



Neenah-Menasha Fire Rescue

Neenah and Menasha Aldermen Occasionally Attend Meetings Of This Body. It Is Possible That A Quorum Of Common Council, Board Of Public Works, Administration Committee, Personnel Committee of the City of Menasha and the Common Council, Board of Public Works and Finance and Personnel Committee of the City of Neenah May Be Attending This Meeting (No Official Action Of Any Of Those Bodies Will Be Taken).

AGENDA

Neenah-Menasha Joint Fire Commission

Wednesday, February 25, 2015

12:00 p.m.

3rd Floor Council Chambers – City of Menasha

- I. Attendance
- II. Approval of minutes:
 - a. January 28, 2015 (attached)
- III. Review of January Activity & Automatic Aid Reports – Informational Only/No Action Required (attached)
- IV. Review of January Budget Report – Informational Only/No Action Required (attached)
- V. Retirement Notifications:
 - a. Deputy Chief Steve DeLeeuw
 - b. Captain Dave Grable
- VI. Consideration and Action of Promotion for the Fire Officer Promotion
- VII. Consideration and Action of Promotion for the Driver/Engineer Promotion
- VIII. Update on firefighter hiring process
- IX. Adjourn

"City Hall is accessible to the physically disadvantaged. If special accommodations are needed please contact Neenah-Menasha Fire Rescue at 886-6200 at least 24 hours in advance of the meeting."

Neenah-Menasha Fire Rescue
Joint Fire Commission Meeting Minutes
January 28, 2015 – 12:00 p.m.
2nd Floor Conference Room – City of Neenah

Present: Commissioners Kubiak, Liebhauser, Keating, McCann and John.

Excused: Commissioner Lewis.

Also Present: Chief Auxier, Director Barber, HR Coordinator Cahak and Office Manager Theisen.

Commissioner Liebhauser called the meeting to order at 12:00 p.m.

Meeting Minutes: The Commission reviewed the meeting minutes of December 17, 2014. **MSC Kubiak/Keating to approve the December 17, 2014 meeting minutes, all voting aye.**

Activity Reports: The Commission reviewed the activity and automatic aid reports from December 2014 and 2014 year-to-date. This is informational only and no action is required.

Budget Report: The Commission reviewed the 2014 budget report. This is informational only and no action is required.

12:10 p.m. MSC Keating/McCann to convene into closed session pursuant to Section 19.85(1)(c), Wis. Stats. for the purpose of interviewing applicants for the open firefighter positions, all voting aye.

MSC Keating/John to reconvene into open session at 3:00 p.m., all voting.

Eligibility List: **MSC Kubiak/McCann to place all five candidates on to Neenah-Menasha Fire Rescue's hiring eligibility list, all voting aye.**

MSC Keating/Kubiak to adjourn at 3:05 p.m., all voting aye.

Respectfully Submitted,

Tara Theisen
Office Manager

Neenah Menasha Fire Rescue

Incident Type Period Comparisons

Alarm Date Between {01/01/2015} and {01/31/2015}

Incident Type	01/01/2015 to 01/31/2015	01/01/2014 to 01/31/2014	01/01/2013 to 01/31/2013	01/01/2012 to 01/31/2012
111 Building fire	3	0	1	1
113 Cooking fire, confined to container	1	1	0	0
114 Chimney or flue fire, confined to chimney or	0	0	1	0
131 Passenger vehicle fire	0	3	3	2
132 Road freight or transport vehicle fire	1	0	0	0
151 Outside rubbish, trash or waste fire	1	1	0	0
154 Dumpster or other outside trash receptacle fire	0	0	0	1
300 Rescue, EMS incident, other	1	0	0	0
311 Medical assist, assist EMS crew	125	141	140	125
311AMedical assist, assist EMS crew, Advanced Skills	7	0	0	0
320 Emergency medical service, other	2	1	1	0
322 Motor vehicle accident with injuries	2	0	0	1
331 Lock-in (if lock out , use 511)	0	0	2	1
360 Water & ice-related rescue, other	0	0	3	0
360AWater & ice-related rescue, no rescue	1	0	0	2
362 Ice rescue	1	1	0	1
410 Combustible/flammable gas/liquid condition,	0	0	1	0
411 Gasoline or other flammable liquid spill	0	1	2	1
412 Gas leak (natural gas or LPG)	0	0	1	1
413 Oil or other combustibile liquid spill	1	0	1	2
424 Carbon monoxide incident	6	9	6	1
440 Electrical wiring/equipment problem, Other	1	0	1	0
442 Overheated motor	1	1	0	0
444 Power line down	0	1	1	0
445 Arcing, shorted electrical equipment	0	1	1	0
463 Vehicle accident, general cleanup	3	1	1	3
500 Service Call, other	0	2	0	0
511 Lock-out	1	2	3	3
520 Water problem, Other	0	1	1	0
522 Water or steam leak	1	1	0	0
531 Smoke or odor removal	3	0	0	2
5311Smoke or odor investigation	10	7	5	8
551 Assist police or other governmental agency	2	1	0	1
552 Police matter	0	0	1	1
553 Public service	0	0	0	1
554 Assist invalid	0	1	0	0
555 Defective elevator, no occupants	0	0	1	0
571 Cover assignment, standby, moveup	0	1	0	0
600 Good intent call, Other	0	1	1	0
611 Dispatched & cancelled en route	3	4	0	3
651 Smoke scare, odor of smoke	1	1	0	0

Neenah Menasha Fire Rescue

Incident Type Period Comparisons

Alarm Date Between {01/01/2015} and {01/31/2015}

Incident Type	01/01/2015 to 01/31/2015	01/01/2014 to 01/31/2014	01/01/2013 to 01/31/2013	01/01/2012 to 01/31/2012
652 Steam, vapor, fog or dust thought to be smoke	0	1	0	0
700 False alarm or false call, Other	6	2	5	0
711 Municipal alarm system, malicious false alarm	0	0	1	0
730 System malfunction, Other	1	0	0	0
730MSystem Malfunction Due to Mechanical Damage	1	1	0	0
731 Sprinkler activation due to malfunction	0	0	1	0
733 Smoke detector activation due to malfunction	1	2	1	1
734 Heat detector activation due to malfunction	0	1	1	1
735 Alarm system sounded due to malfunction	2	4	2	0
736 CO detector activation due to malfunction	0	0	3	1
740 Unintentional transmission of alarm, Other	1	1	0	0
740ASystem damage due to tow motor	0	1	1	0
741 Sprinkler activation, no fire - unintentional	6	2	2	1
742 Extinguishing system activation	1	0	0	0
743 Smoke detector activation, no fire -	1	5	1	4
744 Detector activation, no fire - unintentional	1	3	4	2
745 Alarm system activation, no fire - unintentional	7	7	4	9
746 Carbon monoxide detector activation, no CO	6	4	2	4
911 Citizen complaint	0	0	0	1
911BCitizen complaint unauthorized burning no permit	0	1	1	0
Totals	<u>212</u>	<u>219</u>	<u>207</u>	<u>185</u>

Automatic Aid Calls to Appleton

Date	Address	Incident Type
1/11/15	3105 S. Stonemeadow Way	EMS
1/11/15	2636 S. Telulah Ave.	EMS
1/6/15	1905 E. Jordan	Rescue
1/8/15	3308 S. Blue Spruce Ln.	EMS
1/9/15	2605 S. Lakeford Dr.	Structure Fire
1/9/15	2114 S. Schaefer St.	Structure Fire
1/11/15	17 Pleasant Ct.	Structure Fire
1/15/15	3308 S. Ashbrook St.	EMS
1/23/15	1514 E. Cranberry Dr.	EMS
1/26/15	610 N. Badger Ave.	Rescue
1/26/15	103 W. College Ave.	Vehicle Fire - E36 & Q32 went

Automatic Aid Calls to Menasha

Date	Address	Incident Type
1/5/15	1723 Highridge Terrace	EMS
1/6/15	Eugene/Deerfield	Accident & down powerline
1/14/15	349 Lisbon Ave.	EMS - Cancelled in route
1/22/15	1028 Lucerne Dr.	Structure Fire
1/22/15	1001 Lucerne Dr.	EMS
1/22/15	926 Oneida St.	EMS
1/22/15	1005 Lucerne Dr.	EMS
1/26/15	936 Sixth St.	Structure Fire - Cancelled In Route
1/30/15	936 Sixth St.	Structure Fire

PREPARED 02/17/15, 14:21:13

NEENAH MEMASHA FIRE-RESCUE

PROGRAM GM601L

MONTH-END DEPARTMENT BUDGET REPORT

REPORT NAME: BS-FIRE

01/31/15 12% OF YEAR ELAPSED

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT MONTH EXPEND	Y-T-D ACTUAL	ADJUSTED BUDGET	REMAINING BALANCE	BUD % USED
Fire Department						
Fire						
180-2301-712.01-01	Salaries	355,866	355,866	4,861,190	4,505,324	7
180-2301-712.01-04	Overtime Wages	7,312	7,312	102,400	95,088	7
180-2301-712.01-05	Reimbursement / Overtime	0	0	0	0	0
180-2301-712.01-06	FLSA Overtime Wages	3,275	3,275	47,000	43,725	7
180-2301-712.01-10	Health Insurance	1,300	1,300	1,046,530	1,045,230	0
180-2301-712.01-11	Fringes	0	0	1,144,360	1,144,360	0
180-2301-712.01-15	Schools/Seminars/Training	0	0	15,840	15,840	0
180-2301-712.01-17	Clothing Allowance	27,835	27,835	31,000	3,165	90
180-2301-712.01-18	License Renewal	0	0	500	500	0
180-2301-712.01-23	Auto Allowance	0	0	150	150	0
180-2301-712.01-28	Empl Recognition Awards	0	0	1,500	1,500	0
180-2301-712.02-02	Outside Printing	0	0	550	550	0
180-2301-712.02-03	Postage	37	37	400	363	9
180-2301-712.02-04	Conferences & Meetings	0	0	1,500	1,500	0
180-2301-712.02-06	Advertising & Publication	0	0	200	200	0
180-2301-712.02-07	Dues & Memberships	0	0	1,200	1,200	0
180-2301-712.02-09	Maintenance of PPE/SCBA	0	0	4,000	4,000	0
180-2301-712.02-10	Maint of Computer Hardwre	0	0	1,200	1,200	0
180-2301-712.02-12	Maint of Office Equipment	0	0	100	100	0
180-2301-712.02-13	Maint of Motor Vehicles	562	562	40,000	39,438	1
180-2301-712.02-14	Maint of Buildings	0	0	5,000	5,000	0
180-2301-712.02-15	Maint of Radio Equipment	0	0	4,000	4,000	0
180-2301-712.02-16	Maint of Operating Equip	25	25	5,800	5,775	0

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		MONTH EXPEND				% USED
180-2301-712.02-18	Maint of software	0	0	16,000	16,000	0
180-2301-712.02-21	Telephone	0	0	8,500	8,500	0
180-2301-712.02-22	Electricity	0	0	58,800	58,800	0
180-2301-712.02-23	Natural Gas	0	0	39,900	39,900	0
180-2301-712.02-24	Water & Sewer	0	0	11,500	11,500	0
180-2301-712.02-25	Commercial Dumpster	0	0	800	800	0
180-2301-712.02-26	Storm Water	0	0	2,500	2,500	0
180-2301-712.02-27	Cellular Telephone	80	80	3,000	2,920	3
180-2301-712.02-32	Auditing Services	0	0	1,800	1,800	0
180-2301-712.02-36	Outside Services	442	442	17,500	17,058	3
180-2301-712.02-37	Pest Control	0	0	1,000	1,000	0
180-2301-712.02-38	Professional Services	0	0	25,000	25,000	0
180-2301-712.02-41	Tree Planting & Landscape	0	0	1,000	1,000	0
180-2301-712.02-42	Permits	0	0	250	250	0
180-2301-712.02-46	Liability Insurance	0	0	30,720	30,720	0
180-2301-712.02-47	Auto/Physical Damage Ins	13,945	13,945	15,830	1,885	88
180-2301-712.02-52	Rental of Equipment	0	0	500	500	0
180-2301-712.02-54	Printer / Copies	0	0	3,860	3,860	0
180-2301-712.02-55	Neenah City I/S Services	10,513	10,513	126,150	115,637	8
180-2301-712.02-56	Neenah City Finance Ser.	1,904	1,904	22,850	20,946	8
180-2301-712.02-57	Neenah City H/R Services	2,917	2,917	35,000	32,083	8
180-2301-712.02-62	Public Relations/Services	0	0	3,300	3,300	0
180-2301-712.02-71	Liability Claims	0	0	0	0	0

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		MONTH				%
		EXPEND	ACTUAL	BUDGET	BALANCE	USED
180-2301-712.02-92	FVTC Reimbursements	0	0	5,000-	5,000-	0
180-2301-712.02-93	Maint of Motor Veh/Fleet	0	0	100	100	0
180-2301-712.02-94	Oil and Fluids/Fleet	0	0	100	100	0
180-2301-712.02-96	Maint of Equipment/Fleet	0	0	100	100	0
180-2301-712.03-01	Office Supplies	0	0	2,000	2,000	0
180-2301-712.03-03	Computer Operation Suppli	0	0	0	0	0
180-2301-712.03-06	Cleaning/Janitor Supplies	0	0	12,000	12,000	0
180-2301-712.03-08	Books and Periodicals	0	0	1,000	1,000	0
180-2301-712.03-10	Gasoline & Oil	0	0	36,750	36,750	0
180-2301-712.03-19	Safety Supplies	0	0	1,800	1,800	0
180-2301-712.03-20	Small Tools	0	0	1,000	1,000	0
180-2301-712.03-26	Photography Supplies	0	0	500	500	0
180-2301-712.03-33	All Other Supplies	0	0	3,000	3,000	0
180-2301-712.03-43	Small Program Packages	0	0	0	0	0
180-2301-712.03-44	Small Equipment	333	333	9,000	8,667	4
180-2301-712.03-47	Small Computer Hardware	0	0	600	600	0
180-2301-712.03-48	Per Protective Equipment	0	0	35,000	35,000	0
180-2301-712.03-50	Training Supplies	0	0	2,000	2,000	0
180-2301-712.81-08	Office Furniture & Equip	0	0	2,500	2,500	0
180-2301-712.81-13	Communication Equipment	0	0	4,000	4,000	0
180-2301-712.81-14	Computer Software Outlay	0	0	4,500	4,500	0
180-2301-712.81-15	Computer Hardware Outlay	0	0	5,200	5,200	0
180-2301-712.81-33	All Other Equipment	0	0	15,000	15,000	0
180-2301-712.81-49	Household Purchases	0	0	5,000	5,000	0

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT				BUD
		MONTH	Y-T-D	ADJUSTED	REMAINING	%
		EXPEND	ACTUAL	BUDGET	BALANCE	USED

* Fire		426,345	426,345	7,876,330	7,449,985	5

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT MONTH EXPEND	Y-T-D ACTUAL	ADJUSTED BUDGET	REMAINING BALANCE	BUD % USED
	Reg Spec Oper Resp Team					
180-2314-712.01-04	Overtime Wages	0	0	9,100	9,100	0
180-2314-712.01-05	Reimbursement / Overtime	0	0	0	0	0
180-2314-712.01-11	Fringes	0	0	2,160	2,160	0
180-2314-712.02-16	Maint of Operating Equip	0	0	1,000	1,000	0
180-2314-712.03-20	Small Tools	0	0	700	700	0
180-2314-712.03-48	Per Protective Equipment	0	0	500	500	0
180-2314-712.03-50	Training Supplies	0	0	500	500	0
180-2314-712.81-33	All Other Equipment	0	0	1,000	1,000	0

* Reg Spec Oper Resp Team		0	0	14,960	14,960	0

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01/31/15 12% OF YEAR ELAPSED

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT MONTH EXPEND	Y-T-D ACTUAL	ADJUSTED BUDGET	REMAINING BALANCE	BUD % USED
	Joint Fire Commission					
180-2320-712.02-03	Postage	0	0	500	500	0
180-2320-712.02-06	Advertising & Publication	0	0	2,500	2,500	0
180-2320-712.02-36	Outside Services	0	0	3,800	3,800	0
180-2320-712.02-61	Misc Expenditures	0	0	500	500	0

* Joint Fire Commission		0	0	7,300	7,300	0

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT MONTH EXPEND	Y-T-D ACTUAL	ADJUSTED BUDGET	REMAINING BALANCE	BUD % USED
	Special Reserves & Escrow					
180-2326-712.01-01	Salaries	0	0	5,400	5,400	0
180-2326-712.01-10	Health Insurance	0	0	47,400	47,400	0
180-2326-712.01-11	Fringes	0	0	1,210	1,210	0

*	Special Reserves & Escrow	0	0	54,010	54,010	0
**	Fire Department	426,345	426,345	7,952,600	7,526,255	5

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT MONTH EXPEND	Y-T-D ACTUAL	ADJUSTED BUDGET	REMAINING BALANCE	BUD % USED
TID Districts						
Diving Rescue Program						
180-2479-712.01-04	Overtime Wages	3,148	3,148	3,300	152	95
180-2479-712.01-05	Reimbursement / Overtime	0	0	0	0	0
180-2479-712.01-11	Fringes	0	0	650	650	0
180-2479-712.01-15	Schools/Seminars/Training	0	0	1,650	1,650	0
180-2479-712.02-15	Maint of Radio Equipment	0	0	1,500	1,500	0
180-2479-712.02-16	Maint of Operating Equip	0	0	1,500	1,500	0
180-2479-712.02-61	Misc Expenditures	0	0	0	0	0
180-2479-712.81-13	Communication Equipment	0	0	0	0	0
180-2479-712.81-33	All Other Equipment	0	0	1,650	1,650	0

*	Diving Rescue Program	3,148	3,148	10,250	7,102	31
**	TID Districts	3,148	3,148	10,250	7,102	31
***	Neenah Menasha Fire	429,494	429,494	7,962,850	7,533,356	5