

Neenah-Menasha Fire Rescue  
Joint Finance & Personnel Committee Meeting  
August 24, 2010 – 5:30 p.m.  
City of Menasha - 3<sup>rd</sup> Floor Council Chambers

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

Excused: Ald. Ramos and Hendricks.

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

Ald. Stevenson called the meeting to order at 5:50 p.m.

Approval of Minutes: The Committee reviewed the meeting minutes from June 22, 2010.  
**MSC Ahles/Zelinski to approve, all voting aye.**

July 2010 Budget Report: The Committee reviewed the July 2010 budget report. Ald. Ahles questioned the maintenance of motor vehicles account. Chief Auxier explained that it was due to the repairs that were made from Quint 32. Ald. Zelininski asked about the overtime budget. Chief Auxier said the amount of overtime being spent has decreased with the hiring of the new firefighter. However, there have been some FMLA leaves, which has caused some overtime. Ald. Stevenson asked about the health insurance line item in the budget. Chief Auxier said he is trying to reach Director Easker to find out why this has increased and will follow-up after he reaches Director Easker. Ald. Stevenson also asked about the computer outlay equipment. Chief Auxier said they are in the process of looking at the computers that need to be updated within the Department and will be order new ones soon. Ald. Stevenson asked about the communications budget. Chief Auxier said we have not had too many problems this year. However, this month we had an issue with Engine 36's radio. It did have to be replaced and that will show up in next month's budget. **MSC Ahles/Wisneski to accept the July 2010 budget report and place on file, all voting aye.**

July 2010 Activity Report: The Committee reviewed the July 2010 activity report. **MSC Wisneski/Ahles to accept the July activity report and place on file, all voting aye.**

Firefighter Vacancy Update: Chief Auxier stated the firefighter vacancy has been filled and Garrett Gee started in July. With Garrett's hiring it has decreased the amount of overtime we were experiencing due to the retirement of Kevin Shelley at the end of June. Chief Auxier also noted that we were able to save money in the hiring process budget by advertising this position through different websites, FVTC and other online venues versus all print media advertising.

Automatic Aid Discussions: Chief Auxier said he has had two meetings with Chiefs Vander Wyst and Bantes. The next meeting will include other administrative staff members to go over how automatic aid calls will be dispatched, which engines to dispatch, when to call off engines, when to ask for additional resources, etc. The Chiefs are working on drafting a potential agreement to be reviewed by fire department staff and it will then be forwarded to both City Attorneys and this Committee to review. After this Committee reviews it for input it will be forwarded to both Common Councils for review and approval.

NMFR Joint Finance & Personnel Clarification of Responsibilities Update: Chief Auxier handed out the letter from Alderman Stevenson to be presented to the Mayors. He said he is looking for approval from this Committee to bring it forward for review by the Mayors and Council members. Chief Auxier said he has spoken to both City Attorneys. Both City Attorneys have discussed this and CA Godlewski has communicated that both attorneys feel they should keep things the way they are. Both of them do not feel it is an issue for the fee changes to be submitted to the City of Menasha Administrative Committee since all council members review this and the meeting is held on the same night as the Council meeting. This would be the only change and it would involve fee changes only for the City of Menasha. Both attorneys felt the merger agreement would not have to be changed at this time for this small change. Discussion was held by the Committee that as fee changes occur for different things that relate to Neenah-Menasha Fire Rescue, it should be reviewed by the Joint Finance & Personnel Committee first to make an appropriate recommendation to the Administrative Committee for the City of Menasha and the Council for the City of Neenah, regardless of what the fee is for. Chief Auxier said his goal is to have consistency within the two communities and for the Department. The Committee asked Ald. Stevenson to send his memo to the Mayors, City Attorneys, Council Members and City Clerks for review.

Review of Petroleum Tank Codes and Fees: The Committee reviewed Chief Auxier's memorandum that explained the changes he would like to make for petroleum tank upgrades, repairs and closure permit fees. His intent is to make sure there is consistency for the codes and fees for both communities and to recover our costs for the amount of time our Department spends for these projects. CA Godlewski drafted the appropriate resolution and ordinance to make these changes. CA Captain updated Chapter 2 of the Fire Prevention Code.

**MSC Wisneski/Ahles recommends the City of Neenah Common Council and City of Menasha Administration Committee adopt the installation, upgrade and repair permit fees and the tank closure permit fees as recommended by Chief Auxier in his memorandum dated July 22, 2010 and be effective January 1, 2011, all voting aye.**

Resolution #7232 Amending The Fee Schedule of the City of Neenah to Amend the Petroleum Tank Closure Permit Fee: The Committee reviewed the resolution drafted by CA Godlewski. **MSC Ahles/Zelinski recommends the City of Neenah Common Council adopt and approve Resolution #7232 Amending the Fee Schedule of the City of Neenah to Amend the Petroleum Tank Closure, all voting aye.**

Ordinance 1409 Creating Ord. 7-33 relating to Installation, Removal and Inspection of Flammable and Combustible Liquid Storage Tanks: The Committee reviewed City of Neenah Ordinance #1409. **MSC Ahles/Zelinski recommends the City of Neenah Common Council adopt Ordinance #1409 Creating Ord. 7-33 relating to Installation, Removal and Inspection of flammable and Combustible Liquid Storage Tanks, all voting aye.**

**MSC Wisneski/Zelinski recommends the Menasha Common Council adopt the changes indicated in Chapter 2 Fire Prevention Code with the exception of 5-2-9 "Fire Alarms, Section B to strike the words "above mentioned", all voting aye.**

Interagency Agreement for SCBA Testing: The Committee reviewed the Interagency Agreement for SCBA Testing. This agreement allows us to share equipment with five other municipalities and share the costs of the equipment for the required annual testing. Last year we paid \$2,200 to an outside vendor for the required annual testing. Currently FVTC owns the equipment. The participating agencies would pay their share towards the cost of the current equipment and then on top of that pay an annual fee of \$5 per person to build up money for replacement of this equipment in the future. The agreement also states if the fund becomes solvent then there will be no additional charges each year for every person who is tested. Our share of purchasing this equipment is \$3,154 and then the annual costs for us to perform the annual tests will be \$320. It will take 2 years for the payback and the equipment should last for at least five or six years before it is replaced. **MSC Wisneski/Zelinski recommends the Common Councils of Neenah and Menasha approve the Interagency Agreement for SCBA Testing and pay Neenah-Menasha Fire Rescue's one-time fee of \$3,154 and the money come from the current budget line item of maintenance of PPE/SCBA, all voting aye.**

Request to review the Recreational Fire Ordinance: Chief Auxier said he is recommending two changes for the recreational fire ordinance. The time of burning would change and recreational fires would not be allowed between the hours of Midnight and 4:00 p.m. The size of the portable fire pits be changed to no more than 30 inches. He stated he was asked to consider the time change since some people like to have small fires in the fall but it gets darker earlier in the fall and they would like to be able to burn earlier. It was also brought to his attention that the average size of the portable fire pits being manufactured are 30 inches or less. If we keep the language as 24 inches then people are not able to purchase portable fire pits, as they are not made this small by the manufacturers. The Committee felt these changes were reasonable. **MSC Ahles/Zelinski recommends the City of Neenah update Ordinance #1387 to reflect open burning will not be allowed from Midnight to 4:00 p.m. and the size of the portable or in-ground fire pits be not more than 30 inches, all voting aye.**

**MSC Wisneski/Zelinski recommends the City of Menasha amend Chapter 2, Fire Prevention, Section 5-2-7, B1, E7 the size of the portable or in-ground fire pits be not more than 30 inches and B1, E18 open burning will not be allowed from Midnight to 4:00 p.m., all voting aye.**

**MSC Zelinski/Wisneski to adjourn at 7:20 p.m., all voting aye.**

Respectfully Submitted,

Al Auxier  
Chief

AA/tt