



## AREA FIRE & RESCUE SERVICES



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Northfield, MN 55057  
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March 26, 2021

Dear Sirs and Madams-

The Board of the Northfield Area Fire and Rescue Service ("NAFRS") requests a proposal to provide legal services to the organization. Proposals can be sent by email to: [admin@nafrs.org](mailto:admin@nafrs.org) or by mail to: NAFRS, 301 East Fifth Street, Northfield, MN 55057. Please respond by **2:00 p.m. April 16, 2021**.

### Background

NAFRS provides fire and rescue services to a 144 square mile area which includes the cities of Northfield and Dundas; the townships of Bridgewater, Northfield and Greenvale; and portions of the townships of Webster, Waterford and Sciota. NAFRS is organized through a Joint Powers Agreement signed in April 2014. It assumed operational control of the fire service in September 2014. NAFRS is governed by a Board with 8 voting members and 6 ex-officio members. The townships are represented on the NAFRS Board by the Northfield Rural Fire District.

### Services Required

1. Providing clarification and interpretation of aspects of the Joint Powers Agreement, Bylaws and Standard Operating Guidelines at the request of the Board.
2. Advising on and writing resolutions to amend the Joint Powers Agreement, Bylaws or Standard Operating Guidelines as requested by the Board.
3. Attending Board meetings as requested by the Board. Currently the Board meets six times per year.
4. Providing guidance and opinions on compliance with Minnesota Statutes.
5. Providing guidance on various employee matters. NAFRS contracts with AEM Workforce Solutions for human resource support and payroll. If an issue arises that the NAFRS attorney and Workforce Solution agree requires support from an attorney specializing in employment law, NAFRS practice has been to contract for that service through Workforce Solutions.

### Information to Include in Proposal

1. Experience with municipal law
2. Fee schedule

For questions concerning this Request for Proposal, contact Glen Castore at (651) 343-6613 or by email at [gmcastore@gmail.com](mailto:gmcastore@gmail.com)

Sincerely,

Brad Ness, Board Chair