

CLOQUET AREA FIRE DISTRICT BOARD (CAFD)
MEETING MINUTES
Wednesday, March 10, 2010
Cloquet Fire Station, 3:00 p.m.

1. Call to Order and Roll Call

Members present: Langenbrunner, DeMenge, Harms, DeCaigny, and Herb Johnson as alternate for Nemmers.

Members absent: Ahlgren, Nemmers

Others: Fritsinger (Cloquet City Administrator), Anderson (Recorder).

2. Approval of March 10, 2010 Meeting Agenda

MOTION (Harms/DeMenge): To approve the March 10, 2010 meeting agenda. Motion unanimously carried and passed.

3. Approval of February 11, 2010 Meeting Minutes

MOTION (DeMenge/Harms): To approve the February 11, 2010 meeting minutes. Motion unanimously carried and passed.

4. Presentation/Visitors

Visitors: Kevin Schroeder, CAFD; Gordy Meagher, CAFD; Steve Hills, CAFD; Ken Klatt, CAFD; Darren Guentzel, Scanlon; Chad Vermeersch, CAFD, Nancy Klassen (City of Cloquet Financial Administrator).

5. Treasurer's Report:

Monthly invoice and summary report reviewed by Chief Langenbrunner and Nancy Klassen. Schroeder questioned time frame of the health insurance payment and Nancy stated payment is for the upcoming month (ex: payment in March is for April coverage).

MOTION (DeMenge/Harms): To approve the Treasurer's Report. Motion unanimously carried and passed.

Nancy reviews in depth detail of financial reports per request of Board. Balance sheet revenues, expenses, and budget were reviewed. Nancy attached the 2010 ambulance billing summary, Advantage billing statement of account and summary, aged trial balances, budgeted cash balance graph for 2010, cash flow graph for 2010 budget, as well as the CAFD 2010 budget.

Cash balance is where it should be as the levy doesn't come in until July; a negative cash balance will run until funds are built up. Lowest cash balance will be approximately \$636,000 in June until half of the levy dollars are received. Ambulance receivables are where they should be. Allowance for uncollectables (medicare adjustments) are above

average. Money has been received through revenue recapture. Aging of receivables reviewed; 41% current to 30 days, as insurance has a lag period. Increase in payment has been seen as credit cards are now accepted. City funded compensated absences under accrued wages and salary payable which is for vacation and severance pay (line item 2159). Accrued wages and salary payable will remain the same throughout the year as these are wages that were earned in 2009 but weren't paid until 2010 (line item 2160). The numbers on the detailed balance sheet that have activity in the middle columns are changing on a monthly basis; other balances adjusted on a yearly basis. Fund liabilities and fund equity totals should match. When report is received in April and May; capital assets will be added and their accumulated depreciation. Per written contract with Thomson Township, payments will be in two installments of \$11,000 each with one payment due last year and the other due April 2010. Board meetings held before the 10th of the month may not see current financial reports per Nancy. CAFD treasurer could meet with Nancy at any time to review reports. It will be approximately eight years before we are financially solvent with the city. There are sufficient cash reserves in the city fund. City does charge for fiscal services to CAFD but there is no written agreement at this time. City will provide a list of services they provide; i.e.: financial statements, etc. Nancy suggests for 2011 that a 2012 projected budget also be prepared. Nancy is willing to come to meetings if requested and would like to answer questions after the annual audit is complete and will present June 2010.

6. Old Business

a) New Member Communities Update:

Chief Langenbrunner did get letters out to Scanlon and Thomson. Carlton had previously communicated that, at this time, they are not interested in going forward. We will wait for them to initiate their interest. Thomson has other issues they would like to talk about. We will wait to hear from Thomson regarding scheduling a meeting.

A meeting was held on Monday, March 8th with Scanlon Fire Department. Chief Langenbrunner, Bob DeCaigny, Stan DeMenge, Gordy Meagher, Kevin Schroeder, Ken Klatt, and Steve Olson were present from CAFD. Chief Langenbrunner states it was a very productive meeting. Scanlon City Council, as well as all the chief officers, were present. Another meeting has been scheduled for 03-18-10 at 3:15 p.m. at Station 1 regarding Scanlon moving forward to become a member community. Langenbrunner suggests sub-groups to include the governance regarding functional consolidation; i.e.: joint training, joint responses, and working towards the full merger. Parts of that would come under a new JPA. Legal issues are being worked on and sub-groups, made up of the personnel, are working on the operational issues; i.e.: training programs, SOPs, SOGs, equipment, etc. Herb Johnson states some communities are not getting the correct information. Chief Langenbrunner invited Lisa Bauman from the Pine Journal to the meetings. DeCaigny states that we are making good faith moves for the best interest of our communities. DeCaigny states a clear essence from the board is needed; i.e.: should the strategy be expansion or to

grow in strength in what we have now. Harms states he is supportive and does not have additional suggestions at this time and suggests strategy continue as is.

b) IAFF Labor Contract Update

Fritsinger states a meeting was held two weeks ago and the general consensus is that they are close. Fritsinger will be finishing up some amendments to the agreements and will provide by Thursday of next week which will be presented to the board under closed meeting.

c) Station 2 Tanker Truck Options – Bid withdrawn with action below.

Chief Langenbrunner states an e-mail was just received from Andover stating the tanker truck value is \$20,000.00. The board had authorized a bid of \$10,000.00. Our other option would be to repair the current tanker truck for a cost of \$10,000.00.

MOTION (Harms/Johnson): To repair current tanker at or below the budgeted amount of \$10,000.00. Motion unanimously carried and passed.

7. New Business

a) EMS Legislation Update

Langenbrunner states e-mails have been sent to OJ Boyle and Senator Laurey. As soon as the final language is complete, it will be submitted to committee. Mayor Ahlgren has a copy of the marked up version of the language with the final version being submitted within a week. City Attorney services may be required.

b) Arson Dog Program

Meagher asks that the CD regarding the program be reviewed by board members. Initial cost is \$20,000 which is all covered. Our costs include dog food, supplements, and varying vet care costs. Board to review the DVD and written information before the next meeting. Harms requests costs in writing before the next meeting. The DVD may be reviewed during the next meeting.

8. Other/Next Agenda

A. Future Agenda Items

- 1) Arson Dog
- 2) Appointment of POC-Station 2

B. Confirm Next Meeting Date

April 8, 2010 (Thurs)	6 pm	Station 2 Perch Lake Town Hall
May 12, 2010 (Wed)	3 pm	Station 1 Training Center
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

C. Action Items List Review

See attached list.

6. Adjourn

MOTION (DeMenge/Harms): To adjourn at 4:34 p.m. Motion carried.