

Neenah-Menasha Fire Rescue
Joint Finance & Personnel Meeting Minutes
December 11, 2012 – 5:30 p.m.
3rd Floor Council Chambers – City of Menasha

Present: Ald. Sevenich, Langdon, Ramos, Ahles and Stevenson

Excused: Ald. Klein

Also Present: Chief Auxier and Office Manager Theisen

Public: No members of the public were present.

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

Minutes: Langdon, all voting aye.

Budget Report: The Committee reviewed the budget report. Chief Auxier noted that salaries are a little down and this is due to a couple of people who were on long-term workers comp injuries. When this happens the work comp insurance reimburses the City for lost wages. Ald. Stevenson asked if we ever received an insurance rating on our work comp insurance. Chief Auxier noted that we have not been informed of that.

Ald. Sevenich asked about the overtime budget. Chief Auxier said right now we are a little over budget. It is not anticipated that we will have much more overtime this year. Chief Auxier reviewed the Special Operations budget and how the reimbursement from the State of Wisconsin is handled. **MSC Sevenich/Ramos to accept the November 2012 budget report and place on file, all voting aye.**

November Activity Report & Automatic Aid Report: The Committee reviewed the November 2012 budget report. **MSC Sevenich/Ramos to accept the November 2012 Activity Report and Automatic Aid Report and place on file, all voting aye.**

Fire Chief Position: The Committee reviewed the memorandum from Chief Auxier regarding placing his position. His anticipated retirement date is May 1, 2013. He noted both Mayors have approved replacing his position. It is anticipated the Fire Commission will meet in January to begin the hiring process. **MSC Ramos/Langdon recommend the City of Neenah and City of Menasha Common Councils authorize the NMFR Fire Commission and City of Neenah Human Resources Department to fill the Fire Chief's position. The position is a Grade 17, with an estimated salary range of \$72,957 to \$98,495, depending on final approval of the 2013 salary plan. Staff has authority to compensate candidate up to midpoint, \$85,725 without further approval by Councils. An appropriate benefit package will be finalized when the position is offered to an applicant approve filling the Fire Chief's Position, as per Chief Auxier's memo, all voting aye.**

Headsets: The Committee reviewed the purchase order for the new headsets. Chief Auxier noted Baycom is the vendor Winnebago County chose for the radio replacement project. The process to replace the radios will begin in late December 2012 and/or early January 2013 and we would like to have these purchased so they can be changed out at the same time the radios are installed. This would save time and money if we had the equipment available to change out while they are here for replacing the radios. Ald. Stevenson asked this is a 2013 budget purchase. Chief Auxier confirmed this is a 2013 budgeted capital equipment purchase Ald. Stevenson questioned the shipping costs and asked Chief Auxier to see if he could find out from the vendor if there is a way to reduce the shipping costs. **MSC Sevenich/Langdon recommends the City of Neenah and City of Menasha Common Councils approve purchase order #13-1 for new headsets from Baycom for a total purchase of \$34,464.33, all voting aye.**

Station 31 Boiler Replacement: The Committee discussed the memorandum from Chief Auxier regarding the boiler replacement at Station 31. Chief Auxier noted this was in a 2010 & 2011 budgets and was removed after discussions with Finance Director Easker and Mayor Scherck. It was felt if it the boilers failed the money could be taken from the reserve accounts. The boilers are 18 years old and when these went out the heat exchanger did crack at the same time. In order to get the system back up and running, so they had heat, they had to take parts from one of them and were able to get two of the three boilers working again. Chief Auxier talked with Mayor Scherck and Finance Director Easker and it was felt the best thing to do is to increase our 2013 Capital Improvement budget. Chief Auxier has notified FVTC of the issue and per the current lease agreement he feels they are responsible for one-third of the costs. Pat Fisher is working on obtaining quotes right now and didn't receive any quotes back before this meeting. In reviewing what was spent to replacement boilers at the Neenah Library and Neenah City Hall it was felt \$60,000 was an appropriate budget item. Ald. Sevenich suggested that we look at other technologies to replace this that may be more efficient and asked if this is being reviewed. Ald. Ahles asked that we looking at solar thermal energy and see what the costs and return of this is for this project. If the costs are too high at this time then he asked we see if any plumbing work could be done right now and then in the future the City of Neenah could look at planning ahead and replace with solar thermal energy in the future. Chief Auxier said he would work with contractors and Pat Fischer to see what is available. **MSC Ramos/Ahles recommend the City of Neenah Common Council increase NMFRC's 2013 Capital Improvement budget by \$60,000 for the replacement of boilers at Station 31 and one-third of the cost of the project will be billed to FVTC, per the lease agreement on file, and the remaining two-thirds of the project is a City of Neenah expense and funding to be determined at the time of 2013 borrowing, all voting aye.**

Grant: Chief Auxier said there is grant funds left over from a 2008 grant and an amendment was submitted to utilize these remaining funds. Due to the 2008 grant commitment there is a required match of 25% for this amendment. Our required match would come from the Public Education Trust fund and no current budgeted dollars would be spent. He said this would be a tool that would supplement the programs that we have in place and would be utilized at larger community events. Discussion was held on the

current programs that we have in place and how we intend to use this new piece of equipment.

Ald. Ramos asked if there was anyone in the area that has this. Chief Auxier confirmed that this is not something that anyone has in the State of Wisconsin. Tara handed out an additional quote that was received, however, this company has not built one of these in this style before and their price is \$2,000 more than the vendor we are looking to purchase from.

Discussion was held on the current programs that NMFR has for public education. Tara noted that this would be a compliment to what we have in place and the goal is to use this in the community at larger functions to also help educate the parents. She noted there can be a disconnect between the children learning fire education at school, however, the parents are not learning this and discussing it at home with their children. Ald. Langdon said he liked the idea that this tool will help reach the parents and children to re-enforce what they are learning at school.

Discussion was held on how this is built and it was also confirmed that this is designed to deflate quickly if there is a need for the firefighters to leave for a call. Tara also noted the construction of this will be in two separate pieces. That way if we can utilize half of it at one time for small public education events.

Ald. Ahles asked if we invest in this if there is a way we can discuss this with teachers to see if there is a way we can enhance our program. Tara confirmed that the intent is to obtain feedback from teachers. Chief Auxier said we do have a great support in the school system and have been very receptive to helping us with our fire prevention education. Tara noted that we do discuss our programs with teachers to obtain feedback and have adjusted the delivery of our programs based on their feedback.

Ald. Stevenson said this relationship with the schools is a positive thing to have. Due to the cost of this tool, it is even more important we make sure we evaluate our programs to make sure we are effective. Discussion was held on the types of public education events this would be used at. The Committee supported the Public Education Team's preference of using it when the delivery can be education. They supported leaving it up to Administration and the Public Education Team to decide when it will be used to ensure it is used for education and to make this tool last longer in the future. Ald. Ahles discussed the stats were put in SC Schultz's memo and asked that we come up with a way to reinforce to adults the importance of working smoke detectors. **MSC Sevenich/Langdon recommends the City of Neenah and City of Menasha Common Councils accept the FEMA Grant Amendment for a total of \$16,655 with FEMA's total of \$12,491.25 and NMFR's share of \$4,163.75 and NMFR's portion to be taken from the Fire Trust Fund monies, all voting aye.**

MSC Sevenich/Ramos to approve the purchase of Inflatable Skills tool from Inflatable Images for a total of \$14,995.50 plus \$1,000 shipping and approve the purchase of gym mats for a total not to exceed \$660 and the price should include shipping costs, all voting aye.

2013 Meeting Schedule: The 2013 meeting schedule was reviewed.

December Meeting: Due to the holidays the Committee will cancel the regular meeting scheduled on December 25, 2012.

Due to this meeting being cancelled, and Director Stoffel's retirement before the next meeting in January, they asked Chief Auxier to thank him on their behalf for his service to the Department and their Committee. They also wished him well in his retirement.

MSC Ramos/Langdon to adjourn at 6:40 p.m., all voting aye

Respectfully Submitted,

Al Auxier
Chief

AA/tt