

# CLOQUET AREA FIRE DISTRICT BOARD (CAFD) MEETING MINUTES

January 14, 2009  
Perch Lake Fire/Town Hall, 6:00 p.m.

1. Call to Order and Roll Call

Stan DeMenge, Temporary Chair, called the meeting to order at 6:05 p.m.

Members Present: H. Johnson (Council Appointed Alternate), Nemmers, Harms, DeMenge

Members Absent: Ahlgren, Chair DeCaigny

Staff: Langenbrunner, Toboleski, Rainey, Q. Anderson, S. Olson, Lovstad, D. DeLovely, B. DeLovely, Hecht, Marciniak, Schroeder

Other: Fritsinger, Eames (recorder)

2. Approval of January 14, 2009, Meeting Agenda

**MOTION (Nemmers/Harms): To accept the agenda with the option of questions at the end of the meeting. Motion carried.**

3. Approval of December 17, 2008, Meeting Minutes

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

4. Old Business

A. Job Description approvals

Langenbrunner reported that he met with and received input from Perch Lake Fire staff regarding the POC (Paid-On-Call) job descriptions. He asked the Board to approve all five job descriptions. Harms asked if Steve Olson had reviewed the job descriptions and Steve said he had.

- (1) Division Chief - POC
- (2) Fire Equipment Operator/Paramedic
- (3) Fire Equipment POC - Training & Safety
- (4) Fire Captain POC
- (5) Fire Fighter/Paramedic

**MOTION: (Harms/Nemmers): To approve all five job descriptions as submitted. Motion carried.**

The Chair asked if anyone had questions. No one responded.

B. Update on Fire Mutual Aid Agreement Notices and Meetings

Fritsinger reported that Thomson Township and Carlton have each approved and signed the new revised Mutual Aid Agreements. At this point, the CAFD Board needs only to sign. No motion is needed since Mutual Aid Agreements were previously authorized.

Fritsinger had nothing new to report on other communities. Langenbrunner reported that Cromwell is considering the Mutual Aid Agreement.

C. Discussion on Process for Proceeding with New Structure

Langenbrunner requested the Board's authorization to proceed in filling the management positions of Division Chief POC, Division Chief - Training and Safety, and Battalion Chiefs by posting a ten-day advertising period and receiving applications and forming an interview panel consisting of one or two Board members.

**MOTION (Nemmers/Johnson): To authorize Langenbrunner to move ahead in filling management positions. Motion carried.**

**MOTION (Gary/Nemmers): To authorize an interview panel consisting of Langenbrunner, Nemmers, DeMenge, and Fritsinger. Motion carried.**

D. Process of Creating Goals & Objectives Relating to Furthering the Mission of the Fire District

**MOTION (Nemmers/Harms): To table discussion of this item until a meeting in which Chair DeCaigny is present. Motion carried.**

E. Communications Plan Development including Website

(1) Website - [cloquetareafiredistrict.com](http://cloquetareafiredistrict.com).

(a) Tobeleski reported that the website is up and running as follows:

(i) Access for public:

Includes contact information, list of CAFD Board members, Cloquet Fire Department history, fire apparatus (still under construction), blog, and employment information.

(ii) Access for members only by password and login:

(iia) Blog for training and maintenance - requests for maintenance are posted here.

(iib) Schedule has two calendars - a working calendar for all shifts and Perch Lake training and an event calendar for Board meetings

(iii) Individual and department emails for Cloquet are functional.

(b) Langenbrunner discussed the following related items:

(i) Perch Lake Fire Department history to post on the website. S.

- Olson volunteered to prepare a history by reviewing old files.
- (ii) Jesse Buhs to hold a training session, most likely in Cloquet, for Perch Lake members and give each one a sign-on and password.
  - (iii) Board members may each have a sign-on and password for access to member area.
  - (iv) Minutes and agendas will eventually be posted for the public.
- (2) Langenbrunner reported that the following have been ordered:
- (a) Internal identification tags for tools and equipment at both stations.
  - (b) T-shirts, sweatshirts, and pants for Perch Lake personnel.
- (3) Langenbrunner will meet with Perch Lake personnel to set up a training schedule for mandatory safety drills.
- (4) Communications challenges
- (a) Board members and staff discussed challenges with operations, staffing, and documentation at Carlton County Dispatch.
  - (b) Cloquet was awarded a FEMA grant for radio communication devices and pagers. They will have the ability to do their own paging from their own station, rigs, and some hand-helds.
  - (c) District staff plan to meet with the Sheriff and Chief Dispatcher to set up a new alert system. Also, Cloquet and Perch Lake staff must meet to determine how best to set these tones off.
  - (d) Fritsinger suggested, and Langenbrunner will invite Sheriff Kelly Lake and/or Dispatch Supervisor Sharon Schafter to attend the next meeting.

E. Update on Insurance Needs

Fritsinger reported that he and Langenbrunner met with Steve Micke from Reliable Insurance (Esko) to discuss the District's insurance needs. Since then, Fritsinger has worked with Micke to ensure that the final insurance policy recognizes the District as a standalone agency with its own separate coverages.

Also, Perch Lake staff will check further regarding its policy with the Minnesota Association of Townships Insurance Trust (MATIT).

For now, each party is covered under its own respective policy until the insurance issues are resolved.

F. Legislative Update

Fritsinger will meet with local legislators tomorrow in St. Paul. Just before Christmas, he had informed legislators about the issues involved with the Fire/EMS District concept. Specifically, he had addressed aspects of current state law that limit what they are trying to accomplish with District creation and related taxing opportunities. Senator Tony Lourey may have draft language ready for Fritsinger to review.

5. New Business

A. Personnel Policy Discussion

Fritsinger distributed a draft of personnel policies, reviewed by Attorney Yetka, to Board members only. In-depth discussion planned for future meetings.

B. 2009 Budget and Budgetary Issues

Fritsinger distributed a first budget for period ending January 31, 2009, for Station 1 (Cloquet) and Station 2 (Perch Lake). This format is based on Cloquet's budget format. As mentioned before, the District is set up as a separate fund under the city of Cloquet.

Discussion:

- (1) Perch Lake may need to be broken down further.
- (2) Current revenues consist of ambulance billings and membership contributions. Future revenues may come from additional new members and grants.
- (3) The District will have to review Fire Relief Association issues.
- (4) Challenge - the budget planning processes for Cloquet and Perch Lake Township are different. DeMenge plans to continue the Perch Lake Annual Meeting (March) in the fall when hopefully budget issues will be clarified.

At the moment, contributions are expected to offset expenses. There are no taxes yet because no levy has been set.

6. Other /Next Agenda

A. Future Agenda Items

- (1) Langenbrunner: Presentation of rate increase for ambulance to Board.
- (2) Draft legislation to review.

B. Next Meeting:

Wednesday, January 28, 2009, 3:00 p.m. at Cloquet Fire Hall Training Room.

C. Action Items

Fritsinger will update the list of action items from the December 17, 2008, meeting.

D. Discussion from the floor

- (1) S. Olson invited Board members to view Perch Lake vehicles and equipment.
- (2) Evening meetings: Fritsinger explained that this is a challenge for Board members who have conflicts. They will try to schedule more evening meetings.

7. Adjourn

**MOTION (Nemmers/Harms): To adjourn the meeting at 7:09 p.m. Motion carried.**