

# ANOKA-CHAMPLIN JOINT POWERS FIRE BOARD

Regular Meeting Minutes

April 30, 2014

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## Call to Order – 1

Kara Terry called the Regular Meeting of the Anoka-Champlin Joint Powers Fire Board to order at 9:32 a.m. at the Anoka Council Chambers.

## Roll Call – 2

Upon roll call, the following members were present: Tim Cruikshank and Mark Freeburg, City of Anoka; Bret Heitkamp and Kara Terry, City of Champlin; Dennis Bjorklund, At-Large Member.

Members absent were: none.

Alternates present were: none

Alternates absent were: John Mann and Police Chief Phil Johanson, City of Anoka; Chief Dave Kolb and Deputy Police Chief Ty Schmidt, City of Champlin.

Also present: Fire Chief Charlie Thompson; Cesar Mariscal, Anoka-Champlin firefighter.

## Changes to the Agenda – 3

Upon motion by Mr. Cruikshank, second by Mr. Bjorklund, the Board unanimously approved the Agenda.

## Minutes for Approval – 4

4.1 December 18, 2013, Regular meeting minutes.

Upon motion by Mr. Heitkamp, second by Mr. Bjorklund, the BOARD APPROVED THE DECEMBER 18, 2013 REGULAR MEETING MINUTES.

## Open Forum – 5

None.

## Communications & Information – 6

6.1 Report from Fire Chief.

Chief Thompson went over his report. In January, 2014, the Fire Department took delivery of a 2014 Pierce Arrow XT. This pumper went into service in March of this year and will replace the previous truck that was delivered in 1985. The old truck was sold and the funds will be used to purchase the remainder of new equipment for the new engine. One vital piece of equipment that will be purchased will be a Thermal Imaging Camera.

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In January, interviews were conducted for Assistant Chief and District Chiefs. Results were Jon Holmes remaining as the Asst. Chief, with Todd Schewe, District Chief for the Champlin Station, and Ben Rakotz serving as District Chief for the Anoka Station. In March of 2014, interviews were conducted for Captain and Lieutenant positions for both stations.

- 6.2 Champlin Resolution appointing representatives and alternates to the Anoka-Champlin Fire Board for 2014.

Upon motion by Mr. Heitkamp, second by Mr. Bjorklund, the Board unanimously accepted the resolution.

- 6.3 Anoka Resolution appointing representatives and alternates to the Anoka-Champlin Fire Board for 2014.

Upon motion by Mr. Freeburg, second by Mr. Cruikshank, the Board unanimously accepted the resolution.

### Consent Agenda – 7

- 7.1 Financial Reports through March 2014.  
7.2 Approval of Check Register for Fire Department bills payable Jan-March 2014.  
7.3 Fire Statistics for 1<sup>st</sup> Quarter 2014.  
7.4 Monthly Incident/Inspections Report for December 2013 and 1<sup>st</sup> Quarter 2014.  
7.5 Set next Anoka-Champlin Fire Board Regular Meeting for Wednesday July 9, 2014 at 9:00 a.m. at the Anoka Council Chambers.

Upon motion by Mr. Freeburg, second by Mr. Bjorklund, the BOARD UNANIMOUSLY APPROVED THE ABOVE LISTED CONSENT AGENDA ITEMS.

### Appeals – 8

None.

### Committee Reports – 9

None.

### Unfinished Business – 10

None.

### New Business – 11

- 11.1 Approval of 2014 Non-Union Wage/Benefit Comp. Plan/Paid-On-Call FF Wages  
A memo from June Johnston, Champlin Finance Director, stating that two permanent employees and the paid-on-call firefighters group who are not part of a union bargaining

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and as such their compensation plan needs separate approval by the Anoka-Champlin Fire Board was presented. The wages and benefits paid to the non-union employees closely follow those contained in the contract negotiated with the Minnesota Teamsters Public and Law Enforcement Employees Union Local #320 Fire Unit. Employees will receive a cost of living increase of 1% effective January 1, 2014 and 2% effective July 1, 2014, as well as an insurance package consisting of life insurance, health insurance and long-term insurance coverage.

Upon motion by Mr. Heitkamp, second by Mr. Freeburg, THE BOARD UNANIMOUSLY APPROVED THE NON-UNION WAGE/BENEFIT COMP. PLAN/PAID-ON-CALL FIREFIGHTER WAGE INCREASE FOR 2014.

### 11.2 Adoption of Policies of Anoka-Champlin Joint Powers Fire Board.

The Policies of the Anoka-Champlin Joint Powers Fire Board have been revised by the attorney and a final presentation was made.

After further discussion, upon motion by Mr. Heitkamp, second by Mr. Bjorklund, THE BOARD UNANIMOUSLY APPROVED THE POLICIES OF THE ANOKA-CHAMPLIN JOINT POWERS FIRE BOARD.

### 11.3 Adoption of Anoka-Champlin Joint Powers Fire Board Personnel Policy Manual.

This personnel policy manual was revised and put together with the attorney's approval. This manual was also reviewed and recommended by the Operating Committee. Mr. Heitkamp stated that this was done over the course of the last year, making the Fire Board its own separate entity.

Upon motion by Mr. Heitkamp, second by Mr. Freeburg, THE BOARD UNANIMOUSLY APPROVED THE ADOPTION OF THE ANOKA-CHAMPLIN JOINT POWERS FIRE BOARD PERSONNEL POLICY MANUAL.

### 11.4 Approval of Anoka-Champlin Fire Department SOP's and SOG's.

The updated standard operating procedures and operational guidelines have been reviewed by the Fire Chief and staff. The Fire Chief is recommending that the updated policies and guidelines be adopted by the Joint Powers Fire Board.

Upon motion by Mr. Bjorklund, second by Mr. Heitkamp, THE BOARD UNANIMOUSLY APPROVED THE ANOKA-CHAMPLIN FIRE DEPARTMENT SOP'S AND SOG'S.

### 11.5 Approval of Anoka-Champlin Employee Compensation Guidelines.

The purpose of the compensation guidelines is to provide the Board with the necessary parameters to determine the compensation levels associated with the various employee classifications since the Fire Board is a separate entity. While the guidelines do state that employees will be compensated at a level consistent with the average maximum for comparable positions in their market, it is extremely important to note that the guidelines do

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not obligate the Board to make sure that employees are (100%) in compliance on an annual basis. The guidelines state that if an employee classification is compensated at a level higher or lower than the market average, the Fire Board may consider a compensation adjustment as part of the annual operating budget. This allows the Fire Board to budget better each year. Mr. Cruikshank stated that this is a tricky position for Anoka. Anoka is not obligated to that guideline; they don't have a policy in place for this. What does it do with non-union employees? Anoka doesn't always look at other markets when determining wage levels. Because of these factors, Mr. Cruikshank cannot vote yes for this proposal. Mr. Freeburg also feels the same. They feel they lose their ability to negotiate with employees.

After further discussion, motion by Mr. Heitkamp, and second by Mr. Bjorklund, the BOARD APPROVED THE EMPLOYEE COMPENSATION GUIDELINES AS PRESENTED IN A VOTE OF 3-2. MR. CRUIKSHANK AND MR. FREEBURG VOTED NO TO THIS PROPOSAL.

## 11.6 Approval of Memorandum of Understanding RE; Long Term Disability and Health Insurance.

This is strictly a housekeeping item. Two benefits outlined in the current Labor Agreement conflict with the current benefits being offered through the City of Champlin's plans. These being long term disability qualifying period change from 181 to 90 days, and the fact that Champlin does not offer a Single Plus One insurance coverage so employee with have to option for single or family health coverage.

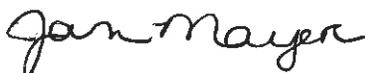
## 11.7 Consideration of Purchase of Air Compressor.

During the 2014 budget process, the Fire Department recommended the budget include the replacement of a current 1997 Bauer Air Compressor housed at Station I. This was approved and the Fire Department received quotes from four vendors. Based on the low and responsible compliant bid, the fire department recommends the Board approve for purchase the Mako 10Hp compressor for \$39,470.86. The money will be put into the Capital Plan. Upon Motion by Mr. Bjorklund, second by Mr. Freeburg, the BOARD UNANIMOUSLY APPROVED THE PURCHASE OF THE AIR COMPRESSOR.

## Adjournment – 12

Upon motion by Mr. Freeburg, second by Mr. Bjorklund, the Regular Joint Powers Fire Board meeting was adjourned at 10:06 a.m.

Respectfully Submitted,



Jan Mayer, Designated Secretary