

**AGENDA**  
**NAFRS JOINT POWERS BOARD MEETING MINUTES (approved)**  
**Thurs., October 16, 2025, at 8:00am**

**1. Call to order & roll call (NAFRS Training Room)**

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

**2. Approval of Agenda**

Call to order at 8:00am

Motion: Lawson; Seconded: Peterson    No discussion

**3. Consent Agenda<sup>1</sup>**

- a. Minutes of 09/18/2025
- b. Monthly Financials – Abdo Financial Solutions  
Per Alderks request, Nelson clarified the bank accounts.
- c. Disbursements:
  - a. Operations    \$20,624.56
  - b. Capital        \$0.00

**4. Committee Reports/Updates**

- a. Capital Equipment – Peterson & Nelson
  - a. Simonson to put together a memo regarding the platform truck, which is enclosed

Peterson – we believe we have the Rural tanker sold at \$190,000, to another MN Fire

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<sup>1</sup> CONSENT AGENDA The proposed consent agenda is included in the JPB packet. The purpose of a consent agenda is to allow for routine motions, resolutions, and ordinances, or those previously discussed with consensus made, to be passed with one motion. These are still important and necessary considerations. The full background memo and materials are publicly available upon request. If a board member wants to discuss an item, the request it to be made by advance notice by noon on the Wednesday immediately prior to the meeting date to the Chair and/or Fire Chief, or without said prior notice, during the approval of the agenda.

- b. Department. There is nothing out there to compare to on price, though the benefit for the buyer is that they can have the truck in 4-6 weeks.
- c. Finance – Ness

No meeting in October, per Ness. Nelson updated that we're fully into QBO now for invoicing, and he is still hoping that the AP piece looks to be completed by the end of 2025.

Alderks asked the question of how a call is billed for a fire call with illegal burning; Nelson clarified that these are invoiced through NAFRS. Schroepfer added that it is more financially beneficial to invoice the party through NAFRS, than for the PD to issue a citation – where the City would likely only collect approximately 30% of the amount invoiced.

- d. Personnel – Teppen  
No meeting; nothing to report.

Motion: Peterson; Seconded: Stowe

## 5. Chief's Report

Chief Nelson took Members through his September/October 2025 Chief's Report, touching on each.

Last week as Fire Prevention Week, firefighters visited local schools and daycares to educate children. Thursday evening, 10/9, NAFRS held their bi-annual Open House at the Fire Station, with the live-burn on the 5<sup>th</sup> St. Bridge. Nelson was pleased with the turnout from the community.

Nelson mentioned reference to McLane that through maps provided by the former Fairway Foods, he has learned of issues with which hydrants are on private mains vs. City mains. More to come with City of Northfield Utilities.

## 6. Regular Agenda

- d. Capital Equipment Plan 2025 –  
Simonson provided his update in a memo included in the packet: The Capital Equipment Committee has been working with Sutphen on a possible "upfit" of the 2004 Sutphen Imperial SPH 100' Mid-mount platform truck, 8128. Sutphen did an onsite inspection of the truck at NAFRS on July 17, 2025, and put together a list of deficiencies found during the inspection. Sutphen is currently putting together a quote for the repairs noted in the inspection to get a more accurate cost for the repairs. In speaking with Sutphen, they have a rough estimate of \$300,000 for the repairs noted in the inspection, however they are working on a more accurate estimate at this time. Sutphen anticipates they could have a more accurate estimate completed in 4-6 weeks. This upfit is currently noted in the 2026 – 2035 CEP in the years of 2027 and 2028.

Motion: Stowe

Second: Malecha

- e. Capital Improvement Plan (Facility & Grounds) 2025 Draft – Nelson  
Nelson included that he has plugged expenses into the CIP, that should be considered in coming years to we have this in our timeline as a future expense, so we have a starting point in years to come regarding planning.

All in favor.

f. JPA 2.0 Progress update – Alderks

Alderks handed out revised 'draft' copies of the NAFRS JPA, and By-laws, with edits from Scott Landsman's office, with revisions from wither Attorney Landsman, or his staff working on the edits with him.

Martig asked Alderks "who (from NAFRS) is working on the project with Landman"; Alderks replied that he is working on this with Landsman and his staff member – Nick, with Nelson's involvement. Examples of points for clarification include "rural", vs "urban"; who handles the Budget Report – Board, or Chief; should we consider a 'late payment' for partner invoices received after 30 days, as noted in the document. Nelson will email these handouts out to Board Members in Word format.

By-laws handout with revisions: Edits include "Organization" vs. "NAFRS"; Board responsibilities vs. Chief responsibilities. Martig suggested the Board consider whether the current Chair, former Chair Switzer – would it make sense to assign a sub-group to look at this together to return to the Board with their suggestions? Former Chair Switzer suggested that the Finance Committee may be an appropriate group to take on the review of this document. Peterson suggested that he would like to see us move forward with the revisions sooner rather than later, then it be updated. Martig felt it should go to City Attorney Chris Hood for writing in his comments; Nelson will email this document to Board Members, and Martig will share with Hood for his feedback.

Switzer proposed NAFRS work with regular meeting schedule to complete the edits, feedback, and review. Nelson to distribute documents to all – Martig will share with Hood; feedback to be returned before by Finance by next NAFRS JP Board Meeting to discuss in November. Alderks will work on review of the Financial Control Process. All agreed that comments on the documents be emailed to Char.

Adjourned at 9:15am

Motion: Stowe; Seconded: Peterson

No discussion