

**JOINT SPECIAL MEETING OF THE  
BIG LAKE TOWNSHIP TOWN BOARD, BIG LAKE CITY COUNCIL AND BIG LAKE  
FIRE DEPARTMENT  
FEBRUARY 22, 2020**

The Town of Big Lake Board of Supervisors, City of Big Lake Council, and Big Lake Fire Department members, on Saturday February 22, 2020 at the Big Lake Fire Station, located at 20243 County Road 43 NW, Big Lake Township, Sherburne County, State of Minnesota.

The meeting was called to order at 8:30AM by Joint Fire Board Chair Bruce Aubol and the Pledge of Allegiance was recited.

In attendance from the Town of Big Lake: Supervisors Bruce Aubol, Norm Leslie, and Dean Brenteson, Clerk Brenda Kimberly-Maas, and Deputy Clerk Jayme Swenson.

In attendance from the City of Big Lake: Mayor Mike Wallen, Council members Rose Johnson, Paul Knier, and Scott Zettervall, City Administrator Clay Wilfahrt, and City Finance Director Deb Wegeleben. Council member Seth Hansen was present in the role of Fire Chief.

In attendance from the Big Lake Fire Department: Chief Seth Hansen, Assistant Chief Mark Hedstrom, Captain Chris Brezinka, Captain Charlie Stern, Captain Jeff Novak, Fire Fighters Michael Bondhus, Doug Novak, Joshua Matich, Jeremy Kokesh, Noel Krebs, Sam Hanson, Eric Rosa, and new recruits(probationary members) Brady Bagne, and Clinton Maxson, and fire wife Janae Stern.

**Approval of Meeting Agenda**

Motion/Second to accept the presented Agenda by: Mike Wallen/Rose Johnson. All present Officials approved. Motion Prevailed. The meeting proceeded in accordance with the Agenda.

The meeting was turned over to Chief Seth Hansen.

**Meeting Business**

Seth told the attendees the purpose of the meeting was to assist with developing a Fire Department, five-year(5-yr) strategic plan. A meeting involving the fire department officers and members from the Town and the City, was held on February 3<sup>rd</sup>. At that meeting the group established five (5) strategic department goals. They are: Goal #1 : Fun/Fulfillment/ Atmosphere; Goal #2: Public Image (Branding, Building Exterior, Engagement); Goal #3: Staffing; Goal #4 : Administration/Policy; Goal #5 : Personal Safety and Health.

During the Joint Meeting the group was asked to write down ideas to promote positive results, for each of the objective goals. The ideas will be used to create sub-categories within

each objective goal. The group was given 10-15 minutes per goal, to come up with ideas which would assist in obtaining positive results for the department.

The following sub-categories were established for each goal. Some detail items are also listed.

**Goal #1 : Fun/Fulfillment/Atmosphere**

- Family Events
  - Camping, picnics, FD games
- Joint Gatherings (BLFD, Town & City)
  - See above
- Public Recognition of Accomplishments
  - Service recognition – YOS and other
- Team Building Events/Activities
  - Department competitions

**Goal #2 : Public Image (Branding/Building Exterior/Engagement)**

- Additional Community Events
  - Attend existing community events
  - Attend school events
  - Host additional events
- Branding/Clothing
  - Training Uniform
- More Online Presence
  - Social Media
  - Webpage
- Exterior Updates to Building & Grounds
  - Reader Board
  - Glass truck bay doors

**Goal 3 :Staffing**

- Compensation
  - Increase wages
- Full-time Fire Department Personnel
  - Daytime Duty Officers
- Expand Eligibility Area
  - Loosen distance requirements
  - Sub-station
- Recruitment
  - Offer Sign-on bonus

**Goal 4 : Administration/Policy**

- Policies/Procedures
  - SOG Updated

- Annual Reviews
- Administrative Transparency
  - Member Involvement
- Review of Fire Board – JPA
  - Tie-break vote
- Technology Advancements
  - Truck equipment

**Goal 5 : Personal Safety and Health**

- Training
  - Adequate funding
  - Appropriate equipment, procedure
  - Allow new recruits to ride along and observe
  - Training with surrounding departments
- Upgrade Safety (Equipment, Building & Grounds)
  - PPE upgrades
  - Fit/function
  - Upgrade equipment to properly clean PPE
- New Recruit Training
  - Timely training for safety issues (HazMat)
- Health & Safety
  - Physical, emotional, spiritual aspects of job
  - Workout equipment

Chief Hansen and Assistant Chief Hedstrom will compile the subcategories and underlying ideas. A formal document will be presented to the Fire Board, for review, comment, and direction, at a future Fire Board meeting. Elected fire board officials will convey if they wish to have the information presented to their perspective bodies of government, at that time.

Clerk Kimberly-Maas announced the next Regular Fire Board meeting is scheduled for Tuesday March 17, 2020. It will be held at 7:00PM in the training room of the Fire Station.

No Further Business was brought forth.

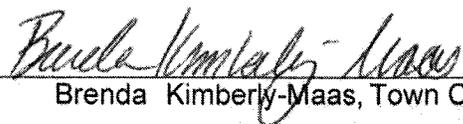
Motion to Adjourn by Paul Knier. Second by Mike Wallen. All present Officials approved.  
Motion Prevailed. The Joint Special Meeting Adjourned at 9:40AM.

Respectfully Submitted,  
Brenda Kimberly-Maas, Town Clerk

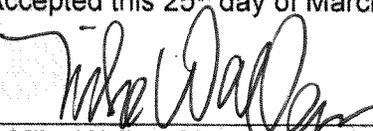
Accepted this 26<sup>th</sup> day of February 2020 by the Town of Big Lake Board of Supervisors.

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\_\_\_\_\_  
Bruce Aubol, Chairman

Attest:   
\_\_\_\_\_  
Brenda Kimberly-Maas, Town Clerk

Accepted this 25<sup>th</sup> day of March 2020 by the Big Lake City Council.

  
\_\_\_\_\_  
Mike Wallen, Mayor

Attest:   
\_\_\_\_\_  
Gina Wolbeck, City Clerk