



**MOUNTAIN IRON
CITY COUNCIL
MEETING**

TUESDAY, FEBRUARY 19, 2019

6:30 P.M.

**MOUNTAIN IRON COMMUNITY CENTER
MOUNTAIN IRON ROOM**

**MOUNTAIN IRON CITY COUNCIL MEETING
COMMUNITY CENTER
MOUNTAIN IRON ROOM
TUESDAY, FEBRUARY 19, 2019 - 6:30 P.M.
A G E N D A**

- I. Roll Call
 - II. Consent Agenda
 - A. Minutes of the February 4, 2019, Regular Meeting (#1-5)
 - B. Receipts
 - C. Bills and Payroll
 - D. Communications
 - III. Public Forum
 - IV. Committee and Staff Reports
 - A. Mayor's Report
 - B. City Administrator's Report
 - C. Director of Public Works Report
 - 1. Mower Purchase (#6-7)
 - D. Library Director/Special Events Coordinator's Report (#8)
 - E. Sheriff's Department Report
 - F. City Engineer's Report
 - G. Public Health and Safety Board
 - 1. PERA Pension Adjustment (#9-15)
 - 2. Fire Truck Lease (#16-18)
 - 3. Standard Operating Procedures (#19-84)
 - H. Liaison Reports
 - V. Unfinished Business
 - VI. New Business
 - A. Resolution Number 01-19 Bank Authorization (#85-86)
 - B. Meeting with Fire Department (#87)
 - VII. Communications
 - VIII. Announcements
 - A. Meeting with Merritt Days Committee – February 28th 6:30PM
 - IX. Adjourn
- # Page Number in Packet

MINUTES
MOUNTAIN IRON CITY COUNCIL
February 4, 2019

Mayor Skalko called the City Council meeting to order at 6:31p.m. with the following members present: Councilor Joe Prebeg Jr., Alan Stanaway, Steve Skogman, Julie Buria, and Mayor Gary Skalko. Also present were: Craig J. Wainio, City Administrator; Tim Satrang, Director of Public Works; Amanda Inmon, Municipal Services Secretary; Rod Flannigan, City Engineer; Bryan Lindsay, City Attorney and SGT John Backman, Sheriff's Department.

It was moved by Skalko and seconded by Skogman that the consent agenda be approved as follows:

1. Add the following items to the agenda:
VII. Mother/Son Dance (Mesabi Family YMCA) Donation
2. Approve the minutes of the January 22, 2019 regular meeting as submitted.
3. That the communications be accepted and placed on file and those requiring further action by the City Council be acted upon during their proper sequence on the agenda.
4. To acknowledge the receipts for the period January 16-31, totaling \$468,563.48 (a list is attached and made a part of these minutes).
5. To authorize the payments of the bills and payroll for the period January 16-31, totaling \$144,744.31 (a list is attached and made a part of these minutes).

The motion carried unanimously.

Public Forum:

- No one spoke during the forum

The Mayor reported on the following:

- Huge blessing and miracle that Jayme Closs from Northern Wisconsin was found safe and alive
- Thank you Angie Riebe for the article in the paper about the City of Mountain Iron
- Condolences to the family and friends of Bonnie Nelson
- Condolences to the family and friends of Caroline Barone-Kujala

It was moved by Skalko and seconded by Skogman to cap/redirect a portion of the \$20,000 monies given for Merritt Days at \$7,000 in regards to music & entertainment, \$3,000 on live music and \$4,000 on a concert audio stage. The motion carried on roll call vote (No: Prebeg; Skogman, Buria Yes: Skalko, Stanaway)

Discussion ensued regarding Merritt Days monies and activities;

- Councilor Prebeg stated there should be a meeting between the Merritt Days Committee and the City Council or at least a representative in regards to the monies that have been spent in the previous years. Would like to get more information and be better educated before a decision is made, in regards to how much money is spent on entertainment, as well as where the money goes from the Raffle and t-shirt sales, what is it used for?

- Mayor Skalko stated that changes should be made, not in regards to how much Merritt Days is receiving, but discussing where the money that Merritt Days Committee receives goes, should not be spending as much as entertainment, should be more family orientated, is not a Music Festival.
- Councilor Skogman stated that Merritt Days Committee is a private committee, and the City has no control over where the money that is received is spent, the Council should appoint the committee, even if it is the same individuals currently on the committee, should have minutes and notices for the meetings, and they should be public. Changes need to be made, there should be more transparency between the Merritt Days Committee and the City of Mountain Iron in regards to money spent not only the City's portion but the Committee's portion of money. Would like to see more family-oriented and kid-friendly events during Merritt Days, should not just be focused on music and entertainment. What has Merritt Days given back to the Community, have they bought playground equipment, uniforms, baseballs for the summer kids programs?
- Councilor Buria stated that Merritt Days is a community celebration for business and families, should be family friendly event

It was moved by Prebeg and seconded by Stanaway to set up a meeting with the Merritt Days Committee, prior to the March City Council meeting, 6:30pm on Thursday, February 28th at Mountain Iron City Hall. The motion carried unanimously.

City Administrator:

- West II Rivers Campground reservations opening March 1st online and at City Hall
- Green Steps –review ordinances and policies, to help encourage Solar development within the City of Mountain Iron

Director of Public Works:

- No formal report
- Water-line break on Garden Drive North, discovered on a Sunday, but repaired on Monday due to negative weather
- Currently the frost depth is at 5ft, still currently being monitored, no trickle order in effect for the City
 - Residents decision if they want to trickle/run their water, will not receive credit from City
 - Residents should take precautions if they are prone to water issues, or have outside pipes

Sheriff's Department:

- No formal report

City Attorney:

- No formal report

City Engineer:

- No formal report

It was moved by Prebeg and seconded by Stanaway to approve the recommendation of the Personnel Committee and hire Mr. Arin Marks, to the Mountain Iron Fire Department as a firefighter, contingent on physical and background check. The motion carried.

It was moved by Stanaway and seconded by Skogman to authorize City Staff to internally post for the positions of Assistant Fire Chief, Captain-Training Officer and Assistant EMS Director. The motion carried.

It was moved by Prebeg and seconded by Buria to reschedule the February 18, 2019 meeting due to the President's Day Holiday to Tuesday, February 19th at 6:30pm at the Mountain Iron City Hall. The motion carried.

It was moved by Prebeg and seconded by Skogman to authorize Sundberg Enterprises, LLC DBA: The Sawmill Saloon and Restaurant to serve food and alcohol at the YMCA Annual Dinner & Fundraiser scheduled for April 4th at the Mountain Iron Community Center. The motion carried.

The council reviewed the list of communications.

It was moved by Skogman and seconded by Buria to donate \$200 to the Mesabi Family YMCA Mother/Son Dance, which was held on January 12, 2019 at the Mountain Iron Community Center, monies to come from the Charitable Gambling Fund. The motion carried unanimously on roll call vote.

At 7:13p.m., it was moved by Skalko and seconded by Skogman that the meeting be adjourned. The motion carried.

Submitted by:



Amanda Inmon
Municipal Services Secretary
www.mtniron.com

COMMUNICATIONS

1. Thank you from the Mountain Iron Senior Citizens Club for the generous donation to their Annual Christmas Party.

Distribution Summary

Category	Distribution	Amount
BUILDING RENTALS	BUILDING RENTAL DEPOSITS	1,600.00
BUILDING RENTALS	COMMUNITY CENTER	975.00
CD INTEREST	CD INTEREST 101	3,013.56
CD INTEREST	CD INTEREST 378	1,333.87
CD INTEREST	CD INTEREST 602	98.81
CD INTEREST	CD INTEREST 603	296.42
CD INTEREST	CD INTEREST601	197.61
COPIES	COPIES	13.25
INTERGOVERNMENTAL REVENUE	GRANTS RECEIVABLE	245,597.00
LICENSES	ANIMAL	5.00
METER DEPOSITS	ELECTRIC	500.00
MISCELLANEOUS	BLUE CROSS/BLUE SHIELD PAYABLE	3,011.41
MISCELLANEOUS	CABLE TV FRANCHISE FEE	6,011.33
MISCELLANEOUS	CHARITABLE GAMBLING PROCEEDS	155.37
MISCELLANEOUS	COCA-COLA RECEIPTS-CITY HALL	30.65
MISCELLANEOUS	DELTA DENTAL PAYABLE	320.55
MISCELLANEOUS	DUE FROM TRI-CITY BIO-FUND 101	7,115.03
MISCELLANEOUS	FAX CHARGES	.50
MISCELLANEOUS	MISC. - GENERAL	6,280.06
MISCELLANEOUS	USABLE LIFE INS. PAYABLE	106.28
UTILITY	UTILITY	191,901.78
Grand Totals:		468,563.48

Report Criteria:

Report type: Summary

Check Type = (<>) "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
02/19	02/08/2019	152806	10075	AMERIPRIDE SERVICES	101-20200	64.76
02/19	02/08/2019	152807	30055	BTAC ACQUISITION CORP.	101-20200	142.58
02/19	02/08/2019	152808	30017	CARQUEST (MOUNTAIN IRON)	101-20200	2,140.40
02/19	02/08/2019	152809	220003	CITY OF VIRGINIA	101-20200	68.23
02/19	02/08/2019	152810	30026	COMO LUBE & SUPPLIES INC	602-20200	125.00
02/19	02/08/2019	152811	30072	COMPUTER WORLD	101-20200	2,755.12
02/19	02/08/2019	152812	126	FIRST CHILDREN'S FINANCE	101-20200	200.00
02/19	02/08/2019	152813	70016	GOPHER STATE ONE CALL INC	604-20200	4.05
02/19	02/08/2019	152814	70004	GRANDE ACE HARDWARE	101-20200	84.98
02/19	02/08/2019	152815	70029	GUARDIAN PEST CONTROL INC	101-20200	88.60
02/19	02/08/2019	152816	80022	HAWKINS INC	601-20200	469.58
02/19	02/08/2019	152817	80037	HOMETOWN MEDIA PARTNERS	602-20200	210.00
02/19	02/08/2019	152818	30071	JOSEPH PUGLEASA	101-20200	408.96
02/19	02/08/2019	152819	130030	MACQUEEN EQUIPMENT	603-20200	716.52
02/19	02/08/2019	152820	529	MCFOA REGION II	101-20200	30.00
02/19	02/08/2019	152821	130004	MESABI DAILY NEWS	101-20200	149.20
02/19	02/08/2019	152822	137	MESABI FAMILY YMCA	230-20200	200.00
02/19	02/08/2019	152823	130009	MINNESOTA POWER (ALLETE INC)	101-20200	1,506.80
02/19	02/08/2019	152824	130172	MINNESOTA SAFETY COUNCIL	604-20200	1,955.15
02/19	02/08/2019	152825	130119	MN DNR ECOLOGICAL & WATER RESOURCES	601-20200	340.44
02/19	02/08/2019	152826	140058	NEWSTRIPE INC	101-20200	111.38
02/19	02/08/2019	152827	896	NHS NORTHSTAR	101-20200	200.00
02/19	02/08/2019	152828	140048	NORTH COUNTRY HEATING	601-20200	115.00
02/19	02/08/2019	152829	140004	NORTHERN ENGINE & SUPPLY INC	603-20200	172.84
02/19	02/08/2019	152830	150022	OTIS-MAGIE INS. AGENCY INC	101-20200	408.00
02/19	02/08/2019	152831	160066	PACE ANALYTICAL SERVICES	602-20200	453.00
02/19	02/08/2019	152832	697	PACIFICO ALBERT LOGRONO	101-20200	100.00
02/19	02/08/2019	152833	160038	PITNEY BOWES GLOBAL FINANCIAL	602-20200	272.40
02/19	02/08/2019	152834	9020	RILEY LESSARD	101-20200	800.00
02/19	02/08/2019	152835	512	SALVATION ARMY	101-20200	325.00
02/19	02/08/2019	152836	190045	SERVICE SOLUTIONS	101-20200	23.00
02/19	02/08/2019	152837	190004	SKUBIC BROS INC	604-20200	185.07
02/19	02/08/2019	152838	190016	ST LOUIS COUNTY AUDITOR	102-20200	1,644.65
02/19	02/08/2019	152839	190039	ST LOUIS COUNTY RECORDERS OFFICE	101-20200	46.00
02/19	02/08/2019	152840	210001	UNITED ELECTRIC COMPANY	101-20200	2,263.12
02/19	02/08/2019	152841	220028	VAN IWAARDEN ASSOCIATES	101-20200	5,500.00
02/19	02/08/2019	152842	220025	VERIZON WIRELESS	602-20200	17.52
02/19	02/08/2019	152843	220014	VIKING INDUSTRIAL NORTH	602-20200	305.33
02/19	02/08/2019	152844	240001	XEROX CORPORATION	101-20200	651.05
02/19	02/08/2019	152845	260001	ZIEGLER INC	101-20200	280.06

Grand Totals:

25,533.79

PP-Ending 01/25

119,210.52

TOTAL EXPENDITURES

\$144,744.31

COUNCIL LETTER 021919-IVC1

PARKS AND RECREATION

MOWER

DATE: February 14, 2019

FROM: Tim Satrang
Director of Public Works

Craig J. Wainio
City Administrator

Staff is seeking authorization to purchase a new John Deere 1550 mower for the Parks and Recreation Department to replace a 2002 John Deere 1435 mower. After trade-in the state bid price for the new mower would be \$18,615.

QUOTATION

HONDA
YAMAHA

FIVE SEASONS SPORTS

Box 360 Hwy. 53
EVELETH, MN 55734
(218) 744-5871

www.fiveseasonssports.com

JOHN DEERE

POLARIS

DATE 1-17-19

NAME

City of Mt. Iron

ADDRESS

PHONE NO

LEN-750-7206

SALESMAN

NEW OR USED VEHICLE

JOHN DEERE 1550
Terracent

2.0L Diesel

62" Rear Discharge

60" Broom Power Angle

\$

14,400.00

3300.00

4915.00

22,615.00

Trade-in

1435 JOHN DEERE

4000.00

18,615.00

EXTENDED SERVICE CONTRACT

NOTICE: USED VEHICLE ALLOWANCE
SUBJECT TO REAPPRAISAL
AT TIME OF SALE

SUBTOTAL

\$

TAX

LICENSE FEES

BALANCE DUE ON DELIVERY

\$

THIS QUOTE GOOD UNTIL
IF NO DATE APPEARS THEN 30 DAYS
FROM DATE OF QUOTATION

ADDITIONAL
COMMENTS

Mountain Iron Public Library

Monthly Report

January 2019

Circulation:

Items checked out: 2676 Items checked in: 2442

Total Circulation of materials in January: **5,118 items**

Attendance:

Adults: 998 Youth: 238 **Total patrons in January: 1,236**

Closed 1/21/ 19 MLK Jr. Day, Frozen Tundra! 1/29, 1/30, & 1/31

Events and Activities at the library in January:

January 2: Winter Reading Program began

January 8: Book to Movie: The Girl on the Train

January 15: ALS Training – Anna

January 16: MDE Annual Library Report Training – Anna

January 16: Library Board Meeting – Anna

January 22: Family Reading Program

January 24: Employee Training (Va) – Anna

January 29: Family Reading Program (COLD!)

January 30: ALS Training CANCELLED due to COLD! – Anna

COUNCIL LETTER 021919-IVG1

PUBIC HEALTH AND SAFETY

PERA FIREFIGHTER PENSION

DATE: February 14, 2019

FROM: Public Health and Safety Board

Gerry Knapper
Fire Chief

Craig J. Wainio
City Administrator

The Public Health and Safety Board based upon the enclosed information, is recommending that the City Council authorize an increase in the fire fighters pension from \$2000 to \$2500.

Public Employees Retirement Association of Minnesota
60 Empire Drive, Suite 200
St. Paul, MN 55103-2088
Phone: 651-296-7460 or 1-800-652-9026
Website: www.mnpera.org



December 5, 2018

PERA ID 6446-00

Craig Wainio
City of Mountain Iron
8586 Enterprise Dr S
Mountain Iron, MN 55768

We received your request for a cost analysis to estimate the cost of increasing the benefit level in the statewide volunteer firefighter retirement plan administered by PERA. Based on current information, we have developed this spreadsheet and a cost analysis for the benefit levels you requested. The results are shown below.

A. Benefit Level (per year of service):	\$ 2,200	\$ 2,300	\$ 2,400	\$ 2,500
B. Projected Present Assets 12/31/2018 [Attached]	369,721	369,721	369,721	369,721
C. Accrued Liability 12/31/2018 [Attached]	268,802	277,866	286,978	296,041
D. Surplus/ (Deficit) [B-C]	100,919	91,855	82,744	73,681
E. Funding Ratio at 12/31/2018 [B/C]	138%	133%	129%	125%
F. Accrued Liability 12/31/2019 [Attached]	302,838	313,444	324,111	334,715
G. Financial Requirement: Increase in Liability [F - C]	34,036	35,577	37,133	38,674
H. Financial Requirement: PERA Fees [\$30/member]	750	750	750	750
I. Financial Requirement: 1/10th of Deficit/(Surplus, if 3rd yr) [D/10]	(10,092)	(9,185)	(8,274)	(7,368)
J. Financial Requirement: Total [G+H+I]	24,694	27,142	29,609	32,056
K. Reductions to Financial Requirement:				
Projected Fire State Aid [2018 Amount @1.035]	15,981	15,981	15,981	15,981
Investment Earnings [6% on Present Assets]	22,183	22,183	22,183	22,183
L. Estimated Required Contribution [J-K]	None	None	None	None

Please note that these are estimates only. Should you choose to increase your benefit level in the statewide plan on January 1, 2019, in accordance with Minnesota Statutes Section 353G.11 Subdivision 2 we will recalculate the required contribution for December 31, 2019, and provide that information to the sponsoring entity soon after we receive the authorization for the benefit increase. The figures shown above on Line L are estimates of required contributions that would be due on December 31, 2019 and beyond at the given benefit levels.

The estimate calculations were based on member information that was available at the time of preparing the analysis. Please review the membership data and make any corrections to that data. If you return that to me, I will prepare an updated cost estimate for you to review.

If you have any questions, please do not hesitate to contact me by phone (651-201-2666) or by email at sharyn.north@mnpera.org.

Sincerely,

Sharyn North

Sharyn North
Principal Accounting Officer, PERA

cc: Fire Chief

PERA Volunteer Firefighter Retirement Plan Cost Analysis--Estimates Only

Name of Entity: City of Mountain Iron
 Calculation Date: 12/05/2018
 Benefit Increase Date: 01/01/2019

Input:
 2018 Fire State Aid: 12,555
 2018 Supplemental State Aid: 2,987
 10/31/2018 Plan Assets: 366,061
 Current YTD Paid Benefits: See Below
 Member Data: 25
 Number of Firefighters: \$2,200
 Benefit Level:

Name	Status (Active or Deferred)	Estimated Birthdate (mm/dd/yyyy)	Fire Dept. Entry Date (mm/dd/yyyy)	Separation Date (If Deferred)	Ben Level at Separation (If Deferred)	Leaves of Absence (months)	Through Years of Service	12/31/2018		Increase		12/31/2019		Normal Cost (Change in Liability)
								Accrued Liability	Years of Service	Through Years of Service	12/31/2018	12/31/2019	Accrued Liability	
ALTOBELLI, KEITH	Active		06/23/2008				11	\$ 12,980	12		\$ 14,526	\$ 302,838	\$ 1,646	
AUTIO, TOM	Active		08/14/2017				1	\$ 1,197	2		\$ 2,466	\$ 1,269	\$ 1,269	
BLAZEWICZ, JUSTIN	Active		11/24/2014				4	\$ 5,236	5		\$ 6,748	\$ 1,511	\$ 1,511	
CIELOCHA, JEFFREY J	Active		06/13/2016				3	\$ 3,811	4		\$ 5,236	\$ 1,426	\$ 1,426	
CLAVITER, TOM	Active		01/16/2012				7	\$ 10,047	8		\$ 11,847	\$ 1,800	\$ 1,800	
FELTON, DAVID J	Active		12/08/2008				10	\$ 15,777	11		\$ 17,921	\$ 2,144	\$ 2,144	
HIPPLE, JAMES A	Active		08/14/2017				1	\$ 1,197	2		\$ 2,466	\$ 1,269	\$ 1,269	
KITNER, CASEY	Active		12/01/2017				1	\$ 805	2		\$ 1,658	\$ 853	\$ 853	
KNAPPER, GERRY	Active		07/01/2003				15	\$ 22,531	16		\$ 24,851	\$ 2,320	\$ 2,320	
KOCHAR, JUSTIN	Active		10/23/2000				18	\$ 29,917	19		\$ 32,680	\$ 2,763	\$ 2,763	
MADDEN, MARK	Active		08/14/2017				1	\$ 1,197	2		\$ 2,466	\$ 1,269	\$ 1,269	
NYMAN, JULIE	Active		06/10/2013				5	\$ 6,748	6		\$ 8,349	\$ 1,602	\$ 1,602	
PONTINEN, RYAN	Active		06/22/1998				21	\$ 40,113	22		\$ 43,522	\$ 3,410	\$ 3,410	
PUGLEASA, JOE	Active		01/20/2014				4	\$ 5,236	5		\$ 6,748	\$ 1,511	\$ 1,511	
RONCHETTI, DAN	Active		12/08/2008				10	\$ 15,777	11		\$ 17,921	\$ 2,144	\$ 2,144	
ROWE, DEVEN	Active		11/24/2014				4	\$ 3,657	5		\$ 4,713	\$ 1,055	\$ 1,055	
SHAUN, DANLEY	Active		01/16/2012				7	\$ 10,047	8		\$ 11,847	\$ 1,800	\$ 1,800	
SURLA, DAVID	Active		07/11/2016				2	\$ 2,466	3		\$ 3,811	\$ 1,345	\$ 1,345	
TOMICZYK, KYLE	Active		08/14/2017				1	\$ 1,038	2		\$ 2,138	\$ 1,100	\$ 1,100	
ZUPANCICH, DAN	Active		01/16/2012				7	\$ 10,047	8		\$ 11,847	\$ 1,800	\$ 1,800	
BURIA, JOSEPH M	Deferred		05/24/1993	06/30/2013	1800		20	\$ 36,000	20		\$ 36,000	\$ -	\$ -	
COPELAND, BILL	Deferred		08/22/2005	09/14/2014	1800		6	\$ 4,752	6		\$ 4,752	\$ -	\$ -	
MATTSON, MATT	Deferred		05/22/2006	02/27/2015	1800		6	\$ 4,752	6		\$ 4,752	\$ -	\$ -	
MUCK, BRANDON	Deferred		09/26/2005	12/14/2016	1800		11	\$ 12,672	11		\$ 12,672	\$ -	\$ -	
WALDRON, JEREMY	Deferred		09/22/2005	09/30/2015	1800		10	\$ 10,800	10		\$ 10,800	\$ -	\$ -	
								\$ 268,802			\$ 302,838	\$ 34,036	\$ 34,036	

PERA Volunteer Firefighter Retirement Plan Cost Analysis--Estimates Only

Name of Entity: City of Mountain Iron
 Calculation Date: 12/05/2018
 Benefit Increase Date: 01/01/2019

Benefit Level:		\$2,300													
										12/31/2018		Increase		12/31/2019	
										\$ 277,866		\$ 35,577		\$ 313,444	
Name	Status (Active or Deferred)	Estimated Birthdate (mm/dd/yyyy)	Fire Dept. Entry Date (mm/dd/yyyy)	Separation Date (If Deferred)	Ben Level at Separation (If Deferred)	Leaves of Absence (months)	Through Years of Service	Accrued Liability	Through Years of Service	Accrued Liability	Normal Cost (Change in Liability)				
ALTOBELLI, KEITH	Active		06/23/2008				11	\$ 13,564	12	\$ 15,284	\$ 1,720				
AUTIO, TOM	Active		08/14/2017				1	\$ 1,251	2	\$ 2,577	\$ 1,326				
BLAZEWICZ, JUSTIN	Active		11/24/2014				4	\$ 5,473	5	\$ 7,052	\$ 1,579				
CIELOCHA, JEFFREY J	Active		06/13/2016				3	\$ 3,983	4	\$ 5,473	\$ 1,490				
CLAVITER, TOM	Active		01/16/2012				7	\$ 10,501	8	\$ 12,382	\$ 1,881				
FELTON, DAVID J	Active		12/08/2008				10	\$ 16,489	11	\$ 18,730	\$ 2,240				
HIPPLE, JAMES A	Active		08/14/2017				1	\$ 1,251	2	\$ 2,577	\$ 1,326				
KITNER, CASEY	Active		12/01/2017				1	\$ 842	2	\$ 1,735	\$ 893				
KNAPPER, GERRY	Active		07/01/2003				15	\$ 23,555	16	\$ 25,981	\$ 2,425				
KOCHAR, JUSTIN	Active		10/23/2000				18	\$ 31,277	19	\$ 34,165	\$ 2,889				
MADDEN, MARK	Active		08/14/2017				1	\$ 1,251	2	\$ 2,577	\$ 1,326				
NYMAN, JULIE	Active		06/10/2013				5	\$ 7,052	6	\$ 8,726	\$ 1,674				
PONTINEN, RYAN	Active		06/22/1998				21	\$ 41,952	22	\$ 45,519	\$ 3,566				
PUGLEASA, JOE	Active		01/20/2014				4	\$ 5,473	5	\$ 7,052	\$ 1,579				
RONCHETTI, DAN	Active		12/08/2008				10	\$ 16,489	11	\$ 18,730	\$ 2,240				
ROWE, DEVEN	Active		11/24/2014				4	\$ 3,823	5	\$ 4,927	\$ 1,103				
SHAUN, DANLEY	Active		01/16/2012				7	\$ 10,501	8	\$ 12,382	\$ 1,881				
SURLA, DAVID	Active		07/11/2016				2	\$ 2,577	3	\$ 3,983	\$ 1,406				
TOMCZYK, KYLE	Active		08/14/2017				1	\$ 1,086	2	\$ 2,237	\$ 1,151				
ZUPANCICH, DAN	Active		01/16/2012				7	\$ 10,501	8	\$ 12,382	\$ 1,881				
BURIA, JOSEPH M	Deferred		05/24/1993	06/30/2013	\$ 1,800.00		20	\$ 36,000	20	\$ 36,000	\$ -				
COPELAND, BILL	Deferred		08/22/2005	09/14/2014	\$ 1,800.00		6	\$ 4,752	6	\$ 4,752	\$ -				
MATTSON, MATT	Deferred		05/22/2006	02/27/2015	\$ 1,800.00		6	\$ 4,752	6	\$ 4,752	\$ -				
MUCK, BRANDON	Deferred		09/26/2005	12/14/2016	\$ 1,800.00		11	\$ 12,672	11	\$ 12,672	\$ -				
WALDRON, JEREMY	Deferred		09/22/2005	09/30/2015	\$ 1,800.00		10	\$ 10,800	10	\$ 10,800	\$ -				
								\$ 277,866		\$ 313,444	\$ 35,577				

PERA Volunteer Firefighter Retirement Plan Cost Analysis--Estimates Only

Name of Entity: City of Mountain Iron
 Calculation Date: 12/05/2018
 Benefit Increase Date: 01/01/2019

Benefit Level:		\$2,400												12/31/2018		Increase		12/31/2019	
														\$ 286,978		\$ 37,133		\$ 324,111	
Name	Status (Active or Deferred)	Estimated Birthdate (mm/dd/yyyy)	Fire Dept. Entry Date (mm/dd/yyyy)	Separation Date (If Deferred)	Ben Level at Separation (If Deferred)	Leaves of Absence (months)	Through Years of Service	Accrued Liability	Through Years of Service	Accrued Liability	Normal Cost (Change in Liability)								
ALTOBELLI, KEITH	Active		06/23/2008				11	\$ 14,163	12	\$ 15,959	\$ 1,796								
AUTIO, TOM	Active		08/14/2017				1	\$ 1,306	2	\$ 2,690	\$ 1,384								
BLAZEWICZ, JUSTIN	Active		11/24/2014				4	\$ 5,713	5	\$ 7,362	\$ 1,649								
CIELOCHA, JEFFREY J	Active		06/13/2016				3	\$ 4,158	4	\$ 5,713	\$ 1,555								
CLAVITER, TOM	Active		01/16/2012				7	\$ 10,962	8	\$ 12,926	\$ 1,964								
FELTON, DAVID J	Active		12/08/2008				10	\$ 17,214	11	\$ 19,553	\$ 2,339								
HIPPLE, JAMES A	Active		08/14/2017				1	\$ 1,306	2	\$ 2,690	\$ 1,384								
KITNER, CASEY	Active		12/01/2017				1	\$ 878	2	\$ 1,809	\$ 931								
KNAPPER, GERRY	Active		07/01/2003				15	\$ 24,579	16	\$ 27,110	\$ 2,531								
KOCHAR, JUSTIN	Active		10/23/2000				18	\$ 32,636	19	\$ 35,651	\$ 3,014								
MADDEN, MARK	Active		08/14/2017				1	\$ 1,306	2	\$ 2,690	\$ 1,384								
NYMAN, JULIE	Active		06/10/2013				5	\$ 7,362	6	\$ 9,110	\$ 1,748								
PONTINEN, RYAN	Active		06/22/1998				21	\$ 43,752	22	\$ 47,471	\$ 3,719								
PUGLEASA, JOE	Active		01/20/2014				4	\$ 5,713	5	\$ 7,362	\$ 1,649								
RONCHETTI, DAN	Active		12/08/2008				10	\$ 17,214	11	\$ 19,553	\$ 2,339								
ROWE, DEVEN	Active		11/24/2014				4	\$ 3,990	5	\$ 5,141	\$ 1,151								
SHAUN, DANLEY	Active		01/16/2012				7	\$ 10,962	8	\$ 12,926	\$ 1,964								
SURLA, DAVID	Active		07/11/2016				2	\$ 2,690	3	\$ 4,158	\$ 1,467								
TOMCZYK, KYLE	Active		08/14/2017				1	\$ 1,133	2	\$ 2,334	\$ 1,201								
ZUPANCICH, DAN	Active		01/16/2012				7	\$ 10,962	8	\$ 12,926	\$ 1,964								
BURIA, JOSEPH M	Deferred		05/24/1993	06/30/2013	\$ 1,800.00		20	\$ 36,000	20	\$ 36,000	\$ -								
COPELAND, BILL	Deferred		08/22/2005	09/14/2014	\$ 1,800.00		6	\$ 4,752	6	\$ 4,752	\$ -								
MATTSON, MATT	Deferred		05/22/2006	02/27/2015	\$ 1,800.00		6	\$ 4,752	6	\$ 4,752	\$ -								
MUCK, BRANDON	Deferred		09/26/2005	12/14/2016	\$ 1,800.00		11	\$ 12,672	11	\$ 12,672	\$ -								
WALDRON, JEREMY	Deferred		09/22/2005	09/30/2015	\$ 1,800.00		10	\$ 10,800	10	\$ 10,800	\$ -								
									\$ 286,978		\$ 324,111		\$ 37,133						

PERA Volunteer Firefighter Retirement Plan Cost Analysis--Estimates Only

Name of Entity: City of Mountain Iron
 Calculation Date: 12/05/2018
 Benefit Increase Date: 01/01/2019

Benefit Level: \$2,500				12/31/2018		Increase		12/31/2019			
				\$ 296,041		\$ 38,674		\$ 334,715			
Name	Status (Active or Deferred)	Estimated Birthdate (mm/dd/yyyy)	Fire Dept. Entry Date (mm/dd/yyyy)	Separation Date (If Deferred)	Ben Level at Separation (If Deferred)	Leaves of Absence (months)	Through Years of Service	Accrued Liability	Through Years of Service	Accrued Liability	Normal Cost (Change in Liability)
ALTOBELLI, KEITH	Active		06/23/2008				11	\$ 14,747	12	\$ 16,617	\$ 1,870
AUTIO, TOM	Active		08/14/2017				1	\$ 1,360	2	\$ 2,802	\$ 1,442
BLAZEWICZ, JUSTIN	Active		11/24/2014				4	\$ 5,949	5	\$ 7,666	\$ 1,717
CIELOCHA, JEFFREY J	Active		06/13/2016				3	\$ 4,330	4	\$ 5,949	\$ 1,620
CLAVITER, TOM	Active		01/16/2012				7	\$ 11,416	8	\$ 13,461	\$ 2,045
FELTON, DAVID J	Active		12/08/2008				10	\$ 17,926	11	\$ 20,361	\$ 2,436
HIPPLE, JAMES A	Active		08/14/2017				1	\$ 1,360	2	\$ 2,802	\$ 1,442
KITNER, CASEY	Active		12/01/2017				1	\$ 915	2	\$ 1,885	\$ 970
KNAPPER, GERRY	Active		07/01/2003				15	\$ 25,604	16	\$ 28,240	\$ 2,636
KOCHAR, JUSTIN	Active		10/23/2000				18	\$ 33,996	19	\$ 37,136	\$ 3,140
MADDEN, MARK	Active		08/14/2017				1	\$ 1,360	2	\$ 2,802	\$ 1,442
NYMAN, JULIE	Active		06/10/2013				5	\$ 7,666	6	\$ 9,486	\$ 1,820
PONTINEN, RYAN	Active		06/22/1998				21	\$ 45,592	22	\$ 49,467	\$ 3,876
PUGLEASA, JOE	Active		01/20/2014				4	\$ 5,949	5	\$ 7,666	\$ 1,717
RONCHETTI, DAN	Active		12/08/2008				10	\$ 17,926	11	\$ 20,361	\$ 2,436
ROWE, DEVEN	Active		11/24/2014				4	\$ 4,156	5	\$ 5,355	\$ 1,199
SHAUN, DANLEY	Active		01/16/2012				7	\$ 11,416	8	\$ 13,461	\$ 2,045
SURLA, DAVID	Active		07/11/2016				2	\$ 2,802	3	\$ 4,330	\$ 1,528
TOMCZYK, KYLE	Active		08/14/2017				1	\$ 1,180	2	\$ 2,431	\$ 1,251
ZUPANCICH, DAN	Active		01/16/2012				7	\$ 11,416	8	\$ 13,461	\$ 2,045
BURIA, JOSEPH M	Deferred		05/24/1993	06/30/2013	\$ 1,800.00		20	\$ 36,000	20	\$ 36,000	\$ -
COPELAND, BILL	Deferred		08/22/2005	09/14/2014	\$ 1,800.00		6	\$ 4,752	6	\$ 4,752	\$ -
MATTSON, MATT	Deferred		05/22/2006	02/27/2015	\$ 1,800.00		6	\$ 4,752	6	\$ 4,752	\$ -
MUCK, BRANDON	Deferred		09/26/2005	12/14/2016	\$ 1,800.00		11	\$ 12,672	11	\$ 12,672	\$ -
WALDRON, JEREMY	Deferred		09/22/2005	09/30/2015	\$ 1,800.00		10	\$ 10,800	10	\$ 10,800	\$ -
								\$ 296,041			\$ 334,715
								\$			\$ 38,674
								\$			\$

City of Mountain Iron

Total Projected Present Assets at December 31, 2018

Anticipated receipts and disbursements during 2018:

Net Investment Income	6% remaining 2 months	<u>3,661</u>
	Net Change in Total Present Assets	\$ 3,661

Total Present Assets - Beginning 10/31/2018

Assets Per Request	\$	366,061	
[adjustments]	\$	-	
	\$	-	\$ 366,061

Total Present Assets - Ending 12/31/18	\$	<u>369,721</u>
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COUNCIL LETTER 021919-IVG2

PUBLIC HEALTH AND SAFETY

FIRE TRUCK LEASE

DATE: February 14, 2019

FROM: Public Health and Safety Board

Gerry Knapper
Fire Chief

Craig J. Wainio
City Administrator

The Public Health and Safety Board forwarded he proposed lease of a fire truck to the City Council for consideration.



Date: October 25, 2018

Customer: Mountain Iron Fire Department

Description: One (1) 2018 Pierce Enforcer™ PUC™ Pumper

HGAC Price Breakdown:

2018 Enforcer™ PUC™ Pumper	\$596,044
Performance Bond	\$ 1,604
Chassis Prepayment Discount	(\$ 9,039)
Full Prepayment Interest Discount	(\$ 9,767)
Unit Total w/Discounts	\$ 577,237 Full Payment Net 15 of Contract

Main Unit Features:

- Enforcer 7010 Cab – 6 seats – 5 SCBA seats – Frontal & Side Roll Airbags
- E-Coated Frame Rails – Standard Rust Inhibitor
- TAK-4® Independent Suspension (Option Pricing – deduct \$12,500)
- 19" Bumper Extension w/Tray – Front Bumper Discharge
- Cummins ISL 9 450 HP Engine – 3000 Series Transmission
- Command Zone III Electronics – Touch Screen –Hand Held Device Connection
- Aluminum PUC 214 inch Body – 1000 Gallon Water Tank
- Pierce PUC 1500 Single Stage Pump – Cold Climate Package – 6 year warranty
- 1.5 inch and 2.5 inch Crosslays with Poly Trays
- Rear Ladder access to hose bed
- Ladder storage inside body
- Whelen MSeries Lighting Package – With Freedom IV Light Bar
- Siren – Whelen electronic and Federal Q2B mechanical

This price quote is good till November 30th, 2018. This unit would have an estimated 9.5 month lead time from the time of contract.



FINANCIAL SOLUTIONS



Tax Exempt Lease Purchase

SALES ORGANIZATION:

MacQueen – Danny Mackey

LESSEE:

Mountain Iron FD

TYPE OF EQUIPMENT:

(1) Pierce Enforcer PUC Pumper

AMOUNT TO FINANCE:

\$577,237.00

CUSTOMER DOWNPAYMENT:

\$250,000.00 (due at contract signing)

TRADE-IN:

\$0.00

DELIVERY TIME:

Standard delivery

PAYMENT MODE:

Annual In Arrears

FIRST PAYMENT DUE DATE:

1 Year After Lease Commencement

LEASE COMMENCEMENT DATE:

Upon contract signing with Pierce

10/25/2018

Contact Information:

Michele Zitzko

Locator: B4-B230-05-07

155 East Broad St

Columbus, OH 43215

Ph: (800) 820-9041 ext. 2

Fax: (866) 221-7894

michele.zitzko@pnc.com

Term	5 years	7 years	10 years
Number of Payments	5 Annual	7 Annual	10 Annual
Payment Amount	\$75,103.59	\$56,348.26	\$42,853.33

NOTE: All lease documents must be fully executed within 14 days of the date of this proposal. Failure to receive completed documents may alter the final payment schedule due to changes in rates and/or discounts.

PERFORMANCE BOND: To utilize the prepay program, a performance bond is required. Said performance bond shall be paid for directly to Pierce Manufacturing or financed by PNC Equipment Finance as part of the transaction

ESCROW FUNDING OPTION: At lease closing, if all of the equipment has not yet been delivered, Lessor will fund an escrow account from which disbursements will be made to the equipment provider(s) upon receipt of a Requisition Request and Certificate of Acceptance from Lessee. Escrow agent will either be Lessor or third-party provider selected by Lessor and approved by Lessee. All escrow earnings will be for the benefit of Lessee. The escrow agent will assess a \$250.00 account set up fee payable at closing.

TYPE OF FINANCING: Tax-exempt Lease Purchase Agreement with a \$1.00 buy out option at end of lease term. Said agreement shall be a net lease arrangement whereby lessee is responsible for all costs of operation, maintenance, insurance, and taxes.

BANK QUALIFICATION: This proposal assumes that the lessee will not be issuing more than \$10 million in tax-exempt debt this calendar year. Furthermore, it is assumed that the lessee will designate this issue as a qualified tax-exempt obligation per the tax act of 1986.

LEGAL TITLE: Legal title to the equipment during the lease term shall vest in the lessee, with PNC Equipment Finance perfecting a first security interest

AUTHORIZED SIGNORS: The lessee's governing board shall provide PNC Equipment Finance with its resolution or ordinance authorizing this agreement and shall designate the individual(s) to execute all necessary documents used therein.

LEGAL OPINION: The lessee's counsel shall furnish PNC Equipment Finance with an opinion covering this transaction and the documents used herein. This opinion shall be in a form and substance satisfactory to PNC Equipment Finance.

VOLUNTEER FIRE DEPARTMENTS: If Lessee is a Volunteer Fire Department, a public hearing under the requirements of Section 147(f) of the Internal Revenue Code of 1986 shall be conducted to authorize this transaction. It is recommended that a notice of the public hearing be published 10 to 14 days in advance of the public hearing.

This proposal will be valid for **fourteen (14) days** from the above date and is subject to final credit approval by PNC Equipment Finance and approval of the lease documents in PNC Equipment Finance's sole discretion. To render a credit decision, lessee shall provide PNC Equipment Finance with their most recent two years' audited financial statements, copy of their most recent interim financial statement, and current budget.

Accepted by: _____ Proposal submitted by: Michele Zitzko

COUNCIL LETTER 021919-IVG3

PUBLIC HEALTH AND SAFETY

SOG

DATE: February 14, 2019

FROM: Public Health and Safety Board

Gerry Knapper
Fire Chief

Craig J. Wainio
City Administrator

The Public Health and Safety Board is recommending approval of the enclosed Fire Department Standard Operating Guidelines contingent upon approval from the City Attorney.

Mountain Iron Fire Department

Policies And Standard Operating Guidelines



(Date Approved by City) Edition

Table of Contents

Introduction	5
Policies.....	6
Membership	6
• Code of Ethics	6
• Sexual Harassment.....	7
• Response Time	10
• Age Requirements.....	10
• Number of Members.....	10
• Applications	10
• Physical Examinations	11
• Background Checks	11
• Competency Test	11
• Agility Test	11
• Military Service	12
• Disability	12
• Annual Physical Testing.....	12
• Bloodborne Pathogens & Right to Know	12
Attendance	13
• Training.....	13
• Attendance	13
• Discipline.....	13
• Work Rules.....	14
• Smoking	17
• Absence	17
• Leave of Absence	17
• Annual Dues.....	17
Duties of Members.....	18
• Alarm Response	18

• Training Attendance	18
• Post Alarm	18
• Facial Hair	19
• Alcohol and Medication	19
• Public Relations.....	19
• Equipment Usage	19
• Purchases.....	20
• Out of Range	20
Loss of Membership	21
• Attendance	21
• Resignation	21
• Neglect.....	21
Command at Fireground Operations.....	22
• Ranking Officer.....	22
• Staffing Schedule	22
• Obligations.....	22
Officers and Terms of Office.....	23
• Officers	23
• Officer Selection and Term.....	23
• Duties of Officers	23
Pay.....	24
• Firefighters.....	24
• Officers	24
Meetings, Trainings, and Worknights	25
Chain of Command	26
Roll Call After Fire or Emergency Call	27
Fire Department and EMS Social Media and Digital Images Policy.....	28
City Handbook	32
Standard Operating Guidelines	33
Personal Protective Equipment (PPE)	33

• Protective Clothing.....	33
• Self-Contained Breathing Apparatus (SCBA).....	35
Accounting of Personnel	37
National Incident Management System.....	39
Responding to Incidents	40
Incident Command System	43
Initial Attack Operations	51
• City Limits Residential/ Commercial/ Mining Response	51
• Rural Response	53
• Chimney Fires	55
• Vehicle Fires.....	57
• Wildland/ Urban Interface	59
• Vehicle Incidents	61
• Water Rescue.....	62
Receipt to be Signed.....	65

Introduction

The name of the organization shall be "The City of Mountain Iron Paid on Call Fire Department. (Here-in referred to as "the department")

This organization shall promote fire safety and protect life and property from destruction by fire and other such emergencies and shall fulfill all contracts and mutual aid agreements. Emphasis will also be placed on prevention of fires through education and other means.

The Mountain Iron Fire Department (MIFD) expects a high level of professional conduct from all members. Each member is expected to abide by all rules, familiarize themselves with the policies and standard operating guidelines, and learn the proper use of Department Equipment.

The intent of this manual is to document the MIFD Policies and Standard Operation Guidelines whereas members can familiarize themselves and review these policies and guidelines.

The need for revision and/ or addition should be called to the Chief's attention. The Chief will bring the request to Public Safety and Health Board to study and revise this document, if required.

Policies

Membership

Code of Ethics

The City of Mountain Iron believes that proper operation of government requires that employees be independent, impartial and responsible to the people; that government decisions and policies be made in the proper channels of governmental structure; that public employment not be used for personal gains; and that the public have confidence in the integrity of its government. Accordingly, it is the purpose of this policy to establish ethical standards of conduct for all employees of the City and to set forth those acts, which are incompatible with such standards in matters affecting the City, and to provide effective means for enforcement thereof. This policy is not to be construed so as to impair the ability of employees to participate in ceremonial representational or informational functions pursuant of their official duties. This policy shall be liberally construed in favor of protecting the public interests by a full disclosure of conflicts of interest and a promotion of ethical standards of conduct for City employees.

The following shall be prohibited activities:

- No employee shall use any confidential City information to further the employee's private interest and shall not accept outside employment or involvement in a business or activity that will require the employee to disclose or use confidential information.
- No employee shall use or allow the use of City time for the employee's private interest or any other use not in the interest of the City.
- No employee shall deprive the City or its agencies of their original files. All original work products generated or obtained by a City employee on City time shall be the property of the City of Mountain Iron and shall remain so after an employee leaves City employment.
- There shall be no Workmen's Compensation paid by the City to any individual injured in the course of outside Employment.

Sexual Harassment

The City is committed to providing a work environment free of harassment and discrimination. In keeping with this commitment, the City maintains a strict policy prohibiting unlawful harassment, including sexual harassment. This policy prohibits harassment in any form, including verbal and physical harassment.

This policy statement is intended to make all employees sensitive to the matter of sexual harassment, to express the City's strong disapproval of sexual harassment, to advise employees of their behavior obligations and to inform them of their rights.

To provide the employees with a better understanding of what constitutes sexual harassment, the following definitions, based on MN Statute (363A.03 Subdivision 43), is provided:

Sexual harassment.

"Sexual harassment" includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when:

- (1) submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment, public accommodations or public services, education, or housing;
- (2) submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment, public accommodations or public services, education, or housing; or
- (3) that conduct or communication has the purpose or effect of substantially interfering with an individual's employment, public accommodations or public services, education, or housing, or creating an intimidating, hostile, or offensive employment, public accommodations, public services, educational, or housing environment. (as of 2/8/19)

Examples of inappropriate conduct include but are not limited to unwanted physical contact; unwelcome sexual jokes or comments; sexually explicit poster or pinups; repeated and unwelcome requests for dates and sexual favors; sexual gestures or any indication, expressed or implies, that job security or any other conditions of employment depends on submission to or rejection of unwelcome sexual requests or behavior. In summary, sexual harassment is the unwanted, unwelcome and repeated action or an individual against another individual, using sexual overtones as means of creating stress.

The City recognizes the need to educate its employees on the subject of sexual harassment and stands committed to provide information and training. All employees are expected to treat each other and the general public with respect and to assist in fostering an environment that is free of unwanted harassment. Violations in this policy may result in discipline, including possible discharge. Each situation will be viewed on a case by case basis depending on the severity and the circumstances involved.

In order for a sexual harassment issue to be addressed, it must be brought to the attention of management. In order for action to be taken, information must be forwarded to the appropriate level of management. An employee who believes he or she has been harassed by a co-worker, supervisor, or agent of the City should promptly report the facts of the incident or incidents and the name of the individuals involved to his or her supervisor, or in the alternative, to the City Administrator, City Attorney, Mayor, or a City Council member. The City Administrator (or Mayor or City Council member) will investigate such claims and take appropriate action.

In addition to notifying one of the above persons and stating the nature of the harassment, the employee is also urged to take the following steps

- Make it clear to the harasser that the conduct is unwelcome and document that conversation
- Document the occurrences of harassment
- Submit the documented complaints to your supervisor, the City Administrator, Mayor, or City Council member. The city urges the employee to put the complaint in writing

- Document any further harassment or reprisals that occur after the complaint is made

Employees have the right to raise the issue of sexual harassment and to file complaints with respect to such harassment without reprisal. The City recognizes that there are inherent difficulties in developing evidence and maintaining close working relationships among employees in instances where harassment has occurred. Because of this, the City urges that conduct which is view as offensive, be reported immediately to allow for corrective actions to be taken through education and corrective counseling, if appropriate.

Management has the obligation to provide an environment free of sexual harassment. The City is obligated to prevent and correct unlawful harassment in a manner that does not abridge the rights of the accused. To accomplish this task, the cooperation of all employees is required.

The City will, in all cases, take action to correct any reported harassment to the extent evidence is available to verify the alleged harassment and any related retaliation. All allegations will be investigated. Strict confidentiality is not possible in all cases of sexual harassment as the accused has the right to answer charges made against them; particularly if discipline is a possible outcome. Reasonable efforts will be made to respect the confidentiality of the individuals involved, to the extent possible.

Response Time

Membership to the department shall be restricted to those who live within a radius of ten minutes from the fire hall. Membership must obey all traffic laws in response.

Age Requirements

The minimum age requirement for membership shall be eighteen years of age.

Number of Members

The department's active roster shall consist of a maximum of twenty-five paid on call members.

Applications

All applications for membership shall be submitted to city hall for review and consideration of eligibility. Interviews will be conducted by one member from the Personnel Committee, one member from the Public Health and Safety Board and two executive officers of the fire department and one fire fighter from the department.

Physical Examination

A physical examination shall be required of all candidates by a physician to ensure they are medically fit to wear Self-Contained breathing apparatus (SCBA) and are fitted to the appropriate size. All physical examinations certificates will be retained in the department's files and performed every year.

Background Checks

All finalists for employment with the department will be subject to a background check to confirm information submitted as part of applications materials and to assist in determining the candidate's suitability for the position. Except where already defined by state law, the City Administrator will determine the level of background check to be conducted based on the position being filled.

Competency Test

All candidates for employment with the department may be required to take a written competency test.

Agility Test

All candidates for employment with the department will be required to take a physical agility test

Military Service

Any member who enlists or is drafted into the military service, upon written request shall be granted a leave of absence for the duration of the tour of duty, excluding any reenlistments. Within ninety days of discharge from active duty, said member shall reapply for reinstatement to active firefighter status. Reinstatement is subject to number of active firefighters on the roster; such number shall not exceed twenty-five members.

Disability

Any member that suffers a disability and such disability extends for duration of two years and a termination period has not been determined by a physician, the member shall be retired from active duty in the department and become eligible for benefits as stipulated in the bylaws of the department's relief association.

Annual Physical Testing

All members of the department will be required to perform and complete an annual physical and agility test.

Bloodborne Pathogens & Right to Know

The Mountain Iron Fire Department is committed to providing a safe and healthful work environment for our entire staff. In pursuit of this goal, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29

CFR1910.1030, "Occupational Exposure to Bloodborne Pathogens." All personal is required to have documented proof of this training or equivalent to meet the Occupational Safety and Health Administration (OSHA) standard.

Attendance

Training

All members of the department shall complete the Minnesota Fire Service Certification Board Standards of training (Firefighter 1 & 2, Hazmat) and be certified or licensed within the state of Minnesota within their first two years of the acceptance upon the departments roster. The City of Mountain Iron shall pay current approved rate of pay per hour for training. The city will pay for the required training and the member will have a two-year contract with the city. If the member leaves before two years, the member will pay back total monetary value of training paid by the department. The member shall not be paid until official completion of the program with exception to availability of training.

Attendance

All members shall be required to attend business meetings, training sessions, and other events or functions required by the department. Attendance shall be noted, and these members will be compensated. All members shall be required to participate in thirty percent of all events (i.e. trainings, meetings, fire calls and special events) in a three-month period. Officers are required to participate in fifty percent of all events. If members and officers do not make thirty and fifty percent respectively, the following disciplinary actions will be taken: (see Discipline under Attendance page, 13)

Discipline

The four procedures in disciplining a member of the department per city policy:

- Oral Reprimand: with written documentation
- Written Reprimand: A written reprimand shall state that the employee is being warned from misconduct; describe the misconduct and outline future penalties should the problem continue. The employee shall be given a copy of the reprimand and sign the original acknowledging that he or she has received the reprimand. The signature of the employee does not mean that the employee agrees with the reprimand. The reprimand shall be placed in the employee file.
- Suspension without Pay: Prior to the suspension or as soon thereafter as possible, the employee shall be notified in writing of the reasons for the suspension; its length; describe the misconduct; describe past action taken by the supervisor to correct the problem; urge prompt correction or improvement by the employee upon reinstatement; include timetables and goals for improvement, when appropriate; and outline future penalties should the problem continue after reinstatement. An employee may be suspended pending investigation of the allegation. A copy of each written statement shall be placed in the employee's personnel file, but if the suspension is for investigation and the allegations prove false, that statement shall be removed, and the employee shall receive any compensation to which he or she would have been entitled had the suspension not taken place.
- Dismissal: The personnel committee may recommend at any time dismissal of a firefighter as a recommendation to the city council.

Work Rules

The image of our City is conveyed to the public through the actions of our employees. What you do, how you act, and what you say creates the City image. The following are inappropriate behavior that will be sufficient cause for disciplinary action and/or dismissal. This list is not intended to be all-inclusive:

- Incompetency or inefficiency in the performance of duties
- Physical or mental incompetency

- Conviction of a felony or gross misdemeanor or conviction of a misdemeanor of an ordinance involving moral turpitude
- Willful misconduct or insubordination
- Carelessness and negligence in the handling or control of municipal property
- Discourteous, insulting, abuse, or inflammatory conduct toward the public or fellow employees.
- Proven dishonesty in the performance of duties
- Failure to pay or make arrangements for the future payment of just debt when such failure causes annoyance to City officers and brings discredit on the City
- Conduct that brings discredit upon City services
- Theft of any kind
- Infraction of the Code of Ethics
- Sexual, racial or ethnic harassment
- Absence from duty without just cause
- Excessive tardiness and or absences
- Reporting to work under the influence of alcohol or controlled substance
- Possession of controlled substance and/or alcohol on City property
- Unauthorized use of a weapon
- Violating safety rules as established by federal, state, or local laws and policies and seatbelt regulations
- Not reporting a work-related injury and completing a "First Report of Injury" form within 24 hours after injury occurred. (Unless hospitalization occurs)
- Failure of a supervisor to take the appropriate actions when notified of a complaint. (i.e. sexual harassment)
- Things done outside the job that have an adverse effect on job performance or place a hardship on the City
- Performing or behaving in negligent manner that places the City at risk
- Releasing information that is protected under the Government Data Practices Act
- Not following the procedure and guidelines established in the City drug testing policy

Smoking

Mountain Iron City policy states all tobacco use is prohibited in City of Mountain Iron buildings and equipment.

Absence

A member who expects to be absent from a meeting or drill shall notify any officer and said officer shall make a report thereof at the meeting or drill. Sickness, employment or temporary absence from the region shall be deemed as a reasonable excuse.

Leave of Absence

Members may be granted a leave of absence for up to six months, with recommendation from the executive officers and the approval of the Public Health and Safety Board.

Annual Dues

Members shall pay an annual due of \$35.00. Payment shall be made on or before the first meeting in March.

Duties of Members

Alarm Response

It shall be the duty of each member available to respond to every alarm of fire with as little delay as possible obeying all traffic laws and using his or her best efforts in the discharge of duties as may be assigned to him or her by the officer in command and obey all orders within reason. Should any member refuse to obey order, he or she may be referred to the executive officers for disciplinary action. The executive officers shall conduct a hearing concerning the actions. Final action against the member shall be determined by the personnel committee upon recommendation of executive officers.

Training Attendance

All members are required to attend all training and business meetings as well as active firefighting unless unable to do so because of employment, illness or circumstances beyond their control. Members shall be required to make up the same hours and type of training that was missed. It is the duty of the members to contact an executive officer if a meeting or training will be missed.

Post Alarm

It shall be the duty of every member answering a fire alarm or call to return to the station after the fire and help place the equipment and apparatus in workable condition for the future use, unless excused by an officer.

Facial Hair

All members shall not be allowed to have facial hair that interferes with safe use of self-contained breathing apparatus (SCBA's). Mustaches and sideburns shall be permitted as long as they do not interfere with the proper use of all breathing apparatus. It is at the discretion of executive officers.

Alcohol and Medication

Members shall not respond to a fire or emergency call after consuming alcohol. Members taking medication which may alter their physical or mental conditions shall also refrain from responding to a fire and emergency calls.

Public Relations

Members are encouraged to use their skills in assisting the department. This assistance shall refer to such things as fundraising, public relations, and other promotional efforts.

Equipment Usage

No member shall take or loan any article from the fire station without consent from the designated officer in charge.

Purchases

No member shall contract any debt in the name of the department without consent of the executive officers and or quorum of members.

Out of Range

Any member that plans to be out of response range for a period of time should notify an officer of their absence.

Loss of Membership

Attendance

Any member of this department who shall be absent from more than three consecutive meetings or training sessions shall be subject to suspension. The secretary shall inform the chief of such and if the member cannot provide an excuse for being absent agreeable to the chief, such member shall be brought up before the executive officers for action.

Resignation

Any member desiring to resign must state his or her intentions in writing and submit such resignation to the department's executive officers. A thirty-day notice shall be required. During this thirty-day period, the member shall be given the right to withdraw the decision.

Neglect

If any member shall neglect his or her duty, pervert his or her office, or disturb the peace and good order of the department, his or her conduct could be considered for dismissal from the department. The department's executive officers shall conduct a hearing to decide the action and a recommendation will be made to the personnel committee.

Command at Fireground Operations

Ranking Officer

The chief shall rely on the other executive officers to assist him or her in carrying out a safe fire ground operation. In the absence of the chief, the next highest-ranking officer or senior member shall be command of the fire scene until a ranking officer takes command of the scene.

Staffing Schedule

The department shall establish a minimum staffing schedule and roster as deemed necessary during the course of the year.

Obligations

Any member who signs for a shift must fulfill the obligation or lose all rights to fill vacancies. If no members do not sign up for shifts ones will be assigned as needed.

Officers and Terms of Office

Officers

The department's executive officers and rank consist of:

- Chief
 - Assistant Chief
 - Captain Safety Officer
 - Captain Wildland Officer
 - Captain Training Officer
 - Captain Secretary
-

Officers Selection and Term

Officers shall be appointed for the designated term as directed in the City of Mountain Iron's Fire Department Selection Policy.

Duties of Officers

The duties of the Officers are outlined in the appropriate Position Analysis as adopted by the Mountain Iron City Council and are attached hereto.

Pay

Firefighters

Firefighters shall be paid currently approved rate per hour while on a fire calls, work nights, meetings, and designated trainings.

Officers

Rate of officer pay will be established by the City Council.

Meetings, Trainings, Worknights

A monthly meeting and or training sessions will be held every second, third, and fourth Monday beginning at six pm unless otherwise stated. Member shall be informed by the department's executive officers if a change in the time or date is determined.

Chain of Command

If a member has a problem with another member or one of the executive officers, he or she will follow the chain of command to solve the problem. The member shall try to resolve the problem by approaching the executive officers first. If you get no satisfaction through one of the captains you then go to the assistant chief, if not then you go to the chief. If the problem is not resolved, then the chief will then approach the city administrator to resolve the problem. If the member does not follow the chain of command to resolve the issue, he or she will be subject to the disciplinary section of the policies (page, 13).

Roll Call After Fire or Emergency Call

After a fire, emergency call, or drill, if the apparatus has been placed in service, a roll call shall not be taken until the equipment has been checked and returned into service. An excuse may be granted by the officer in charge.

Fire Department and EMS Social Media and Digital Images Policy

Definition

Social media are internet and mobile-based applications, websites and functions, other than email, for sharing and discussing information, where users can post photos, video, comments and links to other information to create content on any imaginable topic. This may be referred to as “user-generated content” or “consumer-generated media”

Social media includes, but is not limited to:

- Social networking sites such as Facebook, LinkedIn, Twitter, and online dating services/mobile apps.
- Blogs
- Social news sites such as Reddit and BuzzFeed
- Video and photo sharing sites such as YouTube, Instagram, SnapChat, and Flickr
- Wikis, or shared encyclopedias such as Wikipedia
- An ever-emerging list of new web-based platforms generally regarded as social media or having many of the same functions as those listed above

Purpose:

The purpose of this policy is to protect nonpublic employee data, medical patients, the public, the operations of the Fire Department, and public confidence in the Fire Department and its employees. This policy is not intended to limit the right to freedom of speech or expression but is intended to protect the rights of this organization, its members, and the public they are sworn to protect. Employees and volunteers are advised that their speech, directly or by means of instant technology either on or off duty and in the course of their official duties that has a connection to their professional duties and responsibilities, may not be protected speech under the First Amendment. Speech that impairs or impedes the performance of the Fire Department, undermines discipline and harmony among

co-workers, or negatively affects the public perception of the Fire Department may be sanctioned.

This policy supplements the City's general social media policy in order to provide more specific guidance on unique Fire Department and EMS Issues. To the extent that the policies contradict one another, the more specific guidance of the Fire and EMS policy should apply, unless otherwise specified.

Ownership of Work-Related Images

All photos, videos, digital images, or recordings taken by any employee or agent of the City of Mountain Iron while responding to any fire or other emergency or while engaged in any training are "work-related images" and are the property of the City of Mountain Iron. Work-related images include, but are not limited to, any written, auditory, and/or visual messages communicated via or on Fire Department resources or via or on personal devices and/or social media, videos, or pictures gathered while on Fire Department/City business.

Permission to Take Work-Related Images

Work-related images shall not be taken of any emergency response, training exercise, or fire except as permitted by policy or as directed by the Fire Chief. All work-related images shall be taken using Fire Department-issued equipment, unless otherwise directed by the officer in charge of the scene. Work-related images taken by Fire Department employees using privately owned equipment are also governed by this policy.

Reasons for Taking Work-Related Images

Photos or other recordings may be taken to assist in the diagnosis or treatment of accident/fire victims. Such images should be forwarded to the

appropriate medical care provider and then be deleted from the Fire Department/City files. Work-related images, including recordings showing possible evidence of a crime, must be forwarded to law enforcement. Other work-related images use for internal, departmental purposes such as training or publicity shall be taken in a manner that minimizes the possibility of identifying accident victims.

Control and Dissemination of Work-Related Images

All work-related images shall be stored in the Fire Department's computer system and be governed by the City's records management policies and procedures. Work-related images shall not be stored, retained, or disseminated in any manner by anyone other than the officer(s) appointed to review all images and approved retention, release, or dissemination and cannot be used for personal profit or business interests or to participate in personal political activity.

Professionalism and Public Confidence

The appearance of professionalism is important to public safety and the public's confidence and trust. Accordingly, and employee's personal use of social media shall not use any work-related images, department logos, or any images which depict an employee in any uniform or in which the employee used their job title or is otherwise identified as an employee of the department, without prior approval from an officer appointed to review all images and approve release and dissemination of such images. Similarly, in order to maintain the appearance of professionalism and public confidence, no employee shall post any material on any social media that is detrimental to the Fire Department/City's effective operation. Employees shall not disseminate protected, private, nonpublic, or confidential information including, but not limited to, the following:

- Matters that are under investigation
- Patient and employee information protected by HIPAA/medical confidentiality laws
- Personnel matters/data that are protected from disclosure by law

Reporting Violations

Any employee becoming aware of or having knowledge of a posting or of any website or webpage in violation of this policy may anonymously report possible violations to any department officer or supervisor

Policy Violations

Violations of this policy may be considered an extraordinary breach of the public's expectation of privacy and of Fire Department rules and regulations regarding the use of social media and may be subject the offender to discipline and possible termination of employment.

City Handbook

All firefighters are City Employees and are subject to all City policies and guidelines. All members of the fire department will be given a city handbook and are expecting to know and follow all city policies, procedures, and guidelines.

Standard Operating Guidelines

Personal Protective Equipment (PPE)

Protective Clothing

Purpose:

The purpose of this guideline is to assure that personnel are prepared to start operations immediately on arrival while maintaining the integrity of personal safety.

Scope:

The guideline shall apply to all personnel during emergency operations and in training.

If some alteration is needed it must first be approved by the Safety Officer and Chief.

Responsibility:

All firefighters have a responsibility to follow this guideline. All Officers are responsible for the integrity of this guideline. Authority to deviate from this guideline rests solely with the Incident Commander who is responsible for the results of any deviation.

Definition:

Full Protective Clothing consists of helmet with face shield, safety glasses, or goggles, Nomex hood, bunker pants, bunker jacket, gloves, wildland pants, wildland jacket, and boots all of which meet National Fire Protection Association (NFPA) Standards

Use:

Protective clothing shall be worn by all personnel according to the following:

Operations shall not commence until all personnel have donned all necessary protective clothing.

All personnel shall wear full protective clothing (indicated for that type of incident) when responding to any incident. All protective clothing shall be donned prior active firefighting.

If a call is received while the apparatus is out, all personnel shall don full protective clothing immediately upon arrival at the scene and before beginning operations.

Full protective clothing shall be worn by personnel operating power or hand tools. Full protective clothing is required for all personnel in an area where any of these tools are being used.

Personnel operating at the scene of a medical call shall wear whatever protective equipment is necessary to assure personal safety during that incident. This includes exam gloves, gowns, and goggles. Double gloving should be done if contact with body fluids is possible.

Damage to personal protective clothing shall be immediately reported to the Officer. The Officer shall inspect the damage, and have it repaired or replaced. Clothing damaged such that its protective integrity is compromised shall not be used.

Incident Commander will use his/her discretion to determine the appropriate level of protective clothing required for incidents that are not covered. In all cases personnel shall be required to wear all protective clothing necessary to protect against all foreseeable hazards.

Equipment Inspections:

The Safety Officer shall periodically inspect all protective clothing for each firefighter to assure that they have the necessary equipment and that it is in usable condition. All protective clothing will be maintained by the user and any defects will be brought to the attention of the Safety Officer or Chief immediately.

Self-Contained Breathing Apparatus (SCBA)

Purpose:

The purpose of this guideline is to assure that all personnel are prepared to perform operations while maintaining personal safety.

Scope:

This guideline shall apply to all personnel.

Responsibility:

Each Firefighter is responsible to follow this guideline. Authority to deviate from this guideline rests with the Incident Commander who is responsible for the results of any deviation. If it is a mutual aid response, the highest-ranking person from this department has the authority to deviate, however, he/she is responsible for the results of any deviation.

Definitions:

Use of SCBA: the wearing of a Self-Contained Breathing Apparatus with the face piece in place, regulator connected to the face piece, and breathing air from the cylinder.

Hazardous Atmosphere: any atmosphere that is oxygen deficient or that contains a toxic or disease production contaminate. A hazardous atmosphere may not be immediately dangerous.

- PASS: Personal Alert Safety System
- PPE: Personal Protective Equipment
- SOG: Standard Operating Guideline
- IC: Incident Commander

Use:

The use of SCBA is mandatory for all personnel working in the following environments;

- Atmosphere is suspected of being hazardous
- Atmosphere is known to be hazardous
- Atmosphere may rapidly become hazardous
- When the Incident Commander feels the need for SCBA

Examples but not limited to include personnel in the following:

- In area with active fire
- Inside a building involved in smoke or fire
- In a potential fire or explosion area, such as
- A flammable vapor leak (example: natural gas leak)
- Where smoke is visible, including vehicle and dumpster fires
- Where toxic products are present, suspected of being present, or could be released without warning
- In unventilated confined spaces or in any below grade areas.
- In any area suspected of containing carbon monoxide, including all areas under overhaul

Personnel using SCBA shall also wear and have operating a Personal Alert Safety System (PASS) alarm. Personnel using SCBA shall also wear completed personal protective clothing as outlined in the protective clothing Standard Operating Guideline (SOG). Removal of SCBA is at the discretion of the Incident Commander (IC). For removal of SCBA the atmosphere must be free of smoke and the area must be thoroughly ventilated.

Personnel operating in areas where the atmosphere could become hazardous, but where there would be warning prior to danger, may wear SCBA with the face piece removed, but it must be ready for immediate use should conditions change rapidly.

Each firefighter at the response is responsible to ensure that the SCBA used during an incident are cleaned, cylinders filled, and that they are put back in service.

Accounting of Personnel

Definitions:

Fire ground: For the purpose of this guideline fire ground will refer to all incidents responded to by the Mountain Iron Fire Departments including carbon monoxide, vehicle accidents, water/ice rescue, etc.

Purpose:

The purpose of this guideline is to assure the efficient operation of personnel on the fire ground while providing for personal safety.

Scope:

This guideline shall apply to all personnel

Responsibility:

All personnel have the responsibility to follow this guideline. Overall responsibility for enforcement of this guideline rests with the officers and/or the Incident Commander. The ability to deviate from this guideline rests with the Incident Commander who assumes full responsibility for the results of any deviations.

Personnel Accounting:

For the safety of all personnel on the fire ground it is important that the number and location of personnel be known, to accomplish this the following guideline shall be used:

Personnel not assigned to a specific task shall stand by Engine 188 or the established staging area.

Personnel responding to the emergency scene shall report to Engine 188 or the established staging area and leave the Black name tag and await assignment from the Incident Commander or Operations Officer.

When manpower permits, an Operations Officer will be assigned to control access to the structure, confined space or emergency incident which personnel must enter. The Operations Officer shall take the remaining name tag and record the time of entry and the air pressure.

All personnel exiting a structure, confined space or emergency incident shall report to the Operations Officer to get back their Red name tag and report that they have exited safely. If a firefighter has not exited in the time frame of the air supply, EMERGENCY TRAFFIC will be announced over the radio with a message that a firefighter is missing. All officers immediately account for all personnel assigned to them and report their status to the Operations Officer. An immediate search will be started if the firefighter still is not accounted for. If possible, personnel should exit the same way they entered unless emergency evacuation is sounded, but then report immediately to the Officer holding your Red name tag.

Personnel who have completed an assignment shall report back to Engine 188 or the established staging area to await another assignment.

Personnel leaving the scene shall check out with the Incident Commander and get back all their name tags. If a firefighter does not pick up his/her name tag at the end of an incident a search will be initiated immediately.

National Incident Management System

Purpose:

The purpose of this guideline is to assure the efficient operation of personnel on the fire ground while providing for personal safety.

To Standardize the fire department and personnel response to incidents insuring their efforts are effective at the levels of incident management.

To comply with Presidential Directive 5 to enhance the ability of the United States to manage incidents by establishing a single, comprehensive national incident management.

To comply with the Minnesota Governor Tim Pawlenty's Executive order 05-02:
Designation of the National Incident Management System as the basis for all incident management in the State of Minnesota.

Application:

This guideline shall apply to all personnel.

Responsibility:

All personnel have the responsibility to follow this guideline. Overall responsibility for enforcement of this guideline rests with the officers and/or the Incident Commander. The ability to deviate from this guideline rests with the Incident Commander who assumes full responsibility for the results of any deviations.

Initiative:

The department will establish and use the National Incident Management System (NIMS) as a means of a standardized and efficient means for managing personnel, communications, facilities, and resources during incidents that require department and/or multi-agency response to incidents in the city, county, state, or federal levels;

Training will be conducted during orientation and as needed for the understanding and use of NIMS.

NIMS will be used at all incidents in the city, county, state, and federal levels;

Officers will use NIMS on all call outs requiring extended use of manpower and equipment.

Responding to Incidents

Purpose:

The purpose of this guideline is to assure the efficient response of personnel and apparatus to the scene without danger to the public or fire department personnel.

Application:

This guideline shall apply to all personnel.

Responsibility:

It is the responsibility of the apparatus driver to follow this guideline. Authority to deviate from this guideline rests solely with the riding officer who is responsible for the results of any deviation. State and local laws, nor this guideline will exempt the apparatus driver from the responsibility of driving with due regard for the safety of others on the road, or other occupants within the apparatus. The apparatus driver is fully responsible for his/her actions taken.

Driver Training:

Only personnel who have completed the departmental driver training course and are listed by the department as qualified are permitted to operate department vehicles. Unless the vehicle is being operated under the supervision of a senior firefighter/officer as part of the drivers training program.

Responding to the Fire Hall:

Respond safely to the hall obeying ALL laws and posted speed limits. Drive according to weather conditions being mindful of traffic and pedestrians.

Enroute:

The apparatus driver shall not move the apparatus until all personnel have mounted the apparatus and are seated with seat belts fastened. Jump seat riders must also have the doors closed. On leaving the station the apparatus driver shall be cautious of the other apparatus leaving the hall at the same time. The apparatus driver will be cautious of all people walking

around and in the hall as the apparatus is leaving the hall. All audible and visual warning devices shall be in operation when making an emergency response with department apparatus.

Speed:

The maximum speed of any responding apparatus with ideal conditions (i.e. little traffic, good visibility and dry roads) shall be the legal posted speed limit being cautious and aware of cross roads and intersections. Remembering lights and sirens is only asking for permission of right of way through intersections and other pedestrians and traffic may not see or hear you approaching. Under less than ideal conditions the maximum speed shall always be the posted speed limit or less depending on the road conditions allowing the apparatus respond safely and maintaining total control. Maximum speed limit through a school zone (when flashing) shall be posted limit (usually 15-20 MPH) or slower if buses and children are present and visibility of pedestrians is affected. It may be necessary to drive slower than the MAXIMUM speeds. The apparatus driver shall always maintain a speed to assure safe operation of the apparatus under the present conditions.

Crossing the Center Line:

If it is necessary to drive in the center lane or left of the center the maximum permissible speed shall be 20 MPH. Avoiding this situation if possible.

Intersections:

The following precautions shall be observed by all responding apparatus. When the apparatus must approach an intersection in the center lane or left of center the apparatus driver shall come to a complete stop until all other traffic in the intersection has yielded. This applies even when the emergency vehicle has a green light. When approaching a controlled intersection with a red light or stop sign the apparatus driver shall come to a complete stop until all other traffic in the intersection has yielded the right-of-way. The maximum speed through any intersection is the posted speed limit. The apparatus driver shall focus full attention on the safe operation of the apparatus. The driver shall not operate the radio or siren. This is the responsibility of the riding officer or the firefighter in the front passenger seat. If the apparatus driver is alone, he/she is exempt from this, but they should avoid operation such equipment and shall exercise extreme caution when it is necessary. Passing other apparatus is absolutely prohibited.

Downgrading Response:

The first officer or senior firefighter to arrive at the emergency scene shall evaluate the needs of other responding apparatus to continue lights and siren. Whenever possible other responding apparatus should be advised to continue code one (1) (continue no light and no siren driving according to all traffic laws following normal right-of-way traffic patterns; or cancel totally.

Incident Command System

Purpose:

The purpose of this guideline is to assure smooth operations at an incident with the highest amount of personnel safety.

Application:

This guideline shall apply to situations that by virtue of the size of the incident, complexity/potential of the occupancy of the possibility of extension require strong, direct, overall command from the start.

Responsibility:

It is the responsibility of all personnel to follow this guideline. It is the Officers responsibility to assure that all personnel receive training in the Incident Command System (ICS). It is the responsibility of each member to have a general working knowledge of ICS.

Guideline for Use:

- The first arriving member or apparatus shall give initial size-up information:
 - Type of incident
 - Conditions at scene (smoke showing, fire showing, fully involved, etc.).
 - Building description (masonry block, wood frame, single story, multi-story, etc.).
 - Exposures
 - Additional stations, Rescue, Forestry, Power, Gas, Law Enforcement Officer (LEO), Air1 etc.
- At this point the member can exercise the command option. Which is commit to firefighting and advise next incoming unit to assume (establish) command or to assume (establish) command and name it.
- The member assuming (establishing) command will announce this over the radio and name the command:
 - "605 on scene assuming 'Range Center Command.'"
 - This designation will not change through the duration of the incident even if the Incident Commander changes command. Command changes will be announced over the radio.

Command Responsibilities:

The first five tasks are Initial Command responsibilities, the on-going responsibilities stay with Command whether the initial member remains in Command or Command is transferred to an arriving Officer.

Initial:

- Assume an effective command position.
- Transmit a brief initial radio report.
- Rapidly evaluate the situation.
- Develop an attack plan.
- Assign units as required.

On-going:

- Provides continuing overall Command and progress reports until relieved by a ranking Officer.
- Assigns positions consistent with fire ground guideline of this department.
- Reviews and evaluates attack efforts and revises attack plans as needed. Requests and assigns additional units as needed.
- Returns units to service and terminates Command.

Transfer of Command:

The first arriving Officer will assume Command if a ranking Officer is not in command. This does not preclude the option of the first arriving Officer having another Officer arriving with him or close behind take command, this will be confirmed by both parties by radio.

The Captain or Assistant Chief will Automatically assume Command in cases of Complex tactical situations that have not been declared 'under control'; assumption of Command in other situations is discretionary.

Assumption of Command is discretionary for the Fire Chief

The actual transfer of command will be regulated by the following:

- Arriving ranking officers assuming Command will communicate with the officers being relieved by radio or preferably face to face
- The person being relieved will brief the Officer assuming Command indicating the following:
 - Situation status: Fire extent, location, conditions. And extensions and Effectiveness of control efforts.
 - Deployment and assignment of the operating personnel.
 - Needs for additional resources at that time
- The person being relived should review the tactical control operations with the ranking Officer in complex situations, this provides the most effective framework for Command transfer because it provides the location and status of resourced without confusion.

Command Officers should eliminate all unnecessary radio traffic while corresponding unless such communications are required to ensure that Command functions are initiated and completed.

Command is transferred only when the outlined communication steps have been completed, arrival of a ranking officer on the incident does not mean Command has been transferred.

All Officers will exercise their Command prerogatives in a supportive manner that will insure a smooth transition and the effective on-going functions of Command. The person relieved of Command will be utilized to the best advantage by the officer assuming Command.

Command should not be transferred too often or too many times.

Expanding the System:

The Incident Commander can fill and ICS positions that he/she feels is warranted by the situation. These can include but are not limited to:

Safety Officer, Information Officer, Liaison Officer, Operations Chief, Logistics Chief, Planning Chief, Directors, Staging Area Manager, Water Supply Unit Leader, Division Supervisor, Group Supervisor, Task Force Leader, Strike Team Leader, Medical Unit Leader, and Rehab Unit Leader.

INCIDENT COMMANDER:

The Incident Commander (IC) is responsible for overall management of the incident. The IC may have an aid or a runner.

The IC will:

- Assume (Establish) Command.
- Initiate the Incident Command System according to incident needs.
- Delegate positions appropriate for size of incident.
- Request additional resources if needed.
- Direct the activities of the primary organizational elements; Operations, Planning, Logistics, and Finance.
- Determine incident objectives which in turn will be the foundation for the Incident Action Plan.
- Coordinate and approve the Incident Action Plan.
- The initial IC will name the Command. Radio identification will be "name of Command, Command" (i.e. Portable 1 on scene establishing (assuming) 'Range Center Command').

SAFETY OFFICER:

The IC has the ultimate responsibility for the safety of all personnel at the incident. On complex incidents, the IC will need to have someone specifically monitoring safety aspects of the incident, because the IC is too busy to give safety the attention it needs.

The Safety Officer (SO) has the responsibility to identify potentially hazardous situations and mitigate any imminent danger to personnel. The SO has the authority to stop or make alterations to action plans that would place personnel in imminent danger.

When activated the SO will:

- Report to the IC.
- Receive a briefing and any special instructions necessary to fill the position.
- Obtain information concerning the incident area and identify potential hazardous situations.
- Review strategy and tactics for safety factors and advise the IC accordingly.
- The SO has the authority to immediately suspend any activities being conducted in an unsafe manner or due to hazardous conditions.
- Observe operations for proper observation of safety guideline and precautions by all personnel.
- Monitor the conditions of personnel for signs of exhaustion and fatigue.
- Investigate all accidents which occur within the incident area and complete proper reports for IC.

Radio identification: Safety Officer.

PUBLIC INFORMATION OFFICER:

Command will establish a Public Information Officer (PIO).

When, activated the PIO will:

- Report to the IC.
- Receive a briefing and any special instructions necessary to fill the position.
- Prepare an initial incident information release and brief any news media personnel present.
- Continually act as official liaison between IC and the news media.
- Locate a news media briefing area in a secured area away from the Command Post and other incident activities.
- Any information concerning cause of fire, suppression activities, number of personnel or apparatus, deaths or injuries can be given to the media only through the IC.

Radio identification: Information Officer.

LIAISON OFFICER:

An IC requesting assistance from other agencies will provide a Liaison Officer to assure coordination.

When, activated the Liaison Officer will:

- Report to the IC.
- Receive a briefing and any special instructions necessary to fill the position.
- Identify cooperating/assisting agencies and corresponding agency representatives.
- Act as the point of contact between the IC and the cooperating agencies.

Radio identification: Liaison Officer.

OPERATIONS CHIEF:

The Operations Chief (Ops Chief) will be responsible for the direct management of all incident tactical activities.

The Ops Chief will assist the IC with the Incident Action Plan.

When, activated the Ops Chief will:

- Report to the IC.
- Obtain a situation briefing from the IC.
- Assist in the formulation of the Incident Action Plan.

- Provide continuous supervision of the operations staff.
- Appoint Operations staff as needed (i.e. Division or Group supervisors). If subordinate positions are not assigned, the Ops Chief retains the responsibility for the functions of those positions.
- Assign personnel in accordance with the Incident Action Plan.
- Determine need for immediate and anticipated resources.
- Keep IC informed of any special conditions or actions.
- Request periodic progress reports from Division and Group Supervisors.

Radio identification: Operations Chief.

STAGING AREA MANAGER:

The Staging Area Manager is responsible to the Ops Chief and all radio traffic regarding staging should be between the Ops Chief and the Staging Area Manager. The radio traffic should be on a separate frequency than operations. The Staging Area Manager should pick an area for staging that is away from the emergency scene in order to provide adequate space for assembly and for safe and effective apparatus movement. Apparatus should be able to respond to the scene within three (3) minutes.

When, activated the Staging Area Manager will:

- Coordinate with LEO to block streets, intersections, and other access required for the staging area.
- Insure that all apparatus is parked in an appropriate manner.
- Maintain a log of apparatus and manpower in the staging area and a log of all specialized equipment that will be required at the scene.
- Review with Command what resources must be maintained in staging and coordinate the request for those resources.
- Assume a position that is visible and accessible to incoming and staged apparatus and manpower.

Radio identification: Staging Area Manager.

WATER SUPPLY UNIT LEADER:

The Water Supply Unit Leader is responsible to the Ops Chief. Water Supply Unit Leader is responsible to keep an adequate amount of water on hand to supply the fire ground operations.

He/she will coordinate the tanker shuttle to assure continuity of water supply. If needed, he/she will contact the Ops Chief and request additional resources.

When, activated the Water Supply Unit Leader will:

- Report to the Ops Chief.
- Receive a briefing on the Incident Action Plan and any special instructions necessary to fill the position.
- Obtain from the Ops Chief information on current and anticipated water supply needs.
- Request resources from the Ops Chief based on anticipated needs.
- Provide continuous supervision of water supply operations.
- Assume a position that is visible to incoming apparatus.
- Provide easy access and egress for incoming apparatus.
- Keep the Ops Chief informed on current water supply and advise when it is getting low.

Radio identification: Water Supply.

DIVISION SUPERVISOR:

Division Supervisors are responsible to the Ops Chief. Division Supervisor is responsible for the operations in their specified division. Divisions are set by geographical location.

When, activated the Division Supervisor will:

- Report to the Ops Chief.
- Receive a briefing from the Ops Chief on the Incident Action Plan and any special instructions necessary to fill that position.
- Provide continuous supervision of operations in his/her division.
- Request additional resources from the Ops Chief.
- Give periodic progress reports to the Ops Chief.
- Advise the Ops Chief of changing conditions that may place personnel in danger.

Radio identification: Division Supervisor.

GROUP SUPERVISOR:

The Group Supervisor is the same as the Division Supervisor except that Divisions are set by geographical location and Groups are set by area of operation. So, Divisions will be North, South, East, or West but, they will have a prefix (A, B, C, D, etc.).

Groups will be Ventilation, Interior, etc. If there is more than one Group in the same area, they will be given a prefix (i.e. Interior Group A, Interior Group B).

REHAB UNIT LEADER:

The Rehab Unit Leader is responsible to the Ops Chief. The Rehab Unit is responsible for the rehabilitation of personnel operating at the incident.

When, activated the Rehab Unit Leader will:

- Report to the Ops Chief.
 - Receive a briefing from the Ops Chief and any special instructions to fill that position.
 - Assure that a rescue unit is in the Rehab area.
 - Assure that the following is done:
 - Vitals are taken.
 - Area for personnel to sit and rest.
 - Personnel rest for at least fifteen (15) minutes.
 - If a person's vitals are not in the good range they will not be allowed to return to the scene until they return to normal, once they return, they will not actively fight fire.
 - Guarantee transport for personnel in need.
 - Personnel are given plenty of fluids.
-

Initial Attack Operations

City Limits Residential/Commercial Response

Purpose:

The purpose of this guideline is to assure efficient and effective initial attack while providing for personnel safety first.

Application:

This guideline shall apply to all personnel on structure fires.

Responsibility:

All personnel have a responsibility to follow this guideline. Overall responsibility for enforcement of this guideline rests with the Officers and Incident Commander (IC). Authority to deviate from this guideline rests with the riding Officer and/or the IC, who is responsible for the results of any deviation.

Water Supply:

Any fire that on arrival there is smoke showing, at least a single supply line will be laid in to the fire scene from the nearest available hydrant. When laying a supply line and there is not a hydrant close consider switching to drafting operations.

Arrival:

On arrival the riding officer/firefighter will give an arrival report consisting of:

- Fire condition (fire showing, smoke showing, nothing showing, etc.).
- Construction of the building (single story commercial masonry block, two story wood frame residential, etc.),
- Adequate resources or mutual aid needed.
- Activation of Rapid Intervention Team (RIT) if interior attack is warranted, and dispatch of Ambulance for Rehab.
- Exposures.

- Entrapment.
- Needs for utilities (gas, power, etc.).
- Type of attack (offensive, defensive, marginal).
- Assume (establish) and name Command.

The Officer (IC) will make a pass around fire building to assess any additional hazards.

The IC will return to the apparatus and direct exposure lines if needed, if not, he/she will direct hose lines for the type of attack needed. He/she will also specify size of line. It is the policy of this department to not use any line smaller than 1-3/4" on structure fires.

All personnel will have full protective clothing in accordance with the protective clothing SOG. All personnel will have breathing apparatus in accordance with the S.C.B.A. SOG.

Rural Response Structure Fire

Purpose:

The purpose of this guideline is to assure efficient and effective initial attack while providing for personnel safety first.

Application:

This guideline shall apply to all personnel on structure fires.

Responsibility:

All Personnel have a responsibility to follow this guideline. Overall responsibility for enforcement of this guideline rests with the Officers and Incident Commander (IC). Authority to deviate from this guideline rests with the riding Officer and/or the IC, who is responsible for the results of any deviation.

Water Supply:

Water supply for the rural setting will be facilitated using Engine 04 and drop tank if practical. A call for mutual aid water tenders should be contacted.

Arrival:

On arrival the operator will set up apparatus preparing for selected pumping application as directed by Officer. The riding officer/firefighter or first arriving officer will give an arrival report consisting of:

- Fire condition (fire showing, smoke showing, nothing showing, etc.).
- Construction of building (single story masonry block commercial structure, two story wood frame residential structure, etc.).
- Adequate resources or mutual aid needed.
- Activation of Rapid Intervention Team (RIT) team if interior attack is warranted, and dispatch of Ambulance for Rehab. Exposures.
- Entrapment.
- Need for utilities (power, gas etc.).
- Type of attack (offensive, defensive, or marginal).

- Assume (Establish) and name Command.

The Officer (IC) will make a pass around fire building to assess any additional hazards.

The IC will return to the apparatus and direct exposure lines if needed, if not, he/she will direct hose lines for the type of attack needed. He/she will also specify size of line. It is the policy of this department to not use any line smaller than 1-3/4" on structure fires.

All personnel will have full protective clothing in accordance with the protective clothing SOG. All personnel will have breathing apparatus in accordance with the S.C.B.A. SOG.

Chimney Fire

Purpose:

The purpose of this guideline is to assure efficient and effective initial attack while providing for personnel safety first.

Application:

This guideline shall apply to all personnel on structure fires.

Responsibility:

All Personnel have a responsibility to follow this guideline. Overall responsibility for enforcement of this guideline rests with the Officers and Incident Commander (IC). Authority to deviate from this guideline rests with the riding Officer and/or the IC, who is responsible for the results of any deviation.

Water Supply:

Initial water supply does not need to be obtained; If deemed necessary by the IC, the arriving apparatus can forward lay from the hydrant to the scene to secure a water supply.

Arrival:

On arrival the operator will set up apparatus preparing for selected pumping application as directed by Officer. The riding officer/firefighter or first arriving officer will give an arrival report consisting of:

- Fire condition (fire showing, smoke showing, nothing showing, etc.).
- Construction of building (single story masonry block commercial structure, two story wood frame residential structure, etc.).
- If responding units can handle or if mutual aid is needed, activation of Activation of Rapid Intervention Team (RIT) team if interior attack is warranted, and dispatch of Ambulance for Rehab. Exposures.
- Entrapment.
- Need for utilities (power, gas etc.).
- Type of attack (offensive, defensive, or marginal).

- Assume (Establish) and name Command.

The Officer (IC) will make a pass around fire building to assess any additional hazards.

Firefighters will need to be divided into two divisions. The IC or operations officer will designate the groups and establish their responsibilities.

The two divisions will consist of an interior crew to investigate the heat source and the second will be a roof crew to access the chimney top.

Interior crew will consist of 2-3 firefighters and will bring appropriate tools (pail, mirror, extinguisher, shovel, radio, SCBA if needed, etc.) to manage extinguishment of heat source. Crew will follow the accountability system as outlined in the Accountability SOG.

Roof crew will consist of 2 personnel minimum. Crew will ladder roof in a safe manner bringing with the necessary tools (chains, roof ladder, gloves, ram, SCBA if needed, lights extinguishment bombs, radio, etc.).

Clear communication will be used between the two divisions and mitigation will be done in a coordinated manner. Entry to the structure will be limited in order to limit the damage to owner/occupant's property. Every process will be decided by the operations officer.

All personnel will have full protective clothing in accordance with the protective clothing SOG. All personnel will have breathing apparatus in accordance with the SCBA SOG.

Vehicle Fires

PURPOSE:

The purpose of this guideline is to assure the efficient extinguishment of fires involving automobiles and other vehicles while maintaining the integrity of personal safety for personnel at the incident.

APPLICATION:

This guideline shall apply to all personnel during emergency operations or training involving a vehicle fire.

RESPONSIBILITY:

The riding Officer or incident commander has the responsibility for the enforcement of the guideline. Authority to deviate from this guideline rests solely with the Incident Commander who bears full responsibility for the results of any deviation.

APPARATUS POSITIONING:

Apparatus responding to a vehicle fire shall be positioned as follows:

- Uphill.
- Upwind.
- At least 100 foot away from vehicle.
- Between working personnel and approaching traffic, if vehicle is in the roadway.

POTENTIAL HAZARDS:

All personnel will operate with an awareness of the following potential hazards:

- Shock absorbing bumpers that may explode and separate from the vehicle.
- Multiple or auxiliary fuel tanks.
- Sealed drive shafts that may explode.
- Shock absorbers that may explode.
- Multiple batteries.
- Propane or LNG fuel tanks.

- High pressure hoses connected to air conditioning system that may burst releasing oil and pressurized freon gas.
- Hood springs that may be weakened.
- Plastic fuel tanks that may rupture causing a flowing fuel leak or fire.
- Split rim tires that may fail.
- Magnesium motors and rims.

SAFETY PERIMETER:

A safety perimeter shall be established around the involved vehicle. The perimeter shall be all the area within a 100-foot radius of the vehicle. All personnel operating within this perimeter will be in full protective clothing and SCBA.

OPERATIONS:

-
- All personnel will have full protective clothing and SCBA if they are within the safety perimeter.
 - The initial attack will be made with a minimum of (1) 1-3/4" flowing at least 60 GPM. Preferred initial attack line is the 150' 1 3/4' bumper line.
 - The vehicle should be approached at a 45-degree angle.
 - As soon as possible the wheels should be blocked to prevent vehicle movement.
 - Any fire exposing the fuel tank should be controlled first. Exposed fuel tanks should be cooled to minimize internal pressure and possibility of rupture.
 - Use extreme caution when opening the passenger and engine compartments. Always have a charged line available before the compartment is opened. Always block the compartment open with a tool.

Wildland/Urban Interface

PURPOSE:

The purpose of this guideline is to assure the efficient extinguishment of fires involving brush/grass while maintaining the integrity of personal safety for personnel at the incident.

APPLICATION:

This guideline shall apply to all personnel during emergency operations or training involving a grass/brush fire.

RESPONSIBILITY:

The riding Officer or incident commander has the responsibility for the enforcement of the guideline. Authority to deviate from this guideline rests solely with the Incident Commander who bears full responsibility for the results of any deviation.

APPARATUS POSITIONING:

Apparatus responding to a grass/brush fire shall be positioned as follows:

- Upwind.
- At least 100 foot away from fire.
- Between working personnel and approaching traffic, if vehicle is in the roadway.

POTENTIAL HAZARDS:

All personnel will operate with an awareness of the following potential hazards:

- Rapidly changing fire conditions
- Entrapment by fire due to wind changes.
- Heat exhaustion/stroke due to high ambient heat.

OPERATIONS:

- Ensure MN Department of Natural Resources (DNR) or United States Forest Service has been notified depending on fire location.
- Primary responsibility is structural protection and personal safety.
- First in officer or engine establish command as outlined in incident command SOG.
- Perform scene walk around to develop action plan.
- Personnel operating in hot zone are required to wear proper PPE and stay with partner.
- Transfer command to DNR/Forest Service upon their arrival.
- Assist DNR or Forest Service in containment of fire as needed.

Vehicle Incidents

PURPOSE:

The purpose of this guideline is to assure efficient and effective scene management of a vehicle crash while providing for personnel safety first.

APPLICATION:

This guideline shall apply to all personnel on vehicle crashes.

RESPONSIBILITY:

All personnel have a responsibility to follow this guideline. Overall responsibility for enforcement of this guideline rests with the Officers and Incident Commander (IC). Authority to deviate from this guideline rests with the riding Officer and/or the IC, who is responsible for the results of any deviation.

ARRIVAL:

On arrival engine operator will position the apparatus in a manner of effectively creating a safe zone for rescue operations and safe obtaining of tools need of the engine. The riding officer/firefighter or first arriving officer will give an arrival report consisting of:

- Establishing Fire Command
- Number of vehicles
- Positions on roadway
- Extent of damage
- Need for additional resources

IC will coordinate rescue efforts with the ambulance crew and law enforcement officers on scene.

IC's primary responsibility is safety of crew performing rescue operations. IC will ensure roadway is safely secured by law enforcement.

Personnel on scene will always wear safety reflective vest while operating on the side of the roadway and will be cognizant of traffic conditions and flow.

All personnel will have full protective clothing in accordance with the protective clothing SOG.

Water and Ice Rescue

PURPOSE:

The purpose of this guideline is to assure efficient and effective scene management of a water and ice rescue while providing for personnel safety first.

APPLICATION:

This guideline shall apply to all personnel on water and ice rescue.

RESPONSIBILITY:

All personnel have a responsibility to follow this guideline. Overall responsibility for enforcement of this guideline rests with the Officers and Incident Commander (IC). Authority to deviate from this guideline rests with the riding Officer and/or the IC, who is responsible for the results of any deviation.

SAFETY:

All personnel working in or near the water/ice area including but not limited to arm's length, or in a boat shall don either a United States Coast Guard (USCG) approved Type III or Type IV Personal Flotation Device (PFD), or an insulated cold-water rescue suit. A PFD should not be worn with an insulated cold-water rescue suit.

Working time in water is directly related to the temperature of the water and is established to prevent the effects of hypothermia on a rescuer wearing an insulated suit.

Water temperature/ minutes in water

- | | |
|--|------------|
| • Above 75 degrees Fahrenheit | 60 minutes |
| • Between 45 and 75 degrees Fahrenheit | 45 minutes |
| • Below 45 degrees Fahrenheit | 30 minutes |

These are a general guideline for times but maybe extended if need exists.

An equal number of backup rescuers should be dressed and ready in case they are needed. Rescuer's on the ice will be tethered to shore with a life safety rope, (preferably a static floating rope) or if the distances are too great, be anchored with rope and an ice anchor placed in "GOOD" ice.

All personnel must be trained in water and ice rescue before they can perform rescues.

ARRIVAL:

On arrival rescue operator will position the apparatus in a manner of effectively creating a safe zone for rescue operations and safe obtaining of tools needed for the rescue. The riding officer/firefighter or first arriving officer will give an arrival report consisting of:

- Establishing Rescue Command
- Number of vehicles
- Positions on roadway
- Extent of Incident
- Need for additional resources

IC will coordinate rescue efforts with the ambulance crew and law enforcement officers on scene.

IC's primary responsibility is safety of crew performing rescue operations. IC will ensure area is safely secured by law enforcement.

Personnel on scene will always wear personal flotation devices (PFD) while operating within arm's length within water or ice and will be cognizant of rescue operations.

All personnel will be wearing a personal flotation device (PFD) in accordance with the protective clothing SOG.

Methods of Rescue

Each situation will determine the proper method of rescue; however, the safety of the rescuer is of the utmost importance and in an effort to minimize risk to the rescuers, the concept of reach, throw, and then go shall be utilized.

Reach, Throw, Go

Reach

Always attempt to reach victim(s) with one of the following but not limited to a pike pole or ground ladder across the ice

Throw

If rescuer cannot reach the victim(s) then throw rope bag or another thrown rescue item.

Attempt to throw device over the victim(s). Be sure to hold on to or anchor the loose end of the thrown rescue device. Have victim, if possible, wrap rope around an arm or torso and hold on as rescuers pull victim(s) to safety.

Go (Water Rescue)

Using a PFD or ice rescue suit, swim to the victim(s) talking an extra PFD or life ring to them. Note do not allow the victim(s) to grab ahold of the rescuer.

Go (ICE Rescue)

Use of an insulated water rescue suit is required. Use of a PFD in conjunction with the suit is not required and should not be used as it may inhibit the rescuer.

A tether line shall be attached to the front of the suit and be tended to at all times to rescuer is away from shore.

Rescuers may need to take tools including but not limited to ice awls, pike pole, chain saws, ladder, webbing, and ropes. The situation presented will determine many of the equipment needs.

Rescuers working on ice should use all means to distribute their weight over the surface and be prepared for breaking through at all times. Use of a ground ladder is a recommended method of accomplishing this.

When using the Ice Rescue Sled as a platform for ice rescue operations, the sled needs to be tethered in order to assist in its returning to shore.

Mountain Iron Fire Department
Policies &
Standard Operating Guidelines
Effective February 1st, 2019

Receipt for Policies & Standard Operating Guidelines

I acknowledge that I have received a copy of the Policies and Standard Operating Guidelines (SOG) for the Mountain Iron Fire Department and it is my duty to read and follow all policies and guidelines outlined in the policies & SOG. It is my duty to contact an Officer to get any clarification for any policies or guideline I don't fully understand.

Name (Please Print) _____

Signature _____

Date _____



CITY OF MOUNTAIN IRON

"TACONITE CAPITAL OF THE WORLD"

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RESOLUTION NUMBER 01-19

BANK AUTHORIZATION

THIS IS TO CERTIFY: That at a meeting of the City Council of the City of Mountain Iron, (hereafter referred to as the "City"), operating under the laws of the State of Minnesota, duly held on February 19, 2019, the following resolution was adopted:

BE IT RESOLVED, that the American Bank of the North, (hereafter referred to as the "Bank"), is hereby designated as a depository for the funds of the City, which may be withdrawn on checks, drafts, advices of debit, notes or other orders for the payment of monies bearing any two of the following officers or employees of the City, whose actual signatures are shown below:

Gary Skalko – Mayor

Craig J. Wainio – City Administrator

Steve Skogman – Deputy Mayor

Tim Satrang – Dir. of Public Works

and said Bank shall be and authorized to honor and pay whether or not payable to bearer or to the individual order of any agent or agents signing the same.

BE IT FURTHER RESOLVED, that the Bank is hereby directed to accept and pay without further inquiry any item drawn against any of the City's accounts with the Bank bearing the signature or signatures of Agents, as authorized above or otherwise, even though drawn or endorsed to the order of any Agent signing or tendered by such Agent for cashing or in payment of the individual obligation of such Agent or for deposit to the Agent's personal account, and the Bank shall not be required or be under any obligation to inquire as to the circumstances of the issue or use of any item signed in accordance with the resolutions contained herein, or the application or disposition of such item or the proceeds of the item,

BE IT FURTHER RESOLVED, that any one of such Agents is authorized to endorse all checks, drafts, notes and other items payable to or owned by this City for deposit with the Bank, or for collection or discount by the Bank; and to accept drafts and other items payable at the Bank.

BE IT FURTHER RESOLVED, that the above named agents are authorized and empowered to

execute such other agreements, including, but not limited to, special depository agreements and arrangements regarding the manner, conditions, or purposes for which funds, checks, or items of the City may be deposited, collected, or withdrawn and to perform such other acts as they deem reasonably necessary to carry out the provisions of these resolutions. The other agreements and other acts may not be contrary to the provisions contained in this Resolution,

BE IT FURTHER RESOLVED, that the City hereby conferred upon the above named agents shall be and remain in full force and effect until written notice of any amendment or revocation thereof shall have been delivered to and received by the Bank at each location where an account is maintained. Bank shall be indemnified and held harmless from any loss suffered or any liability incurred by it in continuing to act in accordance with this resolution. Any such notice shall not affect any items in process at the time notice is given.

DULY ADOPTED BY THE CITY COUNCIL THIS 19th DAY OF FEBRUARY, 2019.

Mayor Gary Skalko

ATTEST:

City Administrator

COUNCIL LETTER 021919-VIB

COUNCILOR SKOGMAN

FIRE DEPARTMENT MEETING

DATE: February 14, 2019

FROM: Councilor Skogman

Craig J. Wainio
City Administrator

Councilor Skogman requested this item be place on the agenda with the following background information:

Set up possible meeting with Fire Department.