

NAFRS Board Meeting Minutes - Approved

8:00 A.M.

May 20, 2021

Police Station Training Room

Board Meeting Attendance		
Voting Members:	present	absent
Bolduc, Steve		X
Castore, Glen	X	
Edwardsen, Todd	X	
Haase, Elisabeth	X	
Liebenstein, Paul	X	
Ness, Brad	X	
Reister, Jami	X	
Switzer, Glenn	X	
Ex-officio Members:	present	absent
Anderson, Jerry	X	
Edwards, Brian		X
Elliot, Mark	X	
Franek, Gerry	X	
Martig, Ben	Arr. at 8:10am	
Teppen, Jenelle	X	

	Call to Order	Meeting was called to order by Chair Ness, at 8:00am.
1	Approve Agenda	Ness noted the inclusion of a Supplemental Agenda Background Memo, distributed May 17. Agenda was approved without changes; Castore motioned, Liebenstein seconded. All in favor.
2	Approve Minutes	Approved Minutes of March 18, 2021 Board Meeting without changes; Liebenstein motioned, Edwardsen seconded. All in favor.
3	Chief's Report	Chief Franek presented the Chief's Report (*see full report in packet)
4	Finance Report (Finance Committee)	1) Motion 2021-13 - Approved disbursements batches 157-160

		<p>Motion made by Castore; seconded by Haase. All in favor.</p> <p>Discussion: None</p> <p>2) YTD Financial Report: Treasurer Castore presented YTD Financial Report.</p>
5	Personnel Committee Update	<p>1. Personnel Committee Update</p> <ul style="list-style-type: none"> • Succession Planning • New Firefighter Hiring Update <p>2. Resolution 2021-03 – SOG Update</p> <p>Motion made by Castore; seconded by Liebenstein. All in favor.</p> <p>Discussion: None</p> <p>3. Resolution 2021- 04 – Approved Adjusting Officer Stipend</p> <p>Motion made by Castore; seconded by Edwardsen. All in favor.</p> <p>Discussion: Anderson raised the question regarding fairness of pay between an hourly stipend, versus lump monthly payment; Castore noted this remains up for discussion.</p>
6	Draft Budget Discussion	<p>1. Finance Committee Presentation, Draft 2022 Budget Castore presented the Draft 2022 Budget.</p>
7	2022 -2031 CEP Adoption	<p>1. Motion 2021-14- Approved 2022–2031 CEP</p> <p>Motion made by Liebenstein, seconded by Edwardsen; all in favor.</p> <p>Discussion: None</p>
8	NAFRS Legal Representation Approval	<p>Resolution 2021-05 – Approved NAFRS Legal Representation Approval – 2021</p>

		<p>Motion made by Castore; seconded by Haase. All in favor.</p> <p>Discussion: None.</p>
9	Northfield Fire Relief Association Benefit Level Increase	<p>Resolution 2021-06 – Approved Pension Benefit Level Increase to the Northfield Fire Relief Association</p> <p>Relief Association President Dvorak introduced the topic and Secretary Nelson presented on the Pension Benefit Level Increase.</p> <p>Motion made by Liebenstein; seconded by Edwardsen. All in favor.</p> <p>Discussion: None.</p>
10	2020 Annual Report	<p>1. Motion 2021-15 – Approved 2020 Annual Report</p> <p>Motion made by Castore; seconded by Liebenstein. All in favor; amending Training Officer position, on flow chart.</p> <p>Discussion: Anderson raised the question of limiting response to calls, then cancelled. Franek responded in that this is something NAFRS is currently in conversation with, with calls to Dakota County.</p>
11	Succession Plan Update	<p>1. Motion 2021-16 – Approved to Consider a Proposal to Engage a consultant to Assist the Board in Evaluating NAFRS Transition from a Part-time Fire Chief Model to a Full-Time Fire Chief Model. Fire Chief Transition Proposal</p> <p>Teppen spoke on behalf of the Committee and presented the proposal.</p> <p>Switzer motioned to approve entering into a contract with What Works, Inc., for an amount not to exceed, \$15,000., to assist the Board in developing a Fire Chief Transition Plan. Motion was seconded by Reister.</p> <p>Discussion:</p> <p>Castore; The proposal does not seem to address 1) What are the benefits? 2) What are the risks? What can we learn from our neighboring Fire Departments, through their experience of hiring a full-time Fire</p>

		<p>Chief? Castore suggested revising the proposal, to address these questions.</p> <p>Castore pointed out that NAFRS does not have funding in its 2022 Budget for a fulltime Chief.</p> <p>Castore motioned to postpone approval until the NAFRS July meeting; Haase seconded. Anderson pointed out that the motion to postpone would terminate discussion; Castore then withdrew the motion, putting the proposal back on the table.</p> <p>Edwardsen raised the question of how Chief Franek was decided on position? Franek responded that he was elected to the position. Franek supports a succession plan, though does not support this particular proposal.</p> <p>Teppen stated that the Consultants Proposal is not intended to be a step toward a fulltime Chief. Teppen also was aware of a paid-on-call department, which had successfully transitioned to a fulltime Chief.</p> <p>Haase suggested the need to be cognizant of the fact in that it could be difficult to have a fulltime Chief, direct a paid-on-call staff. Haase also asked whether this proposal could result in a different position, other than a fulltime Chief?</p> <p>Anderson stated that he expects this study to show that we are a well-performing fire department, though we would benefit from a stronger organizational structure, with respect to the Board, and Department Administration.</p> <p>Martig recommended that the vote on engaging the consultant should not be postponed; succession planning is important for this Board and NAFRS would benefit from an independent facilitator, to move forward. Martig also recommended having a meeting within the next month, or so, not wait until July Meeting.</p> <p>Castore motioned to postpone the vote on engaging a consultant, until a Special Meeting in June, or at latest – the regular Board Meeting, in July; seconded by Haase.</p>
--	--	--

		<p>Discussion: Martig requested that Castore supply the AdHoc Committee with a written statement of suggested revisions, to the consultants proposal, to which Castore agreed. I</p> <p>VOTES: Bolduc – absent Liebenstein - Yes Castore – Yes Ness - Yes Edwardsen – Yes Reister - No Haase – Yes Switzer - Yes</p>
12	Upcoming Agenda Items	
13	Reports from the Board Chair and Board Members	

Meeting adjourned at 10:30am