

NMFR Joint Finance & Personnel Committee Meeting Minutes

June 25, 2024 – 4:00 p.m.

Room #132 – City of Menasha

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

Also Present: Chief Teesch, DC Krueger, Director Sassman and MA Ellis

Public: No members of the public were present.

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

Minutes: The Committee reviewed the April 23, 2024, meeting minutes. **MSC Pollnow/Grade to approve the April 23, 2024 meeting minutes, with one correction, all voting aye.**

Review of Calls: The Committee reviewed the call reports from May 2024, January – May 2024 and January - May 2023 calls. Chief Teesch explained how EMS calls are now coded differently. There are new instructions from NFIRS on coding if we arrive before, or after, the ambulance. Nothing has changed, its only on how it's recorded. **MSC Pollnow/Borchardt to accept all three reports and place on file, all voting aye.**

4:04 p.m. – Ald. Boyette entered the meeting.

2025 Cost Distribution Formula: The Committee reviewed the proposed 2025 Cost Distribution Formula. Director Sassman explained the criteria on the formula. Ald. Marshall asked how population is gathered. Director Sassman said it was based off the 2022 census information, which is the most current. **MSC Pollnow/Grade recommends the City of Neenah and City of Menasha Common Councils approve the 2025 cost distribution formula with the City of Neenah's share at 60.37% and the City of Menasha's share at 39.63%, all voting aye.**

Report

Purchase of a Heavy Rescue: The Committee reviewed the request to purchase a heavy rescue along with the quotes. Director Sassman noted the CIP change was not reflected in the Menasha CIP, but it was in Neenah. It is due to the different timetables each City has for CIP budgets. It will be updated with the upcoming CIP budget workshops the City of Menasha has scheduled. The Committee reviewed both proposals, the differences between both proposals and the financing options. DC Krueger noted the recommendation from the Department's Truck Committee is to go with the Pierce proposal.

A discussion was held on the changes on ordering vehicles, long lead times and how this works. A discussion was held on entering a contract with a vendor and each City has not approved the monies for that CIP year. They will review/approve a 5-year CIP budget. However, the funds for each CIP year are not approved until the November prior to that year. Director Sassman requested language in the contract with the vendor that it's contingent upon the Cities approving the financing for this. DC Krueger said companies will not start building a vehicle with the hopes that it is approved in the future by each City. However, there are out clauses in the contract, that include penalties, if there is a reason a City cannot fund the purchase. Director Sassman asked that the legal team is reviewed by both prior to submitting a signed agreement.

Ald. Pollnow said he feels approval of financing should be made by the elected officials and not by the finance directors. Director Sassman said they normally take the most advantage financing option. However, both Cities must work it in their budget so that's why it was left open. Once City may need a different financing option to make the purchase work in their budget.

MS Borchardt/Grade recommends the City of Neenah and City of Menasha Common Councils approve the purchase and enter into a contract of a 2027 heavy rescue vehicle from Pierce Manufacturing and related equipment for a cost not to exceed \$800,000 and to authorize both Finance Directors to review financing options to approve the most advantageous finance option for both Cities and legal Councils to approved a contract before it's signed that states it's pending budget approval, motion carried by a roll call vote. Borchardt, Marshall, Grade, Pollnow, Sevenich and Boyette all voting aye.

Report

Utility Truck Purchase: The Committee reviewed the request to purchase a utility vehicle. Director Sassman noted the CIP change was not reflected in the Menasha CIP, but it was in Neenah. It is due to the different timetables each City has for CIP budgets. It will be updated with the upcoming CIP budget workshops the City of Menasha has scheduled. The Committee reviewed the bid from Bergstrom Automotive. Ald. Sevenich asked about why we do not go out on the State bid for these types of vehicles. DC Krueger said we can do this but historically Bergstrom will always meet, or beat, the State bid. There is currently no 2025 pricing for these vehicles, so they are giving us the 2024 price. The total cost also includes related equipment. **Ald. Pollnow/Borchardt recommend the City of Neenah and City of Menasha Common Councils approve the order of one 2025 Chevy Silverado and related fire equipment for a cost not to exceed \$75,000 and pending budget approval of the 2025 CIP budget by both Cities, all voting aye.**

Report

Radio CIP Budget: Chief Teesch noted we received the money from the County on June 17th from the Spirit Funds for over \$200,000. This will help reduce the overall CIP cost for both Cities.

MSC Pollnow/Marshall to adjourn at 4:45 p.m., all voting aye.

Respectfully submitted,

Tara A. Ellis

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Management Assistant