

City of Prinsburg/Holland Township
Joint Powers-Fire Board Meeting
December 6, 2021 at 6:00 pm

Fire Board:

1. Chairman Mitch Swart called the meeting to order. Also present were Ryan Marcus, Roy Duininck, Mike Marcus, Ryan Lippert, Dale Folkerts and Joann Swart. Warren Damhof was present as Local EM Director. Also present were Stephani Felt, Emergency Management Director for Kandiyohi County, and Ace Bonnema, Deputy Director. Kyle Sportel and Sarah Van Dyken were absent.
2. Ryan Lippert made a motion to approve the minutes from the August 13, 2021 meeting. Second by Dale Folkerts and approved.
3. Ryan Marcus Update on membership-
 - a. Tyler Wubben and William Marcus have started FF training. Kevin Engstrom is on hold.
 - b. Jerome Warne and Nick Sing have resigned or plan to resign due to work and living situations.
 - c. Still looking for 3-4 applicants.
4. Grant Updates:
 - a. Safer Gear Grant from MN Fire Marshalls; working on application.
5. Emergency Management
 - a. Stefani Felt and Ace Bonnema were attending local meetings to connect with cities and municipalities.
 - b. Updated Board on a Hazard Mitigation Plan for the County. A 5 year plan to work ahead to prevent issues and damages, improve response and recovery.
 - c. Emergency Management Plan. Cities would adopt the County Plan or need to write and adopt their own.
 - d. Sirens are old and outdated. Jeff Van Buren is a possible source for grants available.
 - e. Emergency Response Plan for Cities and Counties; Incident Command Structure; HSEM (Homeland Security Emergency Management)
 - f. Warren Damhof talked of the need for local officials to establish an Incident Command structure.
6. Update on Fundraisers and Community involvement: Fire Prevention at CMCS; recent Active Shooter training; For 2022 March Pancake Feed and possible Halloween Open House.
7. Funding
 - a. Budget update from Sarah for information
 - b. Need to outfit 2 Firefighters with gear, pagers and SCBA masks; purchase piercing nozzle (est.\$1200)
8. SOG Manual: working on a "Standard Operating Guide" to replace the current By-Law format.
9. Scheduling a meeting with Tate Mills to establish the clerks' duties in the hiring process, employee medical and document management. These duties will include the application process, and all the employee files being organized by and stored in the city office fire proof cabinet. Each member will have a personnel file, medical file and confidential file. Also to be in compliant with Minnesota State Statue we will be doing back ground checks on all fire, 1st responder and city employee.
10. Equipment: Rescue Truck 1-3 years out
11. Building: need for plumbing for eye wash station; doors have all been re-keyed. Motion Marcus, 2nd Lippert to approve installation of mechanical key pad for the FD Entrance.

Approved. Truck bay lights look great and much appreciated. Who's in charge of Building and ground maintenance?

First Responders – Roy Duininck

1. Fire Relief Association; looking at benefits package, currently approx. \$700 per year. Working on a proposal to increase benefits.
2. Have not used a broker for a couple years; engaged Alec from CDSF (Conway Deuth Schmiesing Financial)
3. Personnel good; Holly Pennings active; Julie officially retired; budget level ok; Medical directives being worked on.
4. Julie and Carla paid out. Have not yet paid out Julie due to age.
5. 23 calls in 2021

Joint Powers

1. Discussed rental fee; OK for now
2. Issue of lawn mower in the truck bay.
3. Township representatives updated City representative on plans moving forward to start developing the additional 2 acre section of the cemetery.
4. Receiving \$20,000 from Township to support improvements at the ball field.
5. Another meeting was scheduled for Mar.7, 2022 at 6 p.m.
6. Motion to adjourn Lippert; second by Folkerts. Meeting adjourned.