

**LOWER ST. CROIX VALLEY FIRE DISTRICT  
MEETING MINUTES  
(via teleconference)  
January 13, 2021  
7:00 p.m.**

**DISTRICT COMMISSIONERS PRESENT:** Richard Bend, Randy Nelson, Kris Peterson, Tom McCarthy, Don James, Pete Decorsey, Beth Olfelt-Nelson, Gary Williams, Tim Schroeder, Brian Zeller

**DISTRICT STAFF:** Chief Jim Stanley, Deputy Chief Kevin Kirby, Deputy Chief Rob Corey, Treasurer Tom Niedzwiecki

**1. CALL TO ORDER**

Chair Bend called the meeting to order at 7:06 p.m.

**2. ROLL CALL was taken.**

**3. AGENDA APPROVAL**

**M/S/P (Richard Bend / Beth Olfelt-Nelson) to approve the January 13, 2021 Agenda as presented. All Aye 10-0. Motion passed.**

**4. MEETING MINUTES APPROVAL**

Gary Williams stated Agenda Item 4 should be corrected from Wilson to Williams.

**M/S/P (Kris Peterson / Richard Bend) to approve the December 9, 2020 Minutes as amended. All Aye 10-0. Motion passed.**

**5. TREASURER/ACCOUNTANT REPORT – Tom Niedzwiecki**

**Monthly Financials**

- Tom Niedzwiecki referred to financial snapshot showing transfer of \$2,300 from General Fund approved last month to Designated Fund for future member recognition [referred to as transfer until expensed].
- Ambulance balance of \$109,590 as of 12.31.2020; last line-item designated funds of \$3,897 related mostly to COVID expense and bills related to the 5-year plan.
- Statement of Operations Full Year 2020 are preliminary numbers and will change; Operating Income is at 99.7%; note in ambulance fund percentage exceeding billing and adjustments made in December (Medicare adjustments; some relating back to October and November).
- Personnel Expense at 109% YTD; will be delay in Board compensation for 2020 – direct deposit next month; December Comp of \$13,562 and Reimbursed Expense/Equipment Allowance of \$1,382 was over \$2,000 for the year not budgeted.
- Facilities/Administration is at 94.7% not including electricity bill in December.
- Vehicle/Equipment is at 97.8%.
- Training is 64.2% [Meetings cancelled due to COVID].
- Other Expense - provision for ambulance write-offs 101.8%, close to budget, and 70.3% overall.
- Recruitment/Recognition – annual dinner not expensed but transferred to designated fund.

Discussion continued on Claims to be Approved that included 4<sup>th</sup> quarter member payroll, 2.01.21 loan payment on Fire Station Remodel and other vendor bills, and Lakeland Water Utility (People's Service) billing tax to District that will be corrected.

**M/S/P (Gary Williams / Don James) to Approve Total Claims December 10, 2020 through January 14, 2021 of \$189,219.41 [Checks 14361 to 14383 and EFT/Direct Deposits 202101: 001 to 053] as presented. All Ayes 10-0. Motion Passed.**

**6. FINANCE COMMITTEE – Beth Olfelt-Nelson (no report), but question was brought up of third signer on District account; Richard Bend will check what was submitted. New District Member Brian Zeller (LS) noted Tom Wilson was willing to assist with the Finance Committee. Richard Bend accepted the Board would benefit with assistance of his highly qualified consulting as a resident.**

**7. OPERATION COMMITTEE – Don James (no report)**

- 8. AMBULANCE COMMITTEE – Kris Peterson (no report but one scheduled for January 19, 2021)
- 9. COMMUNITY RELATIONS COMMITTEE – Pete DeCorsey (no report)

**10. LONG RANGE PLANNING COMMITTEE – Richard Bend**

Working on 5-Year Plan; Stan Ross helped set up a spreadsheet to assist in calculating comparable analysis; will continue to refine.

**11. BYLAWS REVISION COMMITTEE – Richard Bend**

Continue to meet on Fridays; this Friday will go over assignment for qualification to Bylaws and Joint Powers Agreement.

**12. FIRE DEPARTMENT REPORT – Chief Jim Stanley**

- Provided fire department report for December 2020 and clarified total runs for cities should be including 'City of and City.
- Have set up Zoom Account so next month members will receive invite for Zoom; thanked Kevin Johnson for his company's use of Zoom in the past.
- Round 2 of vaccination will be next week; 75% of members vaccinated.
- Brush truck ordered; fire equipment will need to be ordered by bid process.
- Ambulance Committee (annual) will be meeting on January 19 at 10:30 a.m.
- Station has leak in roof in captain's area; looking at repair in spring.
- Washington County is ramping up operation with meeting tomorrow [civil unrest].
- Will be changing all City lockbox locks.

Assistant Chief Rob Corey

Continuing building inspections. Discussion on charging for inspections, either to City or business. Chief Stanley suggested permits are applied for, and in the interest of keeping the inspection program going, not charging at the current time.

Assistant Chief Kevin Kirby – Update on ambulance billing

13. OLD BUSINESS –

**14. NEW BUSINESS**

- Document review for purchases and procurement purchasing policy to be drafted (Bylaw related) and brought up to date with need for annual review by attorney; Brian Zeller suggested getting a boilerplate document; Chief Stanley will check with Washington County Fire Chiefs; Richard Bend will make a couple calls and suggested review with Afton attorney.
- Delay in District compensation for 2020 due to lack of record keeping and accurate attendance for 2020; suggested Kate Piscitello administer needed record keeping for the District as well as prepare minutes on a monthly fee basis.
- **M/S/P (Richard Bend / Don James) to compensate Kate Piscitello for monthly District Meeting Minutes and District Board Attendance on a monthly basis, amount to be determined. All Aye (10-0). Motion Passed.**
- A decision was made to invite via Zoom all District Members to Fire Department Committee Meetings
 

Friday, January 15, at 9:00 a.m.	Bylaws (continue Fridays at 9:00 a.m.)
Tuesday, January 19, at 10:30 a.m.	Annual Ambulance
Monday, January 25, at 7:00 p.m.	Committees (5-year)
Wednesday, February 10, at 7:00 p.m.	District Meeting

 Operations and Finance will be scheduled in February; District minutes will be posted to public area on website.

**15. ADJOURN**

**M/S/P (Richard Bend / Kris Peterson) to adjourn the meeting at 8:15. All aye (10-0). Motion passed.**

Respectfully submitted by:

Kate Piscitello