

Neenah-Menasha Fire Rescue  
Joint Fire Commission Meeting Minutes  
January 25, 2012 – 12:00 p.m.  
Hauser Room – City of Neenah

Present: Commissioners Mattes, Nevitt, Liebhauser, Lewis, Kubiak and Keating

Also Present: Chief Auxier and Office Manager Theisen

Commissioner Keating called the meeting to order at 12:05 p.m.

Meeting Minutes: The Commission reviewed the meeting minutes of August 24, 2011. **MSC Nevitt/Liebhauser to approve the meeting minutes of August 24, 2011, all voting aye.**

December Activity Report: The Commission reviewed the December 2011 Activity Report. This is informational only and no action is required.

December 2011 Budget Report: The Commission reviewed the December 2011 budget report with Chief Auxier. This is informational only and no action is required.

Eligibility List for Hiring: Chief Auxier explained that we have an impending retirement in October of 2012. Our current eligibility list is expired and he has been reviewing different options for establishing an eligibility list. Chief Auxier handed out information from Fox Valley Technical College and explained their program. The intent of the program is to have area Department's sign up through them and the Department sets hiring requirements for candidates. FVTC will then go through the requirements of the Department and give candidate names to the participating Departments who meet their requirements. FVTC handles the physical agility testing, making sure the candidates have the appropriate certifications, education, etc. The Department then takes those candidate names and goes from there with interviewing and deciding if they will be put on an eligibility list for hire. The Commission discussed this program and process and felt this was a favorable option for us. **MSC Nevitt/Mattes recommends the City of Neenah and City of Menasha Common Councils approve the Regional Fire Department Process Agreement with Fox Valley Technical College for a fee of \$1,000.00 and a user fee of \$5.00 per applicant for a one-year term, all voting aye.**

The Commission reviewed the qualifications that we could set for the Department for this process. **MSC Mattes/ Keating to direct Chief Auxier, and appropriate staff, to set the qualification standards for Fox Valley Technical College for Neenah-Menasha Fire Rescue once both Common Councils have approved the Regional Fire Department Process Agreement, all voting aye.**

Chief Auxier also mentioned that he intends to retire on March 1, 2013 and they would be included in a hiring process to replace him. The Commission asked that Deputy HR

Director Barber come to the next meeting to discuss options for replacement of Chief Auxier.

**MSC Lewis/Kubian to adjourn at 1:25 p.m., all voting aye.**

Respectfully Submitted,

Al Auxier  
Chief

AA/tt