21

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018 Y-T-D ACTUAL	CURRENT MONTH EXPEND	2019 Y-T-D ACTUAL	2019 ADJUSTED BUDGET	2019 REMAINING BALANCE	BUD % USED
Other							
Water Rescue Services							
180-2479-712.01-04 Overtime Wages		198	0	0	0	0	0
180-2479-712.01-05 Reimbursement / Overtime		0	0	0	0	0	0
180-2479-712.01-11 Fringes		46	0	34	0	34	0
180-2479-712.01-15 School s/ Seminars/ Training		103	0	0	0	0	0
180-2479-712.01-18 License Renewal		0	0	0	0	0	0
180-2479-712.02-07 Dues & Memberships		0	0	0	0	0	0
180-2479-712.02-09 Maintenance of PPE/SCBA		10	0	0	0	0	0
180-2479-712.02-15 Maint of Radio Equipment		0	0	0	0	0	0
180-2479-712.02-16 Maint of Operating Equipment		41	0	0	0	0	0
180-2479-712.02-61 Misc Expenditures		0	0	0	0	0	0
180-2479-712.03-33 All Other Supplies		0	0	0	0	0	0
180-2479-712.03-44 Small Equipment		150	0	0	0	0	0
180-2479-712.03-48 Protective Equipment		73	0	0	0	0	0
180-2479-712.81-13 Communication Equipment		0	0	0	0	0	0
180-2479-712.81-33 All Other Equipment		0	0	0	0	0	0

*	Water Rescue Services	621	0	34	0	34	0
**	Other	621	0	34	0	34	0
***	Neenah Menasha Fire	1,759,217	669,189	1,796,908	8,487,820	6,690,912	21