

PEQUOT LAKES AREA FIRE BOARD

MEETING MINUTES JANUARY 27, 2016

The quarterly meeting of the PLAFB was called to order by Chairman Peterson. The minutes of the last meeting were not read due to a motion by Benson, second by Sodd motion passed.

The fourth quarter fire call report was discussed. There were 14 calls this year and 15 during the fourth quarter last year. Good intent calls were over half the total.

The fourth quarter training report totaled 17 hours. There were three hours of fire prevention, fire hose testing, and ice rescue. There were two hours of flash-over trailer and forcible entry. There was one hour of breaching a wall with SCBA and gear, water drafting from ice covered lake, triple hose lay for hose tray, and thermal imaging camera & gas monitor.

The financial report was the total for the year. Donovan asked about training expense over the budget. The Department received over \$11,500.00 from the state to reimburse this. Donovan motioned to approve the financial report, second by Sodd, motion passed.

The fourth quarter fire personnel and operation report followed:

- a. Patrick Selter was granted a one year leave of absence & recently resigned
- b. The Explorers held their first meeting and are in operation
- c. Department received two new thermal image cameras recently
- d. Department participated in Pequot Lakes's "bobbin into town" parade
- e. Travis Aune has completed his year of probation
- f. a committee was formed to plan for installation of new washer & dryer
- g. Department recently held their winter party at Billys of Breezy Point

The Board was informed of the latest air mask grant or purchase. Chief Nelson formed a plan to purchase 20 new air packs using a 7 year USDA loan. This plan would save approximately 13% due to price increases in 2016. The plan was delayed due to a state statute that requires all fire department purchases over \$100,000.00 must be advertised for bids. He decided to apply for the 2015 AFG grant because we have nothing to lose. At the same time, we will advertise for bids just as required to plan for purchasing them during 2016. One way or another we should have new air packs this year. On the up-side of the AFG grant our application group was able to redo the narrative section of the grant in order to give more information to grant readers who decide who is awarded the grants. Hopefully this plan works.

Donations received during the quarter were \$14,000 from the Pelican Lakes Conservation Club to be used for thermal cameras. Citi Lites of Pequot Lakes and Mills Automotive Group donated \$1000.00 each to the Department. We also received two donations in response to our donation letter that totaled \$150.00.

The Department paid our annual scholarship of \$500.00 to Carlee Waschek after she completed her first semester at school.

The Fire Board was informed of our new Officers for 2016. They are listed in our annual report.

PEQUOT LAKES AREA FIRE BOARD

JANUARY 27, 2016 MEETING AGENDA

1. Call meeting to order, welcome any new members
2. Minutes of the last meeting, motion to approve
3. Fourth quarter fire call report: 14 calls

Date:	Type of call:	Location:	Billing:
10/03	mutual aid barn fire	Pine River	n/a
10/03	good intent burning permit brush fire	Breezy Point	n/a
10/05	good intent power transformer fire	Breezy Point	n/a
10/14	good intent CO detector going off	Pequot Lakes	n/a
10/23	mutual aid garage & brush fire	Nisswa	n/a
10/23	brush fire in woods	Pequot Lakes	250.00
11/06	assist police motor vehicle accident	Pequot Lakes	n/a
11/24	good intent smoke alarm going off	Breezy Point	n/a
12/01	good intent power line down	Pequot Lakes	n/a
12/07	good intent CO detector going off	Breezy Point	n/a
12/10	good intent general fire alarm	Pequot Lakes	n/a
12/14	good intent smell of gas in home	Breezy Point	n/a
12/23	assist police motor vehicle accident	Pequot Lakes	n/a
12/26	good intent smell of gas at library	Pequot Lakes	n/a

Last year there were 15 calls during this time period

4. Training report: 17 hours

Date:	Hours:	Type of training:
10/06	3	fire prevention at Eagle View Elementary School
10/21	3	fire hose testing @ 400 psi
11/18	2	flashover trailer
11/18	2	forcible entry
11/18	1	breaching a wall with SCBA
12/16	3	ice rescue with ice suits & rescue alive sled
12/30	1	water drafting from ice covered lake
12/30	1	triple hose lay for engine hose trays
12/30	1	thermal image camera & gas monitor operation

5. Fourth quarter and annual financial report, motion to approve

6. Fourth quarter fire personnel & operation report

- a. Patrick Selter was granted a 1 year leave of absence from the Department
- b. Explorers have held their first meeting and are in operation
- c. Department has received two new thermal image cameras for \$8000.00 each

- d. Department participated in Pequot's bobbin into town parade
- e. Travis Aune has completed his year of probation
- f. formed a committee to plan for installation of new washer & dryer
- g. Department has a winter party planned at Billy's Restaurant in January

7. Air mask update: Chief Tom formed a plan to purchase 20 new air packs with a 7 year USDA loan This plan would save approximately 13% due to price increases planned in 2016 by manufacturers. This plan was delayed due to a state statute that requires all fire department purchases over \$100,000 must be advertised for bids. We decided to apply for the 2015 AFG grant because we have nothing to lose. At the same time we will advertise for bids just as required to plan for purchasing them during 2016. One way or another we should have new air masks during 2016. On the up-side of the AFG grant our application group was able to redo the narrative section in order to satisfy grant readers who decide who is awarded the grants. Hopefully this plan works.

8. Donations received: Department received a \$14,000 donation from Pelican Lakes Conservation Club intended for thermal imaging cameras. Donations for \$1000.00 each were received from Citi Lites and Mills Automotive Group. Two donations totaling \$150.00 were received in response to our donation letter request.

9. Fire Department scholarship: Department paid Carlee Waschek our \$500.00 scholarship .

10. Fire Department Officers for 2016:

Fire Chief:	Tom Nelson
First Assistant Chief:	Bill Rickard
Second Assistant Chief:	Mike Schwankl
Captains:	Brian Evenson, Daren Nordby, & Neil Casanova
Safety Officer:	Bob Peterson II
Secretary/treasurer:	Bob Peterson I

11. Review 2015 annual fire department report

12. Any new business? questions? comments?

13. Election of Fire Board Officers for 2016: current Officers: Bob Peterson, Chairman
John Benson, Vice Chairman

14. 2016 meeting schedule: April 27th, July 27th, October 26th, & January 25, 2017

15. Adjourn meeting

CITY OF PEQUOT LAKES
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2015

FIRE FUND

	MONTH ACTUAL	YTD ACTUAL	ANNUAL BUDGET	VARIANCE	% OF BUDGET
<u>INTERGOVERNMENTAL REVENUES</u>					
230-33416-000 FIRE TRAINING REIMBURSEMENTS	.00	11,584.43	5,000.00	(6,584.43)	232%
230-33422-000 STATE GRANTS	.00	1,600.00	.00	(1,600.00)	%
TOTAL INTERGOVERNMENTAL REVEN	.00	13,184.43	5,000.00	(8,184.43)	264%
<u>CHARGES FOR SERVICES</u>					
230-34206-000 FIRE CALLS	.00	8,790.00	10,000.00	1,210.00	88%
230-34207-000 FIRE CONTRACTS	.00	174,880.00	174,880.00	.00	100%
TOTAL CHARGES FOR SERVICES	.00	183,670.00	184,880.00	1,210.00	99%
<u>ASSESSMENTS/PRINCIPAL/INTEREST</u>					
230-36203-000 MISCELLANEOUS REVENUE	.00	200.00	.00	(200.00)	%
230-36210-000 INTEREST EARNINGS	.00	857.15	3,000.00	2,142.85	29%
230-36230-000 DONATIONS	.00	7,200.00	.00	(7,200.00)	%
TOTAL ASSESSMENTS/PRINCIPAL/INT	.00	8,257.15	3,000.00	(5,257.15)	275%
<u>OTHER FINANCING SOURCES</u>					
230-39800-000 DEBT RESERVE REVENUE	.00	3,039.12	.00	(3,039.12)	%
230-39990-000 REFUNDS & REIMBURSEMENTS	.00	2,378.69	800.00	(1,578.69)	297%
TOTAL OTHER FINANCING SOURCES	.00	5,417.81	800.00	(4,617.81)	677%
TOTAL FUND REVENUE	.00	210,529.39	193,680.00	(16,849.39)	109%

CITY OF PEQUOT LAKES
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2015

FIRE FUND

	MONTH ACTUAL	YTD ACTUAL	ANNUAL BUDGET	VARIANCE	% OF BUDGET
<u>FIRE</u>					
230-42200-100 WAGES	.00	33,915.00	38,000.00	4,085.00	89%
230-42200-122 EMPLOYER SHARE - FICA	.00	2,061.81	2,360.00	298.19	87%
230-42200-125 EMPLOYER SHARE - MEDICARE	.00	482.22	560.00	77.78	86%
230-42200-133 EMPLOYER SHARE - LIFE INSURANC	.00	189.00	200.00	11.00	95%
230-42200-200 OFFICE SUPPLIES	.00	1,208.20	2,000.00	791.80	60%
230-42200-207 FIRE PREVENTION SUPPLIES	.00	2,005.28	3,000.00	994.72	67%
230-42200-210 OPERATING SUPPLIES	.00	11,735.43	10,000.00	(1,735.43)	117%
230-42200-217 CLOTHING ALLOWANCE	.00	2,329.09	1,500.00	(829.09)	155%
230-42200-218 BUNKERS	.00	15,434.97	10,000.00	(5,434.97)	154%
230-42200-300 PROFESSIONAL SERVICES	.00	178.30	1,000.00	821.70	18%
230-42200-304 LEGAL FEES	.00	501.25	400.00	(101.25)	125%
230-42200-305 MEDICAL	.00	3,107.02	3,500.00	392.98	89%
230-42200-308 TRAVEL/CONFERENCES/SCHOOLS	.00	21,285.17	6,000.00	(15,285.17)	355%
230-42200-311 RISK MANAGEMENT	.00	367.94	1,000.00	632.06	37%
230-42200-312 CERTIFICATIONS	.00	4,444.03	5,000.00	555.97	89%
230-42200-313 CONTRACT SERVICES	.00	1,813.01	4,000.00	2,186.99	45%
230-42200-321 TELEPHONE	.00	1,732.22	1,500.00	(232.22)	115%
230-42200-322 POSTAGE	.00	46.92	200.00	153.08	23%
230-42200-323 PAGER/RADIOS	.00	5,386.94	4,000.00	(1,386.94)	135%
230-42200-334 FUEL	.00	3,362.56	4,500.00	1,137.44	75%
230-42200-350 PUBLISHING	.00	.00	300.00	300.00	%
230-42200-360 INSURANCE	.00	24,845.99	26,000.00	1,154.01	96%
230-42200-381 ELECTRICITY	.00	2,386.47	3,000.00	613.53	80%
230-42200-383 HEATING	.00	1,362.68	2,500.00	1,137.32	55%
230-42200-387 CABLE TV	.00	61.23	.00	(61.23)	%
230-42200-400 REPAIR/MAINTENANCE/SERVICES	.00	8,307.79	6,000.00	(2,307.79)	138%
230-42200-433 DUES/LICENSING/SUBSCRIPTIONS	.00	1,113.97	900.00	(213.97)	124%
230-42200-500 CAPITAL OUTLAY	.00	75,000.00	.00	(75,000.00)	%
230-42200-501 CAPITAL OUTLAY CARRYOVER	.00	5,182.43	12,000.00	6,817.57	43%
230-42200-601 DEBT SERVICE - PRINCIPAL	.00	18,141.00	30,440.00	12,299.00	60%
230-42200-610 DEBT SERVICE - INTEREST	.00	12,250.00	13,820.00	1,570.00	89%
TOTAL FIRE	.00	260,237.92	193,680.00	(66,557.92)	134%
TOTAL FUND EXPENDITURES	.00	260,237.92	193,680.00	(66,557.92)	134%
NET REVENUE OVER EXPENDITURES	.00	(49,708.53)	.00	49,708.53	
<u>CASH BALANCE</u>					
230-11000-000 CASH		<u>75,291.99</u>			

PEQUOT LAKES FIRE DEPARTMENT ANNUAL REPORT 2015

FIRE CALLS: 66 total

#	DATE	PROPERTY OWNER	LOCATION	TYPE	HOURS
1.	01-06	Unknown	Nisswa	mutual aid structure	1
2.	01-13	Jill Schaumburg	Pequot Lakes	good intent electrical fire	1
3.	01-16	Diane Hayes	Pequot Lakes	structure fire	5
4.	01-16	Steve McAllister	Jenkins City	structure fire	2
5.	01-23	Breezy Point Resort	Breezy Point	good intent cancelled in route	1
6.	01-23	Unknown	Breezy Point	good intent cancelled in route	1
7.	01-27	Breezy Point Resort	Breezy Point	good intent cancelled in route	1
8.	01-28	Unknown	Loon Lake Twn.	medical assist	1
9.	02-15	Carl Gates	Pequot Lakes	good intent CO detector	1
10.	02-05	Michael Hartwig	Loon Lake Twn.	structure fire	4
11.	02-11	Unknown	Pequot Lakes	gasoline leak from vehicle	1
12.	03-04	Jeff Prather	Jenkins Twn	motor vehicle fire	1
13.	03-14	Unknown	Nisswa	grass & brush fire m-a	2
14.	03-24	Clow Stamping	Nisswa	mutual aid structure fire	2
15.	03-25	Salon Couture	Pequot Lakes	good intent tree on structure	1
16.	03-25	Kevin Wittwer	Pequot Lakes	grass fire	3
17.	04-02	Unknown	Jenkins Twn.	grass fire	1
18.	04-02	Unknown	Jenkins City	good intent gas line cut	1
19.	04-03	Phillip Skrien	Jenkins Twn.	grass fire threatening	1
20.	04-06	Riant Northway	Loon Lake Twn	motor vehicle fire	1
21.	04-11	Unknown	Pine River	good intent grass fire	1
22.	04-14	Unknown	Jenkins Twn.	grass & brush fire	2
23.	04-17	Doug Mercer	Moose Lake Twn.	grass & lawn mower fire	2
24.	04-19	Jeff Roggenkamp	Jenkins Twn.	structure fire	3
25.	05-02	Unknown	Poplar Twn.	good intent tree on power	2
26.	05-09	Dale Wells	Poplar Twn.	tractor & hay bale fire	6
27.	05-10	Unknown	Pelican Twn.	motor vehicle with injuries	2
28.	05-14	Laura Kasse	Breezy Point	good intent electrical fire	1
29.	05-26	Unknown	Breezy Point	assist police with recovery	1
30.	06-09	Bob Rickard	Breezy Point	good intent grass fire	1
31.	06-09	Unknown	Breezy Point	good intent brush cancelled	1
32.	06-22	Heritage House	Pequot Lakes	good intent fire detector	1
33.	06-27	Sherry Linn	Breezy Point	assist police with mv accident	1
34.	07-16	Unknown	Jenkins City	motor vehicle accident assist	2
35.	07-20	Grace United Methodist	Pequot Lakes	good intent fire alarm	1
36.	07-23	Tom Lillehei	Breezy Point	good intent cancelled in route	1
37.	07-31	Unknown	Mission Twn	mutual aid structure	1
38.	08-01	Unknown	Breezy Point	good intent cancelled in route	1
39.	08-01	Unknown	Pequot Lakes	good intent power line down	1
40.	08-07	Unknown	Brainerd	mutual aid structure fire	3
41.	08-16	Kristi Taylor	Breezy Point	good intent dehumidifier fire	1
42.	08-20	Frederick Brandt	Breezy Point	good intent propane leak	1
43.	08-23	Unknown	Breezy Point	assist with missing child	1
44.	08-25	Paul Gabel	Breezy Point	good intent transformer fire	1
45.	08-27	Jeff Smith	Breezy Point	good intent fire alarm	1

#	DATE	PROPERTY OWNER	LOCATION	TYPE	HOURS
46.	09-01	O'Day	Nisswa	mutual aid structure fire	3
47.	09-02	O'Day	Nisswa	mutual aid structure fire	3
48.	09-02	Unknown	Breezy Point	good intent missing person	1
49.	09-10	Unknown	Pequot Lakes	assist with landing zone	1
50.	09-23	Breezy Point Resort	Breezy Point	good intent CO detector	1
51.	09-24	Thomas Corey	Breezy Point	gas line cut	1
52.	09-24	Unknown	Breezy Point	good intent vehicle accident	1
53.	10-03	Unknown	Pine River	mutual aid structure fire	3
54.	10-03	Joe Schmitz	Breezy Point	good intent brush fire	1
55.	10-05	Unknown	Breezy Point	good intent power transformer	1
56.	10-14	Tara Sikich	Pequot Lakes	good intent CO detector	1
57.	10-23	Unknown	Nisswa	mutual aid structure	3
58.	10-22	Mark Best	Pequot Lakes	brush fire in woods	1
59.	11-06	Unknown	Pequot Lakes	assist police traffic accident	1
60.	11-24	Breezy Point Resort	Breezy Point	structure fire hockey dorm	1
61.	12-01	Unknown	Pequot Lakes	good intent down power line	2
62.	12-07	Allen Swanson	Breezy Point	good intent CO detector	1
63.	12-10	Heritage House	Pequot Lakes	good intent fire alarm	1
64.	12-14	Deb Kessler	Breezy Point	good intent gas smell	1
65.	12-23	Unknown	Pequot Lakes	assist police motor vehicle acc.	2
66.	12-26	Pequot Library	Pequot Lakes	good intent strong gas smell	1

FIRE CALLS REPORT: 66 total calls in 2015 102 hours total (62 calls in 2014)

By types: 66 total

32 good intent calls	3 motor vehicle fires
8 mutual aid structure fires	2 medical assists
7 assist police	2 gas leaks or spills
6 grass or brush fires	1 mutual aid grass fire
5 structures	

By location: 66 total

24 Breezy Point	Mutual aid by location: (10)
17 Pequot Lakes	6 Nisswa
5 Jenkins Township	2 Pine River
3 Jenkins City	1 Brainerd
3 Loon Lake Township	1 Mission Township
2 Poplar Township	
1 Pelican Township	
1 Moose Lake Township	
56 Pequot Lakes Contracted Areas	10 mutual aid calls

By location & hour use of department:

25 hours	Pequot Lakes
24 hours	Breezy Point
22 hours	Mutual aid
8 hours	Jenkins Township
8 hours	Poplar Township
6 hours	Loon Lake Township
5 hours	Jenkins City
2 hours	Moose Lake Township
2 hours	Pelican Township

102 hours total

FIRE BILLS SENT IN 2015: 13 that total \$ 5840.00 (10 that total \$ 5070.00 in 2014)
2 that total \$2450.00 (1 for \$1500.00 for burning building)
(1 for \$950.00 for statewide mutual aid)
2015 total: \$8290.00

FIRE CONTRACT ANALYSIS FOR 2015 CONTRACTS:

LOCATION:	# OF CALLS:	% OF TOTAL CALLS:
Breezy Point	24	43
Pequot Lakes	17	30
Jenkins Township	5	9
Jenkins City	3	5
Loon Lake Township	3	5
Poplar Township	2	4
Pelican Township	1	2
Moose Lake Township	1	2
TOTALS	56 total calls	100 %

TRAINING REPORT FOR 2015: 81 hours

By types:

8 hours live structure burn	3 hours ice rescue with suits, ropes, & rescue sled
6 hours fire hose testing	3 hours trauma assessment & first aid
5 hours auto extrication	2 hours thermal imaging camera
5 hours advanced pumper operation	2 hours forcible entry
5 hours advanced apparatus driving	2 hours bloodborne pathogens
4 hours RIT training	2 hours flashover trailer
4 hours drafting from lake summer & winter	1 hour search & rescue with SCBA
4 hours pipe line safety	1 hour walk thru Lakes Gas plant
3 hours ropes & knots	1 hour walk thru Pequot Lakes High School
3 hours radio operation	1 hour walk thru Eagle View Elementary School
3 hours fire prevention	1 hour breaching a wall with SCBA
3 hours Safety Town program	1 hour incident command & operations
3 hours ladders & elevated rescue	1 hour triple hose lay for Engine 3
3 hours radio operation, channels, & courtesy	1 hour gas monitor operation

Fire Department Officers for 2016:

Fire Chief:	Tom Nelson
First Assistant Chief:	Bill Rickard
Second Assistant Chief:	Mike Schwankl
Captain 1:	Brian Evenson
Captain 2:	Daren Nordby
Captain 3:	Neil Casanova
Safety Officer:	Bob Peterson II
Secretary/Treasurer::	Bob Peterson I

2016 CURRENT FIRE FIGHTER ROSTER:

David Ackerman	Travis Aune	Jeremie Bridge
Jake Cameron	Jory Carlson	Neil Casanova
Casey Emans	Brian Evenson	John Hayes
Jessica Jacobson	Travis Jacobus	Justin Katterhagen
Trevor Lang	Kirk Larson	Tom Nelson
Daren Nordby	Larry Oaks	Erich Olson
Kate Petersen	Bob Peterson I	Bob Peterson II
Bill Rickard	Mike Schwankl	Patrick Selter
Bryant Szymanski	Dave Szymanski	Ian Ulrich
David Wilson	Dustin Zeimet	

2016 CURRENT EXPLORER ROSTER:

Tristin Clayborn	Brady Evenson	Addisuone Harrington
Jacob Hogan	Mackenzie Nelson	

2016 ADULT VOLUNTEER: Wayne Cook

The annual fire department report was reviewed. There were 66 calls during the year which are reported in detail. The fire call section reports calls by types and by location. Mutual aid calls are also detailed. There is a breakdown of our total hours for fire calls. Fire bills sent during the year totaled \$5840.00. The Department also received an additional \$2450.00 from a state wide mutual assist and burning a building payment. There is also a fire contract analysis table for our fire districts calls.

Under new business Donovan asked if the ISO will have their maps and fire department assignment to each government entity. This supposed to be done by March 1 of 2016.

Chief Nelson reported he will be checking a new driveway for a Jenkins Township resident to make sure it is satisfactory for a fire truck.

Election of Officers for the fire Board followed. Current Officers are Bob Peterson as Chairman and John Benson as Vice-Chairman. Donovan motioned to retain our present Officers, second by Bartels, motion passed.

The 2016 meeting schedule is April 27th, July 27th, October 26th, and January 25, 2017. Please mark your calendars.

The meeting adjourned with a motion by Sodd, second by Benson.

PRESENT AT MEETING: Benson, Dubay, Sodd, Nelson, Peterson, Donovan, Bartels, Cox, Administrator Rudberg, Mayor Sjoblad, and Mayor Lillehei

**PEQUOT LAKES FIRE DEPARTMENT
OPERATIONS REPORT JANUARY 2016**

FIRE CALLS: 7

Date:	Type of call:	Location:	Billing:
01/03	good intent CO detector	Pequot Lakes	n/a
01/17	structure fire	Pequot Lakes	\$700.00
01/18	furnace motor smoking	Pequot lakes	n/a
01/24	mutual aid structure fire	Nisswa	n/a
01/24	fire alarm cancelled in route	Breezy Point	n/a
01/25	mutual aid structure cancelled	Nisswa	n/a
01/30	smoke smell in laundry room	Jenkins City	n/a

TRAINING: 9 hours

Date:	Type of training:	Instructor:	Hours;
01/20	reading smoke flame flow path	Tim Farmer	3
01/27	cordless extrication tool operation	Genesis rep	3
01/28	RIT training at Ideal fire station	unknown	3

PERSONNEL: Patrick Selter recently resigned from Department; he presently was on a leave of absence