



Neenah-Menasha Fire Rescue

AGENDA

Neenah-Menasha Fire Rescue Joint Finance & Personnel Committee
September 24, 2019
Hauser Room – City of Neenah
5:30 p.m.

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

- I. Attendance
- II. Public Forum
- III. Approval of Minutes:
 - a. July 23, 2019 (attached)
- IV. Activity & Automatic/Mutual Aid Reports (attached)
 - a. August 2019
- V. Review of Average Amount of Time on Calls (attached)
- VI. Review of Alternative Vehicle Response (attached)
- VII. Review of Preliminary 2020 Budget (attached)
- VIII. Automatic Aid Update with Appleton Fire Department
- IX. Automatic Aid between NMFR and Village of Fox Crossing Fire Department
 - a. Consideration and action of the Memorandum of Understanding between Neenah-Menasha Fire Rescue and the Village of Fox Crossing (attached)
 - b. Consideration and action of the Agreement for Automatic Assistance between Neenah-Menasha Fire Rescue and Village of Fox Crossing (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 or the **City's ADA Coordinator at (920) 886-6106** or e-mail jgodlewski@ci.neenah.wi.us at least 48 hours prior to the scheduled meeting or event to request an accommodation.

Revised
NMFR Joint Finance & Personnel Committee Meeting
July 23, 2019 – 5:30 p.m.
Hauser Room – City of Neenah

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

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

Public: No members of the public were present.

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

Meeting Minutes: The committee reviewed the minutes from May 28, 2019. **MSC Grade/Stevenson to approve the May 28, 2019 meeting minutes and place on file, all voting aye.**

Activity & Automatic Aid Reports: The Committee reviewed the June and 2nd quarter activity and automatic reports. **MSC Stevenson/Boyette to approve the June 2019 and 2nd quarter activity and automatic aid reports and place on file, all voting aye.**

5:35 p.m. Director Jacobs entered the meeting.

Budget Summary: The Committee reviewed the 2nd quarter budget summary and the memo regarding the maintenance of motor vehicle line item. Ald. Kunz asked if some these expenses due to stretching out replacement or if this is the cost of maintaining vehicles. Chief Kloehn said that we are off a couple of years for replacing vehicles. Some of the things that are coming up are with our two oldest vehicles. We are doing well with what we have and the mechanics do a good job of maintaining our equipment. Ald. Grade asked if this is something we want to address during budget cycle. Chief Kloehn noted we did request the budget we felt we needed and it was reduced the last couple of budget cycles. Ald. Ropella asked if we have to send engines to EMS calls and if we can break these calls apart but getting smaller vehicles for EMS calls. Chief Kloehn explained how we cover the calls and why we cannot split engine companies up. Ald. Sevenich said he's heard this excuse for years on having to take engines to calls as we are only there for 1-2 minutes for EMS calls. There has to be a better way to handle these calls. Chief Kloehn said research was done by former Assistant Chief Sipin. He can provide this information to the committee regarding this. Ald. Stevenson asked that this information be sent to the Committee for review again. Ald. Kunz said this discussion has been held and regardless of how engines are run there is a specific life expectancy for the equipment and the truck and it has to be replaced. **MSC Grade/Stevenson to approve the 2nd quarter budget report and place on file, all voting aye.**

Consideration and Action of the City of Neenah Ordinance 2019-5 Amending portions of Chapter 7, Article II, Fire Prevention Code: The Committee reviewed the information. Ald. Kunz asked if there is any conflict between some of the differences in the codes between the two Cities. AC Green said there is no conflicts and he removed redundancies, outdated language and clean them up to be as consistent as he could in both Cities. Ald. Stevenson asked if there was any significant operational changes this will affect. AC Green said no. **MSC Ald. Stevenson/Kunz recommends the City of Neenah Common Council adopt the City of Neenah Ordinance 2019-5 amending portions of Chapter 7, Article II, Fire Prevention Codes, all voting aye.**

Consideration and Action of City of Menasha Ordinance O-xx-19 Amend Title 5, Chapter 2, SEC 5-2(b) of the Code of Ordinance of the City of Menasha: **MSC Grade/Ropella recommends the City of Menasha Common Council approve the City of Menasha Ordinance O-xx-19 Amend Title 5, Chapter 2, SEC 5-2(b) of the Code of Ordinance of the City of Menasha, all voting aye.**

Consideration and Action of City of Menasha Ordinance O-xx-19 Amend Title 5, Chapter 3 of the Code of Ordinances of the City of Menasha: **MSC Grade/Ropella recommends the City of Menasha Common Council approve the City of Menasha Ordinance O-xx-19 Amend Title 5, Chapter 3 of the Code of Ordinances of the City of Menasha, all voting aye.**

Automatic Aid Update with Appleton Fire Department: Chief Kloehn said his letter to both County Boards has brought response to him. Both boards are in support of this for both departments. They continue to work on this and there are specific project timelines that have to be met. The Committee was deeply concerned on the time it's taking to fix this issue and asked Chief Kloehn to develop a possible plan of action for the next step if this doesn't get fixed soon.

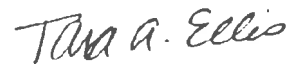
Automatic Aid between NMFR and Village of Fox Crossing Fire Department (FCFD): The Committee reviewed the memo from Chief Kloehn on the history and intent of this agreement. He noted all departments in the Counties already work together with the county mutual aid agreement. Call volumes were discussed and it would be between 5-10 calls per year and would only be on the East side of Fox Crossing. Ald. Ropella asked the difference in response times between the two departments. Chief Kloehn said FCFD has been slowly adding day staffing. It depends upon how their station is staffed. If it's staffed like ours it will be a similar response. When it's not fully staffed it will be a longer response time. Ald. Boyette is in agreement with this and asked that both City Attorney's review this prior to signing. Ald. Ropella said he is in favor of this and working together but only once Fox Crossing has a full time fire department like us. He feels the residents in the towns will get full time coverage and not pay for it and Menasha can't afford this. Ald. Kunz likes the cooperation aspect of this. It would be nice if FCFD was full time and asked if there was a way to see if we can structure this agreement based on the staffing of their fire department. There is concern on the continuous battles between the City's and area townships. Chief Kloehn said he understands where everyone is coming from. From our perspective, and any fire departments perspective, we all look at the best way and the most efficient way we can provide services. We are looking at nurturing a department to help them become a full time department. Ald. Stevenson said agrees with the Chief at exploring a way to continue to provide the high level of service but reduce redundancies that would eventually lead to saving money for everyone involved. He expressed some concern with the first step of an automatic aid agreement by having a full time department supplement a part time department. Ald. Grade said the vision plan is good and in the interim FCFD will not have the staffing. Maybe we should look at billing them for every call we help them with until they have a full time department. Ald. Boyette asked if there is some potential funding to help support them without us funding it all. She asked that this be explored and brought back to committee for review. Chief Kloehn said there is a little bit of money savings with us. On a structure fire in our Cities we have to pay overtime to staff one of our vehicles and with this agreement there is potential of having FCFD respond and we do not have to pay overtime to staff a vehicle. We could move other engine companies around. He doesn't have exact figures and can't provide them until data is obtained with this agreement. Ald. Ropella said he only supports this if the residents of Fox Crossing pay for our service. Ald. Kunz said he appreciates Chief Kloehn's perspective and feels there is some potential with this agreement. He would support doing this on a trial basis and analyze what the actual costs and/or savings are. He agrees with looking at this to see if this saves us money. We owe it to our constituents. Ald. Stevenson said he stands by his previous comments and if we can collect data to see how this would work. We would do this on a trial basis and have a process that in place to analyze this and see if we continue to move forward. A lengthy discussion was held on fire districts and how a fire district works. Ald. Stevenson asked for the formal document and data on what the savings were with consolidation. **MSC Stevenson/Kunz ask both City Attorneys review the documents and add language that includes a six month trial basis that provides statics for review and reconsideration of this agreement after the six months is up. This document should be brought back to the next Committee meeting for review, all voting aye.**

Review of Cost Distribution Formula and Future Budget Formula: Director Easker said both he and Director Jacobs put together the proposed 2020 budget formula review and that is attached for review. Ald. Ropella said population and equalized value should be weighted more than service calls. He asked who came up with this formula. Director Easker explained when consolidation first started there was a 5 factor formula and they were all equally weighted at 20%.

There was a determination 3-4 years ago as Menasha didn't a computer program that gave them the ability to obtain accurate square footage of buildings. Director Easker said Neenah reluctantly agreed to change this to a 4 factor formula that is equally weighted. Both Finance Directors are recommending we do not change this formula for one more year. Any changes for the formula shouldn't come from the Finance Directors and should come from the politicians. A broader and more thought out discussion in what may be looked at in the future should be had. Ald. Grade said he is disappointed that we are using the same formula as we asked for this to be looked at months ago. Director Easker said whatever we do there is a winner and a loser and they are trying to do their best in playing the role that they should plan but the elected officials do need to come up with the decision. Ald. Kunz said this committee has three from each City. He's not in favor of looking at this to find a way for Menasha to pay less. Right now Menasha gets a pretty good deal as Menasha pays 40% and Neenah pays 60% and both Cities get the same service. Whatever formula that is come up with it will be close to what we have now. There is consistency now and if we start tinkering too much we will have conflict that we don't need. Director Jacobs reviewed the information he obtained from Northshore. When he ran these numbers with equalized value with the formula he came from Neenah would be 65% and Menasha would be 35%. Even with looking at manufacturing buildings that are closed it's almost the exact same formula. Discussion was held on using a 5-year rolling average of statics and only reviewing, and approving, a budget formula every 5 years. Committee members were open to reviewing this concept at a future meeting. Ald. Sevenich said he initially brought this up because he wanted to see how this formula was even created. Menasha is land locked, buildings are being taken down and the formula has never changed. He felt just because we did it for 15 years one way why should we keep doing it? He's ok with this year keeping the formula the same for this year. He wanted it looked at to make sure it was a good formula. **MSC Stevenson/Kunz recommends the City of Neenah and City of Menasha Common Council's approve the proposed Cost Distribution Formula as of 12/31/18 for the 2020 budget with the City of Neenah's share at 59.30% and the City of Menasha's Share at 40.7%, all voting aye.**

MSC Stevenson/Kunz to adjourn at 7:40 p.m., all voting aye.

Respectfully Submitted,



Tara Ellis
Management Assistant

Neenah Menasha Fire Rescue

Incident Type Period Comparisons

Alarm Date Between {08/01/2019} and {08/31/2019}

Incident Type	08/01/2019	08/01/2018	08/01/2017	08/01/2016
	to 08/31/2019	to 08/31/2018	to 08/31/2017	to 08/31/2016
100 Fire, Other	0	0	0	1
111 Building fire	1	4	1	3
113 Cooking fire, confined to container	1	0	1	2
131 Passenger vehicle fire	2	0	1	2
132 Road freight or transport vehicle fire	0	0	1	0
140 Natural vegetation fire, Other	0	0	1	1
150 Outside rubbish fire, Other	0	1	0	0
154 Dumpster or other outside trash receptacle fire	0	1	0	0
251 Excessive heat, scorch burns with no ignition	0	1	0	0
300 Rescue, EMS incident, other	1	1	1	2
311 Medical assist, assist EMS crew	166	176	134	142
311AMedical assist, assist EMS crew, Advanced Skills	19	12	7	9
320 Emergency medical service, other	5	0	0	2
321 EMS call, excluding vehicle accident with injury	1	0	0	0
322 Motor vehicle accident with injuries	2	4	2	8
323 Motor vehicle/pedestrian accident (MV Ped)	0	0	0	1
324 Motor Vehicle Accident with no injuries	2	0	2	0
331 Lock-in (if lock out , use 511)	1	0	2	0
340 Search for lost person, other	0	0	0	1
341 Search for person on land	0	0	0	1
342 Search for person in water	0	2	0	0
352 Extrication of victim(s) from vehicle	0	1	0	0
353 Removal of victim(s) from stalled elevator	0	1	0	0
360 Water & ice-related rescue, other	1	0	0	0
360AWater & ice-related rescue, no rescue	1	0	0	1
363 Swift water rescue	1	0	0	0
365 Watercraft rescue	2	1	0	2
411 Gasoline or other flammable liquid spill	4	2	1	2
412 Gas leak (natural gas or LPG)	1	1	0	4
413 Oil or other combustible liquid spill	1	0	1	1
424 Carbon monoxide incident	2	0	1	0
440 Electrical wiring/equipment problem, Other	2	0	0	1
441 Heat from short circuit (wiring), defective/worn	0	0	0	1
442 Overheated motor	0	0	1	1
444 Power line down	0	7	0	0
445 Arcing, shorted electrical equipment	1	2	1	0
463 Vehicle accident, general cleanup	5	1	0	1
500 Service Call, other	1	0	1	0
510 Person in distress, Other	0	0	0	1
511 Lock-out	1	4	2	5
520 Water problem, Other	0	3	0	0

Neenah Menasha Fire Rescue

Incident Type Period Comparisons

Alarm Date Between {08/01/2019} and {08/31/2019}

Incident Type	08/01/2019	08/01/2018	08/01/2017	08/01/2016
	to	to	to	to
	08/31/2019	08/31/2018	08/31/2017	08/31/2016
521 Water evacuation	0	2	0	0
522 Water or steam leak	0	0	0	1
531 Smoke or odor removal	1	1	1	1
5311Smoke or odor investigation	6	12	7	4
542 Animal rescue	0	1	0	1
550 Public service assistance, Other	1	0	0	0
551 Assist police or other governmental agency	5	1	1	3
553 Public service	0	1	0	2
561 Unauthorized burning	0	1	1	3
600 Good intent call, Other	0	0	1	0
611 Dispatched & cancelled en route	6	0	2	2
622 No Incident found on arrival at dispatch address	1	2	0	1
650 Steam, Other gas mistaken for smoke, Other	0	1	0	0
651 Smoke scare, odor of smoke	0	1	0	1
700 False alarm or false call, Other	3	3	3	1
714 Central station, malicious false alarm	0	0	1	0
730 System malfunction, Other	0	1	1	0
730MSystem Malfunction Due to Mechanical Damage	1	0	0	0
731 Sprinkler activation due to malfunction	1	1	2	0
733 Smoke detector activation due to malfunction	1	1	3	0
735 Alarm system sounded due to malfunction	2	6	5	2
736 CO detector activation due to malfunction	1	5	0	1
740 Unintentional transmission of alarm, Other	0	0	0	1
740ASystem damage due to tow motor	0	0	0	1
741 Sprinkler activation, no fire - unintentional	0	0	1	0
743 Smoke detector activation, no fire -	5	4	5	5
744 Detector activation, no fire - unintentional	1	2	2	1
745 Alarm system activation, no fire - unintentional	5	18	5	4
746 Carbon monoxide detector activation, no CO	2	3	4	4
815 Severe weather or natural disaster standby	0	1	0	0
911 Citizen complaint	0	1	0	0
911ACitizen complaint unauthorized burning.	2	2	2	2
911BCitizen complaint unauthorized burning no permit	2	0	2	5
911CAuthorized Recreational Burning	0	0	1	1
Totals	<u>270</u>	<u>296</u>	<u>211</u>	<u>242</u>

Neenah Menasha Fire Rescue

Aid Responses by Department Report

Alarm Date Between {8/1/2019} And {8/31/2019}

Incident	Notified	Type of Aid	Fire	EMS	Resc	Other
70030 City of Oshkosh FDID 70030						
19-0001760	08/07/2019	4 Automatic aid given				
		Response Time: 00:00:00	#Personnel	0	0	0
			#Appartus	0	0	0
19-0001847	08/18/2019	4 Automatic aid given				
		Response Time: 00:21:03	#Personnel	0	0	0
			#Appartus	0	0	0
Subtotal Responses: 2		Average Response Time for Dept:		00:10:32		

Response time calculated from time notified to arrival.



Memorandum

TO: NMFR Joint Finance & Personnel Committee Members

FROM: Chief Kevin Kloehn

DATE: September 17, 2019

RE: Average Time on Calls

At our last meeting, I was asked to provide information on the average amount of time spent on an EMS call. The attached information reflects the *average* amount of time spent on EMS and no-EMS calls for the past twelve months. Please note:

- It doesn't distinguish between emergent responses or severity of the calls.
- There are times unit have cleared the "scene" and this time doesn't account the amount of time spent retrieving firefighters from the hospital when they need to ride in the ambulance to the hospital

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

KK/te

Attachment

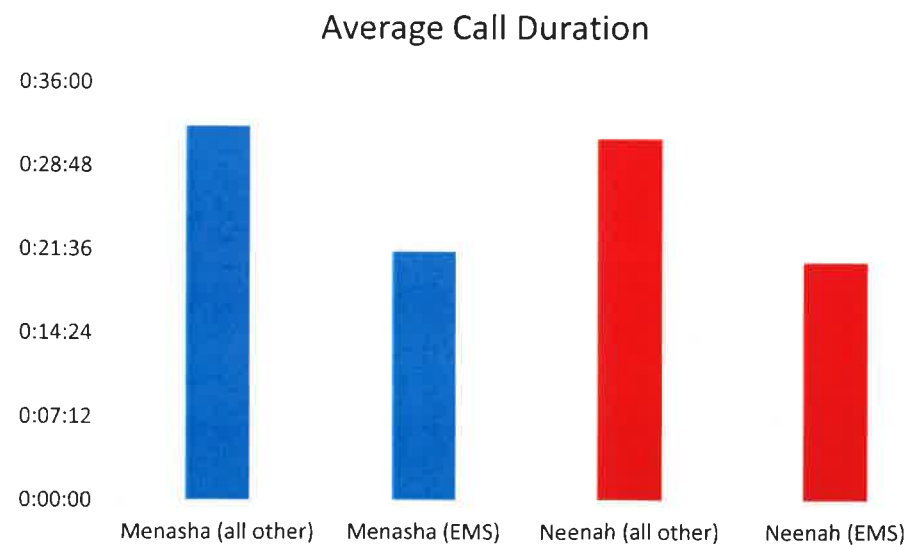
12 month Incident Response Analysis

Call Duration – the time recorded from the unit being notified of the call until the unit clears the call. Elements of response include: Turn out time + drive time + on scene time

Units clear from incidents when they leave the scene to return to quarters. There are instances where the clear time does not account for time spent retrieving firefighters from the hospitals when they need to ride in the ambulance to the hospital.

The chart below is a 12 month AVERAGE of each unit's response. It does not distinguish between emergent responses or severity of the calls.

City	Average Call Duration	Number of records
Menasha (all other)	0:32:17	830
Menasha (EMS)	0:21:26	1195
Neenah (all other)	0:31:10	808
Neenah (EMS)	0:20:32	1293





Memorandum

TO: NMFR Joint Finance & Personnel Committee Members
FROM: Chief Kevin Kloehn
DATE: September 13, 2019
RE: Alternative Vehicle Response (AVR)

At our last Joint Finance & Personnel Committee Meeting, I was asked to re-distribute the Alternative Vehicle Response (AVR) information that was provided to this committee, in 2014, by former Assistant Chief Mike Sipin.

I've attached the information that was shared with former Chief Auxier and members of the Joint Finance Committee in 2014 for your review.

Since this information is a few years old, I did research on what fire departments may/may not use this practice.

In our area, Grand Chute Fire Department implemented this response. However, they only use this for EMS responses when they are at **full** staffing levels, which is about 20-30% of the time. If they are not at full staffing levels, they respond to EMS calls with an engine company.

If our department were to be using this method of service, we would have to purchase additional vehicles in order to do so. We would not be able to get rid of any of our engines as we would need them for non-EMS responses. In the end, I do not feel it would save us any money as it would:

- Have increased vehicle maintenance costs for the new vehicles plus we still have to maintain the existing engines we have.
- There is too great of a risk of getting caught at an EMS call and when a structure fire and/or multi-vehicle response comes in we would have a delayed response as the engine company would have to return to the station to get the engine and/or Quint and then respond to the call.
- We do not have enough space in any of our apparatus bays to house additional vehicles.

- We would have to purchase more EMS equipment to have on these smaller vehicles.

Lastly, I would like to point out the EMS calls noted in the original memo are five years old. Here's updated information on our call volume:

Calls	2014	2015	2016	2017	2018
Total Calls	2,398	2,442	2,667	2,744	2,830
EMS Only	1,565	1,504	1,654	1,740	1,776

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

Thank you.

KK/te

Attachment



Neenah-Menasha Fire Rescue

Memorandum

TO: Chief Al Auxier
FROM: A/C Mike Sipin
DATE: June 23, 2014
RE: Use of Alternative Response Vehicles

This memo provides information on the use of alternative response vehicles (ARV's) within the response structure of Neenah-Menasha Fire Rescue. I have conducted research on the use of ARV's. The cumulative research was taken from Internet sources, National Fire Academy Executive Fire Officer applied research projects, Wisconsin Fire Chief's Association email surveys, email and phone conversations with out of state fire departments, and internally obtained information (maintenance records, operating costs, fuel reports, Firehouse run data, etc).

2013 Emergency Medical Responses account for approximately 69% of Neenah-Menasha Fire Rescue's (NMFR) call volume, according to the Firehouse Database. Very similar statistics are represented for fire departments involved in EMS delivery across the nation. The ARV concept was originally introduced to allow fire departments an option to provide the EMS care, while at the same time helping to reduce the maintenance costs associated with operating a larger, more traditional engine or ladder company.

Engine 32 was selected as the example on the use of an ARV. Engine 32 operates from Station 32 on Columbian Avenue in Neenah. Engine 32 is a 2008 Pierce Velocity, and is the newest apparatus in the NMFR fleet. Engine 32 responded to a total of 1006 calls for service in 2013, or an average of 2.82 calls for service per day. Of these total runs, 646 were EMS related, or 64% of their total calls. Engine

32 accumulated 1400 miles for the 646 EMS calls it was assigned to. This number is only an estimate. No documentation exists that will provide the exact location from where Engine 32 was at when any call for service was received. The Neenah Information Technology Department used GIS data to determine Engine 32's estimated mileage for EMS calls. The starting point for each of the 646 calls was from Station 32, and the mileage then computed as a round trip number. Engine 32 had an approximate total mileage count of 4,584 for 2013.

An estimated cost per mile figure was then computed, using a formula found on the eHow website at www.ehow.com/how_8301653_calculate-cost-per-miles.html. This formula uses several steps to determine the approximate per mile cost to operate a vehicle. Items included are fuel costs, operating costs (maintenance and repairs), and annual ownership costs (annual insurance and depreciation). Running the formula shows Engine 32 costs \$6.35/mile to operate. This number can vary from year to year based primarily on operating costs of maintenance and repairs. Multiplying the cost per mile by the mileage placed on Engine 32, the estimated cost to operate Engine 32 for EMS calls in 2013 is approximately \$8,890. As newer apparatus purchases are made in the future, fuel efficiency will increase due to changes in technology and components.

Some departments around the nation have opted to operate smaller SUV or pick-up type vehicles for EMS calls rather than the larger apparatus due to the higher operating costs. The following information is based on the use of a pick-up type vehicle should the ARV concept be applied at NMFR for EMS calls in place of Engine 32. The example cited is a 2008 Chevy Silverado currently in use with the department. The cost per mile to operate is approximately \$1.00. This takes into account an average of 5270 miles of use during 2013, fuel costs, operating costs of approximately \$300, and ownership costs (insurance and depreciation).

Research conducted from departments using the ARV concept indicates they have placed into service "appropriate" vehicles ranging from SUV's or pick-ups to light rescue trucks. The most common vehicle being used is a pick-up truck. NMFR recently took delivery of a 2014 Ford F-250 Quad-Cab pick-up truck from the State bid list. The final price for the truck was approximately \$30,000, plus additional (approximate) amounts for emergency lighting and siren (\$5,000), graphics (\$2500), mobile

data computer (\$6000), and truck cap (\$1000) in addition to fuel, operating, and ownership costs (which are not available yet). Each of the four stations would need an “ARV” in order to apply the saving across the board, and potentially extend the life of all apparatus.

Several fire departments nationwide have had successful programs using ARV’s. One example is the Central Jackson County Fire Protection District (CJCFPD) in Missouri. In 2012, the CJCFPD began trial periods to reduce the number of calls/runs that were being placed on apparatus from their busiest station. Ladder 1 from Station 1 averages 15-20 runs per day, according to email conversations with Deputy Chief Todd Farley. This has placed a tremendous strain on this vehicle, which is a large tandem (two) axle ladder truck. When daily staffing levels permit, above 26, the CJCFPS will place two extra personnel in a smaller “squad” vehicle. They are tasked with responding to EMS calls along with a department ambulance. When non-EMS calls are received, this two-person squad is then assigned to the ladder company, and increases that crews staffing to five. Once they fall below the daily minimum staffing level of 24, the squad or ARV concept is not used, as CJCFPD will not break up individual crews in order to maintain the integrity and safety of the crews.

The La Crosse Fire Department uses the ARV concept as well. The LCFD maintains two staffed “light” rescues with four-door Ford F-550 chassis and a rescue body. Both are staffed with a driver and officer, and assigned to their north and south side stations. They handle the majority of EMS calls in La Crosse, and also are assigned to the 75’ Quint in their respective stations as a six-person crew for fire related calls. LCFD has staffing levels that allow the use of these vehicles. The LCFD does not have a fire department based ambulance. They rely on a private provider.

The Janesville, WI Fire Department also uses the ARV concept in one of their five stations. Janesville operates four engine companies, and one quint company from their five stations. The ARV is assigned to the 3-person quint station. When an EMS call is dispatched, the quint is removed from service, and the crew responds to the EMS call in the ARV, a four-door pick-up. The crew leaves their gear on the quint. Janesville has had structure fires occur at the same time the ARV is out on a call on two occasions. In these cases, critical ladder company resources were delayed as the crew had to respond

back to the station, and then put their gear on and respond with the quint. The Janesville Fire

Department does have a fire department based ambulance.

Depending on how it is applied, staffing levels, and call volume, the ARV concept can present many disadvantages. The first disadvantage is removing the resource capabilities of a large apparatus from service, in order to have the crew respond to calls in an ARV. Although structure fires only account for less than 10% of NMFR's total call volume, it is extremely important to have full resources readily available at all times. Fire dynamics and behavior has changed greatly over the last twenty years. Several fire service books on tactics and fire behavior/dynamics have shown that fire growth has been increasing at alarming rates. This is primarily due to the use of newer synthetic materials in construction, furnishings, and decorations. These materials can quickly cause a small fire to grow exponentially. A rule of thumb in the Fire Service is that for every 30 seconds a fire is allowed to be uncontrolled, it doubles in energy output. This dynamic leads directly to quicker flashover rates. A flashover is a deadly phenomenon in which all combustibles in a room become heated to their ignition temperature, and suddenly ignite. The heavy use of synthetic materials can commonly cause flashovers to occur in as little as four minutes from the time a fire is in the "free burning" stage, or when it no longer needs a continued ignition source, to continue to develop. Not having the apparatus and its full capabilities and resources places fire crews in danger as they are more likely to encounter a flashover. In short, the quicker crews can get water on a fire, the less damage that is going to occur, and the safer fire crews and any occupants will be.

A second disadvantage lies in the costs associated with enacting an ARV program. Compared to the communities that use the AVR process, NMFR has a lower call volume compared to the previously mentioned departments and less staffing that allow us to effectively apply resources, without creating gaps in the delivery of other vital service components. Nor should the practice be started where crews are split up, allowing two members to respond with an ARV, and a single driver being responsible to bring an engine company to another call. This creates numerous safety issues including a "second set of eyes" to assist the driver during a response, important communications, development of an initial plan, etc. It *will* create critical delays in getting water onto the fire, thus increasing the hazards to both

firefighters and occupants. Given current staffing levels, too much risk would be created by splitting crews to respond on EMS calls. More risks would be created rather than properly managing current ones.

Third, the costs associated with purchasing the appropriate vehicle is not warranted, based solely on the call volume. From the figures provided, in order to place this procedure into standard practice, it would require upfront costs of approximately \$160,000 in order to do it properly. The costs presented are only best estimates. The actual costs will vary depending on any number of variables. If legitimate concerns exist over the maintenance costs of responding with larger apparatus, the department should look at the number and types of EMS calls we are responding to. In other words, are there low-priority or simple “assist” calls that can be eliminated from NMFR response protocols? In 2013, Engine 32 responded on 146 Type “A” and “B” calls. These calls are non-emergency in nature. Many of them are to assist our private provider in lifting and moving a patient.

A fourth disadvantage comes in the space to store the additional vehicles. All NMFR stations are very tight with current apparatus and vehicles. It will be a difficult challenge to add additional vehicles to each of the apparatus bays without causing unwanted impacts, such as the inability to use a drive through bay for apparatus, or mechanics having to move vehicles around in order to conduct maintenance duties.

Conclusion/Recommendation:

Based on the above information, it is my recommendation that NMFR does not adapt the ARV model for responses to EMS calls. There are other means to reduce maintenance costs on apparatus and extend the life of this equipment. The research has shown the impact to the overall safety and well being of firefighters can be affected due to the quick development of fires from modern synthetics. The importance of having the right resources available at all times makes NMFR a full service provider. The projected cost savings will not be a benefit based on the call volume. The ARV concept has been successful in communities that have a higher call volume and/or staffing levels (Central Jackson County Fire Protection District, MO and La Crosse Fire Department), while creating gaps and delays in critical responses due to how a department elects to staff and respond with an ARV on EMS calls (Janesville, WI

Fire Department). The costs associated with the purchase of the correct vehicle outweigh any benefits due to the limited number of times this equipment will be used. Lastly, NMFR lacks sufficient space to house this number of vehicles along with our current inventory of apparatus and vehicles.

Should you have any questions, please feel free to contact me. Thank you.



Memorandum

TO: NMFR Joint Finance & Personnel Committee

FROM: Chief Kevin Kloehn

DATE: September 12, 2019

RE: Preliminary 2020 Budget

I've attached a spreadsheet that outlines our preliminary budget request for our 2020 operating and capital budget requests. A few things to note:

1. This budget has been reviewed with Mayor Kaufert but we have not met with Mayor Merkes yet.
2. This budget *doesn't* reflect any proposed changes from either Mayors.
3. There's a comment section to provide additional information that we felt may be useful for you when reviewing our budget.

As I indicated, above, this is our preliminary request and changes may be made to this budget by both Mayors. However, per the merger agreement, this Committee is responsible for reviewing our budget and making a recommendation to both Common Councils. Therefore, we wanted to give you information on what we are requesting and go over any initial questions prior to our request at any upcoming meeting for a formal recommendation to both Councils.

If you have any questions, please do not hesitate to call me at 886-6203.

Thank you.

KK/te

Enclosure

NMFR 2020 Budget Request

		2017	2018	2019	2019 YTD	2019	2020	REQUEST	Comments
		ACTUAL	ACTUAL	BUDGET	TOTAL	DEPT	DEPT	%	
ACCOUNT	ACCOUNT DESCRIPTION					ESTIMATE	REQUEST	CHANGE	
2301-712-0101	Salaries	5,101,473	5,225,318	5,395,850	2,581,677	5,395,850	5,557,670	3.00%	Per City of Neenah Finance
2301-712-0104	Overtime Wages	143,507	90,563	130,000	64,000	160,000	160,000	23.08%	Funds are used to backfill positions to maintain staffing, emergency calls, training for staff and staffing for community events.
2301-712-0105	Reimbursement / Overtime	(1,404)	-	-	(2,447)	(3,000)	-	0.00%	
2301-712-0106	FLSA Overtime Wages	52,510	51,636	47,000	29,416	50,000	50,000	6.38%	Per City of Neenah Finance
2301-712-0110	Health Insurance	801,764	835,131	826,120	441,295	884,990	885,110	7.14%	Per City of Neenah Finance
2301-712-0111	Fringes	1,321,090	1,326,142	1,304,010	623,692	1,304,010	1,340,620	2.81%	Per City of Neenah Finance
2301-712-0115	Schools/Seminars/Training	13,881	10,329	16,000	13,980	16,000	27,000	68.75%	Funds are used for employee development, leadership development and maintaining certifications. Succession planning is in place to make sure experience and knowledge is passed down to the new leadership.
2301-712-0116	Test/Certification for Eq	5,274	3,916	10,000	5,509	9,500	10,000	0.00%	Funds are used for required NFPA annual testing for Quint 32's ladder, ladders, pumps, hose, SCBA & mask testing, air quality testing for compressors, fire extinguishers SCUBA, etc.
2301-712-0117	Clothing Allowance	32,462	33,155	32,000	31,757	32,000	34,000	6.25%	Amount is negotiated by the labor agreement. Increase is higher due to anticipated retirements in 2020.
2301-712-0118	License Renewal	64	5,717	100	-	-	12,000	11900.00%	Funds are used for required re-certification of 1st responder cert. This is a bi-annual renewal.
2301-712-0123	Auto Allowance	-	-	-	-	-	-	0.00%	
2301-712-0128	Empl Recognition Awards	700	650	600	300	600	1,550	158.33%	Per Neenah HR Dept.
* Personal Services		7,471,321	7,582,557	7,761,680	3,789,179	7,849,950	8,077,950	4.07%	
2301-712-0202	Outside Printing	385	628	880	-	880	930	5.68%	Forms, business cards, etc.
2301-712-0203	Postage	314	256	660	185	660	700	6.06%	
2301-712-0204	Conferences & Meetings	1,061	598	2,000	327	1,800	2,060	3.00%	Attendance at Administrative staff level for local and regional meetings & conferences. Also used for hosting several meetings each year.
2301-712-0206	Advertising & Publication	-	175	200	-	200	200	0.00%	
2301-712-0207	Dues & Memberships	993	1,033	1,030	650	870	1,250	21.36%	Increase is based upon specific training staff needs to attend and the training is cheaper if a membership is purchased.
2301-712-0209	Maintenance of PPE/SCBA	2,131	3,379	3,170	1,349	3,170	3,200	0.95%	Repair/maint. of PPE, helmets, breathing air compressors, etc.
2301-712-0210	Maint of Computer Hardwre	1,272	-	500	16	1,200	500	0.00%	Replacement small computer hardware items.
2301-712-0211	Maint of Other Equipment	1,537	2,075	3,600	890	2,600	3,710	3.06%	Maint/repairs of extractors, washer/dryers, plymovent, exercise equipme, etc.
2301-712-0212	Maint of Office Equipment	-	-	-	-	-	-	#DIV/0!	Line item not used.

* Contractual Services	451,296	478,513	499,640	271,530	509,970	549,640	10.01%	
2301-712-0301 Office Supplies	1,907	2,081	2,060	656	2,060	2,120	2.91%	
2301-712-0306 Cleaning/Janitor Supplies	11,940	12,037	14,000	5,377	14,000	15,000	7.14%	
2301-712-0308 Books and Periodicals	337	10	500	-	-	500	0.00%	
2301-712-0310 Gasoline & Oil	23,745	27,551	27,000	14,934	27,000	30,870	14.33%	5% increase per City of Neenah Finance Dept. Additional funds are needed to purchase bulk oil an fluids as it's cheaper for us to purchazse fluids this way for preventative maintenance for all of vehicles.
2301-712-0319 Safety Supplies	6,036	4,326	6,500	784	6,500	6,700	3.08%	
2301-712-0320 Small Tools	1,125	917	1,030	453	1,030	1,060	2.91%	
2301-712-0325 Consumable supplies	1,684	1,868	2,060	2,568	3,000	3,000	45.63%	Consumable supplies used on calls such as oil dry, foam, caution tape, fire line tape, etc. Note: When a high volume of supplies are used on specific calls we will bill to recoup the cost of the supplies. (I.e. oil dry for accidents)
2301-712-0326 Photography Supplies	117	403	500	36	250	500	0.00%	
2301-712-0333 All Other Supplies	1,277	2,455	3,600	1,017	3,600	3,710	3.06%	Funds are used for rehab during calls, batteries for equipment, equipment storage bags, etc.
2301-712-0343 Small Program Packages	-	-	-	-	-	-	0.00%	
2301-712-0344 Small Equipment	3,554	8,222	7,800	5,536	7,800	9,800	25.64%	Additional funds are needed to purchase new equipment for EMS training. We have staff that can provide the training in-house versus hiring an outside instructor. We also need this to cover our half of the purchase of a new treadmill. Per L275's labor agreement, the department and union each pay half towards the purchase of new equipment.
2301-712-0347 Small Computer Hardware	691	355	620	166	320	620	0.00%	
2301-712-0348 Per Protective Equipment	45,808	38,162	45,000	4,191	45,000	55,000	22.22%	In 2020, all turn out boots have reached their end of life cycle and need to be replaced. In addition, funds are used for scheduled replacement/repairs of all turn out gear, helmets, gloves and shields along with purchasing gear for new employees.
2301-712-0350 Training Supplies	446	1,491	2,500	68	2,500	4,100	64.00%	Additional funds are needed for increased training that is needed to maintain NFPA standards and also new employees.
* Supplies & Materials	98,667	99,878	113,170	35,786	113,060	132,980	17.50%	
2301-712-8108 Office Furniture & Equip	2,885	3,318	2,500	616	2,500	2,500	0.00%	
2301-712-8113 Communication Equipment	3,545	3,841	3,000	1,600	3,000	3,900	30.00%	Increase is due to more devices requiring aircards for operation.
2301-712-8114 Computer Software Outlay	-	112	1,000	2,280	2,280	1,000	0.00%	
2301-712-8115 Computer Hardware Outlay	5,475	2,894	9,520	1,528	4,760	9,520	0.00%	
2301-712-8133 All Other Equipment	17,010	17,682	20,600	2,007	20,600	22,000	6.80%	Funds are used to purchase and replacement of fire, rescue, water rescue related equipment, hose, etc.
2301-712-8149 Household Purchases	4,846	8,881	9,000	3,196	9,000	9,000	0.00%	

* Capital Outlay	33,761	36,728	45,620	11,227	42,140	47,920	5.04%	
** Fire	8,055,045	8,197,676	8,420,110	4,107,722	8,515,120	8,808,490	4.61%	
Reg Spec Oper Resp Team								
2314 712 0104 Overtime Wages	7,501	26,215	22,000	3,588	11,000	22,000	0.00%	Training to maintain participation with State of Wisconsin. We do receive reimbursement for training.
2314-712-0105 Reimbursement / Overtime	(4,320)	(20,880)	(21,060)	-	(4,000)	(4,000)	-81.01%	
2314-712-0111 Fringes	1,936	6,066	4,870	794	2,440	5,120	5.13%	
* Personal Services	5,117	11,401	5,810	4,382	9,440	23,120	297.93%	
2314-712-0216 Maint of Operating Equip	-	-	900	340	900	900	0.00%	
* Contractual Services	-	-	900	340	900	900	0.00%	
2314-712-0320 Small Tools	-	49	500	16	500	500	0.00%	
2314-712-0348 Per Protective Equipment	324	964	5,000	-	5,000	7,690	53.80%	Additional funds are needed to replace gear that is at it's end of life cycle.
2314-712-0350 Training Supplies	-	-	500	-	500	500	0.00%	
* Supplies & Materials	324	1,013	6,000	16	6,000	8,690	44.83%	
2314-712-8133 All Other Equipment	-	3,136	500	72	500	1,400	180.00%	
* Capital Outlay	-	3,136	500	72	500	1,400	180.00%	Replace equipment that is 25 years old and in need of replacement.
** Reg Spec Oper Resp Team	5,441	15,550	13,210	4,810	16,840	34,110	158.21%	
Joint Fire Commission								
2320-712-0203 Postage	-	-	500	-	-	500	0.00%	
2320-712-0206 Advertising & Publication	-	-	1,000	-	500	1,000	0.00%	
2320-712-0236 Outside Services	3,257	3,577	2,500	-	2,500	2,500	0.00%	
2320-712-0261 Misc Expenditures	298	417	500	-	500	500	0.00%	
* Contractual Services	3,555	3,994	4,500	-	3,500	4,500	0.00%	
** Joint Fire Commission	3,555	3,994	4,500	-	3,500	4,500	0.00%	
Special Reserves & Escrow								
2326-712-0101 Salaries	-	-	-	-	-	7,020	#DIV/0!	
2326-712-0110 Health Insurance	-	-	50,000	-	-	50,000	0.00%	
2326-712-0111 Fringes	-	-	-	-	-	1,630	#DIV/0!	
* Personal Services	-	-	50,000	-	-	58,650	17.30%	

CITY OF NEENAH
 2020 CAPITAL IMPROVEMENTS PROGRAM BUDGET
 DETAIL PROJECT SCHEDULE

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<u>2020 EQUIPMENT</u>			
<u>Fire Department</u>			
1. Major equipment such as new thermal imaging cameras, mobile data computers, hazmat meter monitors, automatic external defibrillator, extractors, radios, etc. Total projected cost \$25,000. City of Neenah responsible for fixed percentage as agreed to in the Consolidation Agreement. 2020 cost distribution formula (.5953%) is used for budgeting purposes.	\$14,883		
2. Replace Squad 32 or refurbish/replace chassis of existing vehicle. This vehicle is used to tow Boat 32 and provide transportation for all water/ice rescue gear. It is also used as a rehab place for personnel during major incidents when there are extreme weather temperatures. Total projected cost is \$80,000. City of Neenah is responsible for a fixed percentage as agreed to in the Consolidation Agreement. 2020 cost distribution formula (.5953%) is used for budgeting purposes.	47,624		
3. Build a confined space training prop near the current training prop. This new training prop would be used by NMFR and other City personnel. NMFR would conduct the required confined space training for all staff. Total project cost is \$21,000. City of Neenah is responsible for a fixed percentage as agreed to in the Consolidation Agreement. 2020 cost distribution formula (.5953%) is used for budgeting purposes.	12,501		
<u>Total 2020 Fire Department</u>	<u>\$75,008</u>		

2020 Grand Total = \$126,000
 Total Neenah = \$75,008
 Total Menasha = \$50,992

CITY OF NEENAH
 2020 - 2024 CAPITAL IMPROVEMENTS PROGRAM BUDGET
 DETAIL PROJECT SCHEDULE

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	COUNCIL ADOPTED
2021 EQUIPMENT			
Fire Department			
1. Major equipment such as new thermal imaging cameras, mobile data computers, hazmat meter monitors, automatic external defibrillator, extractors, radios, etc. Total projected cost \$25,000. City of Neenah responsible for fixed percentage as agreed to in the Consolidation Agreement. 2020 cost distribution formula (5953%) is used for budgeting purposes.	\$14,883		
2. Replace both inspectors' vehicles with new utility vehicles. Pricing would include the vehicle, lettering, emergency lights, sirens, etc. A 2007 Saturn VUE & 2003 Chevrolet Impala staff vehicle will be sold. The 2005 Chevy Suburban, currently used as an inspector's vehicle, would be downgraded to a staff vehicle. Total projected cost is \$80,000. City of Neenah is responsible for a fixed percentage as agreed to in the Consolidation Agreement. 2020 cost distribution formula (593%) is used for budgeting purposes.	47,624		
3. Roadway extensions. This request is to extend the current concrete driveway located at the training tower/burn prop. The roadway concrete additions will allow fire department personnel to create more challenging and realistic training scenarios. This request also includes the replacement of the asphalt walkway, extending from the Station 31 parking lot to the training tower/burn prop. into a roadway grade asphalt approach. Total projected cost \$58,000. NOTE: If a new Fire Station 31 is built this project would be included in the new station cost and this project would no longer be needed. City of Neenah responsible for fixed percentage as agreed to in the Consolidation Agreement. 2020 cost distribution formula (5953%) is used for budgeting purposes.	34,527		
Total 2021 Fire Department	\$97,034		
2022 EQUIPMENT			

2021 Grand Total = \$ 163,000
 Total Neenah = \$ 97,034
 Total Menasha = \$ 65,966

CITY OF NEENAH
 2020 - 2024 CAPITAL IMPROVEMENTS PROGRAM BUDGET
 DETAIL PROJECT SCHEDULE

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	COUNCIL ADOPTED
Fire Department			
1. Major equipment such as new thermal imaging cameras, mobile data computers, hazmat meter monitors, automatic external defibrillator, extractors, radios, etc. Total projected cost \$25,000. City of Neenah responsible for fixed percentage as agreed to in the Consolidation Agreement. 2019 cost distribution formula (5953%) is used for budgeting purposes.	\$14,883		
2. New engine to replace a 2005 Pierce Quantum engine. Total projected cost for the new engine and necessary equipment is \$675,000. The 1997 Pierce Saber would be moved to reserve status and used when front line vehicles are down and/or an additional vehicle is needed for a major incident. City of Neenah responsible for fixed percentage as agreed to in the Consolidation Agreement. 2020 cost distribution formula (5953%) is used for budgeting purposes.	401,828		
Total 2022 Fire Department	\$416,711		
2023 EQUIPMENT			
Fire Department			
1. Major equipment such as new thermal imaging cameras, mobile data computers, hazmat meter monitors, automatic external defibrillator, extractors, radios, etc. Total projected cost \$25,000. City of Neenah responsible for fixed percentage as agreed to in the Consolidation Agreement. 2020 cost distribution formula (5953%) is used for budgeting purposes.	\$14,883		
2. Replace the Training Division's Pick-Up truck for a total cost of \$50,000. This includes the price of the vehicle and all necessary equipment. The new vehicle will also serve as back-up vehicle for Command 32. The old vehicle will move down to a staff vehicle. City of Neenah is responsible for fixed percentage as agreed to in the Consolidation Agreement. The 2020 cost distribution formula (5953%) is used for budgeting purposes.	\$29,765		
Total 2023 Fire Department	\$44,648		
2024 EQUIPMENT			
Fire Department			
1. Major equipment such as new thermal imaging cameras, mobile data computers, hazmat meter monitors, automatic external defibrillator, extractors, radios, etc. Total projected cost \$25,000. City of Neenah responsible for fixed percentage as agreed to in the Consolidation Agreement. 2020 cost distribution formula (5953%) is used for budgeting purposes.	\$14,883		
2. Replace Command 32. The 2014 Ford F250 would be moved to the training department for use. The 2008 Chevy Silverado would be sold. Total project cost is \$80,000. City of Neenah responsible for fixed percentage as agreed to in the Consolidation Agreement. 2020 cost distribution formula (5953%) is used for budgeting purposes.	\$47,624		
Total 2024 Fire Department	\$62,507		

2022 Grand Total = \$700,000

Total Neenah = \$416,711
 Total Menasha = \$283,289

2023 Grand Total = \$75,000

Total Neenah = \$44,648
 Total Menasha = \$30,352

2024 Grand Total = \$105,000

Total Neenah = \$62,507
 Total Menasha = \$42,493



Memorandum

TO: NMFR Joint Finance & Personnel Committee Members

FROM: Chief Kevin Kloehn

DATE: September 13, 2019

RE: Automatic Aid with Fox Crossing Fire Department

At our July meeting, I presented an agreement for consideration for an Automatic Aid Agreement with Fox Crossing Fire Department. Our department would respond only to structure fires on the east side of their jurisdiction. They would response for all structure fires within our jurisdiction.

Since our meeting, there were more questions that came up and I've attached some of these for your review prior to our meeting.

Direction from the last meeting was to have both City Attorney's review the documents, provide input and put an "end date" in this agreement so data can be reviewed periodically to see if continuation of this agreement makes sense. Neenah has reviewed this agreement and has no issues with the language. I'm waiting for feedback from CA Captain at this time.

As we have all seen over the past few years, both Cities continue to face budget constraints, are land locked, are trying to develop areas within their Cities to grow the tax base and have very strict restraints imposed by the State of Wisconsin. In the meantime, costs continue to rise. 95% of our budget are costs that I have no control over. There has been discussion on how we can cut costs to continue to manage NMFR, but with 95% of our budget being uncontrolled, other than a consolidation, there is only one other way to reduce costs.

I've been challenged time and again to find different funding sources. As I've said, I'm more than willing to look outside the box and see if there's a way for alternative funding sources that does not include laying off staff and/or reducing our numbers through attrition from upcoming retirements.

At the time of our merger in 2003, our staffing levels was at 72. It was agreed we would bring this down to 68 through attrition. I believe we cannot get any leaner on staffing without it being a detriment to the services we provide to both of our Cities.

At this time, it appears looking at a fire district with some of our neighboring communities makes sense. As our merger has proven, we went from two ladder trucks to one, reduced duplication of equipment, staffing, etc. Combination and paid on call departments are struggle to find staffing. We are facing 12 retirements by 2021 and will struggle to find people to fill these positions as we will compete with area departments for candidates.

I have tried to take a proactive approach at other options to make NMFR a viable operation for the future, but do not have many options left. Taking a proactive approach to look at what is best for our two cities now versus a reactive approach when it becomes too late with continued climbing costs of our operation I feel is the best way to approach this complex issue. Consolidation and/or having a fire district may not be what's best for the Cities of Neenah and Menasha, but putting a plan into place and starting with a simple step; auto aid, with a deadline to review, is the most cost-effective step.

Several points were discussed during our last meeting regarding this agreement. I truly realize the hesitancy of supplementing departments who do not have full time staffing. However, how do we know if this will work or not unless we try? I'm asking for your consideration in moving this agreement forward, on a trial basis, to both Common Councils for consideration and action.

If you have any questions, please do not hesitate to call me at 886-6203. Thank you for your consideration.

KK/te

Attachment



Neenah-Menasha Fire Rescue

Office of Chief Kevin Kloehn

Response to Fox Crossing Automatic Aid Questions

1. **What is the benefit to NMFR of an automatic aid agreement over the current MABAS agreement?** The biggest difference is that auto-aid is entered in CAD at County Dispatch and is dispatched simultaneously. If using MABAS, the Shift Commander would have to request a MABAS box card and the dispatcher would have to pull the MABAS box card, then dispatch Fox Crossing.
2. **We have been told that data collected during this trial will provide options for fire service delivery in the 3 communities.**
 - a. **What data do you plan to collect?** The biggest data is response times. Other data can include staffing needed or not needed for response, apparatus needed or not needed for response, how quickly incident is resolved, and property conservation.
 - b. **How will that data be used?** The data would be used to see if its worth doing automatic aid.
3. **Is this part of a longer range vision? If so, what is the plan to get to that vision?** This would be a trial and is part of a longer range vision of being able to either consolidate or create a fire district in the future. I believe some of the plan and vision must include not just fire officials but city leaders to discuss how this would go in the future. We cannot say we are just going to take over; that was tried already a few years ago and did not work. I believe this first step allows us to at least start working together with staff and equipment. I think all sides need to be meeting all along and continue to review how auto aid is working. Discussions would include what staffing would look like, how many stations do we need, what equipment do we need or not need.
4. The plan states that both agencies would provide automatic aid assistance for “fire and for EMS service in specified response areas.”
 - a. **How many responses do we estimate for each agency to the other jurisdiction for fires?** For fires, NMFR would potentially respond to a total of 5-8 structure fires on the east side of Fox Crossing in a one-year time frame. Fox Crossing could potentially respond to 90 structure fire calls in Neenah and Menasha.

- b. **Which jurisdiction do we anticipate will be first on scene for fires (percentages)?** Time of day is what will dictate who is first on scene. From 7am-6pm, either agency could be on scene first depending on the location of the call. After 6pm, 99% of the calls would probably have NMFR on scene first.
 - c. **How many responses do we estimate for each agency to the other jurisdiction for EMS and/or other emergencies?** 0, the automatic aid should read for fires only and does not include EMS. The agreement would have to be changed in regards to EMS.
 - d. **Which jurisdiction do we anticipate will be first on scene for EMS and/or other emergencies (percentages)?** EMS is not part of the automatic aid agreement. The language should be stricken from the agreement.
5. **How does this impact service and response times in the current NMFR area?** Very little. We are talking 5-8 structure fire calls in a 1-year period. We would operate the same way we did with Appleton; once a unit responded to Appleton, a NMFR unit would move up to cover that district. If we are busy and we cannot respond, we would take a pass on the response. We would take a pass by notifying dispatch.
6. **Do we have the capacity to provide service without adding staff?** Yes, this would operate the same as Appleton. We included EMS and Fire responses in Appleton; on average 100+ a year and that never impacted staffing. With Fox Crossing we are talking about 5-8 total calls in a year.
7. **Do we have the capacity to provide service without adding equipment?** Yes. See question 6.
8. **It appears that the response will be coming from Fox Crossing will be coming from Station 40.** Yes, response from Fox Crossing to NMFR would come from Station 40 as that is where Ladder 40 is stationed.
- a. **What is the staffing level (when it is staffed) out of that station that will be responding?** Here is the staffing levels from 8am to 4:30pm from both stations Mon – Fri
 - i. Station 40 – Engine has 3, Ladder has 3
 - ii. This would include 2 duty Chiefs response if necessary. (11 total) A 1 vehicle response brings a total of 3 firefighters.
 - b. **What is the expected response time to NMFR areas?** When staffed, they have a 3-6 min response time, when not staffed, about 8-9 minutes.
 - c. **Will any response come from Station 41? What is the staffing level (when staffed) of that station?** That will be up to the Shift Commanders who are responding to the call. Station 41 will have a crew of 3 or 4 firefighters.

NOTE: Fox Crossing has applied for a Safer Grant, if approved, the grant would provide a fully staffed station from Friday at 8am to Monday at 4:30, 24 hours of coverage.

When stations are not staffed from 4:30pm to 8am, there are dedicated crews that if dispatched respond to the station, it is not a random bunch of firefighters responding to station.

9. **What is the expected change in ISO rating by entering into this agreement?** An ISO rating entering or utilizing an auto-aid agreement boosts our staff count by 3 or 4 firefighters; whatever is responding. This gives us extra points in the staffing category.
- a. changed in regards to EMS.
 - b. **Which jurisdiction do we anticipate will be first on scene for EMS and/or other emergencies (percentages)?** EMS is not part of the automatic aid agreement. The language should be stricken from the agreement.
10. **How does this impact service and response times in the current NMFR area?** Very little. We are talking 5-8 structure fire calls in a 1-year period. We would operate the same way we did with Appleton; once a unit responded to Appleton, a NMFR unit would move up to cover that district. If we are busy and we cannot respond, we would take a pass on the response. We would take a pass by notifying dispatch.
11. **Do we have the capacity to provide service without adding staff?** Yes, this would operate the same as Appleton. We included EMS and Fire responses in Appleton; on average 100+ a year and that never impacted staffing. With Fox Crossing we are talking about 5-8 total calls in a year.
12. **Do we have the capacity to provide service without adding equipment?** Yes. See question 6.
13. **It appears that the response will be coming from Fox Crossing will be coming from Station 40.** Yes, response from Fox Crossing to NMFR would come from Station 40 as that is where Ladder 40 is stationed.
- a. **What is the staffing level (when it is staffed) out of that station that will be responding?** Here is the staffing levels from 8am to 4:30pm from both stations Mon – Fri
 - i. Station 40 – Engine has 3, Ladder has 3
 - ii. This would include 2 duty Chiefs response if necessary. (11 total) A 1 vehicle response brings a total of 3 firefighters.
 - b. **What is the expected response time to NMFR areas?** When staffed, they have a 3-6 min response time, when not staffed, about 8-9 minutes.
 - c. **Will any response come from Station 41? What is the staffing level (when staffed) of that station?** That will be up to the
- NOTE:** Fox Crossing has applied for a Safer Grant, if approved, the grant would provide a fully staffed station from Friday at 8am to Monday at 4:30, 24 hours of coverage.
- When stations are not staffed from 4:30pm to 8am, there are dedicated crews that if dispatched respond to the station, it is not a random bunch of firefighters responding to station.
14. **What is the expected change in ISO rating by entering into this agreement?** An ISO rating entering or utilizing an auto-aid agreement boosts our staff count by 3 or 4 firefighters; whatever is responding. This gives us extra points in the staffing category.

- a. **How does an increase in ISO rating benefit our residents financially?** For residents they may see a little change; about \$25 or less; however, in business and industry, it can be in the thousands.
- b. **How does an increase in ISO rating benefit our resident's level of service?** Level of service is increased by having additional staff on scene of a structure fire being able to complete many tasks at once and gives the firefighters an extra level of safety. Having additional crews also allows for our response to other emergencies during a larger incident.

15. **The plan anticipates joint training exercises, who will be planning and managing these exercises?** Training will be provided by each departments training Chief.

16. **We have been told that we can expect long term cost savings with agreements like this.**

- a. **How do you expect this agreement to produce cost savings?** The cost savings will come when/if a merger happens. In an auto aid agreement the savings may come from not having to call in additional crews to staff equipment.
- b. **What is the timeframe that these savings would occur?** We believe that the cost savings are immediate.
- c. **What data is being collected to document cost decreases or increases?** We can track overtime in the auto aid timeframe.

17. **Have residents/elected officials in Fox Crossing expressed the desire for higher levels of fire service in their community? If yes, are they willing to provide a financial contribution towards providing that service?** In the original meeting with city officials, the conversation was that Fox Crossing knew that as they continue to grow, their model has to change. I believe City Leaders are taking those steps by applying for the Safer Grant to begin to staff full-time firefighters.



Neenah-Menasha Fire Rescue

Office of Chief Kevin Kloehn

TO: Members of the Neenah-Menasha Joint Finance Committee

FROM: Fire Chief Kevin Kloehn

DATE: July 15, 2019

RE: MOU for Auto-Aid assistance with Fox Crossing Fire Department and Agreement for Automatic Aid with Fox Crossing Fire Department

BACKGROUND:

April of 2019, we had a meeting with the officials from Neenah, Menasha, Grand Chute, and Fox Crossing. This included the Fire Chiefs and Deputy Fire Chiefs of each department, as well as the municipal leaders of each community. The purpose of the meeting was to discuss what we could do in the future as one department and to see where monies could be saved as each department grows and faces different challenges. The atmosphere in the Wisconsin State Fire Chiefs Association is to support Fire District legislation to help communities accomplish solving these challenges. There was a consensus at the end of the meeting to have the Fire Chiefs identify what can be done to move forward.

CURRENT STATUS:

Currently Grand Chute and Fox Crossing Fire Department operate an automatic aid agreement for structure fires in each jurisdiction. After discussion with the Fire Chiefs, we were in agreement to see how a fire district would function; we would first need to look at how crews, equipment, and fire department operations would/could function together. This would give each department a look at getting to know each other and also form relationships as we move forward to a possible fire district.

Over the past year, other Fox Valley agencies have begun to use MABAS as a means of calling other departments for assistance. Appleton has called and worked with Fox Crossing for a couple of larger structure fires, Oshkosh has also called and worked with Fox Crossing at a large downtown structure fire, and Grand Chute and Fox Crossing are already working together automatically. The benefit of auto-aid is having additional staffing and equipment when they are needed the most. Other benefits of this agreement would be that it would help with our ISO rating by providing additional equipment we do not have. The first minutes of an emergency are critical to the success of the crews working at the scene. Additional staffing and equipment is critical in the early stages of every emergency scene. Structure fires are labor intensive and require us to think and act quickly, save lives, and save property.

In many cases, automatic aid is not needed and units will be cancelled or cleared early. We plan and respond for the worst case scenario and once the first arriving officer determines what is needed, additional units may continue to respond or be cancelled. Automatic aid or mutual aid are not intended to replace existing staffing, the intent is to support existing staffing when it is needed most. Our current automatic aid with the City of Appleton has been very successful. We have addressed longer response times by not having to add more staff or stations. Appleton Fire Department can also say the same thing; automatic aid is a more efficient model to address spikes in staffing demands when lives and property matter during a structure fire.

I've attached two documents for your review. I'm asking for consideration and action to recommend the City of Neenah and City of Menasha Common councils approve the Memorandum of Understanding Agreement for Automatic Assistance between Neenah-Menasha Fire Rescue and the Village of Fox Crossing Fire Department.

I'm also requesting consideration and action to recommend the City of Neenah and City of Menasha Common councils approve the Agreement for Automatic Assistance between Neenah-Menasha Fire Rescue and Village of Fox Crossing.

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

Thank you

Enclosures

MEMORANDUM OF UNDERSTANDING AGREEMENT FOR AUTOMATIC ASSISTANCE
BETWEEN NEENAH-MENASHA FIRE RESCUE AND THE VILLAGE OF FOX CROSSING
FIRE DEPARTMENT

This Memorandum of Understanding is authorized by the Elected Representatives for the
Cities of Neenah-Menasha and the Village of Fox Crossing in an agreement dated
_____.

The purpose of this Memorandum of Understanding is to outline the procedures for
implementing an Automatic Assistance response between Neenah-Menasha Fire Rescue,
hereinafter referred to as "Neenah-Menasha" and the Village of Fox Crossing Fire
Department, hereinafter referred to as "Fox Crossing". This Memorandum is a supplement
for to the Agreement for Automatic Assistance. In the event this Memorandum of Agreement
conflicts with the Agreement for Automatic Assistance, the "Agreement for Automatic
Assistance shall be controlling."

Terms

The terms and conditions of this Memorandum of Agreement terminate automatically upon
the termination of the Agreement for Automatic Assistance.

Amount and Time of Assistance

This Memorandum of Understanding for Automatic Assistance is for the exchange of fire
and/or EMS service in specified response areas. Fire apparatus will respond on first alarm
structural fire incidents and emergency incidents as assigned per CAD designation.

Companies required in addition to first alarm assignment must be requested in accordance
with procedures established in the Agreement for Mutual Aid and Disaster Assistance.

Response Areas:

Structure Fire Response

A. Neenah-Menasha will provide the following to Fox Crossing:

- (1) One (1) Engine staffed with a minimum of three (3) qualified firefighters – Area of
coverage includes all Fox Crossing jurisdictions on the East side of Little Lake
Butte des Morts (Beat areas WA03,05,08,& WA10)

B. Fox Crossing will provide the following to Neenah-Menasha:

- (1) One (1) Ladder (40) staffed with a minimum of three (3) qualified firefighters –
Area of coverage includes all of Neenah-Menasha.

Limitations

If the agreed upon response from either department is not available or is temporarily depleted, the assisting department need not respond. However, if a fill-in company is in quarters at a fire station that is part of this Agreement, that company will respond. If the response is not available, the other party will be notified immediately.

Training

Joint training exercises are to be conducted, at a minimum, semiannually. The training exercises will be coordinated and observed by the respective department training officers, for the purpose of maintaining coordination in firefighting procedures, dispatching and communications. The following topics may be utilized for the establishment of training parameters, when applicable:

- Apparatus Familiarization
- Coordination of Fire Companies
- Equipment/Minor Tools Carried
- High-Rise Plan
- Incident Command System
- Communications Manual of Procedures
- Tactics
- Staging/accountability systems
- Department Policies

Communications

Communications will be via the Winnebago County Communication Center for each respective department's for the initial dispatch of incidents. Communications from the Communication Center to mobile units and fire ground personnel utilizing portable radios will be on the radio frequencies designated and utilized by the Department in whose jurisdiction in which the emergency incident occurs.

Communications procedures and documents will be provided at the initial training session and updated as needed thereafter. Maintenance and replacement of radios will be the responsibility of the Department that owns the radios.

Dispatch to Emergencies

Upon receipt of an alarm in any of the designated response areas, the Communications Center will dispatch the proper assignment. Should the agreed upon assistance not be available, the requesting department will be so notified.

Incident Command

The officer on the first arriving company will establish command of the incident until relieved by the appropriate authority. The fire department, in the Municipality at which the incident occurs, shall upon arrival at the scene, communicate with the initial Incident Commander for a situational update, and then assume Command of the incident thereafter.

Fire Incident Reporting

Each department will be responsible for obtaining needed information to complete fire and emergency medical service reports for incidents within their respective jurisdictions. Units assisting in the incident shall cooperate with the agency in charge to provide any necessary information.

Revisions

This Memorandum of Understanding may be revised or amended at any time by mutual agreement of the Fire Chief of Neenah-Menasha Fire Rescue and the Fire Chief of the Village of Fox Crossing.

Kevin Kloehn, Fire Chief – Neenah-Menasha Fire Rescue

Date _____

Brian Harbison, Fire Chief – Fox Crossing Fire Department.

Date _____

AGREEMENT FOR AUTOMATIC ASSISTANCE

NEENAH-MENASHA FIRE RESCUE AND VILLAGE OF FOX CROSSING

THIS AGREEMENT entered into this _____ day of _____ by and between the Neenah-Menasha Fire Rescue and Village of Fox Crossing hereinafter referred to as "Neenah-Menasha" and "Fox Crossing" (respectively), both of which are Wisconsin municipal corporations; and each acting herein through their duly authorized officials.

WITNESSETH:

WHEREAS the governing officials of the governmental entities set forth above, political subdivisions of the State of Wisconsin and the United States of America, desire to secure for each entity the benefits of assistance in the protection of life and property from fire and other disasters;

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. In consideration for each party's automatic assistance to the other upon the occurrence of an emergency condition in any portion of the designated area where this Agreement for Automatic Assistance is in effect, a predetermined number of fire fighting equipment and/or emergency medical equipment or personnel of both parties shall be dispatched, to such point where the emergency condition exists in order to assist in the protection of life and property subject to the conditions hereinafter stated. For the purpose of this agreement, "emergency condition" shall include any condition requiring fire protection or emergency medical services, or both.

Details as to amounts and types of assistance to be dispatched, methods of dispatching and communications, training programs and procedures and areas to be assisted will be developed by the Chief of Neenah-Menasha Fire Rescue and the Chief of the Fox Crossing Fire Department. These details will be stipulated in a Memorandum of Understanding and signed by the Chiefs of both departments. Said Memorandum of Understanding may be revised or amended at any time by mutual agreement of the Fire Chiefs as conditions may warrant.

2. Any dispatch of equipment and personnel pursuant to this Agreement shall be sent, unless such amount of assistance is unavailable due to emergency conditions confronting either party's forces at the time of need for assistance under this Agreement.
3. Each party to this Agreement waives all claims against the other party for compensation for any loss, damage, personal injury, or death occurring as a consequence of the performance of this Agreement. However, this waiver shall not apply to those cases in which the claim results from the failure of either party to accept responsibility for any civil liability for which a requesting party is responsible.

4. Neither party shall be reimbursed by the other for costs incurred pursuant to this Agreement. Personnel who are assigned, designated or ordered by their governing body to perform duties, pursuant to this Agreement, shall receive the same salary, pension, and all other compensation and rights for the performance of such duties, including injury or death benefits, and Worker's Compensation benefits, as though the service had been rendered within the limits of the entity where he or she is regularly employed. Moreover, all medical expenses; wage and disability payments; pension payments; damage to equipment and clothing; and expenses of travel; food; and lodging shall be paid by the entity in which the employee in question is regularly employed.
5. All equipment used by each party's fire department in carrying out this Agreement will, during the time response services are being performed, be owned by it; and all personnel acting for the party's fire department under this Agreement will, during the time response services are required, be firefighters of the fire department of the party where they are regularly employed.
6. At all times while equipment and personnel of either party's fire department are traveling to, from, or within the geographical limits of the other party in accordance with the terms of this Agreement, such personnel and equipment shall be deemed to be employed or used, as the case may be, in the full line and cause of duty of the party which regularly employs such personnel and equipment. Further, such equipment and personnel shall be deemed to be engaged in a governmental function of its governmental entity.
7. In the event that any individual performing duties subject to this Agreement shall be cited as a defendant party to any state or federal civil lawsuit, arising out of his or her official acts while performing duties pursuant to the terms of this Agreement, such individual shall be entitled to the same benefits that he or she would be entitled to receive had such civil action arisen out of an official act within the scope of his or her duties as a member of the department where regularly employed and occurred within the jurisdiction of the governmental entity where regularly employed. The benefits described in this paragraph shall be supplied by the party where the individual is regularly employed. However, in situations where the other party may be liable, in whole or in part, for the payment of damages then the other party may intervene in such cause of action to protect its interests.
8. It is agreed by and between the parties hereto that any party hereto shall have the right to terminate this Agreement upon ninety (90) days written notice to the other party hereto.
9. It is understood and agreed that both parties have heretofore entered into an "Agreement for Automatic Aid", effective upon completion of document signatures. However, as to any mutual assistance between the parties arising out of the occurrence of an emergency condition in the areas described in the Memorandum of Understanding, the conditions and obligations of this Agreement shall take precedence over the conditions and obligations of all other agreements.