

CLOQUET AREA FIRE DISTRICT BOARD (CAFD) MEETING MINUTES

May 13, 2009

CAFD Station #1 Cloquet Fire Hall, 3:00 p.m.

1. Call to Order and Roll Call

Chair DeCaigny called the meeting to order at 3:00 p.m.

Members present: Ahlgren, DeCaigny, DeMenge, Harms, Nemmers

Staff: Klatt, Kolodge, Langenbrunner, Olson, Peterson, Schroeder

Others: Fritsinger, Eames (recorder)

2. Approval of May 13, 2009, Meeting Agenda

MOTION (DeMenge/Harms): To approve the agenda as submitted. Motion carried.

3. Approval of April 9, 2009, Meeting Minutes

MOTION (Nemmers/Harms): To approve the minutes as recorded with the addition of the May 13th meeting under Item 7C. Motion carried.

4. Presentation/Visitors

None

5. Old Business

A. Update on Fire Mutual Aid Agreement Notices and Meetings

Agreement for Technical Rescue Services - Carlton/Thomson Township
(Copies of this agreement were distributed for review at the last meeting.)

MOTION (Harms/Nemmers): To approve the Inter-Governmental Mutual Aid Agreement for the Provision of Technical Rescue Services by and between the CAFD, Carlton (City), and Thomson Township. Motion carried.

B. Update on Communications Efforts

Board members reviewed the quote from C.A. Buhs Web & Photo Services for installation of photo gallery software and gallery.

Schroeder explained that:

- (1) The gallery will be set up in two separate web sections – one for apparatus and stations and one for staff.

- (2) CAFD staff will be able to manipulate, add, and subtract photos without additional cost.

MOTION (Nemmers/DeMenge): To accept the quote from C.A. Buhs Web & Photo Services dated April 13, 2009, for \$192.00. Motion carried.

DeMenge asked about the status of posting the Perch Lake history. Schroeder said Buhs just submitted it earlier this week to the webmaster for updating.

C. Update on Insurance Needs

Fritsinger reported that he has addressed most issues with the life, dental, and health carriers regarding the transfer of insurance from the city of Cloquet to the Cloquet Area Fire District. He will remind each carrier again as the January 1, 2010, transfer date approaches.

Fritsinger also reported that while Steve Micke from Reliable Insurance Company has confirmed that the District's Workers Compensation policy covers the Perch Lake volunteer firefighters, Perch Lake is still waiting to receive from Micke the documents required by Berkley Risk Administrators to remove the volunteer firefighters from their policy.

D. Update on Fire/EMS District Legislation

Langenbrunner provided an update of recent events:

- (1) Senator Tony Lourey has advised staff that the original language creating the Cloquet Area Fire and Ambulance Special Taxing District will stand and should not be amended. Further amendments could kill it in the House-Senate caucus.
- (2) An obscure statute - MS 471.476 - might accomplish the same purpose.

Staff and Board members discussed the application of the obscure statute (should the Fire/EMS legislation fail). Wait and see.

E. Adoption of Personnel Policy

Employee Recognition Program: This proposal, if approved, will become part of the Personnel Policy Procedures adopted by the Board April 9, 2009.

MOTION (Ahlgren/Harms): To adopt the proposed Employee Recognition language recognizing exemplary employee performance and an established awards program. Motion carried.

F. Update on Thomson EMS Service Agreement

Fritsinger recalled the verbal commitment from Thomson for an annual contribution for ambulance protection within Thomson Township. Two attorneys, Frank Yetka (CAFD) and Dave Pritchett (Thomson), are working together to draft this agreement.

Both parties are represented by the same office. Fritsinger will follow up and report back in June.

G. Station 2 Tanker 21 Update – Costs, Etc.

Board members and staff discussed possible answers to two questions:

1. Should the Fire District invest funds in the repair/restoration of the 1986 Tanker 21? If so, how much?
2. Should the Fire District bid or make an offer on the Andover tanker? If so, for what amount?

Staff familiar with mechanical repairs and write-ups agreed that it would cost at least \$2,000 - \$2,500 to install new tires and brakes on Tanker 21, to make it “road ready.”

Staff who saw the Andover tanker agreed it was a good truck, with 1,000 hours and 9,000 miles. Langenbrunner recommended delaying additional investment in the Tanker 21 until staff could report on the prospects of purchasing the Andover tanker. General discussion supported the idea that \$10,000 would be a good price for the Andover tanker.

Board members and staff (including Station 2) generally agreed to wait until they hear on the status of the Andover tanker.

6. New Business

A. Standard Operating Procedures

Langenbrunner reported that both the Personnel Policy and Standard Operating Procedures will go to the printer in the next week. These documents will be part of the Employee Handbook. Each employee and station will have a copy. Station 2 will have an addendum for the paid-on-call items. The union contract will also be an addendum.

B. 2010 Budget Development

Fritsinger confirmed that fire relief and pension discussion is a good place to start. The state has not made any decisions about their own budget, so he has not seen how this will impact the township and city. From the city’s standpoint, Langenbrunner has represented the District in all those discussions.

He anticipated having a draft budget for the June 11th meeting; if not then, by the July 8th meeting at the latest.

C. Job Description Change for Fire Equipment Operator and Fire Captain

Langenbrunner announced that, due to an oversight, the District will be changing the Fire Equipment and Fire Captain job descriptions to allow one employee – an EMT

(Emergency Medical Technician) Intermediate (not a paramedic) to qualify to apply for the positions.

D. Fire Equipment Operator Position Posting

Langenbrunner announced the following schedule: Posting closes May 26, 2009, with testing on June 15, 2009. He hopes to have an appointment for the Board to approve in July.

E. Training Update

Klatt presented a complete report, a copy of which can be obtained from the Cloquet Area Fire District.

Staff and Board members discussed the need for a fee schedule, especially for outsiders participating in training events. Discussion suggested that:

- (1) The Board could set member and nonmember rates.
- (2) Fees should be consistent for like training.

Klatt stated that he would bring a recommendation to the next meeting.

MOTION (DeMenge/Nemmers): To approve charging a \$125.00 fee for each student who attended the First Responder Refresher Course. Motion carried.

Klatt announced that the first Safety Committee will be held 7:00 p.m., Station 1, Thursday, May 21, 2009. All are welcome.

F. Fire Relief/Pension Discussion – Paid On Call Compensation

Olson reported that the committee will soon be ready to make a proposal. They know the concepts, but need time to finalize them. He suggested getting together and everyone finally agreed on 6:30, p.m., Station 1, Monday, May 18, 2009.

G. Paid On Call (POC) Recruitment

Olson stated that setting the compensation must be the first step before targeting recruits. Langenbrunner reported that he is trying to determine a cost to the district. So, he has asked Klatt and Meager to research the cost of training and outfitting a new recruit for one year. Then, when they have the fire relief association information, they can assemble a recruitment package. Langenbrunner estimated that Station 2 could handle 18 – 20 volunteers.

Olson reported that the committee has:

- (1) Revamped the point system used as the basis for compensation.*
- (2) Discussed the amount of compensation.

* The point system has been reviewed by Station 1 and Station 2 personnel.

DeMenge, aware that Station 2 staff have been training Mondays, asked that one of them attend the townships meetings the second Monday of each month to give a brief report on operations.

H. Union Contract Negotiations

Langenbrunner said he has received no communication from the union. However, Fritsinger said it was early, noting that historically, the union and administration do not set up a meeting calendar until mid-year.

I. Recruitment of District Membership (Meetings)

Langenbrunner reported that he has had informal discussions with representative(s) from the Fond Du Lac Reservation.

Langenbrunner commented that other communities are also interested in potential membership with the CAFD. He cautioned that the District has to be careful with growth (new members) by maintaining the ability to provide training and following the same processes it has been following to date.

J. Legal Opinion out of District Response

Staff and Board members discussed the written legal opinion submitted by Frank Yetka, Attorney, dated April 22, 2009, covering the CAFD's response to out-of-district calls.

Langenbrunner summarized the attorney's opinion by saying that the District should respond only to those who are legally authorized to make the request. He discussed this further with Sharon Shafter at 911 Dispatch and will follow up again. He would like to see dispatchers identify the person making the call for mutual aid.

Some concerns:

- (1) If the District is not legally called, then the personnel do not have the authority to respond.
- (2) If firefighters respond when they are not legally called, then they are not covered under Worker's Compensation.

After much discussion, some suggested steps:

- (1) Contact St. Louis County 911 Dispatch to obtain their language for "no response after three minutes."
- (2) Meet with the Fire Departments in Brevator, Culver, Stoneybrook and discuss this further.
- (3) Obtain further clarification from Attorney Yetka.
- (4) Meet with Sharon Shafter, County 9-1-1 Dispatch and Sheriff Kelly Lake for additional discussion.

K. Letter from Legal Regarding Fond du Lac

Staff and Board members discussed the letter written by Frank Yetka, Attorney, dated April 24, 2009, regarding Fond du Lac's interest in contracting with the CAFD for fire protection service in the north end of the Reservation.

The Band's contract with the Carlton Fire Department is up on June 30, 2009.

Staff and Board members determined that the most efficient approach would be to set up a meeting with Karen Diver (FDL Chair) and the Reservation Business Committee soon after the Paid-On Call Committee has flushed out the major issues for recruitment.

L. Request Approval to Apply for FEMA (Federal Emergency Management Agency) Grant

Schroeder discussed the need for a mobile training simulator which would allow the District to provide fire and training rescue on an at-will basis. He requested permission to apply for a FEMA grant of \$410,000, with a federal share of \$389,500 and local share of \$20,500.

MOTION (Nemmers/Ahlgren): To approve and support the staff's request to apply for a FEMA grant in the amount of \$410,000 to cover the cost of a mobile training simulator trailer. Motion carried.

M. Approval of Payment of Bills

MOTION (Nemmers/Harms): To approve the payment of invoices listed on the Summary Report, dated May 13, 2009, as submitted. Motion carried.

Langenbrunner provided an Ambulance Report on Revenues for the period ending April 30, 2009:

Gross Billing	\$572,246.89
Received	-155,179.86
Adjustments	-147,010.44
Outstanding	\$270,075.26

7. Other/Next Agenda

A. Future agenda items

None added.

B. Confirm Next Meeting Date

Date	Time	Place
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
October 8 (Thursday)	6:00 p.m.	Station 2 Perch Lake Town Hall
November 1 (Wednesday)	3:00 p.m.	Station 1 Cloquet Fire Hall

C. Action Items List Review

See updated chart reviewed at meeting.

8. Adjourn

MOTION (DeMenge/Harms): To adjourn at 4:40 p.m. Motion carried.