

Neenah-Menasha Fire Rescue  
Joint Finance & Personnel Committee Meeting Minutes  
May 25, 2010 – 5:30 p.m.  
City of Neenah – Hauser Room

Present: Ald. Wisneski, Stevenson, Zelinski, Ahles and Ramos

Excused: Ald. Hendricks

Also Present: Chief Auxier, Director Easker and Administrative Assistant Theisen

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

Approval of Minutes: The Committee reviewed the meeting minutes from April 27, 2010. Ald. Zelinski said he noticed people burning at Noon on the weekends and asked if the number of complaints have increased. Chief Auxier stated that we have not received any complaints but we do investigate all complaints that we receive. **MSC Ahles/Wisneski to approve the meeting minutes, all voting aye.**

April 2010 Budget Report: The Committee reviewed the April 2010 budget report. Ald. Stevenson asked why 91% of the professional services accounts were used. Chief Auxier stated this was for the medical exams that were done the first three months of the year. He also noted that we are looking at other ways to save money on these yearly exams and will update the Committee once he gets more information. Ald. Wisneski asked about the other facility outlay account. She questioned what this is for. Director Easker said this is for the phone system payment that was split up over a seven-year period. He noted that this is the final payment for this system. **MSC Wisneski/Zelinski to accept the April 2010 budget report and place on file, all voting aye.**

April 2010 Activity Report: The Committee reviewed the monthly activity report for April 2010. Ald. Wisneski asked how the enforcement of the new Carbon Monoxide law is handled. Chief Auxier stated that we are responsible for enforcing this and currently follow up on this when routine inspections are performed. **MSC Zelinski/Wisneski to accept the April 2010 activity report and place on file, all voting aye.**

Vacant Firefighter Position: Chief Auxier noted that Captain Shelley will retire on June 27, 2010 and he is looking to maintain current staffing levels and avoid overtime. He would like to have someone hired by July 5, 2010. The Fire Commission did give permission to move forward with establishing the eligibility list at their meeting last month. Ald. Zelinski asked what the ramifications are if we don't fill the position and if it would be cheaper to leave the position vacant and pay the overtime. Chief Auxier stated that we did save money this budget year by his pay reduction once he took over as Chief (compared to the previous Chief's pay) and then not filling the Assistant Chief position until March. Ald. Zelinski noted that there are two less paper mills that are not in operation and asked why we need to maintain staffing if we have fewer inspections to perform. Chief Auxier stated there has been growth in both Cities with other buildings

and that our inspections numbers have remained consistent over the last few years. We currently perform over 1,600 inspections every six months. Ald. Ramos asked if the \$38,000 of overtime that would be incurred without filling this position right away was for the entire year. Chief Auxier stated that this was from July through the end of November. There are days in December right now (except Christmas week) where there is no potential for overtime. Chief Auxier said he wanted to maintain current staffing levels to not only reduce overtime but for safety during fire and other emergency calls. Ald. Zelinski asked if there was bumping of staff members or not with this retirement. Chief Auxier stated that there would be people that move up into a Captain and Driver's position and these positions are budgeted. He also noted that Mayor Scherck approved filling the vacant position and Mayor Merkes stated he had no objections and would support what the Committee decided. Committee members stated that they are authorized to approve filling this budgeted position and gave Chief Auxier approval to do so. **MSC Ramos/Ahles to fill the vacant firefighting position, all voting aye.**

Thermal Imaging Camera: Chief Auxier stated this purchase is a budgeted capital improvement plan item for our department. It was requested to move this yearly purchase to the Capital Outlay budget versus the Capital Improvement Budget since this is an annual purchase. These cameras are replaced every five years and we do a budget cycle so that there is only one replaced every year. Ald. Zelinski asked what goes out on the units. Chief Auxier noted that the batteries and electronics do wear out on it. Ald. Stevenson asked if this was the only vendor that we received a quote from. Chief Auxier stated that this brand is the one that we are using and is the most consistent model and is the best price. The Committee directed Chief Auxier to go back and see if there are any other vendors that provide this unit and what the costs will be and bring it back to the June meeting for review.

Petroleum Tank Permits: Chief Auxier stated he put this on the agenda to review and his intent is to try to provide consistency within the Department. Discussion was held on what Committee would review NMFR's codes and procedures and make recommendations to the Council to change codes. The Committee stated they have the authority to review these and make recommendations to the Councils to review.

Chief Auxier reviewed the current tank permits for tank installations and closures. He also reviewed the language of the permits and the permits fees that we currently charge and compared them to surrounding communities. He noted that the State of Wisconsin does charge fees for tanks, however, these fees do not cover any of our Department's costs for the actual work that we do for these tanks. We are allowed to charge fees to cover our costs for the work that we have to perform. He is looking to adjust our fees to reflect what our actual costs are for the work that we do. We are also looking to have our fees be consistent within both Cities. **MSC Ahles/Ramos to direct the City Attorneys to update the municipal ordinance and fee structure so they are both common and consistent within the two Cities and the City Clerks update the fee structures to reflect the recommended fee changes for above and below ground storage tanks including installation and closure of tanks and bring back to the Joint Finance & Personnel Committee for final review and approval, all voting aye.**

**MSC Wisneski/Ramos to adjourn at 6:35 p.m., all voting aye.**

Respectfully Submitted,

Al Auxier  
Chief

AA/tt