



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, May 22, 2019
4:00 p.m.
City of Menasha – Room #132**

- I. Attendance
- II. Election of Chair – City of Neenah Representative
- III. Election of Vice Chair – City of Menasha Representative
- IV. Public Forum
- V. Approval of Minutes (attached)
 - a. March 27, 2019
- VI. Activity and Automatic/Mutual Aid Reports (Informational only)
 - a. April 2019
- VII. Quarterly Budget Summary Report (Informational only)
- VIII. Discussion of 2019 Hiring Process
- 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) 967-3608** or e-mail **pcaptain@ci.menasha.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
March 27, 2019 – 4:00 p.m.
2nd Floor Conference Room – City of Neenah**

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

Excused: Commissioner Lewis

Also Present: Chief Kloehn, Director Jacobs & MA Ellis

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

Public Forum: No members of the public were present.

Minutes: The Commission reviewed the meeting minutes from November 28, 2019. **MSC Keehan/Keating to approve the November 28, 2019 meeting minutes, all voting aye.**

4:05 p.m. Commissioner McCann entered the meeting.

Activity and Automatic Aid Reports: The Commission reviewed the 2018 year-to-day and February 2019 activity and automatic aid reports. This is informational only and no action is required.

4:10 p.m. Director Jacobs entered the meeting.

2018 Year End Budget Report: The Commission reviewed the 2018 year end budget report. This is informational only and no action is required.

Regional Fire Department Hiring Process Agreement with Fox Valley Technical College: The Commission reviewed the new Regional Fire Department Hiring Process Agreement with Fox Valley Technical College. **MSC McCann/Kubiak recommends the City of Neenah and City of Menasha Common Councils approve the Regional Fire Department Hiring Process Agreement with Fox Valley Technical College, all voting aye.**

Fire Officer and Shift Inspector Promotions: The Commission reviewed the request from Chief Kloehn to promote Gina Vendola to the Fire Officer position and Gerald Mavroff to Shift Inspector. These vacancies were created with the retirement of Fire Officer Steve Schultz. **MSC Keehan/Kubiak to promote Gina Vendola to the Fire Officer position and Gerald Mavroff to Shift Inspector position effective March 27, 2019, all voting aye.**

MSC Keating/Keehan to adjourn at 4:40 p.m., all voting aye.

Respectfully Submitted,



Tara Ellis
Management Assistant

Neenah Menasha Fire Rescue

Incident Type Period Comparisons

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

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

Neenah Menasha Fire Rescue

Incident Type Period Comparisons

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

Incident Type	04/01/2019	04/01/2018	04/01/2017	04/01/2016
	to	to	to	to
	04/30/2019	04/30/2018	04/30/2017	04/30/2016
600 Good intent call, Other	1	3	0	0
611 Dispatched & cancelled en route	1	3	3	0
622 No Incident found on arrival at dispatch address	0	0	0	1
651 Smoke scare, odor of smoke	1	0	0	0
652 Steam, vapor, fog or dust thought to be smoke	0	2	0	2
700 False alarm or false call, Other	2	6	3	2
710 Malicious, mischievous false call, Other	0	1	0	0
712 Direct tie to FD, malicious false alarm	0	0	1	0
714 Central station, malicious false alarm	1	0	1	0
730 System malfunction, Other	0	0	0	1
730MSystem Malfunction Due to Mechanical Damage	1	1	0	0
731 Sprinkler activation due to malfunction	0	0	1	0
733 Smoke detector activation due to malfunction	2	1	0	2
735 Alarm system sounded due to malfunction	2	1	2	3
736 CO detector activation due to malfunction	2	0	2	0
740 Unintentional transmission of alarm, Other	0	2	0	0
740ASystem damage due to tow motor	3	0	0	1
741 Sprinkler activation, no fire - unintentional	0	1	1	1
743 Smoke detector activation, no fire -	3	1	1	3
744 Detector activation, no fire - unintentional	1	2	2	0
745 Alarm system activation, no fire - unintentional	3	6	2	6
746 Carbon monoxide detector activation, no CO	8	5	2	4
911 Citizen complaint	0	0	0	1
911ACitizen complaint unauthorized burning.	1	0	0	0
911BCitizen complaint unauthorized burning no permit	1	4	6	0
Totals	245	235	224	173

PREPARED 05/14/19, 13:12:03
 PROGRAM GM601L
 REPORT NAME BS-FIRE

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

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

180-2301-712 02-10	Maint of Computer Hardware	0	0	0	0	500	0
180-2301-712 02-11	Maint of Other Equipment	0	0	14	3,600	3,586	0
180-2301-712 02-12	Maint of Office Equipment	0	0	0	0	0	0
180-2301-712 02-13	Maint of Motor Vehicles	11,699	4,186	6,853	35,000	28,147	20
180-2301-712 02-14	Maint of Buildings	198	193	956	6,000	5,044	16

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

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

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018 Y-T-D ACTUAL	CURRENT MONTH EXPEND	2019 Y-T-D ACTUAL	2019 ADJUSTED BUDGET	2019 REMAINING BALANCE	BLD % USED
180-2301-712.02-15	Maint of Radio Equipment	6,522	0	5,681	6,500	819	87
180-2301-712.02-16	Maint of Operating Equip	209	170	500	3,100	2,600	16
180-2301-712.02-18	Maint of Software	2,437	28	2,331	12,000	9,669	19
180-2301-712.02-21	Telephone	5,347	343	5,345	9,000	3,655	59
180-2301-712.02-22	Electricity	7,588	3,897	7,847	49,360	41,513	16
180-2301-712.02-23	Natural Gas	6,173	3,510	5,999	25,050	19,051	24
180-2301-712.02-24	Water & Sewer	1,412	434	1,507	12,160	10,653	12
180-2301-712.02-25	Commercial Dumpster	0	0	0	0	0	0
180-2301-712.02-26	Stormwater	546	127	549	3,100	2,551	18
180-2301-712.02-27	Cellular Telephone	814	471	1,128	4,560	3,432	25
180-2301-712.02-32	Auditing Services	0	0	0	1,860	1,860	0
180-2301-712.02-36	Outside Services	2,346	1,065	2,463	13,020	10,557	19
180-2301-712.02-37	Rest Control	0	0	0	600	600	0
180-2301-712.02-38	Professional Services	11,946	737	6,068	22,000	15,932	28
180-2301-712.02-41	Tree Planting & Landscape	0	0	0	1,200	1,200	0
180-2301-712.02-42	Permits	0	0	0	30	30	0
180-2301-712.02-46	Liability Insurance	32,611	34,104	34,104	35,000	896	97
180-2301-712.02-47	Aut of Physical Damage Ins	13,967	0	18,419	15,000	3,419-	123

180-2301-712.02-50	Maint of Training Tower	7	0	0	1,600	1,600	0
180-2301-712.02-52	Rental of Equipment	49	22	49	320	271	15
180-2301-712.02-54	Printer / Copies	648	794	794	3,250	2,456	24
180-2301-712.02-55	Neenah Qty I/S Services	32,110	12,016	36,048	144,190	108,142	25
180-2301-712.02-56	Neenah Qty Finance Ser.	5,950	2,033	6,100	24,400	18,300	25

PREPARED 05/14/19, 13:12:03
 PROGRAM GM601L
 REPORT NAME BS-FIRE

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

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018 Y-T-D ACTUAL	CURRENT MONTH EXPEND	2019 Y-T-D ACTUAL	2019 ADJUSTED BUDGET	2019 REMAINING BALANCE	BUD % USED
180-2301-712.02-57	Neenah City HR Services	11,750	4,292	12,875	51,500	38,625	25
180-2301-712.02-62	Public Relations/Services	870	60	207	7,500	7,293	3
180-2301-712.02-92	FVTC Reimbursement	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	OI 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	230	17	643	2,060	1,417	31
180-2301-712.03-06	Earning/Janitor Supplies	4,065	1,616	3,309	14,000	10,691	24
180-2301-712.03-08	Books and Periodicals	0	0	0	500	500	0
180-2301-712.03-10	Gasoline & Oil	4,714	2,366	6,111	27,000	20,889	23
180-2301-712.03-19	Safety Supplies	1,311	403	450	6,500	6,050	7
180-2301-712.03-20	Small Tools	57	0	53	1,030	977	5
180-2301-712.03-25	Consumable supplies	143	85	294	2,060	1,766	14
180-2301-712.03-26	Photography Supplies	6	30	30	500	470	6
180-2301-712.03-33	All Other Supplies	441	17	903	3,600	2,697	25
180-2301-712.03-43	Small Program Packages	0	0	0	0	0	0
180-2301-712.03-44	Small Equipment	908	279	668	7,800	7,132	9
180-2301-712.03-47	Small Computer Hardware	175	0	153	620	467	25
180-2301-712.03-48	Protective Equipment	2,848	744	744	45,000	44,256	2

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

PREPARED 05/14/19, 13:12:03
 PROGRAM 04601L
 REPORT NAME 65-FIRE

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

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018 Y-T-D ACTUAL	CURRENT MONTH EXPEND	2019 Y-T-D ACTUAL	2019 ADJUSTED BUDGET	2019 REMAINING BALANCE	BUD % USED
180-2301-712-81-15	Computer Hardware Outlay	412	39	1,528	9,520	7,992	16
180-2301-712-81-33	All Other Equipment	1,939	1,120	1,264	20,600	19,336	6
180-2301-712-81-49	Household Purchases	2,312	1,716	3,080	9,000	5,920	34
*	Fire	1,755,908	669,189	1,796,882	8,278,740	6,481,858	22

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

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

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018 Y-T-D ACTUAL	CURRENT MONTH EXPEND	2019 Y-T-D ACTUAL	2019 ADJUSTED BUDGET	2019 REMAINING BALANCE	BLD % USED
180-2314-712-01-04	Reg Spec Oper Resp Team Overtime Wages	2,791	0	0	22,000	22,000	0
180-2314-712-01-05	Reimbursement / Overtime	1,800	0	0	21,060	21,060	0
180-2314-712-01-11	Fringes	646	0	0	4,870	4,870	0
180-2314-712-02-16	Maint of Operating Equip	0	0	0	900	900	0
180-2314-712-03-20	Small Tools	0	0	0	500	500	0
180-2314-712-03-48	Protective Equipment	964	0	0	5,000	5,000	0
180-2314-712-03-50	Training Supplies	0	0	0	500	500	0
180-2314-712-81-33	All Other Equipment	0	0	60	500	440	12
* Reg Spec Oper Resp Team		2,601	0	60	13,210	13,150	0

PREPARED 06/14/19, 13:12:03
 PROGRAM 0601L
 REPORT NAME BS-FIRE

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

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018 Y-T-D ACTUAL	CURRENT MONTH EXPEND	2019 Y-T-D ACTUAL	2019 ADJUSTED BUDGET	2019 REMAINING BALANCE	BLD % 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	0	0	0	2,500	2,500	0
180-2320-712-02-61	Misc Expenditures	87	0	0	500	500	0
* Joint Fire Commission		87	0	0	4,500	4,500	0

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

PREPARED 06/14/19, 13:12:03
 PROGRAM GM601L
 REPORT NAME BS-FIRE

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

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

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