

CLOQUET AREA FIRE DISTRICT BOARD (CAFD) MEETING MINUTES

November 19, 2008
Cloquet Fire Station Training Room, 3:00 p.m.

This meeting was tape-recorded to assist in the preparation of minutes.

1. **Call to Order and Roll Call**

The meeting was called to order by Chair DeCaigny at 3:00 p.m.

Members Present: Ahlgren, Nemmers, Harms, DeMenge, and DeCaigny (Chair)

Members Absent: None

Staff: Langenbrunner, Olson, Meagher, Schroeder, Marciniak, Buhs, Castleman, Erickson,
Hutchison

Others: Fritsinger, Yetka, Marshall, Eames (recorder)

DeCaigny proposed and Board members agreed to limit meetings to 1 and 1/2 hours.

2. **Approval of October 29, 2008, Meeting Minutes**

MOTION (Nemmers/Harms): To accept the minutes as recorded. Motion carried.

3. **Approval of November 19, 2008, Meeting Agenda**

No changes offered. DeCaigny would like to have a 6C item for action items.

4. **Old Business**

A. **Ambulance License Transfer**

Langenbrunner distributed copies of a letter to the Minnesota Emergency Medical Services Regulatory Board. The CAFD will accept the transfer of Cloquet's Advanced Life Support Ambulance #053, effective January 1, 2009.

B. **JPA Equipment Lease Agreement Approval**

Fritsinger noted that item was not yet ready for approval.

C. **Update on Fire Mutual Aid Agreement Notices**

Both Perch Lake and Cloquet have mailed letters to communities canceling existing Mutual Aid Agreements, effective December 31, 2008. Since then, no response has been received.

DeCaigny suggested that the Board set up a strategy on how to reach out to these communities. After some discussion, Board members determined to:

1. Structure future mutual aid based on community, rather than county-wide, approach.
2. Use incident-specific mutual aid, i.e., specific engines, tankers, equipment.

Olson and Lagenbrunner will draft a list of incident-specific mutual aid strategies for associated communities. Letters to follow.

D. Update on Special Legislation

Fritsinger received a call from Senator Lourey's office and will set up a meeting soon. Virginia is considering a merger similar to Cloquet-Perch Lake. District staff may be asked to meet with them to review our process to assist them with implementation of their own process.

E. Organizational Structure

Langenbrunner distributed an updated organization structure, dated November 18, 2008. The structure comprises a Fire Chief (who functions as administrator), Battalion Chiefs, and Captains. This would also be flexible for new communities added.

MOTION (Nemmers/Ahlgren): To have Langenbrunner assume the capacity of Chief in this structure. Motion carried.

F. Update on Insurance and Legal

1. Legal services

Fritsinger provided a draft Request for Proposal (RFP) for legal services. DeCaigny will provide input after the meeting. Discussion and general agreement included the following items:

- (a) Deadline for receiving proposals - December 12, 2008.
- (b) Stay local with the RFP list (to not include Duluth).

2. Insurance

Fritsinger: League of Minnesota Cities Insurance Trust has reviewed the JPA and found no issues relative to insurance coverages.

G. Discussion on Fiscal Arrangements - (A handout listing projected costs was included in meeting packets sent prior to meeting)

Fritsinger: Cloquet will act as the fiscal agent. In addition, he and Finance Director Nancy Klassen have reviewed the following areas:

1. Contracted services - go outside for billing and collections and auditing (ambulance)
Billing - Advantage Billing (Hibbing)
Collections - Northern Collections (Cloquet)
Auditing - Eikill & Schilling (Cloquet)
Anticipates costs can be offset by increased collections.
2. Fiscal services
3. Potential \$61,000 total for fiscal side of CAFD.

DeCaigny asked about the development of a budget. Fritsinger explained that both Perch Lake and Cloquet have agreed to start with their respective 2009 annual budgets.

Copies of the budgets will be provided for the next meeting.

5. **New Business**

A. **PERA (Public Employees Retirement Association) Opinion**

Question: How does PERA factor in? No issues with regard to existing full-time employees. Paid on call would be handled separately. However, we must be sure to notify PERA regarding organizational changes.

B. **Question & Answer with Attorney Frank Yetka re Joint Powers Agreement (JPA)**

DeCaigny asked about the Board operating contrary to the terms of the JPA in terms of membership. Should the Board modify the JPA now rather than later?

Specifically, Section 2.2A calls for voting members of the JPA Board to include one elected official of the governing body of each member community and a non-elected resident of each member community. Both communities determined it was best to have members who are knowledgeable about the issues and agreed to select two elected officials to start.

MOTION (Ahlgren/Nemmers): To modify the Joint Powers Agreement, Section 2.2A as follows: Voting members shall include at least one elected official of the governing body of each member community ~~and a non-elected resident of each member community.~~ Motion carried.

DeCaigny asked about the selection of alternate members to stand in for regular members as needed. The alternates must be elected officials. Perch Lake's alternate member is Tom Luke. Cloquet has not yet selected an alternate member.

DeCaigny commented as follows regarding the JPA document:

1. No page numbers.
2. No Appendix E referenced in Section 6.1 (actually page 12). Yetka said this refers to the State Fire Code which is too lengthy to include. Reference International Fire Code 2000, State Fire Marshall Appendices 299F.
3. Section 18 why is email not an acceptable way to notify member communities? Yetka explained that while emails can be retrieved, having something in writing is preferred.

C. **Draft Personnel Policy**

Langenbrunner distributed draft personnel policies. Once approved, the new personnel policies would replace the existing ones for member communities. DeCaigny suggested that interested persons could meet later to provide input.

At this point, Fritsinger began a discussion of how the Standard Operating Procedures (SOPs) would interact with the Standard Personnel Policies. Langenbrunner saw both as separate documents. DeCaigny asked if the Operating Committee will address the SOPs and apprise the Board of its progress. Langenbrunner agreed this is so, but for now, the staff is trying to meld the Perch Lake and Cloquet SOPs.

D. Draft Job Descriptions

Langenbrunner provided draft job descriptions for Fire Captain, Fire Battalion Chief, Division Chief, all dated November 18, 2008, and asked for input. Members to meet separately to provide input.

DeCaigny asked about the next step. Fritsinger explained that once approved, these new positions must be evaluated for inclusion in the bargaining labor agreement. DeCaigny asked for copies of the collective bargaining agreement.

Future collective bargaining negotiations will be with the Board, not the city of Cloquet. Tom Marshall, a representative of the IAFF (International Association of Fire Fighters) addressed the Board regarding:

1. The proper transfer of their exclusive representatives from the City to the Board.
2. The need to start negotiations soon to smooth out any bumps in the process.

The current contract is a two-year contract which expires December 31, 2009. Historically, parties file for negotiations around June 1st or so. The contract perpetuates if nothing has been negotiated.

What bargaining unit will the Battalion Chief be in? This must be clarified before the position can be filled. Marshall will provide a copy of a recent Moorhead EMS opinion.

DeCaigny emphasized that it was not reasonable to expect to have everything else in place by January 1, 2009. The Board should function with things currently in place until positions are filled. The goal for the next meeting is for everyone to have provided input on the draft personnel policy and job descriptions and be closer to setting up the next layer of organization structure.

E. Draft Job Application

None at present.

6. Action Item List Review

- A. Future Agenda Items
- B. Items needing follow-up.

7. Next Meeting Date - December 3, December 17, 3:00 p.m.

8. Adjournment - Meeting adjourned at 4:30.