

AGENDA
NAFRS Board Meeting
March 15, 2018; 8:00am
LOC: Northfield Police Department

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| 1 | Approve Agenda | (Page 1) |
| 2 | Approve Minutes | 1. February 15 Meeting Minutes (Pages 2, 3) |
| 3 | Chief's Report | |
| 4 | Finance | 1. Motion 2018-8: Approving disbursement Batches 82 and 83 (Pages 4-9) 2. Review of Year to Date Financial Report |
| 5 | HR Report | 1. Leah Davis, AEM Workforce Solutions- Overview of our HR protocols and 360 Review of Fire Chief Franek. |
| 6 | Northfield Relief Fire Association | 1. Overview of activities, requirements, and priorities for the year |
| 7 | Facility | 1. Review of bid process and next steps |
| 8 | Administrative | 1. Report Back from Chair Meetings with JPA Partner Representatives 2. McGrath Report Interview Questions. (Page 10) 3. Char out of office March 14-21. |
| 9 | Adjourn | |

Meeting Minutes
NAFRS Board Meeting
March 15, 2018; 8:00am
LOC: Northfield Police Department

Board Meeting Attendance

| Voting Members: | present | absent | late |
|------------------------|---------|--------|------|
| Anne Haddad | x | | |
| Glen Castore | x | | |
| Lee Runzheimer | x | | |
| Dana Graham | x | | |
| Paul Liebenstein | x | | |
| Glenn Switzer | x | | |
| Bron Scherer | x | | |
| Jessica Peterson-White | | | x |

| Ex-officio Members: | present | absent | late |
|----------------------------|---------|--------|------|
| Kevin Estrem | x | | |
| Brian Edwards | x | | |
| Ben Martig | | | x |
| John McCarthy | x | | |
| Monte Nelson | x | | |
| Gerry Franek | x | | |

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| 1 | Approve Agenda | Agenda was approved with two changes: 1) the Northfield Fire Relief Association presentation follow the approval of the minutes. 2) an update on taxing district legislation will follow the Facility Report. |
| 2 | Approve Minutes | February 15 minutes were approved with no changes. |
| 3 | Northfield Relief Fire Association | Scherer presented an overview of activities, requirements, and priorities for the year. Scherer distributed a handout showing Relief Association financials. Relief Association President, TJ Dvorak, described the governance of the organization. Scherer mentioned that the Relief Association Board is considering raising the annual pension payment from \$8500 to \$10,000. Runzheimer advised considering what would happen to the Relief Fund if the markets drop substantially |

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| 4 | Chief's Report | <ul style="list-style-type: none"> -Chief reviewed fire calls for the month -Met with Carleton College staff regarding emergency access from their building on 2nd and Division. -Met with residents at The Crossings regarding concerns about fire response and fire safety in the building. -Work on refining facility plans. -Six firefighters attended training in Alexandria. -Ambulance is almost in service. -Possible house burn inspection for May -ISO inspection not yet back. -All firefighters have been cleared for fitness exams, except two (one out of town, one other paperwork), though still within the window of time to complete. |
| 5 | Finance | <p>MOTION 2018-8: Approve disbursements #82, and #83 Scherer motioned; Liebenstein seconded; all present voted yes.</p> <p>Discussion: None.</p> <ul style="list-style-type: none"> 3. Scherer reviewed Year to Date Financial Report. Over budget in Jan due to timing of purchases. February is only 30% over budget vs 80% in Jan. Costs will even out over time. 4. \$25,500 was received from LMCIT for repair of ambulance and expected to fully cover the all costs. |
| 6 | HR Report | <ul style="list-style-type: none"> 2. Leah Davis, AEM Workforce Solutions, was present to give an overview of NAFRS HR protocols and the 360 Review of Fire Chief Franek. Martig raised the issue of privacy for a performance evaluation. Attorney Swanson advised that a performance evaluation may be done in open session, but that private personnel data discussed in open session, such as the 360 Review, remains private data after the meeting while the record of the meeting is public. Franek also gave permission for the 360 Review to be discussed in this meeting. 3. Workforce Resources is reviewing the SOG's to ensure compliance with recent changes to employment laws. 4. Scherer requested that Leah Davis be available to consult with the Personnel Committee as they review items for 2018. |
| 7 | Facility | <p>Facility Bidding: Peterson-White and Martig reviewed the bid process and next steps. The Northfield Council voted to reject the bids and put the project back out for bids to general contractors on March 21st. The bids will be opened April 12th, and construction is expected to begin in early May.</p> <p>Taxing District: Castore reported that the Taxing District Bill is before the House and Senate Tax Committees and requested that Board Members contact their congressman encouraging them to support the bill.</p> |

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| 8 | Administrative | <ol style="list-style-type: none">4. Chair Haddad met with representatives of each of the JPA Parties.5. The consultant, Sharon Klumpp, will be phoning members to interview them for the upcoming work session regarding the McGrath Report6. Char will be out of office March 14-21.7. At the end of the meeting, Attorney Swanson reminded members that the 360 Review document is private personal data, not to be shared, so copies should be turned in to the chair or kept private in Board members' own files. |
| 9 | Adjourn | Meeting adjourned at 9:13am. |

APPROVED