MAYER

CITY OF MAYER
REGULAR CITY COUNCIL MEETING
CITY COUNCIL CHAMBERS
MONDAY, JUNE 8, 2020
6:30 PM

AGENDA

1. **Call Meeting to Order**

2. **Pledge of Allegiance**

3. **Approval of Agenda**

4. **Public Comment (Please limit comments to 5 minutes)**

5. **Consent Agenda**
   A. Minutes
      1. May 26, 2020 City Council Meeting Minutes

   B. Claims

   C. 2020 – Quarter 1 Financial Report

6. **Reports and Recommendations of City Departments, Consultants, Commissions and Committees**
   1. Administrative
      a. Garbage Contract with Waste Management

   2. Fire Department
      a. Standard Operating Procedures (SOPs) and Policy Manual - Updates

7. **City Council Reports**

8. **Other Business**

9. **Upcoming Meetings & Events**
   June 9, 2020 – Park Commission Meeting
   June 22, 2020 – City Council Meeting

10. **For Your Information**

11. **Adjournment**

MAYER CITY COUNCIL MEETING MINUTES – MAY 26, 2020
Call Regular meeting to order at 6:30 p.m. by Mayor Dodge

PRESENT: Mayor Dodge, Council Members Butterfield, Boder, McNeilly, and Stieve-McPadden
ABSENT: None.
STAFF: City Administrator McCallum
ALSO PRESENT: Don Wachholz, Andy Maetzold, Rod Maetzold.

The meeting was opened with the Pledge of Allegiance.

APPROVE AGENDA
Butterfield asked to add "Expanding patio space for bars and restaurants" to the agenda.
A MOTION was made by Council Member McNeilly with a second by Council Member Stieve-McPadden to approve the agenda with the addition. Motion Carried 5/0.

PUBLIC COMMENT
None

APPROVE CONSENT AGENDA
A MOTION was made by Council Member Stieve-McPadden with a second by Council Member Boder to approve the Consent Agenda. Motion Carried 5/0.

1. Approve Minutes of the May 11, 2020 Regular Council Meeting.
2. Approve Minutes of the May 11, 2020 Council Workshop Meeting.
3. Approve Minutes of the May 18, 2020 Special City Council Meeting.
4. Approve Claims for the May 26, 2020 meeting.
   Check numbers 22997 to 23025. E-check numbers 5665 to 5672
5. Approve Reports from the City Engineer, Sheriff's Department, Public Works, City Administrator and Fire Department.
6. Extension of State of Emergency to coincide with the State of Minnesota.

ADMINISTRATION
1. Fire Department – Contract Agreement – Brunton Architects

McCallum introduced this item for discussion. She informed that the Council was being asked to discuss and approve a contract agreement between the City of Mayer and Brunton Architects for the proposed 12,560 square foot fire station.

McCallum stated that the contract highlights the services that would be provided by Brunton Architects that included architectural, structural, civil, mechanical, and electrical services. She said that the contract states a fee of 8% of the project; 9% if the City were to use a USDA loan to finance the project.

She highlighted that there would be four (4) design phases that include the following:

Schematic Design Phase – 25%
Design Development Phase – 20%
Construction Documents Phase – 45%
Bidding and Negotiation/Construction Phase – 10%

DRAFT

McCallum informed that the schematic design phase was completed and that the City would owe $63,171.00 upon signing the contract.

McCallum explained that in order to keep the project going several things would have to happen including educating the public (video and/or in-person appointments), establishing a building committee, finalizing the Capital Improvement Plan, and allowing the architect to move into the Design Development Phase.

McCallum said that the City Attorney reviewed the contract.

Dodge stressed the importance of getting the public involved by educating them on the need for the new station and the financing.

McNeilly agreed that there needed to be multiple ways for the public to get information including online and in person appointments.

Boder stated that he preferred to have an in person meeting.

Stieve-McPadden agreed that a video would be a great way to educate residents. She also stated that the number of people entering the Fire Station building could be controlled if an open house was held.

Dodge agreed that the City could take extra measures with masks, social distancing, hand sanitizer, etc.

Butterfield stated that she did not feel that the Council needed to micromanage every step of the process of moving forward with the fire station and that updates from the building committee would be sufficient.

McNeilly agreed.

Dodge stated that there would be times where the City Council could check in and reassess the progress.

Stieve-McPadden moved to approve the contract agreement between the City of Mayer and Brunton Architects. Butterfield seconded. Motion passed 4-1 (Boder against).

2. Administrative - Preparedness Plan

McCallum presented this item to Council. She stated that this item was for discussion and potential approval by the City Council.

McCallum explained that as the City looks to reopen that a Preparedness Plan should be in place outlining the steps that the City of Mayer will take to ensure the safety of staff and visitors to public facilities and spaces.

She informed that the Preparedness Plan highlights preventative measures being taken to get services back to normal. In addition she informed that the Plan focuses on preventative measures, social distancing measures, increased housekeeping, communications and identification and isolation if one were to be exposed or infected.

McCallum explained that the City was currently in Phase I of the plan that included City Hall being open for appointments only, the Community Center closed, staff social distancing, extra cleaning, etc.

McCallum stated that she is recommending moving into Phase II effective June 1, 2020 to reopen City Hall with measures taken to ensure safety of staff and visitors.

DRAFT

Butterfield stated that the Preparedness Plan should state under "housekeeping" what supplies the City currently has and the need for it. In addition, to have more cleaning services performed. Lastly, under "communications", how will staff be trained and educated on this Plan.

Dodge stated that he thought the Fire Department, if holding large meetings, should wear masks for prevention purposes.

Butterfield stated that they should wear masks per Center for Disease Control (CDC) guidance.

Dodge agreed.

Butterfield moved to approve the Preparedness Plan with changes and to move into Phase II of the Plan effective June 1, 2020. McNeilly Seconded. Motion Passed 5-0.

3. Engineering – Water Treatment Plant and Well Project – Advertising and Bidding

McCallum introduced this item for discussion. She informed that in October 2019, the City Council authorized the City Engineer, Bolton and Menk, to prepare plans and specifications for a Well and Water Treatment Plant improvement project.

McCallum stated that the plans and specifications were almost complete and that the engineering firm is requesting to authorize the advertisement and bidding of the project.

She informed that the projects are going to be financed through Public Facility Authority Loans and both projects are projected to be between $775,000 - $975,000.

McNeilly moved to approve allowing the City Engineer to go out for bid and advertise the Water Treatment Plant and Well Project. Stieve-McPadden Seconded. Motion passed 5-0.

4. Expanding patio space for bars and restaurants (added)

Butterfield stated that she would like to see the City of Mayer get creative with allowing additional space for Bars and Restaurants to expand their outdoor seating.

McCallum stated that the Council could allow a temporary amendment to the City Code.

Butterfield asked that any fees be waived.

McCallum informed that she would reach out to businesses stating that if they are interested to submit a plan. She also stated that they would have to talk with their insurance companies to ensure proper coverage.

Butterfield proposed allowing staff to work with businesses to support their expansion of outdoor seating if they are interested.

Butterfield moved to allow bars/restaurants to expand outdoor seating space as needed following the City Code, waiving any application fees and following the State of Minnesota's recommendations. Stieve-McPadden seconded. Motion passed 5-0.

DRAFT

COUNCIL REPORTS

No Reports.

OTHER BUSINESS

No Other Business.

ADJOURN

There being no further business, a MOTION was made by Council Member McNeilly and seconded by Council Butterfield to adjourn the meeting at 7:013 p.m. Motion Carried 5/0.

_____

Mike Dodge, Mayor

Attest: _____

Margaret McCallum, City Administrator

DRAFT

ACCOUNTS PAYABLE LIST
JUNE 8, 2020
Checks:23026 - 23044, 5673E - 5686E, 50138-50139

23026	AEM Financial Services	Accounting Reconciliation	$2,082.50
23027	Alex Air Appartus Inc	FD Equipment Maintenance	$592.79
23028	Ancom Communications	Battery - Fire Department	$223.00
23029	Banyon Data Systems	UB Annual Software Support	$795.00
23030	Bryan Rock Products	Public Works	$883.10
23031	Cortrust Bank	2020 Annual Electronic Sign Lease	$720.00
23032	Countryside Veterinarian	Dog at Large Vet Fees	$205.71
23033	Fred Holasek and Son Inc	City Planters	$510.00
23034	Gopher State One Call	Locates	$94.50
23035	Great America Financial Services	Copier Lease	$246.25
23036	IUOE Local 49	Employee Health Benefits	$3,795.00
23037	Jeff Peters and Sharry Kuss	Utility Credit	$172.61
23038	Gary Johnson	Utility Credit	$244.78
23039	Kjolhaug Environmental Services	Wetland Management	$443.24
23040	John Landskroener	Utility Credit	$78.38
23041	Metro West Inspection	Finaled Permits - Inspections	$1,625.22
23042	Municipal Emergency Services	FD Gloves	$422.02
23043	Security Bank	Employee H.S.A. Benefits	$125.00
23044	Josh and Rochelle Stenson	Utility Credit	$13.25
5673E	Arinna LLC	Xcel Solar Subscription	$2,546.39
5674E	Verizon Wireless	OSH Lift Station Auto Dialer	$15.96
5675E	Verizon Wireless	FD Cell and Tablet	$41.19
5676E	Verizon Wireless	City Cells and Tablet	$255.99
5677E	Xcel Energy	Street Lights	$1,764.51
5678E	Xcel Energy	WWTP	$2,771.57
5679E	ADP LLC	Payroll Processing	$85.98
5680E	Techstar Solutions	IT Services - Phones	$390.80
5681E	ADP LLC	Wages	$7,149.28
5682E	ADP LLC	Taxes	$2,836.54
5683E	ADP LLC	Wages	$7,338.03
5684E	ADP LLC	Taxes	$2,935.41

5685E	PERA	Employee Benefits	$1,389.34
5686E	PERA	Employee Benefits	$654.05
50138	ADP LLC	Council Wage	$392.63
50139	ADP LLC	Edholm	$230.87
			$44,070.89

1st Quarter Report

City of Mayer

Mayer, Minnesota

As of March 31, 2020

ABDO EICK & MEYERS LLP

AEM Financial Solutions™

People + Process. Going Beyond the Numbers

ACCOUNTANT'S COMPILATION REPORT

Honorable Mayor and City Council
City of Mayer
Mayer, Minnesota

Management is responsible for accompanying financial statements of the City of Mayer, Minnesota (the City) which comprise the budget to actual statement of revenues and expenditures for the General and enterprise funds as of March 31, 2020 in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with *Statements on Standards for Accounting and Review Services* promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

Management has elected to omit substantially all of the disclosures and the statement of cash flows required by accounting principles generally accepted in the United States of America. If the omitted disclosures and the statement of cash flows were included in the financial statements, they might influence the user's conclusions about the City's financial position, results of operations, and cash flows. Accordingly, the financial statements are not designed for those who are not informed about such matters.

Sincerely,

AEM FINANCIAL SOLUTIONS, LLC

Honorable Mayor and City Council
City of Mayer
Mayer, Minnesota

Dear Honorable Mayor and City Council:

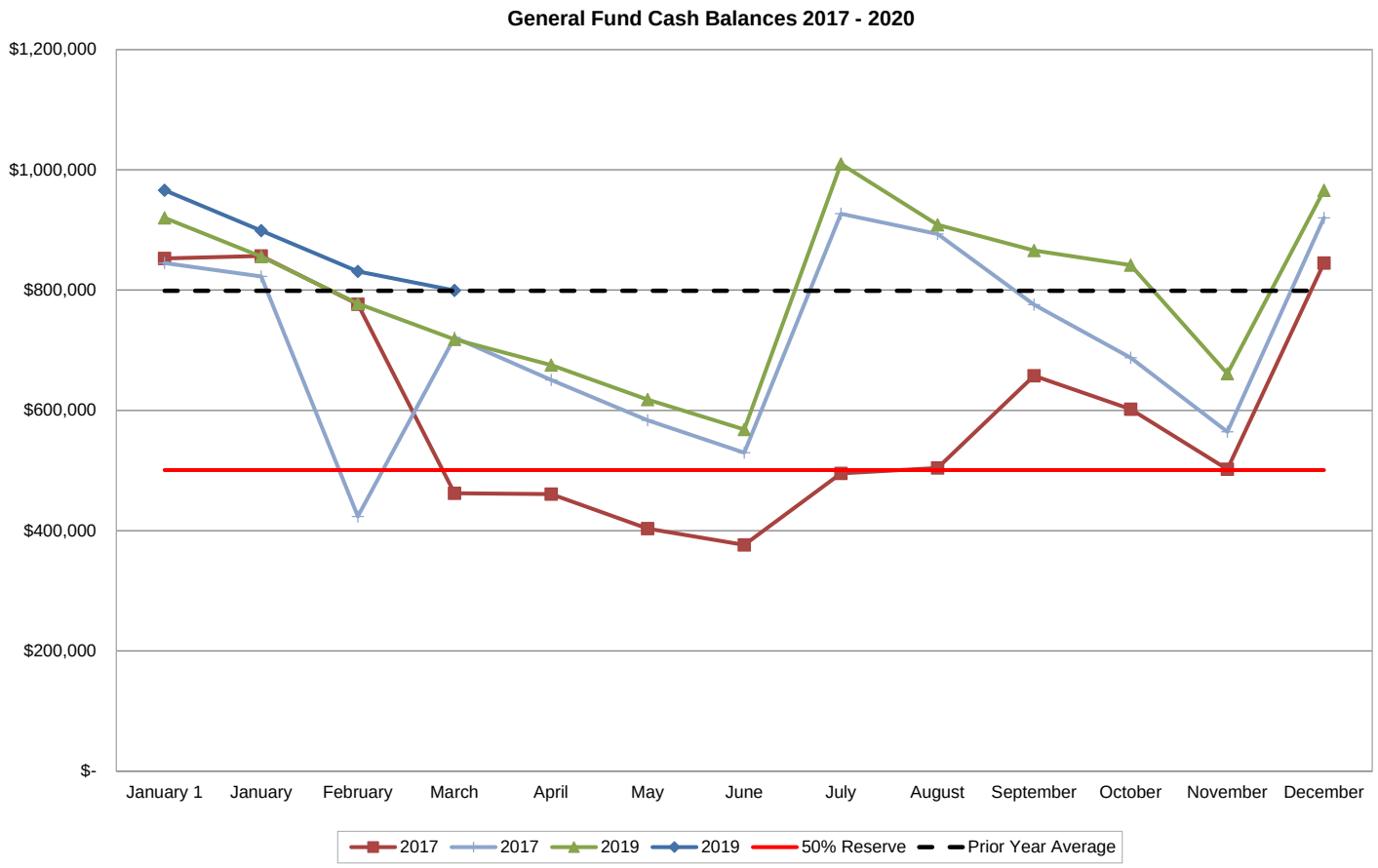
We have reconciled all bank accounts through March 31, 2020 and reviewed activity in all funds. The following is a summary of our observations. All information presented is unaudited.

Cash and Investments

The City's cash and investment balances are as follows:

	03/31/2020	12/31/2019	Increase/ (Decrease)
Checking and Savings	$ 959,946	$ 1,173,867	$ (213,921)
Investments (at Market Value)	4,658,591	4,507,539	151,052
Total Cash and Investments	$ 5,618,537	$ 5,681,406	$ (62,869)

Investment Type	03/31/2020	12/31/2019	Increase/ (Decrease)
Checking and Savings	$ 959,945	$ 1,173,867	$ (213,922)
Money Market	666,905	641,471	25,434
Negotiable CD's	3,991,687	3,866,068	125,619
Municipal Bond	-	-	-
Government Agency Securities	-	-	-
Total Investments	$ 5,618,537	$ 5,681,406	$ (62,869)



General Fund

Receipts	YTD Budget	YTD Actual	Percent of YTD Budget	
Taxes	$ 111,228	$ 0	0.0 %	↓
Special assessments	-	(206)	-	N/A
Licenses and permits	23,100	47,961	207.6	↑
Intergovernmental	93,344	6,905	7.4	↓
Charges for services	15,804	3,205	20.3	↓
Fines and forfeitures	250	770	307.9	↑
Rent	4,750	27,302	574.8	↑
Contributions and Donations	-	6,450	-	N/A
Interest on investments	625	3,791	606.5	↑
Miscellaneous revenue	1,250	17,395	1,391.6	↑
	$ 250,351	$ 113,572	45.4 %	↓

Key

- ↑ Varies more than 10% than budget positively
- ↓ Varies more than 10% than budget negatively
- → Within 10% of budget

Disbursements	YTD Budget	YTD Actual	Percent of YTD Budget	
General government	$ 15,875	$ 24,094	151.8 %	↓
City Administrator	27,172	22,473	82.7	↑
Mayor	5,325	4,096	76.9	↑
City Clerk	6,858	5,507	80.3	↑
Elections	875	1,196	136.7	↓
Assessor	3,750	-	-	N/A
Accounting/Auditing	10,000	29,455	294.6	↓
Legal Services	5,000	2,320	46.4	↑
Engineering	12,500	16,571	132.6	↓
Community Center	2,563	770	30.0	↑
Planning and Zoning	11,750	8,702	74.1	↑
Police	33,025	2,500	7.6	↑
Fire	32,769	48,507	148.0	↓
Building Inspection	6,250	3,334	53.3	↑
Street and highways	51,762	75,170	145.2	↓
Maintenance	4,990	4,087	81.9	↑
Parks	17,125	16,527	96.5	→
Compost	1,350	452	33.5	↑
EDA	1,138	-	-	↑
Miscellaneous	275	250	90.8	→
	$ 250,351	$ 266,010	106.3 %	→

Current short-term rates being offered by financial institutions are very low as evidenced by the table of U.S. Treasury rates below. The U.S. Treasury rates provide a benchmark perspective for rate of return.

Treasury Yields

Date	1 mo	3 mo	6 mo	1 yr	2 yr	3 yr	5 yr	7 yr	10 yr
12/31/2010	0.07	0.12	0.19	0.29	0.61	1.02	2.01	2.71	3.30
12/30/2011	0.01	0.02	0.06	0.12	0.25	0.36	0.83	1.35	1.89
12/31/2012	0.02	0.05	0.11	0.16	0.25	0.36	0.72	1.18	1.78
12/31/2013	0.01	0.07	0.10	0.13	0.38	0.78	1.75	2.45	3.04
12/31/2014	0.03	0.04	0.12	0.25	0.67	1.10	1.65	1.97	2.17
12/31/2015	0.14	0.16	0.49	0.64	1.06	1.31	1.76	2.09	2.27
03/31/2016	0.18	0.21	0.39	0.59	0.73	0.87	1.21	1.54	1.78
06/30/2016	0.20	0.26	0.36	0.45	0.58	0.71	1.01	1.29	1.49
09/30/2016	0.20	0.29	0.45	0.59	0.77	0.88	1.14	1.42	1.60
12/31/2016	0.44	0.51	0.62	0.85	1.20	1.47	1.93	2.25	2.45
03/31/2017	0.74	0.76	0.91	1.03	1.24	1.50	1.93	2.22	2.40
06/30/2017	0.84	1.03	1.14	1.24	1.38	1.55	1.89	2.14	2.31
09/30/2017	0.96	1.06	1.20	1.31	1.47	1.62	1.92	2.16	2.33
12/31/2017	1.28	1.39	1.53	1.76	1.89	1.98	2.20	2.33	2.40
03/31/2018	1.63	1.73	1.93	2.09	2.27	2.39	2.56	2.68	2.74
06/30/2018	1.77	1.93	2.11	2.33	2.52	2.63	2.73	2.81	2.85
09/30/2018	2.12	2.19	2.36	2.59	2.81	2.88	2.94	3.01	3.05
12/31/2018	2.44	2.45	2.56	2.63	2.48	2.46	2.51	2.59	2.69
03/29/2019	2.43	2.40	2.44	2.40	2.27	2.21	2.23	2.31	2.41
06/28/2019	2.18	2.12	2.09	1.92	1.75	1.71	1.76	1.87	2.00
09/30/2019	1.91	1.88	1.83	1.75	1.63	1.56	1.55	1.62	1.68
12/31/2019	1.48	1.55	1.60	1.59	1.58	1.62	1.69	1.83	1.92
03/31/2020	0.05	0.11	0.15	0.17	0.23	0.29	0.37	0.55	0.70

Budget Summary

A more detailed analysis of funds is included as Attachment A.

Cash Balance Summary

A detailed view of department totals compared with budget is included as Attachment B.

Investment Summary

A detailed summary of current investments is included as Attachment C.

Enterprise Fund Summary

A detailed summary of enterprise fund financial results is included as Attachment D.

Revenue and Expenditures

A detail of revenues and expenditures can be provided upon request.

* * * * *

This information is unaudited and is intended solely for the information and use of management and City Council and is not intended and should not be used by anyone other than these specified parties.

If you have any questions or wish to discuss any of the items contained in this letter or the attachments, please feel free to contact us at your convenience. We wish to thank you for the continued opportunity to be of service and for the courtesy and cooperation extended to us by your staff.

Sincerely,

AEM FINANCIAL SOLUTIONS, LLC

ATTACHMENT A

City of Mayer, Minnesota

Statement of Revenue and Expenditures -
Budget and Actual -
General Fund (Unaudited)
For the Three Months Ended March 31, 2020

	Annual Budget	Budget Through 03/31/2020	Actual Through 03/31/2020	Variance - Favorable (Unfavorable)	Percent Received or Expended Based on Budget through 03/31/2020
Revenues					
Taxes	$ 444,912	$ 111,228	$ 0	$ (111,228) *	0.0 %
Special assessments	-	-	(206)	(206)	-
Licenses and permits	92,400	23,100	47,961	24,861 (1)	207.6
Intergovernmental	373,375	93,344	6,905	(86,439) *	7.4
Charges for services	63,216	15,804	3,205	(12,599)	20.3
Fines and forfeitures	1,000	250	770	520	307.9
Rent	19,000	4,750	27,302	22,552 (2)	574.8
Contributions and donations	-	-	6,450	6,450	N/A
Interest on investments	2,500	625	3,791	3,166	606.5
Miscellaneous revenue	5,000	1,250	17,395	16,145	1,391.6
Total Revenues	1,001,403	250,351	113,572	(136,779)	45.4
Expenditures					
General government	63,500	15,875	24,094	(8,219)	151.8
City administrator	108,689	27,172	22,473	4,699	82.7
Mayor and council	21,300	5,325	4,096	1,229	76.9
City clerk	27,431	6,858	5,507	1,351	80.3
Elections	3,500	875	1,196	(321)	-
Assessor	15,000	3,750	-	3,750	-
Accounting/auditing	40,000	10,000	29,455	(19,455) (3)	294.6
Legal services	20,000	5,000	2,320	2,680	46.4
Engineering	50,000	12,500	16,571	(4,071) (4)	132.6
Planning and zoning	10,250	2,563	770	1,793	30.0
Community center	47,000	11,750	8,702	3,048	74.1
Police	132,100	33,025	2,500	30,525	7.6
Fire	131,074	32,769	48,507	(15,738) (5)	148.0
Building inspection	25,000	6,250	3,334	2,916	53.3
Street and highways	207,050	51,762	75,170	(23,408) (6)	145.2
Maintenance	19,960	4,990	4,087	903	81.9
Parks	68,500	17,125	16,527	598	96.5
Compost	5,400	1,350	452	898	33.5
EDA	4,550	1,138	-	1,138	-
Miscellaneous	1,100	275	250	25	90.8
Total Expenditures	1,001,403	250,351	266,010	(15,659)	106.3
Excess Revenues (Expenditures)	-	-	(152,438)	(152,438)	N/A
Other Financing Sources (Uses)					
Transfers in	-	-	-	-	N/A
Operating transfers out	-	-	(53,249)	53,249	N/A
Total Other Financing Sources (Uses)	-	-	(53,249)	53,249	-
Excess (Deficiency) of Revenues and Other Financing Sources Over (Under) Expenditures and Other Uses	$ -	$ -	$ (205,687)	$ (99,189)	N/A %

***** Typically property taxes are received in July and December (with 70% advance in June). For 2020, there will be a delay in collection/receipt of payments as well as a different distribution schedule due to COVID-19. Local government aid is anticipated in July and December.

Item	Explanation of Items Percentage Received/Expended Less than 80% or Greater Than 120% and $ Variance Greater than $15,000.
(1)	Building permit revenues are higher than budgeted, due to new developments.
(2)	American Tower antenna additional payment of $21,000 not in budget.
(3)	Audit services are paid during the first half of the year.
(4)	Increase in engineering services, due to the 2020 street improvement plan and highway 25 coordination expenses..
(5)	Variance due to timing of fire department annual payroll in January of 2020.
(6)	Expenditures exceeded quarter budget amount due to Tool cat purchase for the amount of $40,935.

ATTACHMENT B

City of Mayer, Minnesota

Unaudited Cash Balances by Fund

March 31, 2019, December 31, 2019, March 31, 2020

	Fund	Balance 03/31/2019	Balance 12/31/2019	Balance 03/31/2020	YTD Change From 12/31/2019	
100	General fund	$ 718,223	$ 997,102	$ 815,219	$ (181,883)	(1)
210	Fire Truck Fund	153,430	156,189	210,299	54,110	(2)
212	Fire Dept Grant & Contributions	12,322	25,338	24,567	(771)	
215	Fire Dept Fema Grant	0	-	-	-	
220	Park Improvement	358,736	365,186	366,686	1,500	
222	Old Schoolhouse Park	0	-	-	-	
225	EDA	19,864	20,161	20,244	83	
325	Hwy 25/2007 St Bond	151,549	79,628	79,001	(627)	
350	2015 Fire Truck Fund	50,763	76,009	76,321	312	
400	70th Street Improvement	(0)	-	-	-	
405	Street Improvement Fund	113,813	115,859	116,132	273	
410	Comm Ctr Capital Outlay Fund	24,581	22,022	22,112	90	
435	Capital Projects	856,121	711,252	549,637	(161,615)	(3)
620	Water Fund	1,132,292	1,103,465	1,218,346	114,881	(4)
640	Sewer Fund	1,937,153	1,892,029	2,010,092	118,063	(5)
650	Storm Water Fund	21,298	62,319	26,287	(36,032)	
700	Investment Fund	-	-	-	-	
800	Escrow Fund	75,481	54,847	83,595	28,748	
	Total	$ 5,625,625	$ 5,681,406	$ 5,618,537	$ (62,869)	

Item Explanation of changes with $ variance greater than $50,000.

(1) The decrease is an expected result from excess of expenditures over revenues.

(2) Additional cash is attributed to Fire department transfer to fund.

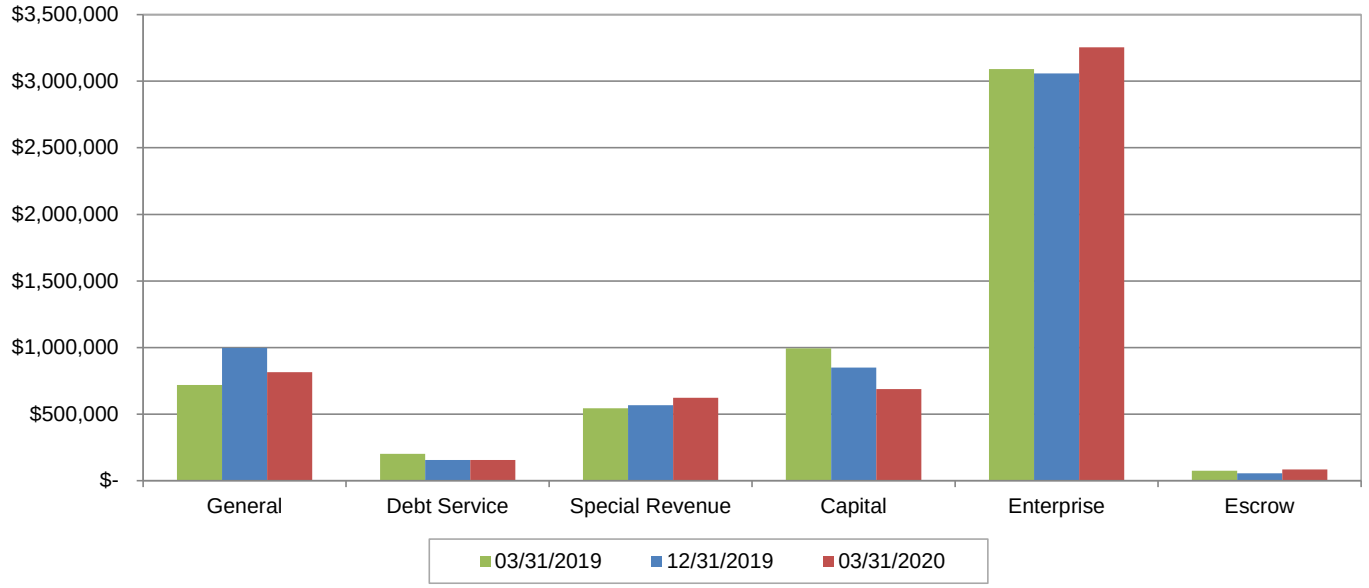
(3) The decrease is an expected result from excess of expenditures over revenues;variance due to snow removal equipment.

(4) Excess of Revenues over Expenditures in the Water Fund; Additional variance due to principal payments on debt.

(5) Excess of Revenues over Expenditures in the Sewer Fund.

City of Mayer, Minnesota
Unaudited Cash Balances by Fund (Continued)
March 31, 2019, December 31, 2019, March 31, 2020

Cash Balance by Fund Compared to Prior Year



Fund	
General	Capital
Debt Service	Enterprise
Special Revenue	Escrow

Key
Balance increased more than 10% over prior year
Balance decreased more than 10% over prior year
Balance within 10% of prior year

ATTACHMENT C

City of Mayer, Minnesota
Schedule of Investments
For the Month Ended March 31, 2020

Institution	Description	Type	Market Value 1/1/2020	Deposits - Purchases	Expenditures - Sales	Transfers	Interest	Unadjusted Market Value 3/31/2020	Market Value 3/31/2020	Unrealized gain / loss
Security Bank & Trust	40002	Checking	$ 1,010,832.82	$ 606,822.73	$ (660,972.35)	$ -	$ 450.63	$ 957,133.83	$ 957,133.83	$ -
Security Bank & Trust	788491	Savings	44,288.77	-	-	-	32.15	44,320.92	44,320.92	-
Security Bank & Trust	300708	Money Market	97,854.63	-	-	-	-	97,854.63	97,854.63	-
Security Bank & Trust	FEMA Grant 766823	Savings	297.60	-	-	-	0.07	297.67	297.67	-
Security Bank & Trust	8725	Brokered CD	22,065.25	-	-	-	101.78	22,167.03	22,167.03	-
Security Bank & Trust	143337	Brokered CD	28,937.19	-	-	-	160.46	29,097.65	29,097.65	-
Security Bank & Trust	94601	Brokered CD	220,654.81	-	-	-	-	220,654.81	220,654.81	-
			1,424,931.07	606,822.73	(660,972.35)	-	745.09	1,371,526.54	1,371,526.54	-
First MN Bank	82799	Brokered CD	108,995.92	-	(109,038.64)	-	42.72	(0.00)	(0.00)	-
First MN Bank	70263	Brokered CD	-	269,834.02	-	-	-	269,834.02	269,834.02	-
First MN Bank	82807	Brokered CD	-	-	-	-	-	-	-	-
First MN Bank	82809	Brokered CD	220,788.88	-	(221,473.30)	-	684.42	0.00	-	(0.00)
First MN Bank	70264	Brokered CD	-	221,473.30	-	-	-	221,473.30	221,473.30	-
First MN Bank	82825	Brokered CD	108,551.83	-	-	-	-	108,551.83	108,551.83	-
First MN Bank	82837	Brokered CD	275,005.25	-	(269,834.02)	-	(5,171.23)	(0.00)	(0.00)	-
First MN Bank	82881	Brokered CD	212,987.65	-	-		-	212,987.65	212,987.65	-
First MN Bank	70261	Brokered CD	-	109,038.64	-	-	-	109,038.64	109,038.64	-
			926,329.53	600,345.96	(600,345.96)	-	(4,444.09)	921,885.44	921,885.44	(0.00)
Ehlers	Cash	Money Market	-	-	-	(11.96)	27.35	15.39	15.39	-
Ehlers	941410412	Money Market	14,289.25	203,000.00	(238,596.85)	22,089.02	1.36	782.78	782.78	(0.00)
Ehlers	Federated Govt Obl Inst	Money Market	-	507,000.00	(493,633.28)	(8,957.25)	18.48	4,427.95	4,427.95	0.00
Ehlers	United States Treasury	Money Market	-	-	-	-	-	-	-	-
Ehlers	United States Treasury	Brokered CD	492,266.52	-	-	-	-	492,266.52	491,014.68	(1,251.84)
Ehlers	Wells Fargo Bank NA	Brokered CD	203,365.40	-	(203,000.00)	(1,293.09)	1,293.09	365.40	-	(365.40)
Ehlers	Wells Fargo Bank NA	Brokered CD	-	-	-	-	-	-	-	-
Ehlers	Goldman Sacks Bk	Brokered CD	-	-	-	-	-	-	-	-
Ehlers	Capital One BK USA	Brokered CD	-	-	-	(2,500.38)	2,500.38	-	-	-
Ehlers	Ally BK Midvale Utah	Brokered CD	-	-	-	-	-	-	-	-
Ehlers	Morgan Stanley Bank	Brokered CD	247,286.52	-	(247,000.00)	(3,020.84)	3,020.84	286.52	-	(286.52)
Ehlers	Sallie Mae Bk Murray Utah	Brokered CD	247,286.52	-	(247,000.00)	(3,020.84)	3,020.84	286.52	-	(286.52)
Ehlers	Metabank Storm Lake Iowa CD	Brokered CD	-	-	-	-	-	-	-	-
Ehlers	Bank of the West	Brokered CD	-	-	-	-	-	-	-	-
Ehlers	BMO Harris	Brokered CD	-	-	-	-	-	-	-	-
Ehlers	Bank of America	Brokered CD	248,424.08	-	-	-	-	248,424.08	248,804.76	380.68
Ehlers	United States Treasury	Brokered CD	-	-	-	-	-	-	-	-
Ehlers	Brookline	Brokered CD	84,529.20	-	-	(481.68)	481.68	84,529.20	84,745.75	216.55
Ehlers	Morgan Stanley Private Bank, NA	Brokered CD	251,631.25	-	-	-	-	251,631.25	253,262.19	1,630.94
Ehlers	TIAA FSB Holdings, Inc.	Brokered CD	239,299.48	-	-	(2,459.55)	2,459.55	239,299.48	240,333.59	1,034.11
Ehlers	Capital One, N.A.	Brokered CD	248,902.72	-	-	-	-	248,902.72	249,761.05	858.33
Ehlers	Goldman Sachs Banks	Brokered CD	-	-	-	-	-	-	-	-
Ehlers	Raymond James Bank, N.A.	Brokered CD	59,995.20	-	-	-	-	59,995.20	60,369.48	374.28
Ehlers	Gold Man Sachs Bank USA	Brokered CD	200,074.00	-	-	-	-	200,074.00	200,751.00	677.00
Ehlers	Raymond James Bank, N.A.	Brokered CD	-	-	-	-	-	-	-	-
Ehlers	Wells Fargo	Brokered CD	-	246,865.28	-	(343.43)	343.43	246,865.28	249,170.14	2,304.86
Ehlers	Bank West	Brokered CD	-	246,768.00	-	-	-	246,768.00	248,203.14	1,435.14

ATTACHMENT C

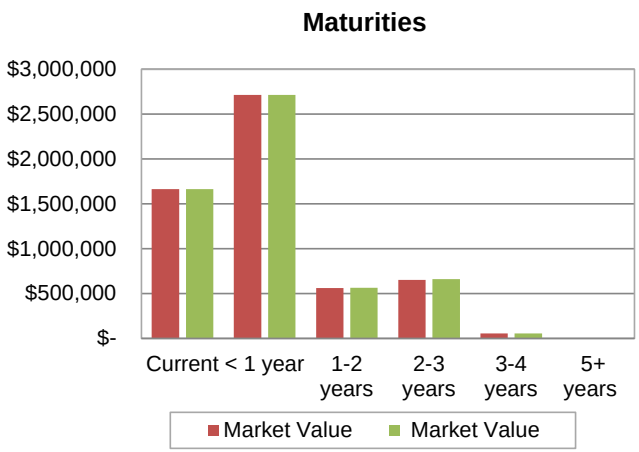
City of Mayer, Minnesota
Schedule of Investments
For the Month Ended March 31, 2020

Institution	Description	Type	Market Value 1/1/2020	Deposits - Purchases	Expenditures - Sales	Transfers	Interest	Unadjusted Market Value 3/31/2020	Market Value 3/31/2020	Unrealized gain / loss
Ehlers	VIRGINIA COMWLTH TRANSN BRD	Brokered CD	$ -	$ 10,395.85	$ -	$ -	$ -	$ 10,395.85	$ 10,657.04	$ 261.19
Ehlers	METROPOLITAN GOVT NASHVILLE	Brokered CD	-	15,895.58	-	-	-	15,895.58	16,286.37	390.79
Ehlers	MAINE MUN BD BK	Brokered CD	-	5,269.57	-	-	-	5,269.57	5,359.41	89.84
Ehlers	SOUTH ORANGE & MAPLEWOOD N	Brokered CD	-	37,766.67	-	-	-	37,766.67	38,640.70	874.03
Ehlers	PORT AUTH N Y & N J	Brokered CD	-	26,601.89	-	-	-	26,601.89	27,040.85	438.96
Ehlers	VIRGINIA COLLEGE BLDG AUTH VA	Brokered CD	-	5,263.68	-	-	-	5,263.68	5,353.30	89.62
Ehlers	KANSAS ST DEPT TRANSN HWY	Brokered CD	-	15,973.33	-	-	-	15,973.33	16,330.51	357.18
Ehlers	TRIBOROUGH BRDG & TUNL AUTH	Brokered CD	-	16,210.67	-	-	-	16,210.67	16,503.90	293.23
Ehlers	LAS VEGAS NEV CONVENTION &	Brokered CD	-	21,803.04	-	-	-	21,803.04	22,375.98	572.94
Ehlers	MARYLAND ST TRANSN AUTH	Brokered CD	-	10,929.82	-	-	-	10,929.82	11,215.18	285.36
Ehlers	WISCONSIN ST	Brokered CD	-	16,264.43	-	-	-	16,264.43	16,478.58	214.15
Ehlers	FRANKLIN CNTY WASH SCH DIST	Brokered CD	-	10,621.21	-	-	-	10,621.21	10,977.71	356.50
Ehlers	EL PASO CNTY COLO SCH DIST	Brokered CD	-	20,460.47	-	-	-	20,460.47	20,974.56	514.09
Ehlers	HONOLULU HAWAII CITY & CNTY	Brokered CD	-	10,879.03	-	-	-	10,879.03	11,271.93	392.90
			-							
			-							
			2,537,350.14	1,427,968.52	(1,429,230.13)	(0.00)	13,167.00	2,549,255.53	2,561,107.92	11,852.39
4M Fund		Money Market	562,035.12	-	-	-	1,788.63	563,823.75	563,823.75	-
4M Fund	Servisfirst Bank	Brokered CD	242,000.00	-	-	-	-	242,000.00	242,000.00	-
			804,035.12	-	-	-	1,788.63	805,823.75	805,823.75	-
	Total Cash and Investments		$ 2,351,260.60	$ 2,635,137.21	$ (2,690,548.44)	$ (0.00)	$ 11,256.63	$ 5,648,491.26	$ 5,660,343.65	$ 11,852.39

$ 1,662.91	Adjusted for Ehlers	$ 5,648,491.26	$ 5,660,343.65 $ 273,299.40
	O/S Checks		$ (41,804.35)
	o/s Deposit		
			$ 5,618,539.30

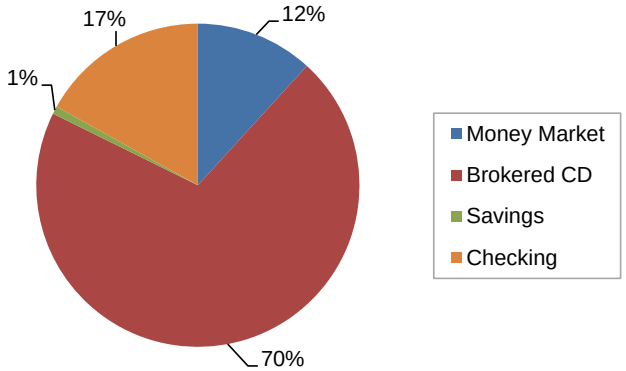
ATTACHMENT C

City of Mayer, Minnesota
Investments
For the Three Months Ended March 31, 2020



Maturity	Unadjusted Market Value 3/31/2020	Market Value 3/31/2020	Variance 3/31/2020
Current	$ 1,665,167.41	$ 1,664,228.97	$ (938.44)
< 1 year	2,714,429.40	2,715,310.12	880.72
1-2 years	561,722.21	564,916.55	3,194.34
2-3 years	652,939	660,047	7,108
3-4 years	54,233	55,841	1,608
5+ years	-	-	-
	$ 5,648,491.26	$ 5,660,343.65	$ 11,852.39
	-	$ -	

Weighted Average Rate of Return	0.50%	3/31/2020
Average Maturity (Years)	0.14	3/31/2020



Investment Type	Market Value 3/31/2020
Money Market	$ 666,904.50
Brokered CD	3,991,686.73
Savings	44,618.59
Government Securities	-
Municipal Securities	-
Checking	957,133.83
	$ 5,660,343.65

Operating Account	
O/S Deposits	$ -
O/S Checks	(41,806.35)
Reconciled Balance	$ 5,618,537.30

ATTACHMENT D

City of Mayer, Minnesota
Statement of Revenues and Expenses -
Budget and Actual -
Water Fund (Unaudited)
For the Three Months Ended March 31, 2020

WATER FUND

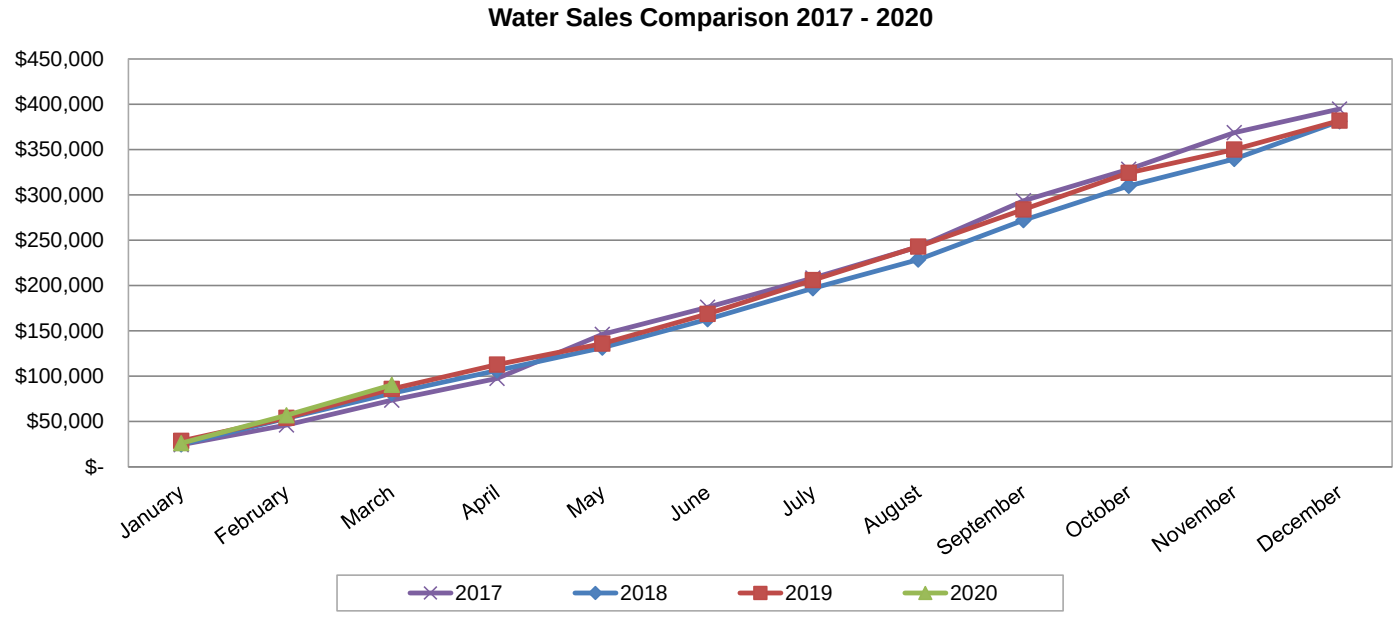
	Annual Budget	Actual Thru 3/31/2019	Actual Thru 3/31/2020	Variance - Favorable (Unfavorable)		Percent Received or Expended Based on Actual Thru 03/31/2020
Revenues						
Charges for services	$ -	$ 90,060	$ 92,809	$ 2,749		97.0 %
Connection fees	-	9,280	56,800	47,520	(1)	16.3
Developer area fee	-	-	-	-		N/A
Special assessment	-	-	-	-		N/A
Interest earnings	-	6,436	4,914	(1,522)		131.0
Miscellaneous	-	3,491	40,696	37,205	(3)	8.6
Total Revenues	-	109,267	195,218	85,951		-
Expenses						
Salaries and benefits	65,325	15,340	17,077	(1,737)		89.8
Supplies	8,600	536	956	(420)		56.1
Other services and charges	142,285	4,077	17,706	(13,630)	(2)	23.0
Repair and maintenance	16,250	3,204	5,638	(2,434)		56.8
Utilities	25,300	7,588	6,073	1,515		124.9
Capital outlay	45,000	8,774	7,115	1,659		123.3
Depreciation	-	-	-	-		-
Insurance	5,000	4,524	5,573	(1,049)		81.2
Bond principal	313,600	20,000	20,000	-		N/A
Bond interest	47,392	14,736	11,160	3,577		132.1
Total Expenses	668,752	78,779	91,297	(12,518)		86.3
Transfers in	-	-	-	-		N/A
Transfers out	-	-	-	-		N/A
Excess Revenues Over (Under) Expenses	$ (668,752)	$ 30,488	$ 103,921	$ 73,433		(160.9) %

Item Explanation of Items Received/Expended $ Variance Greater than $10,000.

(1) There have been more building permits in 2020, which has caused the new connection fees to increase compared to 2019.

(2) Historically there has been no engineering fees, increase is due to City 2020 design bidding.

(3) Variance due to timing of antennae lease payments.



ATTACHMENT D

City of Mayer, Minnesota
Statement of Revenues and Expenses -
Budget and Actual -
Sewer Fund (Unaudited)
For the Three Months Ended March 31, 2020

SEWER FUND

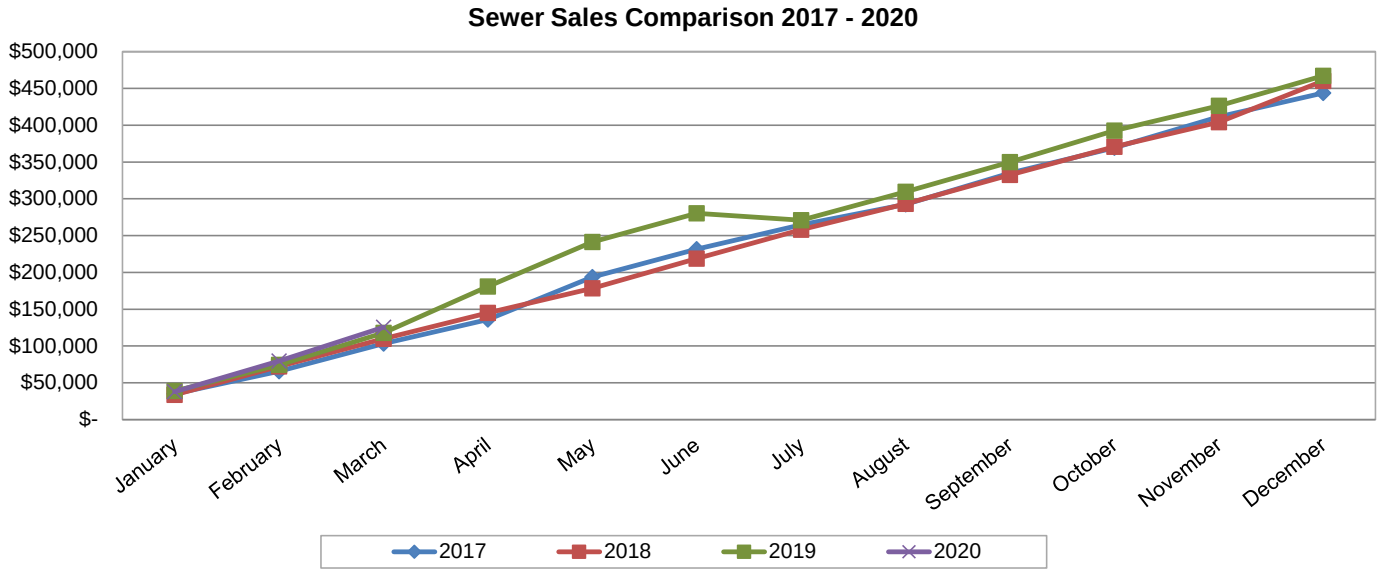
	Annual Budget	Actual Thru 03/31/2019	Actual Thru 03/31/2020	Variance - Favorable (Unfavorable)		Percent Received or Expended Based on Actual Thru 03/31/2020
Revenues						
Taxes	$ -	$ -	$ -	$ -		N/A %
Capital grants & contributions	-	967	963	(4)		100.4
Charges for services	-	122,763	128,820	6,057		95.3
Connection fee	-	9,280	56,800	47,520	(1)	16.3
Developer area fee	-	-	-	-		N/A
Special assessments	-	-	-	-		N/A
Interest income	-	11,148	8,143	(3,005)		136.9
Miscellaneous	-	-	-	-		N/A
Total Revenues	-	144,158	194,726	50,568		74.0
Expenses						
Salaries and benefits	65,325	15,340	17,077	(1,737)		89.8
Supplies	74,680	11,025	10,047	978		109.7
Other services and charges	50,135	17,206	6,225	10,981	(2)	276.4
Repair and maintenance	131,150	5,076	(1,310)	6,386		(387.4)
Utilities	47,950	13,327	12,810	517		104.0
Depreciation	-	-	-	-		N/A
Capital outlay	60,970	21,337	5,690	15,647	(3)	375.0
Insurance	13,200	12,173	13,403	(1,230)		90.8
Bond principal	394,400	-	-	-		N/A
Bond interest	61,931	1,118	566	552		197.7
Total Expenses	899,741	96,603	64,508	32,095		149.8
Transfers in	-	-	-	-		N/A
Transfers out	-	-	-	-		N/A
Excess Revenues Over (Under) Expenses	$ (899,741)	$ 47,555	$ 130,218	$ 82,663		36.5 %

Item Explanation of Items Received/Expended $ Variance Greater than $10,000.

(1) There have been more building permits in 2020, which has caused the new connection fees to increase compared to 2019.

(2) 2019 included 2018 sanitary sewer improvement expenses, which is not part of the 2020 expenses.

(3) 2019 included treatment facility expense as part of the CIP, which is not part of the 2020 expenses.



ATTACHMENT D

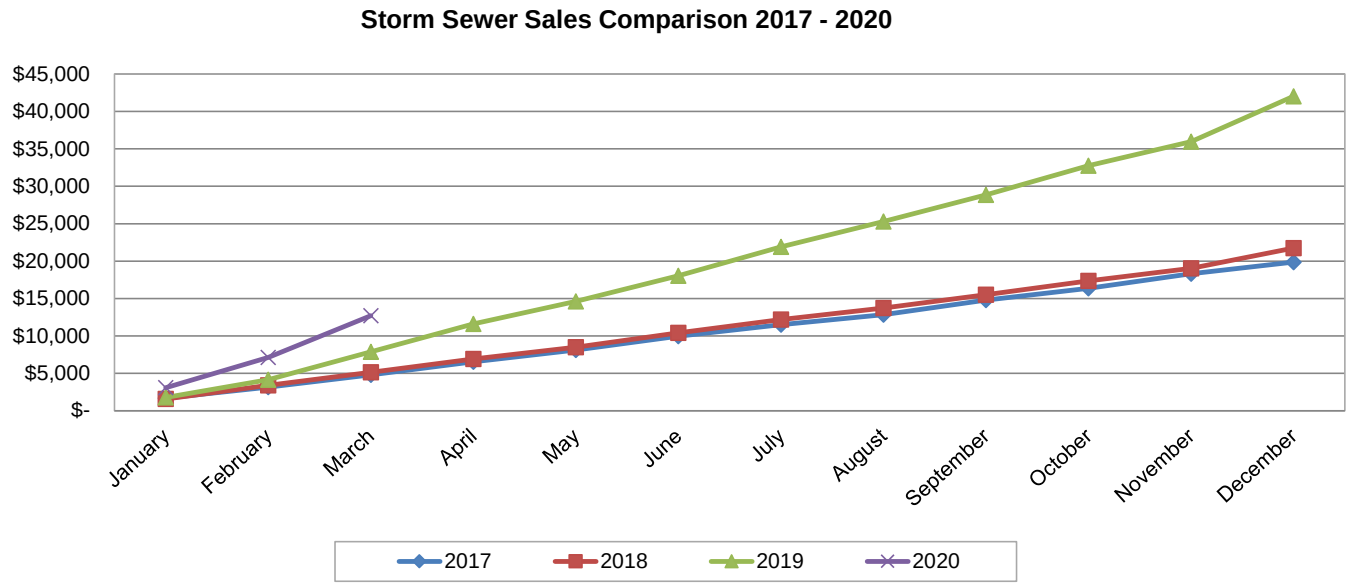
City of Mayer, Minnesota
Statement of Revenues and Expenses -
Budget and Actual -
Storm Sewer Fund (Unaudited)
For the Three Months Ended March 31, 2020

STORM SEWER FUND

	Actual Thru 03/31/2019	Actual Thru 03/31/2020	Variance - Favorable (Unfavorable)	Percent Received or Expended Based on Actual Thru 03/31/2020
Revenues				
Charges for services	$ 8,095	$ 12,954	$ 4,859	62.5 %
Interest earnings	110	201	91	54.7
Intergovernmental	-	-	-	N/A
Special assessments	-	-	-	N/A
Miscellaneous	-	-	-	N/A
Total Revenues	8,205	13,155	4,950	62.4
Expenses				
Other services and charges	4,383	2,757	1,627	159.0
Capital outlay	-	46,382	(46,382) (1)	N/A
Depreciation	-	-	-	N/A
Total Expenses	4,383	49,139	(44,755)	8.9
Transfers in	-	-	-	N/A
Transfers out	-	-	-	N/A
Excess Revenues Over (Under) Expenses	$ 3,822	$ (35,984)	$ (39,806)	(10.6) %

Item Explanation of Items Percentage Received/Expended $ Variance Greater than $10,000.

(1) Wetland restoration expenditures final project work.



MAYER

Request for Council Action Memorandum

Item: Garbage Contract with Waste Management
Meeting Date: June 8, 2020
Presented By: Margaret McCallum, City Administrator

Recommendations/Council Action/Motion Requested:
To review and consider adopting the contract with Waste Management for Garbage Services.

Details:
The City currently has a five year contract with Republic Services (originally through Elite Garbage Services) that ends on August 31, 2020.

At the February 24, 2020 City Council meeting, the Council approved publication of a Request for Proposals (RFP) for a new contract that would start on September 1, 2020.

Staff solicited proposals by posting on the League of Minnesota Cities website and the newspaper.

The RFP requested services similar to those currently provided, including garbage and recycling, a clean up day, special bins for community events, and special pickups upon request.

The City requested, as an optional service for residents, that yard waste pickup be offered during the summer months.

The City also requested, as an additional option, a price proposal regarding a leaf cleanup day in October/November.

Lastly, the City asked whether the company provided organics as an option available to residents, and if so, what it would cost to provide this service.

The following three proposals were received by the deadline of March 24, 2020: 1) Waste Management; 2) Randy's Sanitation; and 3) Republic Services (current provider).

At the April 27, 2020 City Council meeting, the City Council moved to move forward with a contract with Waste Management based on their proposal that was submitted.

At the May 11, 2020 City Council meeting, the City Council moved to move ahead with all services in the contract except organics and the fall leaf cleanup event.

Below is a summary of the Waste Management proposal information and the information that went into the contract.

Waste Management Proposal Summary:

RATES - Increase 3.5% annually

Garbage Rates (monthly) – Per Cart Size

SENIOR (35 GALLON)	$8.67	$8.97	$9.29	$9.61	$9.95
35 GALLON	$10.21	$10.57	$10.94	$11.32	$11.72
64 GALLON	$11.85	$12.26	$12.69	$13.14	$13.60
96 GALLON	$13.50	$13.97	$14.46	$14.97	$15.49

Single Sort Recycling Rates – 96 Gallon Cart.

BI-WEEKLY RECYCLING (96 GALLON)	$4.75	$4.92	$5.09	$5.27	$5.45

CURBSIDE CLEAN-UP – Yes. 3 yards of trash to be placed at curb. Trash only, no appliances, electronics, tires or hazardous waste. *Extra $.71 per month*.

YARD WASTE OPTION - $70 per year per season. Decided by resident to participate.

PICKUP DAY - Thursday

CITY FACILITIES - Pricing includes free services for City facilities and City special events.

TRANSITION TIME - Need a decision by May to be able to transition carts by September 1, 2020.

CUSTOMER COMPLAINTS – They have the ability to track all customer calls and repost them to the City. The report could/would include complaints/bulk pickups, cart exchanges, etc.

COMMUNICATIONS - If given the contract they would hand out welcome packets with general info regarding pickup schedules and recycling dos and don’ts. They would communicate through email and phone blasts for weather related delays.

Contract:

Included as an attachment is the draft contract between Waste Management and The City of Mayer. The City Attorney has reviewed the contract and has submitted the contract back to Waste Management with comments and suggested changes.

The City is waiting for final approval of the contract from Waste Management.

Once approved, the educational material and transition plan will take place to move forward with a state date of September 1, 2020.

MUNICIPAL RECYCLING AND WASTE AGREEMENT

This Municipal Recycling and Waste Agreement (the "Agreement") is entered into on_____, 2020 (the "Effective Date"), by and between **Mayer, Minnesota** ("City"), and **Waste Management of Minnesota, Inc**. ("WM"), a Minnesota corporation.

Recitals

A. The City desires to provide its citizens and commercial businesses with environmentally sound solid waste collection and disposal and recyclable materials collection;

B. WM and its affiliates have extensive experience in providing solid waste and recyclable materials collection, disposal and processing; and

C. The City has determined that it would be in the best interests of its citizens and commercial businesses to contract with WM for the collection of its residential solid waste and recyclable materials according to the terms and conditions contained herein.

Agreements

I. DEFINITIONS

a. Acceptable Waste – shall mean all non-hazardous solid waste generated by households in the ordinary course including food wastes and discarded papers, cardboard, plastics, cloth, glass and metal materials, but excluding Excluded Waste as defined herein. Waste shall be considered "Acceptable Waste" only if properly contained in 32, 64, or 96-gallon Carts placed at the curbside on the proper weekly collection day. As used herein, the term "waste" shall mean Acceptable Waste unless the context demonstrates otherwise. Title to Acceptable Waste shall transfer to WM upon collection in WM vehicles.

b. Bulk Items – shall mean furniture or waste material from a residential source other than Construction Debris or Hazardous Waste, with a weight or volume greater than that allowed for Carts. Bulk Items shall include small furniture, rugs, countertop appliances or items that can be safely handled by one (1) person and weigh less than 45 pounds. Bulk items would not include any regular refuse, loose or scattered materials, waste generated by a household business or any other commercial business, construction or demolition debris, concrete, brick, asphalt, roofing, cars, motorcycles, boats or parts of vehicles or white goods (non-countertop appliances).

c. Excluded Waste – shall mean, without limitation, any regulated quantity of a Hazardous Waste or Hazardous Substance as defined by federal, state or local laws or regulations; containerized wastes, the contents of which are not able to be identified; sludges; waste from a pollution control process or cleanup of a spill of a chemical substance or commercial product; waste tires; biohazards or regulated medical waste; friable asbestos; construction and demolition waste; soil, sod, tree branches and stumps; paint; motor oil; excessive storm debris or debris resulting from weather events such as hurricanes or tropical storms; or any item too large or heavy to be contained within a 32-, 64-, or 96-gallon Cart; or any waste or material that is prohibited from being received, managed or disposed of at the disposal facility. Title to and liability for Excluded Waste shall remain with the resident that generated the Excluded Waste at all times.

d. Commercial Business – shall mean all establishments where retail or wholesale services, industrial or manufacturing business is conducted, and all apartments, houses, schools, churches, fraternal bodies and other establishments not defined as Residential Unit.

e. Recyclables or Recyclable Materials – are defined in Exhibit A. Title to Recyclable Materials shall transfer to WM upon collection in WM vehicles.

f. Residential Unit – shall mean a dwelling within the corporate limits of the City. Apartment or condominium buildings with more than four (4) individual dwellings shall not be considered Residential Units and are, therefore, not covered by this Agreement.

g. Yard Waste – shall mean any waste materials typically derived from landscaping; including but not limited to grass clippings, leaves, trimmed branches and shrubbery. Branches and brush must be bundled and tied with string or twine (not wire). Branches must be cut into lengths of 4 feet or less, and each branch should be no larger than 4 inches in diameter. Each bundle must not weigh more than 50 pounds. Unbundled brush will not be collected.

II. TERM

The initial term of this Agreement shall be for 5 years commencing on September 1, 2020,and ending on August 31, 2025, and thereafter shall automatically renew for successive renewal terms of one year each, unless either Party gives the other Party written notice of its intention to terminate the Agreement at least ninety days prior to the end of the then-current term. All notices shall be served by certified mail, return receipt requested, or by a nationally recognized overnight courier service.

III. SERVICES

a. WM shall furnish the labor, equipment, licenses, permits, and other requirements necessary to provide Acceptable Waste and Recyclable Materials collection to all Residents Units of the City, which currently consists of approximately 820 Residential Units (the "Service"). As part of the Service, WM shall:

i. Cart Supply. Each Residential Unit has already been provided with either a 32, 64 or a 96-gallon Cart for Acceptable Waste, depending on the level of service Residential Unit chooses, and a separate 64-gallon Cart for Recyclable Materials. New Residential Units will be provided a 32, 64 or 96-gallon Cart for Acceptable Waste, dependent upon service level chosen, and a separate 96-gallon Cart for Recyclable Materials as the Units are added to the City. The Carts and equipment WM furnishes to Residents, Commercial Businesses and the City shall remain WM's property.

ii. Equipment Supply for Commercial Business. WM shall provide the following equipment and service options to Commercial Business customers at the rates provided below. Service levels not listed below will be subject to additional fees.

Commercial Service Level	Frequency	Rate	Tax	Total Monthly Rate
1.5 Yard Dumpster (MSW)	1 x week	$ 62.00	$10.54	$72.54

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2 Yard Dumpster (MSW)	1 x week	$ 71.00	$10.54	$83.07
4 Yard Dumpster (MSW)	1 x week	$ 93.00	$10.54	$108.81
6 Yard Dumpster (MSW)	1 x week	$115.00	$10.54	$134.55
8 Yard Dumpster (MSW)	1 x week	$137.00	$10.54	$160.29

iii. Acceptable Waste Collection Frequency, Days and Times. Acceptable Waste shall be collected from the curbside once per week from each Residential Unit on a weekday or weekdays to be agreed by WM and City. Collections shall occur during ordinary hours but in no instance earlier than 7:00 am. All Acceptable Waste must be placed at the curb for collection no later than 7:00 A.M. on scheduled day of collection. WM reserves the right to change the service day with advance written notice to the City and Residents.

iv. Recyclable Materials Collection Frequency, Days and Times. WM shall provide recycling collection services to Residential Units on an every-other-week basis, subject to the terms and conditions in Exhibit A. The City and Residential Units shall ensure that only materials acceptable in accordance with Exhibit A are placed in their respective recycling containers; however, the City shall bear no responsibility for ensuring that each Residential Unit adheres to the definition of Recyclable Material set by Exhibit A except as otherwise set forth in Exhibit A. WM reserves the right to refuse recycling services where the materials are not properly segregated from waste or other non-recyclable material. WM reserves the right to change the service day upon sixty (60) days advance written notice to the City and Residents.

v. Seasonal Yard Waste. WM shall provide Residential Unit with a 96-gallon Yard Waste cart for weekly Yard Waste service from April 15 through November 15, subject to weather conditions, for an annual one-time fee of $70.00. This service is optional at the choice of each customer.

vi. Exclusions from the Service – Notwithstanding anything to the contrary herein, the Service shall not include bulk or white goods collection, construction or demolition waste collection, or Christmas tree collection.

vii. Disposal. WM shall dispose or arrange to dispose of the Acceptable Waste collected under this Agreement only at solid waste disposal facilities that are licensed and permitted to accept such solid waste

viii. Holiday Schedule. The following shall be designated holidays on which the Service shall not be provided: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the succeeding Friday, Christmas Eve, Christmas Day. If a designated holiday falls on a regularly scheduled Service day, the Service will be performed on the next weekday

ix. Cart Replacement. WM shall replace, at no charge to the City or the individual Residential Unit, any Cart that becomes damaged or destroyed during the provision of the Service, or that becomes unusable because of ordinary wear and tear. However, if a Cart in the possession of a Residential Unit is lost, stolen, damaged, or destroyed through no fault of WM, the occupant of the Residential Unit shall be responsible to compensate WM the fair market value for the replacement of such Cart. The Residential Unit shall be billed separately for such replacement cost.

x. Additional Services.

- Residential Unit Curbside Cleanup. Residential Units will be able to dispose of up to 3 cubic yards of Acceptable Waste and Bulk Items. No white goods, appliances, electronics, tires or Excluded Waste permitted. Collection of any other materials should be arranged between Residential Unit and WM.
- City Events. WM will provide sufficient equipment, including adequate waste and recycling containers, to the City for the annual Mayer Rising Community Festival and two annual Mayer Fire Department events.
- City Facilities. WM will provide equipment and weekly Acceptable Waste and every other week Recyclables services for the following City Facilities at no cost to the City – City Hall/Community Center, Public Works Building, Water Treatment Facility, Wastewater Treatment Facility, and Fire Station.

b. Compliance with Laws. The Service shall be performed in accordance with all applicable statutes, laws, rules, regulations and ordinances

c. Personnel and Equipment. The Service shall be performed by properly trained and licensed personnel in adequate numbers and with adequate vehicles and equipment to complete the Service in a safe and timely manner. All vehicles and equipment to complete service will be clearly identified on both sides with WM's name and customer service telephone number.

d. Complaints and Missed Pick-Ups. All complaints as to WM's provision of the Service, including alleged missed pick-ups, shall be given prompt and courteous attention. WM shall attempt to resolve all complaints promptly, and shall cure all missed pick-ups that are not the result of *force majeure* events within one (1) weekday, conditions permitting

e. Anti-Discrimination. In performing the Service, WM shall not discriminate against any person on the basis of race, religion, sex, national origin, political affiliation, familial status, or physical and mental disability.

f. Exclusivity. The City grants the exclusive right to perform the Residential and Commercial Business Services set forth in this Agreement. The City agrees that it will not allow anyone other than WM to lease carts to residents or engage in the collection of residential waste within the City.

IV. HOUSE COUNT AND ADJUSTMENTS

The estimated house count at the commencement of the term hereunder shall be 820 Residential Units; however, the Parties shall verify this house count prior to the initial billing under this Agreement and shall adjust the house count for billing purposes accordingly. Either Party may propose a prospective adjustment to the house count at any time during the term of this Agreement upon reasonable notice to the other Party, which adjustment shall be investigated jointly by the Parties to establish a new house count to apply thereafter. WM shall keep accurate route sheets and/or a Residential Unit database that shall be provided to City promptly upon its request.

V. FEES AND PAYMENTS

a. Service Fee per Residential Unit. The fee per Residential Unit, per month, shall be as set forth below.

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Service Level	Rate	Tax	Monthly Total for Listed Services
Senior 32-gallon Waste Cart	$7.90	$0.77	$8.67
32-gallon Waste Cart	$9.30	$0.91	$10.21
64-gallon Waste Cart	$10.80	$1.05	$11.85
96-gallon Waste Cart	$12.30	$1.20	$13.50
Every other Week Recycling (96-gallon Recyclables Cart)	$4.75	0.00	$4.75
Curbside Cleanup (Monthly Fee requires 100% participation)	$0.65	$0.06	$0.71
Seasonal Yard Waste (per customer)	$70.00*		

*One time annual fee for the season.

b. Annual Increase. The monthly fee per Residential Unit shall be increased on each anniversary of the effective date of this Agreement by three and one/half percent (3.5%).

c. Invoices and Payment. WM will submit monthly invoices to each Residential Unit and Commercial Customer and the Residential Unit and Commercial Customer shall have thirty (30) days from the invoice date to remit payment in full. Payment shall be made by check or ACH debit. The maximum interest permitted by law shall be applied to balances due and unpaid after more than fifteen (15) days beyond the due date. In the event that payment is not made when due, WM retains the right to suspend service until the past due balance is paid in full.

d. Changes in Law. Notwithstanding anything to the contrary in this Agreement, WM may modify the rates to account for any increase in costs due to uncontrollable circumstances, including, without limitation, changes in local, state or federal laws or regulations, disposal or processing costs, third party transportation costs, imposition of taxes, fees or surcharges, municipal franchise fee increases and acts of God such as floods, fires, etc. WM shall provide three (3) months advance written notice of any such increase, with such notice setting forth the specific reason(s) for such increase.

VI. DEFAULT AND TERMINATION

The failure of either Party to perform a material obligation under this Agreement shall be considered a breach of this Agreement, and the breaching Party shall be in default. In the event of default, the non-defaulting Party shall give written notice of the default, and the defaulting Party shall have: (i) ten (10) days from the receipt of the notice to cure any failure to pay money under this Agreement, or (ii) thirty (30) days from the receipt of the notice to cure any other default under this Agreement. If the defaulting Party fails to cure the breach within the allotted time, the non-defaulting Party may, at its option, immediately terminate the Agreement. In the event of a default, the defaulting Party agrees to pay all damages caused by said default, to include, without limitation reasonable attorneys' fees and costs associated with enforcement of this Agreement. Under no circumstances shall the Parties be liable for any consequential, indirect, punitive or special damages for any alleged default under this Agreement.

VII. FORCE MAJEURE

WM's performance of the Service may be suspended and its obligations hereunder excused during the pendency of a cause or causes beyond its reasonable control, such as by way of example and not limitation: acts of war, public enemy, civil disturbance, riot or disorder; epidemic or pandemic; acts of God such as landslide, lightning, earthquake, fire, storm, the impending approach of a storm, or flood; explosion; restraining orders, interference by civil or military authorities, strike, statute, ordinance, government order or ruling; or other similar causes. In the event of an occurrence of a *force majeure* event, WM shall notify the City immediately, in writing, describing the particulars of the circumstances preventing performance of the Service and its expected duration. Notice shall be provided after the effect of such occurrence has ceased.

VIII. INDEMNIFICATION

a. To the fullest extent permitted by law, the City agrees to indemnify, defend, and hold WM harmless from and against all claims and actions, suits, debts, damages, liabilities and costs whatsoever, including but not limited to attorneys' fees and costs of defense, based upon or arising out of the City's breach of this Agreement, and based upon or arising out of any injuries (including death) to persons, or damage to property, to the extent caused in whole or in part by the negligent acts or omissions of the City, or any of its directors, officers, employees, agents, or subcontractors, in the performance of this Agreement.

b. WM agrees to indemnify, defend, and hold the City harmless from and against all claims and actions, suits, debts, damages, liabilities and costs whatsoever, including but not limited to attorneys' fees and costs of defense, based upon or arising out of the breach of this Agreement, and based upon or arising out of any injuries (including death) to persons, or damage to property, to the extent caused in whole or in part by the negligent acts or omissions of WM, or any of its directors, officers, employees, agents, or subcontractors, in the performance of this Agreement.

c. Notwithstanding any provisions to the contrary, WM shall not be responsible for any damage to pavement or curbing that is the result of ordinary wear and tear during the performance of the Service.

d. The indemnification obligations of this section shall survive the termination or expiration of this Agreement for any reason, to the extent permitted by law.

IX. INSURANCE

WM shall maintain at its own cost and expense the following minimum limits of occurrence-based insurance during the term of this Agreement:

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	Type	Amount
A.	Worker's Compensation	Statutory
B.	Employer's Liability	$500,000
C.	Comprehensive General Liability	$500,000 per occurrence $1,000,000 aggregate
D.	Automobile Liability (owned and non-owned)	
	i. Bodily Injury	$1,000,000 per occurrence
	ii. Property Damage Liability	$500,000 per occurrence
E.	Excess/Umbrella	$500,000 per occurrence

The City, its elected and appointed officials and employees, shall be included as additional insured parties under the CGL, Automobile and Excess/Umbrella coverages. Prior to commencement of the Service, WM shall deliver to City a certificate of insurance evidencing the required coverages. This certificate shall provide that any change restricting or reducing coverage, or the cancellation of any policies under which certificates are issued, shall not be valid unless at least 30 days' written notice of cancellation is provided.

X. MISCELLANEOUS PROVISIONS

a. Independent Contractor. WM shall perform the Service as an independent contractor. WM, its officers, employees, agents, contractors or subcontractors, are not and shall not be considered employees, agents or servants of the City for any purpose whatsoever under this Agreement or otherwise. WM at all times shall have exclusive control of the performance of the Service. Nothing in this Agreement shall be construed to give the City any right or duty to supervise or control WM, its officers, employees, agents, contractors, or subcontractors, nor to determine the manner in which WM shall perform its obligations under the Agreement.

b. Amendments. No amendment to this Agreement shall be made except upon the written consent of both Parties.

c. Entire Agreement. This Agreement constitutes the entire agreement and understanding between the Parties hereto with respect to the subject matter and supersedes any prior and contemporaneous agreements and understandings, express or implied.

d. Waiver. A waiver by either Party of any breach of any provision hereof shall not be taken or held to be a waiver of any subsequent breach, whether similar or dissimilar, or as a waiver of any provision itself. No payment or acceptance of compensation for any period subsequent to any breach shall be deemed a waiver of any right or acceptance of defective performance.

e. Severance. In the event that any provision of this Agreement is found by a court of competent jurisdiction to be void, invalid, or unenforceable, the balance of this Agreement shall remain in effect and binding on the Parties.

f. Choice of Law. This Agreement shall be governed by the laws of the state of Minnesota.

g. Assignment. Neither Party may assign its rights and obligations under this Agreement without the prior written consent of the other Party, except that WM may assign its rights and obligations under this Agreement to any WM affiliate without the City's consent. An assignment shall not relieve the assignee of any obligations under this Agreement.

h. Notice. All notices required or permitted under this Agreement shall be in writing and shall be personally delivered, sent by certified mail, return receipt requested, or by overnight courier to the following:

For WM:
Jason Hartman
490 Industrial Blvd.
Winsted MN 55395

For the City:
City of Mayer
ATTN: City Administrator
413 Bluejay Ave. N.
Mayer, MN 55360

IN WITNESS THEREOF, the parties have executed this Municipal Recycling and Waste Agreement as of the Effective Date indicated above.

Waste Management of Minnesota, Inc.		**City of Mayer, Minnesota**	
Signature:	_____	Signature:	_____
Printed Name:	_____	Printed Name:	_____
Title:	_____	Title:	_____

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EXHIBIT A
SINGLE STREAM SPECIFICATIONS

RECYCLABLES must be dry, loose (not bagged), unshredded, empty, and include ONLY the following:

Aluminum cans	Newspaper
PET bottles with the symbol #1 – with screw tops only	Mail
HDPE plastic bottles with the symbol #2 (milk, water bottles detergent, and shampoo bottles, etc.)	Uncoated paperboard (ex. cereal boxes; food and snack boxes)
PP plastic bottles and tubs with symbol # 5 - empty	Uncoated printing, writing and office paper
Steel and tin cans	Old corrugated containers/cardboard (uncoated)
Glass food and beverage containers* – brown, clear, or green	Magazines, glossy inserts and pamphlets

NON-RECYCLABLES include, but are not limited to the following:

Plastic bags and bagged materials (even if containing Recyclables)	Microwavable trays
Porcelain and ceramics	Mirrors, window or auto glass
Light bulbs	Coated cardboard
Soiled paper, including paper plates, cups and pizza boxes	Plastics not listed above including but not limited to those with symbols #3**, #4**, #6**, #7** and unnumbered plastics, including utensils
Expanded polystyrene	Coat hangers
Glass and metal cookware/bakeware	Household appliances and electronics,
Hoses, cords, wires	Yard waste, construction debris, and wood
Flexible plastic or film packaging and multi-laminated materials	Needles, syringes, IV bags or other medical supplies
Food waste and liquids, containers containing such items	Textiles, cloth, or any fabric (bedding, pillows, sheets, etc.)
Excluded Materials or containers which contained Excluded Materials	Napkins, paper towels, tissue, paper plates, and paper cups
Any paper Recyclable materials or pieces of paper Recyclables less than 4" in size in any dimension	Propane tanks, batteries
Cartons**	Aseptic Containers**

DELIVERY SPECIFICATIONS:
Material deposited by Customer in a Cart for Recyclable Materials may not contain Non-Recyclables or Excluded Materials. "Excluded Materials" means radioactive, volatile, corrosive, flammable, explosive, biomedical, infectious, bio-hazardous or toxic substance or material, or regulated medical or hazardous waste as defined by, characterized or listed under applicable federal, state, or local laws or regulations, materials containing information (in hard copy or electronic format, or otherwise) which information is protected or regulated under any local, state or federal privacy or data security laws, including, but not limited to the Health Insurance Portability and Accountability Act of 1996, as amended, or other regulations or ordinances, or other materials that are deleterious or capable of causing material damage to any part of WM's property, its personnel or the public or materially impair the strength or the durability of WM's structures or equipment.

WM may reject in whole or in part, or may process, in its sole discretion, Recyclables not meeting the specifications, including wet materials, and Customer shall pay WM for all increased costs, losses and expenses incurred with respect to such non-conforming Recyclables including costs for handling, processing, transporting and/or disposing of such non-conforming Recyclable Materials which charges may include an amount for WM's operating or profit margin ("Cost"). Without limiting the foregoing, and Customer shall pay a contamination charge for additional handling, processing, transporting and/or disposing of Non-Recyclables, Excluded Materials, and/or all or part of non-conforming loads and additional charges may be assessed for bulky items such as appliances, concrete, furniture, mattresses, tires, electronics, pallets, yard waste, propane tanks, etc.

WM reserves the right upon notice to discontinue acceptance of any category of materials set forth above as a result of market conditions related to such materials and makes no representations as to the recyclability of the materials. Collected Recyclables for which no commercially reasonable market exists may be landfilled.

* Glass may not be accepted in all locations.
** Cartons, aseptic containers and other plastics may be allowed if approved in writing by WM.

V6 February 2019

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MAYER

Request for Council Action Memorandum

Item: Fire Department – Update of Standard Operating Procedures (SOPs) and Policy Manual

Meeting Date: June 8, 2020
Presented By: Margaret McCallum, City Administrator

Recommendations/Council Action/Motion Requested:
To review and consider adopting the updated Standard Operating Procedures (SOPs) and Policy Manual for the Mayer Fire Department.

Background:
Over the last year, the Mayer Fire Department, City Administrator and Personnel Committee have been reviewing the Fire Department's SOPs and Policy Manual for updates.

Fire Department SOPs –
The SOP of the Mayer Fire Department is an organizational directive that establishes a standard course of action and are written guidelines that explain what is expected and required of fire service personnel when performing their job.

The SOP is a document that provides detailed instructions to Fire Personnel on how to perform services efficiently and safely.

It reviews responsibilities related to procedures for operating equipment, equipment checking and cleaning, uniforms, duties of all positions, procedures for different types of responses, mutual aid and much more.

Mayer Fire Department Policy Manual –
The Policy Manual highlights policies of the Fire Department, highlights employee expectations and organizational standards for performance.

Within this document are policies related to the appointment of Officers, selection procedures and requirements, training requirements and certification, membership categories, discipline and the like.

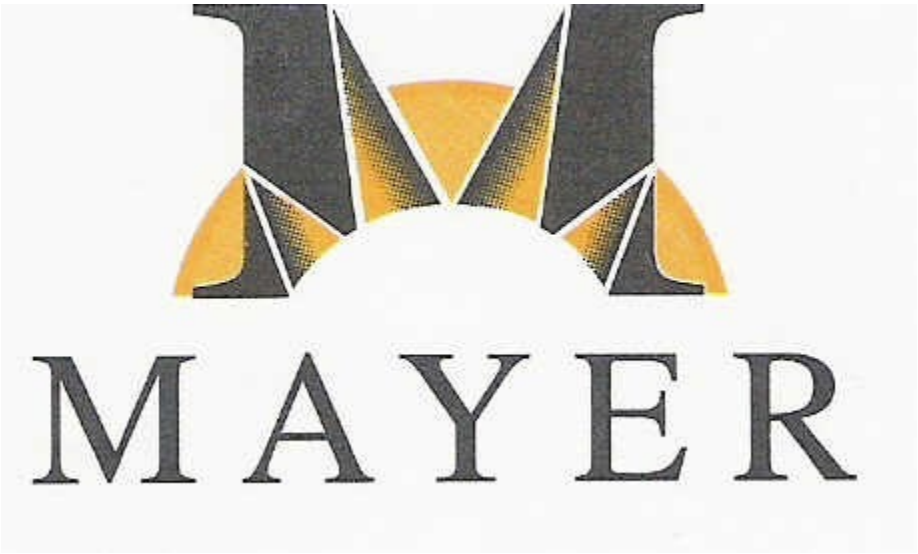
Proposed Changes –
Besides just standard cleanup of the document, the proposed changes include the following to the Policy Manual:

1. Having the Personnel Committee interview for Chief 1 and 2 positions; with City Council final approval.
2. Having all other officer positions interviewed by a committee that consists of the Fire Chief, Chief 2, the City Administrator and the Mayor; with City Council final approval.
3. If any officer position is running unopposed, and if they meet all necessary requirements, the appointment can be recommended within an interview; with City Council final approval.
4. The Fire Chief will serve a 2-year term instead of a 1-year term.
5. The Lieutenants will serve a 2-year (alternating) term instead of a 1-year term.
6. The addition of the "Volunteer Administrative Reserve" Position.
7. Add a Drug and Alcohol Policy that would that would highlight when fire personnel can and cannot respond to calls. "firefighters who have consumed more than two alcoholic beverages in the four hours preceding a call shall not respond to that call…Firefighters who have consumed two or fewer alcoholic beverages in the four hours preceding a call may respond to the call; however must report…."
8. Adds an Anti-Harassment Policy.
9. Adds a Social Media Policy.

Besides just standard cleanup of the document, the proposed changes include the following to the SOPs:

1. Adding language that is consistent with the newly proposed drug and alcohol policy in the Policy Manual.

Attachments:
City of Mayer Fire Department SOPs.
City of Mayer Fire Department Policy Manual.



FIRE DEPARTMENT

STANDARD OPERATING PROCEDURES

April 2014
Updated _____2020

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INTRODUCTION

The Mayer Volunteer Fire Department strives to maintain a high level of training and service to the residents that it serves. Each member of the department should familiarize himself with the contents of this Operating Manual as well as the Policy Manual of the Fire Department and Relief Association.

It is the goal of the Mayer Fire Department to minimize loss of life and property for the City of Mayer and the townships it serves from fires, natural disasters, life threatening situations, and to assist other emergency agencies. It is also the goal of the department to perform these services in an efficient manner by maintaining effective fire prevention, emergency response, fire suppression, and training.

GENERAL PROCEDURES

All firefighters must return to the station after each call to prepare all equipment for the next emergency. Roll call will be taken after all equipment has been cleaned and put back in service. If a firefighter must leave the fire scene early or is not able to finish with the clean-up at the station, they are to inform the officer in charge.

Firefighters who have consumed two or fewer alcoholic beverages in four hours preceding a call may respond to the call; however they must report to the Chief or Officer-in-Charge, and they will not be assigned hazardous activities such as driving, using SCBA, entering structure fires, or providing emergency medical assistance or first aid.

All members should immediately report to the officer in charge any accident, sickness, or injury occurring to themselves while on duty, no matter how trivial.

All firefighters responding in personal vehicles shall comply with all state laws.

All firefighters should attempt to respond to as many calls as possible.

No member shall drive any Fire Department equipment on a non-emergency basis unless okayed by the chief or assistant chief. Each firefighter shall operate every apparatus in a safe and efficient manner.

DRIVING EMERGENCY VEHICLES

Because of the liability the fire department and the driver may encounter, the following should be observed:

1. When approaching an intersection, slow down, stay to the right, and use emergency lights and siren to clear traffic. Do not cross the center line.
2. If you force a vehicle into oncoming traffic and there is an accident, we become liable.
3. Even though you are responding to an emergency, you are still obligated to observe all traffic laws, including speed limits.

UNIFORMS

An approved uniform will be purchased for each member after one year of satisfactory service on the department. The approved uniform, decided upon by the members of the department, will consist of the following:

Black slacks and shoes.
White shirt with patch, badge, name plate, collar tags, tie, and tie clip.

The Uniform (slacks and shirt) is to be worn at ALL official fire department functions including but not limited to the following:

- Funerals for our own members or when representing Mayer Fire Dept. at a funeral for a neighboring firefighter
- Fire Department Banquet
- Fire Department Fundraisers with the exception of those firefighters who will be performing work which could permanently stain the uniform (e.g. deep frying fish, frying hamburgers, etc.)
- Alternate uniform includes black utility pants and black polo shirt with MFD patch. This uniform is to be worn for work details as directed by the officers.

It is the responsibility of each member to keep their uniform (slacks and shirt) neat, clean, and in good repair. If replacement becomes necessary, they are to bring it to the attention to the officers who will authorize replacement. In no event will all or part of a uniform be replaced more often than once every 5 years, unless paid for by the firefighter.

DUTIES OF THE FIREFIGHTER

To aid citizens by suppressing fire, administering first aid or other assistance as needed and directed.

ON THE FIRE GROUND:

- Suppress unfriendly fires by using proper fire ground techniques and procedures
- Operate equipment in an efficient and safe manner
- Perform rescue and first aid tasks as needed using proper first aid techniques and procedures

AT THE STATION:

- Participate in as many training sessions as possible and as prescribed by the Policy Manual
- Maintain equipment and station

OVERALL:

- Present a positive, constructive image and attitude in the performance of their duties
- Participate in as many training sessions as possible and as prescribed by the Policy Manual
- Maintain the apparatus, equipment, gear and the station.
- Make every effort to respond to as many emergency calls as possible

DUTIES OF THE CAPTAIN:

- Supervises volunteer firefighters in their assigned duties as directed.
- Determines methods of fire suppression; supervises laying of hose lines, directing of water streams, pressures of streams, placing of ladders, ventilation of buildings, rescuing of persons, and placing of salvage covers.
- Supervises maintenance of departmental equipment, supplies and facilities; conducts roll call.
- Instructs and drills fire fighters in watch duties, use of tools, raising of ladders, and rescue and salvage work, etc.
- Monitors and observes departmental activities to ensure that conduct and performance conform to department standards.
- Carries out duties in conformance with Federal, State, County and City laws and ordinances.
- Responds to alarms received and directs routes to be taken; directs work of fire personnel pending arrival of a superior officer.
- Participates in the operation of departmental in-service training activities.
- Performs other duties as apparent or as delegated.

***DUTIES OF THE TRAINING OFFICERS*:**

To develop training programs for the department and keep the various training materials up-to-date

FIRE GROUND:

- Assume the duties of a Captain on all emergency calls

TRAINING:

- Develop the training program for the department
- Schedule training sessions for the department
- Inform department of special training sessions available such as State and Regional Fire Schools, area training offered at other departments, Emergency Medical Responder (EMR) courses, etc.
- Update all training materials
- Instruct training sessions as required
- Prepare course outlines and keep them up-to-date
- Assist other instructors to make sure they have all the training materials, equipment, and outlines they need for the season
- Maintain monthly attendance records
- Maintain yearly training records and subjects on each firefighter
- Integrate Firefighter I & II programs into in-house training to meet OSHA structural firefighting requirements
- Orient new members on equipment and department operating procedures (this manual) as needed or requested

***DUTIES OF THE SAFETY OFFICER*:**

- The initial Safety Officer is the Incident Commander, with all firefighters on scene assisting the Incident Commander with scene size up at the initial phases of a call, once the Incident Command system has been set up, a new Safety Officer will be appointed by the Incident Commander if needed.

- The Safety Officer is the second firefighter in the cab (jump seat of first arriving apparatus. The Safety Officer should be in communication with the dispatcher and incoming units as to the need for air packs, locating equipment, etc. and also remains the Safety Officer on the scene until relieved by an Officer or another Safety Officer is appointed.
- Take a general overview of the scene noting power lines, traffic, unsafe exposures, etc.
- It is their duty to warn any and all firefighters on the fire ground of any potential hazards and assist them in working around these hazards by calling for additional manpower and/or equipment to insure their safety.
- The Safety Officer will also communicate with the Incident Commander the need to call any utility companies as necessary to secure the fire ground.
- The Safety Officer is to assure that every firefighter that has donned an SCBA, has done so correctly, that it is fully operational, full tank of air, and valve is set to pressure.

DUTIES OF THE FIRE CHIEF/ASSISTANT CHIEF

To provide guidance and direction for administration, training activities, emergency response activities, and maintenance of the station and all equipment as required by the City of Mayer

FIRE GROUND:

- Respond to all calls whenever possible
- Assume command of all fire ground and emergency situations (Assistant Chief assumes this responsibility in the absence of the Chief)

If both Chief and Assistant Chief are unavailable, next ranking officer, or highest qualified firefighter will assume Incident Command at a fire scene, medical emergency, P.I. accident, etc.

STATION:

- The Chief will periodically inspect the station and equipment and report any problems to the City of Mayer for correction

OVERALL:

- Review any problems with response to emergency calls with the members of the department
- Instruct training sessions as required
- Attend meetings which are required by the position: mutual aid meetings, etc

RADIO PROCEDURE

1. Each unit is to check in-service when it leaves the station
2. Each unit is to report on the scene when it arrives at location
3. Last unit to leave scene is to report all units clear of scene

Protocol: Use correct truck and personnel identifiers:

Chief 1 = Chief
Chief 2 = Assistant Chief
Captain 1
Captain 2
Captain 3
Captain 4
Lieutenant 1=
Lieutenant 2=
Engine 11 = 1500 GPM Pumper
Engine 12 = 1500 GPM Pumper
Rescue 11 = Pick-up Truck
Rescue 12 = Rescue Truck
Grass 11 = Hummer
Grass 12 = Gamma Goat
Tanker 11 = 2000 Gallon Tanker
Tanker 12 = 3200 Gallon Tanker
Boat 11

In-service:

a. "Dispatch from Mayer Engine 11"
b. When dispatcher answers report "Mayer Engine in service with (number in crew) and (officer in charge) Chief 1." Ask for repeat on address, name, further directions, etc. if necessary
c. When on-scene call dispatcher again "Mayer Engine 11 to Dispatch"
d. When dispatcher answers report "Mayer Engine 11 on the scene, (officer in charge) Chief 1 has command". At this time relay the scene size up information to Dispatch and request for mutual aid, etc.
e. When through at scene, last unit to leave will again call dispatcher
f. When dispatcher answers report "Mayer Engine 11, all units clear of scene"

- Most important part of radio usage is "Mayer Engine 11 to Dispatch"
- Use MAYER and Unit number so they have an accurate log of our response times.

Apparatus Response Sequences

As follows or as directed by Officer or senior firefighter.

***MEDICAL EMERGENCY** – Cardiac, broken leg, etc*

Rescue 11 – Recommend 4 firefighters

Officer (in charge) assign:

- One firefighter to take oxygen – this will be their sole responsibility
- One firefighter to take first aid kit
- One firefighter as first in to size up and communicate with patient and direct other firefighters as to steps to be taken, i.e.-oxygen needed, blood pressure, CPR, determine if additional help is needed, etc.

Rescue 12-Recommend 5 firefighters

- Rescue 12 will be second truck out for any known Cardiac Emergencies or unresponsive patients.
- Rescue 12 will be utilized as first responding apparatus on technical rescue type calls where the equipment on the truck will be needed; entrapment, rope rescue, etc.

PERSONAL INJURY (P.I.) ACCIDENT

1. Engine 11 – recommended 4 firefighters
   Pumper –
   - Driver or one of the riders in the crew cab will be pump operator
   - Rider will pull 1 ½ hot line for firefighting or protection of rescue workers or minimum a fire extinguisher
2. Rescue 12 – recommend 5 firefighters
3. Any remaining responders at the station should radio to the Incident Commander about whether any further apparatus and/or manpower is needed.

NOTE – If in the judgment of the driver of the Engine 11 or Rescue 12, an ample supply of manpower will be available for those units, it is advisable to transport additional manpower beyond the minimums listed as help is needed at an accident scene for traffic control, carrying blocking, and numerous other tasks. Likewise, if it appears that not enough manpower will be available, the firefighters present will make the decision when they have enough manpower to depart for the scene.

STRUCTURE FIRE

Response within City Limits:

1. Engine 11 – recommend 5 firefighters (see Engine 11 for S.O.P)
2. Engine 12- minimum 4 firefighters. This crew will don SCBA and be responsible for tagging hydrant and laying large diameter hose to Engine 11, help pull lines and ladders, then continue to staging. (see Engine 12 S.O.P)
3. Rescue 12-minumum 5 firefighters. This crew will be don SCBA and be ready for fire suppression operations and/or continue to staging.

Response outside of City Limits:

1. Engine 11 – minimum 5 firefighters (see Engine 11 for S.O.P)
2. Tanker 11-minimum 1 firefighter. Set up drop tank and help set up drafting operations as needed.
3. Tanker 12-minimum 1 firefighter. Set up second drop tank with help from other responding firefighters, to draft/transfer between drop tanks with large diameter hard suction and draft plate.
4. Rescue 12-minimum 5 firefighters

Apparatus operators to stay with equipment unless directed by an Officer or Incident Command

WILDLAND FIRE

1. Grass 11 – minimum 2 firefighters
2. Grass 12 – minimum 2 firefighters
   NOTE-no one is allowed to ride on/in the back of apparatus on the way to or from fire ground.
3. Engine 11 – 2 firefighters – needed in the event a structure may become involved or if drop tank can be used to refill grass rigs or transfer water from one location to another
4. Tanker 11 – 2 firefighters – provides water source for Grass Rig and may also be used to fight grass fire if fire is safely accessible with this unit.
5. Rescue 12 – minimum 5 firefighters – manpower will be needed to use back pack blowers, to man shovels and brooms, etc
6. Tanker 12 – 2 firefighters – provides water source for grass rig or Pumper if Pumper is operating

SEVERE WEATHER WATCH

All firefighters responding should be weather spotters.

Radio Protocol: One member will radio to dispatch following procedures described above indicating that "Mayer Base is in Service for Weather Watch". Communications need to be relayed over "CV-Weather" on the radio. Further communication should be relayed through Mayer Base unless imminent danger is identified for which communication should go directly to Emergency Management CV-Weather.

Response:

1. Engine 12 – 2 firefighters – positioned at following location: just east of Hwy 25 on 74th street, preferably at the top of the hill.
2. Rescue 11 – 2 firefighters - positioned near County Rd 23 at Zion Lutheran Cemetery or in the general area.
3. Locations describe above are subject to change as directed by Incident Commander for the call.

Sending units out on weather related calls will be at the Officers or senior firefighters discretion.

MUTUAL AID – FIRE

Mutual Aid request will determine which vehicles respond based on the Box Alarm System.

- Tankers – recommended 2 firefighters
- Engine and Crew – recommended 4 firefighters
- Grass Rigs – recommended 2 firefighters
- Manpower -Rescue 12-recommended 5 firefighters

NOTE- for all response scenarios, all responding firefighters arriving at the station after the initial response vehicles are in service should remain at station until all Mayer Units return to the base, or until further direction is given from Mayer Command.

HAZARDOUS MATERIALS RESPONSE

1. Engine 11 – minimum 4 firefighters, preferably 5
2. Grass 11 – minimum 2 firefighters
3. Rescue 12 – manpower needed for traffic, evacuation, etc
4. Rescue 11 – minimum 2 firefighters

The department's primary concern is to protect lives and property from fires, explosions, or uncontrolled leaks or spills of hazardous materials.

The department has control of all incidents until stabilization has been accomplished and there is no longer a threat to life or an imminent hazard to property.

General Precautions: The most important precaution is responder safety – don't take any chances with a hazardous materials incident.

1. When responding, try to approach the site from up wind and up hill.
2. Isolate the scene of the incident and surrounding area at least 1000 feet (this distance may increase as the incident requires).
3. Never drive through any spilled material, through a vapor cloud, or smoke.
4. Only needed personnel should enter the scene – STAY OUT OF ANY VAPOR CLOUD OR SPILL.
5. Incident Command should immediately contact Carver County Risk and Emergency Management, the State Duty Officer and also notify immediately that PCA, shipper, carrier, etc to respond to the scene.
6. Always wear full turn-out gear and use SCBA.
7. Anyone who is contaminated (emergency personnel, victims, civilians, equipment) should be isolated until safely decontaminated.
8. Do not touch anything unnecessarily.
9. Incident Commander will confer with proper authorities as to correct procedures for a particular hazardous materials response and operational tactics.
10. Officers will log all equipment and resources used.

PRIORITIES

A. Life Hazard
    1. Can we safely approach the scene?
    2. Is anyone trapped? Can we help them?
    3. Should traffic be diverted?
    4. Will further evacuation be needed?
    5. Is a safe area needed?

B. Property/Environment Concerns
    1. Can rescue, protection of endangered buildings and vehicles be accomplished with minimum risk to firefighters?
    2. Are waterways, storm sewers, or sanitary sewers affected?

C. Attack/Withdraw Decision – the immediate factors to consider are:
    1. The magnitude of the incident.

2. The conviction that the outcome can be FAVORABLY altered by the actions taken.
3. Do we have the proper protective gear, equipment and trained personnel?

Incident Commander must consult with proper authorities to make these decisions.

Any equipment used in the incident must be properly decontaminated before being put back in service.

The incident should be critiqued as soon as possible.

Any firefighters exposed to the hazardous material should report same to officer in charge, written notice of the exposure should be made along with the decontamination procedures that were prescribed and taken to deal with it. This written notice should be placed in the firefighter's file at the station and a copy should also be filed with the Carver County Risk and Emergency Management.

ENGINE 11-1500 GPM PUMP/950 Gal Tank – Recommend 4 -5 firefighters for structure fire (2 in cab and 3 in rear seat) and 4 firefighters for P. I. accident

Leaving Station –SEAT BELT USE IS REQUIRED, REMOVE HELMETS

1. Disconnect battery cord, to the right of the door.
2. Turn both Master Switches on – located left of dash, starting from left working right.
3. Ensured Transmission in Neutral
4. Push "Start" button until the engine starts.
5. Turn the "Master Switch" on for Warning Lights
6. Release Air Brake by pushing in "ON" button and ensure Exhaust Brake is at the proper setting for the road conditions, "Off" for slippery conditions.
7. When the desired man power is in the truck – Call in Service following Radio Protocols
8. Push Button Transmission – PUSH "D" for drive.
9. Turn on the Siren

B. En-route:

1. Think about set-up and location of Engine at fire scene.
2. Assign tasks to the firefighters in the Cab.
3. Radio Dispatch upon arrival and give scene size up.

C. At Fire Scene:

1. DON'T JUST DRIVE UP AND PARK ANYWHERE
2. Take a moment or two to look at the situation and where to place Engine – Good Enigne location will save a lot of time in carrying hose, tankers having to turn around, etc. – also consider wind conditions – confer with riders and discuss options
3. Lights on and siren off
4. Drop tank and hydrant can be on either side of Pumper or in back.
5. Truck should be backed into position for best hose accessibility or positioned sideways to the fire. Have someone walk alongside when backing.
6. Generally the driver should be a qualified pump operator and will stay with this unit until it is fully operable and then will stay at the pump panel as operator.

7. The firefighter in the front passenger seat will assume initial command and safety officer of the fire scene
    a. Unless a ranking officer is already on the scene or until another safety officer is appointed by command.
    b. The Incident Commander should be in communication with incoming units as to the need for air packs, locating equipment, etc.
    c. Incident Commander should also decide which line is to be pulled first – TAKE A MOMENT TO DO A SCENE SIZE UP.

The Duties of the Safety Officer are:

1. Take a general overview of the scene noting power lines, traffic, unsafe exposures, etc.
2. It is his duty to warn any and all firefighters on the fire ground of any potential hazards and assist them in working around these hazards by calling for additional manpower and/or equipment to insure their safety.
3. The Safety Officer will also communicate with the Incident Commander the need to call Utility Companies as necessary to secure the fire ground.
4. The Safety Officer is to assure that every firefighter that has donned an SCBA, has done so correctly, that it is fully operational, full tank of air, and valve is set to pressure.

PUMP OPERATION:

When on the Scene, Turn OFF the Siren.

a) Put Transmission into Neutral, set Parking Brake
b) Pull toggle switch out and move to “Pump” position, put transmission into “D”. Ensure speedometer rises above 0 MPH which ensures the engine is in Pump Mode.

11. Get out of Truck and set Wheel Blocks
12. Go to the Pump Panel and Hold “Tank to Pump” Open button until fully open.

    a) Push Primer till Pressure comes up OR a change in a sound is heard.
    b) Push “Pre-set” on pump panel, controls will automatically set to “PSI”.
    c) Open the Desired Discharge Valve via rocker switch.
    Note: If No or Minimum water is being used, then open Tank Fill recirculating valve approx. ¼ the way.
    d) To adjust nozzle pressure turn throttle control knob until desired pressure is achieved.

Pump Operation from Hydrant:

1. Park Truck – Transmission in Neutral – Set air brakes by pulling knob out and use wheel blocks
2. Engage pump as follows:
    a) Look for pump lever on dash, pull lever back to pump. Note: if first green light is on – put transmission into “D”
    b) Panel will read “4”. Note: if first green light does not light, release parking brake and move transmission into reverse and “D” and then back to neutral. Reset parking brake and try again.
    c) Speedometer should show 15-20 mph to indicate pump is engaged
3. Close all discharges and drains.
4. Connect Large Diameter Hose (LDH).
5. Open hydrant slowly to flush hydrant.

6. Once LDH is connected and flowing water to Engine, open desired Intake steamer.
7. Prime Pump, press “pressure” then “reset” on Pump panel controller.
8. Open discharges slowly – discharges are all labeled by letters A, B, C, and cross-lays by numbers 1, 2, 3, etc
9. If needed, increase engine rpm to maintain pressure – approx. 125-135 lbs
10. Relief valve should be set at around 125-135 lbs – leave in “ON” position
11. Maintain watch on pump panel at all times
12. Hydrant pressure on compound gauge must stay above zero at all times
13. When finished pumping from hydrant:
    a) slow engine to idle by pushing idle on pump controller
    b) shut off hydrant
    c) disconnect suction and discharges – leave caps off until lines drain
    d) drain pump
    e) repack all hose and equipment – close all compartments

Pump Operation from Drop Tank:

1. Park truck – transmission in neutral – set air brake – set wheel blocks
2. Engage pump as indicated in #5 above
3. Close all discharges and drains
4. Set up drop tank and hook up hard suction (airtight) and open butterfly valve – If hoses have not been pulled while pumping from on-board booster tank, the officer in charge at this time should be directing which hoses to pull
5. Prime pump:
    a. engine idling
    b. push priming knob all the way until priming motor starts
    c. allow priming motor to run until it discharges a solid stream of water from bottom of pump and listen for change of sound – release priming knob
    d. gauge will show low pressure (20-30 lbs) when primed
    e. if pump does not prime within 30 seconds, check for air leaks, open valves, etc. and re-prime
6. Follow steps 7-12 above

Pump Operation from Booster Tank:

1. Follow steps 1 - 3 above
2. Open tank valve
3. Prime pump as in # 5 above
4. Follow steps 7 – 12 above
5. To fill Booster tank from drop tank open tank fill valve while pumping and watch fill lights to see when tank is full – open valve slowly so you don’t lose prime
6. To switch over to pump from drop tank after having started pumping From Booster tank:
    a. hook up hard suction while pumping from on-board booster tank – leave butterfly valve closed
    b. push primer knob to start primer motor to draw air out of the hard suction and get it filled with water – prime for 15 – 20 seconds
    c. if properly primed, you should be able to open butterfly and begin pumping from drop tank immediately
    d. if you lose prime, put engine back to idle and re-prime as above with butterfly valve open
    e. once pump is working from both booster and drop tank, close

booster and open fill valve to fill on-board tank

f. if drop tank gets low, open booster tank valve and close butterfly, be sure tank fill valve is closed
g. assuming tanker arrives before booster is empty, open butterfly and close booster tank valve and re-open booster tank fill valve
h. this process can be continued as long as your water supply permits
i. If water supply gets low, you may need to cut back on the water being supplied to each line, stretching your supply until the tanker arrives. Operator will need to judge which lines are of most importance and which will need to receive more water.
j. If water does not arrive in time, shut down Pumper before you lose prime, this will void having to re-prime and you will be able to begin pumping immediately when water arrives

Relief Valve Operation:

1. Relief valve should normally be set around 140 PSI – DO NOT ADJUST.
2. Set relief valve for desired pressure as follows:
   a. Relief valve is set and normally needs no adjustment
   b. To increase or decrease pressure, turn pump pressure/throttle control knob to increase or decrease flow pressure.

General Notes:

Do NOT operate pump at high speed with all discharges closed as water in pump will heat up and pump could crack as a result – leave discharges open a bit, especially in winter, to allow a 1/4" stream of water to flow – if pumping operations are suspended for a time slow engine to idle – tank fill valve may also be opened to allow water re-circulate through the pump and help cool it.

CAFS and AUTO TANK FILL

Return to Station:

1. Transmission in neutral
2. Set Air Brakes
3. Master switches to “OFF”
4. Fill water tank
5. Check all compartments and be sure all equipment is back in place and serviceable
6. Close all discharges, valves, etc
7. Run primer for a few seconds to lubricate gears
8. Check priming pump oil level and refill if necessary (#20 motor oil)
9. Wash and dry truck
10. Connect battery charger chord
11. Take roll call

Maintenance and Monthly Tests:

1. Yearly drain pump gear case and refill with #90 – should be changed every spring and fall
2. Every 3 months check oil level in outboard bearing housing by removing plug in end of housing. Add # 30 motor oil to bring level up to checking plug in center of housing
3. Run pump once a month at 150# pressure for 5-10 minutes to soften and lubricate packing.

Monthly:

1. Vacuum - close discharge and drain valves. Operate priming pump to create a vacuum of about 22 inches mercury in pump, stop engine. If vacuum drops 10 inches in 10 minutes check for air leaks around packing glands, gaskets, etc. and repair – all valves closed for this test
2. Pressure (Hydrostatic) – connect pump to hydrant, close all discharges and drain valves – turn on inlet and crack discharge valve on opposite side of pump from inlet to expel air from pump, close discharge and check for leaks
3. Running Test (Monthly) – Test pump under normal operating conditions and from drop tank (draft) if possible. Drafting is best because the pump is then more sensitive to defect then when connected to hydrant.
4. Priming – if pump does not prime readily with 30 seconds, stop pump and determine cause and correct
5. Make sure shift mechanism works properly
6. Performance – check pump speed at rated pressure and capacity, excessive speed indicates that impellers and wear rings may be worn
7. Accessories – operate all discharge valves, relief valve, drain valves, etc. only when hose is pulled and manned
8. Relief valve – bring engine up to 150#, throttle back engine somewhat and switch relief valve to "off". If pressure does not fall, switch valve back and forth to free up mechanism.

ENGINE 12- 1500 GPM PUMP – 4 or 5 firefighters for structure fire (2 in cab and 3 in rear seat) 2 firefighters for P. I. accident

A. Leaving Station - USE SEAT BELTS – ALL RIDERS

1. Disconnect battery cords
2. Turn Master Switch on – located right inside drivers door below seat
3. Transmission in Neutral and clutch depressed
4. Start Engine – ignition on, push starter button (buzzer may sound indicating low air pressure in brakes, this should quit by the time firefighters are on board and you are ready to leave)
5. Release Air Brake by pushing in on button
6. Start out in 2nd gear
7. Transmission is straight 7 speed – double clutching for shifting up and down is one of the recommended procedures for driving – clutch should be depressed to within about 1-2 inches off floor for shifting gears 2 through 7 (all the way to the floor for 1st or reverse) – downshift when approaching stops or corners – DON'T OVERDRIVE YOUR CAPABILITY – MAINTAIN SPEED LIMIT – IT HAS A HIGH CENTER OF GRAVITY, USE CAUTION ON TURNS
8. Check in with dispatcher
9. Lights and siren on

B. En-route:

1. Think about set-up and location of pumper at fire scene

C. At Fire Scene:

1. DON'T JUST DRIVE UP AND PARK ANYWHERE

2. Take a moment or two to look at the situation and where to place pumper – Good pumper location will save a lot of time in carrying hose, tankers having to turn around, etc. – also consider wind conditions – confer with rider and discuss options
3. Lights on and siren off
4. Drop tank and hydrant can be on either side of pumper
5. Truck should be backed into position for best hose accessibility or positioned sideways to the fire – NOT HEAD ON – Have someone walk alongside when backing
6. Generally the driver should be a qualified pump operator and will stay with this unit until it is fully operable and then will stay at the pump panel as operator – the firefighter in the jump seat will assume initial command of the fire scene unless a ranking officer is already on the scene
7. Rider should also decide which line is to be pulled first – four hot – lines are available – TAKE A MOMENT TO SIZE UP THE SITUATION
8. The second firefighter in the cab (jump seat) should be in communication with the dispatcher and incoming units as to the need for air packs, locating equipment, etc. and also is the Safety Officer on the scene until relieved by an officer or another safety Officer is appointed

Pump Operation from Hydrant:

1. Park Truck – Transmission in Neutral – Set air brakes by pulling knob out and use wheel blocks
2. Engage pump as follows:
   a. Look for pump lever on floor next to driver's seat – pull up on knob and move lever to rear position
   b. Put transmission in 7th gear and put locking rod in position on shift handle – if locking rod does not line up properly, transmission is in wrong gear
   c. Let out clutch, speedometer should show 15-20 mph to indicate pump is engaged
3. Close all discharges and drains
4. Connect Soft Suction and open that intake
5. Open hydrant slowly
6. Increase engine rpm until pressure reaches pre-set level on relief valve normally 125-135 lbs
7. Open discharges slowly – discharges are all labeled by letters A, B, C, and crosslays by numbers 1, 2, 3, etc
8. Increase engine rpm to maintain pressure – approx. 125-135 lbs
9. Relief valve should be set at around 125-135 lbs – leave in "on" position
10. Maintain watch on pump panel at all times
11. Hydrant pressure on compound gauge must stay above zero at all times
12. When finished pumping from hydrant:
    a. slow engine to idle by rotating knob clockwise – do not punch throttle knob to slow engine as this can damage pump
    b. shut off hydrant
    c. transmission in neutral, put pump lever in forward position
    d. close intake
    e. disconnect suction and discharges – leave caps off until lines drain
    f. repack all hose and equipment – close all compartments

Pump Operation from Drop Tank:

1. Park truck – transmission in neutral – set air brake – and use wheel blocks

2. Engage pump as indicated in #5 above
3. Close all discharges and drains
4. Set up drop tank and hook up hard suction (airtight) and open butterfly valve – If hoses have not been pulled while pumping from on-board booster tank, the officer in charge at this time should be directing which hoses to pull
5. Prime pump:
   a. engine idling
   b. pull center priming knob all the way out until priming motor starts
   c. allow priming motor to run until it discharges a solid stream of water from bottom of pump and listen for change of sound – release priming knob
   d. gauge will show low pressure (20-30 lbs) when primed
   e. if pump does not prime within 30 seconds, check for air leaks, open valves, etc. and re-prime
6. Follow steps 7-12 above

Pump Operation from Booster Tank:

1. Follow steps 1 - 3 above
2. Open tank valve
3. Prime pump as in # 5 above
4. Follow steps 7 – 12 above
5. To fill Booster tank from drop tank open tank fill valve while pumping and watch fill lights to see when tank is full – open valve slowly so you don't lose prime
6. To switch over to pump from drop tank after having started pumping From Booster tank:
   a. hook up hard suction while pumping from on-board booster tank – leave butterfly valve closed
   b. pull left or right (depending on where drop tank is set) primer knob to start primer motor to draw air out of the hard suction and get it filled with water – prime for 15 – 20 seconds
   c. if properly primed, you should be able to open butterfly and begin pumping from drop tank immediately
   d. if you lose prime, put engine back to idle and re-prime as above with butterfly valve open
   e. once pump is working from both booster and drop tank, close booster and open fill valve to fill on-board tank
   f. if drop tank gets low, open booster tank valve and close butterfly, be sure tank fill valve is closed
   g. assuming tanker arrives before booster is empty, open butterfly and close booster tank valve and re-open booster tank fill valve
   h. this process can be continued as long as your water supply permits
   i. If water supply gets low, you may need to cut back on the water being supplied to each line stretching your supply until the tanker arrives. Operator will need to judge which lines are of most importance and which will need to receive more water.
   j. If water does not arrive in time, shut down pumper before you lose prime, this will void having to re-prime and you will be able to begin pumping immediately when water arrives

Relief Valve Operation:

1. Relief valve should normally be set around 125 – 135 lbs – do NOT adjust relief valve unless pump is running and at least one discharge is open
2. When switch is in “on” position, relief valve is operating and engine rpm should be brought up slightly higher than that needed to achieve set pressure – more rpm will be needed as more hose lines are opened
3. When switch is in “off” position relief valve is not being used and engine rpm will dictate pressure – do NOT switch to “off” while pumping at high speed as excessive pressure may rupture hose or cause injury – likewise sudden closing of nozzles or discharges should be avoided as this can cause sudden increase in pump pressure and could cause serious damage to pump or operator
4. Set relief valve for desired pressure as follows:
   a. engine idling and pump engaged
   b. turn switch to “off”
   c. open at least one discharge and bring up rpm until gauge shows desired pumping pressure
   d. turn valve to “on” and watch gauge
   e. if pressure drops turn valve clockwise until pressure reaches desired level
   f. if pressure does not drop slowly turn valve counter-clockwise until pressure begins to drop and then bring it back up to desired level
   g. after this engine rpm should be brought up only enough to achieve desired pumping pressure
   h. relief valve should be tested monthly
   i. if valve appears to be sticking and not working properly, it maybe necessary to flip switch on and off a number of times to free it up – this procedure may also be necessary later during the pumping procedure to keep it free
   j. don’t run engine at excessive speed – this is unnecessary and may cause damage to pump or injury to firefighter if a line is shut down suddenly, or a line breaks, etc.

General Notes:

Do NOT operate pump at high speed with all discharges closed as water in pump will heat up and pump could crack as a result – leave discharges open a bit, especially in winter, to allow a 1/4" stream of water to flow – if pumping operations are suspended for a time slow engine to idle – tank fill valve may also be opened to allow water recirculate through the pump and help cool it.

Return to Station:

1. Transmission in neutral
2. Set Air Brakes
3. Master switch to “off”
4. Fill water tank
5. Check all compartments and be sure all equipment is back in place and serviceable
6. Open all drains in winter – in summer leave drains closed and water in pump as this will help keep packing soft and prevent leaks
7. Close all discharges, valves, etc
8. Run primer for a few seconds to lubricate gears
9. Check priming pump oil level and refill if necessary (#20 motor oil)
10. Wash and dry truck
11. Connect battery charger and air compressor cords

12. Take roll call

Maintenance and Monthly Tests:

1. Yearly drain pump gear case and refill – should be changed every spring and fall.
2. Every 3 months check oil level in outboard bearing housing by removing plug in end of housing. Add motor oil to bring level up to checking plug in center of housing.
3. Run pump once a month at 150# pressure for 5-10 minutes to soften and lubricate packing. At this time also check both packing boxes to check correct rate of drip which should be 10-60 drops a minute.

Every 3 Months:

1. Vacuum - close discharge and drain valves. Operate priming pump to create a vacuum of about 22 inches mercury in pump, stop engine. If vacuum drops 10 inches in 10 minutes check for air leaks around packing glands, gaskets, etc. and repair – all valves closed for this test
2. Pressure (Hydrostatic) – connect pump to hydrant, close all discharges and drain valves – turn on inlet and crack discharge valve on opposite side of pump from inlet to expel air from pump, close discharge and check for leaks
3. Running Test (Monthly) – Test pump under normal operating conditions and from drop tank (draft) if possible. Drafting is best because the pump is then more sensitive to defect then when connected to hydrant.
4. Priming – if pump does not prime readily with 30 seconds, stop pump and determine cause and correct
5. Packing – packing should leak at least 10-60 drops a minute to keep packing cool and lubricated – Packing is to be adjusted only after pump has operated for at least 10 minutes at a minimum of 150# and then adjustments of 1/6 turn at a time be made
6. Make sure shift and clutch mechanism work properly
7. Performance – check pump speed at rated pressure and capacity, excessive speed indicates that impellers and wear rings may be worn
8. Accessories – operate all discharge valves, relief valve, drain valves, etc. only when hose is pulled and manned
9. Relief valve – bring engine up to 150#, throttle back engine somewhat and switch relief valve to “off”. If pressure does not fall, switch valve back and forth to free up mechanism – WATER SOLUBLE OIL SHOULD BE RUN THROUGH PUMP EVERY 3 MONTHS.

TANKER 11-2000 GALLON TANK – *2 firefighters*

A. Leaving Station: ALL RIDERS SHALL USE SEAT BELTS

1. Turn Master Switch “on”, located on floor by seat.
2. Start engine
3. Lights and siren on
4. Check in with dispatcher
5. Follow pumper to fire location – driver and rider assist in setting up pumper and drop tank

B. En-route

C. At Fire Scene

1. Check in with dispatcher for on-scene and then switch radio to channel CV Mayer or to other designated channel for fireground communication
2. Set up drop tank if not yet done
3. Back into position and drop water – have rider walk behind while backing
4. While truck is in motion at scene or dumping water leave lights on and siren off
5. Lights and siren on when hauling water
6. After clearing scene switch radio to CV FIRE

D. Pump Operation

1. Pull choke and turn key to start
2. Push choke in
3. Pull tank to pump valve
4. Open desired discharge valve
5. To draft water – use exhaust primer

E. Return to Station

1. Transmission in Neutral
2. Ignition off
3. Turn Master Switch "off", located on floor by seat
4. Fill tank
5. Wash hose
6. Re-pack hose with dry hose
7. Wash and dry truck
8. Connect battery charger cord

TANKER 12-3200 GALLON TANK –*minimum 2 firefighters*

A. Leaving Station - ALL RIDERS SHALL USE SEAT BELTS

1. Transmission in neutral – charger and air compressor cords unplugged
2. Turn Master Switch on – located just inside door on drivers side at bottom of seat – turn knob 1/4 or 1/2 turn clockwise
3. Turn ignition on
4. Start engine using starter button
5. Release air brake
6. Put transmission in 1-5 or 1-3 and you are ready to go – you have to depress small lever on bottom of shift handle to shift into reverse or any forward gear
    a. if you are unfamiliar with driving the truck but are called upon to do so simply put transmission in 1-5 and drive
    b. an alternate method of using this transmission is to put transmission in 1-3 to start out – when engine tops out, manually shift transmission to 1-4 and when engine tops out again, manually shift transmission to 1-5. This procedure may get you up to top speed a bit faster; however, use caution when shifting to simply tap or nudge the shift lever up each time. If you were to depress the release lever and happen to hit a bump at the wrong time, you could inadvertently shift into neutral or possibly hit reverse which would not do it any

favors.

7. Lights and siren on
8. Check in with dispatcher on CV FIRE
9. Driver's seat is an air cushion seat and can be adjusted by pushing or pulling knob located on left side of driver's seat

B. En-route:
   1. Radio on
   2. Pumper should be first on scene – assist pumper in locating correct position and setting up drop tank
   3. Use 3 firefighters to open and lower drop tank compartment (NOTE: Tank is heavy)

C. At Fire Scene:
   1. Lights on, siren off
   2. After checking in as being "on scene" with dispatcher switch radio to CV Mayer for fireground communications or to other designated channel
   3. If first on scene, back into position for pumping and firefighting
   4. Set air brake – transmission in neutral
   5. Engage PTO by simply flipping PTO switch on – red light will be on to indicated PTO is engaged
   6. Determine which discharge of the three available will be used.
   7. Hook line up to discharge and increase engine RPM to pump at 125-135 PSI
   8. One man remains at truck to watch pressure and water level
   9. If pumper and drop tank are already set up, back into position to drop water – can dump from back or either side
   10. ALWAYS HAVE SOMEONE WATCHING BACK OF TRUCK WHEN BACKING
   11. If switching from firefighting to hauling water, disconnect and drop the line and have someone else take care of it

D. Return to Station:
   1. Disengage PTO
   2. Lights and siren off
   3. Switch radio back to channel 1 when leaving scene, and last unit shall call dispatcher to clear the scene
   4. Hose line can be either loaded back in position (if clean) or loaded on another vehicle for transport back to the station for washing
   5. Transmission in neutral
   6. Set air brakes
   7. Ignition off
   8. Fill water tank
   10. Re-load with dry hose/nozzles if necessary
   11. Wash and dry truck
   12. Connect battery and air compressor cords

RESCUE 12-

A. Leaving Station - ALL RIDERS SHALL USE SEAT BELTS
   1. Disconnect battery charger cords and Air Hose
   2. Master switch on
   3. Transmission in neutral

4. Pull choke
5. Pump accelerator 3-4 times
6. Start engine – after start – push choke in
7. Check in with dispatcher
8. Release hand brake
9. Minimum of 4 firefighters required for rescue call
10. Side doors closed after last firefighter is in
11. Lights and siren on after leaving station

B. En-route:
1. Get air-packs on if en-route to a fire
2. If rescue call – get first aid kit and resuscitator out (leave resuscitator in case, but if time permits check to see if needed accessories are in case)

C. On Scene:
1. Park where accessible but out of path of tankers and other emergency vehicles – have someone walk behind when backing
2. Leave engine running and set hand brake – heater on in winter
3. Lights and siren off UNLESS it is being used as a warning vehicle, then leave lights on – if lights are on for extended period of time, set throttle for faster idle to prevent battery drain
4. Check in with dispatcher and ask for assistance if needed
5. Switch radio to CV Mayer for on-scene communications
6. Switch P.A. system to “radio” when leaving van to monitor dispatcher calls
7. Take portable radios

D. Return to Station:
1. Lights and siren off
2. Notify dispatcher when last unit clears scene
3. Notify dispatcher when all units back in station
4. Set hand brake
5. Transmission in neutral
6. Ignition off
7. Master switch off
8. Clean up as necessary, all equipment back in place, replenish first aid supplies if necessary, refill all air packs
9. Wash and dry van if necessary
10. Connect battery charger cords

GRASS 12-GAMMA GOAT

A. Leaving Station - ALL RIDERS SHALL USE SEAT BELTS
1. Turn on Master Switch located on dash
2. Push Start Button
3. For highway use – put in 2 wheel drive in high range
4. In rough terrain – use 6 wheel drive in low range
5. Grab a Portable Radio
6. Turn Radio on and check in with Dispatcher
7. Use ear protection

B. On Scene:

1. Check in with dispatcher
2. 6-wheel drive is engaged by pulling left lever
    a. pulling the second one back puts truck in Hi; 6 wheel drive in high range for hard ground work, field roads, etc
    b. pulling both levers back is 6-Lo; low range for hard pulling in soft, rough terrain
3. Driver must exercise caution when operating vehicle if firefighters riding on back and operating pumps
4. Two pumps can be used depending on situation and needs

    250 GPM pump for moving large amounts of water but will use up water Supply rather quickly

    a. open gas line valve
    b. choke engine
    c. use rope to start engine or electric start
    d. open valves and pump should be ready to pump and since water level is above pump, priming probably won't be necessary
    e. if pump needs priming, use exhaust primer to prime pump

    High pressure pump uses 7 GPM and will conserve water supply

    a. turn on fuel valve
    b. turn engine switch on
    c. choke engine
    d. start engine and you are ready to pump
    e. IF THIS PUMP IS RUNNING BUT NOT PUMPING FOR MORE THAN 5 MINUTES AT A TIME, SHUT IT DOWN TO PREVENT OVERHEATING
    f. Turn off fuel value when done

C. Leaving Scene:

1. Wrap up all hose
2. Disengage 6-wheel drive, shift back to high range
3. Last unit shall call dispatcher to clear the scene

D. In Station:

1. Wash and clean hose
2. Wash and clean truck
3. Re-fill water tank

Gama Goat specs: 300 gallon tank , 250 pump, 1500 PSI pump

GRASS 11-HUMMER

Leaving Station - USE SEAT BELTS

1. Turn on Master Switch located by seat – flip switch up to turn on
2. Turn ignition on
3. Wait for wait light to go out before cranking
4. Turn Radio on and check in with dispatcher

On Scene:–

1. Check in with dispatcher and then switch radio to channel 2 for on scene communications

2. Driver must exercise caution when operating vehicle if firefighters are riding on back and operating pumps

   250 gpm pump for moving large amounts of water but will use up water supply rather quickly
   a) Choke engine
   b) Use rope to start engine or electric start
   c) Open valves and pump should be ready to pump and since water level is above pump, priming probable won't be necessary
   d) Adjust foam as needed

Leaving Scene:–
1. Wrap up all hose
2. Disengage 4-wheel drive
3. Check out with Dispatcher

In Station:–
1. Wash and clean hose
2. Wash and clean truck
3. Re-fill water tank
4. Re-fill foam tank
5. Turn off master switch

Hummer Specs:
- 125 gallon tank
- 250 pump
- Foam tank

SCBA –

This manual shall contain the operational procedures governing selection, use and maintenance of self-contained breathing apparatus for the Mayer Fire Department. These rules or guidelines may be changed, altered or modified as deemed necessary to improve efficiency and personal safety.

1. All Fire Department personnel shall be properly instructed in the use and basic maintenance of SCBA.
2. All personnel using SCBA shall receive fitting instructions, including demonstrations and practice in how the SCBA equipment should be worn, how to adjust it, and fit test. The owner's manual shall be used for these procedures.
3. All personnel shall be trained in the nature of the hazards that may be incurred while using SCBA.

Class demonstrations, training and proficiency test shall be conducted as a regular part of the department training program. Records of each individual's training shall be maintained by the Training Officer.

Fire Department rules require donning of SCBA for all fires in structures and motor vehicles. Therefore, storage shall be accomplished in brackets designed for storage in convenient locations on the apparatus. Outside mounted units shall be provided with protective covers.

All SCBA units shall be cleaned and inspected monthly in accordance with the form that follows in this manual, and will also be cleaned and inspected after each use as follows:

All breathing apparatus removed from a truck and worn by a member of the department shall not be returned to the truck until the unit has been inspected for the following:

a. Air bottle has been filled
b. Hose and connection have been checked for seal and/or wear
c. All straps are in good condition and hoods are in place with each unit
d. Face-pieces will be washed and cleaned after each use

Officers will evaluate and monitor SCBA program for effectiveness and compliance and will also stay alert to new developments and changes that can or should be included in the program.

A medical history form must be on file with the department before any firefighter will be allowed to don a SCBA. Health requirements will conform to OHSA standards.

HAIR LENGTH, FACIAL HAIR, SIDEBURNS:

Any firefighter with a beard or long sideburns will not be allowed to wear a SCBA as the hair will prevent the face-piece from making a tight seal.

All members directly involved in firefighting operations at a structure fire or vehicle fire shall be required to wear full turn-out gear, including SCBA. No member shall enter a fire involved structure or carbon monoxide call without full turn out gear and SCBA unless such entry has been approved by the Officer in Charge. SCBA shall be worn on the fire ground until the Officer in Charge authorizes its removal. Those firefighters not directly involved in attacking the fire are required to wear full turn-out gear; but SCBA is not required for these persons.

MONTHLY AIRPACK CHECKS

- Air pressure should be at minimum of 4200 PSI
- Regulator works with no leaks
- Audible and visual alarms work
- Battery in Sentinell is good
- Straps are all in good condition and fully extended
- Face mask cleaned, straps extended, and hood is in bag
- Heads up display working

SCHOOL FIRE DRILL INFORMATION

1. State law – Minnesota Statutes 2005, 299F.30 - requires 9 drills per year and times are to be recorded for each drill
2. Any one of the schools in town should be able to evacuated in under 60 seconds
3. Fire alarm procedures (anytime the fire alarms sound IT MUST BE TREATED AS AN ALARM – NOT A DRILL)

    a. All talking stops immediately and does not resume again until a head count has been taken

b. Instructors should station themselves to direct students to the proper exits – windows should be closed while the room is emptying and the doors closed but not locked when the room has been cleared
c. Class roster or grade book must be taken from the room as well as a master list from the office
d. Instructors will check restrooms as they exit to see that these rooms have been cleared
e. Students and instructor should assemble 75-100 feet outside the building, take head count, and remain in a group until further instructions are given or all-clear is indicated – talking should be kept to a minimum
f. THE HEAD COUNT IS VITAL AS IT WOULD BE THE FIRE DEPARTMENT'S ONLY WAY OF KNOWING IF SOMEONE IS STILL IN THE BUILDING IN A REAL EMERGENCY. No one is to re-enter the building under any circumstances!
g. If someone is unaccounted for, the instructor must communicate this information to the Officer in Charge immediately!
h. Procedures for alarms during lyceums, chapel, lunch, etc. will have to be set up by each administrator – again a minimum of talking and a head count are mandatory and should be worked into any plan

Do not hesitate to call the Fire Department even if the situation seems very small. A delay of only a minute or two can be potentially disastrous.

BOMB THREAT PROCEDURE:

DO NOT USE THE WORD "BOMB" OR "BOMB THREAT" ETC. ON THE RADIO

1. Since calling in a bomb threat is a crime, the area will be considered a crime scene. The sheriff's office has total jurisdiction and will carry out any search of the building. At this point the Fire Department will be on a stand-by basis.
2. If the bomb threat results in a fire, the Fire Department then assumes responsibility of the scene and will direct firefighting efforts. Prudence suggests that the firefighting efforts will be carried on in close cooperation with the sheriff's department in the event tat there may be more than one bomb, or whatever.
3. Evacuations ordered by the sheriff's department for a bomb threat are under the jurisdiction of the sheriff and the sheriff's department will issue the all-clear.

BLEVE

A BLEVE is a Boiling Liquid Expanding Vapor Explosion commonly associated with propane tank-cars and transports, liquid nitrogen tanks and any pressurized tank containing a flammable liquid under high pressure.

"In Kingman Arizona, on July 5, 1973, vapors from a leaking tank car of propane ignited. The car exploded and rocketed 1200 feet about 10 minutes after firefighters arrived. The ground flash, about 400 feet in diameter, killed 12 firefighters. Nearly 100 bystanders 1,000 feet from the blast suffered radiation burns or were hurt by flying debris."

BLEVE, Firehouse Magazine, June 1977

KEEP IN MIND –

1. An explosion is possible at any time the tank is subjected to heat even though the relief valve may be venting
2. The metal tank does not have to begin to blister when an explosion is at hand, if you wait to see it blister, that is probably the last thing you will see

A BLEVE gives no warning. By the time there is a significant change in the sound of the relief valve it is too late to avert an explosion. BLEVE can occur at normal relief valve settings also.

Procedures for dealing with a potential BLEVE

1. If there is no life or property hazard, the best tactic is to stay clear of the area and let the tank BLEVE or burn itself out.
2. BLEVE'S have occurred in as little as 10 minutes after fire involvement
3. The National Fire Protection Association recommends an evacuation zone of 3,000 feet from the fire (slightly over 1/2 mile).
4. Water, LOTS OF IT FOR PROLONGED PERIODS OF TIME, is crucial when it can't be left to burn itself out. The NFPA says minimum of 500 gpm should be applied as a straight stream wherever there is flame striking the tank.
5. The safest attack on burning tank trucks and cars is from the sides because tanks are weakest at their ends. But this tactic is futile when tank cars are strewn like matchsticks and can rocket in any direction. Probably the best course of action is to position unmanned nozzles and clear personnel from the area, while keeping in mind the extreme danger to firefighters during set-up time. High on the list of necessary information is exact knowledge of what is burning or in danger of ignition.
6. If the decision is made to attack the fire, ideally, firefighting requires the cascading of straight streams onto the tank wherever flames are striking the tank. Top priority must be given to the upper, vapor filled part of the tank where the rupture leading to a BLEVE is most likely to occur. The greatest pressure build-up is in the upper part of the tank where vapors are expanding and since liquid absorbs heat, the filled portion of the tank is less precarious with the only problem being, knowing the exact level of the liquid in the tank because as the heat increases, the liquid evaporates and the liquid level is constantly being lowered.

HAZARDOUS MATERIAL SPILL/EMERGENCY

If the need exists to evacuate due to a hazardous material spill or emergency, the officer in charge will give the orders for evacuation and will determine the area to be evacuated.

A city or township official – depending on the location of the event – will give the all clear and allow residents to re-enter the evacuated area.

EVACUATIONS

For other emergencies – fire, natural disaster, hazardous materials, etc. – the fire department officer in charge will issue orders for an evacuation and will determine the area to be

evacuated. Once the emergency is past, the mayor or a member of the city council (or township board if rural emergency) will issue the all-clear.

MAYER FIRE DEPARTMENT

POLICY MANUAL

_____, 2020

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MAYER FIRE DEPARTMENT POLICY MANUAL

I. NAME

The name of this Fire Department shall be THE MAYER FIRE DEPARTMENT

II. OBJECTIVES

A. To fight fires and to respond to all emergencies, whether man made or an act of God, in the City of Mayer and the surrounding Fire District, as well as neighboring communities where the City of Mayer has mutual aid agreements, or to any place ordered by the Civil Defense Director.

B. To keep all fire equipment and the fire station in good order.

C. To provide for the proper training of all members.

D. To provide the Mayor and the City Council of Mayer with information concerning the condition of all equipment and to request replacement when condition of the equipment so warrants.

III. OFFICERS

A. *Fire Department Officers.* The Fire Department officers shall consist of Chief 1, Chief 2, four Captains (two Training Captains, one Fire Prevention Captain, and one Equipment Captain), one Secretary and two Lieutenants.

B. *Appointment of Officers.* Subject to the discretion of the City Council, the positions of Chief 1 and Chief 2 positions to be recommended by the Personnel Committee after an interview. All officer positions are to be recommended by a committee that consists of the Fire Chief, Chief 2, the City Administrator and Mayor and with final approval by the City Council. If any officer position is running unopposed, and if they meet all the necessary requirements, the appointment can be recommended without an interview.

C. *Term of Officer Appointments.*

1. Chief 1 shall be appointed for a two-year term.

2. Chief 2 and Secretary shall be appointed for a two-year term in uneven numbered years.

3. The Training Captains shall be appointed for alternating two-year terms.

4. Fire Prevention Captain and Equipment Captain is a two-year term. Equipment Captain is appointed for uneven number years. Fire Prevention Captain is appointed even years.

5. Captain rank shall be set by seniority of Officer Positions held within the Mayer Fire Department.

6. The two lieutenants shall be appointed for alternating two-year terms.

IV. FIRE DEPARTMENT MEMBERSHIP REQUIREMENTS AND SELECTION PROCEDURES

A. *Minimum Eligibility Requirements.* Applicants shall meet the following minimum requirements to be eligible for membership:

1. The minimum age for membership is eighteen (18) years.

2. The applicant must furnish, upon application, a signed health history form provided by the Fire Department.

3. The applicant must pass a physical and lung capacity test as stipulated by the Fire Department.

4. The applicant must be able to wear and use a self-contained breathing apparatus after receiving proper training by the Fire Department.

5. The applicant must be able to respond to the Mayer Fire Station within eight (8) minutes under normal driving conditions while obeying all traffic laws. Firefighters who move outside the eight (8) minute response time radius may be subject to removal from the Fire Department.

6. The applicant must pass a criminal background check, physical examination.

B. *Selection Procedures:* A review committee made up of the officers for the Fire Department shall interview the applicant, review their qualifications, and report their findings to the City Council. The City Council shall then

act upon the application and may wish to review/interview the applicant before making a decision.

C. *Volunteer Firefighter's Benefit Association Dues.* Upon acceptance of a position with the Fire Department, the new member shall pay the applicable membership fee to the Secretary for the Volunteer Firefighter's Benefit Association dues. A copy of this Policy Manual will be made available to the new member.

D. *Initial Training Requirements.* A new member shall complete and certify in both "Essentials of Firefighting" and "First Responder" (with initial training in automatic defibrillation) within the first two years of their service.

E. *Ongoing Training and Call Attendance Requirements.* All Members shall maintain:

1. Essentials of Firefighting Certification

2. Requirements for operating automatic defibrillation:

    a. Yearly CPR Certification

    b. First Responder Certification

    c. Three automatic defibrillation refresher sessions per year

3. Three medical training's per year or equivalent

4. Three fire and/or Haz-Mat trainings per year or equivalent

5. 25% attendance at all calls

    a. Members may perform extra work to go towards their attendance percentage.

    b. One hour of extra work equals credit for one call.

    c. Members may have seven days in a row per year for vacation, during which they shall be excused from call attendance requirements.

6. 50% attendance at all work details, fundraisers, open houses, etc.

7. 75% Attendance at all General Meetings

8. The standards of physical ability to effectively perform firefighter duties

V. FIRE DEPARTMENT MEMBERSHIP CATEGORIES

A. *Firefighter*

1. Requirements

   a. Must be at least 18 years of age.

   b. Must maintain the standards of physical ability to effectively perform firefighter duties

2. Duties/Responsibilities

   a. Mayer Firefighters have the ability to drive and operate all apparatus, once approved by the Training Officer.

   b. Operate Equipment in an efficient and safe manner.

   c. Perform firefighting, rescue and first aid tasks as needed using proper techniques.

   d. Maintain Equipment and station.

   e. Be responsible for all property issued to them and any equipment utilized in the performance of their duties.

   f. Be cognizant of and adhere to department policies and operating procedures.

   g. Be able to work with other members of the department.

3. Training

   a. Maintain Blood Borne Pathogen and Right to Know Training Annually.

   b. Attend Mayer fire trainings annually.

4. Benefits

a. Firefighters are eligible for Relief Benefits.

b. Mayer Firefighters will be paid at the rate per hour/call set annually by the City Council.

c. Training will be paid with Training Officer approval.

B. *Rescue Reserve*

1. Requirements – The following must be met and completed before becoming eligible for rescue reserve membership:

a. Must be at least 18 years of age;

b. Certification at E.M.R. level or greater;

c. Must maintain their E.M.R. status; and

d. Must maintain the standards of physical ability to effectively perform firefighter duties.

2. Duties/Responsibilities

a. Rescue Reserve Members have the ability to drive and operate all apparatus once approved by the Training Officers.

b. Operate equipment in an efficient and safe manner.

c. Perform rescue and first aid tasks as needed using proper techniques.

d. Maintain equipment and the station.

e. Be responsible for all property issued to them and any equipment utilized in the performance of their duties.

f. Be cognizant of and adhere to Fire Department policies and operating procedures.

g. Be able to work with other members of the Fire Department.

3. Training

   a. Must complete initial in-house training of all Medical, Rescue and Apparatus pertaining to the Job Description.

   b. Maintain Blood Borne Pathogen and Right to Know Training annually.

   c. Maintain training requirements set forth by the Minnesota State Governing Board of Medical Certification.

   d. Attend Mayer fire trainings when requested and possibly when the Mayer Fire Department is attending medical trainings.

4. Benefits

   a. Mayer Rescue Reserve Members will be paid at the same rate per hour/call for emergency calls that the current firefighter membership is paid.

   b. Training will be paid with Training Officer approval.

   c. Rescue Reserve Members will not be eligible for Relief Benefits.

C. *Reserve Firefighter*

1. Requirements – The following must be met and completed before becoming eligible for a reserve firefighter:

   a. Must be at least 18 years of age;

   b. Must be affiliated with another Fire Department. (Training and Experience); and

   c. Must maintain the standards of physical ability to effectively perform firefighter duties.

2. Duties/Responsibilities

   a. Reserve Firefighters will assume all duties of a firefighter.

b. In the absence of an officer, the most qualified firefighter shall assume the responsibility of an officer and be in command of the incident.

c. Reserve firefighters have the ability to drive and operate all apparatus, once approved by the Training Officer.

d. Operate Equipment in an efficient and safe manner.

e. Perform firefighting, rescue and first aid tasks as needed using proper techniques.

f. Maintain Equipment and station.

g. Be responsible for all property issued to them and any equipment utilized in the performance of their duties.

h. Be cognizant of and adhere to all Fire Department policies and operating procedures.

i. Be able to work with other members of the department.

j. Present a positive and constructive attitude in performance of duties.

3. Training

a. Must complete initial in-house training of all Medical, Rescue, Fire Equipment, SCBA, and Apparatus pertaining to Job Description.

b. Maintain Fire Responder Certification at a minimum.

c. Maintain Firefighter 1 Qualifications at a minimum.

d. Maintain Blood Borne Pathogen and Right to Know Training Annually.

e. Maintain Medical Physical for SCBA compliance.

f. Qualified as a Driver Operator by the Training Officers.

g. Attend Mayer fire trainings annually.

4. Benefits

a. Mayer Reserve Firefighters will be paid at the same rate per hour/call for emergency calls that the current firefighter membership is paid.

b. Training will be paid with Training Officer approval.

c. Reserve Firefighters will not be eligible for Relief Benefits.

D. *Volunteer Administrative Reserve*

1. Requirements – The following must be met and completed before becoming eligible for volunteer administrative reserve:

a. Must be at least 18 years of age.

b. General knowledge of Fire Department operations and procedures.

c. Certification at E.M.R. level or greater.

d. Must maintain E.M.R. status.

e. Certifications, training, skills and/or experience that is relevant and beneficial to the administrative operations of the Fire Department.

2. Duties/Responsibilities

a. Any and all administrative duties assigned by the Chief 1 or their designee.

b. Office support filing, billing, note taking, etc.

c. Grant management.

d. Assist with light maintenance of equipment and station.

e. Public safety outreach activities.

f. Emergency preparedness and/or management.

g. Be responsible for all property issued to them and any equipment utilized in the performance of their duties.

h. Be cognizant of and adhere to all Fire Department policies and operating procedures.

i. Be able to work with other members of the department.

j. Present a positive and constructive attitude in performance of duties.

3. Training

a. Must complete initial training pertaining to job description.

b. Maintain Blood Borne Pathogen and Right to Know Training Annually.

c. Attend Fire Department trainings as requested and available.

d. Attend required medical trainings as appropriate to certification level.

4. Volunteer Status

a. Volunteer administrative reserve is a volunteer position for which there is no pay.

b. Volunteer administrative reserve will not be eligible for Relief Benefits.

VI. LEAVE OF ABSENCE

A. A leave of absence may be granted to any member requesting same for good cause, provided that the City Administrator approves the leave.

B. During leave of absence, there shall be no accrual of service time and/or other benefits that the organization might have in operation at the time.

C. Any member on leave of absence requesting to be reinstated shall be accepted, provided that approval is granted by the City Administrator.

D. The maximum leave of absence shall be two years. If the member does not request reinstatement by this time, their name shall be removed from the membership list.

E. Any firefighter who cannot perform their duty as a firefighter due to any Worker's Compensation claim is automatically placed on leave of absence from the Fire Department effective as of the date of the Worker's Compensation claim.

VII. DISCIPLINE AND REMOVAL FROM DEPARTMENT MEMBERSHIP

A. Firefighters shall be subject to disciplinary action for failing to fulfill their duties and responsibilities, up to and including termination of employment. It is the policy of the Department to administer disciplinary penalties in accordance with all applicable laws, ordinances, regulations, and policies.

B. Although being a firefighter with the Fire Department is based upon mutual consent, and both the firefighter and the City have the right to terminate employment at-will, with or without cause or advance notice.

C. The City may use progressive discipline at its discretion. Discipline may be imposed at any time, in any order, at the sole discretion of the City in accordance with policy set forth in the City of Mayer Personnel Policy Manual.

VIII. MEMBERSHIP DUTIES AND POLICIES

A. *Duties of Members*

1. It shall be the duty of each member upon an alarm of fire or emergency to immediately report to the fire station, get properly attired, proceed to the scene, and render all assistance in the member's power.

2. No member shall, after arriving at the fire or emergency, absent themselves without the permission of the Chief or the Officer-in-Charge.

3. Any member arriving late at a fire or an emergency shall report to the engineer at the fire truck to be checked in, and then to the Chief for duty.

4. Roll call will be taken after all equipment/trucks have been cleaned and put back into service after returning to the fire station. The roll call and incident report form will list all time spent by each member at the fire or emergency, also the place where the action occurred, and state the probable cause. A roll call book shall be kept and an incident report form filed in the office. Any member not answering roll call shall not be paid unless properly executed by the Fire Chief or Officer-in-Charge.

5. All equipment/trucks will be inventoried and checked monthly before the regular business meeting of the Fire Department. The duty roster will be kept up-to-date by the secretary and will be posted on the bulletin board.

6. All members are to report any and all injuries to the Chief or Officer-in-Charge immediately. All members are to abide by the standards set forth for Self-Contained Breathing Apparatus ("SCBA").

B. *Fire Department Meetings*

1. The organization will meet monthly at the Fire Station.

2. Robert Rules of Order shall govern all meetings.

3. Any ten (10) members who wish to have a special meeting shall so petition Chief 1, and a meeting must be called.

4. A quorum shall consist of a majority of the membership.

C. *Compensation*

1. All salaries shall be set by the City Council at the annual budget meeting.

2. The hourly rate of pay for all members attending fires and emergencies shall be set by the City Council at the annual budget meeting.

D. *Drug & Alcohol Use*

1. The Fire Department adopts, by reference hereto, the City's Drug & Alcohol Free Workplace policy.

2. All Mayer Fire Department personnel are prohibited from consuming alcoholic beverages while on duty or in uniform.

3. Firefighters who have consumed more than two alcoholic beverages in the four hours preceding a call shall not respond to that call.

4. Firefighters who have consumed two or fewer alcoholic beverages in the four hours preceding a call may respond to the call; however, they must report to the Chief or the Officer-in-Charge, and they will not be assigned hazardous activities such as driving, using SCBA, entering structure fires, or providing emergency medical assistance or first aid.

5. A firefighter who is taking any prescription or non-prescription medication that is labeled with a warning regarding drowsiness, driving, or operation of machinery shall so report to the Chief or Officer-in-Charge. The firefighter may respond to the call, but may not perform hazardous duties as identified in paragraph E of this section.

6. Any firefighter who observes any indication that another firefighter is under the influence of alcohol or drugs must immediately report those observations to the Chief or the Officer-in-Charge.

7. Prior to any scheduled social event that may involve consumption of alcohol by a substantial percentage of Fire Department members, the Fire Chief shall arrange for emergency response by a neighboring fire department.

E. *Work-Related Images*

1. By reference hereto, the Fire Department adopts, and shall abide by, all City policies relating to images taken for City business and relating to the Minnesota Government Data Practices Act ("MGDPA").

2. All photos, videos, digital images, or recordings taken by any employee or agent of the City of Mayer, including the Fire

Department while responding to any fire or other emergency or while engaged in any training are "work-related images" and are the property of the City of Mayer. "Work-related images" include, but are not limited to, videos or pictures gathered while on Fire Department business, as well as any written, auditory and/or visual messages communicated via or on Fire Department resources or via or on personal devices and/or social media.

3. Work-related images, as defined in Paragraph E.2. of this section, shall not be taken of any emergency response, training exercise, or fire, except as permitted by policy or as directed by the Fire Chief or the Officer-in-Charge. Work-related images may only be taken using Fire Department-issued equipment, unless otherwise directed by the Officer-in-Charge. Work-related images taken by Fire Department employees using privately-owned equipment at the direction of a supervising officer are also governed by this policy.

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

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

F. *Social Media Use*

1. The Fire Department adopts, by reference hereto, any City policy governing employee social media use.

2. "Social media," as used herein, refers to internet and mobile-based applications, websites and functions, other than email, for sharing

and discussing information, where users can post photos, video, comments and links to other information to create content on any imaginable topic. This may also be referred to as "user-generated content" or "consumer-generated media." Social media includes, but is not limited to:

a. Social networking sites such as Facebook, LinkedIn, Twitter, and online dating services/mobile apps;

b. Blogs;

c. Social news sites such as Reddit and Buzzfeed;

d. Video and photo sharing sites such as YouTube, Instagram, SnapChat, and Flickr;

e. Wikis, or shared encyclopedias such as Wikipedia;

f. An ever-emerging list of new web-based platforms generally regarded as social media or having many of the same functions as those listed above.

3. Fire Department employees shall not use any work-related images, as defined by paragraph E.2., any department logos, or any images which depict an employee in uniform or in which the employee uses their job title or is otherwise identified as an employee of the department, without prior approval from an officer appointed to review all images and approve release and dissemination of such images.

4. Similarly, in order to maintain the appearance of professionalism and public confidence, no employee shall post any material on any social media that is detrimental to the Fire Department/City's effective operation.

5. Employees shall not disseminate protected, private, nonpublic, or confidential information including, but not limited to, the following:

a. Matters that are under investigation;

b. Patient and employee information protected by HIPAA/medical confidentiality laws; or

c. Personnel matters/data that are protected from disclosure by law.

6. Any employee who becomes aware of or knows of a posting, website, or webpage that violates this policy may anonymously report possible violations to any department officer or supervisor.

7. Violation of this policy may result in a breach in the public expectation of privacy and of Fire Department rules and regulations, and could expose the individual violator and/or the Fire Department to potential liability. Accordingly, violation of this policy may subject the offender to discipline and possible termination of employment.

G. *Anti-Harassment Policy*

1. By reference hereto, the Fire Department adopts any and all City policies relating to the prevention of workplace violence and harassment.

2. If a member believes that they have been the victim of workplace harassment, as defined in the City's anti-harassment policy or policies, he or she should report said harassment to Chief 1, or to Chief 2 if Chief 1 is unavailable. If neither Chief is available to address a complaint of harassment, or if the complaint involves alleged harassment by one of the Chiefs, then the member should report the alleged harassment to the City Administrator.

3. The Fire Department will not tolerate discrimination or workplace harassment, or retaliation for reporting such discrimination or harassment. Engaging in discriminatory, harassing, or retaliatory behavior may result in discipline, up to and including termination by the City Council.

H. *City Policies Control*. Nothing in this Policy Manual shall supersede or override any City policy governing the same subject(s). In the event of a conflict between City and Fire Department policies, City policy shall control.