

REVISED AGENDA
HANOVER CITY COUNCIL
OCTOBER 18, 2016

MAYOR
CHRIS KAUFFMAN

COUNCIL
JOHN VAJDA
DOUGLAS HAMMERSENG
KEN WARPULA
JIM ZAJICEK

1. Call to Order: 6:00 p.m.
2. Approval of Agenda
3. Consent Agenda Items:
 - a. Approve Minutes of October 4, 2016 City Council Meeting (3)
 - b. Approve Claims as Presented: (7)

➤ Claims	\$ 107,975.28
➤ Payroll	\$ 7,789.29
➤ P/R taxes & Exp	\$ 3,101.18
➤ Other Claims	<u>\$ 2,541.44</u>
➤ Total Claims	<u>\$ 121,407.19</u>
4. Bechtold/Wagner Property – PID 108-500-033301
5. MS4 Application Review – Paul Johnson, WSB (26)
6. Fire Department Officer Selection (59)
7. Fire Relief Association Bylaws (159)
8. **Res No 10-18-16-113 – Approving Bridges at Hanover Trail Extension (185)**
9. Reports
10. Adjournment

To: Mayor Kauffman & Members of the Hanover City Council
From: Brian Hagen, City Administrator
Date: October 13, 2016
Re: Review of October 18, 2016 City Council Agenda

1. **Call to Order: 6:00 p.m.**
2. **Approval of Agenda**
3. **Consent Agenda Items: See enclosed consent packet.**
 - a. **Approve Minutes of October 4, 2016 City Council Meeting (3)**
 - b. **Approve Claims as Presented: (7)**

➤ Claims	\$ 107,975.28
➤ Payroll	\$ 7,789.29
➤ P/R taxes & Exp	\$ 3,101.18
➤ Other Claims	\$ <u>2,541.44</u>
➤ Total Claims	\$ <u>121,407.19</u>
4. **Bechtold/Wagner Property – PID 108-500-033301**

Property owners will be present to discuss options available for this site. Cindy will also be available to address questions related to lot split, building entitlements, and the City regulations.
5. **MS4 Application Review – Paul Johnson, WSB (26)**

Paul will be present to review the application as required.
6. **Fire Department Officer Selection (59)**

Chief Malewicki provided a proposal from the Fire Department on changes to the Officer Selection process. See enclosed proposal, existing Fire Department Bylaws, and the memo from the League of Minnesota Cities on Fire Department Management and Liability Issues. Discussion on Fire Department policies will be held.
7. **Fire Relief Association Bylaws (159)**

Enclosed for your information is an amendment to the Fire Relief Association’s Bylaws.
8. **Res No 10-18-16-113 – Approving Bridges at Hanover Trail Extension (185)**

Enclosed is a resolution approving the trail segment extension to complete the trail system within the Bridges at Hanover. Estimated cost is \$27,000.
9. **Reports**
10. **Adjournment**

**CITY OF HANOVER
CITY COUNCIL MEETING
OCTOBER 4, 2016 – DRAFT MINUTES**

Call to Order/Pledge of Allegiance:

Vice Mayor John Vajda called the regular meeting of Tuesday, October 4, 2016 to order at 7:00 p.m. Present were Vice Mayor John Vajda, Councilors Doug Hammerseng, Ken Warpula, and Jim Zajicek. Mayor Chris Kauffman was absent. Also present were City Administrator Brian Hagen, Accountant/Deputy Clerk Elizabeth Lindrud, Public Works Supervisor Scott Vogel, City Attorney Jay Squires, City Engineer Justin Messner, and City Planner Cindy Nash. Guests present included Sara Biren, Michael Kosey, Jude Adams, Halen Adams, Ed Sjolin, Clark Lee, Adam Lange, Tony Wychgram, Abby Peterson, Thomas Jones, MaryAnn Hallstein, Martin Waters, Dave & Nancy Sibley, Dave Pinor, Dan & Suzanne Heinecke, Heather Sandberg, Robin & Mike Reinking, Susan Blood with Northwest Hennepin Human Services Council and Doug Voerding with the Wright County Journal Press.

Approval of Agenda:

Warpula added Crow River Dr. NE No Parking Signs as item 7d under New Business.

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

Consent Agenda:

MOTION by Warpula to approve the consent agenda, seconded by Hammerseng.

a. Approve Minutes of September 20, 2016 City Council Work Session Meeting

b. Approve Claims as Presented:

➤ Claims	\$ 103,047.02
➤ Payroll	\$ 8,049.47
➤ P/R taxes & Exp	\$ 3,233.13
➤ Other Claims	\$ 1,682.15
➤ Total Claims	<u>\$ 116,011.77</u>

c. Res No 10-04-16-110 – Accepting Donation from Hanover Lions Club

d. Res No 10-04-16-111 – Approving Temporary Snowplow

Motion carried unanimously.

Citizen’s Forum:

Susan Blood – Northwest Hennepin Human Services Council

Susan Blood gave an annual update from the Northwest Hennepin Human Services Council. She had informational packets for everyone and explained that the NWHHSC has also created a Senior Resource Guide. Blood also requested that information from the NWHHSC be posted on the City website. Vajda inquired if there is currently anyone from Hanover serving as a liaison with the NWHHSC, Blood stated that there are openings for an advisor and a for someone to serve on the senior leadership committee.

Martin Waters

Martin Waters requested that the Council wait to remove the Oak Trees until the newly elected Council can take effect so the new leaders can weigh in on the decision. If the decision is final, Waters had several suggestions for the use of the wood. He stated the oak could be used for a band shell, to save slices of the tree to mark the City’s history, use the proceeds of any wood that is sold to fund a Veteran’s Memorial, or use the wood towards a memorial of a soldier for the Veteran’s Memorial.

Waters also inquires on the 5th Street washout and where exactly the washout was located and who owned the property. Messner explained that the washout occurred roughly 100 yards east from where the water discharges from the culvert and is on City owned property.

Heather Sandberg and Mike Reinking

Heather Sandberg stated she would like a reduction of the speed limit from 30mph to 25mph on River Road. The road is very narrow and when cars are parked in the street, two cars cannot pass without stopping. She further explained a child was recently hit by a car on the road and would like to see the speed limit enforced. Mike Reinking explained that everyone goes over 30pmh and there are several children in the neighborhood. Sandberg stated she has nearly been hit while biking and two dogs have also been hit and killed. Warpula inquired if there were specific times that the speeding occurs, Sandberg stated that in the morning and evening when people are leaving and coming home from work.

Public Hearings:

None

Unfinished Business:

Res No 10-04-16-112 – Ratification of FRA Pension Increase

Hagen stated that this resolution was tabled at the previous meeting. He explained that the FRA is its own entity with a fund they use to pay retirement benefits. The City will have liability if the fund falls below 100% funded, the pension amount is not directly related to the City's operating budget. He further explained that two years ago the FRA set a target of 105% funded, and with this pension increase the fund is estimated to be at 108% funded.

MOTION by Vajda to approve Res No 10-04-16-112, seconded by Zajicek. **Motion carried.** Voting aye: Vajda, Hammerseng, Zajicek. Abstaining: Warpula.

Public Works Facility - Building Color

Hagen explained that a color is required for the site plan approval for the public works building. Hammerseng inquired if the City has a color scheme for City buildings. Hagen stated there is not one, the Fire Hall is red and grey and City Hall is brick. Council agreed that Staff can choose the color of the public works building. Warpula requested that it match the Fire Hall.

Ordinance 2016-07 – Building Orientation

Nash stated that the Ordinance before Council requires a home to face the street. She explained there was a significant amount of public comments at the public hearing. The comments were in favor of the ordinance. Hammerseng explained that there was open and candid discussion on the pros and cons of adding or changing how the Ordinance would affect current and future building in the City. He further explained the goal was to support both new and existing homeowners. Nash also explained that homes in the RA zone could have the home face in any direction.

MOTION by Vajda to approve Ordinance 2016-07, seconded by Hammerseng. **Motion carried unanimously.**

New Business:

Ordinance 2016-08 – Floodplain

Nash explained that FEMA has new flood insurance maps for Hennepin County and also the Wright County portion of Hanover. The City needs to update the flood plain ordinance. Nash explained the maps were updated with better data than was used a few decades ago. Some homeowners who previously did not need flood insurance, may now need it. Nash and Messner explained that a letter is being sent out to the residents effected by the City.

MOTION by Vajda to approve Ordinance 2016-08, seconded by Hammerseng. **Motion carried unanimously.**

City Speed Limit

Hagen stated there have been concerns throughout the City about speeding. Hagen explained per State Statute the lowest the speed limit can be set is 25mph and in talking with the Sheriff's department they recommended to lower it City wide to eliminate any confusion of which areas are 25mph and which are 30mph. Discussion took place over the enforcement of the speed limit. Hagen noted he can request stricter guidelines on issuing tickets to people. Discussion also took place on increasing the hours of service from the Sheriff's office. Hammerseng recommended that Staff investigate lowering the speed limit to 25mph City wide and the costs associated with adding the new signage. Vajda also recommended seeking public input on the change from the entire City.

Park Board Recommendation on Tree Removal Timeframe

Lindrud stated that the Park Board made a motion to recommend the oak trees in Settlers Park not be removed until the ground has frozen. She explained one of the members had done some research and that is the best time to do construction to minimize any damage to the remaining oak trees. Zajicek added that the recommendation was made with existing timeline in mind. Stating that if the project can be completed this fall, then the trees should not be delayed in being removed.

Crow River Road Northeast No Parking Sign

Warpula explained that people are parking on both sides of Crow River Drive NE. This limits accessibility for both the residents who live there and emergency response abilities. He inquired if one side could be designated as No Parking. Adam Lange also stated there is no way an emergency vehicle would be able to make it down the road. Hagen inquired if No Parking signs should also be placed on the inside of the curve on River Road. Vajda requested that a letter be sent to the homes effected to solicit there input before going forward.

Reports

Vogel

- Installed bollards and began painting the wood railings on the Historic Bridge.

Lindrud

- Park Board set the dates for next year's events, with the expectation of the Bike Rodeo. It was suggested that the Bike Rodeo take place in the spring, before parents buy new helmets for their children. Mat Boie is working on the scheduling to avoid holding the event the same time as St. Michael hold their bike rodeo.

Hagen

- Hagen noted that the Public Works site plan is near complete and staff anticipates bringing bid results for the soil corrections to the November 1st Council meeting.

Zajicek

- Welcomed Colleen Williams to the Park Board, she brought good concerns with her to the meeting to discuss.

Vajda

- Encouraged the audience to bring concerns to City Hall at any time.

Adjournment

MOTION by Vajda to adjourn at 8:25 p.m., seconded by Warpula. **Motion carried unanimously.**

APPROVED BY:

John Vajda, Vice Mayor

ATTEST:

Brian Hagen, City Administrator

CITY OF HANOVER

Payments

Current Period: October 2016

Batch Name	10/18/16 PAY					
Payment		Computer Dollar Amt	\$107,975.28	Posted		
Refer	1769 ADVANCED DISPOSAL SERVICES					
Cash Payment	E 100-41940-384 Refuse/Garbage Dispos	Standard Trash - September				\$214.00
Invoice	G20001629917	9/30/2016				
Transaction Date	10/11/2016	Due 0	Cash	10100	Total	\$214.00
Refer	1775 ALERT-ALL CORP					
Cash Payment	E 107-42210-437 Other Miscellaneous	Fire Safety Week Supplies				\$1,628.25
Invoice	W13901	10/3/2016				
Transaction Date	10/12/2016	Due 0	Cash	10100	Total	\$1,628.25
Refer	1772 ANCOM COMMUNITCATIONS					
Cash Payment	E 100-42220-221 Equipment Parts	Low Volume				\$18.00
Invoice	62865	9/15/2016				
Cash Payment	E 100-42220-221 Equipment Parts	Charging issues/missed pagers				\$18.00
Invoice	62867	9/15/2016				
Cash Payment	E 100-42220-221 Equipment Parts	Depot reflowed boards, replaced function volume switches, speaker & case front				\$118.00
Invoice	62866	9/15/2016				
Transaction Date	10/12/2016	Due 0	Cash	10100	Total	\$154.00
Refer	1746 BLUE TARP FINANCIAL		Ck# 001746E 10/18/2016			
Cash Payment	E 100-43000-240 Small Tools and Minor E	7018-1/8-10# Stick				\$27.99
Invoice	191006876	9/25/2016				
Cash Payment	E 100-43000-240 Small Tools and Minor E	Shrub/Clump Grubber				\$89.99
Invoice	191006876	9/25/2016				
Cash Payment	E 100-43000-240 Small Tools and Minor E	M22 m x 3/8 NPTF Adaptor				\$4.99
Invoice	191006876	9/25/2016				
Cash Payment	E 100-43000-240 Small Tools and Minor E	5PC High Speed Rotary File Set				\$29.99
Invoice	191006876	9/25/2016				
Cash Payment	E 100-43000-240 Small Tools and Minor E	OXY/ACET, Tip Cleaner				\$8.99
Invoice	191006876	9/25/2016				
Cash Payment	E 100-43000-240 Small Tools and Minor E	Stick, Hardsurface, overlay 1/8 (2)				\$29.98
Invoice	191006876	9/25/2016				
Cash Payment	E 100-43000-240 Small Tools and Minor E	Oxygen Gas #3				\$34.99
Invoice	191006876	9/25/2016				
Transaction Date	10/3/2016	Due 0	Cash	10100	Total	\$226.92
Refer	1765 BOYER TRUCKS		Ck# 001750E 10/18/2016			
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	DOT Inspection & Repairs				\$1,800.18
Invoice	472872	9/30/2016				
Transaction Date	10/11/2016	Due 0	Cash	10100	Total	\$1,800.18
Refer	1761 BURSCH BROS					
Cash Payment	E 100-45200-225 Landscaping Materials	Dirt for Park				\$36.00
Invoice	564	10/1/2016				
Transaction Date	10/10/2016	Due 0	Cash	10100	Total	\$36.00
Refer	1762 BURSCHVILLE CONSTRUCTION					
Cash Payment	E 100-43122-224 Street Maint Materials	Blading and Compacting gravel road				\$812.50
Invoice	4134	9/27/2016				

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Payments

Current Period: October 2016

Transaction Date	10/10/2016	Due 0	Cash	10100	Total	\$812.50
Refer	1752 CARSON, CLELLAND & SCHREDE					-
Cash Payment	E 100-41610-304	Legal Fees	Legal Support/Work - September 2016			\$30.36
Invoice	9/29/2016					
Transaction Date	10/3/2016	Due 0	Cash	10100	Total	\$30.36
Refer	1755 CENTERPOINT ENERGY					-
Cash Payment	E 100-42280-383	Gas Utilities	Fire Department - 08/25/16 - 09/26/16			\$21.99
Invoice	9/28/2016					
Cash Payment	E 100-41940-383	Gas Utilities	City Hall - 08/25/16 - 09/26/16			\$38.84
Invoice	9/28/2016					
Transaction Date	10/3/2016	Due 0	Cash	10100	Total	\$60.83
Refer	1773 CENTURY LINK					-
Cash Payment	E 100-42280-321	Telephone	Fire Hall Landline - 09/28/16 - 10/27/16			\$30.94
Invoice	9/28/2016					
Transaction Date	10/12/2016	Due 0	Cash	10100	Total	\$30.94
Refer	1753 COMCAST					-
Cash Payment	E 100-41940-321	Telephone	Digital Voice & Internet - October 2016			\$259.28
Invoice	9/25/2016					
Transaction Date	10/3/2016	Due 0	Cash	10100	Total	\$259.28
Refer	1750 COMFORT MATTERS					-
Cash Payment	E 100-41940-220	Repair/Maint Supply (GE	Response & Diagnostic			\$154.00
Invoice 16570	9/23/2016					
Cash Payment	E 100-41940-220	Repair/Maint Supply (GE	Troubleshoot wiring system			\$294.00
Invoice 16623	10/5/2016					
Transaction Date	10/3/2016	Due 0	Cash	10100	Total	\$448.00
Refer	1763 COTTENS, INC.					-
Cash Payment	E 100-45200-400	Repairs & Maint Cont (G	Battery (2)			\$243.98
Invoice 233-42254	9/28/2016					
Cash Payment	E 100-43000-220	Repair/Maint Supply (GE	Connectors (2)			\$10.28
Invoice 233-40381	9/14/2016					
Cash Payment	E 100-45200-400	Repairs & Maint Cont (G	Prem AW 46 HY (2)			\$69.98
Invoice 233-39998	9/12/2016					
Cash Payment	E 100-45200-400	Repairs & Maint Cont (G	Switch (1)			\$78.49
Invoice 233-39998	9/12/2016					
Cash Payment	E 100-45200-400	Repairs & Maint Cont (G	Headlight Bulb (2)			\$17.38
Invoice 233-39998	9/12/2016					
Cash Payment	E 100-43000-240	Small Tools and Minor E	Circuit Tester			\$21.99
Invoice 233-40436	9/15/2016					
Transaction Date	10/10/2016	Due 0	Cash	10100	Total	\$442.10
Refer	1771 CUSTOMIZED FIRE RESCUE TRAI					-
Cash Payment	E 100-42240-208	Training and Instruction	Training Course - 3 hours			\$375.00
Invoice 823	6/2/2016					
Transaction Date	10/12/2016	Due 0	Cash	10100	Total	\$375.00
Refer	1749 DECKER, NATHAN					-
Cash Payment	G 100-22000	Deposits	Hall Rental - 10/1/16			\$200.00
Invoice						

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Payments

Current Period: October 2016

Transaction Date	10/3/2016	Due 0	Cash	10100	Total	\$200.00
Refer	1782 ELITE SANITATION		-			
Cash Payment	E 100-41110-437 Other Miscellaneous		125th Anniversary Portable Toilet Rental			\$680.00
Invoice	23576	10/9/2016				
Transaction Date	10/13/2016	Due 0	Cash	10100	Total	\$680.00
Refer	1774 FINKEN WATER SOLUTIONS		-			
Cash Payment	E 100-42280-220 Repair/Maint Supply (GE		Cook & Cold Rental Cooler - October 2016			\$9.50
Invoice	4235302	10/1/2016				
Cash Payment	E 100-42280-220 Repair/Maint Supply (GE		Cook & Cold Rental Cooler - October 2016			\$9.50
Invoice	4235312	10/1/2016				
Transaction Date	10/12/2016	Due 0	Cash	10100	Total	\$19.00
Refer	1759 GO2 PRINT MEDIA GROUP		-			
Cash Payment	E 100-41110-437 Other Miscellaneous		125th Celebration - 16oz Stadium Cups			\$400.00
Invoice	15522	9/30/2016				
Transaction Date	10/5/2016	Due 0	Cash	10100	Total	\$400.00
Refer	1770 HANOVER FIRE RELIEF ASSOCIAT		-			
Cash Payment	E 100-42290-124 Fire Pension Contributio		State Fire Aid - 2016			\$29,572.68
Invoice		10/12/2016				
Cash Payment	E 100-42290-124 Fire Pension Contributio		Supplemental Fire Aid - 2016			\$7,173.72
Invoice		10/12/2016				
Cash Payment	E 100-42290-125 Other Retirement Contrib		Fire Contract Contribution - 1st half 2016			\$5,566.79
Invoice		10/12/2016				
Transaction Date	10/12/2016	Due 0	Cash	10100	Total	\$42,313.19
Refer	1764 HARDWARE HANK		-			
Cash Payment	E 100-45200-400 Repairs & Maint Cont (G		Misc Builders Hardware (10)			\$2.00
Invoice	1345816	9/2/2016				
Cash Payment	E 100-41940-220 Repair/Maint Supply (GE		Pipe Fittings/Seal Tape			\$10.14
Invoice	1346913	9/6/2016				
Cash Payment	E 100-41940-220 Repair/Maint Supply (GE		Misc Builders Hardware (6)			\$2.11
Invoice	1348766	9/14/2016				
Cash Payment	E 100-41940-220 Repair/Maint Supply (GE		Connectors (2)			\$5.92
Invoice	1348766	9/14/2016				
Cash Payment	E 100-41940-220 Repair/Maint Supply (GE		Misc Plumbing (12)			\$3.68
Invoice	1348881	9/15/2016				
Cash Payment	E 100-41940-220 Repair/Maint Supply (GE		Misc Plumbing			\$3.14
Invoice	1348882	9/15/2016				
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE		10860 Full Sun 3lb (2)			\$28.78
Invoice	1349874	9/19/2016				
Cash Payment	E 100-41940-220 Repair/Maint Supply (GE		Misc Builders Hardware (10)			\$18.89
Invoice	1350230	9/21/2016				
Cash Payment	E 100-41940-220 Repair/Maint Supply (GE		Battery Electronic 6V (2)			\$9.88
Invoice	1352047	9/30/2016				
Transaction Date	10/10/2016	Due 0	Cash	10100	Total	\$84.54
Refer	1758 HEINS, DENICE		Ck# 001748E 10/18/2016			
Cash Payment	E 100-41940-520 Buildings and Structures		Storage - November 2016			\$120.00
Invoice		10/5/2016				
Transaction Date	10/5/2016	Due 0	Cash	10100	Total	\$120.00

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Payments

Current Period: October 2016

Refer	1768 HENNEPIN COUNTY SHERIFF SER	-				
Cash Payment	E 100-42101-310 Other Professional Servi	HC Sheriff Patrol Services - 3rd Quarter 2016				\$17,851.24
Invoice	1000082594	10/6/2016				
Transaction Date	10/11/2016	Due 0	Cash	10100	Total	\$17,851.24
Refer	1781 HIGHWAY 55 RENTAL	-				
Cash Payment	E 100-41110-437 Other Miscellaneous	125th Anniversary Tent and Table Rental				\$139.60
Invoice	498686B	10/10/2016				
Transaction Date	10/13/2016	Due 0	Cash	10100	Total	\$139.60
Refer	1760 KAUL DESIGN GROUP, LLC	-				
Cash Payment	E 201-41330-437 Other Miscellaneous	Ck# 001749E 10/18/2016 Priority Maintenance Package - October 2016				\$200.00
Invoice	16-153					
Transaction Date	10/6/2016	Due 0	Cash	10100	Total	\$200.00
Refer	1777 LAVOI CUSTOM HOMES	-				
Cash Payment	E 815-48200-810 Refunds & Reimburseme	Landscape - 531 Kayla Ln				\$1,500.00
Invoice		10/13/2016				
Cash Payment	E 811-48200-810 Refunds & Reimburseme	Erosion - 531 Kayla Ln				\$750.00
Invoice		10/13/2016				
Cash Payment	E 817-48200-810 Refunds & Reimburseme	Infrastructure - 531 Kayla Ln				\$1,000.00
Invoice		10/13/2016				
Transaction Date	10/13/2016	Due 0	Cash	10100	Total	\$3,250.00
Refer	1747 LINDRUD, ELIZABETH	-				
Cash Payment	E 100-41435-331 Travel Expenses	Ck# 001747E 10/18/2016 Mileage - MNGFOA Conference				\$118.80
Invoice		10/3/2016				
Cash Payment	E 100-41435-331 Travel Expenses	Lodging - MNGFOA Conference				\$247.24
Invoice		10/3/2016				
Transaction Date	10/3/2016	Due 0	Cash	10100	Total	\$366.04
Refer	1756 MENARDS-BUFFALO	-				
Cash Payment	E 100-43000-215 Shop Supplies	Rags in a Box (2)				\$20.96
Invoice	24297	9/29/2016				
Cash Payment	E 100-43000-215 Shop Supplies	Round Bowl Brush				\$1.98
Invoice	24297	9/29/2016				
Cash Payment	E 100-43000-215 Shop Supplies	Water				\$2.49
Invoice	24297	9/29/2016				
Cash Payment	E 100-43100-220 Repair/Maint Supply (GE	9" Econo Roller Tray (6)				\$11.34
Invoice	24297	9/29/2016				
Cash Payment	E 100-43100-220 Repair/Maint Supply (GE	2x8x10' AC2 Green Treat (2)				\$17.38
Invoice	24297	9/29/2016				
Cash Payment	E 100-43000-215 Shop Supplies	#4 S Biner Plastic (3)				\$5.34
Invoice	23838	9/23/2016				
Cash Payment	E 100-43000-215 Shop Supplies	Citi Ball 2x1x3				\$8.99
Invoice	23838	9/23/2016				
Cash Payment	E 100-43000-215 Shop Supplies	25MM Snap Blades				\$2.49
Invoice	23838	9/23/2016				
Cash Payment	E 100-43000-215 Shop Supplies	100 pk SGL Edge Razor Bld				\$5.98
Invoice	23838	9/23/2016				
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	Cov Lng Shkl 4 pk				\$29.99
Invoice	24770	10/5/2016				

CITY OF HANOVER

Payments

Current Period: October 2016

Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	Iron Hold Maximum Bags (3)	\$35.22
Invoice	24770	10/5/2016	
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	Alum Scoop Shovel	\$19.99
Invoice	24770	10/5/2016	
Transaction Date	10/3/2016	Due 0 Cash	10100
			Total
			\$162.15
Refer	1766 METRO WEST INSPECTION SERVI _		
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 31-16 - 11558 8th St NE	\$112.76
Invoice		10/5/2016	
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 34-16 - 11526 8th NE	\$255.11
Invoice		10/5/2016	
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 60-16 - 545 Kayla Ln	\$1,289.49
Invoice		10/5/2016	
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 63-16 - 11220 Lambert Ct	\$145.10
Invoice		10/5/2016	
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 64-16 - 101 Mill Pond Trail	\$33.25
Invoice		10/5/2016	
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 67-16 - 1344 Oakwood Ln	\$1,276.80
Invoice		10/5/2016	
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 75-16 - 561 Kayla Ln	\$145.10
Invoice		10/5/2016	
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 76-16 - 1043 Emerald St	\$1,188.84
Invoice		10/5/2016	
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 92-16 - 10651 108th Ave N	\$88.50
Invoice		10/5/2016	
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 93-16 - 10651 108th Ave N	\$212.47
Invoice		10/5/2016	
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 101-16 - 9820 Division St	\$120.84
Invoice		10/5/2016	
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 106-16 - 1333 Oakwood Ln	\$112.76
Invoice		10/5/2016	
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 108-16 - 10525 Prairie Lane	\$33.25
Invoice		10/5/2016	
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 116-16 - 11590 Meadowbrook Ave NE	\$33.25
Invoice		10/5/2016	
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 118-16 - 1455 Esterly Oaks Dr	\$33.25
Invoice		10/5/2016	
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 119-16 - 10430 Kalen Ave NE	\$35.00
Invoice		10/5/2016	
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 122-16 - 504 Overlook Cr	\$33.25
Invoice		10/5/2016	
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 125-16 - 9876 Division St E	\$35.00
Invoice		10/5/2016	
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 129-16 - 1120 River RD	\$38.94
Invoice		10/5/2016	
Cash Payment	E 100-42401-310 Other Professional Servi	Rental Inspection - #5, #6 11279 River Road	\$110.00
Invoice		10/5/2016	
Cash Payment	E 100-42401-310 Other Professional Servi	Rental Inspection - #3 98 Mill Pond Trail	\$55.00
Invoice		10/5/2016	
Cash Payment	E 100-42401-310 Other Professional Servi	Consultation - 10875 Settlers Lane	\$50.00
Invoice		10/5/2016	

CITY OF HANOVER

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Payments

Current Period: October 2016

Transaction Date	10/11/2016	Due 0	Cash	10100	Total	\$5,437.96
Refer	1748 MINNESOTA PIPE & EQUIPMENT					
Cash Payment	E 601-43252-227 Utility Maint Supplies		5/8" x 3/4" Water Meter (12)			\$1,429.92
Invoice	364213	9/27/2016				
Cash Payment	E 601-43252-227 Utility Maint Supplies		ITRON 60W-R ERT (19)			\$1,724.25
Invoice	364213	9/27/2016				
Cash Payment	E 601-43252-227 Utility Maint Supplies		3/4" #25AUB Water Pressure Regulator (14)			\$1,705.20
Invoice	364213	9/27/2016				
Cash Payment	E 601-43252-227 Utility Maint Supplies		CH8S-243 Copperhorn (16)			\$992.96
Invoice	364213	9/27/2016				
Transaction Date	10/3/2016	Due 0	Cash	10100	Total	\$5,852.33
Refer	1776 MN STATE FIRE CHIEFS ASSN.					
Cash Payment	E 100-42210-306 Dues & Subscriptions		Malewicki Membership Dues - 2016			\$93.00
Invoice	300001608	9/30/2016				
Transaction Date	10/12/2016	Due 0	Cash	10100	Total	\$93.00
Refer	1779 OREILLY AUTO PARTS					
Cash Payment	E 100-42260-220 Repair/Maint Supply (GE		Fire Department Repair			\$9.49
Invoice	1749113144	9/24/2016				
Transaction Date	10/13/2016	Due 0	Cash	10100	Total	\$9.49
Refer	1757 OTC ENTERTAINMENT					
Cash Payment	E 100-41110-437 Other Miscellaneous		125th Celebration - 2 Entertainers & Balloon Sculptures			\$125.00
Invoice	20161008001	9/30/2016				
Transaction Date	10/3/2016	Due 0	Cash	10100	Total	\$125.00
Refer	1778 PREFERRED BUILDER, INC					
Cash Payment	E 815-48200-810 Refunds & Reimburseme		Landscape - 10725 Settlers Ln			\$2,000.00
Invoice		10/13/2016				
Cash Payment	E 811-48200-810 Refunds & Reimburseme		Erosion - 10725 Settlers Ln			\$2,000.00
Invoice		10/13/2016				
Cash Payment	E 817-48200-810 Refunds & Reimburseme		Infrastructure - 10725 Settlers Ln			\$1,000.00
Invoice		10/13/2016				
Transaction Date	10/13/2016	Due 0	Cash	10100	Total	\$5,000.00
Refer	1780 RJM SELF STORAGE					
Cash Payment	E 205-49300-318 EDA BIF: Matching Gran		Grant for Security Improvements			\$1,500.00
Invoice		10/13/2016				
Transaction Date	10/13/2016	Due 0	Cash	10100	Total	\$1,500.00
Refer	1751 VEOLIA WATER NORTH AMERICA					
Cash Payment	E 601-43252-310 Other Professional Servi		Water Services - November 2016			\$2,884.38
Invoice	00061550	10/15/2016				
Cash Payment	E 602-43252-310 Other Professional Servi		Sewer Services - November 2016			\$3,983.20
Invoice	00061550	10/15/2016				
Transaction Date	10/3/2016	Due 0	Cash	10100	Total	\$6,867.58
Refer	1754 WRIGHT COUNTY AUDITOR-TREA					
Cash Payment	E 100-42102-310 Other Professional Servi		WC Patrol Services - October 2016			\$8,174.00
Invoice		9/30/2016				

CITY OF HANOVER

Payments

Current Period: October 2016

Cash Payment Invoice	E 100-42102-310	Other Professional Servi	May 2016 Patrol Fines						\$223.32
				9/30/2016					
Cash Payment Invoice	E 100-42102-310	Other Professional Servi	June 2016 Patrol Fines						\$33.33
				9/30/2016					
Cash Payment Invoice	E 100-42102-310	Other Professional Servi	July 2016 Patrol Fines						\$86.66
				9/30/2016					
Cash Payment Invoice	E 100-42102-310	Other Professional Servi	August 2016 Patrol Fines						\$153.31
				9/30/2016					
Transaction Date	10/3/2016	Due 0	Cash		10100		Total		\$8,670.62
Refer	1767 XCEL ENERGY								
Cash Payment Invoice	E 100-43160-381	Electric Utilities	City Lights - 09/03/16 - 10/02/16						\$2,034.33
	518829774			10/3/2016					
Transaction Date	10/11/2016	Due 0	Cash		10100		Total		\$2,034.33
Refer	1783 ZEE MEDICAL SERVICE								
Cash Payment Invoice	E 100-41940-310	Other Professional Servi	Medical Supplies						\$80.85
	54033154			10/13/2016					
Transaction Date	10/13/2016	Due 0	Cash		10100		Total		\$80.85

Fund Summary

	10100 Cash
817 INFRASTRUCTURE ESCROW FUND	\$2,000.00
815 LANDSCAPE ESCROW FUND	\$3,500.00
811 EROSION CONTROL ESCROW FUND	\$2,750.00
602 SEWER ENTERPRISE FUND	\$3,983.20
601 WATER ENTERPRISE FUND	\$8,736.71
205 EDA BUSINESS INCENTIVE FUND	\$1,500.00
201 EDA SPECIAL REVENUE FUND	\$200.00
107 FIRE DEPT DONATIONS FUND	\$1,628.25
100 GENERAL FUND	\$83,677.12
	<u>\$107,975.28</u>

Pre-Written Check	\$2,713.14
Checks to be Generated by the Computer	\$105,262.14
Total	<u>\$107,975.28</u>

CITY OF HANOVER

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*Check Summary Register©

Cks 10/18/2016 - 10/18/2016

Name	Check Date	Check Amt	
10100 Cash			
Paid Chk# 001746E BLUE TARP FINANCIAL	10/18/2016	\$226.92	7018-1/8-10# Stick
Paid Chk# 001747E LINDRUD, ELIZABETH	10/18/2016	\$366.04	Mileage - MNGFOA Conference
Paid Chk# 001748E Heins, Denice	10/18/2016	\$120.00	Storage - November 2016
Paid Chk# 001749E KAUL DESIGN GROUP, LLC	10/18/2016	\$200.00	Priority Maintenance Package -
Paid Chk# 001750E BOYER TRUCKS	10/18/2016	\$1,800.18	DOT Inspection & Repairs
Paid Chk# 032147 ADVANCED DISPOSAL SERVICE	10/18/2016	\$214.00	Standard Trash - September
Paid Chk# 032148 ALERT-ALL CORP	10/18/2016	\$1,628.25	Fire Safety Week Supplies
Paid Chk# 032149 ANCOM COMMUNITICATIONS	10/18/2016	\$154.00	Low Volume
Paid Chk# 032150 BURSCH BROS	10/18/2016	\$36.00	Dirt for Park
Paid Chk# 032151 BURSCHVILLE CONSTRUCTION	10/18/2016	\$812.50	Blading and Compacting gravel
Paid Chk# 032152 CARSON, CLELLAND & SCHRED	10/18/2016	\$30.36	Legal Support/Work - September
Paid Chk# 032153 CENTERPOINT ENERGY	10/18/2016	\$60.83	City Hall - 08/25/16 - 09/26/1
Paid Chk# 032154 CENTURY LINK	10/18/2016	\$30.94	Fire Hall Landline - 09/28/16
Paid Chk# 032155 COMCAST	10/18/2016	\$259.28	Digital Voice & Internet - Oct
Paid Chk# 032156 COMFORT MATTERS	10/18/2016	\$448.00	Response & Diagnostic
Paid Chk# 032157 COTTENS, INC	10/18/2016	\$442.10	Switch (1)
Paid Chk# 032158 CUSTOMIZED FIRE RESCUE TR	10/18/2016	\$375.00	Training Course - 3 hours
Paid Chk# 032159 DECKER, NATHAN	10/18/2016	\$200.00	Hall Rental - 10/1/16
Paid Chk# 032160 ELITE SANITATION	10/18/2016	\$680.00	125th Annivesary Portable Toil
Paid Chk# 032161 FINKEN WATER SOLUTIONS	10/18/2016	\$19.00	Cook & Cold Rental Cooler - Oc
Paid Chk# 032162 GO2 PRINT MEDIA GROUP	10/18/2016	\$400.00	125th Celebration - 16oz Stadi
Paid Chk# 032163 HANOVER FIRE RELIEF ASSOCI	10/18/2016	\$42,313.19	Fire Contract Contribution - 1
Paid Chk# 032164 HARDWARE HANK	10/18/2016	\$84.54	Misc Builders Hardware (10)
Paid Chk# 032165 HENNEPIN COUNTY SHERIFF S	10/18/2016	\$17,851.24	HC Sheriff Patrol Services - 3
Paid Chk# 032166 HIGHWAY 55 RENTAL	10/18/2016	\$139.60	125th Annivesary Tent andTable
Paid Chk# 032167 LAVOI CUSTOM HOMES	10/18/2016	\$3,250.00	Erosion - 531 Kayla Ln
Paid Chk# 032168 MENARDS-BUFFALO	10/18/2016	\$162.15	Citi Ball 2x1x3
Paid Chk# 032169 METRO WEST INSPECTION SER	10/18/2016	\$5,437.96	Pmt 116-16 - 11590 Meadowbrook
Paid Chk# 032170 MINNESOTA PIPE & EQUIPMENT	10/18/2016	\$5,852.33	CH8S-243 Copperhorn (16)
Paid Chk# 032171 MN STATE FIRE CHIEFS ASSN.	10/18/2016	\$93.00	Malewicki Membership Dues - 20
Paid Chk# 032172 OREILLY AUTO PARTS	10/18/2016	\$9.49	Fire Department Repair
Paid Chk# 032173 OTC ENTERTAINMENT	10/18/2016	\$125.00	125th Celebration - 2 Entertai
Paid Chk# 032174 PREFERRED BUILDER, INC	10/18/2016	\$5,000.00	Infrastructure - 10725 Settler
Paid Chk# 032175 RJM SELF STORAGE	10/18/2016	\$1,500.00	Grant for Security Improvement
Paid Chk# 032176 Veolia Water North America	10/18/2016	\$6,867.58	Water Services - November 2016
Paid Chk# 032177 WRIGHT COUNTY AUDITOR-TRE	10/18/2016	\$8,670.62	June 2016 Patrol Fines
Paid Chk# 032178 XCEL ENERGY	10/18/2016	\$2,034.33	City Lights - 09/03/16 - 10/02
Paid Chk# 032179 ZEE MEDICAL SERVICE	10/18/2016	\$80.85	Medical Supplies
	Total Checks	\$107,975.28	

FILTER: None



**Carson, Clelland
& Schreder**

ATTORNEYS AT LAW
6300 SHINGLE CREEK PARKWAY STE 305
MINNEAPOLIS, MN 55430-2190
(763)-561-2800

September 29, 2016

CITY OF HANOVER
CITY ADMINISTRATOR
11250 5TH STREET NE
HANOVER, MN 55341

Professional Services

*100-41610-304 307de
eg*

	<u>Amount</u>
<u>Criminal</u>	
9/2/2016 Review file, prepare disposition letter	16.25
SUBTOTAL:	[16.25]
For professional services rendered	\$16.25
Client Expense Charges :	
<u>Criminal Expenses:</u>	
Monthly support fee	14.11
SUBTOTAL:	[14.11]
Total Client Expense Charges	\$14.11
Total amount of this bill	\$30.36
Previous balance	\$119.74
9/9/2016 Payment - thank you	(\$119.74)
Total payments and adjustments	(\$119.74)
Balance due	\$30.36

SEP 30 2016

I hereby declare under the penalties of perjury that the foregoing statement for legal services is just and correct and that no part thereof has been paid.



John J. Thames, City Attorney

CITY OF HANOVER

Cash Balances

October 2016

Fund	Begin Month	GL Debits Month	GL Credits Month	Balance
100 GENERAL FUND	\$976,631.17	\$18,483.02	\$136,468.02	\$858,646.17
107 FIRE DEPT DONATIONS FUND	\$28,523.56	\$0.00	\$1,628.25	\$26,895.31
201 EDA SPECIAL REVENUE FUND	\$119,569.48	\$0.00	\$200.00	\$119,369.48
205 EDA BUSINESS INCENTIVE FUND	\$239,280.91	\$633.53	\$1,500.00	\$238,414.44
311 2008A GO CIP REFUNDING BOND	\$48,726.39	\$0.00	\$0.00	\$48,726.39
312 2009A GO IMP REFUNDING BOND	\$31,055.83	\$0.00	\$0.00	\$31,055.83
313 2010 GO EQUIPMENT CERTIFICATES	-\$13,631.64	\$0.00	\$0.00	-\$13,631.64
314 2011A GO IMP CROSSOVER REF BD	\$491,286.33	\$0.00	\$0.00	\$491,286.33
401 GENERAL CAPITAL PROJECTS	\$1,005,589.33	\$7,485.71	\$0.00	\$1,013,075.04
402 PARKS CAPITAL PROJECTS	\$225,274.00	\$0.00	\$15,734.00	\$209,540.00
403 FIRE DEPT CAPITAL FUND	\$178,552.83	\$0.00	\$0.00	\$178,552.83
404 HISTORICAL CAPITAL PROJ FUND	-\$66,051.38	\$0.00	\$5,060.08	-\$71,111.46
405 PARK DEDICATION FEE	\$1,370.00	\$0.00	\$0.00	\$1,370.00
407 TIF REDEV DIST #1	\$9,171.78	\$0.00	\$0.00	\$9,171.78
411 FACILITIES CAPITAL PROJ FUND	\$48,173.22	\$0.00	\$6,250.00	\$41,923.22
417 EQUIPMENT CAPITAL FUND	\$108,484.54	\$0.00	\$0.00	\$108,484.54
418 STREET CAPITAL PROJ FUND	\$395,704.63	\$0.00	\$986.00	\$394,718.63
601 WATER ENTERPRISE FUND	\$810,335.46	\$12,401.48	\$8,736.71	\$814,000.23
602 SEWER ENTERPRISE FUND	\$291,471.57	\$23,626.40	\$31,590.25	\$283,507.72
603 STORM WATER ENTERPRISE FUND	\$167,516.58	\$3,095.14	\$0.00	\$170,611.72
611 WATER CAPITAL IMP FUND	\$157,062.45	\$0.00	\$147.00	\$156,915.45
612 SEWER CAPITAL IMP FUND	\$1,782,494.22	\$0.00	\$0.00	\$1,782,494.22
613 STORM WATER CAPITAL IMP FUND	\$557,337.32	\$0.00	\$0.00	\$557,337.32
804 SCHENDELS FIELD ESC FUND	\$148,253.21	\$0.00	\$0.00	\$148,253.21
809 BRIDGES AT HANOVER ESC FUND	-\$13,476.50	\$0.00	\$0.00	-\$13,476.50
811 EROSION CONTROL ESCROW FUND	\$39,750.00	\$0.00	\$6,750.00	\$33,000.00
815 LANDSCAPE ESCROW FUND	\$40,500.00	\$0.00	\$5,500.00	\$35,000.00
817 INFRASTRUCTURE ESCROW FUND	\$20,000.00	\$0.00	\$4,000.00	\$16,000.00
818 MISC ESCROWS FUND	\$7,300.54	\$0.00	\$0.00	\$7,300.54
820 BRIDGES TOWNHOMES ESC FUND	\$3,600.13	\$0.00	\$0.00	\$3,600.13
821 QUAIL PASS 2ND ADD ESCROW FD	\$11,935.61	\$0.00	\$0.00	\$11,935.61
900 INTEREST	\$11,450.81	\$0.00	\$0.00	\$11,450.81
	\$7,863,242.38	\$65,725.28	\$224,550.31	\$7,704,417.35

Revenue Budget by Source - General Fund

Source Alt Code	Account Descr	October 2016 Amt	2016 YTD Amt	2016 YTD Budget	2016 YTD Balance	%YTD Budget
Fund 100 GENERAL FUND						
TAXES	R 100-31000 Property Taxes - General	\$0.00	\$435,357.82	\$771,014.33	\$335,656.51	56.47%
TAXES	R 100-31020 Property Taxes - Fire	\$0.00	\$56,419.00	\$112,838.38	\$56,419.38	50.00%
TAXES	R 100-31800 Franchise Fees	\$0.00	\$6,931.38	\$12,000.00	\$5,068.62	57.76%
Source Alt Code TAXES		\$0.00	\$498,708.20	\$895,852.71	\$397,144.51	55.67%
SERVICE	R 100-34000 Charges for Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
SERVICE	R 100-34101 City Hall Rent Revenue	\$485.00	\$6,310.00	\$8,000.00	\$1,690.00	78.88%
SERVICE	R 100-34107 Assessment Search Fees	\$100.00	\$300.00	\$400.00	\$100.00	75.00%
SERVICE	R 100-34108 Administrative Fees	\$100.00	\$1,083.00	\$2,000.00	\$917.00	54.15%
SERVICE	R 100-34109 Copies/Faxes	\$2.00	\$104.50	\$50.00	-\$54.50	209.00%
SERVICE	R 100-34207 Fire Protection Services	\$12,414.36	\$65,056.79	\$104,284.82	\$39,228.03	62.38%
SERVICE	R 100-34403 Recycling Rev/Reimb	\$0.00	\$3,927.40	\$6,000.00	\$2,072.60	65.46%
SERVICE	R 100-34740 Park & Rec Concessions	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
SERVICE	R 100-34780 Park Rental Fees	\$267.18	\$2,687.44	\$3,000.00	\$312.56	89.58%
SERVICE	R 100-34940 Cemetery Revenues	\$0.00	\$3,650.00	\$2,000.00	-\$1,650.00	182.50%
Source Alt Code SERVICE		\$13,368.54	\$83,119.13	\$125,734.82	\$42,615.69	66.11%
MISC	R 100-36100 Special Assessments	\$0.00	\$1,414.14	\$0.00	-\$1,414.14	0.00%
MISC	R 100-36200 Miscellaneous Revenues	\$1,725.00	\$104,469.20	\$0.00	-\$104,469.20	0.00%
MISC	R 100-36210 Interest Earnings	\$0.00	\$3,182.74	\$1,000.00	-\$2,182.74	318.27%
MISC	R 100-36215 Investment Income/Loss	\$0.00	\$6,195.40	\$6,000.00	-\$195.40	103.26%
MISC	R 100-36230 Contributions and Donations	\$350.00	\$6,000.00	\$0.00	-\$6,000.00	0.00%
MISC	R 100-36235 Insurance Dividends	\$0.00	\$0.00	\$6,000.00	\$6,000.00	0.00%
MISC	R 100-36250 Damage Deposits	\$0.00	\$100.00	\$8,000.00	\$7,900.00	1.25%
MISC	R 100-36260 Refunds or Reimbursements	\$0.00	\$4.49	\$0.00	-\$4.49	0.00%
MISC	R 100-36290 Sale of Vehicles/Equipment	\$0.00	\$1,702.00	\$0.00	-\$1,702.00	0.00%
MISC	R 100-39203 Transfer from Other Fund	\$0.00	\$19,200.00	\$0.00	-\$19,200.00	0.00%
Source Alt Code MISC		\$2,075.00	\$142,267.97	\$21,000.00	-\$121,267.97	677.47%
LIC PERM	R 100-32110 Alcoholic Beverages	\$0.00	\$10,420.00	\$10,300.00	-\$120.00	101.17%
LIC PERM	R 100-32180 Other Bus. Licenses/Permits	\$0.00	\$57.00	\$100.00	\$43.00	57.00%
LIC PERM	R 100-32210 Building Permits	\$2,303.48	\$163,340.72	\$100,000.00	-\$63,340.72	163.34%
LIC PERM	R 100-32240 Animal Licenses	\$0.00	\$120.00	\$100.00	-\$20.00	120.00%
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	\$795.00	\$150.00	-\$645.00	530.00%
LIC PERM	R 100-32280 Other Non-Business Lic/Per	\$4.00	\$38.00	\$50.00	\$12.00	76.00%
Source Alt Code LIC PERM		\$2,307.48	\$176,270.72	\$112,200.00	-\$64,070.72	157.10%
INTGOVT	R 100-33400 State Grants and Aids	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTGOVT	R 100-33401 Local Government Aid	\$0.00	\$53,748.00	\$107,496.00	\$53,748.00	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	\$38,746.40	\$36,000.00	-\$2,746.40	107.63%
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	\$92,663.90	\$149,335.00	\$56,671.10	62.05%
FINES	R 100-35100 Court Fines	\$0.00	\$1,916.43	\$1,500.00	-\$416.43	127.76%
Source Alt Code FINES		\$0.00	\$1,916.43	\$1,500.00	-\$416.43	127.76%
Fund 100 GENERAL FUND		\$17,751.02	\$994,946.35	\$1,305,622.53	\$310,676.18	76.20%

Revenue Budget by Source - General Fund

Source Alt Code	Account Descr	October 2016 Amt	2016 YTD Amt	2016 YTD Budget	2016 YTD Balance	%YTD Budget
		\$17,751.02	\$994,946.35	\$1,305,622.53	\$310,676.18	76.20%

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	October 2016 Amt	2016 YTD Amt	2016 YTD Budget	2016 YTD Balance	%YTD Budget
Fund 100 GENERAL FUND						
Dept 41110 Council						
COUNCIL	E 100-41110-111 Committee Wages/Mee	\$0.00	\$5,605.00	\$12,000.00	\$6,395.00	46.71%
COUNCIL	E 100-41110-122 FICA	\$0.00	\$347.51	\$744.00	\$396.49	46.71%
COUNCIL	E 100-41110-123 Medicare	\$0.00	\$81.28	\$174.00	\$92.72	46.71%
COUNCIL	E 100-41110-208 Training and Instructio	\$0.00	\$0.00	\$450.00	\$450.00	0.00%
COUNCIL	E 100-41110-306 Dues & Subscriptions	\$0.00	\$7,655.73	\$7,000.00	-\$655.73	109.37%
COUNCIL	E 100-41110-331 Travel Expenses	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
COUNCIL	E 100-41110-437 Other Miscellaneous	\$7,447.75	\$10,389.31	\$25,202.92	\$14,813.61	41.22%
Dept 41110 Council		\$7,447.75	\$24,078.83	\$46,570.92	\$22,492.09	51.70%
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	\$150.00	\$150.00	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	\$4,250.00	\$4,250.00	0.00%
Dept 41400 City Administrator						
CITYADM	E 100-41400-101 Full-Time Employees R	\$2,587.50	\$50,539.55	\$67,275.00	\$16,735.45	75.12%
CITYADM	E 100-41400-121 PERA	\$194.06	\$3,878.58	\$5,045.63	\$1,167.05	76.87%
CITYADM	E 100-41400-122 FICA	\$160.43	\$3,206.43	\$4,171.05	\$964.62	76.87%
CITYADM	E 100-41400-123 Medicare	\$37.52	\$749.89	\$975.49	\$225.60	76.87%
CITYADM	E 100-41400-134 Employer Paid Life	\$0.00	\$276.03	\$384.00	\$107.97	71.88%
CITYADM	E 100-41400-151 Med/Dental Insurance	\$279.16	\$6,556.30	\$8,400.00	\$1,843.70	78.05%
CITYADM	E 100-41400-208 Training and Instructio	\$0.00	\$410.00	\$1,500.00	\$1,090.00	27.33%
CITYADM	E 100-41400-306 Dues & Subscriptions	\$0.00	\$249.26	\$500.00	\$250.74	49.85%
Dept 41400 City Administrator		\$3,258.67	\$65,866.04	\$88,251.17	\$22,385.13	74.63%
Dept 41410 Elections						
ELECTION	E 100-41410-200 Office Supplies (GENER	\$0.00	\$289.04	\$2,000.00	\$1,710.96	14.45%
ELECTION	E 100-41410-310 Other Professional Serv	\$0.00	\$1,658.12	\$5,000.00	\$3,341.88	33.16%
ELECTION	E 100-41410-351 Legal Notices Publishin	\$0.00	\$110.81	\$300.00	\$189.19	36.94%
ELECTION	E 100-41410-400 Repairs & Maint Cont (\$0.00	\$1,014.40	\$1,000.00	-\$14.40	101.44%
Dept 41410 Elections		\$0.00	\$3,072.37	\$8,300.00	\$5,227.63	37.02%
Dept 41430 Clerical Staff						
CLERICAL	E 100-41430-101 Full-Time Employees R	\$1,617.61	\$31,611.71	\$42,059.16	\$10,447.45	75.16%
CLERICAL	E 100-41430-121 PERA	\$121.32	\$2,425.77	\$3,154.44	\$728.67	76.90%
CLERICAL	E 100-41430-122 FICA	\$100.29	\$2,005.27	\$2,607.67	\$602.40	76.90%
CLERICAL	E 100-41430-123 Medicare	\$23.46	\$469.07	\$609.86	\$140.79	76.91%
CLERICAL	E 100-41430-134 Employer Paid Life	\$0.00	\$961.02	\$1,080.00	\$118.98	88.98%
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	\$222.81	\$6,522.81	\$8,400.00	\$1,877.19	77.65%
CLERICAL	E 100-41430-208 Training and Instructio	\$0.00	\$255.00	\$500.00	\$245.00	51.00%
CLERICAL	E 100-41430-306 Dues & Subscriptions	\$0.00	\$99.00	\$250.00	\$151.00	39.60%
Dept 41430 Clerical Staff		\$2,085.49	\$44,349.65	\$58,661.13	\$14,311.48	75.60%
Dept 41435 Staff Expenses						
STAFFEXP	E 100-41435-260 Uniforms	\$0.00	\$0.00	\$300.00	\$300.00	0.00%
STAFFEXP	E 100-41435-310 Other Professional Serv	\$0.00	\$222.00	\$1,000.00	\$778.00	22.20%
STAFFEXP	E 100-41435-331 Travel Expenses	\$366.04	\$538.84	\$2,000.00	\$1,461.16	26.94%
Dept 41435 Staff Expenses		\$366.04	\$760.84	\$3,300.00	\$2,539.16	23.06%
Dept 41530 Accounting						
ACCTING	E 100-41530-101 Full-Time Employees R	\$1,958.40	\$38,257.68	\$50,918.40	\$12,660.72	75.14%
ACCTING	E 100-41530-121 PERA	\$146.88	\$2,936.45	\$3,818.88	\$882.43	76.89%

CITY OF HANOVER
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Dept Abbrev	Account Descr	October 2016 Amt	2016 YTD Amt	2016 YTD Budget	2016 YTD Balance	%YTD Budget
ACCTING	E 100-41530-122 FICA	\$109.02	\$2,257.01	\$3,156.94	\$899.93	71.49%
ACCTING	E 100-41530-123 Medicare	\$25.50	\$527.88	\$738.32	\$210.44	71.50%
ACCTING	E 100-41530-134 Employer Paid Life	\$0.00	\$735.30	\$504.00	-\$231.30	145.89%
ACCTING	E 100-41530-151 Med/Dental Insurance	\$0.00	\$8,100.00	\$10,800.00	\$2,700.00	75.00%
ACCTING	E 100-41530-208 Training and Instructio	\$0.00	\$660.00	\$1,000.00	\$340.00	66.00%
ACCTING	E 100-41530-306 Dues & Subscriptions	\$0.00	\$94.98	\$500.00	\$405.02	19.00%
ACCTING	E 100-41530-310 Other Professional Serv	\$0.00	\$2,456.80	\$3,000.00	\$543.20	81.89%
Dept 41530 Accounting		\$2,239.80	\$56,026.10	\$74,436.54	\$18,410.44	75.27%
Dept 41540 Auditing						
AUDITING	E 100-41540-301 Auditing and Acctg Ser	\$0.00	\$29,242.87	\$27,400.00	-\$1,842.87	106.73%
Dept 41540 Auditing		\$0.00	\$29,242.87	\$27,400.00	-\$1,842.87	106.73%
Dept 41550 Assessing						
ASSESS G	E 100-41550-310 Other Professional Serv	\$0.00	\$17,669.25	\$18,000.00	\$330.75	98.16%
Dept 41550 Assessing		\$0.00	\$17,669.25	\$18,000.00	\$330.75	98.16%
Dept 41570 Purchasing						
PURCHASE	E 100-41570-200 Office Supplies (GENER	-\$20.00	\$2,428.34	\$4,000.00	\$1,571.66	60.71%
PURCHASE	E 100-41570-205 Bank Fees	\$0.00	\$92.91	\$100.00	\$7.09	92.91%
PURCHASE	E 100-41570-207 Computer Supplies	\$0.00	\$4,846.34	\$3,500.00	-\$1,346.34	138.47%
PURCHASE	E 100-41570-220 Repair/Maint Supply (G	\$48.88	\$2,616.97	\$5,800.00	\$3,183.03	45.12%
PURCHASE	E 100-41570-322 Postage	\$0.00	\$2,313.58	\$1,500.00	-\$813.58	154.24%
PURCHASE	E 100-41570-570 Office Equip and Furnis	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
Dept 41570 Purchasing		\$28.88	\$12,298.14	\$18,900.00	\$6,601.86	65.07%
Dept 41600 Computer						
COMPUTER	E 100-41600-310 Other Professional Serv	\$115.50	\$2,163.23	\$4,000.00	\$1,836.77	54.08%
Dept 41600 Computer		\$115.50	\$2,163.23	\$4,000.00	\$1,836.77	54.08%
Dept 41610 City Attorney						
CITYATNY	E 100-41610-304 Legal Fees	\$1,626.26	\$19,551.52	\$21,786.56	\$2,235.04	89.74%
Dept 41610 City Attorney		\$1,626.26	\$19,551.52	\$21,786.56	\$2,235.04	89.74%
Dept 41910 Planning and Zoning						
PLANZONG	E 100-41910-310 Other Professional Serv	\$0.00	\$9,710.00	\$17,000.00	\$7,290.00	57.12%
Dept 41910 Planning and Zoning		\$0.00	\$9,710.00	\$17,000.00	\$7,290.00	57.12%
Dept 41940 General Govt Buildings/Plant						
GOVTBLDG	E 100-41940-210 Operating Supplies (GE	\$0.00	\$1,106.59	\$5,000.00	\$3,893.41	22.13%
GOVTBLDG	E 100-41940-220 Repair/Maint Supply (G	\$501.76	\$3,875.91	\$10,000.00	\$6,124.09	38.76%
GOVTBLDG	E 100-41940-306 Dues & Subscriptions	\$0.00	\$250.00	\$300.00	\$50.00	83.33%
GOVTBLDG	E 100-41940-310 Other Professional Serv	\$650.85	\$5,000.33	\$8,400.00	\$3,399.67	59.53%
GOVTBLDG	E 100-41940-321 Telephone	\$259.28	\$2,599.68	\$3,500.00	\$900.32	74.28%
GOVTBLDG	E 100-41940-325 Taxes	\$0.00	\$213.59	\$250.00	\$36.41	85.44%
GOVTBLDG	E 100-41940-381 Electric Utilities	\$784.31	\$6,056.39	\$9,000.00	\$2,943.61	67.29%
GOVTBLDG	E 100-41940-383 Gas Utilities	\$38.84	\$1,957.42	\$5,000.00	\$3,042.58	39.15%
GOVTBLDG	E 100-41940-384 Refuse/Garbage Dispos	\$214.00	\$1,907.64	\$2,400.00	\$492.36	79.49%
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	\$164.20	\$3,213.69	\$5,000.00	\$1,786.31	64.27%
GOVTBLDG	E 100-41940-560 Furniture and Fixtures	\$241.51	\$241.51	\$2,500.00	\$2,258.49	9.66%
GOVTBLDG	E 100-41940-580 Other Equipment	\$0.00	\$226.16	\$1,000.00	\$773.84	22.62%
Dept 41940 General Govt Buildings/Plant		\$2,854.75	\$26,648.91	\$52,850.00	\$26,201.09	50.42%
Dept 41950 Engineer						
ENGINEER	E 100-41950-303 Engineering Fees	\$795.00	\$22,219.25	\$25,000.00	\$2,780.75	88.88%
Dept 41950 Engineer		\$795.00	\$22,219.25	\$25,000.00	\$2,780.75	88.88%

CITY OF HANOVER
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Dept Abbrev	Account Descr	October 2016 Amt	2016 YTD Amt	2016 YTD Budget	2016 YTD Balance	%YTD Budget
Dept 41960 Insurance						
INSURANCE	E 100-41960-150 Worker s Comp (GENE	\$158.65	\$8,543.02	\$9,317.50	\$774.48	91.69%
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	\$19,245.09	\$24,740.10	\$5,495.01	77.79%
Dept 41960 Insurance		\$158.65	\$27,788.11	\$34,057.60	\$6,269.49	81.59%
Dept 41970 Legal Publications						
LEGALPUB	E 100-41970-341 Employment	\$0.00	\$273.78	\$250.00	-\$23.78	109.51%
LEGALPUB	E 100-41970-343 Other Advertising	\$0.00	\$39.00	\$250.00	\$211.00	15.60%
LEGALPUB	E 100-41970-351 Legal Notices Publishin	\$253.29	\$1,251.97	\$2,000.00	\$748.03	62.60%
LEGALPUB	E 100-41970-354 Recording Fees	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
Dept 41970 Legal Publications		\$253.29	\$1,564.75	\$3,000.00	\$1,435.25	52.16%
Dept 42101 Hennepin County Sheriff						
HCSHERIFF	E 100-42101-310 Other Professional Serv	\$17,851.24	\$53,553.72	\$71,404.96	\$17,851.24	75.00%
Dept 42101 Hennepin County Sheriff		\$17,851.24	\$53,553.72	\$71,404.96	\$17,851.24	75.00%
Dept 42102 Wright County Sheriff						
WCSHERIFF	E 100-42102-310 Other Professional Serv	\$8,670.62	\$82,653.24	\$98,088.00	\$15,434.76	84.26%
Dept 42102 Wright County Sheriff		\$8,670.62	\$82,653.24	\$98,088.00	\$15,434.76	84.26%
Dept 42210 Fire Dept Administration						
FIREADMIN	E 100-42210-103 Part-Time Employees	\$0.00	\$0.00	\$34,340.00	\$34,340.00	0.00%
FIREADMIN	E 100-42210-122 FICA	\$0.00	\$0.00	\$2,129.00	\$2,129.00	0.00%
FIREADMIN	E 100-42210-123 Medicare	\$0.00	\$0.00	\$515.00	\$515.00	0.00%
FIREADMIN	E 100-42210-150 Worker s Comp (GENE	\$126.35	\$7,946.77	\$10,000.00	\$2,053.23	79.47%
FIREADMIN	E 100-42210-200 Office Supplies (GENER	\$0.00	\$195.99	\$200.00	\$4.01	98.00%
FIREADMIN	E 100-42210-305 Medical and Dental Fee	\$0.00	\$2,177.00	\$4,000.00	\$1,823.00	54.43%
FIREADMIN	E 100-42210-306 Dues & Subscriptions	\$93.00	\$448.00	\$950.00	\$502.00	47.16%
FIREADMIN	E 100-42210-361 General Liability Ins	\$0.00	\$4,743.07	\$6,119.40	\$1,376.33	77.51%
FIREADMIN	E 100-42210-437 Other Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 42210 Fire Dept Administration		\$219.35	\$15,510.83	\$58,253.40	\$42,742.57	26.63%
Dept 42220 Fire Dept Equipment						
FIREEQUIP	E 100-42220-221 Equipment Parts	\$154.00	\$1,407.71	\$15,500.00	\$14,092.29	9.08%
FIREEQUIP	E 100-42220-228 Medical Supplies	\$0.00	\$370.04	\$1,500.00	\$1,129.96	24.67%
FIREEQUIP	E 100-42220-240 Small Tools and Minor	\$0.00	\$530.69	\$850.00	\$319.31	62.43%
FIREEQUIP	E 100-42220-260 Uniforms	\$0.00	\$744.26	\$4,500.00	\$3,755.74	16.54%
FIREEQUIP	E 100-42220-580 Other Equipment	\$0.00	\$968.08	\$5,000.00	\$4,031.92	19.36%
Dept 42220 Fire Dept Equipment		\$154.00	\$4,020.78	\$27,350.00	\$23,329.22	14.70%
Dept 42240 Fire Dept Training						
FIRETRNG	E 100-42240-208 Training and Instructio	\$375.00	\$2,424.87	\$7,500.00	\$5,075.13	32.33%
FIRETRNG	E 100-42240-310 Other Professional Serv	\$0.00	\$2,209.75	\$3,000.00	\$790.25	73.66%
FIRETRNG	E 100-42240-331 Travel Expenses	\$0.00	\$1,511.23	\$1,500.00	-\$11.23	100.75%
Dept 42240 Fire Dept Training		\$375.00	\$6,145.85	\$12,000.00	\$5,854.15	51.22%
Dept 42260 Fire Vehicles						
FIREVEH	E 100-42260-212 Motor Fuels	\$155.61	\$1,723.81	\$5,000.00	\$3,276.19	34.48%
FIREVEH	E 100-42260-220 Repair/Maint Supply (G	\$9.49	\$7,985.93	\$9,000.00	\$1,014.07	88.73%
FIREVEH	E 100-42260-240 Small Tools and Minor	\$0.00	\$53.57	\$2,000.00	\$1,946.43	2.68%
FIREVEH	E 100-42260-323 Radio Units	\$0.00	\$3,422.00	\$7,465.00	\$4,043.00	45.84%
Dept 42260 Fire Vehicles		\$165.10	\$13,185.31	\$23,465.00	\$10,279.69	56.19%
Dept 42280 Fire Stations and Bldgs						
FIREBLDG	E 100-42280-215 Shop Supplies	\$0.00	\$198.59	\$1,650.00	\$1,451.41	12.04%
FIREBLDG	E 100-42280-220 Repair/Maint Supply (G	\$73.58	\$1,238.27	\$3,500.00	\$2,261.73	35.32%

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Dept Abbrev	Account Descr	October 2016 Amt	2016 YTD Amt	2016 YTD Budget	2016 YTD Balance	%YTD Budget
FIREBLDG	E 100-42280-321 Telephone	\$30.94	\$308.93	\$800.00	\$491.07	38.62%
FIREBLDG	E 100-42280-325 Taxes	\$0.00	\$0.00	\$175.00	\$175.00	0.00%
FIREBLDG	E 100-42280-381 Electric Utilities	\$360.93	\$2,499.53	\$5,000.00	\$2,500.47	49.99%
FIREBLDG	E 100-42280-383 Gas Utilities	\$21.99	\$1,395.03	\$3,000.00	\$1,604.97	46.50%
Dept 42280 Fire Stations and Bldgs		\$487.44	\$5,640.35	\$14,125.00	\$8,484.65	39.93%
Dept 42290 Fire Relief Association						
FIRERELIEF	E 100-42290-124 Fire Pension Contributi	\$36,746.40	\$38,746.40	\$36,000.00	-\$2,746.40	107.63%
FIRERELIEF	E 100-42290-125 Other Retirement Contr	\$5,566.79	\$5,566.79	\$11,133.58	\$5,566.79	50.00%
FIRERELIEF	E 100-42290-301 Auditing and Acctg Ser	\$0.00	\$6,100.00	\$6,500.00	\$400.00	93.85%
Dept 42290 Fire Relief Association		\$42,313.19	\$50,413.19	\$53,633.58	\$3,220.39	94.00%
Dept 42401 Building Inspection Admin						
INSPADMN	E 100-42401-310 Other Professional Serv	\$5,437.96	\$41,547.14	\$35,000.00	-\$6,547.14	118.71%
Dept 42401 Building Inspection Admin		\$5,437.96	\$41,547.14	\$35,000.00	-\$6,547.14	118.71%
Dept 42700 Animal Control						
ANIMCTRL	E 100-42700-310 Other Professional Serv	\$250.00	\$250.00	\$500.00	\$250.00	50.00%
Dept 42700 Animal Control		\$250.00	\$250.00	\$500.00	\$250.00	50.00%
Dept 42800 Cemetery						
CEMETERY	E 100-42800-310 Other Professional Serv	-\$12.00	\$2,173.50	\$2,500.00	\$326.50	86.94%
Dept 42800 Cemetery		-\$12.00	\$2,173.50	\$2,500.00	\$326.50	86.94%
Dept 43000 Public Works (GENERAL)						
PUBWRKS	E 100-43000-101 Full-Time Employees R	\$4,100.80	\$80,087.14	\$106,604.16	\$26,517.02	75.13%
PUBWRKS	E 100-43000-102 Full-Time Employees O	\$0.00	\$1,386.32	\$1,000.00	-\$386.32	138.63%
PUBWRKS	E 100-43000-103 Part-Time Employees	\$672.00	\$11,082.21	\$15,000.00	\$3,917.79	73.88%
PUBWRKS	E 100-43000-121 PERA	\$307.56	\$6,249.61	\$7,995.31	\$1,745.70	78.17%
PUBWRKS	E 100-43000-122 FICA	\$295.91	\$5,832.69	\$6,609.46	\$776.77	88.25%
PUBWRKS	E 100-43000-123 Medicare	\$69.21	\$1,364.23	\$1,545.76	\$181.53	88.26%
PUBWRKS	E 100-43000-134 Employer Paid Life	\$0.00	\$1,396.44	\$1,584.00	\$187.56	88.16%
PUBWRKS	E 100-43000-142 Unemployment Benefit	\$0.00	\$27.50	\$500.00	\$472.50	5.50%
PUBWRKS	E 100-43000-151 Med/Dental Insurance	\$402.47	\$14,802.47	\$19,200.00	\$4,397.53	77.10%
PUBWRKS	E 100-43000-208 Training and Instructio	\$0.00	\$1,379.30	\$1,500.00	\$120.70	91.95%
PUBWRKS	E 100-43000-212 Motor Fuels	\$458.51	\$4,085.66	\$7,000.00	\$2,914.34	58.37%
PUBWRKS	E 100-43000-215 Shop Supplies	\$54.22	\$2,336.83	\$2,500.00	\$163.17	93.47%
PUBWRKS	E 100-43000-220 Repair/Maint Supply (G	\$1,924.44	\$6,085.05	\$6,000.00	-\$85.05	101.42%
PUBWRKS	E 100-43000-226 Sign Repair Materials	\$0.00	\$1,043.45	\$1,500.00	\$456.55	69.56%
PUBWRKS	E 100-43000-240 Small Tools and Minor	\$248.91	\$1,879.73	\$5,000.00	\$3,120.27	37.59%
PUBWRKS	E 100-43000-260 Uniforms	\$0.00	\$617.56	\$2,000.00	\$1,382.44	30.88%
PUBWRKS	E 100-43000-310 Other Professional Serv	\$1,250.00	\$13,320.75	\$16,000.00	\$2,679.25	83.25%
PUBWRKS	E 100-43000-321 Telephone	\$187.95	\$1,464.56	\$2,000.00	\$535.44	73.23%
PUBWRKS	E 100-43000-325 Taxes	\$0.00	\$120.00	\$200.00	\$80.00	60.00%
Dept 43000 Public Works (GENERAL)		\$9,971.98	\$154,561.50	\$203,738.69	\$49,177.19	75.86%
Dept 43100 Hwys, Streets, & Roads						
HWYROAD	E 100-43100-220 Repair/Maint Supply (G	\$28.72	\$28.72	\$0.00	-\$28.72	0.00%
Dept 43100 Hwys, Streets, & Roads		\$28.72	\$28.72	\$0.00	-\$28.72	0.00%
Dept 43121 Paved Streets						
PAVSTRTS	E 100-43121-224 Street Maint Materials	\$12,031.00	\$35,189.42	\$50,000.00	\$14,810.58	70.38%
Dept 43121 Paved Streets		\$12,031.00	\$35,189.42	\$50,000.00	\$14,810.58	70.38%
Dept 43122 Unpaved Streets						
UNPAVSTS	E 100-43122-224 Street Maint Materials	\$812.50	\$9,929.18	\$10,000.00	\$70.82	99.29%
Dept 43122 Unpaved Streets		\$812.50	\$9,929.18	\$10,000.00	\$70.82	99.29%

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Dept Abbrev	Account Descr	October 2016 Amt	2016 YTD Amt	2016 YTD Budget	2016 YTD Balance	%YTD Budget
Dept 43125	Ice & Snow Removal					
	SNOWREMO E 100-43125-224 Street Maint Materials	\$0.00	\$0.00	\$15,000.00	\$15,000.00	0.00%
Dept 43125	Ice & Snow Removal	\$0.00	\$0.00	\$15,000.00	\$15,000.00	0.00%
Dept 43160	Street Lighting					
	STLGHTG E 100-43160-381 Electric Utilities	\$2,160.23	\$19,130.89	\$27,000.00	\$7,869.11	70.86%
Dept 43160	Street Lighting	\$2,160.23	\$19,130.89	\$27,000.00	\$7,869.11	70.86%
Dept 43240	Waste (refuse) Disposal					
	REFDISPO E 100-43240-384 Refuse/Garbage Dispos	\$0.00	\$2,073.20	\$2,000.00	-\$73.20	103.66%
Dept 43240	Waste (refuse) Disposal	\$0.00	\$2,073.20	\$2,000.00	-\$73.20	103.66%
Dept 43245	Recycling: Refuse					
	RECYCLING E 100-43245-384 Refuse/Garbage Dispos	\$3,756.86	\$28,191.51	\$35,000.00	\$6,808.49	80.55%
Dept 43245	Recycling: Refuse	\$3,756.86	\$28,191.51	\$35,000.00	\$6,808.49	80.55%
Dept 45186	Senior Center					
	SRCENTER E 100-45186-437 Other Miscellaneous	\$1,945.91	\$5,070.56	\$8,000.00	\$2,929.44	63.38%
Dept 45186	Senior Center	\$1,945.91	\$5,070.56	\$8,000.00	\$2,929.44	63.38%
Dept 45200	Parks (GENERAL)					
	PARKS E 100-45200-212 Motor Fuels	\$208.28	\$1,169.97	\$3,000.00	\$1,830.03	39.00%
	PARKS E 100-45200-220 Repair/Maint Supply (G	\$0.00	\$2,516.26	\$6,000.00	\$3,483.74	41.94%
	PARKS E 100-45200-225 Landscaping Materials	\$1,751.00	\$4,115.88	\$7,000.00	\$2,884.12	58.80%
	PARKS E 100-45200-310 Other Professional Serv	\$0.00	\$0.00	\$6,800.00	\$6,800.00	0.00%
	PARKS E 100-45200-381 Electric Utilities	\$156.25	\$1,451.74	\$2,000.00	\$548.26	72.59%
	PARKS E 100-45200-400 Repairs & Maint Cont (\$411.83	\$1,538.43	\$3,000.00	\$1,461.57	51.28%
	PARKS E 100-45200-440 Programs	\$0.00	\$2,216.47	\$1,000.00	-\$1,216.47	221.65%
	PARKS E 100-45200-580 Other Equipment	\$380.00	\$6,515.74	\$7,000.00	\$484.26	93.08%
Dept 45200	Parks (GENERAL)	\$2,907.36	\$19,524.49	\$35,800.00	\$16,275.51	54.54%
Dept 45500	Libraries (GENERAL)					
	LIBRARY E 100-45500-437 Other Miscellaneous	\$857.03	\$9,571.09	\$10,500.00	\$928.91	91.15%
Dept 45500	Libraries (GENERAL)	\$857.03	\$9,571.09	\$10,500.00	\$928.91	91.15%
Dept 48205	Damage Deposit Refunds					
	DMGDEPRF E 100-48205-810 Refunds & Reimburse	\$100.00	\$3,516.25	\$9,000.00	\$5,483.75	39.07%
Dept 48205	Damage Deposit Refunds	\$100.00	\$3,516.25	\$9,000.00	\$5,483.75	39.07%
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	\$250.00	\$1,000.00	\$750.00	25.00%
Dept 49800	Transit (GENERAL)	\$0.00	\$250.00	\$1,000.00	\$750.00	25.00%
Fund 100	GENERAL FUND	\$131,713.57	\$925,140.58	\$1,309,122.55	\$383,981.97	70.67%

Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	October 2016 Amt	2016 YTD Amt	2016 YTD Budget	2016 YTD Balance	%YTD Budget
		\$131,713.57	\$925,140.58	\$1,309,122.55	\$383,981.97	70.67%

City of Hanover

MS4 Program

Prepared by WSB & Associates



Program Overview

- MS4 Overview
- Education Program
- Ordinance Updates
- Erosion Control and Stormwater Review Procedures
- Stormwater System Mapping
- Long-Term Operation and Maintenance
- Municipal Good Housekeeping



MS4 Permit Requires

- Reduction of pollutants discharged in stormwater to the maximum extent practicable.



Wyoming's MS4 is...

- The stormwater conveyance system owned by the City that discharges to waters of the state and includes:
 - Storm sewer
 - Stormwater treatment systems
 - Lakes, Wetlands, Ponds



1. Public education and outreach
2. Public participation and involvement
3. Illicit discharge detection and elimination
4. Construction site stormwater runoff control
5. Post-construction stormwater management
6. Pollution prevention and good housekeeping for municipal operations

- **SWPPP** – Stands for Stormwater Pollution Prevention Program.
- Complete revisions to SWPPP to be in compliance with the new permit.
- **Organization Chart** – This chart will identify what departments are responsible for specific BMP activities
- **ERPs** – Establish Enforcement Response Procedures to compel with IDDE, construction erosion and sediment control, and post-construction stormwater management (**Drafts Completed**)
- **Identify Partnerships** – Written agreements with other regulated MS4s or local watersheds if any?

- **Mapping and Inventory** – Update the pond, wetland, and lake inventory maps on GIS.
- **Record Keeping** – Develop a mechanism to track activities being completed by Hanover (educational activities, complaints, plan reviews, inspections, etc.)

- **Prioritize Education Activities Within the City of Hanover**
 - Focus on the impact of storm water discharges on streams, rivers, and wetlands, and the steps that the public can take to reduce pollutants in storm water runoff
 - Collaborate with Wright County SWCD or Crow River Watershed District for help in distribution of educational materials
- **IDDE** – Educate the public on illicit discharge
 - Handouts, surveys, webpage, billing inserts, advertisement on local cable channels, etc.
- **Documentation** of specific MCM 1 information

- **Annual Meeting** – One opportunity annually for public input and participation.
 - Provide public notice of meeting to provide input on the SWPPP
 - Document any feedback received on SWPPP
- **Documentation** of specific MCM 2 information

- **ERPs** – Enforcement Response Procedures to compel compliance with illicit discharge detection and elimination
- **Ordinances** – Updates to comply with the new permit coverage
- **Written Procedures** – Develop written procedures for conducting on-going inspections and for responding to illicit discharges, spill response, and priority areas

- **Training** – Complete training of all field staff in recognition of illicit discharges
 - May be beneficial to complete the training in the early part of Summer when all seasonal staff members are present
- **Inspections** – Annually inspect a minimum of 20% of all catch basins for dry weather flows each year during the 5 year permit coverage (100% by the end) Inspection of 100% of stormwater outfalls to lakes and streams and stormwater pollution control devices annually is required.
- **Documentation** of specific MCM 3 information
 - Are you tracking illicit discharges discovered by staff or reported by the public?
 - Record of training opportunity and attendance?
 - Record of and changes to BMPs in this category?

- **ERPs** – Enforcement Response Procedures to compel compliance with construction site stormwater runoff control
- **Ordinances** – Updates to comply with the new permit coverage
- **Written Procedures** – Development of standard operating procedures for site inspections to determine compliance
 - Priority sites
 - Inspection frequency
 - Check-lists and inspection forms

- **Public Input** – Develop standard operating procedures for receiving public input on active construction sites
- **Documentation** of specific MCM 4 information
 - Are you tracking the number of verbal warnings, notice of violations, administrative orders, stop-work orders, etc.
 - ESC inspections and regularity.
 - Are new active construction sites greater than one acre being tracked?

- **ERPs** – Develop Enforcement Response Procedures to compel compliance with post-construction stormwater management mitigation.
- **Ordinances** – Updates to comply with the new permit coverage
 - New development no net increase in volume, TSS, TP from pre-project conditions
 - Redevelopment net reduction of volume, TSS, and TP from pre-project conditions
 - Mitigation provisions
 - Long-term maintenance of structural stormwater BMPs

- **Written Procedures** – Develop written procedures for documentation of post-construction stormwater management mitigation
- **Long-term Maintenance** – Develop post construction regulatory mechanisms to allow Shorewood to conduct inspections, perform maintenance, and assess costs to maintain structural stormwater BMPs constructed after the permit is in effect
- **Documentation** of specific MCM 5 information
 - Tracking inspections of stormwater treatment systems
 - Tracking proper long-term O & M of permanent stormwater treatment BMPs and any changes.

- **Facilities Inventory** – Complete an inventory of city owned and operated facilities that contribute pollutants to stormwater
 - Map, spreadsheets, BMPs
- **Written Procedures** – Develop standard operating procedures and a schedule for evaluating the TSS and TP treatment

- **Inspections** – Complete quarterly inspections for:
 - Structural Stormwater BMPs (annually)
 - Outfalls (once per 5 year permit term)
 - Ponds (once per 5 year permit term)
 - Stockpiles and Material Handling Areas (quarterly)
- **Training** – Develop and implement a stormwater management training program to commensurate with employee's job duties
- Documentation of specific MCM 6 information

- Finalize the ERPs (Enforcement Response Procedures) for each required MCM
- Finalize the SOPs (Standard Operation Procedures) for each MCM
- Review the SWPPP
- Review ordinances and revise to comply with the new permit
- Identify potential partnerships
- Develop and go over training with the city staff
- The city staff will be in charge of inspections once WSB has provided the proper documents and forms.
- Complete the Annual Report by June 30th, 2017



Thank You!





Minnesota Pollution Control Agency
 520 Lafayette Road North
 St. Paul, MN 55155-4194

Part 2 Application for MS4 General Stormwater Permit

Authorization to discharge stormwater associated with small Municipal Separate Storm Sewer Systems (MS4)

Stormwater Pollution Prevention Program (SWPPP) Document

Doc Type: Permit Application

Instructions: Submitting this application confirms your intent to receive authorization to discharge stormwater under the National Pollutant Discharge Elimination System/State Disposal System (NPDES/SDS) MS4 General Stormwater Permit (MNR40000).

Submittal: This MS4 SWPPP Application for Authorization form must be submitted electronically via email to the MPCA at ms4permitprogram.pca@state.mn.us from the person that is duly authorized to certify this form. All questions with an asterisk (*) are required fields. All applications will be returned if required fields are not completed.

Questions: Contact Rachel Stangl at 651-757-2879 or rachel.stangl@state.mn.us, Cole Landgraf at 651-757-2880 or cole.landgraf@state.mn.us, or call toll-free at 800-657-3864.

General Contact Information (*Required fields)

MS4 Owner (with ownership or operational responsibility, or control of the MS4)

*MS4 permittee name: City of Hanover *County: Wright
 (City, county, municipality, government agency or other entity)

*Mailing address: 11250 5th Street NE

*City: Hanover *State: MN *Zip code: 55341

*Phone (including area code): 763-497-3777 *Email: jmessner@wsbeng.com

MS4 General contact (with Stormwater Pollution Prevention Program [SWPPP] implementation responsibility)

*Last name: Messner *First name: Justin
 (Department head, MS4 coordinator, consultant, etc.)

*Title: City Engineer

*Mailing address: 701 Xenia Ave S, Suite 300

*City: Golden Valley *State: MN *Zip code: 55416

*Phone (including area code): 651-286-8465 *Email: jmessner@wsbeng.com

Preparer information (complete if SWPPP application is prepared by a party other than MS4 General contact)

Last name: Johnson First name: Paul
 (Department head, MS4 coordinator, consultant, etc.)

Title: Environmental Compliance Specialist Organization: WSB & Associates, Inc.

Mailing address: 701 Xenia Ave S, Suite 300

City: Golden Valley State: MN Zip code: 55416

Phone (including area code): 763-762-2854 Email: pjohnson@wsbeng.com

Verification

- I seek to discharge stormwater associated with a small MS4 after the effective date of this Permit, and will submit this MS4 SWPPP Application for Authorization form, in accordance with the schedule in Appendix A, Table 3, and completed in accordance with the Permit (Part II.D.). Yes
- I have read and understand the NPDES/SDS MS4 General Permit and certify that we intend to comply with all requirements of the Permit. Yes

Certification (All fields are required)

- Yes - I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to ensure that qualified personnel properly gathered and evaluated the information submitted.

I certify that based on my inquiry of the person, or persons, who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete.

I am aware that there are significant penalties for submitting false information, including the possibility of civil and criminal penalties.

This certification is required by Minn. Stat. §§ 7001.0070 and 7001.0540. The authorized person with overall, MS4 legal responsibility must certify the application (principal executive officer or a ranking elected official).

By typing my name below, I certify the above statements to be true and correct, to the best of my knowledge, and that this information can be used for the purpose of processing my application.

Name: _____
(This document has been electronically signed)

Title: _____ Date (mm/dd/yyyy): _____

Mailing address: _____

City: _____ State: _____ Zip code: _____

Phone (including area code): _____ Email: _____

Note: The application will not be processed without certification.

Stormwater Pollution Prevention Program Document

I. Partnerships: (Part II.D.1)

- A. List the **regulated small MS4(s)** with which you have *established* a partnership in order to satisfy one or more requirements of this Permit. Indicate which Minimum Control Measure (MCM) requirements or other program components that each partnership helps to accomplish (List all that apply). Check the box below if you currently have no established partnerships with other regulated MS4s.

No partnerships with regulated small MS4s

If you have more than five partnerships, use the tab key after the last line to generate a new row.

Name and description of partnership	MCM/Other permit requirements involved
Wright County SWCD	Educational Outreach, water resources
WSB & Associates, Inc.	Surface Water Management Plan, Educational Outreach, Construction site stormwater runoff control, Training, Post Construction Site Management

- B. If you have additional information that you would like to communicate about your partnerships with other regulated small MS4(s), provide it in the space below, or include an attachment to the SWPPP Document.

II. Description of Regulatory Mechanisms: (Part II.D.2)

A. Illicit discharges

For guidance refer to the U.S. Environmental Protection Agency's (EPA) [Model Illicit Discharge and Connection Ordinance](http://water.epa.gov/polwaste/npdes/swbmp/Illicit-Discharge-Detection-and-Elimination.cfm) (found on EPA website at <http://water.epa.gov/polwaste/npdes/swbmp/Illicit-Discharge-Detection-and-Elimination.cfm>).

1. Do you have a regulatory mechanism(s) that effectively prohibits non-stormwater discharges into your small MS4, except those non-stormwater discharges authorized under the Permit (Part III.D.3.b.)? Yes No

a. If **yes**:

- 1) Check which *type* of regulatory mechanism(s) your organization has (check all that apply):

- Ordinance Contract language
 Policy/Standards Permits
 Rules
 Other, explain: _____

- 2) Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form. Additionally, if your regulatory mechanism is an ordinance or a rule, provide a citation.

Citation:

Direct link:

Check here if attaching an electronic copy of your regulatory mechanism.

b. If **no**:

Describe the tasks and corresponding schedules that will be taken to ensure that, within **12 months** of the date permit coverage is extended, this permit requirement is met.

The City of Hanover does have an Illicit Discharge Ordinance that includes provisions that address

components of the IDDE requirements; however do not have a comprehensive regulatory IDDE ordinance. Within 12 months of coverage being the City will evaluate their existing ordinances and adopt a comprehensive IDDE ordinance.

B. Construction site stormwater runoff control

1. Do you have a regulatory mechanism(s) that establishes requirements for erosion and sediment controls and waste controls? Yes No

a. If **yes**:

- 1) Check which *type* of regulatory mechanism(s) your organization has (check all that apply):

- Ordinance Contract language
 Policy/Standards Permits
 Rules
 Other, explain: Surface Water Management Plan, Contract Language associated with SWPPP and NPDES Permit, New Construction Plan, Building Permits.

- 2) Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form. Additionally, if your regulatory mechanism is an ordinance or a rule, provide a citation:

Citation:

Violation of Sec. 9.35 Stormwater and Urban Runoff Pollution Control

Direct link:

http://www.hanovermn.org/vertical/sites/%7B16C6D2AE-89FC-4A97-9E92-3449C8A9165C%7D/uploads/2015_Chapter_9_-_Water_Sanitary_Sewer_and_Storm_Water_-_web_version.pdf

- Check here if attaching an electronic copy of your regulatory mechanism.

2. Answer **yes** or **no** to indicate whether your regulatory mechanism(s) requires owners and operators of construction activity to develop site plans that incorporate the following erosion and sediment controls and waste controls that is **at least as stringent** as the Agency's general permit to [Discharge Stormwater Associated with Construction Activity \(CSW Permit\) No.MN R100001](#) (Part III.D.4.a.(1)-(8)) (Document can be found on the MPCA website at <http://www.pca.state.mn.us/wfhy5b>):

Refer to [Satisfying Regulatory Mechanism Requirements for Construction Site Stormwater Runoff Control in Municipal Stormwater Permits](#) for elaboration on each of the eight permit requirements in Part III.D.4.a.(1)-(8). (Document can be found on the MPCA website at <http://www.pca.state.mn.us/sbiza7c>)

Note: Your regulatory mechanism may already contain some elements of these items, but it **must be at least** as stringent as the CSW Permit to check **yes**.

- a. Best Management Practices (BMPs) to minimize erosion. Yes No
- b. BMPs to minimize the discharge of sediment and other pollutants. Yes No
- c. BMPs for dewatering activities. Yes No
- d. Site inspections and records of rainfall events. Yes No
- e. BMP maintenance. Yes No
- f. Management of solid and hazardous wastes on each project site. Yes No
- g. Final stabilization upon the completion of construction activity, including the use of perennial vegetative cover on all exposed soils or other equivalent means. Yes No
- h. Criteria for the use of temporary sediment basins. Yes No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to ensure that, within **six months** of the date permit coverage is extended, these permit requirements are met:

The City of Hanover will revise Chapter 9 of their Zoning Code within 12 months of permit coverage being extended to include items that are missing from existing ordinance.

C. Post-construction stormwater management

1. Do you have a regulatory mechanism(s) to address post-construction stormwater management activities? Yes No

a. If **yes**:

- 1) Check which *type* of regulatory mechanism(s) your organization has (check all that apply):
- Ordinance Contract language
 Policy/Standards Permits
 Rules
 Other, explain: Project Performance Standards and Completion Bond, Water Resources Guidance Document, Wright County Comprehensive Water Management Plan

- 2) Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form. Additionally, if your regulatory mechanism is an ordinance or a rule, provide a citation:

Citation:

Violation of Sect. 9.32 Performance Standards, and or Sect. 9.35 Stormwater and Urban Runoff Control

Direct link:

http://www.hanovermn.org/vertical/sites/%7B16C6D2AE-89FC-4A97-9E92-3449C8A9165C%7D/uploads/2015_Chapter_9_-_Water_Sanitary_Sewer_and_Storm_Water_-_web_version.pdf

Check here if attaching an electronic copy of your regulatory mechanism.

2. Answer **yes** or **no** below to indicate whether you have a regulatory mechanism(s) in place that meets the following requirements as described in the Permit (Part III.D.5.a.):

Refer to the [Technical Support Document for the Post-Construction Stormwater Management Conditions in the General Stormwater Permit \(MNR040000\) for Small Municipal Separate Storm Sewer Systems](#) for elaboration on each of the five permit requirements in Part III.D.5.a.(1)-(5) (Document can be found on the MPCA website at <http://www.pca.state.mn.us/sbiza7c>).

Note: Your regulatory mechanism may already contain these items, but it **must be at least** as stringent as Permit requirements (Part III.D.5.a.(1)-(5)) to check **yes**.

- a. **Site plan review:** Requires that owners and/or operators of construction activity submit site plans with post-construction stormwater management BMPs to the permittee for review and approval, prior to start of construction activity. Yes No
- b. **Conditions for post construction stormwater management:** Requires the use of any combination of BMPs, with highest preference given to Green Infrastructure techniques and practices (e.g., infiltration, evapotranspiration, reuse/harvesting, conservation design, urban forestry, green roofs, etc.), necessary to meet the following conditions on the site of a construction activity to the Maximum Extent Practicable (MEP):
- 1) For new development projects – no net increase from pre-project conditions (on an annual average basis) of: Yes No
- a) Stormwater discharge volume, unless precluded by the stormwater management limitations in the Permit (Part III.D.5.a(3)(a)).
- b) Stormwater discharges of Total Suspended Solids (TSS).
- c) Stormwater discharges of Total Phosphorus (TP).
- 2) For redevelopment projects – a net reduction from pre-project conditions (on an annual average basis) of: Yes No
- a) Stormwater discharge volume, unless precluded by the stormwater management limitations in the Permit (Part III.D.5.a(3)(a)).
- b) Stormwater discharges of TSS.
- c) Stormwater discharges of TP.
- c. **Stormwater management limitations and exceptions:**
- 1) Limitations Yes No
- a) Prohibit the use of infiltration techniques to achieve the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)) when the infiltration structural stormwater BMP will receive discharges from, or be constructed in areas: Yes No
- i. Where industrial facilities are not authorized to infiltrate industrial stormwater under an NPDES/SDS Industrial Stormwater Permit issued by the MPCA.
- ii. Where vehicle fueling and maintenance occur.
- iii. With less than three (3) feet of separation distance from the bottom of the infiltration system to the elevation of the seasonally saturated soils or the top of bedrock.
- iv. Where high levels of contaminants in soil or groundwater will be mobilized by the infiltrating stormwater.

- b) Restrict the use of infiltration techniques to achieve the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)), without higher engineering review, sufficient to provide a functioning treatment system and prevent adverse impacts to groundwater, when the infiltration device will be constructed in areas: Yes No
- i. With predominately Hydrologic Soil Group D (clay) soils.
 - ii. Within 1,000 feet up-gradient, or 100 feet down-gradient of active karst features.
 - iii. Within a Drinking Water Supply Management Area (DWSMA) as defined in Minn. R. 4720.5100, subp. 13.
 - iv. Where soil infiltration rates are more than 8.3 inches per hour.
- c) For linear projects where the lack of right-of-way precludes the installation of volume control practices that meet the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)), the permittee's regulatory mechanism(s) may allow exceptions as described in the Permit (Part III.D.5.a(3)(b)). The permittee's regulatory mechanism(s) shall ensure that a reasonable attempt be made to obtain right-of-way during the project planning process. Yes No
- d. **Mitigation provisions:** The permittee's regulatory mechanism(s) shall ensure that any stormwater discharges of TSS and/or TP not addressed on the site of the original construction activity are addressed through mitigation and, at a minimum, shall ensure the following requirements are met:
- 1) Mitigation project areas are selected in the following order of preference: Yes No
 - a) Locations that yield benefits to the same receiving water that receives runoff from the original construction activity.
 - b) Locations within the same Minnesota Department of Natural Resource (DNR) catchment area as the original construction activity.
 - c) Locations in the next adjacent DNR catchment area up-stream
 - d) Locations anywhere within the permittee's jurisdiction.
 - 2) Mitigation projects must involve the creation of new structural stormwater BMPs or the retrofit of existing structural stormwater BMPs, or the use of a properly designed regional structural stormwater BMP. Yes No
 - 3) Routine maintenance of structural stormwater BMPs already required by this permit cannot be used to meet mitigation requirements of this part. Yes No
 - 4) Mitigation projects shall be completed within **24 months** after the start of the original construction activity. Yes No
 - 5) The permittee shall determine, and document, who will be responsible for long-term maintenance on all mitigation projects of this part. Yes No
 - 6) If the permittee receives payment from the owner and/or operator of a construction activity for mitigation purposes in lieu of the owner or operator of that construction activity meeting the conditions for post-construction stormwater management in Part III.D.5.a(2), the permittee shall apply any such payment received to a public stormwater project, and all projects must be in compliance with Part III.D.5.a(4)(a)-(e). Yes No
- e. **Long-term maintenance of structural stormwater BMPs:** The permittee's regulatory mechanism(s) shall provide for the establishment of legal mechanisms between the permittee and owners or operators responsible for the long-term maintenance of structural stormwater BMPs not owned or operated by the permittee, that have been implemented to meet the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)). This only includes structural stormwater BMPs constructed after the effective date of this permit and that are directly connected to the permittee's MS4, and that are in the permittee's jurisdiction. The legal mechanism shall include provisions that, at a minimum:
- 1) Allow the permittee to conduct inspections of structural stormwater BMPs not owned or operated by the permittee, perform necessary maintenance, and assess costs for those structural stormwater BMPs when the permittee determines that the owner and/or operator of that structural stormwater BMP has not conducted maintenance. Yes No
 - 2) Include conditions that are designed to preserve the permittee's right to ensure maintenance responsibility, for structural stormwater BMPs not owned or operated by the permittee, when those responsibilities are legally transferred to another party. Yes No
 - 3) Include conditions that are designed to protect/preserve structural stormwater BMPs and site features that are implemented to comply with the Permit (Part III.D.5.a(2)). If site configurations or structural stormwater BMPs change, causing decreased structural stormwater BMP effectiveness, new or improved structural stormwater BMPs must be Yes No

implemented to ensure the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)) continue to be met.

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to ensure that, within **24 months** of the date permit coverage is extended, these permit requirements are met:

III. Enforcement Response Procedures (ERPs): (Part II.D.3)

- A. Do you have written ERPs that satisfy the requirements of the Permit (Part III.B.) for regulatory mechanisms pertaining to illicit discharge detection and elimination, construction site stormwater runoff control, and post-construction stormwater management? Yes No

If **no**, describe the tasks and corresponding schedules that will be taken to ensure that, within **24 months** of the date permit coverage is extended, these permit requirements are met:

City of Hanover will provide ERPs with 24 months of the date of permit coverage is extended.

IV. Storm Sewer System Map and Inventory: (Part II.D.4.)

A. Storm sewer system map

1. Do you have a storm sewer system map and inventory? Yes No

If **yes**, what format is it in (e.g., CAD, GIS, physical map)?

- b. Answer **yes** or **no** to indicate whether your storm sewer system map addresses the following requirements from the Permit (Part III.C.1.a-d), as listed below:

- a. The permittee's entire small MS4 as a goal, but at a minimum, all pipes 12 inches or greater in diameter, including stormwater flow direction in those pipes. Yes No
- b. Outfalls, including a unique identification (ID) number assigned by the permittee, and an associated geographic coordinate. Yes No
- c. Structural stormwater BMPs that are part of the permittee's small MS4. Yes No
- d. All receiving waters. Yes No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to ensure that, within **24 months** of the date permit coverage is extended, these permit requirements are met:

City of Hanover will develop a storm sewer system map in GIS to include all requirements of Part II.D.4 within 24 months of the date permit coverage is extended.

B. Pond, wetland, and lake inventory

1. Answer **yes** or **no** to indicate whether you have completed the requirements of 2009 Minnesota Session Law, Ch. 172. Sec. 28: with the following inventories, according to the specifications of the Permit (Part III.C.2.a.-b.), including:
- a. All ponds within the permittee's jurisdiction that are constructed and operated for purposes of water quality treatment, stormwater detention, and flood control, and that are used for the collection of stormwater via constructed conveyances. Yes No
- b. All wetlands and lakes, within the permittee's jurisdiction, that collect stormwater via constructed conveyances. Yes No
2. Answer **yes** or **no** to indicate whether you have completed the following information for each feature inventoried.
- a. A unique identification (ID) number assigned by the permittee. Yes No
- b. A geographic coordinate. Yes No
- c. Type of feature (e.g., pond, wetland, or lake). This may be determined by using best professional judgment. Yes No

If you answered **no** to any of the above permit requirements for your Pond, wetland, and lake inventory, describe the tasks and corresponding schedules that will be taken to ensure that, within **24 months** of the date permit coverage is extended, these permit requirements are met:

City of Hanover will complete pond, wetland and lake inventory within 24 months of the date permit coverage is extended.

3. Answer **yes** or **no** to indicate if you are attaching your pond, wetland and lake inventory to the MPCA on the **form provided** on the MPCA website at: <http://www.pca.state.mn.us/ms4>, under the 'Permit' tab, according to the specifications of Permit (Part III.C.2.b.(1)-(3)). Yes No

If you answered **no**, the inventory form must be submitted to the MPCA MS4 Permit Program within **24 months** of the date permit coverage is extended.

V. Minimum Control Measures (MCMs) (Part II.D.5)

A. MCM 1: Public education and outreach

1. The Permit requires that, within **36 months** of the date permit coverage is extended, new permittees develop and implement a public education program to distribute educational materials or equivalent outreach that informs the public of the impact stormwater discharges have on waterbodies and focuses on illicit discharge recognition and reporting, as well as other specifically selected stormwater-related issue(s) of high priority to the permittee during this permit term. Describe your **current** educational program, including **any high-priority topics included**:

Current educational outreach is done through new city improvement projects and news and event posting and the city of Hanover webpage.

2. List the categories of BMPs that address your public education and outreach program, including the distribution of educational materials and a program implementation plan. Use the table for categories of BMPs that you have established and BMPs that you plan to implement over the course of the permit term.
Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA [Measurable Goals Guidance for Phase II Small MS4s](http://water.epa.gov/polwaste/npdes/stormwater/Municipal-Separate-Storm-Sewer-System-MS4-Main-Page.cfm) (found on the EPA website at <http://water.epa.gov/polwaste/npdes/stormwater/Municipal-Separate-Storm-Sewer-System-MS4-Main-Page.cfm>).

If you have more than five categories, use the tab key after the last line to generate a new row.

BMP categories	Measurable goals and timeframes for implementation
Shoreline Restoration Improvements	Encourage shoreline restoration projects to lake owners through local SWCD grant opportunities. Implement on yearly basis.
Raingarden Implementation	Encourage and promote raingarden projects through local SWCD grant to city residents and implement on a yearly basis
Online stormwater survey	Promote public education through online storm sewer survey
Quarterly news articles	Promote Public education through quarterly news articles
City Website	The City will include information on their website to raise awareness of stormwater related issues by providing information on high priority stormwater pollution prevention topics
Pet Waste Management	Encourage residents to properly management yard waste
Coordination of Education Program	The Cit will collaborate and coordinate the development and implementation of the City's educational activities schedule with the Wright Soil and Water Conservation District and Crow River Watershed District

3. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Public Works Director

B. MCM 2: Public participation and involvement

1. The Permit (Part III.D.2.a.) requires that, within **36 months** of the date permit coverage is extended, new permittees develop and implement a public participation/involvement program to solicit public input on the SWPPP. Describe your current program:

The City of Hanover will solicit public input via offering public participation thru the annual SWPPP meeting, staff training program, stormwater public survey, quarterly news letters, raingarden projects, capital improvement projects, lakeshore restoration projects and working with local SWCD, and WSB & Associates.

2. List the categories of BMPs that address your public participation and involvement program, including the distribution of educational materials and a program implementation plan. Use the table for categories of BMPs that you have established and BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's [Measurable Goals Guidance for Phase II Small MS4s](http://water.epa.gov/polwaste/npdes/stormwater/Municipal-Separate-Storm-Sewer-System-MS4-Main-Page.cfm) (Document can be found on the EPA website at <http://water.epa.gov/polwaste/npdes/stormwater/Municipal-Separate-Storm-Sewer-System-MS4-Main-Page.cfm>).

If you have more than five categories, use the tab key after the last line to generate a new row.

BMP categories	Measurable goals and timeframes for implementation
Staff Training	Provide Stormwater Awareness training to Staff and implement on yearly basis.
Stormwater Public Survey	Provide public stormwater survey on city website, implemented on year round basis.
Annual MS4 Public Meeting	Provide MS4 Public Meeting for public input to SWPPP on yearly basis.
Quarterly news letters	Provide quarterly new letters to public thru utility billing inserts.
Consider Public Input	The City will conduct a public meeting and host a stormwater web page on the City's Stormwater Pollution Prevention Program; solicit public opinion on the plan, and consider written and oral input into the SWPPP. Responses will be documented within the record of decision and submitted in conjunction with the annual report to the MPCA.

3. Do you have a process for receiving and documenting citizen input? Yes No

If you answered **no** to the above permit requirement, describe the tasks and corresponding schedules that will be taken to ensure that, within **36 months** of the date permit coverage is extended, this permit requirement is met:

The City of Hanover will document citizen input via email and or spreadsheet form.

4. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Public Works Director

C. MCM 3: Illicit discharge detection and elimination

1. The Permit (Part III.D.3.) requires that, within **36 months** of the date permit coverage is extended, new permittees develop, implement, and enforce a program to detect and eliminate illicit discharges into the small MS4. Describe your current program:

Current Illicit discharge detection and elimination is done via several areas. One is via complaint basis. Two is thru yearly inspections, and three is via street reconstruction and utility projects where illegal hookups are most often identified.

2. Does your Illicit Discharge Detection and Elimination Program meet the following requirements, as found in the Permit (Part III.D.3.c.-g.)?

- a. Incorporation of illicit discharge detection into all inspection and maintenance activities conducted under the Permit (Part III.D.6.e.-f.) Where feasible, illicit discharge inspections shall be conducted during dry-weather conditions (e.g., periods of 72 or more hours of no precipitation). Yes No
- b. Detecting and tracking the source of illicit discharges using visual inspections. The permittee may also include use of mobile cameras, collecting and analyzing water samples, and/or other detailed procedures that may be effective investigative tools. Yes No
- c. Training of all field staff, in accordance with the requirements of the Permit (Part III.D.6.g.(2)), in illicit discharge recognition (including conditions which could cause illicit discharges), and reporting illicit discharges for further investigation. Yes No

- d. Identification of priority areas likely to have illicit discharges, including at a minimum, evaluating land use associated with business/industrial activities, areas where illicit discharges have been identified in the past, and areas with storage of large quantities of significant materials that could result in an illicit discharge. Yes No
- e. Procedures for the timely response to known, suspected, and reported illicit discharges. Yes No
- f. Procedures for investigating, locating, and eliminating the source of illicit discharges. Yes No
- g. Procedures for responding to spills, including emergency response procedures to prevent spills from entering the small MS4. The procedures shall also include the immediate notification of the Minnesota Department of Public Safety Duty Officer, if the source of the illicit discharge is a spill or leak as defined in Minn. Stat. § 115.061. Yes No
- h. When the source of the illicit discharge is found, ERPs are used as required by the Permit (Part III.B.) to eliminate the illicit discharge and require any needed corrective action(s). Yes No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to ensure that, within **36 months** of the date permit coverage is extended, these permit requirements are met:

City of Hanover will develop and incorporate an Illicit discharge detection and eliminatin program within 36 months of the date permit coverage is extended.

3. List the categories of BMPs that address your illicit discharge detection and elimination program, including the distribution of educational materials and a program implementation plan. Use the table for categories of BMPs that you have established and BMPs that you plan to implement over the course of the permit term.
- Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's [Measurable Goals Guidance for Phase II Small MS4s](http://water.epa.gov/polwaste/npdes/stormwater/Municipal-Separate-Storm-Sewer-System-MS4-Main-Page.cfm) (found on EPA website at <http://water.epa.gov/polwaste/npdes/stormwater/Municipal-Separate-Storm-Sewer-System-MS4-Main-Page.cfm>). **If you have more than five categories**, use the tab key after the last line to generate a new row.

BMP categories	Measurable goals and timeframes for implementation
Online Illicit Discharge Education	Provide info on illicit discharge on City webpage on yearly basis.
Staff Training	Provide staff training on a yearly basis
Storm Sewer System Mapping	The City will annually update the GIS Storm Sewer map to include changes to the storm sewer system throughout the City, including but not limited to, new development, street improvements, water quality projects, wetland mitigation projects, and any changes to the storage or conveyance of stormwater within the City

4. Do you have procedures for record-keeping within your illicit discharge detection and elimination (IDDE) program as specified within the Permit (Part III.D.3.h.)? Yes No

If you answered **no**, indicate how you will develop procedures for record-keeping of your illicit discharge, detection and elimination Program, within **36 months** of the date permit coverage is extended:

City of Hanover will establish procedures for record-keeping of illicit discharge detection and elimination program with 36 months of the date permit coverage is extended.

5. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

City Administrator

D. MCM 4: Construction site stormwater runoff control

1. The Permit (Part III.D.4) requires that, within **six months** of the date permit coverage is extended, new permittees develop, implement, and enforce, a construction site stormwater runoff control program that reduces pollutants in stormwater runoff to the small MS4 from construction activity with a land disturbance of greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale, that occurs within the permittee's jurisdiction. Describe your current program:

Currently, the City of Wyoming Program is implemented via City Code, Contract Language, Surface Water Management Plan, Comfort Lake, Forest Lake Watershed, SWPPP Design, Erosion Control Plan, Building Permits, and Project Specification Standards that address construction site stormwater runoff control.

2. Does your program address the following BMPs for construction stormwater erosion and sediment control as required in the Permit (Part III.D.4.b.):

- a. Have you established written procedures for site plan reviews that you conduct prior to the start of construction activity? Yes No
- b. Does the site plan review procedure include notification to owners and operators proposing construction activity that they need to apply for and obtain coverage under the MPCA's general permit to Discharge Stormwater Associated with Construction Activity No. MN R100001? Yes No
- c. Does your program include written procedures for receipt and consideration of reports of noncompliance or other stormwater related information on construction activity submitted by the public to the permittee? Yes No
- d. Have you included written procedures for the following aspects of site inspections to determine compliance with your regulatory mechanism(s):
 - 1) Does your program include procedures for identifying priority sites for inspection? Yes No
 - 2) Does your program identify a frequency at which you will conduct construction site inspections? Yes No
 - 3) Does your program identify the names of individual(s) or position titles of those responsible for conducting construction site inspections? Yes No
 - 4) Does your program include a checklist or other written means to document construction site inspections when determining compliance? Yes No
- e. Does your program document and retain construction project name, location, total acreage to be disturbed, and owner/operator information? Yes No
- f. Does your program document stormwater-related comments and/or supporting information used to determine project approval or denial? Yes No
- g. Does your program retain construction site inspection checklists or other written materials used to document site inspections? Yes No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to ensure that, within **six months** of the date permit coverage is extended, these permit requirements are met.

The City of Wyoming will provide standard operating procedures for construction site stormwater runoff control that meet the requirements of Part III.D.4.b. of the permit within 6 months of the date permit coverage is extended.

3. List the categories of BMPs that address your construction site stormwater runoff control program, including the distribution of educational materials and a program implementation plan. Use the table for categories of BMPs that you have established and BMPs that you plan to implement over the course of the permit term. Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's [Measurable Goals Guidance for Phase II Small MS4s](http://water.epa.gov/polwaste/npdes/stormwater/Municipal-Separate-Storm-Sewer-System-MS4-Main-Page.cfm) (found on EPA website at <http://water.epa.gov/polwaste/npdes/stormwater/Municipal-Separate-Storm-Sewer-System-MS4-Main-Page.cfm>). **If you have more than five categories**, use the tab key after the last line to generate a new row.

BMP categories	Measurable goals and timeframes for implementation
ESC Inspection Forms	Provide ESC inspection forms for construction sites and implement January 2017
Review Checklist for Construction Plans	Provide review checklist and implement January 2017
Compliant Forms	Establish complaint forms and implement January 2017

4. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

City Administrator

E. MCM 5: Post-construction stormwater management

1. The Permit (Part III.D.5.) requires that, within **24 months** of the date permit coverage is extended, new permittees develop, implement, and enforce, a post-construction stormwater management program that prevents or reduces water pollution after construction activity is completed, related to new development and redevelopment projects with land disturbance of greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale, within the permittee's jurisdiction and that discharge to the permittee's small MS4. Describe your current program:

Currently, this program is implemented through City Code, Contract Agreement, Project Performance Standards,

NPDES Permit (NOT) and Performance Bonds that extend the warranty of the project.

2. Have you established written procedures for site plan reviews that you will conduct prior to the start of construction activity? Yes No
3. Answer **yes** or **no** to indicate whether you currently document the following, as required by the Permit (Part III.D.5.c.):
 - a. Any supporting documentation that you use to determine compliance with the Permit (Part III.D.5.a), including the project name, location, owner and operator of the construction activity, any checklists used for conducting site plan reviews, and any calculations used to determine compliance? Yes No
 - b. All supporting documentation associated with mitigation projects that you authorize? Yes No
 - c. Payments received and used in accordance with Permit (Part III.D.5.a.(4)(f))? Yes No
 - d. All legal mechanisms drafted in accordance with the Permit (Part III.D.5.a.(5)), including date(s) of the agreement(s) and names of all responsible parties involved? Yes No

If you answered **no** to any of the above permit requirements, describe the steps that will be taken to ensure that, within **24 months** of the date permit coverage is extended, these permit requirements are met.

4. List the categories of BMPs that address your post-construction stormwater management program, including the distribution of educational materials and a program implementation plan. Use the table for categories of BMPs that you have established and BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's [Measurable Goals Guidance for Phase II Small MS4s](http://water.epa.gov/polwaste/npdes/stormwater/Municipal-Separate-Storm-Sewer-System-MS4-Main-Page.cfm) (found on EPA website at <http://water.epa.gov/polwaste/npdes/stormwater/Municipal-Separate-Storm-Sewer-System-MS4-Main-Page.cfm>).

If you have more than five categories, use the tab key after the last line to generate a new row.

BMP categories	Measurable goals and timeframes for implementation
Contract Agreement	Implemented at start of project
City Code	City Code in place, implemented as needed
NPDES Permit (NOT)	Signature and Submittal of NPDES Permit (NOT) at completion of project.
Performance Bonds	Implemented at start and completed at satisfaction of job completion only within performance timeframe.
Project Specification Standards	Implemented and enforced upon inspections as needed or required.

5. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

City Administrator

F. MCM 6: Pollution prevention/good housekeeping for municipal operations

1. The Permit (Part III.D.6.) requires that, within **36 months** of the date permit coverage is extended, new permittees develop and implement an operations and maintenance program that prevents or reduces the discharge of pollutants from the permittee owned/operated facilities and operations to the small MS4. Describe your current program:
Daily monitoring thru work staff at public work facilities. No current inspection program is currently in place.
2. Do you have a facilities inventory of permittee owned/operated facilities, as outlined in the Permit (Part III.D.6.a.), that contribute pollutants to stormwater discharges, which may include, but is not limited to: composting, equipment storage and maintenance, hazardous waste disposal, hazardous waste handling and transfer, landfills, solid waste handling and transfer, parks, pesticide storage, public parking lots, public golf courses, public swimming pools, public work yards, recycling, salt storage, vehicle storage and maintenance yards, and materials storage yards? Yes No

If **no**, describe the tasks and corresponding schedules that will be taken to ensure that, within **36 months** of the date permit coverage is extended, this permit requirement is met:

The City of Hanover will develop an operations and maintenance program that prevents and reduces the discharge of pollutants from permittee owned/operated facilities within 36 months of the date permit coverage is extended.

3. List the categories of BMPs that address your pollution prevention/good housekeeping for municipal operations program, including the distribution of educational materials and a program implementation plan. Use the table for categories of BMPs that you have established and BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. For an explanation of measurable goals, refer to the EPA's [Measurable Goals Guidance for Phase II Small MS4s](http://www.epa.gov/polwaste/npdes/stormwater/Municipal-Separate-Storm-Sewer-System-MS4-Main-Page.cfm) (found on EPA website at <http://www.epa.gov/polwaste/npdes/stormwater/Municipal-Separate-Storm-Sewer-System-MS4-Main-Page.cfm>).

If you have more than five categories, use the tab key after the last line to generate a new row.

BMP categories	Measurable goals and timeframes for implementation
Facility inspections	Provide Facility inspections bi-monthly
Material Storage	Upgrade and establish better material storage within one year.
Secondary Containment	Establish secondary containment where needed, ASAP.
Stormwater Pretreatment Devices	Establish within 4 years

5. Does discharge from your MS4 affect a Source Water Protection Area (Permit Part III.D.6.c.)? Yes No

a. If **no**, continue to 6.

b. If **yes**,

- 1) The Minnesota Department of Health (MDH) is in the process of mapping the following items. Maps are available at MDH website at: <http://www.health.state.mn.us/divs/eh/water/swp/maps/index.htm>. Is a map including the following items available for your MS4:

- i. Wells and source waters for drinking water supply management areas identified as vulnerable under Minn. R. 4720.5205, 4720.5210, and 4720.5330? Yes No
- ii. Source water protection areas for surface intakes identified in the source water assessments conducted by or for the Minnesota Department of Health under the federal Safe Drinking Water Act, U.S.C. §§ 300j – 13? Yes No

- 2) Have you developed and implemented BMPs to protect any of the above drinking water sources? Yes No

If **no**, describe the tasks and corresponding schedules that will be taken to ensure that, within **36 months** of the date permit coverage is extended, this permit requirement is met:

6. Have you developed procedures and a schedule for the purpose of determining the TSS and TP treatment effectiveness of all permittee owned/operated ponds constructed and used for the collection and treatment of stormwater, according to the Permit (Part III.D.6.d.)? Yes No

If **no**, describe the tasks and corresponding schedules that will be taken to ensure that, within **36 months** of the date permit coverage is extended, this permit requirement is met:

The City of Hanover will develop procedures and a schedule for the purpose of determining the TSS and TP treatment effectiveness of all permittee owned/operated ponds constructed and used for the collection and treatment of stormwater within 36 months of the date permit coverage is extended.

7. Do you have inspection procedures that meet the requirements of the Permit (Part III.D.6.e.(1)-(3)) for structural stormwater BMPs, ponds and outfalls, and stockpile, storage and material handling areas? Yes No

If **no**, describe the tasks and corresponding schedules that will be taken to ensure that,

within **36 months** of the date permit coverage is extended, this permit requirement is met:

The City of Hanover will develop inspection procedures for bmp's, ponds, outfalls, stockpiles and storage and material handling areas within 36 months of the date permit coverage is extended.

8. Have you developed and implemented a stormwater management training program commensurate with each employee's job duties that:
- a. Addresses the importance of protecting water quality? Yes No
 - b. Covers the requirements of the permit relevant to the duties of the employee? Yes No
 - c. Includes a schedule that establishes initial training for new and/or seasonal employees and recurring training intervals for existing employees to address changes in procedures, practices, techniques, or requirements? Yes No

If you answered **no** to any of the above permit requirements, then describe the tasks and corresponding schedules that will be taken to ensure that, within **36 months** of the date permit coverage is extended, these permit requirements are met:

The City of Hanover will implement a stormwater management training program within 36 months of the date permit coverage is extended.

9. Do you keep documentation of inspections, maintenance, and training as required by the Permit (Part III.D.6.h.(1)-(5))? Yes No

If **no**, describe the tasks and corresponding schedules that will be taken to ensure that, within **36 months** of the date permit coverage is extended, this permit requirement is met:

10. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

City Administrator

VI. Compliance Schedule for an Approved Total Maximum Daily Load (TMDL) with an Applicable Waste Load Allocation (WLA) (Part II.D.6.)

- A. Do you have an approved TMDL with a Waste Load Allocation (WLA) prior to the effective date of the Permit? Yes No

Refer to the Master List MS4 Permit TMDL Spreadsheet for a list of MS4s with an approved TMDL with an assigned WLA.

1. If **no**, continue to section VII.
2. If **yes**, fill out and attach the MS4 Permit TMDL Attachment.

This form is found on the MPCA MS4 website, under the Permit tab:
<http://www.pca.state.mn.us/ms4>.

VII. Alum or Ferric Chloride Phosphorus Treatment Systems (Part II.D.7.)

- A. Do you own and/or operate any Alum or Ferric Chloride Phosphorus Treatment Systems which are regulated by this Permit (Part III.F.)? Yes No

1. If **no**, this section requires no further information.
2. If **yes**, you own and/or operate an Alum or Ferric Chloride Phosphorus Treatment System within your small MS4, then you must submit the Alum or Ferric Chloride Phosphorus Treatment Systems Form supplement with this document.

This form is found on the MPCA MS4 website, under the Permit tab:
<http://www.pca.state.mn.us/ms4>.

VIII. Add any Additional Comments to Describe Your Program

None

LINE OFFICERS

SECTION 1.

- Election and Tenure
- The line officers of the Hanover Fire Department shall consist of a Fire Chief, Chief 2, 4 Captains, 2 Lieutenants, and a Safety Officer (new position).
- The Fire Chief shall be chosen by and from the members of the Corporation, through a selection process and approved by the city council, at the annual December meeting and shall serve a four year term. All other line officers shall serve two year terms and be appointed by the Fire Chief based upon qualifications supplied in an application, subject to majority approval of the city council. Should the office of Fire Chief become vacant during a term, Chief 2 shall assume the responsibility of Fire Chief for the remainder of term.
- Should any other line officer become vacant during a term, the Fire Chief shall appoint a replacement for the remainder of the term of office subject to the majority approval of the city council.
- It is the Fire Chief's option to organize appointed line officers as he/she sees fit.

UNSTATED
END OF YR?



SECTION 2

- The elected Relief Society Officers of the organization shall consist of the President, Vice-president, Treasurer, Secretary, and trustees.
- *Keep Current Process*

Qualifications for Line Officers.

The educational and training requirements for line officers shall be established and published in the HFD Handbook. The following qualifications must be met:

All Line Officers:

- Must be a current active member in good standing;
- To be eligible or for advancement, line officers must maintain minimum membership requirements and at least two details in the twelve month period prior to being nominated;
- must be FFI and FFII certified;
- be at or above a certified EMR;
- potential for satisfactorily fulfilling the duties and responsibilities of a HFD Line Officer;
- evidence of scholarship in his/her subject matter and competence as a Line Officer.
- Line officers are also required to participate in a minimum of one continuing education training (outside of HFD training) per term.

Fire Chief:

- Must have at least seven years of experience as a firefighter;
- must have at least six years of experience as a firefighter in HFD;
- must have at least five years of experience as a line officer in HFD, with at least one term as a Captain;

- must be a qualified driver-operator of all station apparatus; and
- must have or obtain Fire Inspector within first year term.

Chief 2:

- Must have at least seven years of experience as a firefighter;
- Must have at least five years of experience as a firefighter in HFD;
- Must have at least four years of experience as a line officer in HFD or have previously served or is currently serving as a Captain; and
- Must be a qualified driver-operator of all station apparatus.

Captains:

- Must have at least five years of experience as a firefighter;
- Must have previously held a lieutenant position for one full term in HFD or have previously served or is currently serving as a captain; and
- Must be a qualified driver-operator of all station apparatus.

Lieutenants:

- Must have at least three years of experience as a firefighter;
- Must be a qualified driver-operator of all station apparatus.

Safety Officer(s):

- Must have at least three years of experience as a firefighter; and
- Must be a qualified driver-operator of all station apparatus.

Qualifications should include, but are not limited to the above, and should any state or county law provide for requirements in excess of those stated here, such requirements shall be considered to be automatic revisions to this section of the By-Laws until such time as they are formally changed.



MISSION STATEMENT

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

AMENDMENT TO
HANOVER FIRE DEPARTMENT
HANDBOOK

OFFICERS

- SECTION 1.** The department shall seek qualified applicants from within the fire department to serve as Officers of the Fire Department. The Chief and the President shall be in charge of conducting the selection process. The Asst. Chief and the President will conduct the Chief's position, and the Asst. Chief and Chief will conduct the election for the President's position. The candidates wishing to run or if nominated for a position shall post their name on the board by the close of the November business meeting.
- SECTION 2.** At the November meeting, each candidate will be asked if they wish to run for the desired position. If they so desire, their name will be left on the board to be added to the selection form for the December meeting. Any member not being selected for the position desired will automatically qualify for a lower position if they so choose.
- SECTION 3.** At the December meeting, each member will receive a selection form with all candidates for each 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 4 20(lowest) to 25 (highest) for a total of between 80 and 100 maximum pts. The candidate with the highest total points will be the selected Officer that will be recommended to the City Council for appointment. The 4 areas are as follows:
- a. Experience / Qualifications
 - b. Loyalty / Commitment
 - c. Character / Integrity
 - d. Leadership Skills / Judgment

Note:
~~Removed.~~ added.

Motion was made to amend Handbook, seconded and passed at an Officers Meeting held on November 4, 2009.

Recommended to membership, motion made to amend Handbook to reflect these changes, seconded and passed at the Business Meeting November 10, 2009.

Standard Operating Handbook
HANOVER FIRE DEPARTMENT

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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...

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

POLICY STATEMENT

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.

CODE OF ETHICS

1. I fully realize and accept the responsibilities that my membership requires and shall faithfully perform the duties assigned to me.
2. I shall respond promptly and safely to all calls when possible.
3. I shall do my work at fires and drills in a quick, orderly, and quiet manner.
4. I shall give strict obedience to the orders of the officers in charge and the chain of command.
5. 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 fire fighting.
6. I shall refrain from using profane or unreasonable language while at fires, drills, and meetings.
7. 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.
8. I shall conduct myself at all times in a manner that is in keeping with the responsibilities of a firefighter.

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9. 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.
10. If at any time I feel that I cannot comply with the rules and regulations of this department, I shall voluntarily resign.

NAME

SECTION 1. This department of the City shall be known as the Hanover Fire Department of the City of Hanover, Minnesota 55341.

SECTION 2. Department fiscal year shall run from January 1st through December 31st.

The member payroll year will be an annual payment for participation for the period from December 1 through the following November ~~31~~ of each year, payable in December.

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MEMBERSHIP REQUIREMENTS

SECTION 1. The department shall consist of those individuals actively participating on current membership roll of the department and shall not exceed the membership deemed necessary or authorized by the City Council for adequate fire protection of the Hanover Fire Coverage Area.

SECTION 2. All new candidates must attend 3 consecutive monthly business meetings before filing a written application for membership with the Chief. Applications shall state the position being sought either Daytime priority availability (1/2 time between 6:00 am and 6:00 pm Monday through Friday) or anytime availability. New candidates will be interviewed by Officers of the department. The Officers shall select candidates for membership with Hanover Fire Department based on the position applied. Selected candidates shall be recommended to the Council for approval. Actual membership is pending, based on a satisfactory physical, agility test and an open position.

SECTION 3. All new members joining the Hanover Fire Department will be placed on a one year probation period. The Board of Review may extend the probation period for up to 6 months.

SECTION 4. Membership positions number 28, 29 and 30, must maintain daytime availability.

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- SECTION 5.** Hanover Fire Department policy requires a Pre Employment Physical and drug screen test to determine fitness to perform the essential functions of a firefighter and also a criminal background check.
- SECTION 6.** All new members must complete Firefighter I state certification during the first year, and attain and maintain State certification as a First Responder during the second year. State certification of Fire Fighter II shall be attained during the 4th year. An optional E.M.T. certification is offered after the 5th year.
- SECTION 7.** All members are required to maintain minimum attendance at fire department calls, department meetings and maintenance and department trainings as prescribed by Fire Department policies. Members of the fire department will be excused when on approved fire department business.

OFFICERS

- SECTION 1.** The department shall seek qualified applicants from within the fire department to serve as Officers of the Fire Department. The Chief and the President shall be in charge of conducting the selection process. The Asst. Chief and the President will conduct the Chief's position, and the Asst. Chief and Chief will conduct the election for the President's position. The candidates wishing to run or if nominated for a position shall post their name on the board by the close of the November business meeting.
- SECTION 2.** At the November meeting, each candidate will be asked if they wish to run for the desired position. If they so desire, their name will be left on the board to be added to the selection form for the December meeting. Any member not being selected for the position desired will automatically qualify for a lower position if they so choose.
- SECTION 3.** At the December meeting, each member will receive a selection form with all candidates for each 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 candidate with the highest total points will be the selected Officer that will be

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recommended to the City Council for appointment. The 4 areas are as follows:

- a. Experience / Qualifications
- b. Loyalty / Commitment
- c. Character / Integrity
- d. Leadership Skills / Judgment

SECTION 4. The officers of the Hanover Fire Department shall include:

- a. Chief 1
- b. Chief 2
- c. President / Vice president / Secretary
- d. Captain 1 (Personnel / Equipment)
- e. Captain 2 (Equipment / Personnel)
- f. Captain 3 (Training)
- g. Captain 4 (Medical)
- h. Lieutenant 3 (Assist Captain 3)
- i. Lieutenant 4 (Assist Captain 4)

SECTION 5. Each position will have a term of 2 years. Each term will alter between years for the Chief Officers, President & Vice President, Captains 1 & 2, Captains 3 & 4. The Secretary is a 2 year term. The Lieutenant positions will both be 1 year terms.

SECTION 6. In the event of a tie, the most senior candidate would be recommended to the Council.

SECTION 7. If, due to medical, military or other leave or resignation of office, and an officer vacancy occurs during his or her term, the Chief and Asst. Chief shall appoint a temporary replacement for that officer position who will accept the position in full or serve until a replacement officer is found.

SECTION 8. At the City Council's last meeting in December, the recommended slate of officers shall be presented to the Council for approval. If the appointment of any given officer is not ratified by the Council, the Council shall consider the individual with the next highest point total. If no other potential candidate for the position remains, the Council may refer the matter back to the Fire Department to develop a new list of candidates.

SECTION 10. Notwithstanding anything herein to the contrary, the City Council shall retain the final authority to approve the appointment of the Fire Department officers.

OFFICERS' DUTIES

- SECTION 1.** The Board of Review shall consist of the current fire department officers.
- SECTION 2.** Duties of the Board: The Board of Review shall be the governing unit of the general administrative and operational functions of the Department. They shall ensure the books of the secretary-treasurer are audited annually.
- SECTION 3.** Duties of the Fire Chief: Along with the president, conduct all meetings of the Department. The Chief shall also be in command of all fires, rescues, and medical calls or may designate other officers or members as appropriate for the situation. The Chief shall enforce all SOG's & SOP's prescribed by this Department and approved by the City Council, and shall call all special meetings when necessary.
- SECTION 4.** Duties of Chief 2: Chief 2 shall be under the general direction of the Chief and shall perform all duties and exercise all of the authority of the Chief during his absence or disability.
- SECTION 5.** Duties of the Secretary: Will keep a record of all business proceedings and be responsible for such correspondence pertinent to the Fire Department.
- SECTION 6.** Duties of the President: Shall preside over all business meetings and any other department meetings as designated by the Chief.

MEETINGS AND DRILLS

- SECTION 1.** The regular meeting of the Department shall be held on the 2nd Tuesday of each month at 8:00 P.M. or at such time mutually agreed upon by the members of the Department. Special meetings may be called at any time by the Chief at his / her discretion.
- SECTION 2.** Members who are absent for three consecutive business / maintenance meetings, without excuse shall be referred to the Board of Review for possible disciplinary actions including the possibility of dismissal by the Council.

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- SECTION 3.** Regular drills of the department shall be on the last Tuesday of the month at 7:00 PM. Medical Trainings shall be on the 3rd Tuesday of February, April, June, August, October and December. Trainings can and may be added or changed at the department's discretion.
- SECTION 4.** The Chief or Training Officer may approve excuses before drills to members. Members must make 8 of 12 trainings per year, while not missing more than 2 in a row.
- SECTION 5.** 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 the Training Officer. Credit will be given as in house credit.

GENERAL DEPARTMENT RULES AND REGULATIONS

- SECTION 1.** No member shall report for duty under the influence of intoxicating liquor or drugs.
- 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 or her 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. 1st 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 his or her 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.

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- SECTION 7.** Requests 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 property of any kind shall be taken from the station whatsoever except with permission or on direct orders from the Chief Officers of the Department.
- SECTION 11.** All communications, letters, notices, requests, etc., received by a member or delivered to the station, addressed generally to the fire department shall be forwarded to 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 without the permission of the Chief Officers 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, a member of the fire department 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.

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- SECTION 17.** Apparatus shall not be driven over hose lines when it can be avoided.
- SECTION 18.** When backing up apparatus, there shall be a member at the rear at all times with visual contact to signal the operator.
- SECTION 19.** In the event of any suspicion of incendiary at a fire, the officer shall immediately summon the Incident Commander. **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 20.** 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 21.** Any member moving outside the Hanover Fire coverage area shall be subject to having their membership reviewed for possible termination. This will be reviewed by the Board.
- SECTION 22.** Any violation of Department Rules and Regulations or City Policies by any member may be brought before the Board of Review to determine the type of disciplinary action to be recommended.

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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 up to 30 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

The Fire Department Relief Association administers the local pension. The State of Minnesota taxes all fire and related insurance premiums collected by insurance companies 2% and distributes the monies 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 holds an annual meeting in June of each year 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.

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HENNEPIN COUNTY FIRE INVESTIGATION TEAM

MINNESOTA STATE 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.

ORGANIZATION

The Hanover Fire Department consists of up to 30 “Active” Firefighters as approved by the Council.

Officers of the Department are a Chief 1, Chief 2, four Captains, and two Lieutenants. The Chief will assign all new active Fire fighters to a Captain for organizational and training purposes. However, in time, the new Fire fighter will be expected to become familiar with the operation of all the firefighting units and will in fact respond to a fire on the most available truck.

FINANCING

City Budget

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.

ATTACHMENTS

Hanover Fire Department Constitution and SOP’s and SOG’s. This is yours to keep. Whenever the booklet is revised, a new page or amendment will be issued to you. Please read through this booklet and familiarize yourself with the requirements it contains.

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 Fire Fighter’s Benefit Association Accidental Death and Dismemberment Policy and Pension. Please complete and return it to the

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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"

OPERATIONAL POLICIES

RESPONSE TO A FIRE CALL

All members are required to maintain 30% attendance of fire calls. This will be figured and reviewed quarterly by the board. No member shall have a percentage below 30% for the calendar year. Members of the fire department will be given credit for fire calls when on approved fire department business.

MONTHLY MEETINGS

All members are required to attend 50% of (e.g. 6 of 12) meetings within the fiscal year. No member shall be excused from attending meetings or drills except for 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 after the start of the Meeting shall not receive Meeting credit. However, any member who notifies the Chief Officer of a satisfactory reason for his or her late arrival after the Meeting begins may be given Meeting credit. If a member is refused credit for tardiness, the Chief shall make note of that fact in the Meeting record.

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.

DRILLS

All drills shall begin promptly at the time designated.

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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

LEAVES OF ABSENCE

1. **Medical Leave:** May be granted by the Council, per the Fire Chief's recommendation, however, a doctor's 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 required by 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 by the Council, per the Board of Review's recommendation, approve 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.

PROBATIONARY PERIOD

All members accepted will complete the Firefighter I state certification and have authorization from a Chief Officer before interior attack position is allowed.

No member shall drive apparatus until completing probation and authorized by Chief Officers. Proper instructions include driver training for each vehicle and pumper training for all engines along with completion of Firefighter I and at least 21 years of age.

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Probationary members are subject to all call and training percentage requirements. Members not meeting these requirements are subject to disciplinary action and/or dismissal.

Near the end, but prior to expiration of the probationary period, the Fire Chief shall make recommendation to the Council concerning continued appointment.

RESIGNATION / DISMISSAL OR LEAVE IN EXCESS OF 90 DAYS

The following fire department property will be turned in to a Chief before you receive your paycheck.

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

UNIFORM REGULATIONS:

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

- A. 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

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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 / 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 the Board of Review or by a Chief Officer.

- B. 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.
- C. 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.
- D. Class D uniform: Shall consist of all fire department issued gear for fighting grass / wild land fires. The Chief or Officer in charge of the scene may amend items worn as long as personnel safety is not compromised
- E. Class E uniform: Shall consist of all department issued gear for water / ice rescue. The Chief or Officer in charge of the scene may amend items worn as long as personnel safety is not compromised.
- F. Use of the Fire department name or logo: Any clothing or equipment using the Fire department name or Logo must be approved by the Board of Review. A Chief Officer may temporarily approve some items for a special event.
- G. 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.

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- H. A department issued safety vest shall be worn when the member is exposed to vehicle traffic.

PARKING AT THE FIRE STATION

Use the parking lots or legal street parking. The firefighter of the month parking stall is assigned only for the firefighter of the month which is selected by the Officers for the duration of one month starting at the monthly meeting and ending at the next.

During an emergency call, park in the parking lots or streets so as not to hinder the apparatus en route to an emergency.

Parking on the station ramp will be prohibited.

- Exceptions:
- a) loading and unloading equipment
 - b) Directed to do so by a Chief Officers

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 Chief Officer.
2. Second infraction shall be cause for a written warning by a Chief Officer, such written warning to be placed in personnel file.
3. Third infraction shall be cause for placement on probation or suspension for a period of up to 90 days. This action is based on a majority vote of the Board of Review. Fire Chiefs action shall be in place until Board of Review meeting.
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 Board of Review.

If the firefighter fails to correct infraction after probation or suspension he/she may be dismissed by the City of Hanover Human Resources Officer per the recommendation of the Board of Review.

TESTIFYING IN COURT

If you are subpoenaed to testify in court and will not be paid for the time off by your employer, the Fire Department will reimburse you at your gross hourly rate to a maximum of \$75.00 per hour. All fees obtained in conjunction with the subpoena shall be remitted to the City.

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APPARATUS AND EQUIPMENT

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 a member loses his or her state driving privileges, the member must notify the Chief immediately.

STATION USAGE

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

POSITION DESCRIPTIONS

VOLUNTEER FIREFIGHTER

Title: Hanover Volunteer Firefighter
Department: Hanover Volunteer Fire Department
Reports To: Fire Chief / Officers

POSITION PURPOSE AND OBJECTIVES

Volunteer time to serve the citizens of the City of Hanover and surrounding entities where there are fire contracts. Fire protection from bodily injury and property damage are the Firefighters main objective, along with providing public safety education. Firefighters will from time to time be truck drivers, pump operators and must be trained in SCBA (self-contained breathing apparatus). There could be an opportunity to become an officer in the Hanover Fire Department, or be involved in and participate in planning for purchasing of equipment.

ESSENTIAL JOB FUNCTIONS

The firefighters' main functions are to answer fire calls, medical calls, fire suppression and extrication at accident scenes. Public safety education is also a main function of fire personnel. Training is ongoing and essential on a monthly and annual basis. As assigned by the Chief Officers, firefighters receive assignments to provide public safety education and other maintenance functions as needed.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Firefighter I must be completed within the first 12 months after appointment to the department.

Because public safety education is a primary goal, fire fighters must stay abreast of safety standards and guidelines in a number of areas. Throughout the year education in fire safety is provided to children, and many citizens receive safety education from the Hanover Fire Department, all of which a firefighter is a part.

A Class C vehicle driver's license is required and a clean motor vehicle record must be presented at any time.

Willing to work 'hands on' in all areas of maintenance and operation of department equipment. Must be able to work well with the public and other fire fighters and City departments as a 'team player.' Willing to submit to random drug and alcohol testing, if required.

SUPERVISORY RESPONSIBILITY

Firefighters must operate under the handbook of the Hanover Fire Department as adopted, and follow the Standard Operating Guidelines. Firefighters have an opportunity to advance to the position of an Officer by maintaining a high level of integrity in communications with the public and private sector.

WORKING CONDITIONS

Firefighters must be able to work under stressful conditions, in all types of weather conditions, and be able to work for long hours at a time. Fire fighters must be prepared for storms, accidents of all kinds, natural disasters and man-made disasters.

Operate equipment in performance of fire ground operations and maintenance functions. Must wear personal safety equipment including clothing as required by the department.

MINIMAL QUALIFICATIONS

A physical examination is required prior to employment. Firefighters must be at least 18 years of age, must have a high school diploma or GED equivalent, and must complete an application and a personal interview. The firefighter must pass a physical agility test that will assure that he or she can handle the physical requirements of the job. Other training required is SCBA (self-contained breathing apparatus) and ladder use.

Personnel must submit to an annual physical as provided by the department, including an EKG and other physical standards.

SUCCESS FACTORS

Firefighters must have leadership ability, communication skills, positive attitude and good judgment. They must be able to listen well to the Chief Officers. Firefighters must have the ability to relate well with all type of people and experience with similar job responsibilities. Problem solving ability and safety knowledge and skills will also be important to success.

Fire personnel must be available 24 hours a day, seven days a week. The fire fighter should be able to respond to the station they are assigned to in an expedient way.

DUTIES

Officer Qualifications

POSITION	# OF POSTIONS	Years of Service	EDUCATION / EXPERIENCE	
			REQUIRED QUALIFICATIONS	DESIRED QUALIFICATIONS
Chief	1	7	All Required Captain Qualifications Must have held a Captain or high position	<i>Fire Officer I Fire Officer II EMT-Basic 5 years Supervisory Experience</i>
Chief 2	1	7	All Required Captain Qualifications Must have held a Captain or high position	<i>Fire Officer I Fire Officer II EMT-Basic 3 years Supervisory Experience</i>
Captains 1 & 2	1	5	All Required Lieutenant Qualifications	<i>Fire Officer I 2 years Supervisory Experience</i>
Captains 3 & 4	1	5	All Required Lieutenant Qualifications	<i>Fire Instructor I Fire Officer I EMT – Basic 2 years Teaching Experience</i>
Lieutenant 3 & 4	1	3	All Required Firefighter Qualifications	<i>EMT – Basic 1 years Teaching Experience</i>

If you have taken classes that you feel meet the qualifications, you may submit the course objectives and your transcript to the Chief.

POSITION DESCRIPTION
Lieutenant 3

Title: Lieutenant 3

Reports to: Captain 3

Supervises: Firefighters

Works Closely With: Captain 3

Guidance Provided / Autonomy: Works under general supervision of Captain 3. A majority of the time is spent working as a member of the Fire Training team. The employee is assigned general duties / projects to be carried out by employee using their own discretion. Most assignments are performed alone, using professional judgment. To act within limits of the Fire Department Policies and Procedures.

SCOPE

Expected Results / Impact: To respond to emergency calls, providing general supervision in suppression of fires, administering first aid, and assisting in other types of emergencies and disasters. Provide supervision to maintain station / department equipment, apparatus and facilities. To provide supervision, direction and guidance to station personnel. Is a first level supervisor. To meet requirements as established in the Job Description for Firefighter.

FUNCTIONAL INFORMATION

Essential Functions

- Responds to station / emergency scenes as directed by Chief Officers.
- Directs crews in firefighting, first aid, or assists with other types of emergencies or disasters as required, needed or assigned.
- Is a line officer that makes entry with team, supervises team on assigned tasks.

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- Assists in enforcing the rules, regulations, and policies of the Fire Dept.
- Assures operations of equipment and apparatus in an effective and safe manner.
- Directs maintenance, repair and cleaning of the station, equipment and apparatus through, and with, Operations and Maintenance Department.
- Coordinates work details.
- Assists Captain 3 with the monthly Fire Trainings.
- Attends extra training and/or meetings that are required for this position.
- Instructs training sessions as required.
- Assures that all incident reports are complete and accurate.
- Reports and discusses with the Chief Officers on personnel issues.
- Strives to improve morale within the department.
- Assists in establishment and execution of semi-annual goals and objectives for the station.
- Other duties as assigned.

WORKING REQUIREMENTS

Physical Demands: Each applicant/member must be able to perform the physical requirements and job related tasks.

POSITION DESCRIPTION Lieutenant 4

Title: Lieutenant 4

Reports to: Captain 4

Supervises: Firefighters

Works Closely With: Captain 4

**Guidance Provided /
Autonomy:**

Works under general supervision of Captain 4. A majority of the time is spent working as a member of the Medical Training team. The employee is assigned general duties / projects to be carried out by employee using their own discretion. Most assignments are performed alone, using professional judgment. To act within limits of the Fire Department Policies and Procedures.

SCOPE

**Expected Results /
Impact:**

To respond to emergency calls, providing general supervision in suppression of fires, administering first aid, and assisting in other types of emergencies and disasters. Provide supervision to maintain station / department equipment, apparatus and facilities. To provide supervision, direction and guidance to station personnel. Is a first level supervisor. To meet requirements as established in the Job Description for Firefighter.

FUNCTIONAL INFORMATION

Essential Functions

- Responds to station / emergency scenes as directed by Chief.
- Directs crews in firefighting, first aid, or assists with other types of emergencies or disasters as required, needed or assigned.
- Is a line officer that makes entry with team, supervises team on assigned tasks.

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- Assists in enforcing the rules, regulations, and policies of the Fire Dept.
- Assures operations of equipment and apparatus in an effective and safe manner.
- Directs maintenance, repair and cleaning of station, equipment and apparatus through, and with, Operations and Maintenance Department.
- Coordinates work details.
- Assists Captain with the Medical Trainings.
- Attends extra training and/or meetings that are required for this position.
- Instructs training sessions as required.
- Assures that all incident reports are complete and accurate.
- Reports and discusses with the Chief on personnel issues.
- Strives to improve morale within the department.
- Assists in establishment and execution of semi-annual goals and objectives for the station.
- Other duties as assigned.

WORKING REQUIREMENTS

Physical Demands: Each applicant/member must be able to perform the physical requirements and job related tasks.

POSITION DESCRIPTION
Captain 1
ADMINISTRATIVE/ORGANIZATION DATA

Title:	Captain 1
Reports to:	Chief Officers
Supervises:	Firefighters
Works Closely With:	All Officers and Members
Guidance Provided/ Autonomy:	Works under general supervision of the Chief Officers. A majority of the time is spent working as a member of the station management team. The employee is assigned general duties/projects, performed using personal discretion and professional judgment. To act within limits of the Fire Department Policies and Procedures.

SCOPE

Expected Results/Impact: To respond to emergency calls, providing general supervision in suppression of fires, administering first aid, and assisting in other types of emergencies and disasters. Provide supervision to maintain station/department equipment, apparatus and facilities. To provide supervision, direction and guidance to station personnel. Is a first level supervisor. To meet requirements as established in the Job Description for Firefighter.

FUNCTIONAL INFORMATION

Essential Functions

- Directs crews in firefighting, first aid, or assists with other types of emergencies or disasters as required, needed or assigned.
- Is a line officer that makes entry with team, supervises team on assigned tasks.
- Assists in enforcing the rules, regulations, and policies of the Fire Department.
- Assures operations of equipment and apparatus in an effective and safe manner.

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- Assists Captain 2 with monthly maintenance, repair and cleaning of station, equipment and apparatus through.
- Coordinates work details.
- Assists Chief Officers with recruiting, hiring, and evaluation of station staff.
- Attends extra training and/or meetings that are required for this position.
- Instructs training sessions as required.
- Works closely with Chief 1 and Chief 2 as part of Command Staff.
- Assures that all incident reports are complete and accurate in assigned response district.
- Reports, discuss and/or assist Chief with personnel issues.
- Strives to improve morale within the assigned station and department.
- Assists in establishment and execution of annual goals and objectives for the station.
- Other duties as assigned.

WORKING REQUIREMENTS

Physical Demands: Each applicant/member must be able to perform the physical requirements and job related tasks.

Personal Attributes: Present a positive, constructive image and attitude in the performance of their duties. Ability to effectively supervise and guide a diverse group of people in emergency and non-emergency situations. The ability to communicate effectively.

POSITION DESCRIPTION
Captain 2
ADMINISTRATIVE/ORGANIZATION DATA

Title: Captain 2

Reports to: Chief Officers

Supervises: Firefighters

Works Closely With: All Officers and Members

**Guidance Provided/
Autonomy:** Works under general supervision of the Chief Officers. A majority of the time is spent working as a member of the station management team. The employee is assigned general duties/projects, performed using personal discretion and professional judgment. To act within limits of the Fire Department Policies and Procedures.

SCOPE

Expected Results/Impact: To respond to emergency calls, providing general supervision in suppression of fires, administering first aid, and assisting in other types of emergencies and disasters. Provide supervision to maintain station/department equipment, apparatus and facilities. To provide supervision, direction and guidance to station personnel. Is a first level supervisor. To meet requirements as established in the Job Description for Firefighter.

FUNCTIONAL INFORMATION

Essential Functions

- Directs crews in firefighting, first aid, or assists with other types of emergencies or disasters as required, needed or assigned.
- Is a line officer that makes entry with team, supervises team on assigned tasks.
- Assists in enforcing the rules, regulations, and policies of the Fire Department.
- Assures operations of equipment and apparatus in an effective and safe manner.

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- Directs monthly maintenance, repair and cleaning of station, equipment and apparatus through.
- Maintain, test and update records of all SCBA packs.
- Coordinates work details.
- Assists Captain 1 & Chief Officers with recruiting, hiring, and evaluation of station staff.
- Attends extra training and/or meetings that are required for this position.
- Instructs training sessions as required.
- Works closely with Chief 1 and Chief 2 as part of Command Staff.
- Assures that all incident reports are complete and accurate in assigned response district.
- Reports, discuss and/or assist Chief with personnel issues.
- Strives to improve morale within the assigned station and department.
- Assists in establishment and execution of annual goals and objectives for the station.
- Other duties as assigned.

WORKING REQUIREMENTS

- Physical Demands:** Each applicant/member must be able to perform the physical requirements and job related tasks.
- Personal Attributes:** Present a positive, constructive image and attitude in the performance of their duties. Ability to effectively supervise and guide a diverse group of people in emergency and non-emergency situations. The ability to communicate effectively.

POSITION DESCRIPTION
Captain 3
ADMINISTRATIVE/ORGANIZATION DATA

Title: Captain 3

Reporting Relationship: Chief Officers

Supervises: Firefighters

Works Closely With: Lieutenant 3 and Firefighters

**Guidance Provided/
Autonomy:**

Works under general supervision of the Chief Officers. A majority of the time is spent working as a member of the station management team. The employee is assigned general duties/projects, performed using personal discretion and professional judgment. To act within limits of the Fire Department Policies and Procedures.

SCOPE

Expected Results/Impact: To respond to emergency calls, providing general supervision in suppression of fires, administering first aid, and assisting in other types of emergencies and disasters. Provide supervision to maintain station/department equipment, apparatus and facilities. To provide supervision, direction and guidance to station personnel. Is a first level supervisor. To meet requirements as established in the Job Description for Firefighter.

FUNCTIONAL INFORMATION

Essential Functions

- Directs crews in firefighting, first aid, or assists with other types of emergencies or disasters as required, needed or assigned.
- Is a line officer that makes entry with team, supervises team on assigned tasks.
- Assists in enforcing the rules, regulations, and policies of the Fire Department.
- Assures operations of equipment and apparatus in an effective and safe manner.

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- Instructs monthly Fire Trainings on a professional level.
- Maintains all fire personnel records of training and helps members keep up to date on certifications.
- Coordinates work details.
- Attends extra training and/or meetings that are required for this position.
- Works closely with Chief 1 and Chief 2 as part of Command Staff.
- Assures that all incident reports are complete and accurate in assigned response district.
- Reports, discuss and/or assist Chief with personnel issues.
- Strives to improve morale within the assigned station and department.
- Assists in establishment and execution of annual goals and objectives for the station.
- Other duties as assigned.

WORKING REQUIREMENTS

Physical Demands: Each applicant/member must be able to perform the physical requirements and job related tasks.

Personal Attributes: Present a positive, constructive image and attitude in the performance of their duties. Ability to effectively supervise and guide a diverse group of people in emergency and non-emergency situations. The ability to communicate effectively.

POSITION DESCRIPTION
Captain 4
ADMINISTRATIVE/ORGANIZATION DATA

Title:	Captain 4
Reports to:	Chief Officers
Supervises:	Firefighters
Works Closely With:	Lieutenant 4 and Firefighters
Guidance Provided/ Autonomy:	Works under general supervision of the Chief Officers. A majority of the time is spent working as a member of the station management team. The employee is assigned general duties/projects, performed using personal discretion and professional judgment. To act within limits of the Fire Department Policies and Procedures.

SCOPE

Expected Results/Impact: To respond to emergency calls, providing general supervision in suppression of fires, administering first aid, and assisting in other types of emergencies and disasters. Provide supervision to maintain station/department equipment, apparatus and facilities. To provide supervision, direction and guidance to station personnel. Is a first level supervisor. To meet requirements as established in the Job Description for Firefighter.

FUNCTIONAL INFORMATION

Essential Functions

- Directs crews in firefighting, first aid, or assists with other types of emergencies or disasters as required, needed or assigned.
- Is a line officer that makes entry with team, supervises team on assigned tasks.
- Assists in enforcing the rules, regulations, and policies of the Fire Department.
- Assures operations of equipment and apparatus in an effective and safe manner.

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- Instructs all Medical Trainings on a professional level.
- Maintains all Medical Training records of members and helps members keep up to date on certifications.
- Coordinates member physicals on an annual basis.
- Coordinates work details.
- Attends extra training and/or meetings that are required for this position.
- Works closely with Chief 1 and Chief 2 as part of Command Staff.
- Assures that all incident reports are complete and accurate in assigned response district.
- Reports, discuss and/or assist Chief with personnel issues.
- Strives to improve morale within the assigned station and department.
- Assists in establishment and execution of annual goals and objectives for the station.
- Other duties as assigned.

WORKING REQUIREMENTS

Physical Demands: Each applicant/member must be able to perform the physical requirements and job related tasks.

Personal Attributes: Present a positive, constructive image and attitude in the performance of their duties. Ability to effectively supervise and guide a diverse group of people in emergency and non-emergency situations. The ability to communicate effectively.

POSITION DESCRIPTION
Chief 2
ADMINISTRATIVE/ORGANIZATION DATA

Title:	Chief 2
Reports to:	Chief
Supervises:	Captains, Lieutenants and Firefighters
Works Closely With:	All Officers and Members
Guidance Provided/ Autonomy:	Works under the general supervision of the Chief. A majority of the time is spent as the leader of the station management team. Provides management, leadership, direction and guidance to station staff. Performs general management duties using personal discretion and professional judgment. To act within limits of the Fire Department Policies and Procedures.

SCOPE

Expected Results/Impact: To respond to emergency calls, providing general supervision in suppression of fires, administering first aid, and assisting in other types of emergencies and disasters. Provide direction and guidance to maintain station equipment, apparatus and facilities. To provide direction and guidance for station staff. To meet requirements as established for the position of Firefighter. Acts as Fire Chief in the absence of the Chief.

FUNCTIONAL INFORMATION

Essential Functions

- May respond directly to emergency response calls.
- Assumes command of emergency responses as appropriate. Command may be reassigned.
- Assures that all equipment, apparatus, and staff are directed in a safe and effective manner.

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- Assures that maintenance, repair and cleaning of assigned equipment, apparatus, and facilities are complete.
- Working with other Fire Department Officers, assumes command of emergency responses, establishing an Incident Command System.
- Responsible for enforcing the rules, regulations, guidelines and policies of the Fire Department.
- Responsible for recruiting, hiring and evaluation of station staff.
- Responsible for maintaining all station records, reports and regulatory filings.
- Works with Chief to maintain fire budgets and financial activities.
- Reviews all property damage and personal injury accidents of the department.
- Assures that all incident reports are complete and accurate.
- Attends extra training and/or meetings that are required for this position, including Wright County Fire Chiefs Association.
- Instructs training sessions as required.
- Strives to improve morale within the department.
- Monitors all activities and progress of station goals and objectives.
- Other duties as assigned.

WORKING REQUIREMENTS

- Physical Demands:** Each applicant/member must be able to perform the physical requirements and job related tasks.
- Personal Attributes:** Present a positive, constructive image and attitude in the performance of their duties. Ability to effectively lead and manage a diverse group of people in emergency and non-emergency situations. The ability to communicate effectively.

POSITION DESCRIPTION

Fire Chief

ADMINISTRATIVE/ORGANIZATION DATA

Title:	Fire Chief
Reports to:	City Council
Supervises:	Chief 2, Captains, Lieutenants and Firefighters
Works Closely With:	All Officers and Other Agencies
Guidance Provided/ Autonomy:	Duties/assignments/projects are carried out by employee using their own discretion. Most assignments are performed alone, using professional judgment. To act within limits of the Fire Department Policies, Procedures and Guidelines.

SCOPE

Expected Results/Impact: Direct activities of the Fire Department within the resources approved by City Council. To supervise the administrative functions for the department and to coordinate the City's Emergency Preparedness Division. To provide guidance and direction as established in the Job Description for Fire Chief.

FUNCTIONAL INFORMATION

Essential Functions

- May respond directly to emergency calls.
- Assumes command of emergency responses, establishing an Incident Command System. Command may be reassigned to other officers if appropriate.
- Evaluates, directs, and coordinates activities and/or resources at emergency scenes.
- Directs operations of Fire Department.
- Provides general supervision; assigns tasks/projects or areas of responsibility.

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- Delegates work, assesses and assigns resources as needed.
- Develops and maintains Department budgets and financial activities.
- Maintains community relations with residents, civic groups, schools, boards, and committee
- Coordinates Emergency Preparedness efforts for the City.
- Attends extra training and/or meetings that are required for this position. Including Wright County Chief Association.
- Works closely with Chief 2, establishing goals and objectives for the department.
- Strives to improve morale within the department and improve working relations with other agencies.
- Serves as Civil Defense Director in the event of a natural disaster.

WORKING REQUIREMENTS

- Physical Demands:** Each applicant/member must be able to perform the physical requirements and job related tasks.
- Personal Attributes:** Present a positive, constructive image and attitude in the performance of their duties

HANOVER FIRE DEPARTMENT PHYSICAL STANDARDS

The following is a representative list of physical requirements and job related tasks that are essential functions of the job and that firefighters must perform. This list is meant to be representative and not all-inclusive.

1. Lifting/Carrying:
 - Ground to Waist Level - 100 lbs.
 - Dragging/removing fire victims
 - Advancing hose lines at fires
 - Carrying fans, rescue tools, foam containers
 - Waist to Shoulder Level - 50 lbs.
 - Opening/closing hydrant valves
 - Making hose connections
 - Lifting/carrying ladders, hose bundles, and other equipment
 - Above Shoulders - 35 lbs.
 - Placing ladders against buildings
 - Pulling ladder halyard to raise ladder
 - Using axe and other equipment to ventilate structure
 - Lifting items onto fire apparatus
2. Firm Grasp:
 - Carrying items of substantial weight; i.e., fans, rescue equipment, foam containers
 - Using axes or sledgehammers
 - Using hydrant wrenches
 - Dragging victims or hose lines
 - Pulling ladder halyard or using rope to lift items
3. Simple Grasp:
 - Carrying items; i.e., ladders, hose bundles, hose rolls, and various equipment
4. Reaching, Bending, Twisting:
 - Picking up and carrying ladders, hoses, and other fire equipment
 - Raising ladders against buildings
 - Opening hydrants
 - Connecting hose lines
 - Using axes, sledgehammers and rescue tools
 - Must be capable of reaching, extending the hands or arms in any direction

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5. Climbing and/or Balancing:
 - Ascending or descending ladders, stairs, scaffolds, ramps and alike using feet and legs and/or hands and arms
 - Must be able to balance and have the ability to steady oneself and keep from falling when walking, standing, crouching, crawling on narrow, slippery, or erratically moving surfaces
 - Must be capable of applying a leg lock with either leg upon a ground ladder to provide a safe anchor when operating hose lines or performing rescue work

6. Crawling, Kneeling, Squatting:
 - Advancing hose lines in fire situations
 - Searching for, and removing, fire victims
 - Picking up ladders, hoses, and equipment from the ground

7. Vision:
 - Normal vision needed, with or without correction, requires both near and far acuity, depth perception, field of vision, and focusing

8. Hearing:
 - Normal hearing needed; firefighter must discriminate among similar sounds in environments with a great amount of background noise.

9. Speech:
 - Must be able to communicate effectively to others in stressful situations

10. Touching, Feeling and using Fingers
 - Must be able to discriminate differences in items by feeling, and manipulate items such as SCBA valves, apparatus controls, alarm panel controls, and nozzle controls. Must be able to use small monitoring equipment. Must be able to use ropes and tie knots. Must be able to determine the difference between hot and cold by touch.

11. Medical
 - Baseline E.K.G. and spirometor

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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:
- Annual
 Probation
 Policy Infraction
 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
EMERGENCY CALLS Attends 30% or more of the paged emergency calls. (reviewed annually)	S	_____
	U	_____
FIRE TRAININGS Must make 66% (8 of 12) of the monthly drills. (reviewed annually)	S	_____
	U	_____

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DEPT. MEETINGS / MAINT. Must make 50% (6 of 12) of the monthly dept. meetings (reviewed annually)	S	_____
	U	_____
MEDICAL TRAININGS Must make 66% (4 of 6) of the monthly drills. (reviewed annually)	S	_____
	U	_____

JOB PERFORMANCE:

S - Satisfactory

U -Unsatisfactory

Factors	Evaluation	Comments
PUBLIC RELATIONS Attends community service events, does station tours or other public service.	S	_____
	U	_____

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<p>ATTENTION TO POLICY Follows S.O.Gs, safety regulations etc. Meets minimum requirements for membership.</p>	<p>S U</p>	<hr/> <hr/> <hr/> <hr/> <hr/>
<p>INTERPERSONAL SKILLS Willingness and ability to communicate, cooperate, and work with co-workers and supervisors.</p>	<p>S U</p>	<hr/> <hr/> <hr/> <hr/> <hr/>
<p>TASK ASSIGNMENTS Can be relied upon to complete tasks correctly and on time. (equipment checks, special projects etc.)</p>	<p>S U</p>	<hr/> <hr/> <hr/> <hr/> <hr/>
<p>TASK PERFORMANCE Able and willing to perform job functions at the appropriate level.</p>	<p>S U</p>	<hr/> <hr/> <hr/> <hr/> <hr/>

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Accomplishments

Future Plan For Areas That Need Improvement

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

Comments

Follow Up Required: _____ YES _____ NO
Print Firefighter Name:

Follow Up Date: _____ / _____ / _____
Firefighter Signature:

Chief Officer:

Fire Officer:

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INFORMATION MEMO

Fire Department Management and Liability Issues

This memo outlines the structure of city volunteer or paid-on-call fire departments and their basic management challenges in personnel, finances, and facility safety. It also discusses optional organization as a consolidated department, powers of members of a volunteer fire relief association contrasted with employees of the city fire department, the Insurance Services Office (ISO) fire protection rating system, and links to model ordinances for fire charges, a fire service contract between a city and town, and several management policies.

The League of Minnesota Cities Insurance Trust gratefully acknowledges the assistance of the Minnesota State Fire Department Association, the Minnesota State Fire Chiefs Association, and the Minnesota Professional Fire Fighters in the original development of materials for this memo.

RELEVANT LINKS:

For a general discussion of fire services see the League's [Handbook, Chapter 13](#), Public Safety and Emergency Management.

"Volunteer Fire Departments: The Difference Between Municipal Departments and Independent Nonprofit Firefighting Corporations," Office of the State Auditor, Statement of Position, Aug. 2015.
See Section VI, *Considerations in fire department consolidation.*

I. Fire services

Residents in communities throughout Minnesota benefit from the services provided by fire departments. Sometimes services are provided to residents directly by the city. City departments may be staffed with volunteers, full-time paid firefighters, or a combination. Cities may also collaborate or contract with one another or another governmental entity (such as a township) for fire services. Each of these options presents a unique set of management and liability issues.

This discussion of management and liability issues applies primarily to city department operation and liability. Independent joint powers or independent nonprofit firefighting corporations providing fire services in this state are discussed only briefly as a management option.

II. Managing city fire department employees

Given today's complex management environment, most departments now appreciate firsthand that running a tight and efficient operation is at the center of their success. The social and fraternal fire organizations of the past have been taken over by professional fire operations that are true arms or departments of city government. In most cities, only the city council is authorized to hire, terminate, or promote employees, including volunteer firefighters.

See the League's [HR Reference Manual, Chapter 7](#).

In some cities, the city manager or administrator might be authorized to hire, terminate, or promote employees, but in no case may employees be hired by a vote of other employees. The city council also is the only body authorized to adopt, change, or discontinue personnel policies (sometimes referred to as bylaws).

A. Bylaws versus personnel policies

Generally speaking, bylaws are the fundamental rules that define a company or organization, such as a nonprofit entity. A city fire department, however, is not a separate organization or stand-alone agency. Rather, it is a part or department of the city. The fire department therefore does not need its own bylaws.

Typical provisions of fire department bylaws include how many members a fire department has, how far away from the fire hall a firefighter should live, when and how department meetings will be conducted, how new fire department members and officers will be selected, and how firefighter discipline will be handled.

This does not mean that fire department policies currently contained in the bylaws are necessarily inappropriate. It may simply mean that some provisions are better placed somewhere else. For example, for the most part, firefighter personnel policies are better housed with the city's human resources (HR) practices and policies. While there may be certain policies that apply only to firefighters, this does not mean the fire department personnel policies should be kept separate from all other city personnel policies. Regardless of a firefighter's status—whether full-time paid, paid on call, or volunteer—firefighters are considered city employees for most purposes, including things such as workers' compensation insurance and various employment laws.

Maintaining all HR practices and policies in one place will ensure adequate policy updates, necessary training, and consistency among employees. Note, however, that if the city has a collective bargaining agreement in place for firefighters, some of these items may also be subject to contract language.

Another important consideration is removing those bylaw provisions that are better placed within Standard Operating Procedures or Guidelines (SOPs or SOGs). Finally, the fire relief association (if one exists) will typically operate under the guidance of bylaws. However, these bylaws should be limited strictly to pension matters.

For comprehensive information on the hiring process, see the League's [HR Reference Manual, Chapter 2](#).

LMC information memo, [Physical Ability Tests for Firefighters](#).

For criminal background check requirements see LMC information memo, [Background Checks: The ABC'S of BCA Data](#).

B. Selection versus election

Membership elections, a tradition held over from the social group philosophy of fire departments in the past, continue to exist in varying forms in some fire departments across the state. Using election, or rule by majority vote, to make membership and promotional decisions creates risks every department should be aware of and should not take.

The business of municipal firefighting has seen a multitude of changes in recent years, from technical advances in rescue and emergency equipment and a dwindling pool of potential applicants who are willing to commit the time and dedication necessary to serve their community to the increased emphasis on skills and training for departments of every shape and size. Commendably, though faced with declining applicant interest, increased citizen expectations, and stressed city budgets, volunteer fire departments have continued to operate and provide the most essential of city services.

1. Most qualified candidates

Many departments have established specific membership criteria including minimum qualifications and written job/position descriptions. Oftentimes the process for membership will require a formal application and the ability to pass both written and physical examinations. The days when a resident can become a volunteer firefighter by simply walking into the fire station and meeting the minimum age requirements are long gone. This is because every fire administrator knows that performing firefighting duties is serious, dangerous business that requires certain measurable skills and abilities. The best way to determine if someone meets the minimum requirements is through an objective selection process involving applications and testing.

While some departments have adopted what they feel is a thorough and objective selection procedure, if there is any element of voting by the department membership, it is no longer truly "objective." Importantly, if the vote can reverse the results of the preliminary selection process (i.e., the objective part), the legitimacy of the entire process is subject to attack. For example, if Applicant A not only meets but exceeds all of the "objective" skills and training criteria, but due to unfamiliarity with the members is voted down, and Applicant B who just barely passes the skills tests is voted in because everyone knows and trusts him, the department is not making the best selection choice.

See Section VII, *Fire Relief Associations*.

This is not to ignore the real motivations behind a membership vote. Fire departments are still a place where everyday heroes put their lives on the line, and, in doing so, they need to trust that those who are working beside them are doing the same. And, when the fire is out, volunteer firefighters should be able to unwind and celebrate their victories with those they can call their friends. These concerns and desires are understandable, but voting does not guarantee these bonds between firefighters. If anything, making sure only the best, most qualified individuals are performing the high-risk duties of firefighters will move a fire department closer to the goals of security and compatibility within their ranks.

Election of department officers may be even more ingrained than in elections for initial membership. The ideas expressed above, regarding making decisions based on qualifications, applies equally to promotional/leadership positions. However, an additional emphasis is often placed on a membership vote for officers because of the need for “respect” among the rank and file. A well-drafted promotional process can encompass leadership skills and other criteria that will help a department find the candidate most likely to succeed in an officer position. Note, however, that officer elections for relief associations, which are independent and separate legal entities, are entirely appropriate.

In addition, a popularity vote for officer positions can result in a contentious political process where individuals are voted into leadership roles not based on qualifications, but because of the personalities of those in the running. The Minnesota Supreme Court artfully identified the potential impact on the community when politics are allowed to take over a fire department. In a case in which several volunteer firefighters alleged they were the victims of retaliation for, among other things, supporting the wrong candidate in a fire chief election, the court stated:

“It is unfortunate the members of the ***** fire department allowed this situation to escalate to the point where it likely reduced the effectiveness of fire protection in the ***** area and is now consuming judicial resources in order to be resolved.”

It’s perfectly fine—and even desirable—to have firefighters give input as to who might make a good fire department employee or officer, but ultimately the hiring decision rests outside of the firefighters.

2. Reducing legal liability

When membership and promotional decisions are made on the basis of a majority vote, legal issues are automatically created. Foremost of which is the potential for discrimination claims.

For a listing and summary of state and federal laws applicable to the hiring process see the League’s [HR Reference Manual, Chapter 2 Hiring – Section I](#).

LMC information memo,
*Physical Ability Tests for
Firefighters.*

State and federal law prohibit cities from making employment and public service decisions based on an individual's protected status. The most commonly asserted protected classes are gender, disability, age, race, national origin, sexual orientation, and marital status. Minnesota fire departments have been subjected to discrimination claims in all of these areas.

A fire department charged with discrimination can successfully defend itself if it can show that the membership or promotional decision was based on legitimate business reasons, not because of discrimination. An extremely difficult situation is created when the decision being challenged was the result of a popular vote. Because it is not possible to read the minds and prove the motivations behind each individual vote, a city is prevented from clearly articulating legitimate, nondiscriminatory business reasons for its decisions.

LMC information memo,
*Veterans' Preference in
Hiring.*

In addition to the difficulties created in defending membership and promotional decisions in discrimination claims, voting creates additional legal issues with respect to compliance standards for public appointments under the Veterans Preference laws. Minnesota law requires all cities to offer preference to veterans when hiring or appointing for most positions. In order to comply with statutory requirements, a fire department must have a rating scale in place that allows for the allotment of additional (preference) points to qualified veterans. Membership procedures that include a vote as one step in the process may run afoul of the requirement to set up an objective 100-point system under Veterans Preference. The consequences of failing to meet the statutory requirements for Veterans Preference include civil penalties and injunctive relief such as a "redo" of the hiring or membership process.

3. Transition to a new system

Doing away with all membership elections in your fire department will not be easy or happen overnight. It may take intense planning and policy development as well as structured discussion with current members who have strong feelings in support of the existing system. However, as time goes on, more and more fire departments will see that elections are no longer feasible in the professional world of volunteer fire fighting. As one Minnesota fire chief recently commented when asked about the proposed transition from election to selection in his fire department: "It's long overdue."

Minn. R. 5200.0910 L.

29 U.S.C. § 623(j).

Minn. Stat. § 181.81.
Minn. Stat. § 423.076.
Minn. Stat. § 363A.20, subd.
9.

Minn. Stat. § 415.16.

C. Age requirements

Employee policies often establish a minimum and maximum age for firefighters. A minimum age standard can be established. In fact, state law generally prohibits hiring someone under age 18 to be a firefighter due to the hazardous nature of firefighting duties. Some minors may participate in firefighting activities as part of certain training programs authorized by state law.

Establishing a maximum age for firefighters is more questionable. Federal law allows mandatory retirement for public safety officials, including firefighters, at age 55 or after. Minnesota laws are ambiguous regarding a mandatory retirement age for firefighters. A city interested in establishing a mandatory retirement age for firefighters should seek legal advice prior to implementing such a policy.

Note that a city may lawfully establish a maximum age for entry into employment as a firefighter. And it's important to distinguish between minimum and maximum age limits allowed in conjunction with employment practices versus those that may be allowed by Minnesota statutes governing relief association benefits and eligibility.

D. Response distance

Employee policies sometimes establish a radius within which firefighters are expected to live. Cities are prohibited from requiring residency as a condition of employment. This includes and applies to volunteer firefighters. Cities can impose a reasonable response time, but it should be based on minutes rather than miles.

Remember that there are no exceptions to Minnesota traffic laws for firefighters driving to the station in their own private vehicles. When reporting to the station for a call, firefighters should follow all traffic laws, including posted speeds. Policies related to response time should be based on normal driving behavior.

E. Minimum run standards

Fire department employee policies might include a minimum number of runs firefighters need to attend in order to remain "eligible" for continued membership in the fire department and/or for accumulating a year of pension service (if a pension is offered). Good standing as an employee and the criteria for earning pension credit are set by the city council through its policies and not by the fire department members themselves or by the relief association. Relief association bylaws should work in harmony with city employment policies for awarding pension credit.

See League [HR Reference Manual, Chapter 2](#), Hiring – Section III-B, *Job descriptions*.

F. Job duties

Any definition of firefighter job duties belong with the city’s other job descriptions in HR policies. There’s no reason to have job duties defined or described in fire department bylaws.

G. Code of conduct and behavior standards

Old bylaw provisions sometimes include appropriate behavior for firefighters, whether on or off duty. These standards are typically ill-defined and hard to measure, such as language requiring firefighters to “perform in a manner likely to support efficient fire operations” while on duty or act “appropriately” when off duty and in public.

Performance standards established in a code of conduct need to be measurable and applied consistently among all members of the department, and any resulting discipline needs to be handled in accordance with city policy. In short, these bylaw provisions are really employee performance criteria and belong with the city’s human resources policies.

H. Discipline

Many old bylaws contain provisions allowing some group—maybe the executive committee of a fire department, officers, or even the whole of fire department members—to administer discipline against a firefighter for failure to follow bylaw rules or for other inappropriate behavior. This is inappropriate. Voting on discipline may create the same legal liability problems and claims of discrimination as voting on hiring and promotions.

It’s very important that employee discipline policies be clear and applied fairly and justly across the board. Similar to hiring, only a city council or its designee is authorized to discipline employees. Discipline by other measures needs to be eliminated unless it’s part of an authorized city human resources policy. Under no circumstances should the discipline of a firefighter be determined by a vote of other firefighters.

I. Officer roles

Fire department bylaws may provide for election of officers and may define the roles of such officers. The first issue here relates back to department elections. Fire department elections need to be eliminated altogether, whether it is the election of new firefighters or officers.

See League [HR Reference Manual, Chapter 3](#).

See Section IV, *Managing city fire department finances*.

“Fire Departments, Fire Relief Associations and Checking Accounts,” Office of the State Auditor, Statement of Position, Aug. 2015.

The issue of establishing and defining officer roles is perhaps more difficult to consider. Bylaws often set forth the typical roles of chief, assistant chief, captain, etc., but then also provide for a president, vice-president, secretary, and treasurer. If there is a fire department president or vice-president, how does that role differ from the chief and assistant chief? If there is need for both roles, then job descriptions should clearly define these roles and prevent overlapping duties. And the proper place for all job descriptions is with the city human resources department, not in fire department bylaws.

If the purpose of these bylaw provisions is to address officers of the relief association, the appropriate place to document the roles is in relief association materials. The relief association, unlike the fire department, is a separate legal entity. Descriptions of officer positions related to the relief association should not be intermingled with matters related to the fire department.

Establishing the role of a fire department treasurer is particularly concerning. In the past, some fire departments have operated somewhat autonomously from the city. For example, some fire departments receive funds into their own checking accounts and independently authorize the expenditures of public funds. Such practices, however, are not legal. Fire departments are not allowed to have separate checkbooks under state laws governing expenditures of public funds. Accordingly, a fire department treasurer is truly unnecessary.

J. Management provisions

Fire department bylaws are often used to codify policies and practices related to how the department is managed, such as how many firefighters are on the roster and how department meetings are conducted. While it may be entirely appropriate to seek input and support from firefighters on these kinds of decisions, there isn't a need to have these practices formalized in department bylaws.

1. Membership numbers

Old bylaw provisions and some fire department employee policies might contain a minimum and maximum number of firefighters to be on the fire department. This is not recommended. This provision was probably implemented with a number of considerations in mind, such as the area to be served, the kinds of equipment used, whether or not the department runs emergency medical services (EMS), etc.

See Section II-L, *Staffing levels*.

See Section II-L-1, *National Fire Protection Association standards*.

See Section VII, *Fire Relief Associations*.

The problem with having a minimum and maximum number of firefighters delineated in the bylaws is that it forces a bylaw change every time there's an emerging need and may not allow the department adequate flexibility to manage in the community's best interest. For instance, a new person may move to town with existing training and availability for day and night fires. If the fire department is at its maximum roster size, how will the new firefighter be added?

There may also be concerns about dropping below the stated minimum roster size. Someone in the community could make a negligence claim based on the city's fire response if it operates below the minimum stated in bylaws.

The decision about adequate roster size is certainly one to pay attention to and to adjust accordingly with any community changes or response needs. These decisions are most appropriately made by the fire chief and city council as part of overall department management.

Roster size may have different implications for the relief association membership and assets. It's important to keep the considerations of relief association business separate from fire department management and operations.

2. Department meetings

Fire department bylaws frequently establish a regularly scheduled meeting of firefighters and the agenda format to be followed at each meeting. Some bylaws are detailed enough to specify start and end times of department meetings and even provide for posting of fire department meetings to the public.

The fire department is a part of the city, not a stand-alone governing body or corporate entity. The Open Meeting Law does not apply to fire department meetings. In addition, there are no requirements that a fire department make decisions by majority vote, use a formal agenda for meetings, or operate according to Robert's Rules of Order.

By way of contrast, the relief association is a separate entity that is subject to the Open Meeting Law (as well as other laws and regulations such as the Minnesota Government Data Practices Act) and makes decisions by vote of the board of directors.

Certainly a fire department needs adequate communication among members and from the fire chief. If the chief wants to establish a regular meeting time and agenda, that's probably a good idea. If the chief wants to poll firefighters on their opinions about a particular issue, that's fine too. But these are management tools and techniques, not required bylaw provisions.

3. Response and scene management

Some old bylaw provisions include specific scene management details, such as how many firefighters need to respond on which kind of truck, what the incident command structure should be at different types of fires, and what certain roles should be on scene.

These are, of course, very important considerations for adequate response to fires and good scene management and critical decisions for firefighter safety. The appropriate place for these details is in the fire department standard operating procedures or guidelines (SOPs or SOGs), not in fire department bylaws.

K. Special personnel policies to reduce risk

Because of traditions held over from the social group philosophy of fire departments in the past, certain policies may need emphasis to ensure fire department employees understand and follow these best practices. Other policies relate specifically to fire department liability issues.

1. Alcohol use response policy

Every fire department should have a policy on whether and when a firefighter should respond to a fire call if s/he has been drinking. This is important for several reasons:

- A firefighter who is impaired by alcohol or drugs is a potential danger both to him/herself and to other firefighters.
- An impaired firefighter's actions or poor judgment could result in damage to other persons or property and result in city liability.
- There's a risk of damage to city equipment. (In one LMCIT case, for example, an intoxicated driver totaled a \$250,000 fire truck.)
- A firefighter, like any employee, is not entitled to work comp benefits for an injury that was caused by his/her own intoxication.

Since some prescription, nonprescription, and illegal drugs can cause problems similar to alcohol use, the policy should address these as well.

With the high risks inherent in firefighting, the ideal would be that no firefighter who has consumed alcohol would ever be called upon to act in an emergency situation. But an alcohol response policy has to fit the needs and the situation of the specific department. The International Fire Chiefs Association recommends a "zero tolerance" policy. That is certainly appropriate for paid full-time firefighters, and it may very well make sense for larger volunteer departments as well.

LMC CDL-based model,
*Alcohol and Drug Use
Firefighter Response Policy.*

Minn. Stat. §§ 181.950-
181.957.

LMC information memo,
*Minnesota's Drug and
Alcohol Testing in the
Workplace Act (Non-DOT).*

But for a smaller department, a “zero tolerance” policy may simply not be practical, since it could mean that sometimes there simply aren’t enough firefighters available to respond to an emergency call.

An alcohol response policy has two basic goals:

- To help ensure the safety of the firefighters and the public and the ability of the fire department to do its job.
- To give both the firefighters and the department officers clear guidance on what is and isn’t permitted, what is expected of each member, and how any questions, issues, or grey areas will be addressed and resolved.

If the department determines that a “zero tolerance” policy wouldn’t be workable in its situation, a good alternative approach is to couch the policy in terms of the number of drinks consumed in a specific time period. The commercial driver’s license (CDL) rules, which prohibit a driver from operating a vehicle if s/he has consumed alcohol within the preceding four-hour period, are a reasonable starting point.

Another approach some departments take is to require the officer in charge to evaluate the individual firefighter’s condition and determine what duties s/he can safely perform. Unfortunately, experience has shown that this can be difficult to apply in practice. Any bartender or police officer will tell you that accurately judging an individual’s sobriety is very difficult, even with training and experience. To expect a fire department officer, who doesn’t do this all the time and who is under the pressure of an emergency situation, to be able to accurately evaluate whether an individual is capable of safely and competently doing the job may not be realistic. This approach might work for screening the obvious problems, but there’s a good chance you’ll miss some cases that aren’t obvious to the untrained eye where the individual’s judgment, coordination, and reflexes are significantly impaired.

Another possible solution might be to purchase a portable, breath-testing device, like the units police officers use for roadside testing, and require any firefighter who’s had a drink in the previous four hours to be tested before going on an emergency response. Any firefighter who either declines to be tested or who is over a reasonable, pre-established standard—perhaps a .04 percent blood alcohol content—would not go on the response. The cost to purchase and maintain the equipment would be an issue, of course, although it’s now possible to buy a consumer-type, breath-testing unit for under \$100.

A potentially more serious difficulty with using breath-testing equipment arises from the statute that governs alcohol and drug testing by employers. The problem is that the statute specifies that whenever an employer requires drug or alcohol testing, the testing must be done by a certified, licensed, or accredited testing laboratory. Obviously, an in-the-field breath test doesn’t meet that requirement.

A positive breath test or a refusal to take a breath test cannot and should not be used as the basis for any disciplinary action, penalty, or termination or as the basis for requiring or recommending substance abuse treatment or evaluation.

It may be allowable for a volunteer fire department to use portable, breath-testing equipment, provided the testing is used only for the purposes of screening whether the firefighter is immediately capable of safely performing his/her duties.

While using portable, breath-testing devices is arguably a very reasonable measure to protect the safety of the firefighter being tested, the other members of the department, and the public, a department that adopts this approach should be aware that this practice potentially could be determined to be prohibited by state law. If you're considering this approach, you should discuss it with your city attorney before purchasing the equipment or implementing the policy.

[Minn. Stat. § 181.951.](#)

Some departments that adopt the “zero tolerance” approach may want to include provisions for blood and/or urine testing as part of the mechanism for enforcing the policy. (Obviously, this type of testing won't be of any use for helping determine whether or not an individual firefighter is immediately capable of performing his/her duties safely.) If these kinds of testing provisions are included, the city must have in place a written policy as required by statute. The statute also requires the employer to establish chain-of-custody procedures, give various notifications to the employee, provide posted notices, etc. Unless the city has a written policy and complies with the other requirements of Minnesota's Drug and Alcohol in the Workplace Testing Law, the city cannot require an employee to submit to testing, cannot use test results or the refusal to submit to testing as the basis for any disciplinary action, and could be held liable for damages and attorneys' fees.

[Minn. Stat. § 181.952.](#)

[Minn. Stat. §§ 181.950-181.957.](#)

LMC information memo, *Minnesota's Drug and Alcohol Testing in the Workplace Act (Non-DOT)*.

The model “zero tolerance” policy linked above assumes that the city has a policy and procedures already in place for drug and alcohol testing of city employees and simply makes reference to that policy. The League's Human Resources and Benefits Department can provide samples of employer drug and alcohol testing policies on request.

LMC Human Resources and Benefits Department
(800) 925-1122
(651) 281-1200
HRbenefits@lmc.org

The key point is that every department should have a policy spelling out whether and when a firefighter should respond to calls after consuming alcohol or anything else that can lead to mental or physical impairment. And it goes without saying that regardless of what policy the department adopts, just having a policy is not enough. You also have to apply and enforce it.

2. Alcohol in the fire hall

Consumption of alcohol in the fire hall is discouraged for a number of reasons. It can increase the city's liability exposure in some circumstances. For example, if a firefighter causes harm while responding to a call after drinking, it could be argued that by allowing alcohol use by firefighters in the fire hall the city condoned or encouraged firefighters to mix drinking and firefighting. It can create public relations issues, if the public sees the fire hall not as a public and professional place of business but rather as a place for the department members to hang around and drink beer. It can also create some practical management problems and legal issues that need to be addressed if alcohol is allowed in the fire hall, as discussed below. The state fire marshal also strongly discourages alcohol in fire halls for similar reasons, as does the International Fire Chiefs Association.

Each city needs to think this issue through carefully and decide what the city's policy will be on alcohol in the fire hall. But regardless of whether or not the city decides to permit alcohol in the fire hall, it's extremely important to have and to enforce a policy on response after alcohol use as discussed above.

If a city does decide to allow alcohol, the city's policy should make it clear that absolutely no consumption of alcohol is allowed during or before any department meeting or training session, and include at a minimum the other major precautions described below.

a. Sales of alcohol

Absolutely do not allow anything that even remotely looks like a "sale" of alcohol to take place in the fire hall. This includes the pop machine that's loaded with beer, or the "toss a dollar in the coffee can when you take a beer from the fridge" system, or the "you only get to have a beer if you've thrown your \$5 a month into the beer fund" system, or any of the many variations. Here's why it's important to avoid any sale of alcohol:

- It's illegal to sell beer or liquor without a license. Selling alcohol without a license is a gross misdemeanor. The penalty is a fine of up to \$3,000 and/or up to a year in prison.
- Anyone who causes the intoxication of another person by illegally selling alcohol to that person can be held liable for damages resulting from that illegal sale. It's illegal to sell without a license, to sell to a person under 21, to sell to a person who is already intoxicated, or to sell after hours, among other things. Any of these can lead to liability.

[Minn. Stat. § 340A.401.](#)

[Minn. Stat. § 340A.503, subd. 2.](#)

[Minn. Stat. § 340A.502.](#)

[Minn. Stat. § 340A.504, subd. 1, 2.](#)

Koehnen v. Dufuor, 590 N.W.2d 107 (1999).

The risk of liability for an illegal sale should be taken very seriously. If it were the city that is deemed to have made the sale, the city's LMCIT liability insurance would not respond to that claim. If it were an individual accused of having made the sale, the city's LMCIT liability coverage would not protect him/her either. And since selling beer or liquor (especially illegally) probably can't be considered to be part of the firefighter's city duties, the city probably doesn't have any responsibility to defend and indemnify the firefighter for that suit. In other words, an individual firefighter who makes an illegal sale of alcohol in the fire hall may very well be on his/her own if s/he gets sued.

There have been some cases in which the courts decided that an unlicensed person who sold an alcoholic beverage in a casual situation wasn't subject to liability under the civil damages law because he wasn't "in the business" of selling alcohol. While it's possible that a city or firefighter who was sued based on a "throw a dollar into the coffee can" or similar type beer sale might be able to successfully use that defense, that's a pretty fine distinction to rely on—and of course you also have to think about the legal costs of defending that suit and/or the criminal prosecution, even if you're successful. For this reason, LMCIT very strongly recommends that cities and fire departments always err on the side of caution and not allow anything that could arguably be construed to be a sale of alcohol to take place in the fire hall.

b. Alcohol and minors

Make sure that alcohol isn't furnished to or available to persons under the age of 21. Keep in mind that even if you don't now have any firefighters who are under 21, you might in the future. And of course you can't limit membership eligibility to persons over 21, since that would violate the age discrimination provisions of the Minnesota Human Rights Act.

Minn. Stat. § 363.08A, subd. 2.

There are a couple reasons why it's extremely important to make sure that under-age persons can't get access to alcohol in the fire hall:

Minn. Stat. § 340A.90, sub. 1.

- There's a risk of liability for both the city and for the individual members of the fire department, if you furnish alcohol to an under-age person or if you "knowingly or recklessly permit" an under-age person to consume alcohol on the premises.
- It's a gross misdemeanor to furnish alcohol to an under-age person. It becomes a felony if the under-age person becomes intoxicated and either suffers or causes death or great bodily harm.

See Section II-K-1, *Alcohol use response policy*.

For information on policy content and model language see the League's [HR Reference Manual, Chapter 7, Personnel Policies](#), Section XV-A, Sexual harassment prevention.

LMC information memo, [Responding to Emergencies While Off-Duty: Liability and Workers' Compensation Issues for Emergency Personnel](#).

c. Alcohol and responding to emergency calls

Make sure you have a plan for how you'll be able to respond to emergency calls. Where beer is permitted in the fire hall, it's common for the firefighters to relax and "debrief" after a fire run by having a couple beers. But you still need to be able to respond if there should happen to be a second emergency call. If everybody's having a beer or two, you may not be able to respond and stay in compliance with the department's alcohol response policy.

Unless you have a mutual aid agreement with another department that you can rely on to respond to that second call if it occurs, the department should make sure to always have some "designated drivers" who are not drinking in these situations. We also suggest that the department set some explicit limits; e.g., no more than two beers at the fire hall after a run.

3. Sexual harassment prevention

All cities should take steps to provide a work environment free from sexual and other illegal harassment. Both state and federal law make sexual harassment illegal. Cities should have a policy statement on sexual harassment to sensitize employees to the issue and to inform them of their rights and obligations.

As a city department, the fire service should be included in city-sponsored training and policies that a city adopts regarding sexual harassment prevention. Training helps ensure that employees are aware of their responsibilities in preventing sexual harassment, as well as the consequences for committing sexual harassment in the workplace.

4. Responding to emergencies while off duty

It is up to the city council to define the duties of the city's fire and emergency personnel. The city council could determine that as a matter of public policy the city wishes to encourage them to provide assistance at the scene of an emergency when off duty, and that the city actually considers it to be within their duties to provide emergency assistance in such situations.

This decision has implications for city and firefighter liability and any workers' compensation claims that might arise from the response.

Minn. Stat. ch. 13.
For more information, see LMC information memo, *Data Practices: Analyze, Classify and Respond*. Concerning personnel data, see LMC information memo, *Management of Personnel Files*.

Rob Boe, *Smartphones, Social Media, and Digital Cameras*, On the Line: Public Safety Risk Management (April 18, 2014).

LMC information memo, *Computer and Network Loss Control*.

LMC model *Fire-EMS Social Media Policy*.

NFPA Standard 1710 for career fire departments (free access requires you to create an account).
NFPA Standard 1720 for volunteer fire departments (free access requires you to create an account).

5. Minnesota Government Data Practices Act

The Minnesota Government Data Practices Act (MGDPA) controls how government data are collected, created, stored (maintained), used, and released (disseminated). Most city clerks know the MGDPA requirements so well that they could recite them in their sleep. Does the fire chief have the same level of awareness? This is important because the MGDPA applies equally to the clerk and chief. The fire chief likely has a trove of employment data (hiring information, leave requests, the results of discipline, or even medical information) about the members of his or her department. This data is considered personnel data and is most often classified as private or nonpublic. In addition, the fire department likely has information about members of the public—particularly if the department provides rescue and emergency response.

It is essential for fire departments to understand that in this day and age the MGDPA applies to video and digital images. For example, the MGDPA applies equally to a photo of an accident scene and the written report created about the incident. The MGDPA applies whether or not the image is taken with a city-owned device or a privately owned device (for example, a fire fighter’s cell phone). Civil and criminal penalties can apply to the inappropriate release of data under the MGDPA, including on social media.

All fire departments should have a policy on taking images (digital, video, or otherwise) while on duty and the dissemination of those images, including on social media.

L. Staffing levels

1. National Fire Protection Association standards

The National Fire Protection Association (NFPA), a nonprofit organization that develops life-safety standards, recently revised fire operating standards relating to staffing and deployment for both career fire departments and volunteer fire departments. While such standards might suggest a one-size-fits-all approach to fire department operations, the reality is that what works for one fire department might not work for all fire departments in all cities. The end result is that cities and their fire departments might face greater legal risks because they cannot or will not meet the NFPA standards.

Even though the NFPA standards are not mandated regulations, they do have the appearance of being generally accepted industry standards. From a liability standpoint, this means that they imply a performance norm to which a fire department can be held. Also, such standards can create a sense of obligation or duty with which a fire department might need to comply. The hitch is that many fire departments lack the staff and financial resources necessary to implement the standards the NFPA has set.

In such instances, discretionary immunity, with its recognition that local governments have to prioritize decisions and make the best use of resources, can help address the issue of risk.

2. Discretionary immunity

While state law suggests that a city is immune from liability for “any claim based upon the performance or failure to exercise or perform a discretionary function or duty whether or not the discretion is abused,” as a practical matter, the more you show you exercised your judgment or applied discretion, the more likely a court will be able to determine that immunity from liability exists.

Discretionary immunity exists because local governments must make decisions on how best to spend public money and to prioritize the use of limited financial, personnel, and other resources. Cities constantly make decisions about which services, programs, or facilities should be provided or which should be improved. Often, there are competing policy considerations surrounding such decisions. Therefore, immunity applies because a city often has to make decisions that involve the weighing of competing political, social, economic, and safety factors.

While discretionary immunity probably does not protect operational or day-to-day decisions, it can provide protection for planning level, tactical, and allocation-of-resource decisions. These sorts of decisions can be made in such areas as land use, personnel, permits, and street construction, as well as in capital expenditures and use of staff and policies related to responses to emergencies.

One important aspect to consider is who is making the decision. Generally, the higher up you go the easier it is to prove that a decision was made at a planning or policy-making level. However, this is not to say that all decisions made by the city council, mayor, or city administrator are automatically entitled to discretionary immunity. Similarly, some decisions made by lower level employees may also be discretionary. The key principle is that discretionary immunity protects planning or policy-level decisions.

Another aspect is whether or not a decision or policy involves weighing of social, political, safety, or economic considerations. A case in point might be a standard operating procedure or tactical operating guidelines used by a fire department. Many cities have such policies and they frequently involve weighing the above factors. For example, economic factors might include maintenance and availability of equipment or public safety budget. Political factors could include the expectations the community has for fire services. Safety consideration could include the response to the fire, personnel, and management of fireground operations.

a. Importance of records

Discretionary immunity absolutely requires good record development and retention. Keeping records of policy and planning decisions not only helps to implement those policies and plans, but also helps to provide guidance and direction to employees, set levels of expectation for service, and help measure performance and effectiveness of that policy or plan.

Part of policy or planning should include developing records that show the weighing of social, political, economic, and safety factors as a part of the decision-making process. In addition, even if a city is not entirely immune from liability pursuant to discretionary immunity, the existence of and adherence to a policy helps to prove that the city exercised ordinary and reasonable care and is therefore not liable.

As previously mentioned, the NFPA standards can create a certain level of expectation and duty for fire departments. Immunity furthers this by presupposing a duty exists and that there was a breach of that duty. However, if there is no duty and no evidence exists of a breach, then it would stand to reason that the city is not liable. If the city is not liable, there is no liability from which the city needs to be immune. This means that a city could have a successful result at trial if it has records showing it is not liable or negligent. One way to do this is to have a record showing that the city understands the NFPA standards exists, but that those standards cannot be implemented by the city because of certain social, political, economic, or safety factors.

See LMC model, *Council Resolution Adopting Policy on Number of Firefighters*.

b. Guarding discretionary immunity in records

One way to show that a city council exercised discretion is through accurate and complete meeting minutes. If the city council ratifies or approves a plan or policy drafted or prepared by others (department head, city advisory board, etc.), the council meeting minutes should reflect that the policy or plan development authority was delegated to the person or entity making the decision, and that the city council reviewed the decision that was made or recommended. Furthermore, the minutes should indicate that the entity responsible for the policy or plan weighed competing political, social, economic, and safety factors.

If the council does not need to ratify or approve a final plan or policy, a discretionary immunity record could show that the council delegated planning or policy development to the decision-making person, department, or board. Such action should be reflected in minutes and should clearly indicate that council expectations included weighing of competing interests in the creating, development, or changing of plans and policies.

Decisions protected by discretionary immunity statute may sometimes be made by city administration staff, department heads, or others to whom policy or planning development authority has been granted. In such instances, the person exercising discretion must be the one to create the immunity record. This might include correspondence or memoranda indicating who directed them or, if not explicitly directed by another, why planning or policy development is within the authority given to them by their position or job description. Notes regarding the decision-making process should be kept, which can also be used in introducing the plan or policy or in a preamble to the policy itself.

Fire department and public safety immunity records will likely include incident or response reports. In cases of substantial damages or injuries or the fire decision maker believes that someone may second guess a tactical decision made by them, a supplemental report should be prepared as soon as possible. This report can set forth the political, social, economic, or safety factors that were weighed as well as the time parameters for deliberation and decision making. Sometimes, the actual decisions have to be made quickly. However, after the incident or emergency, the decision maker can document specifically the competing considerations that went into their decision at the time the decision was made.

See LMC sample, memorandum on *NFPA Standards and City Resources*.

LMC information memo,
*Providing Assistance in
Emergencies: Coverage and
Liability Issues.*

LMC information memo,
*Responding to Emergencies
While Off-Duty: Liability and
Workers' Compensation
Issues for Emergency
Personnel.*

"Fire Departments, Fire
Relief Associations and
Checking Accounts," Office
of the State Auditor,
Statement of Position, Aug.
2015.

See Section IV-E,
Fundraisers and donations
and
Section VII-B-2, *Fundraising.*

[Minn. Stat. § 609.456.](#)

III. Liability concerns in disaster assistance

When disaster strikes in Minnesota, the response is always the same. Cities and other local governments around the state pitch in to help, sending equipment and crews of firefighters as well as police officers, public works and utilities workers, building inspectors, and whatever other help is needed. That same spirit of emergency assistance sometimes reaches beyond the borders of Minnesota, whether that means helping out with floods in Iowa or sending assistance to the coastal states impacted by a hurricane. Fire departments providing and receiving disaster assistance need to understand insurance coverage and liability issues for Minnesota cities for responses both inside Minnesota and out of state.

IV. Managing city fire department finances

Since fire departments are a department of the city, all department funds are the city's responsibility. If they exist, independently managed fire department bank accounts need to be closed and the funds turned over to the city treasurer and controlled by the city council. The fire department does not have any independent authority to accept, control, or spend "department" funds or to enter into contracts. The city council must accept any donations or other contributions.

City fire departments have historically operated with considerable autonomy; however, where public funds are concerned, that autonomy is limited. Minnesota's statutes are clear: city councils must control the city's finances. All city funds must be received and accounted for by the city treasurer. Fire department expenditures must also be treated the same as expenditures for any other city department. The fire chief has no authority to authorize city expenditures or to sign city checks. Instead, the expenditures for the fire department, as with any other city department, must be approved by the city council in a manner that conforms to the city's established purchasing and claims procedures.

Unlike the city fire department, volunteer fire relief associations will have their own financial accounts. A volunteer fire relief association is a governmental entity separate from the city. It receives and manages public money to offer retirement benefits for those individuals who provide firefighting and emergency first response services.

Local government officials and employees must notify the Office of the State Auditor (OSA) whenever evidence of theft, embezzlement, or the unlawful use of public funds or property is discovered. The reporting requirement also applies to officers and employees of local public pension plans, including volunteer firefighter relief associations.

Minn. Stat. § 415.01, subd. 2.

LMC model, *ordinance*
establishing fees for
emergency protection fire
services for property within
the city.

LMC model, *ordinance*
establishing fees for
emergency protection fire
services outside the city
pursuant to a fire protection
contract.

Minn. Stat. § 366.011.

Minn. Stat. § 366.012.

A detailed description of the alleged incident(s) must be made to the OSA “promptly” and in writing. The description may include information that is classified as not public data. “Prompt” reporting means that the OSA should be contacted when the evidence is first discovered. Information that could reasonably be used to determine the identity of an individual providing the required notice is classified as private.

A. Charging for fire calls

Cities have express authority to impose fees for emergency services, including fire protection. A city’s ability to charge fire fees involves interplay between three statutes. The first, Minn. Stat. § 415.01, subd. 2, allows cities to charge for emergency services by passing an ordinance that specifies the amount and manner of the charge. It provides “[A] city may exercise the power under sections 366.011 and 366.012 relating to charges for emergency services only if the city adopts an ordinance authorizing the manner and amount of charging for those services.”

The other two, Minn. Stat. §§ 366.011 and 366.012, apply to towns. Under Minn. Stat. § 366.011, a town can impose fees for fire protection services provided by or contracted for by the town. If the charge is not paid, the town can use any means available to private parties to collect it or may certify the unpaid charge with the county auditor for collection with taxes to any real property within the state. Minn. Stat. § 366.012 explains the process for certifying charges with the county auditor. By its terms, Minn. Stat. § 415.01, subd. 2, gives cities these same powers.

Cities also have the authority to certify the unpaid charge to the auditor of any county in the state in which the person who received fire protection services owns real property. The county auditor is responsible for remitting to the city all charges collected on behalf of the city. Therefore, a city can certify unpaid fees regardless of where the property is located in the state.

An important note to remember is that fire services generally include not only firefighting, but first responders as well. Any ordinance authorizing fire service charges should define fire services broadly enough to include both of these activities.

Minn. Stat. § 415.01, subd. 2.

Mem'l Hosp. v. Maricopa County, 415 U.S. 250 (1974) (denying non-residents free non-emergency medical care violated the right to travel).

State v. Kolla, 672 N.W.2d 1 (Minn. Ct. App. 2003) (charging higher state license fee to non-residents violated commerce clause); 9 McQuillin, *Municipal Corporations*, § 26.48 (3rd ed. Revised 1995).

1. Providing service to property outside the city

Many cities contract with towns or other cities to provide fire protection, requiring the city fire department to provide service outside of the city. These contracts typically authorize cities to bill the recipient of the fire protection service who lives outside the city. Cities have the authority to use any means available to private parties to collect unpaid charges, regardless of where the property is located. State law also gives cities the ability to certify for collection with taxes the unpaid fire charges on property located outside of city limits that is anywhere within the state. It provides that cities may exercise the “power under sections 366.011 and 366.012 relating to charges for emergency services.” One of these powers is certifying unpaid fire charges. This power is not limited to charges to property within a city’s borders.

2. Different rate structures

Fire departments often respond to car fires, sometimes to nonresidents of the city, or to another entity covered by a fire protection contract. Cities have inquired whether they can charge higher rates for these calls. Unequal fees implicate several constitutional concerns. The U.S. Supreme Court ruled that denial of “basic necessities of life” impedes the constitutional right to travel. Fire protection might be a basic necessity and unequal charges may be a form of denying this basic necessity. Additionally, higher taxes and more stringent licensing requirements imposed on nonresidents have run afoul of both the Constitution’s equal protection and commerce clauses. Because of the possible constitutional implications resulting from different rates, it is probably preferable to have a uniform policy when charging for fire calls.

3. Policy considerations

Many cities have passed ordinances charging fire fees and more are considering this option. Aside from the concerns mentioned above, cities should consider whether charging fire fees is the best choice. Some citizens may argue that the mechanisms for collecting and enforcing property taxes are already in place and that paying for fire services out of general revenue may be a better option than charging for fire calls.

The city should also decide whether it is prepared to collect charges when the fee is not covered by insurance. Some insurance policies will only pay if the property owner has an obligation to the city. If the city only collects fees in limited instances, the insurance company could argue that the property owner does not really have an obligation to the city. Furthermore, if the city aggressively attempts to collect fees from persons having insurance but looks the other way for persons not having insurance, the city could be committing insurance fraud.

If the city decides to charge fire fees, the statutes do not limit the amount of fees a city may charge. However, as is usually true for city fees, the fee should be reasonably related to the city's cost in providing the service.

Finally, keep in mind that all fire fee collections belong to the city, not the fire relief association or fire department, and should be deposited in the city's accounts.

B. Contracting out city fire services

Fire protection is the most commonly contracted-for service between cities and towns. These contracts will typically fall into some kind of intergovernmental cooperation agreement such as contract-for fire service, a mutual aid agreement, or an agreement for shared personnel or resources such as equipment, facilities, or specialty operations; rescue teams are a common example. Each of these contracts presents unique considerations, especially in terms of liability and risk management, which are discussed in a separate Information Memo.

Less commonly, fire departments may actually consolidate under a joint powers agreement to create a separate entity, a subordinate service district, or a separate nonprofit corporation. Consolidations are discussed below as a fire service management option.

In most cases, existing contracts have long and unique histories resulting in widely varying contract provisions. Many have long terms and are often renewed without giving much attention to their content beyond the provisions dealing with the cost of the service. The result can be contracts with outdated provisions that do not adequately protect the interests of either the city or town. In other cases, the parties are keenly aware of the contract provisions and disagree over its wording.

The League of Minnesota Cities Insurance Trust (LMCIT) can assist cities in reviewing fire-related contracts to help ensure insurance and liability provisions adequately protect the city's interests.

LMC information memo,
*Intergovernmental
Cooperative Agreements.*

See Section VI,
*Considerations in fire
department consolidation.*

LMCIT Contract Review
Service.
Chris Smith,
Risk Management Attorney
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LMCIT and the Minnesota Association of Townships developed a model fire contract to assist cities and towns when contracting for services. Public officials with questions regarding this model are encouraged to contact their respective organizations and, as always, have the contract reviewed by their local attorney before its adoption. Although this model agreement is between a city and town, most of the terms would apply equally to a fire-related contract between any two governmental units.

The model was developed with the following goals in mind (this model does not, and is not intended to, address all the unique circumstances that may exist in a particular situation):

- To encourage the use of written contracts.
- To provide language that reflects current approaches to issues such as liability and indemnification.
- To address issues that may have been overlooked in local contracts.
- To offer language that attempts to protect the interests of both cities and towns.
- To ultimately provide a platform from which cities and towns can build their own contract to fit their particular circumstances and interests.

One of the most important issues from the city's perspective is how much to charge for providing the fire protection services. For many years, cities have provided fire protection services to outside areas at charges which were far under actual costs. These charges often had little relation to the real cost of providing the service. In effect, cities have often subsidized their neighbor's fire protection. Many cities, however, are reconsidering this approach and are adopting a more business-like approach toward providing fire protection.

The Safety Center states the cost of fire protection is not significantly related to the number of calls the fire department makes. There are capital costs, operational costs, and personnel costs incurred regardless of the number of calls. To ensure itself of being adequately compensated, a city should adopt a formula to determine its charges for outside service.

Because each situation is unique, there is no one correct method to establish fire service charges. Each city will have to determine for itself whether it should subsidize its neighbor's fire protection, furnish fire services at cost, or generate a slight surplus to re-invest in capital equipment.

LMC and Township Assn. model, *City/Town Fire Contract*.

To assist cities in recouping the cost of providing fire protection services, the Safety Center has established a formula to aid cities in determining the actual cost of providing services. This payment formula has been simplified in the League/Township Association model contract. For example, the model uses the number of calls to a jurisdiction to reflect the level of department use instead of attempting to develop a method for determining the percentage of use of the fire department for each call as suggested in the Safety Center's document.

While some calls certainly involve more fire department resources than others, it was felt the level of use is balanced out over the three-year average used in the formula. Not only is this approach simpler, it also reduces the ongoing administrative burdens on the fire department to track the more detailed information needed to determine the percentage of use per call. In addition, the model contract has an alternative annual flat fee payment provision. Because each situation is unique, there is no one correct method for a city to establish fire service charges.

C. Contracting to purchase equipment

Just as only the city council is authorized to hire firefighters, enter into fire service contracts, and control all city fire department funds, it is only the city council (or in some cases a city manager) that has the authority to solicit and enter into contracts for fire department equipment. Fire chiefs or other fire staff may assist in the development of equipment specifications, however. Cities must be careful to follow all competitive bidding requirements of state law.

Sometimes firefighters, acting through their fire relief associations, would like to assist in purchasing fire equipment. A fire relief association may not purchase fire equipment unless it is permitted in their bylaws. If permitted, likely a monetary donation to the city with a restricted purpose is the preferred method of assistance. This avoids the appearance the city is trying to evade bid laws. It also ensures city ownership which is important for maintenance and risk management of the equipment.

D. Compensating firefighters

The minimum wage and overtime provisions of the Federal Fair Labor Standards Act (FLSA) apply to paid firefighters, and there are special considerations under this act for determining whether firefighters may be designated as volunteers.

Carefully consider these rules as you determine your firefighter pay practices.

LMC information memo, *Competitive Bidding Requirements in Cities*.

See Section VII-B, *Relief associations and finances*.
[Minn. Stat. § 465.03](#).

LMC information memo, *Fair Labor Standards Act (FLSA): Police and Fire Employees*.

Find current withholding information in the LMC information memo, *Budget Guide for Cities*.

26 C.F.R § 31.3121(b)(7)-(2)(d)(2).

26 U.S.C.A. § 3401(a).

See Section VII-B-2, *Fundraising*.

See Section IV-A, *Charging for fire calls*.

If firefighters are deemed employees (not true volunteers) under the FLSA, remember that Social Security and Medicare withholdings must be made from compensation unless the volunteer firefighters' relief association plan would be a "qualified" retirement plan under IRS criteria.

Most relief association plans in the state would likely not be "qualified" because they fail to meet the 100 percent non-forfeitable benefit requirement necessary for part-time, seasonal, and temporary employees. This requirement means that the plan must allow the retirement withholdings to be returned to the employee if the employee has not yet vested 100 percent. Relief association retirement plans do not typically allow this type of refund and do not fully vest until a firefighter has participated for many years.

Although there is an exception to withholdings for employees hired temporarily to handle disaster emergencies, this would not appear to exempt volunteer firefighters from Social Security and Medicare withholdings. The ongoing and continuous relationship volunteer firefighters have with their cities in providing firefighting services probably precludes a "temporary" relationship.

Fire departments and relief association plans can differ substantially from city to city in Minnesota. Because of these differences, a city will have to look closely at its particular situation to determine whether or not its volunteer firefighters would be exempt from withholdings. Cities that believe they have special circumstances may want to request a revenue ruling or a private letter ruling from the IRS. (There may be a fee for such rulings.)

If firefighters are employees under IRS rules, they should receive a W-2 form after the end of each year. The W-2 is a statement of the employee's earnings and withholdings for the year. City employees should not receive IRS Form 1099, which should be given only to individuals who have an independent contractor relationship with the city.

E. Fundraisers and donations

The city, the fire department, and firefighters have no authority to conduct fundraising activities for the city fire department. The appropriate home for any fundraising is with the fire relief association.

Fire service charges are not fundraising. Cities are allowed to charge for services, but those charges have to be established by city ordinance. Income from fire service charges cannot be paid to the relief association or the firefighters and shouldn't be deposited anywhere except with the city.

Donations to the city must be accepted via city council resolution passed by a two-thirds majority. The requirement to accept donations in this way isn't dependent on the types of donations—it applies to money as well as equipment or services. A donor can specify the intent of how a donation to the city should be used and the city council should note it as such in the resolution accepting the gift.

V. Managing city fire department safety

A. Facility safety

Because of their unique function, city fire stations have exposures to both the public and city employees for accidental injury or loss. Cities have an obligation to maintain these facilities in reasonably safe condition for both their employees and the public. One of the best ways to evaluate your city's fire department facilities is to conduct regular documented safety inspections. Many of these exposures can be identified and removed or mitigated in this way. Records of these activities should be kept and analyzed to identify potential safety issues. The following topics are some of the items to be addressed in a fire department facility review.

1. Premises liability

At first glance, fire department facilities might not be considered to be public buildings which would need to be concerned with the potential for injuries to the public at large. However, many fire department buildings are used for a variety of purposes that bring the public into the facility and create the potential for public liability claims. Public meetings, tours, visits by department family members, retired firefighters, and vendors servicing the facility represent some of the public premise liability issues that must be considered.

Probably the most common type of accident associated with premise liability is slips, trips, and falls. Therefore, it is important to recognize the factors that contribute to these types of accidents and the methods to minimize the risk.

- Inside the building the condition of floors, stair treads, carpets, and floor mats should be evaluated.
- Stairs and walkways should be kept clear to prevent tripping accidents.
- Loose power cords, hoses, or other similar items should also be stored properly.
- If fire department buildings have mezzanines, stairs or ladders, proper guardrails, handrails, and step treads provide protection against falls from elevation.

- Lighting is also important. Poor lighting inside or outside may create more hazardous walkways by making it more difficult to see objects, ice, etc.
- Outside the building, parking lot and sidewalks need to be free of ice and snow, excessive damage, or other conditions that could lead to a same-level fall.
- Equipment, props, and items, such as damaged vehicles used for extraction training, that are left outside after hours create risks. Children or others may climb on them and get hurt. Removal of the items or installation of barricades or warnings may be necessary to lessen the risk.
- Traffic control in emergency vehicle entrances and exits is also important to protect against accidents with other vehicles or pedestrians. Proper design of emergency routes, warning signage, opticon systems, or other controls may be necessary to protect against this exposure.
- Other liability exposures include fire poles, filling non-department air tanks, and special events held on the fire department premises.

2. Employee safety

Workplace safety should also be a focus of your inspections. OSHA requirements, including machine guarding, garage ventilation, and chemical use and storage are some of the applicable standards. Employees are also exposed to the same hazards as others visiting the facility as described above. This includes fall hazards and vehicle-related accidents associated with entering and exiting emergency equipment.

3. Exercise rooms

Many fire stations have exercise rooms with a variety of equipment and free weights. The following are some of the issues to address:

- Exercise equipment should be designed for the intended use and maintained in good repair.
- Draft a policy that states whether non-fire department members may use the facility. If nonmembers use the facilities, there should be controlled access to the facility and training for the equipment.
- Employees should be properly trained in the use of the equipment, and the training should be documented.
- Employees should not workout alone to ensure that assistance is available in the event of an injury and to provide spotters for free weight use.
- Exercise rooms should be kept locked to prevent unauthorized use.

LMC information memo,
*Park and Recreation Loss
Control Guide*, VIII-C-1
Community center programs,
use by outside groups.

4. Security

Basic security programs should be in place for any public facility. Controlled access, good lighting, and scheduled site checks of unoccupied facilities can help to prevent theft, unauthorized entry, vandalism, and property damage related to freeze-ups caused by failed heating systems. Electric monitoring systems, or at a minimum a temperature-activated warning light, can help to catch problems early and prevent damage of sprinkler systems and fire equipment.

5. Other uses for fire hall

Specific procedures should be established to control the use or rent of meeting rooms and facilities at fire stations by civic groups, community groups, and the general public. Specify the types of groups that can use the facilities and for what purpose. You may require the groups to fill out an application or rental contract. This agreement should spell out which equipment, such as kitchen facilities, may be used. The agreement should address who will be responsible for property loss, injury to the organization's members while using the facility, and specific rules to be followed.

6. Life safety

Fire stations, particularly those that provide living quarters for members, should have a detailed and rehearsed emergency evacuation plan. All members should be familiar with their responsibilities and building exits. Emergency lighting should be considered where internal hallways and large rooms might be blacked out if the electrical supply is interrupted. Self-illuminated exit signs should be located appropriately to direct occupants to exits. Don't block exits, leave objects or equipment in the path of egresses, or create an unnecessary fire load through poor storage practices.

7. Property protection

Other fire protection issues to be reviewed as part of inspecting your city's fire department facilities include the following:

- Check the location, condition, and type of alarms.
- Check the portable fire extinguishers.
- Look for defects or other problems with electrical wiring, fixtures, extension cords, and circuit protection.
- Review the practices for storage of flammable liquids and compressed gas cylinders.
- A qualified contractor should test fire extinguishers, alarms, and sprinkler systems at least once a year.

8. Documentation and recordkeeping

Maintaining records of inspections and evaluations of your fire department facilities is very important. First, these records provide evidence of your efforts to meet your obligations to provide safe premises. Second, analysis of these records can be of value in preventing future losses by uncovering potential hazards and patterns of neglect and by providing a training tool for new individuals who will be responsible for conducting these duties in the future.

B. Trends in firefighter injuries

In evaluating our data on fire fighter injuries, consistently over the years we see that four types of job duties create the majority of WC loss costs for firefighters: fireground, EMS, training, and fire station and maintenance. Typically 80 percent of all lost-time injury costs for firefighters can be classified into one of these four operational areas. Our research showed no significant differences in injuries based on firefighter status as full time, paid on call, or volunteer.

1. Fireground

Fireground injuries include almost any sort of injury that might happen during the course of activities at the fireground including burns, smoke inhalation, overexertion from lifting or pulling hoses, or tripping over hoses or equipment, etc.

Being injured in the course of duties at the fireground is the manner in which one might expect that most firefighters are injured. However, the data shows that burns and smoke inhalation injuries comprise a small proportion of injuries at the fireground. Instead, more than half of the WC claim costs for firefighters are from injuries caused by overexertion from lifting/pulling/pushing or a slip/fall. Not surprisingly, most of these injuries tend to be musculoskeletal (e.g., strains/sprains) in nature.

2. EMS operations

The amount and type of emergency medical services provided by fire departments in Minnesota varies from city to city. However, EMS operations continue to be a leading cause of injuries for firefighters in Minnesota. EMS operation injuries almost always involve some sort of patient-handling activity like lifting a patient onto a stretcher, carrying a patient on a stretcher down stairs, or lifting a stretcher (plus patient) into the back of an ambulance. These type of activities cause overexertion injuries (such as strains) from lifting/pushing/pulling.

3. Training

Training activities comprise a surprising portion of injury loss costs for firefighters. Training injuries include injuries ranging from a wide variety of training activities including controlled burns, climbing ladders, physical agility, or other scenario-based training. Among training injuries, slips or falls and overexertion caused by listing/pushing/pulling again lead the way.

4. Fire station and maintenance

Injuries at the fire station or while performing maintenance activities comprise a surprisingly consistent portion of losses. Injuries in this category include a wide variety of activities that take place at the fire station like working on/around vehicles, rolling up hoses, maintenance around the fire station, and loading/unloading equipment. Injuries occurring at the fire station were most often caused by overexertion from lifting, pushing, or pulling and slips or falls

5. Loss control considerations and recommendations

The Loss Control Department has been studying firefighter injuries for more than a decade and has developed a number of resources and programs to assist departments in keeping their firefighters safe.

Below are a number of topics and issues that LMC has identified as possible injury prevention and reduction considerations for fire departments.

a. Physical fitness

Physical fitness is an important component in the overall effort to decrease injuries to firefighters. There is a great deal of research demonstrating that employees who are physically fit are less likely to have a work-related injury, including sprains/strains and injuries from lifting/pushing/pulling an object. In addition, a physically-fit employee is likely to be less severely injured than an employee who is not physically fit.

We know there are departments in Minnesota who have successfully integrated fitness and wellness into their departments. However, fitness and wellness programs are not a “one size fits all” thing. Fire departments across Minnesota have integrated physical fitness and wellness into their culture in a variety of ways. We know of groups of volunteer firefighters who do aerobics together two nights a week while another department does yoga as a group at their stations. One department emails a weekly “function workout” to their members to do on their own time. Ultimately, each department needs to figure out what sort of physical fitness and wellness program might work for them.

b. EMS operations

LMCIT has been monitoring the impact of emergency medical services (EMS) operations on injury rates in fire departments for a number of years now. We know patient extraction and patient transportation are some of the most injury-producing activities an employee can do. Firefighters are often called to assist moving patients who have fallen in tight spaces or lift patients who are morbidly obese. There is really no good way to “safely lift” a patient in either of these circumstances.

The number of EMS runs will likely continue to increase as the population of Minnesota ages. The state demographer predicts that Minnesota will have more people over the age of 65 than in K-12 schools by the year 2020.

One way to avoid some of these sorts of injuries might be to use an emergency rescue lift device. One device used by a number of police and fire departments in Minnesota is portable, can be set up in a tight space, and can lift up to 500 pounds. LMCIT Loss Control Consultants are able to advise fire departments who are considering the purchase of ergonomic equipment for patient handling.

c. Ergonomics

A municipal fire station isn't all that different from a city workshop. Many of the same risk factors exist in both environments. Some of the common musculoskeletal risk factors that firefighters face include awkward postures, prolonged postures, repetition, temperature extremes, vibration, and excessive force/weight. Common maintenance or fire station job duties include hose rolling, carrying heavy equipment, and physical exertion. We assume that many of the lifting/pushing/pulling injuries firefighters experience are the result of one or all of these musculoskeletal risk factors.

A solution to these injuries might involve job hazard evaluation and ergonomic guidelines. The purpose of ergonomics is to design the job to fit the worker—not make the worker fit the job. LMCIT already has a great deal of experience in job hazard analysis and workshop ergonomics and can help departments interested in this type of evaluation.

d. Slips or falls

A firefighter on the scene of a fire during winter in Minnesota faces a unique set of job hazards. Not only do firefighters carry around 50 to 60 pounds worth of gear, but they also have to walk on the ice that's been created by water used to put out the fire. The claims data shows that a slip or fall injury on the ice typically costs about 25 percent more than a normal slip or fall. One can easily see how a slip/fall injury can be aggravated when a firefighter falls to the ground with the weight of his/her own body plus the weight of equipment needed to do the job.

There are a few things that can be done to reduce ice- and snow-related slips and falls. Being aware of the danger of slipping and falling on ice and reminding each other to be careful is a simple way to try to reduce falls. There are also a variety of different footwear and accessories that might be considered for preventing falls. Making sure your footwear is in good working order is a good way to get ahead of the problem.

Additionally, there are a couple of different brands and models of ice cleats available on the market for very little cost. Lastly, use the three points of contact technique for getting in and out of vehicles.

The goal is to have at least three of a responder's arms and legs in contact with a solid surface, so this probably means climbing down backwards from a truck while making use of grab bars and steps.

e. Training

Training injuries to firefighters can be severe and quite costly. Training takes place in a controlled environment, and injuries during training activities should be completely amenable to loss control. The loss control department has been piloting a Training Safety Officer (TSO) Program aimed at trying to reduce training injuries in police and fire departments.

The program recommends that departments implement a safety officer assignment when engaged in active training to provide oversight, control, and guidance to ensure that all trainees have a professional and safe experience with reduced injuries. The goal is to make the experience safer without watering down good training. A number of departments have begun using the TSO program with positive results, and we hope to expand the program to other departments across the state to help decrease training injuries to firefighters.

State Fire Marshall SceneSafe Training for EMS, firefighters and law enforcement officers.

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Rob Boe, [On the Line: Public Safety Risk Management Blog](#).

[Minn. Stat. § 624.22, subd. 2.](#)

[Minn. Stat. § 624.22, subd. 3.](#)

LMC information memo, [LMCIT Liability Coverage Guide](#), Section III-G, Fireworks.

f. Traffic hazards

Traffic hazards are also an area of concern for firefighters. There have been six firefighter deaths among LMCIT member cities over the past few decades. All but one of these deaths has been the result of an auto accident or a firefighter being struck by a vehicle while on the side of a roadway. We spend a lot of time training firefighters how to drive emergency vehicles safely. However, the auto accident deaths were the result of firefighters speeding to the fire station in their personal vehicles while responding to a call. Driver training and re-emphasizing roadway safety policies might help your department prevent firefighter injuries and deaths of these sorts.

6. Further assistance

If your department would like to learn more about firefighter safety and how to prevent on-the-job injuries, please contact LMCIT's Public Safety Project Coordinator and follow his "On the Line" public safety risk management blog.

C. Fireworks safety

Fire departments may sometimes be the "operator" responsible for a community fireworks display. Alternatively, the fire chief must make sure an outside applicant and that the proposed display will meet the applicable safety requirements and guidelines. One important requirement is that the operator is properly certified. To be certified, a person must meet the following requirements:

- Be at least 21 years old.
- Pass a written examination that tests the applicant's knowledge of statutes, codes, and nationally recognized standards of safe fireworks practices.
- Provide evidence of experience as an operator or assistant for at least five fireworks displays, at least one of which is within the past year.

There is a \$100 annual fee for certification, which is good for four years. To renew certification, the person must have participated in or supervised at least three displays within the previous four years.

Cities and their fire departments should be aware of liability coverage provisions for fireworks displays for themselves and that others have adequate insurance limits and the city is named as an "additional insured" under the contractor's insurance.

LMC information memo,
*LMCIT Workers’
Compensation Coverage
Guide.*

LMC information memo,
*Responding to Emergencies
While Off-Duty: Liability and
Workers’ Compensation
Issues for Emergency
Personnel.*

See Section IV-B,
Contracting out city fire
services.

For a fire service example,
see “*Blueprint for Shared
Services,*” a report of the
Governor’s Fire and Rescue
Shared Services Task Force,
2010.

D. Workers’ compensation

In general, workers’ compensation for firefighters is the same as workers’ compensation for other employees. However, there are some special provisions concerning how lost wage benefits are calculated for volunteer firefighters, and there are also provisions specifying that certain diseases are presumed to be job related for all firefighters. There are also some special issues that arise with regard to when a firefighter is considered to be on duty for workers’ compensation purposes when responding to a fire or other emergency call when off duty. Finally, LMCIT’s workers’ compensation premium rating system has some unique features that reflect the unique aspects of workers’ compensation for firefighters.

VI. Considerations in fire department consolidation

Combining two or more fire departments into a single agency can offer advantages to the communities those departments serve. Planning and negotiating an agreement to combine services is a big task and there are many issues to deliberate.

Methods of cooperation short of consolidation, such as service contracts for resources or personnel, mutual aid, or fire service agreements, are discussed elsewhere. In the process of identifying structure, cities could agree to start with a lesser model with the goal of working towards fuller integration. For example, they might start out by contracting for some services with a goal of complete merger several years down the line.

A. Threshold questions

Cooperation is not always an easy task. Consider some threshold questions as you begin, such as what you want to accomplish, what problems are you trying to solve through cooperation, and do the communities see the benefit and support it. Successful cooperative agreements reach consensus on these points.

1. Saving money

Financial considerations will likely form at least part of the answer to the three threshold questions above. For example, experts report that intergovernmental cooperative agreements do not generate significant cost savings for cities in cooperative fire service agreements, which is the most commonly contracted-for service between cities and towns. Cities who have merged do report some increased efficiencies with financial benefits, but not in such overwhelming amounts that it could solely justify the merger.

Minn. Stat. § 471.59.

LMC information memo,
*Intergovernmental
Cooperative Agreements.*

2. Better service

While most experts agree that mergers don't save money, they do agree that successful mergers can generate better service to the community. It is important to have some community discussion about what this means because better service can mean a lot of different things to different people. For example, in the context of a fire service contract or merger it might mean the following:

- Faster response times.
- 24-hour coverage or simply more comprehensive coverage.
- More responders available to answer a call.
- Better training resources through pooled funding.
- Better equipment through pooled funding.
- Managing the growing gap in younger persons entering the volunteer ranks.

3. Community support

The pulse of a community can be hard to judge. Some communities place an enormous amount of local pride in their city. Other residents may feel less attached to civic identity and more concerned about faster response times. A community survey or community forum may help the city determine residents' feelings about the proposed cooperative venture. Cities might also hold open houses on the issue to garner feedback

Whether residents are pro, against, or neutral to the issue, it is important to be able to communicate clearly with residents the reasons for the proposal. Having resolved the threshold questions will put the city in a better position to explain the merger to residents.

B. Joint powers consolidation

In a consolidated joint powers department approach, two or more cities agree under the joint powers law to create a joint board consisting of one or more representatives from each of the participating units with the effective power to do all of the following:

- Receive and expend funds.
- Enter contracts.
- Hire employees.
- Purchase or otherwise acquire and hold real or personal property.
- Sue and be sued.

LMC information memo,
*LMCIT Liability Coverage
Guide*, Section III-I, Joint
powers entities.

[Minn. Stat. ch. 317A.](#)

[Minn. Stat. § 473.121, subd.
4](#), defining metropolitan
counties.

[Minn. Stat. ch. 357B.](#)

Each city provides financial support to the joint board. In turn the board is responsible for running the newly merged fire department, not the city councils of the constituent members. The merged fire department is a new legal entity, separate from the cities, requiring it to procure its own insurance.

C. Independent nonprofit consolidation

Governmental units can also form a nonprofit entity to provide fire protection. With this model, two or more cities/townships would create a nonprofit firefighting corporation under state law in the control of a joint board of representatives from each of the participating units. In turn the board hires the chief and the officers, owns the equipment, and generally manages the operations.

D. Subordinate service districts

Nonmetropolitan counties have the power to establish subordinate service districts to provide and finance any governmental service or function which it is otherwise authorized to perform.

Joint powers entities or independent nonprofit firefighting corporations may work with the county to create a fire protection Subordinate Service District and seek its taxing authority to fund some or all of fire department operations.

Typically the way this is done is to go through the joint powers agreement process and work out the details of how you want to manage the combined fire department. Then, when you have the details worked out, form the Subordinate Service District.

E. Governance and management issues

The structure chosen will in some circumstances affect management of the newly merged fire entity. However, even within these formal legal structures a tremendous amount of variety can occur.

1. Board composition and finances

Governance should be spelled out explicitly in the written agreement related to the consolidation. Questions to consider include the following:

- Will the governing board consist of elected officials, appointed city officials, citizen appointees, or some combination?
- Do all the cities have equal representation?
- How are the members appointed, for what terms, etc.?
- Are there certain specific types of decisions that will need to be approved by the participating city councils, in addition to (or instead of) by the joint board?
- What will each city's financial contribution be?
- How will any unexpected or unbudgeted costs or uninsured/unfunded liabilities be handled?
- Who approves budget, purchases, etc. and how?
- When may a city withdraw, how much notice is required, etc.?
- In a multi-party joint department, will/can the department continue with the now-reduced number of participating cities?
- If the department is dissolved, how are the equipment, assets and liabilities allocated?

2. Human resources

Often the success of a merged entity will depend on how well employment and human resources concerns are addressed and resolved. Human resources issues can be tricky even in single city departments. It is important to note that merging departments rarely solves human resources problems, but may exacerbate existing ones. Here are some questions to consider:

- How big will the new department be? Will the complement of officers/firefighters be equal to, less than, or greater than the combined totals of the existing departments?
- Will all the current members be guaranteed a job or will each member have to apply individually for a job with the new department?
- What labor agreements, if any, are in force in the different departments and how might those agreements affect what changes can be made and when?
- What union, if any, will represent the members in the combined department?
- What changes in health coverage and other benefits may be necessary or desirable?
- Do any of the cities have a civil service system or a local fire relief association?
- What happens to the support staff?
- How will personnel records and files be handled for both current and future members?
- Do any of the cities have all volunteer, part-time paid, or fully paid members? Will the new department?
- How will personnel records and files be handled for both current and future members?

3. Policy and operations concerns

Neighboring cities can have very different approaches to handling training, equipment maintenance, rescue operations, and even putting out fires. For example, neighboring fire departments (who have the same colored trucks, the same looking buildings, and the identical equipment) can have radically different opinions about interior attacks on fires. Some departments will enter no matter what, some departments won't at all. These types of differences can be located in a department's written policies and operational procedures. To make sure things match up it is important to consider the following:

- What policies and procedure manuals will be used and how will that be determined? The departments that are combining may have different policies in general.
- Do we have consistent Standard Operating Procedures?
- Where will the department be housed? Will there be only one or could there be "substations" in the individual cities?
- How will fire department records be handled? Will the existing departments' records be combined, and if so where and how?
- How will complaints be handled?
- Do any of the departments have grant-funded operations?
- How will those responsibilities and that funding be handled?

- What mutual aid agreements are in place? What do they say and commit the contracting parties to?
- How will those commitments be managed?
- Do any of the departments have other non-fire department responsibilities, such as emergency management?
- How will the new department be identified; e.g., name, vehicle colors and markings, uniforms, etc.?

4. Pensions

Attempting to merge pension plans can be the downfall of many consolidation plans. There are many ways to structure and offer pensions across Minnesota fire relief associations and differing philosophies about benefits levels and years of service to vest. Help of a skilled accountant may be needed to work out all the details related to a pension plan merger. One acceptable solution may be to join the Statewide Volunteer Firefighter Retirement Plan developed by the Minnesota Public Employees Retirement Association specifically for volunteer firefighters.

Information about the
Statewide Volunteer
Firefighter Retirement Plan.

VII. The ISO Fire Protection Rating System

The premium that cities pay for LMCIT property coverage is largely based on the estimated replacement cost figures of cities' property. In most cases, these figures are established by LMCIT's professional appraisal program.

LMC information memo,
LMCIT Property Appraisal
Program.

LMCIT also uses the ISO fire suppression rating schedule as a factor in determining premiums. This schedule is used to rate a community's fire protection.

Insurance Services Office

The ISO has for many years done evaluations and ratings of the fire protection provided in communities. This system is called the ISO Public Protection Classification (PPC) program. The PPC grades a community's fire protection based on ISO's Fire Suppression Rating Schedule (FSRS). The better the community's PPC grade, the lower the premium is for property coverage. ISO's data on fire losses indicates that communities with better fire protection as evaluated by the PPC do in fact tend to have fewer losses from fire damage than other communities.

A. PPC rating factors

ISO's PPC system has been in use since the early 1900s, and has been continuously modified and refined over that time. The Fire Suppression Rating Schedule (FSRS) looks at a great deal of specific information about the fire department, the water supply, and the types of property in the community, and uses a fairly complex process to evaluate that information. Following are three of the major factors the PPC system looks at.

Fire Suppression Rating
Schedule.

1. Water supply

ISO will look at whether the community has sufficient water supply for fire suppression beyond daily maximum consumption. It also reviews fire hydrant inspections and frequency of flow testing, as well as the number of fire hydrants that are no more than 1,000 feet from the representative locations.

2. Fire department

ISO reviews the distribution of fire companies throughout the area and checks that the fire department tests its pumps regularly and inventories each engine and ladder company's equipment. ISO also reviews the fire company records to determine factors such as type and extent of training provided to fire company personnel, number of people who participate in training, and firefighter response to emergencies.

3. Emergency communications

ISO reviews how well the fire department receives and dispatches fire alarms. It will evaluate the emergency reporting system; the communications center, including the number of telecommunicators; and the computer-aided dispatch facilities.

B. ISO reports

When ISO rates a community's fire protection, it will prepare a "Classification Detail Report." This report shows in detail how much credit the city received in the rating process for each item reviewed, compared to the maximum credit possible for that item. ISO will also prepare an "Improvement Statement," which identifies what changes a city would need to make in order to move up to a particular grade. A fire chief may request these reports from ISO, but they are not available to the general public.

Moving forward, the ISO will periodically send the city a "Community Outreach Questionnaire" asking for information about the city's fire protection system. If the city completes and returns the questionnaire, ISO will check for significant changes in the city's fire protection system that might merit a review of the city's current classification.

Changes in the area served, improvements in the city's water system, additional fire stations constructed, new equipment added, and improvements in the city's emergency communications are some of the items most likely to trigger a review. If the city has made improvements in any of these areas, it may be worthwhile to contact ISO to request a survey.

C. Further assistance

For additional information, contact the ISO Mitigation. .

VIII. Fire relief associations

Because the city fire department members are almost always also members of the fire relief association, it may be helpful to understand the powers and responsibilities available to the relief association that fire department employees do not possess. It is important for the city, the fire department employees, and the fire relief association members to understand which entity is involved in any activity so that the proper group understands and can address any risks associated with it.

A. Nature of relief associations

Minn. Stat. § 424A.001, subd. 4.
Minn. Stat. § 424A.05.
Minn. Stat. § 424A.06.

Under state law, a fire relief association is a nonprofit corporation, separate from the city, with the authority to provide pension, disability, and death benefits to its members through special funds (restricted) and to engage in other activities and spend other monies out of their general funds (nonrestricted) that the corporation's bylaws permit. Under federal law, relief associations may apply for and be granted federal tax-exempt status as a nonprofit entity. A fire relief association should work with both its accountant and attorney to determine and maintain its federal nonprofit status.

Minn. Stat. § 424A.04, subd. 1(a).

The relief association is governed by a board of directors. Because the relief association is a mechanism to provide pension and other benefits to city employees (the firefighters), its board is required to include full participation on the board by officials of the municipality (or municipalities) served by the fire department to which the relief association is directly associated. There must be three city trustees:

- An elected official.
- Another elected or appointed official.
- The chief of the city fire department.

The elected and appointed officials are chosen by the city council annually. These city members must be informed of and should attend all relief association board meetings. They are full members with voting rights.

Minn. Stat. § 13D.01, subd. 1(d)(2).
For a general discussion of the open meeting law requirements see [Handbook, Chapter 7, Meetings, Motions, Resolutions and Ordinances.](#)

Because of its quasi-public purpose in providing pension and other benefits to city employees, meetings of the relief association board are subject to the state's Open Meeting Law.

Minn. Stat. § 424A.05, subd. 2.

Likewise, the records of special fund transactions (those relating to pensions and other benefits) and the relief association bylaws are public and must be open for inspection by any member of the relief association, any officer or employee of the state or of the municipality, or any member of the public at reasonable times and places.

The trustees of a relief association board, including the three city officials, have specific fiduciary duties. They must act in good faith and exercise the degree of judgment and care that a person of prudence, discretion, and intelligence would exercise in the management of their own affairs. As fiduciaries, they must avoid conflicts of interest. They must make a reasonable effort to obtain knowledge and skills sufficient to perform their fiduciary responsibilities.

B. Relief associations and finances

Because a relief association is a nonprofit corporation, separate from the city, it has some duties and privileges that the fire department does not.

1. Control of relief association funds

Unlike fire department money, which is collected and disbursed by the city, the relief association collects money from certain other sources and controls their investment and payout as set out in state law.

Minn. Stat. § 424A.05.

Volunteer firefighter relief associations who operate a pension fund are required to maintain a special fund. Certain dedicated revenues must be deposited in this fund and paid out only for service pensions, annuities, disability benefits, survivor benefits, and other similar restricted purposes.

Minn. Stat. § 424A.06.

Relief associations may, but do not have to, establish and maintain a general fund into which certain other money must be credited. Disbursements from this fund may be made for any purpose that is authorized either by the articles of incorporation or the bylaws of the relief association.

Local government officials and employees must notify the Office of the State Auditor (OSA) whenever evidence of theft, embezzlement, or the unlawful use of public funds or property is discovered. The reporting requirement also applies to officers and employees of local public pension plans, including volunteer firefighter relief associations

State Auditor Reporting form.

A detailed description of the alleged incident(s) must be made to the OSA “promptly” and in writing. The description may include information that is classified as not public data. “Prompt” reporting means that the OSA should be contacted when the evidence is first discovered. Information that could reasonably be used to determine the identity of an individual providing the required notice is classified as private.

Minn. Stat. § 349.16, subd. 1, and Minn. Stat. § 349.12, subd. 28.
LMC information memo, *Lawful Gambling*.
Minn. Stat. § 340A.404, subd. 10.
Minn. Stat. § 340A.403, subd. 2.

2. Fundraising

As a separate, nonprofit corporation, the relief association may engage in some fundraising activities that the city fire department may not. It is important to be clear on roles and responsibilities of the fire relief association and the city. Event marketing materials should be clear that fundraising events are sponsored by the relief association. Typical relief association fundraisers include the following:

- An event such as a booya, spaghetti dinner, or pancake breakfast.
- Lawful gambling activities, like bingo, pull tabs, or raffles. Lawful gambling activities are subject to state law, even if they only occur once a year.
- Alcohol sales may also be used to raise funds, such as a beer tent at the local community festival.

3. Alcohol as a fundraiser

There are several special considerations when using alcohol sales as a fundraiser. It is important for relief associations to understand that significant liability risk comes along with any sale of alcoholic beverages.

The liquor laws make it clear that persons who sell or serve alcoholic beverages have a responsibility to avoid making sales that are illegal. Two of the most important responsibilities are to avoid selling or serving alcohol to anyone who is obviously intoxicated and to avoid selling or serving anyone under age 21. Anyone who illegally sells or furnishes alcohol is potentially subject to both criminal prosecution and civil liability.

a. Criminal penalties

The criminal penalties for violating liquor sale laws can be very severe. For example:

Minn. Stat. § 340A.702(7).

Minn. Stat. § 340A.702(8).

Minn. Stat. § 340A.701, subd. 1(4).

- It's a gross misdemeanor to sell, give, or furnish alcoholic beverages to an obviously intoxicated person. The penalty for a gross misdemeanor is a fine of up to \$3,000, imprisonment for up to a year, or both.
- It's a gross misdemeanor to sell, give, or furnish alcohol to a person under the age of 21.
- It's a felony to sell, give, or furnish alcohol to a person under 21 if that person becomes intoxicated and causes or suffers death or grave bodily harm as a result.

Minn. Stat. §§ 340A.801-.802
(also known as the Dram
Shop Law).
Minn. Stat. § 340A.90.

b. Civil penalties

Violating liquor laws can also subject the organization to civil liability. Anyone who causes the intoxication of another person by illegally selling alcohol to that person can be held liable for damages resulting from that illegal sale. It's illegal to sell under the following conditions:

- Without a license.
- To a person under 21.
- To a person who is already intoxicated.
- After hours.

Any of these can lead to liability under Minnesota's Civil Damages Act. In addition to liability for illegally selling alcohol, a person can also be held liable for furnishing or permitting the consumption of alcohol by persons under 21. The typical way the Civil Damages Act comes into play is that the licensee sells a drink to an intoxicated person, who then gets into his car and causes an accident. By law, the seller is liable for the injuries resulting from that accident.

There are no dollar limits on how much the seller can be held liable for and the potential exists for that liability to be very large. A young person who's left a paraplegic for life or a well-paid breadwinner who's killed and leaves several young dependents behind are a couple examples that could easily result in a multimillion dollar damage award.

c. Reducing risks in alcohol sales

There are two components to managing that risk: server training and adequate liquor liability insurance limits.

(1) Server training

To reduce the risks of criminal penalties and civil liability, it's extremely important that everyone who will be involved in selling or serving beer be aware of and understands the risks and their own responsibilities under the law. In other words, training is critical. Formal alcohol server training is available through a number of sources.

For organizations seeking liquor liability coverage through LMCIT for special event sales, LMCIT requires at least one supervisor to have completed a formal server training course and be present and in charge at each location at all times while beer sales are being conducted. While LMCIT does not require each individual server complete a formal training course, each server must receive instruction, either from the supervisor or from another competent person, as to their responsibilities.

Alcohol Awareness Training:
LMCIT Liquor Liability
Program.

LMC information memo,
*LMCIT Liability Coverage
Guide*, Section III-K, Liquor
liability.

Minn. Stat. § 340A.409, subd.
1.

Minn. Stat. § 340A.409, subd.
4.

Minn. Stat. § 340A.509.

LMCIT strongly recommends fire relief associations follow similar training guidelines even if purchasing liquor liability insurance from a private insurer. The insurer may have other specific requirements of its own for server training, which is why it's important to make sure the relief association is aware of and complies with those requirements.

(2) Adequate liquor liability insurance

Regardless of how well servers are trained and how carefully the beer sales are managed, the risk of dram shop liability can never be completely eliminated. If liability occurs, the dollar amount of the liability is really a matter of the luck of the draw. The possibility of a multimillion dollar liability judgment is very real.

The statutes only require liquor licensees to have minimum insurance limits of \$50,000 per person and \$100,000 per occurrence (this limit is not required for a beer licensee whose annual sales were less than \$25,000 in the previous year). Cities can require a licensee to carry higher limits than what the statute requires. In any event, one of these "minimum limits" policies is clearly nowhere near enough to adequately cover the risk.

The next question, of course, is "How much is enough?" Unfortunately, this is one of those "How high is up?" questions. No matter how much insurance is purchased, one can never be absolutely sure it will be enough. Given the nature of the risk, a \$500,000 insurance limit should probably be considered an absolute minimum any time a city or city-related entity is involved in liquor sales. If it is decided to operate under a low limit, everyone involved should be aware there's a very real risk of liability that's greater than the coverage limits.

LMCIT recommends the relief association carefully consider carrying at least a \$1,000,000 limit for liquor liability, and even then there's still a very real risk it might not be enough.

Of course, one objection might be that by the time premiums are paid for limits that high, it will eat up all the profit and the organization won't make any money on the fundraiser. But if that's the case, the response should probably be to look for a different way to raise funds and to not proceed with cheap, low-limit insurance.

The organization might consider how many years of beer sale profits it might take to pay off \$100,000 or \$500,000 or \$1,000,000 of uninsured liability.

d. Parties at risk

The risk that potential liability could be more than the organization's insurance limits should be a serious concern to all parties involved: the relief association, the city, and the individual firefighter. As described below, it's in everybody's interest to make sure there are reasonable insurance limits in place if the fire department is involved in beer sales.

(1) Relief association risks

From the standpoint of the relief association (assuming the relief association is the licensee), the concern is that the relief association's assets are at risk. If the association were held liable for an amount greater than its liquor liability insurance limits, the association's general fund could certainly be at risk. It's possible that a claimant might also try to get at the money in the association's special fund. While the statutes say the special fund can only be used to pay pensions and certain specific other expenses, it's at least conceivable that a court might order those funds to be applied to what the association owes on a liquor liability claim. That could affect the association's ability to meet its pension obligations to its members. If the association uses the "defined contribution" or "split the pie" pension system, it would mean much smaller pensions for future retirees.

(2) City risks

From the city's standpoint, an excess judgment against the relief association on a liquor liability claim potentially could affect the city in several different ways.

The claimant could argue that the relief association was really ultimately acting on behalf of the city in conducting the beer sales, and that the city should therefore be held liable for the relief association's actions in illegally selling beer. Since under the statutes the relief association has a very direct and close special relationship to the city, a court might well be sympathetic to this argument and conclude the city should be vicariously liable for the relief association's actions. That might be particularly true if the profits from the beer sales were being used to cover costs the city might otherwise bear, such as acquiring new fire equipment.

If the claimant were able to get at the assets in the relief association's special fund to satisfy the judgment, it would increase the city's future costs if the association uses the "defined benefit" approach to pensions. Since the city is required by law to provide enough funds from property taxes or other sources to enable the relief association to meet its pension obligations, the city would ultimately have to make up the loss if the claimant were able to get at the relief association pension funds.

If the insurance and other assets of the relief association weren't sufficient, the claimant would very likely look for a way to make a claim directly against the city. They might try to argue, for example, the city was negligent in failing to adequately oversee and control the relief association's activities.

Keep in mind, of course, that if the city does end up being liable and there isn't insurance to cover it, the taxpayers will ultimately have to pay for it. Unlike a private corporation, the city doesn't have the option to simply declare bankruptcy, hand over its assets, and walk away.

(3) Individual firefighter risks

From the individual firefighter's standpoint, there's a concern about personal liability as well. While liquor liability claims are typically brought against the licensee, the statute actually refers to "a person" who makes an illegal sale. There seems no reason why the claimant couldn't sue the individual who actually served or sold the beer in addition to suing the licensee. Depending on the circumstance, there could be a question of whether selling beer is part of the firefighter's city duties as a city employee and, therefore, whether s/he would be entitled to be defended and indemnified by the city. And even if it were considered part of the firefighter's city duties, if the firefighter's actions in selling beer were outrageous enough, it might be considered to be "malfeasance, willful neglect of duty, or bad faith" in which case the firefighter would be on their own for any damages awarded against them.

4. Pension highlights

Managing pension funds is a detailed process beyond the scope of this discussion. Highlighted here are a few key areas that can result in liability for the relief association and the city.

a. Fiduciary duty

The members of the relief association board of trustees have a fiduciary duty to act in good faith and exercise the degree of judgment and care that persons of prudence, discretion, and intelligence would exercise in the management of their own affairs, not for speculation, considering the probable safety of the plan capital as well as the probable investment return to be derived from the assets.

[Minn. Stat. § 424A.04, subd. 2.](#)

[Minn. Stat. ch. 356A.](#)

Minn. Stat. § 424A.095.
Minn. Stat. § 356A.06, subd.
6 or 7.

The trustees also have investment-related fiduciary requirements. As with city funds, Minnesota statutes specify where the relief funds may be invested. The permissible investments for relief association funds are broader than the investment options available to the city. Even so, fiduciaries must consider the probable safety of the funds as well as the probable investment return to be derived from the assets. The investments should not be made for speculation. They should be properly diversified among investment types to minimize the risk of substantial investment losses. Sufficient assets must be invested in cash-equivalent securities to meet immediate liquidity needs and to avoid losses from forced early liquidation of other securities.

b. Benefit increases

Keep your fiduciary duties in mind especially when considering benefit increases. Benefits should not be raised without a thorough review of all finances involved, including expected increase in the accrued liability and annual accruing liability of the relief association attributable to the amendment. Some relief associations have been adversely affected by downturns in financial markets. Past performance is never an indication of future returns, and relief association investments may be more volatile than city funds, given their wider range of permitted investments.

Minn. Stat. § 424A.092, subd.
6.

Pension benefit increases generally require an amendment to the bylaws of the relief association and may require ratification by the city council. Cities must make their own determination of the financial soundness of a benefit increase proposal. In some circumstances the relief association may be able to increase their benefits without city council approval, but if the financial requirements of the special fund subsequently require financial support from the city, the provisions implemented without city ratification are no longer effective, and any service pensions or retirement benefits payable after that date may be paid only at the previous benefit level.

“Required Municipal
Contributions to Volunteer
Firefighters’ Pension Plans,”
Office of the State Auditor,
Statement of Position, Oct.
2014.

c. Statewide volunteer firefighter retirement plan

A fairly new option available to municipalities that do not have a volunteer firefighter retirement plan but would like to start one, and for existing relief associations seeking an alternative to their existing plan, is the Statewide Volunteer Firefighter Retirement Plan (SVFRP) operated by the Minnesota Public Employees Retirement Association (PERA).

Minn. Stat. ch. 353G.

LMC Hot Topics: Volunteer
Firefighter Retirement Plan.

Public Employees Retirement
Association (PERA).

Participation in this plan has the advantages of shifting investment decisions to a knowledgeable and experienced pension board and allows benefits to be portable if a firefighter works in more than one city’s fire service.

Minn. Stat. § 353G.13.

Rob Boe, LMCIT Public
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800.925.1122
[On the Line, LMC Blog](#)

IX. Further assistance

If your department would like to learn more about fire department management, please contact LMCIT's Public Safety Project Coordinator and follow his "On the Line" public safety risk management blog.

Hanover Fire Relief Association



Bylaws

October 11, 2016
Revised

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BYLAWS OF THE HANOVER FIRE RELIEF ASSOCIATION

ARTICLE I - NAME

Section 1 – **NAME.**

The name of this relief association is the Hanover Fire Relief Association. It is a nonprofit organization incorporated under the laws of Minnesota.

Section 2 – **TYPE.**

The Association is a defined-benefit lump-sum relief association subject to Minn. Stat. §§ 424A.015; 424A.02; and 424A.091 to 424A.094.¹ All benefits provided by this association derive from and are governed by Federal and State laws and these bylaws.

Section 3 – **BOOKS AND RECORDS.**²

The Association will keep, at a minimum, correct and complete copies of its articles of incorporation and bylaws, accounting records, records documenting Special Fund transactions, records necessary to determine benefits payable and paid to individual members and their beneficiaries, and minutes of each of its meetings that record the votes of actions taken. Unless a Records Retention Schedule is adopted and the Minnesota Historical Society has been notified or authority to destroy records is received from the Records Disposition Panel, relief association records may not be destroyed.

¹ Minn. Stat. § 424A.002, subd. 2.

² Minn. Stat. §§ 138.17; 317A.461.

Section 4 – **PURPOSE.**

The Association is a governmental entity that receives and manages public money to provide retirement and ancillary benefits for individuals providing the governmental services of firefighting and emergency first response, and for their beneficiaries.

Section 5 – **FISCAL YEAR.**

The Association's fiscal year begins on January 1 of each calendar year and ends on December 31 of the same calendar year.

³ Minn. Stat. § 424A.001, subd. 4.

⁴ Minn. Stat. § 424A.001, subd. 11.

ARTICLE II - MEMBERSHIP

Section 1 – MEMBERSHIP.

All members of the Hanover Fire Department are eligible for membership in the Association. Application for membership will be made in writing on a form supplied by the Secretary of the Association. Membership will be approved by the Board of Trustees.

Section 2 – MEMBERSHIP START DATE.⁵

Membership in the Association begins on the date a firefighter is hired by the city, however during the 1st year they will be considered a non-voting member.

⁵ Minn. Stat. § 424A.001, subd. 12.

Section 3 – DUES.

Each member of the Association will pay dues of \$0.00 dollars annually to the association.

Section 5 – TERMINATION.

Any member may be terminated from the Association for cause by a two-thirds vote of all members present at a special meeting of the membership. Cause for termination includes, but is not limited to, failure to account for money belonging to the association, or feigning illness or injury for the purpose of defrauding the association. A member may not be terminated except by a fair and reasonable process.

⁶ Minn. Stat. § 424A.06, subd. 2.

⁷ Minn. Stat. § 424A.01.

Section 6 – ACTIVE SERVICE.

Active service is the supervision or performance of fire suppression or prevention duties. Active service requires meeting minimum service requirements specified by the Fire Department. Annually, the Board of Trustees will obtain certification from the Fire Chief of each member's active service.

Section 7 – DEFINITION OF YEAR OF ACTIVE SERVICE.⁸

A year of active service will be defined as 12 months of active service in the Fire Department. A "month" is a completed calendar month of active service measured from the member's date of entry to the same date in the subsequent month. Service pensions and ancillary benefits will *not* be prorated for fractional years of service (i.e., a member only receives credit for each complete year of service).

⁸ Minn. Stat. § 424A.02, subd. 1(a).

Section 8 – BREAK IN SERVICE.

If a member is unable to perform the duties of a firefighter for any reason, including an approved leave of absence, the member will be considered to have a break in service and will not receive service credit in the Association for that period of time, except that the resumption service requirements of this Section do not apply to leaves of absence or breaks in service made

available by Federal or State statute, such as the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), Minn. Stat. § 424A.021, and the Family and Medical Leave Act (FMLA), 29 U.S.C. § 2601, et al. Active membership in the Association immediately resumes when a member returns to active service with the Fire Department, if the member's break in service was less than 60 days.

Section 9 – RETURN TO SERVICE seeking further guidance.

Any firefighter who has ceased to perform or supervise fire suppression and fire prevention duties for at least 60 days, including former members who have received payment of a service pension or disability benefit, *will be eligible* to resume active membership in the Association should the firefighter resume active firefighting duties with the Fire Department.

If the firefighter has previously received payment of a service pension or disability benefit, the firefighter may be eligible for a second pension or benefit for the resumption period of service if the firefighter meets the vesting requirements defined in these bylaws based on the resumption years of service. No firefighter may be paid a service pension twice for the same period of service. If the firefighter has not received payment of a service pension or disability benefit, the firefighter must complete at least 1 years of active service with the Fire Department upon a resumption of active service. If the firefighter completes the minimum period of resumption service specified in this Section prior to a subsequent cessation of firefighting duties, the firefighter will receive a service pension (if vested) for all complete years of active service) calculated at the benefit level in effect on the date of the firefighter's final cessation of duties. If the firefighter does not complete the minimum period of resumption service specified in this Section prior to a subsequent cessation of duties, the firefighter will receive a service pension (if vested) for all years of active service calculated at the benefit level in effect at the time of the firefighter's *final cessation of duties*.

A firefighter who has been granted an approved leave of absence not exceeding one year by the Fire Department or by the Association is exempt from the minimum period of resumption service requirement under this Article.

A person who has a break in service not exceeding one year but who has not been granted an approved leave of absence and who has not received a service pension or disability benefit from the Association *is Subject to* the minimum period of resumption service requirement under this Article.

Section 10 – UNIFORMED SERVICES.¹¹

A volunteer firefighter who is absent from firefighting service because of service in the uniformed services may obtain service credit for the period of the uniformed service, not to exceed five years, unless a longer period is required by Federal law, if the volunteer firefighter returns within the time frame required by Federal law to firefighting service with coverage by this same Association or its successor upon discharge from service in the uniformed service. Service credit will not be given if the firefighter separates from uniformed service with a dishonorable or bad conduct discharge or under other than honorable conditions.

¹¹ Minn. Stat. § 424A.021. In some instances, service other than service with the Armed Forces may qualify. See 38 U.S.C. § 4303(13) ("service in the uniformed services").

Comment [BH1]: Delete parentheses?

Comment [H2]: missing something here

ARTICLE III - OFFICERS AND TRUSTEES

Section 1 – THE POWERS OF THE BOARD OF TRUSTEES.

The Board of Trustees is the governing board and has exclusive control of the investment of the Association’s plan assets in conformance with Federal and State law including, but not limited to, Minnesota statutes and these bylaws. The members of the Board will act as Trustees, with a fiduciary obligation to the active, deferred, and retired members of the Association, who are its beneficiaries; the taxpayers of the municipality, who help to finance the plan; and the State of Minnesota, which established the plan.¹² The Board will invest and reinvest the Association’s plan assets, determine benefits, determine eligibility for membership or benefits, determine the amount or duration of benefits, determine the funding requirements or amounts of contributions, oversee the expenditure of plan assets, and select financial institutions and investment products.¹³ The Board will submit a written report of the financial condition of the Association to the members at the annual meeting.

The Board will develop and periodically revise a program for continuing education.¹⁴ The Trustees will participate in continuing education to keep themselves abreast of their fiduciary responsibilities. [A minimum of 4 hours Fire Relief related continuing education (each 2-year term) is required to receive Trustee salary compensation.]

Comment [H3]: As I think about this, I personally think 4 hours per year is a little excessive, especially since I don't believe much (if anything) changes every year. I think every 2 years is sufficient.

Comment [tw4]:

Section 2 – MEMBERS OF THE BOARD OF TRUSTEES.

The Board consists of nine members (Trustees): six Trustees elected by the membership and three Trustees drawn from officials of the city served by the Fire Department.¹⁵ Of the three municipal Trustees, one must be an elected official and one must be an elected or appointed municipal official, and both must be designated annually by the municipal governing board. The third municipal Trustee must be the fire chief. A vacancy in the position of a non-municipal Trustee may be filled by the remaining Trustees at a Board meeting. The Trustee selected to fill the vacancy holds office only until the next annual or special meeting of the Association membership when a successor will be elected by the membership.

¹² Minn. Stat. § 356A.04, subd. 1.

¹³ Minn. Stat. § 356A.02, subd. 2.

¹⁴ Minn. Stat. § 356A.13, subd. 2.

¹⁵ Minn. Stat. § 424A.04, subd. 1.

Section 3 – OFFICERS.¹⁶

The President, Vice President, Secretary, and Treasurer will be elected from among the elected Trustees by the Association membership for 2 year terms. The elections of the Trustees will be staggered. In no event will any Trustee hold more than one Officer position at any one time. In no event will any municipal Trustee hold an officer position.

¹⁶ Minn. Stat. § 424A.04, subd. 1; *see also* Minn. Stat. § 317A.305.

Section 4 – PRESIDENT

The President will attend and preside at all meetings of the Association and the Board. The President will actively manage the business of the Association. The President will enforce the due observance of the law, including Minnesota statutes, the articles of incorporation, and the, bylaws of the Association. The President will ensure that the Officers properly perform the

duties assigned to them and that the orders and resolutions of the Board are carried into effect. The President will sign all papers requiring the President's signature. The President will be the 2nd signature on any checks issued. The President will be a member of all committees and will exercise careful supervision over the affairs of the association. The President will perform other duties as prescribed by the Board.

Section 4 – **VICE PRESIDENT**

The Vice President will attend and preside at all meetings of the Association and the Board if the President is absent and assume all duties of the President.

Section 5 – **SECRETARY.**

The Secretary will keep and post a true and accurate record of the proceedings of all meetings of the Association and of the Board. The Secretary will keep a correct record of all amendments, alterations, and additions to the bylaws in a book separate from the minute books of the Association. The Secretary will prepare all paperwork and obtain signatures required for benefits due. The Secretary will keep an account book in which to enter all money transactions of the Association, including the dates and amounts of all receipts and the source from which derived and the dates and the amounts of all expenditures with the payee and the object. The Secretary will keep individual files and a roll of membership, with the date of joining, resignation, discharge, retirement, dues, and service pensions and ancillary benefits paid. The books of the Secretary will be at all times open to the Board. The Secretary will prepare and process all correspondence as needed. The Secretary will, jointly with the Treasurer, prepare and file all reports and statements required by law, including reports to be filed with the Office of the State Auditor (OSA). The Secretary will perform other duties as prescribed by the Board.

Section 6 – **TREASURER.**

The Treasurer will, together with the Secretary, keep accurate financial records of the Association. The Treasurer will receive all monies belonging to the association and deposit them in the name of and to the credit of the Association in the banks and depositories designated by the Board. The Treasurer will disburse funds and issue checks and drafts in the name of the Association as ordered by the Board. The Treasurer will keep separate and distinct accounts of the Special Fund and the General Fund, if applicable, and will prepare and present to the Board a full and detailed statement of the assets and liabilities of each fund separately, prior to the annual meeting of the Association, and upon requests of the Board.

The Treasurer will deliver to the Treasurer's successor in office, or to any committee appointed by the Board to receive the same, all monies, books, papers, etc., pertaining to the Treasurer's term in office immediately upon the expiration of the Treasurer's term in office. The Treasurer will, prior to entering upon the duties of the Treasurer's office, give a bond in an amount equal to at least ten percent of the assets of the Association; however, the amount of the bond need not exceed \$500,000.¹⁷ Jointly with the Secretary, the Treasurer will prepare and file all reports and statements required by law, including reports to be filed with the Office of the State Auditor. The Treasurer will perform other duties as prescribed by the Board.

Section 7 – **COMPENSATION.**

Trustees of the Association identified in Attachment B may be paid a salary out of the Special Fund or General Fund. The amount paid in salary is limited to the amount listed in Attachment B. Only after the amounts listed in Attachment B have been approved by Hanover Fire Relief Board (the governing body of the entity responsible for meeting any minimum obligation) may salaries be paid to non-Officer Trustees. For all Trustees, itemized expenses eligible for reimbursement are limited to those expenses incurred as a result of fulfilling responsibilities as administrators of the Special Fund.

ARTICLE IV – MEETINGS OF THE MEMBERS AND OF THE BOARD

Section 1 – **ANNUAL MEETING.**¹⁹

An annual meeting of the membership of the Association will be held in January of each year, at a time and place specified by the Board.

Section 2 – **SPECIAL MEETINGS.**²⁰

A special meeting of the Association's members may be called at any time upon the written order of the President, Secretary, and one additional Trustee, or of 25 percent of the members of the Association. The Order will be filed with the Secretary.

Section 3 – **BOARD MEETINGS.**²¹

A Trustee may call a Board meeting by giving five days' notice to all Trustees of the date, time, and place of the meeting.²² The Board will meet at least 4 times during the year to discuss the investments, finances, benefits, and records of the Association. These meetings will be open to any member of the Association and to the public.

Section 4 – **NOTICE OF ANNUAL MEETING.**²³

Notice of each annual meeting of the Association's members will be delivered to each member entitled to vote at the meeting at least five days before the date of the meeting and not more than 60 days before the date of the meeting. Notice will contain the date, time, and place of the meeting.

¹⁹ Minn. Stat. § 317A.431. Your relief association may hold additional regular meetings during the year. Minn. Stat. § 317A.111, subd. 3(21).

²⁰ Minn. Stat. § 317A.433.

²¹ Minn. Stat. §§ 13D.04; 317A.231.

²² See Minn. Stat. § 317A.231.

²³ Minn. Stat. § 13D.04; *see also* Minn. Stat. § 317A.435.

Section 5 – **NOTICE OF SPECIAL MEETINGS.**²⁴

Notice of each special meeting of the Association's members will be delivered to each member at least five days before the date of the meeting and not more than 60 days before the date of the meeting. Notice will contain the date, time, and place of the meeting. The Secretary will give due notice of each special meeting, specifying the object of said meeting, and no business will be transacted at any special meeting except the business for which the meeting was called.

Section 6 – **NOTICE OF BOARD MEETINGS.**

Notice requirements of the Minnesota Open Meeting Law will be followed for all Board meetings.²⁵ A schedule of the Board's regular meetings will be kept on file at the Board's primary office.²⁶

For special meetings (including any regular meeting held at a time or place different from the time or place stated in the schedule of regular meetings), the Board will post written notice of the date, time, place, and purpose of the meeting on the Board's principal bulletin board, or if the Board has no such bulletin board, on the door of its usual meeting room. The notice will also be

mailed or delivered to each person who has filed a written request for notice with the Board. The notice will be posted and mailed or delivered at least three days before the date of the meeting.²⁷ If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.²⁸

²⁴ See Minn. Stat. §§ 317A.433; 317A.435 (additional requirements regarding notice).

²⁵ Minn. Stat. ch. 13D.

²⁶ Minn. Stat. § 13D.04, subd. 1.

²⁷ Minn. Stat. § 13D.04, subd. 2.

²⁸ Minn. Stat. § 13D.04, subd. 4.

Section 7 – **QUORUM FOR ANNUAL AND SPECIAL MEETINGS.**²⁹

A majority of the eligible voting members of the Association will constitute a quorum for the transaction of business at the annual or any special meeting of the Association.

Section 8 – **QUORUM FOR BOARD MEETINGS.**³¹

A majority of the Trustees will constitute a quorum for the transaction of business at the meetings of the Board.

²⁹ Minn. Stat. §§ 317A.235; 317A.451.

³⁰ Minn. Stat. § 317A.451.

³¹ Minn. Stat. § 317A.235.

Section 9 – **VOTING AT ANNUAL AND SPECIAL MEETINGS.**³² Members of the Association (with at least one year of eligible service and in good standing) are entitled to one vote. Voting by proxy is not permitted. All votes, unless specified prior to the vote, will be conducted by a voice vote. If a majority cannot be determined by voice vote, the Officer in charge of the vote will ask for a vote by roll call or by ballot.

Section 10 – **VOTING AT BOARD MEETINGS.**³³

The Board has a responsibility to vote on the investment and reinvestment of Association assets, the determination of benefits, the determination of eligibility for membership or benefits, the determination of the amount or duration of benefits, the determination of funding requirements or the amounts of contributions, the maintenance of membership and financial records, the expenditure of Association assets, the selection of financial institutions and investment products, and on any other matter related to the business or affairs of the association. Trustees are entitled to one vote and each has equal rights. Voting by proxy is not permitted. All votes, unless specified prior to the vote, will be conducted by a voice vote. If a majority cannot be determined by voice vote, the Officer in charge of the vote will ask for a vote by roll call or by ballot.

³² Minn. Stat. §§ 317A.181, subd. 2; 317A.441; 317A.443.

³³ Minn. Stat. §§ 317A.201; 356A.02, subd. 2.

Section 11 – **ORDER OF BUSINESS.**

The annual meeting of the members of the Association will be conducted in the following order:

1. Call to order
2. Roll call
3. Reading and approval of minutes of previous meeting
4. Secretary's report
5. Treasurer's report
6. Committee reports
7. Unfinished business
8. New business
9. Adjournment

ARTICLE V - APPLICATION FOR PENSIONS AND BENEFITS

Section 1 – NOTICE OF INTENT TO TAKE DISTRIBUTION.

Each member who intends to take distribution of a service pension, including a deferred service pension, from the Association must file a Notice of Intent to Take Distribution. Such Notice of Intent to Take Distribution will be in writing, and will be filed with the Secretary not less than 90 days prior to the intended date of distribution. Upon receipt of the Notice of Intent to Take Distribution, the Secretary will provide to the applicant an Application for Distribution and any forms or notices required by Federal or State law. No Notice of Intent to Take Distribution is required for ancillary benefits.

Section 2 – PROCESS.

Each person who intends to take distribution of a service pension, including a deferred service pension, or an ancillary benefit from the Association must file an Application for Distribution. The Secretary will provide to the applicant the Application for Distribution and any forms or notices required by Federal or State law. All Applications for Distribution will be submitted to the Board for approval at a Board meeting. Applications for Distribution will state the age of the member, the period of service, the date of separation from active service with the Fire Department, and any other information the Board may require. No service pension, including any deferred service pension, or ancillary benefit will be paid until the Application for Distribution has been approved by a majority vote of the Board.

Section 3 – GOVERNING BENEFIT PLAN PROVISIONS.

All service pensions, deferred service pensions, and ancillary benefits payable by the Association are governed by and must be calculated based on the State law, the Association bylaw provisions, and the Association articles of incorporation that are in effect on the date that the member separates from active service with the Fire Department and active membership in the Association.³⁴

³⁴ Minn. Stat. § 424A.015, subd. 6.

ARTICLE VI - SERVICE PENSIONS

Section 1 – **LUMP-SUM SERVICE PENSIONS.**

Upon the member's meeting the requirements in Section 2 of this Article and following the submission and approval of an Application for Distribution, the Association will pay the member out of the Special Fund the benefit level for each year that the member served as an active member of the Fire Department. The benefit level amounts can be found in Attachment A. A reduced service pension may be paid according to the partial vesting schedule contained in this Article.

Section 2 – **ELIGIBILITY.**³⁶

To receive a service pension, a member must meet all of the following requirements:

1. Have separated from active service with the Fire Department;
2. Be at least 50 years of age;
3. Be **partially vested** by having completed at least 10 years of active service with the Fire Department, or be **fully vested** by having completed at least 20 years of active service with the Fire Department; and
4. Be **partially vested** by having completed at least 10 years of active membership with the Association, or be **fully vested** by having completed at least 20 years of active membership with the Association.

³⁶ Minn. Stat. § 424A.02, subd. 1.

Section 3 – **DEFERRED STATUS.**

A member who has otherwise met the eligibility requirements defined in Section 2 of this Article but who has not yet reached the age of eligibility specified in Section 2 may not collect a service pension at the time of separation from active service. The member will be placed on deferred status and be entitled to receive the service pension upon reaching the age of eligibility specified in Section 2 and following submission and approval of an Application for Distribution. A member who has met the eligibility requirements defined in Section 2 of this Article and who has reached the age of eligibility in Section 2, but who chooses not to immediately submit an Application for Distribution following the member's separation from active service will be placed on deferred status and be entitled to receive the service pension following submission and approval of the Application for Distribution.

Section 4 – **PARTIAL VESTING SCHEDULE:**³⁷

Completed Years of Service: Non forfeitable percentage of pension amount:

- 10 - 60%
- 11 - 64%
- 12 - 68%
- 13 - 72%
- 14 - 76%
- 15 - 80%
- 16 - 84%
- 17 - 88%
- 18 - 92%
- 19 - 96%
- 20 and thereafter 100%

³⁷ Minn. Stat. § 424A.02, subd. 2.

Section 5 – **PAYMENT OPTIONS.**

The retiring member may elect, by making a written request, the manner of payment of the service pension. Options include:

- (a) A single lump sum payment to the retiring members qualifying retirement account will be made at time of disbursement.
- (b) A single lump sum payment to the retiring member (subject to current income tax withholding requirements).

Section 6 – **SUPPLEMENTAL BENEFIT.**⁴⁵

A supplemental benefit will be paid out of the Special Fund to individuals who receive a lump-sum distribution of a service pension. The amount of the supplemental benefit to be paid is ten percent of the regular pre-tax lump-sum distribution, excluding any interest that may have been credited during the period of deferral, but not to exceed \$1,000.

⁴⁵ Minn. Stat. § 424A.10.

Comment [H5]: As I think about this, the form that we have a retired member fill out, has the option of receiving a check directly to them rather than going into their IRA. I'm thinking; as long as we have the city accountant filling out the 1099?, why not leave that as an option for them to receive their payment directly. The accountant should be able to calculate the taxes due. Or maybe we should talk to her prior to making this decision.

Comment [BH6]: City Accountant said this option is not an issue. It is simply a matter of checking a specific box. The tax withholding side comes at time of income tax filing in the spring of each year. It would be the responsibility of the retired member to claim the income.

ARTICLE VII – DEFERRED INTEREST

Section 1 – DEFERRED INTEREST TYPE.⁴⁶

No interest will be paid during the period of deferral on a deferred lump-sum service pension.

ARTICLE VIII - ANCILLARY BENEFITS

Section 1 – **SURVIVOR BENEFIT.**⁴⁸

Upon the death of a member of the Association and following the submission and approval of an Application for Distribution, a survivor benefit will be paid out of the Special Fund to the member's surviving spouse; if there is no surviving spouse, to the member's surviving children; if there is no surviving spouse and there are no surviving children, to the member's designated beneficiary. If no beneficiary has been designated and if the deceased member was active or deferred, the survivor benefit will be paid as a death benefit to the estate of the deceased member.

If there are no surviving children, the member's surviving spouse may waive, in writing, wholly or partially, the spouse's entitlement to a survivor benefit, so that the survivor benefit may be paid directly to the member's designated beneficiary.

A trust created under Chapter 501B may be a designated beneficiary if the survivor benefit will be distributed as a one-time lump-sum payment. If a trust was created and is payable to the surviving children and there is no surviving spouse, the survivor benefit will be paid to the trust.

For *active* members, a survivor benefit equal to the benefit level for each year that the member served as an active firefighter in the Fire Department, without regard to minimum or partial vesting requirements, but in no case less than five times the benefit level in effect on the date of the death, will be paid if, upon death, the member had not yet separated from active service. The benefit level can be found in Attachment A.

⁴⁸ Minn. Stat. § 424A.02, subd. 9.

Sub A: (deceased deferred members)

A survivor benefit equal to a deceased deferred member's deferred service pension will be paid on behalf of the deceased deferred member. The survivor benefit amount may not exceed the total earned service pension of the deceased deferred member.

Section 2 – **SUPPLEMENTAL SURVIVOR BENEFIT.**⁴⁹

A supplemental survivor benefit will be paid out of the Special Fund when a lump-sum survivor benefit is paid to the surviving spouse or, if none, to the surviving child or children of a deceased active or deferred member. The amount of the supplemental survivor benefit to be paid is 20 percent of the survivor benefit, but not to exceed \$2,000.

Section 3 – **NO ADDITIONAL FINANCIAL RELIEF.**

Except for the relief expressly identified for survivors in these bylaws, a member or former member's surviving spouse, child or children, designated beneficiary, and/or estate are not entitled to any other or further relief or benefits from the Association.

Section 4 – **DISABILITY BENEFIT.**⁵⁰

Permanent disability benefits may be paid to permanently disabled members of the Association out of the Special Fund following the submission and approval of an Application for Distribution. For *active* members, a permanent disability benefit equal to the benefit level for

each year that the member served as an active firefighter in the Fire Department, without regard to minimum or partial vesting requirements, will be paid if, upon the date of permanent disability, the member has not yet separated from active service. The benefit level can be found in Attachment A. The years of service must be determined as of the date of disability. The member is eligible to receive the disability benefit immediately upon approval by the Board.

Sub A: (permanent disability benefits are not paid to deferred members)

Payment of a permanent disability benefit to a deferred member is not authorized.

Sub B: (temporary disability benefits are not paid)

Temporary disability benefits are not provided by this Association.

⁴⁹ Minn. Stat. § 424A.10.

⁵⁰ Minn. Stat. §§ 424A.02, subd. 9; 424A.05, subd. 3. Your relief association should consult an attorney for assistance in defining what it means to be temporarily or permanently disabled.

Section 6 – PAYMENT OPTIONS.

The recipient of an ancillary benefit may elect, by making a written request, the manner of payment of the ancillary benefit. Options include:

- (a) A single lump-sum payment payable to the intended recipient (subject to current income tax withholding requirements).
- (b) A direct transfer on an institution-by-institution basis of the lump-sum survivor benefit to the *active* member's surviving spouse's individual qualified retirement account.⁵¹ (This option is available to certain recipients of a survivor benefit.)

⁵¹ Minn. Stat. § 424A.015, subd. 4 (Your relief association must be "a qualified pension plan under Section 401(a) of the Internal Revenue Code, as amended...."); IRC § 408(a).

⁵² Minn. Stat. § 424A.015, subd. 4 (Your relief association must be "a qualified pension plan under Section 401(a) of the Internal Revenue Code, as amended...."); IRC § 408(a).

⁵³ Minn. Stat. § 424A.02, subd. 8.

ARTICLE IX - FUNDS

Section 1 – FUNDS.⁵⁴

The Association will establish and maintain a Special Fund and a General Fund.⁵⁶

Section 2 – SPECIAL FUND.⁵⁷

All public funds, such as fire state aid, supplemental state aid, municipal contributions, and supplemental benefit reimbursements, received by the Association will be deposited in the Special Fund. Disbursements from the Special Fund will not be made for any purpose except as authorized by Minn. Stat. §§ 69.80 and 424A.05.

The Treasurer is the custodian of the assets of the Special Fund and the recipient on behalf of the Special Fund of all revenues payable to it. The Treasurer will maintain adequate records documenting all transactions involving the financial activities of the Special Fund. Checks or authorizations for electronic fund transfers for disbursement of Special Fund assets must be signed by the Association Treasurer and at least one other elected Association Trustee who has been designated by the Board to sign the checks or authorizations. The Association may only make disbursements by electronic fund transfers if the specific method of payment and internal control policies and procedures regarding the method is approved by the Board.⁵⁸

⁵⁴ Charitable Gambling funds are outside the scope of this sample bylaw guide.

⁵⁵ Minn. Stat. § 424A.05, subd. 1.

⁵⁶ Minn. Stat. § 424A.06.

⁵⁷ Minn. Stat. §§ 69.80; 424A.05.

⁵⁸ Minn. Stat. § 424A.05, subd. 3.

Section 3 – GENERAL FUND. ⁵⁹

Money received from any nonpublic source, such as fundraising activities and donations, will be deposited into the General Fund. Funds may be disbursed by the Board for any purpose authorized by the articles of incorporation or by these bylaws. All Association expenses not specifically authorized by State statute to be paid out of the Special Fund must be paid out of the General Fund.

The Treasurer is the custodian of the assets of the General Fund and the recipient on behalf of the General Fund of all revenues payable to it. The Treasurer will maintain adequate records documenting any transactions involving the financial activities of the General Fund.

Section 4 – NONASSIGNABILITY OF BENEFITS.⁶⁰

Benefits paid or payable from the Special Fund are not subject to garnishment, judgment, execution, or other legal process, except as provided in Minn. Stat. §§ 518.58; 518.581; or 518A.53. Benefits paid or payable may not be assigned for any purpose.

⁵⁹ Minn. Stat. § 424A.06.

⁶⁰ Minn. Stat. § 424A.015, subd. 2.

Comment [H7]: This conflicts with the duties of the President as described above. That specifies the President will be the co-signer.

Comment [BH8]: I suggest either remove the requirement in the president duty's section or change this section to state checks are sign by the treasurer and president. I further suggest that moving forward, the two signature requirement is followed. The auditors will appreciate it.

ARTICLE X - INVESTMENTS

Section 1 – STANDARD OF FIDUCIARY CONDUCT.⁶¹

Trustees owe a fiduciary duty to the active, deferred, and retired members of the Association, who are plan beneficiaries; to the taxpayers of the municipality, who help finance the plan; and to the State of Minnesota, which established the plan. The Trustees will act in good faith and exercise that degree of judgment and care, under circumstances then prevailing, that persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, considering the probable safety of plan capital as well as the probable investment return to be derived from the assets.

Section 2 – INVESTMENT POLICY.

The Board will approve an investment policy, and will investigate and prepare for the safe and profitable investment of Association funds in conformance with State statutes and the Association's investment policy. The Board may hire investment professionals to act for or on its behalf. The Special Fund assets will be invested only in securities that are authorized by Minn. Stat. §§ 69.775; 356A.06, subd. 6; and 356A.06, subd. 7 (if the Association qualifies to use the expanded list).⁶² The Board will have on file a copy of the investment policy of the Association. The Board will file a copy of the Association's investment policy, and all changes to the policy, with the Office of the State Auditor.⁶³

Section 3 – BROKER CERTIFICATION.⁶⁴

The Association will provide annually to its broker a written statement of investment restrictions from the applicable State laws and from the Association's investment policy. Annually, before the Association enters into or continues business with the broker, the broker must submit to the Association a signed Broker Certification, using the form prepared by the Office of the State Auditor.

⁶¹ Minn. Stat. § 356A.04.

⁶² Minn. Stat. § 424A.05, subd. 4.

⁶³ Minn. Stat. § 356.219, subd. 3(a).

⁶⁴ Minn. Stat. § 356A.06, subd. 8b.

ARTICLE XI – UNCLAIMED BENEFITS

Section 1 – **UNCLAIMED BENEFITS.**⁶⁵

In the event that the Association is unable with reasonable effort to locate a member or a survivor of a member entitled to payment or distribution under these bylaws or by State law, the benefit distributable to such member or survivor of such member will be forfeited and will be credited to the Special Fund. Efforts to locate a member or survivor must be documented. Forfeiture will occur no earlier than thirty-six (36) months after the Board concludes the Association was unable to locate such member or survivor despite reasonable efforts to locate them.

⁶⁵ If an Association's bylaws do not address the disposition of unclaimed benefits, unclaimed benefits must be handled as set forth in Minn. Stat. § 356.65.

ARTICLE XII – AMENDMENTS

Section 1 – AMENDMENTS.⁶⁶

These bylaws may be amended when necessary by a majority of the members of the Board. Proposed amendments will be submitted to the Secretary to be posted with regular Board announcements.

Amendments to these bylaws which affect the amount of, the manner of payment of, or the conditions for qualification for service pensions, deferred service pensions, or ancillary benefits are not effective until they have been ratified by the City Council.⁶⁷

The Association will file a revised copy of these bylaws with the Office of the State Auditor upon the adoption of any amendments.⁶⁸

⁶⁶ Minn. Stat. § 317A.181.

⁶⁷ In certain circumstances, bylaw amendments which affect service pensions, deferred service pensions, or ancillary benefits do not require City ratification to become effective. *See* Minn. Stat. § 424A.02, subd. 10.

⁶⁸ Minn. Stat. § 424A.02, subd. 10.

BYLAWS

These bylaws are hereby adopted and approved by the members of the Hanover Fire Relief Association Board of Trustees on this _____ day of _____, 20_____.

_____ date: _____
President (print and signature)

_____ date: _____
Secretary (print and signature)

_____ date: _____
Treasurer (print and signature)

_____ date: _____
Vice President (print and signature)

_____ date: _____
Trustee (print and signature)

_____ date: _____
Trustee (print and signature)

_____ date: _____
Fire Chief (print and signature)

_____ date: _____
Municipal Trustee (print and signature)

_____ date: _____
Municipal Trustee (print and signature)

AMENDMENTS

These amendments to the bylaws are hereby adopted and approved by the members of the Hanover Fire Relief Association Board of Trustees on this _____ day of _____, 20____.

_____ date: _____
President (print and signature)

_____ date: _____
Secretary (print and signature)

_____ date: _____
Treasurer (print and signature)

_____ date: _____
Vice President (print and signature)

_____ date: _____
Trustee (print and signature)

_____ date: _____
Trustee (print and signature)

_____ date: _____
Fire Chief (print and signature)

_____ date: _____
Municipal Trustee (print and signature)

_____ date: _____
Municipal Trustee (print and signature)

ATTACHMENT A – BENEFIT LEVEL

BENEFIT LEVEL AMOUNT _____

DATE APPROVED BY _____

RELIEF ASSOCIATION _____

DATE RATIFIED BY CITY _____

EFFECTIVE DATE _____

**ATTACHMENT B – COMPENSATION
TRUSTEE SALARY**

President \$200.00

Secretary \$100.00

Treasurer \$500.00

Vice President \$100.00

Trustee \$100.00

Trustee \$100.00

Trustee __ Fire Chief

Trustee __ Municipal Trustee

Trustee __ Municipal Trustee

ATTACHMENT C –

Notification of change in status

Name of member (print) _____

Leave

- Personal**
- Medical (fire department related)**
- Disciplinary**
- Other**

Start date _____

End date _____

Reason for ending employment

- Resigned**
- Retired**
- Terminated**

Termination date _____

Comments

Council;

Article II section 9

We are still working on some clarification regarding a member leaving, taking their pension and then returning. We are reviewing with the state auditor on what we need for resumption period or vesting requirements. At this time, we ask that you disregard this section on you review, we will hopefully have our clarification and rewrite made before Novembers meeting.

Article VII section 4

We are also getting clarification on this section, seeing if a medical leave due to injury on a fire scene is credited or not credited for pension credit. Again at this time, we ask that you disregard this section on you review, we will hopefully have our clarification and rewrite made before Novembers meeting.

**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 6:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 18th day of October, 2016.

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 10-18-16-113

A RESOLUTION APPROVING BRIDGES AT HANOVER TRAIL EXTENSION

WHEREAS, the City of Hanover recently completed a sidewalk extension from the vehicle bridge located at the Crow River on CSAH 19 to the intersection of 109th Ave and Settlers Lane; and

WHEREAS, the City of Hanover recently approved a site plan and construction of an assisted living facility in the Bridges at Hanover development; and

WHEREAS, a requirement of the site plan approval was to construct an 8 foot wide bituminous trail within Outlot H in the confines of the property boundary of 10875 Settlers Lane; and

WHEREAS, two segments of trail section within Outlot H beyond the property of 10875 Settlers Lane remain unfinished; and

WHEREAS, the City of Hanover desires a completed trail system within the Bridges at Hanover development; and

WHEREAS, it is recognized that by hiring the contractors responsible for the construction of trail segment for the assisted living facility, the trail would remain one continuous section of bituminous material providing a higher quality result; and

WHEREAS, by hiring the same contractors for the assisted living facility, the City can reduce costs associated with having a second contractor perform the same work; and

BE IT RESOLVED, that the City Council of the City of Hanover, Minnesota hereby approves the hiring of the same contractors performing work to construct the trail segment for the assisted living facility, to construct the remaining trail segment portions as attached.

BE IT FURTHER RESOLVED, that the City Council authorizes its City Administrator to execute any documents required to perform this work.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 18th day of October, 2016

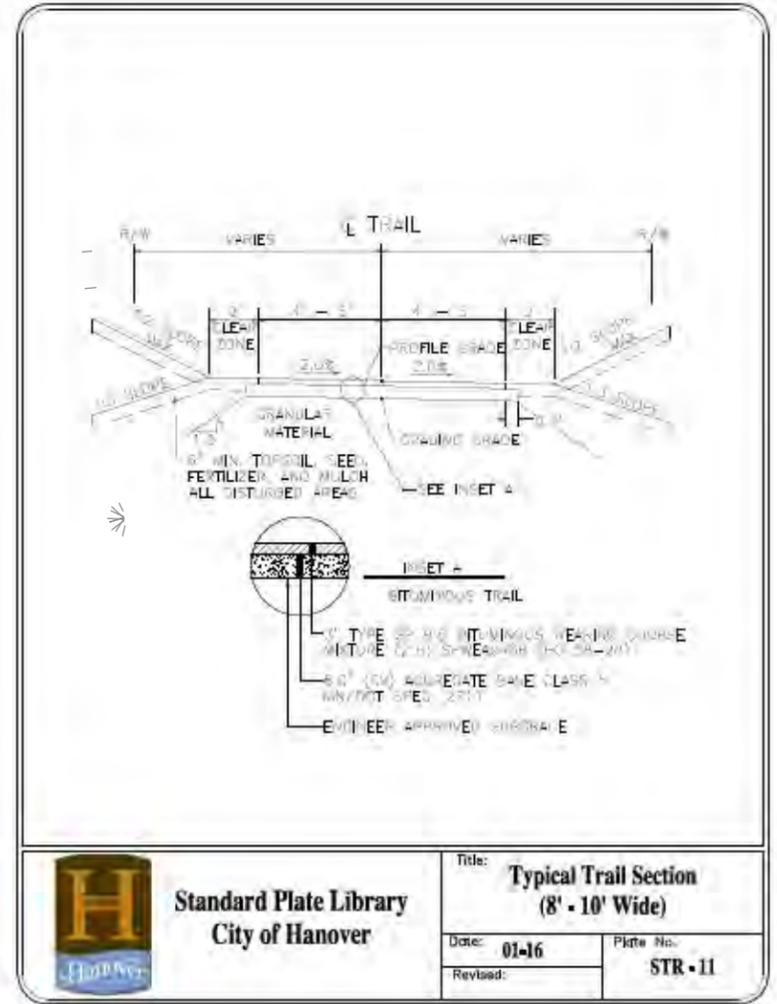
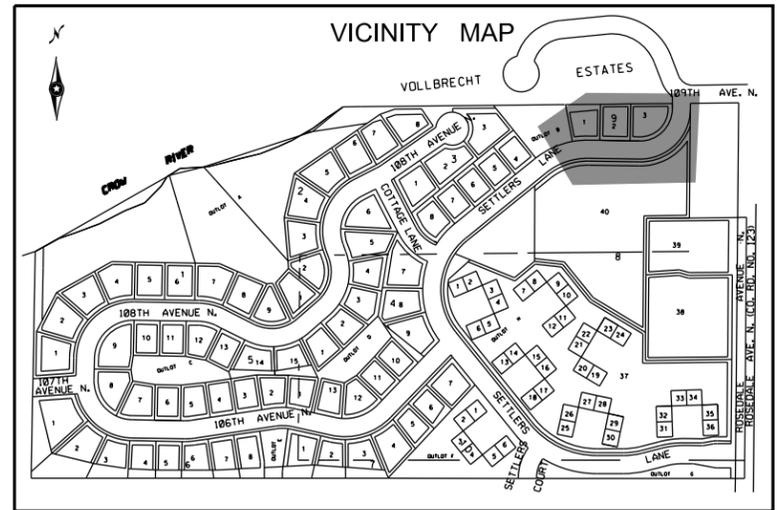
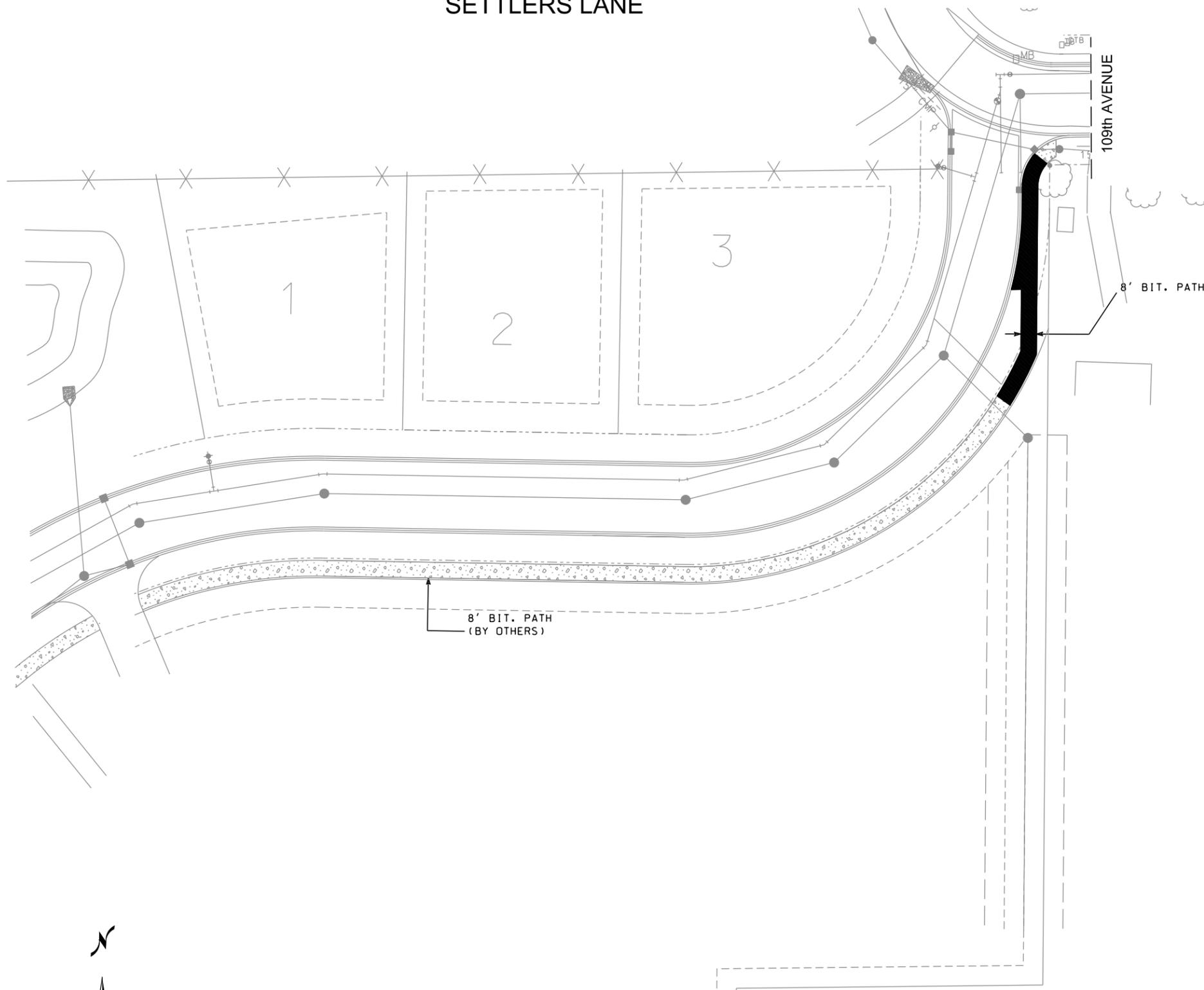
APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

SETTLERS LANE



Standard Plate Library
City of Hanover

Title: Typical Trail Section (8' - 10' Wide)	
Date: 01-16	Plate No.: STR - 11
Revised:	

REVISION NO.	DATE	EXPLANATION
SCALE:	AS NOTED	
PLANNED BY:	DESIGN BY:	
CHECKED BY:	PROJECT NO.:	
RECORD COPY BY:	DATE:	

Bridges at Hanover
Settlers Lane
Trail Extension
HANOVER, MINNESOTA

477 Temperance Street
St. Paul, MN 55101
Tel: (651) 286 8450 Fax: (651) 286 8488
wsbeng.com



engineering - planning - environmental - construction