



Memorandum

TO: NMFR Joint Finance & Personnel Committee Members

FROM: Chief Al Auxier

DATE: December 4, 2014

RE: Filling Firefighting Vacancies

I have received notice of two employees who will be leaving NMFR in the near future. We have one firefighter, Ken Voss, resigning January 3, 2015 to accept a position as a Deputy Chief with another Department and one of our Fire Officers retiring on March 15, 2015.

At this time, we do not have a current eligibility list. We did not anticipate we would have to begin this process until early 2015. However, due to the recent resignation of Ken Voss, we need to move forward with this process as soon as possible. Our Joint Fire Commission will be meeting on Wednesday, December 17, 2014 to schedule dates, and make the final decisions, on establishing an eligibility list and the hiring process. It is anticipated the entire process, and establishment of a new eligibility list, will be completed by mid-February.

With Firefighter Voss delaying his resignation till the first week of January, it will eliminate the overtime expenses we would have incurred through the end of December due to members taking vacations around the holidays.

It is important that we proceed, in a timely fashion, to hire replacement firefighters so NMFR can maintain minimum staffing levels along with getting new employees trained prior to peak vacation periods so that overtime costs to cover short shifts can be avoided. The two positions are budgeted positions within our Department and hiring to fill these two vacancies will maintain staffing levels at 68 full-time employees at NMFR.

I am asking for consideration, and action, of a recommendation to both common councils to authorize hiring two firefighters after January 1, 2015 subject to the departure or retirement of two existing employees with NMFR.

If you have any questions, please feel free to call me at 886-6203.

AA/tt



Memorandum

TO: NMFR Joint Finance & Personnel Members

FROM: Al Auxier, Chief

DATE: December 1, 2014

RE: NMFR Staffing Information

During previous meetings, there has been discussion on having more information to help gain a better understanding of our Department and the services we provide. We are used to the acronyms we use for our stations, engines, etc. However, sometimes we forget not everyone knows these when we talk about different things during our meetings. I've put together a summary of information regarding our staffing, different types of calls and station/vehicle locations. I've also included a map that shows our area of coverage.

As you know, NMFR has 63 line staff members and 5 administrative personnel. The 63 line staff members are split between three shifts, each consisting of 21 people. The three shifts rotate with a specific number of days on and a specific number of days off, which equals 56-hours per week, to provide 24/7 service to both Cities.

Station Assignments/Staffing:

Station/Location	Vehicle/Staffing	Additional Duties
Station 31 1080 Breezewood Ln., Neenah	Engine 31 - *4	*8:00 a.m. – 4:00 p.m. 3 firefighters staff the engine 4 th firefighter is inspecting. However, they monitor the radio and will respond to fire-related (alarms, structure fires, extrication calls, etc.) and “D &E” EMS calls, and/or if they are close to the incoming call they will respond regardless of the type. 4:00 p.m. – 0700 a.m. four firefighters on the engine.
Station 32 125 E. Columbian Ave. Neenah	Engine 32 - 4 Quint 32 - 4 Command 32 – 1 Squad 32	Quint 32 is the ladder truck that will respond to all alarms and structure fire calls in both communities. It also is available to respond to other types of calls (i.e. EMS calls, etc.) when the primary company is unavailable. Quint 32 will also respond for accidents as a blocking vehicle on Highway 41. Squad 32/boat responds to all water/dive calls in both Cities. It also responds as a back-up to Oshkosh Fire Dept. for water/dive calls. In turn, they also respond as our back-up.

Station 35 430 First St. Menasha	Engine 35 - *4 Boat 35 Pumper 35	There are four shift mechanics that perform routine/preventative and maintenance on all vehicles, equipment and for all four stations. Boat 35 (small rubber boat) also responds to all water calls in both Cities. Pumper 35 is our reserve engine and is kept at this station when not in use.
Station 36 1911 Manitowoc Rd. Menasha	Engine 36 - *4	*8:00 a.m. – 4:00 p.m. 3 firefighters staff the engine 4 th firefighter is inspecting. However, they monitor the radio and will respond to fire-related (alarms, structure fires, extrication calls, etc.) and “D &E” EMS calls, and/or if they are close to the incoming call they will respond regardless of the type. 4:00 p.m. – 0700 a.m. four firefighters on the engine.

In addition to the staffing levels mentioned above, there are minimum staffing that are maintained at 17 per shift, 3 firefighters on an engine and 2 firefighters on the Quint. When staffing levels fall below the levels mentioned above due to vacations, work-related injuries, sick, funeral leave, scheduled training out of our district, etc. we will back fill with overtime.

Services We Provide: In addition to fire protection and first responder services, staff also provides dive, open water/swift water, confined space, and auto extrication. Our confined space members will respond to calls within Winnebago County when mutual aid requests are made. We also provide back-up to Oshkosh Fire Department for water/dive calls. In turn, they provide back-up for us.

Wisconsin State Statute deems we are responsible to perform all inspections for business and multi-unit occupancies. This is to ensure businesses and multi-family dwellings are code compliant with fire protection. We receive 2% dues. In 2014, this amounted to \$77,952.00 for the City of Neenah and \$41,510.00 for the City of Menasha. If we do not perform the required inspections we will lose the 2% dues.

Multiple Response Calls: There are different types of calls that require more than one engine to respond. Below, I’ve highlighted some of the common calls, the number of engines that respond and the reason why. Please keep in mind; the main reason for this multiple engine responses is mainly due to the staffing needed to get the job done in a safe and efficient manner.

Call Type	Response	Reason
Structure fire	3 engines, Quint 32, and Command 32	Full time fire protection allows a quicker response and the ability to have a large number of people to perform quick fire attack, rescue of operations (if people are inside), EMS care for citizens who may be hurt, establishing a water supply, ventilation, accountability, safety, and command and control. In addition, NFPA 1710, Standard for the <i>Organization and Deployment of Fire Suppression Operations to the Public by Career Fire Departments</i> , calls for a minimum of 14 positions to be filled at structure fires. The 14 positions are outlined below: <ul style="list-style-type: none"> • Primary attack team: Minimum 2 personnel to advance the hose line to extinguish the fire, if conditions permit. Typically performed by engine companies.

		<ul style="list-style-type: none"> • Back-up crew: Minimum 2 personnel to provide assistance to the primary attack team. This crew has a charged hose line and is available to assist with fire extinguishment. Typically performed by engine companies. • Incident Command: Minimum of 1 person to be responsible for the command and control of the incident. Performed by Command 32. • Search operations: Minimum 2 personnel to search buildings, if conditions allow, for any persons trapped inside. Typically performed by Quint 32 • Support Operations: Minimum 2 to assist with advancing the hose line into buildings, establishing a water supply, conducting forcible entry into locked buildings, and to control utilities (gas and electric). In addition, one support person is to be assigned as the pump operator. Can be performed by an engine or quint crew. • Ventilation Operations: Minimum team of 2 to conduct coordinated ventilation with the primary attack crew. Typically performed by Quint 32. • Aerial Operations: If Quint 32 is to be used as an aerial device, a minimum of 1 operator assigned to operate the aerial. Performed by Quint 32. • Per Wisconsin Department of Safety and Professional Services, an initial Rapid Intervention Team needs to be assigned. This RIT is responsible for the immediate rescue of firefighters who may become caught in a situation requiring assistance. A minimum of 2 personnel are required. Typically performed by the third or fourth arriving engine company. • Additional positions may need to be filled based on the size of the incident. One of the more noted positions is Incident Safety Officer. This person is responsible for monitoring the safety needs and issues associated with the incident. They make calls that help prevent injuries and fatalities to firefighters working on the scene. <p>Quint 32 start putting ladders up outside the building, put the aerial ladder up for larger buildings, begin ventilation and shut off power and gas to the building. They will help with salvage and overhaul operations.</p> <p>C32 is the Shift Commander and he is in charge of the entire incident, operations and all personnel.</p> <p>For larger incidents, there is the need to rotate engine companies. Firefighters can only go through two tanks of air and then they need rehab time. However, this is weather dependent. During extreme temperatures they may need rehab time quicker.</p>
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		While fire operations are being performed that leaves one engine company, for both communities, to respond to other fire, EMS, etc. calls that come in. We will call in a crew to staff our reserve pumper.
Accidents on the Highway	2 engine companies and/or 1 engine company and Quint	The first engine arrives on scene and performs EMS and/or extrication. The second engine/Quint acts as a blocker for the first engine to perform traffic control operations, set-up high way signs, cones and flares. If there is a extrication they will pull a second hose line and help with extrication operations. Two engine companies are needed for safety for accident victims and emergency personnel on the highway.
Non-highway Extrications	2 engine companies and/or 1 engine company and Quint	The first engine arrives on scene and performs EMS and/or extrication. The second engine/Quint acts as a blocker and performs traffic control and helps with extrication.
Technical Rescue	3-4 engine companies	<p>Technical rescue incidents require special people and special training. They include rescue scenarios involving rope (high or low angle), confined space rescue, trench rescue, and/or building collapse rescue. Minimum numbers required are typically 14 to fill the various positions, based on the precise type of emergency. They include command, safety, entry, back-up, and support positions. As an example, a confined space rescue requires the following positions:</p> <ul style="list-style-type: none"> • Command: Minimum 1 person • Entry team: Minimum 2 personnel • Back-up team: Minimum 2 personnel • Attendants: One attendant per team (minimum 2) • Atmospheric monitoring: Minimum 1 person • Ventilation: Minimum 1 person • Air Supply: 1 person. Responsible for ensuring an adequate air supply to rescuers • Riggers: Minimum 4 personnel to determine the best means to allow rescuers to enter into a space, and how to remove them and the victim. The riggers use advanced rope systems as the method for entry and exit from spaces. <p>Trench rescues have similar requirements. All positions for technical rescue incidents are based on the tasks required to be conducted in NFPA 1006 (Standard for <i>Technical Rescuer Professional Qualifications</i>) and 1670 (Standard on <i>Operations and Training for Technical Search and Rescue Incidents</i>).</p> <p>Keep in mind these are minimum numbers and may require larger resources based on the nature of the call.</p>
Water/ice rescue and dive calls. This includes rescues by both dams.	Squad 32, Boat 35, Marine 3 or Husky (seasonal) and 2 engines	Engine 32 will be taken out of service and will staff Squad 32 and Marine 3/Husky. The other engine companies will launch Boat 35 and provide shore based support to the divers, tenders. They will also go to other boat launch sites to try to gain visual of the victims to give updates.

		The remaining engine company will move to Station 32 or Station 35 to cover other incoming calls.
Complex EMS calls	1-2 engine companies	Some EMS calls require (i.e. PNB) one of our firefighters to help the ambulance crew with patient care and another firefighter to drive the ambulance to the hospital. The remaining engine company will follow the ambulance to the hospital to pick up our firefighters. For larger patients, multiple companies may be needed to help the ambulance crew with lifting the patient.

Automatic Aid: In 2012, we entered into an automatic aid agreement with Appleton Fire Department. The intent of this agreement was to help decrease response times to specific geographic areas.

If there are structure fire calls in the northern part of Menasha, the vehicle response is two NMFR engines, NMFR's Quint and an engine from Appleton Fire Department. However, even with an automatic aid agreement, there may be times either Department may not be available to respond due to incidents going on in their own district. Either NMFR or AFD's next nearest available engine would be dispatched to that their call.

I have attached a map that shows the location of our four fire stations and the areas we cover. I hope this information provides a better understanding, especially when we are discussing different things regarding our Department.

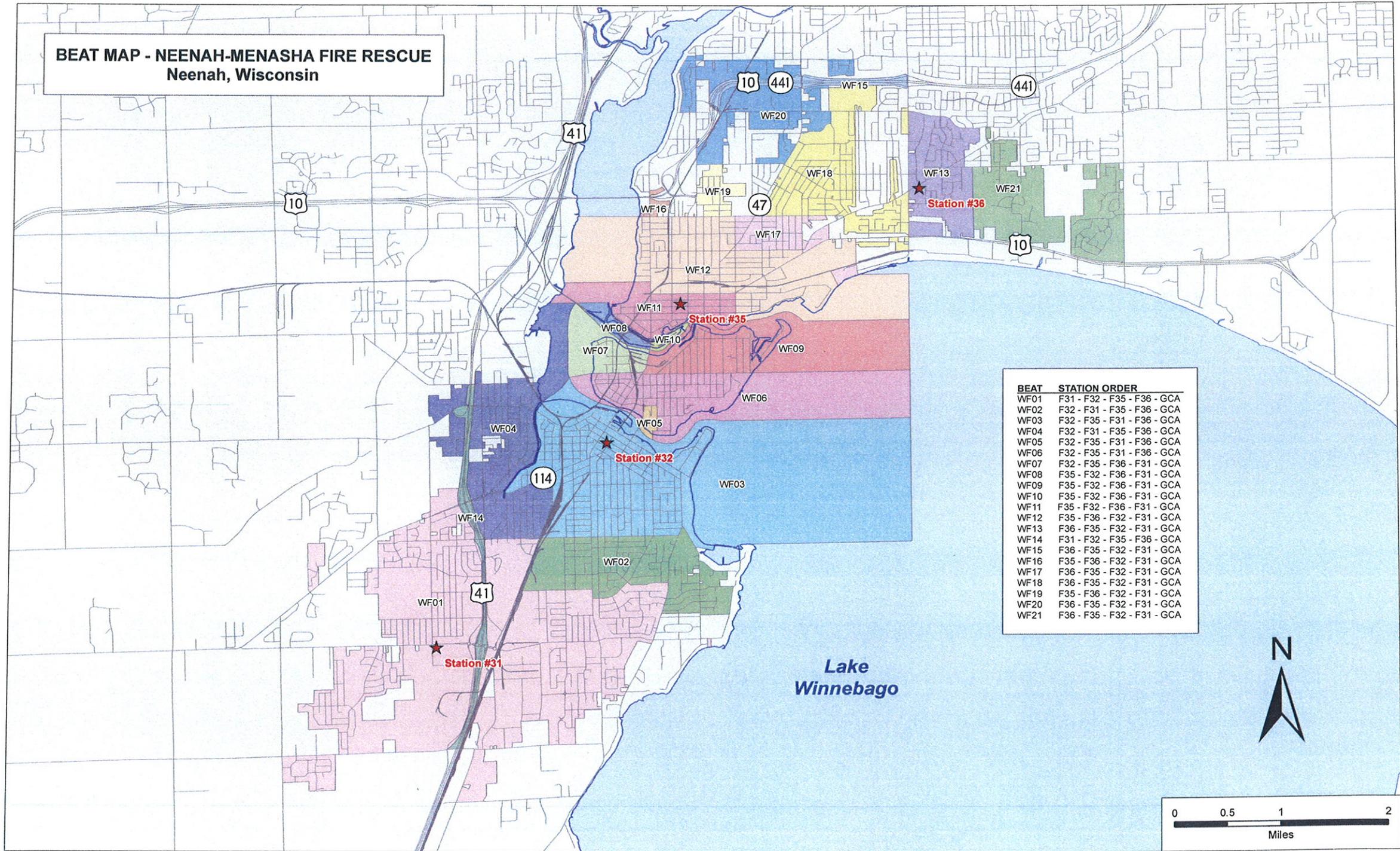
I would like to personally invite all of you to spend some time with us. We would be happy to show you the things we do, the equipment we use, etc.

If you have any questions, please feel free to call me at 886-6203.

Enclosure

AA/tt

BEAT MAP - NEENAH-MENASHA FIRE RESCUE
Neenah, Wisconsin



BEAT	STATION ORDER
WF01	F31 - F32 - F35 - F36 - GCA
WF02	F32 - F31 - F35 - F36 - GCA
WF03	F32 - F35 - F31 - F36 - GCA
WF04	F32 - F31 - F35 - F36 - GCA
WF05	F32 - F35 - F31 - F36 - GCA
WF06	F32 - F35 - F31 - F36 - GCA
WF07	F32 - F35 - F36 - F31 - GCA
WF08	F35 - F32 - F36 - F31 - GCA
WF09	F35 - F32 - F36 - F31 - GCA
WF10	F35 - F32 - F36 - F31 - GCA
WF11	F35 - F32 - F36 - F31 - GCA
WF12	F35 - F36 - F32 - F31 - GCA
WF13	F36 - F35 - F32 - F31 - GCA
WF14	F31 - F32 - F35 - F36 - GCA
WF15	F36 - F35 - F32 - F31 - GCA
WF16	F35 - F36 - F32 - F31 - GCA
WF17	F36 - F35 - F32 - F31 - GCA
WF18	F36 - F35 - F32 - F31 - GCA
WF19	F35 - F36 - F32 - F31 - GCA
WF20	F36 - F35 - F32 - F31 - GCA
WF21	F36 - F35 - F32 - F31 - GCA

