



Fire Board Meeting
Tuesday January 6, 2026, 5:00PM

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

The Big Lake Fire Board met on Tuesday January 6, 2026, 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, Paul Knier, and Kim Noding. Additional attendees: Town Clerk Brenda Kimberly-Maas, City Administrator Hanna Klimmek, City Finance Director Deb Wegeleben, Chief Seth Hansen, Assistant Chief Mark Hedstrom and firefighters Lieutenant Eric Rosa and Matt McKinney were in the audience. Town Treasurer Ken Warneke was absent.

Approval of Meeting Agenda

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

Approval of Consent Agenda

The consent agenda consisted of Regular Meeting Minutes 11/04/2025; Claims and payroll paid between 11/04/2025 – 01/06/2026 (*claims and payroll were reviewed in electronic format, prior to the meeting*); Adopt Resolution 2025-01 Accepting General Donation - \$500.00 United Online Giving for Tricia Hedstrom volunteer hours.

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

Open Forum:

None.

Regular Business

Cyber-security and managed IT service solutions

The League of Minnesota Cities sent a cyber security survey which prompted staff to acquire proposals to protect BLFD computing equipment.

Marco, the city's service provider, sent a proposal for consideration. The Board requested additional proposals be sought.

One of the additional vendors contacted, made a site visit to assist with completing a service proposal. While at the station, he reviewed the status of the department's computer protection. He used the LMCIT survey for his review.

The questionnaire and results of his analysis are as follows:

- Does the member have a physical firewall between the internet and the city's network?

- Yes, there is a Cisco Small Business RV042G in place, and a planned upgrade to a Fortinet Fortigate 40F firewall.
- Does the member update anti-virus / malware software monthly?
 - Yes, current AV is Microsoft Defender, and it is set to update automatically. MS updates usually occur on the 2nd Tuesday of the month, more often is needed.
- Does the member perform updates for operating system (e.g. Windows) software monthly?
 - Yes, Windows 11 automatic updates are enabled. MS updates are usually released on the 2nd Tuesday of the month, more often is needed.
- Does the member enable automatic updates for operating system and antivirus software?
 - Yes, as stated above, automatic updates for both the operating system and antivirus are enabled.

Staff used information from the Marco estimate to obtain three additional Managed IT Services proposals deemed necessary to support secure and reliable operations. Since the Marco proposal was received, a firewall and four computers were purchased by fire department staff. These items still need to be installed and configured.

Two addendums were created for additional consideration by the Board.

Addendum #1: Domain acquisition for email accounts, conversion of current Microsoft Office licenses to Microsoft 365 Government (G3), Microsoft 365 email licenses, set up new email accounts for FD members, train site administrators on Office 365 user/email management, link sharing, permissions, and documentation for future reference.

Addendum #2: Set up FD purchased firewall and computers, load software used on new computers including Office 365, A/V, FD specific (Echo), other (Adobe) and connect them to the network.

Estimates were presented for the Board's consideration, if additional protection was deemed necessary.

Marco: Monthly Recurring IT Services: \$1,758.56 month or approximately \$21,600 annually- 31-month term to coincide with the City's current contract. Staff would recommend budgeting a 5% annual increase per terms of the contract. Annual Microsoft 365 Government edition and email only licenses \$6,024 annually. The total recurring costs are approximately \$ 2,260.56 per month or \$27,624 annually. One-Time Costs including onboarding of new managed site – \$2,500, equipment and labor – \$12,803 which includes Meraki Security Gateway, Switch, and Wireless Access Point (estimated 6-year lifespan). Total one-time costs are approximately \$ 15,303. This estimate does not include domain acquisition or setting up new computers purchased by FD personnel.

Your Computer Hero: Monthly recurring IT Services for managed security (cyber-security, anti-virus, email filter, anti-ransomware, dark web monitoring, email threat training, patch management, remote assistance): \$ 720.00 per month or approximately \$8,640 annually. Mobile device monitoring for iPads & mini-workstations: \$ 27.45 per month or approximately \$329 annually. Microsoft license fees: 5 Microsoft 365 Government (G3): \$ 212.50 per month or \$2,550 annually. 29 Microsoft 365 email only licenses \$7.25 per license/per month. Approximately \$ 210.25 per month or \$2,523 annually. Total recurring costs: Approximately \$1,170.20 per month or \$14,042.40 annually.

One-Time Costs: addendum #1: domain acquisition & email setup – \$680, addendum #2: new hardware set up – \$1,600. Total one-time costs \$2,280. Hourly tech support rate: \$200 – 1 hour minimum.

NetVPro: Two options for managed security (cyber-security, anti-virus, email filter, anti-ransomware, dark web monitoring, email threat training, patch management, remote assistance) were provided. The first includes tech time as part of the costs: \$ 660 per month or \$ 7,920 annually. The second option does not include tech time as part of the costs: 330 per month or \$ 3,960 annually. Microsoft license fees were not included in NetVPro services. Company would facilitate acquisition of needed licenses. License pricing is set by Microsoft and should be much the same as other vendors' pricing. Total recurring costs: Option 1 includes tech time: \$660 per month or \$7,290 annually. Option 2 without tech time: \$330 per month or \$3,960 annually.

One-time costs: addendum #1 includes domain acquisition and email setup \$2,400. Addendum #2 includes new hardware installation and configuration \$2,500. Total one-time costs \$4,900. Hourly tech rates (subject to change): Tech \$100.00 / hour, Senior Tech \$150/ hour, Senior Lead Tech \$225.00 / hour.

DATASuccess, Inc.: Monthly recurring IT services for managed security for 34 users/email accounts (anti-phishing defense, security awareness training & testing, dark web credential monitoring, cloud detection & response, and SaaS backup & recovery) \$ 22.50 per user or \$ 765 per month or \$ 9,180 annually. Monthly endpoint protection recurring IT Services costs for 9 devices (6 computers & 3 mini-workstations) includes remote monitoring and management (RMM), monthly patch management, ransomware detection, antivirus with automatic updates, endpoint detection and response, and endpoint backup \$ 162 per month or \$ 1,944 annually. Monthly & annual maintenance (on-site, annual, comprehensive 60-point computer maintenance, inspection and hardware optimization, firmware, operating system and application performance, cleaning, tuning and operation) \$ 240.03 per month or \$ 2,880.36 annually. Microsoft licenses: 365 Government (G3) Office suite – 5 licenses \$ 120.75 monthly or \$ 1,449.00 annually (taxable). Microsoft Exchange online licenses (email only) – 29 licenses \$ 121.80 monthly or \$1,461.00 annually (taxable). Total recurring costs \$1,409.58 or \$16,149.60 annually.

One-Time Costs: Onboarding for cyber-security items includes user/email protection onboarding – 34 email only accounts \$ 2,720, endpoint device protection onboarding – 9 devices \$ 720, annual cybersecurity training 2 hours \$ 340, computer use policy creation 4 hours \$680. Addendum #1: domain acquisition, email setup, admin

user training – \$ 3,961.25. Addendum #2: new hardware set up – \$ 3,360. Total one-time costs \$11,781.25.

DATASuccess 2026 hourly tech rates: Tech \$150.00, Senior Tech \$160.00 / hour, Lead Tech \$170.00 / hour. Travel time charges: one direction from our office in downtown Big Lake with a 1-hour minimum charge. Time billed in 15-minute increments. There is a 0.5-hour minimum for remote access repair. Phone calls less than 15 minutes or for Office 365 password resets are NO charge.

The Board reviewed the four proposals and addendums provided. Member Paul Knier asked for clarification on the protection being proposed. Clerk Maas and Finance Director Wegeleben explained how each of the services add cyber-security protection. Deb explained the one item which is currently lacking is the education and training on cyber-security. All four proposals include this element. Chief Hansen explained that one of the firefighters works in the IT arena and would be able to install and configure the purchased firewall. Assistant Chief Hedstrom stated the department has access to a software utility which will move software and configuration from the existing computers to the new units with ease.

Motion/Second to award contract for managed IT services without tech support and addendum #1 to NetVPro by: Knier/Brenteson. Approved by Aubol, Brenteson, Knier, and Noding. Opposed: None. Motion carried.

Fiscal Update

The financial reports were emailed to Board members in advance of the meeting. In Treasurer Warneke's absence, Finance Director Deb Wegeleben reviewed the financial reports. She explained that \$31,000 of the \$261,000 excess operational fund balance was put toward balancing the 2026 budget which allowed the amount to be contributed by the Town and City to remain the same as 2025. The proposed 2027 budget allocates \$30,000 from the excess fund balance. Deb asked if all 2025 bills had been received and paid. Clerk Maas said the December utility bills hadn't been received. She noted some of the accounts were over budget and others were under budget. The 2025 final general fund balance was a bit under budget before payment of any 2025 bills yet to be received and paid. The ending balance of the general fund \$ 216,257.05, donation fund \$ 38,599.25 and total treasury \$ 254,856.30. *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.

Annual Board reorganization and housekeeping

Board Chair

Kim Noding moved Bruce Aubol to remain as Board Chair. Bruce accepted the nomination. A second with a friendly amendment to maintain all positions and committee appointments was made by Paul Knier. Amendment was accepted by Noding. Approved by: Aubol Brenteson, Knier, and Noding. Motion carried.

2026 Meeting Schedule

Clerk Kimberly-Maas presented the 2026 Regular Board Meeting and Committee schedule for consideration. The regular board meetings on the first Tuesday of odd months, finance committee meetings the first Tuesday of February, June, and December, personnel committee meetings the first Tuesday of April, August, and October. The proposed regular meeting schedule included moving the November regular meeting to the second Tuesday in November – 11/10/2026, as the State General Election will be conducted on 11/03/2026. Board meetings are held at the fire station, finance committee meetings will be held at the city hall, personnel committee meeting will be held at the town hall, and all meetings commence at 5:00PM.

Motion/second to accept the proposed meeting dates, times, and locations including holding the November meeting on 11/10/2026 by: Knier/Noding. Approved by Aubol, Brenteson, Knier, and Noding. Motion carried.

Chief Hansen informed the Board terms for Lieutenants Dornbusch and Rosa were done at the end of 2025. He stated both men did a fine job in their positions and thanked them for their service in the position. There were several applications for the two positions and Brad Anderson and Trever Roediger had been promoted to the position of Lieutenant.

CLOSED SESSION - Chief's Annual Review

MOTION TO CLOSE REGULAR SESSION TO GO TO CLOSED SESSION

Board Member Knier motioned to recess the regular meeting at 5:45 PM to go to Closed Session to review Chief Hansen Annual Job Performance Evaluations and make determination of appointment for 2026. Seconded by Board Member Brenteson, unanimous ayes, motion carried.

MOTION TO CLOSE THE SESSION

Board Member Brenteson motioned to close the open meeting session at 5:45 PM. Seconded by Board Member Knier, unanimous ayes, motion carried.

MOTION TO OPEN THE CLOSED SESSION

Board Member Noding motioned to open the Closed Session at 5:50 PM. Seconded by Board Member Brenteson, unanimous ayes, motion carried.

Board Members present: Bruce Aubol, Dean Brenteson, Paul Knier, and Kim Noding. Also present: Chief Seth Hansen City Administrator Hanna Klimmek, City Finance Director Deb Wegeleben, and Town Clerk Brenda Kimberly-Maas.

Finance Director Deb Wegeleben distributed the annual job performance evaluations, which were anonymously filled out by fire department members. The Board members reviewed the evaluation information presented and gave Chief Hansen their evaluations, using the same survey.

NO ACTION WAS TAKEN DURING THE CLOSED SESSION.

MOTION TO CLOSE THE CLOSED SESSION

Board Member Knier motioned to close the Closed Session and reconvene the regular meeting at 6:00 PM. Seconded by Board Member Noding, unanimous ayes, motion carried.

MOTION TO OPEN THE REGULAR SESSION

Board Member Noding motioned to open the Regular Session at 6:01 PM. Seconded by Board Member Brenteson, unanimous ayes, motion carried.

ACTION DURING REGULAR MEETING

Motion by Board Member Noding to appoint Seth Hansen to the position of Chief of the Big Lake Fire Department for 2026. Seconded by Board Member Brenteson. Approved by: Aubol, Brenteson, Knier, and Noding. None opposed. Motion carried.

Adjournment

Motion/second to adjourn by: Knier/Brenteson. All present Board Members Approved. Motion prevailed. Meeting adjourned at 6:02 PM.

Recorded by Brenda Kimberly-Maas, Town Clerk

Accepted this 5th day of May 2026, by the Big Lake Fire Board.

Bruce Aubol, Chair