

**Northfield Area Fire and Rescue Service
2019 Organizational Meeting Minutes (APPROVED)
January 10, 2019 - 8:00 AM
Northfield City Hall Training Room**

Board Meeting Attendance

Voting Members:	present	absent
Anne Haddad	x	
Glen Castore	x	
Lee Runzheimer	x	
Elisabeth Haase	x	
Paul Liebenstein	x	
Glenn Switzer	x	
Bron Scherer	x	
Brad Ness	x	

• Ex-officio Members:	present	absent
• Kevin Estrem	x	
• Brian Edwards		x
• Ben Martig		x
• John McCarthy	x	
• Monte Nelson		x
• Gerry Franek	x	

1	Call to Order Chair Haddad called the meeting to order at 8:00am
2	Introduction of new members Two new members appointed by Northfield City Council; Jessica Peterson-White resigned, and Dana Graham's term was up. Replacing the two former members are Elisabeth Haase (Carleton College), and Brad Ness (Northfield City Council).
3	Oath of Office for newly appointed members; Chief Franek swore in new members Ness and Haase.
4	Election of Chair Scherer was nominated by Castore and seconded by Liebenstein; there were no other nominations. A motion to cease nominations and cast a unanimous ballot was made by Haddad and seconded by Liebenstein. All voted in favor.
5	Election of Vice-Chair

	Haase was nominated by Haddad and seconded by Castore; there were no other nominations. A motion to cease nominations and cast a unanimous ballot was made by Liebenstein and seconded by Scherer. All voted in favor.
	<i>Meeting is turned over to the newly elected chair</i>
6	<p>Motion: By Consent the NAFRS Board makes the following designations:</p> <ol style="list-style-type: none"> 1. Northfield News as the official newspaper 2. Lampe Law Group, LLP for legal support 3. Abdo, Eick, & Meyers, LLP as auditor 4. AEM Workforce Solutions, LLC for human resource support 5. Fire Station front hall bulletin board as official notice site 6. Reese, Winter and Associates Ltd. for accounting support 7. Community Resource Bank as depository <ul style="list-style-type: none"> • Motion made by Haddad, seconded by Runzheimer. All in favor. • Discussion: None.
7	<p>Motion: The Board designates the third Thursday of each month as the regular meeting date. Meetings will start at 8:00 AM.</p> <ul style="list-style-type: none"> • Motion made by Liebenstein, seconded by Castore. All in favor. • Discussion: None.
8	<p>Motion: The Board establishes Standing Committees for 2019 for Personnel, Finance and Capital Equipment.</p> <ul style="list-style-type: none"> • Motion made by Castore, seconded by Runzheimer. All in favor. • Discussion: Haddad suggested an Ad-Hoc Committee to advise the Program Coordinator.
9	<p>Motion: The Board appoints Bron Scherer and Paul Liebenstein as its representatives on the Board of the Northfield Fire Relief Association.</p> <ul style="list-style-type: none"> • Motion made by Castore, seconded by Haddad. All in favor.
10	Adjourn: Meeting adjourned at 8:19am

Northfield Area Fire and Rescue Service
AGENDA
2019 Organizational Meeting
January 10, 2019 - 8:00 AM
Northfield Police Station Training Room

1	Call to Order	2018 Chair
2	Introduction of new members	2018 Chair
3	Oath of Office for newly appointed members [page 2]	Chief Franek
4	Election of Chair [Duties of the Chair, page 3]	Chief Franek
5	Election of Vice-Chair [Duties of the Vice-Chair, page 3]	Chief Franek
	<i>Meeting is turned over to the newly elected chair</i>	
6	<p>Motion: By Consent the NAFRS Board makes the following designations:</p> <ol style="list-style-type: none"> 1. Northfield News as the official newspaper 2. Lampe Law Group, LLP for legal support 3. Abdo, Eick, & Meyers, LLP as auditor 4. AEM Workforce Solutions, LLC for human resource support 5. Fire Station front hall bulletin board as official notice site 6. Reese, Winter and Associates Ltd. for accounting support 7. Community Bank as depository 	2019 Chair
7	<p>Motion: The Board designates the third Thursday of each month as the regular meeting date. Meetings will start at 8:00 AM.</p> <p>For Information:</p> <ul style="list-style-type: none"> • Schedule for regular meetings in 2019 [page 4] 	2019 Chair
8	<p>Motion: The Board establishes Standing Committees for 2019 for Personnel, Finance and Capital Equipment.</p> <p>For Information:</p> <ul style="list-style-type: none"> • Committee Responsibilities [page 5] • Committee Practices [page 6] • Committee assignments will be made at the first regular meeting of 2019. 	2019 Chair
9	<p>Motion: The Board appoints (name) and (name) as its representatives on the Board of the Northfield Fire Relief Association.</p>	2019 Chair
10	Adjourn	2019 Chair

OATH OF OFFICE

I (*state your name*) do solemnly swear that I will faithfully discharge the duties of Board Member for and on behalf of the citizens served by the Northfield Area Fire and Rescue Service.

Duties of the Chair and Vice-Chair

(from the NAFRS Bylaws, Section 3.5 Duties of Officers)

- (i) Unless provided otherwise by a resolution of the Board, the Chair shall (a) have general active supervision of the affairs of the organization, (b) when present, preside at all meetings of the Board, (c) see that all orders and resolutions of the Board are carried into effect, (d) perform such others duties as may from time to time be prescribed by the Board.
- (ii) Unless provided otherwise by a resolution of the Board, the Vice-Chair shall, in the absence of the Chair, act in his or her place and shall perform such others duties as may from time to time be prescribed by the Board.

Schedule for Regular Meetings in 2019

NAFRS Board meetings will be held the 3rd Thursday of each month unless otherwise noted. Meetings will begin at 8:00 AM with the intent of ending by 9:30.

1. January 17
2. February 21
3. March 21
4. April 18
5. May 16
6. June 20
7. July 18
8. August 15
9. September 19
10. October 17
11. November 21
12. December 19

Committee Responsibilities

Personnel

The Personnel Committee shall oversee programs for the retention and recruitment of volunteer firefighters, shall recommend pay and benefit schedules and shall maintain an awareness of disciplinary actions within the fire department. The committee shall maintain contact with the firm providing HR support to NAFRS.

Finance

The Finance Committee shall conduct regular reviews of financial statements, provide regular reports to the Board, manage the relationship with the accounting firm and arrange the annual audit. The committee shall work with the fire chief and department officers to prepare an annual budget. Each year the committee shall present to the Board an annual budget, a budget projection for the following two years and a 10-year capital equipment plan.

Capital Equipment

The Equipment Committee shall work with the firefighters' equipment committee to develop an assessment of equipment needs and create a 10 year Capital Equipment Plan which shall be updated annually. The committee may include a member of the Northfield city staff, to be named by the city administrator.

Committee Practices

- No committee will have as members a quorum of the NAFRS Board.
- Committees may include firefighters as members.
- Each committee shall designate a chair at its first meeting.
- Committee meetings are not subject to open meeting law. However NAFRS practice has been to provide advance notice of committee meetings and to allow members of the public to attend. It is up to the committee whether visitors are allowed to contribute.
- Meetings should be noticed on the NAFRS web site by the department's administrative assistant.
- Committees must meet at least once during the year, otherwise committees meet as needed.
- Meeting materials should be distributed by the administrative assistant. This insures that the fire department has a copy of meeting materials.
- Meeting notes should be taken and provided to the Admin Assistant in timely manner.
- All NAFRS Board members on a committee vote if the committee chooses to decide issues by voting.
- Committee actions do not bind the Board. Committees make recommendations to the Board, often in the form of a proposed motion or resolution.