

Mayor Beyer called the January 10, 2012 special meeting to order at 6:04 p.m.

Council members present included: Beyer, Graner, Hafften, Martinson and Wenz. Also in attendance were Fire Chief Ben Sanderson, Assistant Fire Chief Nathan Buoy, Administrator N. Carswell and Attorney M. Couri.

### **Review Fire Department Policies**

The group had started review of the proposed new policies for the fire department at the December 22, 2011 meeting. Since that time the fire department members met and went over the entire document and made changes which were included in the document for review at this time. The group started their review of the policies where they left off at Section 6 page 16 Attorney Couri went over the changes.

**Section 4. Committees.** There is title “quartermaster” will be changed to secretary. The secretary for the fire relief is also the secretary for the fire department.

**Section 6. Duties of members.** Was briefly reviewed.

**Section 7. Discipline** was discussed and noted that discipline may be made by the Chief. However, any grievance must be filed and sent on to the council.

Any discharge must first be approved by the city council.

Appeal process was discussed; copies of the relevant facts and decision as adopted by the city council shall be forwarded to the appellant which shall end the appeal procedure. Questioned whether the city council would close the meeting to review the appeal process and the attorney stated you would probably want to even though the fire department is not considered city employees.

There was discussion about whether there is another person in the room when discipline is doled out and it was decided that another person will be present during any discipline which will be added to section 7A. The group went on to discuss who will be present whether it should be an officer present with the chief who is not involved in the incident.

**Section 8 Alcohol and Drug Use** Ben Sanderson noted that these regulations are the same as the DOT standards. There were questions about the 2 drinks limit with four hours prior to a fire. Some thought it should be limited to one drink. The policy further states that if a person has had 2 drinks preceding the four hour period or on prescription medicine shall not: drive a vehicle, use SCBA, enter a fire or provide medical assistance. No changes were made to that section. No alcohol may be stored in the station.

**Section 9. Harassment.** Put steps in for reporting only repeat harassment.

**Section 10. General Regulations.** The changes were reviewed.

**Section 11. General Fire ground Regulations.** There will be a correction made to A. 8) Members on vehicles have appropriate gear available and in their possession before the vehicle leaves the fire station.

**Section 12. Fire Scene Regulations.** Ben noted that using the Smoke ejector is part of their standard operating procedures and so lines J, K, L & N shall be deleted.

**Section 13.** Was reviewed.

Council member Hafften asked the Fire Chief to explain the purpose and membership of the Executive committee – 5 fire members quartermaster will be changed to secretary it is the same as the secretary of

the relief association. The executive committee shall advise and assist the chief and assistant chief and shall make decisions in emergency situations.

What is the interview committee? Council member, council liaison, fire department member and city administrator that conduct interviews, check references and completes criminal background checks for the chiefs positions.

The standing interview committee shall investigate qualifications and check references for new fire department applicants. Hafften says that the BCA sometimes provides a six page report and who is in charge of this. Ben says we do not have a totally secure place to put these files so they do not keep these records. The council directed that the files could be stored at city hall where they can be secured.

Motion was made by Martinson, seconded by Wenz to adjourn the special meeting. MOTION CARRIED-VOTING IN FAVOR: BEYER, GRANER, HAFFTEN, MARTINSON AND WENZ.

Mayor Beyer adjourned the meeting at 7:03 p.m.

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Michael Beyer, Mayor

Attest:

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Nancy Carswell, Administrator