

**NAFRS Board Meeting Minutes - Approved**

**8:00 A.M.**

**March 18, 2021**

**Virtual**

<b>Board Meeting Attendance</b>		
<b>Voting Members:</b>	<b>present</b>	<b>absent</b>
Bolduc, Steve	online	
Castore, Glen	Fire Station	
Edwardsen, Todd	online	
Haase, Elisabeth	online	
Liebenstein, Paul	Fire Station	
Ness, Brad	online	
Reister, Jami	online	
Switzer, Glenn	arr. @ 8:20am	
<b>Ex-officio Members:</b>	<b>present</b>	<b>absent</b>
Anderson, Jerry	Fire Station	
Edwards, Brian		X
Elliot, Mark	online	
Franek, Gerry	Fire Station	
Martig, Ben	arr. @ 8:30am	
Teppen, Jenelle	online	

	Call to Order	Meeting was called to order by Chair Ness, at 8:00am.
1	Approve Agenda	Agenda was approved without changes; Liebenstein motioned, Castore seconded. All in favor.
2	Approve Minutes	Approved Minutes of February 11, 2021 Board Meeting, without changes; Castore motioned, Edwardsen seconded. All in favor.
3	Financial Audit Report	Tom Olinger, of AEM, presented the review of the NAFRS Draft Audit, for 2020; no questions from Members. Audit documents are available from NAFRS Administration.
4	Chief's Report	Chief Franek presented the Chief's Report (*see full report in packet)

5	Finance Report (Finance Committee)	<ol style="list-style-type: none"> <li>1. <b>Motion 2021-08</b> - Approved disbursements batches 153-156</li> <li>2. Motion made by Castore, seconded by Liebenstein; all in favor.  Discussion: None.</li> <li>3. Treasurer Castore presented YTD financial report.</li> <li>4. Report on Taxing District Legislation: Castore reported that he and Chief Franek testified at the Senate Committee for Property Taxes, via a Zoom Meeting on March 17. It appears that the Bill has a good chance of passing.</li> </ol>
6	Draft Budget Presentation	Treasurer Castore reported that the Finance Committee reviewed the 'draft' budget for 2022. The 2022 Budget will come to the Board in May and again in July for approval, to be distributed to Members by the end of September.
7	Draft CEP Presentation	Liebenstein referred the Board to the Draft 2022-2031 Capital Equipment Plan, on pages 27-28. The 2022-2031 CEP will come back to the Board for approval, in July.
8	Draft Yearly Report Presentation	Program Coordinator Simonson referred the Board to the NAFRS Annual Report on Pages 29-54.
9	Succession Planning Sub-Committee	<p><b>Motion 2021-09</b> – Approved Established Succession Planning Sub-Committee</p> <p>Motion made by Edwardsen, seconded by Liebenstein; all in favor.</p> <p>Discussion: Castore requested a proposal be presented to the Board, at the May Meeting. Franek requested he be included in the process.</p>
10	Authorize Hiring - 2021	<p><b>Motion 2021-10</b> – Approved to Authorize Hiring of 4-6 Firefighters, in 2021</p> <p>Motion made by Castore, seconded by Edwardsen; all in favor.</p> <p>Discussion: Hiring budget from 2020, would roll into 2021, for authorized hiring.</p>

11	Legal Representation for 2021 Discussion	<p>Program Coordinator Simonson reported that of the RFP's NAFRS sent out, we received no proposals in response. Teppen offered to assist in next steps of the RFP process, as the City of Dundas recently completed a similar process. Additional RFP's may be sent out, as approved at the February JP Board Meeting. Castore suggested the following Motion, which was voted on, and approved:</p> <p><b>Motion 2021-12:</b> Approved to Authorize the Personnel Committee to Continue Search for Legal Representation, to come to the Board, on May 20.</p> <p>Motion made by Castore, seconded by Switzer; all in favor.</p> <p>Discussion: None</p>
12	JPB Meeting Format  FORMAT	<p><b>Motion 2021-11</b> – Approved to Return to In-Person Meeting Format, per CDC Guidelines</p> <p>Motion made by Switzer, seconded by Haase; all in favor.</p> <p>Discussion: None.</p>
13	Upcoming Agenda Items	<ul style="list-style-type: none"> <li>• Budget Discussion</li> <li>• CEP Discussion</li> <li>• Annual Report Discussion</li> <li>• Annual Report from AEM Workforce Solutions</li> <li>• False Alarm Policy</li> <li>• Legal Representation Approval</li> <li>• March 30 Personnel Committee Meeting</li> </ul>
13	Reports from the Board Chair and Board Members	

Meeting adjourned at 9:05am