

Neenah-Menasha Fire Rescue
Fire Commission Meeting Minutes
October 22, 2014 – 12:00 p.m.
3rd Floor Council Chambers – City of Menasha

Present: Commissioners Liebhauser, Keating, Kubiak and Lewis.

Excused: Commissioners John and McCann.

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

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

Minutes: **MSC Keating/Kubiak to approve the May 28, 2014 meeting minutes, all voting aye.**

Activity Report: The September activity report was reviewed. This is informational only and no action is required.

Budget Report: The September budget report was reviewed. This is informational only and no action is required.

Eligibility List: Discussion was held regarding establishing an eligibility list for NMFR. Chief Auxier noted FVTC has completed testing which included the CPAT testing. They provided information, to us, on the candidates who passed the testing and met our criteria. Discussion was held on the qualifications for our Department. Of the 91 people who applied for consideration with our Department, 44 passed all of the testing. FVTC applied our preferences and this narrowed it down to 20 people. In an effort to reduce the number of people we interview, to a more manageable amount, additional preferences were applied and this reduced the number to 12 people. These candidates were contacted by Director Barber and if they are interested in participating in our process they will need to complete an online application. Anyone who does not complete an online application will not be able to participate in the Assessment Center.

Ald. Keating asked what happens if someone from another Department wants to apply for a position with us. Director Barber explained anyone who wants to be considered for our process has to go through FVTC's initial screening and testing process regardless if they are currently working at another Department. We make everyone aware of this procedure. If they didn't complete FVTC's most recent testing process they will have to wait until the next time this is offered by them. In the past few years, they have only offered this once a year.

The Commission reviewed the Assessment Center outline which included the exercises and procedures that will be scheduled for candidates. Members agreed the Assessment Center will be scheduled in January of 2015. Candidates who successfully complete the Assessment Center will be invited for an interview with the Fire Commission for consideration of placement on our eligibility list. The intent is to complete the entire process by February 2015. Dates for this will be scheduled at the next Fire Commission meeting.

Discussion of Chief's Positions: Chief Auxier noted both he and DC DeLeeuw are planning to retire next year. It was decided the Commission will meet in January to discuss the criteria and process for filling the Chief's positions. The Commission decided to cancel the November 26, 2014 meeting and reschedule it to December 17, 2014. The meeting on December 24, 2014 will be cancelled due to the holiday. Director Barber asked that if anyone on the Fire Commission has a family member, close friend and/or intends to apply for consideration on our eligibility list or the two potential vacant Chief positions that they excuse themselves from this meeting and future meetings relating to both processes.

MSC Keating/Kubiak to adjourn at 12:40 p.m., all voting aye.

Respectfully Submitted,

Al Auxier
Chief

AA/tt