

Neenah-Menasha Fire Rescue
Joint Finance & Personnel Committee Meeting
Tuesday, January 26, 2010 – 5:30 p.m.
Hauser Room – City of Neenah

Present: Ald. Wisneski, Lange, Ahles and Benner.

Excused: Ald. Stevenson and Hendricks.

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

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

Approval of Minutes: The Committee reviewed the minutes from December 15, 2009. **MSC Lange/Ahles to approve the meeting minutes from December 15, 2009, all voting aye.**

December 2009 & 2009 Year-End Budget Report: The Committee reviewed the December 2009 and the 2009 year-end budget report. Ald. Wisneski asked why outside printing was over budget. Chief Auxier said it was due to ordering more forms for the Inspection Bureau and we made more public education materials to hand out this year at the schools. Director Easker reminded everyone that these are only preliminary 2009 year-end budget numbers, as they have to complete their 2009 processing of bills and payroll. **MSC Lange/Ahles to approve and place the December 2009 and the 2009 year-end budget reports on file, all voting aye.**

December 2009 & 2009 Year-End Activity Report: The Committee reviewed the December 2009 and the 2009 year-end activity report. Ald. Ahles questioned the unauthorized opening burning incidents. Ald. Benner asked what takes place when we respond to any unauthorized open burning complaints. Chief Auxier said the resident has to put the fire out and are given information about obtaining a burning permit. If there are any problems with any residents our staff is informed to call the Police Department for help and possible citation for disorderly conduct. Ald. Ahles asked how to handle the situations with people who are repeat offenders for burning without a permit. Chief Auxier explained that right now we have not had issues with this. Discussion was held on how to handle these occurrences since they are there. The Committee directed Chief Auxier to discuss with CA Godlewski this issue and to find out what other municipalities do for open burning issues/non-compliance. This information will be brought back to the February 2010 meeting. **MSC Lange/Benner to accept and place the December 2009 and the 2009 year-end activity report, all voting aye.**

NMFR Permit Fees: Chief Auxier said he discussed with CA Godlewski the issue of the differences in codes between the two Cities. Chief Auxier said he would like to talk to the two Mayors on the issue of having two different codes and fees within the two Cities and how the Fire Prevention codes could be changed to mirror each other, along with the same permit fees. He said he would like time to research this and then bring back

information to the group to discuss and take action on. Chief Auxier handed out information on the current hourly rates for staff members to spend on the work for the different items. He will keep this in mind as he makes recommendations for fees.

Upgrade the Municipal Code to the 2009 IFC Prevention Code/Standards: Chief Auxier said this is a common standard that we follow. The code is on a three-year cycle but is typically a year behind for implementation. Chief Auxier will discuss this with the Mayors for approval and then bring this back to the Committee for further action.

Request to Carry Forward Computer Software Outlay Funds: The Committee reviewed the memo and information for an additional license for our Firehouse software. Chief Auxier said the Department wanted to order this in 2009 but we held off on ordering it to make sure we had budget numbers and there was miscommunication on this after Chief Vander Wyst left. There are current issues where there are not enough licenses and when staff members need to enter data and/or use Firehouse we cannot until someone else is done with their work. Ald. Lange asked how long the carry forward process is. Director Easker said they could submit requests until the end of January. Chief Auxier said the paperwork was completed on time to carry forward the funds. **MSC Ahles/Lange recommends the City of Neenah and the City of Menasha Common Council approve the purchase of one additional Firehouse Software license in the amount of \$1,310.00 and the funding source to be carry forward funds from Account #8114 from 2009 budget, all voting aye.**

Purchase of New Station Furniture: The Committee reviewed the memo from DC DeLeeuw regarding purchases of new station furniture. Chief Auxier clarified that furniture will only be purchased as needed and it purchases will come out of the small equipment fund budget. The intent is to have two separate line item budget amounts. The office equipment budget would be just for desks, chairs, etc. The small equipment fund would also be used to purchase “household” furnishings such as recliners, etc. Ald. Ahles asked if we could make the budget more transparent and add a household furniture or household account. Director Easker said they would do this for the 2010 budget and then budget history will be established. It will be a line item that is not budgeted but the Department will make sure the Small Equipment budget fund will not be over spent for 2010.

MSC Ahles/Lange to adjourn at 6:15 p.m., all voting aye.

Respectfully Submitted,

Al Auxier
Chief

AA/tt