

# CLOQUET AREA FIRE DISTRICT BOARD (CAFD) MEETING MINUTES

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

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, Meagher, Schroeder, Marciniak, Buhs, Tobeleski, Vermeesch, and several other members came and went over the course of meeting.

Others: Fritsinger, Marshall, Eames (recorder)

2. **Approval of November 19, 2008, Meeting Minutes**

**MOTION (DeMenge/Nemmers): To accept the minutes with the amendments discussed and as recorded. Motion carried.**

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

The hiring of a Firefighter/paramedic was added under New Business as item "E."

4. **Old Business**

A. **JPA Equipment Lease Agreement Approval**

Fritsinger noted the completed Equipment Lease had been forwarded to the Board and was ready for final review and approval. A couple of minor changes were suggested.

**MOTION (Ahlgren/Harms): To approve the Agreement including the proposed minor changes and have each community execute. Motion carried.**

B. **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. Langenbrunner reviewed his meeting with Scanlon and other verbal contacts that have been made.

The Board discussed the payment issue for incidents when the local community does not respond or shows up late. Staff directed to place the draft mutual aid agreement on the next agenda for review and comment.

C. **Organizational Structure**

Langenbrunner distributed a final organization structure flow chart dated

November 23, 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 (DeMenge/Nemmers): To approve the Fire District Organizational Structure dated 11/23/08. Motion carried.**

D. Organizational Structure Next Steps

Langenbrunner began by reviewing some of the issues that need attention now that the structure has been approved. The Board suggested that the policies be completed first, then the completion of the job descriptions. Fritsinger suggested that the Board review and consider approval of the policies and fire chief job description at the next meeting. Then the Board can review the hiring/promotion process and take action to proceed with the hiring process as it relates to the Battalion Chief issue.

Nemmers suggested that all of that needs to be tied to a budget discussion and wage/benefit issues before any hiring process can proceed. Fritsinger was asked to amend the action list to include the above items.

5. New Business

A. Mission Statement

Langenbrunner distributed the first draft of a proposed mission statement. DeCaigny had some suggested revisions and asked that the revised Statement be placed on the next agenda for final approval.

B. Fire Chief Job Description

The Board reviewed the draft Fire Chief job description. The Board asked for further opportunity to review and asked that it be placed on the next agenda for discussion and action.

Langenbrunner also reviewed the Division Chief POC, Fire Battalion Chief, Division Chief Training, Fire Captain POC and Fire Captain descriptions. Ahlgren requested that the Board be provided a copy of the requirements for the District's Medical Director and per the State of Minnesota. The Board supported the idea of creating a job description for the Medical Director.

Any changes after the 12-03-08 drafts should be provided for final review and comment at the next meeting.

C. Draft Documents Final Read

DeCaigny reviewed his goal to have all internally created documents in a final draft form before being presented to the Board. The Board prefers to see these documents only one time rather than multiple times.

D. Joint Powers Agreement

Discussion on the advisory board and operating committees identified under Section

2.2 of the JPA was held. Langenbrunner is buried and would like some help. DeCaigny questioned how we create a division of labor on the many outstanding items. Critical issue in 2 weeks is to address the battalion Chief issue and the money area needs to be addressed soon.

Ahlgren suggested hiring the Battalion Chiefs then let them decide if they want to be union or not. Lengthy discussion on this issue took place.

The Board directed Langenbrunner and Fritsinger to come back with a short list of what needs to be decided at the next meeting.

E. Fire Fighter/Paramedic Vacancy

Langenbrunner informed the Board of a pending retirement later this month and asked for authorization to proceed with the hiring process.

**MOTION (Ahlgren/Nemmers): To authorize the Fire Chief to proceed with the hiring process to fill the pending vacant Firefighter/Paramedic position. Motion carried.**

6. Action Item List Review

Brief discussion on Future Agenda Items and Items needing follow-up.

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

8. Adjournment - Meeting adjourned at 4:40.