

**NMFR Joint Finance & Personnel Committee Meeting Minutes**

**July 23, 2024 – 4:00 p.m.**

**City of Neenah Hauser Room**

Present: Ald. Sevenich, Pollnow, Boyette, Grade and Marshall

Excused: Ald. Borchardt

Also Present: Chief Teesch, AC Peglow, Director Rasmussen and MA Ellis

Public: No members of the public were present.

Ald. Boyette called the meeting to order at 4:00 p.m.

Minutes: The Committee reviewed the June 25, 2024 meeting minutes. Ald. Sevenich discussed the budget formula and how it this committee approved the wrong formula. However, it was caught at the Menasha Council meeting and they approved the correct formula for 2025. It was noted the later agenda item will reflect the change that should be made and it will be sent to the Neenah Council for their approval since Menasha already approved the correct formula. **MSC Pollnow/Grade to approve the June 25, 2024 meeting minutes and place on file, all voting aye.**

Review of Calls: The Committee reviewed the call reports. Ald. Grade asked why these are approved by the Committee. Ald. Pollnow said we are not approving them but are accepting the numbers and placing on file. Chief Teesch noted the 311 calls are different from previous years due to the way we have to code these now as directed by NFIRS. Ald. Grade said he is very happy with the response times. He appreciates the medical calls are under five minutes. **MSC Pollnow/Grade to approve the June 2024, January 2024 through June 2024 and January 2023 through May 2023 call reports and place on file, all voting aye.**

Budget Report: The Committee reviewed the January 1, 2024, through June 30, 2024 budget report. Chief Teesch reviewed the following line items: 0117 – Clothing allowance this was paid in January due to the labor agreement. 0125 – School/Reimbursements this is per the labor agreement for anyone attending school for a bachelor’s degree. The person attending school has completed their degree. 0247 – Auto insurance came back higher than estimated. 0250 – Maint of Training Tower we carried over money from last year to finish the window/door replacement. 0348 – PPE we had two firefighters who had gear ruined due to soaked in petroleum products. We also hired another person that we didn’t anticipate in 2024. Director Rasmussen said we are at 48% of expenditures with the first six months and are on track with the current budget. **MSC Pollnow/Grade to accept the January 2024 through June 30, 2024 budget report and place on file, all voting aye.**

Cost Distribution Formula: It was noted that the wrong cost distribution formula was approved during our Committee Meeting. The City of Menasha did approve the correct 2025 budget formula. The City of Neenah needs to act on this. **MSC Pollnow/Grade recommends the City of Neenah Common Council approve the proposed 2025 cost distribution formula with the City of Neenah’s share at 61.12% and the City of Menasha’s share at 38.88, all voting aye.**

Report

Resolution 2024-13 and R-21-24 approve the Project for Winnebago County Spirit Fund Allocation: Chief Teesch said this information was first brought forward to this body in March to communicate the application and possible award of the \$500,000 grant for the training grounds. The City of Neenah did receive the money and it is sitting in a fund and collecting interest. We do have five years to complete the project. Ald. Boyette asked if this is the only agreement (resolutions) and do we have a Memorandum of Understanding (MOU) with the County. Chief Teesch said there was an MOU, that was signed and he will share this with the group. The MOU outlines we have five years

to complete the project and a time frame of when we must submit the documents that show completion and expenditures. Ald. Pollnow asked why we have to do the resolutions. Chief Teesch said it is in case we have to give the money back. He did note this entire process has been different than any other grant process we have been a part of. He feels this is from public pressure given to the County to release these funds. Director Rasmussen said she has documentation on what was supposed to be the process and we had only two weeks to comply and then the process was pulled. There was a survey that was supposed to be done and then people were supposed to re-apply for the grants. However, they did the survey and then released the funds. While the process was very different there was no control by either City, or the department, on how the County decided to disburse the funds and who to. Ald. Pollnow asked why we need the resolution if we have the money already. Director Rasmussen it is so we can spend the money. Ald. Sevenich asked what organization is making the decision to give the funds. Director Rasmussen said there was a Spirit Fund Committee that had county board members and some members of the public. Ald. Pollnow said MOU and Resolutions were after committee approval. Director Rasmussen said this wasn't the intent and they were not aware of contracts and MOU's. Ald. Sevenich asked if we should send the County Committee a thank you. Ald. Pollnow didn't agree with this due to what lack of respect that was given to our staff from the County with this. He said if he wants to do a politician he can. Ald. Sevenich said he thinks this carries weight with the amount of money they are giving us. No other committee are thanking them and he feels we should send one. Ald. Boyette if we want to thank the County Board that may be appropriate. However, it's not on the agenda so we will not discuss it anymore. **MSC Pollnow/Boyette recommend the City of Neenah Common Council approve Neenah Resolution 2024-13 for approval of the project for Winnebago County Spirit Fund Local Government Allocation, all voting aye.**

Report

**MSC Sevenich/Grade to recommends the City of Menasha Common Council approve Menasha resolution R-31-24 for approval of the project for Winnebago County Spirit Fund Local Government Allocation, all voting aye.**

Approval to Replace the Fire Marshal Position: The Committee reviewed the request to approve the vacant Assistant Chief/Fire Marshal position. Chief Teesch noted we have a vacancy with this position due to a resignation. This position is very important within our department, and he requests this be filled. He has reviewed the job description with Human Resources, and he requested the position be changed to a Bachelor's Degree. It is at Carlson Dettman for review. The actual job description will be reviewed by Fire Commission. He noted this position is a 2% dues requirement and funded with this money. On Monday, each City did receive their 2% dues and it was higher than the original memo stated. The City of Neenah's share was \$125,892.21 and the City of Menasha's share was \$71,533.97.

Ald. Sevenich asked if the 2% dues helped fund the position in the past. Chief Teesch said it is something we have done in the past. The monies go to each Cities general funds and not the fire department. There is an audit by the state, and we have to show we are spending the monies to meet their specific requirements for the dues. Director Rasmussen said the money then goes back to fund the fire department from the general fund and is a specific line item for Neenah. Ald. Sevenich said this is not done in Menasha and they will ask where the money is kept. Ald. Grade asked when the position will be filled. Chief Teesch said it will go to both Councils for approval.

He feels he can post the position in mid-August, one month for applicants applying, one month for interviews, etc. and hopes to have it filled by Fall. Ald. Grade asked if the position is being filled by overtime. Chief Teesch said it's a management position and it's being covered by admin staff in addition to their normal duties. However, they do not eligible for any overtime for doing the extra work. **MSC Pollnow/Grade recommends the City of Neenah and City of Menasha Common Councils approve filling the vacant Assistant Chief/Fire Marshal's position, all voting aye**

**MSC Sevenich/Pollnow to adjourn at 4:35 p.m. all voting aye.**

Respectfully submitted,

  
Tara Ellis  
Management Assistant