



Neenah-Menasha Fire Rescue

AGENDA

**Neenah-Menasha Fire Rescue Joint Finance & Personnel Committee
October 24, 2023 – 5:30 p.m.
City of Menasha – Room #132**

- I. Attendance
- II. Public Forum
- III. Approval of Minutes:
 - a. September 26, 2023 (attached)
- IV. Review of Calls (attached)
 - a. September 2023
 - b. September 2023 comparison
- V. Review of 2023 year-to-date budget (attached)
- VI. Consideration and Action of 2024 Budget Proposal (attached)
- VII. Consideration and Action of Engine 32 Repair & Re-graphing of Engines 32 & 36 (attached)

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Neenah and Menasha 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) 967-3608** at least 48 hours prior to the scheduled meeting or event to request an accommodation.

**NMFR Joint Finance & Personnel Committee Meeting Minutes
September 26, 2023 – 5:30 p.m.
Hauser Room – City of Neenah**

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

Also Present: Chief Kloehn and Director Sassman

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

Minutes: The committee reviewed the meeting minutes from August 22, 2023. Correction was made to the meeting minutes to reflect that Ald. Stevenson was excused. **MSC Borchardt/Stevenson to approve the August 22, 2023 meeting minutes, as amended, and to place on file, all voting aye.**

Review of Calls: The Committee reviewed the August 2023 calls and the comparison to August 2022. **MSC Borchardt/Boyette to approve the August 2023 calls and place on file, all voting aye.**

Exceeding the Levy Limit Resolutions: The Committee reviewed Neenah Resolution 2023-25 and Menasha Resolution R-24-23 to exceed the levy limit. Director Sassman explained the levy limit exemption and how it could be used by each community. Budget increases can be added to the levy limit because of the joint fire department. **MSC Stevenson/Borchard recommends the City of Neenah Common Council approve Resolution 2023-25, all voting aye. MSC Grade/Lewis recommends the City of Menasha Council approve Resolution R-23-24, all voting aye.**

MSC Borchardt/Stevenson to adjourn at 5:40 p.m., all voting aye.

Respectfully submitted,



Chief

Report



Neenah-Menasha Fire Rescue

Detailed Selected Statistics and Management Activity

By Incident Type

Report Period: 09/01/23 - 09/30/23

CODE	DESCRIPTOR	FREQUENCY	FREQ. PERCENT	EXPS	AVG # SUPPR. PERS.	AVG # EMS PERS.	AVG # OTHER PERS.	AVG # SUPPR. APPR.	AVG # EMS APPR.	AVG # OTHER APPR.	AVERAGE # MAN HOURS	TOTAL MAN HOURS	AVERAGE RESPONSE TIME (min)
111	Building fire	1	0.35%	0	3	0	26	1	0.00	16	243.60	159,44999 ⁴	3.33
113	Cooking fire, confined to container	1	0.35%	0	4	0	11	1	0.00	5	5.50	4,6333331	5.62
114	Chimney or flue fire, confined to chimney or flue	2	0.69%	0	3	0	0	1	0.00	0	0.15	.300000	0.34
154	Dumpster or other outside trash receptacle fire	1	0.35%	0	3	0	0	1	0.00	0	0.90	.900000	6.92
311	Medical assist, assist EMS crew	192	66.44%	0	0.54	0.04	3.92	0.17	0.02	1.71	1.29	195,99989 ⁵	4.58
320	Emergency medical service incident, other	3	1.04%	0	0	0	4	0	0.00	2	1.18	2,6833332	4.76
321	EMS call, excluding vehicle accident with injury	11	3.81%	0	1.64	0	2.27	0.55	0.00	1.09	1.20	11,233329	4.33
322	Motor vehicle accident with injuries	1	0.35%	0	0	0	5	0	0.00	2	2.50	2,0333333	3.37
324	Motor vehicle accident with no injuries.	1	0.35%	0	3	0	0	1	0.00	0	2.75	2,750000	4.75
381	Rescue or EMS standby	1	0.35%	0	0	0	4	0	0.00	2	1.73	1,316666	1.45
412	Gas leak (natural gas or LPG)	3	1.04%	0	0	0	5.33	0	0.00	2	8.30	30,216665	5.87
413	Oil or other combustible liquid spill	1	0.35%	0	0	0	4	0	0.00	1	1.40	1,400000	0.00
422	Chemical spill or leak	2	0.69%	0	0	0	3	0	0.00	1	1.27	2,550000	3.52
424	Carbon monoxide incident	1	0.35%	0	0	0	5	0	0.00	2	3.67	3,283333	6.78

CODE	DESCRIPTOR	FREQUENCY	FREQ. PERCENT	EXPS	AVG # SUPPR. PERS	AVG # EMS PERS	AVG # OTHER PERS	AVG # SUPPR. APPR.	AVG # EMS APPR.	AVG # OTHER APPR.	AVERAGE # MAN HOURS	TOTAL MAN HOURS	AVERAGE RESPONSE TIME (min)
463	Vehicle accident, general cleanup	2	0.69%	0	1.5	0	4	0.5	0.00	1.5	2.15	3.666666	4.28
510	Person in distress, other	1	0.35%	0	0	0	3	0	0.00	1	1.40	1.400000	4.02
511	Lock-out	3	1.04%	0	1	0	2.33	0.33	0.00	0.67	0.57	1.666666	3.52
531	Smoke or odor removal	2	0.69%	0	1.5	0	6	0.5	0.00	2.5	2.25	2.666666	4.52
551	Assist police or other governmental agency	1	0.35%	0	0	0	4	0	0.00	1	0.67	.666666	0.07
553	Public service	2	0.69%	0	0	0	4	0	0.00	1	0.97	1.933332	3.82
561	Unauthorized burning	2	0.69%	0	0	0	4	0	0.00	1	1.13	2.266666	5.70
600	Good intent call, other	1	0.35%	0	4	0	5	1	0.00	2	3.45	2.316666	5.27
611	Dispatched & canceled en route	3	1.04%	0	1.33	0	3.33	0.33	0.00	1.67	0.23	.616665	0.00
622	No incident found on arrival at dispatch address	7	2.42%	0	2.14	0	2.14	0.71	0.00	1.29	1.50	8.199998	5.06
651	Smoke scare, odor of smoke	4	1.38%	0	1.5	0	7.5	0.5	0.00	3	3.45	9.549998	5.45
700	False alarm or false call, other	1	0.35%	0	3	0	8	1	0.00	4	3.30	2.933333	5.15
714	Central station, malicious false alarm	2	0.69%	0	3	0	9	1	0.00	4	1.80	2.116666	3.00
715	Local alarm system, malicious false alarm	1	0.35%	0	4	0	10	1	0.00	4	2.10	1.166665	6.62
733	Smoke detector activation due to malfunction	2	0.69%	0	0	0	3.5	0	0.00	1	1.17	2.283333	1.26
735	Alarm system sounded due to malfunction	6	2.08%	0	2.67	0	8.5	0.83	0.00	3.83	5.15	23.749996	5.24
736	CO detector activation due to malfunction	3	1.04%	0	1	0	2.67	0.33	0.00	0.67	1.24	3.833333	2.48
743	Smoke detector activation, no fire - unintentional	6	2.08%	0	3.33	0	9	1	0.00	4	7.78	30.516661	4.99
744	Detector activation, no fire - unintentional	1	0.35%	0	0	0	12	0	0.00	4	2.20	1.666665	5.98

CODE	DESCRIPTOR	FREQUENCY	FREQ. PERCENT	EXPs	AVG # SUPPR. PERS	AVG # EMS PERS	AVG # OTHER PERS	AVG # SUPPR. APPR.	AVG # EMS APPR.	AVG # OTHER APPR.	AVERAGE # MAN HOURS	TOTAL MAN HOURS	AVERAGE RESPONSE TIME (min)
745	Alarm system activation, no fire - unintentional	12	4.15%	0	2.08	0	7.67	0.58	0.00	3.17	3.66	26.016659	4.65
746	Carbon monoxide detector activation, no CO	6	2.08%	0	0.67	0	2.67	0.17	0.00	0.83	2.02	13.199999	5.76
Totals		289	100%	0	0.90	0.03	4.33	0.28	0.01	1.87	2.60	561.18	4.49
Mutual Aid Given Incidents		4											



Neenah-Menasha Fire Rescue

Detailed Selected Statistics and Management Activity

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111	Building fire	2	0.80%	0	3	0	11	1	0.00	4.5	12.25	17.516665	2.92
113	Cooking fire, confined to container	1	0.40%	0	3	0	7	1	0.00	3	19.00	8.600000	7.88
118	Trash or rubbish fire, contained	1	0.40%	0	0	0	3	0	0.00	1	0.70	.650000	6.33
131	Passenger vehicle fire	1	0.40%	0	3	0	5	1	0.00	3	3.60	2.733333	8.17
140	Natural vegetation fire, other	1	0.40%	0	3	0	0	1	0.00	0	1.50	1.500000	4.92
142	Brush or brush-and-grass mixture fire	1	0.40%	0	3	0	3	1	0.00	1	0.90	.750000	5.80
300	Rescue, EMS incident, other	7	2.80%	0	0	0	3	0	0.00	1.29	0.81	5.266665	4.17
311	Medical assist, assist EMS crew	161	64.40%	0	0.79	0	3.78	0.25	0.00	1.68	1.39	180.633247	4.57
322	Motor vehicle accident with injuries	2	0.80%	0	1.5	0	2.5	0.5	0.00	1.5	4.67	7.033332	3.27
324	Motor vehicle accident with no injuries.	1	0.40%	0	0	0	8	0	0.00	3	6.80	5.966666	11.02
411	Gasoline or other flammable liquid spill	1	0.40%	0	0	0	4	0	0.00	1	1.87	1.866666	5.52
412	Gas leak (natural gas or LPG)	6	2.40%	0	1.17	0	5.67	0.33	0.00	2.5	4.76	28.349996	3.32
422	Chemical spill or leak	1	0.40%	0	0	0	4	0	0.00	1	0.67	.666666	10.43
424	Carbon monoxide incident	3	1.20%	0	0	0	3.67	0	0.00	1	2.20	6.983333	6.00

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440	Electrical wiring/equipment problem, other	1	0.40%	0	0	0	4	0	0.00	1	0.87	.866666	3.02
441	Heat from short circuit (wiring), defective/worn	1	0.40%	0	0	0	12	0	0.00	5	5.20	4.983332	5.28
442	Overheated motor	1	0.40%	0	3	0	8	1	0.00	3	3.85	3.650000	4.38
463	Vehicle accident, general cleanup	1	0.40%	0	0	0	3	0	0.00	1	0.50	.500000	4.92
511	Lock-out	7	2.80%	0	0.43	0	3.29	0.14	0.00	1	1.00	6.583332	5.82
550	Public service assistance, other	2	0.80%	0	0	0	4	0	0.00	1.5	1.03	2.066666	4.17
551	Assist police or other governmental agency	3	1.20%	0	0	0	3.67	0	0.00	1	1.02	3.183333	7.72
553	Public service	3	1.20%	0	1	0	2.33	0.33	0.00	0.67	1.39	4.083333	0.00
561	Unauthorized burning	4	1.60%	0	0	0	4.5	0	0.00	1.25	1.14	3.849999	5.38
600	Good intent call, other	1	0.40%	0	3	0	0	1	0.00	0	0.75	.750000	4.68
611	Dispatched & canceled en route	6	2.40%	0	0	0	5	0	0.00	2	0.28	1.333330	0.00
621	Wrong location	1	0.40%	0	0	0	4	0	0.00	1	0.13	.133333	0.65
650	Steam, other gas mistaken for smoke, other	1	0.40%	0	0	0	4	0	0.00	1	0.93	.933333	7.17
651	Smoke scare, odor of smoke	4	1.60%	0	2.5	0	8.25	0.75	0.00	3.5	5.46	21.149998	4.95
661	EMS call, party transported by non-fire agency	1	0.40%	0	0	0	3	0	0.00	1	0.25	.250000	4.40
671	HazMat release investigation w/no HazMat	1	0.40%	0	0	0	3	0	0.00	1	0.60	.600000	3.63
700	False alarm or false call, other	9	3.60%	0	1.33	0	7.11	0.44	0.00	3	2.13	13.466663	5.33
733	Smoke detector activation due to malfunction	1	0.40%	0	3	0	7	1	0.00	3	4.17	3.650000	5.62
735	Alarm system sounded due to malfunction	1	0.40%	0	3	0	9	1	0.00	4	10.40	6.549999	1.92

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740	Unintentional transmission of alarm, other	1	0.40%	0	4	0	7	1	0.00	2	1.83	.899999	4.43
743	Smoke detector activation, no fire - unintentional	1	0.40%	0	3	0	8	1	0.00	4	11.18	4.600000	5.38
744	Detector activation, no fire - unintentional	1	0.40%	0	3	0	8	1	0.00	4	3.48	2.050000	5.02
745	Alarm system activation, no fire - unintentional	7	2.80%	0	1.86	0	8.43	0.57	0.00	3.71	4.16	17.599995	4.22
746	Carbon monoxide detector activation, no CO	1	0.40%	0	0	0	3	0	0.00	1	1.10	1.100000	4.25
911	Citizen complaint	1	0.40%	0	3	0	0	1	0.00	0	0.70	.700000	5.00
Totals		250	100%	0	0.88	0.00	4.29	0.28	0.00	1.81	1.89	374.05	4.54
Mutual Aid Given Incidents		0											

PREPARED 10/18/23, 09:48:00
 PROGRAM 6801L
 REPORT NAME BS-FIRE

NEENAH MENASHA FIRE-RESOLVE
 MONTH-END DEPARTMENT BUDGET REPORT
 9/30/23 75% OF YEAR ELAPSED

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2022 Y-T-D ACTUAL	CURRENT MONTH EXPEND	2023 Y-T-D ACTUAL	2023 ADJUSTED BUDGET	2023 REMAINING BALANCE	BUD % USED
Fire Department							
Fire							
180-2301-712.01-01	Salaries	4,083,027	421,929	4,196,220	5,770,810	1,574,590	73
180-2301-712.01-04	Overtime Wages	282,928	21,306	179,246	210,000	30,754	85
180-2301-712.01-05	Reimbursement / Overtime	8,263	704	5,464	10,000	4,536	55
180-2301-712.01-06	FLSA Overtime Wages	45,571	4,103	37,528	58,000	20,472	65
180-2301-712.01-10	Health Insurance	837,905	88,009	804,060	1,110,680	306,620	72
180-2301-712.01-11	Fringes	998,784	110,529	1,058,556	1,442,930	384,374	73
180-2301-712.01-15	Schools/Seminars/Training	10,091	180	12,042	24,700	12,658	49
180-2301-712.01-16	Test/Certification for Eq	8,397	0	8,831	17,050	8,219	52
180-2301-712.01-17	Clothing Allowance	33,966	0	32,075	36,720	4,645	87
180-2301-712.01-18	License Renewal	0	5	5	600	595	1
180-2301-712.01-25	Employee School Reimb	1,320	0	194	0	194	0
180-2301-712.01-28	Employee Recognition Awards	536	0	1,200	630	570	190
180-2301-712.02-02	Outside Printing	271	0	32	1,000	968	3
180-2301-712.02-03	Postage	461	65	350	900	550	39
180-2301-712.02-04	Conferences & Meetings	942	104	513	2,100	1,587	24
180-2301-712.02-06	Advertising & Publication	0	0	0	200	200	0
180-2301-712.02-07	Dues & Memberships	730	0	460	1,000	540	46
180-2301-712.02-09	Maintenance of PPE/SCBA	4,035	447	7,032	4,500	2,532	156

180-2301-712.02-10	Maint of Computer Hardware	0	0	0	1,210	1,210	0
180-2301-712.02-11	Maint of Other Equipment	3,042	12	21	4,100	4,079	1
180-2301-712.02-13	Maint of Motor Vehicles	120,515	4,864	53,482	85,000	31,518	63
180-2301-712.02-14	Maint of Buildings	1,470	85	5,968	12,000	6,032	50
180-2301-712.02-15	Maint of Radio Equipment	6,386	0	6,005	6,700	695	90

PREPARED 10/18/23, 09:48:00
 PROGRAM 6801L
 REPORT NAME BS-FIRE

NEENAH MENASHA FIRE-RESOLVE
 MONTH-END DEPARTMENT BUDGET REPORT
 9/30/23 75% OF YEAR ELAPSED

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2022 Y-T-D ACTUAL	CURRENT MONTH EXPEND	2023 Y-T-D ACTUAL	2023 ADJUSTED BUDGET	2023 REMAINING BALANCE	BUD % USED
180-2301-712.02-16	Maint of Operating Equip	226	14	3,003	4,000	997	75
180-2301-712.02-18	Maint of Software	31,057	0	31,172	54,810	23,638	57
180-2301-712.02-21	Telephone	793	166	1,327	4,200	2,873	32
180-2301-712.02-22	Electricity	35,400	4,022	35,726	50,000	14,274	71
180-2301-712.02-23	Natural Gas	20,772	268	14,876	25,000	10,124	60
180-2301-712.02-24	Water & Sewer	6,401	190	6,634	12,600	5,966	53
180-2301-712.02-26	Stormwater	1,815	76	1,815	3,650	1,835	50
180-2301-712.02-27	Cellular Telephone	7,133	160	9,298	14,220	4,922	65
180-2301-712.02-32	Auditing Services	2,250	0	2,300	2,320	20	99
180-2301-712.02-36	Outside Services	10,726	1,133	9,469	13,800	4,331	69
180-2301-712.02-37	Pest Control	67	0	22	600	578	4
180-2301-712.02-38	Professional Services	10,913	0	6,956	22,000	15,044	32
180-2301-712.02-41	Tree Planting & Landscape	91	106	316	1,000	684	32
180-2301-712.02-42	Permits	0	0	0	0	0	0
180-2301-712.02-46	Liability Insurance	41,541	0	37,751	43,620	5,869	87
180-2301-712.02-47	Aut of Physical Damage Ins	17,153	0	20,075	18,700	1,375	107
180-2301-712.02-50	Maint of Training Tower	92	0	2,123	6,650	8,773	32
180-2301-712.02-52	Rental of Equipment	230	40	377	700	323	54

180-2301-712.02-54	Printer / Copies	1,969	644	1,880	2,720	840	69
180-2301-712.02-55	Neenah Qty I/S Services	96,075	11,092	99,825	133,100	33,275	75
180-2301-712.02-56	Neenah Qty Finance Ser.	19,875	2,313	20,813	27,750	6,937	75
180-2301-712.02-57	Neenah Qty HR Services	48,750	5,833	52,500	70,000	17,500	75
180-2301-712.02-58	G S Services/Internal	8,985	1,103	9,930	13,240	3,310	75

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 PROGRAM 6601L
 REPORT NAME BS-FIRE

NEENAH MENASHA FIRE-RESOLVE
 MONTH-END DEPARTMENT BUDGET REPORT
 9/30/23 75% OF YEAR ELAPSED

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2022 Y-T-D ACTUAL	CURRENT MONTH EXPEND	2023 Y-T-D ACTUAL	2023 ADJUSTED BUDGET	2023 REMAINING BALANCE	BLD % USED
180-2301-712.02-62	Public Relations/Services	930	1,331	2,613	8,000	5,387	33
180-2301-712.02-93	Maint of Mtr or Veh/Fleet	0	0	0	0	0	0
180-2301-712.02-94	Oil and Fluids/Fleet	0	0	0	0	0	0
180-2301-712.02-96	Maint of Equipment/Fleet	0	0	0	0	0	0
180-2301-712.03-01	Office Supplies	638	47	1,256	1,700	444	74
180-2301-712.03-06	Cleaning/Janitor Supplies	7,117	1,256	8,676	17,500	8,824	50
180-2301-712.03-08	Books and Periodicals	402	0	261	3,620	3,359	7
180-2301-712.03-10	Gasoline & Oil	31,264	3,274	35,667	35,000	667-	102
180-2301-712.03-19	Safety Supplies	3,055	64	578	6,700	6,122	9
180-2301-712.03-20	Small Tools	93	0	279	3,000	2,721	9
180-2301-712.03-25	Consumable supplies	2,498	273	3,136	2,000	1,136-	157
180-2301-712.03-26	Photography Supplies	292	0	272	500	228	54
180-2301-712.03-33	All Other Supplies	1,454	277	1,608	3,800	2,192	42
180-2301-712.03-44	Small Equipment	7,794	206	2,774	14,000	11,226	20
180-2301-712.03-47	Small Computer Hardware	209	45	544	1,000	456	54
180-2301-712.03-48	Protective Equipment	30,962	0	38,835	65,000	26,165	60
180-2301-712.03-50	Training Supplies	2,064	0	152	5,000	4,848	3
180-2301-712.07-23	Fire Property Damage	0	0	66,924	0	66,924-	0
180-2301-712.08-00	Mayor's Executive Adj	0	0	0	0	0	0

180-2301-712. 81-08 Office Furniture & Equip	0	0	40	4,000	3,960	1
180-2301-712. 81-13 Communication Equip	3,137	272	2,177	11,950	9,773	18
180-2301-712. 81-14 Computer Software Outlay	150	0	0	1,000	1,000	0
180-2301-712. 81-15 Computer Hardware Outlay	2,014	0	7,085	10,780	3,695	66
180-2301-712. 81-33 All Other Equipment	1,427	0	3,845	25,000	21,155	15

PREPARED 10/18/23, 09:48:00
 PROGRAM GM601L
 REPORT NAME BS FIRE

NEENAH MEASHA FIRE-RESOLVE
 MONTH-END DEPARTMENT BUDGET REPORT
 9/30/23 75% OF YEAR ELAPSED

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2022 Y-T-D ACTUAL	CURRENT MONTH EXPEND	2023 Y-T-D ACTUAL	2023 ADJUSTED BUDGET	2023 REMAINING BALANCE	BUD % USED
180-2301-712.81-49	Household Purchases	6,325	624	8,262	15,000	6,738	55
*	Fire	6,896,256	685,763	6,947,280	9,540,060	2,592,780	73

PREPARED 10/18/23, 09:48:00
 PROGRAM 0601L
 REPORT NAME BS-FIRE

NEENAH MENASHA FIRE-RESCUE
 MONTH-END DEPARTMENT BUDGET REPORT
 9/30/23 75% OF YEAR ELAPSED

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2022 Y-T-D ACTUAL	CURRENT MONTH EXPEND	2023 Y-T-D ACTUAL	2023 ADJUSTED BUDGET	2023 REMAINING BALANCE	BUD % USED
180-2314-712-01-04	Reg Spec Oper Resp Team Overtime Wages	5,500	8,616	11,618	28,000	16,382	41
180-2314-712-01-05	Reimbursement / Overtime	963	0	2,530	22,000	19,470	12
180-2314-712-01-11	Fringes	0	0	0	6,490	6,490	0
180-2314-712-01-15	School s/ Seminars/ Training	0	0	412	0	412	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	0	0	0	7,500	7,500	0
180-2314-712-03-50	Training Supplies	0	0	0	500	500	0
180-2314-712-81-33	All Other Equipment	258	0	3,159	1,400	1,759	226
* Reg Spec Oper Resp Team		4,796	8,616	12,659	23,290	10,631	54

PREPARED 10/18/23, 09:48:00
 PROGRAM GM601L
 REPORT NAME BS-FIRE

NEENAH MENASHA FIRE-RESOLVE
 MONTH-END DEPARTMENT BUDGET REPORT
 9/30/23 75% OF YEAR ELAPSED

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2022 Y-T-D ACTUAL	CURRENT MONTH EXPEND	2023 Y-T-D ACTUAL	2023 ADJUSTED BUDGET	2023 REMAINING BALANCE	BUD % USED
180-2320-712.02-03	Joint Fire Commission Postage	0	0	0	0	0	0
180-2320-712.02-06	Advertising & Publication	500	0	500	500	0	100
180-2320-712.02-36	Outside Services	2,588	0	2,545	4,500	1,955	57
180-2320-712.02-61	Misc Expenditures	113	125	125	2,200	2,075	6
* Joint Fire Commission		3,201	125	3,170	7,200	4,030	44

PREPARED 10/18/23, 09:48:00
 PROGRAM GM601L
 REPORT NAME BS-FIRE

NEENAH MANASHA FIRE-RESCUE
 MONTH-END DEPARTMENT BUDGET REPORT
 9/30/23 75% OF YEAR ELAPSED

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2022 Y-T-D ACTUAL	CURRENT MONTH EXPEND	2023 Y-T-D ACTUAL	2023 ADJUSTED BUDGET	2023 REMAINING BALANCE	BUD % USED
180-2326-712.01-01	Special Reserves & Escrow Salaries	0	0	0	0	0	0
180-2326-712.01-10	Health Insurance	0	0	0	0	0	0
180-2326-712.01-11	Fringes	0	0	0	0	0	0

*	Special Reserves & Escrow	0	0	0	0	0	0
**	Fire Department	6,904,254	694,504	6,963,108	9,570,550	2,607,442	73
***	Neenah Manasha Fire	6,904,254	694,504	6,963,108	9,570,550	2,607,442	73



Memorandum

TO: NMFR Joint Finance & Personnel Committee
FROM: Chief Kevin Kloehn
DATE: October 18, 2023
RE: 2024 Budget Proposal

Attached is the 2024 budget proposal for our department. Both Mayor's have reviewed this, and the following changes have been made by them to our operating budget:

- Overtime: Reduced by OT \$25,000 and Fringes by \$6,250
- Health Insurance: Reduced by \$17,500 (reduced premiums on City health insurance)
- Planned Retirements: Reduced Salaries by \$50,000 and Fringes by \$12,500

Total Reductions: \$111,250

Per our merger agreement, a recommendation to both Common Councils is needed for our 2024 budget. If you have any questions, please call me at 886-6201.

Thank you!

KK/te

Enclosure

ACCOUNT	ACCOUNT DESCRIPTION	2022 ACTUAL	2023 BUDGET	2023 Y-T-D 9 MONTHS	2023 DEPARTMENT ESTIMATE	2024 DEPT REQUEST	2024 MAYOR'S RECOMMENDED	REQUEST % CHANGE
Fire Department								
Fire								
2301-712-0101	Salaries	5,628,289	5,770,810	4,196,220	5,776,740	5,941,620	5,891,620	2.09
2301-712-0104	Overtime Wages	351,990	210,000	179,246	210,000	250,000	225,000	7.14
2301-712-0105	Reimbursement / Overtime	9,117-	10,000-	5,464-	10,000-	10,000-	10,000-	.00
2301-712-0106	FLSA Overtime Wages	61,950	58,000	37,528	58,000	58,000	58,000	.00
2301-712-0110	Health Insurance	1,122,316	1,110,680	804,060	1,074,270	1,141,900	1,124,400	1.24
2301-712-0111	Fringes	1,368,421	1,442,930	1,058,556	1,444,090	1,609,210	1,590,460	10.22
2301-712-0115	Schools/Seminars/Training	12,999	24,700	12,042	24,700	26,800	26,800	8.50
2301-712-0116	Test/Certification for Eq	15,820	17,050	8,831	17,050	17,050	17,050	.00
2301-712-0117	Clothing Allowance	35,418	36,720	32,075	36,720	40,000	40,000	8.93
2301-712-0118	License Renewal	0	600	5	10	2,100	2,100	250.00
2301-712-0125	Employee School Reimb	1,394	0	194	300	400	400	.00
2301-712-0128	Empl Recognition Awards	765	630	1,200	1,200	1,200	1,200	90.48
* Personal Services								
2301-712-0202	Outside Printing	8,590,245	8,662,120	6,324,492	8,633,080	9,078,280	8,967,030	3.52
2301-712-0203	Postage	271	1,000	32	1,000	1,000	1,000	.00
2301-712-0204	Conferences & Meetings	574	900	350	900	1,000	1,000	11.11
2301-712-0206	Advertising & Publication	1,244	2,100	513	520	0	0	100.00-
2301-712-0207	Dues & Memberships	0	200	0	0	200	200	.00
2301-712-0209	Maintenance of PPE/SCBA	1,434	1,000	460	600	1,600	1,600	60.00
2301-712-0210	Maint of Computer Hardware	4,622	4,500	7,032	7,040	9,500	9,500	111.11
2301-712-0211	Maint of Other Equipment	0	1,210	0	0	1,210	1,210	.00
2301-712-0213	Maint of Motor Vehicles	146,455	85,000	53,482	85,000	125,000	125,000	47.06
2301-712-0214	Maint of Buildings	3,331	12,000	5,968	12,000	14,000	14,000	16.67
2301-712-0215	Maint of Radio Equipment	6,386	6,700	6,005	6,010	1,000	1,000	85.07-
2301-712-0216	Maint of Operating Equip	379	4,000	3,003	3,010	4,000	4,000	.00
2301-712-0218	Maint of Software	33,065	54,810	31,172	54,810	55,000	55,000	.35
2301-712-0221	Telephone	1,127	4,200	1,327	4,200	4,200	4,200	.00
2301-712-0222	Electricity	54,812	50,000	35,726	50,000	51,250	51,250	2.50
2301-712-0223	Natural Gas	32,113	25,000	14,876	25,000	25,730	25,730	2.92
2301-712-0224	Water & Sewer	11,237	12,600	6,634	12,600	12,600	12,600	.00
2301-712-0226	Storm Water	3,186	3,650	1,815	3,650	3,440	3,440	5.75-
2301-712-0227	Cellular Telephone	10,771	14,220	9,298	14,220	15,660	15,660	10.13
2301-712-0232	Auditing Services	2,250	2,320	2,300	2,300	2,420	2,420	4.31
2301-712-0236	Outside Services	14,795	13,800	9,469	13,800	14,030	14,030	1.67
2301-712-0237	Pest Control	132	600	22	100	600	600	.00
2301-712-0238	Professional Services	20,147	22,000	6,956	22,000	35,000	35,000	59.09
2301-712-0241	Tree Planting & Landscape	91	1,000	316	500	1,000	1,000	.00
2301-712-0242	Permits	0	0	0	0	0	0	.00
2301-712-0246	Liability Insurance	41,541	43,620	37,751	37,760	47,100	47,100	7.98
2301-712-0247	Auto/Physical Damage Ins	17,153	18,700	20,075	20,080	20,190	20,190	7.97
2301-712-0250	Maint of Training Tower	92	6,650	2,123-	6,650	7,500	7,500	12.78
2301-712-0252	Rental of Equipment	346	700	377	700	800	800	14.29
2301-712-0254	Printer / Copies	2,601	2,720	1,880	2,720	2,720	2,720	.00
2301-712-0255	Neenah City I/S Services	128,100	133,100	99,825	133,100	118,500	118,500	10.97-

ACCOUNT	ACCOUNT DESCRIPTION	2022	2023	2023	2023	2024	2024	2024	REQUEST
		ACTUAL	BUDGET	Y-T-D	DEPARTMENT	DEPT	MAYOR'S	RECOMMENDED	%
				9 MONTHS	ESTIMATE	REQUEST	RECOMMENDED		CHANGE
2301-712-0256	Neenah City Finance Ser.	26,500	27,750	20,813	27,750	28,750	28,750	3.60	
2301-712-0257	Neenah City H/R Services	65,000	70,000	52,500	70,000	72,450	72,450	3.50	
2301-712-0258	GIS Services/Internal	11,980	13,240	9,930	13,240	13,900	13,900	4.98	
2301-712-0262	Public Relations/Services	7,216	8,000	2,613	8,000	15,000	15,000	87.50	
2301-712-0293	Maint of Motor Veh/Fleet	0	0	0	0	0	0	.00	
2301-712-0294	Oil and Fluids/Fleet	0	0	0	0	0	0	.00	
2301-712-0296	Maint of Equipment/Fleet	0	0	0	0	0	0	.00	
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*	Contractual Services	653,150	651,390	440,420	640,260	710,450	710,450	9.07	
2301-712-0301	Office Supplies	1,224	1,700	1,256	1,700	1,700	1,700	.00	
2301-712-0306	Cleaning/Janitor Supplies	11,306	17,500	8,676	17,500	18,030	18,030	3.03	
2301-712-0308	Books and Periodicals	2,813	3,620	261	500	3,110	3,110	14.09-	
2301-712-0310	Gasoline & Oil	47,630	35,000	35,667	35,670	36,050	36,050	3.00	
2301-712-0319	Safety Supplies	5,241	6,700	578	900	6,700	6,700	.00	
2301-712-0320	Small Tools	3,289	3,000	279	3,000	3,150	3,150	5.00	
2301-712-0325	Consumable supplies	3,015	2,000	3,136	3,140	3,300	3,300	65.00	
2301-712-0326	Photography Supplies	292	500	272	280	1,000	1,000	100.00	
2301-712-0333	All Other Supplies	2,344	3,800	1,608	3,000	3,800	3,800	.00	
2301-712-0344	Small Equipment	9,783	14,000	2,774	14,000	15,000	15,000	7.14	
2301-712-0347	Small Computer Hardware	371	1,000	544	550	1,000	1,000	.00	
2301-712-0348	Per Protective Equipment	26,084	65,000	38,835	65,000	72,000	72,000	10.77	
2301-712-0350	Training Supplies	6,635	5,000	152	5,000	5,000	5,000	.00	
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*	Supplies & Materials	120,027	158,820	94,036	150,240	169,840	169,840	6.94	
2301-712-0723	Fire Property Damage	0	0	66,924	66,930	0	0	.00	
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*	Property Damage	0	0	66,924	66,930	0	0	.00	
2301-712-8108	Office Furniture & Equip	2,665	4,000	40	4,000	5,000	5,000	25.00	
2301-712-8113	Communication Equipment	4,519	11,950	2,177	11,950	11,950	11,950	.00	
2301-712-8114	Computer Software Outlay	150	1,000	0	0	1,000	1,000	.00	
2301-712-8115	Computer Hardware Outlay	3,216	10,780	7,085	7,090	10,780	10,780	.00	
2301-712-8133	All Other Equipment	18,688	25,000	3,845	25,000	30,000	30,000	20.00	
2301-712-8149	Household Purchases	9,737	15,000	8,262	15,000	18,000	18,000	20.00	
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*	Capital Outlay	38,975	67,730	21,409	63,040	76,730	76,730	13.29	
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**	Fire	9,402,397	9,540,060	6,947,280	9,553,550	10,035,300	9,924,050	4.03	

ACCOUNT	ACCOUNT DESCRIPTION	2022 ACTUAL	2023 BUDGET	2023 Y-T-D 9 MONTHS	2023 DEPARTMENT ESTIMATE	2024 DEPT REQUEST	2024 MAYOR'S RECOMMENDED	REQUEST % CHANGE
Joint Fire Commission								
2320-712-0203	Postage	0	0	0	0	0	0	.00
2320-712-0206	Advertising & Publication	1,500	500	500	500	1,500	1,500	200.00
2320-712-0236	Outside Services	2,588	4,500	2,545	3,000	3,100	3,100	31.11-
2320-712-0261	Misc Expenditures	546	2,200	125	200	2,200	2,200	.00
*	Contractual Services	4,634	7,200	3,170	3,700	6,800	6,800	5.56-
**	Joint Fire Commission	4,634	7,200	3,170	3,700	6,800	6,800	5.56-

ACCOUNT	ACCOUNT DESCRIPTION	2022	2023	2023	2023	2024	2024	2024
		ACTUAL	BUDGET	Y-T-D	DEPARTMENT ESTIMATE	DEPT REQUEST	MAYOR'S RECOMMENDED	REQUEST % CHANGE
	Special Reserves & Escrow							
2326-712-0101	Salaries	0	0	0	0	4,560	4,560	.00
2326-712-0110	Health Insurance	0	0	0	0	0	0	.00
2326-712-0111	Fringes	0	0	0	0	1,000	1,000	.00
*	Personal Services	0	0	0	0	5,560	5,560	.00
**	Special Reserves & Escrow	0	0	0	0	5,560	5,560	.00
***	Fire Department	9,410,883	9,570,550	6,963,108	9,573,320	10,071,420	9,960,170	4.07
		9,410,883	9,570,550	6,963,108	9,573,320	10,071,420	9,960,170	4.07

CITY OF NEENAH
2024 - 2027 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<u>2024 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 \$40,000. City of Neenah responsible for fixed percentage as agreed to in the Consolidation Agreement. 2023 cost distribution formula (.6034%) is used for budgeting purposes.	\$24,136		
Total <u>2024 Fire Department</u>	<u>\$24,136</u>	<u>\$0</u>	

CITY OF NEENAH
2024 - 2027 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<u>2025 EQUIPMENT</u>			
<u>Fire Department</u>			
Major equipment such as new thermal imaging cameras, mobile data computers, hazmat meter monitors, automatic external defibrillator, extractors, radios, etc. Total projected cost \$40,000. City of Neenah responsible for fixed percentage as agreed to in the Consolidation Agreement. 2023 cost distribution formula (.6034%) is used for budgeting purposes.	\$24,136		
1 New rescue/engine 32 PAYMENT to replace a 2005 Pierce Quantum reserve engine and extrication tools. Total projected cost for the new engine and necessary equipment is \$800,000. The 2008 Pierce Velocity E32 would be moved to reserve status. City of Neenah responsible for fixed percentage as agreed to in the Consolidation Agreement. 2022 cost distribution formula (.6034%) is used for budgeting purposes.	\$482,720		
3 Purchase of Medium Duty Chassis and rescue body rescue to replace 2005 C4500 special service 31. Total project cost is \$300,000 for equipment and lettering. City of Neenah is responsible for fixed percentage as agreed to in the Consolidation Agreement. 2023 cost distribution formula (.6034%) is used for budgeting purposes.	\$181,020		
Purchase of a Medium Duty rescue to replace ambulance special service 32. Total project cost is \$300,000 for equipment and lettering. City of Neenah is responsible for fixed percentage as agreed to in the Consolidation Agreement. 2023 cost distribution formula (.6034%) is used for budgeting purposes.	\$181,020		

CITY OF NEENAH
2024 - 2027 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
4 Mobile hoist. Hoist is needed to work on fire apparatus and staff vehicles. At this time, we have an unsafe method of trying to work on vehicles and at times have to send trucks to outside vendors for repairs when we could do these in-house. We have a used hoist that was given to us by Menasha DPW when they received a new one. However, this will not hold the weight of the trucks. Total project cost is \$80,000. City of Neenah is responsible for fixed percentage as agreed to in the Consolidation Agreement. 2023 cost distribution formula (.6034%) is used for budgeting purposes.	\$48,272		
Purchase of (2) light duty vehicles to replace F200-400 used PD vehicles. Total project cost is \$125,000 for equipment and lettering. City of Neenah is responsible for fixed percentage as agreed to in the Consolidation Agreement. 2023 cost distribution formula (.6034%) is used for budgeting purposes.	\$75,425		
Total <u>2025 Fire Department</u>	<u>\$992,593</u>	<u>\$0</u>	

CITY OF NEENAH
2024 - 2027 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<u>2026 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 \$40,000. City of Neenah responsible for fixed percentage as agreed to in the Consolidation Agreement. 2023 cost distribution formula (.6034%) is used for budgeting purposes.	\$24,136		
Personal Protective equipment above standard budgeted replacement equipment. Complete back-up sets and update a large volume of users with expiring 10 year old gear. Total projected cost \$350,000. City of Neenah responsible for fixed percentage as agreed to in the Consolidation Agreement. 2023 cost distribution formula (.6034%) is used for budgeting purposes.	\$211,190		
<u>Total 2026 Fire Department</u>	<u>\$235,326</u>	<u>\$0</u>	
<u>2027 EQUIPMENT</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 \$40,000. City of Neenah responsible for fixed percentage as agreed to in the Consolidation Agreement. 2023 cost distribution formula (.6034%) is used for budgeting purposes.	\$24,136		
2. New 100' Aerial to replace a 2013 Pierce Quint & associated tools. Total projected cost for the new aerial and necessary equipment is \$1,750,000. The 2013 would be sold. City of Neenah responsible for fixed percentage as agreed to in the Consolidation Agreement. 2023 cost distribution formula (.6034%) is used for budgeting purposes.	\$ 1,055,950		
<u>Total 2027 Fire Department</u>	<u>\$1,080,086</u>	<u>\$0</u>	



Memorandum

TO: NMFR Joint Finance & Personnel Committee

FROM: Deputy Chief Shane Krueger

DATE: October 18, 2023

RE: Engine 32 Repair

Engine 32 was recently taken out of service and is in the process of having a new transmission installed. The anticipated cost is estimated to be over \$14,000. Engine 32 has undergone over \$20,000 in repairs in 2023 alone. This replacement engine is currently on order for 2025. Due to the continuous cost of operation, we are currently reviewing cost of changes to move Engine 32 to a station with reduced call volume and travel distance as Engine 32 currently has the largest territory and most calls for service.

The \$85,000 operational budget for 2023 will have less than \$10,000 remaining allotted after this repair.

If you have any questions, please call me at 920-886-6202.

SK/te

