



Neenah-Menasha Fire Rescue

Neenah and Menasha Aldermen Occasionally Attend Meetings Of This Body. It Is Possible That A Quorum Of Common Council, Board Of Public Works, Administration Committee, Personnel Committee of the City of Menasha and the Common Council, Board of Public Works and Finance and Personnel Committee of the City of Neenah May Be Attending This Meeting (No Official Action Of Any Of Those Bodies Will Be Taken).

Agenda

Neenah-Menasha Joint Fire Commission Wednesday, March 27, 2019

4:00 p.m.

City of Neenah – 2nd Floor Conference Room

- I. Attendance
- II. Public Forum
- III. Approval of Minutes (attached)
 - a. November 28, 2018
- IV. Activity and Automatic/Mutual Aid Reports (Informational only)
 - a. 2018 Year-to-Date
 - b. February 2019
- V. 2018 Year End Budget Summary Report (Informational only)
- VI. Consideration and action of the Regional Fire Department Hiring Process Agreement with Fox Valley Technical College (Attached)
- VII. Consideration and action of Fire Officer and Shift Inspector Promotions (Attached)
- VIII. Adjourn

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 **Fire Chief Kevin Kloehn at 886-6200** or the **City's ADA Coordinator at (920) 886-6106** or e-mail attorney@ci.Neenah.wi.us at least 48 hours prior to the scheduled meeting or event to request an accommodation.

**Neenah-Menasha Fire Rescue
Joint Fire Commission Meeting Minutes
November 28, 2018
4:00 p.m.
Training Center – City of Neenah**

Present: Commissioner Englebert, Kubiak, Keating, McCann and Keehan

Excused: Commissioner Lewis

Also Present: Chief Kloehn, Director Barber and Director Jacobs

Public: No members of the public were present

Commissioner Englebert called the meeting to order at 4:00 p.m.

Minutes: The Commission reviewed the meeting minutes from September 26, 2018. **MSC McCann/Keehan to approve the September 26, 2018 meeting minutes, all voting aye.**

MSC Keating/Kubiak to convene into closed session pursuant to Section 19.85(1)(c), Wis. Stats. For the purpose of interviewing applicants for the open firefighter positions, all voting aye.

MSC Keating/Kubiak to reconvene into open session, all voting aye.

Eligibility List: **MSC Keehan/Kubiak to place Eric Beaumia, Joshua Boelk, Colin Ehlert, Chad Korth, Cole Nelson, Nicholas Schroeder, Isaac Tews and Tim Verstegen on NMFR's Eligibility Hiring list for hiring and shall be effective for one year, all voting aye.**

MSC Keating/Kubiak to adjourn at 8:20 p.m., all voting aye.

Respectfully Submitted,



Kevin Kloehn
Chief

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Incident Type Period Comparisons

Alarm Date Between {01/01/2018} and {12/31/2018}

Incident Type	01/01/2018	01/01/2017	01/01/2016	01/01/2015
	to	to	to	to
	12/31/2018	12/31/2017	12/31/2016	12/31/2015
100 Fire, Other	0	0	1	0
111 Building fire	37	30	33	47
112 Fires in structure other than in a building	3	0	0	1
113 Cooking fire, confined to container	19	17	9	7
114 Chimney or flue fire, confined to chimney or	1	3	4	3
115 Incinerator overload or malfunction, fire	1	0	0	0
116 Fuel burner/boiler malfunction, fire confined	1	1	1	0
117 Commercial Compactor fire, confined to rubbish	0	0	1	0
118 Trash or rubbish fire, contained	1	3	2	2
1181Materials on stove top	2	2	1	2
121 Fire in mobile home used as fixed residence	0	0	0	1
130 Mobile property (vehicle) fire, Other	1	3	3	1
131 Passenger vehicle fire	6	12	10	8
132 Road freight or transport vehicle fire	0	2	0	1
133 Rail vehicle fire	0	0	0	1
138 Off-road vehicle or heavy equipment fire	1	0	1	0
140 Natural vegetation fire, Other	0	3	2	1
141 Forest, woods or wildland fire	0	0	0	1
142 Brush or brush-and-grass mixture fire	1	1	0	0
143 Grass fire	2	0	0	1
150 Outside rubbish fire, Other	1	0	0	0
151 Outside rubbish, trash or waste fire	0	4	1	4
153 Construction or demolition landfill fire	0	0	0	2
154 Dumpster or other outside trash receptacle fire	7	10	4	7
160 Special outside fire, Other	3	0	1	4
162 Outside equipment fire	0	0	3	3
173 Cultivated trees or nursery stock fire	0	0	0	2
200 Overpressure rupture, explosion, overheat other	1	0	0	3
221 Overpressure rupture of air or gas pipe/pipeline	0	1	4	0
251 Excessive heat, scorch burns with no ignition	1	0	1	2
300 Rescue, EMS incident, other	9	12	13	14
311 Medical assist, assist EMS crew	1777	1740	1654	1504
311AMedical assist, assist EMS crew, Advanced Skills	145	99	100	55
320 Emergency medical service, other	10	10	12	13
321 EMS call, excluding vehicle accident with injury	1	0	2	4
322 Motor vehicle accident with injuries	29	18	20	17
323 Motor vehicle/pedestrian accident (MV Ped)	6	1	5	5
324 Motor Vehicle Accident with no injuries	7	7	3	4
331 Lock-in (if lock out , use 511)	6	11	7	1
340 Search for lost person, other	0	0	1	1
341 Search for person on land	2	1	3	2

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Incident Type Period Comparisons

Alarm Date Between {01/01/2018} and {12/31/2018}

Incident Type	01/01/2018	01/01/2017	01/01/2016	01/01/2015
	to	to	to	to
	12/31/2018	12/31/2017	12/31/2016	12/31/2015
342 Search for person in water	2	0	1	1
351 Extrication of victim(s) from building/structure	0	1	0	0
352 Extrication of victim(s) from vehicle	2	1	2	2
353 Removal of victim(s) from stalled elevator	1	5	4	2
360 Water & ice-related rescue, other	4	1	1	1
360A Water & ice-related rescue, no rescue	10	6	7	4
361 Swimming/recreational water areas rescue	1	0	0	2
362 Ice rescue	0	3	2	2
363 Swift water rescue	1	2	1	1
365 Watercraft rescue	3	7	4	5
381 Rescue or EMS standby	1	1	0	1
400 Hazardous condition, Other	0	1	2	3
410 Combustible/flammable gas/liquid condition,	2	2	1	1
411 Gasoline or other flammable liquid spill	11	5	12	8
412 Gas leak (natural gas or LPG)	21	20	17	14
413 Oil or other combustible liquid spill	5	10	10	6
422 Chemical spill or leak	1	3	3	2
423 Refrigeration leak	0	3	0	0
424 Carbon monoxide incident	16	30	17	34
440 Electrical wiring/equipment problem, Other	5	6	4	8
441 Heat from short circuit (wiring), defective/worn	2	1	3	0
442 Overheated motor	0	1	2	3
444 Power line down	21	15	11	9
445 Arcing, shorted electrical equipment	8	13	4	11
460 Accident, potential accident, Other	0	0	1	0
461 Building or structure weakened or collapsed	0	0	0	1
463 Vehicle accident, general cleanup	21	9	20	15
471 Explosive, bomb removal (for bomb scare, use	0	0	0	1
480 Attempted burning, illegal action, Other	0	0	1	0
500 Service Call, other	7	10	6	6
510 Person in distress, Other	2	1	4	3
511 Lock-out	39	30	47	36
520 Water problem, Other	4	3	4	3
521 Water evacuation	2	0	0	1
522 Water or steam leak	5	6	5	5
531 Smoke or odor removal	2	5	6	9
5311 Smoke or odor investigation	98	74	85	78
540 Animal problem, Other	1	0	1	0
541 Animal problem	0	1	1	1
542 Animal rescue	9	9	10	4
550 Public service assistance, Other	2	0	2	1

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Incident Type Period Comparisons

Alarm Date Between {01/01/2018} and {12/31/2018}

Incident Type	01/01/2018	01/01/2017	01/01/2016	01/01/2015
	to 12/31/2018	to 12/31/2017	to 12/31/2016	to 12/31/2015
551 Assist police or other governmental agency	17	13	19	13
552 Police matter	1	1	1	4
553 Public service	2	4	5	4
554 Assist invalid	0	2	1	3
555 Defective elevator, no occupants	2	2	0	1
561 Unauthorized burning	7	11	12	12
571 Cover assignment, standby, moveup	2	4	3	5
600 Good intent call, Other	5	8	7	7
611 Dispatched & cancelled en route	23	43	42	32
621 Wrong location	1	0	1	0
622 No Incident found on arrival at dispatch address	23	14	15	12
631 Authorized controlled burning	0	1	0	2
650 Steam, Other gas mistaken for smoke, Other	5	0	0	1
651 Smoke scare, odor of smoke	9	7	2	6
652 Steam, vapor, fog or dust thought to be smoke	2	2	4	0
653 Smoke from barbecue, tar kettle	2	0	1	0
661 EMS call, party transported by non-fire agency	1	0	0	0
671 HazMat release investigation w/no HazMat	0	1	0	2
700 False alarm or false call, Other	20	27	44	31
710 Malicious, mischievous false call, Other	2	0	2	4
711 Municipal alarm system, malicious false alarm	0	0	0	1
712 Direct tie to FD, malicious false alarm	0	2	1	0
714 Central station, malicious false alarm	0	2	4	4
715 Local alarm system, malicious false alarm	4	0	4	1
721 Bomb scare - no bomb	0	0	0	1
730 System malfunction, Other	5	3	5	3
730MSystem Malfunction Due to Mechanical Damage	2	1	1	4
731 Sprinkler activation due to malfunction	9	6	1	3
732 Extinguishing system activation due to	2	0	3	0
733 Smoke detector activation due to malfunction	16	21	17	17
734 Heat detector activation due to malfunction	2	2	1	2
735 Alarm system sounded due to malfunction	36	36	39	28
736 CO detector activation due to malfunction	8	8	9	5
740 Unintentional transmission of alarm, Other	4	12	12	11
740ASystem damage due to tow motor	4	4	8	9
741 Sprinkler activation, no fire - unintentional	7	11	7	11
742 Extinguishing system activation	3	1	0	1
743 Smoke detector activation, no fire -	27	40	25	29
744 Detector activation, no fire - unintentional	19	25	24	18
745 Alarm system activation, no fire - unintentional	82	60	61	63
746 Carbon monoxide detector activation, no CO	49	41	44	36

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Incident Type Period Comparisons

Alarm Date Between {01/01/2018} and {12/31/2018}

Incident Type	01/01/2018	01/01/2017	01/01/2016	01/01/2015
	to	to	to	to
	12/31/2018	12/31/2017	12/31/2016	12/31/2015
815 Severe weather or natural disaster standby	1	0	0	0
900 Special type of incident, Other	1	2	1	5
911 Citizen complaint	3	4	2	2
911ACitizen complaint unauthorized burning.	8	15	10	10
911BCitizen complaint unauthorized burning no permit	23	25	18	21
911CAuthorized Recreational Burning	1	2	8	10
Totals	<u>2830</u>	<u>2744</u>	<u>2667</u>	<u>2442</u>

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Incident Type Period Comparisons

Alarm Date Between {02/01/2019} and {02/28/2019}

Incident Type	02/01/2019	02/01/2018	02/01/2017	02/01/2016
	to	to	to	to
	02/28/2019	02/28/2018	02/28/2017	02/28/2016
551 Assist police or other governmental agency	0	0	4	1
553 Public service	1	0	0	0
600 Good intent call, Other	2	1	0	0
611 Dispatched & cancelled en route	2	3	5	1
622 No Incident found on arrival at dispatch address	2	0	2	2
650 Steam, Other gas mistaken for smoke, Other	0	1	0	0
651 Smoke scare, odor of smoke	1	0	1	0
652 Steam, vapor, fog or dust thought to be smoke	0	0	0	1
653 Smoke from barbecue, tar kettle	0	0	0	1
700 False alarm or false call, Other	2	3	6	1
715 Local alarm system, malicious false alarm	0	1	0	0
730 System malfunction, Other	0	1	0	0
731 Sprinkler activation due to malfunction	3	1	0	1
733 Smoke detector activation due to malfunction	3	0	0	1
734 Heat detector activation due to malfunction	0	1	0	0
735 Alarm system sounded due to malfunction	1	2	1	2
736 CO detector activation due to malfunction	0	0	2	2
740 Unintentional transmission of alarm, Other	1	0	1	2
740A System damage due to tow motor	0	0	1	1
741 Sprinkler activation, no fire - unintentional	2	0	3	0
743 Smoke detector activation, no fire -	3	1	3	4
744 Detector activation, no fire - unintentional	1	1	1	0
745 Alarm system activation, no fire - unintentional	3	1	3	4
746 Carbon monoxide detector activation, no CO	13	6	6	2
911BCitizen complaint unauthorized burning no permit	0	0	1	0
Totals	<u>218</u>	<u>184</u>	<u>203</u>	<u>177</u>

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Incident Type Period Comparisons

Alarm Date Between {02/01/2019} and {02/28/2019}

Incident Type	02/01/2019	02/01/2018	02/01/2017	02/01/2016
	to	to	to	to
	02/28/2019	02/28/2018	02/28/2017	02/28/2016
111 Building fire	4	5	1	2
113 Cooking fire, confined to container	0	3	1	0
114 Chimney or flue fire, confined to chimney or	0	1	0	0
131 Passenger vehicle fire	3	0	0	0
132 Road freight or transport vehicle fire	1	0	0	0
138 Off-road vehicle or heavy equipment fire	0	1	0	1
162 Outside equipment fire	0	0	0	1
200 Overpressure rupture, explosion, overheat other	0	1	0	0
221 Overpressure rupture of air or gas pipe/pipeline	0	0	1	0
300 Rescue, EMS incident, other	0	0	1	0
311 Medical assist, assist EMS crew	119	117	126	113
311AMedical assist, assist EMS crew, Advanced Skills	13	16	11	8
320 Emergency medical service, other	1	1	0	1
322 Motor vehicle accident with injuries	1	1	0	0
324 Motor Vehicle Accident with no injuries	0	1	0	0
331 Lock-in (if lock out , use 511)	1	0	2	0
342 Search for person in water	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	0	1
360AWater & ice-related rescue, no rescue	0	3	3	1
362 Ice rescue	1	0	1	1
381 Rescue or EMS standby	1	0	0	0
411 Gasoline or other flammable liquid spill	1	0	0	0
412 Gas leak (natural gas or LPG)	2	1	1	1
413 Oil or other combustible liquid spill	0	0	1	0
422 Chemical spill or leak	0	0	0	1
424 Carbon monoxide incident	3	6	2	2
441 Heat from short circuit (wiring), defective/worn	1	0	0	0
442 Overheated motor	1	0	0	0
444 Power line down	2	0	0	0
445 Arcing, shorted electrical equipment	1	0	0	1
463 Vehicle accident, general cleanup	1	0	0	1
500 Service Call, other	0	0	1	0
510 Person in distress, Other	1	0	0	0
511 Lock-out	0	1	3	2
522 Water or steam leak	2	1	0	2
531 Smoke or odor removal	1	0	0	1
5311Smoke or odor investigation	14	0	7	11
540 Animal problem, Other	0	1	0	0
542 Animal rescue	0	1	0	0
550 Public service assistance, Other	1	0	0	0

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Aid Responses by Department (Summary)

Alarm Date Between {1/1/2018} And {12/31/2018}

Type of Aid	Count	Type of Aid	Count
08100 Harrison Fire Rescue		70110 Town of Neenah	
Mutual aid received	2	Automatic aid given	1
	<u>2</u>		<u>9</u>
44020 City of Appleton		70140 Town of Vinland	
Mutual aid received	3	Mutual aid received	1
Automatic aid received	7		<u>1</u>
Automatic aid given	44		1
	<u>54</u>		
44040 Town of Grand Chute			
Mutual aid received	1		
Mutual aid given	2		
	<u>3</u>		
70020 Village of Fox Crossing			
Mutual aid received	1		
Mutual aid given	1		
	<u>2</u>		
70030 City of Oshkosh			
	4		
Mutual aid received	3		
Mutual aid given	3		
Automatic aid given	1		
	<u>11</u>		
70050 Town of Oshkosh			
Mutual aid received	1		
Automatic aid given	1		
	<u>2</u>		
70100 Town of Clayton			
Mutual aid received	1		
	<u>1</u>		
70110 Town of Neenah			
Mutual aid received	7		
Mutual aid given	1		

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Aid Responses by Department (Summary)

Alarm Date Between {2/1/2019} And {2/28/2019}

Type of Aid	Count
08100 Harrison Fire Rescue	
Automatic aid received	1
	<u>1</u>
44020 City of Appleton	
Mutual aid received	1
Mutual aid given	3
	<u>4</u>
70030 City of Oshkosh	
Automatic aid received	1
Automatic aid given	1
	<u>2</u>
70110 Town of Neenah	
Mutual aid given	1
	<u>1</u>



Memorandum

TO: NMFR Joint Finance & Personnel Committee Members

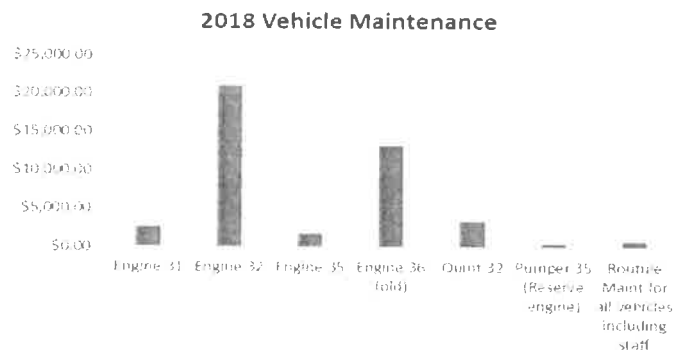
FROM: Chief Kevin Kloehn

DATE: March 8, 2019

RE: 2018 Year End Budget Summary

I've attached the preliminary 2018 year-end budget summary for your review. Please note this is subject to the final audit that will be completed by the City of Neenah auditors in the near future. Here is an explanation of some line items:

0213 - Maintenance of motor vehicles was \$10,000 over budget. This line item is used for preventive and maintenance of all vehicles including staff cars.



0255 – Neenah I/S Services was \$12,000 over budget. The final budget number was determined after the budget was finalized.

8149 – Household Purchases was \$2,800 over budget. This is due to replacement of three refrigerators, washer, dryer and other normal items.

Special Operations:

Overtime was \$19,000 over budget. However, we received \$20,000 in reimbursement for the training from the State.

All other equipment was over budget due to equipment that needed to be replaced. Please keep in mind, this budget line item has not been spent for several years.

Water Rescue:

Personal Protective Equipment was over budget by \$4,500. This is due to several dry suits that needed to be replaced due to holes and leaks in the suits.

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

KK/te

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 Y-T-D ACTUAL	CURRENT MONTH EXPEND	2018 Y-T-D ACTUAL	2018 ADJUSTED BUDGET	2018 REMAINING BALANCE	BUD % USED
Fire Department							
Fire							
180-2301-712.01-01	Salaries	5,101,473	597,739	5,225,318	5,257,460	32,142	99
180-2301-712.01-04	Overtime Wages	143,507	5,209	90,563	140,000	49,437	65
180-2301-712.01-05	Reimbursement / Overtime	1,404	0	0	0	0	0
180-2301-712.01-06	FLSA Overtime Wages	52,510	5,256	51,636	47,000	4,636	110
180-2301-712.01-10	Health Insurance	801,764	69,721	835,131	830,560	4,571	101
180-2301-712.01-11	Fringes	1,321,090	151,885	1,326,142	1,354,900	28,758	98
180-2301-712.01-15	Schools/Seminars/Training	13,881	221	10,329	16,000	5,671	65
180-2301-712.01-16	Test/Certification for Eq	5,274	302	3,916	6,000	2,084	65
180-2301-712.01-17	Clothing Allowance	32,462	0	33,155	32,000	1,155	104
180-2301-712.01-18	Licenses Renewal	64	75	5,717	10,070	4,353	57
180-2301-712.01-23	Auto Allowance	0	0	0	0	0	0
180-2301-712.01-28	Empl Recognition Awards	700	0	650	650	0	100
180-2301-712.02-02	Outside Printing	385	0	628	800	172	79
180-2301-712.02-03	Postage	314	33	256	660	404	39
180-2301-712.02-04	Conferences & Meetings	1,061	23	598	2,000	1,402	30
180-2301-712.02-06	Advertising & Publication	0	0	175	200	25	88
180-2301-712.02-07	Dues & Memberships	993	119	1,033	1,400	367	74
180-2301-712.02-09	Maintenance of PPE/SCBA	2,131	200	3,379	3,000	379	113

180-2301-712 02-10	Maint of Computer Hardware	1,272	0	0	500	500	0
180-2301-712 02-11	Maint of Other Equipment	1,537	209	2,075	3,500	1,425	59
180-2301-712 02-12	Maint of Office Equipment	0	0	0	0	0	0
180-2301-712 02-13	Maint of Motor Vehicles	39,763	7,540	43,325	32,500	10,825	133
180-2301-712 02-14	Maint of Buildings	3,779	1,169	2,435	4,500	2,065	54

PREPARED 02/13/19, 13:34:41
 PROGRAM 6601L
 REPORT NAME ES-FIRE

NEENAH MENASHA FIRE RESCUE
 MONTH END DEPARTMENT BUDGET REPORT
 12/31/18 100% OF YEAR ELAPSED

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 Y-T-D ACTUAL	CURRENT MONTH EXPEND	2018 Y-T-D ACTUAL	2018 ADJUSTED BUDGET	2018 REMAINING BALANCE	BUD % USED
180-2301-712.02-15	Maint of Radio Equipment	6,163	0	6,522	6,140	382-	106
180-2301-712.02-16	Maint of Operating Equip	2,964	141	2,120	3,100	980	68
180-2301-712.02-18	Maint of Software	8,968	1,167	14,350	12,000	2,350-	120
180-2301-712.02-21	Telephone	8,766	685	8,780	9,000	220	98
180-2301-712.02-22	Electricity	48,154	7,837	49,417	48,000	1,417-	103
180-2301-712.02-23	Natural Gas	17,192	5,162	18,360	24,000	5,640	77
180-2301-712.02-24	Water & Sewer	10,947	1,610	10,862	11,810	948	92
180-2301-712.02-25	Commercial Dumpster	0	0	0	0	0	0
180-2301-712.02-26	Stormwater	2,939	318	3,058	3,100	42	99
180-2301-712.02-27	Cellular Telephone	4,162	811	4,525	4,320	205-	105
180-2301-712.02-32	Auditing Services	1,750	0	1,800	1,800	0	100
180-2301-712.02-36	Outside Services	15,453	1,802	12,660	16,400	3,740	77
180-2301-712.02-37	Pest Control	421	0	440	600	160	73
180-2301-712.02-38	Professional Services	14,659	9,648	21,594	22,000	406	98
180-2301-712.02-41	Tree Planting & Landscape	1,100	275	1,162	1,200	38	97
180-2301-712.02-42	Permits	0	0	0	30	30	0
180-2301-712.02-46	Liability Insurance	32,223	0	32,611	33,580	969	97
180-2301-712.02-47	Aut of Physical Damage Ins	13,285	0	13,967	13,960	7-	100

180-2301-712.02-50	Maint of Training Tower	107	0	945	0	945-	0
180-2301-712.02-52	Rental of Equipment	312	52	312	350	38	89
180-2301-712.02-54	Printer / Copies	2,903	813	2,981	2,970	11-	100
180-2301-712.02-55	Neenah Qty I/S Services	134,773	10,703	140,880	128,440	12,440-	110
180-2301-712.02-56	Neenah Qty Finance Ser.	23,300	1,983	23,800	23,800	0	100

NEENAH MENASHA FIRE RESCUE
 MONTH-END DEPARTMENT BUDGET REPORT
 12/31/18 100% OF YEAR ELAPSED

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 Y-T-D ACTUAL	CURRENT MONTH EXPEND	2018 Y-T-D ACTUAL	2018 ADJUSTED BUDGET	2018 REMAINING BALANCE	BUD % USED
180-2301-712.02-57	Neenah City HR Services	44,000	3,917	47,000	47,000	0	100
180-2301-712.02-62	Public Relations/Services	5,520	556	5,599	5,500	99	102
180-2301-712.02-92	FVTC Reimbursements	0	0	0	0	0	0
180-2301-712.02-93	Maint of Mtr or Veh/Fleet	0	0	0	100	100	0
180-2301-712.02-94	Oil and Fluids/Fleet	0	0	0	100	100	0
180-2301-712.02-96	Maint of Equipment/Fleet	0	0	0	100	100	0
180-2301-712.03-01	Office Supplies	1,907	943	2,081	2,000	81	104
180-2301-712.03-06	Cleaning/Janitor Supplies	11,940	600	12,037	12,000	37	100
180-2301-712.03-08	Books and Periodicals	337	0	10	500	490	2
180-2301-712.03-10	Gasoline & Oil	23,745	3,535	27,551	25,000	2,551	110
180-2301-712.03-19	Safety Supplies	6,036	625	4,326	5,400	1,074	80
180-2301-712.03-20	Small Tools	1,125	592	917	1,000	83	92
180-2301-712.03-25	Consumable supplies	1,684	82	1,868	2,000	132	93
180-2301-712.03-26	Photography Supplies	117	0	403	500	97	81
180-2301-712.03-33	All Other Supplies	1,277	89	2,455	3,000	545	82
180-2301-712.03-43	Small Program Packages	0	0	0	0	0	0
180-2301-712.03-44	Small Equipment	3,554	9,249	8,222	6,500	1,722	126
180-2301-712.03-47	Small Computer Hardware	691	52	355	620	265	57
180-2301-712.03-48	Protective Equipment	45,808	31,970	38,162	40,000	1,838	95

180-2301-712.03-50 Training Supplies	446	351	1,491	2,000	509	75
180-2301-712.08-00 Mayor's Executive Adj	0	0	0	0	0	0
180-2301-712.81-08 Office Furniture & Equip	2,885	2,716	3,318	2,500	818-	133
180-2301-712.81-13 Communication Equipment	3,545	640	3,841	7,000	3,159	55
180-2301-712.81-14 Computer Software Outlay	0	0	112	1,000	888	11

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 PROGRAM 6601L
 REPORT NAME ES-FIRE

NEENAH MENASHA FIRE RESCUE
 MONTH-END DEPARTMENT BUDGET REPORT
 12/31/18 100% OF YEAR ELAPSED

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 Y-T-D ACTUAL	CURRENT MONTH EXPEND	2018 Y-T-D ACTUAL	2018 ADJUSTED BUDGET	2018 REMAINING BALANCE	BUD % USED
180-2301-712.81-15	Computer Hardware Outlay	5,475	1,359	2,894	9,520	6,626	30
180-2301-712.81-33	All Other Equipment	17,010	11,744	17,682	20,000	2,318	88
180-2301-712.81-49	Household Purchases	4,846	62	8,881	6,000	2,881-	148
*	Fire	8,055,043	951,182	8,196,812	8,309,640	112,828	99

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 PROGRAM 0601L
 REPORT NAME BS-FIRE

NEENAH MENASHA FIRE RESCUE
 MONTH-END DEPARTMENT BUDGET REPORT
 12/31/18 100% OF YEAR ELAPSED

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 Y-T-D ACTUAL	CURRENT MONTH EXPEND	2018 Y-T-D ACTUAL	2018 ADJUSTED BUDGET	2018 REMAINING BALANCE	BUD % USED
180-2314-712.01-04	Reg Spec Qper Resp Team Overtime Wages	7,501	3,160	26,215	7,130	19,085	368
180-2314-712.01-05	Reimbursement / Overtime	4,320	13,748	20,880	0	20,880	0
180-2314-712.01-11	Fringes	1,936	731	6,066	1,650	4,416	368
180-2314-712.02-16	Maint of Operating Equip	0	0	0	500	500	0
180-2314-712.03-20	Small Tools	0	0	49	500	451	10
180-2314-712.03-48	Protective Equipment	324	0	964	1,500	536	64
180-2314-712.03-50	Training Supplies	0	0	0	500	500	0
180-2314-712.81-33	All Other Equipment	0	3,136	3,136	500	2,636	627

* Reg Spec Qper Resp Team ----- 5,440 6,721 15,550 12,280 3,270 127

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 PROGRAM 0601L
 REPORT NAME BS-FIRE

NEENAH MENASHA FIRE RESCUE
 MONTH END DEPARTMENT BUDGET REPORT
 12/31/18 100% OF YEAR ELAPSED

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 Y-T-D ACTUAL	CURRENT MONTH EXPEND	2018 Y-T-D ACTUAL	2018 ADJUSTED BUDGET	2018 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 & Publications	0	0	0	1,000	1,000	0
180-2320-712-02-36	Outside Services	3,257	0	3,577	2,500	1,077-	143
180-2320-712-02-61	Misc Expenditures	298	67	417	500	83	83
* Joint Fire Commission		3,556	67	3,994	4,500	506	89

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 PROGRAM 6601L
 REPORT NAME BS-FIRE

NEENAH MENASHA FIRE RESCUE
 MONTH END DEPARTMENT BUDGET REPORT
 12/31/18 100% OF YEAR ELAPSED

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 Y-T-D ACTUAL	CURRENT MONTH EXPEND	2018 Y-T-D ACTUAL	2018 ADJUSTED BUDGET	2018 REMAINING BALANCE	BUD % USED
180-2326-712.01-01	Special Reserves & Escrow Salaries	0	0	0	0	0	0
180-2326-712.01-10	Health Insurance	0	0	0	16,590	16,590	0
180-2326-712.01-11	Fringes	0	0	0	0	0	0
<hr/>							
*	Special Reserves & Escrow	0	0	0	16,590	16,590	0
**	Fire Department	8,064,039	944,527	8,216,356	8,343,010	126,654	98

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 Y-T-D ACTUAL	CURRENT MONTH EXPEND	2018 Y-T-D ACTUAL	2018 ADJUSTED BUDGET	2018 REMAINING BALANCE	BUD % USED
Other							
Water Rescue Services							
180-2479-712.01-04	Overtime Wages	4,740	1,552	1,865	3,600	1,735	52
180-2479-712.01-05	Reimbursement / Overtime	1,533	0	0	0	0	0
180-2479-712.01-11	Fringes	1,632	396	469	840	371	56
180-2479-712.01-15	School s/ Seminars/ Training	1,344	788	891	2,500	1,609	36
180-2479-712.01-18	Licenses 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	1,170	155	1,723	1,000	723	172
180-2479-712.02-15	Maint of Radio Equipment	60	0	0	500	500	0
180-2479-712.02-16	Maint of Operating Equipment	169	0	69	1,000	931	7
180-2479-712.02-61	Misc Expenditures	0	0	0	0	0	0
180-2479-712.03-33	All Other Supplies	31	0	0	500	500	0
180-2479-712.03-44	Small Equipment	465	889	1,718	1,000	718	172
180-2479-712.03-48	Protective Equipment	4,200	4,988	5,091	500	4,591	1,018
180-2479-712.81-13	Communication Equipment	250	0	0	1,000	1,000	0
180-2479-712.81-33	All Other Equipment	74	2,390	2,565	1,650	915	155

*	Water Rescue Services	12,604	11,158	14,391	14,090	301	102
**	Other	12,604	11,158	14,391	14,090	301	102
***	Neenah Menasha Fire	8,076,642	955,685	8,230,747	8,357,100	126,353	98



Memorandum

TO: NMFR Joint Fire Commission Members

FROM: Chief Kevin Kloehn

DATE: March 12, 2019

RE: Regional Hiring Process Agreement

Attached is the annual Regional Hiring Process Agreement with Fox Valley Technical College. This process will once again be used to help establish our eligibility list for hiring.

I'm asking for consideration and action to recommend the City of Neenah and City of Menasha Common Councils approve the Regional Fire Department Hiring Process Agreement with Fox Valley Technical College.

Thank you for your consideration.

KK/te

REGIONAL FIRE DEPARTMENT HIRING PROCESS AGREEMENT

THIS AGREEMENT ("Agreement") is made as of the 15th day of February, 2019, by and between the NEENAH MENASHA FIRE RESCUE (hereinafter "NMFR") and FOX VALLEY TECHNICAL COLLEGE (hereinafter FVTC).

WHEREAS, NMFR wishes to contract with FVTC for the purpose of acquiring a list of qualified candidates for the position of firefighter; and

WHEREAS, FVTC wishes to provide the NMFR with testing results obtained from the Fox Valley Regional Hiring Process; and

NOW, THEREFORE, in consideration of the mutual promises and other goods and valuable consideration exchanged herein, IT IS AGREED AS FOLLOWS:

- A. NMFR agrees to fulfill the following obligations:
1. Will certify that it has a valid Candidate Physical Ability Test (CPAT) license, and that it agrees to recognize and accept proof of completion of the CPAT from the limited licensee;
 2. Will certify that it will utilize the CPAT only in the context of an overall implementation of the CPAT program that complies with its CPAT license;
 3. Will understand the result of the hiring process will be valid for six (6) months from the date the candidate takes the CPAT and written exam;
 4. Will only use the CPAT for the purpose of candidate preparation and physical ability testing of career firefighters.
- B. NMFR agrees to fulfill the following obligations which are specific to the Fox Valley Regional Hiring Process:
1. Will be responsible for advertising the open position(s) and direct potential candidates to the FVTC website for additional information;
 2. Will establish the minimum hiring requirements for NMFR;
 3. Will accept the Fox Valley Regional Hiring Process Application;
 4. Will reimburse FVTC for services provided at the rate of \$1,000.00 user fee plus \$5.00 per applicant who meets the NMFR's minimum hiring requirements, successfully passes the CPAT and take the written exam.
- C. FVTC agrees to fulfill the following obligations:
1. Will obtain and maintain a limited license and cover the cost of any licensing fees.
 2. Will have the capability, and agree to assist, the fire department in meeting the terms of such compliance, including the pre-test orientation and mentoring requirements;
 3. Will have the capability and staff to validate the CPAT for jurisdictions through a transportability study, assist the fire department in obtaining CPAT licensure, provide consistent CPAT testing administration and legally defend validation and CPAT administration;

4. Will have the capability and agree to provide candidates practice tests and orientations in accordance with The Fire Service Joint Labor Management Wellness-Fitness Initiative Candidate Physical Ability Test Manual, 2nd Edition;
5. Will provide candidates with mentoring programs (i.e. Firefighter Functional Fitness 10-503-135 and Health and Wellness for Firefighter 10-503-134, classes which are offered through FVTC);
6. Will secure CPAT equipment and verify that such equipment and props conform to all specifications in the CPAT manual and that it has the ability to administer the CPAT in conformity with the specifications of CPAT;
7. Will have a mechanism in place to assure that any individual who demonstrates a financial hardship will be provided the CPAT at reduced or no charge;
8. Will provide CPAT certificates for candidate's applying for employment with multiple fire departments;
9. Will notify the IAFF of the CPAT licensed fire departments for which such certification is provided;
10. Will provide CPAT licensed fire departments results from the hiring process and a method for verifying the candidate's results;
11. Will administer the CPAT in compliance with the IAFF's licensing agreement, which include full compliance with the EEOC conciliation agreement and utilization of the CPAT administration.

D. FVTC agrees to fulfill the following obligations which are specific to the Fox Valley Regional Hiring Process:

1. Establish and maintain an Fox Valley Regional Hiring Process website;
2. Collect candidate applications and certifications and determine if the candidate meets the minimum requirements set forth by the NMFR;
3. Maintain a data collection system for all pertinent information relating to the hiring process;
4. Only allow candidates who meet the NMFR minimum hiring requirements to participate in the hiring process;
5. Schedule CPAT orientation, practice session and administer the actual physical ability test in accordance with the guidelines set by Chapter 6, Appendix A and Appendix B of The Fire Service Joint Labor Management Wellness-Fitness Initiative Candidate Physical Ability Test Manual, 2nd Edition;
6. Administer the written exam only to the candidates who meet the NMFR minimum hiring requirements and successfully complete the CPAT;
7. Compile hiring process testing data from the candidates application, CPAT and written exam;
8. Provide the NMFR with a hard copy (paper copy) of the application packet for each candidate who has applied to the NMFR, results of hiring process data for each candidate, whether or not the candidate meets the minimum hiring requirements, or passes CPAT (i.e. as much information as possible for each candidate depending on how far the candidate has progressed through the hiring process);
9. Provide a summary of the entire Fox Valley Regional Hiring Process to the NMFR, this will be statistical data and will not include specific names of candidates;

10. Will receive compensation from the NMFR for services provided at the rate of \$1,000.00 user fee plus \$5.00 per applicant who meets the NMFR's minimum hiring requirements, successfully passes the CPAT and takes the written exam.

E. TERMS OF THIS AGREEMENT, shall expire one year from the date first above written.

IN WITNESS WHERE OF, the parties hereto have caused this Agreement to be executed the date first above written.

NEENAH MENASHA FIRE RESCUE

Kevin Kloehn, Fire Chief

FOX VALLEY TECHNICAL COLLEGE



James Austad, Fire Protection Department Chair

Fox Valley Regional Fire Department Minimum Hiring Requirements

Directions: Please mark the items that your fire department would need as the minimum requirements for a candidate to be considered for employment.

All requirements will be at the time of application unless otherwise noted as at the time of hire.

Fire Department Name: Neenah-Menasha Fire Rescue

General Requirements		Comments: _____ _____ _____
<input checked="" type="checkbox"/> - Minimum age: <u>18</u> years old		
<input checked="" type="checkbox"/> - Valid WI Driver's License		
<input type="checkbox"/> - U.S. Citizen		

Education Requirements		Comments: _____ _____ _____
<input checked="" type="checkbox"/> - High School diploma or GED	<input type="checkbox"/> - Associate Degree: Fire Protection Technician	
<input type="checkbox"/> - College credits Specify: _____	<input type="checkbox"/> - at hire	
<input type="checkbox"/> - Associate Degree: any field	<input checked="" type="checkbox"/> - at hire	
<input checked="" type="checkbox"/> - Associate Degree: related field	<input type="checkbox"/> - at hire	
<input type="checkbox"/> - Associate Degree: Fire/Medic	<input type="checkbox"/> - at hire	

Fire Certification Requirements (WI Certification, IFSAC or Pro Board)		Comments: _____ _____ _____
<input checked="" type="checkbox"/> - Firefighter I	<input checked="" type="checkbox"/> - at hire	
<input checked="" type="checkbox"/> - Firefighter II	<input checked="" type="checkbox"/> - at hire	
<input checked="" type="checkbox"/> - Driver/Operator – Pumper	<input checked="" type="checkbox"/> - at hire	
<input type="checkbox"/> - Driver/Operator – Aerial	<input type="checkbox"/> - at hire	
<input checked="" type="checkbox"/> - Fire Inspector I	<input checked="" type="checkbox"/> - at hire	
<input checked="" type="checkbox"/> - Haz Mat Operations	<input checked="" type="checkbox"/> - at hire	
<input type="checkbox"/> - Haz Mat Technician	<input type="checkbox"/> - at hire	

Emergency Medical Services Requirements (WI License or National Registry)		Comments: _____ _____ _____
<input checked="" type="checkbox"/> - Medical First Responder	<input checked="" type="checkbox"/> - at hire	
<input type="checkbox"/> - EMT: Basic	<input type="checkbox"/> - at hire	
<input type="checkbox"/> - EMT: Paramedic	<input type="checkbox"/> - at hire	
<input type="checkbox"/> - EMT:P Program enrollment at application		

Other Required Training		Comments: _____ _____ _____
<input checked="" type="checkbox"/> - NIMS 100	<input checked="" type="checkbox"/> - at hire	
<input checked="" type="checkbox"/> - NIMS 200	<input checked="" type="checkbox"/> - at hire	
<input checked="" type="checkbox"/> - NIMS 700	<input checked="" type="checkbox"/> - at hire	
<input checked="" type="checkbox"/> - NIMS 800	<input checked="" type="checkbox"/> - at hire	
<input type="checkbox"/> - Other - specify: _____	<input type="checkbox"/> - Other – specify: <u>PADI-Preferred, not required</u>	

Residency Requirements	<input type="checkbox"/> - Yes	<input checked="" type="checkbox"/> - No
Describe: _____ _____		

Tobacco Use Prohibited	<input checked="" type="checkbox"/> - Yes	<input type="checkbox"/> - No
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Name of person completing this form	Title or rank	Human Resources or additional approval (if required)	
Signature	Date	Signature	Date



Memorandum

TO: NMFR Joint Fire Commission

FROM: Kevin Kloehn, Fire Chief

DATE: March 12, 2019

RE: Fire Officer and Shift Inspector Promotions

Fire Officer Steve Schultz retired on February 28, 2019. His retirement has created a vacancy for a Fire Officer and Shift Inspector. Per Local 275's contract, promotions to these two positions are from an approved promotional list and is done by seniority.

I am requesting consideration and action to promote Shift Inspector Gina Vendola to the position of Fire Officer and Firefighter Jerry Mavroff to the position of Shift Inspector effective March 27, 2019.

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

KK/te