

NMFR Joint Finance & Personnel Committee

Meeting Minutes

July 26, 2016 – 5:30 p.m.

Hauser Room – City of Neenah

Present: Ald. Kunz, Pollnow, Benner and Keehan

Excused: Ald. Stevenson & Krautkramer

Also Present: Chief Kloehn, Director Easker and MA Theisen

Public: Ald. Boyette

Ald. Benner called the meeting to order at 5:31 p.m.

Public Forum: No members of the public chose to speak.

Meeting Minutes: The Committee reviewed the meeting minutes from June 28, 2016. **MSC Pollnow/Keehan to approve the June 28, 2016 meeting minutes, all voting aye.**

Budget Report: The Committee reviewed the June 2016 budget report. Chief Kloehn noted there continues to be overtime due to his open line staff position. A new firefighter has been hired and will begin 4-week recruit training on August 8, 2016. It is anticipated he will begin 24 hour shifts on September 5, 2016. **MSC Pollnow/Keehan to approve the June 2016 budget report and place on file, all voting aye.**

Activity Reports: The Committee reviewed the June 2016 monthly activity and automatic aid reports along with the activity and automatic aid report summary of the first six months of 2016. Ald. Benner noted there seems to be a disparity of calls between the two Communities and expressed concern that Appleton Fire Department may not want to continue automatic aid if this continues. Chief Kloehn noted that most of the calls that they are responding to areas within the City of Menasha that are CBRF facilities and apartment complexes. These facilities tend to have a higher call volume. The areas that we can respond to quicker for Appleton Fire Department are residential areas. Call volumes were reviewed with Chief Vander Wyst and at this time there is no concern as this is the first time this great of a disparity has happened. **MSC Pollnow/Keehan to approve the June activity, June automatic aid report and activity and automatic aid reports for the first six months of 2016 and place on file, all voting aye.**

NMFR's 2017 Cost Distribution Formula: The Committee reviewed the proposed 2017 Cost Distribution Formula information that was put together by Directors Easker and Steeno. **MSC Pollnow/Keehan recommends the City of Neenah and City of Menasha Common Councils approve Neenah-Menasha Fire Rescue's 2017 Cost Distribution Formula with the City of Neenah's weighted share at 0.5929% and the City of Menasha's weighted share at 0.4071, all voting aye.**

NMFR's 2015 Final Budget Audit: The Committee reviewed the final audit results from NMFR's 2015 budget. Director Easker noted the cash on hand outlined on this summary are monies that are set aside to fund liabilities for the Department such as sick leave, vacation, etc. There is no legal requirement to have this funded. However, this practice is current done by the City of Neenah and continued with NMFR's budget. Ald. Kunz asked if this money is taken out of NMFR's budget every year. Director Easker confirmed these monies are budgeted through the fringe line item within the budget. He also noted that these liabilities are funded at almost 100%. **MSC Pollnow/Keehan to approve NMFR's 2015 final budget audit results and place on file, all voting aye.**

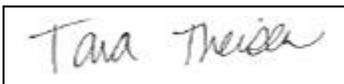
NMFR's Vehicle Replacement Schedule: The Committee reviewed the updated vehicle replacement schedule. Chief Kloehn explained he was asked by both Mayors to review the current vehicle replacement schedule and see if there were any modifications that may be needed. He, DC Voss and NMFR's Truck Committee, reviewed the previous replacement schedule and made modifications to this. Staff vehicles were added to this replacement schedule and changes were made to be more realistic on replacement of vehicles to prevent future unbudgeted purchases. In developing this new schedule they reviewed past invoices of repairs, researched the life expectancy of vehicles before major repairs are experienced, spoke to Adam Alix, with the City of Menasha, and reviewed what their current practice is for vehicles. During this process it was noted that there was not a good tracking method of the cost of repairs for vehicles. Therefore, last Fall DC Voss began the practice of putting actual cost of repairs in our records management system when we document maintenance. DC Voss is currently developing what maintenance costs are for each vehicle and the intent is track these expenses so it can be reviewed if decisions need to be made on moving up a replacement of a vehicle. While we can develop normal maintenance costs it will take a couple of years to have historical data of repair costs for vehicles.

Chief Kloehn explained staff vehicles are not totally replaced. The practice is to take a front line staff vehicle (i.e. inspector's vehicle or Command 32) and move that down to a staff vehicle and sell the oldest staff vehicle. The same practice is done with front line engines. This updated replacement schedule was reviewed with both Mayors and Finance Directors and everyone is in support of the changes that were made by the Department.

All Alderman present commended Chief Kloehn for the work on updating the replacement schedule. They all agree this is a better replacement schedule and are happy to see the Department is being proactive with this. They all felt this replacement schedule should be treated the same by both Common Council's as the replacement schedules for police vehicles. Suggestions were made by members for additional information to be put together so this can be given to both Common Councils to help educate everyone involved the importance of sticking to this vehicle replacement schedule. Some of these suggestions included additional information on the criteria on what is used for replacement of the vehicles, NFPA standards, value of selling a vehicle time frame (to help offset the new purchase) versus hanging on to it for a longer period of time, differences of life expectancies of major components of fire trucks and how this cannot be compared to a normal vehicle, etc. They asked for a "yearly" cost to operate each vehicle with the understanding that tracking of repairs has only begun over the last seven months in Firehouse. The Committee requested updates on vehicles be brought to the Committee quarterly and/or as major issues arise until a permanent replacement schedule is adopted by both Councils. In addition, prior to the Capital Improvement Budget process each year, this replacement schedule is brought to Committee to review and approve before the process begins at the Council level. **MSC Pollnow/Keehan to approve and accept NMFR's Vehicle Replacement Schedule and place on file, all voting aye.**

MSC Keehan/Pollnow to adjourn at 6:15 p.m., all voting aye.

Respectfully Submitted,



Tara Theisen

Management Assistant

