

AGENDA

NAFRS Board Meeting

8:00 A.M.

January 9, 2020

NAFRS Training Room

1	Approve Agenda	(Page 1)
2	Introduction of New Members	
3	Oath of Office for newly appointed Members	Administered by Chief Franek (Page 2)
4	Election of Chair and Vice Chair	(Page 3)
	Meeting is turned over to the newly elected chair	
5	2020 Designations	Motion 2020-01 (Page 4) <ol style="list-style-type: none">1. Northfield News as the official newspaper2. Lampe Law Group, LLP for legal support3. Abdo, Eick, & Meyers, LLP as auditor4. AEM Workforce Solutions, LLC for human resource support5. Fire Station front hall bulletin board as official notice site6. Reese, Winter and Associates Ltd. for accounting support7. Community Bank as depository
6	Northfield Fire Relief Association Board Appointment	Motion 2020-02 – Consider Approval of Board Committee Appointments (Page 5)
7	2020 Meeting Schedule	Resolution 2020-01 – 2020 Meeting Schedule (Pages 6-14)

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.

Joint Powers Board Meeting Date: 01/09/2020

To: Joint Powers Board
From: Sean M. Simonson, Program Coordinator
Subject: Consider Designation for the 2020 Calendar Year

Action Requested:

The Northfield Area Fire and Rescue Service Joint Powers Board approves a Motion for designations for the 2020 Calendar year.

Summary Report

Below are the following designations being considered for approval:

- Northfield News as the official newspaper
- Lampe Law Group, LLP for legal support
- Abdo, Eick, & Meyers, LLP as auditor
- AEM Workforce Solutions, LLC for human resource support
- Fire Station front hall bulletin board as official notice site
- Reese, Winter and Associates Ltd. for accounting support
- Community Bank as depository

Alternative Options:

None at this time

Financial Impacts:

N/A

Joint Powers Board Meeting Date: 01/09/2019

To: Joint Powers Board
From: Bron Scherer, JPA Board Chair
Elisabeth Hasse, JPA Board Vice Chair
Subject: Consider Approval of Board/Committee Appointments

Action Requested:

The Northfield Area Fire and Rescue Service Joint Powers Board approves the following Board/Committee Appointments:

Northfield Fire Relief Association

- Paul Liebenstien reappointed to the Northfield Fire Relief Association Board for a one-year term ending December 31, 2020
- Bron Scherer reappointed to the Northfield Fire Relief Association Board for a one-year term ending December 31, 2020

Summary Report

The Joint Powers Board is being asked to approve the appointments as noted above. Additional appointments will be forthcoming at future meetings.

Alternative Options:

N/A

Financial Impacts:

N/A

Northfield Area Fire and Rescues Service Joint Powers Board Meeting Date: 01/09/2020

To: Joint Powers Board

From: Sean M. Simonson, Program Coordinator
Bron Scherer, Board Chair

Title: Consider Adopting Schedule for 2020 City Council Meetings

Action Requested:

The Northfield Area Fire and Rescue Service is being asked to approve the attached Resolution adopting the schedule of Joint Powers Board meetings.

Summary Report:

The Joint Powers Agreement (JPA) provides that the Board shall hold regular meetings at least once a month for the first year of its existence. The current JPA also states that after the first year of existence, the Board will meet at least quarterly in each calendar year as determined by the Board, and establish a list of regular meeting dates and times each year for approval at the first meeting of the year. The JPA has been in effect since the September 1, 2014.

Staff has brought forth two options for approval. Those options are as followed:

Option #1 (Attachment #1)

Option #1 would include one regular meeting on January 16, 2020, and then quarterly meetings thereafter as noted below.

DATE	BOARD
January 9, 2020	Organizational Meeting
January 16, 2020	Regular Meeting
April 16, 2020	Q1 Regular Meeting
July 16, 2020	Q2 Regular Meeting
October 15, 2020	Q3 Regular Meeting
December 17, 2020	Q4 Regular Meeting

Option #2 (Attachment #2)

Option #2 would include regular monthly meetings on the third Thursday of each month as noted below.

DATE	BOARD
January 9, 2020	Organizational Meeting
January 16, 2020	Regular Meeting
February 20, 2020	Regular Meeting
March 19, 2020	Regular Meeting
April 16, 2020	Regular Meeting
May 21, 2020	Regular Meeting
June 18, 2020	Regular Meeting
July 16, 2020	Regular Meeting
August 20, 2020	Regular Meeting
September 17, 2020	Regular Meeting
October 15, 2020	Regular Meeting
November 19, 2020	Regular Meeting
December 17, 2020	Regular Meeting

As stated in the approved Bylaws of Northfield Area Fire and Rescue Service (Attachment 3) Section 2.6, Special Meetings of the Board may be called by the Chair or a vote of one-half of the Board. If Special Meetings are called, Notices shall be provided as required by law.

Alternative Options:

Options #1 and #2 are included as separate Resolutions.

Financial Impacts:

N/A

Tentative Timelines:

Meetings will follow the adopted Resolution.

ATTACHMENT 1

JOINT POWERS BOARD MEETINGS

In an effort to accomplish the JPA Board goals for its business, the following schedule is planned for 2020. Meetings sessions may be added or canceled as needed. Note: Schedule is subject to change.

DATE	BOARD
January 9, 2020	Organizational Meeting
January 16, 2020	Regular Meeting
April 16, 2020	Q1 Regular Meeting
July 16, 2020	Q2 Regular Meeting
October 15, 2020	Q3 Regular Meeting
December 17, 2020	Q4 Regular Meeting

ATTACHMENT 2

JOINT POWERS BOARD MEETING SCHEDULE 2020
JOINT POWERS BOARD MEETINGS: THIRD THURSDAY

In an effort to accomplish the JPA Board goals for its business, the following schedule is planned for 2020. Meetings sessions may be added or canceled as needed. Note: Schedule is subject to change.

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January 9, 2020	Organizational Meeting
January 16, 2020	Regular Meeting
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March 19, 2020	Regular Meeting
April 16, 2020	Regular Meeting
May 21, 2020	Regular Meeting
June 18, 2020	Regular Meeting
July 16, 2020	Regular Meeting
August 20, 2020	Regular Meeting
September 17, 2020	Regular Meeting
October 15, 2020	Regular Meeting
November 19, 2020	Regular Meeting
December 17, 2020	Regular Meeting

NORTHFIELD AREA FIRE AND RESCUE SERVICE
JOINT POWERS BOARD RESOLUTION 2020-01
ADOPTING SCHEDULE FOR JOINT POWERS BOARD MEETINGS

WHEREAS, the following schedule is set forth for regular Joint Powers Board meetings, unless specifically changed by the Joint Powers Board:

Time: 8:00 a.m.
Location: NAFRS Training Room
Meeting Dates:

DATE	BOARD
January 9, 2020	Organizational Meeting
January 16, 2020	Regular Meeting
April 16, 2020	Q1 Regular Meeting
July 16, 2020	Q2 Regular Meeting
October 15, 2020	Q3 Regular Meeting
December 17, 2020	Q4 Regular Meeting

WHEREAS, meetings may be added or may be cancelled.

NOW, THEREFORE, BE IT RESOLVED BY THE JOINT POWERS BOARD:

The Joint Powers Board hereby adopts the above schedule for Joint Powers Board meetings.

PASSED by the Joint Powers Board of the Northfield Area Fire and Rescue Service on this 9th day of January 2020.

ATTEST

Fire Chief

JPA Board Chairperson

VOTE:

	YES	NO	ABSTAIN	ABSENT
Castore				
Haase				
Liebenstein				
Ness				
Runzheimer				
Scherer				
Switzer				

NORTHFIELD AREA FIRE AND RESCUE SERVICE
JOINT POWERS BOARD RESOLUTION 2020-01
ADOPTING SCHEDULE FOR JOINT POWERS BOARD MEETINGS

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November 19, 2020	Regular Meeting
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WHEREAS, meetings may be added or may be cancelled.

NOW, THEREFORE, BE IT RESOLVED BY THE JOINT POWERS BOARD:

The Joint Powers Board hereby adopts the above schedule for Joint Powers Board meetings as shown.

PASSED by the Joint Powers Board of the Northfield Area Fire and Rescue Service on this 9th day of January 2020.

ATTEST

Fire Chief

JPA Board Chairperson

VOTE:

	YES	NO	ABSTAIN	ABSENT
Castore				
Haase				
Liebenstein				
Ness				
Runzheimer				
Scherer				
Switzer				