



Neenah-Menasha Fire Rescue

AGENDA

Neenah-Menasha Fire Rescue Joint Finance & Personnel Committee
March 25, 2025 – 4:00 p.m.
City of Neenah – Hauser Room

- I. Attendance
- II. Public Forum
- III. Approval of Minutes:
 - a. February 25, 2025
- IV. Call Summary Review
- V. Review of 2024 Budget (attached)
- VI. State of Wisconsin Funding Assistant Program Award
- VII. Vacant positions update
- VIII. Adjournment

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

February 25, 2025 – 4:00 p.m.

City of Menasha – Room #132

Present: Ald. Pollnow, Sevenich, Boyette and Grade

Excused: Ald. Borchardt, Marshall

Also Present: Chief Teesch, DC Krueger, Director Jennifer Sassman

Public: No members of the public were present.

Ald. Boyette called the meeting to order at 4:00 p.m.

Public Forum: No members of the public present.

Minutes: The committee reviewed the meeting minutes from February 12, 2025. **MSC Sevenich/Pollnow to approve the February 12, 2025 meeting minutes, all voting aye.**

Annual Report: The Committee reviewed the Annual Report. Chief Teesch advised it will be going to each respective council. **MSC Sevenich/Pollnow to approve and place Report on file, all voting aye.**

Light Duty Truck: The Committee discussed action to approve the purchase the 2025 Chevrolet 1500 Silverado from Bergstrom. Discussion took place regarding state pricing on small vehicles and Chief Teesch to confirm that other departments are either seeking bids or accepting state pricing offers. **MSC Sevenich/Pollnow authorizes the purchase of a 2025 Chevy 1500 Silverado from Bergstrom Automotive for a total of \$50,186.50 with the remaining \$12,314 for miscellaneous equipment not to exceed \$62,500, all voting aye.**

Report

MSC Pollnow/Grade to adjourn at 4:30 p.m., all voting aye.

Respectfully submitted,

Shane Krueger
Deputy Chief



Neenah-Menasha Fire Rescue

125 E. COLUMBIAN AVENUE, NEENAH, WI 54956

Phone: 920-886-6200 Website: www.nmfire.org

NMFR Call Review

Monthly Summary Review				
Main Incident Type	Jan 2025	Jan 2024	Feb 2025	Feb 2024
Hazardous Condition (No Fire)	8	17	2	9
Service Call	7	16	13	12
False Alarm & False Call	39	35	29	27
Overpressure Rupture, Explosion, Overheat(no fire)	0	0	2	0
Rescue & Emergency Medical Service Incident	195	228	244	239
Good Intent Call	20	24	20	16
Special Incident Type	0	1	0	0
Unknown	0	0	0	0
Fire	9	9	12	3
Total	278	330	322	306

2024 Activity Review					
Main Incident Type	2024	2023	2022	2021	2020
Hazardous Condition (No Fire)	132	148	141	134	99
Service Call	189	195	187	177	204
False Alarm & False Call	399	386	329	314	266
Overpressure Rupture, Explosion, Overheat(no fire)	2	2	5	4	2
Rescue & Emergency Medical Service Incident	2524	2377	2336	2150	2039
Good Intent Call	215	197	101	74	65
Special Incident Type	7	9	17	33	48
Unknown	3	2	32	11	1
Fire	84	79	77	78	97
Total	3555	3395	3225	2975	2821

2024 JOINT FIRE DEPARTMENT

2024 Revenue	10,394,284.22
2024 Expenses	(10,303,750.87)
Training Tower Insurance	<u>(57,216.42)</u>
	33,316.93

Neenah	20,113.43	60.37%
Menasha	<u>13,203.50</u>	39.63%
	33,316.93	

180-0000-499-0000	33,316.93	A
180-0000-323-9900		20,113.43 B
180-0000-323-9900		13,203.50 C

A) 2024 NMFR SURPLUS

B) NEENAH SHARE '24 NMFR SURPLUS

C) MENASHA SHARE '24 NMFR SURPLUS

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2024 M-T-D ACTUAL	2024 Y-T-D ACTUAL	2024 CURR ENC	2024 Y-T-D EXPEND	2024 ADJUSTED BUDGET	2024 REMAINING BALANCE	BUD % USED
Fire Department								
Fire								
180-2301-712-0101	Salaries	0	5,918,784	0	5,918,784	5,898,460	20,324-	100
180-2301-712-0104	Overtime Wages	0	233,012	0	233,012	225,000	8,012-	104
180-2301-712-0105	Reimbursement / Overtime	0	5,259-	0	5,259-	10,000-	4,741-	53
180-2301-712-0106	FLSA Overtime Wages	0	66,908	0	66,908	58,000	8,908-	115
180-2301-712-0110	Health Insurance	0	1,183,936	0	1,183,936	1,124,400	59,536-	105
180-2301-712-0111	Fringes	0	3,266,467	0	3,266,467	1,591,960	1,674,507-	205
180-2301-712-0115	Schools/Seminars/Training	0	25,101	0	25,101	26,800	1,699	94
180-2301-712-0116	Test/Certification for Eq	0	14,786	0	14,786	17,050	2,264	87
180-2301-712-0117	Clothing Allowance	0	39,116	0	39,116	40,000	884	98
180-2301-712-0118	License Renewal	0	52	0	52	2,100	2,048	2
180-2301-712-0125	Employee School Reimb	0	305	0	305	400	95	76
180-2301-712-0128	Empl Recognition Awards	0	0	0	0	1,200	1,200	0
180-2301-712-0202	Outside Printing	0	314	0	314	1,000	686	31
180-2301-712-0203	Postage	0	522	0	522	1,000	478	52
180-2301-712-0206	Advertising & Publication	0	0	0	0	200	200	0
180-2301-712-0207	Dues & Memberships	0	815	0	815	1,600	785	51
180-2301-712-0209	Maintenance of PPE/SCBA	0	6,496	0	6,496	9,500	3,004	68
180-2301-712-0210	Maint of Computer Hardwre	0	0	0	0	1,210	1,210	0
180-2301-712-0211	Maint of Other Equipment	0	1,922	0	1,922	4,100	2,178	47
180-2301-712-0213	Maint of Motor Vehicles	0	110,658	0	110,658	125,000	14,342	89
180-2301-712-0214	Maint of Buildings	0	10,809	0	10,809	14,000	3,191	77
180-2301-712-0215	Maint of Radio Equipment	0	388	0	388	1,000	612	39
180-2301-712-0216	Maint of Operating Equip	0	4,316	0	4,316	4,000	316-	108
180-2301-712-0218	Maint of Software	0	52,726	0	52,726	55,000	2,274	96
180-2301-712-0221	Telephone	0	1,307	0	1,307	4,200	2,893	31
180-2301-712-0222	Electricity	0	54,424	0	54,424	51,250	3,174-	106
180-2301-712-0223	Natural Gas	0	18,249	0	18,249	25,730	7,481	71
180-2301-712-0224	Water & Sewer	0	12,226	0	12,226	12,600	374	97
180-2301-712-0226	Storm Water	0	3,572	0	3,572	3,440	132-	104
180-2301-712-0227	Cellular Telephone	0	15,683	0	15,683	15,660	23-	100
180-2301-712-0232	Auditing Services	0	2,350	0	2,350	2,420	70	97
180-2301-712-0236	Outside Services	0	13,832	0	13,832	14,030	198	99
180-2301-712-0237	Pest Control	0	285	0	285	600	315	48
180-2301-712-0238	Professional Services	0	30,473	0	30,473	35,000	4,527	87
180-2301-712-0241	Tree Planting & Landscape	0	85	0	85	1,000	915	9
180-2301-712-0242	Permits	0	0	0	0	0	0	0
180-2301-712-0246	Liability Insurance	0	29,602	0	29,602	47,100	17,498	63
180-2301-712-0247	Auto/Physical Damage Ins	0	24,022	0	24,022	20,190	3,832-	119
180-2301-712-0250	Maint of Training Tower	0	12,778	0	12,778	15,500	2,722	82
180-2301-712-0252	Rental of Equipment	0	764	0	764	800	36	96
180-2301-712-0254	Printer / Copies	0	2,476	0	2,476	2,720	244	91
180-2301-712-0255	Neenah City I/S Services	0	118,500	0	118,500	118,500	0	100
180-2301-712-0256	Neenah City Finance Ser.	0	28,750	0	28,750	28,750	0	100
180-2301-712-0257	Neenah City H/R Services	0	72,450	0	72,450	72,450	0	100
180-2301-712-0258	GIS Services/Internal	0	13,900	0	13,900	13,900	0	100

GASB 101 Entry for \$1,696,846

MONTH-END EXPENDITURE BUDGET REPORT

ACCOUNTING PERIOD 14/2024 100 % OF YEAR ELAPSED

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2024 M-T-D ACTUAL	2024 Y-T-D ACTUAL	2024 CURR ENC	2024 Y-T-D EXPEND	2024 ADJUSTED BUDGET	2024 REMAINING BALANCE	BUD % USED
180-2326-712-0101	Salaries	0	0	0	0	0	0	0
180-2326-712-0110	Health Insurance	0	0	0	0	0	0	0
180-2326-712-0111	Fringes	0	0	0	0	0	0	0
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*	Special Reserves & Escrow	0	0	0	0	0	0	0
**	Fire Department	0	11,667,114	0	11,667,114	9,970,950	1,696,164-	117
***	Neenah Menasha Fire	0	11,667,114	0	11,667,114	9,970,950	1,696,164-	117

GASB 101 Entry

(1,696,846)
\$9,970,268

(1,696,846)
\$9,970,268

1,696,846
\$682



Memorandum

TO: Joint Finance and Personnel Committee
FROM: Chief Teesch TT
DATE: Date
RE: **FY 2025 EMS Funding Assistance Program (FAP) Award**

Neenah-Menasha Fire Rescue has been awarded **\$150,302.12** through the **Wisconsin EMS Funding Assistance Program (FAP)** for **State Fiscal Year 2025 (July 1, 2024 – June 30, 2025)**. These funds are **designated for EMS system improvements and personnel training** and must **supplement, not replace, existing budgeted funds**.

Award Breakdown:

- **Support & Improvement Funds: \$147,904.04** (for EMS vehicles, equipment, supplies, and training)
 - **15% limit for disposable medical supplies/medications: \$22,185.61**
- **Training & Examination Aid: \$2,398.08** (for EMT licensure, training, and exams)

Intended Use of Funds:

- **Medical Equipment & Safety Enhancements** – Cardiac monitors, mechanical CPR devices, and transport equipment.
- **Emergency Vehicle Support** – Upgrades and non-routine repairs.
- **Medical Supplies & Communications** – Radios, CO monitors, and disposable medical supplies.
- **Training & Certification** – Ensuring EMS personnel maintain required licensure.

Financial Considerations:

- **Funds are electronically transferred to the municipal payee** and must be used per **Wis. Stat. § 256.12(4) & (5)**.
- **Financial reporting is required**, and unspent training funds may be escrowed for future use.

NMFR appreciates this funding, which helps maintain **high-quality EMS service** for Neenah and Menasha residents. Please reach out with any questions.



Memorandum

TO: Joint Finance Committee
FROM: Chief Teesch *TT*
DATE: March 17, 2025
RE: **Update on Vacant Position**

I wanted to provide an update on the status of the Assistant Fire Chief of Training position. After conducting an initial round of interviews, we narrowed the field to three candidates and invited them to participate in a final interview. One candidate withdrew from consideration before the final round, and after interviewing the remaining two candidates, we ultimately determined that neither was the right fit for the department. As a result, no offer was extended.

Before the initial posting, we evaluated the department's administrative structure and affirmed the need for this role. However, following this hiring process, we again reviewed potential restructuring and explored whether adjustments to administrative positions could provide a more effective approach.

Following the interviews, we also engaged with internal personnel to gauge interest in the position. While we encouraged internal candidates to consider the opportunity and had discussions with potential applicants, no one from within the department expressed interest in moving forward.

With no viable internal candidates, we will be proceeding with reposting the position externally, while continuing to explore the department's administrative structure. I will keep the committee informed as we move forward. Please feel free to reach out with any questions.