



# Neenah-Menasha Fire Rescue

## AGENDA

**Neenah-Menasha Fire Rescue Joint Finance & Personnel Committee**  
**October 15, 2024 – 4:00 p.m.**  
**City of Neenah – Hauser Room**

- I. Attendance
- II. Public Forum
- III. Approval of Minutes:
  - a. July 23, 2024 (attached)
  - b. August 27, 2024 (attached)
- IV. Consideration and Action to consider salary offer for vacant Assistant Chief/Fire Marshal position above midpoint (attached)
- V. Consideration and Action to consider an offer of a 3% add rate using the highest paid Assistant Chief Pay in comparison to the Shift Commander pay as of January 1 and applied unilaterally to the alternate Assistant Chief (attached)

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**NMFR Joint Finance & Personnel Committee Meeting Minutes**  
**July 23, 2024 – 4:00 p.m.**  
**City of Neenah Hauser Room**

Present: Ald. Sevenich, Pollnow, Boyette, Grade and Marshall

Excused: Ald. Borchardt

Also Present: Chief Teesch, AC Peglow, Director Rasmussen and MA Ellis

Public: No members of the public were present.

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

Minutes: The Committee reviewed the June 25, 2024 meeting minutes. Ald. Sevenich discussed the budget formula and how it this committee approved the wrong formula. However, it was caught at the Menasha Council meeting and they approved the correct formula for 2025. It was noted the later agenda item will reflect the change that should be made and it will be sent to the Neenah Council for their approval since Menasha already approved the correct formula. **MSC Pollnow/Grade to approve the June 25, 2024 meeting minutes and place on file, all voting aye.**

Review of Calls: The Committee reviewed the call reports. Ald. Grade asked why these are approved by the Committee. Ald. Pollnow said we are not approving them but are accepting the numbers and placing on file. Chief Teesch noted the 311 calls are different from previous years due to the way we have to code these now as directed by NFIRS. Ald. Grade said he is very happy with the response times. He appreciates the medical calls are under five minutes. **MSC Pollnow/Grade to approve the June 2024, January 2024 through June 2024 and January 2023 through May 2023 call reports and place on file, all voting aye.**

Budget Report: The Committee reviewed the January 1, 2024, through June 30, 2024 budget report. Chief Teesch reviewed the following line items: 0117 – Clothing allowance this was paid in January due to the labor agreement. 0125 – School/Reimbursements this is per the labor agreement for anyone attending school for a bachelor’s degree. The person attending school has completed their degree. 0247 – Auto insurance came back higher than estimated. 0250 – Maint of Training Tower we carried over money from last year to finish the window/door replacement. 0348 – PPE we had two firefighters who had gear ruined due to soaked in petroleum products. We also hired another person that we didn’t anticipate in 2024. Director Rasmussen said we are at 48% of expenditures with the first six months and are on track with the current budget. **MSC Pollnow/Grade to accept the January 2024 through June 30, 2024 budget report and place on file, all voting aye.**

Cost Distribution Formula: It was noted that the wrong cost distribution formula was approved during our Committee Meeting. The City of Menasha did approve the correct 2025 budget formula. The City of Neenah needs to act on this. **MSC Pollnow/Grade recommends the City of Neenah Common Council approve the proposed 2025 cost distribution formula with the City of Neenah’s share at 61.12% and the City of Menasha’s share at 38.88, all voting aye.**

Resolution 2024-13 and R-21-24 approve the Project for Winnebago County Spirit Fund Allocation: Chief Teesch said this information was first brought forward to this body in March to communicate the application and possible award of the \$500,000 grant for the training grounds. The City of Neenah did receive the money and it is sitting in a fund and collecting interest. We do have five years to complete the project. Ald. Boyette asked if this is the only agreement (resolutions) and do we have a Memorandum of Understanding (MOU) with the County. Chief Teesch said there was an MOU, that was signed and he will share this with the group. The MOU outlines we have five years

to complete the project and a time frame of when we must submit the documents that show completion and expenditures. Ald. Pollnow asked why we have to do the resolutions. Chief Teesch said it is in case we have to give the money back. He did note this entire process has been different than any other grant process we have been a part of. He feels this is from public pressure given to the County to release these funds. Director Rasmussen said she has documentation on what was supposed to be the process and we had only two weeks to comply and then the process was pulled. There was a survey that was supposed to be done and then people were supposed to re-apply for the grants. However, they did the survey and then released the funds. While the process was very different there was no control by either City, or the department, on how the County decided to disburse the funds and who to. Ald. Pollnow asked why we need the resolution if we have the money already. Director Rasmussen it is so we can spend the money. Ald. Sevenich asked what organization is making the decision to give the funds. Director Rasmussen said there was a Spirit Fund Committee that had county board members and some members of the public. Ald. Pollnow said MOU and Resolutions were after committee approval. Director Rasmussen said this wasn't the intent and they were not aware of contracts and MOU's. Ald. Sevenich asked if we should send the County Committee a thank you. Ald. Pollnow didn't agree with this due to what lack of respect that was given to our staff from the County with this. He said if he wants to do a politician he can. Ald. Sevenich said he thinks this carries weight with the amount of money they are giving us. No other committee are thanking them and he feels we should send one. Ald. Boyette if we want to thank the County Board that may be appropriate. However, it's not on the agenda so we will not discuss it anymore. **MSC Pollnow/Boyette recommend the City of Neenah Common Council approve Neenah Resolution 2024-13 for approval of the project for Winnebago County Spirit Fund Local Government Allocation, all voting aye.**

Report

**MSC Sevenich/Grade to recommends the City of Menasha Common Council approve Menasha resolution R-31-24 for approval of the project for Winnebago County Spirit Fund Local Government Allocation, all voting aye.**

Approval to Replace the Fire Marshal Position: The Committee reviewed the request to approve the vacant Assistant Chief/Fire Marshal position. Chief Teesch noted we have a vacancy with this position due to a resignation. This position is very important within our department, and he requests this be filled. He has reviewed the job description with Human Resources, and he requested the position be changed to a Bachelor's Degree. It is at Carlson Dettman for review. The actual job description will be reviewed by Fire Commission. He noted this position is a 2% dues requirement and funded with this money. On Monday, each City did receive their 2% dues and it was higher than the original memo stated. The City of Neenah's share was \$125,892.21 and the City of Menasha's share was \$71,533.97.

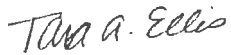
Ald. Sevenich asked if the 2% dues helped fund the position in the past. Chief Teesch said it is something we have done in the past. The monies go to each Cities general funds and not the fire department. There is an audit by the state, and we have to show we are spending the monies to meet their specific requirements for the dues. Director Rasmussen said the money then goes back to fund the fire department from the general fund and is a specific line item for Neenah. Ald. Sevenich said this is not done in Menasha and they will ask where the money is kept. Ald. Grade asked when the position will be filled. Chief Teesch said it will go to both Councils for approval.

He feels he can post the position in mid-August, one month for applicants applying, one month for interviews, etc. and hopes to have it filled by Fall. Ald. Grade asked if the position is being filled by overtime. Chief Teesch said it's a management position and it's being covered by admin staff in addition to their normal duties. However, they do not eligible for any overtime for doing the extra work. **MSC Pollnow/Grade recommends the City of Neenah and City of Menasha Common Councils approve filling the vacant Assistant Chief/Fire Marshal's position, all voting aye**

Report

**MSC Sevenich/Pollnow to adjourn at 4:35 p.m. all voting aye.**

Respectfully submitted,



Tara Ellis

Management Assistant

**Joint Meeting Minutes**  
**NMFR Joint Finance & Personnel**  
**and**  
**Joint Fire Commission**  
**August 27, 2024 – 4:00 p.m.**  
**NMFR Training Center**

Call to Order and Roll Call:

Ald. Boyette called the NMFR Joint Finance & Personnel meeting to order at 4:00 p.m.  
Commissioner Keating called the Joint Fire Commission meeting to order at 4:01 p.m.

Roll Call of Joint Finance & Personnel: Boyette, Sevenich, Borchardt, Grade, Pollnow and Marshall

Roll Call of Joint Fire Commission: Keating, Englebert, Kubiak and Lewis

Excused: Commissioners Keehan and Brehmer

Also Present: Chief Teesch, DC Krueger, Director Fairchild, Director Sassman, Director Rasmussen and MA Ellis

Public: Tyler Hillen, Evan Forster, DuWayne Schwartz, Alec Hopfensperger, Garrett Gee and Adam Lemke

Review of Responsibilities of each Body: Chief Teesch reviewed the responsibilities of each of our governing bodies. NMFR's Joint Finance oversees budgetary items. Joint Commission oversees hiring, promotions, discipline and discharge of staff.

Ald. Pollnow asked Director Rasmussen about Section 4, item b of the merger agreement, if this continues to be followed and reviewed annually. Director Rasmussen said it's reviewed annually and charged back annually to each city via the cost distribution formula. She will let Ald. Pollnow know what 2024's rates are. Chief Teesch noted this will be in the upcoming budget presentation at the September meeting will show what the cost is.

2025 Strategic Goals and Economic Impact: Chief Teesch reviewed his 2025 strategic goals for the department, emphasizing that since NMFR is a merged department we have a larger operational need than if each city maintained its own fire service independently. The combined population requires a greater capacity for emergency response, equipment, and personnel to effectively cover a wider area and address the needs of both communities. However, this consolidation also brings financial efficiencies and cost savings. By sharing resources, training, and infrastructure, the merged department reduces redundant expenses, allowing both cities to benefit from enhanced service capabilities while minimizing the overall cost burden on taxpayers.

Discussion was held on current staffing levels. Ald. Sevenich said there are several parameters that should be looked at and not just population. There have been issues with overtime, but this has been worked on. He appreciates the strides the department has made with hiring ahead of retirements get staff trained before retirements happen, which helps reduce overtime. Ald. Grade he has some concern on increasing staffing, and we cannot go down that road until a study is done. Chief Teesch explained he wanted both governing bodies to hear it now versus when something bad happens. He knows there is a lot of work to do to look at many things. Ald. Borchardt asked what his 5- or 10-year plan is going forward. From a budgetary perspective he likes his analogy because certain decisions do affect other things within the budget. Chief Teesch said his vision is accreditation for officers and for the department. He sees that putting us ahead of the game. Right now, there is momentum with departments within the State to either consolidate or create fire districts. We are ahead of this trend being

consolidated. He will be sitting down with both Mayors and Finance Directors before he meets with the Joint Finance Committee in September. He's looking for ways to save money within the budget to begin the accreditation process.

Discussion was held on the current compression issue between administrative staff and the union staff they are supervising. Ald. Pollnow said it sounds like we are a little early with compression issue, job descriptions, etc. He confirmed this and this is an awareness of this issue.

Discussion was held on completing an in-house study versus hiring an outside agency to complete this. Director Fairchild confirmed there is a policy in the City of Neenah to complete a market analysis every three years with an outside agency. The next one is scheduled in 2025. This process is budgeted. However, if a separate one is done for fire with an outside agency it doesn't align with what is done for the rest of the city.

Commissioner Englebert said at the last Fire Commission meeting they were reviewing the job description on the open position. When discussing the educational requirements, they would like to move to a bachelor's degree and/or so many years of experience. However, they felt it would be hard to find qualified people if they changed the educational requirements without an increase of pay. They were in a position looking for someone with higher credentials without the pay. If they can get the pay improved, they can change the educational requirements.

A discussion was held by all on the affect of changing one position and the ripple affect it would have for other staff members in that same pay classification and what that does for other administrative staff. Commissioner Keating said that's where they were a bit stuck on how to do this with how people who are still here and leap frogging a new hire over someone who is already in the same pay scale. They felt they needed a conversation with the Finance Committee before things were changed.

Discussion was held on the compression issue. Ald. Pollnow said when he was on the council last there was also one with the police department and changes were made to fix this. Ald. Pollnow asked how we rectify this. Director Fairchild said administrative staff does work 1950 hours versus line staff working 2912 hours. They do need to look at what they are being paid for the time they are working. Chief Teesch confirmed administrative staff is scheduled to work 37.5 hours per week. However, they always work more than that. The current vacant assistant chief position always works the 4<sup>th</sup> of July for the activities scheduled in both cities. Administrative staff members do work outside of scheduled hours on a regular basis due to the nature of the department providing full-time service. Right now, the vacant assistant chief position would start out making less than staff members they would be supervising. When this was brought to his attention, he started to look for ways on how we can try to fix this.

Discussion was held on making motions and recommendations. Chief Teesch said they could make a recommendation if that is the direction they wanted to go. This discussion came out with having the meetings from two different bodies on different dates. Fire Commission was hesitant on changing things unless the pay may be equal with it. The joint meeting idea came about to have both bodies to discuss the issue at the same time. Everyone agreed the best direction was to have Director Fairchild complete the study after her training in September with Carlson Dettmer. **MSC Sevenich/Grade recommend both councils to direct NMFR staff and Director Fairchild to complete an in-house comprehensive position classification study for NMFR Administrative non-union positions.**

Report

Discussion was held how this would be completed with a vacant position that has been advertised and current applicants. Director Fairchild said we cannot change the job description at this time since it's posted with specific educational requirements. However, a good starting point is to look at both Assistant Chief positions and go from there. They all agreed on this and to have the market analysis done of the position during the normal scheduled time frame the City of Neenah has for this. The Commission will not make any job description changes for the assistant

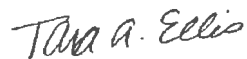
chief positions until this has been completed by Director Fairchild. She was asked if she felt she had staffing to complete this yet in 2024. She confirmed she could after her training on September 25<sup>th</sup>.

**Boyette, Sevenich, Borchardt, Grade, Marshall voting aye and Pollnow voting nay.**

**MSC Sevenich/Pollnow to adjourn at 5:05 p.m., all voting aye.**

**MSC Englebert/Lewis to adjourn at 5:05 p.m., all voting aye.**

Respectfully submitted,



Tara Ellis

Management Assistant



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MEMORANDUM

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Date: October 15, 2024  
To: NMFR Joint Finance Committee  
Re: Request to consider salary offer above midpoint

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It is the policy of the City to take any potential salary offer made to an employee over the midpoint of the pay scale to the appropriate Finance Committee for approval ahead of an official offer of employment.

In the attachment provided you will find the associated pay scale for the Assistant Chief of Fire Prevention. The last person in the position was paid at Step 18 of that scale which identifies the current budget amount for the position in question.

When considering where to place a candidate within the pay scale factors such as related previous experience and education above what is required is taken into account. Based on those factors, Human Resources supports the recommendation to offer the intended candidate a salary equal to the current budgeted amount of \$89,739 annually.

Attachment:  
Grade 13 of the 2024 Open Range Pay Scale

**Staff Recommendation:**

Approval to offer the intended candidate for the position of Assistant Chief of Fire Prevention an salary above the midpoint at a starting rate of \$89,739 annually.

Grade 13

Step	Rate	1040 Hours	1950 Hours	2080 Hours
1	\$ 35.73	\$ 37,159.20	\$ 69,673.50	\$ 74,318.40
2	\$ 36.27	\$ 37,720.80	\$ 70,726.50	\$ 75,441.60
3	\$ 36.81	\$ 38,282.40	\$ 71,779.50	\$ 76,564.80
4	\$ 37.36	\$ 38,854.40	\$ 72,852.00	\$ 77,708.80
5	\$ 37.92	\$ 39,436.80	\$ 73,944.00	\$ 78,873.60
6	\$ 38.49	\$ 40,029.60	\$ 75,055.50	\$ 80,059.20
7	\$ 39.07	\$ 40,632.80	\$ 76,186.50	\$ 81,265.60
8	\$ 39.66	\$ 41,246.40	\$ 77,337.00	\$ 82,492.80
9	\$ 40.25	\$ 41,860.00	\$ 78,487.50	\$ 83,720.00
10	\$ 40.85	\$ 42,484.00	\$ 79,657.50	\$ 84,968.00
11	\$ 41.47	\$ 43,128.80	\$ 80,866.50	\$ 86,257.60
12	\$ 42.09	\$ 43,773.60	\$ 82,075.50	\$ 87,547.20
<b>13</b>	<b>\$ 42.72</b>	<b>\$ 44,428.80</b>	<b>\$ 83,304.00</b>	<b>\$ 88,857.60</b>
14	\$ 43.36	\$ 45,094.40	\$ 84,552.00	\$ 90,188.80
15	\$ 44.01	\$ 45,770.40	\$ 85,819.50	\$ 91,540.80
16	\$ 44.67	\$ 46,456.80	\$ 87,106.50	\$ 92,913.60
17	\$ 45.34	\$ 47,153.60	\$ 88,413.00	\$ 94,307.20
18	\$ 46.02	\$ 47,860.80	\$ 89,739.00	\$ 95,721.60
19	\$ 46.71	\$ 48,578.40	\$ 91,084.50	\$ 97,156.80
20	\$ 47.41	\$ 49,306.40	\$ 92,449.50	\$ 98,612.80
21	\$ 48.12	\$ 50,044.80	\$ 93,834.00	\$ 100,089.60
22	\$ 48.85	\$ 50,804.00	\$ 95,257.50	\$ 101,608.00
23	\$ 49.58	\$ 51,563.20	\$ 96,681.00	\$ 103,126.40
24	\$ 50.32	\$ 52,332.80	\$ 98,124.00	\$ 104,665.60
25	\$ 51.08	\$ 53,123.20	\$ 99,606.00	\$ 106,246.40



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MEMORANDUM

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Date: October 15, 2024  
To: NMFR Joint Finance Committee  
Re: Administrative Personnel Review

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Upon reviewing job descriptions relevant to administrative staff, the request to change the educational and experience requirements was reviewed in conjunction with any changes to the job duties.

Consulting with our compensation expert, the lack of changes to the overall duties of the position does not warrant the change in educational requirements.

That said, it is acknowledged there is a recognized disparity when considering overtime of union personnel and administrative staff.

Currently, the Deputy Chief does receive an add pay of 5% above the Shift Commander less dues. It is the recommendation of Human Resources to extend an add pay to the Assistant Chief positions where the highest paid chief's annual salary as of January 1 annually would be used to determine a 3% rate increase and applied as an add pay unilaterally to both positions. This is consistent with the current process within Neenah's alternative union agency.

**Staff Recommendation:**

Approval to offer a 3% add rate using the highest paid Assistant Chief Pay in comparison to the Shift Commander pay as of January 1 annually and applied unilaterally to the alternate Assistant Chief.