

NMFR Joint Finance & Personnel Committee

**June 27, 2023 – 5:30 p.m.
Room #132 – City of Menasha**

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

Also Present: Chief Kloehn, Director Sassman 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 meeting minutes from May 23, 2023. **MSC Borchardt/Grade to approve the May 23, 2023 meeting minutes and to place on file, all voting aye.**

5:33 p.m., Ald. Boyette entered the meeting.

Review of Calls: The Committee reviewed the May 2023 versus the May 2022 calls. **MSC Borchardt/Stevenson to approve the May 2023 calls and place on file, all voting aye.**

Cost Distribution Formula: The Committee reviewed the proposed 2024 budget for cost distribution formula. Ald. Sevenich asked where the population information is gathered from. Director Sassman said its from the US Census Bureau. **MSC Stevenson/Grade to recommend the City of Neenah and City of Menasha Common Councils approve the 2024 cost distribution formula with the City of Neenah share at 60.34% and the City of Menasha at 39.66%, all voting aye.**

Shared Equipment Contract: The Committee reviewed the Shared Equipment Contract. Chief Kloehn explained this agreement was part of the Fox Valley Study on how departments can work together. This agreement would be to share equipment, apparatus, etc. when one department's is down. The agreement was written up and attorneys for the participating departments have reviewed this. There are two municipalities who have approved this. There was a question regarding insurance and this agreement has been sent to CVMIC for their review. Ald. Boyette asked about equipment under warranty and if another department uses it, and it breaks, if it's covered. Chief Kloehn will inquire about this. This will be reviewed at the next meeting once more information has been received.

Fire Chief's Replacement: The Committee reviewed the memo regarding the requested overlap for a replacement for the Fire Chief's position. Ideally, it would be better to have someone start in December and have some overlap for training. However, this would be additional funds that are not budgeted. Otherwise, this person would start after January 1st. Ald. Sevenich said his decision would be based upon if this is an internal transfer or would this be external. If it's internal there wouldn't be as much training needed. Ald. Boyette asked with the shared revenue that is coming back to Cities if this money can be used to cover this overage. Director Sassman said it cannot be used for 2023 expenditures. It would be for 2024. Ald. Stevenson said he feels this discussion would be better once the process is further along for replacement and we know if it's an internal or external candidate and what the department's budget situation is. He would also suggest if we could have Chief Kloehn stay one more week and cover these funds in the 2024 budget process that may be a better idea. This will be brought back at a future meeting once we are further in the process.

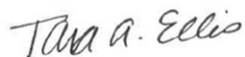
2024 Retirements and Replacements: The Committee reviewed the information regarding known retirements in 2024. This also includes how other departments have started adjusting their hiring process to get candidates at an earlier time. Once our list is established, we have run into issues with people on our list being hired at other departments and then there is no one left for us. Discussion was held on hiring three people this Fall to cover the January and February

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retirements and then have another hiring process in the Spring to cover the later retirements in the year. This would be an additional \$40,000 for salaries and benefits this year and it's unbudgeted. Ald. Sevenich asked if we must hire new people coming out of school and if we can hire people from other departments. Chief Kloehn noted that the regional hiring process with Fox Valley Technical College has changed. We have a new system where people from other departments and other states can apply. Ald. Boyette asked how long it takes someone to get education for what we require. Chief Kloehn said two years for the degree and the certifications. She asked if we are working with the unemployment office to have people apply. Chief Kloehn said we have not, but they would have to have our required education and certification for our department. Ald. Borchardt asked who the people on the list are. Chief Kloehn explained it's people who applied for our department, went through our hiring process, and meet our qualifications for hire. He also explained the marketing we have been doing for our department with area high schools, technical colleges, job shadows and job fairs. Ald. Lewis asked if there was a way to partner with the high schools for school to work. Chief Kloehn said right now there are two departments that are working with FVTC running a pilot program where the students can leave the high school and begin their classes at the tech. If this works, they will begin working with area schools to offer this. Ald. Borchardt asked how often our list and standards are matched to other departments. Chief Kloehn said we are different as we do not require paramedic. There are some departments who have different hiring requirements because they need paramedics to work on the ambulance and they will pay for them to go to school for them to complete their paramedic school. In addition, they will pay them to go to school to obtain the remaining certifications where we require these upon hire. Director Sassman said she spoke to Director Rasmussen. They both agree with the concept but if the intent is to go over budget for \$40,000 it is not something they can support unless there is a way to make up this money within the current budget to ensure the overall budget comes in at budget. Ald. Stevenson given the request and based on the Finance Directors not being comfortable going over budget he suggested Chief Kloehn sit down with both Finance Directors to see where we are at within the next few months and go from there on a suggestion. The committee agreed with this.

MSC Stevenson/Boyette to adjourn at 6:15 p.m., all voting aye.

Respectfully submitted,



Tara Ellis
Management Assistant