

Meeting Minutes
Bylaws Committee Meeting
Friday, Feb 12, 2021
9:00 a.m.

Attendees:

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

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 Feb 5th, 2021 meeting were approved – Motion by R. Bend, 2nd by Randy Nelson

Meeting Summary:

Today we began reviewing the LSCVFD Standard Operating Guidelines. Originally Members were operating under the bylaws. In time, an Employee Handbook\Standard Operating Guideline doc was created to improve “on-boarding” information for new members. **Our goal is to review for accuracy, clarity in terminology, language, meaning, content, and consistency with other docs., while updating as appropriate.**

Richard offered, for next meeting, to bring info about what belongs in an employee handbook and what does not.

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. – None found and other depts. were contacted and were not offering to share their policies.

Meeting will continue on Friday, Feb 26 at 9 A.M. – (NOT on Feb 19)

Motion to adjourn made by Randy, Jim seconded. Unanimous

Minutes Submitted by Beth Olfelt-Nelson