

**NAFRS Board Meeting Minutes - Approved**

**8:00 A.M.**

**December 16, 2021**

**NAFRS Training Room**

<b>Board Meeting Attendance</b>		
<b>Voting Members:</b>	<b>present</b>	<b>absent</b>
Bolduc, Steve	X	
Castore, Glen	X	
Edwardsen, Todd	X	
Haase, Elisabeth	X	
Liebenstein, Paul	X	
Ness, Brad	X	
Reister, Jami	X	
Switzer, Glenn	Arr. 8:30am	X
<b>Ex-officio Members:</b>	<b>present</b>	<b>absent</b>
Anderson, Jerry	X	
Edwards, Brian		X
Elliot, Mark	X	
Franek, Gerry	X	
Martig, Ben	X	
Teppen, Jenelle	Arr. 8:15am	

1	Approve Agenda	Meeting was called to order by Chair Ness, at 8:00am.
2	Approve Minutes	<p>Approved Minutes for the following meetings, with one change; noting that Edwardsen was present at 10/28/21 meeting. Liebenstein motioned, Edwardsen seconded. All in favor.</p> <ul style="list-style-type: none"> <li>- October 28, 2021 NAFRS JP Board Meeting,</li> <li>- November 2, 2021 Special Meeting, and</li> <li>- December 9, 2021 Special Meeting.</li> </ul>
3	Chief's Report	<p>Chief Franek presented the October/November Chief's Report; see full report in packet.</p> <p>Discussion:</p> <ul style="list-style-type: none"> <li>• Castore asked 1) Are Staff are paid for site plan reviews; Chief responded – no; something we may want to look into, and 2) is State Fire Marshalls Report on the Archer House in public information; not that Chief is aware, thought will look into.</li> </ul>

		<ul style="list-style-type: none"> <li>• <b>Bolduc:</b> What initiates an inspection? Franek responded that te request could come from a current business owner, City Building Inspector, Developer, or a location to where NAFRS has responded to a fire call. Does NAFRS perform random ‘spot-checks? Franek responded that we do not, with the exception of ‘high risk’ Tier II Reports, with hazardous chemicals, flammables, etc. (Sheldahl, CFS Coop, AllFlex unless there is reason to do so.</li> </ul>
4	Finance Report (Finance Committee)	<ol style="list-style-type: none"> <li>1. <b>Motion 2021-24</b> - Approved disbursements batches 173, 174, &amp;-175.  Motion made by Edwardsen, Castore seconded. All in favor  Discussion: Reister asked for clarification on communications invoices (CenturyLink, Spectrum, and MetroNet), which Nelson provided.</li> <li>2. Reviewed YTD Financials; Report presented by Castore.</li> <li>3. <b>Motion 2021-27</b> – Approve recommendation from the Finance Committee concerning payments to What Works, Inc.  Motion made by Castore, seconded by Haase. All in favor.  Discussion: None.</li> </ol>
5	Adopting State Fire Code	<p><b>Motion 2021-25</b> – Consider Motion to request the Cities of Dundas and Northfield modify their respective ordinances to adopt Minnesota State Fire Code 2020 ed. including select appendices to support NAFRS fire code inspection and enforcement program.</p> <p>Motion made by Castore, seconded by Haase. All in favor.</p> <p>Discussion: Asst. Chief Nelson presented the Motion and what it will provide for the Cites adopting the Motion. Chief Franek encouraged approving the Motion, in that it will provide clarification supporting the specifics of the State Fire Code. Mayor Switzer raised the question as to how this will affect rural,</p>

		township, and agricultural fire enforcement. Martig appreciated the initiative in this endeavor.
6	Equipment Policy Update	<p><b>Resolution 2021-08</b> – Consider Motion Approving an Updated Equipment Policy, with changes as noted to the Policy, in the 12/16/2021 Meeting Packet.</p> <p>Motion made by Edwardsen, seconded by Liebenstein. All in favor.</p> <p>Discussion: Elliot raised the suggestion of keeping replacement of equipment as a Capital Expense, to ensure that individual pieces of equipment are all kept current for working with each other.</p>
7	Interim Fire Chief	<p><b>Motion 2021-26</b> - Consider Motion approving Tom Nelson as interim Fire Chief for up to 12 months, effective immediately, upon the retirement of current Fire Chief Gerry Franek.</p> <p>Motion made by Liebenstein, seconded by Reister. All in favor.</p> <p>Discussion:</p>
8	Upcoming Agenda Items	<ul style="list-style-type: none"> <li>• January 13, Organizational Meeting, set Reappoint Castore and Haase.</li> <li>• Election of Chair and Vice Chair</li> <li>• Designations</li> <li>• Determine Committee Appointments</li> <li>• Determine Monthly, or Quarterly Meetings</li> <li>• Appoint Treasurer</li> </ul>
9	Reports from the Board Chair and Board Members	<b>Liebenstein, CEC; No new reports on delivery of Tanker</b>

Meeting adjourned at: 9:07am