

# CLOQUET AREA FIRE DISTRICT BOARD (CAFD) MEETING MINUTES

**March 11, 2009  
CAFD Station #1 Training Room, 3:00 p.m.**

1. Call to Order and Roll Call

Chair DeCaigny called the meeting to order at 3:05 p.m.

Members present: Ahlgren, DeCaigny, DeMenge, Harms, Nemmers  
Staff: Langenbrunner, Olson, Anderson, Buhs, Kolodge, J. Peterson  
Others: Fritsinger, Eames (recorder)

2. Approval of March 11, 2009, Meeting Agenda

**MOTION (Harms/Nemmers): To approve the agenda with the following additions. Motion carried.**

- A. Station 2: Resignation - New Business D
- B. Station 1: Memorandum of Understanding, February 26 meeting – New Business E

3. Approval of February 26, 2009, Meeting Minutes

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

4. Presentation/Visitors

Darren Guetzel and Sarah Buhs from Scanlon Fire Department.

5. Old Business

A. Update on Fire Mutual Aid Agreement Notices and Meetings

Langenbrunner reported on each of the following agreements:

	Agreement	Status
(1)	Minnesota Department of Natural Resources Forestry	For signing by the Board
(2)	Fond Du Lac Forestry	For signing by the Board
(3)	Progress Township First Responder	Addendum to existing Mutual Aid Agreements
(4)	Gold Cross Ambulance – new agreement needed due to district name change	For signing by the Board
(5)	St. Mary's Life Flight	For signing by the Board
(6)	Carlton County EMS – three ambulance services of Mercy Hospital (Moose Lake), Carlton Ambulance, and Cromwell Ambulance	For signing by the Board
(7)	Floodwood	Pending

DeCaigny noted that a motion was not required because of prior approval of the process and agreements.

**B. Update on Communications Plan Development Including Web Site**

Langenbrunner provided a brief overview of recent and upcoming communications activities:

- (1) Two recent newspaper articles in the Duluth News Tribune – Sunday, March 8, and Monday, March 9.
- (2) Meagher’s two future meetings with civic groups.
- (3) Staff continues to “tweak” and update website. Perch Lake history will be added in the near future.

DeCaigny thanked Langenbrunner and his staff for their communications efforts and professionalism in promoting the Fire District. Nemmers suggested that staff should post pictures of the new battalion chiefs in the newspaper and on the website. Langenbrunner will follow-up.

**C. Update on Insurance Needs**

Fritsinger reported that the District’s General Liability and Workers Compensation are in place. The CAFD has assumed responsibility for the Perch Lake volunteer firefighters. Blue Cross Blue Shield is the next big issue going forward into 2010, and should be entered as an action item.

**D. Fire/EMS Legislation Discussion**

Fritsinger distributed copies of House File #1426, which has already had its first reading. The current version of the bill will accomplish its purpose for now. Langenbrunner, Fritsinger, Ahlgren, and others may testify.

Ahlgren emphasized the importance of tracking this bill. He anticipates the first hearing in a week or two. In addition, he commented as follows:

- (1) Timing. This bill should actually have been in last fall.
- (2) Taxes. The bill will likely spend some time in the Tax Committee.

Fritsinger, who will be in St. Paul the next four days, has emailed Representative Bill Hilty regarding his availability. Ahlgren will also contact Senator Lourey to follow up with Hilty. Both Ahlgren and DeCaigny called for interested persons to email Hilty and Lourey, referring to this House File #1426, and requesting that this bill be heard in committee as soon possible.

**E. Update on Personnel Policy**

Langenbrunner announced that the Personnel Policy Document has been reviewed by management staff and is now ready for Attorney Yetka. He predicted that the Board could see it again as early as the April meeting, depending on Legal review.

6. New Business

A. Approval of Rescue 1 Unit Billing Policy

Langenbrunner presented the proposed policy and reported on his discussion with Sharon Schafter, 911 Dispatch Center, about getting more complete information from callers. She advised him of the difficulty in obtaining complete information from one cell call. Also, ambulance personnel sometimes beat law enforcement to the scene. Dispatch personnel agreed to help, but said they must strike the proper balance in questioning callers since they were worried about delaying or not sending an ambulance.

Board members discussed the draft policy and suggested minor changes.

During a discussion about fees, Langenbrunner explained that staff has carried forward a schedule of fees previously set by the city of Cloquet. This fee schedule will not be attached to the policy, since this would require a policy update with each fee schedule change. Langenbrunner anticipated that fees would be adjusted annually by the Board, based on a recommendation from staff.

**MOTION (Ahlgren/DeMenge): To adopt the following Policy for Rescue 1 Unit Charges dated March 11, 2009, with minor changes. Motion carried.**

Policy for Rescue 1 Unit Charges

The District has reviewed a variety of situations related to billing for services as it relates to the response of the Rescue 1 Unit. In order to provide clear direction to District staff and its billing agents, the District has created the following policies related to its use:

Response outside of District boundaries: Regardless of the nature of the call, for any response of the Rescue 1 unit outside the legal operating boundaries of the District, the District shall levy a fee/charge for any/all such calls as adopted by the CAFD Board.

Response inside the District boundaries: Within the District boundaries, the District will charge for this unit when used for any of the following purposes:

- (1) Vehicle extrication
- (2) Rescue
- (3) Safety mitigation at accident scenes
- (4) Confined space rescue
- (5) Water rescue
- (6) High angle rescue

The District shall not charge within the District boundaries when the policy is to dispatch this unit based upon the “potential” need for such unit. As an example, responses of the Rescue unit to a construction site for an unknown medical

emergency in which upon arrival and determination that the rescue unit was not needed.

To avoid unnecessary dispatch of the Rescue unit when reimbursement will not be collected or the appropriateness of billing when dispatched for a call, District staff shall attempt to gather as much information from the 9-1-1 Dispatchers to determine whether the dispatch and billing for this unit is appropriate. Each questionable billing event will be reviewed by the Battalion Chief or District Chief as needed to confirm this policy as it is consistently applied as possible.

Adopted 3-11-09

B. Appointment of Captain of Training/Safety for Station 2 (Perch Lake)

**MOTION (Ahlgren/Harms): To appoint John Peterson to the position of Captain of Training/Safety for Station 2. Motion carried.**

C. Appointment Captain of Operations for Station 2 (Perch Lake)

**MOTION (Harms/Nemmers): To appoint Dave DeLovely to the position of Captain of Operations for Station 2. Motion carried.**

D. Personnel Resignation

Langenbrunner said the District sent letters to inactive persons inquiring about their commitment and availability. As a result, Linda Lovstad sent a letter of resignation. Per Minnesota statute, the resignation becomes effective upon acceptance by the appointing Board. Langenbrunner and Olson will follow up with sending a letter thanking Lovstad for her service.

**MOTION (Nemmers/Harms): To accept the resignation of Linda Lovstad, volunteer firefighter.**

E. Station 1: Memorandum of Understanding (MOU) , February 26 meeting

Langenbrunner reported the following:

- (1) The Union President, Pat Marciniak, had advised him that an MOU was not needed to cover an acting officer's spot for up to a year.
- (2) Reassignments of station staff have been completed.

7. Other/Next Agenda

A. Future agenda items

- (1) Approval of Personnel Policy
- (2) Blue Cross Blue Shield

B. Schedule Next Meeting Date

- (1) Board members cancelled the March 26, 2009, meeting.

- (2) Board members agreed to go monthly, alternating between Station 1 (second Wednesday at 3:00) and Station 2 (second Thursday at 6:00).
- (3) New schedule for next six months:

Date	Time	Place
April 9 (Thursday)	6:00 p.m.	Station 2 Perch Lake Town Hall
May 13 (Wednesday)	3:00 p.m.	Station 1 Cloquet Fire Hall
June 11 (Thursday)	6:00 p.m.	Station 2 Perch Lake Town Hall
July 8 (Wednesday)	3:00 p.m.	Station 1 Cloquet Fire Hall
August 13 (Thursday)	6:00 p.m.	Station 2 Perch Lake Town Hall
September 9 (Wednesday)	3:00 p.m.	Station 1 Cloquet Fire Hall

Board members agreed they could have special meetings as needed. Special meetings require three days posting. Fritsinger also predicted that the Board may need more or longer meetings in the future to complete actions on budgets and broader issues.

C. Action items

See items entered March 11 on Action Items List.

8. Adjourn

**MOTION (Ahlgren/Nemmers): To adjourn at 3:55 p.m.**