

NMFR Joint Fire Commission Meeting Minutes
May 31, 2023 – 4:00 p.m.
2nd Floor Conference Room – City of Neenah

Present: Commissioner Kubiak, Englebert, Keeha and Lewis

Excused: Commissioner Keating and McCann

Also Present: Chief Kloehn, DC Krueger, HR Director Fairchild and MA Ellis

Public: No members of the public were present.

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

Election of Chair: **MSC Englebert/Kubiak to elect Commissioner Lewis as Chair, all voting aye.**

Commissioner Lewis took over the meeting.

Election of Vice-Chair: **MSC Englebert/Kubiak to elect Keehan as the vice-chair, all voting aye.**

Minutes: The Commission reviewed the March 22, 2023 meeting minutes. **MSC Keehan/Englebert to approve the March 22, 2023 meeting minutes, and place on file, all voting aye.**

Activity and Automatic Aid Reports: The Commissioner reviewed the April 2023 and April 2022 activity and automatic aid calls. This is informational only and no action is required.

Hiring Process: A review of the changes was discussed on the new hiring process. They all agreed on this. Pros and cons were discussed. Discussion was held on the things we are doing to try to recruit candidates.

Chief's Hiring Process: Director Fairchild discussed the replacing the Fire Chief due to his retirement in June. The job description was last updated with the recent City of Neenah salary study. A job posting will be created and reviewed by the Commission. This will be prepared and will be emailed out the Commission. The goal is to have someone hired by December 1, 2023 so they can be overlap with Chief Kloehn before he retires.

MSC Englebert/Keehan to adjourn at 5:15 p.m., all voting aye.

Respectfully Submitted,



Tara Ellis
Management Assistant