

**CLOQUET AREA FIRE DISTRICT (CAFD) BOARD
MEETING MINUTES
Thursday, May 12, 2010
District Station #1, 3:00 p.m.**

1. Call to Order and Roll Call

Members present: DeMenge, Harms, Ahlgren, and Nemmers
Members absent: DeCaigny
Others: Chief Langenbrunner, Fritsinger (Cloquet City Administrator), Anderson (Recorder)

2. Approval of May 12, 2010 Meeting Agenda

MOTION (Ahlgren/Harms): To approve the May 12, 2010 meeting agenda with one addition to add procurement policy under New Business. Motion unanimously carried and passed.

3. Approval of April 8, 2010 Meeting Minutes

MOTION (Nemmers/Harms): To approve the April 8, 2010 meeting minutes. Motion unanimously carried and passed.

4. Presentation/Visitors

Others/Visitors: Kevin Schroeder, CAFD; Chad Vermeersch, CAFD; Ken Klatt, CAFD; Jeremy Hutchison, CAFD; Steve Olson, CAFD; Steve Hills, CAFD; Clarence Badger, visitor.

Clarence Badger makes comment at the end of the meeting. Biggest concern was the structure of the organization and responsibilities of elected officials and questioned if other communities would be joining the District. All questions were answered.

5. Treasurer's Report:

a) Monthly Financials

MOTION (Nemmers/Ahlgren): To approve the Monthly Financial Statements as presented. Motion unanimously carried and passed.

b) Bill Payment Approval

MOTION (Ahlgren/Harms): To approve the payment of the bills as presented. Motion unanimously carried and passed.

6. Old Business

a) Scanlon Update:

Chief Langenbrunner reports that a meeting held last night with Scanlon was very productive. Scanlon continues the process of becoming part of the District. The operations side is going smoothly and the budget is being worked on. Another meeting is scheduled for 06-10-10 at Station 2 at 4:30 p.m. It appears Scanlon will be ready to join the District on 01-01-11. The Scanlon station will continue to be staffed.

b) Unorganized Sawyer Township Fire Coverage Proposal:

Chief reports that the Board last year discussed a proposal to add Sawyer Township for a set fee. Chief recommends that the District prepare the proposed documents for fire protection prior to January 2011 (previous April date was in error).

c) EMS Legislation Update:

Chief Langenbrunner has gotten no response from elected officials on that legislation. The legislation was intended to force out-lying townships to enter into contract talks with the provision of EMS and/or pay uncollected portion of our expenses; to be divided amongst the townships. Legislation has been buried. Support has been given by Minnesota Professional Firefighters to move towards that legislation.

d) Health Insurance Committee Meeting:

Chief reports that both parties have signed the contract. MOU is signed by both parties stating that immediately after the contract is signed, the Board and the Union would get together to explore methods of lowering health insurance costs, both to the district and the employees. Jeremy heads up the Insurance Committee. DeMenge, Ahlgren, and Fritsinger are on this committee. A meeting has been scheduled for Thursday, May 27, with time yet to be determined.

7. New Business

a) Station 2 Office Project:

Chief reports that office space needs to be created. Perch Lake Township has donated \$1400.00 towards materials for the project. The training room needs to be expanded as well.

b) Medical Leave Request:

Chief recommends a medical leave request be granted for Geoff Foster.

MOTION (Ahlgren/Harms): To approve the medical leave request. Motion unanimously carried and passed.

c) FEMA Training Trailer Grant Award Update:

Kevin Schroeder reports that notification has been received from Homeland Security that we were successful for the Live Burn Training Trailer through the FEMA Assistance Firefighter grant program. FEMA reduced the grant from the requested \$410,000.00 to \$350,000.00. The Federal share is 95 percent or \$332,500.00 of the approved amount and our share of the cost is 5 percent or \$17,500.00. There is no training facility like it in the northeastern part of the state. A Scanlon location appears to be ideal as two fire hydrants are required, etc. The Board recognized and thanked the work that Kevin Schroeder did to secure this grant for the community.

d) Formation of Committee on Non-Union Pay and Benefits:

e) Chief recommends that the board appoint members to meet with the Battalion and Division Chief to discuss pay and benefits moving forward. There was no pay plan that was adopted by the Board for non-union personnel. There are no salary increases this year. Bob DeCaigny and Stan DeMenge have volunteered for this committee.

f) Paid-on-Call Bonus System:

Chief recommends we get away from the bonus system and use additional hourly pay for budgeting purposes and tracking work load. DeMenge and Nemmers are on this committee and asked to reconvene. As the District grows, we will have that model to apply to subsequent stations rather than having multiple pay plans.

g) Formation of Budget and CIP Committee:

Part of the District organization job descriptions state the Chief would be involved with budgeting along with management team. Chief is asking Board to appoint members to meet with the budget committee. Committee: Brian Fritsinger, Nancy, Neil Nemmers, and Chief Langenbrunner.

h) Organizational Structure:

In 2008 an organizational structure was implemented. A meeting was held in April. The organizational chart works but the clear lines of responsibility do not. A training division was created. Part of the organization would be moving the administrative offices to Scanlon. This would create an office for the Battalion Chief's at Station 1. Chief reviews the structure per the organizational chart. A clear line of responsibility is paramount. Chief recommends an annual, or 16 month, review to make sure the structure is working. Fritsinger recommends review after each member community addition. Changes are that the Station Captains report to the Battalion Chiefs who communicate with the division chief for training based upon what we need operationally. Clear lines of responsibility are essential as the District grows. Scanlon has been informed of the organizational structure.

MOTION (Nemmers/Ahlgren): To approve the CAFD Organizational Structure as presented. Motion unanimously carried and passed.

i) Creation-Appointment of PT Training Officer:

Chief recommends creation of a PT Training Officer to work no more than 8 hours per week at \$18.50 per hour.

MOTION (Harms/Ahlgren): To approve the hiring of Craig Bodenheimer as part-time training officer to assist Ken Klatt. Motion unanimously carried and passed.

j) Request to fill vacant FF/Paramedic position – Station 1:

Currently two budgeted positions are vacant; due to a retirement (vacant since last July) and Ken Klatt becoming training officer. SAFER grant has been applied for that would pay for one position for two full years. This position could be filled as early as June as testing has been done and a list is in place.

MOTION (Harms/Nemmers): To approve the hiring of a FF/Paramedic position. Motion unanimously carried and passed.

k) Creation-Appointment of additional Fire Equipment Operator (FEO) position – Station 1:

Currently there are three Fire Equipment Operators at Station 1, each responsible for a shift. Chief is requesting creation of a fourth position. This position is not creating an additional position but is creating a change in duties from FF to FEO. Cost would be approximately \$2200 per year. Ahlgren states this is an additional responsibility to an existing position.

MOTION (Ahlgren/Harms): To approve the additional responsibilities to an existing person as Fire Equipment Operator. Motion unanimously carried and passed.

l) Procurement Policy (Bidding):

The District does not have a formal procurement policy. The district needs to adopt a policy so we are in full compliance. Fritsinger will obtain a copy of the City's policy and supply to the Board for the next meeting. To be added to action items.

8. Other/Next Agenda:

a) Future Agenda Items

- 1) Chief Langenbrunner reports a meeting is scheduled with Scanlon June 10, 2010 before the next regular board meeting.
- 2) Various subcommittee reports.
- 3) Fond-du-Lac expressed interest in service to the casino.

b) Confirm Next Meeting Date

June 10, 2010 (Thurs)	6 pm	Station 2 Perch Lake Town Hall
July 14, 2010 (Wed)	3 pm	Station 1 Training Center
August 12, 2010 (Thurs)	6 pm	Station 2 Perch Lake Town Hall
September 8, 2010 (Wed)	3 pm	Station 1 Training Center
October 14, 2010 (Thurs)	6 pm	Station 2 Perch Lake Town Hall
November 10, 2010 (Wed)	3 pm	Station 1 Training Center

c) Action Items List Review

See attached list.

MOTION (Ahlgren/Harms): To close the meeting regarding Fond-du-Lac inquiry. Motion unanimously carried and passed.

9. Adjourn

MOTION (Ahlgren/Harms): To adjourn at 4:35 p.m. Motion carried.