



# Neenah-Menasha Fire Rescue

## Agenda

**Neenah-Menasha Joint Fire Commission  
Thursday, December 5, 2024 – 4:00 p.m.  
Neenah- Menasha Fire Rescue's Training Center**

1. Attendance
2. Convene into closed session pursuant to Section 19.85(1)(c), Wis. Stats for the purpose of interviewing applicants for the open firefighter positions
3. Re-convene into open session
4. Consideration and Action of Driver Operator & Fire Officer Promotions (attached)
5. Consideration and Action of Review of Assistant Chief Training Job Description (attached)

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 Travis Teesch at 886-6200** or the **City's ADA Coordinator at (920) 886-6106** at least 48 hours prior to the scheduled meeting or event to request an accommodation.



## **Memorandum**

---

**TO:** NMFR Joint Fire Commission  
**FROM:** Travis Teesch, Fire Chief  
**DATE:** November 22, 2024  
**RE:** Promotions

Due to impending retirement of Tim Gonnering on January 2, 2025, this will create a vacancy in the Driver/Operator position. Per Local 275's contract, promotions to these positions are from an approved promotional list and is done by seniority.

I am requesting consideration and action to promote Ben Fahrenkrug to the Driver/Operator position effective January 4, 2025 and contingent upon Tim Gonnering's retirement.

With the promotion of Jerry Mavroff to the Fire Marshal position, this will leave a vacancy in the Fire Officer position. Per Local 275's contract, when going from a union to a non-union position, the person has 30 days to return to the line. Jerry's 30 days will end January 17, 2025.

I am requesting consideration and action to promote Jeff Schweitzer from Driver/Operator to Fire Office effective January 17, 2025, and contingent upon Jerry Mavroff not returning to his line staff position.

Jeff's promotion to Fire Officer will create a vacancy in the Driver/Operator position. I am requesting consideration and action to promote Adam Lemke from Firefighter to Driver/Operator effective January 17, 2025, and contingent upon Jerry Mavroff not returning to his line staff position.

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

TT/te



## Memorandum

---

**TO:** NMFR Joint Fire Commission Members

**FROM:** Chief Travis Teesch

**DATE:** November 27, 2024

**RE:** Assistant Chief – Training Job Description

After 31 years of service, Assistant Chief Jim Peglow will retire on May 9, 2025. I have attached the job description for your review with some recommended changes for consideration.

I will be asking Joint Finance, and both Councils, to approve filling the position. The intent is to advertise for this position in January, interviews in February and filling the position before he retires.

If you have any questions, please feel free to call me at 920-886-6201.

Thank you for your consideration.

TT/te

Attached

## Neenah-Menasha Fire Rescue Position Description

Position Title:	Assistant Chief – Training/Emergency Management	Department:	Neenah-Menasha Fire Rescue
Date:	January 20182025	FLSA:	Exempt
		Reports To:	Deputy Chief

### Purpose of Position

This is a management-level position responsible for coordinating, scheduling, and conducting training in the elements of structural firefighting operations, special operations including emergency management and EOC operations and the Incident Command System, The Training Assistant Chief also must take a lead role in technical rescue training and operations, including high angle, confined space, trench, water/ice, SCUBA and others. The position requires use of a considerable amount of judgment and includes participation in the formulation, determination and implementation of management policy. The incumbent possesses effective authority to commit fire department resources to achieve program goals. The position will require work involving the research and development of fire/rescue training programs, conducting in-house training, and the coordination of training programs and activities with area departments and the Technical College. Assists in the development of the departmentsdepartment's standard operating procedures and is responsible for maintaining all training records for the department. The Assistant Chief supports the Fire Chief and Deputy Chief with reviewing, updating, and training related to the Emergency Operations Plan (EOP) and the National Incident Management System (NIMS), ensuring effective emergency management functions for both cities. Assists the Fire Chief, Deputy Chief, and Municipal Emergency Directors for Neenah and Menasha in reviewing, updating, and training following the Emergency Operations Plan (EOP) and National Incident Management System (NIMS).

### Essential Duties, Responsibilities and Requirements

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.

- Respond to emergency scenes to function as needed.
- Serves as shift commander as needed and when directed by the Fire Chief
- Evaluate the Department's training needs through quality internal and external research and training.
- Prepare the department training budget based on needs assessment.
- Work with Shift Commanders in planning and directing training of the fire companies.
- Participate in professional development of training including national training and conferences, local seminars, state certification programs, etc.
- Represent departments in activities as assigned by the Fire Chief.
- Develop and implement the National Incident Management System (NIMS) requirements as outlined by the U.S. Department of Homeland Security for the Cities of Neenah and Menasha.
- Valid driver's license and good driving record.
- Participates in department physical fitness activities to maintain minimum fitness levels.
- Monitor and observe department activities and personnel to ensure conduct and performance conform to department standards, policies, and procedures.

Formatted: Font: (Default) Arial

- Maintain State of Wisconsin First Responder License and CPR Certification.
- In the absence of the Deputy Chief oversee day-to-day operations of the department.
- Serve as the fire department safety officer and ensure that necessary safety procedures are in place and followed by department personnel.
- Be able to be considered a credible witness or expert in a court of law.
- Develop and coordinate the delivery of all fire department training programs to all
- department members in both classroom and field locations
- Ensure the annual completion of all minimum training hours required by ISO, so that maximum credit is received for department performance evaluations for training activities
- Assist the fire chief with recommendations for hiring and promoting members and administering disciplinary action to department members.
- Manages and is responsible for the departments training grounds, including buildings, equipment, and supplies.

## Minimum Training and Experience Required to Perform Essential Job Functions

Associates' Degree in Fire Science or ~~advanced degree in~~ relevant field, bachelor degree preferred. Five years progressively responsible fire service supervisory experience (move-up Fire Officer or higher) required. Wisconsin Firefighter I, Wisconsin Firefighter II, Driver/Operator-Pumper, Driver/Operator – Aerial within 18 months of hire and Wisconsin Fire Officer I certifications required and Wisconsin Fire Instructor I upon hire and Wisconsin Fire Instructor II required within 12-18 months of hire. Employees with equivalent out of state certifications must receive the Wisconsin certifications within 12 months of hire. NIMS 100, 200, 300, 400, and 700 ~~certification~~certifications must be completed within 6-9 months of hire.

## Physical and Mental Abilities Required to Perform Essential Job Functions

### Language Ability and Interpersonal Communication

Ability to classify, compute and tabulate data and information following a prescribed plan requiring the exercise of some judgment. Ability to compare, count, differentiate, measure and sort information. Ability to assemble, copy, record and transcribe data and information.

Ability to utilize a variety of advisory data and information such as budget documents, fire investigation reports, policy manuals, computer software operating manuals, procedures, guidelines and non-routine correspondence.

Ability to communicate orally and in writing with department personnel, city officials and other city department heads.

### Judgment and Situational Reasoning Ability

Ability to use functional reasoning and apply rational judgment in performing diversified work activities.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable criteria.

Ability to analyze the department's firefighting capabilities and develop training to improve its effectiveness.

Ability to plan, organize and direct personnel in all training functions, including special operations.

Ability to prepare and present budget for review.

Ability to work with limited supervision.

**Physical Requirements**

Ability to conduct training sessions and use audio-visual equipment and simulator.

Ability to operate a variety of equipment such as computer terminal, phone and fax machine.

Ability to perform under conditions involving danger, requiring physical effort.-

Use proper methods while using tools or equipment.

Use all personal protective equipment, clothing and SCBA.

Completes annual fit testing and must maintain medical clearance for job performance.

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

Ability to recognize and identify individual characteristics of shapes and sounds associated with job-related objects, materials and tasks.

**Environmental Adaptability**

Ability to work under generally safe and comfortable conditions where exposure to environmental factors is minimal and poses a limited risk of injury.

**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.**

Train with other Neenah and Menasha City employees in fire safety procedures and products and NIMS compliance.

Develop reports as required by the Fire Chief and the Deputy Chief.

Perform functions including typing, computer entry and communicating to the public.

Maintain stations resource materials pertinent to training.

Participate on the departments fitness and safety committee.

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