

**AGENDA  
HANOVER CITY COUNCIL  
OCTOBER 2, 2018**

**MAYOR**

**CHRIS KAUFFMAN**

**COUNCIL**

**DOUG HAMMERSENG**

**KEN WARPULA**

**JIM ZAJICEK**

**MARYANN HALLSTEIN**

1. Call to Order/Pledge of Allegiance: 7:00 p.m.
2. Approval of Agenda
3. Consent Agenda Items:
  - a. Approve Minutes of September 18, 2018 City Council Work Session Meeting (4)
  - b. Approve Minutes of September 19, 2018 Joint Comprehensive Plan Meeting (7)
  - c. Approve Claims as Presented: (8)

➤ Claims	\$ 20,735.16
➤ Payroll	\$ 9,678.08
➤ P/R taxes & Exp	\$ 3,419.18
➤ Other Claims	\$ 2,357.46
➤ Total Claims	<u>\$ 36,189.88</u>
  - d. Res No 10-02-18-90 – Approving Hanover FRA Excluded Bingo Permit (29)
  - e. Res No 10-02-18-91 – Approving Hire of Temporary Snow Plow Driver (30)
  - f. Res No 10-02-18-92 – Accepting Donation from Hanover Lions Club (31)
  - g. Res No 10-02-18-93 – Approving Purchase of Fire Department Turnout Gear (32)
  - h. Res No 10-02-18-94 – Approving Temp Liquor License (33)
  - i. Res No 10-02-18-96 – Accepting Donation from Hanover Youth Ball (34)
4. Citizen’s Forum:
  - a. B.H.M. Schools – Superintendent Thielman
5. Public Hearings
6. Unfinished Business
7. New Business
  - a. Proclamation of Fire Prevention Week (35)
  - b. Review of Fire Department Policy Chapter & Standard Operating Guidelines (36)
  - c. Res No 10-02-18-95 – Approving Purchase of Street Sweeper (95)
8. Reports
9. Adjournment

**To:** Mayor Kauffman & Members of the Hanover City Council  
**From:** Brian Hagen, City Administrator  
**Date:** September 28, 2018  
**Re:** Review of October 2, 2018 City Council Agenda

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1. Call to Order/Pledge of Allegiance: 7:00 p.m.
2. Approval of Agenda
3. Consent Agenda Items: *See enclosed consent agenda.*
  - a. Approve Minutes of September 18, 2018 City Council Work Session Meeting (4)
  - b. Approve Minutes of September 19, 2018 Joint Comprehensive Plan Meeting (7)
  - c. Approve Claims as Presented: (8)

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  - i. Res No 10-02-18-96 – Accepting Donation from Hanover Youth Ball (34)

4. Citizen's Forum:
  - a. B.H.M. Schools – Superintendent Thielman

*To address the Council in the Citizen's Forum, please complete the Citizen's Forum sign-in sheet on the table near the entrance and give it to the Mayor or City Administrator.*

5. Public Hearings
6. Unfinished Business
7. New Business

- a. Proclamation of Fire Prevention Week (35)  
*Enclosed is a Fire Prevention Week proclamation for consideration.*

**b. Review of Fire Department Policy Chapter & Standard Operating Procedures (36)**

*Chief Malewicki will be present to review adjustments to the departments SOGs and policy chapter. The adjustments were recommended by Administrator Hagen to reduce the liability in the previous process of Officer selections. The new language was prepared by the department. Other adjustments were made to separate what sections belong as policies and what should be left as a SOG.*

**c. Res No 10-02-18-95 – Approving Purchase of Street Sweeper (95)**

*Enclosed is a resolution to purchase a street sweeper as discussed at the previous meeting. The cost of the sweeper did go up to \$10,000 after the owner had it appraised. Based on the increase in price, the payoff of buying versus hiring the service out would be 3-4 years instead of approx. 2 years. All other factors remain the same of \$1,500-\$2,000 a year in staff wages depending on the amount of sweeping needed, brooms estimated to last 2-3 years, and an ability to act quicker on MS4 related violations.*

**8. Reports**

**9. Adjournment**

**CITY OF HANOVER  
CITY COUNCIL WORK SESSION  
SEPTEMBER 18, 2018 – DRAFT MINUTES**

**Call to Order**

Mayor Kauffman called the Regular City Council Work Session Meeting of Tuesday, August 21, 2018 to order at 6:00 p.m. Present were Mayor Chris Kauffman, Councilors Doug Hammerseng, Ken Warpula, Jim Zajicek, and MaryAnn Hallstein. Also present were City Administrator Brian Hagen and Public Works Supervisor Jason Doboszanski.

**Approval of Agenda**

**MOTION** by Warpula to approve the agenda, seconded by Hammerseng. **Motion carried unanimously.**

**Consent Agenda**

**MOTION** by Warpula to approve the consent agenda, seconded by Hallstein.

a. **Approve Minutes of September 4, 2018 City Council Meeting**

b. **Approve Claims as Presented:**

➤ Claims	\$ 79,063.81
➤ Payroll	\$ 9,946.30
➤ P/R taxes & Exp.	\$ 3,527.25
➤ Other Claims	<u>\$ 2,395.85</u>
➤ Total Claims	<u>\$ 94,933.21</u>

c. **Res No 09-18-18-88 – Adopting 2019 Preliminary Budget & Levy**

d. **Res No 09-18-18-89 – Approving 2018 Pavement Improvement Project Pay Voucher #3**

**Motion carried unanimously.**

**Cemetery Columbarium**

Hagen indicated that a local concrete company is will to donate material and labor needed to install footings for a columbarium. Staff has found that a columbarium which could house approximately 48 niches or 96 cremations would cost approximately \$25,000. This amount would change based on design and other features installed around the structure. Before expending additional time on design and cost options, staff is seeking input from Council on whether the City would be interested in installing a columbarium in one of the City Cemeteries.

Council consensus was this was worth considering. They requested design options and what other cemeteries charge for a niche.

**Street Sweeping Services**

Hagen informed Council that the company who has provided sweeping services to the City for the past several years will be closing as the owner is retiring. The company is located in Hanover, and has indicated a willingness to sell one of their machines to the City for approximately \$6,000. Staff received estimates from different companies for future services and the cost would be approximately \$5,500 for the routine spring and fall sweepings. Staff anticipates higher costs based on case by case basis sweepings that typically occur throughout the year. I.e. parade route sweepings. Staff also estimates in house labor costs to be \$1,500 and routine broom replacements on the machine at about \$600-\$800.

Council consensus was to purchase the sweeper. Staff would finalize price and bring a resolution to purchase to the next meeting.

### **Skid Loader Replacement**

Doboszinski explained the quote to replace the skid loader. The quote is up from previous years due to steel price increases and an adjustment to the machine's controls. The current machine has older style controls whereas the new machine would have modern controls utilizing a joystick versus foot pedals and levers. Staff who use the machine the most would prefer the newer style controls as they are more efficient with that style.

Kauffman felt that the City should stop the annual trade in plan and keep the machine for several years. Council asked the benefit of the trade in program and Doboszinski explained that annual maintenance cost alone is approximately \$1,500. Historically the city has paid an additional \$1,000 which provides the City with a new machine, full warranty, and confidence that there will not be any breakdowns.

Hammerseng suggested trading in the old machine to upgrade the controls and to delay considering the trade in program until next year. At that time the City can consider cost based on what steel or other material prices are at.

**MOTION** by Warpula to approve the trade in of the Bobcat Skid Loader, seconded by Hammerseng.  
**Motion carried unanimously.**

### **Law Enforcement Coverage**

Kauffman explained that the City worked with legislatures in the past to try to adjust laws on how sheriff coverage may occur. He felt there would be a benefit to Hanover and other cities in the same situation to be able to contract for coverage where counties may patrol the entire city. Council directed Hagen to reach out and find other cities in similar situations and to see if anyone has input on the matter. Council also desires to work with legislatures to see if there is an alternative solution to current restrictions.

### **November 6, 2018 Council Meeting Date Change**

Hagen requested Council to change the first meeting in November due to that day being the General Election. Hagen noted that the Council will need to canvass election results from the General which requires a special meeting. Council suggested November 8<sup>th</sup> or November 14<sup>th</sup>, which ever date falls within the canvassing period.

### **Reports**

#### **Doboszinski**

- Noted the downtown parking lot in under construction.
- Public Works is in winter transition mode to finish up some last projects and change over for the winter months.

#### **Hagen**

- Absentee Voting begins September 21<sup>st</sup>
- Provided an update on the Mahler Mining IUP. Staff will likely bring a short-term simple extension to Council for consideration while the permit renewal can be completed. The renewal would fall under the new regulations and therefore will require new plans and additional review period.

**Warpula**

- Requested no parking signs on Crow River Drive and Church St. Staff indicated that no parking signs already exist on Crow River Dr based on Council direction from two years ago.
- Requested the curb in front of Maverick Construction be painted yellow to restrict parking and reduce congestion of on street parking downtown. Staff indicated that once the parking lot is completed, a review of on street parking in downtown will be completed with some curbing being painted yellow.

Warpula left at this time for Fire Department training.

Hagen requested Council direction on the no parking signs for Church St. Council felt there was no need at this time to install signs.

**Adjournment**

**MOTION** by Hammerseng to adjourn at 7:03 p.m., seconded by Hallstein. **Motion carried unanimously. Warpula Absent.**

APPROVED BY:

\_\_\_\_\_  
Chris Kauffman, Mayor

ATTEST:

\_\_\_\_\_  
Brian Hagen, City Administrator

**CITY OF HANOVER  
JOINT MEETING OF THE  
CITY COUNCIL PLANNING COMMISSION AND PARK BOARD  
SEPTEMBER 19, 2018 - DRAFT MINUTES**

**Call to Order**

Mayor Chris Kauffman called the special meeting of September 19, 2018, joint meeting to order at 7:00 p.m. The meeting was a joint Meeting of the City Council, Planning Commission and Park Board to review the Comprehensive Plan Amendment. Council members present were Mayor Chris Kauffman, Doug Hammerseng, Ken Warpula, Jim Zajicek, and MaryAnn Hallstein. Planning Commission members present were Dean Kuitunen and Mike Christenson. Park Board Members present were Mat Boie, Jeff Grupp, Danie Vetrano, and Scott Jamison. Also present were City Administrator Brian Hagen, City Planner Cindy Nash, and Administrative Assistant Amy Biren. Planning Commissioners Kolasa, Armstrong, and Schendel were absent as well as Park Board member Abby Peterson.

**Approval of Agenda**

**MOTION** by Warpula to approve agenda, seconded by Hammerseng. **Motion carried unanimously.**

**Comprehensive Plan Amendment**

**Parks Chapter of Comprehensive Plan**

The group reviewed the parks chapter along with the future park and trail map. Adjustments were made to reflect trail locations and added two future parks to the plan.

**Park Dedication Study**

The group reviewed the draft park dedication study. The per unit fee would increase by approximately \$600. The group felt that was acceptable to charge back to developers. Adjustments were made to specific future amenities with the understanding that Nash would review the final cost increase prior to final adoption.

**Land Use Chapter**

A final review of the land use chapter was conducted along with the general description of what the districts would allow for development. Minor adjustments were made to better identify park locations.

**Adjournment**

**MOTION** by Hallstein to adjourn at 9:17 p.m., seconded by Hammerseng. **Motion carried unanimously.**

APPROVED:

ATTEST:

\_\_\_\_\_  
Chris Kauffman, Mayor

\_\_\_\_\_  
Brian Hagen, City Administrator

CITY OF HANOVER

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Payments

Current Period: June 2018

Batch Name	06/18/18 PAY					
	Payment	Computer Dollar Amt	\$15.11	Posted		
Refer	2387 MN DEPT OF REVENUE	Ck# 002378E 6/18/2018				
Cash Payment	E 100-43000-212 Motor Fuels	Petroleum Tax - May 2018				\$15.11
Invoice	6/18/2018					
Transaction Date	6/18/2018	Due 0	Cash	10100	<b>Total</b>	\$15.11

Fund Summary

	10100 Cash
100 GENERAL FUND	\$15.11
	<u>\$15.11</u>

Pre-Written Check	\$15.11
Checks to be Generated by the Computer	\$0.00
<b>Total</b>	<u>\$15.11</u>

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Payments

Current Period: July 2018

Batch Name	07/17/18FUEL					
	Payment	Computer Dollar Amt	\$6.27	Posted		
Refer	2407 MN DEPT OF REVENUE	Ck# 002407E 7/17/2018				
Cash Payment	E 100-43000-212 Motor Fuels	Petroleum Tax - June 2018				\$6.27
Invoice						
Transaction Date	7/17/2018	Due 0	Cash	10100	<b>Total</b>	\$6.27

Fund Summary

	10100 Cash	
100 GENERAL FUND	\$6.27	
	<u>\$6.27</u>	

Pre-Written Check	\$6.27
Checks to be Generated by the Computer	\$0.00
<b>Total</b>	<u>\$6.27</u>

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Payments

Current Period: September 2018

Batch Name	09/17/18FUEL	User Dollar Amt	\$0.00
	Payments	Computer Dollar Amt	\$12.54
			\$12.54 <b>Out of Balance</b>
Refer	2499 MN DEPT OF REVENUE	Ck# 002464E 9/17/2018	
Cash Payment	E 100-43000-212 Motor Fuels	Petroleum Tax - August 2018	\$12.54
Invoice			
Transaction Date	9/17/2018	Cash	10100
		<b>Total</b>	\$12.54

Fund Summary

	10100 Cash
100 GENERAL FUND	\$12.54
	\$12.54

Pre-Written Check	\$12.54
Checks to be Generated by the Computer	\$0.00
<b>Total</b>	\$12.54

O.K.  
BSH

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Payments

Current Period: October 2018

Batch Name	10/02/18 PAY					
	Payment	Computer Dollar Amt	\$20,701.24	Posted		
Refer	2476 AYDT, TAMMY					
Cash Payment	G 100-22000 Deposits			Shelter Damage Deposit Release - 9/16/18 Event		\$100.00
Invoice	9/17/2018					
Transaction Date	9/24/2018	Due 0	Cash	10100	Total	\$100.00
Refer	2475 BIFFS INC.			Ck# 002469E 10/2/2018		
Cash Payment	E 100-45200-580 Other Equipment			Pheasant Run Park Mini Biff Service 8/15/18 - 9/11/18		\$95.00
Invoice W693567	9/12/2018					
Cash Payment	E 100-45200-580 Other Equipment			Eagleview Park Mini Biff Service 8/15/18 - 9/11/18		\$90.00
Invoice W693568	9/12/2018					
Cash Payment	E 100-45200-580 Other Equipment			Mallard Park Mini Biff Service 8/15/18 - 9/11/18		\$95.00
Invoice W693569	9/12/2018					
Cash Payment	E 100-45200-580 Other Equipment			Cardinal Circle Park Mini Biff Service 8/15/18 - 9/11/18		\$95.00
Invoice W693570	9/12/2018					
Cash Payment	E 100-45200-580 Other Equipment			Hanover Elementary School Mini Biff Service 8/15/18 - 9/11/18		\$170.00
Invoice W693571	9/12/2018					
Transaction Date	9/24/2018	Due 0	Cash	10100	Total	\$545.00
Refer	2481 COMCAST					
Cash Payment	E 100-41940-321 Telephone			PW: Digital Voice & Internet - October 2018		\$150.60
Invoice	9/18/2018					
Transaction Date	9/24/2018	Due 0	Cash	10100	Total	\$150.60
Refer	2477 FS SOLUTIONS					
Cash Payment	E 100-42240-310 Other Professional Servi			FD Background Check - W. Gammell		\$31.00
Invoice FL00244469	9/10/2018					
Transaction Date	9/24/2018	Due 0	Cash	10100	Total	\$31.00
Refer	2472 HENNEPIN COUNTY TREASURER					
Cash Payment	E 100-41550-310 Other Professional Servi			Assessment Contract A165527 for 8/1/17 to 7/31/18		\$7,600.00
Invoice 1000115764	9/13/2018					
Transaction Date	9/24/2018	Due 0	Cash	10100	Total	\$7,600.00
Refer	2479 LANO EQUIPMENT - LORETTO					
Cash Payment	E 417-43000-540 Heavy Machinery			2018 Bobcat S630HA		\$3,660.62
Invoice 02-102229	7/23/2018					
Transaction Date	9/24/2018	Due 0	Cash	10100	Total	\$3,660.62
Refer	2487 LANO EQUIPMENT - LORETTO					
Cash Payment	E 100-43121-224 Street Maint Materials			Bobcat Stump Grinder Rental for Tree Clean-Up Along Streets		\$200.00
Invoice 03-587053	9/12/2018					
Transaction Date	9/25/2018	Due 0	Cash	10100	Total	\$200.00
Refer	2473 LEAGUE OF MINNESOTA CITIES					

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Payments

Current Period: October 2018

<b>Cash Payment</b>	E 100-41110-208 Training and Instruction	M. Hallstein: 2018 Regional Meeting in St. Cloud on 10/4/18				<b>\$45.00</b>
Invoice 276972	9/19/2018					
Transaction Date	9/24/2018	Due 0	Cash	10100	<b>Total</b>	<b>\$45.00</b>
Refer	<u>2474 MARCO TECHNOLOGIES, LLC</u>					
<b>Cash Payment</b>	E 100-41570-220 Repair/Maint Supply (GE	Contract Base Rate Charge for 9/20/18 - 10/19/18				<b>\$176.05</b>
Invoice INV5592511	9/18/2018					
Transaction Date	9/24/2018	Due 0	Cash	10100	<b>Total</b>	<b>\$176.05</b>
Refer	<u>2484 MENARDS - BUFFALO</u>					
<b>Cash Payment</b>	E 100-42260-220 Repair/Maint Supply (GE	20 Amp / 125 V Standard Connector				<b>\$23.96</b>
Invoice 80998	9/20/2018					
<b>Cash Payment</b>	E 100-43000-240 Small Tools and Minor E	6" Flush Rivet Slip Joint Pliers				<b>\$25.96</b>
Invoice 80998	9/20/2018					
Transaction Date	9/25/2018	Due 0	Cash	10100	<b>Total</b>	<b>\$49.92</b>
Refer	<u>2480 RANDYS ENVIRONMENTAL SERVI Ck# 002470E 10/2/2018</u>					
<b>Cash Payment</b>	E 100-41940-384 Refuse/Garbage Dispos	General Trash - City Hall - October 20118				<b>\$212.24</b>
Invoice	9/19/2018					
<b>Cash Payment</b>	E 100-41940-384 Refuse/Garbage Dispos	General Trash - Fire Station - October 2018				<b>\$28.77</b>
Invoice	9/19/2018					
<b>Cash Payment</b>	E 100-43245-384 Refuse/Garbage Dispos	Recycling - September 2018				<b>\$3,372.36</b>
Invoice	9/19/2018					
Transaction Date	9/24/2018	Due 0	Cash	10100	<b>Total</b>	<b>\$3,613.37</b>
Refer	<u>2485 RUSSELL SECURITY RESOURCE I Ck# 002471E 10/2/2018</u>					
<b>Cash Payment</b>	E 100-45200-220 Repair/Maint Supply (GE	Settlers Park Shelter: Lever Handle Lock for Mens Bathroom, Labor, Service Fee				<b>\$385.00</b>
Invoice A32970	9/4/2018					
Transaction Date	9/25/2018	Due 0	Cash	10100	<b>Total</b>	<b>\$385.00</b>
Refer	<u>2478 SUN LIFE FINANCIAL</u>					
<b>Cash Payment</b>	G 100-21707 Life Ins	Life Insurance - October 2018				<b>\$450.13</b>
Invoice 5461158-1018	9/18/2018					
Transaction Date	9/24/2018	Due 0	Cash	10100	<b>Total</b>	<b>\$450.13</b>
Refer	<u>2470 VIKING TROPHIES</u>					
<b>Cash Payment</b>	E 100-41110-437 Other Miscellaneous	Crystal Wave Award - Tom Gleason				<b>\$124.34</b>
Invoice 136233	9/18/2018					
<b>Cash Payment</b>	E 100-41110-437 Other Miscellaneous	Crystal Wave Award - Randy Whitcomb				<b>\$124.33</b>
Invoice 136233	9/18/2018					
Transaction Date	9/24/2018	Due 0	Cash	10100	<b>Total</b>	<b>\$248.67</b>
Refer	<u>2483 VISA - BANKWEST</u>					
<b>Cash Payment</b>	E 100-43000-260 Uniforms	C. Olson: Red Wing Boots				<b>\$212.49</b>
Invoice 97120	8/20/2018					
<b>Cash Payment</b>	E 100-43000-260 Uniforms	J. Doboszanski: Red Wing Boots				<b>\$243.73</b>
Invoice 97121	8/20/2018					
<b>Cash Payment</b>	E 100-43000-260 Uniforms	J. Ramthun: Red Wing Boots				<b>\$243.73</b>
Invoice 97122	8/20/2018					
<b>Cash Payment</b>	E 100-41570-200 Office Supplies (GENER	Interlocking Desk Trays				<b>\$37.80</b>
Invoice 187199863-001	8/16/2018					

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Payments

Current Period: October 2018

<b>Cash Payment</b>	E 100-43000-208 Training and Instruction	2018 MN Fall Maintenance Expo - Jason, JR & Carl				<b>\$90.00</b>
Invoice	8/23/2018					
<b>Cash Payment</b>	E 100-41940-321 Telephone	Phone Services - 8 Lines - 08/23/18 - 09/22/18				<b>\$307.36</b>
Invoice INV00077514	8/24/2018					
<b>Cash Payment</b>	E 100-41570-200 Office Supplies (GENER	Return Interlocking Desk Trays				<b>-\$37.80</b>
Invoice 194986477-001	8/28/2018					
<b>Cash Payment</b>	E 100-43000-240 Small Tools and Minor E	10 Tines Steel Bedding Fork - Qty 2				<b>\$64.49</b>
Invoice 389176	8/30/2018					
<b>Cash Payment</b>	E 100-41570-200 Office Supplies (GENER	Stackable Letter Trays - Qty 7				<b>\$39.03</b>
Invoice 200230927-001	9/7/2018					
<b>Cash Payment</b>	E 100-41570-200 Office Supplies (GENER	Pens				<b>\$19.99</b>
Invoice 200225592-001	9/18/2018					
<b>Cash Payment</b>	E 100-41600-310 Other Professional Servi	Microsoft Online Exchange				<b>\$104.00</b>
Invoice E06006MATM	9/13/2018					
Transaction Date	9/25/2018	Due 0	Cash	10100	<b>Total</b>	<b>\$1,324.82</b>
Refer	2469 WREN, MCKENZIE		-			
<b>Cash Payment</b>	G 100-22000 Deposits	Hall Damage Deposit Release - 9/21 to 9/23/18 Event				<b>\$200.00</b>
Invoice	9/24/2018					
Transaction Date	9/24/2018	Due 0	Cash	10100	<b>Total</b>	<b>\$200.00</b>
Refer	2471 WRIGHT COUNTY HIGHWAY DEPT		-			
<b>Cash Payment</b>	E 100-43160-381 Electric Utilities	Replace Red Light on the SE Pole of 19 / 20				<b>\$190.85</b>
Invoice 1166	9/21/2018					
Transaction Date	9/24/2018	Due 0	Cash	10100	<b>Total</b>	<b>\$190.85</b>
Refer	2486 WRIGHT-HENNEPIN COOPERATIV		Ck# 002472E 10/2/2018			
<b>Cash Payment</b>	E 100-45200-381 Electric Utilities	Eagleview Park - 3 Light Poles				<b>\$59.01</b>
Invoice 35026681389	9/18/2018					
<b>Cash Payment</b>	E 100-41940-310 Other Professional Servi	PW Building: Fire Panel Monitoring 11/30/18				<b>\$27.95</b>
Invoice 35026681389	9/18/2018					
<b>Cash Payment</b>	E 100-41940-310 Other Professional Servi	PW Building: Fire Alarm Testing / Inspection 11/30/18				<b>\$18.95</b>
Invoice 35026681389	9/18/2018					
Transaction Date	9/25/2018	Due 0	Cash	10100	<b>Total</b>	<b>\$105.91</b>
Refer	2482 XCEL ENERGY		-			
<b>Cash Payment</b>	E 100-42280-381 Electric Utilities	Fire Station 08/06/18 - 09/05/18				<b>\$359.22</b>
Invoice						
<b>Cash Payment</b>	E 100-41940-381 Electric Utilities	City Hall 08/06/18 - 09/05/18				<b>\$691.68</b>
Invoice 607992119	9/18/2018					
<b>Cash Payment</b>	E 100-45200-381 Electric Utilities	Historical Bridge Lighting 08/06/18 - 09/05/18				<b>\$50.49</b>
Invoice 607992119	9/18/2018					
<b>Cash Payment</b>	E 100-43160-381 Electric Utilities	209 LaBeaux Avenue NE 08/06/18 - 09/05/18				<b>\$40.40</b>
Invoice 607992119	9/18/2018					
<b>Cash Payment</b>	E 100-45200-381 Electric Utilities	Cardinal Circle Park 08/07/18 - 09/06/18				<b>\$15.68</b>
Invoice 607992119	9/18/2018					
<b>Cash Payment</b>	E 100-45200-381 Electric Utilities	1033 Mallard Street NE 08/07/18 - 09/06/18				<b>\$11.70</b>
Invoice 607992119	9/18/2018					
<b>Cash Payment</b>	E 100-43160-381 Electric Utilities	751 LaBeaux Avenue NE 08/07/18 - 09/06/18				<b>\$79.39</b>
Invoice 607992119	9/18/2018					

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Payments

Current Period: October 2018

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Cash Payment	E 100-41940-381 Electric Utilities	PW Building 08/06/18 - 09/05/18	\$375.74
Invoice	607992119	9/18/2018	
Transaction Date	9/25/2018	Due 0 Cash	10100
			<b>Total</b>

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Fund Summary

	10100 Cash
417 EQUIPMENT CAPITAL FUND	\$3,660.62
100 GENERAL FUND	\$17,040.62
	<hr/>
	\$20,701.24

Pre-Written Check	\$4,649.28
Checks to be Generated by the Computer	\$16,051.96
	<hr/>
Total	\$20,701.24

CITY OF HANOVER

09/19/18 10:21 AM

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\*Check Summary Register©

Cks 6/18/2018 - 6/18/2018

Name	Check Date	Check Amt	
10100 Cash			
Paid Chk# 002378E MN DEPT OF REVENUE	6/18/2018	<u>\$15.11</u>	Petroleum Tax - May 2018
	Total Checks	\$15.11	

FILTER: None

CITY OF HANOVER

09/19/18 10:22 AM

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\*Check Summary Register©

July 2018

Name	Check Date	Check Amt
10100 Cash		
Paid Chk# 002407E MN DEPT OF REVENUE	7/17/2018	\$6.27
	Petroleum Tax - June 2018	
	Total Checks	\$6.27

FILTER: None

CITY OF HANOVER

09/19/18 10:22 AM

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**\*Check Summary Register©**

Cks 9/17/2018 - 9/17/2018

Name	Check Date	Check Amt	
<b>10100 Cash</b>			
Paid Chk# 002464E MN DEPT OF REVENUE	9/17/2018	<u>\$12.54</u>	Petroleum Tax - August 2018
	<b>Total Checks</b>	<b>\$12.54</b>	

FILTER: None

CITY OF HANOVER

09/25/18 3:43 PM

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\*Check Summary Register©

Cks 10/2/2018 - 10/2/2018

Name	Check Date	Check Amt	
<b>10100 Cash</b>			
Paid Chk# 002469E BIFFS INC.	10/2/2018	\$545.00	Pheasant Run Park Mini Biff Se
Paid Chk# 002470E Randy's Environmental Services	10/2/2018	\$3,613.37	General Trash - City Hall - Oc
Paid Chk# 002471E RUSSELL SECURITY RESOURC	10/2/2018	\$385.00	Settlers Park Shelter: Lever H
Paid Chk# 002472E Wright-Hennepin Coop Electric	10/2/2018	\$105.91	Eagleview Park - 3 Light Poles
Paid Chk# 033791 AYDT, TAMMY	10/2/2018	\$100.00	Shelter Damage Deposit Release
Paid Chk# 033792 COMCAST	10/2/2018	\$150.60	PW: Digital Voice & Internet -
Paid Chk# 033793 FS SOLUTIONS	10/2/2018	\$31.00	FD Background Check - W. Gamme
Paid Chk# 033794 HENNEPIN COUNTY TREASURE	10/2/2018	\$7,600.00	Assessment Contract A165527 fo
Paid Chk# 033795 LANO EQUIPMENT - LORETTO	10/2/2018	\$3,660.62	2018 Bobcat S630HA
Paid Chk# 033796 LANO EQUIPMENT - LORETTO	10/2/2018	\$200.00	Bobcat Stump Grinder Rental fo
Paid Chk# 033797 LEAGUE OF MINNESOTA CITIES	10/2/2018	\$45.00	M. Hallstein: 2018 Regional Me
Paid Chk# 033798 MARCO TECHNOLOGIES, LLC	10/2/2018	\$176.05	Contract Base Rate Charge for
Paid Chk# 033799 MENARDS - BUFFALO	10/2/2018	\$49.92	6" Flush Rivet Slip Joint Plie
Paid Chk# 033800 Sun Life Financial	10/2/2018	\$450.13	Life Insurance - October 2018
Paid Chk# 033801 VIKING TROPHIES	10/2/2018	\$248.67	Crystal Wave Award - Tom Gleas
Paid Chk# 033802 VISA	10/2/2018	\$1,324.82	10 Tines Steel Bedding Fork -
Paid Chk# 033803 WREN, MCKENZIE	10/2/2018	\$200.00	Hall Damage Deposit Release -
Paid Chk# 033804 WRIGHT COUNTY HIGHWAY DE	10/2/2018	\$190.85	Replace Red Light on the SE Po
Paid Chk# 033805 XCEL ENERGY	10/2/2018	\$1,624.30	Cardinal Circle Park 08/07/18
	<b>Total Checks</b>	<b>\$20,701.24</b>	

FILTER: None

## CITY OF HANOVER

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## Cash Balances

Page 1

October 2018

Fund	Begin Month	GL Debits Month	GL Credits Month	Balance
100 GENERAL FUND	\$501,803.47	\$37.80	\$17,078.42	\$484,762.85
107 FIRE DEPT DONATIONS FUND	\$25,116.43	\$0.00	\$0.00	\$25,116.43
201 EDA SPECIAL REVENUE FUND	\$75,999.14	\$0.00	\$0.00	\$75,999.14
205 EDA BUSINESS INCENTIVE FUND	\$239,194.85	\$0.00	\$0.00	\$239,194.85
311 2008A GO CIP REFUNDING BOND	\$62,433.27	\$0.00	\$0.00	\$62,433.27
312 2009A GO IMP REFUNDING BOND	\$8,708.69	\$0.00	\$0.00	\$8,708.69
313 2010 GO EQUIPMENT CERTIFICATES	\$0.00	\$0.00	\$0.00	\$0.00
314 2011A GO IMP CROSSOVER REF BD	\$519,772.78	\$0.00	\$0.00	\$519,772.78
315 2016A GO CIP BOND	\$37,981.52	\$0.00	\$0.00	\$37,981.52
401 GENERAL CAPITAL PROJECTS	\$1,290,422.33	\$0.00	\$0.00	\$1,290,422.33
402 PARKS CAPITAL PROJECTS	\$127,639.33	\$0.00	\$0.00	\$127,639.33
403 FIRE DEPT CAPITAL FUND	\$262,272.72	\$0.00	\$0.00	\$262,272.72
404 HISTORICAL CAPITAL PROJ FUND	\$0.00	\$0.00	\$0.00	\$0.00
405 PARK DEDICATION FEE	\$2,740.00	\$0.00	\$0.00	\$2,740.00
406 GAMBLING PROCEEDS	\$1,248.00	\$0.00	\$0.00	\$1,248.00
407 TIF REDEV DIST #1	\$13,270.97	\$0.00	\$0.00	\$13,270.97
409 MAHLER PIT - 15TH ST IMP FUND	\$78,813.07	\$0.00	\$0.00	\$78,813.07
411 FACILITIES CAPITAL PROJ FUND	-\$514,537.06	\$0.00	\$0.00	-\$514,537.06
417 EQUIPMENT CAPITAL FUND	\$122,109.49	\$0.00	\$3,660.62	\$118,448.87
418 STREET CAPITAL PROJ FUND	\$45,195.30	\$0.00	\$0.00	\$45,195.30
601 WATER ENTERPRISE FUND	\$875,971.22	\$0.00	\$0.00	\$875,971.22
602 SEWER ENTERPRISE FUND	\$294,670.01	\$0.00	\$0.00	\$294,670.01
603 STORM WATER ENTERPRISE FUND	\$125,859.63	\$0.00	\$0.00	\$125,859.63
611 WATER CAPITAL IMP FUND	\$167,601.90	\$0.00	\$0.00	\$167,601.90
612 SEWER CAPITAL IMP FUND	\$1,945,817.01	\$0.00	\$0.00	\$1,945,817.01
613 STORM WATER CAPITAL IMP FUND	\$605,071.48	\$0.00	\$0.00	\$605,071.48
701 RIVER ROAD CEMETERY	\$35,981.74	\$0.00	\$0.00	\$35,981.74
804 SCHENDELS FIELD ESC FUND	\$0.00	\$0.00	\$0.00	\$0.00
809 BRIDGES AT HANOVER ESC FUND	\$0.00	\$0.00	\$0.00	\$0.00
811 EROSION CONTROL ESCROW FUND	\$40,000.00	\$0.00	\$0.00	\$40,000.00
815 LANDSCAPE ESCROW FUND	\$36,000.00	\$0.00	\$0.00	\$36,000.00
817 INFRASTRUCTURE ESCROW FUND	\$18,000.00	\$0.00	\$0.00	\$18,000.00
818 MISC ESCROWS FUND	\$14,905.30	\$0.00	\$0.00	\$14,905.30
820 BRIDGES TOWNHOMES ESC FUND	\$3,615.22	\$0.00	\$0.00	\$3,615.22
821 QUAIL PASS 2ND ADD ESCROW FD	\$0.00	\$0.00	\$0.00	\$0.00
823 CROW RVR HTS WEST 3RD / BACKES	\$22,575.65	\$0.00	\$0.00	\$22,575.65
824 CROW RVR HTS WEST 3RD PH2 EAW	\$0.00	\$0.00	\$0.00	\$0.00
825 CROW RVR HTS FUT WEST PLAT/PUD	\$11,447.31	\$0.00	\$0.00	\$11,447.31
826 CROW RVR HTS 4TH ADD FINL PLAT	\$0.00	\$0.00	\$0.00	\$0.00
827 HANOVER COVE PRELIMINARY PLAT	\$58,127.50	\$0.00	\$0.00	\$58,127.50
900 INTEREST	\$28,049.29	\$0.00	\$0.00	\$28,049.29

Cash Balances

October 2018

Fund	Begin Month	GL Debits Month	GL Credits Month	Balance
	\$7,183,877.56	\$37.80	\$20,739.04	\$7,163,176.32

Revenue Budget by Source - General Fund

Source Alt Code	Account Descr	October 2018 Amt	2018 YTD Amt	2018 YTD Budget	2018 YTD Balance	%YTD Budget
<b>Fund 100 GENERAL FUND</b>						
TAXES	R 100-31000 Property Taxes - General	\$0.00	\$506,298.61	\$881,449.00	\$375,150.39	57.44%
TAXES	R 100-31020 Property Taxes - Fire	\$0.00	\$64,952.00	\$129,904.00	\$64,952.00	50.00%
TAXES	R 100-31800 Franchise Fees	\$0.00	\$7,445.78	\$15,000.00	\$7,554.22	49.64%
Source Alt Code TAXES		\$0.00	\$578,696.39	\$1,026,353.00	\$447,656.61	56.38%
SERVICE	R 100-34000 Charges for Services	\$0.00	\$3,759.00	\$0.00	-\$3,759.00	0.00%
SERVICE	R 100-34101 City Hall Rent Revenue	\$0.00	\$8,449.04	\$10,000.00	\$1,550.96	84.49%
SERVICE	R 100-34107 Assessment Search Fees	\$0.00	\$575.00	\$400.00	-\$175.00	143.75%
SERVICE	R 100-34108 Administrative Fees	\$0.00	\$5,406.00	\$2,000.00	-\$3,406.00	270.30%
SERVICE	R 100-34109 Copies/Faxes	\$0.00	\$36.00	\$75.00	\$39.00	48.00%
SERVICE	R 100-34206 Other Public Safety Charges	\$0.00	\$415.00	\$0.00	-\$415.00	0.00%
SERVICE	R 100-34207 Fire Protection Services	\$0.00	\$96,748.90	\$140,661.00	\$43,912.10	68.78%
SERVICE	R 100-34403 Recycling Rev/Reimb	\$0.00	\$3,785.70	\$6,000.00	\$2,214.30	63.10%
SERVICE	R 100-34780 Park Rental Fees	\$0.00	\$2,050.00	\$3,000.00	\$950.00	68.33%
SERVICE	R 100-34940 Cemetery Revenues	\$0.00	\$2,500.00	\$2,000.00	-\$500.00	125.00%
Source Alt Code SERVICE		\$0.00	\$123,724.64	\$164,136.00	\$40,411.36	75.38%
MISC	R 100-36100 Special Assessments	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
MISC	R 100-36200 Miscellaneous Revenues	\$0.00	-\$3,639.83	\$900.00	\$4,539.83	-404.43%
MISC	R 100-36210 Interest Earnings	\$0.00	\$3,253.93	\$3,000.00	-\$253.93	108.46%
MISC	R 100-36215 Investment Income/Loss	\$0.00	-\$3,491.43	\$6,000.00	\$9,491.43	-58.19%
MISC	R 100-36230 Contributions and Donations	\$0.00	\$375.00	\$2,000.00	\$1,625.00	18.75%
MISC	R 100-36235 Insurance Dividends	\$0.00	\$0.00	\$8,000.00	\$8,000.00	0.00%
MISC	R 100-36250 Damage Deposits	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-36260 Refunds or Reimbursements	\$0.00	\$259.13	\$0.00	-\$259.13	0.00%
MISC	R 100-36290 Sale of Vehicles/Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-39101 Sales of General Fixed Asset	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Source Alt Code MISC		\$0.00	-\$3,243.20	\$20,400.00	\$23,643.20	-15.90%
LIC PERM	R 100-32110 Alcoholic Beverages	\$0.00	\$7,020.00	\$10,370.00	\$3,350.00	67.70%
LIC PERM	R 100-32180 Other Bus. Licenses/Permits	\$0.00	\$1,690.00	\$400.00	-\$1,290.00	422.50%
LIC PERM	R 100-32210 Building Permits	\$0.00	\$64,998.45	\$140,000.00	\$75,001.55	46.43%
LIC PERM	R 100-32240 Animal Licenses	\$0.00	\$0.00	\$100.00	\$100.00	0.00%
LIC PERM	R 100-32260 Solid Waste Hauler Licenses	\$0.00	\$1,500.00	\$1,500.00	\$0.00	100.00%
LIC PERM	R 100-32270 Rental Dwelling Licenses	\$0.00	\$1,180.00	\$800.00	-\$380.00	147.50%
LIC PERM	R 100-32280 Other Non-Business Lic/Per	\$0.00	\$23.00	\$50.00	\$27.00	46.00%
Source Alt Code LIC PERM		\$0.00	\$76,411.45	\$153,220.00	\$76,808.55	49.87%
INTGOVT	R 100-33400 State Grants and Aids	\$0.00	\$12,719.50	\$0.00	-\$12,719.50	0.00%
INTGOVT	R 100-33401 Local Government Aid	\$0.00	\$58,825.50	\$117,651.00	\$58,825.50	50.00%
INTGOVT	R 100-33410 MV Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTGOVT	R 100-33420 PERA Aid	\$0.00	\$169.50	\$339.00	\$169.50	50.00%
INTGOVT	R 100-33422 State Fire Aid	\$0.00	\$0.00	\$39,000.00	\$39,000.00	0.00%
INTGOVT	R 100-33426 State Police Aid	\$0.00	\$0.00	\$5,500.00	\$5,500.00	0.00%
INTGOVT	R 100-33610 County Grants/Aid for Roads	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Source Alt Code INTGOVT		\$0.00	\$71,714.50	\$162,490.00	\$90,775.50	44.13%
FINES	R 100-35100 Court Fines	\$0.00	\$4,886.35	\$2,000.00	-\$2,886.35	244.32%
Source Alt Code FINES		\$0.00	\$4,886.35	\$2,000.00	-\$2,886.35	244.32%
<b>Fund 100 GENERAL FUND</b>		<b>\$0.00</b>	<b>\$852,190.13</b>	<b>\$1,528,599.00</b>	<b>\$676,408.87</b>	<b>55.75%</b>

Revenue Budget by Source - General Fund

Source Alt Code	Account Descr	October 2018 Amt	2018 YTD Amt	2018 YTD Budget	2018 YTD Balance	%YTD Budget
		\$0.00	\$852,190.13	\$1,528,599.00	\$676,408.87	55.75%

**CITY OF HANOVER**  
**Expenditure Budget Report - General Fund**

Dept Abbrev	Account Descr	October 2018 Amt	2018 YTD Amt	2018 YTD Budget	2018 YTD Balance	%YTD Budget
<b>Fund 100 GENERAL FUND</b>						
Dept 41110 Council						
COUNCIL	E 100-41110-111 Committee Wages/Mee	\$0.00	\$5,535.00	\$13,000.00	\$7,465.00	42.58%
COUNCIL	E 100-41110-122 FICA	\$0.00	\$343.17	\$806.00	\$462.83	42.58%
COUNCIL	E 100-41110-123 Medicare	\$0.00	\$80.26	\$189.00	\$108.74	42.47%
COUNCIL	E 100-41110-208 Training and Instructio	\$45.00	\$345.00	\$400.00	\$55.00	86.25%
COUNCIL	E 100-41110-306 Dues & Subscriptions	\$0.00	\$3,914.21	\$7,500.00	\$3,585.79	52.19%
COUNCIL	E 100-41110-331 Travel Expenses	\$0.00	\$711.38	\$500.00	-\$211.38	142.28%
COUNCIL	E 100-41110-437 Other Miscellaneous	\$248.67	\$3,662.22	\$17,503.00	\$13,840.78	20.92%
Dept 41110 Council		\$293.67	\$14,591.24	\$39,898.00	\$25,306.76	36.57%
Dept 41330 Boards and Commissions						
BRDCOMM	E 100-41330-111 Committee Wages/Mee	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
BRDCOMM	E 100-41330-208 Training and Instructio	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
BRDCOMM	E 100-41330-331 Travel Expenses	\$0.00	\$0.00	\$100.00	\$100.00	0.00%
Dept 41330 Boards and Commissions		\$0.00	\$0.00	\$4,600.00	\$4,600.00	0.00%
Dept 41400 City Administrator						
CITYADM	E 100-41400-101 Full-Time Employees R	\$0.00	\$51,029.17	\$72,040.00	\$21,010.83	70.83%
CITYADM	E 100-41400-121 PERA	\$0.00	\$3,944.85	\$5,403.00	\$1,458.15	73.01%
CITYADM	E 100-41400-122 FICA	\$0.00	\$3,261.08	\$4,466.00	\$1,204.92	73.02%
CITYADM	E 100-41400-123 Medicare	\$0.00	\$762.73	\$1,045.00	\$282.27	72.99%
CITYADM	E 100-41400-134 Employer Paid Life	\$0.00	\$282.42	\$400.00	\$117.58	70.61%
CITYADM	E 100-41400-151 Med/Dental Insurance	\$0.00	\$6,222.60	\$8,400.00	\$2,177.40	74.08%
CITYADM	E 100-41400-208 Training and Instructio	\$0.00	\$1,161.04	\$1,500.00	\$338.96	77.40%
CITYADM	E 100-41400-306 Dues & Subscriptions	\$0.00	\$91.72	\$500.00	\$408.28	18.34%
Dept 41400 City Administrator		\$0.00	\$66,755.61	\$93,754.00	\$26,998.39	71.20%
Dept 41410 Elections						
ELECTION	E 100-41410-200 Office Supplies (GENER	\$0.00	\$822.66	\$5,000.00	\$4,177.34	16.45%
ELECTION	E 100-41410-310 Other Professional Serv	\$0.00	\$2,035.88	\$5,000.00	\$2,964.12	40.72%
ELECTION	E 100-41410-351 Legal Notices Publishin	\$0.00	\$40.43	\$300.00	\$259.57	13.48%
ELECTION	E 100-41410-400 Repairs & Maint Cont (	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00%
Dept 41410 Elections		\$0.00	\$2,898.97	\$11,800.00	\$8,901.03	24.57%
Dept 41430 Clerical Staff						
CLERICAL	E 100-41430-101 Full-Time Employees R	\$0.00	\$32,463.55	\$45,718.00	\$13,254.45	71.01%
CLERICAL	E 100-41430-121 PERA	\$0.00	\$2,509.05	\$3,429.00	\$919.95	73.17%
CLERICAL	E 100-41430-122 FICA	\$0.00	\$2,074.13	\$2,835.00	\$760.87	73.16%
CLERICAL	E 100-41430-123 Medicare	\$0.00	\$485.14	\$663.00	\$177.86	73.17%
CLERICAL	E 100-41430-134 Employer Paid Life	\$0.00	\$1,133.08	\$1,600.00	\$466.92	70.82%
CLERICAL	E 100-41430-142 Unemployment Benefit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CLERICAL	E 100-41430-151 Med/Dental Insurance	\$0.00	\$6,300.18	\$8,400.00	\$2,099.82	75.00%
CLERICAL	E 100-41430-208 Training and Instructio	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
CLERICAL	E 100-41430-306 Dues & Subscriptions	\$0.00	\$22.50	\$250.00	\$227.50	9.00%
Dept 41430 Clerical Staff		\$0.00	\$44,987.63	\$63,395.00	\$18,407.37	70.96%
Dept 41435 Staff Expenses						
STAFFEXP	E 100-41435-260 Uniforms	\$0.00	\$200.00	\$300.00	\$100.00	66.67%
STAFFEXP	E 100-41435-310 Other Professional Serv	\$0.00	\$240.00	\$500.00	\$260.00	48.00%
STAFFEXP	E 100-41435-331 Travel Expenses	\$0.00	\$459.03	\$2,000.00	\$1,540.97	22.95%
Dept 41435 Staff Expenses		\$0.00	\$899.03	\$2,800.00	\$1,900.97	32.11%
Dept 41530 Accounting						
ACCTING	E 100-41530-101 Full-Time Employees R	\$0.00	\$37,585.47	\$53,040.00	\$15,454.53	70.86%
ACCTING	E 100-41530-121 PERA	\$0.00	\$2,907.00	\$3,978.00	\$1,071.00	73.08%

**CITY OF HANOVER**  
**Expenditure Budget Report - General Fund**

Dept Abbrev	Account Descr	October 2018 Amt	2018 YTD Amt	2018 YTD Budget	2018 YTD Balance	%YTD Budget
ACCTING	E 100-41530-122 FICA	\$0.00	\$2,391.24	\$3,288.00	\$896.76	72.73%
ACCTING	E 100-41530-123 Medicare	\$0.00	\$559.14	\$769.00	\$209.86	72.71%
ACCTING	E 100-41530-134 Employer Paid Life	\$0.00	\$777.24	\$1,100.00	\$322.76	70.66%
ACCTING	E 100-41530-151 Med/Dental Insurance	\$0.00	\$6,300.00	\$8,400.00	\$2,100.00	75.00%
ACCTING	E 100-41530-208 Training and Instructio	\$0.00	\$210.00	\$1,000.00	\$790.00	21.00%
ACCTING	E 100-41530-306 Dues & Subscriptions	\$0.00	\$41.66	\$250.00	\$208.34	16.66%
ACCTING	E 100-41530-310 Other Professional Serv	\$0.00	\$2,815.75	\$5,000.00	\$2,184.25	56.32%
Dept 41530 Accounting		\$0.00	\$53,587.50	\$76,825.00	\$23,237.50	69.75%
Dept 41540 Auditing						
AUDITING	E 100-41540-301 Auditing and Acctg Ser	\$0.00	\$21,050.00	\$21,050.00	\$0.00	100.00%
Dept 41540 Auditing		\$0.00	\$21,050.00	\$21,050.00	\$0.00	100.00%
Dept 41550 Assessing						
ASSESS G	E 100-41550-310 Other Professional Serv	\$7,600.00	\$20,392.00	\$20,000.00	-\$392.00	101.96%
Dept 41550 Assessing		\$7,600.00	\$20,392.00	\$20,000.00	-\$392.00	101.96%
Dept 41570 Purchasing						
PURCHASE	E 100-41570-200 Office Supplies (GENER	\$59.02	\$2,383.97	\$3,500.00	\$1,116.03	68.11%
PURCHASE	E 100-41570-205 Bank Fees	\$0.00	-\$65.02	\$200.00	\$265.02	-32.51%
PURCHASE	E 100-41570-207 Computer Supplies	\$0.00	\$4,089.10	\$8,000.00	\$3,910.90	51.11%
PURCHASE	E 100-41570-220 Repair/Maint Supply (G	\$176.05	\$3,574.55	\$4,000.00	\$425.45	89.36%
PURCHASE	E 100-41570-322 Postage	\$0.00	\$1,432.25	\$2,500.00	\$1,067.75	57.29%
PURCHASE	E 100-41570-570 Office Equip and Furnis	\$0.00	\$1,122.00	\$6,000.00	\$4,878.00	18.70%
Dept 41570 Purchasing		\$235.07	\$12,536.85	\$24,200.00	\$11,663.15	51.81%
Dept 41600 Computer						
COMPUTER	E 100-41600-310 Other Professional Serv	\$104.00	\$6,375.80	\$8,500.00	\$2,124.20	75.01%
Dept 41600 Computer		\$104.00	\$6,375.80	\$8,500.00	\$2,124.20	75.01%
Dept 41610 City Attorney						
CITYATNY	E 100-41610-304 Legal Fees	\$0.00	\$6,615.95	\$23,500.00	\$16,884.05	28.15%
Dept 41610 City Attorney		\$0.00	\$6,615.95	\$23,500.00	\$16,884.05	28.15%
Dept 41910 Planning and Zoning						
PLANZONG	E 100-41910-310 Other Professional Serv	\$0.00	\$15,250.98	\$25,000.00	\$9,749.02	61.00%
Dept 41910 Planning and Zoning		\$0.00	\$15,250.98	\$25,000.00	\$9,749.02	61.00%
Dept 41940 General Govt Buildings/Plant						
GOVTBLDG	E 100-41940-210 Operating Supplies (GE	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00%
GOVTBLDG	E 100-41940-220 Repair/Maint Supply (G	\$0.00	\$6,146.69	\$7,000.00	\$853.31	87.81%
GOVTBLDG	E 100-41940-306 Dues & Subscriptions	\$0.00	\$620.00	\$250.00	-\$370.00	248.00%
GOVTBLDG	E 100-41940-310 Other Professional Serv	\$46.90	\$5,432.78	\$9,000.00	\$3,567.22	60.36%
GOVTBLDG	E 100-41940-321 Telephone	\$457.96	\$6,027.83	\$4,200.00	-\$1,827.83	143.52%
GOVTBLDG	E 100-41940-325 Taxes	\$0.00	\$262.00	\$300.00	\$38.00	87.33%
GOVTBLDG	E 100-41940-381 Electric Utilities	\$1,067.42	\$9,896.63	\$14,000.00	\$4,103.37	70.69%
GOVTBLDG	E 100-41940-383 Gas Utilities	\$0.00	\$6,793.42	\$8,000.00	\$1,206.58	84.92%
GOVTBLDG	E 100-41940-384 Refuse/Garbage Dispos	\$241.01	\$2,399.47	\$3,500.00	\$1,100.53	68.56%
GOVTBLDG	E 100-41940-415 Other Equipment Renta	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
GOVTBLDG	E 100-41940-520 Buildings and Structure	\$0.00	\$1,236.15	\$4,500.00	\$3,263.85	27.47%
GOVTBLDG	E 100-41940-560 Furniture and Fixtures	\$0.00	\$1,450.00	\$2,500.00	\$1,050.00	58.00%
GOVTBLDG	E 100-41940-580 Other Equipment	\$0.00	\$2,400.00	\$500.00	-\$1,900.00	480.00%
Dept 41940 General Govt Buildings/Plant		\$1,813.29	\$42,664.97	\$55,750.00	\$13,085.03	76.53%
Dept 41950 Engineer						
ENGINEER	E 100-41950-303 Engineering Fees	\$0.00	\$5,650.25	\$25,000.00	\$19,349.75	22.60%
Dept 41950 Engineer		\$0.00	\$5,650.25	\$25,000.00	\$19,349.75	22.60%

**CITY OF HANOVER**  
**Expenditure Budget Report - General Fund**

Dept Abbrev	Account Descr	October 2018 Amt	2018 YTD Amt	2018 YTD Budget	2018 YTD Balance	%YTD Budget
Dept 41960 Insurance						
INSURANCE	E 100-41960-150 Worker s Comp (GENE	\$0.00	\$11,061.75	\$9,500.00	-\$1,561.75	116.44%
INSURANCE	E 100-41960-152 Worker s Comp Benefit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INSURANCE	E 100-41960-361 General Liability Ins	\$0.00	\$13,521.98	\$22,000.00	\$8,478.02	61.46%
Dept 41960 Insurance		\$0.00	\$24,583.73	\$31,500.00	\$6,916.27	78.04%
Dept 41970 Legal Publications						
LEGALPUB	E 100-41970-341 Employment	\$0.00	\$0.00	\$300.00	\$300.00	0.00%
LEGALPUB	E 100-41970-343 Other Advertising	\$0.00	\$0.00	\$50.00	\$50.00	0.00%
LEGALPUB	E 100-41970-351 Legal Notices Publishin	\$0.00	\$179.72	\$2,000.00	\$1,820.28	8.99%
LEGALPUB	E 100-41970-354 Recording Fees	\$0.00	\$165.95	\$500.00	\$334.05	33.19%
Dept 41970 Legal Publications		\$0.00	\$345.67	\$2,850.00	\$2,504.33	12.13%
Dept 42101 Hennepin County Sheriff						
HCSHERIFF	E 100-42101-310 Other Professional Serv	\$0.00	\$40,547.86	\$81,096.00	\$40,548.14	50.00%
Dept 42101 Hennepin County Sheriff		\$0.00	\$40,547.86	\$81,096.00	\$40,548.14	50.00%
Dept 42102 Wright County Sheriff						
WCSHERIFF	E 100-42102-310 Other Professional Serv	\$0.00	\$80,646.44	\$105,120.00	\$24,473.56	76.72%
Dept 42102 Wright County Sheriff		\$0.00	\$80,646.44	\$105,120.00	\$24,473.56	76.72%
Dept 42210 Fire Dept Administration						
FIREADMIN	E 100-42210-103 Part-Time Employees	\$0.00	\$29,841.38	\$59,000.00	\$29,158.62	50.58%
FIREADMIN	E 100-42210-122 FICA	\$0.00	\$3,271.10	\$3,658.00	\$386.90	89.42%
FIREADMIN	E 100-42210-123 Medicare	\$0.00	\$765.03	\$856.00	\$90.97	89.37%
FIREADMIN	E 100-42210-142 Unemployment Benefit	\$0.00	\$167.88	\$0.00	-\$167.88	0.00%
FIREADMIN	E 100-42210-150 Worker s Comp (GENE	\$0.00	\$5,023.45	\$8,500.00	\$3,476.55	59.10%
FIREADMIN	E 100-42210-200 Office Supplies (GENER	\$0.00	\$0.00	\$350.00	\$350.00	0.00%
FIREADMIN	E 100-42210-305 Medical and Dental Fee	\$0.00	\$1,873.00	\$4,000.00	\$2,127.00	46.83%
FIREADMIN	E 100-42210-306 Dues & Subscriptions	\$0.00	\$725.00	\$1,000.00	\$275.00	72.50%
FIREADMIN	E 100-42210-361 General Liability Ins	\$0.00	\$2,003.82	\$5,000.00	\$2,996.18	40.08%
Dept 42210 Fire Dept Administration		\$0.00	\$43,670.66	\$82,364.00	\$38,693.34	53.02%
Dept 42220 Fire Dept Equipment						
FIREEQUIP	E 100-42220-221 Equipment Parts	\$0.00	\$3,821.54	\$15,500.00	\$11,678.46	24.66%
FIREEQUIP	E 100-42220-228 Medical Supplies	\$0.00	\$1,077.52	\$1,500.00	\$422.48	71.83%
FIREEQUIP	E 100-42220-240 Small Tools and Minor	\$0.00	\$336.91	\$850.00	\$513.09	39.64%
FIREEQUIP	E 100-42220-260 Uniforms	\$0.00	\$3,055.92	\$28,500.00	\$25,444.08	10.72%
FIREEQUIP	E 100-42220-580 Other Equipment	\$0.00	\$4,716.32	\$5,000.00	\$283.68	94.33%
Dept 42220 Fire Dept Equipment		\$0.00	\$13,008.21	\$51,350.00	\$38,341.79	25.33%
Dept 42240 Fire Dept Training						
FIRETRNG	E 100-42240-208 Training and Instructio	\$0.00	\$1,608.62	\$12,500.00	\$10,891.38	12.87%
FIRETRNG	E 100-42240-310 Other Professional Serv	\$31.00	\$2,382.44	\$3,210.00	\$827.56	74.22%
FIRETRNG	E 100-42240-331 Travel Expenses	\$0.00	\$1,397.06	\$1,500.00	\$102.94	93.14%
Dept 42240 Fire Dept Training		\$31.00	\$5,388.12	\$17,210.00	\$11,821.88	31.31%
Dept 42260 Fire Vehicles						
FIREVEH	E 100-42260-212 Motor Fuels	\$0.00	\$2,451.40	\$4,500.00	\$2,048.60	54.48%
FIREVEH	E 100-42260-220 Repair/Maint Supply (G	\$23.96	\$1,949.34	\$9,000.00	\$7,050.66	21.66%
FIREVEH	E 100-42260-240 Small Tools and Minor	\$0.00	\$168.97	\$2,000.00	\$1,831.03	8.45%
FIREVEH	E 100-42260-323 Radio Units	\$0.00	\$11,144.51	\$7,805.00	-\$3,339.51	142.79%
Dept 42260 Fire Vehicles		\$23.96	\$15,714.22	\$23,305.00	\$7,590.78	67.43%
Dept 42280 Fire Stations and Bldgs						
FIREBLDG	E 100-42280-215 Shop Supplies	\$0.00	\$279.34	\$1,650.00	\$1,370.66	16.93%
FIREBLDG	E 100-42280-220 Repair/Maint Supply (G	\$0.00	\$9,037.67	\$7,500.00	-\$1,537.67	120.50%

**CITY OF HANOVER**  
**Expenditure Budget Report - General Fund**

Dept Abbrev	Account Descr	October 2018 Amt	2018 YTD Amt	2018 YTD Budget	2018 YTD Balance	%YTD Budget
FIREBLDG	E 100-42280-321 Telephone	\$0.00	\$731.30	\$1,000.00	\$268.70	73.13%
FIREBLDG	E 100-42280-325 Taxes	\$0.00	\$0.00	\$175.00	\$175.00	0.00%
FIREBLDG	E 100-42280-381 Electric Utilities	\$359.22	\$2,704.77	\$4,500.00	\$1,795.23	60.11%
FIREBLDG	E 100-42280-383 Gas Utilities	\$0.00	\$2,073.47	\$3,000.00	\$926.53	69.12%
FIREBLDG	E 100-42280-520 Buildings and Structure	\$0.00	\$932.35	\$0.00	-\$932.35	0.00%
Dept 42280	Fire Stations and Bldgs	\$359.22	\$15,758.90	\$17,825.00	\$2,066.10	88.41%
Dept 42290	Fire Relief Association					
FIRERELIEF	E 100-42290-124 Fire Pension Contributi	\$0.00	\$0.00	\$39,000.00	\$39,000.00	0.00%
FIRERELIEF	E 100-42290-125 Other Retirement Contr	\$0.00	\$6,005.50	\$12,011.00	\$6,005.50	50.00%
FIRERELIEF	E 100-42290-301 Auditing and Acctg Ser	\$0.00	\$6,250.00	\$6,500.00	\$250.00	96.15%
Dept 42290	Fire Relief Association	\$0.00	\$12,255.50	\$57,511.00	\$45,255.50	21.31%
Dept 42401	Building Inspection Admin					
INSPADMN	E 100-42401-310 Other Professional Serv	\$0.00	\$29,300.08	\$50,000.00	\$20,699.92	58.60%
Dept 42401	Building Inspection Admin	\$0.00	\$29,300.08	\$50,000.00	\$20,699.92	58.60%
Dept 42700	Animal Control					
ANIMCTRL	E 100-42700-310 Other Professional Serv	\$0.00	\$865.00	\$500.00	-\$365.00	173.00%
Dept 42700	Animal Control	\$0.00	\$865.00	\$500.00	-\$365.00	173.00%
Dept 42800	Cemetery					
CEMETERY	E 100-42800-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 42800	Cemetery	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 43000	Public Works (GENERAL)					
PUBWRKS	E 100-43000-101 Full-Time Employees R	\$0.00	\$106,336.27	\$131,192.00	\$24,855.73	81.05%
PUBWRKS	E 100-43000-102 Full-Time Employees O	\$0.00	\$700.84	\$2,000.00	\$1,299.16	35.04%
PUBWRKS	E 100-43000-103 Part-Time Employees	\$0.00	\$10,682.00	\$13,740.00	\$3,058.00	77.74%
PUBWRKS	E 100-43000-121 PERA	\$0.00	\$8,285.36	\$11,714.00	\$3,428.64	70.73%
PUBWRKS	E 100-43000-122 FICA	\$0.00	\$7,214.72	\$10,536.00	\$3,321.28	68.48%
PUBWRKS	E 100-43000-123 Medicare	\$0.00	\$1,687.35	\$2,464.00	\$776.65	68.48%
PUBWRKS	E 100-43000-134 Employer Paid Life	\$0.00	\$1,718.17	\$2,100.00	\$381.83	81.82%
PUBWRKS	E 100-43000-142 Unemployment Benefit	\$0.00	\$7,057.74	\$250.00	-\$6,807.74	823.10%
PUBWRKS	E 100-43000-151 Med/Dental Insurance	\$0.00	\$23,425.65	\$30,000.00	\$6,574.35	78.09%
PUBWRKS	E 100-43000-208 Training and Instructio	\$90.00	\$2,459.23	\$2,500.00	\$40.77	98.37%
PUBWRKS	E 100-43000-212 Motor Fuels	\$0.00	\$9,134.19	\$7,000.00	-\$2,134.19	130.49%
PUBWRKS	E 100-43000-215 Shop Supplies	\$0.00	\$7,273.66	\$5,500.00	-\$1,773.66	132.25%
PUBWRKS	E 100-43000-220 Repair/Maint Supply (G	\$0.00	\$13,193.94	\$9,000.00	-\$4,193.94	146.60%
PUBWRKS	E 100-43000-226 Sign Repair Materials	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00%
PUBWRKS	E 100-43000-240 Small Tools and Minor	\$90.45	\$3,236.34	\$5,000.00	\$1,763.66	64.73%
PUBWRKS	E 100-43000-260 Uniforms	\$699.95	\$1,910.85	\$3,000.00	\$1,089.15	63.70%
PUBWRKS	E 100-43000-310 Other Professional Serv	\$0.00	\$2,955.00	\$17,000.00	\$14,045.00	17.38%
PUBWRKS	E 100-43000-321 Telephone	\$0.00	\$2,305.90	\$2,800.00	\$494.10	82.35%
PUBWRKS	E 100-43000-325 Taxes	\$0.00	\$118.00	\$200.00	\$82.00	59.00%
Dept 43000	Public Works (GENERAL)	\$880.40	\$209,695.21	\$257,496.00	\$47,800.79	81.44%
Dept 43121	Paved Streets					
PAVSTRSTS	E 100-43121-224 Street Maint Materials	\$200.00	\$7,001.67	\$100,000.00	\$92,998.33	7.00%
Dept 43121	Paved Streets	\$200.00	\$7,001.67	\$100,000.00	\$92,998.33	7.00%
Dept 43122	Unpaved Streets					
UNPAVSTS	E 100-43122-224 Street Maint Materials	\$0.00	\$5,784.50	\$15,000.00	\$9,215.50	38.56%
Dept 43122	Unpaved Streets	\$0.00	\$5,784.50	\$15,000.00	\$9,215.50	38.56%
Dept 43125	Ice & Snow Removal					
SNOWREMO	E 100-43125-224 Street Maint Materials	\$0.00	\$6,624.48	\$15,000.00	\$8,375.52	44.16%

**CITY OF HANOVER**  
**Expenditure Budget Report - General Fund**

Dept Abbrev	Account Descr	October 2018 Amt	2018 YTD Amt	2018 YTD Budget	2018 YTD Balance	%YTD Budget
Dept 43125	Ice & Snow Removal	\$0.00	\$6,624.48	\$15,000.00	\$8,375.52	44.16%
Dept 43160	Street Lighting					
STLHTG	E 100-43160-381 Electric Utilities	\$310.64	\$15,702.52	\$25,000.00	\$9,297.48	62.81%
Dept 43160	Street Lighting	\$310.64	\$15,702.52	\$25,000.00	\$9,297.48	62.81%
Dept 43240	Waste (refuse) Disposal					
REFDISPO	E 100-43240-384 Refuse/Garbage Dispos	\$0.00	\$3,448.47	\$0.00	-\$3,448.47	0.00%
Dept 43240	Waste (refuse) Disposal	\$0.00	\$3,448.47	\$0.00	-\$3,448.47	0.00%
Dept 43245	Recycling: Refuse					
RECYCLING	E 100-43245-384 Refuse/Garbage Dispos	\$3,372.36	\$30,301.00	\$38,500.00	\$8,199.00	78.70%
Dept 43245	Recycling: Refuse	\$3,372.36	\$30,301.00	\$38,500.00	\$8,199.00	78.70%
Dept 45186	Senior Center					
SRCENTER	E 100-45186-437 Other Miscellaneous	\$0.00	\$4,039.43	\$8,700.00	\$4,660.57	46.43%
Dept 45186	Senior Center	\$0.00	\$4,039.43	\$8,700.00	\$4,660.57	46.43%
Dept 45200	Parks (GENERAL)					
PARKS	E 100-45200-212 Motor Fuels	\$0.00	\$1,505.38	\$2,000.00	\$494.62	75.27%
PARKS	E 100-45200-220 Repair/Maint Supply (G	\$385.00	\$4,132.36	\$5,000.00	\$867.64	82.65%
PARKS	E 100-45200-225 Landscaping Materials	\$0.00	\$3,132.71	\$8,000.00	\$4,867.29	39.16%
PARKS	E 100-45200-310 Other Professional Serv	\$0.00	\$6,800.00	\$6,800.00	\$0.00	100.00%
PARKS	E 100-45200-381 Electric Utilities	\$136.88	\$1,416.15	\$2,200.00	\$783.85	64.37%
PARKS	E 100-45200-400 Repairs & Maint Cont (	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00%
PARKS	E 100-45200-440 Programs	\$0.00	\$2,529.16	\$2,200.00	-\$329.16	114.96%
PARKS	E 100-45200-580 Other Equipment	\$545.00	\$3,119.51	\$8,000.00	\$4,880.49	38.99%
Dept 45200	Parks (GENERAL)	\$1,066.88	\$22,635.27	\$35,700.00	\$13,064.73	63.40%
Dept 45500	Libraries (GENERAL)					
LIBRARY	E 100-45500-437 Other Miscellaneous	\$0.00	\$8,775.98	\$11,500.00	\$2,724.02	76.31%
Dept 45500	Libraries (GENERAL)	\$0.00	\$8,775.98	\$11,500.00	\$2,724.02	76.31%
Dept 48205	Damage Deposit Refunds					
DMGDEPRF	E 100-48205-810 Refunds & Reimburse	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 48205	Damage Deposit Refunds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49360	Transfers Out					
TRANSFERS	E 100-49360-700 Transfers (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49360	Transfers Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49800	Transit (GENERAL)					
TRANSIT	E 100-49800-310 Other Professional Serv	\$0.00	\$488.63	\$5,000.00	\$4,511.37	9.77%
Dept 49800	Transit (GENERAL)	\$0.00	\$488.63	\$5,000.00	\$4,511.37	9.77%
Fund 100	GENERAL FUND	\$16,290.49	\$910,838.33	\$1,528,599.00	\$617,760.67	59.59%

**CITY OF HANOVER**  
**Expenditure Budget Report - General Fund**

Dept Abbrev	Account Descr	October 2018 Amt	2018 YTD Amt	2018 YTD Budget	2018 YTD Balance	%YTD Budget
		\$16,290.49	\$910,838.33	\$1,528,599.00	\$617,760.67	59.59%

**CITY OF HANOVER  
COUNTIES OF WRIGHT AND HENNEPIN  
STATE OF MINNESOTA**

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 2<sup>nd</sup> day of October, 2018.

The following Council Members were present:

The following Council Members were absent:

A motion to adopt the following resolution was made by \_\_\_\_ and seconded by \_\_\_\_.

.....

**RESOLUTION NO 10-02-18-90**

**A RESOLUTION APPROVING EXCLUDED BINGO PERMIT FOR  
HANOVER FIRE RELIEF ASSOCIATION**

**WHEREAS**, the Hanover FRA has submitted an application for an Excluded Bingo Permit for the purpose of conducting a bingo event in conjunction with their annual poultry social; and

**WHEREAS**, this is the organization’s first permit application for 2018; and

**WHEREAS**, the Council has reviewed the application and approves the request.

**NOW THEREFORE, BE IT RESOLVED**, that the City Council of the City of Hanover, Minnesota, hereby approves the first of six allowed events for the Hanover FRA, in 2018 to be conducted in conjunction with November 16, 2018 event located at 11250 5<sup>th</sup> St. NE.

**BE IT FURTHER RESOLVED THAT**, the City Council waives the \$100 permit fee payable to the City, due to the public nature of the event by supporting the City’s Fire Department members.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 2<sup>nd</sup> day of October, 2018.

APPROVED:

\_\_\_\_\_  
Chris Kauffman, Mayor

ATTEST:

\_\_\_\_\_  
Brian Hagen, City Administrator

**CITY OF HANOVER  
COUNTIES OF WRIGHT AND HENNEPIN  
STATE OF MINNESOTA**

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 2<sup>nd</sup> day of October, 2018.

The following Council Members were present:

The following Council Members were absent:

A motion to adopt the following resolution was made by \_\_\_\_ and seconded by \_\_\_\_.



**RESOLUTION NO 10-02-18-91**

**A RESOLUTION APPROVING TEMPORARY SNOWPLOW DRIVER**

**WHEREAS**, the City of Hanover has historically hired temporary employees to assist with snowplowing responsibilities; and

**WHEREAS**, the Public Works Supervisor has contacted Larry Dalchow and he is willing to provide this service for 2018-2019 snow plowing season.

**BE IT RESOLVED**, that the City Council of the City of Hanover hereby approves hiring Larry Dalchow as a temporary seasonal snow plow operator, based on the following terms:

1. Be on call through the 2018-219 snowplowing season to respond to a snow event at the request of Public Works Supervisor Jason Doboszenski or other City Official.
2. Remove Ice and snow on City streets, trails, sidewalks and parking lots, utilizing the City’s snowplowing equipment, in a safe and deliberate manner, in accordance with the City’s Snowplowing Policy.
3. Payment will be at a rate of \$20 per hour, plus an ability to earn a \$500 payment at the end of the 2018-2019 snow plowing season, based on their availability/attendance for the service.
4. Larry Dalchow is authorized to work only if requested by Jason Doboszenski or another City Official.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 2<sup>nd</sup> day of October, 2018.

APPROVED BY:

\_\_\_\_\_  
Chris Kauffman, Mayor

ATTEST:

\_\_\_\_\_  
Brian Hagen, City Administrator

**CITY OF HANOVER  
COUNTIES OF WRIGHT AND HENNEPIN  
STATE OF MINNESOTA**

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 2<sup>nd</sup> day of October, 2018.

The following Council Members were present:

The following Council Members were absent:

A motion to adopt the following resolution was made by \_\_\_\_ and seconded by \_\_\_\_.



**RESOLUTION NO 10-02-18-92**

**A RESOLUTION ACCEPTING A DONATION  
FROM HANOVER LIONS CLUB**

**WHEREAS**, the Hanover Fire Department Conducts educational visits within its service district during Fire Prevention Week; and

**WHEREAS**, the Hanover Lions Club has donated \$3,000.00 to the Hanover Fire Department to be used towards Fire Prevention Week materials.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Hanover, Minnesota, hereby accepts the donation of \$3,000.00 from the Hanover Lions Club for the Fire Prevention Week efforts.

**BE IT FURTHER RESOLVED**, that the City Council expresses its thanks and appreciation for the donation.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 2<sup>nd</sup> day of October, 2018.

APPROVED BY:

\_\_\_\_\_  
Chris Kauffman, Mayor

ATTEST:

\_\_\_\_\_  
Brian Hagen, City Administrator

**CITY OF HANOVER  
COUNTIES OF WRIGHT AND HENNEPIN  
STATE OF MINNESOTA**

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 2<sup>nd</sup> day of October, 2018.

The following Council Members were present:

The following Council Members were absent:

A motion to adopt the following resolution was made by \_\_\_\_ and seconded by \_\_\_\_.

.....

**RESOLUTION NO 10-02-18-93**

**A RESOLUTION APPROVING PURCHASE OF FIRE DEPARTMENT TURNOUT GEAR**

**WHEREAS**, the Hanover Fire Department have new members who recently came off probation; and

**WHEREAS**, the Fire Chief recommends purchasing new turnout gear for their use.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Hanover, Minnesota, hereby approves the purchase of three sets of turnout gear in the amount of \$7,494.00.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 2<sup>nd</sup> day of October, 2018.

APPROVED BY:

\_\_\_\_\_  
Chris Kauffman, Mayor

ATTEST:

\_\_\_\_\_  
Brian Hagen, City Administrator

**CITY OF HANOVER  
COUNTIES OF WRIGHT AND HENNEPIN  
STATE OF MINNESOTA**

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 2<sup>nd</sup> day of October, 2018.

The following Council Members were present:

The following Council Members were absent:

A motion to adopt the following resolution was made by \_\_\_\_ and seconded by \_\_\_\_.



**RESOLUTION NO 10-02-18-94**

**A RESOLUTION APPROVING A TEMPORARY  
ON-SALE INTOXICATING LIQUOR LICENSE**

**WHEREAS**, the Hanover Lions Club has submitted an application for a one day Temporary On-Sale Liquor License for the purpose of selling full strength beer at the Hanover Fire Relief Association Poultry Social on November 16, 2018.

**WHEREAS**, the proceeds from the sales are then utilized as part of the fundraising efforts; and

**WHEREAS**, due to the nature of the donation to the Hanover FRA, the City Council waives the permit application fee.

**NOW THEREFORE, BE IT RESOLVED**, that the City Council of the City of Hanover, Minnesota, hereby approves the Temporary On-Sale Liquor License and fee waiver to Hanover Lions Club for November 16, 2018 for the purpose of selling full strength beer at the annual Hanover FRA Poultry Social.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 2<sup>nd</sup> day of October, 2018.

APPROVED:

\_\_\_\_\_  
Chris Kauffman, Mayor

ATTEST:

\_\_\_\_\_  
Brian Hagen, City Administrator

**CITY OF HANOVER  
COUNTIES OF WRIGHT AND HENNEPIN  
STATE OF MINNESOTA**

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 2<sup>nd</sup> day of October, 2018.

The following Council Members were present:

The following Council Members were absent:

A motion to adopt the following resolution was made by \_\_\_\_ and seconded by \_\_\_\_.

.....

**RESOLUTION NO 10-02-18-96**

**A RESOLUTION ACCEPTING A DONATION  
FROM HANOVER YOUTH BALL CLUB**

**WHEREAS**, the City of Hanover has approved a ballfield redesign at Settlers Park; and

**WHEREAS**, the City received funding towards the project from Hanover Athletic Association, Hanover Youth Ball, and Foxtailers Snowmobile Club, but the city has incurred costs on the project; and

**WHEREAS**, the Hanover Youth Ball Club has donated an additional \$5,000 towards the ballfield project costs incurred by the City.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Hanover, Minnesota, hereby accepts the donation of \$5,000.00 from Hanover Youth Ball Club for the purpose of funding of the Settlers Park Ballfield Redesign.

**BE IT FURTHER RESOLVED**, that the City Council expresses its thanks and appreciation for the donation.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 2<sup>nd</sup> day of October, 2018.

APPROVED BY:

\_\_\_\_\_  
Chris Kauffman, Mayor

ATTEST:

\_\_\_\_\_  
Brian Hagen, City Administrator



**WHEREAS**, the City of Hanover, Minnesota, is committed to ensuring the safety and security of all those living in and visiting Hanover and

**WHEREAS**, fire is a serious public safety concern both locally and nationally, and homes are the locations where people are at greatest risk from fire; and

**WHEREAS**, home fires killed 2,735 people in the United States in 2016, according to the National Fire Protection Association (NFPA), and fire departments in the United States responded to 352,000 home fires; and

**WHEREAS**, the majority of U.S. fire deaths (4 out of 5) occur at home each year; and

**WHEREAS**, the fire death rate per 1000 home fires reported to U.S. fire departments was 10 percent higher in 2016 than in 1980; and

**WHEREAS**, Hanover residents should identify places in their home where fires can start and eliminate those hazards; and

**WHEREAS**, working smoke alarms cut the risk of dying in reported home fires in half; and

**WHEREAS**, Hanover residents should install smoke alarms in every sleeping room, outside each separate sleeping area, and on every level of the home; and

**WHEREAS**, Hanover residents should listen for the sound of the smoke alarm and when it sounds respond by going outside immediately to the designated meeting place;

**WHEREAS**, Hanover residents who have planned and practiced a home fire escape plan are more prepared and will therefore be more likely to survive a fire; and

**WHEREAS**, Hanover first responders are dedicated to reducing the occurrence of home fires and home fire injuries through prevention and protection education; and

**WHEREAS**, Hanover residents are responsive to public education measures and are able to take action to increase their safety from fire, especially in their homes; and

**WHEREAS**, the 2018 Fire Prevention Week theme, “Look. Listen. Learn. Be aware – fire can happen anywhere™” effectively serves to remind us that we need to take personal steps to increase our safety from fire.

**THEREFORE**, I Chris Kauffman, Mayor of Hanover, do hereby proclaim October 7-13, 2018, as Fire Prevention Week throughout this City, and I urge all the people of Hanover to be aware of their surroundings, look for available ways out in the event of a fire or other emergency, respond when the smoke alarm sounds by exiting the building immediately, and to support the many public safety activities and efforts of Hanover fire and emergency services during Fire Prevention Week 2018.

Chris Kauffman  
Mayor of Hanover



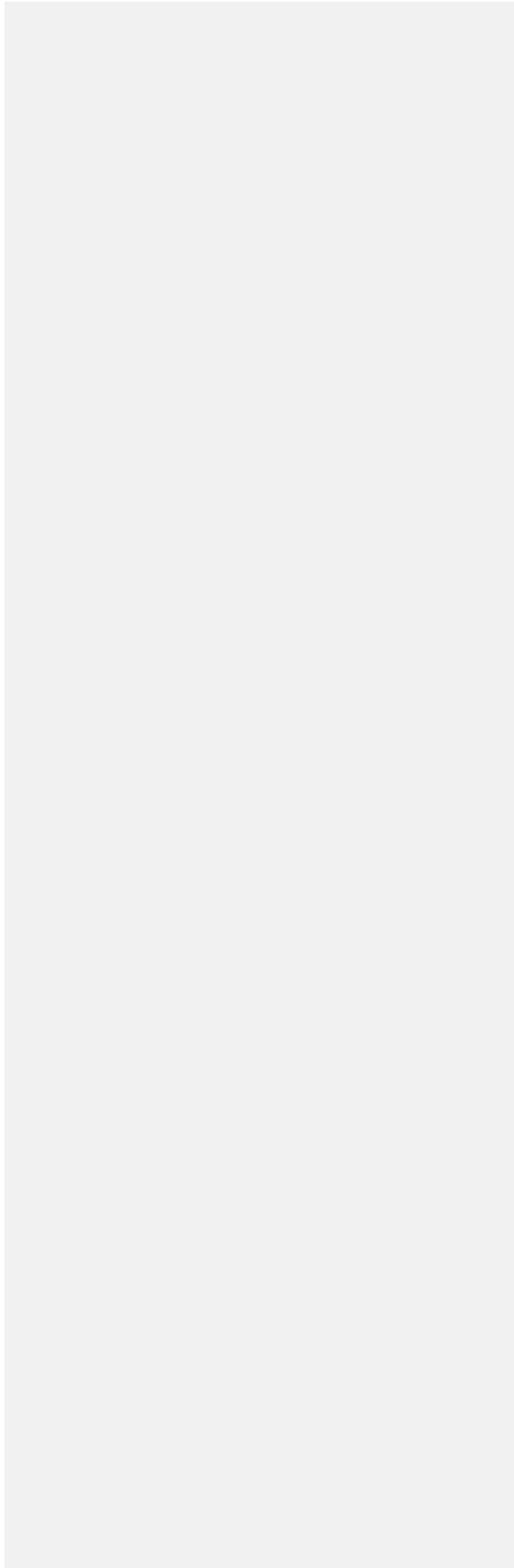


**MISSION STATEMENT**

To save lives and protect property  
in and around the Hanover Fire District  
to the best of our ability, by public education  
Firefighter training, fire investigation and proper equipment

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## **SECTION I.**

### **DEDICATION**

This handbook is dedicated to the members that hold devotion to duty above personal comfort and convenience, who strive unceasingly to find better ways of protecting the lives, homes and property from fire and other disasters.

As members of the Hanover Fire Department, our first responsibility shall be the attendance of regular department drills, business meetings, and responding to alarms. It is also recognized that there are many other important responsibilities to serve as officers, or serve on committees, maintenance, outside schools and meetings, teaching and contact with public and/or civic organizations. *While we would like each member to share in these additional duties, each of us must decide how much we can actually commit ourselves to without hindering our original obligations and family.*

If partaking in these other tasks would result in harming one's attendance to drills or alarms, that person should not accept the additional responsibility.

This should also serve as an invitation to those who are able to undertake additional responsibilities, to commit themselves to these areas of the fire department.

#### **The Firefighters of Hanover**

*Without you we do not exist.*

The purpose of this book is to provide you with general information as well as guidelines we must live by to function as an efficient team. It will be periodically updated to keep you abreast to the changes in Fire Department operations and procedures. It is your responsibility, as a member of the department, to read and follow these procedures, and in doing so we will be able to strengthen our commitment to ourselves and the City of Hanover and the surrounding communities we serve.

Fire Chief  
City of Hanover

**SECTION II.**

**NAME**

**SECTION 1.** This organization shall be known as the “Hanover Fire Department” of the City of Hanover, Minnesota 55341.

**SECTION 2.** Department fiscal year shall run from January 1<sup>st</sup> through December 31<sup>st</sup>.

### **SECTION III.**

#### **GENERAL DEPARTMENT GUIDELINES**

- SECTION 1.** No member shall report for duty under the influence of intoxicating liquor or drugs or be so while on duty.
- SECTION 2.** Members shall be subject to the orders of their superior officers at all times.
- SECTION 3.** Every member shall notify the Chief of the Department of his inability to report for duty due to sickness, injury, etc.; or if they absent themselves from the city for a period of over 48 hours.
- SECTION 4.** Every member shall immediately report to the officer in charge any accident or injury to themselves, no matter how trivial, sustained while on duty. 1<sup>st</sup> report of injury shall be made out for any member needing medical attention
- SECTION 5.** Every member shall be held responsible for the safe-keeping and proper care of all department property under their control.
- SECTION 6.** No member shall transmit by radio, telephone or otherwise any orders as to the need for Mutual Aid equipment, Fire fighters, etc., at a fire or emergency except when ordered to do so by the officer in charge.
- SECTION 7.** Request for information concerning the cause, damage, etc. of a fire shall be referred to the Chief of the Department or if absent, the next senior officer.
- SECTION 8.** No member shall leave a scene or the station during an alarm unless they have permission of the officer in charge.
- SECTION 9.** Every member, upon resignation, suspension, expulsion or while on leave of absence from the Department, shall promptly surrender all fire department property in their possession to the Chief of the Department.
- SECTION 10.** No fire department apparatus or fire department equipment or department property of any kind shall be taken from the station for any purpose whatsoever except on permission or on direct orders from the Chief of the Department.
- SECTION 11.** All communications, letters, notices, requests, etc., received by a member or delivered to the station, pertaining to the fire department

shall be promptly forwarded & opened by the Chief Officers of the Department.

**SECTION 12.** A member driving a piece of apparatus to a fire shall, upon arrival at the fire scene, report immediately to the officer in charge if they are not capable of operating the apparatus.

**SECTION 13.** No one except members of the department shall be allowed to ride on the apparatus at any time without the permission of the Chief of the Department. This also applies to Parades.

**SECTION 14.** Apparatus and other fire department vehicles responding to an alarm shall not be driven on property other than streets and public highways except when absolutely necessary.

**SECTION 15.** Apparatus and other fire department vehicles, when responding to an alarm, shall not be driven at a speed greater than can be maintained with safety.

**SECTION 16.** In the event of an accident involving apparatus enroute to any emergency, the driver of the fire department apparatus shall be left at the scene of the accident to notify the police and to summon the necessary aid and also secure names and addresses of any witnesses and other pertinent information. All accidents shall be reported to the Chief of the Department or other officer in charge in writing on return to the station.

**Commented [BH1]:** Do we need to recognize immediate drug test required?

**SECTION 17.** When backing up apparatus, there shall be a member at the rear at all times with visual contact to signal the operator.

**SECTION 18.** In the event of any suspicion of incendiary at a fire, the officer shall immediately summon the Chief of the Department. **The premises should not be left unguarded until the arrival of the Chief or investigating officer.** Attempts should be made to contact the Chief Officers if not on scene.

**SECTION 19.** No person other than duly authorized persons shall be permitted to enter a building in which a fire has occurred and where the department is in charge, without permission of the officer in command. Should permission be granted, the officer in command shall direct a member to accompany the person who so desires admittance and such member shall remain with the person until he/she leaves the building. Such member shall complete a detailed description of contents removed from the premises.

**SECTION 20.** No member shall paint, relocate, or alter any tool, appliance, or part of the apparatus without authorization by a Department Officer.

Defects or malfunctions in any piece of apparatus or equipment or in any building shall be noted in writing to the attention of the Chief or Captain #2.

Every member shall have and maintain an unexpired driver's license as issued or recognized by the Minnesota Department of Public Safety. If member loses his state driving privileges, member must notify the Chief immediately.

Department apparatus is to be used only for official department business. The carrying of civilians on fire apparatus is forbidden unless the Fire Chief has authorized such carrying.

**SECTION 21.** No person other than Fire Department members shall be allowed to use the Fire Station. The Fire Station will be off limits to all outside businesses without prior written approval from Hanover Fire Chief.

## **SECTION IV.**

### **INFORMATION**

The following are some of the organizations associated with the Hanover Fire Department. Many of them are related one way or another and are often referred to by abbreviations which will also be listed.

#### **HANOVER FIRE DEPARTMENT (HFD)**

The Hanover Fire Department consists of dedicated Firefighters that have the responsibility for fire protection and emergency services within the Hanover protection area. Only through the continued hard work and dedication by the department and its members, can we continue to grow both in size and respect and increase our skills and ability.

#### **HANOVER FIRE DEPARTMENT RELIEF ASSOCIATION (FRA)**

The Fire Department Relief Association administers the local pension. The State of Minnesota taxes all fire and related insurance premiums collected by insurance companies and a percentage of the monies is distributed to local departments for their pension. This special fund is limited by state law on how it can be spent for pensions, disabilities, and certain operating expenses.

#### **MINNESOTA STATE FIRE DEPARTMENT ASSOCIATION (MSFDA)**

<http://msfda.org/>

This association is a statewide organization of fire departments from Minnesota which membership is encouraged but not mandatory. This organization has an annual meeting once a year in June and resolutions from the many regionals are acted upon. These resolutions, which affect the Fire Fighters in Minnesota, are then passed to the respective legislature for consideration.

#### **MINNESOTA STATE FIRE CHIEFS' ASSOCIATION (MSFCA)**

<http://www.msfc.org/>

This is the statewide organization of Fire Chiefs from the State of Minnesota which membership is encouraged but not mandatory. This organization meets twice a year in June and October to share new ideas for fire departments and their chief officers. Resolutions from the regions are also acted upon with these resolutions being passed on to the state.

#### **WRIGHT COUNTY FIRE CHIEFS ASSOCIATION**

<http://www.wcfire-ems.org/firemain.htm>

An association of all fire chiefs in Wright County also includes a mutual aid agreement tying all fire departments in the county together. Meetings are held quarterly. Membership is restricted to chief officers and training officers.

**WRIGHT COUNTY FIRE INVESTIGATION TEAM**

This team consists of members from Wright County Fire Departments. Their goals are to support the local departments with their investigative skills.

**WRIGHT COUNTY SPECIAL RESPONSE UNIT (WRIGHT COUNTY SRU)**

This team provides special response to hazardous incidents, confined space, and technical rescues.

**HENNEPIN COUNTY FIRE INVESTIGATION TEAM**

**MINNESOTA DUTY OFFICER**

**NORTH SUBURBAN MUTUAL AID ASSOCIATION**

**FIRE/EMS/SAFETY CENTER**

<http://www.firecenter.mnscu.edu/>

<http://fireactgrant.tripod.com/>

Training and education and other resources provided by Minnesota State Colleges and Universities.

**DEPARTMENT FINANCING**

Fire protection within the boundaries of the City of Hanover and the surrounding associated communities is funded through the city(s) budget(s). Property owners pay for this service through their city real estate taxes.

**REQUIRED DOCUMENTATION**

1. W-4 Withholding Declaration Form. Fire salaries are paid through the City Payroll system; you cannot receive a paycheck until this form is completed and returned to the Department's Secretary.
2. Training Records & Personnel Records are available by request to the fire Chief.
3. The Relief Association Secretary will provide you with an enrollment card for the Firefighter's Benefit Association Accidental Death and Dismemberment Policy and Pension. Please complete and return it to the Relief Association Treasurer.

**BENEFITS**

1. Hanover Fire Fighter's Relief Association
2. Smoke eater. "Accidental Death and Dismemberment".
3. Minnesota Public Safety Officer's Benefit Fund. "Death Benefit"
4. Minnesota State Workers' Compensation Insurance.
5. Federal Public Safety Officers' Benefit. "Death Benefit"

## SECTION V.

### STANDARD OPERATING GUIDELINES (SOG's) DISCIPLINE, LEAVES, RESIGNATION, TERMINATION

#### LEAVES OF ABSENCE

1. **Medical Leave:** Will be granted as needed by the Fire Chief, however, a doctors release may be requested by the Fire Chief as to the Fire fighters fitness to return to normal duties. Medical leave shall not exist for a period longer than one (1) year. Medical leave shall be considered regular time as far as longevity is concerned.
2. **Military Leave:** Will be granted when it complies with state or federal laws. Military leave shall be considered regular time as far longevity is concerned.
3. **General Leave:** A leave of absence may be granted for up to one year. The party requesting a leave of absence must submit their request to the Fire Chief who will then submit the request to the Department's Board of Review. The board of Review, in a personal interview, will review the request with the applicant. Items necessary to grant a leave of absence;
  - A reason must be given to grant a leave of absence.
  - Request must be submitted within a reasonable time to process the request.
  - The applicant must reapply 30 days prior to his granted leave of absence to be reinstated or applicant will automatically terminated from the Hanover Fire Department.
  - The applicant's position will remain held for the term of the leave of absence.
  - All Fire Department benefits and participation rights will be suspended during the leave or absence time.

**Commented [BH2]:** I want to run this section by Jay for his input.

#### RESIGNATION / DISMISSAL OR LEAVE IN EXCESS OF 90 DAYS

The following fire department property will be turned in to a Chief immediately or as soon thereafter of a resignation, dismissal, or leave of absence.

1. Pager, charger, and/or portable radio
2. Keys
3. All department issued turnout gear (including gear bags and flashlights)
4. Class A uniform patch / badge

**Commented [BH3]:** Should this be part of regular City Policy Manual?

**Commented [BH4]:** We should collect this instantly with any leave, and suspend active 911 on the cell phone. I.e. Darcy W. issue of active vs inactive.

## **DISCIPLINARY PROCEDURES**

Infractions of these policies or guidelines shall be administered according to the following.

1. First infraction shall be a minimum of a verbal warning by a Fire Chief or other department Officer.
2. Second infraction shall be cause for a written warning by a Fire Chief. To be placed in personnel file.
3. Third infraction may be cause for placement on probation or suspension. The City's HR Department shall be fully included with this step. This action is based on a majority vote of the City Council.
4. Fire Chief may accelerate disciplinary procedures upon his/her discretion of the severity of the infraction.

Any member subject to disciplinary action shall have the right to appeal to the City Council.

**Commented [BH5]:** Should follow City Policy Manual, Human Resources should be notified of all disciplinary actions.

**SECTION VI.**

**STANDARD OPERATING GUIDELINES (SOG's)  
PERFORMANCE REVIEW**

**Hanover Fire Department Performance Evaluation**

Name:		Position:
Supervisor:		Station:
Chief or others to be present:		
Date of this Evaluation     /     /	Date of last Evaluation     /     /	Next scheduled Evaluation     /     /

Reason for Evaluation:

<input type="checkbox"/> Annual	<input type="checkbox"/> Probation	<input type="checkbox"/> Policy Infraction	<input type="checkbox"/> Missed critical participation requirement
---------------------------------	------------------------------------	--	--

Instructions: Evaluate the employee's work performance as it pertains to the job requirements. Circle the letter that best describes the employee's performance since the last evaluation. Add comments to support the evaluation. Critical job participation requirements must be met to receive a satisfactory evaluation unless the supervisor agrees that the employee's explanation is acceptable.

**CRITICAL JOB PARTICIPATION REQUIREMENTS:**

S - Satisfactory                      U - Unsatisfactory

Factors	Evaluation	Comments
<b>EMERGENCY CALLS</b> Attends 30% or more of the paged emergency calls.  (reviewed annually)	<b>S</b>	_____
	<b>U</b>	_____
<b>FIRE TRAININGS</b> Must make 66% (8 of 12) of the monthly drills.  (reviewed annually)	<b>S</b>	_____
	<b>U</b>	_____



<b>ATTENTION TO POLICY</b> Follows S.O.Gs, safety regulations etc. Meets minimum requirements for membership.	<b>S</b>  <b>U</b>	<hr/> <hr/> <hr/> <hr/>
<b>INTERPERSONAL SKILLS</b> Willingness and ability to communicate, cooperate, and work with co-workers and supervisors.	<b>S</b>  <b>U</b>	<hr/> <hr/> <hr/> <hr/>

Accomplishments


Future Plan For Areas That Need Improvement


Recommendations for Career Development - Schooling, Seminars etc....


Employee's overall performance:

<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory.	<input type="checkbox"/> Probation for next 12 months. <input type="checkbox"/> A second unsatisfactory within 12 months is cause for dismissal. <input type="checkbox"/> Follow up necessary every 3 months.
---	---

Comments


Follow Up Required: _____ YES _____ NO	Follow Up Date: _____ / _____ / _____
Print Firefighter Name:	Firefighter Signature:
Chief Officer:	Fire Officer:

## SECTION VII.

### STANDARD OPERATING GUIDLINES (SOG'S) APPOINTMENT OF OFFICERS

#### APPOINTMENT OF CHIEF 1 (*three-year term*):

1. Any member meeting the minimum qualifications established in the Chief 1 Job Description, as approved by the City Council, shall be eligible to apply for appointment to the position. Applications shall be reviewed by the City Administrator for eligibility.
2. Each member of the department will receive a selection form with all candidates for the Chief 1 position. Probationary members will not be able to select. On the selection form each member will grade each candidate in 4 different areas on a scale of 1 (lowest) to 25 (highest) for a total of 100 maximum pts. The highest number will be the selected Officer. The 4 areas are as follows:
  - a. Experience / Qualifications
  - b. Loyalty / Commitment
  - c. Character / Integrity
  - d. Leadership Skills / Judgment
3. The top two scoring applicants are presented to and interviewed by the City Council. The City Council makes the final decision on which applicant is appointed to the Chief 1 position.
4. Should the Chief 1 position become vacant during the term, the City Council shall review the vacancy and consider Chief 2 to assume the role for the remainder of the term. Should Council desire, an application process would be followed to fill the remainder of the term.

#### APPOINTMENT OF OFFICERS (*excluding Chief 1, two-year terms staggered*)

1. Any member meeting the minimum qualifications established in the Chief 2, Captains (4), or Lieutenants (2) job descriptions, as approved by the City Council, shall be eligible to apply for appointment to the position(s). Applicants shall be reviewed for eligibility and interviewed by Chief 1, Chief 2, and the City Administrator. Step 2 in the appointment of Chief 1 section shall also be followed for member input.
2. The City Council makes the final decision on which applicant is appointed to the officer position.
3. Should a vacancy occur, Chief 1 shall present a recommendation for appointment to fill the remainder of the term for City Council consideration.

**Commented [BH6]:** Add language similar to number 2 in the Chief 1 process.

**SECTION VIII.**

**STANDARD OPERATING GUIDLINES (SOG'S)  
TRUCK RESPONSE SCHEDULE**

<b>CALL TYPE</b>	<b>RESPONSE</b>	<b>MIN. CREW</b>	<b>CODE 3</b>
<b>STRUCTURE FIRE</b> (In Town with hydrant support)	<b>ENGINE 11</b>	4	YES
	<b>ENGINE 12</b>	4	YES
	<b>RESCUE 11</b>	3	YES
	<b>UTILITY 12</b>	2	YES
	<b>TANKER 12</b>	2	YES
	<b>TANKER 11</b>	2	YES
	<i>Others trucks as called for or as need for personnel</i>		
<b>STRUCTURE FIRE</b> (Rural area without hydrant support)	<b>ENGINE 11</b>	4	YES
	<b>TANKER 12</b>	2	YES
	<b>TANKER 11</b>	2	YES
	<b>RESCUE 11</b>	4	YES
	<b>ENGINE 12</b>	4	YES
	<b>UTILITY 12</b>	2	YES
<i>Others trucks as called for or as need for personnel</i>			
<b>ALARM</b> (With Hydrant)	<b>ENGINE 11</b> <i>Others trucks as called for or as need for personnel</i>	4	YES NO*
<b>ALARM</b> (Without Hydrant)	<b>ENGINE 11</b> <b>TANKER 12</b> <i>Other trucks as needed</i>	4 2	YES YES
<b>CARBON MONOXIDE</b>	<b>ENGINE 11</b>	4	YES
	<b>UTILITY 12</b>	2	YES
<b>GAS LEAK</b>	<b>ENGINE 11</b>	4	YES
	<b>TANKER 12</b>	2	YES
	<i>Others trucks as called for or as need for personnel</i>		NO*

**STANDARD OPERATING GUIDLINES (SOG's)  
TRUCK RESPONSE SCHEDULE**

<b>CALL TYPE</b>	<b>RESPONSE</b>	<b>MIN. CREW</b>	<b>CODE 3</b>
<b>GRASS FIRE</b>	<b>RANGER 11, RANGER 12 (Grab Radios)</b>	2	YES
	<b>ENGINE 12</b>	4	YES
	<b>TANKER 12</b>	2	YES
	<b>ENGINE 11</b>	4	YES
	<b>TANKER 11</b>	2	YES
	<i>Others trucks as called for or as need for personnel</i>		NO*
<b>CAR FIRE</b>	<b>ENGINE 11</b>	4	YES
	<b>TANKER 12</b>	2	YES
	<b>UTILITY 12</b>	2	YES
	<i>Other trucks as called for or as need for personnel</i>		NO*
<b>RESCUE (PI)</b>	<b>ENGINE 11</b>	4	YES
	<b>UTILITY 12</b>	2	YES
	<b>TANKER 12</b>	2	YES
	<b>TANKER 11</b>	2	YES
	<i>Others trucks as called for or as need for personnel</i>		NO*
<b>ICE RESCUE</b>	<b>RESCUE 11</b>	4	YES
	<b>UTILITY 12 AND BOAT</b>	2	YES
	<b>ENGINE 11</b>	4	YES
	<i>Others trucks as called for or as need for personnel</i>		NO*
<b>MUTUAL-AID</b>	<b><u>ENGINE REQUEST:</u></b> ENGINE 11		
	<b><u>TANKER REQUEST:</u></b> TANKER 12 TANKER 11		
	<b><u>PERSONNEL REQUEST:</u></b> RECUE 11 and ENGINE 11		
	<b><u>RESCUE REQUEST:</u></b> ENGINE 11		
	<b><u>GRASS RIG REQUEST:</u></b> RANGER 11 and/or RANGER 12		

**STANDARD OPERATING GUIDLINES (SOG's)  
TRUCK RESPONSE SCHEDULE**

CALL TYPE	RESPONSE	MIN. CREW	CODE 3
<b>MUTUAL-AID</b>	<u><b>R.I.T. REQUEST:</b></u> ENGINE 11 (Chief Officer may change request)		
<b>MEDICAL</b>	UTILITY 12 (1 <sup>ST</sup> MEDICAL)	4	YES
	ENGINE 11 (2 <sup>ND</sup> MEDICAL)	4	YES

Note:

Chief Officers have the discretion on truck response and crew on all calls.

Chief Officers may respond to any scene at their discretion

An Officer shall respond to all mutual –aid calls.

## SECTION VIII.

### STANDARD OPERATING GUIDELINES (SOG's) RADIO PROCEDURES

#### RADIO PERSONNEL DEFINITIONS

**Hanover Fire Chief 1** refers to Chief 1

**Hanover Fire Chief 2** refers to Chief 2

**Hanover Captain 1** refers to Captain 1

**Hanover Captain 2** refers to Captain 2

**Hanover Captain 3** refers to Captain 3

**Hanover Captain 4** refers to Captain 4

**Hanover Lieutenant 3** refers to Lieutenant 3

**Hanover Lieutenant 4** refers to Lieutenant 4

**Hanover Fire Station** refers to Hanover Fire Station

---

#### RADIO TERMINOLOGY

e.g.

Hanover Engine xx ENROUTE TO LOCATION, CREW OF xx WITH xx (officer)

Hanover Engine xx ON SCENE.

Fires you indicate: what you see and what action you are taking

1. All trucks leaving station go enroute (ONE TIME).
2. All trucks go on scene at the scene. Officer in charge shall direct all units when to change radio channel.
3. Chief in Charge will clear ALL Truck

## **SECTION X.**

### **STANDARD OPERATING GUIDLINES (SOG's) IN SERVICE CALLS / ABSENTEE CREDIT**

#### **In Service Calls**

1. When Hanover Fire gets paged out to an emergency from either WCSO or HCSO.
2. In the event that Hanover Fire is asked for assistants for an emergency situation, HFD will have the department paged out.
3. All members that show up to scene or station will be given credit for that call.
4. An absent member may receive credit for attendance to a call if the following apply:
  - a. The member is at:
    - i. A HFD training class
    - ii. An educational class for HFD
    - iii. An event representing HFD i.e.: Water ball, Parade,
    - iv. Any meeting representing HFD
    - v. On a task with Chief's permission
5. The officer in charge will note any credited absentees on call log.
6. The officer in charge will make sure the call log is properly filled out and put their signature on the call log.

**SECTION XI.**

**STANDARD OPERATING GUIDLINES (SOG's)  
CANCELED CALLS**

**No Credit for Call:**

If a call is paged out one time and the second page is a cancel call page, no credit for the call will be given. Members do not need to continue their response to the station.

**Credit for Call:**

If a call is paged out two times, with any subsequent page being a cancel call page, credit will be given to responding members. Members will be given up to 10 minutes from first page to continue their response to the station in order to be awarded attendance.

## **SECTION XII.**

### **STANDARD OPERATING GUIDLINES (SOG's)**

#### **PARADES**

The Hanover Fire Department is invited to annual parades from different cities. The guidelines below are to be followed:

1. Trucks that are going to attend a parade must be approved by a Chief Officer.
2. The first truck to participate in a parade is the antique.
3. All trucks that go to a parade must be washed and show a clean display.
4. Any member that shows up and washes the trucks to get them ready for parade will be allowed to drive the truck.
5. In the event of more than 1 member wishing to drive, the highest ranking member will draw straws to elect the person driving. Shortest straw drives.
6. The member that is driving the truck will be responsible for the safe driving.
7. The truck, along with the members, will be dedicated to the parade and will not leave the parade once it has started to attend a Hanover Fire call.
8. Exception to this is if:
  - a. Hanover gets an emergency call which requires Mutual Aid from another Department. At that time the truck will exit the parade at the nearest parade exit safely, and at parade speed.
  - b. An Officer from Hanover requests the truck to return.
9. Once at the parade, all parade rules must be followed. If the parade requires the candy to be handed out, that is the way it is to be done. There are no exceptions to the parade rules.
10. Any member or member's family is permitted to ride on the truck(s) in a safe manor.
11. Each truck must have at least one member of the department and one additional adult.

### **SECTION XIII.**

#### **STANDARD OPERATING GUIDELINES (SOG's) INCIDENT COMMAND SYSTEM (ICS)**

##### **INTRODUCTION:**

We feel that each emergency incident is different, and has its own unique command problems and these problems can be remedied through the use of a systems approach.

The use of (ICS) provides unity of command and improves safety by providing proper supervision, accountability, coordinated efforts, and improved communications. Incident management also minimizes “freelancing” and can reduce the department’s liability, as well as the financial impact on the community.

##### **OPERATIONAL SECTION:**

The first officer to arrive on the scene of an emergency incident shall assume command of that incident. The officer in charge (OIC) shall perform size-up of that incident, evaluate resources on hand, probabilities of incident, and available resources to be used, or could be used.

The (OIC) shall be capable of expanding the incident command system as the incident expands.

The transfer of command to a higher-ranking officer can be performed in a face to face meeting or over the radio.

A higher-ranking officer may assume command if he/she feels it is necessary. Any time command is transferred, all personnel at the scene shall be informed.

All commanding officers shall stay with-in their span of control.

The incident commander shall establish a command post (CP).

The (CP) provides a location from which to manage a “field office” which should allow for:

- a quiet location to think and make decisions
- a vantage point from which to see
- a place to write and record
- lighting for night operations
- reference/preplanning material for information
- communications equipment
- space for staff to help
- stationary position to maintain composure

**STANDARD OPERATING GUIDLINES (SOG's)  
INCIDENT COMMAND SYSTEM (ICS)**

(continued)

**The Incident Command (IC) shall establish Apparatus staging:**

Apparatus Staging is a resource-marshalling area where units report while waiting for specific assignment.

Companies in Apparatus staging are under the control of a staging manager. If operations were not staffed, staging would report directly to the (IC).

**Functions of the (ICS):**

There are five (5) major functions of the (ICS) which are:

- Command
- Operations
- Planning
- Logistics
- Finance

**Command:** Manages the incident, develops decisions, and is responsible for the results. The IC implements and retains responsibility for functions not implemented. The command staff includes the liaison officer who interfaces with all assisting agencies. The information officer handles information and media releases and the safety officer monitors hazardous and unsafe situations and initiates actions to prevent unsafe acts.

**Operations:** Manages all operations directly applicable to the primary mission (fire suppression, rescue, EMS, etc.). The operations chief, who is a member of the general staff, allocates and assigns resources to accomplish control of incident.

**Planning:** Collects and evaluates incident status information needed to understand the current situation, predict the course of the incident, and prepare control objectives and alternate strategies. The planning chief, who is a member of the general staff, conducts a continuous size-up.

**Logistics:** Provides facilities, supplies, and support. The logistics chief, who is also a member of the general staff, is in charge of services including communications, medical, and food.

**Finance:** Is responsible for all financial and cost analysis aspects of the incident.

## SECTION XIV

### STANDARD OPERATING GUIDELINES (SOG's) CRITICAL INCIDENT STRESS DEBRIEFING (CISD)

**Policy:**

It is the policy of the Hanover Fire Department to offer employees access to the CISD team as a means of relieving the traumatic stress caused by a critical incident so as to allow the Fire fighter to return to his/her duties as soon as possible after an incident.

**Objective:**

The main objective of CISD is to mitigate and assess the impact of a critical incident and accelerate the return of personnel to duty following an incident. The CIDSD is an organized approach to the management of stress responses in emergency services. It entails a group meeting between the affected personnel and a debriefing team. This trained team is able to help Fire fighters talk about their feelings and reactions to a critical incident.

**Definition:**

A “critical incident” is any incident which causes personnel to experience unusually strong emotional reaction that has the potential to interfere with their ability to function. Examples are involvement with disasters, serious injury, or death of a co-worker, unusual tragic death of children or any other life trauma.

**Participation:**

The Fire Chief may require an employee to attend a CISD within 72 hours after involvement in a critical incident. Following the CISD assessment, the employee may also be required to seek other professional counseling/assistance that is deemed appropriate by the Fire Chief. Any attributing costs will be borne by the fire department.

## **SECTION XV.**

### **STANDARD OPERATING GUIDELINES (SOG's) ICE/WATER RESCUE**

- If unclear of the situation, call dispatch for more detailed information.
- Rescue 11 is the 1st truck to respond. (with a min. crew of 5)
- Utility 12 with the boat is the 2nd to respond with a min. of 2 on crew.
- Engine 11 and Engine 12 are to respond with more personnel.
- Make sure that EMS and the Sheriff Department's hover-craft are responding. They may be canceled later, if they are not needed.
- Designate a Safety Officer. Always think of safety first.
- At least 2 working rescuers in gumby suits, with 2 more rescuers in gumby suits for backup, for a 1-person rescue. Get dressed in the back of Rescue 11. No Fire fighter is to wear the suit or perform a rescue with the sled, unless he or she has been trained to do so.
- Upon arrival on scene, the officer in charge should radio in the situation and describe the scene to the remaining responders. If mutual aid or more resources are required, they should be called for at this time.
- Always have a safety line to any personnel on the ice performing a rescue.
- Always have a backup person ready, with a suit on, before any rescue attempt.
- If the Safety Officer or the officer in charge finds that any activity is unsafe, the unsafe activity or all activities will stop until the safety issue is resolved.
- Any person on the ice, or in a boat for water rescue, is to wear a lifejacket, unless they are in a gumby or mustang suit.
- No trucks on the ice.
- Ladders may be used on the ice.
- Dry and inspect the ropes after each use.

**SECTION XVI.**

**STANDARD OPERATING GUIDELINES (SOG's)  
HANOVER SKYWARN**

**THUNDERSTORM WATCH:** Page between 7:00 a.m. and 10:00 p.m.  
Advisory only – No response required

**THUNDERSTORM WARNING:** Page anytime – Skywarn Activation

**TORNADO WATCH:** Page anytime  
Advisory only – No response required

**TORNADO WARNING:** Page anytime

We will be paged out by Wright County, unless the officer in charge for Hanover wants you out, then Hanover will page.

## **SECTION XVII.**

### **STANDARD OPERATING GUIDELINES (SOG's) SEVERE WEATHER**

- Personnel will report directly to the Fire Station for assignment.
- All radio traffic should go directly to Hanover Base on 800mhz HAN01 and personnel should not be calling each other to compare what they have and do not have.
- Call in by "location" and report only what you have and which direction you are looking. DO NOT call to report what you do not have. Example: "I don't have any rain or hail at this time." If we do not hear anything from your location, we will assume that there is nothing to report.
- Wright County Dispatch will designate WR TAC 5 for all communications.

Report the following to the incidence command immediately:

- a. Suspected Tornadoes
- b. 50+ MPH Winds
- c. Flooding Type Rainfall
- d. Large Hail
- e. Confirmed Wall Cloud
- f. Continuous Severe Lightning
- g. Sudden change in Wind Direction and sudden change in temperature such as a drop of 20 degrees or more.

#### **PERSONNEL AND EQUIPMENT NEEDED:**

- We should have two trained sky warn personnel at each assigned site.
- Each site will have an assigned Fire Department vehicle and/or a portable radio, proper maps, and procedures, as well as proper PPE.

## **SECTION XVIII.**

### **STANDARD OPERATING GUIDLINES (SOG's) HAZARDOUS MATERIALS EMERGENCY**

The Hanover Fire Department is trained in Hazardous Material Awareness only. We are not trained to enter Hazardous Material Incidents. We have a number of members trained in Hazmat Operations which is assisting the actual Hazmat Teams should they be called to Hanover.

Use the following acronym: **R I N S E** for **INITIAL SCENE ASSESSMENT**

1. **R**ecognition of a hazardous materials incident
2. **I**dentification of the product involved (Utilize any and all sources of information)
  - Physical Properties
  - Health Hazards
  - Quantity spilled or leaking
  - Maximum quantity that could be involved
  - Probability of other chemicals or combustibles being contacted by the spill or release
3. **N**otification of other agencies, facility representatives, persons with expertise
4. **S**ecure the scene
5. **E**vacuate potentially affected persons

**Notify one of the officers if you suspect you may have been exposed to any Hazardous Materials at any incident.**

## **SECTION XVIII.**

### **STANDARD OPERATING GUIDELINES (SOG's) INFECTIOUS DISEASE EXPOSURE CONTROL**

#### **I. PURPOSE**

The Hanover Fire Department recognizes that its Fire fighters may encounter exposures to infectious disease through blood borne pathogens in their normal working environment. It is the intent of the Hanover Fire Department to promote safe work practices in an effort to minimize the incidence of illness or injury experienced by Fire fighters through this "Blood borne Pathogens Standard". Relative to this goal will also be to comply with OSHA's standard 29 CFR 1910.1030.

This Exposure Control Plans objective is twofold.

1. Protect Fire fighters from health hazards associated with blood borne pathogens.
2. To provide appropriate treatment and counseling should a Fire fighter be exposed to blood borne pathogens.

**STANDARD OPERATING GUIDLINES (SOG's)  
INFECTIOUS DISEASE EXPOSURE CONTROL**

(continued)

**II. GENERAL PROGRAM MANAGEMENT**

**A. RESPONSIBLE PERSONS**

There are four major "Categories of Responsibility" that are central to the implementation of our Exposure Control Plan. These roles are defined in the following section.

Captain 4 will be responsible for overall management and support of the Hanover Fire Department's Blood borne Pathogens Compliance Program. Activities which are delegated to the Exposure Control Officer include but are not limited to:

- Overall responsibility for implementing the Exposure Control Plan for the entire facility.
- Working with the Chief, Asst. Chiefs, Captains, and other Fire fighters to develop and administer any additional blood borne policies and practices needed to support the effective implementation of this plan.
- Looking for ways to improve the Exposure Control Plan, as well as to revise and update the plan when necessary.
- Collect and maintain a suitable reference library on the Blood borne Pathogens Standards and Blood borne Pathogens Safety and Health Information.
- Knowing current legal requirements concerning blood borne pathogens.
- Acting as facility liaison during OSHA inspections.
- Conducting periodic facility audits to maintain a current Exposure Control Plan.

**STANDARD OPERATING GUIDLINES (SOG's)  
INFECTIOUS DISEASE EXPOSURE CONTROL**  
(continued)

**CHIEF, ASST. CHIEFS, AND CAPTAINS**

The Chief, Asst. Chiefs, and Captains are responsible for exposure control in their respective areas. They work directly with the Captain 4 and the Fire fighters to ensure that proper exposure control procedures are followed.

**TRAINING OFFICER**

The Training Officer will be responsible for providing information and training to all Fire fighters who have the potential for exposure to blood borne pathogens. Activities falling under the direction of the officer include:

- a. Maintaining a current list of all Fire Department personnel requiring training.
- b. Developing suitable education/training programs.
- c. Scheduling periodical training seminars for Fire fighters.
- d. Maintaining appropriate training documentation.
- e. Periodic review of the training program with the Chief, Asst. Chiefs, and Captains to include all new information.

**FIRE FIGHTERS**

Fire Fighters have the most important role in our blood borne pathogens compliance program. The ultimate execution of much of the plan rests in their hands. In this role they must do things such as:

- Know what tasks they perform that have occupational exposure.
- Attend the blood borne pathogens training sessions.
- Plan and conduct all operations in accordance with work practice controls.
- Develop good hygiene habits.
- Report and document all exposures and comply with recommended follow-up treatment.

**STANDARD OPERATING GUIDLINES (SOG's)  
INFECTIOUS DISEASE EXPOSURE CONTROL**  
(continued)

**B. AVAILABILITY OF THE EXPOSURE CONTROL PLAN TO FIRE FIGHTERS**

The Hanover Fire Department Exposure control Plan is available to all Fire fighters within their individual policies and procedures manuals.

**C. REVIEW AND UPDATE OF THE PLAN**

To ensure our plan remains up-to-date, it will be reviewed and updated in the following circumstances.

- Annually on or before April 1st of each year.
- Whenever new or modified tasks and procedures are implemented which affect occupational exposure of Fire fighters.
- Whenever we establish new functional positions within the Hanover Fire Department that may involve exposure to blood borne pathogens.

**STANDARD OPERATING GUIDELINES (SOG's)  
INFECTIOUS DISEASE EXPOSURE CONTROL**  
(continued)

**III. METHODS OF COMPLIANCE**

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In order to effectively eliminate or minimize exposure to blood borne pathogens in the Hanover Fire Department, our plan will deal with compliance in five areas:

**1. UNIVERSAL PRECAUTIONS**

All contact with human blood, semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, and saliva will be treated as if they are known to be infectious for HBV, HIV, and other blood borne pathogens.

In cases where it is difficult or impossible to differentiate between body fluid types, we assume all body fluids are potentially infectious.

**2. ENGINEERING CONTROLS**

Although Fire fighters of the Hanover Fire Department do not utilize sharps disposal containers, injection type needles, or IV needles, emergency circumstances may involve the Fire fighter to be within close proximity to their use. Direct contact or assistance with these items should be avoided if at all possible.

Contact with broken glass and jagged metal parts without personal protective equipment will be avoided.

Hand washing facilities with antiseptic cleansers are available at the station and at the Buffalo Hospital. Antiseptic towelettes are readily accessible in all of our trauma bags and in our infection control kits for all Fire fighters that have the potential for exposure.

**STANDARD OPERATING GUIDELINES (SOG's)  
INFECTIOUS DISEASE EXPOSURE CONTROL**

(continued)

**3. WORK PRACTICE CONTROLS**

The following work practice controls will be implemented. The Chiefs and Captains responsible for your area will be in charge of overseeing these work practice controls.

1. Fire fighters wash their hands, or use antiseptic towelettes immediately or as soon as feasible after removal of gloves or other personal protective clothing.
2. Following any contact with blood or any other infectious materials, Fire fighters wash their hands as soon as possible. They also flush exposed mucous membranes with water.
3. Fire fighters may not eat, drink, smoke, apply cosmetics or lip balm, or handle contact lenses where there is a potential for exposure to blood borne contaminants.
4. Mouth pipetting/suctioning of blood or other infectious materials is not allowed.
5. All procedures involving blood or other infectious materials should be done in a manner that minimizes splashing, spraying, or other actions that generate droplets of these materials.
6. Items contaminated with blood or other materials are placed in designated leak-proof containers, appropriately labeled, for handling and storage. These bags can be found in all the trauma bags and in the infection control kits. These items are to be left with the ambulance or brought to the Buffalo Hospital for proper disposal.
7. If a leak in a primary container occurs, that container is placed within a second leak-proof container, appropriately labeled, for handling and storage.
8. Equipment that becomes contaminated is examined prior to servicing or shipping, and decontaminated as necessary. If an item cannot be feasibly decontaminated, it will be labeled with type of contaminate, the date of contamination, and the area of contamination. Some equipment may need to be removed from service until known contaminants are no longer active.

**STANDARD OPERATING GUIDELINES (SOG's)  
INFECTIOUS DISEASE EXPOSURE CONTROL**

(continued)

**4. PERSONAL PROTECTIVE EQUIPMENT**

Personal protective equipment is the “last line of defense” against blood borne pathogens. The Hanover Fire Department will provide to its Fire fighters, at no cost to them, the Personal Protective Equipment they need to protect themselves against such as exposure. This equipment includes but is not limited to:

Disposable Gloves	Gowns	Leather Gloves
Face Shields	Face Masks	Safety Glasses
Goggles	Pocket Masks	Hoods
Turnout Coats	Bunker Pants	Rubber Boots

Hypoallergenic gloves, glove liners, and similar alternates will be readily available to Fire fighters who are allergic to other gloves.

Captain 4 working with the Chief, Asst. Chiefs, and Captains are responsible for ensuring that all department and work areas have appropriate equipment available to Fire fighters and they are trained in its use.

To ensure that personal protective clothing is not contaminated and is in appropriate condition, Hanover Fire Department will use the following practices:

1. All personal protective equipment is inspected periodically and repaired or replaced as needed.
2. Reusable protective equipment is cleaned, laundered, and decontaminated as needed. Antiseptic soap, brushes, and a “clean” sink are readily available.
3. Single use personal protective equipment is disposed of by forwarding equipment to the Buffalo Hospital (in a red bio-hazard bag) or at another local health care facility during mutual aid operations.

**STANDARD OPERATING GUIDLINES (SOG's)  
INFECTIOUS DISEASE EXPOSURE CONTROL**

(continued)

To ensure Personal Protective Equipment is effective the following practices will be followed.

1. Any garments exposed and/or penetrated by body fluids are removed immediately, or as soon as feasible.
2. All personal protective equipment is removed before leaving the work area.
3. Disposable gloves will be worn when anticipation of hand contact of potentially infectious materials and handling or touching contaminated surfaces.
4. Disposable gloves are replaced as soon as practical after contamination or if they are torn, punctured, or otherwise lose their ability to function as an "exposure barrier".
5. Utility gloves are decontaminated for reuse unless they are cracked, peeling, or torn or exhibit other signs of deterioration, at which time they are disposed of.
6. Masks and eye protection are used whenever splashes or sprays may generate droplets of infectious materials.
7. Protective clothing (such as turnout gear and boots) are worn whenever potential exposure to the body is anticipated. Gowns are available in the infection control kit.
8. Pre-mixed antiseptic spray is available for on scene decontamination of equipment where needed.

**5. HOUSEKEEPING**

In order to maintain a state of readiness for all types of emergencies, Hanover Fire Department Fire Fighters shall keep a clean and sanitary work environment. This is accomplished through the following practices:

1. All equipment and surfaces are decontaminated after contact with body fluids.
2. All pails, bins, cans, and other receptacles intended for use routinely are inspected, cleaned, and decontaminated as soon as possible if visibly contaminated.
3. Potentially contaminated broken glassware is picked up using mechanical means (such as dustpan and brush, tongues, forceps, etc.)

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**STANDARD OPERATING GUIDLINES (SOG's)**  
**INFECTIOUS DISEASE EXPOSURE CONTROL**  
(continued)

Regulated waste (contaminated laundry, used bandages, and other infectious materials) will be handled very carefully. Procedures used to ensure proper handling of these types of waste include:

1. Contaminated items are “bagged” in containers that are closable, puncture resistant, leak-proof, and red in color or labeled with the appropriate biohazard warning.
2. Contaminated laundry is handled very little and is not sorted or rinsed where it is used.
3. Movement of containers from one area to another is done with containers closed and placed inside an appropriate second container if needed.

**STANDARD OPERATING GUIDELINES (SOG's)  
INFECTIOUS DISEASE EXPOSURE CONTROL**

(continued)

**IV. HEPATITIS B VACCINATION, POST-EXPOSURE VALUATION AND FOLLOW-UP**

**A. VACCINATION PROGRAM**

To protect Fire fighters as much as possible from the possibility of Hepatitis B infection, the Hanover Fire Department has implemented a vaccination program. This program is available, at no cost, to all Fire fighters that have occupational exposure to blood borne pathogens. The Chief and Captain 4 are responsible for setting up and operating the vaccination program.

Vaccinations are performed under the supervision of a licensed physician or other health care professional. Fire Fighters taking part in the program are on file with the Captain 4.

Fire Fighters who decline to take part in the program have signed a "Vaccination Declination Form" which can be found on file at the same locations.

**B. POST-EXPOSURE EVALUATION AND FOLLOW-UP**

Should a Fire fighter be involved in an incident where exposure to blood borne pathogens may have occurred, there are two things that we immediately focus efforts on:

1. Ensuring the Fire fighters receives medical consultation and treatment (if required) as expeditiously as possible.
2. Investigating the circumstances surrounding the exposure incident.

**STANDARD OPERATING GUIDELINES (SOG's)  
INFECTIOUS DISEASE EXPOSURE CONTROL**

(continued)

The Chief or Assistant Chiefs will investigate every exposure incident within 24 hours after the incident occurs and involves gathering the following information.

1. Date and time the incident occurred.
2. Where the incident occurred.
3. What potentially infectious materials were involved.
4. Source of materials.
5. Under what circumstance the incident occurred.
6. How the incident was caused.
7. Personal protective equipment being used at the time of the incident.
8. Actions taken as a result of the time of the incident.
9. Actions taken as result of the incident such as decontamination, cleanup and notifications made.

After this information is gathered, it is evaluated, a written summary of the incident and its causes is prepared and recommendations are made for avoiding similar incidents in the future on an "Accident/Incident Investigation Report".

Buffalo Fire Department has set up a comprehensive post-exposure evaluation and follow-up process. This program will be overseen by the Captain 4, Chief, and Assistant Chiefs. All these individuals have Post-Exposure evaluation and Follow-up checklists.

Information involved in this process is confidential, and must remain so. Hanover Fire Department will do everything possible to protect the privacy of the people involved. An exposed Fire fighter is provided with the following information:

1. Documentation regarding routes of exposure and circumstances under which the exposure occurred.
2. Identification of the source individual (unless prohibited by law).

**STANDARD OPERATING GUIDLINES (SOG's)  
INFECTIOUS DISEASE EXPOSURE CONTROL**

(continued)

Tests will be done on the source individual to determine the presence of infectious diseases. This information will be made available to the infected Fire fighter if not prohibited by law.

Tests will then be done to the exposed Fire fighter, at no cost, for that infectious disease. An appointment will be arranged with a qualified health care professional to discuss the Fire fighter's medical status. This includes an evaluation of any reported illnesses, as well as any recommended treatment.

**C. INFORMATION PROVIDED TO THE HEALTH CARE PROFESSIONAL**

To assist the health care professional, the following documents will be forwarded to them:

1. A copy of the Blood borne Pathogens Standard.
2. A description of the exposure incident.
3. The exposed Fire fighter's relevant medical records.
4. Other pertinent information.

**D. HEALTH CARE PROFESSIONALS WRITTEN PERMISSION**

After the consultation, the health care professional provides the Hanover Fire Department with a written opinion evaluating the exposed Fire fighter's situation. A copy of this opinion will be furnished to the Fire fighter. The written opinion will contain only:

1. Whether vaccination is recommended for the Fire fighter.
2. Whether the Fire fighter has received the vaccination.
3. Confirmation that the Fire fighter has been informed of the results of the evaluation.
4. Confirmation that the Fire fighter has been told about any medical conditions resulting from the exposure incident which require further evaluation or treatment.

Other findings or diagnosis will remain confidential and will not be included in the report.

**STANDARD OPERATING GUIDELINES (SOG's)**  
**INFECTIOUS DISEASE EXPOSURE CONTROL**  
(continued)

**E. MEDICAL RECORDS**

Comprehensive medical records for each Fire fighter are maintained by the Chief, which include, but are not limited to:

1. Name of Fire fighter.
2. Social Security number of the Fire fighter.
3. A copy of the Fire fighter's vaccination status with, dates of any vaccinations and medical records pertinent to Fire fighter's ability to receive vaccinations.
4. A copy of the "Vaccination Declination Form" should be the Fire fighter not want vaccination at this time.
5. A copy of the information provided to the health care professional as a result of the exposure to blood borne pathogens.

**V. LABELS AND SIGNS**

All items, equipment, evidence, and clothing that are contaminated will be in a red bag with the words *bio-hazard* on it or have a red bio-hazard *warning label* on it.

These red bags and bio-hazard labels are located in every infection control kit.

**STANDARD OPERATING GUIDLINES (SOG's)  
INFECTIOUS DISEASE EXPOSURE CONTROL**

(continued)

**VI. INFORMATION AND TRAINING**

A comprehensive training program has been established for all Fire fighters of the Hanover Fire Department. Fire Fighters will receive four hours of training originally in conjunction with their general firefighting and first responder training and a minimum of one hour each year as a refresher. Additional training will be made available to those Fire fighters who change job functions and as new procedures are developed.

Captain 4 and Training Officer are responsible for seeing that all Fire fighters who have potential exposure to blood borne pathogens receive training.

**1. TRAINING TOPICS**

The topics included in the training program include but are not limited to:

1. The Blood borne Pathogens Standard.
2. Epidemiology and symptoms of blood borne disease.
3. Modes of transportation of Blood borne Pathogens.
4. Hanover Fire Department Exposure Control Plan.
5. Appropriate methods for recognizing tasks and other activities that may involve exposure to blood and potentially infectious materials.
6. Review of the limitations of methods that will prevent or reduce exposure, including engineering controls, work practice controls, and personal protective equipment.
7. Selection and use of personal protective equipment.
8. Visual warnings of Biohazard.
9. Information on Hepatitis B Vaccine including efficiency, safety, method of administration, benefits of vaccination, Hanover Fire Department free vaccination program.
10. Actions to take and persons to contact in an emergency involving blood and potentially infectious materials.
11. Procedures to follow if an exposure incident occurs, including incident reporting.
12. Information on post-exposure follow-up evaluation and follow-up, including medical consultation, that Hanover Fire Department will provide.

**STANDARD OPERATING GUIDLINES (SOG's)**  
**INFECTIOUS DISEASE EXPOSURE CONTROL**  
(continued)

**2. TRAINING METHODS**

Hanover Fire Department will provide this training to their Fire fighters, at no cost, through classroom type settings, video tape programs, training manuals, Fire fighter handouts, Fire fighter review sessions and other training methods deemed appropriate by the training officer.

**3. RECORD KEEPING**

Training records will include dates, contents/summaries, and names of qualified instructors, names and jobs of Fire fighters attending the training session. These training records are available for examination and copying to our Fire fighters and their representatives, as well as OSHA and its representatives.

## **SECTION XX.**

### **STANDARD OPERATING GUIDELINES (SOG's) RAPID INTERVENTION TEAM POLICY WRIGHT COUNTY FIRE CHIEF'S ASSOCIATION**

(Plan is same as North Suburban Mutual Aid Association)

#### **RIT TEAM BASICS**

1. At least 1 Rapid Intervention Team (RIT) shall be established at mutual aid incidents involving structure fires. Multiple RIT's may be considered in incidents which involve large geographical areas, multiple floors, or multiple points of operation.
2. The word "Mayday" is the signal that a firefighter is in need of assistance, lost, trapped, or missing. Receiving a mayday is an automatic indication for the RIT to act. See the section upon receipt of a mayday for further information.
3. The RIT shall have the ability of a dedicated radio frequency separate from other scene operations.
4. RIT personnel shall include 3-4 members plus an officer. All personnel shall be Firefighter I certified and have at least 1 year experience.

#### **RIT SETUP/ARRIVAL**

1. The RIT officer communicates with the IC, preferably face to face to be briefed on the incident and progress. The officer completes a size-up of the incident scene and briefs the RIT team members. While this is occurring, RIT team members set up equipment near the IC and point of entry.
2. The RIT officer monitors fire ground channels as an extra set of ears for the IC and to stay aware of incident progress.
3. The RIT should be prepared for action at all times and must stay together as covered under the Mutual Aid Accountability Protocol.
  - a. "Prepared for action" for personnel means full protective gear is worn, SCBA backpack is worn, PASS device is worn and SCBA face piece is ready to don without delay.
  - b. "Prepared for action" for equipment means that equipment is laid out in RIT area and ready for use. All power equipment should be warmed up and tested to ensure it is working.

**STANDARD OPERATING GUIDELINES (SOG's)  
RAPID INTERVENTION TEAM POLICY  
WRIGHT COUNTY FIRE CHIEF'S ASSOCIATION**  
(continued)

**Upon Receipt of a Mayday**

1. Any mayday shall immediately be brought to the attention of the IC for their evaluation and direction. Once the Mayday is determined to be a true emergency, the following activities need to occur almost simultaneously:
  - a. The IC must initiate PAR as soon as possible. Identify the location and identity of the firefighter(s).
  - b. Evacuate the building only if necessary! The IC must ensure that critical tasks continue to be done in an attempt to control the incident.
  - c. IC shall provide additional resources for the operation, including extra alarms.
  - d. The RIT responds to the last reported location of the firefighter(s) and begins search and rescue operations.
2. After completion of the rescue, perform a complete and thorough PAR and re-form operational teams.

**Disbanding the RIT**

The RIT remains in place at the incident until the IC and/or Safety Officer gives permission for the team to disband.

**Basic RIT Equipment**

The basic equipment below is the minimum equipment that each Wright County Fire Department must be capable of providing for the RIT. There may be additional equipment that is appropriate for the RIT to use depending on the situation.

Tarp – with specific and easily identifiable markings of “RIT”  
Halogen Tool  
Axe  
First Aid Bag  
Oxygen  
SCBA with face piece (not just a spare cylinder – the complete unit)  
Rope 100' & 150' minimum, at least ½" diameter  
Portable radio – at least 2  
Flashlights  
Chainsaw, K12, or equivalent cutting saw

**SECTION XXI.**

**STANDARD OPERATING GUIDELINES (SOG's)  
POST FIRE DECONTAMINATION PROCESS**

All members responding to an emergency call involving a fire shall, as soon as possible:

**On Scene:**

1. Rise turn out gear and SCBA off before doffing equipment.
2. Use wipes to clean hands, face, neck, etc.

**Upon Return to Station**

1. Shower in luke warm or cold water.
2. Thoroughly wash turn out gear.

**SECTION XXII.**

**STANDARD OPERATING GUIDELINES (SOG's)  
AMENDING FIRE DEPARTMENT SOGS's**

Standard Operating Guidelines of the Hanover Fire Department shall be approved by the Hanover City Council. For this purpose, all amendments desired by the department must be presented for full City Council review and consideration.

Chief 1 and the Officers of the department, should they see fit, present proposed language for any new, amended, or elimination of a Fire Department SOG. The entire department may be sought after for input on the language at the discretion of the Officers or City Council.

The proposed language shall be provided to the City Administrator for inclusion in a City Council agenda packet. City Council shall review and make final consideration of the proposed language via consideration of a Resolution with the language included.

Upon an approved amendment, department members shall be provided a printout of the updated SOG.

No amendment to the Department SOG's shall be valid until City Council approval.

**CITY OF HANOVER  
WRIGHT / HENNEPIN COUNTIES  
STATE OF MINNESOTA**

**FIRE DEPARTMENT POLICY**

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#### **500.01 PURPOSE**

The purpose of these policies is to establish a uniform and equitable system of personnel administration for employees of the City of Hanover Fire Department. They should not be construed as contract terms. The policies are not intended to cover every situation that might arise and can be amended at any time at the sole discretion of the City. These policies supersede all previously adopted policies. In addition to these policies, Fire Department members are expected to conform to all other City of Hanover policies and Hanover Fire Department Standard Operating Guidelines.

Where these policies differ from state or federal law, the applicable law will be followed.

Except as otherwise prohibited by law, the City of Hanover has the right to terminate any employee at any time for any or no reason. Employees may similarly terminate employment at any time for any reason or without giving notice.

After reading the Fire Department Policy, the employee will be required to sign and submit an acknowledgement form indicating they have read and understand policy. All new and existing employees will be required to sign an acknowledgement form when any part of the current policy is revised.

#### **500.02 SCOPE**

These policies apply to all employees of the City of Hanover Fire Department.

The department may have special work rules deemed necessary by the supervisor and approved by the City Council for the achievement of objectives of that department. Each employee will be given a copy of such work rules, if they exist, by the department upon hiring and such rules will be further explained and enforcement discussed with the employee by the employee's immediate supervisor.

#### **500.03 EEO POLICY STATEMENT**

The City of Hanover is committed to providing equal opportunity in all areas of employment, including but not limited to recruitment, hiring, demotion, promotion, transfer, selection, lay-off, disciplinary action, termination, compensation and selection for training. The City of Hanover will not discriminate against any employee or job applicant on the basis of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, disability, age, marital status, genetic information, status with regard to public assistance, veteran status, familial status, or membership on a local human rights commission.

#### **500.04 CODE OF CONDUCT**

- I fully realize and accept the responsibilities that my membership requires and shall faithfully perform the duties assigned to me.
- I shall respond promptly and safely to all calls when possible.

- I shall do my work at fires and drills in a quick, orderly, and quiet manner.
- I shall give strict obedience to the orders of the officers in charge and the chain of command.
- I shall do my share of the work that is required in loading hose, cleaning equipment, and in all the less spectacular tasks that are part of firefighting.
- I shall refrain from using profane or unreasonable language while at fires, drills, and meetings.
- I shall report for drills, unless excused by a superior officer, and shall practice earnestly and do all in my power to make our department an efficient organization.
- I shall conduct myself at all times in a manner that is in keeping with the responsibilities of a firefighter.
- I shall remember that I am in the eyes of the public, on and off duty and shall conduct myself so as to bring credit to the fire department.
- If at any time I feel that I cannot comply with the rules and regulations of this department, I shall voluntarily resign.

#### **500.05 MEMBERSHIP REQUIREMENTS**

The department shall consist of a total number of members the Council deems necessary for adequate fire protection of the Hanover Fire Service Area.

New members have minimum one year probation. Probation may be extended up to three years at the discretion of the Fire Chief. The probationary period shall be utilized to learn from an assigned mentor about fire service duties, and to complete Fire Fighter I & II and EMR trainings. All three training programs must be passed prior to end of probation. An optional E.M.T. certification is offered after the fifth year of employment.

Members must attain and maintain the following:

- Firefighter I State Certification
- Firefighter II State Certification
- First Responder State Certification

#### **500.06 MEETINGS AND DRILLS**

The regular meeting of the department shall be held on the second Tuesday of each month beginning at 8 p.m. or such time mutually agreed upon by members of the department. Special meetings may be called at any time by the Chief at their discretion.

~~Members who are absent for three consecutive maintenance/training meetings without excuse may be subject to disciplinary actions.~~

Regular drills of the department shall be on the last ~~Thursday~~ Tuesday of the month at 7 p.m. Medical trainings shall be on the third Tuesday of February, April, June, August, October and December. Trainings can and may be added or changed at the Chief's discretion.

Members must attend eight of twelve of each maintenance, trainings, and business meetings. Members who are absent for three consecutive months of either maintenance, trainings, and business meetings without excuse may be subject to disciplinary actions.

The Chief or Training Officer may approve excuses before drills to members. Members must make eight of twelve trainings per year, while not missing more than two in a row.

Any member may make up and receive credit for the training if they receive the same or better training. That training may be from an outside source as long as it is approved in advance by the Chief or Training Officer. Credit will be given as in house credit.

All drills shall begin promptly at the time designated.

Any member who notifies the chief officer of a satisfactory reason for his or her late arrival after the drill begins may be given drill credit. If a member is refused credit for tardiness, the Chief or Training Officer in charge of the drill shall make note of that fact in the drill record.

Any member who notifies the chief officer of a satisfactory reason for his or her leaving early may be given drill credit. Determination of a "satisfactory reason" will be left to the discretion of the Chief or Training Officer in charge of the drill. The Chief or Training Officer shall make note of that fact in the drill report.

Drill credit shall be withheld for a member that does not participate in the drill, unless the Fire Chief otherwise orders.

Determination of equivalency drill credits for activities other than regular department drills, will be made by the Training Officer and the Fire Chief.

#### **MANDATORY DRILL LIST**

- Blood borne pathogens
- SCBA/Search and Rescue/RIT
- Pumper/Truck Driver
- Ventilation
- Haz-mat Operations/Awareness
- Confined Space
- Right to Know

#### **500.07 ATTENDANCE**

Subd. 1. Response to a Fire Call. All members are required to maintain 30% attendance of fire calls. This will be reviewed quarterly by the Chief or designee. Members will be given credit for fire calls when on approved fire department business.

Subd. 2. Monthly Meetings. All members are required to attend 50% of meetings in the fiscal year. No member shall be excused except in the case of a sickness, absence from the City, or

absolute necessity. All excuses must be made to the Fire Chief or another Officer of the department. Members arriving fifteen minutes late shall not receive meeting credit. However, any member who notifies the Chief Officer of a satisfactory reason for the late arrival may be given credit for the meeting. If refusal of credit for tardiness happens, the Chief shall make note in the meeting record.

Subd. 3. Drill Attendance. All members are required to attend a minimum of 66% of (e.g. 8 of 12) drills in a calendar year, while not missing more than 2 in a row. The Chief Officers will review this requirement on a quarterly basis. All mandatory drills must be attended or made up. Mandatory drills are required per OSHA and NFPA standards. All outside training unless approved for make-up shall not count towards the required minimum hours, but shall be added to your training record. Members arriving fifteen minutes after the start of the drill shall not receive drill credit. However, any member who notifies the chief officer of a satisfactory reason for his late arrival after the drill begins may be given drill credit. If a member is refused credit for tardiness, the Chief or Training Officer in charge of the drill shall make note of that fact in the drill record.

#### **500.08 COMPENSATION & BENEFITS**

Subd. 1. Rate of Pay. Members shall be compensated at a rate of pay as approved by the City Council. A minimum of one hour of pay shall be earned in accordance with Fire Department Standard Operating Guidelines as it relates to responding to calls and cancelled calls. After the first hour of a call, time shall be accrued in 15 minute increments thereafter. In order to receive credit for the call, members are required to personally sign their name and post their in and out times.

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Subd. 2. Paid Events.

- Any paged out Fire Call
- Any Department based training to maintain status or certification.
- Any duties assigned or fire related conferences as approved by Chief 1.

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Subd. 3. Non Hourly Paid Events.

- Firefighter I, II, EMR, or any training required to obtain proper certification to be a member of the department.
- Members who successfully complete Firefighter I, II, and EMR training will receive a stipend in the amount of 220 hours of training multiplied by current hourly rate of pay for Firefighter.

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Subd. 4. Benefits. Members receive additional benefits as follows:

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- Hanover Fire Fighter's Relief Association
- Smoke Eater – Accidental Death and Dismemberment
- Minnesota Public Safety Officer's Benefit Fund
- Minnesota State Workers' Compensation Insurance
- Federal Public Safety Officer's Benefit – Death Benefit

Subd. 5. Meal and Travel Stipend

• Members shall receive the IRS set mileage rate for travel in their personal vehicle to trainings/conferences. A daily meal stipend shall require submittal of food receipt up to \$35 per day.

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## **500.09 UNIFORM REQUIREMENTS**

**PURPOSE:** To project and maintain a positive and professional image the following uniform policies and procedures will be strictly adhered to.

**Personal appearance:** Hair, beards and mustaches shall be neatly trimmed. Mustaches and beards shall not interfere with the wearing of any personal protective equipment. Longer hair shall be tied back in a manner that is professional in appearance and so as not to interfere with wearing of PPE. Jewelry, if worn, shall be conservative in nature. Stud or other small earrings may be worn. No hoop type or other dangling earrings may be worn. Piercings shall not interfere with the wearing of PPE during calls or training. Necklaces shall not be worn outside the t-shirt or any other uniform shirt. Make-up and other cosmetic products, if worn, shall be conservative in nature. Any visible tattoos that are in any manner considered vulgar shall be covered during public appearances.

**Class A Uniform:** The class A or dress uniform shall consist of the following:

Short sleeve dark blue department supplied uniform shirt. The department issued badge shall be worn over the supplied badge tab. The badge can be shined with mild soap and water and a soft cloth. The right sleeve shall have only the approved Hanover fire patch centered on the sleeve approximately one half inch below the shoulder seam. The left sleeve shall have only the supplied American Flag centered on the sleeve approximately one half inch below the shoulder seam. The supplied nametag shall be centered and placed approximately one eighth of an inch above the right breast pocket. Any other approved citation bar or years of service pin shall be centered and approximately one eighth of an inch above the nametag. A necktie of matching material and color may be added. A clean, white crew neck t-shirt shall be worn under the class A shirt and its sleeves shall not extend past the sleeves of the class A shirt. The t-shirt shall be supplied by the member at his/her expense. The uniform pants shall be supplied by the department. They shall be consistent in color with the uniform shirt. The uniform shirt and pants shall be cleaned and pressed as per the manufacturer. The uniform belt shall be supplied by the department and be black in color with a basket weave pattern and a silver toned buckle. Footwear shall be supplied by the firefighter I member and shall be of black shineable leather and/or nylon combination, with no visible buckles logos or colored thread or colored laces except black. Shoes shall be buff shined for all public appearances. No other items shall be added to the uniform without the approval of a Chief Officer.

**Class B uniform:** Shall consist of the department approved T-shirt, sweatshirt, golf shirt, varsity style dress jacket or pullover and Class A pants, shorts or blue jeans that are in a state of good repair and consistent color, or other special event clothing. The class B uniform may be worn in lieu of the Class A uniform with officer approval when deemed more appropriate. The department approved cap may also be worn. No other cap may be worn at any public event without approval by the Board of Review or Chief Officer.

**Class C uniform:** shall consist of all department supplied Gear for structural firefighting and will be worn at all fires, rescues involving danger to firefighters and motor vehicle accidents. The Chief

or Officer in charge of the scene may amend items worn as long as personnel safety is not compromised.

Class D uniform: Shall consist of all fire department issued gear for fighting grass I wild land fires. The Chief or Officer in charge of the scene may amend items worn as long as personnel safety is not compromised.

Class E uniform: Shall consist of all department issued gear for water I ice rescue. The Chief or Officer in charge of the scene may amend items worn as long as personnel safety is not compromised.

Use of the Fire department name or logo: Any clothing or equipment using the Fire department name or Logo must be approved by the Chief Officer a Chief Officer may temporarily approve some items for a special event.

Professional behavior: It is the expectation that while on or off duty and wearing any fire department related gear or clothing that all members shall behave in a professional and appropriate manner that reflects well on the department and the communities we serve.

Safety Vest: A department issued safety vest shall be worn when the member is exposed to vehicle traffic.

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**CITY OF HANOVER  
COUNTIES OF WRIGHT AND HENNEPIN  
STATE OF MINNESOTA**

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 2<sup>nd</sup> day of October, 2018.

The following Council Members were present:

The following Council Members were absent:

A motion to adopt the following resolution was made by \_\_\_\_ and seconded by \_\_\_\_.

.....

**RESOLUTION NO 10-02-18-95**

**A RESOLUTION APPROVING PURCHASE OF A STREET SWEEPER**

**WHEREAS**, the City of Hanover has contracted with T&S Trucking to street sweeping services; and

**WHEREAS**, T&S Trucking will no longer be providing these services but have offered to sell one of their sweepers to the City for \$10,000.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Hanover, Minnesota, hereby approves the purchase of a street sweeper in the amount of \$10,000 plus any applicable fees.

**BE IT FURTHER RESOLVED**, that the City Council authorizes its City Administrator to execute the purchase.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 2<sup>nd</sup> day of October, 2018.

APPROVED BY:

\_\_\_\_\_  
Chris Kauffman, Mayor

ATTEST:

\_\_\_\_\_  
Brian Hagen, City Administrator