



# Neenah-Menasha Fire Rescue

## Agenda

**Neenah-Menasha Joint Fire Commission  
Wednesday, September 25, 2024- 4:00 p.m.  
City of Neenah – Neenah Menasha Fire Rescue’s Training Center**

1. Attendance
2. Public Forum
3. Meeting Minutes:
  - a. April 24, 2024 (attached)
  - b. August 27, 2024 (attached)
4. Convene into closed session pursuant to Section 19.85(1)(c), Wis. Stats for the purpose of interviewing applicants for the vacant Assistant Chief/Fire Marshal’s position.
5. The Commission may reconvene into Open session for possible action on hiring of a recommended candidate.
6. Adjourn

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Neenah will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance, or reasonable accommodation in participating in this meeting or event due to a disability as defined under the ADA, please call **Fire Chief Travis Teesch at 886-6200** 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 Fire Rescue Joint Fire Commission Meeting Minutes**  
**Wednesday, April 24, 2024 – 4:00 p.m.**  
**Room #132 – City of Menasha**

Present: Commissioners Kubiak, Keating, Englebert, Keehan and Brehmer

Excused: Ald. Lewis

Also Present: Chief Teesch and MA Ellis

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

Election of Chair: **MSC Englebert/Kubiak to elect Commissioner Keehan as Chair, all voting aye.**

Election of Vice-Chair: **MSC Englebert/Brehmer to elect Commissioner Keating as Vice-Chair, all voting aye.**

Public: No members of the public were present.

Meeting Minutes: **MSC Keating/Kubiak to approve the January 24, 2024, meeting minutes, all voting aye.**

March Activity/Automatic Aid Report: The Committee reviewed the March 2024 activity and automatic aid reports. This is informational only and no action is required.

Consideration and Action of Promotions: The Commission reviewed the requests for promotions due to a retirement in June. Commissioner Engleberg asked about the process for Shift Commander and a discussion was held on how this process works since it is not a seniority-based promotion and picked by the Fire Chief.

**MSC Keating/Kubiak to approve Anthony Leiton from the Fire Officer position to the Shift Commander position effective June 5, 2024, and contingent upon Ryan Krings retirement, all voting aye.**

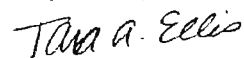
**MSC Kubiak/Brehmer to approve Gerald Mavroff from the Shift Inspector position to the Fire Officer position effective June 5, 2024, and contingent upon Ryan Krings retirement, all voting aye.**

**MSC Keating/Engelbert to approve Jacob Christenson from the Firefighter position to the Shift Inspector position effective June 5, 2024, and contingent upon Ryan Krings retirement, all voting aye.**

2024 Hiring Process Update: Chief Teesch discussed the hiring process for 2024. He is working with Human Resources to begin the process of accepting applications by the end of May and begin the hiring process in September/October.

**MSC Keating/Englebert to adjourn at 4:30 p.m., all voting aye.,**

Respectfully submitted,



Tara Ellis

Management Assistant

**Neenah-Menasha Fire Rescue Joint Fire Commission Meeting Minutes**  
**Wednesday, July 24, 2024 – 4:00 p.m.**  
**City of Neenah Hauser Room**

Present: Commissioner Englebert, Keehan, Keating and Brehmer

Excused: Commissioner Kubiak and Lewis

Also Present: Chief Teesch, Director Fairchild and MA Ellis

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

Public Forum: No members of the public were present.

Meeting Minutes: The Commission reviewed the meeting minutes from April 24, 2024. **MSC Keating/Englebert to approve the April 24, 2024 meeting minutes and place on file, all voting aye.**

Budget Report: The Commission reviewed the budget report ending June 30, 2024. This is informational only and no action is required.

Activity and Automatic Aid Reports: The Commission reviewed the activity and automatic aid calls. This is informational only and no action is required.

Consideration of Updating the Assistant Chief/Fire Marshal's Job Description: The Commission reviewed the proposed changes to the current job description for the Assistant Chief/Fire Marshal's job description. A lengthy discussion was held on changing the educational requirements to a bachelor's degree or equivalent. What defines experience and what the limitations we may experience with applicants applying if we change this without the information back on the salary grade. Director Fairchild did indicate she sent it in for a grade classification with the degree change and has not heard back from the vendor. She also said a market analysis for the position is not due but will be done for the entire City in the next couple of years. Due to the unknown of this, the Commission decided to leave the educational requirement and experience the same at this time.

Discussion was held on the other changes, as outlined in red, to the job description. **MSC Englebert/Brehmer to approve the changes to the job description with removing the education requirement from bachelor's degree back to an associates and 3-5 years of experience versus 5 years and approve the other job description changes, all voting aye.**

Proposed Position Description Changes for Chief Officer Ranks: The Commission reviewed the memo from Chief Teesch on proposed description changes for Chief Officer rank job descriptions. The Commission agreed with Chief Teesch on his proposal of changes. They feel this is the right direction to go for the department. However, at this time, they agreed to not make these changes until there was support for making grade changes for these positions to reflect the appropriate job classification. Chief Teesch will be discussing these changes at the upcoming budget meetings for our department and will report back to Commission on what is decided.

**MSC Keating/Englebert to adjourn at 4:45 p.m., all voting aye.**

Respectfully submitted,

*Tara A. Ellis*  
Tara Ellis