

Neenah-Menasha Fire Rescue  
Joint Fire Commission Meeting  
April 24, 2013 – 12:00 p.m.  
3<sup>rd</sup> Floor Council Chambers – City of Menasha

Present: Commissioners Kubiak, Keating, Liebhauser, Mattes and John.

Also Present: Chief Auxier, CA Captain, HR Director Barber and Office Manager Theisen.

Excused: Commissioners Lewis

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

Minutes: The Commission reviewed the meeting minutes of February 27, 2013. **MSC Mattes/Keating to approve the meeting minutes of February 27, 2013 and place on file, all voting aye.**

March Activity Reports: The Commission reviewed the March activity reports. This is informational only and no action is required.

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

Commissioner John joined the meeting.

Fire Chief Job Description Duties: The Commissioners reviewed the current job description duties of the Fire Chief. Educational requirements from comparable Departments were also reviewed. It was noted that both Neenah and Menasha are similar on education requirements for their Department Heads at this time.

**MSC Mattes/Liebhauser to change the section in the job description, Minimum Training and Experience Required to Perform the Essential Job Functions, “Associates Degree in Fire Science, Bachelors degree preferred, seven years progressively responsible fire service supervisory experience, Wisconsin Firefighter II, Driver/Operator certificates and driver’s license,” all voting aye and Commissioner Keating voting nay.**

HR Director Barber will fix the minor grammatical errors, minor changes in the job description, along with updating the job description to reflect the above motion.

MSC Keating/Liebhauser to adjourn at 12:55 p.m., all voting aye.

Respectfully Submitted,

Al Auxier  
Chief

AA/tt