



Neenah-Menasha Fire Rescue

AGENDA

Neenah-Menasha Fire Rescue Joint Finance & Personnel Committee

April 25, 2023 – 5:30 p.m.
City of Menasha – Room #132

- I. Attendance
- II. Public Forum
- III. Election of Chair – City of Menasha member
- IV. Election of Vice Chair – City of Neenah member
- V. Approval of Minutes:
 - a. March 28, 2023 (attached)
- VI. Review of Calls (attached)
 - a. March 2023
 - b. March 2022 comparison
- VII. Review of ISO Audit
- VIII. Review of Engine 32 repair (attached)

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NMFR Joint Finance & Personnel Committee Meeting Minutes
March 28, 2023 – 5:30 p.m.
City of Neenah – Hauser Room

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

Excused: Ald. Eisenach

Also Present: Chief Kloehn, DC Krueger, Director Rasmussen, and MA Ellis

Ald. Borchardt called the meeting to order at 5:35 p.m.

Public Forum: No members of the public were present.

Minutes: The Committee reviewed the January 24, 2023 meeting minutes. **MSC Boyette/ Grade to approve the January 24, 2023, meeting minutes, all voting aye.**

Review of Calls: The Committee reviewed the February 2023 calls and the comparison of the previous year. **MSC Stevenson/Boyette to approve the February 2023 call report and place on file, all voting aye.**

2022 Final Budget Review: The Committee reviewed the 2022 final budget report. Chief Kloehn noted the overages are attributed to overtime, health insurance and vehicle repairs. In 2022, our overtime was mainly due to three long term FMLA's. Ald. Sevenich asked if both Finance Directors spoke about the overage. Director Rasmussen said both Finance Directors did speak and there is an upcoming meeting to discuss this and develop a plan for the future. There were some overages in 2020, 2021 and now 2022. There's a total overage of \$460,000 the auditors will be finalizing a report for this. She said Neenah is looking at possibility using ARPA funds to cover this. They are also looking at what the root cause may be for this. Ald. Boyette asked why the budget wasn't reconciled for the past three years. Chief Kloehn said he didn't know there was a deficit until this was brought forth to him prior to the meeting. He knew we were over in 2022 but didn't know it was up to \$460,000 cumulative total. He has never been told after audit how the budget was reconciled by both Cities regardless of an overage or a surplus of funds. Director Rasmussen said after the audits are done, she will be given each department head a final budget that shows the audit and final numbers. Ald. Sevenich asked if they know how Menasha was going to pay for it. Chief Kloehn said Director Sassman and Mayor Merkes were looking at this and he's not aware of a final decision. Ald. Borchardt asked Director Rasmussen to trace this back and find out where overages were, why it wasn't reconciled, etc. It was noted, at this time Neenah is holding Menasha's loss as it hasn't ben reconciled. Ald. Stevenson said when there is a surplus in the past there was a resolution to return the monies back to each City and asked if this can be checked on. Ald. Grade said it's important for the committee to continue to go over the budget reports to continue to watch the budget. **MSC Boyette/Grade to approve the 2022 budget report and place on file, all voting aye.**

February 2023 Budget: The Committee reviewed the February 2023 budget. **MSC Stevenson/Boyette to accept the February 2023 budget report and place on file, all voting aye.**

Hiring for Future Positions: Chief Kloehn discussed what's happening with other departments all hiring at the same time and our hiring list is currently wiped out as candidates have gone to other departments. He noted he will be working with Human Resources and Finance to see how we can obtain people, when we can make offers to people and keep them to prevent them going to other departments.

MSC Sevenich/Boyette to adjourn at 6:15 p.m., all voting aye.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Tara A. Ellis".

Tara Ellis
Management Assistant



Neenah-Menasha Fire Rescue

Breakdown by Incident Type

Report Period: 03/01/23 - 03/31/23 23:59:59

Incident Type	Incidents	Exposures
311 Medical assist, assist EMS crew	168	0
622 No incident found on arrival at dispatch address	10	0
700 False alarm or false call, other	7	0
651 Smoke scare, odor of smoke	6	0
320 Emergency medical service incident, other	4	0
611 Dispatched & canceled en route	4	0
111 Building fire	4	0
300 Rescue, EMS incident, other	4	0
531 Smoke or odor removal	4	0
131 Passenger vehicle fire	3	0
322 Motor vehicle accident with injuries	3	0
511 Lock-out	3	0
745 Alarm system activation, no fire - unintentional	3	0
746 Carbon monoxide detector activation, no CO	2	0
743 Smoke detector activation, no fire - unintentional	2	0
321 EMS call, excluding vehicle accident with injury	2	0
550 Public service assistance, other	2	0
411 Gasoline or other flammable liquid spill	2	0
412 Gas leak (natural gas or LPG)	2	0
424 Carbon monoxide incident	2	0
444 Power line down	1	0
551 Assist police or other governmental agency	1	0
553 Public service	1	0
561 Unauthorized burning	1	0

Incident Type	Incidents	Exposures
571 Cover assignment, standby, moveup	1	0
342 Search for person in water	1	0
352 Extrication of victim(s) from vehicle	1	0
360 Water & ice-related rescue, other	1	0
114 Chimney or flue fire, confined to chimney or flue	1	0
116 Fuel burner/boiler malfunction, fire confined	1	0
714 Central station, malicious false alarm	1	0
734 Heat detector activation due to malfunction	1	0
735 Alarm system sounded due to malfunction	1	0
741 Sprinkler activation, no fire - unintentional	1	0
911 Citizen complaint	1	0
652 Steam, vapor, fog or dust thought to be smoke	1	0

	Incidents	Exposures
Total	253	0



Neenah-Menasha Fire Rescue

Breakdown by Incident Type

Report Period: 03/01/22 - 03/31/22

Incident Type	Incidents	Exposures
311 Medical assist, assist EMS crew	168	0
745 Alarm system activation, no fire - unintentional	11	0
531 Smoke or odor removal	8	0
700 False alarm or false call, other	5	0
744 Detector activation, no fire - unintentional	5	0
740 Unintentional transmission of alarm, other	5	0
733 Smoke detector activation due to malfunction	3	0
746 Carbon monoxide detector activation, no CO	3	0
551 Assist police or other governmental agency	3	0
111 Building fire	3	0
300 Rescue, EMS incident, other	2	0
445 Arcing, shorted electrical equipment	2	0
500 Service Call, other	2	0
322 Motor vehicle accident with injuries	2	0
730 System malfunction, other	2	0
611 Dispatched & canceled en route	2	0
622 No incident found on arrival at dispatch address	2	0
736 CO detector activation due to malfunction	2	0
735 Alarm system sounded due to malfunction	1	0
741 Sprinkler activation, no fire - unintentional	1	0
743 Smoke detector activation, no fire - unintentional	1	0
650 Steam, other gas mistaken for smoke, other	1	0
561 Unauthorized burning	1	0
571 Cover assignment, standby, moveup	1	0

Incident Type	Incidents	Exposures
542 Animal rescue	1	0
353 Removal of victim(s) from stalled elevator	1	0
360 Water & ice-related rescue, other	1	0
410 Combustible/flammable gas/liquid condition, other	1	0
412 Gas leak (natural gas or LPG)	1	0
441 Heat from short circuit (wiring), defective/worn	1	0
442 Overheated motor	1	0
511 Lock-out	1	0
521 Water evacuation	1	0
000 None	1	0
130 Mobile property (vehicle) fire, other	1	0

	Incidents	Exposures
Total	247	0



Memorandum

TO: NMFR Joint Finance & Personnel Committee

FROM: Deputy Chief Shane Krueger

DATE: April 17, 2023

RE: Engine 32 Repair

Engine 32 was taken out of service for a significant coolant leak at the radiator. The vehicle had to be outsourced due to Station 35 not having a hoist required to lower the radiator out of the vehicle. Quality Truck indicated the cost to repair this will be around \$7,000 (estimate includes labor).

After this repair is made, we will have \$69,000 remaining in our budget.

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

SK/te

