



Fire Board Meeting  
Tuesday September 2, 2025, 5:00PM

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

The Big Lake Fire Board met on Tuesday September 2, 2025, 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 Bruce Aubol, Dean Brenteson, and Paul Knier. Additional attendees included Jennifer Bohnsack and Mike Welling – Marco Technologies, Chief Seth Hansen, Town Clerk Brenda Kimberly-Maas, City Administrator Hanna Klimmek, Town Treasurer Ken Warneke, and City Finance Director Deb Wegeleben, and Lieutenant Eric Rosa. Board member Kim Noding was absent when the meeting commenced.

#### Approval of Meeting Agenda

Motion/Second to approve the presented agenda by: Knier/Brenteson. Approved by Aubol, Brenteson, and Knier. None opposed. Motion carried.

#### Approval of Consent Agenda

The consent agenda consisted of Regular Meeting Minutes from 05/05/2025; ratification of claims and payroll paid between 07/08/2025 – 08/27/2025 (*claims and payroll were reviewed and approved by Chief Hansen, reviewed by the Big Lake Town Board prior to payment, and sent to the JPB for review prior to the meeting*), adoption of Resolution 2025-05 Accepting Specified Donations totaling \$2,500.00 specified for ladder belts and stokes basket

Motion to approve the Consent Agenda by: Knier/Brenteson. Approved by Aubol, Brenteson, and Knier. None opposed. Motion carried.

#### Open Forum:

None.

#### Regular Business

Board member, Kim Noding, arrived at 5:18PM.

#### Marco IT cyber-security proposal

Jennifer Bohnsack and Mike Welling, presented the board with proposals for cyber-security and IT support for the fire department. Jennifer met with Chief Hansen to gather information about the equipment currently in use by fire department personnel and the software being used to protect data. The proposals included new hardware – router, switch, laptops, peripherals, and monitors, and hardware implementation assistance; software to monitor suspicious activities – malware, spyware, etc., remote support for system failures, on-site support as needed, reviews of IT environment, and software implementation assistance. The hardware proposed is a one-time cost of \$30,225.32. The software and security monitoring included a one-time fee of \$1,230.00 and monthly subscription fees of \$2,640.00. The monitoring contract is a three-year subscription.

Jennifer and Mike left the meeting after making their presentation. Then the Board members discussed the need for all the items in the proposals. It was mentioned that all bills, payroll, etc. are handled by the township so none of that data is housed at the department. Any documents which are saved are in Microsoft's Office 365 cloud storage. There are four PCs which may need to be upgraded. The desktop computer in the dispatch room is the oldest unit and should definitely be replaced, as was stated by Assistant Chief Hedstrom.

After further discussion, the cyber-security matter was tabled to allow city staff to find out if the fire department could be added to the city's contract with Marco. An estimate will be brought to the November meeting, if adding the fire department to the city's cyber-security contract is allowed.

The Board recommended approval of the purchase of new computers – a budgeted CIP expenditure, to be brought forth to the Town Board and the City Council.

#### Lighting upgrades

Chief Hansen was only able to secure one estimate to replace or retrofit lighting fixtures in the training room, upstairs offices, and workout area. Item was tabled until November meeting. Additional estimates will be sought for consideration.

#### Revisiting grass rig acquisition

Chair Aubol requested the matter of acquiring a new grass rig be considered by the Board. The capital improvement item was approved for recommendation at the same time when the new Ladder/Tower truck was recommended. However, the City Council rejected the purchase of a new grass rig and the truck was not purchased. Chief Hansen stated a Ford F350 which could be outfitted with a skid, and this would suffice for the new grass rig. If a new grass rig were purchased, U14, which is being used as Command Vehicle #2 and driven by Assistant Chief Hedstrom, would be taken out of service and listed for sale. Grass Rig #16 would have the skid removed and placed in the new grass rig, then converted to be used as Command Vehicle #2.

The Board directed fire command staff to obtain bids for a new grass rig and its outfitting. Item was tabled until the November meeting.

#### Department updates

Chief Hansen informed the Board that the department has hired one new recruit. Background checks on the other applicants were unfavorable. The new recruit will start school on September 3<sup>rd</sup>.

The new sealant on the bay floor continues to peel and degrade. The vendor will be honoring the warranty.

The department attended the Big Lake Block Party, which was well attended by residents.

Engine 22 was involved in a minor incident. It sideswiped U14 (command#2) There were no injuries, but both vehicles sustained some cosmetic damage. The firefighter who was driving E22 will not be allowed to drive fire vehicles for the foreseeable future, as he was also responsible for an incident last winter and hit a parked County squad, when responding to a residential call.

#### Fiscal Update

The financial reports were emailed to Board members in advance of the meeting. Treasurer Warneke reviewed the interim financial report through 08/26/2025. Treasurer Warneke noted payroll continues to be over budget. The ending balances: general fund \$ 258,696.47; donation fund \$297,424.01 *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, Brenteson, Knier, and Noding. Opposed: None. Motion carried.

Adjournment

Motion/second to adjourn by: Knier/Noding. All present Board Members Approved. Motion carried. Meeting adjourned at 6:31 PM.

Recorded by: Brenda Kimberly-Maas, Town Clerk

Accepted this 4th day of November 2025, by the Big Lake Fire Board.

\_\_\_\_\_  
Bruce Aubol, Chair

Attest: \_\_\_\_\_  
Brenda Kimberly-Maas, Clerk