

Neenah-Menasha Fire Rescue
Joint Fire Commission Meeting Minutes
April 28, 2010 – 12:00 p.m.
3rd Floor Council Chambers – City of Menasha

Present: Commissioners Nevitt, Keating, Liebhauser, Dionne, Mattes and Wales-Magners

Also Present: Chief Auxier and Administrative Assistant Theisen

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

Election of Chair: **MSC Nevitt/Liebhauser to nominate Commissioner Dionne as the Chair of NMFR's Joint Fire Commission, all voting aye.**

Election of Vice-Chair: **MSC Nevitt/Mattes to nominate Commissioner Keating as the Vice-Chair of NMFR's Joint Fire Commission, all voting aye.**

Commissioner Dionne took over as the Chair.

March 24, 2010 Meeting Minutes: The Commission reviewed the meeting minutes from March 24, 2010. **MSC Liebhauser/Keating to approve the March 24, 2010 meeting minutes.**

March 2010 Activity Report: The Commission reviewed the March 2010 activity report. This is informational only and no action is required.

March 2010 Budget Report: The Commission reviewed the March 2010 budget report. This is informational only and no action is required.

Hiring Process: Chief Auxier said the Department looked at FVTC's program; however, their program will not be completed until mid-November 2010. Our vacancy will be at the end of June. Therefore, to save the Department over \$40,000 of overtime, he would like to permission to develop our own hiring process. He noted that both Mayors have approved moving forward with establishing the eligibility list. Chief Auxier and AC Sipin have been working together to develop a hiring process that includes requirements for the basic position, written test, physical test and from there candidates will be selected to interview with the NMFR Internal Hiring Committee. After that Committee has interviewed candidates then recommendations will be sent to the Fire Commission to interview candidates to establish the eligibility list. Our Department will do the agility test so we can absorb the costs of this versus having an outside agency do this. The cost for the written test is a base fee of \$300 and \$15 for each test plus a scoring fee of \$50 plus 50 cents for each test. **MSC Mattes/Keating to authorize Chief Auxier to proceed with the hiring process, all voting aye.**

Review of Promotional Process: Chief Auxier discussed the potential promotional process for the impending retirement of Captain Shelley. For the Fire Officer position there is educational requirements with some testing and then an internal interview. Drivers promotion would be education requirements, practical skills test and then an internal interview. Once the candidates have been chosen they will be brought to Fire Commission for approval. The Commission found this process acceptable.

The Fire Commission thanked Chris Wales-Magners for serving on the Commission and wished her luck in her future endeavors.

MSC Mattes/Nevitt to adjourn at 12:35 p.m., all voting aye.

Respectfully Submitted,

Al Auxier
Chief

AA/tt