



Neenah-Menasha Fire Rescue

Agenda

Neenah-Menasha Joint Fire Commission
Wednesday, March 22, 2023 - 4:00 p.m.
Hauser Room – City of Neenah

1. Attendance
2. Public Forum
3. Meeting Minutes:
 - a. January 25, 2023
4. Review of Activity & Automatic Aid Calls – this is informational only and no action is required.
 - a. February 2023
 - b. February 2022
5. Consideration and action of reviewing the hiring requirements and job description for Firefighters
6. Consideration and action of the Regional Fire Department Hiring Process Agreement (attached)
7. 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 Kevin Kloehn at 886-6200** or the **City's ADA Coordinator at (920) 886-6106** or e-mail attorney@ci.Neenah.wi.us at least 48 hours prior to the scheduled meeting or event to request an accommodation.

**NMFR Joint Fire Commission Meeting Minutes
January 25, 2023 – 4:00 p.m.
City of Neenah – Hauser Room**

Present: Commissioners Keating, Kubiak, McCann, Keehan and Lewis

Excused: Commissioner Englbart

Also Present: Chief Kloehn, DC Krueger and MA Ellis

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

Public Forum: No members of the public were present.

Minutes: The Commission reviewed the November 30, 2022 meeting minutes. **MSC Keehan/McCann to approve the November 30, 2022 meeting minutes and place on file, all voting aye.**

Minutes: The Commission reviewed the December 1, 2022 meeting minutes. **MSC Keehan/Keating to approve the December 1, 2022 meeting minutes, all voting aye.**

Activity and Automatic Aid Calls: The Commission reviewed the 2022 activity and automatic aid calls. This is informational only and no action is required.

Promotions: The Commission reviewed the request for promotions due to the impending retirements of two people. **MSC Keehan/Lewis approve the promotion of Ryan Kane from Shift Inspector to Fire Officer effective April 7, 2023 contingent upon the retirement of Brian Goldschmidt, all voting aye.**

MSC Keating/Keehan approve the promotion of Xiong Yang from Firefighter to Shift Inspector effective April 7, 2023 contingent upon the retirement of Brian Goldschmidt, all voting aye.

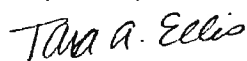
MSC Lewis/Lewis approve Garrett Gee from Firefighter to Driver/Operator effective May 3, 2023 contingent upon the retirement of Joe Olszewski, all voting aye.

Hiring Update: Chief Kloehn gave an overview of who was offered positions to and where they are at in the current pre-employment process.

MSC Keehan/Kubiak to convene into closed session pursuant to Section 19.85(1)(c), Wis. Status for the purpose of employee discipline/action discussion, all voting aye.

MSC Keehan/McCann to adjourn at 5:10 p.m., all voting aye.

Respectfully Submitted,



Tara Ellis

Management Assistant



Neenah-Menasha Fire Rescue

Breakdown by Incident Type

Report Period: 02/01/23 - 02/28/23 23:59:59

Incident Type	Incidents	Exposures
311 Medical assist, assist EMS crew	134	0
743 Smoke detector activation, no fire - unintentional	7	0
412 Gas leak (natural gas or LPG)	6	0
320 Emergency medical service incident, other	5	0
622 No incident found on arrival at dispatch address	5	0
611 Dispatched & canceled en route	4	0
511 Lock-out	4	0
321 EMS call, excluding vehicle accident with injury	3	0
651 Smoke scare, odor of smoke	3	0
531 Smoke or odor removal	3	0
553 Public service	3	0
700 False alarm or false call, other	3	0
745 Alarm system activation, no fire - unintentional	2	0
671 HazMat release investigation w/no HazMat	2	0
551 Assist police or other governmental agency	2	0
324 Motor vehicle accident with no injuries.	2	0
463 Vehicle accident, general cleanup	2	0
442 Overheated motor	2	0
445 Arcing, shorted electrical equipment	1	0
421 Chemical hazard (no spill or leak)	1	0
424 Carbon monoxide incident	1	0
480 Attempted burning, illegal action, other	1	0
520 Water problem, other	1	0
352 Extrication of victim(s) from vehicle	1	0

03/14/23 10:20:10



Neenah-Menasha Fire Rescue

Breakdown by Incident Type

Report Period: 02/01/22 - 02/28/22

Incident Type	Incidents	Exposures
311 Medical assist, assist EMS crew	173	0
362 Ice rescue	8	0
531 Smoke or odor removal	7	0
424 Carbon monoxide incident	5	0
320 Emergency medical service incident, other	4	0
511 Lock-out	4	0
700 False alarm or false call, other	4	0
000 None	3	0
440 Electrical wiring/equipment problem, other	2	0
118 Trash or rubbish fire, contained	2	0
463 Vehicle accident, general cleanup	2	0
736 CO detector activation due to malfunction	2	0
745 Alarm system activation, no fire - unintentional	2	0
900 Special type of incident, other	1	0
740 Unintentional transmission of alarm, other	1	0
743 Smoke detector activation, no fire - unintentional	1	0
735 Alarm system sounded due to malfunction	1	0
512 Ring or jewelry removal	1	0
520 Water problem, other	1	0
522 Water or steam leak	1	0
551 Assist police or other governmental agency	1	0
600 Good intent call, other	1	0
611 Dispatched & canceled en route	1	0
510 Person in distress, other	1	0

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Neenah-Menasha Fire Rescue Position Description

Position Title:	Firefighter	Department:	Fire
		FLSA:	Non-exempt
Date:	<u>February 2021</u> March 2014	Reports To:	Fire Chief

Purpose of Position

The purpose of this position is to perform fire and emergency operations, emergency medical services along with public education and prevention duties. Work involves activities including fire suppression, rescue operations both fire and water, first aid, ventilation, salvage, overhaul, inspection activities, public education, training, engine company and/or ladder truck duties and hazardous materials response. (Fire fighters may be trained in areas of pump/engine, ladder truck and watercraft operations to make them competent to operate as a Driver/Engineer.) The incumbent may work individually or as a fire suppression team member and works under the regular supervision of a Fire Officer, Shift Commander, and/or Chief Officer.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Responds to fire and emergency calls as a member of an engine company, truck company or specialty unit.

Performs a variety of technical and manual labor duties required to locate, control and extinguish fires, including catching fire hydrants; connecting hoses and nozzles; laying supply and attack lines; using visual, sensory, technical and judgmental criteria to locate fire sources; using fire streams (including portable fire extinguishers); carrying, positioning, raising and climbing portable and aerial ladders; using a variety of hand held and powered equipment necessary to locate, control and extinguish fires.

Performs a variety of technical and manual labor tasks to ventilate structures involved in fire, smoke and odor calls including placing of fans and/or hose streams; mechanically opening of roofs, floors, walls, doors, windows and vents.

Performs forcible entry operations to gain access into structures using a variety of tools.

Performs salvage operations to prevent undue damage to property not involved in fire and/or emergency situations including the placement of salvage covers; removing of property, removing water, smoke and heat from structures, etc.

Perform tasks to extricate individuals safely from confined spaces, trench rescue incidents, and offer a support role during structure collapse incidents, etc. using a variety of tools, equipment and knowledge.

Performs search and rescue operations to locate and remove individuals and victims from fire and emergency situations.

Performs water rescue functions including, but not limited to surface, ice/cold water, swift, or dive rescues using specialized equipment such as ropes, harnesses, boats and exposure suits.

Performs emergency first aid and/or CPR to fire and/or other emergency victims.

Maintains, cleans, services, inspects, and loads firefighting and/or emergency equipment, tools, etc. on company apparatus.

Participates in Company fire inspections of buildings to ensure compliance with local and state codes, and nationally recognized good practices and standards; to become familiar with structures; to inform persons of the benefits of sound fire prevention practices; completes inspection reports.

Participates in training classes and drills to maintain and enhance firefighting and emergency techniques and responses; may participate in and/or instruct in-station training activities.

Performs at the hazardous materials operations level.

Writes, reports, and completes all related paperwork relative to tasks assigned.

Assists public when locked out of their home.

Uses Fire Dept. equipment for non-departmental purposes such as replacing light bulbs in the City's parks.

Inspects and flow tests fire hydrants, completes related paperwork.

May perform at HAZMAT Awareness and/or Operations, as required.

May serve at any level of the Incident Command System under the NIMS model.

May serve as a driver/engineer of an engine or truck company after successfully completing the department driver-training program, and completing 2 years of service from the date of hire.

May perform in an Acting Officer position, after completing 10 years of service from the date of hire, and provided minimum qualifications of the position are met.

Maintains regular punctual and predictable attendance, works overtime and extra hours as required.

Delivers public fire education programs, tours, lectures, etc. as may be necessary to ensure public fire safety. Newly hired firefighters will be assigned to the Public Education Team.

Maintains, performs repairs, and cleans assigned fire station quarters, apparatus rooms, grounds, etc.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Answers and routes telephone calls.

Sorts mail, files materials, types correspondence and performs other clerical/office duties.

Minimum Training and Experience Required to Perform Essential Job Functions

Minimum of 18 years old, High School Diploma (or GED or High School Equivalence Certificate), and an Associate Degree in Fire Science.

State of Wisconsin Certifications: Fire Fighter I, Fire Fighter II, Fire Inspector 1, Driver/Operator - Pumper, Hazardous Materials Awareness & Operations, and Medical First Responder. Other required training includes: NIMS 100, NIMS 200, NIMS 700, & NIMS 800. Fire Officer I and SCUBA / PADI are preferred, but not required.

Fox Valley Technical College CPAT Certification obtained within the recruitment year, valid Wisconsin driver's license, and an acceptable driving record.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Conduct with the officers, firefighters, and the public should be cooperative, courteous, and non-disruptive to the operation and should contribute positively to the department effort and morale.

Should provide assistance and work as a team

Exchange pertinent information about the job with other members

Accept work assignments from Officers and follows direction regarding how work is to be completed and when work should be finished

Ability to communicate effectively, both orally and in writing

Ability to keep accurate records and use state-of-the-art technology.

Ability to use complex instruments and equipment.

Ability to read and interpret technical written materials, codes, ordinances and standards.

Ability to enforce codes in a firm, unbiased and tactful manner.

Ability to establish effective working relations with supervisors, co-workers, the public, and police personnel.

Ability to resolve conflict situations at their lowest levels and to adapt to conflict situations that will result in a positive outcome.

Ability to apply sound and proven leadership principles

Mathematical Ability

Ability to add, subtract, and apply mathematical equations.

Judgment and Situational Reasoning Ability

Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.

Ability to exercise the judgment, decisiveness and creativity required in critical and/or unexpected situations involving moderate risk to the organization.

Thorough knowledge of all fire fighting and emergency techniques and procedures authorized by the Neenah Menasha Fire Department.

Thorough knowledge of the uses, maintenance requirements and locations of all fire fighting and

emergency equipment, tools and apparatus used by the Department.

Thorough knowledge of the instruments used for monitoring the atmosphere in fire, HAZMAT and confined space situations.

Working knowledge of fire chemistry, building construction, fire and building codes and the ability to apply this knowledge to specific fire and emergency situations, inspection activities, etc.

Working operational knowledge of engine and quint companies, including knowledge of basic hydraulic and aerial ladder-skills, according to manufacturer recommendations and NFPA standards.
Knowledge of fire prevention methods, laws and ordinances.

Knowledge of policies, rules and regulations, Standard Operating Procedures of the Fire Department and the City.

Knowledge of the physical layout of the City streets, major buildings, city water supply, hydrant locations, etc.

Physical Requirements

Ability to operate, maneuver and/or steer equipment and machinery requiring simple but continuous adjustments such as motor vehicles, fire fighting apparatus, emergency communication equipment, emergency medical equipment, various power tools, hand tools, computer terminal, calculator, telephone, TV/VCR and overhead projector.

Use all personal protective equipment, clothing, and SCBA.

Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training such as assembling.

Ability to exert effort in physically demanding work, typically involving some combination of climbing, lifting, carrying, pushing and pulling.

Ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, odors and textures associated with job-related objects, materials and tasks.

Ability to swim.

Ability to utilize Advanced First Aid and CPR skills.

Skill in the use of fire fighting hand and power tools, equipment and supplies.

Physical ability and endurance to efficiently and effectively perform strenuous physical labor in threatening and stressful situations.

Environmental Adaptability

Ability to work under unsafe and uncomfortable conditions where exposure to environmental factors such as temperature variations, odors, toxic agents, violence, noise, wetness, machinery, electrical currents, traffic hazards, disease and/or dust may cause or causing discomfort and where there is a risk of injury.

Ability to recognize and identify fire and life safety issues that need to be addressed and to take the appropriate actions.

Ability to work with moderate supervision.

Neenah-Menasha Fire Rescue is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Date

Supervisor's Signature

Date

REGIONAL FIRE DEPARTMENT HIRING PROCESS AGREEMENT

THIS AGREEMENT ("Agreement") is made as of the 15th day of February, 2023, by and between the NEENAH MENASHA FIRE RESCUE (hereinafter "NMFR") and FOX VALLEY TECHNICAL COLLEGE (hereinafter FVTC).

WHEREAS, NMFR wishes to contract with FVTC for the purpose of acquiring a list of qualified candidates for the position of firefighter; and

WHEREAS, FVTC wishes to provide the NMFR with testing results obtained from the Fox Valley Technical College Regional Hiring Process; and

NOW, THEREFORE, in consideration of the mutual promises and other goods and valuable consideration exchanged herein, IT IS AGREED AS FOLLOWS:

A. NMFR agrees to fulfill the following obligations:

1. Will certify that it has a valid Candidate Physical Ability Test (CPAT) license, and that it agrees to recognize and accept proof of completion of the CPAT from Fox Valley Technical College.
2. Will certify that it will utilize the CPAT only in the context of an overall implementation of the CPAT program that complies with its CPAT license;
3. Will understand the result of the hiring process will be valid for six (6) months from the date the candidate takes the CPAT and written exam;
4. Will understand the CPAT can only be used for the purpose of candidate preparation and physical ability testing of career firefighters.

B. NMFR agrees to fulfill the following obligations which are specific to the Fox Valley Regional Hiring Process:

1. Will be responsible for advertising the open position(s) and direct potential candidates to the FVTC website for additional information;
2. Will establish the minimum hiring requirements for NMFR;
3. Will accept the Fox Valley Regional Hiring Process Application;
4. Will review applications provided by FVTC for candidates to move forward in the process for CPAT and written exam.
5. Will reimburse FVTC for services provided at the rate of \$1,000.00.

C. FVTC agrees to fulfill the following obligations:

1. Will obtain and maintain a limited license and cover the cost of any licensing fees.
2. Will have the capability and agree to assist NMFR in meeting the terms of applicable CPAT requirements, including the pre-test orientation and mentoring requirements;
3. Will have the capability and staff to validate the CPAT for jurisdictions through a transportability study, assist the fire department in obtaining CPAT licensure, provide consistent CPAT testing administration and assure compliance with the CPAT administration process.
4. Will have the capability and agree to provide candidates continuously available practice tests and orientations in accordance with The Fire Service Joint Labor

Management Wellness-Fitness Initiative Candidate Physical Ability Test Manual, 2nd Edition;

5. Will provide candidate with a mentoring program (i.e. Firefighter Functional Fitness 10-503-135, classes which are offered through FVTC);
6. Will provide secure CPAT equipment and verify that such equipment and props conform to all specifications in the CPAT manual and that it has the ability to administer the CPAT in conformity with the specifications of CPAT;
7. Will have a mechanism in place to assure that any individual who demonstrates a financial hardship will be provided the CPAT at reduced or no charge;
8. Will provide CPAT certifications for candidate's applying for employment with multiple fire departments;
9. Will notify the International Association of Fire Fighters (IAFF) of the CPAT licensed fire departments for which such certification is provided;
10. Will provide CPAT licensed fire departments results from the hiring process and a method for verifying the candidate's results;
11. Will administer the CPAT in compliance with the IAFF's licensing agreement, which include full compliance with the EEOC conciliation agreement and utilization of the CPAT administration.

D. FVTC agrees to fulfill the following obligations which are specific to the Fox Valley Regional Hiring Process:

1. Establish and maintain Fox Valley Regional Hiring Process website;
2. Maintain a data collection system for all pertinent information relating to the hiring process and make available upon request;
3. Only allow candidates who meet the NMFR minimum hiring requirements to participate in the hiring process. FVTC expressly waives on obligations and NMFR indemnifies FVTC for any and all claims brought against either party related to the recruitment and/or hiring decisions related to any NMFR candidates or employees related to services provided in this Contract;
4. Schedule CPAT orientation, practice session and administer the actual physical ability test in accordance with the guidelines set by Chapter 6, Appendix A and Appendix B of The Fire Service Joint Labor Management Wellness-Fitness Initiative Candidate Physical Ability Test Manual, 2nd Edition;
5. Administer the written exam only to the candidates who meet the NMFR minimum hiring requirements and successfully complete and pass the CPAT;
6. Compile hiring process testing data from the candidates application, CPAT and written exam;
7. Provide the NMFR with an electronic copy of the application for each candidate who has applied to the NMFR and the results of the written exam and CPAT.
8. Provide a summary of the entire Fox Valley Regional Hiring Process to the NMFR, this will be statistical data and will not include specific names of candidates;
9. Will receive compensation from the NMFR for services provided at the rate of \$1,000.00 IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the date first above written.

TERM. The term of this Contract shall commence on the date hereof and continue for a period of one (1) year or until the sooner of (a) termination of this Contract by FVTC upon forty-five (45) days prior written notice; or (b) termination of this Contract by NMFR upon thirty (30) days prior written notice.

Entire Contract. This Contract constitutes the entire agreement of the parties hereto in respect of Services, and supersedes all prior representations, proposals, discussions, and communications, whether oral or in writing. This Contract may only be modified in writing, signed by the party sought to be bound.

NEENAH MENASHA FIRE RESCUE

Kevin Kloehn, Fire Chief

FOX VALLEY TECHNICAL COLLEGE

A handwritten signature in black ink that reads "James Austad". The signature is written in a cursive style with a large, stylized 'J' and 'A'.

James Austad, Fire Protection Department Chair

Fox Valley Regional Fire Department

Minimum Hiring Requirements

Directions: Please mark the items that your fire department would need as the minimum requirements for a candidate to be considered for employment.

All requirements will be at the time of application unless otherwise noted as at the time of hire.

Fire Department Name: _____

General Requirements

- ☐ - Minimum age: _____ years old
- ☐ - Valid WI Driver's License
- ☐ - U.S. Citizen

Comments: _____

Education Requirements

- ☐ - High School diploma or GED
- ☐ - College credits Specify: _____
- ☐ - Associate Degree: any field ☐ - at hire
- ☐ - Associate Degree: related field ☐ - at hire
- ☐ - Associate Degree: Fire/Medic ☐ - at hire

- ☐ - Associate Degree: Fire Protection Technician ☐ - at hire

Comments: _____

Fire Certification Requirements (WI Certification, IFSAC or Pro Board)

- ☐ - Firefighter I ☐ - at hire
- ☐ - Firefighter II ☐ - at hire
- ☐ - Driver/Operator – Pumper ☐ - at hire
- ☐ - Driver/Operator – Aerial ☐ - at hire
- ☐ - Fire Inspector I ☐ - at hire

- ☐ - Haz Mat Operations ☐ - at hire
- ☐ - Haz Mat Technician ☐ - at hire

Comments: _____

Emergency Medical Services Requirements (WI License or National Registry)

- ☐ - Medical First Responder ☐ - at hire
- ☐ - EMT: Basic ☐ - at hire
- ☐ - EMT: Paramedic ☐ - at hire
- ☐ - EMT:P Program enrollment at application

Comments: _____

Other Required Training

- ☐ - NIMS 100 ☐ - at hire
- ☐ - NIMS 200 ☐ - at hire
- ☐ - Other - specify: _____
- ☐ - NIMS 700 ☐ - at hire
- ☐ - NIMS 800 ☐ - at hire
- ☐ - Other – specify: _____
- ☐ - Confined Space ☐ - at hire
- ☐ - PADI/SCUBA ☐ - at hire

Residency Requirements

☐ - Yes ☐ - No

Describe: _____

Tobacco Use Prohibited

☐ - Yes ☐ - No

Name of person completing this form		Title or rank		Human Resources or additional approval (if required)	
Signature		Date		Signature	
				Date	