

Clay County Fire Chiefs

Meeting Minutes

January 20, 2010

I. Call to order

Meeting was cancelled due to severe weather.

II. Roll call

III. Approval of minutes from last meeting

IV. Elections

V. Open Issues

VI. New Business

Next meeting will be February 16, 2010 at 7:00 p.m. in the Clay County Administration Building.

Minutes submitted by: Tammy McKeever

Clay County Fire Chiefs

Meeting Minutes

February 16, 2010

I. Call to order

Tim Sylvester, President called to order the regular meeting of the Clay County Fire Chiefs at 7:10 p.m. on February 16, 2010 in the Clay County Board of Supervisors Room.

II. Roll call

Tammy McKeever, Secretary conducted a roll call. The following persons were present: Tim Sylvester, Joel Wassom, Aaron Rutter, Matt Goyette, Kim Kroger, Rod Dillard, Eric Tigges, Tammy McKeever, Doug Duncan & Lefty Ginger.

III. Approval of minutes from last meeting

Motion by Joel Wassom, seconded by Aaron Rutter to approve the minutes of the last meeting. All those present voted aye. Motion carried.

IV. Elections

- a) Motions by Eric Tigges, seconded by Aaron Rutter to have Tim Sylvester remain as President and Doug Duncan to remain as Vice President. All those present voted aye. Motion carried.
- b) By general consensus the fire chiefs appointed Kim Kroger as EMS Advisory Council representative for the fire chiefs.
- c) By-laws were reviewed. Tammy will add the last review date to the by-laws.

V. Open Issues

- a) Fire & EMS Review. Eric, Tim & Doug will form a committee to review the districts.
- b) Julie Brehmer asked the fire chiefs to review the fire district around Gillett Grove. West of 225th is Royal and East is Dickens. South of the Gillett Grove blacktop is Webb. Anytime there is a call in Greenville, Royal has a double page.
- c) Disaster Drill will be August 4, 2010 in Everly. Tammy encouraged the fire chiefs to support the drill.
- d) Eric Tigges gave an LEPC update indicating there would be Hazmat training on March 6, 2010. The fire chiefs were wondering if it would be possible to have the colors on the county road maps changed. No blue, use green red and yellow. Tammy will request those changes be made.
- e) Radios are not done. There are enough radios for each department to receive approximately six (6). The federal government requires that all equipment must be narrow band by 2013. Clay County equipment is narrow band compatible, but not programmed yet.

VI. New Business

- f) Eric has a management program that he can use to track county inventory. Fire chiefs will email spreadsheets to Eric. Weather stations will be discussed by the 911 board.
- g) Blue light protocol was discussed.
- h) Fit for duty was discussed in regards to fire & ems. No action was taken.
- i) Eric Tigges gave an EMA report. He reminded the fire chiefs that all elected officials need to have NIMS. He is working on a facilitated self-study.
- j) Tammy McKeever gave an EMS report. The Clay County EMS Association has applied for a "Love Our Kids Grant". EMS week is quickly approaching and Tammy gave an overview of some of the ideas. The appreciation banquet will be in June and the fire chiefs were encouraged to make suggestions to the advisory council of which fire department should receive this year's award.
- k) Other issues for the good of the county included: April 19, 2010 at 6:00 p.m. at Spencer Fire will be a test site. President Sylvester discussed the Red Cross Fund Raiser. Cindy Voss is the new Red Cross Coordinator, the disaster phone number is the same, but her cell phone is different. Tammy will email Cindy Voss's cell phone number. Pancake breakfasts were discussed.

Motion by Eric Tigges, seconded by Doug Duncan to adjourn the meeting. All Those present voted aye. Motion carried. Meeting adjourned at 8:06 p.m.

Next meeting will be March 30, 2010 at 7:00 p.m. in the Clay County Administration Building.

Minutes submitted by: Tammy McKeever

Clay County Fire Chiefs

Meeting Minutes

March 30, 2010

I. Call to order

Tim Sylvester, President called to order the regular meeting of the Clay County Fire Chiefs at 7:03 p.m. on March 30, 2010 in the Clay County Board of Supervisors Room.

II. Roll call

Tammy McKeever, Secretary conducted a roll call. The following persons were present: Tim Sylvester, Joel Wassom, Aaron Rutter, Matt Goyette, Kim Kroger, Eric Tigges, Tammy McKeever, Doug Duncan, Brian Kahl, Mark Lundquist, Jon Winterboer, & Vince McGee.

III. Approval of minutes from last meeting

Motion by Brian Kahl, seconded by Joel Wassom to approve the minutes of the last meeting. All those present voted aye. Motion carried.

IV. Open Issues

- a) Proposed to adopt the same EMS & Fire Districts. Eric will get mil levies and check to see what the state law says about the % of mil that can be EMS.
- b) Radios were dispersed.
- c) Disaster Drill will be August 4, 2010 in Everly. Tammy encouraged the fire chiefs to support the drill.
- d) Eric Tigges gave an LEPC update. Once Eric receives his laptops he will be setting up NIMS training. He would like all fire chiefs to take 300.

V. New Business

- e) Motion by John Winterboer, seconded by Matt Goyette that Clay County adopt a standardized billing for hazmat, dui calls and guidelines for other occurrences. All those present voted aye. Motion carried.
- f) Eric has a management program that he can use to track county inventory. Fire chiefs will email spreadsheets to Eric. Blue light protocol was discussed.
- g) Mark Lundquist was present to discuss a Moose Lodge Fundraiser he is working on. He would like three (3) people from each service. It will be a free will donation. One check will be submitted to EMS, and the EMS Association will split it between the services who volunteer. Everly will display their bunker gear and Fostoria will display their roadway gear. Setup will be Saturday at 6:30 and they will begin serving at 7:00 a.m. on Sunday morning. Call Mark Lundquist to schedule.

- h) Eric Tigges gave an EMA report. Weather spotter classes have been cancelled by Todd Heitkamp. Eric does have a power point available if anyone is interested.
- i) Tammy McKeever gave an EMS report. The Clay County EMS Association has received a "Love Our Kids Grant". They will be providing ATV Safety Training. EMS week is May 16 -22, 2010. Tammy gave an overview of activities planned for the week. The appreciation banquet will be in June and the fire chiefs were encouraged to make suggestions to the advisory council of which fire department should receive this year's award. Congratulations to Joel Wassom for completing his EMT-B and to Fostoria Fire & Rescue for receiving a \$2,500 grant from Monsanto.
- j) Other issues for the good of the county. Tim Sylvester reminded services to donate \$100 to Red Cross Heroes program. Doug Duncan reminded fire chiefs that Spencer Fire will be a test site on April 19, 2010 at 6:00 p.m.

Motion by Joel Wassom, seconded by Doug Duncan to adjourn the meeting. All Those present voted aye. Motion carried. Meeting adjourned at 8:14 p.m.

Next meeting will be determined at a later date.

Minutes submitted by: Tammy McKeever

Clay County Fire Chiefs

Meeting Minutes

August 9, 2010

I. Call to order

Doug Duncan, Vice-President called to order the regular meeting of the Clay County Fire Chiefs at 7:17 p.m. on August 9, 2010 in the Clay County Board of Supervisors Room.

II. Roll call

Tammy McKeever, Secretary conducted a roll call. The following persons were present: Aaron Rutter, Kim Kroger, Doug Duncan, Eric Tigges, & Tammy McKeever. Special Guest Randy McCurdy

III. Approval of minutes from last meeting

Motion by Aaron Rutter, seconded by Eric Tigges to approve the minutes of the last meeting. All those present voted aye. Motion carried.

IV. Open Issues

- a) Proposed to adopt the same EMS & Fire Districts. Committee is on hold for the summer.
- b) Equipment Inventory - Eric has a data management tool that can be used. Eric will work with the fire chiefs to get that information.
- c) Disaster Drill was held on August 4, 2010 in Everly. Next year the plans are to hold a table top prior to the drill.
- d) Eric Tigges gave an LEPC update. Eric is working on Hazmat classes. If there is a class you would like please contact Eric. Grain bin rescue and confined space were discussed.
- e) NIMS- If you have people that need NIMS please contact Eric. Discussion was had regarding an Incident Command Class for Fire Chiefs. USAF has an interactive disk that covers the nuts and bolts of staging. He would like all fire chiefs to take 300.

V. New Business

- f) Randy McCurdy of Northern Natural Gas provided packets of information to each service and provided a power point presentation. Randy indicated he could offer a table top exercise free of charge.
- g) Masimo Rad 57 grant was discussed. Tammy will apply and inform the Chief's of the ease of applying.
- h) Weather spotting was tabled until next meeting. A discussion was had regarding HAM radio operators versus Fire.
- i) EMA had nothing to report.

- j) Clay County EMS Coordinator, Tammy McKeever, informed the Fire Chiefs of happening with the Clay County EMS Association.
- k) Other issues for the good of the county. A new State Fire Marshall should be named soon.

Motion by Doug Duncan, seconded by Aaron Rutter to adjourn the meeting. All Those present voted aye. Motion carried. Meeting adjourned at 8:48 p.m.

Next meeting will be determined at a later date.

Minutes submitted by: Tammy McKeever

Clay County Fire Chiefs

Meeting Minutes

November 15, 2010

I. Call to order

Tim Sylvester, President called to order the regular meeting of the Clay County Fire Chiefs at 7:12 p.m. on Monday, November 15, 2010 in the Emergency Operations Center in the Clay County Administration Building.

II. Roll call

Tammy McKeever, Secretary conducted a roll call. The following persons were present: Aaron Rutter, Kim Kroger, Doug Duncan, Eric Tigges, Tim Sylvester, Matt Goyette, Lefty Ginger, Ray Savage, Mike Wimmer, Vince McGee, John Winterboer & Tammy McKeever. Special Guest Moose Riders

III. Approval of minutes from last meeting

Motion by Doug Duncan, seconded by Aaron Rutter to approve the minutes of the last meeting. All those present voted aye. Motion carried.

IV. Open Issues

- a) Proposed to adopt the same EMS & Fire Districts. Committee has not met since March. The committee is made up of Doug, Aaron, Tim & Mike. Clay County Auditor, Marge Pitts, will be holding a training with Township Trustees in the future. This would be a good time to approach them about redistricting.
- b) Equipment Inventory - Eric has a data management tool that can be used. Eric will work with the fire chiefs to get that information.
- c) There is a push from the State and Federal level to utilize plan language and do away with 10 codes.
- d) Eric Tigges gave an LEPC update. Eric is working on Hazmat classes. If there is a class you would like please contact Eric. Doug & Aaron are working on a grain bin rescue class. The burn trailer was also discussed.
- e) NIMS- If you have people that need NIMS please contact Eric. He would like to hold trainings this winter. He would like all fire chiefs to take 300.

V. New Business

- f) Emergency Manager, Eric Tigges discussed risk assessments. It is important to identify risks and use them as memory markers. We will have lessons learned on each agenda.
- g) A 10-22 standard operating procedure was discussed at length. It is important that the chain of command is followed. Each fire chief will talk to their departments. By general consensus the group decided to develop and SOG and adopt as part of the 28 E agreement.

- h) Information from Med Compass was share with the fire chiefs by Tammy McKeever. This company offers basic physicals, comprehensive physicals and fit testing at your site.
- i) EMA had nothing to report.
- j) The Clay County Fire Chiefs received a letter from the Sioux Rapids Fire Department regarding incorrect paging of departments. The fire chiefs were reminded that if they are paged to a call and they feel someone else may be closer they should ask the communication center if that service has been paged.
- k) EMA Report was given by Eric Tigges. Next year's disaster drill will hopefully be in Dickens. Mr. Tigges also explained the HAZMAT Mitigation process that Clay County will be going through over the next 18 months.
- l) Clay County EMS report was given by Tammy McKeever. The CCEMSA Winter Conference will be February 19, 2011.
- m) Other issues for the good of the county. Fostoria & Spencer are working on a grain bin class.

Motion by Doug Duncan, seconded by Aaron Rutter to adjourn the meeting. All Those present voted aye. Motion carried. Meeting adjourned at 8:22 p.m.

Next meeting will be determined at a later date.

Minutes submitted by: Tammy McKeever