

Neenah-Menasha Fire Rescue
Joint Fire Commission Meeting Minutes
February 25, 2015 – 12:00 p.m.
3rd Floor Council Chambers – City of Menasha

Present: Commissioners Kubiak, Keating, John, Liebhauser, McCann and Lewis.

Also Present: Chief Auxier and OM Theisen.

Members of the Public: No members of the public were present.

Meeting Minutes: The Commission reviewed the meeting minutes from January 28, 2015. **MSC McCann/Lewis to approve the January 28, 2015 meeting minutes and place on file, all voting aye.**

January Activity and Automatic Reports: The Commission reviewed the January 2015 activity and automatic aid reports. This is informational only and no action is required.

January 2015 Budget Report: The Commission reviewed the January 2015 budget report. This is informational only and no action is required.

Retirement Notifications: Chief Auxier said he received notice of DC Steve DeLeeuw's retirement effective May 12, 2015. He has 41 years of service with the Cities of Neenah and Menasha. The Commission asked if this position would be replaced. Chief Auxier said he has been meeting with both Mayors to review the Administrative positions and job functions. Concern has been expressed about the budget and at this time no determination has been made. He did meet with Director Steeno to discuss Menasha's funding this replacement position. His intent is work with the Mayors to have a decision in the near future. This decision, along with AC Green's wage increase request, will be brought to an upcoming Joint Finance & Personnel Committee meeting for consideration. He will update the Commission after their meeting.

Chief Auxier received notice from Dave Grable of his retirement effective March 15, 2015. Dave has 33 years of service. The Commission asked when an offer can be made to replace his vacated position. Chief Auxier said he cannot make an offer until after Dave retires.

Consideration and Action of Fire Officer Promotion: Chief Auxier noted with Dave Grable's retirement this will leave a vacated Fire Officer position within the Department and the next person on the Fire Officer Promotion list is Troy Jahns. **MSC Lewis/Keating to approve the promotion of Troy Jahns to Fire Officer effective March 16, 2015 condition upon Dave Grable's retirement, all voting aye.**

Consideration and Action of Driver/Engineer Promotion: Chief Auxier said with Troy Jahn's promotion to Fire Officer this will leave an open Driver/Engineer position and the next person on the Driver/Engineer's promotion list is Jeff Ellis. **MSC McCann/Lewis to approve the promotion of Jeff Ellis to Driver/Engineer effective March 16, 2015 condition Dave Grable's retirement, all voting aye.**

Other: Commissioner Kubiak requested copies of job descriptions for the positions within the Department as it would help him better understand the different positions. Chief Auxier said he would bring these to the March meeting. He noted the Deputy Chief job description should be ready to review at the next meeting.

Commissioner Liebhauser requested an updated roster be given to the Commission after Dave Grable's retirement. Chief Auxier said he would send this out.

MSC Keating/Kubiak to adjourn at 12:33 p.m., all voting aye.

Respectfully Submitted,

Tara Theisen
Office Manager