

Neenah-Menasha Fire Rescue  
Finance & Personnel Committee Meeting  
Tuesday, February 24, 2009  
3<sup>rd</sup> Floor Council Chambers – City of Menasha

Ald. Stevenson called the meeting to order at 5:30 p.m.

Present: Ald. Ahles, Zelinski, Hendricks and Stevenson

Excused: Ald. Wisneski and Lange.

Also Present: Chief Vander Wyst, Director Stoffel and Administrative Assistant Theisen.

Approval of Minutes: The Committee reviewed the minutes from January 27, 2009.  
**MSC Ahles/Hendricks to approve the minutes from January 27, 2009, all voting aye.**

Month End Budget Report: The Committee reviewed the January 2009 month end budget report. Chief Vander Wyst noted that we are over in the clothing allowance budget due to the union negotiating an additional \$50 in their 2009 clothing allowance. This was not known when the budget was put together in 2008. The Other Facility Outlay account is almost expended. This is for the sixth year payment on the phone system. **MSC Hendricks/Ahles to accept and place on file the January 2009 month end budget report, all voting aye.**

Monthly and Year End Activity Report: The Committee reviewed the January 2008.  
**MSC Zelinsk/Ahles to accept the January 2009 activity report and place on file, all voting aye.**

Town of Menasha and Town of Clayton Discussions: Chief Vander Wyst updated the group with his Town of Menasha proposal. He was told that the Board will be meeting with the Town of Menasha Fire Department to review the proposal and will hear back after that meeting is held. At this time, there is no additional news on the Town of Clayton proposal.

Regional Driver's Simulator Grant: Chief Vander Wyst notified the Committee we are ready to proceed with purchasing the Driver's Simulator Grant. Of the 13 departments in Winnebago County, 9 have committed to the grant. A spreadsheet detailing the cost for each department was reviewed. Chief Vander Wyst explained again with this regional grant, NMFR applied and acts as the "host" and has to pay the full 20% matching grant funds, which equals \$44,600. Of the \$44,600 total grant award, NMFR's share is \$6,550.11. \$3,894 is the City of Neenah portion and \$2,656 is the City of Menasha portion, using the current consolidation budget formula. The remaining eight departments would pay the remaining \$38,058.02 back to NMFR. The next step is to approve the matching grant funds so we can proceed with purchasing the simulator. The entire matching grant dollars was put into the 2009 budget. We are in the process of

putting together an RFP for the simulator. Once it is decided upon which simulator will be purchased then the nine departments will meet to put together a Memorandum of Understanding (similar to the Life Safety House) so every department participating pays their share of the maintenance and insurance for the simulator. **MSC Ahles/Hendricks recommend the Common Council's of Neenah and Menasha proceed with purchasing the drivers simulator and pay the required 20% matching grant fund of \$44,600 with off setting revenues of \$38,053.02 from the other eight participating departments and NMFR's total share will be \$6,550.11, all voting aye.**

Teleconference Grant Update: Chief Vander Wyst notified the Committee that we were notified that we did not get this grant.

Garage Door Replacement for Station #32: Chief Vander Wyst discussed the two quotes for replacement of the garage doors at Station 32 (125 E. Columbian Ave.). This was put into the 2009 Capital Improvement Budget and is an expense that is paid entirely by the City of Neenah, per the Consolidation Agreement. This expense has been put off for the last two years. **MSC Ahles/Hendricks to approve the low quote from EZ Glide for a total of \$8,882.00, \$7,682.00 for replacement of four garage doors and \$1,200 for the springs, all voting aye.**

Replacement of Garage Heaters at Station 36: Chief Vander Wyst discussed the malfunctioning heater at Station 36 (901 Airport Rd.). Information was reviewed from Adam Alix, City of Menasha regarding the estimates they received. We are able to receive the City of Menasha contract pricing for these heaters. This expense is entirely a City of Menasha expense and there is money in the current 2009 budget that can be used for the replacement. Both heaters are malfunctioning and one is currently giving off carbon monoxide. We will replace one unit right away and see if we can get by without purchasing the second unit until fall.

Purchase of a new staff vehicle: Chief Vander Wyst discussed the need for an additional staff vehicle for NMFR. There are many cases where we do not have enough vehicles to use. Currently, the mechanics at Station 35 do not have any type of a staff vehicle to use to obtain parts and go to other stations to do repair work. Therefore, an engine has to be used so they can do their mechanic work. He said he would like to purchase a low mileage, used vehicle. The Committee discussed the need for an additional staff vehicle and acknowledged that there is money in the budget for this. They asked Chief Vander Wyst to put together information on the current vehicle inventory, who uses the vehicles, what they are used for and the estimated annual mileage. This should be brought back to the next meeting for review. Ald. Zelinski also asked that Chief Vander Wyst check with both Cities to see if there are any vehicles that departments may be getting rid of that NMFR could use.

City of Neenah Open Burning Ordinance #1247 and City of Menasha Sec.5-2-7: Chief Vander Wyst reviewed the current open burning policy for both Cities. Both ordinances are identical for both communities. NMFR has issues with the current ordinance they way it is written. It is not clear-cut and is hard for our department to enforce. He also

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discussed a form that is being developed that would document open burning calls and possible attach fines for people who are burning either without a permit or with a permit but not within the guidelines. **MSC Ahles/Hendricks recommend Common Council's of Neenah and Menasha make the proposed changes to City of Neenah Ordinance 1247 Open Burning and City of Menasha Sec.5-2-7 Open Burning, all voting aye.**

**MSC Zelinski/Hendricks to adjourn at 6:30 p.m., all voting aye.**

Respectfully Submitted,

Len Vander Wyst  
Chief

LV/tt