

# CLOQUET AREA FIRE DISTRICT (CAFD) BOARD MEETING MINUTES

October 8, 2009

CAFD Station #2, Perch Lake Town Hall 6:00 p.m.

1. Call to Order and Roll Call

Members present: DeCaigny, DeMenge, Harms, Ahlgren, Herb Johnson  
Members absent: Nemmers  
Staff: Klatt, Langenbrunner, Olson, Peterson, Schroeder, Meagher  
Others: Fritsinger (Cloquet City Administrator), Sharon Putnam (Recorder),  
Yetka, Eames

2. Approval of October 8, Meeting Agenda

**MOTION (Harms/DeMenge): To approve the October 8, 2009 meeting agenda. Motion carried.**

3. Approval of September 9, 2009, Meeting Minutes

**MOTION (DeMenge/Ahlgren): To approve the September 9, 2009, minutes with the following corrections. Motion carried.**

- A. Item 6 Old Business – Adoption of 2010 budget and property tax levy not moved to the closed meeting. The meeting was closed and the re-opened and these items were passed.**
- B. Correction to 7C, insert the word Thomson in front of Fire Chief.**
- C. Correction to 7E, insert the word ex-officio in front of member and delete board member and replace with resource.**

4. Presentation/Visitors

Duane Ziebath – Wrenshall - No presentation.

Gary Butala – Wrenshall - No presentation.

5. Old Business

A. Draft Organizational By-laws (Brian reviewed the changes)

Gary, Brian, Bob and Jim have met twice to revise the bylaws being developed for the CAFD. For tonight, the committee was looking for feedback, corrections, and ideas. The Board will take formal action once the draft work is completed. DeCaigny proposed that the bylaws committee meets within 2-3 weeks, develop the final draft to come from the committee and at the November Board meeting members are to come prepared to discuss it. That gives us one more month to make any changes/edits with approval targeted at the

December Board meeting. This timeline would allow us to achieve our goal to have adopted bylaws by the end of this year. Key changes were discussed and comments from the Board recorded by the bylaws committee.

B. EMSRB Letter Update

Jim mentioned at the last meeting a letter was drafted and as agreed was sent to the EMSRB. We received a response from EMSRB, which Yetka handed out a copy to the Board members of his comments on potential options going forward.

DeCaigny recommended that we table any action until we make progress on our strategies to establish the district bylaws, give the District growth some development time and the position communicated by the EMSRB may become a non-issue for the District.

C. Fire Relief/Pension Discussion

Langenbrunner noted the fire relief association being developed will need to be included in the bylaws being drafted. It is the responsibility for the relief association to meet annually. All designated board members and trustees are to meet quarterly.

It is a requirement to have two District board members on the relief association. The Fire Chief is mandated. Stan DeMenge and Bob DeCaigny agreed to be the two board members. This will begin at first of the year.

The Town Clerk was included on the relief association when it was Perch Lake Fire. John Peterson will research this further and report back whether this required.

Currently included on the fire relief association are:

President, Treasurer, Secretary

Trustees (6)

All POC Members

D. Recording Secretary Position

DeCaigny asked what is the best way to advertise for the open position of Board meeting minutes Recording Secretary. Perhaps put an ad in the paper or word of mouth? To get the best qualified person some compensation should be involved. Possibly set up the pay on an hourly or per meeting basis. It is roughly 2 – 3 hours every meeting so maybe \$40 - \$50 per meeting.

Open for discussion: Board agreed that the position should be advertised. Three people should be on the interview team and make recommendations. Chief Langenbrunner, Gary and Bruce volunteered to be on the interview team. Chief Langenbrunner will draft an advertisement. Possible compensation range will be \$12 - \$15 an hour.

**MOTION (Ahlgren, Harms): To advertise for the Recording Secretary Position.  
Motion carried.**

6. New Business

A. Wrenshall Mutual Aid Request

Duane Ziebarth asked the board if they are interested in establishing mutual aid. They have resources they could offer to the District.

The question was asked if Wrenshall would be the only Fire Department or would it include the four other townships. Ziebarth stated he believes it would just be Wrenshall. However, the agreement could be established in a variety of different ways. Ziebarth felt Wrenshall would be open to options.

It was decided a continuation of this dialogue should occur between Ziebarth and Chief Langenbrunner. The Wrenshall city council meets the 1<sup>st</sup> Thursday of every month and they would be the body to approve a draft mutual aid agreement.

B. Update on Scanlon Board Meeting

Brian, Jim and Bob attended the Scanlon City Council meeting on 9-9-09. About an hour was spent in dialogue about the CAFD and answering questions from the Council and people in the audience. The exchange was positive. A letter has been sent to the Scanlon City Council describing next steps in pursuing potential membership of the Scanlon Fire Department into the District.

C. Paid-on-Call Firefighter Job Description

Fire Chief presented POC firefighter Job Description for the district. Minor changes were made.

DeCaigny ask if there is a test involved. Langenbrunner stated it is part of the application process. DeCaigny recommended to the board to add verbiage in the job description that there is testing involved.

**MOTION (Harms and Johnson): To approve the POC Firefighter Job Description. Motion carried.**

D. Paid-on-Call Compensation Clarification

DeMenge stated he is not clear how the District should determine years of service. For any particular agency some personnel may have been on the roster but, not active. As other agencies become part of the district how years of service are determined needs to be established. Without existing documentation stating otherwise, we would have to look at total years of service.

The new wage scale will not take effect until January 1, 2010.

It was decided to table this issue and make a decision at the November Board meeting.

E. Paid-on-Call Level of Participation

The 1<sup>st</sup> draft was presented at the last meeting. Chief Langenbrunner will send out the additional changes and it will be reviewed and presented again at the next meeting. The document was not received by all Board members via email.

F. Approval of Payment of Bills

**MOTION (Harms, Johnson): To approve the payment of invoices. Motion carried.**

G. POC Lead Firefighter Job Description

A copy of the Lead firefighter Job Description was distributed.

**MOTION (Johnson, Harms): To accept the Lead Firefighter Job Description. Motion carried.**

H. POC Personnel Policy

An addition was made to the policy that District employees cannot belong to multiple organizations.

**MOTION (Demenge/Harms): To approve the Paid on Call Personnel Policy. Motion carried.**

7. Other/Next Agenda

A. Future agenda items

None.

B. Confirm Next Meeting Date

<b>Date</b>	<b>Time</b>	<b>Place</b>
November 4 (Wednesday)	3:00 p.m.	Station 1 Training Center
December 10 (Thursday)	6:00 p.m.	Station 2 Perch Lake Town Hall
January 13 (Wednesday)	3:00 p.m.	Station 1 Training Center
February 11 (Thursday)	6:00 p.m.	Station 2 Perch Lake Town Hall
March 13 (Wednesday)	3:00 p.m.	Station 1 Training Center
April 8 (Thursday)	6:00 p.m.	Station 2 Perch Lake Town Hall

C. Action Items List Review

See the action item file dated 10-8-09.

DeCaigny made the request to the board to add to the agendas to make sure attachments are included.

D. Other

None.

8. Adjourn

**MOTION (Demenge, Johnson): To adjourn at 7:30 p.m. Motion carried.**