

NAFRS Board Meeting Agenda
January 18, 2018; 8:00am
LOC: Northfield Police Department

1	Approve Agenda	
2	Approve Minutes	<ol style="list-style-type: none"> 1. December 21, 2017 regular meeting (Pages 1-3) 2. January 4, 2018 organizational meeting (Pages 4-6)
3	Chief's Report	
4	Finance	<ol style="list-style-type: none"> 1. Motion 2018-1 approving disbursement batches 78 and 79 (Pages 7, 8) 2. Year-End 2017 Financial Report (Pages 9-13) 3. Audit Update
5	Facility	<ol style="list-style-type: none"> 1. Update on facility financing schedule
6	Relief Association Board Members	Motion 2018-2 appointing 2 members of the NAFRS Board to the Board of the Northfield Fire Relief Association.
7	Cost Allocation Formula	<ol style="list-style-type: none"> 1. Discussion of proposed change to Cost Allocation Formula. <ol style="list-style-type: none"> a) Draft Resolution (Pages 14-24) b) Draft Report (Pages 25-34)
8	Committee Assignments	<ol style="list-style-type: none"> 2. Committee appointments of board chairs (Finance, Facilities, Equipment, Personnel). Those committees which have chosen new chairs are asked to introduce those chairs. 3. Meeting Report Template and discussion of how to share meeting notes. (Page 35) 4. Committee Assignments discussion. Proposed amendment to the bylaws presented. (Page 36)
9	Administrative	<ol style="list-style-type: none"> 1. Discussion of priorities for 2018 calendar 2. Set McGrath Report Discussion work meeting 3. Chair goals: improve relationships to aid in good decision making, ensure facility progress. Chair would like to meet with representatives from Rural Fire District, Northfield and Dundas in February to build relationships.
10	Adjourn	

Encl: P&L 2017 (addendum)

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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		

Meeting called to order at 8:02am

1	Approve Agenda	All in favor, no changes (Haddad, Castore)
2	Approve Minutes	All in favor of approving December 21, 2017 minutes, and January 4, 2018 minutes (Castore, Scherer)
3	Chief's Report	<ul style="list-style-type: none"> -Reported on December fire and rescue calls -Reported on accident involving truck #8110 -FF Fit for Duty Testing completed Jan. 15 -Our six new firefighters continue FF2 training -Chief completed building inspection at Northfield Armory -Bullex equipment received, along with Scott Sight equipment for main truck.
4	Cost Allocation Formula	Castore presented Cost Allocation Formula documents. The Finance Committee is going to further discuss the particulars of the formula, consideration given to developing an algorithm that includes land value.

		The Finance Committee with discuss further and bring forward at the February meeting a motion for a revised formula.
5	Facility	Martig provided an update on the Facility Financing Schedule.
6	Relief Association Board Members	<p>Motion 2018-1: Appoint Scherer and Liebenstein to the Northfield Fire Relief Association.</p> <p>Runzheimer motioned, Peterson-White seconded; all present voted yes.</p> <p>Discussion: None</p>
7	Finance	<p>Motion 2018-2: Approve disbursement batches 78 and 79</p> <p>Scherer motioned, Liebenstein seconded: all present voted yes.</p> <p>Discussion: None</p> <p>Scherer presented Year-End 2017 Financial Report. AEM will conduct the NAFRS annual audit, today, January 18, and report will follow.</p>
8	Committee Assignments	<p>Motion 2018-3: Appoint Standing Committee Members (Finance, Facilities, Capital Equipment, and Personnel).</p> <p>Peterson-White motioned to approve the 2018 Committee Member Document as it appears, without designation of Chairs, and Liebenstein seconded; all present voted yes.</p> <p>Discussion: Chairs will be determined at the Committee's first meeting and reported to Haddad.</p> <p>5. Meeting Report Template: Use of the template is encouraged for reporting meeting minutes. The form will be made available on the NAFRS website ('Governance' tab), and Char will create a page for minutes received from all NAFRS Standing Committees.</p> <p>6. Chair Haddad, in consultation with Maren Swanson, will revise the proposed amendment to reflect a desire for transparency in committee voting. Committee Assignments discussion. Proposed amendment to the bylaws presented.</p>
9	Administrative	<p>4. Chair Haddad mentioned priorities for our 2018 calendar:</p> <ul style="list-style-type: none"> -Primer of Rescue Squad -Primer of JPA Agreement <p>5. McGrath Report Discussion work meeting is set for Friday, April 6.</p>

		<p>6. Chair Haddad named goals: improve relationships to aid in good decision making, ensure facility progress. Haddad would like to meet with representatives from Rural Fire District, Northfield and Dundas in February to build and solidify relationships.</p> <p>7. Board Member Orientation will be held Friday, Feb. 2, at 10:30am in St. Olaf Conference Room.</p>
10	Adjourn	Motion to adjourn: JPW, Liebenstein

APPROVED