



Fire Board Meeting
Tuesday May 07, 2024 5:00PM

Big Lake Fire Department • 20243 County Road 43 NW • Big Lake, MN 55309

The Big Lake Fire Board met on Wednesday May 07, 2024, at the Big Lake Fire Department, located at 20243 County Road 43, Big Lake, Sherburne County, State of Minnesota. The meeting was called to order by Board Chair Bruce Aubol at 5:00PM and the Pledge of Allegiance to the United States of America was recited.

Joint Powers Board Officials present were Chair Bruce Aubol, Paul Knier, Kim Noding, and Laura Hayes – alternate member for Dean Brenteson. Additional attendees: Fire Chief Seth Hansen, Assistant Fire Chief Mark Hedstrom, Town Treasurer Ken Warneke, City Administrator Hanna Klimmek, and City Finance Director Deb Wegeleben. There was one member of the public in the audience.

Approval of Meeting Agenda

Chief Hansen requested the addition of ladder truck change order and chest compression devices to regular business. Items were added as items E. and F. under regular business. Motion/Second to approve the amended agenda by: Noding/Knier. Approved by Aubol, Hayes, Knier, and Noding. Opposed: None. Motion Prevailed.

Approval of Consent Agenda

The consent agenda consisted of 01/02/2024 Meeting Minutes; 02/28/2024 Special Meeting Minutes, claims Paid 03/21/2024 through 05/20/2024(*claims and payroll were reviewed in electronic format, prior to the meeting*); adoption of Resolution 2024-03 Accepting General Donation - \$75 from Clayton & Leah Hultman c/o Robert Schroeder Memorial Fund.

Motion to approve the Consent Agenda as presented by: Brenteson/Knier. Approved by Aubol, Hayes, Knier, and Noding. None opposed. Motion Prevailed.

Open Forum:

None.

Regular Business

Personnel Policy Amendment & Financial Policy Revision

Staff has made some updates to the personnel policy. Personnel Policy changes proposed included: Earned Sick and Save Leave – update to clarify ESST accrual is based on all work performed, however it can only be used for scheduled events, ESST use example, addition of take-home vehicle policy and procedures to personnel policy.

Staff made language a change to the financial policy as directed by the Board. Language was added to the capital assets to clarify useful lives to be used only for the purpose of depreciation and not equipment replacement.

Motion/Second to approve of the revisions made to personnel policy and financial policy by: Knier/Noding. Approved by Aubol, Hayes, Knier, and Noding. Opposed: None. Motion Prevailed.

Posting Agendas, Meeting Packets & Approved Minutes

At a recent city council meeting it was requested the Big Lake Fire Department's meeting agendas, packets and approved minutes be posted on the city's website. Board members discussed this and determined the information should be posted on the city's website. The postings will not be retroactive and information beginning with the July meeting information and May 2024 minutes will be posted. The township will also make an effort to get the information onto their website. Information for upcoming meetings will need to be sent to the township's clerk by the end of business day Monday of the week prior to the meeting. Information will be sent to the city for website publishing by end of business day Thursday the week prior to the meeting.

Motion/Second to post meeting agendas, packet information beginning with the July 2024 Big Lake Fire Department Joint Powers Board meeting and approved minutes starting with the May 07, 2024 minutes available on the City of Big Lake and Big Lake Township's websites by: Knier/Noding. Approved by Aubol, Hayes, Knier, and Noding. Opposed: None. Motion Prevailed.

Monthly Meetings

At the same recent city council meeting it was requested the Big Lake Fire Department Joint Power Board discuss monthly meetings. Staff recommended beginning monthly meetings in January 2025 if the JPB decided to hold monthly meetings. Board members discussed meeting monthly and decided to continue with regular meetings on an every-other month basis and call for special meetings as they are needed.

Department Updates

~ Chief Hansen informed the Board the 2023 recruits class graduated from the Elk River Fire Academy.

~ County Road 43 construction is set to begin at the end of the school year and finish in September. The bridge over the Elk River will be available to cross for emergency services vehicles. Weekly construction updates will be held to keep all interested parties current on the construction progress.

~ County Road 73 will begin construction at the end of June.

~ BLFD will be called out for emergencies in Orrock, normally served by Zimmerman while the CSAH 4 bridge over the St. Francis River is being replaced.

~ Command officers traveled to Wisconsin for the preconstruction meeting, for the new ladder truck – to be named Tower 1 (T1). A change order is needed.

~ Specifications for the previously discussed capital projects (refinishing truck bay floors, parking lot paving, electrical updates & maintenance) are being worked on by Supervisor Brenteson and Layne Otteson.

~ The new fitness equipment arrived at the warehouse on May 1st and will be delivered and installed in the upcoming weeks.

~ Lisa Miller, City Deputy Clerk has completed scanning records for the department. Assistant Chief Hedstrom stated she did a wonderful job.

Staffing Study Update

City Administrator, Hanna Klimmek reported that Chief Stedman has completed his field work and is finishing up the draft study. He plans to present the report at the end of May. The study will be presented at a Joint City Council Town Board meeting. The public meeting will be held at the City.

Orrock township officials, fire department members, and other stakeholders will be invited to attend as the public.

Tower 1 Change Order

The preconstruction meeting resulted in a change order to the new ladder truck. The total amount of the change order is \$5,777.97. Which is much less than anticipated. This is a capital expenditure requiring the change order to be presented to the City Council and Town Board for approval.

Chest Compression Devices

Donations were received for the purpose of purchasing chest compression devices. Initially the devices being investigated were full-sized "LUCAS" style devices. Chief Hansen would like to use the dedicated donations to purchase compact-sized devices for the members' use. The compact devices are used by many in the emergency services as an alternative to manual compressions and work well. Board members felt the smaller personal devices made more sense and authorized their purchase.

Motion/Second authorizing the dedicated chest compression device funds to be used to purchase compact, personal compression devices by: Knier/Noding. Approved by Aubol, Hayes, Knier, and Noding. Opposed: None. Motion Prevailed.

Fiscal Update

Treasury Report

The financial reports were emailed to Board members in advance of the meeting. The cash balance statement was also provided to the board for review. Treasurer Warneke reviewed the interim financial report ending on 04/30/2024. The general fund balance \$ 122,430.88; donation fund balance of \$ 48,548.27. Breakdown of the donations: undedicated/general donations = \$ 35,353.27, fire Prevention = \$ 200, ladder truck = \$1,000, cardiac compression device = \$ 12,000. The total treasury ending balance was \$ 170,979.15 *Financial Reports are retained as part of the Official Minutes and available in the Clerk's Office.*

Motion/Second to approve Financial Reports by: Knier/Noding. Approved by Aubol, Hayes, and Noding. Opposed: None. Motion Prevailed.

Adjournment

Motion/second to adjourn by: Knier/Noding. All present Board Members Approved. Motion prevailed. Meeting adjourned at 5:482 PM.

Respectfully Submitted,
Brenda Kimberly-Maas
Town Clerk

Accepted this 2nd day of July 2024, by the Big Lake Fire Board.

Bruce Aubol, Chair

Attest: _____
Brenda Kimberly-Maas, Clerk