

NAFRS Board Meeting Minutes - approved

8:00 A.M.

January 16, 2025

NAFRS Training Room

Board Member Attendance		
Voting Members:	Present	Absent
Alderks, Larry	X	
Dahlen, Peter		X
Lawson, Jodi	X	
Malecha, Arlen	X	
Ness, Brad	X	
Peterson, Brian	X	
Stowe, Mike	X	
Switzer, Glenn	X	
Ex-officio Members:	Present	Absent
Edwards, Brian	X	
Schroepfer, Jeff		X
Odette, Dean		X
Martig, Ben	X	
Nelson, Tom	X	
Teppen, Jenelle	X	

Called to order and attendance

1	Agenda	Approved Jan. 16 'draft' agenda Lawson, Peterson
2	Minutes	Approve Dec. 19, 2024, JP Board Meeting Minutes Peterson, Ness
3	Oath of Office for 2025 newly appointed Members	Arlen Malecha took the Oath of Office and was sworn in by Chief Nelson; Dahlen was absent.
4	Election of Chair, Vice Chair, & Treasurer	Duties of Chair, and Vice-chair Peterson nominated Alderks as Board Chair; Lawson seconded. All in favor. Switzer nominated Ness for Vice Chair; Stowe seconded. All in favor. Switzer nominated Lawson for Treasurer; Ness seconded. All in favor.
		Meeting is turned over to the newly elected Chair Alderks
5	2025 Designations	Motion 2025-01 Approved 2025 Designations Motioned: Peterson Seconded: Ness No discussion; All in favor.

5.5	2025 Standing Committee Appointments	<p>Motion 2025-02 – Discussed, recommended, and approved Board/Committee Appointments for 2025</p> <ol style="list-style-type: none"> 1. Capital Equipment Committee - Malecha 2. Finance Committee – no change 3. Personnel Committee - Dahlen 4. Northfield Fire Relief Association - Malecha <p>Motioned: Switzer Seconded: Peterson No discussion, all in favor.</p>
6	2025 Meeting Schedule	<p>Motion 2025-03 – Accepted 2025 Meeting Schedule</p> <p>Motioned: Lawson Seconded: Ness No discussion, all in favor.</p>
7	2025 Board Member Contact Information	
8	Chief's Report	<ol style="list-style-type: none"> 1. Chief's Staff Report, Dec. 2024 Nelson presented from the Chief's Staff Report on work done in the month of December. (insert Sean's equipment updates, see below) (Teppen arrived) Alderks asked for an update on the Knox Box project; Simonson reported that as of Sept. 2024, there were 360 boxes. In his work, Faust touched on roughly 20% of the boxes – opening, maintaining mechanisms, etc. Nelson added that approximately 50-60 boxes are being added because of his inspections. Staff use the GIS system through the City of Northfield to track boxes, updates, and inspections. NAFRS Banquet, 1/11/25: Joe Dee was presented with 2024 Firefighter of the Year. Nelson reported that ISO has notified us that we are due for an audit for our equipment, water, and training. 2. December Fire Calls: Nelson briefed Members on calls. 3. December Rescue Calls; Simonson briefed Members on calls.
9	Financials	<ul style="list-style-type: none"> • Reese Winter Dec. 2024 deliverables Nelson updated Members that we are now invoicing MnDOT for grass fires in their right of way. • Receivables through Dec. • Year-to-date; Jan.-Dec. 2024 Closed

		<p>\$39,000)under budget</p> <p>Lawson provided an update on a kick-off meeting held 1/15/25 with she, Nelson, and Hamblin and Abdo Financial Solutions. Goals are to be able to access reports easily, continue to maintain financial controls, streamline payables/receivables, etc. Abdo felt that we should have an initial process in place in the first quarter; the next check-in meetings Abdo & NAFRS is scheduled for 1/22/25.</p> <p>Martig: Are we planning to budget for replacement of the donated bullet-proof vests? (Edwards explained that vests expire in 5 years.)</p> <ul style="list-style-type: none"> • Motion 2025-04: Review and approve disbursement batches 281, 282, 283, 284, 285, and 286 <p>Stowe asked</p> <p>Motioned: Stowe Seconded: Lawson</p> <p>Stowe raised the question of totals in Batch 281; Hamblin will look into and bring to Feb. meeting.</p> <ul style="list-style-type: none"> • Disbursement Plan for CEC, in 2025 (Nelson) <p>Nelson explained that this plan needs to drive the replacement of equipment, as figures as shown coincide accordingly.</p>
10	2024 MN Pay Equity Reporting	<p>Motion 2025-06: Obtained Board Approval for Abdo to submit the “NAFRS - 2024 Implementation Report”</p> <p>Motioned: Malecha Seconded: Lawson</p> <p>No discussion; all in favor.</p>
11	Swift Contract	<p>Resolution 2025-01: NAFRS & BCA JPA, Swift Contract #262030 approving a term of 5 years.</p> <p>Motioned: Peterson Seconded: Stowe</p> <p>No discussion; all in favor.</p>
12	Hotel Inspection Agreement	<p>Motion 2025-07: Approved Hotel Inspection Agreement as Written by the State of Minnesota and delegated by the State Fire Marshal.</p> <p>Motioned: Lawson Seconded: Switzer</p> <p>No discussion; all in favor.</p>
13	“Brycer – The Compliance Engine – Contract/SLA approval”	<p>Motion 2025-08: Approved fire chief’s execution of contract pending approval of external counsel.</p>

		<p>Motioned: Ness Seconded: Stowe</p> <p>No discussion; all in favor.</p>
14	JPA Agreement	<p>Nelson requested an update from a Rural Rep; Peterson responded that he and Alderks attended Sciota's meeting last week and received the letter of intent enclosed in the packet. Alderks and Peterson</p> <p>There is nothing in the JPA stating where Sciota (a Member), can come and go, as they are a Member of the JPA Party.</p> <p>NAFRS needs proper notice from Rural, (from Sciota), that they are officially no longer in the NAFRS Protection Area, to properly reflect such in 911 mapping.</p>
15	JPA 2.0 2025	<p>Plan & Timeline (Move to February Finance Meeting)</p> <p>Switzer moved to Finance Committee to Task a strategy for JPA 2.0; seconded by Ness</p> <p>No discussion; All in favor</p>

Adjourn Meeting.