



Neenah-Menasha Fire Rescue

AGENDA

**Neenah-Menasha Fire Rescue Joint Finance & Personnel Committee
November 22, 2022 – 5:30 p.m.
City of Neenah – Hauser Room**

- I. Attendance
- II. Public Forum
- III. Approval of Minutes:
 - a. October 25, 2022 (attached)
- IV. Review of October 2022 calls (attached)
 - a. October 2022
 - b. Year to Date
- V. Budget Report (attached)
 - a. October 2022
- VI. Consideration and Action of hiring three firefighters in 2023 (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) 886-6106** at least 48 hours prior to the scheduled meeting or event to request an accommodation.

NMFR Joint Finance & Personnel Committee Meeting Minutes

October 25, 2022 – 5:30 p.m.

City of Menasha – Room #132

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

Excused: Ald. Boyette

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

Public: No members of the public were present.

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

Minutes: The committee reviewed the meeting minutes from September 27, 2022. **MSC Stevenson/Sevenich to approve the September 27, 2022 meeting minutes and place on file, all voting aye.**

September Activity Report: The Committee reviewed the September 2022 activity report. Ald. Sevenich asked how our response would be if there is a large incident out of our area. Chief Kloehn reviewed how the MABAS system works within our County and others. **MSC Stevenson/Grade to approve the September 2022 activity reports and place on file, all voting aye.**


Contract for 2024 Impel from Pierce Manufacturing: The Committee reviewed the information for the request to order a 2024 engine from Pierce Manufacturing. DC Krueger explained Engine 32 is set to be replaced in 2024 and is in the current CIP budget. However, due to the lead times we are no longer able to order a vehicle and receive it in the same year. They are now at 36 months build. This vehicle would be the same as the one we have on order with replacing Engine 31. The goal is to make all our engines the same. This new truck would be a smaller engine than the one we are replacing. The lead time starts once the order is placed. The request is to place this order before the price increase happens on 11/1/22 as this secures the price. Ald. Grade asked about the price. The price of the truck is \$804,000 but the price is \$875,000 as we will have to purchase new extrication tools and other things that we cannot transfer to the new vehicle. Ald. Stevenson asked why it's not in the Pierce quote. DC Krueger explained that it's cheaper to buy the tools directly from the vendor and we can mount them versus the vendor. Ald. Stevenson asked if we sought out other manufacturers for quotes. DC Krueger said he reached out to Seagrave and they have a quicker build time but their price increase will be 20%. He felt it wasn't worth the \$50,000 gamble to seek out other prices if in the end we are going to stay with Pierce. The Committee felt comfortable with this.

Ald. Borchardt asked when we would receive this new vehicle and when is the next vehicle scheduled for replacement. DC Krueger thought it would be about a 3 year break before the next one is ordered. Ald. Borchardt asked that we look at other vendors to see if we can get better track records on things for maintenance. DC Krueger said part of our issue is we waited too long to replace our current vehicles. Our current back-up vehicle is a 1997. We are going to keep the old Engine to have two vehicles in reserve. He did note that if there is one company in the fire industry that revolves around service it is Pierce. They have a good model on their service. Chief Kloehn said DC Krueger is also working with Red Power Diesel to help us spec the trucks to help us pick better things for the truck to help us save repairs in the future as they know what lasts longer. Director Sassman said this is built into our 2024 budget. DC Krueger said Director Easker said if we are not expending the money we could enter into a contract and not have it go to both councils. The Committee felt it was ok to enter into this agreement as the budget funds are in the budget and it would save us 7%. Ald. Stevenson asked if we can talk to Pierce to see if there are any incentives for saving money if pay early on things. **MSC Sevenich/Eisenach to approve the purchase and enter into a contract of one 2024 Impel from Pierce Manufacturing and related equipment for a cost not to exceed \$875,000 prior to 11-1-22 to avoid an expected price increase of 7% (\$50,000)**

and to authorize Finance Directors to review financing options and approve the most advantageous financial option for both Cities, all voting aye.

MSC Stevenson/Sevenich to adjourn at 5:55 p.m., all voting aye.

Respectfully Submitted,

A handwritten signature in black ink that reads "Tara A. Ellis". The signature is written in a cursive, flowing style.

Tara Ellis
Management Assistant

Breakdown by Incident Type

Report Period: 10/01/22 - 10/31/22 23:59:59

Incident Type	Incidents	Exposures
311 Medical assist, assist EMS crew	193	0
700 False alarm or false call, other	23	0
412 Gas leak (natural gas or LPG)	9	0
611 Dispatched & canceled en route	8	0
322 Motor vehicle accident with injuries	6	0
743 Smoke detector activation, no fire - unintentional	5	0
745 Alarm system activation, no fire - unintentional	4	0
651 Smoke scare, odor of smoke	3	0
550 Public service assistance, other	3	0
320 Emergency medical service incident, other	3	0
111 Building fire	3	0
511 Lock-out	3	0
424 Carbon monoxide incident	2	0
113 Cooking fire, confined to container	2	0
522 Water or steam leak	2	0
531 Smoke or odor removal	2	0
561 Unauthorized burning	2	0
746 Carbon monoxide detector activation, no CO	2	0
600 Good intent call, other	1	0
622 No incident found on arrival at dispatch address	1	0
631 Authorized controlled burning	1	0
551 Assist police or other governmental agency	1	0
652 Steam, vapor, fog or dust thought to be smoke	1	0
653 Smoke from barbecue, tar kettle	1	0
744 Detector activation, no fire - unintentional	1	0
710 Malicious, mischievous false call, other	1	0
733 Smoke detector activation due to malfunction	1	0
735 Alarm system sounded due to malfunction	1	0

Breakdown by Incident Type

Report Period: 10/01/21 - 10/31/21

Incident Type	Incidents	Exposures
311 Medical assist, assist EMS crew	193	0
700 False alarm or false call, other	9	0
531 Smoke or odor removal	7	0
412 Gas leak (natural gas or LPG)	6	0
911 Citizen complaint	6	0
746 Carbon monoxide detector activation, no CO	5	0
745 Alarm system activation, no fire - unintentional	4	0
424 Carbon monoxide incident	4	0
111 Building fire	4	0
511 Lock-out	4	0
551 Assist police or other governmental agency	3	0
611 Dispatched & canceled en route	3	0
743 Smoke detector activation, no fire - unintentional	3	0
321 EMS call, excluding vehicle accident with injury	3	0
413 Oil or other combustible liquid spill	3	0
320 Emergency medical service incident, other	2	0
322 Motor vehicle accident with injuries	2	0
131 Passenger vehicle fire	2	0
740 Unintentional transmission of alarm, other	2	0
554 Assist invalid	2	0
561 Unauthorized burning	1	0
600 Good intent call, other	1	0
520 Water problem, other	1	0
550 Public service assistance, other	1	0
744 Detector activation, no fire - unintentional	1	0
715 Local alarm system, malicious false alarm	1	0
733 Smoke detector activation due to malfunction	1	0
734 Heat detector activation due to malfunction	1	0

Breakdown by Incident Type

Report Period: 01/01/22 - 10/31/22

Incident Type	Incidents	Exposures
311 Medical assist, assist EMS crew	1752	0
700 False alarm or false call, other	92	0
745 Alarm system activation, no fire - unintentional	48	0
320 Emergency medical service incident, other	44	0
611 Dispatched & canceled en route	44	0
511 Lock-out	39	0
412 Gas leak (natural gas or LPG)	39	0
531 Smoke or odor removal	37	0
300 Rescue, EMS incident, other	30	0
743 Smoke detector activation, no fire - unintentional	24	0
000 None	24	0
111 Building fire	22	0
561 Unauthorized burning	21	0
733 Smoke detector activation due to malfunction	20	0
746 Carbon monoxide detector activation, no CO	19	0
463 Vehicle accident, general cleanup	18	0
322 Motor vehicle accident with injuries	18	0
551 Assist police or other governmental agency	17	0
651 Smoke scare, odor of smoke	14	0
911 Citizen complaint	14	0
744 Detector activation, no fire - unintentional	13	0
736 CO detector activation due to malfunction	13	0
424 Carbon monoxide incident	12	0
740 Unintentional transmission of alarm, other	12	0
550 Public service assistance, other	11	0
118 Trash or rubbish fire, contained	10	0
444 Power line down	10	0
735 Alarm system sounded due to malfunction	8	0

Incident Type	Incidents	Exposures
352 Extrication of victim(s) from vehicle	2	0
142 Brush or brush-and-grass mixture fire	2	0
731 Sprinkler activation due to malfunction	2	0
461 Building or structure weakened or collapsed	2	0
650 Steam, other gas mistaken for smoke, other	2	0
554 Assist invalid	2	0
715 Local alarm system, malicious false alarm	2	0
711 Municipal alarm system, malicious false alarm	2	0
652 Steam, vapor, fog or dust thought to be smoke	2	0
323 Motor vehicle/pedestrian accident (MV Ped)	2	0
621 Wrong location	2	0
653 Smoke from barbecue, tar kettle	2	0
631 Authorized controlled burning	2	0
122 Fire in motor home, camper, recreational vehicle	1	0
356 High-angle rescue	1	0
350 Extrication, rescue, other	1	0
512 Ring or jewelry removal	1	0
115 Incinerator overload or malfunction, fire confined	1	0
460 Accident, potential accident, other	1	0
200 Overpressure rupture, explosion, overheat other	1	0
671 HazMat release investigation w/no HazMat	1	0
211 Overpressure rupture of steam pipe or pipeline	1	0
900 Special type of incident, other	1	0
231 Chemical reaction rupture of process vessel	1	0
251 Excessive heat, scorch burns with no ignition	1	0
130 Mobile property (vehicle) fire, other	1	0
117 Commercial Compactor fire, confined to rubbish	1	0
400 Hazardous condition, other	1	0
341 Search for person on land	1	0
151 Outside rubbish, trash or waste fire	1	0

Breakdown by Incident Type

Report Period: 01/01/21 - 10/31/21

Incident Type	Incidents	Exposures
311 Medical assist, assist EMS crew	1623	0
531 Smoke or odor removal	65	0
700 False alarm or false call, other	49	0
745 Alarm system activation, no fire - unintentional	49	0
743 Smoke detector activation, no fire - unintentional	40	0
611 Dispatched & canceled en route	36	0
320 Emergency medical service incident, other	32	0
412 Gas leak (natural gas or LPG)	32	0
111 Building fire	27	0
911 Citizen complaint	26	0
746 Carbon monoxide detector activation, no CO	25	0
735 Alarm system sounded due to malfunction	24	0
744 Detector activation, no fire - unintentional	20	0
733 Smoke detector activation due to malfunction	19	0
463 Vehicle accident, general cleanup	17	0
424 Carbon monoxide incident	17	0
511 Lock-out	17	0
322 Motor vehicle accident with injuries	17	0
736 CO detector activation due to malfunction	15	0
553 Public service	15	0
444 Power line down	12	0
551 Assist police or other governmental agency	11	0
321 EMS call, excluding vehicle accident with injury	11	0
411 Gasoline or other flammable liquid spill	10	0
622 No incident found on arrival at dispatch address	10	0
300 Rescue, EMS incident, other	10	0
413 Oil or other combustible liquid spill	9	0
360 Water & ice-related rescue, other	9	0

Incident Type	Incidents	Exposures
221 Overpressure rupture of air or gas pipe/pipeline	2	0
900 Special type of incident, other	2	0
554 Assist invalid	2	0
154 Dumpster or other outside trash receptacle fire	2	0
150 Outside rubbish fire, other	2	0
331 Lock-in (if lock out , use 511)	2	0
741 Sprinkler activation, no fire - unintentional	2	0
362 Ice rescue	2	0
110 Structure fire, other (conversion only)	1	0
732 Extinguishing system activation due to malfunction	1	0
114 Chimney or flue fire, confined to chimney or flue	1	0
715 Local alarm system, malicious false alarm	1	0
130 Mobile property (vehicle) fire, other	1	0
153 Construction or demolition landfill fire	1	0
251 Excessive heat, scorch burns with no ignition	1	0
442 Overheated motor	1	0
381 Rescue or EMS standby	1	0
400 Hazardous condition, other	1	0
742 Extinguishing system activation	1	0
112 Fires in structure other than in a building	1	0
711 Municipal alarm system, malicious false alarm	1	0
323 Motor vehicle/pedestrian accident (MV Ped)	1	0
441 Heat from short circuit (wiring), defective/worn	1	0
200 Overpressure rupture, explosion, overheat other	1	0
350 Extrication, rescue, other	1	0
621 Wrong location	1	0
365 Watercraft rescue	1	0

	Incidents	Exposures
Total	2405	0

PREPARED 11/14/22, 13:06:01
 PROGRAM 6601L
 REPORT NAME BS-FIRE

NEENAH MENASHA FIRE-RESCUE
 MONTH-END DEPARTMENT BUDGET REPORT
 10/31/22 83% OF YEAR ELAPSED

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2021 Y-T-D ACTUAL	CURRENT MONTH EXPEND	2022 Y-T-D ACTUAL	2022 ADJUSTED BUDGET	2022 REMAINING BALANCE	BUD % USED
Fire Department							
Fire							
180-2301-712.01-01	Salaries	4,437,773	413,865	4,496,893	5,633,060	1,136,167	80
180-2301-712.01-04	Overtime Wages	226,192	16,504	299,432	157,300	142,132	190
180-2301-712.01-05	Reimbursement / Overtime	11,121	854	9,117	11,920	2,803	76
180-2301-712.01-06	FLSA Overtime Wages	49,724	3,507	49,078	55,000	5,922	89
180-2301-712.01-10	Health Insurance	897,850	93,810	931,715	1,080,880	149,165	86
180-2301-712.01-11	Fringes	1,008,526	96,740	1,095,524	1,325,940	230,416	83
180-2301-712.01-15	Schools/Seminars/Training	6,673	145	10,235	24,700	14,465	41
180-2301-712.01-16	Test/Certification for Eq	6,706	2,606	11,003	11,600	597	95
180-2301-712.01-17	Out of Home Allowance	36,808	0	33,966	36,720	2,754	93
180-2301-712.01-18	License Renewal	22	0	0	3,000	3,000	0
180-2301-712.01-25	Employee School Reimb	0	0	1,320	0	1,320	0
180-2301-712.01-28	Employee Recognition Awards	400	0	536	710	174	75
180-2301-712.02-02	Outside Printing	560	0	271	930	659	29
180-2301-712.02-03	Postage	390	9	470	740	270	64
180-2301-712.02-04	Conferences & Meetings	1,323	0	942	2,100	1,158	45
180-2301-712.02-06	Advertising & Publications	0	0	0	200	200	0
180-2301-712.02-07	Dues & Memberships	1,644	704	1,434	1,840	406	78
180-2301-712.02-09	Maintenance of FFES/SCBA	6,375	75	4,110	3,570	540	115

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	3,493	0	3,042	4,010	968	76
180-2301-712.02-13	Maint of Motor Vehicles	25,559	1,923	122,439	64,200	58,239-	191
180-2301-712.02-14	Maint of Buildings	6,634	90	1,560	8,500	6,940	18
180-2301-712.02-15	Maint of Radio Equipment	6,613	0	6,386	6,700	314	95

PREPARED 11/14/22, 13:06:01
 PROGRAM 601L
 REPORT NAME BS-FIRE

NEENAH MANASAH FIRE-RESOLVE
 MONTH-END DEPARTMENT BUDGET REPORT
 10/31/22 83% OF YEAR ELAPSED

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2021 Y-T-D ACTUAL	CURRENT MONTH EXPEND	2022 Y-T-D ACTUAL	2022 ADJUSTED BUDGET	2022 REMAINING BALANCE	BUD % USED
180-2301-712.02-16	Maint of Operating Equip	4,185	0	226	3,200	2,974	7
180-2301-712.02-18	Maint of Software	37,511	1,495	32,552	44,810	12,258	73
180-2301-712.02-21	Telephone	2,050	84	876	4,200	3,324	21
180-2301-712.02-22	Electricity	38,249	5,559	40,959	47,000	6,041	87
180-2301-712.02-23	Natural Gas	14,426	986	21,758	17,000	4,758	128
180-2301-712.02-24	Water & Sewer	8,520	1,831	8,232	12,600	4,368	65
180-2301-712.02-26	Stormwater	2,593	503	2,319	3,650	1,331	64
180-2301-712.02-27	Cellular Telephone	5,074	1,679	8,812	10,530	1,718	84
180-2301-712.02-32	Auditing Services	2,150	0	2,250	2,250	0	100
180-2301-712.02-36	Outside Services	11,505	1,114	11,840	13,450	1,610	88
180-2301-712.02-37	Pest Control	136	0	67	600	533	11
180-2301-712.02-38	Professional Services	5,119	0	10,913	30,910	19,997	35
180-2301-712.02-41	Tree Planting & Landscape	332	0	91	1,000	909	9
180-2301-712.02-42	Permits	0	0	0	0	0	0
180-2301-712.02-46	Liability Insurance	37,459	0	41,541	38,500	3,041	108
180-2301-712.02-47	Aut of Physical Damage Ins	17,123	0	17,153	18,200	1,047	94
180-2301-712.02-50	Maint of Training Tower	35	0	92	1,650	1,558	6
180-2301-712.02-52	Rental of Equipment	241	29	258	400	142	65

180-2301-712.02-54	Printer / Copies	1,992	0	1,969	2,670	701	74
180-2301-712.02-55	Neenah Qty I/S Services	101,917	10,675	106,750	128,100	21,350	83
180-2301-712.02-56	Neenah Qty Finance Ser.	21,458	2,208	22,083	26,500	4,417	83
180-2301-712.02-57	Neenah Qty HR Services	50,000	5,417	54,167	65,000	10,833	83
180-2301-712.02-58	G.S Services/Internal	0	998	9,983	11,980	1,997	83

PREPARED 11/14/22, 13:06:01
 PROGRAM 6601L
 REPORT NAME BS-FIRE

NEENAH MENASHA FIRE-RESOLVE
 MONTH-END DEPARTMENT BUDGET REPORT
 10/31/22 83% OF YEAR ELAPSED

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2021 Y-T-D ACTUAL	CURRENT MONTH EXPEND	2022 Y-T-D ACTUAL	2022 ADJUSTED BUDGET	2022 REMAINING BALANCE	BLD % USED
180-2301-712.02-62	Public Relations/Services	2,048	2,055	2,985	8,000	5,015	37
180-2301-712.02-93	Maint of Mtr or Veh/Fleet	0	0	0	100	100	0
180-2301-712.02-94	Oil and Fluids/Fleet	0	0	0	100	100	0
180-2301-712.02-96	Maint of Equipment/Fleet	0	0	0	100	100	0
180-2301-712.03-01	Office Supplies	1,123	228	866	1,690	824	51
180-2301-712.03-06	Cleaning/Janitor Supplies	8,991	1,133	8,250	16,690	8,440	49
180-2301-712.03-08	Books and Periodicals	516	1,346	1,748	3,620	1,872	48
180-2301-712.03-10	Gasoline & Oil	22,651	3,683	34,947	31,240	3,707-	112
180-2301-712.03-19	Safety Supplies	5,396	124	3,179	6,700	3,521	47
180-2301-712.03-20	Small Tools	492	0	93	1,190	1,097	8
180-2301-712.03-25	Consumable supplies	1,924	0	2,498	2,000	498-	125
180-2301-712.03-26	Photography Supplies	573	0	292	500	208	58
180-2301-712.03-33	All Other Supplies	2,001	124	1,329	3,800	2,471	35
180-2301-712.03-44	Small Equipment	1,137	0	7,794	9,500	1,706	82
180-2301-712.03-47	Small Computer Hardware	460	14	222	800	578	28
180-2301-712.03-48	Protective Equipment	38,502	2,847	33,809	50,000	16,191	68
180-2301-712.03-50	Training Supplies	552	0	2,064	4,050	1,986	51
180-2301-712.08-00	Mayor's Executive Adj	0	0	0	0	0	0
180-2301-712.81-08	Office Furniture & Equip	200	2,600	2,600	2,700	100	96

180-2301-712.81-13	Communication Equipment	3,388	392	3,529	4,000	471	88
180-2301-712.81-14	Computer Software Outlay	3,224	0	150	1,000	850	15
180-2301-712.81-15	Computer Hardware Outlay	1,920	54	2,068	2,500	432	83
180-2301-712.81-33	All Other Equipment	8,770	0	1,427	22,000	20,573	6
180-2301-712.81-49	Household Purchases	9,113	2,340	8,666	9,720	1,054	89

PREPARED 11/14/22, 13:06:01
 PROGRAM 0601L
 REPORT NAME BS-FIRE

NEENAH MENASHA FIRE RESCUE
 MONTH-END DEPARTMENT BUDGET REPORT
 10/31/22 83% OF YEAR ELAPSED

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2021 Y-T-D ACTUAL	CURRENT MONTH EXPEND	2022 Y-T-D ACTUAL	2022 ADJUSTED BUDGET	2022 REMAINING BALANCE	BUD % USED
* Fire		7,187,201	678,391	7,574,647	9,077,190	1,502,543	83

PREPARED 11/14/22, 13:06:01
 PROGRAM 6601L
 REPORT NAME BS-FIRE

NEENAH MENASHA FIRE-RESCUE
 MONTH-END DEPARTMENT BUDGET REPORT
 10/31/22 83% OF YEAR ELAPSED

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2021 Y-T-D ACTUAL	CURRENT MONTH EXPEND	2022 Y-T-D ACTUAL	2022 ADJUSTED BUDGET	2022 REMAINING BALANCE	BUD % USED
180-2314-712.01-04	Reg Spec Oper Resp Team Overtime Wages	2,094	1,232	6,733	35,000	28,267	19
180-2314-712.01-05	Reimbursement / Overtime	0	0	963	30,000	29,037	3
180-2314-712.01-11	Fringes	0	0	0	7,680	7,680	0
180-2314-712.02-16	Maint of Operating Equip	715	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	6,990	6,990	0
180-2314-712.03-50	Training Supplies	0	0	0	500	500	0
180-2314-712.81-33	Other Equipment	97	0	258	1,400	1,142	18
* Reg Spec Oper Resp Team		2,906	1,232	6,028	22,970	16,942	26

PREPARED 11/14/22, 13:06:01
 PROGRAM 6601L
 REPORT NAME BS-FIRE

NEENAH MENASHA FIRE RESOLVE
 MONTH-END DEPARTMENT BUDGET REPORT
 10/31/22 83% OF YEAR ELAPSED

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2021 Y-T-D ACTUAL	CURRENT MONTH EXPEND	2022 Y-T-D ACTUAL	2022 ADJUSTED BUDGET	2022 REMAINING BALANCE	BLD % USED
180-2320-712.02-03	Joint Fire Commission Postage	0	0	0	0	0	0
180-2320-712.02-06	Advertising & Publication	0	1,000	1,500	500	1,000	300
180-2320-712.02-36	Outside Services	8,452	0	2,588	4,500	1,912	58
180-2320-712.02-61	Misc Expenditures	25	124	238	1,200	962	20
* Joint Fire Commission		8,477	1,124	4,326	6,200	1,874	70

PREPARED 11/14/22, 13:06:01
 PROGRAM GA601L
 REPORT NAME BS-FIRE

NEENAH MENASHA FIRE-RESOLVE
 MONTH-END DEPARTMENT BUDGET REPORT
 10/31/22 83% OF YEAR ELAPSED

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2021 Y-T-D ACTUAL	CURRENT MONTH EXPEND	2022 Y-T-D ACTUAL	2022 ADJUSTED BUDGET	2022 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	7,198,584	680,748	7,585,001	9,106,360	1,521,359	83
***	Neenah Menasha Fire	7,198,584	680,748	7,585,001	9,106,360	1,521,359	83



Memorandum

TO: NMFR Joint Finance & Personnel Committee Members

FROM: Kevin Kloehn, Chief

DATE: November 15, 2022

RE: Firefighter Replacement

We have an anticipated retirement of three personnel in 2023. There will be one in January, the second in April and the third in May.

In 2017, this Committee directed me to begin exploring replacement of firefighters before they retire versus waiting until after they retire due to the financial impact our Department faces with short shift overtime. Previously, the method of replacing was after people left and put the Department in a position of making tough decisions with cancelling training and other activities in order to maintain staffing.

So far, hiring ahead of time has proven beneficial to our department as it allows us to have someone hired, and trained, before the retiree leaves. This saves us quite a bit of overtime money.

As a reminder, position replacements have to be approved by this Committee and both Common Councils for approval to hire. I realize it's a few months before these retirements happen. However, our January meeting is scheduled for January 24th and it would go before both councils the first week of February. Having both councils act on this at their December meeting will allow us to make offers to our top candidates, before they are given offers from other departments, go through the pre-employment testing and give notice to their current employer so they can start at the beginning of March for their recruit training. We will once again hold a Joint Recruit Training Academy with Oshkosh Fire Department. These January positions will remain open until the new hires begin in March. Hiring the April and May replacements in March allows us to make sure the training is completed and they begin their 24-hour line positions before the vacation time starts.

I am asking for consideration and action to recommend the City of Neenah and City of Menasha Common Councils approve filling the three vacancies created by the retirements no earlier than March 1, 2023.

If you have any questions, please feel free to call me at 886-6201. Thank you for your consideration.

KK/te