



Neenah-Menasha Fire Rescue

AGENDA

**Neenah-Menasha Fire Rescue Joint Finance & Personnel Committee
January 23, 2024 – 5:30 p.m.
City of Neenah – Hauser Room**

- I. Attendance
- II. Public Forum
- III. Approval of Minutes:
 - a. November 28, 2023 (attached)
- IV. Review of Calls (attached)
 - a. Year-To-Date 2024
- V. Consideration and Action of 2023 Carryforwards (attached)
 - a. Software
 - b. Training Tower Window replacement
 - c. Station 32 CIP window replacement
 - d. Radio CIP replacement
- VI. Consideration and Action to replace a firefighter (attached)
- VII. Consideration and Action of Ordering a Replacement Quint/Ladder Truck (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) 967-3608** at least 48 hours prior to the scheduled meeting or event to request an accommodation.

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

Present: Ald. Sevenich, Ald. Grade, Borchardt and Lewis

Excused: Ald. Stevenson & Ald. Boyette

Also Present: Chief Kloehn, Director Fairchild, Deputy Director Kahl and MA Ellis

Public: No members of the public were present.

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

Minutes: The committee reviewed the October 24, 2023 meeting minutes. **MSC Borchardt/Grade to approve the October 24, 2023 meeting minutes and place on file, all voting aye.**

Review of Calls: The Committee reviewed the calls from October 2023 compared to October 2022. **MSC Borchardt/Grade to approve the October 2023 call report and place on file, all voting aye.**

Budget: The Committee reviewed budget report from January 1, 2023 through October 31, 2023. Chief Kloehn noted we are struggling with our overtime line item due to multiple FMLA's. In addition, we have had many repairs with our engines and will be over in the maintenance of motor vehicle budget. **MSC Grade/Borchardt to approve the budget report dated October 31, 2023 and place on file, all voting aye.**

Consideration and Action of Hiring Firefighters: The Committee reviewed the request to hire four firefighters to replace four line staff members who will retire in 2024. We are requesting approval to hire this early so we can make offers early. Unfortunately, all fire departments in our area are hiring at the same time but if we wait until January to make offers we will lose our top candidates. **MSC recommend the City of Neenah and City of Menasha common councils approve filling the four vacancies created by the retirements no earlier than March 1, 2024, all voting aye.**

Consideration and Action of Hiring a Fire Chief: The Committee reviewed the request to hire a replacement for Chief Kloehn as of December 27, 2023. Director Fairchild explained Chief Kloehn is retiring as of January 5, 2024, and the City is trying to create a seamless transition. For this Chief to not have a gap in health insurance they need to work one day in 2023. Otherwise, they go without health insurance until February 1, 2024. The total cost for this would be an additional \$1,650 to NMFR's budget. However, if we hold this position open, we take a chance that they will rescind their accepted offer and look elsewhere. The new Chief would be formally appointed as Fire Chief as of January 6, 2024. Ald. Sevenich is requesting a timeline be presented to the Councils when this request is moved forward on. Ald. Borchardt asked what the impact would be. Director Fairchild said they wouldn't be able to start until after Chief Kloehn retired and there would be salary and fringe benefit savings, but we wouldn't have a Fire Chief. Director Fairchild will provide this along with the formal announcement of who the new Fire Chief will be. **MSC Borchardt/Grade recommends the City of Neenah and City of Menasha Common Councils approve the hiring of a Fire Chief replacement on December 27, 2023 and approve exceeding the 2023 operating budget by \$1,650 to allow for continued coverage for the department and avoid a loss of insurance for the onboarding Chief, all voting aye.**

MSC Borchardt/Lewis to adjourn at 5:55 p.m., all voting aye.

Respectfully submitted,

Tara A. Ellis

Tara Ellis
Management Assistant

REPORT

REPORT



Neenah-Menasha Fire Rescue

Detailed Selected Statistics and Management Activity

By Incident Type

Report Period: 01/01/23 - 12/31/23 23:59:59

CODE	DESCRIPTOR	FREQUENCY	FREQ. PERCENT	EXPS	AVG # SUPPR. PERS.	AVG # EMS PERS.	AVG # OTHER PERS.	AVG # SUPPR. APPR.	AVG # EMS APPR.	AVG # OTHER APPR.	AVERAGE # MAN HOURS	TOTAL MAN HOURS	AVERAGE RESPONSE TIME (min)
		3	0.09%	0	0	0	0	0	0.00	0	0.10		4.07
		1	0.03%	0	0	0	9	0	0.00	5	3.90	3.433333	9.85
111	Building fire	28	0.83%	2	2.61	0	13.11	0.79	0.00	5.89	25.77	566.68329 3	4.37
113	Cooking fire, confined to container	11	0.33%	0	2.73	0	11.36	0.82	0.00	4.64	7.96	44.816653	4.23
114	Chimney or flue fire, confined to chimney or flue	3	0.09%	0	3	0	4.33	1	0.00	1.67	2.12	8.999999	2.28
116	Fuel burner/boiler malfunction, fire confined	1	0.03%	0	3	0	12	1	0.00	5	10.00	4.599998	4.83
118	Trash or rubbish fire, contained	3	0.09%	0	2.33	0	8	1	0.00	3.67	13.61	26.249998	4.56
131	Passenger vehicle fire	8	0.24%	0	1.63	0	8.63	0.5	0.00	3.25	6.00	32.983329	4.85
132	Road freight or transport vehicle fire	2	0.06%	0	1.5	0	5	0.5	0.00	2	7.20	14.016666	3.55
140	Natural vegetation fire, other	3	0.09%	0	1	0	5.67	0.33	0.00	2.33	2.41	6.483332	2.00
141	Forest, woods or wildland fire	1	0.03%	0	0	0	4	0	0.00	2	3.60	2.733333	5.47
142	Brush or brush-and-grass mixture fire	2	0.06%	0	0	0	4	0	0.00	1.5	1.43	2.633333	5.96
143	Grass fire	3	0.09%	0	1.33	0	3	0.33	0.00	1.67	2.17	6.316665	5.25

CODE	DESCRIPTOR	FREQUENCY	FREQ. PERCENT	EXPS	AVG # SUPPR. PERS.	AVG # EMS PERS.	AVG # OTHER PERS.	AVG # SUPPR. APPR.	AVG # EMS APPR.	AVG # OTHER APPR.	AVERAGE # MAN HOURS	TOTAL MAN HOURS	AVERAGE RESPONSE TIME (min)
150	Outside rubbish fire, other	2	0.06%	0	0	0	3.5	0	0.00	1	0.85	1.633333	4.37
151	Outside rubbish, trash or waste fire	4	0.12%	0	0	0	3.25	0	0.00	1	1.03	4.216666	7.48
153	Construction or demolition landfill fire	1	0.03%	0	3	0	11	1	0.00	5	3.27	2.133332	3.18
154	Dumpster or other outside trash receptacle fire	2	0.06%	0	1.5	0	2	0.5	0.00	0.5	1.02	2.033333	5.57
160	Special outside fire, other	1	0.03%	0	0	0	6	0	0.00	3	2.00	1.783332	3.47
162	Outside equipment fire	1	0.03%	0	0	0	3	0	0.00	1	1.00	1.000000	2.73
251	Excessive heat, scorch burns with no ignition	2	0.06%	0	3.5	0	10	1	0.00	4	9.45	12.816664	5.09
311	Medical assist, assist EMS crew	2,064	61.14%	0	0.64	0.01	3.88	0.2	0.00	1.75	1.32	2158.782175	4.70
320	Emergency medical service incident, other	23	0.68%	0	0.65	0	4.17	0.17	0.00	1.87	1.47	27.516655	4.63
321	EMS call, excluding vehicle accident with injury	210	6.22%	0	0.82	0.01	3.5	0.24	0.00	1.61	1.34	228.383238	4.53
322	Motor vehicle accident with injuries	34	1.01%	0	0.82	0.12	5.35	0.26	0.03	2.29	3.67	86.666646	4.37
323	Motor vehicle/pedestrian accident (MV Ped)	4	0.12%	0	0.75	0	4.25	0.25	0.00	2	1.08	3.449997	3.82
324	Motor vehicle accident with no injuries.	12	0.36%	0	1.58	0	2.92	0.5	0.00	1.08	1.78	16.999997	4.90
331	Lock-in (if lock out , use 511)	4	0.12%	0	0.75	0	3	0.25	0.00	1.25	0.86	2.999998	4.23
340	Search for lost person, other	1	0.03%	0	0	0	5	0	0.00	2	1.00	.950000	5.57
341	Search for person on land	2	0.06%	0	3	0	1.5	1	0.00	0.5	2.17	3.500000	7.64
342	Search for person in water	2	0.06%	0	1.5	0	18	0.5	0.00	12	2.44	32.716659	2.58
350	Extrication, rescue, other	2	0.06%	0	0	0	9	0	0.00	4	5.32	11.699997	3.40

CODE	DESCRIPTOR	FREQUENCY	FREQ. PERCENT	EXPS	AVG # SUPPR. PERS	AVG # EMS PERS	AVG # OTHER PERS	AVG # SUPPR. APPR.	AVG # EMS APPR.	AVG # OTHER APPR.	AVERAGE # MAN HOURS	TOTAL MAN HOURS	AVERAGE RESPONSE TIME (min)
351	Extrication of victim(s) from building/structure	1	0.03%	0	3	0	8	1	0.00	3	8.43	6.966666	4.63
352	Extrication of victim(s) from vehicle	2	0.06%	0	1.5	0	9	0.5	0.00	3	7.70	11.233332	5.04
356	High-angle rescue	1	0.03%	0	4	0	3	1	0.00	1	3.50	3.000000	2.73
357	Extrication of victim(s) from machinery	2	0.06%	0	0	0	6.5	0	0.00	2.5	1.35	1.833332	5.62
360	Water & ice-related rescue, other	2	0.06%	0	3	0	14	1	0.00	8	8.07	10.266663	3.81
365	Watercraft rescue	4	0.12%	0	1.5	0	9.75	0.5	0.00	4.5	9.33	31.599994	3.84
381	Rescue or EMS standby	3	0.09%	0	0	0	5.67	0	0.00	2.67	1.67	3.666665	3.97
410	Combustible/flammable gas/liquid condition, other	2	0.06%	0	1.5	0	2	0.5	0.00	0.5	1.52	2.866666	2.05
411	Gasoline or other flammable liquid spill	4	0.12%	0	1.75	0	4	0.5	0.00	1.25	4.60	19.266665	3.98
412	Gas leak (natural gas or LPG)	47	1.39%	0	0.85	0	5.34	0.26	0.00	2.15	4.98	221.349980	4.11
413	Oil or other combustible liquid spill	3	0.09%	0	0	0	3.33	0	0.00	1	1.04	3.150000	0.92
421	Chemical hazard (no spill or leak)	1	0.03%	0	0	0	5	0	0.00	1	1.00	1.000000	0.00
422	Chemical spill or leak	3	0.09%	0	0	0	3	0	0.00	1	1.18	3.550000	4.55
424	Carbon monoxide incident	20	0.59%	0	0.3	0	3.15	0.1	0.00	1.05	2.71	47.099999	4.16
440	Electrical wiring/equipment problem, other	8	0.24%	0	1.38	0	3.25	0.38	0.00	1.25	1.78	11.749999	4.52
442	Overheated motor	12	0.36%	0	2.92	0	10.58	0.83	0.00	4.42	7.67	65.849987	3.69
444	Power line down	25	0.74%	0	1.28	0	1.8	0.4	0.00	0.6	1.42	35.333332	5.33
445	Arcing, shorted electrical equipment	7	0.21%	0	1.71	0	10.29	0.57	0.00	4.71	8.71	47.966660	5.75

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463	Vehicle accident, general cleanup	12	0.36%	0	2.5	0	2	0.75	0.00	0.75	2.21	25.133331	4.54
480	Attempted burning, illegal action, other	2	0.06%	0	1.5	0	2	0.5	0.00	1	0.53	1.083333	3.92
500	Service Call, other	2	0.06%	0	3	0	2.5	1	0.00	1.5	1.97	3.366666	2.43
510	Person in distress, other	2	0.06%	0	1.5	0	3.5	0.5	0.00	1.5	1.62	2.033333	3.87
511	Lock-out	48	1.42%	0	0.65	0	3.13	0.21	0.00	0.94	0.96	43.283325	4.69
520	Water problem, other	2	0.06%	0	0	0	6	0	0.00	1.5	1.75	2.416666	7.80
522	Water or steam leak	3	0.09%	0	1	0	2	0.33	0.00	0.67	1.43	4.300000	6.48
531	Smoke or odor removal	21	0.62%	0	1.71	0	6.1	0.52	0.00	2.48	3.25	50.966653	4.27
541	Animal problem	2	0.06%	0	2	0	3	0.5	0.00	1.5	3.37	7.116665	3.21
542	Animal rescue	11	0.33%	0	0.55	0	2.64	0.18	0.00	0.82	1.27	13.983332	3.72
550	Public service assistance, other	14	0.41%	0	0.43	0	3.36	0.14	0.00	1	1.14	16.116664	3.56
551	Assist police or other governmental agency	10	0.30%	0	1.3	0	4.7	0.4	0.00	2.1	4.23	53.599995	4.49
553	Public service	28	0.83%	0	1.14	0	3.11	0.36	0.00	1.11	2.00	45.349991	2.92
554	Assist invalid	8	0.24%	0	0.88	0	2.88	0.25	0.00	1.88	1.27	7.766663	5.33
561	Unauthorized burning	38	1.13%	0	1	0	3.5	0.29	0.00	1.21	1.25	44.549991	4.59
571	Cover assignment, standby, moveup	1	0.03%	0	0	0	17	0	0.00	14	9.92	15.433328	19.13
600	Good intent call, other	1	0.03%	0	4	0	5	1	0.00	2	3.45	2.316666	5.27
611	Dispatched & canceled en route	60	1.78%	0	0.9	0.07	3.78	0.27	0.02	1.87	1.02	43.916634	0.36

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622	No incident found on arrival at dispatch address	68	2.01%	0	1.71	0	3.43	0.53	0.00	1.56	1.18	68.833300	4.55
631	Authorized controlled burning	2	0.06%	0	1.5	0	1.5	0.5	0.00	0.5	0.67	1.350000	2.98
650	Steam, other gas mistaken for smoke, other	1	0.03%	0	0	0	3	0	0.00	1	0.85	.850000	3.42
651	Smoke scare, odor of smoke	46	1.36%	0	1.83	0	6.5	0.57	0.00	2.5	3.12	115.133310	3.73
652	Steam, vapor, fog or dust thought to be smoke	3	0.09%	0	1.33	0	5.33	0.33	0.00	1.33	1.96	5.766665	5.02
653	Smoke from barbecue, tar kettle	3	0.09%	0	0	0	7.67	0	0.00	2.33	1.96	4.366665	5.02
661	EMS call, party transported by non-fire agency	1	0.03%	0	0	0	5	0	0.00	2	1.00	.816666	7.53
671	HazMat release investigation w/no HazMat	4	0.12%	0	1.5	0	4.5	0.5	0.00	2	2.32	7.199998	4.72
672	Biological hazard investigation, none found	1	0.03%	0	0	0	3	0	0.00	1	1.30	1.300000	7.77
700	False alarm or false call, other	1	0.03%	0	3	0	8	1	0.00	4	3.30	2.933333	5.15
710	Malicious, mischievous false call, other	3	0.09%	0	2	0	9.67	0.67	0.00	4.67	2.72	3.766664	5.07
711	Municipal alarm system, malicious false alarm	4	0.12%	0	2.5	0	8.5	0.75	0.00	3.75	3.30	8.699996	4.40
712	Direct tie to FD, malicious false alarm	2	0.06%	0	0	0	8	0	0.00	4.5	2.13	3.616664	5.12
714	Central station, malicious false alarm	12	0.36%	0	0.75	0	10.33	0.25	0.00	4.17	3.02	23.599994	5.44
715	Local alarm system, malicious false alarm	7	0.21%	0	1.14	0	8.57	0.29	0.00	3.43	4.70	15.533327	4.00
730	System malfunction, other	1	0.03%	0	0	0	8	0	0.00	4	0.80	.366666	0.62
731	Sprinkler activation due to malfunction	3	0.09%	0	1.33	0	10.67	0.33	0.00	4.67	7.07	18.483330	4.98
733	Smoke detector activation due to malfunction	15	0.44%	0	1.4	0	6.6	0.4	0.00	2.6	2.54	28.416660	3.75
734	Heat detector activation due to malfunction	3	0.09%	0	0	0	8.67	0	0.00	3.67	4.00	6.116663	4.85

CODE	DESCRIPTOR	FREQUENCY	FREQ. PERCENT	EXPS	AVG # SUPPR. PERS.	AVG # EMS PERS.	AVG # OTHER PERS.	AVG # SUPPR. APPR.	AVG # EMS APPR.	AVG # OTHER APPR.	AVERAGE # MAN HOURS	TOTAL MAN HOURS	AVERAGE RESPONSE TIME (min)
735	Alarm system sounded due to malfunction	52	1.54%	0	1.31	0	9.23	0.38	0.00	3.87	4.30	148.39995 ₉	4.44
736	CO detector activation due to malfunction	5	0.15%	0	1.2	0	2.4	0.4	0.00	0.6	1.03	5.249999	2.41
740	Unintentional transmission of alarm, other	8	0.24%	0	0.75	0	7.63	0.25	0.00	3.38	1.03	5.633328	2.15
741	Sprinkler activation, no fire - unintentional	9	0.27%	0	1.78	0	9.89	0.56	0.00	4.33	3.80	26.349988	5.08
742	Extinguishing system activation	3	0.09%	0	2	0	9.33	0.67	0.00	4	5.67	11.366664	3.56
743	Smoke detector activation, no fire - unintentional	49	1.45%	0	2.29	0	8.96	0.67	0.00	3.78	3.46	113.78329 ₂	4.77
744	Detector activation, no fire - unintentional	11	0.33%	0	1	0	10.82	0.27	0.00	4.27	5.96	37.849989	4.93
745	Alarm system activation, no fire - unintentional	158	4.68%	0	1.51	0	9.29	0.46	0.00	3.92	3.42	339.99986 ₈	4.61
746	Carbon monoxide detector activation, no CO	38	1.13%	0	0.68	0	3.32	0.21	0.00	1.05	1.50	52.249991	4.98
813	Wind storm, tornado/hurricane assessment	1	0.03%	0	0	0	4	0	0.00	1	3.40	3.400000	30.72
814	Lightning strike (no fire)	1	0.03%	0	3	0	12	1	0.00	5	10.25	8.583332	2.05
911	Citizen complaint	9	0.27%	0	2.22	0	4.33	0.67	0.00	1.67	1.42	8.683332	2.95
Totals		3,376	100%	2	0.88	0.01	4.59	0.27	0.00	2.00	2.01	5,308.41	4.53
Mutual Aid Given Incidents		18											



Memorandum

TO: NMFR Joint Finance & Personnel Committee

FROM: Chief Travis Teesch

DATE: January 4, 2024

RE: 2023 Software Budget Carry Forward

This year we had budgeted funds for several different software changes. One change was an interface between our scheduling software and the City's payroll system. This interface is to reduce the redundancy in time staff with running reports from one system and manually data entering payroll into the City's payroll system. Currently, we have not completed this interface and are requesting to carry forward funds to complete this project.

The City of Neenah made the switch to Microsoft 365 in 2023. Part of this change was to upgrade the thin clients and software that line staff use. This software is used for line staff as it's a cheaper option than purchasing full licenses for all staff members. Due to a backlog in receiving the new software, we need to carry forward funds to complete this project.

We are asking for consideration in carrying forward \$20,000 (180-2301712-0218) to complete the software changes in 2024 as we will not have enough funds to cover this in our 2024 budget.

If you have any questions, please feel free to call me at 886-6202. Thank you for your consideration.

TT/te



Memorandum

TO: NMFR Joint Finance & Personnel Committee

FROM: Chief Travis Teesch

DATE: January 4, 2024

RE: 2023 Training Tower Carryforward Request

In 2023, there was a need to replace the windows in our training tower. The windows were ordered in September 2024 and are currently on backorder. We have been told by our vendor that they should be in by 2nd quarter of 2024. It should be noted that due to the Joint Recruitment Academy held at this facility, there is a shared expense with Oshkosh Fire Department when things need to be updated. Oshkosh Fire Department has already paid their portion of this expense and it has been deposited into the account we are requesting the carryforward from.

We are asking for consideration in carrying forward \$8,000 (180-2301712-0250) to complete the window replacement for our training tower as we will not have enough funds to cover this in our 2024 budget.

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

TT/te



Memorandum

TO: NMFR Joint Finance & Personnel Committee

FROM: Chief Travis Teesch

DATE: January 4, 2024

RE: 2023 Station 32 Window Replacement

In 2023, there was an approved CIP budget of \$85,357 to replace all of the windows at Station 32. These were ordered and were to be installed in October of 2023. We were notified by our vendor that they have not been able to obtain the glass this past quarter and they will not be ready to install these windows until May of 2024.

A downpayment of \$25,000 was made. We are asking for consideration in carrying forward \$60,357 to complete the window replacement for Station 32. This is a City of Neenah only expense.

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

TT/te



Memorandum

TO: NMFR Joint Finance & Personnel Committee

FROM: Chief Travis Teesch

DATE: January 4, 2024

RE: 2023 Radio CIP Budget

In 2023, we had a total budget of \$413,000 budgeted to replace all radios and related equipment. Equipment was ordered but not everything has been received. Please note that we are anticipating some of this money to be reimbursed to us from Winnebago County through the ARPA grant. However, we do not have an estimated date of when funds will be released. Therefore, we are asking for consideration in carrying forward \$266,713.41 (180-2481-712-8113) to complete radio replacement for our department. Any funds received in 2024 will offset this total expense.

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

TT/te



Memorandum

TO: NMFR Joint Finance & Personnel Committee Members
FROM: Chief Travis Teesch
DATE: January 5, 2024
RE: Firefighter Replacement

We have an employee who has resigned from our department. Therefore, we have one vacancy open. At this time, we have four new firefighters who will begin employment in March of 2024. This is to replace staff members who and/or will be retiring soon. Our plan is to start the replacement for this person at the same time as the others.

I am asking for consideration and action to recommend the City of Neenah and City of Menasha Common Councils approve filling the one vacancy created by a resignation no earlier than March 1, 2024.

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

TT/te