

# CLOQUET AREA FIRE DISTRICT BOARD (CAFD) MEETING MINUTES

July 8, 2009

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

1. Call to Order and Roll Call

Members present: Ahlgren, DeMenge, Harms, Nemmers

Members absent: DeCaigny

Staff: Hecht, Hills, Klatt, Langenbrunner, Meagher, Olson, Saddler,  
Schroeder, Toboleski

Others: Fritsinger (Cloquet City Administrator), Eames (Recorder)

2. Approval of July 8, 2009, Meeting Agenda

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

3. Approval of June 11, 2009, Meeting Minutes

**MOTION (Nemmers/Harms): To approve the June 11, 2009, minutes as recorded. Motion carried.**

4. Presentation/Visitors

None

5. Old Business

A. Fire Relief/Pension Discussion

Fritsinger again tied the discussion for Fire Relief/Pension and POC (Paid-On Call) to the budget discussion. Both he and Langenbrunner have asked Attorney Yetka to:

- (1) Clarify how the POC system works and related legal issues;
- (2) Confirm that the current system, though used statewide, is a good system. Otherwise, an alternative approach is a straight hourly rate.

In addition, Fritsinger suggested that a meeting of the Fire Relief/Pension/POC Subcommittee be set up before the end of the meeting.

B. POC (Paid-On-Call) Compensation

Same as above.

- C. District Membership Update – Thomson, Scanlon, Fond du Lac Reservation  
Acronyms used in this discussion: FDL (Fond du Lac Reservation), EMSRB (Emergency Medical Services Regulatory Board), PSA (Primary Service Area).

Fritsinger recalled the last meeting and discussion about adding the FDL, Thomson, and future communities as members.

Fritsinger reported on the status of the following:

- (1) Letter to EMSRB:  
Staff has submitted a draft letter for the EMSRB to Attorney Yetka for review. The letter, which has not been sent, outlines the District’s position that “the new Law allows the District to provide ambulance service to all areas of those member communities even if portions lie within previously defined Primary Service Areas. As such, upon the formal acceptance of these two communities (FDL Reservation and Thomson Township) into the District, the District Board asks that the State redefine any existing PSAs that are impacted by this law and place those areas within the PSA of the District.”

Since the last meeting and as a result of questions raised by the above letter, the following persons/entities have spoken with each other:

- (a) Carlton and the FDL  
(b) Langenbrunner and the EMSRB who had a conversation with Carlton.

Frank Yetka, Attorney, has not been available to the CAFD due to other work and summertime commitments. Once he has reviewed the letter and given the CAFD Board his comments, then it can be finalized.

- (2) First meeting with Thomson Town Board:  
Langenbrunner has spoken with Terry Hill from Thomson and is waiting to set up a date for a first meeting with the Town Board and Fire Department.
- (3) Draft letter to communities expressing an interest in joining the CAFD  
Fritsinger presented a three-page letter to be approved by the Board. The letter requests information upfront and lists requirements for joining.

**MOTION (Ahlgren/Nemmers): To approve Exhibit A: Draft Letter of Participation to Area Local Units of Government below to be sent to communities interested in membership after the CAFD has met with their governing bodies. Motion carried.**

Exhibit A: Letter of Participation to Area Local Units of Government

June 30, 2009

RE: Cloquet Area Fire District Membership

Dear :

Thank you for the opportunity to meet with your governing body on \_\_\_\_\_ to discuss the Cloquet Area Fire District (CAFD) and your interest in possibly joining the CAFD. We found the meeting to be very positive and a great step in engaging each other in conversation on this cooperative approach to fire and ambulance service.

The CAFD Board of Directors is committed to continually improving our service level, resources and, cost control as they relate to ambulance service and fire protection. The Board continues to work on optimizing the various organizational aspects of combining departments together.

The Board is extremely optimistic regarding the potential of the CAFD. Its work over the past year has re-enforced the value of the approach we have embarked upon with the creation of the District. The passage of special legislation to further solidify the creation of the District, and the support this law received in St. Paul, were very encouraging for all involved. The work of your representatives over the past three years as participants in the early stages of this process, were critical to our success to date. The many and varied issues which were discussed during this time frame were all helpful in moving things forward.

With that as the backdrop, the CAFD Board of Directors has discussed the potential addition of your community to the District. As you know from previous involvement, the District supports the eventual membership of \_\_\_\_\_. Even though the Board continues to work on the various organizational aspects of combining departments, our collaborative efforts to date have allowed the Board to identify certain critical areas that require particular attention to make sure that the transition is most effective.

With that in mind, the Board is asking each community expressing interest in joining the District to undertake certain fact gathering prior to a commitment being made. With this information, both the Board and your governing body will have the majority of the facts necessary to properly evaluate the impact of a mutual relationship. While our staff can assist with certain aspects of the fact gathering exercise, we would like to request that your staff gather and submit this information to the District at your convenience. We expect that your organization may not have some of the detailed information below and in those cases further follow up by our staff will need to take place.

1. Resolution of support from your governing body making application to join the District, identifying support for the District

- concept, and recognizing the upfront financial cost to be borne by you in terms of the various legal steps to join the District.
2. Confirmation (list) of all department vehicles that your agency will be bringing into the District including age, mileage, and remaining useful life.
  3. All maintenance and pump testing records for each vehicle.
  4. Copy of certificate of insurance for any liability and workers compensation coverage maintained by your existing department.
  5. Detailed inventory of all fixed fire equipment.
  6. Detailed inventory of all loose fire equipment.
  7. Description of Fire Station including its age, condition, and any pending or planned repairs or improvements.
  8. List of all personnel; including years of service, copies of detailed training records for each individual; and participation levels of each personnel in terms of number and types of calls responded to each year.
  9. Fire Relief Association by-laws, breakdown of current membership, and detailed description of the relief association plan including contribution and financial/payment obligations.
  10. Detailed description of any paid-on-call compensation agreements with personnel.
  11. List and describe all contracts to provide service to other communities, agencies or businesses.
  12. Copy of annual operating budget including all expenditures and revenues tracked by the governing entity, department, and others.
  13. List of all debt or any other outstanding financial obligations of the department.
  14. List of any existing grant obligations that the department is required to meet or maintain.
  15. Copy of any and all personnel policies, job descriptions, and any written internal rules and regulations.

Once we have all of this information, District staff will review it to determine if clarification is needed. After such analysis, the findings will be presented to the District Board for continued discussion of your request.

With an undertaking of this magnitude, it is critical that both the governing body and fire department officials support these efforts. We strongly encourage your Board to stay in close contact with your department officials to monitor progress and to lend encouragement. We look forward to a continued dialogue. Should you have any questions, I encourage you to contact Chief Jim Langenbrunner.

Sincerely,

Bob DeCaigny  
CAFD Board President

BF:dj

cc: Fire Board  
Chief Langenbrunner

6. New Business

A. 2010 Budget Development

- (1) Fritsinger distributed two documents:  
 (a) Preliminary Five-Year Capital Plan listing projects by year  
 (b) Preliminary 2010 Draft Budget.  
 He described both documents as a “work-in-process,” and proceeded to explain them in detail.

(2) Capital Plan projects

Year	Project	Proj	Priority	Project Cost
2010	Defibrillator Replacement	F-006	2	20,000
	SCBA Equipment Replacement	F-013	1	12,000
2011	Roof Replacement	F-012	3	40,000
	SCBA Equipment Replacement	F-013	1	12,000
2012	SCBA Equipment Replacement	F-013	1	12,000
	Replace Ambulance #111	F-016	3	90,000
2013	SCBA Equipment Replacement	F-013	1	12,000
	Command Vehicle	F-015	4	50,000
2014	SCBA Equipment Replacement	F-013	1	12,000
	Total			\$260,000

(3) 2010 Budget

2010	Expenditures	\$2,612,375
	Revenues	\$2,612,375

(4) Discussion Points on Budget and Capital Plan

- (a) The Capital outlay for 2010 is proposed at \$52,000. Capital Plan lists \$32,000 for project costs in 2010 but the additional funds are proposed to balance the long term equipment needs of the district and to avoid any spikes levy needs.
- (b) The debt service for the EDA fire truck bonds of 2001 will be removed and placed in the City of Cloquet budget.

- (c) Langenbrunner reported that Andover has not yet provided an update on the sale of its pumper tank. Board members discussed how this could impact the equipment budget.
- (d) Emergency Reserve:  
Klatt asked if additional “rainy day” funds are built into the budget. Fritsinger replied in the negative, stating that the 2010 budget is basically a “break-even” budget. Board members discussed whether the District should have a “rainy day” fund, how to build additional funds into the budget for this purpose and where to retain these funds. DeMenge advanced the idea of building these funds upfront. Ahlgren advocated putting these funds in Capital, rather than creating an emergency fund.
- (e) Station 2 Budget Breakdown: Fritsinger asked if Eames to supply additional details for Perch Lake.
- (f) Personnel Services:  
Paid-On-Call and Fire Relief issues must be resolved before this section can be updated.
- (g) Other District Activities:
  - Legal – Should the District consider a retainer- basis?
  - Administrative Services – Should the District set aside funds for the services Fritsinger is currently providing?
- (h) Breakdown by Station:  
Both Fritsinger and Ahlgren advocated maintaining this format, especially as new members are added.
- (i) Revenues:  
Fritsinger stated that Attorney Yetka will have to resolve legal issues on what monies go where. Question: How should the District represent old and new pension programs, incoming funds from new members, ambulance contributions from new members, etc?
- (j) Nothing has been built into the budget for recruitment, marketing, severance pay, etc.

B. Update on Organizational Bylaws

Bylaw - a law or regulation that governs the internal affairs of the organization.

Langenbrunner has received materials from Emergency Services Consulting, International, to review. He will also contact the Western Lake Superior Sanitary District (WLSSD) to obtain their bylaws.

Staff has been “challenged” in trying to obtain by-laws from governmental jurisdictions.

Langenbrunner noted that the discussion must include District bylaws, Paid-On-Call Compensation bylaws, and Fire Relief bylaws.

C. Fire Equipment Operator (FEO) Appointments and Selling of Old Medic #10

Board members reviewed Chief Langenbrunner’s July 7, 2009, recommendations and made the following appointments.

**MOTION (Nemmers/Ahlgren): To appoint the following persons to the position of Fire Equipment Operator.**

- (1) **Brian Roth, effective July 8, 2009**
- (2) **John Hecht, effective July 31, 2009**

**Motion carried.**

Langenbrunner recommended selling old Medic #10.

**MOTION (Nemmers/Ahlgren): To authorize staff to sell old Medic #10 as surplus equipment. Motion carried.**

D. Approval of Payment of Bills

**MOTION (Harms/Nemmers): To approve the payment of invoices due on or before July 9, 2009, and listed on the Summary Report, dated July 7, 2009, for a total amount of \$32,069.77. Motion carried.**

7. Other/Next Agenda

A. Future agenda items

- (1) Fritsinger listed the following critical items.
  - (a) Paid-On-Call compensation
  - (b) Fire Relief /pension
  - (c) Budget

The POC/Fire Relief subcommittee agreed to meet in the near future (most likely, July 22 or July 23) to resolve outstanding issues.

- (2) Langenbrunner mentioned that he had a discussion with a representative from Wrenshall Township who is interested in a mutual aid agreement. Langenbrunner suggested that this individual discuss it with their City Council and set up a meeting with the CAFD Board.

B. Confirm Next Meeting Date

Date	Time	Place
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 11 (Wednesday)	3:00 p.m.	Station 1 Cloquet Fire Hall
December 10 (Thursday)	6:00 p.m.	Station 2 Perch Lake Town Hall
January 13 (Wednesday)	3:00 p.m.	Station 1 Cloquet Fire Hall

C. Action Items List Review

Staff and Board members agreed to postpone review until Chair DeCaigny returns for the next meeting.

8. Adjourn

**MOTION (Ahlgren/Nemmers): To adjourn at 4:10 p.m. Motion carried.**