



# Neenah-Menasha Fire Rescue

## AGENDA

**Neenah-Menasha Fire Rescue Joint Finance & Personnel Committee  
September 22, 2020  
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. Public Forum
- III. Approval of Minutes:
  - a. August 25, 2020 (attached)
- IV. Activity & Automatic/Mutual Aid Reports (attached)
  - a. August 2020
  - b. Year-to-Date
- V. NMFR's 2019 Budget Audit & Distribution (attached)
- VI. Squad 32 Refurbish Update (attached)
- VII. Joint Powers Agreement with Winnebago County Sheriff (attached)
- VIII. NMFR's Preliminary 2021 Budget (attached)

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Neenah 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](mailto:tellis@nmfire.org) or the **City's ADA Coordinator at (920) 886-6106** or e-mail [jgodlewski@ci.neenah.wi.us](mailto: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 Minutes**  
**August 25, 2020 – 5:30 p.m.**  
**Room #132 – City of Menasha**

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

Excused: Ald Ropella

Also Present: Chief Kloehn, Director Sassman and MA Ellis

Ald. Boyette called the meeting to order at 5:33 p.m.

Public: No members of the public were present.

Minutes: The Committee reviewed the June 23, 2020 meeting minutes. **MSC Sevenich/Stevenson to approve the June 23, 2020 meeting minutes and place on file, all voting aye.**

Activity & Automatic Aid/Mutual Aid Reports: The Committee reviewed the July and year-to-day activity and mutual aid reports. Chief Kloehn noted that we are not responding to sick type calls unless requested by Gold Cross. Even with these decrease in calls we remain on pace for the same amount of calls as the same time as last year. **MSC Sevenich/Grade to approve the July 2020 and year-to-date activity and automatic/mutual aid reports and place on file, all voting aye.**

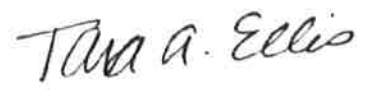
Chief Kloehn updated the Committee regarding the automatic aid with Appleton Fire Department. He spoke to Chief Hansen and was told Outagamie County is currently going through a CAD upgrade and didn't think after this upgrade their system will work with Winnebago County's. He spoke to Captain Vendola at Winnebago County Sheriff's Department and was told they continue testing but do not have a projected date for resuming automatic aid. They hope this upgrade will not affect the ability to continue to work on the two systems to be able to communicate with each other. He was told this system has nothing to do with Winnebago's system and it's all on Outagamie County's end. He is meeting with Chief Hansen this week to see if there's a way to work with each other through a mutual aid system versus automatic aid. Ald. Stevenson asked if the Appleton leadership knows about the issue. Chief Kloehn said he didn't know but Appleton Fire Department remains interested in doing this. Chief Kloehn will update the Committee after his meeting with Chief Hansen.

Monthly Budget Report: The Committee reviewed the July 2020 budget report. **MSC Stevenson/Grade to approve the July 2020 monthly budget report and place on file, all voting aye.**

Cost Distribution Formula: The Committee reviewed the information on the Cost Distribution Formula for the 2021 budget. Ald. Grade noted there were previous discussions when Director Jacobs was here to have the two Finance Directors review how the formula currently works and if this is still the best way or if there is a different way to do this. He asked Director Sassman to talk to Director Easker to see if this is something that can be looked at. **MSC Sevenich/Stevenson recommends the City of Neenah and City of Menasha Common Council's approve Neenah-Menasha Fire Rescue's 2021 cost distribution formula with the City of Neenah's weighted share at 59.83% and City of Menasha's weighted share at 40.17%, all voting aye.**

**MSC Stevenich/Stevenson to adjourn at 5:55 p.m., all voting aye.**

Respectfully Submitted,

A handwritten signature in black ink that reads "Tara A. Ellis". The signature is written in a cursive, flowing style.

Tara Ellis  
Management Assistant

**Neenah - Menasha Fire Rescue**

**Incident Type Period Comparisons**

**Alarm Date Between {08/01/2020} and {08/31/2020}**

Incident Type	08/01/2020	08/01/2019	08/01/2018	08/01/2017
	to	to	to	to
	08/31/2020	08/31/2019	08/31/2018	08/31/2017
111 Building fire	2	1	4	1
113 Cooking fire, confined to container	0	1	0	1
118 Trash or rubbish fire, contained	1	0	0	0
131 Passenger vehicle fire	1	2	0	1
132 Road freight or transport vehicle fire	0	0	0	1
140 Natural vegetation fire, Other	0	0	0	1
142 Brush or brush-and-grass mixture fire	1	0	0	0
143 Grass fire	2	0	0	0
150 Outside rubbish fire, Other	0	0	1	0
154 Dumpster or other outside trash receptacle fire	0	0	1	0
160 Special outside fire, Other	1	0	0	0
251 Excessive heat, scorch burns with no ignition	0	0	1	0
300 Rescue, EMS incident, other	1	1	1	1
311 Medical assist, assist EMS crew	176	166	176	134
311A Medical assist, assist EMS crew, Advanced Skills	6	19	12	7
320 Emergency medical service, other	8	5	0	0
321 EMS call, excluding vehicle accident with injury	0	1	0	0
322 Motor vehicle accident with injuries	0	2	4	2
323 Motor vehicle/pedestrian accident (MV Ped)	1	0	0	0
324 Motor Vehicle Accident with no injuries	0	2	0	2
331 Lock-in (if lock out , use 511 )	1	1	0	2
342 Search for person in water	0	0	2	0
350 Extrication, rescue, Other	1	0	0	0
352 Extrication of victim(s) from vehicle	1	0	1	0
353 Removal of victim(s) from stalled elevator	0	0	1	0
360 Water & ice-related rescue, other	1	1	0	0
360A Water & ice-related rescue, no rescue	1	1	0	0
363 Swift water rescue	0	1	0	0
365 Watercraft rescue	0	2	1	0
381 Rescue or EMS standby	1	0	0	0
411 Gasoline or other flammable liquid spill	2	4	2	1
412 Gas leak (natural gas or LPG)	3	1	1	0
413 Oil or other combustible liquid spill	2	1	0	1
424 Carbon monoxide incident	0	2	0	1
440 Electrical wiring/equipment problem, Other	0	2	0	0
442 Overheated motor	1	0	0	1
444 Power line down	0	0	7	0
445 Arcing, shorted electrical equipment	0	1	2	1
463 Vehicle accident, general cleanup	1	5	1	0
500 Service Call, other	0	1	0	1
511 Lock-out	3	1	4	2
520 Water problem, Other	0	0	3	0
521 Water evacuation	0	0	2	0

**Neenah - Menasha Fire Rescue**

**Incident Type Period Comparisons**

**Alarm Date Between {08/01/2020} and {08/31/2020}**

Incident Type	08/01/2020	08/01/2019	08/01/2018	08/01/2017
	to 08/31/2020	to 08/31/2019	to 08/31/2018	to 08/31/2017
531 Smoke or odor removal	1	1	1	1
5311Smoke or odor investigation	5	6	12	7
542 Animal rescue	0	0	1	0
550 Public service assistance, Other	1	1	0	0
551 Assist police or other governmental agency	0	5	1	1
553 Public service	0	0	1	0
561 Unauthorized burning	4	0	1	1
571 Cover assignment, standby, moveup	1	0	0	0
600 Good intent call, Other	0	0	0	1
611 Dispatched & cancelled en route	3	6	0	2
622 No Incident found on arrival at dispatch address	1	1	2	0
631 Authorized controlled burning	1	0	0	0
650 Steam, Other gas mistaken for smoke, Other	0	0	1	0
651 Smoke scare, odor of smoke	0	0	1	0
671 HazMat release investigation w/no HazMat	1	0	0	0
700 False alarm or false call, Other	2	3	3	3
714 Central station, malicious false alarm	0	0	0	1
730 System malfunction, Other	0	0	1	1
730MSystem Malfunction Due to Mechanical Damage	0	1	0	0
731 Sprinkler activation due to malfunction	0	1	1	2
733 Smoke detector activation due to malfunction	0	1	1	3
735 Alarm system sounded due to malfunction	4	2	6	5
736 CO detector activation due to malfunction	1	1	5	0
740ASystem damage due to tow motor	1	0	0	0
741 Sprinkler activation, no fire - unintentional	0	0	0	1
743 Smoke detector activation, no fire -	3	5	4	5
744 Detector activation, no fire - unintentional	6	1	2	2
745 Alarm system activation, no fire - unintentional	5	5	18	5
746 Carbon monoxide detector activation, no CO	1	2	3	4
815 Severe weather or natural disaster standby	0	0	1	0
911 Citizen complaint	1	0	1	0
911ACitizen complaint unauthorized burning.	1	2	2	2
911BCitizen complaint unauthorized burning no permit	1	2	0	2
911CAuthorized Recreational Burning	0	0	0	1
<b>Totals</b>	<u>262</u>	<u>270</u>	<u>296</u>	<u>211</u>

**Neenah - Menasha Fire Rescue**

**Incident Type Period Comparisons**

**Alarm Date Between {01/01/2020} and {08/31/2020}**

Incident Type	01/01/2020	01/01/2019	01/01/2018	01/01/2017
	to 08/31/2020	to 08/31/2019	to 08/31/2018	to 08/31/2017
111 Building fire	28	20	26	17
112 Fires in structure other than in a building	1	0	2	0
113 Cooking fire, confined to container	4	5	11	9
114 Chimney or flue fire, confined to chimney or	3	1	1	2
115 Incinerator overload or malfunction, fire	0	0	1	0
118 Trash or rubbish fire, contained	3	1	1	2
1181Materials on stove top	0	3	2	1
130 Mobile property (vehicle) fire, Other	0	1	0	2
131 Passenger vehicle fire	4	8	2	5
132 Road freight or transport vehicle fire	2	1	0	1
138 Off-road vehicle or heavy equipment fire	0	0	1	0
140 Natural vegetation fire, Other	1	0	0	3
142 Brush or brush-and-grass mixture fire	3	0	1	1
143 Grass fire	4	0	2	0
150 Outside rubbish fire, Other	0	0	1	0
151 Outside rubbish, trash or waste fire	1	3	0	3
154 Dumpster or other outside trash receptacle fire	8	0	4	9
160 Special outside fire, Other	1	1	2	0
161 Outside storage fire	0	1	0	0
162 Outside equipment fire	2	0	0	0
200 Overpressure rupture, explosion, overheat other	0	0	1	0
221 Overpressure rupture of air or gas pipe/pipeline	0	0	0	1
251 Excessive heat, scorch burns with no ignition	0	2	1	0
300 Rescue, EMS incident, other	5	6	7	9
311 Medical assist, assist EMS crew	1163	1165	1191	1183
311AMedical assist, assist EMS crew, Advanced Skills	97	144	104	58
320 Emergency medical service, other	41	13	7	2
321 EMS call, excluding vehicle accident with injury	4	2	0	0
322 Motor vehicle accident with injuries	10	15	17	13
323 Motor vehicle/pedestrian accident (MV Ped)	5	1	3	1
324 Motor Vehicle Accident with no injuries	3	6	5	3
331 Lock-in (if lock out , use 511 )	1	7	3	8
340 Search for lost person, other	0	3	0	0
341 Search for person on land	0	0	1	0
342 Search for person in water	0	2	2	0
350 Extrication, rescue, Other	1	0	0	0
351 Extrication of victim(s) from building/structure	1	1	0	1
352 Extrication of victim(s) from vehicle	1	3	2	1
353 Removal of victim(s) from stalled elevator	0	0	1	2
360 Water & ice-related rescue, other	1	1	2	0
360AWater & ice-related rescue, no rescue	5	3	9	6
361 Swimming/recreational water areas rescue	0	0	2	0
362 Ice rescue	0	2	2	3

# Neenah - Menasha Fire Rescue

## Incident Type Period Comparisons

**Alarm Date Between {01/01/2020} and {08/31/2020}**

Incident Type	01/01/2020	01/01/2019	01/01/2018	01/01/2017
	to 08/31/2020	to 08/31/2019	to 08/31/2018	to 08/31/2017
363 Swift water rescue	1	2	1	2
365 Watercraft rescue	1	4	3	7
381 Rescue or EMS standby	4	1	0	0
410 Combustible/flammable gas/liquid condition,	1	0	2	1
411 Gasoline or other flammable liquid spill	12	10	7	3
412 Gas leak (natural gas or LPG)	14	9	16	12
413 Oil or other combustible liquid spill	10	8	4	5
422 Chemical spill or leak	0	0	1	2
423 Refrigeration leak	0	0	0	2
424 Carbon monoxide incident	7	20	10	15
440 Electrical wiring/equipment problem, Other	2	4	4	2
441 Heat from short circuit (wiring), defective/worn	1	2	1	0
442 Overheated motor	2	1	0	1
444 Power line down	6	20	15	12
445 Arcing, shorted electrical equipment	5	8	5	11
460 Accident, potential accident, Other	1	0	0	0
463 Vehicle accident, general cleanup	9	12	10	6
500 Service Call, other	3	5	5	5
510 Person in distress, Other	0	3	2	1
511 Lock-out	33	25	27	23
512 Ring or jewelry removal	0	1	0	0
520 Water problem, Other	3	2	4	3
521 Water evacuation	0	0	2	0
522 Water or steam leak	0	5	2	1
531 Smoke or odor removal	6	5	2	4
5311Smoke or odor investigation	63	68	71	51
540 Animal problem, Other	0	0	1	0
541 Animal problem	0	1	0	0
542 Animal rescue	7	1	8	7
550 Public service assistance, Other	3	3	2	0
551 Assist police or other governmental agency	6	10	13	13
553 Public service	5	2	2	2
554 Assist invalid	2	0	0	2
555 Defective elevator, no occupants	0	0	1	0
561 Unauthorized burning	12	11	5	10
571 Cover assignment, standby, moveup	2	2	2	2
600 Good intent call, Other	3	5	5	4
611 Dispatched & cancelled en route	30	23	18	24
621 Wrong location	0	0	1	0
622 No Incident found on arrival at dispatch address	7	10	8	9
631 Authorized controlled burning	2	0	0	1
641 Vicinity alarm (incident in other location)	0	1	0	0
650 Steam, Other gas mistaken for smoke, Other	1	0	3	0

**Neenah - Menasha Fire Rescue**

**Incident Type Period Comparisons**

**Alarm Date Between {01/01/2020} and {08/31/2020}**

Incident Type	01/01/2020	01/01/2019	01/01/2018	01/01/2017
	to 08/31/2020	to 08/31/2019	to 08/31/2018	to 08/31/2017
651 Smoke scare, odor of smoke	0	3	2	5
652 Steam, vapor, fog or dust thought to be smoke	1	1	2	2
653 Smoke from barbecue, tar kettle	0	1	0	0
671 HazMat release investigation w/no HazMat	1	1	0	0
700 False alarm or false call, Other	17	18	17	17
710 Malicious, mischievous false call, Other	1	2	1	0
711 Municipal alarm system, malicious false alarm	0	1	0	0
712 Direct tie to FD, malicious false alarm	1	0	0	1
714 Central station, malicious false alarm	2	2	0	2
715 Local alarm system, malicious false alarm	1	1	2	0
730 System malfunction, Other	2	0	4	2
730MSystem Malfunction Due to Mechanical Damage	2	3	2	0
731 Sprinkler activation due to malfunction	1	9	3	4
732 Extinguishing system activation due to	0	0	1	0
733 Smoke detector activation due to malfunction	12	18	11	8
734 Heat detector activation due to malfunction	1	2	2	2
735 Alarm system sounded due to malfunction	22	15	24	24
736 CO detector activation due to malfunction	13	9	7	7
740 Unintentional transmission of alarm, Other	6	4	3	7
740ASystem damage due to tow motor	1	7	2	3
741 Sprinkler activation, no fire - unintentional	4	7	6	8
742 Extinguishing system activation	1	0	2	0
743 Smoke detector activation, no fire -	18	24	14	26
744 Detector activation, no fire - unintentional	11	16	17	14
745 Alarm system activation, no fire - unintentional	28	37	52	32
746 Carbon monoxide detector activation, no CO	35	44	25	27
800 Severe weather or natural disaster, Other	0	2	0	0
814 Lightning strike (no fire)	2	1	0	0
815 Severe weather or natural disaster standby	0	0	1	0
900 Special type of incident, Other	0	0	1	1
911 Citizen complaint	1	1	3	2
911ACitizen complaint unauthorized burning.	6	9	5	10
911BCitizen complaint unauthorized burning no permit	20	9	11	17
911CAuthorized Recreational Burning	4	0	1	1
<b>Totals</b>	<b>1881</b>	<b>1952</b>	<b>1901</b>	<b>1811</b>





## **Memorandum**

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**TO:** NMFR Joint Finance & Personnel Committee

**FROM:** Chief Kevin Kloehn

**DATE:** September 17, 2020

**RE:** NMFR's 2019 Budget Audit

I've attached the audit from our 2019 budget for your review. This report reflects the unused funds from our budget that were distributed back to each City.

If you have any questions, please feel free to call me at 886-6203.

KK/te

Enclosure

**NEENAH-MENASHA FIRE RESCUE**

OPERATING FUND  
 SCHEDULE OF CASH COLLECTIONS, DISBURSEMENTS AND CHANGES  
 IN THE CASH BALANCE  
 For the Year Ended December 31, 2019

CASH BALANCE - BEGINNING OF YEAR	\$ 1,871,722
<b>CASH COLLECTIONS</b>	
Fire protection fees	
City of Neenah	5,043,514
City of Menasha	<u>3,443,630</u>
Subtotal	8,487,144
Interest on investments	34,748
Boat launch fee	1,105
Sale of property	<u>21,148</u>
Total Cash Collections	<u>8,544,145</u>
<b>CASH DISBURSEMENTS</b>	
Salaries	5,603,229
Fringes	2,202,188
School/seminars/training	27,066
Dues and memberships	1,294
Employee recognition awards	600
Conferences and meetings	692
Clothing allowance	32,680
Postage	269
Insurance	52,523
Office supplies	3,375
Safety and other supplies	5,125
Protective equipment	49,407
All other equipment	55,638
Maintenance of software and hardware	13,043
Maintenance of PPE/SCBA	2,564
Computer hardware and software and printers/copiers	7,042
Electricity	49,497
Natural gas	18,055
Telephone and cell phone	15,160
Utilities	14,686
Outside services	24,079
Professional services	16,962
Gasoline and oil	31,853
Vehicles	43,146
Training	2,566
Equipment maintenance and rental	9,511
Other facility outlay	4,415
Cleaning	11,891
Finance services	24,400
I/S services	128,760
HR services	51,500
Miscellaneous	<u>10,356</u>
Total Cash Disbursements	<u>8,513,572</u>
Collections over Disbursements	30,573
Reconciling items to account for conversion from modified accrual to cash basis:	
Change in accounts receivable and prepaid items	24,559
Change in accounts payable and prepaid items	(1,569)
Change in accrued liabilities	99,695
Change in deposits	14,020
Change in due to other governments	<u>(128,668)</u>
Total reconciling items	<u>8,037</u>
CASH BALANCE - END OF YEAR	<u>1,910,332</u>
Cash assigned for:	
Distribution back to Neenah	
2019 Operating Funds Not Spent	18,200
Distribution back to Menasha	
2019 Operating Funds Not Spent	12,373
Distribution of future benefits	1,835,933
Payment of outstanding vendor invoices	<u>43,826</u>
	<u>\$ 1,910,332</u>

The transactions of the Neenah-Menasha Fire Rescue are audited as a part of the City of Neenah. The Fire Rescue is accounted for as a custodial fund in the City of Neenah's financial statements. The above schedule of cash collections, disbursements, and changes in cash balances is included for purposes of the Neenah-Menasha Fire Rescue.



## **Memorandum**

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**TO:** NMFR Joint Finance & Personnel Committee

**FROM:** Chief Kevin Kloehn

**DATE:** September 15, 2020

**RE:** Squad 32 CIP Project

In our 2020 CIP budget, we requested \$80,000 to replace Squad 32. Through the budget process with both Cities, it was decided to not replace Squad 32 and to budget \$25,000 in CIP monies to refurbish this vehicle. The goal was to continue using Squad 32 for another five years. Squad 32 is 2002 Ford E450 with over 236,000 miles.

Repairs to this vehicle included: replacing sway bar bushings, rear hitch, bushings, front axle tracking arms, rear springs, shocks, brakes, calipers and lines. Replaced, or repaired, all lighting, rear mirrors, steering column, transmission, fuel tank, fuel gauge, exhaust system, driver side manifold along with a few different leaks. We also installed a back-up camera on the vehicle to improve visibility.

As you know with older vehicles, once you start repairing things this leads to other things that needed to be repaired that were not visible until they started fixing things. The total cost for the refurbish was \$33,962.73, which is \$8,962.73 over budget. I spoke to both Finance Directors and they are comfortable with funding this overage by reducing our All Other Equipment CIP Budget (180-2481-712-8133) by \$8,962.73. We will re-evaluate the equipment that needs to be purchased in 2020 and prioritize what needs to be replaced this year and what can be deferred to 2021's budget.

If you have any questions, please feel free to call me at 886-6203.

Thank you.

KK/te



## **Memorandum**

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**TO:** NMFR Joint Finance & Personnel Committee

**FROM:** Chief Kevin Kloehn

**DATE:** September 16, 2020

**RE:** Joint Powers Agreement

Attached is the annual Joint Powers Agreement between each municipality and the Winnebago County 911 Emergency System. This authorizes the Winnebago County 911 to dispatch other departments in Winnebago County to mutual aid calls for departments.

There is a separate agreement for each City. Therefore, I recommend two motions be made for these agreements.

1. NMFR Joint Finance & Personnel Committee recommends the City of Neenah Common Council approve the Joint Powers Agreement with Winnebago County 911 Emergency System effective December 1, 2020 through November 30, 2021.
2. NMFR Joint Finance & Personnel Committee recommends the City of Menasha Common Council approve the Joint Powers Agreement with Winnebago County 911 Emergency System effective December 1, 2020 through November 3, 2021.

If you have any questions, please feel free to call me at 886-6203.

Thank you.

KK/te

Attachments

Sheriff  
John F. Matz

Chief Deputy  
Todd A. Christopherson



# Winnebago County Sheriff

www.co.winnebago.wi.us



4311 JACKSON ST  
OSHKOSH, WISCONSIN 54901  
(920) 236-7300 (920) 727-2888  
JAIL (920) 236-7380  
ADMINISTRATION FAX (920) 236-7333  
RECORDS FAX (920) 236-7302

August 26, 2020

To All Winnebago County E911 Users:

Enclosed is the **JOINT POWERS AGREEMENT** which is required by State Statute 256.35(9). The Statute requires an annual renewal of the Agreement. Space is provided for signing by your City Mayor and Clerk, Town/Village Chairman and Clerk or other designee.

**Please do the following:**

1. Sign, date, and return the Original to me no later than **November 13, 2020** in the enclosed self-addressed envelope.

Please remember to put **postage** on your envelope before mailing it back.  
Please **Do Not** fax the document as we need to have the **original** copy.  
Please **Do Not** staple the document.

2. Please make a copy of the agreement for your records.

Your assistance in this matter is greatly appreciated. Thank you.

Sincerely,

A handwritten signature in cursive script, appearing to read "John F. Matz".

---

Sheriff John F. Matz

JFM/kkd

enc.

**JOINT POWERS AGREEMENT  
WINNEBAGO COUNTY 911 EMERGENCY SYSTEM**

WHEREAS, Winnebago County and the municipalities located within the boundaries of Winnebago County have implemented an Emergency 911 System for the purposes of providing emergency services to residents and visitors of these municipalities, including fire fighting, law enforcement, ambulance, medical and other emergency services; and

WHEREAS, Sec. 256.35(9), Wis. Stats. "Joint Powers Agreement", requires that in implementing a 911 system as has been done in Winnebago County, municipalities shall annually enter into a Joint Powers Agreement, which Agreement shall be applicable on a daily basis and which shall provide that if an emergency services vehicle is dispatched in response to a request through the Winnebago County 911 System, such vehicle shall render its services to the persons needing the services, regardless of whether the vehicle is operating outside the vehicle's normal jurisdictional boundaries.

THEREFORE, in consideration of the mutual promises, agreements, and conditions contained herein, it is hereby jointly agreed between Winnebago County and the City of Neenah, municipality", as follows:

1. That effective December 1, 2020, this Agreement shall, thereafter, be applicable on a daily basis from said date through November 30, 2021.
2. That if an emergency services vehicle operated by the municipality, or operated by an agency with which the municipality contracts for that particular emergency service, is dispatched in response to a request through the Winnebago County Emergency 911 System, such vehicle (whether owned and operated by the municipality or by the agency) shall render its services to the persons needing the services, regardless of whether the vehicle is operating outside the vehicle's normal jurisdictional (or as defined by contract) boundaries.
3. That a Winnebago County Communications and Information System Advisory Committee shall be established to develop and recommend policy and procedures for emergency services communications and public safety records management issues in Winnebago County. A User's Guide that was developed in 1994 has been updated as necessary, and includes directives and guidelines for the proper use of E911 communication devices (which may include, but not be limited to, radios, computers, mobile data devices and pagers). Violation of User Guide directives could result in disciplinary action being imposed by the employing agency. The committee will be charged to effectively recommend equipment/software purchases and resource allocation with the authority to develop sub-committees as needed to accomplish that task. The committee may develop special ad-hoc, advisory task forces to research regional communication

network(s) with neighboring public safety departments or other County E911 Systems. The Advisory Committee will report to the County Executive and service that position in an advisory nature. Membership on the Advisory Committee shall consist of 9 representatives (appointed by the County Executive) from the following:

4 – Police Agency (separate departments) Representatives (normally the Police Chief or his/her designee).

4 – Fire Agency (separate departments) Representatives (normally the Fire Chief or his/her designee).

1 – Emergency Government Representative.

The Advisory Committee shall elect one Chair and Vice-Chair each year commencing in January.

4. That a copy of this Agreement shall be filed with the State Department of Justice, as required by Sec. 256.35 (9)(c), Wis. Stats.

**WINNEBAGO COUNTY**

By: Mark L. Harris  
Winnebago County Executive  
Mark L. Harris

Date: 8/21/20

By: Susan T. Ertmer  
County Clerk  
Susan T. Ertmer

Date: 8-20-2020

**CITY OF NEENAH**

By: \_\_\_\_\_  
Mayor

Date: \_\_\_\_\_

By: \_\_\_\_\_  
City Clerk

Date: \_\_\_\_\_

# Winnebago County Sheriff

www.co.winnebago.wi.us

Sheriff

John F. Matz

Chief Deputy

Todd A. Christopherson



4311 JACKSON ST  
OSHKOSH, WISCONSIN 54901  
(920) 236-7300 (920) 727-2888  
JAIL (920) 236-7380  
ADMINISTRATION FAX (920) 236-7333  
RECORDS FAX (920) 236-7302

August 26, 2020

To All Winnebago County E911 Users:

Enclosed is the **JOINT POWERS AGREEMENT** which is required by State Statute 256.35(9). The Statute requires an annual renewal of the Agreement. Space is provided for signing by your City Mayor and Clerk, Town/Village Chairman and Clerk or other designee.

**Please do the following:**

1. Sign, date, and return the Original to me no later than **November 13, 2020** in the enclosed self-addressed envelope.

Please remember to put **postage** on your envelope before mailing it back.  
Please **Do Not** fax the document as we need to have the **original** copy.  
Please **Do Not** staple the document.

2. Please make a copy of the agreement for your records.

Your assistance in this matter is greatly appreciated. Thank you.

Sincerely,

A handwritten signature in black ink that reads "John F. Matz".

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Sheriff John F. Matz

JFM/kkd

enc.



**JOINT POWERS AGREEMENT  
WINNEBAGO COUNTY 911 EMERGENCY SYSTEM**

WHEREAS, Winnebago County and the municipalities located within the boundaries of Winnebago County have implemented an Emergency 911 System for the purposes of providing emergency services to residents and visitors of these municipalities, including fire fighting, law enforcement, ambulance, medical and other emergency services; and

WHEREAS, Sec. 256.35(9), Wis. Stats. "Joint Powers Agreement", requires that in implementing a 911 system as has been done in Winnebago County, municipalities shall annually enter into a Joint Powers Agreement, which Agreement shall be applicable on a daily basis and which shall provide that if an emergency services vehicle is dispatched in response to a request through the Winnebago County 911 System, such vehicle shall render its services to the persons needing the services, regardless of whether the vehicle is operating outside the vehicle's normal jurisdictional boundaries.

THEREFORE, in consideration of the mutual promises, agreements, and conditions contained herein, it is hereby jointly agreed between Winnebago County and the City of Menasha, municipality", as follows:

1. That effective **December 1, 2020**, this Agreement shall, thereafter, be applicable on a daily basis from said date through **November 30, 2021**.
2. That if an emergency services vehicle operated by the municipality, or operated by an agency with which the municipality contracts for that particular emergency service, is dispatched in response to a request through the Winnebago County Emergency 911 System, such vehicle (whether owned and operated by the municipality or by the agency) shall render its services to the persons needing the services, regardless of whether the vehicle is operating outside the vehicle's normal jurisdictional (or as defined by contract) boundaries.
3. That a Winnebago County Communications and Information System Advisory Committee shall be established to develop and recommend policy and procedures for emergency services communications and public safety records management issues in Winnebago County. A User's Guide that was developed in 1994 has been updated as necessary, and includes directives and guidelines for the proper use of E911 communication devices (which may include, but not be limited to, radios, computers, mobile data devices and pagers). Violation of User Guide directives could result in disciplinary action being imposed by the employing agency. The committee will be charged to effectively recommend equipment/software purchases and resource allocation with the authority to develop sub-committees as needed to accomplish that task. The committee may develop special ad-hoc, advisory task forces to research regional communication

network(s) with neighboring public safety departments or other County E911 Systems. The Advisory Committee will report to the County Executive and service that position in an advisory nature. Membership on the Advisory Committee shall consist of 9 representatives (appointed by the County Executive) from the following:

4 – Police Agency (separate departments) Representatives (normally the Police Chief or his/her designee).

4 – Fire Agency (separate departments) Representatives (normally the Fire Chief or his/her designee).

1 – Emergency Government Representative.

The Advisory Committee shall elect one Chair and Vice-Chair each year commencing in January.

4. That a copy of this Agreement shall be filed with the State Department of Justice, as required by Sec. 256.35 (9)(c), Wis. Stats.

**WINNEBAGO COUNTY**

By: Mark L. Harris  
Winnebago County Executive  
Mark L. Harris

Date: 8/21/20

By: Susan T. Ertmer  
County Clerk  
Susan T. Ertmer

Date: 8-20-2020

**CITY OF MENASHA**

By: [Signature]  
Mayor

Date: 28 August 2020

By: Halcy Kraut Kramer  
City Clerk

Date: 8-28-20



## **Memorandum**

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**TO:** NMFR Joint Finance & Personnel Committee

**FROM:** Chief Kevin Kloehn

**DATE:** September 16, 2020

**RE:** Proposed 2021 Budget

I've attached our proposed 2021 budget for your review. This is a preliminary budget does include any reductions that may be made by both Mayors.

If you have any questions, please feel free to call me at 886-6203.

KK/te

Attachment

NEENAH-MENASHA FIRE RESCUE  
 2021 BUDGET PREPARATION WORKSHEET

ACCOUNT	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 YTD TOTAL	2020 DEPT ESTIMATE	2021 DEPT REQUEST	REQUEST % CHANGE
<b>Fire Department</b>								
<b>Fire</b>								
2301-712-0101	Salaries	5,225,318	5,390,769	5,532,190	3,655,454	5,559,090	5,711,170	3.24
2301-712-0104	Overtime Waives	90,563	162,388	126,000	97,799	130,000	160,000	26.98
2301-712-0105	Reimbursement / Overtime	0	10,395	0	2,560	3,000	0	.00
2301-712-0106	FLSA Overtime Waives	51,636	58,431	50,000	39,739	50,000	50,000	.00
2301-712-0110	Health Insurance	835,131	884,499	935,110	690,684	919,740	912,780	2.39
2301-712-0111	Fringes	1,326,142	1,316,752	1,226,750	827,856	1,233,330	1,264,990	3.12
2301-712-0115	Schools/Seminars/Training	10,329	17,608	21,000	5,938	5,750	27,000	28.57
2301-712-0116	Test/Certification for Eq	3,916	9,458	10,000	5,843	10,000	10,590	5.90
2301-712-0117	Printing Allowance	33,155	32,680	34,000	30,124	34,000	34,000	.00
2301-712-0118	Licenses Renewal	5,717	1,217	3,000	856	860	1,020	66.00
2301-712-0125	Employee School Reimbursement	0	0	0	167	170	150	.00
2301-712-0128	Employee Recognition Awards	650	600	1,550	700	1,550	900	41.94
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*	Personal Services	7,582,557	7,864,007	7,939,600	5,352,600	7,941,490	8,172,600	2.93
2301-712-0202	Outside Printing	628	813	930	98	400	930	.00
2301-712-0203	Postage	256	269	700	346	500	700	.00
2301-712-0204	Conferences & Meetings	598	692	2,060	52	200	2,100	1.94
2301-712-0206	Advertising & Publications	175	0	200	0	0	200	.00
2301-712-0207	Dues & Memberships	1,033	1,294	1,250	810	810	1,230	1.60
2301-712-0209	Maintenance of PPE/SCBA	3,379	2,564	3,200	1,264	3,200	3,300	3.13
2301-712-0210	Maintenance of Computer Hardware	0	16	500	259	300	1,450	190.00
2301-712-0211	Maintenance of Other Equipment	2,075	1,860	3,710	705	3,710	3,710	.00
2301-712-0213	Maintenance of Motor Vehicles	43,325	43,146	45,000	24,787	45,000	45,000	.00
2301-712-0214	Maintenance of Buildings	2,435	4,415	6,800	1,026	6,800	7,500	10.29
2301-712-0215	Maintenance of Radio Equipment	6,522	6,075	6,700	6,022	6,700	6,700	.00
2301-712-0216	Maintenance of Operating Equipment	2,120	2,733	3,200	811	3,200	3,200	.00
2301-712-0218	Maintenance of Software	14,350	13,027	12,870	35,169	35,170	40,000	210.80
2301-712-0221	Telephone	8,780	8,782	9,000	7,064	9,000	4,200	53.33
2301-712-0222	Electricity	49,417	49,497	50,350	29,125	35,000	47,000	6.65
2301-712-0223	Natural Gas	19,224	18,055	23,050	9,001	16,700	17,000	26.25
2301-712-0224	Water & Sewer	10,862	11,535	12,770	6,124	12,770	12,000	6.03
2301-712-0226	Stormwater	3,058	3,151	3,100	1,605	3,100	3,650	17.74
2301-712-0227	Cellular Telephone	4,525	6,378	5,900	5,082	8,710	10,200	72.88
2301-712-0232	Auditing Services	1,800	1,950	2,050	2,050	2,050	2,150	4.88
2301-712-0236	Outside Services	12,660	14,481	13,020	8,453	13,020	13,000	.15

2301-712-0237 Rest Control	440	19	600	26	300	600	600	.00
2301-712-0238 Professional Services	21,594	16,962	35,000	21,068	35,000	16,700	16,700	52.29-
2301-712-0241 Tree Planting & Landscape	1,162	211	700	80	700	1,000	1,000	42.86
2301-712-0242 Permits	0	0	0	0	0	0	0	.00
2301-712-0246 Liability Insurance	32,611	34,104	35,000	34,266	34,270	36,670	36,670	4.77
2301-712-0247 Auto Physical Damage Ins	13,967	18,419	15,000	16,360	16,360	17,340	17,340	15.60
2301-712-0250 Maint of Training Tower	945	466	1,660	771	1,650	1,650	1,650	.00
2301-712-0252 Rental of Equipment	312	312	390	456	530	350	350	10.26-
2301-712-0254 Printer / Copies	2,981	2,856	3,240	1,213	2,560	2,560	2,560	20.99-
2301-712-0255 Neenah Qty I/S Services	140,880	128,760	151,700	105,305	130,700	140,800	140,800	7.19-

NEENAH-MENASHA FIRE RESCUE  
 2021 BUDGET PREPARATION WORKSHEET

ACCOUNT	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 YTD TOTAL	2020 DEPT ESTIMATE	2021 DEPT REQUEST	REQUEST % CHANGE
2301-712-0256	Neenah Cty Finance Ser.	23,800	24,400	25,100	18,825	25,100	25,750	2.59
2301-712-0257	Neenah Cty HR Services	47,000	51,500	56,600	42,450	56,600	60,000	6.01
2301-712-0262	Public Relations/Services	5,599	6,514	8,000	2,969	2,600	8,000	.00
2301-712-0293	Maint of Mtr Veh/Fleet	0	0	100	0	0	100	.00
2301-712-0294	Oil and Fluids/Fleet	0	0	100	0	0	100	.00
2301-712-0296	Maint of Equipment/Fleet	0	0	100	0	0	100	.00
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*	Contractual Services	478,513	475,256	539,640	383,642	512,710	536,940	.50
2301-712-0301	Office Supplies	2,081	1,515	2,120	636	2,120	2,190	3.30
2301-712-0306	Earning/Janitor Supplies	12,037	11,891	15,000	7,560	15,000	15,450	3.00
2301-712-0308	Books and Periodicals	10	489	500	1,361	1,370	700	40.00
2301-712-0310	Gasoline & Oil	27,551	31,853	30,870	16,857	22,000	28,400	8.00
2301-712-0319	Safety Supplies	4,326	3,193	6,700	9,299	9,000	6,700	.00
2301-712-0320	Small Tools	917	969	1,060	171	1,060	1,100	3.77
2301-712-0325	Consumable supplies	1,868	4,345	3,000	41	500	3,000	.00
2301-712-0326	Photography Supplies	403	66	500	74	80	500	.00
2301-712-0333	All Other Supplies	2,455	1,932	3,710	1,303	3,710	3,800	2.43
2301-712-0344	Small Equipment	8,222	6,879	8,800	3,478	8,800	9,800	11.36
2301-712-0347	Small Computer Hardware	355	350	620	437	500	620	.00
2301-712-0348	Protective Equipment	38,162	44,097	55,000	6,790	55,000	65,000	18.18
2301-712-0350	Training Supplies	1,491	2,330	3,600	239	3,600	3,750	4.17
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*	Supplies & Materials	99,878	109,909	131,480	48,246	122,740	141,010	7.25
2301-712-0800	Mayor's Executive Adj	0	0	0	0	0	0	.00
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*	Mayor's Executive Adj	0	0	0	0	0	0	.00
2301-712-8108	Office Furniture & Equip	3,318	2,566	2,500	1,010	2,500	2,500	.00
2301-712-8113	Communication Equipment	3,841	3,841	3,900	1,863	3,900	3,980	2.05
2301-712-8114	Computer Software Outlay	112	2,280	1,000	0	0	1,000	.00
2301-712-8115	Computer Hardware Outlay	2,894	1,556	9,520	0	0	1,000	89.50
2301-712-8133	All Other Equipment	17,682	18,433	20,000	1,879	20,000	22,000	10.00
2301-712-8149	Household Purchases	8,881	8,826	9,000	3,362	9,000	9,000	.00
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*	Capital Outlay	36,728	37,502	45,920	8,114	35,400	39,480	14.02
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**	Fire	8,197,676	8,486,674	8,656,640	5,792,602	8,612,340	8,890,030	2.70

ACCOUNT	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 YTD TOTAL	2020 DEPT ESTIMATE	2021 DEPT REQUEST	REQUEST % CHANGE
Reg Spec Qper Resp Team								
2314-712-0104	Overtime Wages	26,215	4,230	18,000	0	9,000	20,000	11.11
2314-712-0105	Reimbursement / Overtime	20,880	2,194	4,000	0	0	4,000	.00
2314-712-0111	Fringes	6,066	937	4,120	0	2,060	4,430	7.52
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*	Personal Services	11,401	2,973	18,120	0	11,060	20,430	12.75
2314-712-0216	Maint of Operating Equip	0	340	900	0	900	900	.00
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*	Contractual Services	0	340	900	0	900	900	.00
2314-712-0320	Small Tools	49	42	500	150	500	500	.00
2314-712-0348	Protective Equipment	964	5,310	6,990	0	6,990	6,990	.00
2314-712-0350	Training Supplies	0	234	500	0	500	500	.00
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*	Supplies & Materials	1,013	5,586	7,990	150	7,990	7,990	.00
2314-712-8133	Other Equipment	3,136	1,418	1,400	0	1,400	1,400	.00
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*	Capital Outlay	3,136	1,418	1,400	0	1,400	1,400	.00
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**	Reg Spec Qper Resp Team	15,550	10,317	28,410	150	21,350	30,720	8.13

ACCOUNT	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 YTD TOTAL	2020 DEPT ESTIMATE	2021 DEPT REQUEST	2021 REQUEST % CHANGE
	Joint Fire Commission							
2320-712-0203	Postage	0	0	500	0	0	0	100.00-
2320-712-0206	Advertising & Publications	0	0	1,000	0	1,000	1,800	80.00
2320-712-0236	Outside Services	3,577	91	2,500	1,163	2,500	2,500	.00
2320-712-0261	Misc Expenditures	417	663	500	0	500	500	.00
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*	Contractual Services	3,994	754	4,500	1,163	4,000	4,800	6.67
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**	Joint Fire Commission	3,994	754	4,500	1,163	4,000	4,800	6.67



ACCOUNT	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 YTD TOTAL	2020 DEPT ESTIMATE	2021 DEPT REQUEST	REQUEST % CHANGE
	Special Reserves & Escrow							
	2326-712-0101 Salaries	0	0	0	0	0	7,020	.00
	2326-712-0110 Health Insurance	0	0	0	0	0	91,280	.00
	2326-712-0111 Fringes	0	0	0	0	0	1,480	.00
*	Personal Services	0	0	0	0	0	99,780	.00
**	Special Reserves & Escrow	0	0	0	0	0	99,780	.00
***	Fire Department	8,217,220	8,497,745	8,689,550	5,793,915	8,637,680	9,025,330	3.86