



# Neenah-Menasha Fire Rescue

## Agenda

### Neenah-Menasha Joint Fire Commission

Wednesday, April 27, 2022

4:00 p.m.

City of Menasha – Room #132

1. Attendance
2. Election of Chair – City of Menasha Representative
3. Election of Vice Chair – City of Neenah Representative
4. Public Forum
5. Approval of minutes (attached)
  - a. January 26, 2022
6. Review of March Activity and Mutual Aid Reports – Informational Only
7. Consideration and Action of the Regional Fire Department Hiring Process Agreement between NMFR and FVTC (attached)
8. 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) 967-3608** or e-mail **pcaptain@ci.menasha.wi.us** at least 48 hours prior to the scheduled meeting or event to request an accommodation.

Neenah-Menasha Joint Fire Commission  
Meeting Minutes  
January 26, 2022 – 4:00 p.m.  
Station 31 Training Center

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

Excused: Commissioner Englebert

Also Present: Chief Kloehn, DC Krueger, AC Peglow and HR Coordinator Maschke

Commissioner McCann called the meeting to order at 4:05 p.m.

Public Forum: No members of the public were present.

Approval of Minutes: The Commission reviewed the November 29, 2021 meeting minutes. **MSC Kean/Kubiak approve the November 29, 2021 meeting minutes with the change to reflect Commission Lewis was present at the meeting. Commissioner Englebert was not, and place on file, all voting aye.**

The Commission reviewed the November 30, 2021 meeting minutes. **MSC Keehan/Kubiak to approve the November 30, 2021 meeting minutes and place on file, all voting aye.**

The Commission reviewed the December 1, 2021 meeting minutes. **MSC Keehan/Kubiak to approve the December 1, 2021 meeting minutes and place on file, all voting aye.**

Chief's Update: Chief Kloehn gave a brief update of activities with the department.

Consideration and Action of the Shift Commander, Fire Officer, Driver/Operator and Shift Inspector Promotions: The Commission reviewed the request from Chief Kloehn on promotions due to the upcoming retirements.

**MSC Keehan/Kubiak approve Troy Jahns from the position of Fire Officer to Shift Commander effective 2/1/22 and contingent upon Shift Commander Pete Anderson's retirement, all voting aye.**

**MSC Keating/Lewis to approve Nick Brautigam from the position of Shift Inspector to Fire Officer effective 2/1/22 and contingent upon Shift Commander Pete Anderson's retirement, all voting aye.**

**MSC Lewis/Keating to approve Nick Mostek from Driver/Operator to Fire Officer effective 2/3/22 and contingent upon Captain Mark Fahrenkrug's retirement, all voting aye.**

**MSC Keehan/Keating to approve Jaime Martinez from Firefighter to Shift Inspector effective 2/1/22 and contingent upon Shift Commander Pete Anderson's retirement, all voting aye.**

**MSC Kubiak/Keehan to approve Scott Harding from Firefighter to Driver/Operator effective 2/3/22 and contingent upon Captain Mark Fahrenkrug's retirement, all voting aye.**

**MSC Keehan/McCann to convene into closed session pursuant to Section 19.85(1)(c), Wis. Stats for the purpose of interviewing applicants for the open Assistant Chief/Fire Marshal position, all voting aye.**

**MSC Lewis/Keehan to reconvene into open session, all voting aye.**

**MSC Keehan/Keating to move both candidates forward for final decision/consideration of the Assistant Chief/Fire Marshal position, all voting aye.**

**MSC Keating/Lewis to adjourn at 6:55 p.m., all voting aye.**

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Kevin Kloehn", with a horizontal line extending to the right.

Chief Kevin Kloehn

KK/te

**Neenah - Menasha Fire Rescue**

**Incident Type Period Comparisons**

**Alarm Date Between {03/01/2022} and {03/31/2022}**

Incident Type	03/01/2022	03/01/2021	03/01/2020	03/01/2019
	to 03/31/2022	to 03/31/2021	to 03/31/2020	to 03/31/2019
	1	0	0	0
111 Building fire	3	5	3	5
114 Chimney or flue fire, confined to chimney or	0	0	1	1
118 Trash or rubbish fire, contained	0	0	1	0
130 Mobile property (vehicle) fire, Other	1	0	0	0
140 Natural vegetation fire, Other	0	1	0	0
151 Outside rubbish, trash or waste fire	0	0	1	0
154 Dumpster or other outside trash receptacle fire	0	2	0	0
162 Outside equipment fire	0	0	1	0
300 Rescue, EMS incident, other	2	0	1	0
311 Medical assist, assist EMS crew	156	145	149	141
311AMedical assist, assist EMS crew, Advanced Skills	13	11	17	22
320 Emergency medical service, other	0	2	4	0
321 EMS call, excluding vehicle accident with injury	0	0	1	1
322 Motor vehicle accident with injuries	2	0	0	1
331 Lock-in (if lock out , use 511 )	0	2	0	0
351 Extrication of victim(s) from building/structure	0	0	1	0
352 Extrication of victim(s) from vehicle	0	0	0	1
353 Removal of victim(s) from stalled elevator	1	0	0	0
360 Water & ice-related rescue, other	0	1	0	0
360AWater & ice-related rescue, no rescue	1	1	2	0
362 Ice rescue	0	0	0	1
410 Combustible/flammable gas/liquid condition,	1	0	0	0
411 Gasoline or other flammable liquid spill	0	3	0	2
412 Gas leak (natural gas or LPG)	1	1	1	0
413 Oil or other combustible liquid spill	0	0	2	2
424 Carbon monoxide incident	0	2	0	1
441 Heat from short circuit (wiring), defective/worn	1	0	0	0
442 Overheated motor	1	0	0	0
444 Power line down	0	1	0	1
445 Arcing, shorted electrical equipment	2	0	1	1
463 Vehicle accident, general cleanup	0	2	1	0
500 Service Call, other	2	0	0	1
510 Person in distress, Other	0	1	0	0
511 Lock-out	1	0	3	2
512 Ring or jewelry removal	0	0	0	1
520 Water problem, Other	0	0	0	1
521 Water evacuation	1	0	0	0
522 Water or steam leak	0	2	0	2
531 Smoke or odor removal	0	2	2	1
5311Smoke or odor investigation	8	7	10	15
541 Animal problem	0	1	0	0
542 Animal rescue	1	0	0	0

Neenah - Menasha Fire Rescue

Incident Type Period Comparisons

Alarm Date Between {03/01/2022} and {03/31/2022}

Incident Type	03/01/2022	03/01/2021	03/01/2020	03/01/2019
	to	to	to	to
	03/31/2022	03/31/2021	03/31/2020	03/31/2019
550 Public service assistance, Other	0	1	0	0
551 Assist police or other governmental agency	2	1	0	0
553 Public service	0	1	0	0
561 Unauthorized burning	1	1	1	2
571 Cover assignment, standby, moveup	1	0	0	0
600 Good intent call, Other	0	0	0	1
611 Dispatched & cancelled en route	2	2	6	2
622 No Incident found on arrival at dispatch address	1	1	0	0
650 Steam, Other gas mistaken for smoke, Other	1	0	0	0
652 Steam, vapor, fog or dust thought to be smoke	0	1	0	1
671 HazMat release investigation w/no HazMat	0	0	0	1
700 False alarm or false call, Other	5	5	2	1
710 Malicious, mischievous false call, Other	0	0	0	2
711 Municipal alarm system, malicious false alarm	0	1	0	0
730 System malfunction, Other	2	0	0	0
733 Smoke detector activation due to malfunction	3	2	2	4
735 Alarm system sounded due to malfunction	1	2	2	1
736 CO detector activation due to malfunction	2	2	1	1
740 Unintentional transmission of alarm, Other	3	1	0	1
740ASystem damage due to tow motor	2	0	0	0
741 Sprinkler activation, no fire - unintentional	1	0	0	1
743 Smoke detector activation, no fire -	1	7	3	2
744 Detector activation, no fire - unintentional	5	4	1	1
745 Alarm system activation, no fire - unintentional	11	6	1	6
746 Carbon monoxide detector activation, no CO	3	3	6	4
911BCitizen complaint unauthorized burning no permit	0	3	1	1
<b>Totals</b>	<u>246</u>	<u>236</u>	<u>228</u>	<u>235</u>

**Neenah Menasha Fire Rescue**

**Aid Responses by Department Report**

Alarm Date Between {03/01/2022} And {03/31/2022}

Incident	Notified	Type of Aid		Fire	EMS	Resc	Other
44020 City of Appleton FDID 44020							
22-0000583	03/09/2022	4 Automatic aid given	#Personnel	0	0	0	0
		Response Time: 00:06:51	#Apparatus	0	0	0	0
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22-0000630	03/14/2022	3 Mutual aid given	#Personnel	3	0	0	0
Their Inci	22-AP01384	Response Time: 00:04:31	#Apparatus	1	0	0	0
22-0000641	03/16/2022	4 Automatic aid given	#Personnel	4	0	0	0
		Response Time: 00:04:37	#Apparatus	1	0	0	0
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Subtotal Responses:	3			Average Response Time for Dept:			00:05:20
70030 City of Oshkosh FDID 70030							
22-0000693	03/21/2022	3 Mutual aid given	#Personnel	3	0	0	0
Their Inci	22-2205	Response Time: 00:04:32	#Apparatus	1	0	0	0
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Subtotal Responses:	1			Average Response Time for Dept:			00:04:32
70050 Town of Oshkosh FDID 70050							
22-0000563	03/06/2022	4 Automatic aid given	#Personnel	0	0	0	0
		Response Time: 851:17:32	#Apparatus	0	0	0	0
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Subtotal Responses:	1			Average Response Time for Dept:			864:29:58

Response time calculated from time notified to arrival.

# REGIONAL FIRE DEPARTMENT HIRING PROCESS AGREEMENT

THIS AGREEMENT ("Agreement") is made as of the 1<sup>st</sup> day of April, 2022, 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, 2<sup>nd</sup> Edition;

5. Will provide candidate with a mentoring programs (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, 2<sup>nd</sup> 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**

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Kevin Kloehn, Fire Chief

**FOX VALLEY TECHNICAL COLLEGE**



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James Austad, Fire Protection Department Chair