

Neenah-Menasha Fire Rescue  
Joint Fire Commission Meeting Minutes  
December 16, 2015 – 12:00 p.m.  
3<sup>rd</sup> Floor Council Chambers – City of Menasha

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

Excused: Commissioner John

Also Present: Chief Auxier, HR Director Barber, OM Theisen

Members of the Public: Greg Wroblewski

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

Meeting Minutes: The Commission review the November 12, 2015 meeting minutes. **MSC Liebhauser/Keating to approve the November 12, 2015 meeting minutes, all voting aye.**

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

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

Fire Chief's Job Description: The Commission reviewed the Fire Chief's job description. Some job duties were added to the job description that were highlighted in red for review prior to the meeting.

**MSC Keating/McCann to add:**

- **Performs the duties of City of Neenah Emergency Management Director, advise and coordinate all emergency response operations. Duties include coordination of training, exercises and operation of Emergency Operations Center.**
- **Work, and meet, with Mayors and Department Heads from both the City of Neenah and City of Menasha in developing policies and coordinating operations within the Cities.**
- **Prepares and implements department long-range capital improvement plans for both Facilities and Equipment.**
- **Attend Common Council Meetings in both Cities when topics concerning NMFR are on the agenda and/or as needed.**

**to the Essential Duties and Responsibilities to the job Fire Chief's Job Description, all voting aye.**

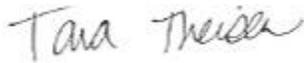
Discussion was held regarding the minimum training and experience for the Fire Chief's job description. HR Director Barber reviewed the potential changes that were outlined on the job description. She reviewed the requirements for the Deputy Chief's job description.

**MSC McCann/Kubiak Bachelor's Degree in a relevant field required. Seven years progressively responsible fire service supervisory experience (move-up Fire Officer or higher) required. Fire Officer I, Wisconsin Firefighter I and Wisconsin Firefighter II, Driver/Operator-Pumper certifications and valid driver's license required. Employees with equivalent out of state certifications must receive the Wisconsin certifications within 12 months of hire. Chief Fire Officer Certification and/or Executive Fire Officer (EFO) Certifications from the National Fire Academy preferred. NIMS 100, 200, 300, 400 and 700 certifications must be completed within 12 months of hire, all voting aye.**

2016 Meeting Schedule: Informational only and no action is required.

**MSC McCann/Keating to adjourn at 1:00 p.m., all voting aye.**

Respectfully Submitted,

A handwritten signature in cursive script that reads "Tara Theisen".

Tara Theisen  
Office Manager