



## Memorandum

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**TO:** NMFR Joint Finance & Personnel Committee Members

**FROM:** Chief Al Auxier

**DATE:** July 23, 2015

**RE:** Firefighter Vacancy

Denis Matuszak, a Driver at NMFR, has informed me of his intent to retire on Friday, September 4, 2015. Dennis began his career with Menasha Fire Department on February 17, 1983 and has served the citizens of both Menasha and Neenah in a dedicated and professional manner. His expertise and commitment to performing his job was admired by everyone that he work with over the last 32 years.

It is important we proceed, in a timely fashion, to hire a replacement firefighter so we can maintain minimum staffing levels have this person trained prior to starting on their assigned shift. This is a budgeted position and filling this vacancy will maintain staffing levels at 68 full-time employees.

By filling this position in a timely manner, I hope to avoid the possibility of incurring overtime by running short on Denis's shift. We will have overtime due to one employee on FMLA at the end of August, for a non-work related surgery, and will be off for 3-4 months. We also anticipate another employee being on intermittent FMLA for a few days in September due to the birth of their child. We currently have one employee on FMLA, for a non-work related injury, and this person should be able to return to work before the next FMLA begins in August.

We have an eligibility list for new hires and would use this to fill the vacancy. Both City Attorneys will not allow us to hire a replacement until after Denis retires. We hope to have someone start by September 8<sup>th</sup>. The new hire would complete four weeks of recruit school before being placed on line by October 5<sup>th</sup>.

I am asking for consideration, and action, in recommending the City of Neenah and the City of Menasha Common Councils authorize hiring one firefighter subject to the retirement of an existing employee on September 4, 2015.

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

AA/tt