

Meeting Minutes
Bylaws Committee Meeting
 Friday, Feb 5, 2021
 9:00 a.m.

Attendees:

Richard Bend, Beth Olfelt-Nelson, Chief Jim Stanley, Don James, Randy Nelson

The purpose of this ongoing working group is to update the LSCVFD Bylaws and related documents to be in compliance with State Law and to more accurately reflect current operations and oversight

Meeting is ongoing

Our work process is simply reviewing, page by page, existing bylaws and related documents, highlighting areas where we think there are issues\corrections\updates\deletions to make. A number of department documents reference other documents and must reconcile with one another. The documents include:

- Joint Powers Agreement
- Department Bylaws
- Employee Handbook
- Procurement Policy

We are aware that State law supersedes the above documents and are considering that as we work.

Minutes from Jan 29th, 2021 meeting were approved – Motion by R. Bend, 2nd by Randy Nelson

Meeting Summary:

Richard presented his red-line edited version of the Joint Powers Agreement. Edits were open for discussion and some additional changes were made as recommended by the group. One ongoing conversation is regarding language for dissolution of the fire district. Richard had pulled several samples together for consideration. The decision was made to seek advice from attorneys at the League of MN Cities, and also to reach out to Roberts, WI combined district to compare their documented process. Richard Bend is current owner of the red-line edited bylaws and Joint Powers document.

Some outstanding questions for review and/or follow-up:

1. How long are we legally required to keep records?
2. Minutes and meeting posts could be stored on a shared drive – Jim will look into this
3. Need to check with League of MN Cities to see if there is a boilerplate procurement policy available.

Next meeting has been posted for Friday, Feb 12 at 9 A.M. and is considered a regular meeting.

Motion to adjourn made by Randy, Jim seconded. Unanimous

Minutes Submitted by Beth Olfelt-Nelson