



Neenah-Menasha Fire Rescue

Agenda

Neenah-Menasha Joint Fire Commission
Tuesday, June 17, 2025 – 4:00 p.m.
NMFR Training Center

1. Attendance
2. Meeting Minutes:
 - a. April 23, 2025 (attached)
3. Consideration and action to make changes to the Firefighter job description (attached)
4. Convene into closed session pursuant to Section 19.85(1)(c), Wis. Stats for the purpose of interviewing applicants for the open Assistant Chief position.
5. Re-convene into open session.
6. Adjourn

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Neenah will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance, or reasonable accommodation in participating in this meeting or event due to a disability as defined under the ADA, please call **Fire Chief Travis Teesch at 886-6200** or the **City's ADA Coordinator at (920) 886-6106** at least 48 hours prior to the scheduled meeting or event to request an accommodation.

Neenah-Menasha Fire Rescue Joint Fire Commission Meeting Minutes

April 23, 2025 – 4:00 p.m.

NMFR Training Center

Present: Commissioners Kubiak, Keating, Keehan, Brehmer and Lewis

Also Present: Chief Teesch and MA Ellis

Commissioner Keehan called the meeting to order at 4:00 p.m.

Election of Chair: **MSC Keating/Kubiak nominate Commissioner Brehmer as Chair, all voting aye.**

Commissioner Brehmer took over the meeting as Chair.

Election of Vice Chair: **MSC Lewis/Keehan to nominate Commissioner Kubiak as the Vice-Chair, all voting aye.**

Public Forum: No members of the public were present.

Meeting Minutes: The Commission reviewed the meeting minutes from February 23, 2025. **MSC Keehan/Keating to approve the February 23, 2025, meeting minutes and place on file, all voting aye.**

Call Review: The Commission reviewed the call review. This is informational only and no action is required.

Promotion of Fire Officer and Driver/Operator Positions: The Commission reviewed the request for promotions for Fire Officer and Driver/Operator due to an impending retirement.

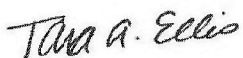
MSC Keehan/Kubiak to promote Joe Muthig to the Fire Officer position on April 28, 2025, contingent upon Jeff Ellis' retirement, all voting aye.

MSC Keehan/Keating to promote Tyler Hillen to Driver/Operator on April 28, 2025, contingent upon Jeff Ellis' retirement, all voting aye.

Assistant Chief of Training Update: Chief Teesch gave a status update of applicants from re-posting the position.

MSC Keehan/Lewis to adjourn at 4:20 p.m., all voting aye.

Respectfully submitted,



Tara Ellis

Management Assistant



Memorandum

TO: Neenah-Menasha Joint Fire Commission
FROM: Chief Teesch *TT*
DATE: May 5, 2025
RE: **Request to Update Minimum Education Requirement for Entry-Level Firefighter Hiring**

As part of our efforts to improve recruitment and maintain high standards in our hiring process, I am requesting approval to update the minimum education requirement for entry-level firefighter applicants.

Current Requirement

- Associate Degree in Fire Protection, Fire Science, or a related field

Proposed Change

- Require a minimum of **60 college credits** from an accredited institution (no specific degree required)

This adjustment would **not** affect our existing requirements for certifications and licensure. All applicants will still be required to possess the following:

- EMT Basic or higher – State of Wisconsin license
- Wisconsin Driver's License
- Wisconsin Firefighter I
- Wisconsin Firefighter II
- Wisconsin Driver/Operator – Pumper
- Wisconsin Driver/Operator – Aerial
- Wisconsin Fire Inspector I
- Hazardous Materials Operations
- NIMS 100, 200, 700 and 800
- Wisconsin Fire Officer I (preferred)
- SCUBA/PADI certification (preferred)

Rationale

The proposed change aims to broaden our pool of eligible candidates by allowing individuals with substantial college coursework and required certifications to apply, even if they have not yet earned an associate degree. Many of these individuals are actively working toward a degree or have relevant education and experience that align with the expectations of NMFR.

This approach maintains a strong commitment to post-secondary education and professional qualifications while enhancing our ability to attract capable, motivated candidates.

If approved, this change will be implemented for the next hiring cycle and reflected in our public job postings and internal documentation.

Please let me know if you have any questions or would like additional information.

Neenah-Menasha Fire Rescue Position Description

Position Title:	Firefighter	Department:	Fire
		FLSA:	Non-exempt
Date:	February 2021 <u>March 2023</u>	Reports To:	Fire Chief

Purpose of Position

The purpose of this position is to perform fire and emergency operations, emergency medical services along with public education and prevention duties. Work involves activities including fire suppression, rescue operations both fire and water, first aid, ventilation, salvage, overhaul, inspection activities, public education, training, engine company and/or ladder truck duties and hazardous materials response. (Fire fighters may be trained in areas of pump/engine, ladder truck and watercraft operations to make them competent to operate as a Driver/Engineer.) The incumbent may work individually or as a fire suppression team member and works under the regular supervision of a Fire Officer, Shift Commander, and/or Chief Officer.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Responds to fire and emergency calls as a member of an engine company, truck company or specialty unit.

Performs a variety of technical and manual labor duties required to locate, control and extinguish fires, including catching fire hydrants; connecting hoses and nozzles; laying supply and attack lines; using visual, sensory, technical and judgmental criteria to locate fire sources; using fire streams (including portable fire extinguishers); carrying, positioning, raising and climbing portable and aerial ladders; using a variety of hand held and powered equipment necessary to locate, control and extinguish fires.

Performs a variety of technical and manual labor tasks to ventilate structures involved in fire, smoke and odor calls including placing of fans and/or hose streams; mechanically opening of roofs, floors, walls, doors, windows and vents.

Performs forcible entry operations to gain access into structures using a variety of tools.

Performs salvage operations to prevent undue damage to property not involved in fire and/or emergency situations including the placement of salvage covers; removing of property, removing water, smoke and heat from structures, etc.

Perform tasks to extricate individuals safely from confined spaces, trench rescue incidents, and offer a support role during structure collapse incidents, etc. using a variety of tools, equipment and knowledge.

Performs search and rescue operations to locate and remove individuals and victims from fire and emergency situations.

Performs water rescue functions including, but not limited to surface, ice/cold water, swift, or dive rescues using specialized equipment such as ropes, harnesses, boats and exposure suits.

Performs emergency first aid and/or CPR to fire and/or other emergency victims.

Maintains, cleans, services, inspects, and loads firefighting and/or emergency equipment, tools, etc. on company apparatus.

Participates in Company fire inspections of buildings to ensure compliance with local and state codes, and nationally recognized good practices and standards; to become familiar with structures; to inform persons of the benefits of sound fire prevention practices; completes inspection reports.

Participates in training classes and drills to maintain and enhance firefighting and emergency techniques and responses; may participate in and/or instruct in-station training activities.

Performs at the hazardous materials operations level.

Writes, reports, and completes all related paperwork relative to tasks assigned.

Assists public when locked out of their home.

Uses Fire Dept. equipment for non-departmental purposes such as replacing light bulbs in the City's parks.

Inspects and flow tests fire hydrants, completes related paperwork.

May perform at HAZMAT Awareness and/or Operations, as required.

May serve at any level of the Incident Command System under the NIMS model.

May serve as a driver/engineer of an engine or truck company after successfully completing the department driver-training program, and completing 2 years of service from the date of hire.

May perform in an Acting Officer position, after completing 10 years of service from the date of hire, and provided minimum qualifications of the position are met.

Maintains regular punctual and predictable attendance, works overtime and extra hours as required.

Delivers public fire education programs, tours, lectures, etc. as may be necessary to ensure public fire safety. Newly hired firefighters will be assigned to the Public Education Team.

Maintains, performs repairs, and cleans assigned fire station quarters, apparatus rooms, grounds, etc.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Answers and routes telephone calls.

Sorts mail, files materials, types correspondence and performs other clerical/office duties.

Minimum Training and Experience Required to Perform Essential Job Functions

Minimum of 18 years old, High School Diploma (or GED or High School Equivalence Certificate), and an Associate Degree.

State of Wisconsin Certifications: Fire Fighter I, Fire Fighter II, Fire Inspector 1, Driver/Operator - Pumper, Driver-Operator – Aerial, Hazardous Materials Awareness & Operations, and Medical First Responder, EMT - Basic. Other required training includes: NIMS 100, NIMS 200, NIMS 700, & NIMS 800. Fire Officer I and SCUBA / PADI are preferred, but not required.

Fox Valley Technical College CPAT Certification obtained within the recruitment year, valid Wisconsin driver's license, and an acceptable driving record.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Conduct with the officers, firefighters, and the public should be cooperative, courteous, and non-disruptive to the operation and should contribute positively to the department effort and morale.

Should provide assistance and work as a team

Exchange pertinent information about the job with other members

Accept work assignments from Officers and follows direction regarding how work is to be completed and when work should be finished

Ability to communicate effectively, both orally and in writing

Ability to keep accurate records and use state-of-the-art technology.

Ability to use complex instruments and equipment.

Ability to read and interpret technical written materials, codes, ordinances and standards.

Ability to enforce codes in a firm, unbiased and tactful manner.

Ability to establish effective working relations with supervisors, co-workers, the public, and police personnel.

Ability to resolve conflict situations at their lowest levels and to adapt to conflict situations that will result in a positive outcome.

Ability to apply sound and proven leadership principles

Mathematical Ability

Ability to add, subtract, and apply mathematical equations.

Judgment and Situational Reasoning Ability

Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.

Ability to exercise the judgment, decisiveness and creativity required in critical and/or unexpected situations involving moderate risk to the organization.

Thorough knowledge of all fire fighting and emergency techniques and procedures authorized by the Neenah Menasha Fire Department.

Thorough knowledge of the uses, maintenance requirements and locations of all fire fighting and

emergency equipment, tools and apparatus used by the Department.

Thorough knowledge of the instruments used for monitoring the atmosphere in fire, HAZMAT and confined space situations.

Working knowledge of fire chemistry, building construction, fire and building codes and the ability to apply this knowledge to specific fire and emergency situations, inspection activities, etc.

Working operational knowledge of engine and quint companies, including knowledge of basic hydraulic and aerial ladder-skills, according to manufacturer recommendations and NFPA standards.
Knowledge of fire prevention methods, laws and ordinances.

Knowledge of policies, rules and regulations, Standard Operating Procedures of the Fire Department and the City.

Knowledge of the physical layout of the City streets, major buildings, city water supply, hydrant locations, etc.

Physical Requirements

Ability to operate, maneuver and/or steer equipment and machinery requiring simple but continuous adjustments such as motor vehicles, fire fighting apparatus, emergency communication equipment, emergency medical equipment, various power tools, hand tools, computer terminal, calculator, telephone, TV/VCR and overhead projector.

Use all personal protective equipment, clothing, and SCBA.

Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training such as assembling.

Ability to exert effort in physically demanding work, typically involving some combination of climbing, lifting, carrying, pushing and pulling.

Ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, odors and textures associated with job-related objects, materials and tasks.

Ability to swim.

Ability to utilize Advanced First Aid and CPR skills.

Skill in the use of fire fighting hand and power tools, equipment and supplies.

Physical ability and endurance to efficiently and effectively perform strenuous physical labor in threatening and stressful situations.

Environmental Adaptability

Ability to work under unsafe and uncomfortable conditions where exposure to environmental factors such as temperature variations, odors, toxic agents, violence, noise, wetness, machinery, electrical currents, traffic hazards, disease and/or dust may cause or causing discomfort and where there is a risk of injury.

Ability to recognize and identify fire and life safety issues that need to be addressed and to take the appropriate actions.

Ability to work with moderate supervision.

Neenah-Menasha Fire Rescue is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Date

Supervisor's Signature

Date