

Neenah-Menasha Fire Rescue Joint Fire Commission
Wednesday, April 29, 2020 - 4:00 p.m.

Due to the Public Health Emergency caused by the COVID-19 Pandemic, this meeting will occur at a virtual location accessed by web link (Audio & Video) or conference call (Audio only). Committee members and the public should use the following log in or call-in information:

Web link URL: <https://global.gotomeeting.com/join/946225861>

OR

Conference Telephone Number

Then dial: [+1 \(571\) 317-3122](tel:+15713173122)

Access Code: 946-225-861

Members of the public who join the meeting will be asked for their name, address and municipality and whether they wish to speak during the Public Appearances The web link or conference call in number may be accessed from any location.

- I. Attendance
- II. Election of Chair – City of Menasha Representative
- III. Election of Vice Chair – City of Neenah Representative
- IV. Public Forum
- V. Approval of Minutes (attached)
 - a. December 9, 2019
 - b. December 10, 2019
- VI. Consideration and action of the Regional Fire Department Hiring Process Agreement with Fox Valley Technical College (attached)
- VII. Consideration and action of the Contract and annual membership fee with National Testing Network (attached)
- VIII. Consideration and action of Fire Officer and Driver/Operator Promotions (attached)
- IX. 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 Joint Fire Commission
Meeting Minutes
December 9, 2019 – 4:00 p.m.
Station 31 Training Center**

Present: Commissioners Keating, Kubiak, Englebert, McCann, Keehan and Lewis.

Also Present: Chief Kloehn, DC Voss, HR Director Kehl and HR Coordinator Huber

Public: No members of the public were present

Commissioner Keating called the meeting to order at 4:30 p.m.

Public Forum: No members of the public were present.

Minutes: The Commission reviewed the September 25, 2019 meeting minutes. **MSC Keehan/Englebert to approve the September 25, 2019 meeting minutes, all voting aye.**

Alternate Hiring Process: The Commission reviewed the information regarding the proposed alternative hiring process. **MSC Kubiak/Keehan to approve the alternative hiring process as another way to establish NMFR's Eligibility List for Hiring, all voting aye.**

MSC Lewis/McCann 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 Lewis/McCann to reconvene into open session, all voting aye.

Hiring Eligibility List: **MSC Englebert/McCann to place Nick Martin, Joshua Bluhm, Andy Albrecht, Nicolas Schroeder and Adam Ronsman onto NMFR's Eligibility Hiring List, all voting aye.**

MSC McCann/Lewis to adjourn at 6:30 p.m., all voting aye.

Respectfully Submitted,



Kevin Kloehn
Chief

**Neenah-Menasha Joint Fire Commission
Meeting Minutes
December 10, 2019 – 4:00 p.m.
Station 31 Training Center**

Present: Commissioners Keating, Kubiak, Englebert, McCann, Keehan and Lewis.

Also Present: Chief Kloehn, DC Voss, HR Director Kehl and HR Coordinator Huber

Commissioner Keating called the meeting to order at 4:30 p.m.

MSC Keehn/Lewis 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 McCann/Lewis to reconvene into open session, all voting aye.

Hiring Eligibility List: **MSC Kubiak/Englebert to place Isaac Tews, Chad Korth, Devin Nikodem and Colin Ehlert onto NMFR's Eligibility Hiring List, Keehan, Englebert, McCann and Kubiak voting aye and Keating and Lewis voting nay.**

MSC Lewis/Kubiak to make NMFR's Eligibility Hiring List effective from December 10, 2019 through December 10, 2021, all voting aye.

MSC McCann/Lewis to adjourn at 6:30 p.m., all voting aye.

Respectfully Submitted,

A handwritten signature in black ink that reads "Kevin Kloehn". The signature is written in a cursive style with a long, sweeping underline.

Kevin Kloehn
Chief



Memorandum

TO: NMFR Joint Fire Commission Members

FROM: Chief Kevin Kloehn

DATE: April 14, 2020

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 24th day of February, 2020, 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 though 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



Memorandum

TO: NMFR Joint Fire Commission

FROM: Chief Kevin Kloehn

DATE: April 22, 2020

RE: Contract with National Testing Network

As you know, both DC Voss and I have been working with Neenah Human Resources to establish an alternative hiring process. I've attached a contact with National Testing Network (NTN) for your consideration of approving.

NTN is a company that administers the written testing component for potential applicants. This is the same test that Fox Valley Tech administers through their Regional Hiring Process. Contracting with NTN allows people to apply year round versus only once a year when Fox Valley Tech conducts their process. This also allows us to obtain applicants from around the State of Wisconsin and also out of State.

I am asking for consideration and action on approving the contract and annual membership cost of \$500 with National Testing Network.

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

Thank you

KK/te

Enclosure

NTN Sign up for Neenah Menasha Fire Rescue

National Testing Network, Inc. (NTN) provides professional testing and recruitment services for public safety departments, including but not limited to fire, law enforcement, communications and corrections. NTN services go far beyond the current state of testing through the use of national testing facilities, high attention to customer service, experience and expertise in all issues surrounding public safety employment testing, high quality simulations and a fully integrated process that provides candidate information always available to participants.

National Testing Network is owned and operated by professional testing experts with Ph.D.'s in Industrial/ Organizational Psychology and over six decades of combined public sector testing experience. NTN is fully integrated with its parent company, Ergometrics and Applied Personnel Research, Inc. and uses Ergometrics' high quality simulations. Ergometrics is a nationally recognized leader in test development. Established in 1980, Ergometrics has designed the most comprehensive video testing and job simulation testing programs in the nation. Ergometrics has provided personnel testing services to thousands of clients and millions of applicants in the United States and Canada.

NTN offers full time testing centers and satellite testing centers across the country. **The annual membership cost for a department to utilize NTN's applicant testing and recruitment services is \$500.00 per year for each job classification.**

FireTEAM Annual Membership	Each Job Category Membership Fee
Annual Membership	\$500.00

NTN WILL PROVIDE

NTN will provide the testing services at designated testing facilities for the sole purpose of testing candidates for the specific job classifications stated in the scope of the agreement. NTN, at its sole discretion, may make changes to the tests materials, including, but not limited to alternate forms, scoring keys, additional sections, different test items, different tests and/or test administration strategy, including location.

NTN will provide an applicant website for test scheduling, testing facility, test administration, database of applicant scores and consultation regarding scores and services. NTN will provide access to candidate information for candidates that submit scores to the Member. This information will include basic application information as defined by NTN. NTN recruitment services will include, but are not limited to, internet advertising on job posting services.

The candidate information collected will be determined by NTN and reported to the Member. Member job description information and logo will be posted on the NTN website. Any additional application materials and assessments will be the responsibility of the Member to collect.



The Member was offered a transportability analysis as part of the implementation process. If the Member chose not to conduct such an analysis, they hereby affirm they understand it is their responsibility to ensure the job is similar enough to the departments that participated in the criterion validation of the exam and/or have sufficient evidence of content validity.

MEMBER WILL PROVIDE

The Member will provide information regarding Member's organization and applications for use on the NTN website, including organization logos. The Member will also provide links on Member's websites to direct candidates to the NTN website for test sign-up. The Member will also engage in reasonable recruitment and advertising measures to bring candidates both to the NTN website and Member's website for pre-employment purposes.

MARKETING MATERIALS

The Member grants NTN permission to use its name, logo and other identifying information for the purposes of marketing NTN services. This permission may be revoked by Member at any time.

National Testing Network sincerely appreciates the opportunity to earn your business and help support an efficient, cost effective applicant recruitment and screening process.

_____ Signature	_____ Agency Name
_____ Primary Contact Name <i>(Please print)</i>	_____ Physical Address
_____ Title	_____ City
_____ Date	_____ State
_____ Email	_____ Zip Code
_____ Phone	

Billing Contact

Please list who should receive the invoices from NTN.

_____ Billing Contact Name <i>(Please print)</i>	_____ Email
_____ Title	_____ Phone

Other Authorized Contacts

Please list anyone who is authorized to receive materials, scores or discuss scores with NTN.

_____ Authorized Contact Name <i>(Please print)</i>	_____ Authorized Contact Name <i>(Please print)</i>
_____ Title	_____ Title
_____ Email	_____ Email
_____ Phone	_____ Phone





Memorandum

TO: NMFR Joint Fire Commission

FROM: Kevin Kloehn, Fire Chief

DATE: April 14, 2020

RE: Fire Officer and Driver/Operator Promotions

Fire Officer Jim Nabbefeld retired on April 8, 2020. His retirement has created a vacancy for a Fire Officer and Driver/Operator. 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 Driver/Operator Jim Bentle to the position of Fire Officer and Firefighter Nate Monfort to the position of Driver/Operator effective April 9, 2020.

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

KK/te