

## **NOTICE OF THE ALBANY AREA FIRE BOARD MEETING**

There will be a meeting of the Albany Area Fire Board in and for the City of Albany, Stearns County, Minnesota at **6:30 o'clock in the evening on Thursday, February 16, 2017**, at the Albany Fire Hall, at 221 4<sup>th</sup> Street, for the said City.

### **AGENDA**

1. Act on minutes of meeting held July 26, 2016.
2. Gary Winkels, Fire Chief - update Board on new 2017 Officers of Department  
-Fireman Rolland Hanson and John R. Harlander retirement
3. Steve Frericks, Treasurer – report on fire/rescue call out charges and equipment replacement schedule  
-present 2017 Capital Equipment Schedule
4. Greg Muellner, Secretary – present summary of calls responded to by Albany Fire Department from previous year
5. Gary Winkels, Fire Chief – present the following:
  - present 2016 operations report and reimbursement
  - present 2017 capital equipment fund
  - Albany Fire Dept. Relief Charitable Gambling Activity Report
  - New firemen training update
  - Recap 2015 FEMA Grant update
  - Update donation received from 2016 Annual Blattner Family Foundation Fire/Police Department golf fundraiser
  - Discuss amendment establishing fees for emergency protection services policy

Tom Schneider  
Clerk/Adm.

Pursuant to due call and notice thereof a regular meeting of the Albany Area Fire Board was called to order by Chairman Tom Kasner at 6:30 o'clock in the evening on Thursday, February 16, 2017, at the Albany Fire Hall, 221 4<sup>th</sup> Street, in and for the City of Albany, Stearns County, Minnesota.

|                             |                 |                  |
|-----------------------------|-----------------|------------------|
| Board members present were: | Town of Albany  | Tim Nierenhausen |
|                             | Town of Farming | Dan Stommes      |
|                             | Town of Krain   | Scot Laing       |
|                             | City of Albany  | Tom Kasner       |
|                             | Fire Chief      | Gary Winkels     |

Board members absent were: none

Others present were: Derrick Dirkes, Assistant Fire Chief, Brian Schneider, Assistant Fire Chief, and Steven Frericks, Treasurer.

Chairman Tom Kasner called for any corrections or additions to the minutes of the meeting held on July 26, 2016 and hearing none declared the minutes approved as written.

Gary Winkels, Fire Chief, informed the Board that the following individuals are the officers of the Albany Fire Department for the year 2017:

- Gary Winkels, Fire Chief
- Derrick Dirkes, Assistant Chief
- Greg Muellner, Secretary
- Brian Schneider, Assistant Chief
- Steve Frericks, Treasurer

Mr. Winkels informed the Board that fireman Jamie Thelen resigned as treasurer at year-end due to other commitments; whereby fireman Steve Frericks was appointed the treasurer position for the Department. Mr. Winkels noted that Mr. Thelen did a wonderful job as treasurer and the transfer of duties to Mr. Frericks went very well.

Mr. Winkels informed the Board that firemen Rolland Hanson (30 years) and John R. Harlander (22 years) retired in January from the Department. Mr. Winkels noted that each will be honored for their years of service and unselfish commitment to the community and surrounding area at the annual fireman's banquet in March at the Albany Golf Club.

Steve Frericks, Treasurer, appeared before the Board to present the 2016 year-end charged incidents for those individuals requesting assistance who do not reside within the Fire District. Mr. Frericks noted that the total billed was \$51,293 and collected was \$20,406. Mr. Frericks noted that the department has not received reimbursement for services from the individuals who admitted to the cause of the Lake Wobegon Trail bridge fire east of Albany in the amount of \$13,410. Mr. Frericks noted that the financial reimbursement to the Department will be resolved by the Stearns County Court system.

Mr. Frericks presented to the Board the Fire Apparatus and Equipment Replacement Schedule that includes all vehicles and major equipment for the Department. Mr. Frericks noted that the 1997 Suburban, Unit 15, is scheduled to be replaced in the year 2018. Mr. Winkels noted that funds to purchase a new unit may come from gambling funds and/or annual fundraiser events. Mr. Winkels also noted that a large capital expenditure is looming in the year 2020 to replace the Pumper Truck, Unit #2, estimated to cost \$450,000. Mr. Winkels noted that alternative financing options are being researched which will be presented to the Board in the near future.

Mr. Winkels presented to the Board the following activity report for the Department from January to December, 2016: Fire Calls (49), Rescue Calls (153), Mutual Aid (5): Total: 207

Mr. Schneider presented to the Board a financial report for operations of the Department for the year 2016 and proposed contribution to the 2017 Capital Equipment Fund. Mr. Schneider noted that the

Department received revenue reimbursements from the following: 1) MN Department of Natural Resources (DNR) 50/50 Grant, 2) FEMA Grant, 3) sale of Unit 11, Tanker, and 3) training reimbursements. Mr. Winkels noted that annual training certifications have changed over the years which significantly impacts the budget each year. Mr. Schneider informed the Board that the year-end balance in the capital equipment fund was \$42,266 and the gambling fund \$39,957. After due discussion, a motion was made by Tim Nierenhausen and seconded by Dan Stommes to approve the aforementioned 2016 Fire Department operations reimbursement and 2017 Capital Equipment Fund contribution. All voted for the motion and it carried. The reimbursement is attached to the minutes as Exhibit A.

Mr. Winkels presented to the Board the Charitable Gambling Report for 2016 which showed \$49,000 going towards new vehicle purchases, safety equipment and other miscellaneous items.

Mr. Winkels updated the Board on the following:

- Seven employment applications were received for the position of Firefighter. A notice was published in the Albany Enterprise.
- Applied for 2016 FEMA Grant (\$117,250). No response to date if approved or denied.
- 2015 FEMA Grant funds received to purchase 20 Personal Protective Equipment, turnout gear, hoods, gloves, helmets, boots, goggles, etc.
- \$21,500 received from Blattner Family Foundation annual 2016 Golf Tournament.
- Albany Fire Department will enter into Mutual Aid Agreement with St. Joseph Fire Department. St. Joseph Fire Department is not a member of the Stearns County Mutual Aid; whereby if a need arises, their ladder truck will be accessible to Albany Fire Department.
- Albany Fire Department to be included in "automatic mutual aid" for structural fires dispatched by Stearns County. Closest department will be dispatched.
- Language to be added to City's Large Gathering Permit application to require payment to the Albany Fire Department for providing services for those events greater than 2,000 attendance.

The Board took notice of a proposed amendment to the 2014 Policy for Establishing Fees for Emergency Protection Services. Mr. Winkels noted that the purpose of the amendment is to remove language related to False Alarms, define "Event Services" for mass gathering events, and other minimal text changes. After due discussion, a motion was made by Dan Stommes and seconded by Scot Laing to repeal the 2014 Policy for Establishing Fees for Emergency Protection Services and to restate or approve the 2017 Policy for Establishing Fees for Emergency Protection Services. All voted for the motion and it carried.

Chairman Tom Kasner adjourned the meeting at 7:30 PM.

Tom Schneider  
Clerk/Adm.

**"EXHIBIT A"**

**ALBANY FIRE DEPARTMENT, INC.**

**REIMBURSEMENT FOR 2016 FIRE DEPARTMENT OPERATIONS  
AND 2017 CAPITAL INVESTMENT FUND**

| <u>GOVT</u>   | <u>PERCENT SERVED</u> | <u>SET % BY FIRE BOARD</u> |
|---|-----------------------|----------------------------|
| CITY  | 100%                  | 56%                        |
| ALBANY  | 95%                   | 28%                        |
| FARMING   | 46%                   | 10%                        |
| KRAIN   | 25%                   | 6%                         |
| Contract period: January 1, 2016 - December 31, 2019. |                       | 100%                       |

**2016 INCOME & EXPENSES**

| <u>ITEM</u>                     | <u>EXPENSES</u>  | <u>INCOME</u>    | <u>NET COST</u>  |
|---------------------------------|------------------|------------------|------------------|
| MEETINGS/PHYSICAL/WAGES         | \$64,952         |                  | \$64,952         |
| TRAINING                        | \$16,675         | 9,691            | \$6,984          |
| WORKERS COMP                    | \$19,347         |                  | \$19,347         |
| RELIEF                          | \$51,444         | \$27,194         | \$24,250         |
| INSURANCE                       | \$8,455          | \$3,562          | \$4,893          |
| EQUIPMENT REPAIR                | \$97,778         | \$71,434         | \$26,344         |
| FIRE HALL O/M                   | \$4,205          |                  | \$4,205          |
| CAP INVEST. FUND                | \$59,525         | \$59,525         | \$0              |
| SUPPLIES                        | \$340            |                  | \$340            |
| NATURAL GAS                     | \$1,510          |                  | \$1,510          |
| TELEPHONE                       | \$1,915          |                  | \$1,915          |
| PUBLISHING/DUES/FEES            | \$3,083          |                  | \$3,083          |
| ELECTRIC                        | \$2,271          |                  | \$2,271          |
| LEGAL FEES                      | \$39             |                  | \$39             |
| DNR REFUND                      |                  |                  | \$0              |
| HWY FIRES/MEDICALS/TRNG REFUNDS |                  | \$23,365         | (\$23,365)       |
| <b>SUM:</b>                     | <b>\$331,539</b> | <b>\$194,771</b> | <b>\$136,768</b> |

|              | <u>2017 Cap. Inv.</u> | <u>2016 OPERATIONS</u> | <u>TOTAL</u>     |
|--------------|-----------------------|------------------------|------------------|
| CITY         | \$14,852              | \$76,590               | \$91,442         |
| ALBANY       | \$7,427               | \$38,295               | \$45,722         |
| FARMING      | \$2,652               | \$13,677               | \$16,329         |
| KRAIN        | \$1,592               | \$8,206                | \$9,798          |
| <b>TOTAL</b> | <b>\$26,523</b>       | <b>\$136,768</b>       | <b>\$163,291</b> |

**ALBANY AREA FIRE BOARD CHECKING ACCOUNT #6031**

| 2016         |                      |                 |                |              | END            |
|--------------|----------------------|-----------------|----------------|--------------|----------------|
| <u>MONTH</u> | <u>BEGIN BALANCE</u> | <u>INTEREST</u> | <u>DEPOSIT</u> | <u>DEBIT</u> | <u>BALANCE</u> |
| JAN          | \$89,511.00          | \$14.22         |                |              | \$89,525.22    |
| FEB          | \$89,525.22          | \$15.21         |                |              | \$89,540.43    |
| MAR          | \$89,540.43          | \$15.21         |                |              | \$89,555.64    |
| APR          | \$89,555.64          | \$17.89         | \$25,750.00    |              | \$115,323.53   |
| MAY          | \$115,323.53         | \$30.33         |                |              | \$115,353.86   |
| JUN          | \$115,353.86         | \$27.75         | \$66,534.63    | \$134,839.00 | \$47,077.24    |
| JUL          | \$47,077.24          | \$5.76          |                | \$17,436.00  | \$29,647.00    |
| AUG          | \$29,647.00          | \$5.36          |                |              | \$29,652.36    |
| SEP          | \$29,652.36          | \$4.87          |                |              | \$29,657.23    |
| OCT          | \$29,657.23          | \$5.04          |                |              | \$29,662.27    |

|     |             |        |                                  |             |
|-----|-------------|--------|----------------------------------|-------------|
| NOV | \$29,662.27 | \$5.84 | \$12,591.82                      | \$42,259.93 |
| DEC | \$42,259.93 | \$6.95 |                                  | \$42,266.88 |
|     |             |        | ENDING CHECK BOOK Dec. 31, 2016: | \$42,266.88 |

Notes: June Gambling Funds and debit Truck purchase  
debit July \$17,436. Moved gambling funds to new savings account separate from this account!  
Nov. tanker sale to Wells Concrete

| <u>BUDGET ITEM</u>      | <u>2016</u> | <u>ACTUAL<br/>EXPENSES</u> | <u>OVER/UNDER</u> |
|-------------------------|-------------|----------------------------|-------------------|
| MEETINGS/PHYSICAL/Wages | \$55,500    | \$64,952                   | \$9,452           |
| Training                | \$0         | \$16,675                   | \$16,675          |
| WORKERS COMP            | \$30,000    | \$19,347                   | (\$10,653)        |
| RELIEF                  | \$44,150    | \$44,150                   | \$0               |
| INSURANCE               | \$10,000    | \$8,455                    | (\$1,545)         |
| EQUIPMENT REPAIR        | \$20,800    | \$26,345                   | \$5,545           |
| FIRE HALL O/M           | \$3,000     | \$4,205                    | \$1,205           |
| CAP INVEST. FUND        | \$25,750    | \$25,750                   | \$0               |
| SUPPLIES                | \$1,150     | \$340                      | (\$810)           |
| NATURAL GAS             | \$3,600     | \$1,510                    | (\$2,090)         |
| TELEPHONE               | \$2,300     | \$1,915                    | (\$385)           |
| PUBLISHING/DUES/FEE     | \$2,800     | \$3,083                    | \$283             |
| ELECTRIC                | \$2,900     | \$2,271                    | (\$629)           |
| DNR NEW EQUIP.          | \$2,000     | \$0                        | (\$2,000)         |
| LEGAL FEES              | \$200       | \$39                       | (\$161)           |
| TOTAL:                  | \$204,150   | \$219,037                  | \$14,887          |

