

NMFR Joint Finance & Personnel Committee

May 23, 2023 – 5:30 p.m.

Hauser Room – City of Neenah

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

Excused: Ald. Stevenson

Also Present: Chief Kloehn, Deputy Director Kahl and Management Assistant 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 April 25, 2023. **MSC Borchardt/Grade to approve the April 25, 2023, meeting minutes and place on file, all voting aye.**

Review of Calls: The Committee reviewed the April 2023 and April 2022 calls. Ald. Boyette asked if there are calls response differences. Chief Kloehn said each call has a different type of severity and the least severe one, basic non-emergent, we do not respond to. Ald. Grade asks who determines the severity of the call. Chief Kloehn explained the questions prompts that they ask to help them determine the severity of the call. **MSC Grade/Boyette to approve the April 2023 and April 2022 calls and place on file, all voting aye.**

Budget: The Committee reviewed the budget through April 2023. Overtime was discussed. Chief Kloehn noted most of this was for open positions for the first part of the year and FMLA. Both Finance Directors are looking to see if there is a way to fix this budget issue. Ald. Boyette asked about the Maintenance of Software budget. It was explained this is the annual software charges. She asked if this was in addition to the annual IS Department budget and asked why we are paying this in addition to the software line item? It was confirmed this was in addition and that the City of Neenah IS Department charges us back for their services. **MSC Borchardt, Grade to approve the April 2023 budget report and place on file, all voting aye.**

Maintenance of Motor Vehicles: The Committee reviewed the memo from DC Krueger regarding the current situation with this budget line item. No action is required as this is informational only.

2% Dues Audit: Chief Kloehn reviewed the 2% dues audit. One thing we had to change is the accounting for the money that each City receives each year. Previous years it was put into the City's general operating fund. The State has requirements that this be used for specific things such as salaries, turn out gear, public education, etc. and it cannot go into a general fund. In the end, the money is being used this way with our overall budget. However, the State requires that these funds are separated out and shows that each City is using this only for the specific items. The end result is there is a small change in the accounting, and this will meet the State requirements that it's in a non-lapsing account and shows the expenditures.

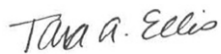
NMFR's Budget Deficit: The Committee reviewed the memo from Director Rasmussen regarding the deficit over the past three years. Most of this deficit is from overtime and maintenance of motor vehicles. Deputy Director Kahl reviewed this information and noted Menasha has paid their portion of the 2020 and 2021 overage and will be figuring out how to fund the 2022 budget. Deputy Director Kahl and Director Rasmussen and Director Sassman have been talking about the issue, how to fund this and looking for solutions on how to fix this issue. Ald. Grade asked if this must be paid in 2023 and if there would be any "penalties" for paying this off early. Deputy Director didn't know. Ald. Borchardt said he spoke to Director Rasmussen and asked how this happened. Deputy Director Kahl said when they see an issue it needs to be

addressed sooner. It can't wait until the audit. Chief Kloehn was bringing this issue up throughout the year, each year, but it wasn't acted upon. Ald. Grade asked if the auditor brought this up and why it wasn't communicated to the Department and both Cities? Ald. Boyette said it was brought forth to the committee by the department, but nothing was acted upon to work on funding overages. We knew about the overages but no motion and/or direction was given to the Finance Directors to reconcile the account. Ald. Grade noted that budget reports were only given every few months. MA Ellis asked if the Committee wanted to see budget reports month versus quarterly. The Committee agreed that quarterly budget reports were fine. Ald. Sevenich said he didn't like the overages but, in the end, we cannot stop people taking FMLA and paying the wages to maintain staffing.

Ald. Borchardt asked about the process that is in place to make sure this is funded and/or fixed. Deputy Director Kahl noted the budget process is most important and getting those numbers as accurate as possible because mid-year there is nothing that can be done to fund overages. The budgets are so tight, and the Cities do not have extra funds to cover this. The ARPA Funds was a gift this year for the City of Neenah to use to cover their overage. Ald. Borchardt asks how the department's overage is funded. Deputy Director Kahl said it's out of the general fund. An overall discussion was held on how to fix the problem for the future and suggestions were made. Ald. Borchardt asked if there is data to review for overtime on when we have a younger department versus older. If we can ask retirees to come back and fill shifts when there is overtime. Chief Kloehn said if they do this, it will stop their retirement. This is a WRS rule. Chief Kloehn said some departments are starting to hire a floating firefighter to cover long term FMLA's and once there is an opening on a shift, due to retirement they get a permanent assignment. However, Deputy Director Kahl did look at the cost for this and its-around \$90,000 to hire a new firefighter for wages, benefits, etc.

MSC Borchardt/Boyette to adjourn at 6:05 p.m., all voting aye.

Respectfully submitted,



Tara Ellis

Management Assistant