

The special council meeting was called to order at 6:00 p.m. by Acting Mayor Graner. The meeting was held in the council chambers of city hall, 6031 Main Street, Rockford, MN. The purpose of the meeting was to review Administrative Fire Department policies.

Roll call

The following members were present: Graner, Martinson and Wenz. Absent: Beyer and Hafften. Also in attendance were: Attorney Couri and Administrator Carswell. Also in attendance from the Fire Department was: Pat Christensen, Adam Boeddeker, Jeff Jensen, Nathan Buoy and Ben Sanderson.

Review Drafted Policy for the Fire Department

Administrator Carswell noted that due to the recent discord within the fire department she contacted the city attorney and the League of Minnesota Cities (LMC) for advice. The League of MN Cities recommends that the city should provide human resources for the fire department which may include new policies and a revision to the city code. Therefore, staff and the city attorney drafted a policy that we received from the LMC trying to adhere to the copy of the bylaws on file at city hall for the Rockford Volunteer Fire Department.

A copy of the policy was sent out to all of the fire department and a group of them met last night to go over the policy. The fire department has requested that the city give them 30 days to adopt new SOG's and SOP's before the city adopts this policy.

The group went through the proposed policy and made many changes:

Section 1 is general- Definitions were reviewed. Probationary member was discussed at length- one year no problem and must complete firefighter essentials and first responders. Discussed the two trainings are a big commitment and which of these courses are more important. Drop the one year?

Section 2. Department Organization

Changes include: fire chief and assistant chiefs are appointed by the city council.

A Membership was changes to 33 members.

A member 18 yrs and high school grad or GED

B change to one mile outside the service district area

D. Delete president – four captains not two- delete other officers that are not valid

Salary was changed to the city council “May” receive a salary

Chief's term three years and assistant chiefs 2 years other officer's terms are 1 year.

2 I. last paragraph will be changed by the fire department as they are meeting on Wednesdays to go over this policy as well as their own Standard Operating Guidelines and Standard Operating Policies.

Section 3 Chain of command was reviewed.

Section 4 Committees was reviewed.

First paragraph calls for many committees. There was discussion about the need for all these committees especially the Executive committee.

B. Interview committee choose one for the chief – same as what we did for 2 council members, 1 fire department member and the city administrator. Discussed how captains and other officers will be selected.

Interview committee is now done by all of the fire department they look at their interview committee needs to decide upon the captains, training officers, etc. Sanderson noted some of the candidates for officers should not always be based upon time on the department.

An agility test is given once a year and after first 90 days new members must be approved by the city council. Medco testing is done once a year for all members and must take this Medco test.

There was a long discussion about the agility test only done once a year and the department decided they will be offering this more than once and it will be mandatory to avoid loss control.

Applications for new members will not have a deadline as this department does not have a list of applicants waiting.

Or interview committee – set up so the interview committee interviews and meets –delete this section or just add new members and require them to have a physical by their own doctor – or the city could select a clinic.

Section 5 K shall be required annually to Medco- includes – mask fits, EKG heart test, urine test and agility and is being done. If they fail the person shall be required to follow-up with their own doctor.

Every Wednesday the fire department will meet to discuss the polices. The next time this policy is discussed the city will invite the same fire department members to be present: Jeff Jensen, Ben Sanderson, Nate Buoy, Pat Christensen and Adam Boeddeker committee.

Next workshop meeting to discuss the fire department policy/city code is January 10th 6 p.m. prior to the city council meeting.

Adjournment

MOTION was made by Wenz, seconded by Martinson to adjourn the meeting.

MOTION CARRIED-VOTING IN FAVOR: GRANER, MARTINSON AND WENZ.

The meeting adjourned at 8:05 p.m.

Jeannette Graner, Acting Mayor

Attest:

Nancy Carswell, Administrator