

Neenah-Menasha Fire Rescue
Fire Commission Meeting Minutes
December 17, 2014 – 12:00 p.m.
2nd Floor Conference Room – City of Neenah

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

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

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

Meeting Minutes: The Commission reviewed the October 22, 2014 meeting minutes. Commissioner Keating requested correction on the meeting minutes. In the eligibility list discussion he is listed as Alderman versus Commissioner. OM Theisen will make that change. **MSC Keating/Kubiak to approve the October 22, 2014 meeting minutes, with one minor correction, and place on file, all voting.**

Activity Report: The Commission reviewed the November activity report. This is informational only and no action is required.

Budget Report: The Commission reviewed the October 2014 budget report. Chief Auxier noted the City of Finance Department didn't have the November budget report completed as they were working on tax bills. Discussion was held on the Commission's 2015 budget. Director Barber explained how the budget is determined and how the monies will be spent. This is informational only and no action is required.

Firefighter Vacancies: The Commission reviewed the memo from Chief Auxier regarding the two firefighter vacancies. Chief Auxier noted NMFR's Joint Finance & Personnel Committee recommended both Common Council's approve filling the vacancies. The Menasha Common Council approved this at their meeting on 12/15/17. The Neenah Common Council will meet tonight to review this request. Commissioner Lewis asked why both Councils have to approve the vacancies. Chief Auxier said the merger agreement states both Councils have to approve all vacancies.

Shift Inspector Promotion: The Commission reviewed the memo from Chief Auxier regarding the resignation of Joe Olszewski from the Shift Inspector position. Chief Auxier said the next person on the promotion list for Shift Inspector is DuWayne Schwartz. He asked for approval to promote DuWayne Schwartz as Shift Inspector to fill the vacancy created by Joe Olszewski's resignation. **MSC Keating/Kubiak approve the promotion of DuWayne Schwartz to Shift Inspector and return Joe Olszewski to the position of Firefighter effective January 12, 2015, all voting aye.**

Firefighter Eligibility List: Director Barber explained the applicants for firefighter have been narrowed down to twelve people. The assessment dates have been scheduled for January 8, 2015 and January 12, 2015. Discussion was held on how many people the Commissioners wanted to interview for consideration of placement on our eligibility list. It was decided the assessment panel would interview all of the candidates and recommend the top candidates they would like them to interview and consider for placement on our eligibility list. These candidates would be interviewed by the Fire Commission on either January 28, 2015 or January 29, 2015. Both days will begin at 12:00 p.m. Director Barber will prepare the questions for review by the Commissioners prior to the interviews.

Fire Chief & Deputy Chief Job Description: Director Barber explained the procedure for future vacancies of positions is to review the job descriptions before hiring of a new person to ensure the job duties are current and update any requirements we may need/want before the position is filled. She explained it was decided the Deputy Chief position will not be filled until after a new Chief is hired for the Department as it would be better continuity if the new Chief provides input on who they would like as their Deputy Chief.

The Chief and Deputy Chief job descriptions were reviewed. Director Barber noted the Deputy Chief's job description has not been reviewed since consolidation. However, the Chief's job description was updated in 2013. Both Mayors did review the job descriptions. Both expressed their opinions on the education level for these positions and both felt these should be similar as the Deputy Chief does need to fill in as the Chief when they are not available.

A lengthy discussion was held on the educational levels and experience the Fire Commission wanted for these two positions. All of the Commissioners agreed these need to be similar due both positions responsibilities for the Department and as Emergency Management Director of both Cities. They also felt the educational level for these two positions should not be less than what we require for our firefighters.

MSC Keating/Kubiak to change the minimum training and experience required for the Deputy Chief job description to an Associates Degree in Fire Science or Bachelor's degree or higher, five years progressively responsible fire service supervisory experience (move-up Fire Officer or higher) Fire Officer I, Wisconsin Firefighter I, Wisconsin Firefighter II, Driver/Operator-Pumper certifications and valid driver's license. NIMS 700, 100 & 200 certification must be completed within 30 days of hire, all voting aye.

MSC McCann/Lewis to change the minimum training and experience required for the Fire Chief job description to an Associate's Degree in Fire Science or Bachelor's degree or higher, seven years progressively responsible fire service supervisory experience (move-up Fire Officer or higher) Fire Officer I, Wisconsin Firefighter I, Firefighter II, Driver/Operator-Pumper certifications and valid driver's license. NIMS 700, 100 & 200 certification must be completed within 30 days of hire, all voting aye.

The Commission authorized Director Barber to work with Chief Auxier, and Administration staff, to review the rest of both job descriptions to make sure everything is accurate and there is consistency with both of them for when the Deputy Chief has to fill in during the Chief's absence. This will be brought back to the Fire Commission for review at meeting in February, 2015.

Selection of Criteria for Chief's Position: Discussion was held regarding the selection of criteria that Director Barber would use to rank the candidates who apply for the Chief's position. This would be used as a way to decrease the number of applications the Fire Commission would need to interview. **MSC Kubiak/Keating to approve the selection of criteria Director Barber is to use for ranking all of the Fire Chief applications, all voting aye.**

Hiring Timeline for Chief's Position: The Committee reviewed the proposed timeline for recruitment. Director Barber noted Chief Auxier will not retire until a new Chief has been hired to ensure a smooth

transition within the Department. **MSC Keating/Liebhauser to accept the recruitment timeline provided by Director Barber for the Fire Chief position, all voting aye.**

Authorization to Advertise: Director Barber asked for permission to begin the advertising process so she can meet the recruitment timeline the Commission approved. **MSC Keating/McCann authorizes Director Barber to advertise for the Fire Chief position, all voting aye.**

MSC Lewis/John to adjourn at 1:30 p.m., all voting aye.

Respectfully Submitted,

Al Auxier
Chief

AA/tt

