



Trail to the Past. Road to the Future.

CITY COUNCIL MEETING
MUNICIPAL COUNCIL CHAMBERS
21 5TH STREET E, MANTORVILLE, MN 55955
MONDAY, FEBRUARY 14, 2022
6:30 PM

1. Call to Order

2. Pledge of Allegiance

3. Adopt the Agenda

4. Consent Agenda

- A. Accounts Payable for February 14, 2022
- B. Resolution No. 2022-05, Declaring Items Surplus and Authorizing Sale and/or Disposal Thereof
- C. Resolution No. 2022-06, Gambling Premises Permit Application for Dodge County Youth Hockey Association, Inc.
- D. Resolution No. 2022-07, Lease for Lawful Gambling Activity for Dodge County Youth Hockey Association, Inc.
- E. 2021 Mantorville Economic Development Authority Annual Report/Year in Review
- F. Dodge County Board of Commissioners Meeting Minutes of January 11, 2022
- G. Dodge County Board of Commissioners Meeting Minutes of January 25, 2022
- H. Rental License Renewals

5. Proclamations, Presentations and Recognitions

6. Public Concerns

Individuals may address the City Council about any item not included on the regular agenda. Speakers are requested to come to the podium and state their name and address for the Clerk's record. Generally, the City Council will not take official action on items discussed at this time but may, typically, refer the matter to Staff for a future report or direct that the matter be scheduled on an upcoming agenda.

7. Public Safety Update

- A. Dodge County Sheriff's Office Call Report of January 2022
- B. Mantorville Fire Department General Meeting Minutes of February 2, 2022

8. Public Hearing(s)

- A. Application for Variance from Section 150.069 of the Mantorville City Code to Allow for the Construction of a Single-Family Dwelling with Reduced Setbacks from the Front and Rear Yard Property Lines, Lot 6 Block 21 Mantor Addition – Applicant Mark Gamm for EnviroEase, LLC

9. Old Business/New Business

- A. Mantorville Relief Association Portfolio Summary as of December 31, 2021
- B. Personnel Policy Amendments
 - 1) Fire Department, Standard Operating Guidelines
 - 2) Fire Department, Addendum A
 - 3) General Policy Changes

10. Tabled Items – *These are items that the Council has previously discussed and voted to table, take action on, or continue discussion of at a later date. These items may be brought back by the Council for discussion at any future meeting.*

11. Reports

- A. Public Works Report
- B. City Clerk Report
- C. Consultant Report
- D. Committee Reports
Chamber, EDA, Finance/Budget, Fire Department, Infrastructure, KM Joint Powers, MRA, Park Board, Personnel, Relief, Township
- E. Councilmember Report
- F. Mayor Report

12. Executive Session

13. Adjourn

<i>Coming up in Mantorville:</i>	
<i>February 21, 2022</i>	<i>City Offices Closed in Observance of Presidents Day Holiday</i>
<i>February 28, 2022</i>	<i>Regular City Council Meeting</i>
<i>March 1, 2022</i>	<i>Economic Development Authority Meeting</i>
<i>March 2, 2022</i>	<i>Mantorville Fire Department General Meeting</i>
<i>March 14, 2022</i>	<i>Regular City Council Meeting</i>
<i>March 28, 2022</i>	<i>Regular City Council Meeting</i>
<i>March 29, 2022</i>	<i>Park & Recreation Committee Meeting</i>
<i>For all meetings and community events, City Council may be in attendance</i>	

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Payments

Current Period: December 2021

Payments Batch AP021422

\$62,883.13

Refer 0 HARDWICK, ANNEBELLE

-

Invoice

Transaction Date 2/10/2022 Citizens State Bank 10100 **Total**

Refer 0 AFLAC

-

Cash Payment G 101-21710 AFLAC P8873 \$33.12

Invoice 795612 2/14/2022

Transaction Date 2/14/2022 Citizens State Bank 10100 **Total** \$33.12

Refer 0 FURTHER

Ck# 005642 1/28/2022

Cash Payment G 101-21714 Health Savings Account ER 2021 ADD'L CONTRIBUTIONS \$559.22

Invoice PR02 JAN2022 2/14/2022

Cash Payment G 101-21714 Health Savings Account ER 2022 CONTRTIBUTIONS \$187.47

Invoice PR02 JAN2022 2/14/2022

Cash Payment G 101-21714 Health Savings Account EE 2022 CONTRIBUTION \$50.00

Invoice PR02 JAN2022 2/14/2022

Transaction Date 1/28/2022 Citizens State Bank 10100 **Total** \$796.69

Refer 0 INTERNAL REVENUE SERVICE

Ck# 005643 1/27/2022

Cash Payment G 101-21703 FICA Tax Withholding SOCIAL SECURITY \$505.09

Invoice PR02 JAN2022 2/14/2022

Cash Payment G 101-21709 Medicare MEDICARE \$118.13

Invoice PR02 JAN2022 2/14/2022

Cash Payment G 101-21701 Federal Withholding FEDERAL \$766.97

Invoice PR02 JAN2022 2/14/2022

Transaction Date 1/28/2022 Citizens State Bank 10100 **Total** \$1,390.19

Refer 0 MINNESOTA REVENUE

Ck# 005644 1/27/2022

Cash Payment G 101-21702 State Withholding STATE WITHHOLDING \$386.36

Invoice PR02 JAN2022 2/14/2022

Transaction Date 1/28/2022 Citizens State Bank 10100 **Total** \$386.36

Refer 0 PERA

Ck# 005645 1/27/2022

Cash Payment G 101-21704 PERA MN PERA \$1,231.26

Invoice PR02 JAN2022 2/14/2022

Transaction Date 1/28/2022 Citizens State Bank 10100 **Total** \$1,231.26

Refer 0 HOMETOWN HAULERS

-

Cash Payment E 101-41940-384 Refuse/Garbage Dispos REFUSE/GARBAGE DISPOSAL \$100.00

Invoice 151395 2/14/2022

Cash Payment E 101-42200-217 Other Operating Supplie OTHER OPERATING SUPPLIES \$42.50

Invoice 2/14/2022

Cash Payment E 101-41940-384 Refuse/Garbage Dispos REFUSE/GARBAGE \$42.50

Invoice 2/14/2022

Transaction Date 2/14/2022 Citizens State Bank 10100 **Total** \$185.00

Refer 0 AVESIS

-

Cash Payment G 101-21715 Employee Paid Vision Plan 30912-1066 \$24.50

Invoice 2820517 2/14/2022

Transaction Date 2/14/2022 Citizens State Bank 10100 **Total** \$24.50

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Payments

Current Period: December 2021

Refer	0	BADGER METER	-		
Cash Payment	E 602-49450-300	Professional Svcs (GENE	GST#123746141		\$227.48
Invoice	80090925	2/14/2022			
Cash Payment	E 601-49400-300	Professional Svcs (GENE	GST#123746141		\$151.66
Invoice	80090925	2/14/2022			
Transaction Date	2/14/2022	Citizens State Bank	10100	Total	\$379.14
Refer	0	BATTERIES PLUS	-		
Cash Payment	E 101-42200-217	Other Operating Supplie	ACCT#11COM2		\$93.16
Invoice	P47909482	2/14/2022			
Transaction Date	2/14/2022	Citizens State Bank	10100	Total	\$93.16
Refer	0	CASEYS BUSINESS MASTERCARD	Ck# 005646 2/8/2022		
Cash Payment	E 101-42200-212	Motor Fuels	BY695		\$8.48
Invoice	01.2022	2/14/2022			
Cash Payment	E 101-42200-212	Motor Fuels	BY695		\$51.30
Invoice	01.2022	2/14/2022			
Cash Payment	E 101-42200-212	Motor Fuels	BY695		\$64.59
Invoice	01.2022	2/14/2022			
Cash Payment	E 602-49450-212	Motor Fuels	BY695		\$76.39
Invoice	01.2022	2/14/2022			
Cash Payment	E 602-49450-212	Motor Fuels	BY695		\$75.68
Invoice	01.2022	2/14/2022			
Cash Payment	E 602-49450-212	Motor Fuels	BY695		\$91.55
Invoice	01.2022	2/14/2022			
Cash Payment	E 602-49450-212	Motor Fuels	BY685		\$80.83
Invoice	01.2022	2/14/2022			
Cash Payment	E 101-43125-212	Motor Fuels	BY685		\$85.77
Invoice	01.2022	2/14/2022			
Cash Payment	E 101-42200-212	Motor Fuels	REBATE		-\$3.86
Invoice	01.2022	2/14/2022			
Cash Payment	E 101-42200-212	Motor Fuels	LATE FEE		\$32.17
Invoice	01.2022	2/14/2022			
Cash Payment	E 602-49450-212	Motor Fuels	REBATE		-\$3.86
Invoice	01.2022	2/14/2022			
Cash Payment	E 602-49450-212	Motor Fuels	LATE FEE		\$32.18
Invoice	01.2022	2/14/2022			
Cash Payment	E 101-43125-212	Motor Fuels	REBATE		-\$3.85
Invoice	01.2022	2/14/2022			
Cash Payment	E 101-43125-212	Motor Fuels	LATE FEE		\$32.18
Invoice	01.2022	2/14/2022			
Transaction Date	2/14/2022	Citizens State Bank	10100	Total	\$619.55
Refer	0	CMS - CONSTRUCTION MGMT. SE	-		
Cash Payment	E 101-42400-300	Professional Svcs (GENE	MN000		\$833.66
Invoice	01.31.22	2/14/2022			
Transaction Date	2/14/2022	Citizens State Bank	10100	Total	\$833.66
Refer	0	DODGE COUNTY HIGHWAY DEPA	-		
Cash Payment	E 101-43100-224	Street Maint Materials	SAND/SALT		\$1,023.80
Invoice	395	2/14/2022			
Transaction Date	2/14/2022	Citizens State Bank	10100	Total	\$1,023.80

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Refer	0	DODGE COUNTY INDEPENDENT	-			
Cash Payment	E 101-41110-352	Publishing	ASST CLERK AD		\$212.76	
Invoice	13490	2/14/2022				
Cash Payment	E 101-41110-352	Publishing	PUBLIC HEARING		\$89.59	
Invoice	13500	2/14/2022				
Transaction Date	2/14/2022	Citizens State Bank	10100	Total	\$302.35	
Refer	0	DODGE COUNTY INDEPENDENT	-			
Cash Payment	E 101-41500-437	Other Miscellaneous	SUBSCRIPTION RENEWEL		\$46.00	
Invoice	02.2022	2/14/2022				
Transaction Date	2/14/2022	Citizens State Bank	10100	Total	\$46.00	
Refer	0	DODGE COUNTY TRANSFER STAT	-			
Cash Payment	E 101-41940-200	Supplies	INBOUND TICKET		\$56.00	
Invoice	00147314	2/14/2022				
Transaction Date	2/14/2022	Citizens State Bank	10100	Total	\$56.00	
Refer	0	FIRE SAFETY USA, INC	-			
Cash Payment	E 101-42200-240	Tools and Minor Equipm	PO # ANNABELLE		\$328.95	
Invoice	152868	2/14/2022				
Cash Payment	E 101-42200-240	Tools and Minor Equipm	PO# ANNABELLE		\$2,345.00	
Invoice	153480	2/14/2022				
Cash Payment	E 101-42200-217	Other Operating Supplie	SWITCH		\$7.95	
Invoice	155357	2/14/2022				
Transaction Date	2/14/2022	Citizens State Bank	10100	Total	\$2,681.90	
Refer	0	GOPHER STATE ONE CALL	-			
Cash Payment	E 601-49400-300	Professional Srvs (GENE	MN00515		\$7.29	
Invoice	2010565	2/14/2022				
Cash Payment	E 602-49450-300	Professional Srvs (GENE	MN00515		\$4.86	
Invoice	2010565	2/14/2022				
Cash Payment					\$0.00	
Invoice						
Transaction Date	2/14/2022	Citizens State Bank	10100	Total	\$12.15	
Refer	0	KASSON HARDWARE HANK	-			
Cash Payment	E 101-41940-220	Bldg.Repair and Mainten	355170		\$20.98	
Invoice	01.31.22	2/14/2022				
Cash Payment	E 602-49450-240	Tools and Minor Equipm	355170		\$38.95	
Invoice	01.31.22	2/14/2022				
Cash Payment	E 602-49450-240	Tools and Minor Equipm	355170		\$24.99	
Invoice	01.31.22	2/14/2022				
Cash Payment	E 101-45200-200	Supplies	355170		\$14.75	
Invoice	01.31.22	2/14/2022				
Cash Payment	E 101-41940-220	Bldg.Repair and Mainten	355170		\$5.18	
Invoice	01.31.22	2/14/2022				
Transaction Date	2/14/2022	Citizens State Bank	10100	Total	\$104.85	
Refer	0	KASSON LASER GRAPHICS	-			
Cash Payment	E 101-42200-437	Other Miscellaneous	FPG1912		\$255.00	
Invoice	9565	2/14/2022				
Transaction Date	2/14/2022	Citizens State Bank	10100	Total	\$255.00	
Refer	0	K-M TELECOM	-			

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Cash Payment	E 101-41940-321 Communications Phone/	CITY HALL MAIN 5170			\$119.01
Invoice	10100664	2/14/2022			
Cash Payment	E 101-41940-321 Communications Phone/	CITY HALL - 5176 - 2ND LINE			\$20.79
Invoice	10100664	2/14/2022			
Cash Payment	E 101-41940-321 Communications Phone/	CITY HALL FAX 5300			\$0.00
Invoice	10100664	2/14/2022			
Cash Payment	E 101-42200-321 Communications Phone/	FD 5440			\$25.78
Invoice	10100664	2/14/2022			
Cash Payment	E 101-41940-321 Communications Phone/	STREETS - SHOP 5119			\$80.77
Invoice	10100664	2/14/2022			
Cash Payment	E 601-49400-321 Communications Phone/	WATER TOWER ALARM 3588			\$45.00
Invoice	10100664	2/14/2022			
Cash Payment	E 602-49450-321 Communications Phone/	LIFT STATION ALARM 5066			\$35.00
Invoice	10100664	2/14/2022			
Cash Payment	E 602-49450-321 Communications Phone/	WWTP 5463 ALARM			\$35.00
Invoice	10100664	2/14/2022			
Cash Payment	E 101-41940-321 Communications Phone/	LONG DISTANCE/TAXES/FEES			\$13.86
Invoice	10100664	2/14/2022			
Cash Payment	E 101-46500-437 Other Miscellaneous	EDA 800 NUMBER			\$0.00
Invoice	10100664	2/14/2022			
Cash Payment	E 601-49400-321 Communications Phone/	NEW WELL HOUSE FIBER			\$25.00
Invoice	10100664	2/14/2022			
Transaction Date	2/14/2022	Citizens State Bank	10100	Total	\$400.21
Refer	0 LEAGUE OF MINNESOTA CITIES	-			
Cash Payment	E 101-41110-208 Training, Mileage	LMCIT/MMUA SAFETY TRAINING			\$257.00
Invoice	359105	2/14/2022			
Transaction Date	2/14/2022	Citizens State Bank	10100	Total	\$257.00
Refer	0 MINNESOTA ENERGY	-			
Cash Payment	E 101-41940-380 Utility Services	4016467-5-STREETS			\$871.61
Invoice	0502468331	2/14/2022			
Cash Payment	E 101-41940-380 Utility Services	4300149-4-STREETS			\$522.55
Invoice	0504798131	2/14/2022			
Cash Payment	E 101-41940-380 Utility Services	4028156-0-STREET			\$389.74
Invoice	0503045328	2/14/2022			
Cash Payment	E 101-42200-380 Utility Services	4229566-7-FIRE DEPT			\$621.36
Invoice	0504432923	2/14/2022			
Cash Payment	E 602-49450-380 Utility Services	4299022-6-WWTP			\$244.49
Invoice	0503935322	2/14/2022			
Transaction Date	2/14/2022	Citizens State Bank	10100	Total	\$2,649.75
Refer	0 MN DEPT OF PUBLIC SAFETY	-			
Cash Payment	E 101-41500-300 Professional Svcs (GENE	BACKGROUND CHECK ANGEL CHARON			\$15.00
Invoice	021421	2/14/2022			
Transaction Date	2/14/2022	Citizens State Bank	10100	Total	\$15.00
Refer	0 NAPA	-			
Cash Payment	E 101-43125-212 Motor Fuels	28475			\$24.98
Invoice	429658	2/14/2022			
Transaction Date	2/14/2022	Citizens State Bank	10100	Total	\$24.98
Refer	0 NCPERS GROUP LIFE INS.	-			

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Cash Payment	G 101-21711 Life Insurance Payable	608900			\$32.00
Invoice	6089000022022	2/14/2022			
Transaction Date	2/14/2022	Citizens State Bank	10100	Total	\$32.00
Refer	0 OFFICE DEPOT	-			
Cash Payment	E 101-41500-200 Supplies	59986502			\$19.99
Invoice	223226046001	2/14/2022			
Cash Payment	E 101-41500-200 Supplies	59986502			\$38.27
Invoice	223224327001	2/14/2022			
Transaction Date	2/14/2022	Citizens State Bank	10100	Total	\$58.26
Refer	0 PITNEY BOWES INC	-			
Cash Payment	E 101-41500-322 Postage	0017334079			\$80.74
Invoice	1019910175	2/14/2022			
Transaction Date	2/14/2022	Citizens State Bank	10100	Total	\$80.74
Refer	0 PURCHASE POWER	-			
Cash Payment	E 101-41500-322 Postage	8000-9090-0370-9701			\$12.93
Invoice		2/14/2022			
Transaction Date	2/14/2022	Citizens State Bank	10100	Total	\$12.93
Refer	0 QUALITY FLOW SYSTEMS	-			
Cash Payment	E 602-49450-220 Bldg.Repair and Mainten	30135 MAIN LS SERVICE			\$607.00
Invoice	42341	2/14/2022			
Transaction Date	2/14/2022	Citizens State Bank	10100	Total	\$607.00
Refer	0 QUILL	-			
Cash Payment	E 101-41500-200 Supplies	157450359			\$9.99
Invoice	22394903	2/14/2022			
Transaction Date	2/14/2022	Citizens State Bank	10100	Total	\$9.99
Refer	0 RIVERLAND COMMUNITY COLLEG	-			
Cash Payment	E 101-42200-208 Training, Mileage	82708			\$510.00
Invoice	934772	2/14/2022			
Transaction Date	2/14/2022	Citizens State Bank	10100	Total	\$510.00
Refer	0 SL CONTRACTING, INC	-			
Cash Payment	E 601-49400-228 Equip. Repair and Mainte	WATERMAIN REPAIR			\$11,650.00
Invoice	12377	2/14/2022			
Transaction Date	2/14/2022	Citizens State Bank	10100	Total	\$11,650.00
Refer	0 SOUTHEAST SERVICE COOPERAT	-			
Cash Payment	E 101-41500-120 Benefits	1009			\$48.00
Invoice	SINV000003528	2/14/2022			
Transaction Date	2/14/2022	Citizens State Bank	10100	Total	\$48.00
Refer	0 TEAM LAB CHEMICAL CORP.	-			
Cash Payment	E 101-43100-224 Street Maint Materials	232002			\$872.50
Invoice	INV0028884	2/14/2022			
Transaction Date	2/14/2022	Citizens State Bank	10100	Total	\$872.50
Refer	0 VERIZON WIRELESS	-			
Cash Payment	E 101-42200-321 Communications Phone/	842209789-00001			\$54.64
Invoice	9898057123	2/14/2022			
Transaction Date	2/14/2022	Citizens State Bank	10100	Total	\$54.64

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Payments

Current Period: December 2021

Refer	0 WARSAW	-			
Cash Payment	E 101-43160-381 Electric Utilities	116009445			\$765.30
Invoice	2201-6994D 2/14/2022				
Transaction Date	2/14/2022	Citizens State Bank	10100	Total	\$765.30
Refer	0 WHKS & COMPANY	-			
Cash Payment	E 311-47000-303 Engineering Fees	08850.00			\$18,805.44
Invoice	44948 2/14/2022				
Transaction Date	2/14/2022	Citizens State Bank	10100	Total	\$18,805.44
Refer	0 XCEL ENERGY	-			
Cash Payment	E 101-43160-381 Electric Utilities	STREET LIGHTS			\$1,689.18
Invoice	764360929 2/14/2022				
Cash Payment	E 101-43160-381 Electric Utilities	300 MAIN N BRIDGE LIGHTS			\$27.23
Invoice	764360929 2/14/2022				
Cash Payment	E 101-43160-381 Electric Utilities	130 ST.HWY 57 S.CITY SIGN			\$14.59
Invoice	764360929 2/14/2022				
Cash Payment	E 101-43160-381 Electric Utilities	60003 ST.HWY 57 N CITY SIGN			\$14.95
Invoice	764360929 2/14/2022				
Cash Payment	E 101-42200-380 Utility Services	21 5TH STREET SIREN			\$6.96
Invoice	764360929 2/14/2022				
Cash Payment	E 101-42200-380 Utility Services	21 5TH STREET E FH/CH/PUMP			\$422.51
Invoice	764360929 2/14/2022				
Cash Payment	E 101-42200-380 Utility Services	701 CHESTNUT SIREN			\$7.14
Invoice	764360929 2/14/2022				
Cash Payment	E 101-43160-381 Electric Utilities	410 CLAY POLE ON EDA LOT			\$15.53
Invoice	764360929 2/14/2022				
Cash Payment	E 101-41940-380 Utility Services	600 7TH STREET WEST MANTORFIEL			\$15.46
Invoice	764360929 2/14/2022				
Cash Payment	E 101-41940-380 Utility Services	340 CLAY RIVERSIDE W CENTER			\$37.40
Invoice	764360929 2/14/2022				
Cash Payment	E 101-41940-380 Utility Services	342 MAIN ST N RIVERSIDE NE			\$15.46
Invoice	764360929 2/14/2022				
Cash Payment	E 101-41940-380 Utility Services	601 GOLFVIEW DENNISON FIELD			\$17.36
Invoice	764360929 2/14/2022				
Cash Payment	E 101-41940-380 Utility Services	1008 EAST CITY SHOP			\$322.90
Invoice	764360929 2/14/2022				
Cash Payment	E 602-49450-380 Utility Services	121 BLANCH WWTF+SEC+PUMP			\$603.39
Invoice	764360929 2/14/2022				
Cash Payment	E 601-49400-380 Utility Services	841 BLANCH WTR WELL HOUSE			\$938.99
Invoice	764360929 2/14/2022				
Cash Payment	E 601-49400-380 Utility Services	924 JEFFERSON WATER TOWER			\$42.69
Invoice	764360929 2/14/2022				
Cash Payment	E 603-45183-381 Electric Utilities	324 MAIN ST N CAMPGROUND			-\$0.51
Invoice	764360929 2/14/2022				
Cash Payment	E 101-41940-380 Utility Services	101 BLANCH NEW SHOP			\$0.00
Invoice	764360929 2/14/2022				
Cash Payment	E 101-41940-380 Utility Services	15 4TH STREET WEST RIVERSIDE			\$16.36
Invoice	764360929 2/14/2022				
Cash Payment	E 602-49450-380 Utility Services	601 JEFFERSON LIFT STATION			\$38.60
Invoice	764360929 2/14/2022				

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Cash Payment	E 602-49450-380 Utility Services	121 BLANCH AUTO PROTECT LIGHT		\$9.76
Invoice	764360929	2/14/2022		
Cash Payment	E 101-43160-381 Electric Utilities	CHRISTMAS LIGHTS		\$0.00
Invoice	764360929	2/14/2022		
Transaction Date	2/14/2022	Citizens State Bank	10100	Total \$4,255.95
Refer	0 <u>MENARDS - NORTH ROCHESTER</u>	-		
Cash Payment	E 101-41940-200 Supplies	33140256		\$11.58
Invoice	98566	2/14/2022		
Cash Payment	E 101-41940-200 Supplies	33140256		\$8.29
Invoice	98566	2/14/2022		
Cash Payment	E 101-41940-200 Supplies	33140256		\$12.98
Invoice	98566	2/14/2022		
Cash Payment	E 101-43100-200 Supplies	33140256		\$23.98
Invoice	98566	2/14/2022		
Transaction Date	2/14/2022	Citizens State Bank	10100	Total \$56.83
Refer	0 <u>PAYMENT SERVICE NETWORK, IN</u>	-		
Cash Payment	E 601-49400-300 Professional Srvs (GENE			\$62.26
Invoice	252483	2/14/2022		
Cash Payment	E 602-49450-300 Professional Srvs (GENE			\$93.39
Invoice	252483	2/14/2022		
Transaction Date	2/14/2022	Citizens State Bank	10100	Total \$155.65
Refer	0 <u>LUSHINSKY, PAUL</u>	-		
Cash Payment	E 101-42200-217 Other Operating Supplie	CUST17261238		\$715.88
Invoice	SO24926283	2/14/2022		
Cash Payment	E 101-42200-217 Other Operating Supplie	CUST17206888		\$30.05
Invoice	SO24803219	2/14/2022		
Transaction Date	2/14/2022	Citizens State Bank	10100	Total \$745.93
Refer	0 <u>STRAUSS-FORDHAM, CASSIE</u>	-		
Cash Payment	E 602-49450-437 Other Miscellaneous	CREDIT ON SEWER CHG APR-AUG 2021		\$926.39
Invoice	CR/APR-AUG21	2/14/2022		
Transaction Date	2/14/2022	Citizens State Bank	10100	Total \$926.39
Refer	0 <u>FURTHER</u>	<u>Ck# 005650</u>		
Cash Payment	G 101-21714 Health Savings Account	HEALTH SAVINGS ACCT		\$50.00
Invoice	02.14.2022	2/14/2022		
Cash Payment	G 101-21714 Health Savings Account	HEALTH SAVINGS ACCT		\$174.99
Invoice	02.14.2022	2/14/2022		
Transaction Date	2/14/2022	Citizens State Bank	10100	Total \$224.99
Refer	0 <u>MINNESOTA REVENUE</u>	<u>Ck# 005649 2/14/2022</u>		
Cash Payment	G 101-21702 State Withholding	PRO3 STATE WH TAX		\$335.97
Invoice	02.14.2022	2/14/2022		
Transaction Date	2/14/2022	Citizens State Bank	10100	Total \$335.97
Refer	0 <u>INTERNAL REVENUE SERVICE</u>	<u>Ck# 005648</u>		
Cash Payment	G 101-21703 FICA Tax Withholding	SOCIAL SECURITY		\$468.55
Invoice	PRO3	2/14/2022		
Cash Payment	G 101-21709 Medicare	MEDICARE		\$109.58
Invoice	PRO3	2/14/2022		

MANTORVILLE,MN

02/10/22 9:57 AM

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Payments

Current Period: December 2021

Cash Payment	G 101-21701 Federal Withholding	FED TAX			\$602.13
Invoice	PRO3	2/14/2022			
Transaction Date	2/14/2022	Citizens State Bank	10100	Total	\$1,180.26
Refer	0 PERA	Ck# 005647			
Cash Payment	G 101-21704 PERA	RETIREMENT BENEFITS			\$1,143.00
Invoice	PR03	2/14/2022			
Transaction Date	2/14/2022	Citizens State Bank	10100	Total	\$1,143.00
Refer	0 SOUTHEAST SERVICE COOPERAT	Ck# 005652 2/14/2022			
Cash Payment	G 101-21706 Hospitalization/Medical Ins	FEB.2022 HEALTH INSURANCE			\$3,188.48
Invoice	02.2022	2/14/2022			
Transaction Date	2/14/2022	Citizens State Bank	10100	Total	\$3,188.48
Refer	0 SOUTHEAST SERVICE COOPERAT	Ck# 005651 2/14/2022			
Cash Payment	G 101-21706 Hospitalization/Medical Ins	JAN 2022 HEALTH INSURANCE			\$3,188.48
Invoice	JAN.2022	2/14/2022			
Transaction Date	2/14/2022	Citizens State Bank	10100	Total	\$3,188.48
Refer	0 HARDWICK, ANNEBELLE	-			
Cash Payment	E 101-42200-311 First Responder Train/Eq	GLUCOSE TESTING STRIPS			\$145.99
Invoice	02.2022	2/14/2022			
Cash Payment	E 101-42200-311 First Responder Train/Eq	MASKS			\$26.79
Invoice	02.2022	2/14/2022			
Transaction Date	2/10/2022	Citizens State Bank	10100	Total	\$172.78

Fund Summary

	10100 Citizens State Bank	
		\$0.00
101 GENERAL FUND		\$27,913.24
311 GO SERIES BOND 2019A		\$18,805.44
601 WATER FUND		\$12,922.89
602 SEWER FUND		\$3,242.07
603 RV PARK		(\$0.51)
		\$62,883.13

Pre-Written Checks	\$13,685.23
Checks to be Generated by the Computer	\$49,197.90
Total	\$62,883.13

**CITY OF MANTORVILLE
DODGE COUNTY, MINNESOTA**

RESOLUTION NO. 2022-05

**RESOLUTION DELARING ITEMS SURPLUS
AND AUTHORIZING SALE AND/OR DISPOSAL THEREOF**

WHEREAS, the Mantorville Fire Department has items that are no longer useful for use in Fire Department or City of Mantorville services; and

WHEREAS, the Mantorville Fire Department is requesting to dispose of the following items and/or send to public auction:

Item Description	Quantity
SCBA composite air bottle 2216 psi	35
SCBA aluminum air bottle 2216 psi	3
SCBA Scott 2.2 harness assembly without air bottle	20
SCBA Scott 2.2 facemasks	31

NOW, THEREFORE, BE IT RESOLVED by the Mantorville City Council that the above listed items are declared surplus and are authorized for disposal or sale at public auction, with any proceeds to be placed into the Relief Fund.

Adopted by the City Council of the City of Mantorville, Minnesota, this 14th day of February 2022.

Attest:

Chuck Bradford, Mayor

Shirley R Buecksler, City Clerk-Treasurer

LG214 Premises Permit Application**Annual Fee \$150 (NON-REFUNDABLE)****REQUIRED ATTACHMENTS TO LG214**

1. If the premises is leased, attach a copy of your lease. Use **LG215 Lease for Lawful Gambling Activity**.
2. \$150 annual premises permit fee, for each permit (non-refundable). Make check payable to "State of Minnesota."

Mail the application and required attachments to:

Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions? Call 651-539-1900 and ask for Licensing.**ORGANIZATION INFORMATION**

Organization Name: Dodge County Youth Hockey Association Inc License Number: 32530
 Chief Executive Officer (CEO) Travis Bebee Daytime Phone: 507-208-6152
 Gambling Manager: Jeremy Wilcox Daytime Phone: 320-297-0235

GAMBLING PREMISES INFORMATIONCurrent name of site where gambling will be conducted: ~~SA~~ SALDON #2 Burgers & Brew

List any previous names for this location:

The Bridge VFWStreet address where premises is located: 509 main st N Mantorville
(Do not use a P.O. box number or mailing address.)

City:	OR	Township:	County:	Zip Code:
Mantorville			Dodge	55955

Does your organization own the building where the gambling will be conducted?

☐ Yes☒ No

If no, attach LG215 Lease for Lawful Gambling Activity.

A lease is not required if only a raffle will be conducted.

Is any other organization conducting gambling at this site?

☐ Yes☒ No☐ Don't know

Note: Bar bingo can only be conducted at a site where another form of lawful gambling is being conducted by the applying organization or another permitted organization. Electronic games can only be conducted at a site where paper pull-tabs are played.

Has your organization previously conducted gambling at this site?

☐ Yes☒ No☐ Don't know**GAMBLING BANK ACCOUNT INFORMATION; MUST BE IN MINNESOTA**Bank Name: Home Federal Savings Bank Bank Account Number: 332355Bank Street Address: 502 Mantorville Ave S City: Kasson State: **MN** Zip Code: 55944**ALL TEMPORARY AND PERMANENT OFF-SITE STORAGE SPACES**

Address (Do not use a P.O. box number): City: State: Zip Code:

301 Mantorville Ave S Kason MN 55944MNMN

ACKNOWLEDGMENT BY LOCAL UNIT OF GOVERNMENT: APPROVAL BY RESOLUTION

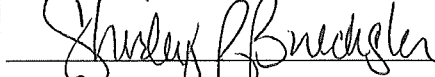
**CITY APPROVAL
for a gambling premises
located within city limits**

City Name: Mantorville

Date Approved by City Council: February 14, 2022

Resolution Number: _____
(If none, attach meeting minutes.)

Signature of City Personnel:



Title: City Clerk-Treasurer Date Signed: 02-09-22

**Local unit of government
must sign.**

**COUNTY APPROVAL
for a gambling premises
located in a township**

County Name: _____

Date Approved by County Board: _____

Resolution Number: _____
(If none, attach meeting minutes.)

Signature of County Personnel:

Title: _____ Date Signed: _____

TOWNSHIP NAME: _____

Complete below only if required by the county.

On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.)

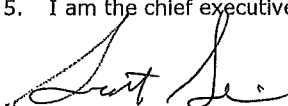
Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date Signed: _____

ACKNOWLEDGMENT AND OATH

1. I hereby consent that local law enforcement officers, the Board or its agents, and the commissioners of revenue or public safety and their agents may enter and inspect the premises.
2. The Board and its agents, and the commissioners of revenue and public safety and their agents, are authorized to inspect the bank records of the gambling account whenever necessary to fulfill requirements of current gambling rules and law.
3. I have read this application and all information submitted to the Board is true, accurate, and complete.
4. All required information has been fully disclosed.
5. I am the chief executive officer of the organization.
6. I assume full responsibility for the fair and lawful operation of all activities to be conducted.
7. I will familiarize myself with the laws of Minnesota governing lawful gambling and rules of the Board and agree, if licensed, to abide by those laws and rules, including amendments to them.
8. Any changes in application information will be submitted to the Board no later than ten days after the change has taken effect.
9. I understand that failure to provide required information or providing false or misleading information may result in the denial or revocation of the license.
10. I understand the fee is non-refundable regardless of license approval/denial.



Signature of Chief Executive Officer (designee may not sign)

2-9-22
Date

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application. Your organization's name and address will be public

information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information;

Minnesota's Department of Public Safety, Attorney General, Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format, i.e. large print, braille, upon request.

An equal opportunity employer

**CITY OF MANTORVILLE
DODGE COUNTY, MINNESOTA**

RESOLUTION 2022-06

**A RESOLUTION CONCURRING WITH THE ISSUANCE OF
A GAMBLING PREMISES PERMIT APPLICATION
FOR DODGE COUNTY YOUTH HOCKEY ASSOCIATION, INC.
AT 509 MAIN STREET NORTH, MANTORVILLE**

WHEREAS, Dodge County Youth Hockey Association, Inc. has submitted an application to the City of Mantorville for approval of a Premises Permit Application to conduct gambling at Saloon #2 Burgers & Brews, 509 Main Street North, Mantorville; and

WHEREAS, it has been demonstrated that the organization is collecting gambling monies for lawful purposes; and

WHEREAS, the City has no objection to said activity.

NOW, THEREFORE, BE IT RESOLVED that the Mantorville City Council hereby concurs with the issuance of a Premises Permit Application by the Gambling Control Board to Dodge County Youth Hockey Association, Inc. for gambling activities to be conducted at Saloon #2 Burgers & Brew, 509 Main Street North, Mantorville, Minnesota, and hereby waives the 30-day waiting period.

Adopted by the City Council of the City of Mantorville, Minnesota, this 14th day of February 2022.

ATTEST:

Chuck Bradford, Mayor

Shirley R Buecksler, City Clerk-Treasurer

LG215 Lease for Lawful Gambling Activity**LEASE INFORMATION**

Organization:	License/Site Number:	Daytime Phone:
Dodge County Youth Hockey Association Inc.	32530	507-208-6152
Address:	City:	State: Zip:
PO Box 321	Kasson	MN 55944
Name of Leased Premises:	Street Address:	
Saloon #2 Burger & Brew	509 main st N	
City:	State: Zip:	Daytime Phone:
Mantorville	MN 55955	(507) 951-8328
Name of Legal Owner:	Business/Street Address:	
Scott Seim	509 main st N	
City:	State: Zip:	Daytime Phone:
Mantorville	MN 55955	(507) 951-8328
Name of Lessor (if same as legal owner, write "SAME"):	Address:	
City:	State: Zip:	Daytime Phone:

Check applicable item:

- ☒ **New or amended lease.** Effective date: _____. Submit changes at least ten days **before** the effective date of the change.
- ☐ **New owner.** Effective date: _____. Submit new lease **within** ten days after new lessor assumes ownership.

CHECK ALL ACTIVITY THAT WILL BE CONDUCTED (no lease required for raffles)

- | | |
|--|---|
| ☐ Pull-Tabs (paper) | ☒ Electronic Pull-Tabs |
| ☒ Pull-Tabs (paper) with dispensing device | ☐ Electronic Linked Bingo |
| ☐ Bar Bingo ☐ Bingo | Electronic games may only be conducted: |
| ☐ Tipboards | 1. at a premises licensed for the on-sale of intoxicating liquor or the on-sale of 3.2% malt beverages; or |
| ☐ Paddlewheel ☐ Paddlewheel with table | 2. at a premises where bingo is conducted as the primary business and has a seating capacity of at least 100. |

PULL-TAB, TIPBOARD, AND PADDLEWHEEL RENT (separate rent for booth and bar ops)

BOOTH OPERATION: Some or all sales of gambling equipment are conducted by an employee/volunteer of a licensed organization at the leased premises.

ALL GAMES, including electronic games: Monthly rent to be paid: ____%, not to exceed **10%** of gross profits for that month.

- Total rent paid from all organizations for only booth operations at the leased premises **may not exceed \$1,750**.
- The rent cap does not include BAR OPERATION rent for electronic games conducted by the lessor.

BAR OPERATION: All sales of gambling equipment conducted by the lessor or lessor's employee.

ELECTRONIC GAMES: Monthly rent to be paid: 15%, not to exceed **15%** of the gross profits for that month from electronic pull-tab games and electronic linked bingo games.

ALL OTHER GAMES: Monthly rent to be paid: 20%, not to exceed **20%** of gross profits from all other forms of lawful gambling.

- If any booth sales conducted by a licensed organization at the premises, rent may not exceed **10%** of gross profits for that month and is subject to booth operation **\$1,750** cap.

BINGO RENT (for leased premises where bingo is the primary business conducted, such as bingo hall)

Bingo rent is limited to one of the following:

- Rent to be paid: ____%, not to exceed **10%** of the monthly gross profit from all lawful gambling activities held during bingo occasions, excluding bar bingo.
- OR -
- Rate to be paid: \$ _____ per square foot, not to exceed 110% of a comparable cost per square foot for leased space, as approved by the director of the Gambling Control Board. The lessor must attach documentation, verified by the organization, to confirm the comparable rate and all applicable costs to be paid by the organization to the lessor.
 - ⇒ **Rent may not be paid for bar bingo.**
 - ⇒ Bar bingo does not include bingo games linked to other permitted premises.

LEASE TERMINATION CLAUSE (must be completed)

The lease may be terminated by either party with a written 30 day notice. Other terms:

LG215 Lease for Lawful Gambling Activity

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Lease Term: The term of this agreement will be concurrent with the premises permit issued by the Gambling Control Board (Board).

Management: The owner of the premises or the lessor will not manage the conduct of lawful gambling at the premises. The organization may not conduct any activity on behalf of the lessor on the leased premises.

Participation as Players Prohibited: The lessor will not participate directly or indirectly as a player in any lawful gambling conducted on the premises. The lessor's immediate family and any agents or gambling employees of the lessor will not participate as players in the conduct of lawful gambling on the premises, except as authorized by Minnesota Statutes, Section 349.181.

Illegal Gambling: The lessor is aware of the prohibition against illegal gambling in Minnesota Statutes 609.75, and the penalties for illegal gambling violations in Minnesota Rules 7865.0220, Subpart 3. In addition, the Board may authorize the organization to withhold rent for a period of up to 90 days if the Board determines that illegal gambling occurred on the premises or that the lessor or its employees participated in the illegal gambling or knew of the gambling and did not take prompt action to stop the gambling. Continued tenancy of the organization is authorized without payment of rent during the time period determined by the Board for violations of this provision, as authorized by Minnesota Statutes, Section 349.18, Subd. 1(a).

To the best of the lessor's knowledge, the lessor affirms that any and all games or devices located on the premises are not being used, and are not capable of being used, in a manner that violates the prohibitions against illegal gambling in Minnesota Statutes, Section 609.75.

Notwithstanding Minnesota Rules 7865.0220, Subpart 3, an organization must continue making rent payments under the terms of this lease, if the organization or its agents are found to be solely responsible for any illegal gambling, conducted at this site, that is prohibited by Minnesota Rules 7861.0260, Subpart 1, item H, or Minnesota Statutes, Section 609.75, unless the organization's agents responsible for the illegal gambling activity are also agents or employees of the lessor.

The lessor must not modify or terminate the lease in whole or in part because the organization reported, to a state or local law enforcement authority or to the Board, the conduct of illegal gambling activity at this site in which the organization did not participate.

Other Prohibitions: The lessor will not impose restrictions on the organization with respect to providers (distributor or linked bingo game provider) of gambling-related equipment and services or in the use of net profits for lawful purposes.

The lessor, the lessor's immediate family, any person residing in the same residence as the lessor, and any agents or employees of the lessor will not require the organization to perform any action that would violate statute or rule. The lessor must not modify or terminate this lease in whole or in part due to the lessor's violation of this provision. If there is a dispute as to whether a violation occurred, the lease will remain in effect pending a final determination by the Compliance Review Group (CRG) of the Board. The lessor agrees to arbitration when a violation of this provision is alleged. The arbitrator shall be the CRG.

Access to Permitted Premises: Consent is given to the Board and its agents, the commissioners of revenue and public safety and their agents, and law enforcement personnel to enter and inspect the permitted premises at any reasonable time during the business hours of the lessor. The organization has access to the premises during any time reasonable and when necessary for the conduct of lawful gambling.

Lessor Records: The lessor must maintain a record of all money received from the organization, and make the record available to the Board and its agents, and the commissioners of revenue and public safety and their agents upon demand. The record must be maintained for 3-1/2 years.

Rent All-Inclusive: Amounts paid as rent by the organization to the lessor are all-inclusive. No other services or expenses provided or contracted by the lessor may be paid by the organization, including but not limited to:

- trash removal
- electricity, heat
- snow removal
- storage
- janitorial and cleaning services
- other utilities or services
- lawn services
- security, security monitoring
- cost of any communication network or service required to conduct electronic pull-tabs games or electronic bingo
- in the case of bar operations, cash shortages.

Any other expenditures made by an organization that is related to a leased premises must be approved by the director of the Board. Rent payments may not be made to an individual.

ACKNOWLEDGMENT OF LEASE TERMS

I affirm that this lease is the total and only agreement between the lessor and the organization, and that all obligations and agreements are contained in or attached to this lease and are subject to the approval of the director of the Gambling Control Board.

Other terms of the lease:

Signature of Lessor:

Date:

Signature of Organization Official (Lessee):

Date:

Print Name and Title of Lessor:

Print Name and Title of Lessee:

Questions? Contact the Licensing Section, Gambling Control Board, at 651-539-1900. This publication will be made available in alternative format (i.e. large print, braille) upon request. **Data privacy notice:** The information requested on this form and any attachments will become public information when received by the Board, and will be used to determine your compliance with Minnesota statutes and rules governing lawful gambling activities.

Mail or fax lease to:

Minnesota Gambling Control Board
1711 W. County Road B, Suite 300 South
Roseville, MN 55113

Fax: 651-639-4032

**CITY OF MANTORVILLE
DODGE COUNTY, MINNESOTA**

RESOLUTION 2022-07

**A RESOLUTION CONCURRING WITH THE ISSUANCE OF
A LEASE FOR LAWFUL GAMBLING ACTIVITY APPLICATION
FOR DODGE COUNTY YOUTH HOCKEY ASSOCIATION, INC.
AT 509 MAIN STREET NORTH, MANTORVILLE**

WHEREAS, Dodge County Youth Hockey Association, Inc. has submitted an application to the City of Mantorville for approval of a Lease for Lawful Gambling Activity Application to conduct paper pull-tabs and electronic pull-tabs at Saloon #2 Burgers & Brew, 509 Main Street North, Mantorville; and

WHEREAS, it has been demonstrated that the organization is collecting gambling monies for lawful purposes; and

WHEREAS, the City has no objection to said activity.

NOW, THEREFORE, BE IT RESOLVED that the Mantorville City Council hereby concurs with the issuance of a Lease for Lawful Gambling Activity Application by the Gambling Control Board to Dodge County Youth Hockey Association, Inc. for gambling activities to be conducted at Saloon #2 Burgers & Brew, 509 Main Street North, Mantorville, Minnesota, and hereby waives the 30-day waiting period.

Adopted by the City Council of the City of Mantorville, Minnesota, this 14th day of February 2022.

ATTEST:

Chuck Bradford, Mayor

Shirley R Buecksler, City Clerk-Treasurer

2021 Mantorville EDA Annual Report / Year in Review

Prepared by Laura Qualey,
Mantorville EDA Coordinator, CEDA
December 31, 2021

I. EDA BACKGROUND INFO

A. Establishment of the Mantorville Economic Development Authority (EDA): *Resolution Number 95-209*, approved March 13, 1995, states that the EDA's establishment will "result in a conscientious and coordinated effort to encourage and precipitate future development within the City so as to increase tax base, promote employment, and enhance the health, safety, and welfare of city residents." Also, to "carry out economic, housing and industrial development and redevelopment." EDA by-laws adopted March 16, 1995.

B. Mantorville EDA Mission Statement: *"To retain, expand, assist, and attract businesses to the City of Mantorville consistent with the City's Comprehensive Plan and adopted ordinances, resulting in jobs and tax base growth."*

C. Four common themes have been expressed in the EDA section of the Mantorville Comprehensive Plan (2011 Update, p. 11-13), and four of them have been pursued in 2021:

- **Tourism**
- **Business Retention and Attraction**
- **Resident Retention and Attraction**
- **Historic Identity**
- EDA has added **Networking and Partnerships** as an additional priority in our community development efforts.

D. EDA Coordinator Position:

- **Contract with Community Economic Development Associates (CEDA)** was renewed for 2021 with CEDA for three days/month = 36 days
- **Contracted EDA Coordinator/Director Roles:** grant-seek and author for economic development programming, assist businesses, draft EDA work plans, promote tourism, assist with local surveys, assist with marketing and website development and maintenance, coordinate and host public forums, develop relationships and partnerships, prepare economic development guidelines, promote the use of local assets to support added value to the community.

II. TOURISM 2021

A. The EDA has discussed carefully researched grant options for Mantorville tourism and other projects on a monthly basis and has actively explored and pursued grants regularly.

- In March 2021, City of Mantorville applied for the DNR Outdoor Recreation Grant asking for \$54,055 with a 50% match for a total project cost of \$108,109. This grant was denied as we were in the early stages of securing our portion of the 50% match.
- In July 2021, EDA applied for the SMIF Small Towns Grant for \$5,000 for the Larger Than Life Art Exhibit. Due to the volume of applicants, Mantorville was not selected for the grant.
- In September 2021, a grant application was submitted to People's Energy Co-op Operation Round-Up on behalf of the Friends of Mantorville organization to secure funding for the development of Denneson Park. The request was for

\$20,000; follow up documentation was not provided by the chair of Friends of Mantorville therefore, the grant application was not considered for funding.

- In October 2021, two mini-grants were submitted to the Dodge County SHIP program to aid in the fundraising efforts for Denneson Park. One grant was for a new bench and the other was for a picnic table. Both grants were awarded in the amount of \$1000 each.
- In December 2021, an application was resubmitted to People's Energy Co-op Operation Round-Up for Quarter 4 on behalf of the City of Mantorville to secure funding for the development of Denneson Park. The request was for \$6,500; this was not awarded.

B. The EDA established the official City of Mantorville Facebook page in early April 2019 and continues to co-manage it with City Clerk/Treasurer We also added Instagram in June 2021.

- The Facebook page has 1025 Followers as of December 2021; 90 on Instagram.

Demographics of Facebook Followers include:

76% Women; 24% Men

- Age 35-44 25%
- Age 45-54 20%
- Age 55-64 20%
- Age 25-34 17%
- Age 65+ 15%
- Age 18-14 2%

- We have used Facebook to market community news and events to Mantorville residents and beyond (all posts are public).
- We have used Facebook as a measuring tool for our marketing efforts and our top Followers are from:

Mantorville, MN	227
Kasson, MN	207
Rochester, MN	133
Dodge Center, MN	45
Byron, MN	28
Pine Island, MN	18
Owatonna, MN	18
Hayfield, MN	10
Oronoco, MN	10
Austin, MN	10

C. The EDA regularly collaborates with Stagecoach Days (SCD) Committee. This year, Qualey worked with the Chamber of Commerce, two local volunteers and the Saloon to promote the events that were happening during the weekend. The Fiddle Contest proved to be a great success even though it had to be moved inside due to inclement weather.

D. The EDA regularly collaborates with the Chamber of Commerce. CEDA maintains a working relationship with the Chamber of Commerce to keep in touch with what is going on with the local businesses and CEDA shares updates with the Chamber as well as grant funding options that have been available to the business and nonprofit community. This year, the EDA and Chamber each split the cost of a new social media platform called SHRPA to help shine the spotlight on Mantorville as a great place for a day trip. It focused on the area's beauty, shops as well as the historical walking tour.

E. In the Fall of 2021, the EDA Coordinator completed a Mobile Friendly Digital Walking Tour that visitors could find by scanning a QR code on flyers around town. The booklet was also redesigned with updated photos and information. 100 copies of the updated booklet were printed and are available at Mantorville Square, The Chocolate Shoppe, the Art Guild and City Hall. In the Spring, they will be available at the Welcome Center.

G. Branding efforts of Mantorville logo. Almost all of the posts on the Facebook page include the stagecoach Mantorville logo to reinforce the brand. Also, City staff has displayed the Mantorville apparel in City Hall behind the counter for visitors to see. Sales have significantly increased since this has occurred.

III. BUSINESS RETENTION AND ATTRACTION

A. Met with business owners on site: Throughout the year, EDA Coordinator stopped in to Mantorville businesses to ‘check in’ on how business was going. Scheduled one-on-one meetings if requested to discuss business needs. Also communicated any possible grant opportunities with business owners or non-profits that were relevant to their industry.

B. EDA has marketed vacant EDA Board, Park Board, Chamber Board and other community organizational positions to Mantorville residents. Plan is to highlight the desirability of the position and provide information about it via social media and business site visits; it is also listed on the city website under Alerts.

III. RESIDENT RETENTION AND ATTRACTION

A. In addition to promotion of tourism, Facebook was used for community member awareness and interaction.

- Facebook serves as a way to interact with citizens, pique their interest in events and happenings in the community.
- The EDA plans to maintain the sharing of relevant information—including community news, opportunities, and photos when possible-- to the community and tourists on Facebook.

B. In 2021, EDA was in close contact with SEMMCHRA to identify a strategy for uncovering housing options. Specifically, the Chestnut property that experienced a fire and lost an apartment complex. SEMMCHRA and the property owners will move forward with determining a plan for redevelopment if it fits their plan.

V. HISTORIC IDENTITY

A. Visited and gathered info from Dodge County Historical Society (DCHS), Mantorville Restoration Association (MRA), Dodge County Environmental Services and internet sources of Mantorville History. EDA collaborated with Dodge County to develop an interactive map of historical structures of the area that is on the Dodge County GIS map.

B. September 2021 collaborated with community partners like DCHS, MRA and Dodge County to create a Historical Tour Event. This was a great collaborative experience working with the aforementioned groups alongside a paranormal medium to create a Haunted Historical Tour to coincide with the Mantorville Theatre Company’s production of Lizzie. Unfortunately, the week that the event was supposed to go live for the Press Release, COVID-19 numbers began to spike in Dodge County and the Theatre cancelled the production which in turn cancelled the Haunted Historical Tour.

C. Historical Walking Tour Booklet updated and mobile friendly version created as well. This was mentioned earlier in the report under Tourism as well.

VI. OTHER NETWORKING AND PARTNERSHIPS

A. CEDA: Contracted communities have access to the expertise of the whole team and natural exposure to regional partners and stakeholders.

B. Kasson and Dodge County EDAs:

- Kasson EDA Coordinator and Qualey have met multiple times to talk about collaborative projects for the K-M communities.
- Qualey has also orchestrated a Dodge County community EDA meeting for the 5 CEDAs to talk about projects in their communities and possibly how they can cross promote

VII. SUMMARY

A. 2021 Major Accomplishments:

- Created Mobile-Friendly Historical Walking Tour
- Updated, reformatted and reprinted the Historical Walking Tour Booklet
- Applied for grants in the amount of \$87,555; actively researched other grants. Secured \$2,000; \$85,555 denied.
- Involvement and partnerships with SCD Committee, Chamber, Kasson EDA, Dodge County EDA and the County Administration and Environmental Services Department

B. 2021 Goals and Priorities:

- Forged new and strengthen existing community partnerships, reinvigorate SCD, promote Mantorville History, and secure grant funding for community events and tourism
- Drove tourism to the area
- Supported local businesses & organizations with grant funding opportunities

SEMMCHRA HOUSING REHAB PROGRAM (This example is for Kasson)

The City of Kasson has funding available for owner occupied rehab. Eligible households must:

- Live within a targeted area.
- Property is suitable for rehab.
- Homeowner's property taxes and insurance are current.
- Property is a permanent structure.
- Homeowner does not have any outstanding judgments.
- Homeowner's income must be at or below established guidelines

Family Size	Income Guidelines (2021)		
	30% AMI	50% AMI	80% AMI
1	\$20,950	\$34,900	\$55,850
2	\$23,950	\$39,900	\$63,800
3	\$26,950	\$44,900	\$71,800
4	\$29,900	\$49,850	\$79,750
5	\$32,300	\$53,850	\$86,150
6	\$35,580	\$57,850	\$92,550
7	\$40,120	\$61,850	\$98,900
8	\$44,660	\$65,850	\$105,300

The financial assistance will be in the form of a deferred loan. The amount of the deferred loan will vary on a case-by-case basis. The deferred loans are secured with a Repayment Agreement. If the property is sold, title is transferred or is no longer the primary residence of the participant:

- Within the first 6 yrs., the full amount must be repaid to the HRA
- The amount of repayment is reduced 20% for each year until the end of the 10th year.
- At the end of the 10th year, the loan is forgiven and becomes a grant.

Financial Assistance			
Income based on AMI	% Property Owner Match	% Deferred Loan	Max. Deferred Loan Amount
0-30% AMI	0%	100%	\$25,000
31-50% AMI	4%	96%	\$24,000
51-80% AMI	10%	90%	\$22,500

To apply for the Kasson Housing Rehab Program, please click on the link in the sidebar.

UNAPPROVED MINUTES OF THE DODGE COUNTY BOARD OF COMMISSIONERS REGULAR MEETING HELD JANUARY 11, 2022

Chair

Convene County Board Meeting

The Dodge County Commissioners met in regular session January 11, 2022, in the Commissioner's Room at the Dodge County Government Services Building, Mantorville, MN, at 9:30 a.m. Chair Tim Tjosaas called the meeting to order at 9:30 a.m.

Attendee Name	Title	Status	Arrived
John Allen	District 1	Remote	9:30 AM
Tim Tjosaas	District 2	Present	9:30 AM
Rodney Peterson	District 3	Present	9:30 AM
Rhonda Toquam	District 4	Present	9:30 AM
David Kenworthy	District 5	Present	9:30 AM

Pledge of Allegiance

The pledge of allegiance was recited.

Determine Quorum

The Chair acknowledged those present and established there was a quorum.

Also present:

Jim Elmquist County Administrator
Becky Lubahn Deputy Clerk

Establish Agenda

Agenda Approved

Motion by Peterson seconded by Kenworthy to approve and adopt the agenda as presented.

Motion Adopted [Unanimous]

Consent Agenda

Motion by Kenworthy seconded by Toquam to approve the following Consent Agenda items:

Motion Adopted [Unanimous]

- 1.1. Committee of the Whole - Committee Meeting - Dec 28, 2021 4:30 PM
- 1.2. Board of Commissioners - Regular Meeting - Dec 28, 2021 5:00 PM
- 1.3. Board of Commissioners - Special Meeting - Jan 4, 2022 9:00 AM

1.4. Highway 57 Right of Entry

Duke Harbaugh, Facilities & Fleet Manager**Highway Department Remodel/Addition Update**

Mr. Harbaugh reported that included in the Board packet was the contract for the Highway Department remodel and addition and after some collaboration they have decided to present this contract without the fuel island contract. It was a consensus of the Building Committee, Architect and the Facilities & Fleet Manager to remove the fuel island piece and try to re-bid that with above/below ground options, they also felt it was worth the county's time to re-bid the cold storage/sign shop to see how competitive the pricing will be. The group didn't want to leave anything on the table and wanted to see if there was any way they could drive the pricing down and get everything done, and if not, at least they have explored all avenues. CBS Squared and Mr. Harbaugh will advertise for bids and plan to open them in January at an exact date to be determined as they work through the details for spec on the plans/spec. The Facilities & Fleet Manager sent these contracts to our insurance carrier, MCIT, as well as the County Attorney for their comment and provided the Board with an update on the input he received from both. Mr. Harbaugh reported they will need a motion to reject the fuel island bid, a motion to sign the contract as presented and a motion to advertise for the re-bid of the fuel island and cold storage.

CBS Squared representatives David Paukner and Kim Krabinski were available remotely to comment if needed.

Duke Harbaugh further discussed the cold storage/sign shop. Because of the equipment that will be in this building, they will be able to build to category 2 specifications instead of category 3. It was noted minor detail changes were made in an effort to cut cost. The Facilities & Fleet Manager anticipates that there may be a 25% cost savings to the county by rebidding these two projects. Also noted was that there is potential to use the ARPA funds while they still remain for these projects.

Motion by Peterson seconded by Kenworthy to reject the fuel island base bid #2.

Motion Adopted [Unanimous]

Highway Department Remodel/Addition Contract Approved

Motion by Peterson seconded by Kenworthy to approve and authorize Chair to sign the Highway Department Remodel/Addition contract with The Joseph Company, Inc. of Austin, MN at a cost of \$3,607,000 as presented.

Motion Adopted [Unanimous]

Fuel Island and Cold Storage Re-Bid Discussed

Motion by Peterson seconded by Toquam to approve and authorize the Facilities & Fleet Manager and CBS Squared to move forward with advertising for the re-bid of the fuel island and

cold storage.

Commissioner Tjosaas thanked Mr. Harbaugh and the Building Committee for their work on this project.

Motion Adopted [Unanimous]

Laura Qualey, Community & Business Development Specialist

Adoption of Tax Abatement Finance Policy

Ms. Qualey reported a Business Subsidy Policy was adopted June 26, 2012 to establish a process for the application of a business subsidy in Dodge County and also be used as a guide for processing and reviewing applications requesting business subsidies by the Board of Commissioners. This subsidy policy supported the growth, development or expansion of retail, commercial and manufacturing type projects and did not seem to include housing in the language as one of the development types eligible for subsidies.

Therefore, a Tax Abatement Financing Policy has been drafted and reviewed by the County Finance Director, County Administrator and the Economic Development Authority Commissioners and agree that this policy will aid in stimulating some of the economic development needs (including, but not limited to housing needs) for Dodge County.

According to the 2019 Dodge County Housing Study, there is an appetite for different types of housing units in the County (both ownership and rental) and there are potential projects brewing. In order to fill this housing need, the County should be prepared and stand ready with incentives, such as tax abatement, to attract developers and builders to our communities. Some of the housing needs are for market rate rentals which are costly projects for developers/builders and 'but for' the assistance of tax abatement or tax increment financing, these types of projects would be few and far between.

The Economic Development Authority Commissioners recommend adopting the Tax Abatement Financing Policy as presented to spur economic development projects in Dodge County.

Commissioner Peterson wanted to know if the value of the project mattered.

Ms. Qualey stated getting the policy approved is the first step. Once builders start coming to you the county can decide on a case by case basis what incentives they want to offer.

Commissioner Peterson expressed concern with what he felt might be considered cherry picking for potential development projects.

County Administrator Jim Elmquist informed the Board State Statute requires a 'but for' test.

Commissioner Tjosaas questioned whether or not they could state the county's focus will be on multi-family projects.

The Community & Business Development Specialist reported each city will have to determine what the needs are of their community before a request comes to the county.

Finance Director Lisa Kramer was present and briefly discussed incentives such as tax abatements that would be attractive to developers and builders. Ms. Kramer reported tax abatement options need to be available that would make it beneficial and affordable for developers and builders to build in Dodge County.

Commissioner Peterson stated housing is very important to the county. Multi-family housing should be the Board's first interest.

Commissioner Toquam offered the following resolution (#2022-02), seconded by Commissioner Kenworthy:

WHEREAS, Dodge County has the power to provide business subsidy activities in support of economic development within the County; and

WHEREAS, the Board of Commissioners believes it to be in the best interest of the County to establish a Tax Abatement Finance Policy to provide clear guidelines on tax abatement which promote, encourage, and facilitate the development of responsible and properly planned business, housing and industrial growth within the County in order to expand and strengthen the local economy and diversify the County's tax base; and

WHEREAS, the Economic Development Authority Commissioners recommended adopting the Tax Abatement Financing Policy as presented to spur economic development projects in Dodge County on December 29, 2021; and

WHEREAS, the Board of Commissioners have reviewed the attached Tax Abatement Finance Policy and believes that it is in the best interest of the County.

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Dodge County that the Tax Abatement Finance Policy hereby be adopted as set forth, effective immediately.

Resolution Adopted [Unanimous]

Lisa Kramer, Finance Director

2022 Mileage Reimbursement Rate

Ms. Kramer informed the Board that each year the county is required to set the mileage reimbursement rate for elected and appointed officials who qualify for this benefit of their position. Traditionally Dodge County has used the Internal Revenue Service standard mileage reimbursement rate. The IRS rate is \$0.585 beginning 1/1/2022. This is a \$.025 increase from the 2021 rate per mile (\$0.56).

Motion by Peterson seconded by Toquam to set the 2022 mileage reimbursement rate at the IRS

standard mileage rate, \$0.585 per mile, effective January 11, 2022 as recommended.

Motion Adopted [Unanimous]

2022 Authorized Depositories Approved

The Finance Director discussed with the Board the proposed 2022 authorized depositories. All banks have pledged collateral and completed the certification which is on file.

Commissioner Toquam pointed out that Equity Bank in Claremont is actually American Equity Bank.

Commissioner Kenworthy noted Wells Fargo Bank should be listed as Rochester, not Dodge Center.

Motion by Kenworthy seconded by Peterson to approve and authorize the following banks as depositories for Dodge County for 2022 as corrected:

MBT Bank, Hayfield
Bremer Bank, Kasson
American Equity Bank, Claremont
Heritage Bank, West Concord
Home Federal, Kasson
Pine Island Bank, Pine Island
Wells Fargo Bank, Rochester
First Security Bank, Byron

Motion Adopted [Unanimous]

Incidental Expenses for 2022

Mr. Kramer reported every year the County pays incidental expenses as Auditor Warrants. The Finance Director's memo to the Board described what is considered an auditors warrant.

Motion by Peterson seconded by Toquam to approve and authorize the payment of incidental and necessary expenses by authorization of the Finance office approved by an Auditor warrant for the following qualified bills, salaries, wages, benefits, related withholdings, previously presented commissioner warrants, training, conferences and related travel expenses, witness expenses, background checks necessary for employment, utility bills i.e. (water, sewer, electrical), postage, vehicle registration/tabs, telephone, freight, claims approved by other authorized boards, claims that are due and would incur interest and penalties, and any claims authorized by state statutes, and various state agencies pursuant to MS 384.13, 375.16., 378.18, 471.38 Subd. 2. The Board may review the Auditor's Register and Payroll register monthly to determine appropriate payments of these incidental expenses.

Motion Adopted [Unanimous]

2021 Final Payment Warrant Register

The Finance Director reviewed with the Board the warrant register for the last auditor payment

batch which was run on 12/30/2021.

No action is needed on this item. Ms. Kramer was authorized to pay these bills at the December 28, 2021 Board meeting.

Motion No Vote

2022 Bills Reviewed

Ms. Kramer reviewed bills with the Board.

Motion by Peterson seconded by Toquam to approve the bills as discussed in the following amounts from the appropriate funds as determined by Finance:

01	Revenue Fund	\$ 435,847.10
13	Road and Bridge Fund	\$ 94,303.35
16	Environmental Quality Fund	\$ 131,274.97
19	Eda/Hra-Dodge County	\$ 6,895.75
37	Debt Fund-County Go	\$ 6,426,025.00
80	Agency Fund	\$ 820.00
	Total	\$ 7,095,166.17

Motion Adopted [Unanimous]

Ryan DeCook, Land Records Director

2021 Fire Abatements

Mr. DeCook presented for the Board's consideration a list of fire abatements that were received for taxes payable in 2021. Their abatement policy requires the County Board's approval in order to process damage abatements. Each of the properties were inspected by Land Records appraisal staff and determined that they should qualify for an abatement.

Motion by Peterson seconded by Kenworthy to approve and authorize the 2021 fire abatements as follows:

Parcel ID	Owner	Street	City/TWP	Reason	Tax Reduction
13.036.0800	Thomas Bigalke	27264 County HWY 34	Kasson	Fire Damaged Home 5/25/2021: Complete Loss	\$1,022
17.002.0300	David & Jeanne Hardy	20954 585 th ST	Dodge Center	Fire Damaged Garage 1/25/2021: Complete Loss	\$84
24.351.0650	Donielle Hrtanek	18 7 th ST NE	Kasson	Fire Damaged Home 10/24/2020: Unlivable until 9/1/2021	\$493

18.023.0301	Anthony Garness: Second Generation Pork	14491 State HWY 30	Blooming Prairie	Fire Damaged Building 12/3/2020: Complete Loss	\$837
22.550.0102	Leonardo Orozco	201 4 th AVE SE	Dodge Center	Fire Damaged Home 3/8/2021: Partial Loss	\$973
25.426.1080	Boyum and Ferry	507 Chestnut ST	Mantorville	Fire Damaged Apartment 2/4/2021: Complete Loss	\$3,604

Motion Adopted [Unanimous]

List of 2021 Abatements

Included in the Board packet was a summary of the abatements approved in 2021. The Director of Land Records informed the Board that it is an annual requirement for him to share this information with the Board.

The 2021 abatements were listed as follows:

Name	Address	Reason for Adjustment	Date
PLAN LLC	Vacant land: 22.441.2002	City designated this land as City Street: Reduced \$222	5/12/2021
Dennis & Jennifer Johnson Trust	Vacant Land: 23.340.2001 & 23.340.2002	Did not enter a plat law code by the deadline even though property qualified for pay 2021. Adjusted before certified tax calculation but after TNT: no reduction.	10/19/2020
Sarah Buhmann & Daniel Bostrom	24.351.0570: 602 1 st AVE NE, Kasson	Applied for homestead on-time and did not receive adjustment: Reduced \$339	4/14/2021
State of Minnesota	Vacant land: 22.034.7201	Duplicate new structure: state land found to be in the right of way and owned by the State: no reduction. Record of deleted parcel.	10/4/2021

This is an informational item only, no action is needed on the 2021 abatements.

Motion No Vote

Telecommuting Waiver

Mr. DeCook reported Jeremy Farar is requesting to work from home 100% of the time. The Director of Land Records supports his staff's reasoning for this request. This is a temporary request until the mandate is lifted or job duties require him to report to the office or perform physical property reviews. The max time of the request would be through March 2022.

Commissioner Toquam wanted to know if there was a reason this employee didn't want to

come to the office. Ms. Toquam questioned why this individual needed to stay home and where we start and stop with this type of request.

The Director of Land Records informed the Board that he did take this into consideration when making his recommendation and that 100% of his staff are not happy with the new mandate. Mr. DeCook noted that because of the type of work Jeremy Farar is doing it works for him to work from home, however it won't work with the other staff in Land Records, they need to be in the office in order to do their jobs. The Director of Land Records stated it wasn't an easy thing to consider and that there are rules that Mr. Farar will need to abide by while working from home.

Commissioner Allen stated he was not supportive of this request, he doesn't like it that the employee doesn't want to follow the rules and is concerned with the possibility of additional requests like this.

Commissioner Toquam and Commissioner Tjosaas both expressed concern with putting the county in a position that would have more employees coming forward with requests to work from home in order to avoid complying with the new mandate.

Mr. DeCook informed the Board that this isn't an employee coming forward, it's his request that this be allowed. The Director of Land Records informed the Board that there is a lot of required work that needs to be done and that this individual is the person that will be responsible for completing this work for his office.

Commissioner Toquam asked for clarification as to whether or not the employee had asked to work from home.

Mr. DeCook confirmed that the employee had requested to be allowed to work from home.

Commissioner Kenworthy wanted to know if it would be a possibility that the employee will no longer be an employee if he isn't allowed to work from home.

The Director of Land Records confirmed that this individual will likely no longer be an employee of Dodge County if he isn't allowed to work from home.

Commissioner Allen stated the county's policy does not allow telecommuting 100% of the time.

Questions regarding Covid testing were discussed.

Commissioner Peterson stated whatever testing mandates we have would apply to this individual.

Mr. Elmquist clarified that the mandate does not require this individual to be tested if he's working from home.

It was the consensus of the group to table further discussion on this request until later in the

meeting after they have had time to talk to the Employee Relations Director.

Motion Adopted [Unanimous]

Lisa Hager, Employee Relations Director

Personnel Agenda Reviewed

Ms. Hager presented the Personnel Agenda for the Board's consideration.

Motion by Kenworthy seconded by Toquam to approve the following personnel actions:

A. Sheriff's Office

A.1 Brady Kunkel - 911 Dispatcher

Step increase from B23 step 4 \$22.88 to B23 step 5 \$23.82.

Effective Date: 12/7/21

A.2 Stephanie French - Patrol Sergeant

Step increase from C43 start step \$35.73 to C43 Start 12 month step \$36.09.

Effective Date: 12/19/21

A.3 Tyler Breuer - Deputy Sheriff

Step increase from C41 36 month step \$29.02 to C41 48 month step \$30.04.

Effective Date: 12/22/21

B. Public Health

B.1 Amy Evans - Public Health Director

Authorization to employ as Public Health Director D71 step 7 \$49.34 to fill approved vacancy.

Effective Date: 1/31/22

B.2 Brenda Gullickson - Business Office Manager/CHB Accountant

Authorization to change status from Account Technician B23 step 4 \$23.96 to Business Office Manager C42 step 11 \$27.17.

Effective Date: 1/5/22

B.3 Account Technician - 1.0 FTE

Authorization to post and fill vacancy created by status change.

Effective Date: 1/11/22

C. Highway

C.1 Chuck Emanuel - Equipment Operator III

Step increase from B23 96 month step \$26.51 to B23 120 month step \$27.58.

Effective Date: 1/1/22

C.2 Kirk Rolfson - Assistant County Engineer

No longer employed.

Effective Date: 4/27/22

D. Land Records

D.1 Christina Steneman - Land Records Clerk

Authorization to employ at B21 step 8 \$18.58 to fill approved vacancy.

Effective Date: 1/24/22

Motion Adopted [Unanimous]

Lisa Hager, Employee Relations Director & Jim Elmquist, County Administrator
Dodge County Covid-19 Vaccination, Testing and Face Covering Policy

Ms. Hager and Mr. Elmquist presented for the Board's consideration the MNOSHA Covid-19 Compliance Policy.

It was reported that the proposed policy will put Dodge County into compliance with the MNOSHA Vaccine/Testing mandate for employers. To avoid MNOSHA fines/penalties the county must adopt a form of this policy. Also included in the Board packet was pricing and information from the county's preferred vendor, Vault. The Employee Relations Director and County Administrator are recommending the \$25 test option.

Commissioner Allen wanted to know when we have to officially start testing in order to be in compliance.

The Employee Relations Director informed the Board that by February 9, 2022 the county must be able to verify to OSHA that employees are vaccinated or tested negative.

Commissioner Toquam asked for clarification on the Supreme Court ruling.

Ms. Hager reported the Supreme Court is currently making a determination whether or not the stay would continue.

Commissioner Toquam noted MNOSHA has adopted the policy which has in turn prompted Dodge County to move forward with approving the policy.

The Employee Relations Director briefly discussed language in the proposed policy that states that an employee will not be terminated for non-willful non-compliance of the face covering requirement as long as it was the result of a good faith misunderstanding of the requirement of the law.

Commissioner Allen stated he's not fond of our penalties, he thinks we need three at the most, not four. Mr. Allen reported if we make this policy and an employee is not following it, the supervisor needs to turn them in. It was Mr. Allen's opinion that if we make rules, we need to follow them. Commissioner Allen informed the Board that he is not a fan of the policy and that he doesn't believe the county should pay for the Covid-19 testing.

Testing options were discussed.

Ms. Hager informed the Board that they have looked at several different vendors and have found one that will cost \$25/test/week. It was reported that Vault will provide the county with a test that we can manage. The Employee Relations Director noted that if we don't pay for the testing it will go through our insurance plan anyway and affect our rates and will likely cost more than \$25 per test.

Mr. Elmquist reported that the county will pay for the test up to a certain amount of time. The

cost of the testing will be less than \$3,000 per month and would be an eligible cost with ARPA Funds.

The Employee Relations Director discussed concerns raised with swab testing, spit testing and options for maintaining the test results locally. Ms. Hager noted we have our own testing policies and procedures in place. The Employee Relations Director reiterated, our premiums will be affected if we don't pay for the tests.

Commissioner Toquam stated that up until now anyone could go in and get tested at no fee. Now we are bringing it in-house and there's a cost to it. Ms. Toquam also questioned the rationale behind an employee getting tested and being allowed back to work while waiting 5 days for test results.

Ms. Hager reported she is recommending that the Board pass the policy and pay for the tests through May 31, 2022.

Commissioner Kenworthy stated he doesn't like the fact that we are looking at this or paying for it, however he understands that we should pay for it for a while. Mr. Kenworthy was hopeful that the Supreme Court does something in early February to address this issue.

Commissioner Toquam questioned whether or not natural immunities would come into play.

The Employee Relations Director reported that an employee that has tested positive for Covid would not be required to undergo testing for 90 days after testing positive.

Commissioner Peterson stated that this is one of the most frustrating policies that has come before them.

Commissioner Tjosaas discussed his workplace policies and procedures regarding Covid-19 compliance, the deadline for compliance and suggested that Dodge County consider moving our deadline up from May 31st. Mr. Tjosaas stated he does feel there needs to be a little grey area in the face coverings portion of the policy just in case you happen to leave your desk without masking.

Commissioner Toquam stated she thinks the county should continue paying for testing 90 days from January 7th, no longer than that.

Motion by Peterson seconded by Kenworthy to approve the Dodge County Covid-19 Vaccination, Testing and Face Covering Policy as modified on page 4 under Covid-19 Testing to state that Dodge County is covering the cost of testing until April 7, 2022.

Motion Adopted [4 to 1]

Ryan DeCook, Land Records Director

Telecommuting Waiver Further Discussed

The Board further discussed the telecommuting waiver request for the Land Records Property

Appraiser.

Mr. DeCook informed the Board that the work that Mr. Farar has done is valuable work and that he'd hate to lose this employee or the work that he's done. Jeremy Farar would be completing his quintile data entry and new construction data entry for the 2022 assessment while at home.

Commissioner Kenworthy indicated that he feels it would be of value to the county to keep the work Mr. Farar has done and allow telecommuting for this employee.

Commissioner Tjosaas stated that he's probably been swayed because of the work that has been done and because the Property Appraiser can do the work off site, which a lot of other employees cannot.

Motion by Peterson seconded by Kenworthy to approve and authorize Jeremy Farar to work from home 100% of the time through March 31, 2022 or until the mandate is lifted or job duties require him to report to the office or perform physical property reviews.

Motion Adopted [4 to 1]

Paul Kiltinen, County Attorney

Mr. Kiltinen was not available to provide a legal update.

Motion No Vote

Break

The Chair recessed the meeting at 10:54 a.m.

The Chair reconvened the meeting at 10:59 a.m.

Jim Elmquist, County Administrator

Approve Elected Department Head Minimum Salaries for January 1, 2023

Mr. Elmquist informed the Board that MN Statute requires the County Board to set the minimum salary the year in which an election takes place for an Elected Department Head for the following year (term next following). Dodge County has not done this in the past but was made aware of Statutes stating that in the year of an election for a ROW Officer (which can include elected county department heads of auditor, treasurer, sheriff, recorder, attorney, and coroner) a minimum salary must be established. As Dodge only has elected department heads in the areas of Sheriff and Attorney, the proposed resolution would apply to those two positions only.

Salary information was included in the Board packet but to establish a minimum is different for elected department heads because they are not band and graded per statute. For department heads from top to bottom is a 32.9% difference (D61-F101). The County does not tend to start department heads at the starting point in the range as they tend to start where it's marketable and where the county is able to employ them.

The County Administrator pointed out that Statute only calls for a minimum, no maximum is required to be established.

Commissioner Allen suggested that the Board to set a minimum wage of \$50,000 for the County Attorney and \$100,000 for the Sheriff since new individuals in those positions would likely negotiate their salaries anyway. The Board agreed with Mr. Allen's recommendation.

Commissioner Kenworthy offered the following resolution (#2022-03), seconded by Commissioner Allen:

WHEREAS, under Minn. Stat. § 387.20 Subd. 2. (b), at the January meeting prior to the first date on which applicants may file for the office of county sheriff, the Dodge County Board of Commissioners shall set by resolution the minimum salary to be paid the county sheriff for the term next following; and

WHEREAS, under Minn. Stat. § 388.18 Subd. 2., at the January meeting prior to the first date on which applicants may file for the office of county attorney, the Dodge County Board of Commissioners shall set by resolution the minimum salary to be paid the county attorney for the term next following.

NOW, THEREFORE, BE IT RESOLVED, that the minimum salary as set by the Dodge County Board of Commissioners for the elected positions for the County Sheriff and County Attorney shall for the term next following be:

Position Minimum Salary (2023)

Sheriff: \$100,000

Attorney: \$50,000

Resolution Adopted [Unanimous]

Matt Maas, Emergency Management Director

Dodge County Local Declaration of a State of Emergency

Mr. Maas presented for the Board's consideration a declaration relative to the December 15, 2021 storm. Indications are there are qualified damages for this declaration.

Commissioner Peterson offered the following resolution (#2022-04), seconded by Commissioner Toquam:

WHEREAS severe storms and high winds impacted the population of Dodge County and its cities, townships, electrical cooperatives: and

WHEREAS the storm event has caused a significant amount of debris, building damage, and power distribution system damage: and

WHEREAS the Dodge County Department of Emergency Management requests the Dodge County Board of Commissioners to declare Dodge County in a STATE OF EMERGENCY for the December 15th event of 2021;

NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Chair declares Dodge County in a State of Emergency for conditions resulting from the severe storm and wind event of December 15th, 2021 and continuing.

This resolution shall become effective upon its passage without further publications.

Resolution Adopted [Unanimous]

Administration Committee Report - Commissioner Tim Tjosaas

Commissioner Tjosaas presented a summary of the Administration Committee report and action items.

Out of State Travel Request for Commissioner Peterson

Commissioner Peterson is asking for permission to attend the NACO Legislative Conference February 12-16, 2022 (Washington DC) and the NACO Annual Conference July 21-24, 2022 (Adams County, Colorado). Mr. Elmquist did not have an approximate cost at this point but room, airfare, and meals outside of what the conference normally provides would be eligible expenses.

Mr. Peterson stated he believes it will cost under \$2,000 to attend the Washington DC conference and it should cost about the same to attend the Adams County, Colorado conference.

By policy, the Board must permit this travel via motion.

Motion by Kenworthy seconded by Toquam to approve and authorize out of state travel for Commissioner Peterson to the NACO Legislative Conference February 12-16, 2022 (Washington DC) and the NACO Annual Conference July 21-24, 2022 (Adams County, Colorado) as requested at a cost of approximately \$2,000 or less for each conference.

Motion Adopted [Unanimous]

Commissioners provided their agency reports. Commissioner Allen did not have any meetings to report. Commissioner Kenworthy attended a Special meeting, a Joint Airport Board meeting and a Dodge County Board meeting. Commissioner Peterson attended a State Advisory Council on Mental Health and an Airport Board meeting. Commissioner Tjosaas attended a Special Commissioner meeting, a State Advisory meeting and a Semcac meeting. Commissioner Toquam attended a SCHA Finance meeting and a Special Commissioner meeting.

Motion No Vote

Mr. Elmquist provided the Board with a County Administrator update.

The County Administrator informed the Board that a special meeting will be held Tuesday, January 18th at 8:00 a.m. to meet with Lauren Cornelius to discuss the MPCA permit for the Transfer Station.

Motion No Vote

There were no Other Deferred Business items to discuss.

Motion No Vote

Adjourn

Meeting Adjourned

Motion by Toquam seconded by Peterson to adjourn the meeting at 11:21 a.m.

The next meeting of the Dodge County Board of Commissioners will be held on January 25, 2022 at 5:00 p.m.

Motion No Vote

UNAPPROVED MINUTES OF THE DODGE COUNTY BOARD OF COMMISSIONERS REGULAR MEETING HELD JANUARY 25, 2022

Chair

Convene County Board Meeting

The Dodge County Commissioners met in regular session January 25, 2022, in the County Board Room at the Dodge County Government Services Building, Mantorville, MN, at 5:00 p.m. Chair Tim Tjosaas called the meeting to order at 5:00 p.m.

Attendee Name	Title	Status	Arrived
John Allen	District 1	Present	5:00 PM
Tim Tjosaas	District 2	Present	5:00 PM
Rodney Peterson	District 3	Present	5:00 PM
Rhonda Toquam	District 4	Present	5:00 PM
David Kenworthy	District 5	Present	5:00 PM

Pledge of Allegiance

The pledge of allegiance was recited.

Determine Quorum

The Chair acknowledged those present and established there was a quorum.

Also present:

Jim Elmquist	County Administrator
Becky Lubahn	Deputy Clerk
Paul Kiltinen	County Attorney

Establish Agenda

Amended Agenda Approved

It was reported that items D.2 (resignation) and D.3 (request to fill vacancy) are being added to the Personnel Agenda.

Motion by Kenworthy seconded by Peterson to approve and adopt the agenda as amended to include the additions to the Personnel Agenda.

Motion Adopted [Unanimous]

Consent Agenda

Motion by Toquam seconded by Kenworthy to approve the following Consent Agenda items:

Motion Adopted [Unanimous]

- 1.1. Committee of the Whole - Committee Meeting - Jan 11, 2022 9:00 AM
- 1.2. Board of Commissioners - Regular Meeting - Jan 11, 2022 9:30 AM
- 1.3. Board of Commissioners - Special Meeting - Jan 18, 2022 8:00 AM

Guy Kohlhofer, County Engineer**Engineering Staff Shortage Discussion**

Mr. Kohlhofer reported the Highway department is currently experiencing a staffing shortage of technical personnel. Recent employees have left for greater pay and/or less work load. The Highway Department is currently at one full-time technician and one part-time technician (until April '22). Until recently they operated with 2-3 technicians and an Assistant Engineer. At this staffing level they were able to provide most of the engineering, surveying and inspection needed with the exception of traditional bridge design. At the current level of staffing they will not be able to provide any design work or inspections beyond that needed for a simple overlay for much of their work in 2022 and beyond.

Commissioner Peterson left the meeting at 5:22 p.m.

The County Engineer reported efforts have been made to replace the missing personnel with qualified technicians. These efforts have included possible restructuring of the engineering department to maximize the allowable starting wages. They have received no applicants for the open positions.

With the shortage of staffing the Highway Department has to utilize consultants to perform design and some inspection of their projects. With their planned construction over the next five years the expected outside engineering costs due to lack of county staff is as follows:

2022	2023	2024	2025	2026	Total
\$750,000	\$990,000	\$350,000	\$625,000	\$765,000	\$3,480,000

The County Engineer proposed raising the allowable wages for the Assistant County Engineer as needed to encourage application of qualified applicants. Although the current economic environment plays a part in this need to raise wages they have struggled for some time to attract applicants due to their wages for the field. Currently the average wage paid Assistant Engineers in our neighboring counties is shown below (only the Mower County Assistant is not registered). Goodhue is not listed as they are currently paying a high wage to retain their assistant for succession planning.

	Assistant Engineer
Steele	\$51.84
Mower*	\$54.39
Olmsted	<u>\$55.00</u>
Average	\$53.74

The Dodge County pay scale currently allows for a maximum wage for an Assistant Engineer

of \$46/hr. Raising the position by \$5/hour would raise the wage an additional \$10,400 per year above the typical budget. Mr. Kohlhofer believes this relatively small amount would substantially reduce the needed out of house consulting fees far more than the expense.

Commissioner Allen suggested that another option would be to quote out the engineering services, the same as the cities do.

Mr. Kohlhofer reported that he has no doubt that it will cost more to have an engineering service bid out the work rather than have someone in house to do the work. The County Engineer believes we haven't filled the position because of the pay that is being offered.

Commissioner Allen suggested Mr. Kohlhofer write up a proposal for the Board to look at to bid this service out.

Commissioner Toquam wanted to know if we have any way to compare what the proposed cost will be, what the fees have been and what the County Engineer thinks they will be. Ms. Toquam also wanted to know where Mr. Kohlhofer sees this going.

The County Engineer reported if he can get back to 3-4 Engineering Technicians he feels he can do everything in house except bridge inspection.

Commissioner Toquam clarified that what she's hearing is that if we can get back to the staffing levels we previously had it would cost the county roughly \$50,000 to increase the Assistant Engineer wages and then we wouldn't have to hire the design work or inspections out.

Mr. Kohlhofer confirmed that Ms. Toquam's statement was correct.

Commissioner Allen pointed out that we still wouldn't have the staff to do bridge inspection. Mr. Allen noted other engineering firms pay more than Dodge County and still aren't able to hire staff. Commissioner Allen reiterated that he would like to get quotes to know how much it would cost to contract with an engineer.

Commissioner Tjosaas reported he is ok with trying the wage increase to see if we get any bites but he thinks it doesn't hurt to have a backup plan. Mr. Tjosaas stated there are pluses here but there are also a lot of negatives. Commissioner Tjosaas stated we need to figure out what our new normal is, people are retiring early, telecommuting, working from home, etc. This contributes to the staffing shortages everywhere, not just in Dodge County.

Commissioner Kenworthy stated he agrees with Commissioner Tjosaas and that he feels it's important to invest the money but also look at other avenues. Mr. Kenworthy reported he is willing to throw the money at it to see if we get anything.

Commissioner Peterson reported he is a little gun shy because of the Dispatch Center and the issues we've had with that, however he does think the county is in a little better position to find people that live in the county that want to work in the county. Mr. Peterson believes there are people looking for jobs in Dodge County who don't want to drive to another county for work.

Commissioner Peterson indicated that he also wants to have secondary options and suggested that the County Engineer really look at that contract option and put feelers out there.

Motion by Kenworthy seconded by Toquam to approve and authorize raising the Assistant Engineer pay by \$5/hour as recommended to try to attract new candidates to the job opening.

Motion Adopted [Unanimous]

Lisa Hager, Employee Relations Director

Personnel Agenda Reviewed

Ms. Hager presented the Personnel Agenda for the Board's consideration. Items D.2 (Equipment Operator III) resignation and D.3 the (request to fill that opening) were added to the agenda.

Motion by Toquam seconded by Kenworthy to approve the following personnel actions:

A. Sheriff's Office

A.1 Part-time Sheriff's Office staff review of FTE status. The following changes need to be made according to average hours worked. The next audit will be 7/2022.

Michele Clements - Deputy

Decrease FTE from .60 to .55.

Ryan Pacheco - Deputy

Decrease FTE from .55 to on-call.

Rebekah Stroudt - 911 Dispatcher

Decrease FTE from .70 to .55.

Effective Date: 1/1/22

B. Public Health

B.1 Jill Otterbein - Administrative Assistant

Step increase from B21 step 7 \$19.19 to B21 step 6 \$19.81.

Effective Date: 1/17/22

B.2 Part-time Public Health staff review of FTE status. The following changes need to be made according to average hours worked. The next audit will be 7/2022.

Holly Alsleben - PHN

Increase FTE from .35 to .40.

Kaitlyn Smith - Health Educator

Increase FTE from .90 to .95.

Jill Otterbein - Administrative Assistant

Decrease FTE from .75 to .65.

Effective Date: 1/1/22

C. Administration

C.1 Part-time Administration staff review of FTE status. The following changes need to be made according to average hours worked. The next audit will be 7/2022.

Becky Lubahn - Executive Assistant

Decrease FTE from .95 to .90.

Effective Date: 1/1/22

D. Highway

- D.1 Tom Anderson - Mechanic
Step increase from B23 84 month step \$28.37 to B23 96 month step \$28.94.
Effective Date: 2/1/22
- D.2 Jon Hulst - Equipment Operator II
No longer employed.
Effective Date: 1/24/22
- 3.2 Equipment Operator II
Authorization to post and fill vacancy.
Effective Date: 1/25/22

Motion Adopted [Unanimous]

Duke Harbaugh, Facilities & Fleet Manager

Building Automation Upgrades

Mr. Harbaugh met with the Board to discuss building automation upgrades. Included in the Facility & Fleet Manager's 2022 CIP is hardware and software upgrades to the county's Building Automation System (BAS) which will allow us to move onto an IP based BAS. The current system is at its end of life and is over 10 years old. The system is also no longer supported by Continuum and the machines running them still have to be a Windows 7. Microsoft ended support on Windows 7 as there are no more patches for the vulnerabilities that these machines may create on Dodge County's network. Continuum is a Schneider Electric product and their new name will be EcoStruxure.

Over the last 7 years Mr. Harbaugh can attest to the amount of time/money Continuum has saved the County when it comes to heating and cooling as many emergency calls can be repaired/reset from anywhere. The Facilities & Fleet Manager has personally logged into this current system from the middle of Leech Lake and downtown Hollywood, the county has connection literally anywhere. The system will send alarms directly to Mr. Harbaugh when temps get too high/low (for most sites) or if a generator has been activated for our sites. This proposed system will be even more accessible as its accessible right from a phone versus having to VPN into our network to gain access to a physical machine on any given site.

This is not a subscription based product and any ransom updates are included in the purchase. Mr. Harbaugh reported as we all know technology will need to have updates in the future, but they are roughly running about a grand and can be done at Dodge County's will and are not forced like the subscription agreements we have with other automation services.

The Facilities & Fleet Manager reported Paape is our preferred HVAC contractor and has been providing their professional service to Dodge County since we contracted with them for their services versus having a technician on staff.

Motion by Peterson seconded by Kenworthy to accept the Paape Companies, Inc. proposal along with Enterprise Server license at a cost of \$32,730 for building automation upgrades and authorize the Facilities & Fleet Manager to sign the proposal as recommended.

Commissioner Peterson left the meeting at 5:31 p.m.

Motion Adopted [Unanimous]

Sara Marquardt, Accounting Services Director

2022 HAVA Grant

Ms. Marquardt presented for the Board's consideration a 2022 HAVA Grant request. The State of Minnesota Office of the Secretary of State (SOS) is issuing grants to counties under the 2022 Help America Vote Act (HAVA) grants program.

During its 2021 1st Special Session, the Minnesota Legislature, via Chapter 12, Article 1, Sec. 41, directed the distribution of \$3 million from federal Help America Vote Act (HAVA) appropriations as grants to political subdivisions. Per statute, these funds must be used to improve accessibility to, implement security improvements for elections systems, and/or fund other activities to improve the security of federal elections. Regularly scheduled state elections in Minnesota are also federal elections.

There are cybersecurity prerequisites that they working through. The HAVA grant has a maximum amount of \$20,000 flat rate per county + \$.287 per Voting Age Population as captured by the 2020 U.S. Census. Dodge County has 15,339 people in the voting age population. The maximum Dodge County can get is \$24,402.29.

Ms. Marquardt plans to apply for the grant money to purchase new Assistive Voting Devices. These devices would replace the AutoMARKs that the county has been using since 2008.

At this time the Accounting Services Director would need a resolution from the county approving the application for the grant funds.

Commissioner Allen offered the following resolution (#2022-05), seconded by Commissioner Toquam:

WHEREAS, Minnesota counties are responsible for administering elections, which includes the purchase and maintenance of supplies and election equipment; and

WHEREAS, it is essential for precincts to have functioning voting equipment so that voters are able to cast their ballot on equipment that is secure, accessible, accurate, and reliable; and

WHEREAS, the legislature has expressed a desire to have accessible voter assist equipment available in as many polling places as possible to help with efficiently running elections and with protecting the integrity of elections; and

WHEREAS, Minnesota's Secretary of State (OSS) has grant funding in the amount of \$3,000,000.00 in the Help American Vote Act (HAVA) Grant Account to assist counties, cities, towns, and school districts with the purchase of voting equipment; and

WHEREAS, to receive funding from the Help American Vote Act (HAVA) Grant Account, counties must submit an application to the Minnesota Secretary of State before January 31, 2022;

NOW THEREFORE BE IT RESOLVED, Dodge County approves its application for funding from the American Vote Act (HAVA) Grant;

BE IT FURTHER RESOLVED, the County certifies that any funds awarded from the American Vote Act (HAVA) will be used only to purchase an electronic roster system or any other equipment or technology approved by the Secretary of State.

Resolution Adopted [Unanimous]

Lisa Kramer, Finance Director

Bills Reviewed

Ms. Kramer reviewed bills with the Board.

Motion by Kenworthy seconded by Allen to approve the bills as discussed in the following amounts from the appropriate funds as determined by Finance:

01	Revenue Fund	\$ 108,107.84
13	Road and Bridge Fund	\$ 75,556.35
16	Environmental Quality Fund	\$ 26,044.41
37	Agency Fund	<u>\$ 302.00</u>
	Total	\$ 210,010.60

Motion Adopted [Unanimous]

Paul Kiltinen, County Attorney

Mr. Kiltinen provided the Board with a legal update.

Motion No Vote

Administration Committee Report - Commissioner Tim Tjosaas

Commissioner Tjosaas presented a summary of the Administration Committee report and action items.

Commissioners provided their agency reports. Commissioner Allen didn't have any meetings to report. Commissioner Kenworthy attended an ECB Steering Committee meeting, a SEEMS meeting, a special County Board meeting, a virtual TZD Safe Roads meeting and an ECN Regional Stakeholders meeting. Commissioner Peterson was not available to report his meeting attendance. Commissioner Tjosaas attended Mike Leonhardt's retirement reception, special County Board meeting, a MnPrairie Joint Powers Board meeting and a SCHRC meeting. Commissioner Toquam attended a SEMMCHRA meeting, a SCHRC meeting and a special SCHA meeting.

Motion No Vote

Mr. Elmquist provided the Board with a County Administrator update.

Motion No Vote

There were no Other Deferred Business items to discuss.

Motion No Vote

Adjourn

Meeting Adjourned

Motion by Allen seconded by Tjosaas to adjourn the meeting at 5:50 p.m.

The next regular meeting of the Dodge County Board of Commissioners will be held on February 8, 2022 at 9:30 a.m.

Motion Adopted [Unanimous]



City Council Report

To: Mayor and Council
From: Shirley Buecksler, City Clerk-Treasurer
Date: February 14, 2022

2022 Rental License Renewals

BACKGROUND INFORMATION:

For Council's approval are the following 2022 Rental License renewals. All property owners have completed the required paperwork and have paid for the renewal, per City Code.

Rental Property Address	Owner
3 5 th Street West	Claudia Clark
16 5 th Street West	Ryan Knutson
120 5 th Street West	Brady & Meghan Clark
715 Clay Street	JJ Williams

STAFF RECOMMENDATION:

By motion, approve the Rental License renewals as listed above.

City Mantorville
 Date 1/1/2022 thru 1/31/2022

<u>Agency</u>	<u>Incident_Nr</u>	<u>Location</u>	<u>LocCity</u>	<u>Activity</u>
S	202200000539	511 Blanch St	Mantorville	Miscellaneous
S	202200000068	715 7th St W	Mantorville	Ambulance Run
S	202200000088	701 Blanch St	Mantorville	Domestic
S	202200000031	220 3rd St W	Mantorville	Open Door
K	202200000068	412 5th St W	Mantorville	Assist Other Agency
S	202200000192	308 Mantor Dr	Mantorville	Req for Extra Patrol
K	202200000215	721 Main St N	Mantorville	Assist Other Agency
S	202200000024	115 6th St W	Mantorville	Residence/business Ck
S	202200000176	412 5th St W	Mantorville	Ambulance Run
S	202200000312	501 Main St N	Mantorville	Alarm
S	202200000356	706 West St	Mantorville	Alarm
S	202200000706	211 5th St W	Mantorville	Sudden Death/body Fnd
S	202200000533	721 Main St N	Mantorville	Suspicious Activity
S	202200000646	502 Main St N	Mantorville	Suspicious Activity
S	202200000723	807 Chestnut St	Mantorville	Cell Call Open Line
S	202200000668	400 Main St N	Mantorville	Traffic
S	202200000401	22 6th St E	Mantorville	MN Prairie Assist
S	202200000191	207 3rd St W	Mantorville	Fraud
S	202200000236	22 6th St E	Mantorville	MN Prairie Assist
S	202200000641	22 6th St E	Mantorville	TEST Only-No Resp Needed
S	202200000683	22 6th St E	Mantorville	9-1-1 Hang Up Call
S	202200000633	22 6th St E	Mantorville	Assist Other Agency
Total		22		

MANTORVILLE FIRE DEPARTMENT

February 2022 General Members Meeting

Call to Order:

- The meeting was called to order at: 20:42

Member's in Attendance:

- JJ, Curt, Dave, Rog, Paul, Jim, Russ, Scott, Steve, Travis, Nate B., Joey, Troy, Brett, Annabelle, Kyle, Nate S., Orion, Ryan, Logan, Tristan, Chloe, Annika

Chief's Report:

- Thanks to everyone that showed up to the Annual supper.
- Looking next year possibly doing awards from the year at the Annual supper.
- Thanks for the efforts tonight with training and moving gear.
- Lyle Hougland city representative is here tonight.
- Nate Burgess B Day.

Assistant Chief:

-

Deputy Chief:

- Mock car crash April 6th
- Grant opportunity for radios. Was not for radios at all.

Fire Marshall:

- 2 Calls
- 1 MV Roll over

Training Officer:

- Move Gear and SCBA training.
- 3 people starting school.
- Next month is auto extrication training.

Equipment:

- Half the drains were left open on pumper 1.
- Halogen missing out of Pumper 2.
- Wednesday we need to talk about the grant we got for hoods. Ask who all needs gloves.

Vehicles:

- Betsy- Up at city shop
- Pumper 1- Looking into reverse alarm. Ladder rack acting up.
- Pumper 2 -
- Chevy Pick Up -

- Tanker 1 - Right brake light acting up, and Left blinker Acting up. Cable for the chute is broken.
- Tanker 2 -
- Grass Rig -
- Rescue Truck -

First Responder's:

- QR codes scan them when something is taken out of the cabinets.
- If anyone needs a First responder bag talk to Annabelle.
- Training next Wednesday.

Treasurer

- Bills: \$4,637.19
- Discussed bills
- Motion made by: Jim to pay bills as stated
- 2nd by: JJ
- Motion carries

New Business:

- Chief pins
- Angel Chacon Recommended to join the fire department.
 - Motion made by: Curt
 - 2nd by: JJ
 - Motion approved.
- Super Bowl Party February 13th 15:00 here at the hall.
- Updates to SOG's. Will be sent off to the City Council to be approved.

Old Business:

-

Active Committees

- OSHA/Safety and Accountability: Paul, Russ, Travis, Ryan
- Radios: Paul, Rog, Ryan
- SOG'S: Paul, JJ, Russ, Steve, Rog
- Uniform's: Travis, JJ, Orion, Annablle, Nate S., Ryan, Tristan
- Explorer program: Nate B., Nate S. Chloe, Kyle, Annika
- Truck/Equipment- Russ, Curt, Paul, Travis, Nate B., Joey, Jim, Nate S.

Point Report:

- Motion made by: JJ to approve the point report
- 2nd by: Nate B.
- Motion approved.

Clerk/ Calendar

- Feb 9 1830 1st Responder Training

- Feb 13 15:00 Super Bowl Party
- Feb 16 1830 Maintenance
- **MAR Lunch: Nate B, Tristan, Rog**
- Feb 28 1900 Officer Meeting
- Mar 2 1830 1st Wed Drill , Monthly meeting

- Motion made to adjourn by: Nate B.
 - 2nd by: Travis
- Meeting Adjourned at: 21:20



City Council Report

To: Mayor and Council
From: Shirley Buecksler, City Clerk-Treasurer
Date: February 14, 2022

Variance for Front and Rear Setbacks, L6 B21 Mantor Addition

BACKGROUND INFORMATION:

Property owner Mark Gamm for EnviroEase, LLC has submitted an application requesting front and rear yard setbacks to build a single-family dwelling located at Lot 6 Block 21 Mantor Addition that are less than allowed by ordinance.

A public hearing must be held with citizens allowed to speak in regards to this item. Notice was published in the Dodge County Independent newspaper, and property owners within 500 feet of Lot 6 Block 21 Mantor Addition were notified of tonight's public hearing. The notification requirement per City Code is only 350 feet but the City received calls regarding previous hearings from property owners who felt they should have been notified, and so Staff decided to move the notification out to 500 feet.

Enclosed are the application materials submitted by the property owner. If Council approves of the ordinance, the enclosed resolution has been prepared for Council's adoption.

STAFF RECOMMENDATION:

Based on discussion, motion to approve or deny the variance and enclosed resolution. If Council prefers to have the City Attorney review the drafted resolution, direct the City Clerk to forward and bring back to a future meeting for Council approval.

**CITY OF MANTORVILLE
APPLICATION FOR VARIANCE**

Fee \$250

- (A) Applicant's Name Mark Gamm for EnviroEase LLC Phone _____
- (B) Address 61492 252nd Ave, Mantorville, MN 55955 Email Address: _____
- (C) Owner's Name (if different from Applicant) Mark Gamm Phone _____
- (D) Owner's Address 61492 252nd Ave, Mantorville, MN Email Address: _____
- (E) Address of the Property Vacant
- (F) Tax Parcel ID Number(s) 25.426.1572
- (G) Legal Description of Property Lot 6, Block 21 Mantor Addition, City of Mantorville
- (H) Description of Request Reduce dwelling setback distance from front and rear yard property line.
- (I) Reason(s) for Request Plan to construct a single-family dwelling. When Madison Street was vacated in 1996, the front yard became 7th Street and thus allows only a 16-foot wide dwelling under current setback standards.
- (J) Present Zoning Classification of the Property R-1, Single-Family Residential District
- (K) Existing Use of the Property Vacant
- (L) Section of the Zoning Ordinance in which a variance is sought: Zoning Code: Chapter 150.069 (E)
- (M) Explain how you wish to vary from the applicable provisions of the Zoning Ordinance: _____
Requesting a 10-foot variance from the front-yard setback (from 25 feet to 15 feet) and a 14-foot variance
from the rear-yard setback (from 25 feet to 11 feet). See attached detailed description and maps.

Note: we also request Council to allow us 5 years to achieve "substantial development or construction", per
Section 150.111(E), to allow us time to complete the floodplain and wetland delineation as a part of the site
plan for construction permit.

(N) A variance may only be granted by the City Council where the strict enforcement of the Zoning Ordinance will result in "practical difficulties." Under the new law, **practical difficulties means** (1) the property owner proposes to use the property in a reasonable manner permitted by the ordinance, (2) the owner's plight is due to circumstances unique to the property not created by the owner, and (3) the variance will not alter the locality's essential character. The Applicant is responsible for establishing the existence of practical difficulties regarding the particular property and that the request otherwise satisfies the requirements of the Zoning Ordinance. Whether or not "practical difficulties" exist is determined by the City Council considering all of the following factors. Please summarize the facts as to your property and alleged "practical difficulties" with regard to each of the factors, using additional paper and attachments, if necessary.

1. In your opinion, is the variance in harmony with the purposes and intent of the Zoning Ordinance?

☒ Yes ☐ No Why or why not? Explain:

The variance allows us to build a home wider than 16-feet, more consistent with existing dwellings in the district.

Other dwellings in the area are setback less than the 25-feet from the front yard. See attached maps.

2. In your opinion, is the variance consistent with the comprehensive plan?

☒ Yes ☐ No Why or why not? Explain:

A residential dwelling in this district is consistent with the Comprehensive Plan.

The lot is zoned for single-family residential.

3. In your opinion, are you proposing to use your property in a reasonable manner not permitted by the Zoning Ordinance?

☒ Yes ☐ No Why or why not? Explain:

A single-family dwelling is a permitted use in this zoning district.

Reduced setbacks are reasonable because it would not change the land use or effect the character of the area.

4. In your opinion, is your dilemma due to circumstances unique to your property which do not apply to other properties in the same zone or vicinity?

☒ Yes ☐ No Why or why not? Explain:

When the lot was platted in 1857, access was planned to be from Madison Street.

When the city vacated Madison Street in 1996, 7th street became the frontage

Using 7th Street as the frontage limits the width of the dwelling to 16-feet under current standards.

5. In your opinion, were the circumstances causing the practical difficulties created by someone or something other than you or the previous owners of the property?

☒ Yes ☐ No Why or why not? Explain:

The practical difficulties were created when Madison Street was vacated.

It is my understanding that the owner of Lot 6 at the time of the vacation was not a part of the petition to vacate the Street.

6. In your opinion, will the granting of the variance maintain and not alter the essential character of the area or the neighborhood?

☒ Yes ☐ No Why or why not? Explain:

We plan to use the lot to construct a typical single-family dwelling. The reduced setbacks will not change the character of the area because there are many other dwellings located off of 6th and 7th street that are setback less than 25-feet from their front yard. See attached maps and description.

7. In your opinion, do the alleged practical difficulties involve more than just economic considerations?

☒ Yes ☐ No Why or why not? Explain:

The difficulties are due to the change in frontage after Madison Street was vacated.

The variance will not change the permitted use of the property.

The City will not consider as a variance any use that is not permitted for the property in the district where the affected person's land is located.

No application for a variance shall be considered by the Council within a 1-year period following a denial of the request unless, in the opinion of the Council, new evidence or a change in circumstances warrant it.

The undersigned certifies that they are familiar with application fees and other associated costs, and also with the procedural requirements of the Mantorville Zoning Ordinance and other applicable City ordinances. Submittal of the application, required information and fee does not guarantee the issuance of a variance. Additional information may be needed or conditions may exist that would prevent the actual granting of a variance.

I hereby certify with my signature that all data on my application form, and any additional sheets, plans and specifications, are true and correct to the best of my knowledge.



Applicant Signature

1-19-22

Date

Property Owner Signature (if different from Applicant)

Date

PROCEDURES: The procedure for applying for a Variance from the regulations of the Zoning Ordinance are as follows:

1. The applicant shall file the completed application together with the required exhibits listed below and pay an application fee as established by the City Council.
2. When the City Clerk determines the application to be complete the public hearing date will be set.
3. The City Clerk shall publish a notice of the Public Hearing at least once in the legal newspaper not less than ten (10) days prior to the hearing.
4. The City Clerk shall give written notice to all property owners within 350 feet of the outer boundaries of the property in question; however, failure of any property owner to receive such notification shall not invalidate the proceedings.
5. The City Council shall take action to approve or deny the application within sixty (60) days of receiving a completed application. If the Council cannot take action to approve or deny the application within these sixty (60) days, the Council may extend the timeline for taking action before the end of the initial 60-day period by providing written notice of the extension to the applicant. The notification shall state the reasons for the extension and its anticipated length, which may not exceed sixty (60) days unless approved by the applicant in writing.
6. No application for a Variance shall be considered by the City Council within a one (1) year period following a denial of such request, except that the City Clerk may permit a new application to be filed if new evidence or a change in circumstances warrant it.

REQUIRED EXHIBITS FOR VARIANCES The following exhibits shall be required:

- | | |
|---|--|
| ☒ Yes ☐ No | 1. A completed application form. |
| ☒ Yes ☐ No | 2. An accurate boundary description of the property, in some cases a survey of the property by a licensed Surveyor will be required. |
| ☒ Yes ☐ No | 3. Evidence of ownership or enforceable option on the property |
| ☒ Yes ☐ No | 4. An accurate drawing, at scale, showing property lines, locations of existing buildings and proposed project. |

NOTE: SUBMITTAL OF THE REQUIRED INFORMATION DOES NOT GUARANTEE THE ISSUANCE OF A VARIANCE. ADDITIONAL INFORMATION MAY BE NEEDED OR CONDITIONS MAY EXIST THAT WOULD PREVENT THE ACTUAL GRANTING OF A VARIANCE.

FOR OFFICE USE ONLY

Date Submitted 01.19.22 Date Accepted 01.19.22 Fee Paid 250.00

Public Hearing Date: February 14, 2022

(Circle one) Approved Denied by the City Council on _____.

If approved, the following conditions were prescribed:

1. _____
2. _____
3. _____
4. _____

If denied, denial was for the following reason(s): _____

No delinquent taxes and transfer entered: Certificate of Real Estate Value () filed (☒) not required

Certificate of Real Estate Value No.

 Deputy Auditor/Treasurer

June 9, 2021 Date

DATE 6/10/2021

DEED TAX HEREON OF \$ 1.05 PAID

RECEIPT NO. 15563

 Dep.

County Auditor/Treasurer

(Top 3 inches reserved for recording data)

DEED OF SALE Minnesota Uniform-Conveyancing Blanks
by Individual Personal Representative to Individual(s) Form 10.5.3 (2016)

eCRV number:

DEED TAX DUE: \$ 1.05

DATE: June 8, 2021
(month/day/year)

FOR VALUABLE CONSIDERATION, Marilyn Musolf and Lynn Musolf
(insert name of each Personal Representative)

as Personal Representative of the Estate of Douglas A. Kracht aka Doug Kracht
Decedent, single ☒ married ☐ at the time of death
(check applicable box),
(if "married" is checked, then attach a Consent of Spouse (Form 70.1.1))

("Grantor"), hereby conveys and quitclaims to Enviroease LLC
(insert name of each Grantee)

("Grantee"), as

(Check only one box.) ☐ tenants in common, (If more than one Grantee is named above and either no box is checked or both boxes are checked,
☐ joint tenants, this conveyance is made to the named Grantees as tenants in common.)

real property in Dodge County, Minnesota, legally described as follows:

Lot 6, Block 21, Mantor Addition, City of Mantorville, Dodge County, Minnesota

*Consideration for this transfer is \$3,000.00 or less

Check here if all or part of the described real property is Registered (Torrens) ☐

together with all hereditaments and appurtenances belonging thereto.

25.426.1572

Check applicable box:

- ☒ The Seller certifies that the Seller does not know of any wells on the described real property.
- ☐ A well disclosure certificate accompanies this document or has been electronically filed. (If electronically filed, insert WDC number: _____.)
- ☐ I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.

Grantor

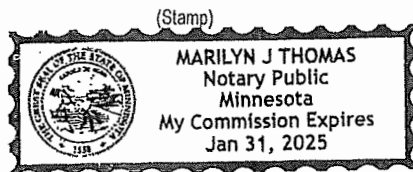
(signature of Personal Representative) Marilyn Musolf
 (signature of Personal Representative) Marilyn Musolf

(signature of Personal Representative) Lynn Musolf
 (signature of Personal Representative) Lynn Musolf

State of Minnesota, County of Dodge

This instrument was acknowledged before me on June 8, 2021, by Marilyn Musolf and Lynn Musolf
 (month/day/year) (insert name of each Personal Representative)

as Personal Representative of the Estate of Douglas A. Kracht aka Doug Kracht, Decedent.



(signature of notarial officer) Marilyn J Thomas
 (signature of notarial officer)

Title (and Rank): _____

My commission expires: January 31, 2025
 (month/day/year)

THIS INSTRUMENT WAS DRAFTED BY:
 (insert name and address)

Atypical Title, Inc.
 16 N. Mantorville Avenue
 Kasson, MN 55944

TAX STATEMENTS FOR THE REAL PROPERTY DESCRIBED IN THIS
 INSTRUMENT SHOULD BE SENT TO:
 (insert legal name and residential or business address of Grantee)

Enviroease LLC
 61492 252nd Avenue
 Mantorville, MN 55955

A 239785

Certified filed and or recorded on
6/9/21 2:15 PM
Office of the County Recorder
Dodge County, Minnesota
Ryan B DeCook, County Recorder

Return to: Atypical Title

Receipt #: 32729

Ryan B DeCook,
Dodge County Recorder
by MH, Deputy



239785



6/9/2021

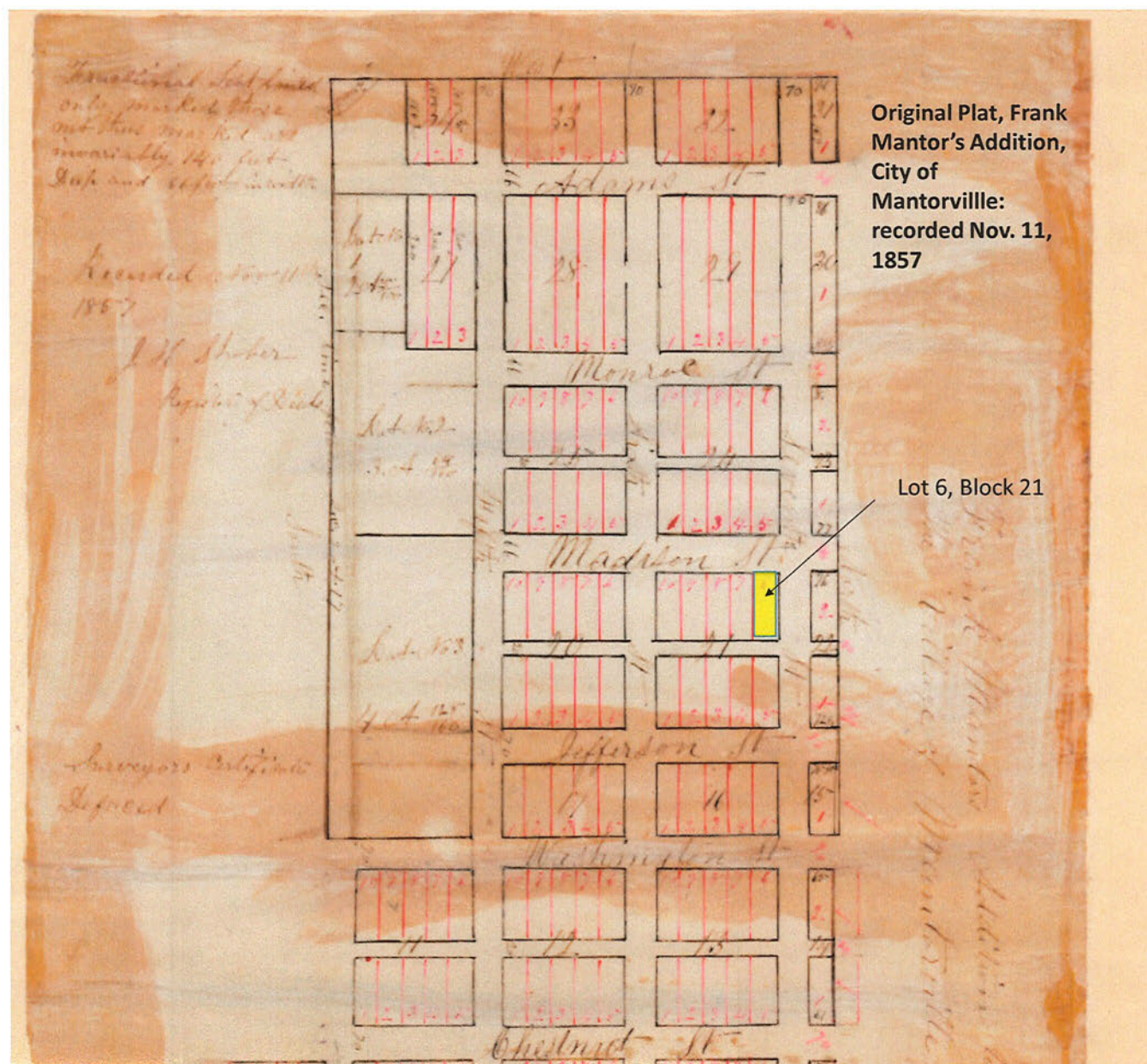
DO NOT REMOVE

This cover sheet is now a permanent part of the
recorded document.

Supplemental information for Variance Application by Mark Gamm, EnviroEase LLC, for reduced front-yard and rear-yard setback distance for residential dwelling on Lot 6, Mantor's Addition, near intersection of vacated Madison Street and 7th Street West.

Requesting variance to reduce the front-yard and rear-yard setback distance for residential dwelling on Lot 6, Mantor's Addition, near intersection of vacated Madison Street and 7th Street West.

Page 1



Current Block Neighborhood

Page 2



PIN: 254261660

Deeded Acres 0.00
 Section 17
 Township 107
 Range 016
 Property Address 620 6TH ST W
 City/Township MANTORVILLE
 Detailed Info [More info](#)
 Tax Info [More info](#)
 Link to Plat [More info](#)
 Short Legal MANTORS ADDITION LOTS
 7 THRU 10 BLK 21 &

VACATED MADISON STREET

**Madison Street
 was vacated by
 the city in 1996**

Lot 6, Mantor's Addition

Parcel Number: 25.426.1572
Property Address: 0

[GIS PARCEL MAPS](#) [GIS ENHANCED PARCEL VIEWER](#)

PDF Name: 25 RESIDENTIAL
Class: RESIDENTIAL
Map Area: MANTORVILLE CITY
Tax District: MANTORVILLE CITY/SD 204
Zoning: CONTACT LOCAL ZONING OFFICE
Plat Map: 25426
Subdivision: MANTORS ADDITION
Sec-Twp-Rng: 17-107-016
Lot-Block: 006-021



The vacation of Madison Street created practical difficulties for residential use of Lot 6: When the lot was platted, it had access from Madison Street. Madison Street was vacated by the city in 1996. Therefore, access and front-yard is now along 7th Street West. Due to the configuration of the originally platted lot, compliance with the front and rear yard setback zoning standards limits the size of a dwelling to 16 feet wide.



Requesting a 10-foot variance from front-yard setback (from 25 feet to 15 feet) and 14-foot variance from rear yard setback (from 25 feet to 11 feet)

Conditions in favor of granting the variance:

1. Residential dwelling is on a Lot of Record and is a permitted use in the R-1 Zoning District
2. Residential dwelling is consistent with the City's Comprehensive Plan
3. Residential dwelling is reasonable use for the property
4. The need for the variance is unique a circumstance (vacation of Madison St)
5. The variance does not alter the essential character of the neighborhood (there are 10 properties with driveway access on 7th Street West and 6th Street West that have front yard setbacks less than 25 feet – see attached maps.
6. The variance will allow a more typical width for modern single-family dwelling (for example: city code prohibits manufactured single-family homes less than 20 feet wide)
7. Owner discussed with neighbor adjacent to south lot line; neighbor said he was comfortable for setback distance as close as 5 feet from lot line.

If granted the variance, Owner will proceed with building permit application including site survey and identification of floodplain and wetland location. Preliminary floodplain and wetland conditions are described on attached maps.

Existing Front-yard setbacks for properties with driveways off of 7th Street West

715 7th St. West: approx. 0 feet



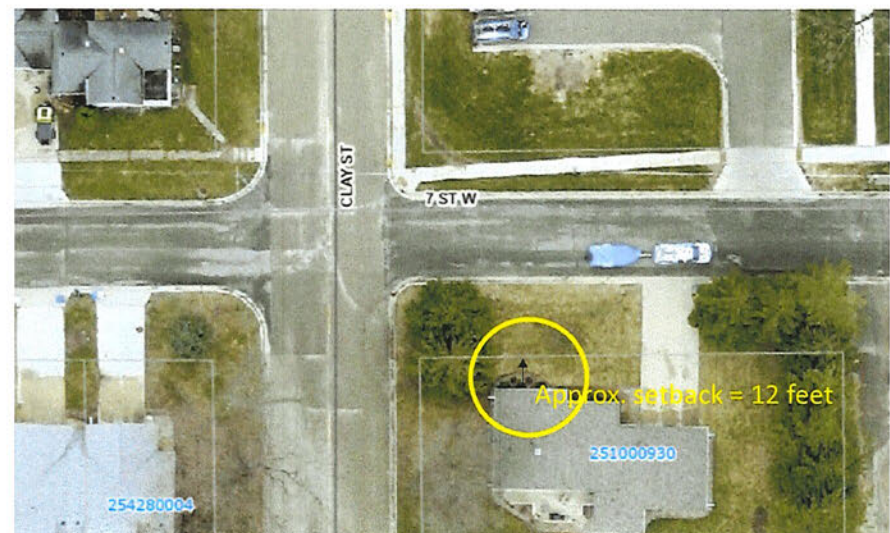
620 Washington Street: approx. 7 feet



621 West Street: approx. 2 feet



21 7th Street: approx. 12



Existing Front-yard setbacks for properties with driveways off of 7th Street West and 6th Street West

507 6th street west: approx. 10 feet

414 6th Street West: approx. 16 feet



311 6th street west: approx. 18 feet

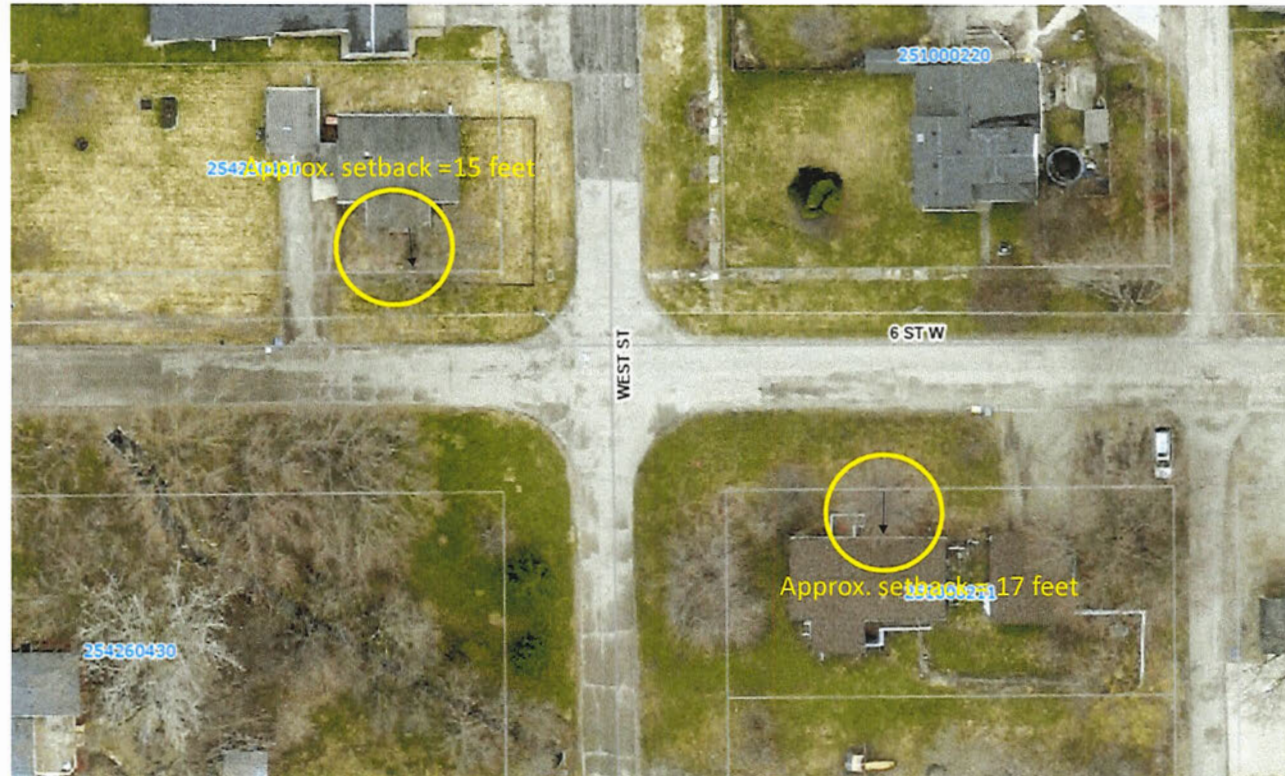
905 7th St W: approx. 5 feet



Existing Front-yard setbacks for properties with driveways off of 6th Street West

202 6th St west: approximately 15 feet

115 6th street west: approx. 17 feet



Other nearby property with setbacks less than 25 feet to structure

601 MONROE ST: approx. 0 feet

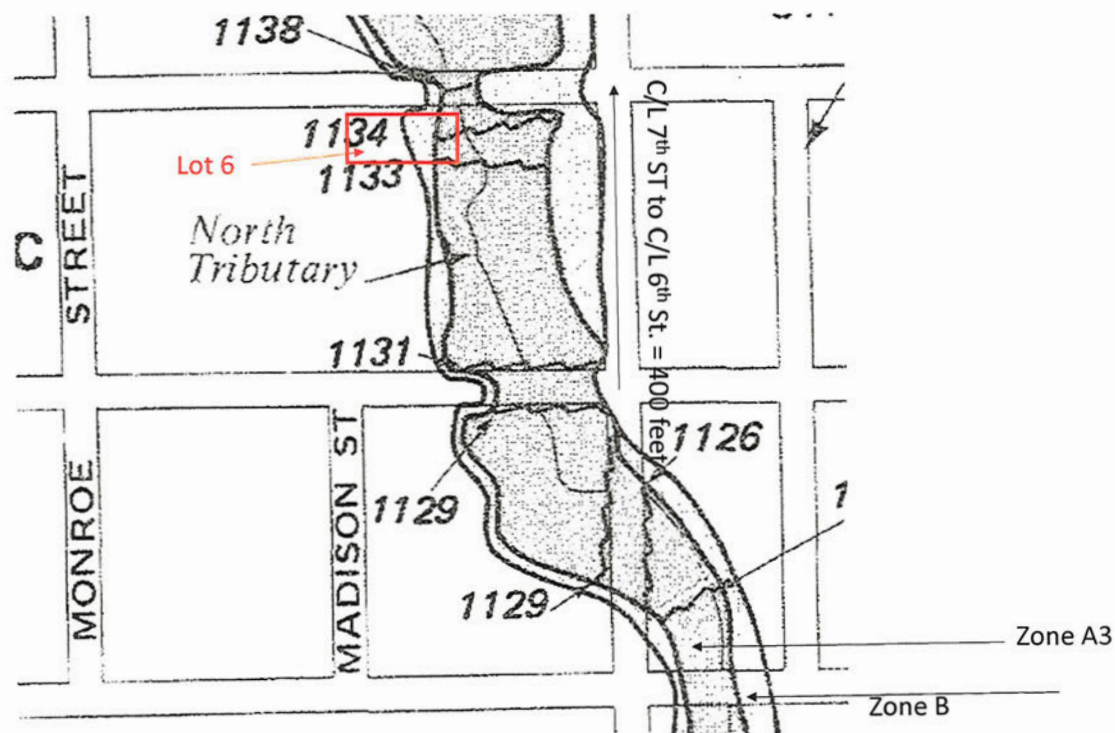


701 6TH ST W: approx. 12 feet



Floodplain Information

Page 9



KEY TO MAP

500-Year Flood Boundary	→
100-Year Flood Boundary	→
Zone Designations* With Date of Identification e.g., 12/2/74	→
100-Year Flood Boundary	→
500-Year Flood Boundary	→
Base Flood Elevation Line With Elevation In Feet**	→ 513
Base Flood Elevation in Feet Where Uniform Within Zone**	(EL 987)
Elevation Reference Mark	RM7 X
River Mile	• M1.5

**Referenced to the National Geodetic Vertical Datum of 1929

*EXPLANATION OF ZONE DESIGNATIONS

ZONE	EXPLANATION
A	Areas of 100-year flood; base flood elevations and flood hazard factors not determined.
A0	Areas of 100-year shallow flooding where depths are between one (1) and three (3) feet; average depths of inundation are shown, but no flood hazard factors are determined.
AH	Areas of 100-year shallow flooding where depths are between one (1) and three (3) feet; base flood elevations are shown, but no flood hazard factors are determined.
A1-A30	Areas of 100-year flood; base flood elevations and flood hazard factors determined.

Setback standards = 15 feet from floodway. Base Floodplain elevation: (BFE) = 1133, Regulatory Flood Protection Elevation = 1134



**CITY OF MANTORVILLE
DODGE COUNTY, MINNESOTA**

RESOLUTION 2022-08

**A RESOLUTION GRANTING A VARIANCE FOR CERTAIN
REAL PROPERTY LOCATED AT LOT 6 BLOCK 21 MANTOR ADDITION**

WHEREAS, Mark Gamm (the “Applicant”) for EnviroEase, LLC is fee owner of certain real property located in Mantorville, Minnesota and legally described as:

Lot 6 Block 21, Mantor Addition, Dodge County, Minnesota (the “Property”); and

WHEREAS, the Applicant has made application to the City for a variance to allow for the construction of a single-family dwelling with reduced setbacks from the front and rear property lines, which is less than what is otherwise allowed pursuant to Mantorville City Code, Section 150.069; and

WHEREAS, Lot 6 Block 21, Mantor Addition, was platted in 1857 for access from Madison Street, which was later vacated in 1996, thus causing 7th Street to become frontage to the property and limiting the width of any dwelling to 16 feet under current standards; and

WHEREAS, the Applicant is requesting a 10-foot variance from the front yard setback (from 25 feet to 15 feet) and a 14-foot variance from the rear yard setback (from 25 feet to 11 feet), thereby allowing the Applicant to build a home wider than 16 feet; and

WHEREAS, the Applicant is requesting a time period of five (5) years to achieve “substantial development or construction,” per City Code Section 150.111 (E), to allow the Applicant time to complete the floodplain and wetland delineation as a part of the site plan for the construction permit; and

WHEREAS, the Mantorville City Council held a public hearing for the requested variance on February 14, 2022, at which time it heard from those wishing to speak on the variance and reviewed any written testimony or information provided to the City regarding this matter; and

WHEREAS, the City Council hereby finds and determines the following:

- (a) The requested variance is in harmony with the purposes and intent of the City’s zoning regulations and is consistent with the comprehensive plan because such variance will allow for the construction of a residential structure in the R-1 Residential District;
- (b) The Applicant has proven to satisfy the “practical difficulties” standard, which is set forth in Minnesota Statutes Section 462.357, subdivision 6, paragraph (2), as said Applicant proposes to use the property in a reasonable manner not otherwise permitted by the zoning ordinance; the plight of the Applicant is due to

circumstances unique to the property not created by it as Madison Street was vacated prior to the Applicant purchasing the property and the variance requested will not alter the essential character of the locality.

NOW THEREFORE BE IT RESOLVED, that the above findings are made part of this resolution and the City Council hereby approves and issues the variance for the Property to allow for a front yard setback of 15 feet and back yard setback of 11 feet, subject to all of the following conditions:

1. The variance shall be rendered null and void if the new dwelling is not constructed within five (5) years of the date of this resolution.
2. The Applicant and the Property shall remain in compliance with all applicable federal, state and local laws, rules, and ordinances.
3. All conditions of this approval must be complied with, shall run with the land, and shall not in any way be affected by the subsequent sale, lease or other change from current ownership of the Property.
4. This resolution is subject to the condition that all representations, written and oral, made by the Applicant and its agents and representatives to the City contained in and concerning the Applicant's application for the variance must have been true, complete, and accurate at the time they were made, and that they remain true and accurate for the duration of the variance.
5. An additional fee of up to two (2) hours of consultant time may be added to land use applications, per the Master Fee Schedule adopted by the City Council on January 24, 2022. Consultant time beyond two (2) hours will be discussed with the Applicant prior to the City proceeding with the variance application.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the City Clerk-Treasurer is hereby authorized and directed to record a certified copy of this resolution with the Office of the County Recorder, Dodge County, Minnesota.

Adopted by the City Council of the City of Mantorville, Minnesota, this 14th day of February 2021.

ATTEST:

Chuck Bradford, Mayor

Shirley R Buecksler, City Clerk-Treasurer

PUBLIC HEARING NOTICE

Notice is hereby given that the Mantorville City Council will hold a Public Hearing on Monday, February 14, 2022 starting at 6:30 pm, or as soon as reasonably practical thereafter, in the City Hall Council Chambers to consider the following zoning request:

An application for a variance from Section 150.069 of the Mantorville City Code to allow for the construction of a single-family dwelling with reduced setbacks from the front and rear yard property lines.

The applicant is Mark Gamm for EnviroEase, LLC, and the property is located at Lot 6 Block 21 Mantor Addition, Mantorville, Minnesota, PID 25.426.1572.

All interested persons should attend. If unable to attend, written comments may be submitted to the City Council prior to the Public Hearing via email to the City Clerk-Treasurer at shirley@mantorville.com or submitted to the City by mailing or dropping off at City Hall, 21 5th Street East, Mantorville, MN 55955. All written comments will be presented to the City Council.

Shirley R Buecksler
City Clerk-Treasurer

AFFIDAVIT OF PUBLICATION

STATE OF MINNESOTA)

) ss.

COUNTY OF DODGE)

Keith Hansen, being first duly sworn, on oath states as follows:

1. I am the publisher of the Dodge County Independent, or the publisher's designated agent. I have personal knowledge of the facts stated in this Affidavit, which is made pursuant to Minnesota Statutes §331A.07.

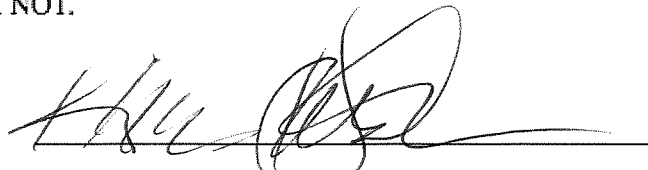
2. The newspaper has complied with all of the requirements to constitute a qualified newspaper under Minnesota law, including those requirements found in Minnesota Statutes §331A.02.

3. The dates of the month and the year and days of the week upon which the public notice attached/copied below were published in the newspaper are as:

4. Thursday, January 27, 2022. The publisher's lowest classified rate paid by commercial users for comparable space, as determined pursuant to §331A.06, is as follows: \$9.43 per column inch.

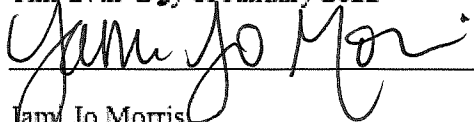
5. Pursuant to Minnesota Statutes §580.033 relating to the publication of mortgage foreclosure notices: The newspaper's known office of issue is located in Dodge County. The newspaper complies with the conditions described in §580.033, subd. 1, clause (1) or (2). If the newspaper's known office of issue is located in a county adjoining the county where the mortgaged premises or some part of the mortgaged premises described in the notice are located, a substantial portion of the newspaper's circulation is in the latter county.

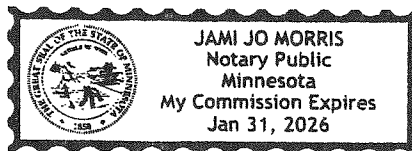
FURTHER YOUR AFFIANT SAITH NOT.


[Signature]

Subscribed and sworn to before me on

This 27th Day of January 2022


Jami Jo Morris
Notary Public



PUBLIC HEARING NOTICE

City of Mantorville

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Shirley R Buecksler
City Clerk-Treasurer

1/27



File copy.



January 28, 2022

Dear Property Owner:

You are receiving this notice because your property is within the required public notice area for notification of a request for Variance. Mark Gamm, applicant for EnviroEase, LLC, property owner at Lot 6 Block 21 Mantor Addition, is requesting approval of a Variance to allow for the construction of a single-family dwelling with reduced setbacks from the front and rear yard property lines at Dodge County Parcel ID 254261572.

A public hearing to discuss this Variance will be held by the City Council at their Regular City Council meeting on Monday, February 14, 2021. You are welcome to attend and provide comment in regards to this Variance during the public hearing. If you are unable to attend the public hearing but would like to provide comment, you may email City Clerk-Treasurer Shirley Buecksler at shirley@mantorville.com.

If you have any questions, please feel free to contact me at shirley@mantorville.com or 507.635.5116.

Sincerely,

Shirley R Buecksler
City Clerk-Treasurer

.....
PUBLIC HEARING NOTICE

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Shirley R Buecksler
City Clerk-Treasurer

CITY OF MANTORVILLE

21 5th Street E • P.O. Box 188 | Mantorville, MN 55955 | p: 507.635.5170

email: cityofmant@kmtel.com | www.mantorville.com

On the National Register of Historical Places Est. 1854

Dodge County Internal Parcel Viewer

[Link to Dodge County Web Site](#)

721 MAIN ST N (All Caps)



HINDAL 130170600

130170901
MITCHELL MILLER

LOIS ELIAS
130170902

130170900

130170800
ROBERT D PETTEY

MARY A LOHRBACH
130171000

130171200

300ft
W. HADEMANN

253010070

HICKORY LN

255010050 255010040

255010060

MERTON UNNASCH
255010070

250170300

253010160

253010170

GARY REIHL
253010190

253010180

ADAMS ST

254261990

254261980

254262000

7TH ST W

JEFFERSON ST

254262100

MONROE ST

MADISON ST

254261660

254261930

MONROE ST

254261880

BEN RIKER

KRISTA L BULOW

254250050

254261510

ISAAC A FJERSTAD

254261220

WASHINGTON ST

EUGENE J GROVER
254250010

254250020

DIANNE E RICHARDS

254250030

A KENT KELLER
254261450

254250040



Portfolio Summary As Of 12/31/2021

	Current Month	Fiscal Year To Date
Beginning Value	\$632,765.06	\$625,329.81
Contributions	\$0.00	\$0.00
Other Additions	\$0.00	\$0.00
Other Income	\$0.00	\$0.00
Withdrawals	\$0.00	\$0.00
Other Withdrawals	\$0.00	\$0.00
Accruals	\$0.00	\$0.00
Expenses	(\$1,080.00)	(\$1,097.60)
Gain/(Loss)	\$12,373.58	\$19,826.43
Ending Value	\$644,058.64	\$644,058.64

Portfolio Details

	Begin Balance	Contributions	Withdrawals	Accruals	Expenses	Gain/(Loss)	End Balance
<u>Volunteer Firefighter Account</u>							
Month To Date	\$632,765.06	\$0.00	\$0.00	\$0.00	-\$1,080.00	\$12,373.58	\$644,058.64
Fiscal Year To Date	\$625,329.81	\$0.00	\$0.00	\$0.00	-\$1,097.60	\$19,826.43	\$644,058.64
Ending Units: 24,403.6138		Ending Price: 26.391937		% of Portfolio: 100.00%		Cost Basis: \$586,459.91	

Client Contact:

Shirley Baribeau
Ph:(651) 296-6875

Statement of Transaction Detail for the Month Ending 12/31/2021

Mantorville Relief Association



Date	Description	Amount	Unit Value	Units	Cost	Notes
------	-------------	--------	------------	-------	------	-------

Volunteer Firefighter Account

12/09/2021	Admin Expense	(\$1,080.00)	\$26.247741	(41.1464)	\$988.82	FEEV
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Client Contact:

Shirley Baribeau
Ph:(651) 296-6875

Investment Performance As Of 12/31/2021

Mantorville Relief Association



	1 Month	3 Month	Fiscal YTD	1 Year	3 Year	5 Year
Volunteer Firefighter Account	1.96%	3.46%	3.17%	9.67%	N/A	N/A
	1 Month	3 Month	Fiscal YTD	1 Year	3 Year	5 Year
Total Performance	1.96%	3.46%	3.17%	9.67%	N/A	N/A

Client Contact:

Shirley Baribeau
Ph:(651) 296-6875



City Council Report

To: Mayor and Council
Through: Shirley Buecksler, City Clerk-Treasurer
From: Steve Fairchild, Mantorville Fire Chief
Date: February 14, 2022

Amendments to Fire Department Standard Operating Guidelines

BACKGROUND INFORMATION:

Enclosed for Council review are the Mantorville Fire Department Standard Operating Guidelines (SOGs). In previous years, City Council has reviewed and approved these amendments.

A summary of changes include:

2, 3, 4	Changes related to updates in Addendum A
5.1	Reference to COVID added
5.2	New SCBA Mask Donning process
7.1	Reference to Straight Eight was removed
11.1	Complete rewrite, better direction on using the air compressors and update bottle information due to the new air packs
11.4	Removed calibration section – we don't do this now
11.5	Removed document as it only discussed calibration that we no longer do

STAFF RECOMMENDATION:

Based on discussion, motion to approve the amended Mantorville Fire Department Standard Operating Guidelines, as presented.

MANTORVILLE FIRE & RESCUE DEPARTMENT

OPERATING GUIDE INDEX

Document summary (Index):

The following are the documents that have been compiled into one reference as of Feb. 2022. Where the actual approval status is unknown "information" is indicated.

Section	Item		Status
1.0	Document Administration	Nov. 2015	Updated
2.0	Organization	Jan. 2022	Updated
3.0	Membership & Training	Jan. 2022	Updated
4.0	Attendance Policy	Jan. 2022	Updated
5.0	Blood Borne Pathogen Protection Program	June 2010	Current
5.1	Respirator Protection Program	Jan. 2022	Updated
5.2	Donning SCBA Mask	Jan. 2022	New
6.0	Notification Procedures	Feb. 2017	Current
6.1	Active911	Feb. 2017	Current
6.2	Pagers	June 2017	Current
7.0	Accountability Guidelines	Feb. 2017	Current
7.1	Personnel Incident Participation	Jan. 2022	Updated
8.0	General Response	Feb. 2017	Current
8.1	Vehicle Incident Response	Feb. 2017	Current
8.2	Skywarn – Weather Spotting	Aug. 2017	Current
8.3	Carbon Monoxide Incident	Feb. 2017	Current
8.4	Mutual Aid Request	June 2017	Current
8.5	Natural Gas Response	Nov. 2015	Current
8.6	HAZMAT/Meth Lab Response	Nov. 2015	Current
9.0	Radio Communications	July 2017	Current
10.0	Vehicle Guidelines	June 2010	Current
10.1	Pumper 1	June 2017	Current
10.2	Pumper 2	Nov. 2015	Current
10.3	Grass Rig	Feb. 2017	Current
10.4	Auto Chains Operation	Feb. 2017	Current
10.5	Vehicle Check Lists		Information
11.0	Equipment	Jan. 2010	Current
11.1	Breathing Air Compressor Use	Jan. 2022	Updated
11.2	Lockout/Tagout Guidelines	Mar. 2003	Current
11.4	Multi-Gas Air Monitor	Mar. 2017	Updated
11.5	CO Air Monitor	Jan. 2022	Deleted
12.0	Fireman Injury or Death		Information

MANTORVILLE FIRE & RESCUE DEPARTMENT

DOCUMENT DEFINITION & ADMINISTRATION

1.0 DOCUMENT ADMINISTRATION

1.0.1 - GENERAL DESCRIPTION

Each chapter contains what is generally referenced as the standard operating guidelines (SOG) that is the basis for membership, training, personal safety and the recommended operating procedures that are anticipated to be applicable in an emergency situation.

1.0.2 - SCOPE STATEMENT

It is the intent that the contents be the basis for training procedures and operations in order to assure the safety of all members. As changes are made or policy is changed, those pages will be updated or added.

1.0.3 - IMPLEMENTATION

The guidelines defined will be used in our regular training processes and operations and will be included in a minimum of one training session per year.

1.0.4 - AUTHORITY HAVING JURISDICTION

The City Council of the City of Mantorville is defined as the AUTHORITY HAVING JURISDICTION (AHJ).

1.0.5 – DEFINITIONS

Mantorville Fire & Rescue Department – Referred to in this document as Fire Department is the name of the city department that provides Fire Suppression, Rescue and EMS services within the City of Mantorville and surrounding areas.

IC – Incident Commander – A member of the Mantorville Fire & Rescue Department that is responsible for all aspects of any incident involving the department.

MANTORVILLE FIRE & RESCUE DEPARTMENT

ORGANIZATION

2.0.1 ESTABLISHMENT OF MFRD:

The current existence of the Mantorville Fire & Rescue Department is authorized by Chapter 31 of the Mantorville City Code.

2.0.2 MISSION STATEMENT

Provide trained people and support equipment to those who volunteer the commitment to respond to emergency incidents within the city of Mantorville and for contracted township residence.

1 - Fire related incidents

- A - Preservation of life (including that of the responding personal) is the first priority.
- B - Fire suppression
- C - Preservation of property

2 - Mutual Aid services:

- A - As a member of the Zumbro Valley Mutual Aid Association we will respond to requests for addition equipment and/or personal aid or respond for other member departments.

3 - SKY WARN

- A - Participate in the Dodge County Skywarn program.

4 - Hazardous material incident support.

- A - Identification
- B - Evacuation of the area
- C - Secure the area
- D - Notification of appropriate authority for containment and clean up.

5 - Emergency Medical services:

- A – Provide Emergency Medical Response as requested by Dodge County Dispatch.

6 - Other Emergency:

- A - Direct and/or provide support for search and rescue operations.
- B – Direct and/or provide support for any other operation deemed appropriate by the Fire Chief.

MANTORVILLE FIRE & RESCUE DEPARTMENT

ORGANIZATION

2.0.3 INTERNAL ORGANIZATION

ADMINISTRATIVE POSITIONS

A - The following elected positions and job descriptions are defined by the city of Mantorville Personnel Policy ADDENDUM "A".

Fire Chief
Assistant Fire Chief / Safety Officer
Deputy Fire Chief
Clerk
Treasurer
Vehicle Maintenance Officer
Equipment Maintenance Officer
Training Officer
Fire Marshal
EMR Captain

B - An individual may accept the responsibility for two positions where responsibilities can be reasonably combined.

C – The FIRE BOARD, as defined by the city of Mantorville Personnel Policy ADDENDUM "A".

2.0.4 INCIDENT CHAIN OF COMMAND

The following defined the recommended incident chain of command; see section 3 regarding emergency response designations.

Chief	Typically the incident commander
Assistant Chief	acts in the absence of the chief
Deputy Fire Chief	If previous officer(s) are absence
Structure Captain	
Pumper Captain	
Senior Firefighter	

Safety Officer: The safety officer shall have authority, regardless of rank, to intervene and control any aspect of the operation when, in his/her judgment, a potential or real danger for an accident or unsafe condition exists.

2.0.5 MEMBERSHIP

- 1 - Total membership is limited to 30 plus those associated with the Fire Fighter Explorer program.
- 2 - Newly elected members will be on probation.
- 3 - Refer to Section 3 - Training for minimum requirement definition.

2.0.6 ORGANIZATION RECORDS

- 1 - Records will be maintained regarding vehicle maintenance
- 2 - Records will be maintained regarding all use, clean-up and maintenance on the Self Contained Breathing Apparatus (SCBA).
- 3 - A record of monthly equipment checks will be maintained.
- 4 – Records will be maintained regarding all the training each member receives.

2.0.7 Confidentiality

All members must comply with the confidentiality statement of the City of Mantorville Personnel Policy

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ORGANIZATION

ADDENDUM "A".

2.0.8 Social Media

All members must comply with the social media policy of the City of Mantorville.

2.0.9 Computer Use

All members must comply with the computer use policy of the City of Mantorville.

MANTORVILLE FIRE & RESCUE DEPARTMENT

MEMBERSHIP & TRAINING

3.0.0 - MEMBERSHIP REQUIREMENTS

1 - Members must obtain the minimum of Fire Fighter 2 certification or equivalent (originally known as FF 2), within two years of acceptance.

2 – Members must obtain at least EMR certification or higher within two years of acceptance.

3 - Members are expected to obtain a current CPR card.

4 - Members are required to attend a minimum of eight (8) out of twelve (12) regularly scheduled consecutive meetings.

5 - Members are expected to meet or exceed the defined yearly training requirements, to maintain and improve their skills.

3.0.1 - TRAINING FREQUENCY

1 – Members are required to attend a minimum of one (1) drill each month for a minimum of nine (9) out of any twelve (12) consecutive months.

A – Each month there are two (2) drill scheduled. These are normally the first and second Wednesday of each month.

B - An officer may hold a special drill to aid in make-up, if requested.

C - Formal schools or training provided by certified instructors, as long as documentation is provided to the Fire Department Training Officer and Clerk that the member successfully completed the training course.

MANTORVILLE FIRE & RESCUE DEPARTMENT

Attendance Policy

4.0.0 - Purpose

This policy defines the procedures to provide early warning to members of a potential problem in maintaining attendance at drills and meetings as required by the City of Mantorville Personnel Policy Addendum "A" so if at all possible, members will not cause themselves to drop their membership in the department because of attendance.

This guideline outlines the process of notifying members of possible attendance deficiencies so that a consistent process is followed for all members and to ensure that proper documentation is maintained.

The attendance requirements are defined in the City of Mantorville Personnel Policy Addendum "A".

4.0.1 - Attendance Definitions

Attendance at the "monthly meeting" for the current month can be met in any of the following ways:

1. Attendance at the regular monthly department meeting during the current month.
2. Attendance at the officers meeting during the current month.
3. Electronic acknowledgement of reading the meetings sent to the Fire Department Clerk.

Attendance at a "drill" for the current month can be met in any of the following ways:

1. Attendance at one of the local department regularly scheduled drills during the current month.
2. Attendance at a organized drill/training during the current month with submission of certificate showing completion.
3. A makeup drill arranged with the department training officer(s) during the current month.

The training officer(s) shall be the final arbitrator in determining if a given activity is acceptable as drill attendance. Therefore, if there is a possible question about a particular event being acceptable, the member should contact the training office early in the month to ensure that the attendance will be counted or make other arrangements for an acceptable drill.

4.1.0 – Warning Letters

At the regular monthly officer's meeting, the attendance of all members will be reviewed.

Any member whose attendance meets one of the following criteria will be sent a warning letter and a copy placed in the member's file. The clerk may also want to keep a copy in his/her records to ensure that the documentation for a member is not misplaced.

1. Missed 3 of the last 11 months drills.
2. Missed 4 of the last 11 months drills.
3. Missed 4 of the last 11 months meetings.
4. Missed 5 of the last 11 months meetings.

These numbers were picked so that up to two months advance warning is given.

The purpose of this letter is to give early warning of attendance potentially not meeting the minimum requirements. Note, it is possible for a member to get a letter in two consecutive months, even though they attend the drills or meetings. This is done to ensure that the member is aware of a possible problem.

The letter will state the name of the member, mailing address, date of the officers meeting, reason for the letter and signed by any 2 of the following officers: Fire Chief, Asst. Fire Chief, Clerk.

A copy will be sent to the members mailing address (as kept by the Clerk) within 7 calendar days after the officer's meeting.

Note: The fire department roster with address and phone numbers will be posted at the fire hall. It is the member's responsibility to notify the clerk of an address change. Failure to do so and therefore possibly not receiving the letter is not the responsibility of the fire department and not a valid excuse for the member saying they were not notified.

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Attendance Policy

At the next regular monthly department meeting, as part of the Chiefs report, an announcement will be made of the number of warning letters sent.

4.2.0 – Attendance Non-Compliance

At the regular monthly officers meeting, a review of all members attendance will be done to see if anyone is no longer in compliance with the attendance requirements of the City of Mantorville Personnel Policy Addendum "A".

If the member does not become complaint the City Personnel Committee will be informed. Disciplinary action may include termination.

If terminated all Fire Department equipment such as pagers, keys, etc., are to be returned to the fire department within 30 calendar days of termination. In addition, if the individual wishes to rejoin then department, then they must submit a new application.

It is the member's responsibility to ensure that they attend at least the minimum number of drills and meetings.

4.3.0 - Attendance Chart

The Fire Department Clerk, Asst. Fire Chief, and Training Officer(s) will be responsible for ensuring that an attendance chart is posted at the fire hall and that it is kept current. This is so that members and officers can readily review the attendance status of the members of the department.

4.4.0 – Procedures Review

These procedures shall be reviewed on a periodic basis to ensure that they are appropriate and that the intended purpose of the procedures are being met.

If any member uses option #3 and #4 of the meeting attendance procedures 6 out of 12 consecutive months or it appears that there is widespread usage of this option rather than attending meetings, the officers will be responsible for evaluating if such action is appropriate and if any changes should be made to this option.

MANTORVILLE FIRE & RESCUE DEPARTMENT

Donning SCBA Mask

5.2.0 – General Information

As part of the Mantorville Fire and Rescue Department Respiratory Protection Program, each member is provided with a Scott SCBA Mask. The mask is to be used any time the individual is working in an environment that could expose the member to a respiratory hazard such as oxygen-deficient atmospheres and/or Immediately Dangerous to Life or Health (IDLH) conditions when performing interior structural firefighting and other operations. The mask is to be used with SCBA Air Packs provided by the Fire Department.

It is critical that the mask is worn properly to protect the member.

5.2.0 – Donning SCBA Mask

To make sure that the mask is worn correct, it is important that each member follow the correct donning process. The steps for donning the mask are:

1. Retrieve the mask from its storage bag/location.
2. Verify that the straps are in the outward position.
3. Hold the facepiece in one hand and hold the head harness out of the way with the other hand.
4. Place the facepiece on the face with the chin positioned in the chin cup.
5. Verify that the head harness is fitted over the head. That it centered and properly located at the back and base of the head.
6. Verify that no hair, clothing, or other items interferes with the facepiece seal.
7. With one hand over the regulator opening in the mask, press the mask tight against your face. Inhaling can help pull the mask tight against the face. With the other hand, pull a neck strap towards the back of your head.
8. Switch hands and repeat Step 7 pulling the other neck strap tight.
9. Pull the temple strap tight.
10. Switch hand positions and hold the mask in place and pull the remaining temple strap tight.
11. Verify that the head harness is properly centered on the top and back of your head. The mask should fit snugly on your face.

5.2.1 – Removing the SCBA Mask

To remove the mask when done using it, loosen the straps before pulling the mask off.

5.2.3 – Storing the SCBA Mask

After each use, the mask should be cleaned and disinfected. The mask should be dry, and straps pulled out. The mask should be store in the provided mask bag to keep the mask clean. The mask bag should be located with your turnout gear or on Pumper 1.

MANTORVILLE FIRE & RESCUE DEPARTMENT

RESPIRATOR PROTECTION PROGRAM

5.1.0 – General Information

The City of Mantorville has determined that employees in the Fire Department are exposed to respiratory hazards, oxygen-deficient atmospheres and Immediately Dangerous to Life or Health (IDLH) conditions when performing interior structural firefighting and other operations.

Employees may have contact with individuals who could be infected with a potentially airborne infectious agent such as *Mycobacterium tuberculosis*, Severe Acute Respiratory Syndrome (SARS), measles, smallpox, H1N1 Influenza, and Covid.

The guidelines in this written respiratory protection program are designed to help reduce employee exposure against occupational dusts, fumes, mists, radionuclides, gases, and vapors. The purpose of this program is to ensure that all employees are protected from exposures to these respiratory hazards and hazardous conditions.

The work operations requiring respirator use at the City of Mantorville Fire and Rescue Department are outlined in Table 1 in the Scope and Application section of this program.

5.1.1 – Scope and Application

This program applies to all employees who are required to wear respirators during normal work operations and during some non-routine or emergency operations. All employees who perform or are expected perform in these areas (as outlined in the table below) must be enrolled in the Fire Department's respiratory protection program.

Employees participating in the respiratory protection program do so at no cost to them. The expense associated with training, medical evaluations and respiratory protection equipment will be paid by the Fire Department.

Each firefighter will be provided with their own positive pressure face mask and will have access N95 disposable masks.

Respirator	Work Operations
Scott Full Face piece Positive Pressure Self-Contained Breathing Apparatus (SCBA)	Required Use For Fire Suppression – IDLH environments
Scott Full Face piece Positive Pressure Self-Contained Breathing Apparatus (SCBA)	Required Use For Hazardous Materials Incidents – IDLH environments
Scott Full Face piece Positive Pressure Self-Contained Breathing Apparatus (SCBA)	Required Use For Confined Space Incidents
N95 – disposable	Patient contact/care (Airborne Precautions)

Table 1: Required and Voluntary Respirator Use at City of Mantorville Volunteer Fire Department

5.1.2 - Responsibilities

1. Program Administrator – The Program Administrator is responsible for administering the respiratory protection program. Duties of the Program Administrator include:
 - a. Identifying work areas, processes or tasks that require workers to wear respirators, and evaluating hazards.
 - b. Selection of respiratory protection options.
 - c. Monitoring respirator use to ensure that respirators are used in accordance with their certifications.
 - d. Arranging for and/or conducting training.
 - e. Ensuring proper storage and maintenance of respiratory protection equipment.

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- f. Conducting fit testing.
- g. Administering the medical evaluation program.
- h. Maintaining records required by the program.
- i. Evaluating the program
- j. Updating the written program, as needed.

The Fire Chief will be the designated Program Administrator.

2. Supervisors – Supervisors (e.g. Captains, Team Leaders) are responsible for ensuring that the respiratory protection program is implemented in their particular work operations. In addition to being knowledgeable about the program requirements for their own protection, supervisors must also ensure that the program is understood and followed by the fire fighters under their charge. Duties of the supervisor include:
 - a. Ensuring that employees under their supervision (including new hires) have received appropriate training, fit testing, initial medical evaluation and follow-up medical evaluation as needed.
 - b. Ensuring the availability of appropriate respirators and accessories.
 - c. Being aware of tasks requiring the use of respiratory protection.
 - d. Enforcing the proper use of respiratory protection when necessary.
 - e. Ensuring that respirators fit well and do not cause discomfort.
 - f. Continually monitoring work areas and operations to identify respiratory hazards.
 - g. Coordinating with the Program Administrator on how to address respiratory hazards or other concerns regarding the Program.
3. Employees – Each employee has the responsibility to wear his or her respirator when and where required and in the manner in which they were trained. Employees must also:
 - a. Participate in all training
 - b. Care for and maintain their respirators as instructed, and store them in a clean sanitary location.
 - c. Inform their supervisor if the respirator no longer fits well, and request a new one that fits properly.
 - d. Wear respirator when indicated.
 - e. Inform their supervisor or the Program Administrator of any respiratory hazards that they feel are not adequately addressed in the workplace and of any other concerns that they have regarding the program.
 - f. Report equipment malfunctions.

5.1.3 – Program Elements

Selection Procedures

The Program Administrator will select respirators to be used on site, based on the hazards to which employees are exposed and in accordance with all OSHA standards. The Program Administrator will conduct a hazard evaluation for each operation, process, or work area where airborne contaminants may be present. The evaluation will include:

1. Identification and development of a list of hazardous substances frequently encountered in fire atmospheres. Examples of frequently encountered hazardous substances in fire atmospheres include, but not limited to: carbon-monoxide, hydrogen cyanide, carbon dioxide, acrolein, hydrogen chloride and other toxic materials.
2. Identification and development of a list of hazardous substances frequently encountered in the community and business.
3. Exposure monitoring to quantify potential hazardous exposures.

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Structural Fire Suppression

The Fire Department has decided to take a conservative approach and require all employees to wear SCBA respirators when working inside the operations area at incidents. Based on exposure data in published reports on this type of incident, the Program Administrator has determined that an SCBA in positive pressure mode will provide sufficient protection.

Positive pressure SCBA are required for employees involved with fire suppression activities.

Ventilation controls on structure incidents will be in place, but employees will continue to wear and use while inside the operations area.

Dumpster Fires or other Containers (which are not classified as structure fires)

The Fire Department has decided to take a conservative approach and require all employees to wear SCBA respirators when working inside the operations area at incidents. Based on exposure data in published reports on this type of incident, the Program Administrator has determined that an SCBA in positive pressure mode will provide sufficient protection.

Chimney Fires

The Fire Department has decided to take a conservative approach and require all employees to wear SCBA respirators when working inside the operations area at incidents. Based on exposure data in published reports on this type of incident, the Program Administrator has determined that an SCBA in positive pressure mode will provide sufficient protection.

Carbon Monoxide Incidents

The Fire Department has decided to take a conservative approach and require all employees to wear SCBA respirators when working inside the operations area at CO Alarms until the building has been declared safe by verifying with a Carbon Monoxide Meter. Based on exposure data in published reports on this type of incident, the Program Administrator has determined that an SCBA in positive pressure mode will provide sufficient protection.

Fire Suppression Vehicles and Transportation

The Fire Department has decided to take a conservative approach and require all employees to wear SCBA respirators when working inside the operations area at incidents. Based on exposure data in published reports on this type of incident, the Program Administrator has determined that an SCBA in positive pressure mode will provide sufficient protection. However each situation will be evaluated on a case by case basis.

Fire Suppression Grass and Vegetation

The Fire Department has decided to take a conservative approach and require all employees to wear SCBA respirators when working at the operations areas at incidents. Based on exposure data in published reports on this type of incident, the Program Administrator has determined that an SCBA in positive pressure mode and some cartridge filter masks will provide sufficient protection.

While the Fire Department notes that respiratory protection is not required in this area, the department recognizes employee concern about breathing vapors and about having to work in an unpleasant environment. Accordingly, employees may voluntarily choose to wear SCBA when working in this area.

Hazardous Materials Incidents

The Fire Department has decided to take a conservative approach and require all employees to wear SCBA respirators when working inside the operations area at incidents. Based on exposure data in published reports on this type of incident, the Program Administrator has determined that an SCBA in positive pressure mode will provide sufficient protection. However each situation will be evaluated on a case by case basis.

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Confined Space/Special Rescue Incidents

The Fire Department has decided to take a conservative approach and require all employees to wear SCBA respirators when working inside the operations area at incidents. Based on exposure data in published reports on this type of incident, the Program Administrator has determined that an SCBA in positive pressure mode will provide sufficient protection. However each situation will be evaluated on a case by case basis.

Engineering controls such as ventilation may be used provided constant monitoring can ensure with certainty the quality of the atmosphere in the Rescue environment.

Medical Incidents

The Fire Department has decided to take a conservative approach and require all employees to wear N95 respirators when working with individuals who could be infected with a potentially airborne infectious agent or to require the individual to wear an N95 respirator. Based on exposure data in published reports on this type of incident, the Program Administrator has determined that an N95 Mask will provide sufficient protection. However each situation will be evaluated on a case by case basis.

Training Evolutions

The Fire Department has decided to take a conservative approach and require all employees to wear SCBA respirators when working in areas where artificial smoke is being used. Based on exposure data in published reports on this type of incident, the Program Administrator has determined that an SCBA in positive pressure mode will provide sufficient protection. However each situation will be evaluated on a case by case basis.

Department Maintenance Activities

Because of potential IDLH conditions, employees must wear a positive pressure SCBA during the performance of the maintenance activities that require SCBA.

Although exposure monitoring has shown that exposures are kept within PELs during these procedures, the Fire Department will provide respirators to workers who are concerned about potential exposures.

The exposure air monitoring results are described in Table 2.

Other Respiratory Hazards

Nothing in this policy is intended to restrict the IC, Safety Officer, or Company Officer from requiring personnel to use SCBA when he/she suspects a potential respiratory hazard. Officers are encouraged to adequately size up each situation and to consider the safety of personnel when making decisions regarding SCBA use.

Manage Respirator Use

Interior Structural Fire Fighting

As required by OSHA Fire Brigades Standard (29 CFR 1910.156), for interior structural fire fighting, all fire fighters are required to wear full face piece positive pressure self-contained breathing apparatus (SCBA).

Voluntary Respirator Usage

The Fire Department will provide respirators at no charge to employees for voluntary use for the following work operations:

None defined at this time.

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The Program Administrator will place a copy of Appendix D of the OSHA Respiratory Standard (29 CFR 1910.134) in the Mantorville Information Notebook(s) that are maintained at the Fire Hall and are available at any time for review by fire department members. Appendix D details the requirements for voluntary user of the respirators by employees;

The Program Administrator shall authorize voluntary use of respiratory protective equipment as requested by all other employees on a case-by-case basis, depending on specific workplace conditions and the results of the medical evaluations.

Updating the Hazard Assessment

The Program Administrator must revise and update the hazard assessment as needed (i.e. any time work operation changes may potentially affect exposure). If an employee feels that respiratory protection is needed during a particular activity, he/she is to contact his or her supervisor or the Program Administrator. The Program Administrator will evaluate the potential hazard, arranging for outside assistance as necessary. The Program Administrator will then communicate the results of that assessment back to the supervisors and employees.

If it is determined that respiratory protection is necessary, all other elements of this program will be in effect for those tasks and this program will be updated accordingly.

NIOSH Certification

All respirators must be certified by the National Institute for Occupational Safety and Health (NIOSH) and shall be used in accordance with the terms of that certification; also, all filters, cartridges, and canisters must be labeled with the appropriate NIOSH approval label. The label must not be removed or defaced while it is in use.

Medical Evaluation

Employees who are either required to wear respirators, or who choose to wear an air purifying respirator (cartridge-type respirator) voluntarily, must pass a medical evaluation using a medical questionnaire or a medical examination before being permitted to wear a respirator on the job. Employees are not permitted to wear respirators until a physician has determined that they are medically able to do so, Any employee refusing the medical evaluation will not be allowed to work in an area requiring respirator use.

The firefighter's personal physician will provide the medical evaluation. Medical evaluation procedures are as follows:

1. The medical evaluation will be conducted using the medical questionnaire provided in Appendix C of the OSHA respiratory protection standard. The Program Administrator will provide a copy of this questionnaire to all employees requiring medical evaluations.
2. To the extent feasible, the Fire Department will assist employees who are unable to read the questionnaire (by providing help in reading the questionnaire). When this is not possible, the employee will be sent directly to the physician for medical evaluation.
3. All affected employees will be given a copy of the medical questionnaire to fill out.
4. Follow-up medical exams will be granted to employees as required by the OSHA standard, and/or as deemed necessary by the firefighter's physician.
5. The Program Administrator will make available for the firefighter to take to their physician the following information:
 - a. a copy of this program,
 - b. a copy of the OSHA Respiratory Protection Standard,
 - c. the list of hazardous substances employees may be exposed to
6. After an employee has received clearance and begun to wear this or her respirator, additional medical evaluations will be provided under the following circumstances:
 - Employee reports signs and/or symptoms related to their ability to use a respirator, such as

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- shortness of breath, dizziness, chest pains, or wheezing.
- The firefighter's physician, supervisor or the Program Administrator informs the employee that they need to be reevaluated.
- Information from this program, including observations made during fit testing and program evaluations, indicates a need for reevaluation.
- A change occurs in workplace conditions that may result in an increased physiological burden on the employee.

A list of the Fire Department employees currently included in medical evaluation will be maintained by the Program Administrator.

All medical examinations and questionnaires are to remain confidential between the employee and the physician.

Signed authorization form provided to the employee by the fire department regarding the employee's ability to use the respirator must be obtained from the firefighter's physician and provided to the Program Administrator. The recommendation shall provide only the following information:

- I. Any limitations on respirator use related to the medical condition of the employee, or relating to the workplace conditions in which the respirator will be used, including whether or not the employee is medically able to use the respirator.
- II. The need, if any, for follow-up medical evaluations.
- III. The employee will provide the Program Administrator with a copy of the physician's written recommendation.

Fit Testing

Employees who are required to wear Scott Full Face piece Positive Pressure Self-Contained Breathing Apparatus (SCBA) will be fit tested:

- a. Prior to be allowed to wear any respirator with a tight-fitting face piece.
- b. Annually
- c. When there are changes in the employee's physical condition that could affect respiratory fit (e.g. obvious change in body weight, facial scarring, etc.).

Employees will be fit tested with the make, model, and size of respirator that they will actually wear. Employees will be provided with appropriate selection of face pieces so that they may find an optimal fit. Fit testing of Scott Full Face piece Positive Pressure Self-Contained Breathing Apparatus (SCBA) is to be conducted using an OSHA approved Qualitative Fit Testing procedure.

Respirator Use

The Program Administrator shall maintain a list of personnel requiring respiratory protection and the type of work environment (e.g. interior structural firefighting, exterior firefighting and operations, hazardous materials handling). All firefighters will have their own personal SCBA face piece.

General Use Procedures

- a. Employees will use their respirators under conditions specified by this program, and in accordance with the training they receive on the use of each particular model. In addition, the respirator shall not be used in a manner for which it is not certified by NIOSH or by its manufacturer.
- b. All employees shall conduct user seal checks each time that they wear their respirator. Employees

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shall use the positive and/or negative pressure check specified in Appendix B-1 of the OSHA Respiratory Protection Standard.

c. All employees shall be permitted to leave the work area/hazard area to go to the safe area to maintain their respirator for the following reasons: to clean their respirator if the respirator is impeding their ability to work, replace parts, or to inspect respirator if it stops functioning as intended. Employee should notify their supervisor before leaving the area.

d. Employees are not permitted to wear tight-fitting respirators if they have any condition, such as facial hair, facial scars, or missing dentures that prevents them from achieving a good seal.

e. Employees are not permitted to wear headphones, jewelry, or other articles that may interfere with the face piece-to-face seal.

Respirator Malfunction

For any malfunction of an SCBA (e.g. face piece leakage, or improperly working valve), the respirator wearer should inform his or her supervisor that the respirator no longer functions as intended, and go to the designated safe area to maintain the respirator. The supervisor must ensure that the employee receives the needed parts to repair the respirator, or is provided with a new respirator.

Interior Structural Firefighting

The fire department will develop a "2-in,2-out" procedure for interior structural fire fighting. All employees shall adhere to the procedure when performing interior structural fire fighting.

Air Quality

For self-contained breathing apparatus (SCBA) respirators, only Grade D breathing air shall be used in the cylinders. The Fire Department has its own air compressors for filling cylinders. The Program Administrator will ensure that this air compressors are inspected annually, the air quality is tested annually, and maintenance as recommended by the manufacturer is performed.

The Program Administrator will maintain an adequate air supply for the fire department.

Cleaning, Maintaining, Inspecting, Storing and Repairing

Cleaning

Respirators are to be regularly cleaned and disinfected at the designated respirator cleaning station.

Face pieces issued for the exclusive use of an employee shall be cleaned and disinfected after each use.

The following procedure is to be used when cleaning and disinfecting respirators:

- a. Wash the face piece and associated parts in a mild detergent with warm water. Do not use organic solvents.
- b. Rinse completely in clean warm water.
- c. Wipe the respirator with disinfectant wipes (alcohol free) to kill germs.
- d. Air dry in a clean area.
- e. Reassemble the respirator and replace any defective parts.
- f. Place in the storage bag provided by the fire department.

The Program Administrator will ensure an adequate supply of appropriate cleaning and disinfecting material at the cleaning station. If supplies are low, employees should contact their supervisor or the Program Administrator.

Maintaining

Respirators are to be properly maintained at all times in order to ensure that they function properly and

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adequately protect the employee. Maintenance involves a thorough visual inspection for cleanliness and defects. Worn or deteriorated parts will be replaced prior to use. No components will be replaced or repairs made beyond those recommended by the manufacturer. Repairs to regulators or alarms of SCBA respirators will be conducted by the manufacturer or manufacturer approved facility.

Inspecting

The following checklists will be used inspecting respirators:

- a. Face piece:
 - Cracks, tears, or holes
 - Face mask distortion
 - Cracked or loose lenses/face shield
- b. Head Straps:
 - Breaks or tears
 - Broken Buckles
- c. Valves:
 - Residue or dirt
 - Cracks or tears in valve material
- d. Air Supply Systems:
 - Breathing air quality/grade
 - Condition of supply hoses
 - Hose Connections
 - Settings on regulators and valves
 - Alarms

Employees are permitted to leave their work area/hazard area to perform limited maintenance on their respirator in a designated safe area that is free of respiratory hazards. Situations when this is permitted include to wash their face and respirator face piece to prevent any eye or skin irritation, if they detect vapor or gas breakthrough or leakage in the face piece or if they detect any other damage to the respirator or its components.

Storing

Respirators must be stored in a clean, dry area, and in accordance with the manufacturer's recommendations. Each employee will clean and inspect their SCBA face piece in accordance with the provisions of this program.

The Program Administrator will store the Fire Department's supply of respirators and respirator components in their original manufacturer's packaging in the fire station.

Repairing Defective Respirators

Respirators that are defective or have defective parts shall be taken out of service immediately. If, during an inspection, an employee discovers a defect in a respirator, he/she is to bring the defect to the attention of his or her supervisor. Supervisors will give all defective respirators to the Program Administrator. The Program Administrator will decide whether to:

- a. Temporarily take the respirator out of service until it can be repaired.
- b. Perform a simple fix on the spot such as replacing a head strap.
- c. Dispose of the respirator due to an irreparable problem or defect.

When a respirator is taken out of service for an extended period of time, the respirator will be tagged out of

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service, and the employee will be given a replacement of similar make, model, and size. All tagged out respirator will be kept isolated from operational respirator.

Training

The Program Administrator will provide training to respirator users and their supervisors on the contents of the Fire Department Respiratory Protection Program and their responsibilities under it, and on the OSHA Respiratory Protection standard. Employees will be trained prior to using a respirator in the workplace. Supervisors will also be trained prior to using a respirator in the workplace or prior to supervising employees that must wear respirators.

The training course will cover the following topics:

- a. The Fire Department Respiratory Protection Program
- b. The OSHA Respiratory Protection standard.
- c. Respiratory hazards encountered in most fire atmospheres and their health effects
- d. Proper selection and use of respirators
- e. Limitations of respirators
- f. Respirator donning and user seal (fit) checks
- g. Fit Testing
- h. Maintenance and storage
- i. Medical signs and symptoms limiting the effective use of respirators.
- j. Compressor Operation
- h. Fill Station

Employees will be retrained annually and as needed (e.g. if they need to use a different respirator or any other situation arises in which retraining appears necessary to ensure safe respirator use). Employees must demonstrate their understanding of the topics covered in the training through hands-on exercise and a written test. Respirator training will be documented by the Program Administrator (use of drill attendance sheets is sufficient) and the documentation will include type, model, and size of respirator for which each employee has been trained and fit-tested.

5.1.4 - Program Evaluation

The Program Administrator will conduct periodic evaluations of the workplace to ensure that the provisions of this program are being implemented. The evaluations will include regular consultations with employees who use respirators and their supervisors, site inspections; air monitoring and a review of records.

Problems identified will be documented and addressed by the Program Administrator. These findings will be reported to the City of Mantorville Fire and Rescue Department management, and the report will list plans to correct deficiencies in the respirator program and target dates for the implementation of those corrections.

5.1.5 - Documentation and Record Keeping

A written copy of this program and the OSHA Respiratory Protection Standard is kept in the Mantorville Fire and Rescue Department Information Notebook(s) and is available to all employees who wish to review it.

Also maintained by the Program Administrator are copies of training and fit test records. These records will be updated as new employees are trained, as existing employees receive refresher training, and as new fit tests are conducted.

The Program Administrator will also maintain copies of the physician's written recommendation regarding the employee's ability to use respirator for all employees covered under the respirator program. The completed medical questionnaire and the physician's documented findings are confidential and will remain at the physician's office at their discretion. The Fire Department will only retain the physician's written recommendation regarding each employee's ability to wear a respirator.

MANTORVILLE FIRE & RESCUE DEPARTMENT

RESPIRATOR PROTECTION PROGRAM

Operation	Air Contaminants	Exposure Level Monitored	PEL	Controls
Chemical Leaks	Anhydrous Ammonia	Various	Various	Positive Pressure Full face SCBA
Chemical Leaks	Chlorine	Various	Various	Positive Pressure Full face SCBA
Fire Suppression Interior Structure	Byproducts of incomplete combustion	Various	Various	Positive Pressure Full face SCBA
Fire Suppression Vehicle, Transportation and Equipment	Byproducts of incomplete combustion	Various	Various	Positive Pressure Full face SCBA when required
Hazardous Materials Incidents	Byproducts of incomplete combustion	Various	Various	Positive Pressure Full face SCBA and protective equipment
Confined Space Incidents	Byproducts of incomplete combustion	Various	Various	Positive Pressure Full face SCBA
Fire Suppression Training Evolutions	Byproducts of incomplete combustion	Various	Various	Positive Pressure Full face SCBA
Department Maintenance Activities	Byproducts of incomplete combustion	Various	Various	Positive Pressure Full face SCBA and protective equipment when required

Table 2: Mantorville Fire & Rescue Department Hazard Assessment April 2002

MANTORVILLE FIRE & RESCUE DEPARTMENT

NOTIFICATION PROCEDURES

6.0 - General Information

There are a number of methods that are used to notify fire department members of activities and the need to respond for emergencies. These methods include pagers, email, text messages, and cell phone applications.

Each member receives a Fire Department Pager. The Dodge County Sheriff's Office will activate the pager any time that the Fire Department or EMR is activated or to contact an officer of the Fire Department.

Member may request to also have Active911 on their personal cell phones.

6.1 – Non-Emergency Notifications

The Fire Department does maintain a group calendar (<http://www.mantorvillefd.com/>). Most of the events posted on the calendar will generate reminder emails and text messages. Examples are: Regularly scheduled meetings or drills.

An officer of the Fire Department may email members information that are timely but not necessarily time critical.

Phone Tree – There might be times that time critical information must be relayed to all members. The Fire Chief or Asst. Chief will start calling members and provide the information. These members will then call additional members and provide them with the information.

6.2 – Emergency Notifications

Whenever the fire department is dispatched, the Dodge County Sheriff's Department dispatchers will activate our pagers and provide verbal information about what is requested and where.

Mantorville Fire Department also has a system in place that will send a message via email and text message that a pager was received. This system will record the verbal information from dispatch and send that as a second email/text message.

Members can have an application on their cell phone called Active911. After dispatch has completed the page, they should also send information to the Active911 application. This will provide basic information about the type of call, location, and which agencies have been paged to that location.

MANTORVILLE FIRE DEPARTMENT

OPERATING GUIDE

Active911

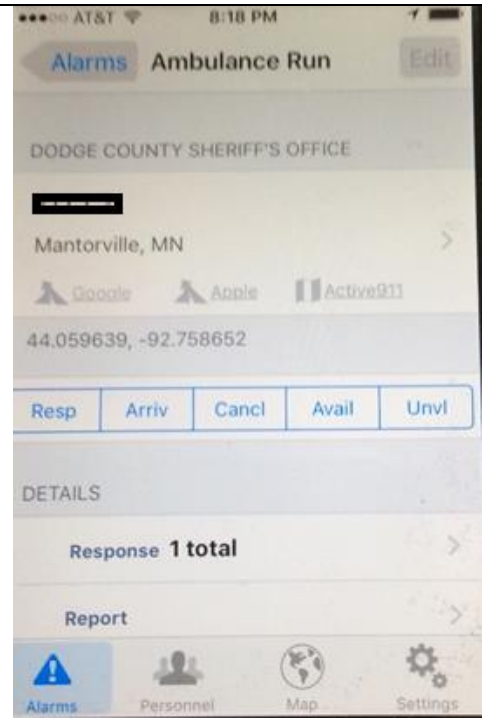
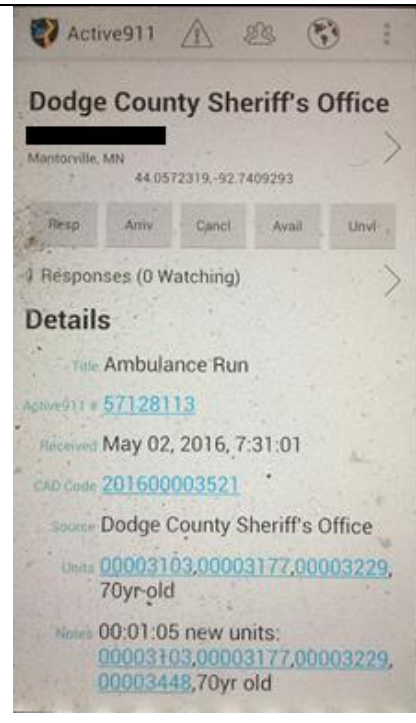
6.1.0 - General Information

Dodge County Dispatch uses Active911 to supplement emergency notification of fire department members via their cell phone. This system provides information about the call it also provides members a way to indicate that they are responding to the call.

The Active911 is an application that is available for most smart phones. It does require an activation code that a member can request. The activation code is good for only one device.

6.1.0 – Usage

When Active911 is activated by dispatch, the application will show a screen similar to the following.

iPhone	Android
	

From this screen you are able to identify the type of call, where it is, which agencies were notified, and some brief information about the nature of the call.

Active911 provides the only method for members to indicate that they are responding to the call. On the screen there is a row of buttons for members to select from. Press either the 'Resp' or 'Arriv' button. Do NOT use the other response buttons.

Pressing the 'Resp' button indicates that you are responding to the Fire Hall for the call.

Pressing the 'Arriv' button indicates that you responded directly to the scene and have arrived there. Probationary members should **NOT** respond directly to any scene.

Active911 can provide GPS navigation to the scene. If you are assigned as passenger in the front seat, you can assist the driver with directions to the scene. The navigation function can be reached by clicking on the address of the call.

If you have an Android based cell phone and have installed an internet radio scanner application such as Broadcastify, Active911 can start this application when Active911 is activated. This allows you to hear radio traffic on the main Dodge County Public Safety talkgroups if you have it enabled.

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OPERATING GUIDE

Active911

With an IOS based devices, there are versions of the internet radio scanner application available. You will have to manually start the application.

This could provide you with additional information about the call before you get to the fire hall or while enroute.

MANTORVILLE FIRE DEPARTMENT OPERATING GUIDE

Pagers

6.2.0 - General Information

Each member will be provided a pager. The pager is the primary notification method that Dodge County Dispatch uses to activate the fire department. These pagers allow Dodge County Dispatchers to notify members of specific agencies that their services/assistance is requested.

Whenever there is a request for service, Dispatch will activate the pagers. After activation, dispatch will provide information related to the call via audio messaging. Usually this will be the type of request and location. Be aware that the information provided can be minimal.

After approximately 60 seconds, Dispatch will activate the pagers again. Dispatch will repeat the information stated in the initial pager, but they may have additional information that will be provided on the second page.

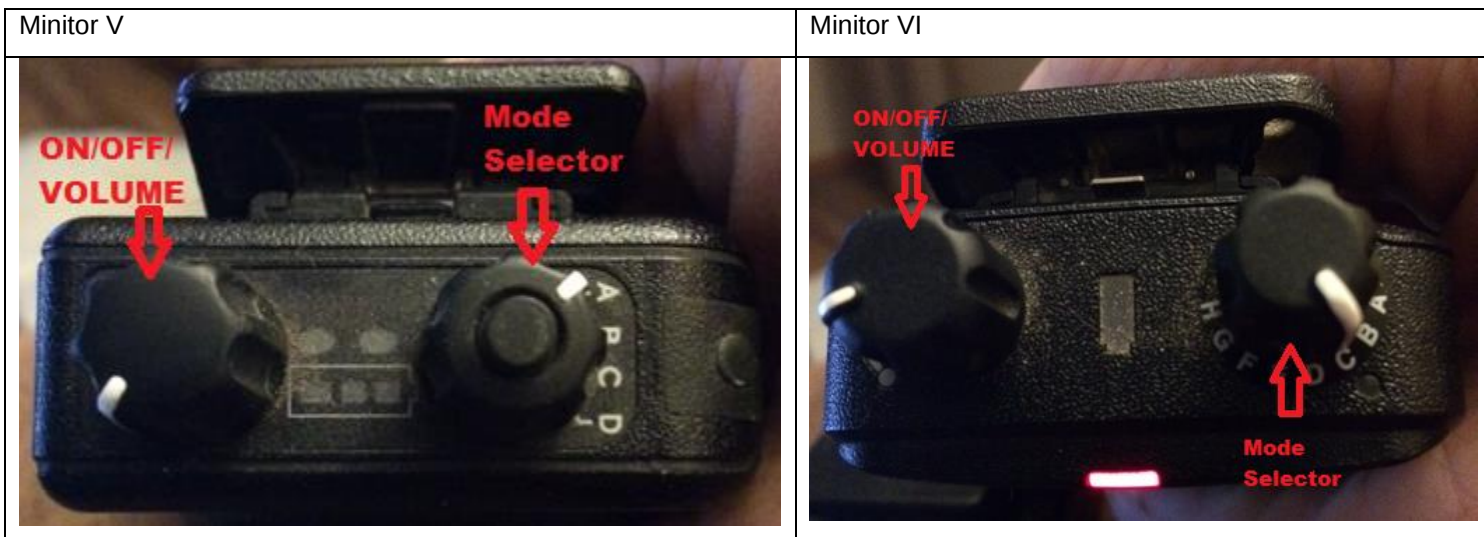
Dispatch is supposed to provide a test page nightly. The test page will happen between 5 pm and 6 pm when it does happen. Typically the pagers are only activated once for the test page. Dispatch will state that this is a nightly test page if it is. There is a monthly test during the afternoon on the first Wednesday of each month also.

The pager will store the audio from dispatch for playback.

The fire department uses Motorola pagers. While the model of pager varies among members, the layout and operation are the same.

6.2.1 – Usage

Each pager has an On/Off/Volume button.



Modes

Each pager has a Mode Selector button. Regardless of the pager model only Mode A, B, and C are used. You are able to select any of the mode positions (A,B,C) you want.

Mode A – Alert Mode – When dispatch activates our pagers, the pager will sound off with a number of beeps. These beeps are normally followed by an audio information from dispatch.

Mode B – Silent Mode – When dispatch activates our pagers, the pager will vibrate and the message from dispatch is saved for play back later.

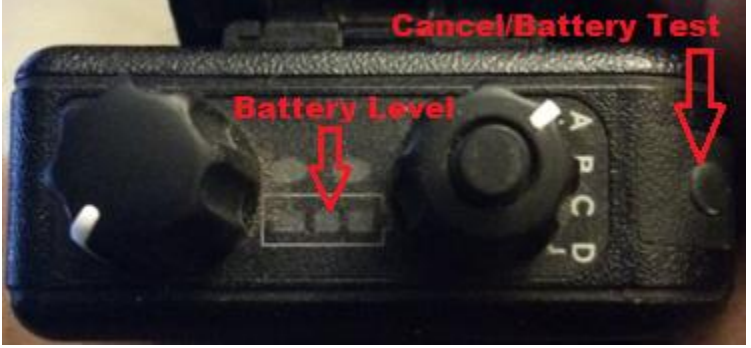
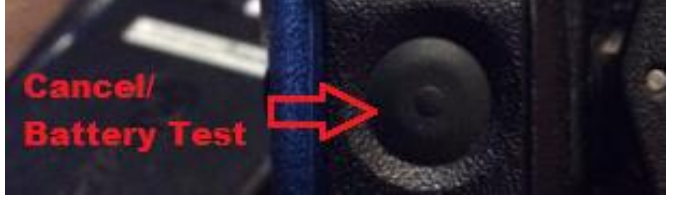
Mode C – Scan Mode – When the selector is in this position, you will hear all pager activity for Dodge County. When we are paged in this mode, you should get the beeps and the audio information.

MANTORVILLE FIRE DEPARTMENT OPERATING GUIDE

Pagers

Playback

To play back the stored audio messages you can press the playback button. The newest message is played first. The next older page will be played next, until the oldest stored message is played.

Minitor V	Minitor VI
	
	

To stop the play back function press the 'Cancel/Battery Test' button located on the right side of the pager.

The number of page messages that are stored is not specific, The total length of all the messages combined determines how many messages can be stored. Once the storage area fills up, the oldest message will be deleted automatically when a new page is received.

In the event that you turn off the pager, the battery power is completely drained or when the battery is replaced, all the stored messages will be lost.

Battery Test

Each pager has the ability to indicate the battery's power level by pressing the 'Cancel/Battery Test' button. On the Minitor V pages the battery level is indicated by the three Battery Level lights located on the top of the pager. Three green lights indicates full charge, Two green lights indicates medium charge, and one light indicates low charge.

On the Minitor VI, the pager will provide an audio prompt with the pagers battery level.

MANTORVILLE FIRE & RESCUE DEPARTMENT

ACCOUNTABILITY SYSTEM

7.0.0 - GENERAL INFORMATION

An accountability system is a process used at emergency and training activities to enhance personal safety by accounting for all personnel at any given time within a small geographical area. Use of this system will provide enhanced personal safety for the individual fire fighter, as well as provide the Incident Command organizational staff an improved means to track and account for ALL personnel operating at the incident scene.

The following describes the accountability system used by Mantorville Fire Department.

7.0.1 - IMPLEMENTATION

The Fire Department uses a 2 tag system.
Each firefighter has 2 tags with their number on it.

One tag is used by the Incident Commander/Safety Officer/Staging Officer to track assignments of firefighters.

The other tag is put in the vehicle to track what vehicle a firefighter rode in to an incident.

Tags are attached to firefighter's helmet or turnout gear at the hall when the firefighter is not active.

All Fire Department vehicles have a "ring" labeled ID TAGS. When getting into a vehicle to respond to an incident, one of the firefighter's ID TAGS is put on this ring and stays on the ring.

In addition, the Rescue1 and the Pumper#1 have an ID TAG ring located in the rear crew area.

7.0.2 - INCIDENT RESPONSE

It is the responsibility of each firefighter to insure that their tags are turned into IC and placed attached to the vehicle they ride to the scene in.

At the fire station, all firefighter's take one tag and present it to the Incident Commander (IC) for assignment. The IC will attach the presented tag to the appropriate location on the incident control clipboard.

When getting into the vehicle, the firefighter puts their second tag on the Vehicle ID TAGS ring.

At the fire scene, as firefighter's are assigned to teams, their tag on the clipboard is moved to show the change. It is the firefighters responsibility to stay with their assigned team at all times.

FREELANCING WILL NOT BE TOLERATED.

Any firefighter's arriving on the scene after the initial response report to the Incident Commander/Staging officer who has the clipboard. They will then give one of their tags to the officer with the clipboard and be assigned a duty. Their other tag should be in the vehicle in which they rode out in. If they rode out in a non-Fire Dept. vehicle, then the vehicle tag should be left in the vehicle they rode out in. (This is so that there isn't confusion on tags if a firefighter has a tag on their helmet or coat on the scene.)

Prior to leaving an incident, the ID TAG on the clipboard will be returned to each firefighter to ensure everyone is accounted for.

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ACCOUNTABILITY SYSTEM

As firefighter's get in a vehicle, the vehicle driver returns the firefighter's ID TAG from the ring in the vehicle to ensure that all firefighters are in a vehicle. If a firefighter returns in a different vehicle than they rode to the incident in, it is the firefighter's responsibility to retrieve their tag and move it to the new vehicle.

7.0.2.1 - SKYWARN RESPONSE

The same procedures are followed, the only difference being that the clipboard stays at the fire hall.

All firefighters who report to the fire hall and stay at the fire hall should have one of their ID TAGS placed on the clipboard.

7.0.3 - PERSONNEL ACCOUNTABILITY REPORT (PAR)

To verify accountability on the fire ground, the Incident Commander will call for PAR. A roll call will take place in which every Captain/Team Leader will verify (visually, verbally, or contact) everyone in their team is accounted for. For the company officer, a PAR is a confirmation that members assigned to his/her crew are visually accounted for. A PAR will be required for the following situations:

- Every 30 minutes
- Any report of missing or trapped emergency responder.
- Any change from offensive to defensive mode
- Any sudden hazardous event at the incident – flash over, back draft, collapse, etc.
- Any emergency evacuation
- When a PASS device goes into full-alert mode without explanation
- Mayday
- Any situation in which the Incident Commander deems necessary.

When IC requests a PAR, the Captain or Team Leader responsible for each team will report back to IC via radio or face-to-face:

- Team Name and whether they have PAR or not
- Location
- Number in Team
(example: Team 1 has PAR crew of 3 on the first floor back bedroom).

7.0.3.1 - Emergency Evacuation:

- When an emergency evacuation is directed by the Incident Commander. The IC will make the announcement on the radio.
- **THREE (3) LONG AIR HORN BLASTS OF ALL ON-SCENE APPARATUS WILL BE SOUNDED.**
- Once the emergency evacuation has been sounded, all members shall report to the staging area. Company Officers shall conduct PAR when members arrive at the staging area.

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ACCOUNTABILITY SYSTEM

7.0.4 - LOST/MISSING EMERGENCY PERSONNEL

An absent member of any crew will automatically be assumed lost or trapped in the “hazard zone” until otherwise determined safe. Captains/Team Leaders must immediately report any absent member to command.

Command should then initiate an immediate roll call (PAR) of all personnel operating in the “hazard zone”.

Command should dispatch the Rapid Intervention Team (RIT) to the last reported working area of the missing responder to begin a search. Simultaneously with these actions, Command must adjust on-scene strategies to a priority search and rescue effort.

7.0.5 - MAYDAY

The term “**Mayday**” shall be used when personnel are in an immediate life-threatening situation. A life-threatening situation may be identified by any firefighter on the scene.

A firefighter reporting a “Mayday” will have priority over all other radio communications.

Operations radio communication should move to another frequency, at the direction of the Incident Commander.

7.0.5.1 - OPERATIONAL GUIDELINES

Upon recognition of a life-threatening situation and the decision to announce the “Mayday”, either the endangered firefighter or their partner should:

1. Initiate any actions that might immediately rectify the life-threatening situation
2. Notify your partner of the emergency
3. Announce “Mayday, Mayday, Mayday” over the assigned tactical channel.
4. Upon affirmative communication with the Incident Commander, the following information should be relayed:
 - a. Location (Where are you, floor? Front or rear of structure?)
 - b. Unit Number (Engine 3, FF ex..)
 - c. Name (FF Brown ex..)]
 - d. Assignment (What were you doing? Ventilation, etc..)
 - e. Resources (What help do you need? Cutters, stretcher, air...)
5. Activate PASS device
6. Preserve your air supply
7. Stay with partner
8. Take actions to self-evacuate (**ESCAPE**)
9. If escape fails, retreat to an area of safety (**EVADE**)
10. If evade fails, attempt to **ENTRENCH** in the area of danger
11. Make sure to:
 - a. Position self to maximize audible effects of PASS device, preferably near a doorway, hallway, exterior wall, or window
 - b. Create tapping noises with tool
 - c. Position flashlight beam toward ceiling and/or continue rotating beam side to side
12. Update the Incident Commander of all actions taken in effort to escape, evade, or entrench.

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ACCOUNTABILITY SYSTEM

7.0.6 -RAPID INTERVENTION TEAM (RIT)

As the incident escalates, and/or crews are operating at a special hazard (i.e., confined space rescue), IC may assign “Rapid Intervention Team(s)” (RIT). Members assigned to “RIT” duty will serve as stand-by rescue personnel during all hazardous operations.

7.0.6.1 - RIT Equipment

The RIT should assemble in full personal protective equipment and SCBA with the primary valve on, spread a tarp on the ground at the staging area, and assemble the following equipment:

Primary Equipment for Initial Search

1. Portable radios (all team members)
2. Complete SCBA with mask (1), one for each make of SCBA that is being used on scene.
3. Thermal Imaging Camera (1)
4. Hand lights that allow for hands free operation (4), i.e. not carried.
5. Forcible Entry Tools: appropriate for the incident
6. Wire cutters (all team members)
7. Primary search rope (1)
8. Personal search ropes (all team members)
9. Additional carabiners (for use in rescue via SCBA drag).

Secondary Equipment Needed for Rescue

1. Air bags
2. Hydraulic lifting and spreading tools
3. Additional lighting
4. Additional rescue tools and equipment
5. Additional Thermal Imaging Camera
6. Saws and other cutting tools
7. Additional forcible entry tools
8. Cribbing
9. Backboards
10. Stokes Basket
11. EMS Bag & AED, or ALS medical equipment
12. Any other equipment as deemed appropriate for the type of rescue anticipated.

All SCBA should be operationally tested when the crew arrives in staging to ensure that there will be no delays, should the RIT need to be deployed.

7.0.6.2 - RIT Tasks while Staging

Once the team has assembled with the primary equipment, the RIT should:

1. The Team Leader should review the pre-plan for the occupancy, if available.
2. Perform a Size-Up: Note the height and width of the building, location of all exits and windows, and any obstructions that would impede rapid egress. Also note the location of the nearest aerial device and the nearest hose line in case they are needed.
3. Continually monitor for changing fire ground conditions (e.g. change in smoke, collapse indicators, apparatus placement/relocation, etc.), acting as an additional set of eyes for the Safety Officer.
4. Position Ground Ladders: The RIT should ensure that ground ladders are placed at a point of egress on the fire floor and the floor above (minimally). Additional ladders can be placed at the sides and rear of the structure. Ladders should be extended to the bottom

MANTORVILLE FIRE & RESCUE DEPARTMENT

ACCOUNTABILITY SYSTEM

of the windowsill for easier evacuation. RIT members may leave the staging area briefly (with permission of the RIT Leader) for the purpose of placing and/or repositioning ground ladders.

5. Monitor Radio Communications: This should begin as the team is responding to the incident and continue throughout the incident. It is recommended that this task be rotated among team members at 20-minute intervals due to the amount of concentration required to perform this task adequately.

6. Listen for any MAYDAY calls, indications of a Firefighter in distress, etc.

7. Listen for any PASS alarms that sound for longer than 15 seconds.

8. Assist with accountability by writing down the location of interior crews as they report their location and status. Update your information continually based on subsequent radio transmissions.

9. Note fire conditions in various parts of the structure as they are being reported over the radio, as viewed from the exterior, and as they change.

10. Perform 360's: The team should perform a 360° walk around of the structure, in groups of two, at 15-20 minute intervals, to continually assess fire ground conditions and gain additional familiarity with the structure. This is a good time to pass the radio monitoring responsibility to another person. The RIT Leader coordinates these activities.

11. Expand Egress Openings: Consideration should be given to making cuts to expand the openings of key doors and windows in the event that a downed Firefighter needs to be removed. Doorways can be enlarged by widening horizontally to permit a Firefighter to be carried out more quickly. Windowsills can be cut lower so a Firefighter need not be lifted up and out the window. The RIT is permitted to leave the staging area and make such cuts if approved by the RIT Leader and the Incident Commander. Note that the effect of this action on fire spread and the building's structural integrity must be considered before any cuts are made.

7.0.6.3 - Actions of the Firefighter in Distress

If conscious, the disorientated or downed Firefighter should:

1. Verbally transmit "Mayday" over his/her portable radio repeatedly until acknowledged (refer to Mayday Response SOG).
2. Transmit his or her name and unit assignment
3. Transmit his/her location as specifically as possible.
4. Transmit if he/she is trapped and if so, by what objects.
5. Transmit air supply quantity
6. Transmit any known injuries
7. Ensure his/her PASS alarm is activated for 60 seconds then off for 30 seconds until he or she is located.
8. Ensure his/her hand light remains on at all times.
9. The downed Firefighter may be able to attract attention by banging a tool repeatedly and/or waving his flashlight beam in multiple directions.

7.0.6.4 - Initiating the Search for the Downed Firefighter

1. Maintain radio contact with the downed Firefighter continually if possible. All other apparatus and portables (with the exception of the Incident Commander) should be moved off the channel the downed Firefighter is on. Do not ask the downed Firefighter to change channels.
2. The RIT must use the accountability system.
3. The RIT enters the structure with the primary equipment (as listed above)
4. Entry should be made at the quickest, closest, and safest entry point, based on the perceived location of the downed Firefighter.
5. A protective hand line should follow the RIT into the structure if the fire is not yet extinguished.

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ACCOUNTABILITY SYSTEM

6. In large occupancies or marginal radio conditions, a communication relay person may need to operate near the entry door.
7. The Incident Commander should immediately organize another RIT of the same or larger team size from on-scene personnel or units coming in on the next alarm.

7.0.6.5 - Performing the Search for the Downed Firefighter

The RIT should attempt to hone in on the Firefighters location by following the sound of the downed Firefighters PASS alarm while deploying a search rope. The Team Leader who leads the search should use the Thermal Imaging Camera. The RIT should only use the standard "wall search" technique if a primary search rope is not available. The RIT should also search for exits as they search for the firefighter. Be aware of changing fire conditions and prepare to modify or abandon a search if conditions become untenable. Stop periodically to listen and adjust your direction if necessary. Watch and listen for flashlight beams, equipment being struck against a wall or floor, and/or verbal calls for help.

Be alert for any equipment that might have been jettisoned by the Firefighter. Search ropes should be used when searching. Examine the floor below the last known location of the firefighter, in case he or she fell through the floor and became trapped.

7.0.6.6 - Locating the Downed Firefighter

When the downed Firefighter is located:

1. Turn off the downed Firefighters PASS alarm.
2. Notify Command that you have located the Firefighter and report your position as specifically as possible.
3. Check if breathing: If not breathing and not trapped, drag or carry out as quickly as possible. If breathing, check air supply level on cylinder (not regulator, as it may have been damaged).
4. If air supply is low, provide replacement SCBA. Assess if the Firefighter is trapped. If so, advise Command.
5. Provide psychological support to the Firefighter by identifying that you are the RIT and that you are there to help them. Note: downed Firefighter could be combative and/or attempt to grab your face piece.
6. If conditions are untenable, consider dragging downed Firefighter to a nearby room or hallway, and protect in place.
7. If the Firefighter must be abandoned temporarily, activate his/her PASS alarm, leave an SCBA unit with the Firefighter, and leave the search rope in place while you relocate to a safer position.

7.0.6.7 - Removing the Downed Firefighter

If the Firefighter is not trapped (or once freed from entrapment):

1. Allow each member of the RIT to take a quick scan of the rescue room using the Thermal Imaging Camera so they have a mental picture of the area in which they are working.
2. The RIT member at the end of the search team (and who was deploying the search rope) remains at the door to the rescue room and watches for advancing fire.
3. Most members gear is equipped with a DRD device located on the back of their jacket under the collar. This can be used quickly to drag a firefighter to a safer location. The DRD CAN NOT be used for lifting or lowering a firefighter.
4. Loosen the downed Firefighters SCBA waist strap and attach it around one of his/her legs (this helps prevent the SCBA from being pulled off the Firefighters body during rescue).

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ACCOUNTABILITY SYSTEM

5. Loosen the downed Firefighters SCBA shoulder straps so they can be used as handles to drag the Firefighter to safety. (An alternate method is to attach a rope and carabiner to the Firefighters SCBA to aid in lifting or dragging).
6. When carrying or dragging the Firefighter, use a short cadence system for a quicker, more effective rescue. For example, use "Ready, Pull" or "Ready, Go" (rather than "1-2-3-Pull").
7. Consideration should be given as to whether a Stokes Basket would be practical and whether it would make for a quicker removal.
8. Team members not carrying/dragging should make periodic location and progress reports to the Incident Commander including air supply status for the team members and the downed Firefighter.
9. The downed Firefighter should be passed to fresh personnel as they reach the exit point of the structure (can be passed to Exterior Firefighters operating outside the structure).
10. IC must notify all on the fire ground that the downed Firefighter is out of the structure.

If the Firefighter is trapped, the secondary RIT will be called to enter the structure and bring whatever additional heavy rescue tools and equipment are requested by the initial team. The secondary team follows the initial primary search rope to the rescue room.

7.0.6.8 - Disbanding the RIT

For any incident where a RIT was established, the team should remain in place until disbanded by the IC. It is recommended that this not occur until life safety hazards have been eliminated or the incident is completely terminated (since Firefighters could become trapped during a collapse as late in the incident as the salvage/overhaul stage).

MANTORVILLE FIRE DEPARTMENT

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PERSONNEL INCIDENT PARTICIPATION

7.1.0 - General Information

We recognize that the consumption of alcohol or any other legally controlled substance as well as many prescribed medication effects different individuals in different ways. Use of these items puts you at risk as well as your department team members.

All members are expected to report to the fire station or emergency location, **EXCEPT AS FOLLOWS**. The use of any substance that legally causes the member to be classified as “UNDER THE INFLUENCE” of a substance or a medication that might impact that individual’s ability to perform the required duties shall prohibit that individual from participation in the activity. This policy is defined, in writing, to protect the individual, the team members and the City of Mantorville.

7.1.1 - Responding to a pager call

The use of any medication or controlled substance (including alcohol) where you should not be operating equipment or that impair your ability to perform the required duties shall prohibit you from participation.

If you can be classified as an impaired, **DO NOT** respond. The department policy follows the state standards that apply to drivers of commercial vehicles.

7.1.2 - Vehicle Drivers

Members given the responsibility of driving Fire Department vehicles must:

- Be 18 years or older
- Have a valid driver license
- No member can drive during emergency responses until such time that the Fire Board determines that the member will be able to operate specific vehicle(s) safely.
- The Fire Board reserves the right to restrict driving privileges as deemed necessary.

7.1.3 - Incident participation

There are various reasons for restricting your activity at an incident such as a temporary health situation, injury or impairment. It is your responsibility to let your team members know your limits for that specific incident. **DO NOT PUT YOURSELF OR THE OTHER TEAM MEMBERS AT RISK.**

Note: If you observe anyone at a scene appearing to be “under the influence” or impaired, it needs to be reported to the Incident Commander discretely and it will be dealt with appropriately.

7.1.4 - Training sessions and / or meetings

The consumption of any alcoholic beverage is not allowed during any of the times when you would be considered on city duty; this includes all training sessions and meetings.

7.1.5 – Disciplinary Action

Violating this policy can result in the member being placed on suspension or termination.

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OPERATING GUIDE

EMERGENCY OPERATIONS

8.0.0 - RESPONDING IN PERSONAL VEHICLES

- 1 - Personal must obey traffic laws, sign and speed limits.
 - A. Four-way flasher should be turned on.
 - B. The objective is to attract attention so that you are seen when you are wanting to get through. You are always responsible for safe defensive driving as well as accidents that you may be involved in.
 - C. Members that are on probation, are NOT to respond directly to an emergency scene. You MUST respond to the fire hall.

Note: The city is NOT responsible for accidents or tickets that happen in personal vehicles on the way to the fire hall.

8.0.1 - FIRE HALL PROCEDURE

- 1 - First person in hall
 - A – Acknowledge page with dispatch via radio
 - B - Write location ID on the board and select it on the computer.
 - C - Get gear on
 - D – Wait for assignment in center of fire hall
- 2 – First Officer in hall
 - A - Gets suited up
 - B – Will be the Incident Commander (IC) until a higher ranking officer arrives
 - C – Meets all responding member in center of fire hall
 - D - Collect ID tags
 - E - Assign personal to vehicles and initial positions
- 3 – All other members
 - A - Gets suited up
 - B – Give one ID tag to IC
 - C – Wait for job assignment
- 5 – IC will determine the order in which vehicles respond based on the type of call and information available. The vehicles available to respond are:
 - Rescue #1
 - Pumper #1
 - Tanker #1
 - Tanker #2
 - Pumper #2
 - Pick Up
 - Grass Rig
- 6 - Other Conditions
 - A - The IC will take the passenger seat of a vehicle.
 - B - If only three people respond, the 3rd Firefighter takes a tanker.
 - C – If a trained pumper operator for Pumper #1 is not available, be sure that both Pumper #1 and Pumper #2 respond.
 - D – Members assigned to interior teams must remove their traffic vests before getting into their assigned vehicle.

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OPERATING GUIDE

EMERGENCY OPERATIONS

8.0.2 - RESPONDING WITH APPARATUS

1 - VEHICLE DRIVER

Drivers assignments will be determined by the Incident Commander for all required responses. No member will be assigned to a driver's position during emergency responses until such time that the Fire Board determines that the member will be able to operate the vehicles safely.

A - All warning devices must be operating (red lights, headlights, siren, etc.). MN state law defines only two type of responses:

- Emergency - Lights & Siren
- Non-Emergency – No Lights & Siren - Normal every day driving.

B - The operator must keep the vehicle under control under all circumstances.

- Remember you are REQUESTING THE RIGHT-OF-WAY. You do NOT have it just because of the lights and siren.

- Stop at all blind intersections

- Do NOT exceed the posted speed limit by more than 10 mph in rural areas.

- Do NOT exceed the posted speed in city streets.

C - Normally keep truck radios on DD MFD Talk Group, for enroute communication. REMEMBER THE MIKE MUST BE ON HOOK TO ENABLE SCAN -- necessary procedure to enable contact from dispatcher.

2 - VEHICLE PASSENGERS

A - All persons must wear seat belts, where provided.

B - No person shall ride on the outside of any moving apparatus including the tail board, running boards, or side tanks, while responding to/returning from an emergency.

3 - INTERIOR TEAMS

A - The attack/rescue teams are identified. Decided by the person in the captains chair or the senior member.

B - Interior teams

1 – Remove traffic vests

2 - Air packs are put on

3 - Check collar/liner straps

4 - Verify air supply level and NO high pressure leaks.

5 - Each team member gets a radio - verify operation (eg. OK tone) and verify that they are on the correct channel as assigned. Only the Structure Captain should talk on the radio.

4 - PERSON IN-CHARGE -- INCIDENT COMMAND

A - The IC is the only person to communicate with the dispatcher.

1 - En-route communication responsibilities:

a - Notify the dispatcher that we are en-route ; 10-8.

b - Notify other units who is IC (your name).

c - Collect information from other units regarding number of people, number of interior teams, etc.

d - Monitor sheriff's channel for possible contact from dispatcher or deputy.

MANTORVILLE FIRE & RESCUE DEPARTMENT

OPERATING GUIDE

EMERGENCY OPERATIONS

8.0.3 - ARRIVAL AT SCENE

When the vehicle arrives at the scene, it is the driver and front passenger's responsibility to insure that the vehicle is parked in a safe location and that the vehicle engine is left running, the warning lights on, the siren is off, parking break set, and wheels blocked.

A safe location is one that:

- Is clear of overhead Power lines
- Is away from fuel tanks, compressed fuel tanks (LP, Propane, etc.)
- Does not block traffic movement (Tankers and Public)
- Does not expose members/equipment to smoke, heat, chemicals and other Fire scene hazards
- Soft Shoulders / Steep Ditches
- Obstacles that would prevent members to access equipment safely

1 - INCIDENT COMMANDER

A - IC notify dispatcher that the fire department is ON SCENE.

B - IC notifies the dispatcher of the location of the command post.

C – Request a PAR every 30 minutes

D - Size up the scene:

- May have to instruct for the apparatus location or placement on arrival.
- Determine staging area requirements and assign officer in-charge when staging area is required.

2 - PERSONNEL

A – Scene Safety Officer

- Does 360 of scene
- Draws scene, noting the location of utilities, hazards, windows, doors, etc.
- Reports finding back to IC

B - Rescue and/or attack teams:

- Size up structure, entrance, window layout, etc.
- Put on air masks, hoods, helmet
- Check for good mask seal and NO leaks on the hose.
- Recheck coverage with gear (eg. Hoods, collars, helmet & liner straps)
- Radio on
- Structure Captain is the designated member to talk to IC

3 - PUMPER

A - Driver:

- 1 - The pump operator (normally).
 - In charge of water supply
 - Get pump operating
 - Get water to the nozzle as soon as possible
 - Keep IC informed regarding water supply
 - Assist in monitoring scene as permissible (Report all anomalies)

B – Passenger (If not IC)

- 1 - Assist in setting permanent water supply (port-a-tanks, hydrant, etc.)
- 2 - After released by the driver, report to IC for assignment and be certain that both your tag and the drivers tag are turned-in.

MANTORVILLE FIRE & RESCUE DEPARTMENT

OPERATING GUIDE

EMERGENCY OPERATIONS

4 - TANKERS

A - Drivers:

- 1 - Tanker driver assist in setting up the water supply to pumper (port-a-tanks).
- 2 - Responsible for shuttling water.

B - Passenger

- 1 - Assist with setting up water supply
- 2 - After released by the driver report to IC for assignment and be certain that both your tag and the drivers tag are turned-in.

5 - SCENE DUTY

A - NO FREELANCING.

B - Each member has a tag that corresponds with their number that is on their turn-out gear. Be certain this is turned in to the IC or Safety Officer.

C - Clip boards should be used to track assignments and activities.

D - IC must be certain that the SAFETY OFFICER role is assigned. In the absence of the regular safety officer the IC will assign one (preferably an officer).

E - Interior teams

- Be certain your location (inside, backup, rest) is being tracked.
- Always work in teams (2 minimum)
- Stay in your team until released.
- Always have a back-up team when any team is inside
- Stay in communication with team members - by touch, sight & verbally
- Don't over stress yourself
- Watch your air supply
- Structure Captains will communicate with IC

F - Exterior personnel

- Report to IC for assignment - **NO FREELANCING**
- Make certain your tag is turned in to IC.
- Stay near IC for assignment

8.0.4 - TRANSFERRING COMMAND

1 - When a higher ranking officer arrives on the scene, it is their responsibility to decide if they will assume command.

A - Be certain you know the following as part of the transfer.

- Number of interior and backup teams plus the person tracking their location.
- Staging area and status, if applicable.
- Safety Officer responsibility

B - Chain of command

- Chief – Usually IC
- Assistant Chief – usually Safety Officer
- Structure Captains
- Pumper Captains
- Assigned by IC

-SAFETY OFFICER is authorized to intervene in any activity where an unsafe condition exists, in his/her best judgement.

MANTORVILLE FIRE & RESCUE DEPARTMENT

VEHICLE INCIDENT

8.1.0 - GENERAL INFORMATION

This guideline identifies positioning practices for apparatus and response vehicles that will provide maximum protection and safety for personnel when the location of an incident requires operating in or near moving vehicle traffic. It also identifies several approaches for individual practices to keep firefighters safe while exposed to the hazardous environment created by moving traffic.

Apparatus and other emergency vehicles at a roadway incident shall be positioned in a manner that best protects the incident scene and the work area, and with due regard for the safety of all persons while working in or near moving traffic.

All personnel should understand and appreciate the high risk that personnel are exposed to when operating in or near moving vehicle traffic. Responders should always operate within a protected environment at any vehicle-related roadway incident.

Always consider moving vehicles as a threat to your safety. At every vehicle-related emergency scene, personnel are exposed to passing motorists of varying driving abilities. At any time, a motorist may be driving without a legal driver's license. Approaching vehicles may be driven at speeds from a creeping pace to well beyond the posted speed limit. Some of these vehicle operators may be vision impaired, under the influence of alcohol and/or drugs, or have a medical condition that affects their judgment or abilities. In addition, motorists may be completely oblivious to your presence due to distractions caused by cell phone use, loud music, conversation, inclement weather, and terrain or building obstructions. Approaching motorists will often be looking at the scene and not the roadway in front of them. Assume that all approaching traffic is a danger until proven otherwise.

Nighttime incidents requiring personnel to work in or near moving near traffic are particularly hazardous. Visibility is reduced and driver reaction time to hazards in the roadway is slowed.

The fire department responds to the following incidents involving vehicles:

1. Vehicle Accident
2. Vehicle Fire
3. Vehicle Leaks

The standard Emergency Response Guidelines should be followed with the following exceptions:

8.1.1 - Vehicle Accident

1. In the event that the accident scene is on or near a roadway, the Rescue 1 and pumper should be parked in a blocking position. The roadway should not be completely blocked to allow additional emergency vehicles access to the scene. This will create a buffer zone so that members can safely work.
2. Tankers should be parked on the side of the roadway at least 200 feet away from the scene. Members should remain with the vehicle unless requested by IC.
3. All members should be wearing all PPE including reflective traffic vests unless they are wearing SCBA.
4. Any member approaching a vehicle involved in an accident should approach from the side.
5. Members in the Rescue 1 should be certified EMR.
6. If a vehicle collision involves the release of hazardous materials, it shall be considered to be a hazardous materials incident, and shall be handled as such.
7. All vehicles will be stabilized prior to entry by Fire/Rescue personnel. Vehicles requiring any type of manipulation for patient extrication will have the suspension of the vehicle incapacitated with cribbing (or step chocks) and deflation of the tires.
8. The vehicle's electrical systems should be disabled if extrication/patient care in vehicle are necessary.
9. Access should be made considering level of damage to the vehicle and availability of operable doors. If glass must be broken it should be the farthest window not directly above the patient.

8.1.2 - Vehicle Fire

1. No vehicle shall park directly in front or behind of any vehicle on fire. Vehicles should be parked in a blocking position.
2. While most vehicle fires can be extinguished using water, Class A foam, members need to recognize when Class B foam needs to be used.
3. Attack teams should approach a vehicle from the side.

MANTORVILLE FIRE & RESCUE DEPARTMENT

VEHICLE INCIDENT

8.1.3 - Vehicle Leaks

1. Members approaching a leak/spill treat the scene as a hazard materials scene. Any member approaching the scene should wear full PPE including SCBA and be monitoring the environment.
2. A charged attack line should be in position and manned to provide protection as necessary.
3. Members should avoid contact with spilled or leaking materials as it may present a physical or chemical hazard.
4. Members should try to avoid dragging equipment through spilled or leaking materials.
5. Members should attempt to control the spread of any leaking fluid, by using Floor Dry, absorbent pads and tubes, etc.
6. The State Duty officer will be contacted when appropriate.

8.1.4 - DEPLOYMENT OF CONES

All incidents on or near a roadway are extremely dangerous. When space and manpower permit, the Incident Commander may request the deployment of traffic control equipment (cones) to increase scene safety. The Fire Department has preferred cones that are collapsible, however rigid, non-lighted cones may also be used.

Members assigned to deploy cones should:

1. Members deploying cones should wear proper PPE including high-visibility vest and helmet.
2. During periods of low light or reduced visibility, members should operate with a flashlight turned ON.
3. Members assigned to deployment should operate as a team. One member should be assigned to watch traffic and alert other members to potential hazards.

Deployment of Cones:

1. Members deploying cones should face on-coming traffic as they move along the shoulder to a point approximately 200 feet (8 cones) from the scene.
2. Expand a cone and turn the light on. Place cone on the shoulder.
3. Move back toward the scene approximately 25 feet. Expand a cone and turn the light on. When safe, place the cone approximately 3 feet into the traffic lane.
4. Return to the shoulder and move another 25 feet towards the scene.
5. Expand a cone and turn the light on. When safe, place the cone approximately 6 feet into the traffic lane.
6. Return to the shoulder and continue towards the scene, placing a lighted cone approximately every 25 feet, and an additional 3 feet into the traffic lane.
7. The final cone should be near the center of the roadway or the part of the vehicle parked in the blocking position that is impeding the most into traffic.

Retrieval of Cones:

When it's time to reopen the roadway and clear the scene, cones should be retrieved nearest the scene first and working outward.

MANTORVILLE FIRE & RESCUE DEPARTMENT

SKYWARN

8.2.0 - GENERAL INFORMATION

1. When severe weather conditions are expected the Dodge County dispatcher may use pagers for weather information. Spotter may or may NOT be activated on an initial information page.
2. Dodge County spotter activation is usually by pager; this is a non-emergency response to the hall.
3. Spotters are volunteer department members. Weather spotting is optional but restricted to fire department members
4. It is preferred that three people respond, to the hall, before any truck leaves.
5. One person should remain at the hall, as the incident command post radio contact.
6. Two persons per truck is preferred; at least one **MUST** be a trained spotter.
7. Each truck should have a portable radio before be leaving for one of the following locations. Spotting locations are manned in the order indicated.

# 1	Pumper #1	22463 617 th ST
# 2	Tanker #1	North on Hwy 57 to 562 nd St (County 22), don't block intersection
# 3	Tanker #2	North to Hwy 57 St, East on 590 th ¼ mile to field drive

8.2.1 - RADIO COMMUNICATIONS

- All communications between MFD radios will be on DD-MFD talkgroup.
- Only IC will communicate with Dodge County EOC on the talkgroup designated by dispatch at that time.
- Radios, may be set on scan mode to monitor all channel activity.
- Only Dodge County EOC is to talk directly with the National Weather Service.

In case of a power failure in the city, location #1 will become the command post.

MANTORVILLE FIRE DEPARTMENT

OPERATING GUIDE

SKYWARN

REPORTING WEATHER CONDITIONS:

- | | |
|--|-----------------------------|
| 1. Reporting is usually to the incident command post (hall) who relays the information to the EOC. | |
| WINDS, 50 MPH OR GREATER include distance and direction from Mantorville. | ¼ INCH Hail = PEA size |
| HEAVY RAIN FALL | ½ INCH Hail = DIME size |
| | ¾ INCH Hail = NICKEL size |
| | 1 INCH Hail = QUARTER size |
| * WALL CLOUD | 1.75" Hail = GOLF BALL size |
| * FUNNEL CLOUDS | 2.75" Hail = BASEBALL size |
-

EXCEPTION - IF TORNADO OR A FUNNEL CLOUD IS SPOTTED, THE SHERIFF'S DISPATCHER IS TO BE CONTACTED DIRECTLY.

INCIDENT COMMAND or ALTERNATE SITE #1

1. Notices dispatched when spotters leave.
2. **SPOTTERS** notify incident command when they are located at the defined site.
3. Pass appropriate severe weather conditions to the EOC (wind speed, hail and location). The sheriff dispatcher activates the warning siren via pager tones.
4. **SPOTTERS** notify incident command & get an acknowledge prior to leaving site to investigate lightning strikes or other conditions that warrants investigation.
5. Unlock Basement. Attempt (ask deputy) to notify people in RV park to come to the fire hall for shelter.
6. When spotter activation is terminated, all spotters should be notified to return to the hall.
7. Lock Basement
8. The sheriff dispatcher is notified when all trucks return and are ready for service.

EMERGENCY CALLS:

1. INCIDENT COMMAND makes sure the sheriff dispatcher pages fireman (normal 2 pages); probably **NO SIREN** which might cause confusion.
If an emergency call occurs during spotter activation, the incident command determines who makes the run.
If there are sufficient fire fighters to respond, spotters may remain activated.

MANTORVILLE FIRE & RESCUE DEPARTMENT

CARBON MONOXIDE INCIDENT

8.3.0 - General Information

To set guidelines for the response to activated carbon monoxide (CO) detectors and to insure the safety of both fire personnel and the public. Allow for the safe evacuation of occupants from a structure or an area where such a hazard may exist.

Carbon monoxide is an odorless, tasteless, colorless gas that is deadly. It is a by-product of a fuel burning process. Many appliances such as central heat, kitchen stoves, hot water heaters, automobiles, etc. can produce carbon monoxide.

When a faulty device or unusual conditions exist, carbon monoxide may be vented into areas where people are present.

Carbon monoxide poisoning may be difficult to diagnose. Its symptoms are similar to the flu, which may include headache, nausea, fatigue and dizzy spells.

The Fire Department utilizes a Multi-Gas Monitor that is calibrated monthly.

8.3.1 - Incident Response

When the Fire Department is paged for a CO detector activation, members should respond as a normal call. The Incident Commander will assign members as normal.

1. While responding to the scene, a member of the interior team will start the Multi-Gas Monitor so that it is warmed up and ready once members arrive at the scene..
2. Once the Fire Department arrives on scene, determine if anyone is exhibiting signs or symptoms of CO poisoning and take appropriate actions to treat victims.
3. An interior team wearing Full PPE and SCBA will enter the structure with the Multi-Gas Monitor. They will survey the premises to determine the carbon monoxide level in each room.

The interior team should verify the type of detector that has been activated and assist with the evacuation of any people within the structure.

Once the type of detector has been verified, and the Fire Department Multi-Gas Monitor has confirmed that CO is present:

- Appropriate utility companies should be contacted
- The interior teams should investigate possible sources and attempt to locate the device/equipment responsible for the leak.
- Emergency Medical Services should be requested if not already
- All occupants should be examined for possible CO poisoning

Once the source has been located, the Fire Department should attempt to shutdown the failing device/equipment.

After the failing device/equipment has been shutdown, the Fire Department may attempt to ventilate the structure using electric fans. Ventilation of the structure should be done for 20 minutes, then check CO levels again.

A CO Response Report form will be filled out at the scene and a copy left at the scene for the occupant and a copy attached to the EMS or Service Run report that is filled out for the run.

MANTORVILLE FIRE & RESCUE DEPARTMENT

OPERATING GUIDE

MUTUAL AID INCIDENT

8.4 - General Information

All members are expected to report to the fire station for assignment.

The Fire Department will respond with the resources requested or as the Mantorville Officer-in-Charge determines to send.

Mutual Aid requests might be automatic from dispatch or it can be requested.

8.4.1 – Automatic Mutual Aid Request

In the event of the automatic request, the fire department will send one pumper and one tanker if sufficient personnel are available.

Tankers - each responding tanker should have two (2) firefighters, if possible. This provide for a navigator and radio operator, freeing the driver of multiple responsibilities. The passenger will provide directions to assist the driver in positioning for a water dump. Our department typically uses a guide person behind the truck for backing; this is not true of other department procedures.

Pumper - Does provide on-scene backup pumper and personnel.

8.4.2 – Requested Mutual Aid Request

The requested equipment will be sent with the required support resources (ie: personnel, vehicles, etc.).

8.4.3 - Equipment Use

During Mutual Aid activities you might be asked to use equipment from another service. You may do so as long as you are trained and comfortable on using that equipment.

You may be asked to provide equipment to another service also. This is permitted. If you do provide equipment be sure that an officer on Mantorville's Fire Department is aware of this. It is important that after the activities that the equipment is returned or at least accounted for.

To assist in the sorting of equipment, each piece of equipment should have color mark representing the fire department that owns the equipment. Below is the list of the fire departments that we have mutual aid agreements with and the color that represents that department.

MANTORVILLE FIRE & RESCUE DEPARTMENT
O P E R A T I N G G U I D E
MUTUAL AID INCIDENT

DEPARTMENT	EQUIPMENT CODE
BYRON	DARK BLUE
BLOOMING PRAIRIE	ORANGE
BROWNSDALE	YELLOW
CLAREMONT	ORANGE & BLACK
DODGE CENTER	DARK GREEN
HAYFIELD	BLACK
KASSON	BLUE & WHITE
MANTORVILLE	BROWN
PINE ISLAND	MAROON
ORONOCO	WHITE
STEWARTVILLE	WHITE & GREEN
WEST CONCORD	RED & WHITE

MANTORVILLE FIRE & RESCUE DEPARTMENT

NATURAL GAS INCIDENT

8.5 - General Information:

The Fire Department may encounter natural gas in a variety of situations and incident types, each presenting a different set of hazards and problems. This guideline presents an approach that will be applicable in the majority of situations, but should not replace good judgment and experience in dealing with any particular incident. This guideline should be used whenever situations are encountered that do not clearly indicate that a different approach is required to more safely resolve the hazard.

While enroute, the Incident Commander should verify with dispatch that the gas company has been notified.

Burning natural gas should not normally be extinguished, since this would change the situation from a visible to invisible hazard with explosive potential. Fires should be controlled by stopping the flow.

8.5.1 –Gas Leak – No Fire or Explosion

Calls for “odor of gas”, “gas leak”, “broken gas line” and similar situations may range from minor to potentially major. All of these should be approached as potentially dangerous situations. With gas company personnel on the scene of an incident, the Fire Department Incident Commander will establish command and provide effective interaction between agencies. Gas company personnel shall be responsible for locating and eliminating leak sources. Gas company personnel shall obtain a sufficient number of gas concentration readings to evaluate the hazard. In all cases, Fire Department shall take whatever actions are necessary to provide for life (primary) and property (secondary, as applicable) safety.

A minimum number of personnel in full-PPE and SCBA should be allowed to enter the area to size-up the situation while any additional units are staged in a location out of the potentially dangerous zone. Evacuate any civilians in the area of escaping gas. Attempt to locate the source of the gas and any shutoff devices available.

Gas leak situations within a building where the source of the leak is unknown or uncontrolled, the gas supply shall be shut off at the meter. If there is any indication of gas accumulating within a building, evacuate civilians from the structure and control ignition sources. Check for explosive concentrations with a combustible gas indicator if there is any suspicion of accumulation within a structure. Shut off electrical power from an outside breaker. Ventilate using explosion-proof blowers to pressurize if necessary. If gas company personnel must excavate to shut off a leak, provide standby protection with a charged line and firefighters in full PPE and SCBA.

8.5.2 - Fire Incident:

Incidents at which an explosion has occurred

Units arriving at the scene of a structural explosion should consider natural gas as a possible cause. Explosions have occurred in structures that were not served by natural gas. Underground leaks may permit gas to travel considerable distances before entering a structure through the foundation, around pipes or through void spaces. In these circumstances, the cause of the explosion may be difficult to determine. All members operating in the area will be in Full-PPE and on SCBA air, as applicable.

Until it can be determined that the area is safe from the danger of further explosions, evacuate all civilians and keep fire department and/or other emergency personnel (i.e. gas company personnel) in the area to the minimum number necessary to stabilize the situation. Command may choose to have just the first pumper crew do the size-up and evaluation while staging units to ensure minimal risk. Additionally, if there were an explosion, other units would potentially be in the best position to rescue those companies in trouble.

8.5.3 - Personnel Safety

All personnel working in the vicinity of a known or suspected gas leak shall wear full protective clothing with SCBA. Personnel working in a suspected ignitable atmosphere (i.e. attempting to shut off a gas line) shall use SCBA and be covered by a manned protective hoseline.

A limited-access zone shall be established and maintained around any suspected gas leak and “fire line” tape should be used to identify the limited-access zone when necessary.

MANTORVILLE FIRE & RESCUE DEPARTMENT

OPERATING GUIDE

HAZMAT / METH LAB RESPONSE

8.6.0 - General Information

This guide provides general guidelines for responding to a Hazardous Material or Meth Lab related incident.

8.6.1 – Response Vehicles

Pumper, Tanker, Rescue, Pickup (if initial information indicates that may require moving of a container containing anhydrous ammonia, fill up a container with ice to take to be used to cool ammonia container).

8.6.2 – Initial Contact and Size-Up

Determine who the on-scene Incident Commander is and identify to this individual who is the Fire Department Incident Commander. Typically law enforcement is already at the scene and the fire department is being called to assist. Law enforcement is normally in charge of the scene, even if a fire is present and it is considered a crime scene.

Determine exactly what chemicals or possible chemicals are involved. Understand what has been done to determine what the chemicals are to ensure that on-scene personnel are not just guessing.

Typically, there is **not** a time constraint, so take the necessary time to understand the situation and determine the appropriate course of action.

8.6.3 - Response Procedures

Work in conjunction with the scene Incident Commander to determine what response is appropriate and get agreement and understanding as to what is to be done.

Sources of information on how to deal with chemicals are:

DOT Hazardous Materials Guidebook (in vehicles, or on the computer at the Fire Hall)

State Duty Officer (1-800-422-0798)

CAT team (Chemical Assessment Team)

On scene experts such as representatives from the DEA or PCA

The fire department's role is to assist where possible and when trained in the procedures to be done. If the fire department Incident Commander determines that the fire department is not trained to deal with the situation, the Incident Commander should contact the State Duty Officer for assistance.

If it is unknown what the chemical is or how to proceed; the fire department should contact the State Duty Officer. After discussions, the State Duty Officer may determine that sending a CAT team is the appropriate action. The role of the CAT team is to provide assistance in determining what chemicals or hazards are involved and making recommendations in how to deal with them.

8.6.4 – Specific Situation Guidelines

Bleeding of a “propane tank” that contains anhydrous ammonia

This procedure would apply to small containers that can easily be handled by two firefighters and where the container valve(s) do not appear to be severely damaged.

Full PPE and SCBA is required by personnel directly dealing with the tank and others in proximity, including consideration of the pump operator. A hose line should be charged and ready to provide protection.

Inspect the tank and valves to determine if it is safe to move the tank and to open the valve(s) once the tank is in a safe area. Discoloration of fittings and valves on a “propane tank” is a strong indication that the tank has contained or currently contains anhydrous ammonia.

If it is decided that it can be moved safely, the tank should be cooled to prevent any premature leakage. A CO2 fire extinguisher can be used to do this. The tank should then be placed in a container such as a garbage can and ice or snow placed around it to keep it cool.

This container should then be taken to a vehicle for safe transport such as the fire department pickup. If another vehicle is used, ensure that the “tank” is isolated from any passenger compartments. Two firefighters should carry the container at arm length or consider using pike poles or closet hooks to carry the container at a safer distance.

MANTORVILLE FIRE & RESCUE DEPARTMENT

OPERATING GUIDE

HAZMAT / METH LAB RESPONSE

At the safe area, full PPE and SCBA should be used by firefighters handling the tank and any others in proximity. A charged hose line should also be ready.

Remove the “tank” from the container and place on the ground. Carefully open the valves to vent the tank. It may be necessary to “warm” the “tank” so that the contents will vaporize. This can be done with the hose line, since the boiling point of anhydrous ammonia is -24F.

Large containers or severely corroded containers

This procedure would apply to large containers that can NOT be easily handled by two firefighters or if the container valves appear to be severely damaged.

The State Duty Officer should be contacted and jointly will determine the method(s) to be used and if additional resources such as a bomb squad (to possibly shoot a hole into the container) and HazMat team are to be dispatched.

Materials disposal

It is NOT the responsibility of the fire department to dispose of hazardous chemicals or any material located at the scene. There are companies which are equipped to do this. These can be contacted via the State Duty Officer, information from a CAT (Chemical Assessment Team), the DEA or PCA.

8.6.5 – Miscellaneous Notes

- Any gloves that were in direct contact with materials must be disposed of.
- Other equipment that may have come in contact with materials should be decontaminated.

MANTORVILLE FIRE & RESCUE DEPARTMENT

RADIO COMMUNICATIONS

9.0.0 - General Information

Radio use within the Fire Department provides an easy, reliable and affective method of communications between members. Radios provide the most reliable communication method for other agencies to communicate with the Fire Department during emergency and non-emergency activities.

To insure that the Fire Department radios are able to communicate with other agencies within the county, region and state as needed, our radios use the State of Minnesota's ARMER system. MNDOT has built and maintains the base radio infrastructure throughout the state of Minnesota. The ARMER radio system is shared by many agencies throughout the state.

The ARMER system is designed to provide communication interoperability between multiple agencies, handle a large volume of radio traffic efficiently, and to facilitate ICS/NIMS principles through the assignment of talk groups as needed.

As a shared system, each agency on the system must follow the policies and procedures developed at the state, regional and local levels to insure that the system is used as intended.

As a NIMS complaint organization, all radio traffic should be done using plain English in a professional and courteous manner. This will insure that everyone is able to understand all radio traffic. Radio traffic should be concise and to the point.

The Fire Department has:

- ⤴ A base radio in the Fire Hall.
- ⤴ At least one mobile radio in each vehicle
- ⤴ 27 hand-held radios for members to use

9.1.0 – Basic Radio Operation

The radios installed and programmed in the trucks will automatically turn on when the vehicle is started. They take about 30 seconds before they are usable.

They will automatically turn off when the Master switch is put in the OFF position. There is a short delay after putting the Master switch in the OFF, before the radio will be completely off.

All of the vehicle radios have DD-MFD, DD-FEMAIN, DD-FIRE, LAX in their scan lists. Additional talk groups can be added to the scan lists as needed.

All TANKERS use Talk Group #1 (DD - MFD) when transporting water.

PUMPERS SCAN to monitor Talk Group #2 (DD-FEMAIN) , #1 (DD – MFD) , #3 (DD – Fire)

9.2.0 – Mantorville Identifiers

When talking or listening on the radio with Dodge County Law Enforcement and/or Dispatch. Our identifier is 3229 or Mantorville Fire.

When talking between our vehicles or Fire Department individuals/locations, use the vehicle/location/team/individual name. For example Pumper 1 to Tanker 2.

MANTORVILLE FIRE & RESCUE DEPARTMENT

RADIO COMMUNICATIONS

9.2.1 – Mutual Aid Radio Identifiers

CALL #	DEPARTMENT
50X	BYRON
51X	BLOOMING PRAIRIE
52X	BROWNSDALE
53X	CLAREMONT
54X	DODGE CENTER
55X	HAYFIELD
56X	KASSON
57X	MANTORVILLE
58X	PINE ISLAND
59X	ORONOCO
60X	STEWARTVILLE
61X	WEST CONCORD

9.3.0 – Radio Talkgroups

Our radios have:

POS	Zone A	Zone B
1	DD - MFD	DD-FEMAIN
2	DD-FEMAIN	DD - CLFD
3	DD - MAID	DD – DCFD
4	DD – LMAIN	DD – HFD
5	DD - PAGE	DD – KFD
6	DD - CLFD	DD – WCFDA
7	DD – DCFD	DD – HWY
8	DD – HFD	DD – DCAMB
9	DD – KFD	DD – HAMB
10	DD – WCFDA	DD-MAID
11	DD – OPS1	DD – OPS1
12	DD – OPS2	DD – OPS2
13	DD – OPS3	DD – OPS3
14	DD - SOA1	LAX WTH
15	DD - SOA2	F-SOA-1
16	MFD Repeater	F - SOA2

MANTORVILLE FIRE & RESCUE DEPARTMENT

RADIO COMMUNICATIONS

9.4.0 – Radio Use During Emergency Operations

After the Fire Department is paged out, the first member in the Fire Hall needs to radio dispatch that the page was received. The radio by the computer and main door should be set to the DD-FEMAIN talk group. Notify the dispatcher that the page was received. The IC commander should take this radio as the second radio.

When vehicles start to leave the fire hall, the Incident Commander (IC) needs to notify the dispatcher on DD-FEMAIN that we are enroute to address given in the page. At this time, dispatch might inform the IC that all radio traffic for this call is to be on a specific talk group. The IC will have to switch his radio to this new talk group.

When the vehicles arrive at the scene, the incident commander needs to notify the dispatcher on DD-FEMAIN that we have arrived.

During emergency operations, communications between vehicles should be done on DD-MFD. The pumper's radios should be scanning DD – MFD (Talk Group #1), DD – MAID (Talk Group #3), DD-FEMAIN (Talk Group #2).

The portable radio in the main pumper should be turned on and monitoring as assigned by the IC.

Individuals having portable radio should have the radio turned on and set as assigned by the IC.

At certain times during an incident the IC may choose to move some or all units to another channel to relieve radio congestion or to establish a tactical channel separate from the command channel.

Should the IC feel this necessary he/she should contact dispatch and request an OPS talk group. If dispatch is able to assign an OPS talk group the IC and all units need to be informed to make the switch.

Once the switch has been made a roll call of all units now operating on the new channel should be done to ensure that all units received the message.

Only the IC can decide that additional resources are need and shall communicate that to dispatch.

When the vehicles are leaving the scene, the IC needs to notify the dispatcher on DD-FEMAIN that we are leaving the scene and heading back to the fire hall.

Once all of the vehicles are back at the fire hall, the dispatcher should be notified on DD-FEMAIN.

9.4.1 – Radio Use During Medical Calls

After the Fire Department is paged out, the first member in the Fire Hall needs to radio dispatch that the page was heard. The radio by the computer and main door should be set to the DD-FEMAIN talk group. Notify the dispatcher that the page was received.

When vehicles start to leave the fire hall, the Incident Commander (IC) needs to notify the dispatcher on DD-FEMAIN that we are enroute to address given in the page. At this time, dispatch might inform the IC that all radio traffic for this call is to be on a specific talk group. The IC will have to switch his radio to this new talk group.

If traffic is not moved to a new talk group, communications between the Fire Department and Ambulance service will be on the DD-FEMAIN talk group.

9.4.2 – Radio Use During Skywarn Activities

After the Fire Department is paged out, the first member in the Fire Hall needs to radio dispatch that the page was heard. The radio by the computer and main door should be set to the DD-FEMAIN talk group. Notify the dispatcher that the page was received.

When vehicles start to leave the fire hall, the Incident Commander (IC) needs to notify the dispatcher on DD-FEMAIN the trucks are enroute to their designated spotter locations.

All communications between our trucks and base will be on DD-MFD. The trucks can be in scan mode but the channel selector needs to be DD-FEMAIN.

Members can monitor/scan DD-FEMAIN and DD-LAX with either the mobiles or portable radios.

MANTORVILLE FIRE & RESCUE DEPARTMENT

RADIO COMMUNICATIONS

All spotter reports should be made to EOC.

9.4.3 – Radio Use During Community Events

All radio communications will be done on DD-MFD unless you are told something else.

9.4.4 – Radio Use During Training

All radio communications during training exercises will be done on DD-MFD unless you are told something else.

9.4.5 – Radio Use During Mutual Aid

If Mutual Aid is being requested by the IC, Dodge County Dispatchers should assign the incident to an OPS Talk Group. The dispatchers will inform the IC of the new talk group assignment. The IC will need to monitor and communicate with responding agencies on that talk group. If dispatch has not assigned an OPS group the IC can request one to be assigned. The IC can ask the dispatchers to Patch one talk group to another if needed, however they can not patch to SOAs or DD-MFD.

If we were requested to respond to a Mutual Aid request, when we go enroute, dispatch should inform the Mantorville IC which talk group to use to communicate with the requesting agency.

9.5.0 – Best Practice with Portable Radio

-  Use the radio for the initial distress call before manual activation of the PASS in a Mayday situation when practical. PASS devices create a great deal of background noise very close to the radio microphone so transmitting on the radio before activating a PASS optimizes the probability that a voice message can be transmitted successfully.
-  Ensure that the microphone is placed 1 to 2 inches from the mouth or SCBA voice port with the microphone positioned directly in front of the audio source. The microphones in portable radios and accessories are optimized by the manufacturers to be 1 to 2 inches from the audio source when in use. Microphone performance is maximized when the audio is coming directly into the microphone and not entering the microphone from the side or back
-  Speak in a loud, clear, and controlled voice to maximize audio intelligibility. This practice dramatically improves radio performance and is applicable in all circumstances.

Shield the microphone from noise sources to improve the intelligibility of the audio in high noise environments.

9.6.0 – On-Scene Reporting

The on-scene report of the first arriving officer should provide vital information to additional members which are responding. The first arriving officer should utilize the following on-scene reporting guidelines:

Who is in command ?

What do we have ?

- ⤴ Occupancy Type
- ⤴ Size of the structure
- ⤴ Type of construction
- ⤴ Amount and color of smoke and flame
- ⤴ Evacuation or rescue needs

What needs to be done ?

- ⤴ Interior or Exterior Attack
- ⤴ Size of Lines
- ⤴ From What Access Point (e.g. front door)
- ⤴ Search and Rescue
- ⤴ Ventilation
- ⤴ Protecting Exposures
- ⤴ Laying Own Supply Lines

MANTORVILLE FIRE & RESCUE DEPARTMENT

RADIO COMMUNICATIONS

What will be needed ?

- ⤴ Supply Line
- ⤴ Back-up Line
- ⤴ Primary/Secondary Search
- ⤴ Ventilation
- ⤴ Forcible Entry
- ⤴ Buildings Laddered
- ⤴ Utilities
- ⤴ Staging of Additional Units

MANTORVILLE FIRE & RESCUE DEPARTMENT

OPERATING GUIDE

Vehicle Usage

10.0.0 - General Information

The Department maintains all of its equipment and vehicles to insure that they are available and can be used safely in the event they are needed.

Fire Department vehicles can not be used for any personal or profitable purposes. This is necessary to protect the department's investment and liability as well as to insure that they are available when needed.

Only Department members and authorized persons shall be permitted to use or operate any apparatus or equipment belonging to the City of Mantorville. The Incident Commander (i.e. Officer in Charge or Fire Chief) shall have the power to authorize non-members to use department equipment during mutual aid drills and emergencies and other incidents.

The Department Pickup is available for use by any Department member at any time for department related purposes. This includes training, meetings, get supplies, etc.

MANTORVILLE FIRE & RESCUE DEPARTMENT
Pumper #1
OPERATING INSTRUCTIONS

MANTORVILLE FIRE & RESCUE DEPARTMENT

Pumper #1 Operating Instructions

Photo of Pump Panel *Courtesy of Paul Lushinsky*



See separate document for more information on pump panel.

MANTORVILLE FIRE & RESCUE DEPARTMENT

Pumper #1 Operating Instructions

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MANTORVILLE FIRE & RESCUE DEPARTMENT

Pumper #1 Operating Instructions

Engine Start and Stop

To start vehicle-

- 1) Turn Battery master switch on, located front of center console.
- 2) Turn Ignition switch to on position, but not start (located on dash, lower right of steering column)
- 3) Wait for the "WAIT TO START" light to go off.
- 4) Turn Ignition switch to starter position, release when engine running

To stop engine, turn off ignition switch, turn off master battery switch.

Shifting

To shift from Neutral to Reverse or Drive, the Service(Foot) Brake must be applied.

The left digit indicates the highest gear possible, the right digit indicates the current gear the transmission is in. Note, when pumping, the transmission will be in 4th gear.

If the left digit is flashing, that means the service brake was not pressed when shifting into gear. Press the service brake and press the desired gear again.

The up & down buttons can be used to adjust the max gear (when in road mode).

For example, in parades, may want to select 1st gear so that truck is not always shifting.

Other dash controls

Headlights & clearance lights - should always be on

4 way emergency flashers - pull out (below turn signal lever) to turn on.

Activate left or right turn signal to turn off 4 ways.

Mirror adjustment , both side mirrors can be adjusted. Toggle switches move up (rotate out) and down(rotate in) .

EXH BRAKE - Enable or Disable to use the engine to assist in braking.

In snowy or wet road conditions, should be Disabled.

LOCKING DIFF - when engaged this will lock up the rear differential so that rear wheels rotate together. Do NOT engage this when one tire is spinning. Both rear wheels should be turning at same speed when engaging. Normal operation is in Unlock.

COOLANT PUMP - this is used when the rear heater cab is being used. It pumps radiator coolant to the rear cab heater core. Do NOT turn this on in the summer if the coolant lines valves for the rear cab heater have been closed.

Large Red Light - when flashing indicates there is a door open (cabinet or passenger)

Small LED light - if on indicates Ladder rack is down

Exhaust Regeneration system switch and indicator - see specific section for more information.

Engine Fan Switch - this is used to manually turn the radiator fan on/auto mode .When the pump is engaged, this should be turned ON to ensure the radiator and transmission oil stays cool.

Otherwise, temperature may rise on the transmission oil and the check engine light may come on.

MANTORVILLE FIRE & RESCUE DEPARTMENT

Pumper #1 Operating Instructions

Center Console

BATTERY CUT-OFF - Master battery switch - on or off position. Must be on to enable power.

Generator start / stop control - this is the only control for the generator.

Emergency lights - individuals switches, or the master red switch can be used to turn all on or off (individual switches must be on position)

Scene lighting switches - these are for lights powered by generator

Traffic Indicator

This controls bar of amber lights at back of truck.

Can be set to flash

- sequentially to left or to right
- alternating lights
- Fast or Slow

AIR HORN/HORN switch - controls if steering wheel horn button activates normal vehicle horn or the air horn.

LOAD MANAGER OVERRIDE - this is used to prevent the load manager from shutting down some electrical items if battery voltage drops. Normally off (load manager operational).

AUTO CHAINS

The switch to control this is located on the center console, at the rear , passenger side.

To Engage , lift the switch guard and flip switch.

To Disengage, flip switch back (can be done by pushing the switch guard down).

Do while slowly moving so that chains can release from under tires.

Engage when stopped or traveling less than 10 mph

Do not go over 20 mph when engaged.

Will work while moving in forward or reverse direction.

Use only on light snow or ice. Heavy snow will prevent the chains from swinging under the tires.

PUMP SHIFT CONTROL - used to engage/ disengage pump from transmission.

MANTORVILLE FIRE & RESCUE DEPARTMENT

Pumper #1 Operating Instructions

Pump Operation

Normally, initial water supply will come from the onboard tank.

If the temperature outside is above freezing and the initial report is fire showing, before leaving the fire hall open the Tank to Pump valve and the small recirculation valve (turn ccw about 19 turns).

This will get water flowing to the pump.

If below freezing and no report of fire, opening the Tank to Pump valve can be done at the scene if needed.

Engage Pump

- 1) Put truck in Neutral
- 2) Set Parking Brake
- 3) Chock rear driver side wheels
- 4) Lift yellow knob and shift to Pump mode (rear position, lever at back of center console)
- 5) "PUMP ENGAGED" Green light should come on (indicates pump shifted)
- 6) Press foot on Service Brake
- 7) Put truck in Drive (should show 44 indicating pump running, if left 4 is flashing, be sure Service Brake is pressed and press D again.
- 8) "OK to PUMP" Green light should come on.
- 9) Put plastic cover plate over Transmission shift control (stored on top of dash)
- 10) Put EXH REGEN in STOP mode
- 11) Turn Engine Fan switch to ON (up)

Disengage Pump

- 1) Press Pump Controller Idle mode button
- 2) Press Service Brake
- 3) Remove cover plate over Transmission shift control
- 4) Shift transmission to Neutral
- 5) Wait 10 seconds, Speedometer should drop to 0 mph
- 6) Shift pump out of gear (control lever at back of center console, lift black knob and move it to Road position (forward).
- 7) Both Green lights should be off.
- 8) Put EXH REGEN back to center position.
- 9) Turn Engine Fan switch to AUTO (down)
- 10) Close all intake and discharge valves and open drain valves if summer time.

Pump from on board tank

- 1) Engage Pump
- 2) The following should be displayed on controller "PUMP ENGAGED", "OKAY TO PUMP", "THROTTLE READY"
- 3) Open Tank to Pump Valve *if not already open*
- 4) Open the small recirculating valve (turn ccw about 19 turns).
- 5) Press Mode switch on Pump Controller and set to pressure mode
- 6) Pull Main Pump Primer until discharge pressure goes to 40+ psi
- 7) If using Preset pressures, then press Preset button
- 8) If necessary, use up & down arrows to set pressure to desired setting

MANTORVILLE FIRE & RESCUE DEPARTMENT

Pumper #1 Operating Instructions

Initial Draft from Drop Tank

- 1) Connect hard suction to inlet (rear or either side of pump panel)
- 2) Put Pump Controller in RPM mode
- 3) Pull pre-prime knob and hold until hear sound change (sounds like primer pump is bogged down). This may take 30 seconds for the rear inlet.
- 4) Release pre-prime knob
- 5) Open gate valve (flip appropriate toggle switch for the inlet being used).
- 6) Pull main pump primer knob and hold for a few seconds while pump discharge pressure stabilizes
- 7) Release main pump primer knob
- 8) Once steady water flow, switch Pump Controller to PRESSURE mode.

Switch to Drop Tank while pumping

Connect hard suction to inlet (rear or either side of pump panel)

- 1) Pull pre-prime knob for inlet being used and hold until hear sound change (sounds like primer pump is bogged down). This may take 30 seconds for the rear inlet .
- 2) Release pre-prime knob
- 3) Open gate valve (flip appropriate toggle switch)
- 4) Pull main pump primer knob and hold for a few seconds while pump discharge pressure stabilizes
- 5) Release main pump primer knob

Water supply from hydrant

- 1) Connect supply line to hydrant and pump inlet
- 2) Open inlet relief valve (located near inlet on outside of truck)
- 3) Slowly open hydrant
- 4) Once all air has been expelled and relief drain is just discharging water, close inlet relief valve
- 5) Switch Pump Controller to pressure mode (if not already in PRESSURE mode).
- 6) Open inlet valve
- 7) Set pump to desired pressure

MANTORVILLE FIRE & RESCUE DEPARTMENT

Pumper #1 Operating Instructions

Notes on Pump Controller

If in PRESSURE mode the amber LED will be on

If in RPM mode the red LED will be on

If the amber light is flashing, that indicates it is adjusting engine rpm to obtain the desired discharge pressure.

If display says "WATER SUPPLY", indicates that the controller senses there is a loss of water. This can sometimes happen when switching between water sources and enough time wasn't allowed to let the water flow stabilize. If there is sufficient water, this can be cleared by pressing the mode switch twice .

If display says "OPERATOR ..", then it may have dropped back to IDLE mode due to lack of water or it could not adjust the pressure to the desired amount.

Resolve problem, then select mode again to resume operation.

Other indicators that show if any problems with battery voltage, oil pressure or water temperature of the truck.

Note, when using the Primer Pump, often the voltage indicator will flash since the primer draws a lot of current and so the voltage drops.

If displays CHECK ENGINE, it could be that the radiator fan was not turned ON and so the temperature of transmission oil is high. Turn the fan ON and it should cool down. The CHECK ENGINE will probably stay on until the truck is powered down and then restarted.

The ABS light will probably be lit on the dash once the pump is engaged. This is because it senses the transmission output turning, but no feed back from the wheel sensors.

Should reset when the truck is shutdown and restarted and driven.

MANTORVILLE FIRE & RESCUE DEPARTMENT

Pumper #1 Operating Instructions

Foam System

Foam Control

Push the FOAM (Upper left button)

The red light below ON should come on.

If it is on solid, then the system is on , but no water is flowing so no foam is being injected.

If it is flashing , then water is flowing and there should be foam being injected

Use the Select button to change which indicator value to display.

To change the foam percentage, use the Selector to go to % indicator, then use the up and down arrows to change percentage.

Filling Foam Tank

External on ground filling is done on the driver side panel.

- 1) Be sure selector valve is in REFILL position and BOTH "FOAM REFILL DRAIN" valves are closed.
- 2) Connect foam fill tube (located in driver side front cabinet) to inlet port.
- 3) Insert other end of tube in foam jug.
- 4) Press AUTO button. It will now pump foam until onboard tank is full.

Once the AUTO fill system shuts off, do not attempt to pump additional foam manually as it will then overflow the tank.

Flushing of foam tank fill pump

When no more foam is to be pumped to tank the foam filler system should be flushed as follows:

- 1) Turn selector valve to FLUSH
- 2) Open both "FOAM REFILL DRAIN" valves
- 3) Insert foam fill tube in a bucket of clear water
- 4) Press the MANUAL button
- 5) It should now pump water through the system
- 6) Once clear water is coming out of drains (under truck), press Manual button to turn off pump
- 7) Close both drain valves
- 8) Turn selector valve back to REFILL
- 9) Disconnect foam fill tube and put back in cabinet

MANTORVILLE FIRE & RESCUE DEPARTMENT

Pumper #1 Operating Instructions

On board tank water fill via rear connection

- 1) Be sure master battery switch is on and truck is in neutral
- 2) Hook a 1 1/2" hose line to rear connection
- 3) Be sure drain valve is closed
- 4) Open the valve (pull out to open)
- 5) Open water supply source
- 6) Tank fill level is indicated by the multi-colored vertical light strip located on each side of the cab .
- 7) When the top light goes green, the tank is full
- 8) Close the tank fill valve (push in)
- 9) Turn off the water supply
- 10) Open the tank fill drain valve to relieve the pressure
- 11) Disconnect the fill hose line
- 12) Once it has stopped draining, close the drain valve.

Hard suction hose

Three lengths of hard suction are located in back left of truck behind small door.

One length has strainer already attached.

Storz wrenches are required to tighten the connection when using the hard suction hose.

Soft Hydrant hose

A 25' length of 5" hydrant hose is located in small cabinet on passenger side below the crosslays.

Hydrant wrench and hose wrenches are located on the inside of the door of the small cabinet under the crosslays on each side of the truck.

Hose Bed

[1][2][3][4][5]

1 – 300' of 2 1/2" or 3" with 2 1/2" Nozzle, preconnected to driver side rear discharge

2 – 200' yellow 3" hose

3 – 100' of 3" hose

4 – - 2 bundles of 1 3/4" hose
- 4 10' long 4"x4" wood timber

5 – 400' of yellow LDH hose

6 – "Barn Lay", 200' of 3" connected to Wye, then 2 200' of 1 3/4" hose to 1 1/2" Fog Nozzle, triple layed

Notes: Where possible, use 1 3/4" for 1 1/2", use 3" for 2 1/2"

MANTORVILLE FIRE & RESCUE DEPARTMENT

Pumper #1 Operating Instructions

Ladder Rack

To lower the ladder rack, be sure the area is clear; then hold down the toggle switch on the passenger side, outside panel of pump compartment.

Note there is a warning light for the passenger side rear telescoping light near the control switch.

If this light is on, then the rear passenger side telescoping light is up and the ladder rack should NOT be moved until the light is lowered and the warning light goes off.

To raise the ladder rack, hold the switch up. If the ladder will not go back up, go on top of hose bed and make sure the safety switch (center where ladder rack arm sets) is moving freely.

If when trying to lower the rack, the safety catch does not release, it can be accessed by removing the panel over the rack arm and then pulling on the wire cable.

Wheel Chocks

Wheel chocks are located in front and behind the driver side rear wheel.

Push the wire keeper rod, then grab the black handle and pull the wheel chock out.

Be careful to only hold the wheel chock by the black handle or by the hand hold in the face of the wheel chock.

Lock chocks open then place in front and behind wheels.

To return to storage, unlock wheel chock, fold it up, being careful not to get hands pinched, then grasp on each side to hold the wheel chock folded, then slide back into storage rack.

Rear telescoping lights

The height is adjusted by loosening the knurled collar, then sliding the light post up or down.

There is an ON/OFF switch on the light head itself (normally leave on) as well as a main on/off switch in the center console of the cab.

Note, a light will be on near the ladder rack switch to indicate if the light is up on the passenger side. Lower the light before raising/lowering the ladder.

Front Generator- Removable Tripod lights

The height is adjusted by loosening the knurled collar, then sliding the light post up or down.

There is an ON/OFF switch on the light head itself (normally leave on) as well as a on/off in the center console of the cab.

Steps to remove the light from truck.

- 1) Unplug the power cord (twist lock style)
- 2) Pull knob to release pin holding the light to the truck
- 3) Lift the light up out of the bracket that holds the hold at the bottom
- 4) Loosen the large thumb screw so that the legs can be opened
- 5) Once the legs are at the desired position, tighten the thumb screw.
- 6) Loosen the knurled knob to adjust the height, retighten the knurled knob once the height has been set.
- 7) Plug into power source, requires twist lock connection.

MANTORVILLE FIRE & RESCUE DEPARTMENT

Pumper #1 Operating Instructions

Heater Valve Settings



MANTORVILLE FIRE & RESCUE DEPARTMENT

Pumper #1 Operating Instructions

EXHAUST REGENERATION SYSTEM

This system is used to clean the exhaust system filters.

There are indicator lamps and a 3 position Regeneration Rocker switch on the dash.



DPF



HEST



CHECK ENGINE



STOP ENGINE

DPF AND HEST are in the middle center of the dash .

CHECK ENGINE and STOP ENGINE are located with the other indicator lights at the top center of the dash.

- DPF Lamp - indicates soot level high, changes from continuous to blinking to indicate regen needed
- HEST - High Exhaust Temperatures - info only
- Check Engine - used with DPF lamp to indicate critical need for service
- Stop Engine Lamp - Used to indicate need for immediate service, must be done by dealer.



The switch is located to the right side of the dash.

The switch can be used to initiate a regeneration (when parked) or prevent regeneration.

The switch has 3 positions

- Start
- Center
- Stop

For normal operation leave in the Center position. If a regeneration is needed and the truck is moving, then a regen cycle will automatically be started.

MANTORVILLE FIRE & RESCUE DEPARTMENT

Pumper #1 Operating Instructions

If the indicator lamp indicates a Regen is needed, then it can be done while the truck is stationary by pressing the switch in Start mode and holding for 4 seconds.

(Truck Parking Brake must be applied, DPF Light is on)

Be aware that there will be high exhaust temperatures, so take caution as to where the vehicle is parked and the passenger side exhaust is exiting so as not to cause damage or start a fire.

Even if a regeneration cycle has started, it can be stopped by pressing the Rocker switch to stop mode.

However, as soon as possible , allow it to regen (switch back to center position and moving) or start a parked regen.

Automatic regen can be stopped by pressing the switch to Stop mode.

For example, if parking in a grassy area or some other area where there is a danger from high exhaust temperatures.

Note, when the headlights are on the top part of the switch will be backlit.

MANTORVILLE FIRE & RESCUE DEPARTMENT

Pumper #1 Operating Instructions

Lamp state and required action



DPF Lamp solid - Regen needed (low priority), start parked regen when possible



DPF Lamp blinking - Regen needed (medium priority), start parked regen when possible



DPF Lamp Flashing & Check Engine Lamp on Solid (yellow) - Start Parked Regen as soon as possible



Stop Engine Lamp on Solid (red) - Stop engine as soon as possible, requires dealer service. Please contact Rog Nolte for any corrections or changes.

MANTORVILLE FIRE & RESCUE DEPARTMENT

Pumper #1 Operating Instructions

History log

8/4/2009 - initial version

2/5/2010 - minor updates in wording, add radiator fan switch when pumping, change to leave in pressure mode when switching water sources.

11/10/2015 – Pump Operation section had changes made. Troubleshooting ladder arm information added to ladder arm section. Added Heater Valve Setting section.

MANTORVILLE FIRE & RESCUE DEPARTMENT

Pumper #2 Operating Instructions

10.2.1 – Pumper #2 Setup

IN HALL

- 1) Know where you are going ! Don't assume the other vehicles knows.
- 2) Open the TANK TO PUMP and RECIRCULATION LINE Valve (Yellow knob) if temperature is above freezing and active fire indicated by dispatch.
- 3) Check to be sure ENGINE GOVERNOR is OFF and in RPM mode
- 4) Disconnect shore line and be sure it is retracted out of the way
- 5) Turn Truck power to both batteries
- 6) Put id tag on ring on dash
- 7) Turn IGN switch to ON
- 8) Start truck, (press A or B battery button) if doesn't start, check that fuel shutoff is pushed in
- 9) Be sure truck radio is set to scan mode
- 10) Be sure headlights are on
- 11) Turn on rear vision camera
- 12) Put seat belt on
- 13) Turn on emergency lights

Leave hall following the Rescue Van

- 14) Release parking brake, put in truck in D gear
- 15) Turn on siren, optionally use air horn at intersections
- 16) Use caution at all intersections, assume that other vehicles will not stop and do not see or hear you. Same is true on the road.

Arrive on scene

Look for a safe place to park, not under power lines. Position so the drop tanks can be set up and tankers have easy access. Ideally, drop tank on driver side.

Follow directions if any from incident commander as far as parking. Take into consideration which hose line might be used, crosslays, trash line, barn lay.

If plan to use barn lay, ideally park back of truck to the fire, however, may not always be possible. Incident or tactical commanders should decide which hose line(s) to use, don't ask the pump operator. Pump operator is busy focusing on the pumper, not on the fire itself.

- 17) Put truck in Neutral, set parking brake.
- 18) Put wheel chocks in front and behind driver side rear wheel
- 19) *Open Tank to Pump and Recirculation Valve if not already opened.*
- 20) Put pump in gear
 - Flip pump shift lever down (black lever with yellow knob , center of dash, pull yellow knob to release), top green light should come on, to indicate shift occurred.
 - Put truck in **D** (will show 4th), bottom green light should come on.
- 21) On Pump panel,
 - Turn ENGINE GOVERNOR control ON
 - Green light should come on showing active, light should be on for RPM mode.
- 22) If pump is showing about 40 psi discharge, then pump is probably primed.
- 23) If not, to prime pump; pull primer (yellow light should come on) until pressure comes up. Max of 10 seconds at a time, then be sure to PUSH PRIMER IN. Yellow light should go off. If difficulty priming, possibly an open drain line or some other open line.
- 24) Increase pressure to desired amount, for crosslays, about 125 psi.
- 25) Before opening discharge valve for a line, be sure that the hose for the line is completely pulled off the truck AND there is somebody on the nozzle.
- 26) Once there is a steady source of water, switch controller to pressure mode.

Setting up drop tanks

May happen after pump operation started or while setting up pump if enough firefighters available. 2 firefighters are needed to setup a drop tank and to hook up the hard suction.

MANTORVILLE FIRE & RESCUE DEPARTMENT

Pumper #2 Operating Instructions

- 1) Set drop tank a few feet from side of pumper, not directly next to it (preferable on driver-pump panel side).
- 2) Position the drain tube of the drop tank so that it is down hill or will drain away from the pumper area.
- 3) If possible place at a V angle to the truck so that have room next to the pumper. In other words, one corner of the tank is the closest point to the truck, then the sides are at a 45 degree angle to the side of the truck.
May not always have enough room to do this, if not, then when placing parallel to the truck leave about 3 feet of space. Can also setup behind truck (will require using additional lengths of hard suction).
Look at the angle of the hard suction on the truck and set the corner slightly ahead of where the connection is pointing. This is to make it easier for the hard suction to go into the tank.
- 4) Remove the hard suction with the pre-connected pickup from the hose bed.
- 5) It is usually easier to hook it up to the pumper before putting the pickup end in the drop tank. If a tanker is unloading water, it could cause the hard suction to be harder to control.
- 6) On the pumper remove the cap on hard suction inlet. You must release the lock (push down on the lever), and then turn the cap. On the driver side, you can normally turn the cap off by hand. On the passenger side you will need to use a wrench. Storz wrenches are mounted on the passenger side on the pump panel, and on the driver side on the step plate of the pump panel.
STORZ coupling - align the lug on the coupling you are holding to be just clockwise of the lug on the receiving coupling; then turn clockwise to catch; then use wrenches to tighten.
- 7) One firefighter handles the end to align it up and initially turn the coupling so that it catches. The other firefighter holds the hose about in the middle to help get the angle correct for making the connection.
- 8) Then you will NEED to use a Storz wrench to tighten the fitting.
- 9) Once the hard suction is connected to the pump, the other end can be put in the drop tank. Similar procedures are used to connect additional lengths of hard suction (usually easier to do with hard suction on the ground), for example if the drop tank is located behind the truck, or if connecting directly to the tanker with hard suction hose or if connecting to hydrant with soft suction.

IMPORTANT!

If the drop tank is on the passenger side of the pumper, then someone must stay on that side to do the following

-be sure that the hard suction does not rise out of the tank

-to warn the pump operator when water is getting low

-assist tanker drivers when they are backing up to the drop tank.

MANTORVILLE FIRE & RESCUE DEPARTMENT

Pumper #2 Operating Instructions

Switch to using drop tank water or hydrant water

- 1) Open the air bleed valve on the pump panel valve to let as much air as possible escape. Close air bleed valve.
- 2) SLOWLY open the large diameter inlet valve. Be ready to pull the primer in case there is a lot of air in the tube, so that the pump does not get starved for water.
- 3) Once the water is flowing in the tube, open the valve all the way.
- 4) At this point, the TANK TO PUMP valve can now be closed and the TANK FILL valve opened to fill the on board tank.
Open this slowly and watch the discharge pressure on the hose lines.
If a lot of lines are active, opening the tank fill to far will cause a drop in hose line pressure.
- 5) Once the onboard tank is full, close the TANK FILL valve.
- 6) Unless you have hooked up another line for recirculation, leave the recirculation line open, some water will be overflow onto the ground once the tank is full.
- 7) To hook up another recirculation line, hook up a line from a discharge and have it dump into the drop tank. The grass hose hook up can be used.
Only a small amount of water flow is needed.

Use of 2 drop tanks.

- 1) Set tanks next to each other, e.g. touching each other. Ideally spaced such that a tanker truck can be backed up to each tank at the same time.
- 2) Get transfer tube from the MACK Tanker, driver side(large diameter PVC tube with a hose coupling on it)
- 3) Connect one end of a 1 1/2" line to the transfer tube and connect the other end to a pump discharge. Typically, a short length of hose is all that is needed, usually some in the compartment behind the pump panel.
- 4) Put the end with the hose coupling on it in the tank that does NOT have the suction for the pumper in it. The other end of the transfer tube should then be positioned over the tank that the pumper is drawing water from.
- 5) Secure the transfer tube to the rails of a drop tank.
- 6) To transfer water to the pump suction tank, open the transfer tube line.
- 7) Will need typically at least 100psi pressure to get full flow in the transfer tube.

MANTORVILLE FIRE & RESCUE DEPARTMENT

Pumper #2 Operating Instructions

Activating the foam system

- 1) Push the FOAM (Upper left button)
- 2) The red light below ON should come on.
If it is on solid, then the system is on , but no water is flowing so no foam is being injected.
If it is flashing, then water is flowing and there should be foam being injected.

The various indicators can be displaced by pressing the Select (Upper right) button.
The foam percentage can also be changed by going to % value, then push the up or down buttons (below the display) to increase or decrease the amount.

It will take a little while for foam to get to the nozzle, depending on how much water is flowing

If after a period time there is no foam flowing, there could be an airlock.

Do the following to try to clear it.

- 1) Turn the foam system off
- 2) Go to FLOW mode. (Push the SELECT button so that the red light below **FLOW** is on)
- 3) Press both lower buttons (below the display) simultaneously, should get 3 bars on left side of display.
- 4) Go to the passenger side, open the door to the primer pump oil tank, and then with your left hand (seems to work the easiest) find the small valve lever on the foam line (is behind a pipe) and open it by pushing the end of the lever that is to the rear of the truck down. This is the line drain valve.
- 5) Go back to pump panel and push the red FOAM button to turn the pump on.
- 6) This should turn the pump on and you should see foam being pumped out and drain under the truck.
- 7) Once, you see foam being pumped on the ground push the ON button to turn the pump off.
- 8) Go back to the passenger side, and close the valve that was opened in Step 4.
- 9) Press both lower buttons (below the display) simultaneously to return to normal mode.
- 10) Push ON to turn the system on in normal mode.
- 11) Foam should now be injected in the water (if water is flowing).

MANTORVILLE FIRE & RESCUE DEPARTMENT

Pumper #2 Operating Instructions

WATER Flow rates - tanker supply

WHY DID I RUN OUT OF WATER ???

Initial Water available

750 gallons on pumper

2,000 gallons in each tanker.

Total of 4,750 gallons.

If 2 crosslays open, flowing at 95 gpm, then enough water for 25 minutes.

If 2 crosslays open and 1 1/2" off rear discharge, then enough water for 15 minutes.

Tanker resupply rate -

Assume,

10 minutes to fill,

10 minutes to position and dump tanker,

10 minutes travel time each way.

Equals a total of 40 minutes per round trip per tanker .

Then tanker supply rate will be $2,000 \text{ gallons} / 40 \text{ minutes} = 50 \text{ gpm}$

If have 2 tankers, then 100 gpm tanker resupply rate, which is just barely enough to keep one 1 1/2" line flowing water at a steady rate.

Therefore, if have 2 or more lines, cannot keep up without additional tankers being used.

WHAT TO DO WHEN RUNNING OUT OF WATER

When the onboard tank gauge starts flashing on E, it means less than a 1/4 of the tank left (less than 200 gallons), or if only have water in drop tank and water level is just a couple of inches above the top of the pickup, and no additional supply is immediately available, then radio the incident commander **immediately** that you are about to run out of water.

Incident commander should **immediately** notify all nozzle teams to retreat to a safe area.

If the nozzle teams hear the notification from the pump operator, they should immediately begin to retreat to a safe area.

Pump operator should then watch for a loss of water, either by seeing air sucked in from the drop tank, the onboard tank gauge lights are all of or if the governor is in pressure mode, the engine rpm will increase in an attempt to draw more water. When this happens, turn OFF the engine governor, and then shift the transmission into Neutral. This will protect the pump from damage because it relies on some water flow to cool the bearings (that's why there is always a small stream of water under the pumper when running), and if there is no water, no reason to pump air.

PUMP SHUTDOWN

- 1) Switch controller to RPM mode
- 2) Decrease RPM to idle speed
- 3) In cab, shift transmission into neutral, WAIT 10 SECONDS
- 4) Shift pump out of gear
- 5) Close **All** ~~on~~ outlets and inlets, optionally open drains (not required in summer).

MANTORVILLE FIRE & RESCUE DEPARTMENT

Pumper #2 Operating Instructions

10.1.2 – FoamPro Pump

Procedure to prime pump

- 1) Ensure FoamPro pump is off. (Light below RED FOAM ON button should be OFF)
- 2) Turn the CAL/INJECT valve to Calibrate position.
 - a. Open door to primer pump oil
 - b. Reach back to find Red lever handle for CAL/INJECT (behind 2nd plumbing line, you can't see it)
 - c. Turn lever down (CCW , ¼ quarter turn)
- 3) Select FLOW on display, then press RESET by pushing both up and down arrow buttons at the same time.
- 4) Increase simulated flow (above 150) by pushing the up arrow. Display should show 3 horizontal lines on the left side.
- 5) Engage the FoamPro pump by pushing the RED FOAM ON button.
- 6) Once foam is flowing (it drains on the passenger side of the pump compartment, turn the FoamPro off, then turn the CAL/INJECT lever back to inject (turn CW, lever should then be horizontal).
- 7) Now turn FoamPro system back on and set to desired foam percentage.

MANTORVILLE FIRE & RESCUE DEPARTMENT

Pumper #2 Operating Instructions

10.1.3 Hosebed layout

[1][2][3][4][5]

- 1 – 300' of 2 ½" or 3" with 2 ½" Nozzle
- 2 – "Barn Lay", 200' of 3" connected to Wye. then
2 200' of 1 ¾" to 1 ½" Fog Nozzle (triple layed)
- 3 – 100' of 1 ½" (light weight if possible), connected to rear discharge
2 rolls of 1 ½" hose
Foam , Class A and B, at front of hose bed
- 4 – 200' LDH hose
- 200' 3" hose
- 5 – 3 - 10' hard suction, one with strainer attached

Notes:

Where possible, use 1 ¾" for 1 ½" , use 3" for 2 ½"

MANTORVILLE FIRE & RESCUE DEPARTMENT

Pumper #2 Operating Instructions

10.2.1 – FILLING TANKERS

Options

- top fill from large ceiling discharge at hall
- connect to supply line in hall, can use 2 ½' or Storz connection
- hook to hydrant with large diameter hose and Storz connection on back of Tanker
- hook to hydrant with 2 1/2" hose and use Storz to 2 1/2" adapter on back of truck

Should be large diameter hose and 2 1/2" hose in one of the cabinets of each tanker.
Storz to 2 1/2" adapter mounted at back of tanker.

MANTORVILLE FIRE & RESCUE DEPARTMENT
O P E R A T I N G G U I D E
103.1_Grass Rig Pump Operating Procedures

10.3.1– General Information

TO START PUMP

- 1) Be sure tank to pump valve is open. (Yellow lever below tank- horizontal)
- 2) Be sure recirculating valve is partially open.
- 3) Set throttle to half speed
- 4) Pull out Choke
- 5) Push BLACK button to start
- 6) Push Choke back in as engine warms up
- 7) Adjust throttle to get about 60psi on gauge

TO STOP PUMP

- 1) Throttle engine down to idle
- 2) Push and hold RED button until engine stops

MANTORVILLE FIRE & RESCUE DEPARTMENT

OPERATING GUIDE

103.1_Grass Rig Pump Operating Procedures

10.3.2 – Rear Hose Reel

This hose reel has 250 feet of 1" hose line with a fog nozzle at the end. It has an electric rewind and a manual rewind.

Water Supply

To provide water to the hose reel, two (2) valves must be open.

- 1) The valve labeled REAR REEL must be open on the front valve manifold
- 2) The valve labeled TOP REEL on the driver side rear next to the reel.

UNWINDING OF THE HOSE

- 1) Be sure that the REEL LOCK lever (passenger side of hose reel) is unlocked (lever points up)
- 2) Pull the hose and it will unwind off of the reel.

REWIND OF HOSE USING ELECTRIC REWIND MOTOR

- 1) Be sure that the REEL is unlocked
- 2) Be sure that there is water in the hose (otherwise when it winds on reel it will compress, and then when charged cause distortion of the reel or restriction of the hose). Close the valve at the rear of the reel and the nozzle.
- 3) The ignition key must be turned to ON (recommend engine running to keep battery charged).
- 4) With one hand on the hose to guide it onto the reel, repeatedly push and release the Red PUSH BUTTON on the left side of the reel.

WARNING

BE VERY CAREFUL TO NOT GET YOUR HAND OR ARM PULLED INTO THE REEL THROUGH THE ROLLER GUIDES !!

- 5) When hose has been fully rewound, lock the REEL, and then open and close the nozzle to release the water pressure.

MANUAL REWIND

To manually rewind, follow the same procedures above, except use the crank handle that is stored behind the passenger side of the seat in the cab. Insert the tube end of the crank over the black shaft (has yellow CAUTION labels on it), and then turn the crank to rewind the reel.

For other discharges at rear, open appropriate valve.

MANTORVILLE FIRE & RESCUE DEPARTMENT

O P E R A T I N G G U I D E

Vehicle Auto Chain Usage

10.4.0 - General Information

Purpose of the Auto Chains is to improve traction **only** on ice and snow at depths up to 4".

10.4.1 - Usage

The system is controlled by an electric switch on the dashboard.

- Turn chains ON when speed is less than 10 mph
- Maximum speed with chains ON is 30 mph
- Do not use when snow depth is greater than 4", will not be able to swing through snow
- Full Air pressure is needed to activate, so dry run with engine off may not always fully engage chains
- To turn off, just push down on switch guard.

MANTORVILLE FIRE DEPARTMENT

MONTHLY MAINTENANCE RECORD

CHEVY PICKUP

MONTH

YEAR

ITEM	OK	NOT OK	REMARKS, INDICATE SERVICE, CORRECTIONS
GAS			
OIL			
TRANSMISSION FLUID			
BRAKE FLUID			
WINDSHIELD WASHER FLUID			
COOLANT			
FAN BELTS			
POWER STEERING FLUID			
TIRES & AIR PRESSURE			
BRAKES			
SIREN			
LIGHTS & MARKERS			
FIRST AID KIT			
LANTERNS			
CHECK BACKUP ALARM			
WASH WINDOWS (INSIDE & OUTSIDE), MIRRORS			

COMMENTS: _____

MILEAGE:

WASHED (Y/N)

NOTE: LIST BELOW ANY SPECIAL REPAIRS THAT NEED ATTENTION

BADGE NO.

SIGNATURE:

DATE:

MAINT. OFFICER

1/29/2007

MANTORVILLE FIRE DEPARTMENT

MONTHLY MAINTENANCE RECORD

MACK TANKER

MONTH

YEAR

ITEM	OK	NOT OK	REMARKS, INDICATE SERVICE, CORRECTIONS
FUEL			
OIL			
COOLANT			
FAN BELTS			
POWER STEERING FLUID			
TIRES & AIR PRESSURE			
BRAKES & PARKING BRAKE			
CLUTCH/TRANI/SHIFT			
SIREN			
LIGHTS & MARKERS			
FIRST AID KIT			
LANTERNS			
TANK WATER LEVEL			
BATTERY WATER			
WHEEL CHOCKS			
WINDSHIELD WASHER FLUID			
BATTERY CONDITIONER			
AUTO-CHAINS OPERATION			
CHECK BACKUP ALARM			
WASH WINDOWS (INSIDE & OUTSIDE), MIRRORS			

COMMENTS: _____

MILEAGE:

WASHED (Y/N)

NOTE: LIST BELOW ANY SPECIAL REPAIRS THAT NEED ATTENTION

BADGE NO.

SIGNATURE:

DATE:

MAINT. OFFICER

MANTORVILLE FIRE DEPARTMENT

MONTHLY MAINTENANCE RECORD

GRASS RIG	MONTH		YEAR
ITEM	OK	NOT OK	REMARKS, INDICATE SERVICE, CORRECTIONS
GAS			
OIL			
COOLANT			
FAN BELTS			
POWER STEERING FLUID			
TIRES & AIR PRESSURE			
BRAKES			
SIREN			
LIGHTS & MARKERS			
FIRST AID KIT			
LANTERNS			
TANK WATER LEVEL			
FOAM TANK LEVEL			
PUMP ENGINE OIL			
PUMP ENGINE GAS			
WHEEL CHOCKS			
PTO RESERVIOR			
RUN FOAM UNIT (every other mo)			
BATTERY CONDITIONER			
CHECK BACKUP ALARM			
WASH WINDOWS (INSIDE & OUTSIDE), MIRRORS			

COMMENTS: _____

MILEAGE:	WASHED (Y/N)
NOTE: LIST BELOW ANY SPECIAL REPAIRS THAT NEED ATTENTION	
BADGE NO.	SIGNATURE:
DATE:	MAINT. OFFICER

MANTORVILLE FIRE DEPARTMENT

MONTHLY MAINTENANCE RECORD

INT TANKER	MONTH		YEAR
ITEM	OK	NOT OK	REMARKS, INDICATE SERVICE, CORRECTIONS
FUEL			
OIL			
COOLANT			
FAN BELTS			
POWER STEERING FLUID			
TIRES & AIR PRESSURE			
BRAKES & PARKING BRAKE			
CLUTCH/TRANI/SHIFT			
SIREN			
LIGHTS & MARKERS			
FIRST AID KIT			
LANTERNS			
TANK WATER LEVEL			
WHEEL CHOCKS			
WINDSHIELD WASHER FLUID			
BATTERY CONDITIONER			
AUTO-CHAINS OPERATION			
CHECK BACKUP ALARM			
WASH WINDOWS (INSIDE & OUTSIDE), MIRRORS			

COMMENTS: _____

MILEAGE:	WASHED (Y/N)		
NOTE: LIST BELOW ANY SPECIAL REPAIRS THAT NEED ATTENTION			
BADGE NO.	SIGNATURE:	DATE:	MAINT. OFFICER

MANTORVILLE FIRE DEPARTMENT

MONTHLY MAINTENANCE RECORD

RESCUE VAN		MONTH		YEAR
ITEM	OK	NOT OK	REMARKS, INDICATE SERVICE, CORRECTIONS	
FUEL				
ENGINE OIL				
TRANSMISSION FLUID				
BRAKE FLUID				
COOLANT				
FAN BELTS				
POWER STEERING FLUID				
TIRES & AIR PRESSURE				
BRAKES				
SIREN				
LIGHTS & MARKERS				
FIRST AID KIT				
LANTERNS				
WINDSHIELD WASHER FLUID				
BATTERY CONDITIONER				
AUTO-CHAINS OPERATION				
CHECK BACKUP ALARM				
WASH WINDOWS (INSIDE & OUTSIDE), MIRRORS				

COMMENTS: _____

MILEAGE: _____ WASHED (Y/N) _____

NOTE: LIST BELOW ANY SPECIAL REPAIRS THAT NEED ATTENTION			
BADGE NO.	SIGNATURE:	DATE:	MAINT. OFFICER

MANTORVILLE FIRE DEPARTMENT

MONTHLY MAINTENANCE RECORD

1997 PIERCE PUMPER		MONTH	YEAR
ITEM	OK	NOT OK	REMARKS, INDICATE SERVICE, CORRECTIONS
GAS			
ENGINE OIL			
COOLANT			
FAN BELTS			
WINDSHIELD WASHER FLUID			
POWER STEERING FLUID			
BATTERY WATER			
TIRES & AIR PRESSURE			
BRAKES & PARKING BRAKE			
TRANSMISSION FLUID/SHIFT			
SIREN			
LIGHTS & MARKERS			
AUTO-CHAINS OPERATION			
LANTERNS			
TANK WATER LEVEL			
GEN – RUN, OIL, GAS, LIGHTS			
PRIMER PUMP OIL			
PUMP SHIFT			
PRIMER PUMP			
PUMP COMP. HEATER FAN			
RUN FOAM UNT (every other mo)			
BATTERY CONDITIONER			
CHECK BACKUP ALARM			
WASH WINDOWS (INSIDE & OUTSIDE), MIRRORS			

COMMENTS: _____

MILEAGE: _____ HOURS _____ WASHED (Y/N) _____

NOTE: LIST BELOW ANY SPECIAL REPAIRS THAT NEED ATTENTION

BADGE NO. _____ SIGNATURE: _____ DATE: _____ MAINT. OFFICER _____

4/14/2006

MANTORVILLE FIRE DEPARTMENT

MONTHLY MAINTENANCE RECORD

2009 CUSTOM PUMPER			MONTH	YEAR
ITEM	OK	NOT OK	REMARKS, INDICATE SERVICE, CORRECTIONS	
FUEL				
ENGINE OIL				
COOLANT				
FAN BELTS				
WINDSHIELD WASHER FLUID				
POWER STEERING FLUID				
BATTERIES				
TIRES & AIR PRESSURE				
BRAKES & PARKING BRAKE				
TRANSMISSION FLUID/SHIFT				
SIREN				
LIGHTS & MARKERS				
AUTO-CHAINS OPERATION				
LANTERNS				
TANK WATER LEVEL				
GEN – RUN, OIL, GAS, LIGHTS				
PRIMER PUMP OIL				
PUMP SHIFT				
PRIMER PUMP				
PUMP COMP. HEATER FAN				
BATTERY CONDITIONER				
CHECK BACKUP ALARM				
WASH WINDOWS (INSIDE & OUTSIDE), MIRRORS				
OPEN & CLOSE ALL PUMP VALVES, DRAINS				

COMMENTS: _____

MILEAGE:	HOURS	WASHED (Y/N)
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NOTE: LIST BELOW ANY SPECIAL REPAIRS THAT NEED ATTENTION

BADGE NO.	SIGNATURE:	DATE:	MAINT. OFFICER
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9/21/2009

MANTORVILLE FIRE & RESCUE DEPARTMENT

O P E R A T I N G G U I D E

Equipment Usage

11.0.0 - General Information

The Department maintains all of its equipment and vehicles to insure that they are available and can be used safely in the event they are needed.

Fire Department equipment and vehicles **shall not** be used for any personal or profitable purposes other than approved by the Fire Chief. This is necessary to protect the department's investment and liability as well as to insure that the equipment is available when needed.

Only Department members and authorized persons shall be permitted to use or operate any apparatus or equipment belonging to the City of Mantorville. The Incident Commander (i.e. Officer in Charge or Fire Chief) shall have the authority to commission non-members to use department equipment during mutual aid drills, emergencies and other incidents.

MANTORVILLE FIRE & RESCUE DEPARTMENT

OPERATING GUIDE

Air Compressor Usage

11.1.0 - General Information

The Department maintains two breathing air compressors. These are used for filling SCBA bottles and cascade bottles with breathing air. The proper use and maintenance of this equipment must be followed to insure that the breathing air does not become hazardous to our members.

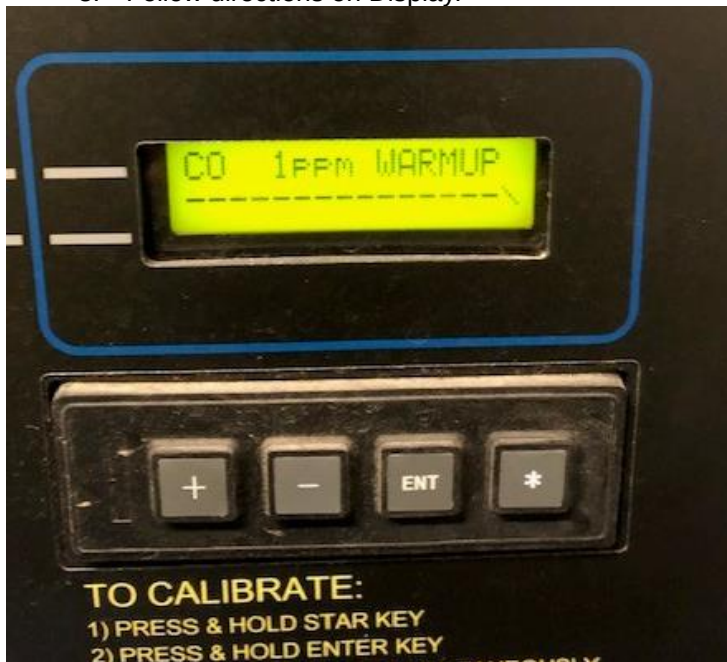
Periodic training sessions will be held for Department members on the proper use of the air compressors.

Members operating this equipment will be responsible for:

1. Inspecting the condition of the bottles to be filled.
2. Updating the SCBA Bottle logs
3. That the storage bottles are full when use is done

11.1.1 – Operation – Eagle Raptor

1. Make sure the EMERGENCY STOP button is pulled out. Unit will not operate with the emergency button depressed. You might have to rotate the button CCW to release it if it is depressed.
2. Press the POWER ON switch to start the compressor.
3. Follow directions on Display.



MANTORVILLE FIRE & RESCUE DEPARTMENT
OPERATING GUIDE
Air Compressor Usage



The Air Compressor will stop automatically when it is full.

MANTORVILLE FIRE & RESCUE DEPARTMENT

OPERATING GUIDE

Air Compressor Usage

11.1.2 – Fill Bottle Operation

1. Open the containment fill chamber door by pulling the handle outward. The door will drop down to allow it to swing open.
2. Slide SCBA bottle(s) in the tube. Either 1 or 2 bottles can be filled at a time. If two bottles are being filled together, they have to be rated for the same pressure. **Do not fill bottles with different pressure ratings together.**
3. Attach the fill hose to the bottle.



4. Verify that the isolation valve on the SCBA bottle(s) to be filled is opened. If only one bottle is being filled, close the other isolation valve.
5. MFD SCBA bottles require the tank valve to be close. Other departments SCBA bottles might require the valve to be open.
6. Close the door to the containment fill chamber door.
7. Verify that the door has slid up all the way.

MANTORVILLE FIRE & RESCUE DEPARTMENT

OPERATING GUIDE

Air Compressor Usage



8. Adjust the regulator (1) to the desired filling pressure for the SCBA bottles. All MFD SCBA bottles are rated for 4500 psi. Other departments might have bottles rated for less pressure.
9. Open the FILL valve (2) slowly to begin filling the SCBA bottle(s).
10. When the SCBA bottle(s) is full, there will be no air movement to the bottles. Close the FILL valve (2).
11. Open the bleed valve to remove pressure on the lines. If bottle valves had to be opened to fill, you will need to close the bottle valves first.
12. Open the door to the containment fill chamber. Remove the fill hose from the bottle.
13. Remove SCBA bottle(s) from the containment fill chamber.
14. Repeat Steps 2 – 13 until all bottles have been filled.
15. Close containment fill chamber door.
16. Decrease pressure in line with regulator (1) until pressure is zero.

MANTORVILLE FIRE & RESCUE DEPARTMENT

OPERATING GUIDE

Air Compressor Usage

11.1.2 – Operation – Portable Compressor

1. Mount air intake to compressor.
2. Check engine oil and gas.
3. Check compressor oil
4. Start compressor engine
5. Verify the pressure rating of each bottle to be filled and adjust the regulator to the correct pressure. All Mantorville Fire Depart. SCBA bottles are rated for 4500 psi. Other departments might have bottles rated for less pressure.
6. Attach fill line to bottle.
7. Open tank valve on bottle to be filled.
8. Open fill valve on fill station.
9. Use the storage system cascade style (i.e. lowest pressure first, saving fullest tanks to top off bottles with).
10. After bottle is full, shut off tank valve if it was opened. Not needed with MFD bottles.
11. Close fill valve on fill station.
12. Open bleed valve to decrease pressure in line until pressure is zero before disconnecting fill line from bottles
13. Remove fill lines from bottle.
14. Close all valves (do not over tighten).
15. Repeat Steps 5 – 14 to fill all bottles.
16. Once all SCBA bottles have been filled, open valves on the storage bottles to refill those bottles.
17. Every 30 minutes that the engine is run, the moisture and oil trap drains should be opened to drain.
18. Once the traps are drained, close them.

11.2.1 – Tank Inspection

All SCBA tanks that are filled must:

1. Verify the SCBA bottle rated pressure.
2. Have valid hydrostatic test date.
3. Be in good state of repair (visual).

MANTORVILLE FIRE & RESCUE DEPARTMENT

OPERATING GUIDE

LOCK OUT TAG OUT GUIDLINES

11.2.0 General Information

Subject: OSHA 1910.147 C lockout/Tagout - The Control of Hazardous Energy.

Date: 2-11-2004

The Lockout/Tagout, (LOTO), program for department employees shall comply with the requirements of OSHA 1910.147, which states, in general:

Employers shall establish an energy control program when service or maintenance is done on a machine or equipment. The machine or equipment must be stopped and isolated; from all sources of energy. Employees involved must be familiar with the LOTO procedures. LOTO procedures must minimize employee exposure to hazards to the unexpected energization or startup of the equipment from the release of stored or residual energy.

LOTO Equipment shall be provided by the employer:

1. Lockout locks and keys shall be in the sole possession of the employees during the service or maintenance activity.
2. Tagout tags shall be appropriate for the environment and shall include the following:
 - Name of person involved with service/maintenance.
 - The legend "Do Not Operate".

The LOTO Procedure shall include the following:

1. Employee Notification and Preparation for employee, environment, and process concerns.
2. Equipment shutdown.
3. Isolation of equipment from Hazardous Energy.
4. Application of LOTO equipment.
5. Release of Stored Energy.
6. Verification of Isolation, by test measure or operation.
7. Equipment Restarting procedure.

Written "Specific" Equipment LOTO Procedures shall be available to maintenance department employees for equipment with any of the following conditions:

1. Multiple hazardous energies, or
2. Hazardous residual energy, or
3. Partial de-energization, or
4. Hazards are created to other employees, or
5. Previous accidents occurred from improper LOTO

The situation when several Employees are involved with service or maintenance to the same equipment shall require each to be aware of the other's activity. All personnel involved shall apply their LOTO equipment to all Hazardous Energy sources in a manner that will not allow energization with the removal of the LOTO equipment by any one individual.

Activities involving Outside Contractors within the scope of this policy require the on-site employer and the outside Contractor to inform each other of their respective LOTO procedure. The on-site employer shall ensure that his personnel understand and comply with the restrictions of the outside Contractor's LOTO program.

Shift changes or Personnel changes will allow for an orderly transfer of LOTO equipment to ensure the continuity of the service or maintenance activities requiring LOTO as described by 2) and 3) of this document.

Exceptions to the LOTO procedures are for the following conditions:

MANTORVILLE FIRE & RESCUE DEPARTMENT
O P E R A T I N G G U I D E
LOCK OUT TAG OUT GUIDLINES

1. Normal Production Operation - where the employee is not required to bypass safety equipment or procedures during the equipment operating cycle.
2. Minor Service or Maintenance where the service is routine and integral to the use of equipment for production AND the work is performed using alternate protective measures to insure employee safety. Only Qualified employees shall perform the service.
3. Plug and Cord Equipment - where exposure to unexpected startup can be controlled by unplugging the equipment from the energy source and the plug can be maintained under the EXCLUSIVE CONTROL of the service person.
4. Operational Service or Maintenance - where the service or maintenance is for the purpose of testing conditions or operations that require connection to the source of hazardous energy. ONLY qualified employees shall perform the service or maintenance.

A general Lockout Tagout kit is stored in Pumper #1 in the Command Post cabinet.

If a Lockout Tagout is applied at an incident, it is recommended that a photograph be taken for documentation.

MANTORVILLE FIRE & RESCUE DEPARTMENT

O P E R A T I N G G U I D E

Multi-Gas Air Monitor Usage

11.4.0 - General Information

11.4.1 – Operation

To turn on the unit press the [MODE] key. The unit should beep once. The unit will go through a self-test and warm up phase. This will take about one minute. If the unit displays “Fresh Air Calibration”, press the “N” key.

To turn the unit off, press and hold the [MODE] key for 5 seconds. The unit will beep once per second as a timer counts down the seconds. After 5 seconds the message “OFF” should appear briefly on the display before going blank. If the display is blank the unit is off.

MANTORVILLE FIRE & RESCUE DEPARTMENT

Line of Duty Death or Injury Resulting in Hospitalization

Scene Procedures and Critical Incident Stress Management

12.0.0 Purpose

The following procedures should be followed in the event of a member's death in the line of duty, or in the event a member sustains a serious bodily injury in the line of duty requiring hospitalization.

12.0.1 Scene Procedures

The highest-ranking officer/Incident Commander at the scene (IC) shall:

1. Promptly notify the Fire Chief of a member's serious injury or death;
2. In the IC's discretion, request mutual-aid to relieve members on the scene;
3. As soon as reasonably practicable under the circumstances of the emergency incident, order members at the scene return to the fire hall for debriefing and/or "defusing".

Before leaving the scene, the IC shall:

1. Cause any equipment or gear used by the injured/deceased member(s) to be isolated and tagged, as appropriate;
2. Secure the scene pending investigation by law enforcement and/or State Fire Marshall personnel;
3. In the event of death or serious injury as a result of an accident involving a vehicle, the IC shall document the details of the accident, and the names and addresses of any witnesses.
4. Remind all personnel they shall not provide any information or statements to the media, social media, or public and to refer all inquiries to the Fire Chief.

12.0.2 Notification Procedures

In the event of a member's death in the line of duty, or in the event a member sustains a bodily injury in the line of duty requiring hospitalization, the Fire Chief/Incident Commander or designee shall follow the notification procedures as follows:

1. The Incident Commander at the time of the incident shall notify the Fire Chief and the Senior Staff Officers of the death of a member(s) in the line of duty.
2. The Fire Chief and a group selected by the Fire Chief shall meet to develop a plan for notify the member's family, taking into consideration any information contained in the member's Emergency Information form. One member of the group will be designated as the Family Liaison.
3. The Fire Chief and the Family Liaison shall notify the family of the death/injury of a member(s) in the line of duty, and prepare the family for release of information to the media. If the member's next of kin is outside the Fire Department's response boundaries, the Family Liaison shall notify the fire or police department nearest the next of kin, and arrange for a uniformed officer and local chaplain to contact the next of kin in person.
4. The Fire Chief shall notify the City Mayor of the death.
5. A press release should be prepared. The press release, with the name(s) of the injured or deceased member(s) withheld, may be distributed to the media before the injured or deceased member's family have been notified. Unless otherwise prohibited by law, the name(s) of the injured or deceased member(s) may be released to the media after the injured or deceased member's family has been notified.

12.0.3 Transporting Family to Hospital

Whenever possible, the Fire Chief and Family Liaison should urge family members not to drive themselves to the hospital where the injured or deceased member is located. The Fire Chief and Family Liaison should offer alternative means of transportation to the hospital by department personnel.

If no Fire Department resource is available, transport by commercial service such as taxi or shuttle may be used. In such circumstances, the Fire Chief, Family Liaison, Family Support Group member, or Department member should accompany the family members, if possible.

12.0.4 Hospital Procedures

In his or her discretion, the Fire Chief may request carbon monoxide, toxicology, or other tests that may assist in determining the deceased member's cause of death.

MANTORVILLE FIRE & RESCUE DEPARTMENT

Line of Duty Death or Injury Resulting in Hospitalization

Scene Procedures and Critical Incident Stress Management

12.0.5 Critical Incident Stress Management ("CISM")

The IC/Fire Chief shall determine whether the assistance by the CISM Team is appropriate.

The CISM Team may provide counseling and support services as reasonably necessary and appropriate to the family of an injured or deceased member, the injured member, and other affected members.

The CISM Team shall advise any individual they contact that they have the right to refuse interaction with the CISM Team before providing counseling or other support services to the individual.

Whenever possible, the CISM Team should have critical incident stress defusing services available before the relief crews go onto the scene, in order to assist members exiting the scene and members coming onto the scene.

With the consent of the member, the CISM Team may monitor a Department member's critical incident stress for 30 days or longer to evaluate whether formal critical incident stress debriefing should be provided.

The CISM Team shall advise the Fire Chief if the CISM Team believes an individual may require long-term mental health care.

12.1.0 Purpose

To provide guidelines to be followed in the event of the Line of Duty Death (LODD) or Line of Duty Injury (LODI) of a Mantorville Fire Department (MFD) member.

12.1.1 Scope

These procedures are to be used by all personnel in the event of a LODD.

12.1.2 Procedures

In the event of a department member death(s) (Line of Duty Death/LODD), or department member injury (s) resulting in hospitalization (Line of Duty Injury/LODI) the following procedure shall be followed by MFD personnel (during a disaster these procedures will be followed as soon as can be reasonably allowed):

1. The highest ranking officer/Incident Command (IC) shall:
 - a. Notify the Fire Chief
 - b. Once notified, the Chief will be in communication via cell phone to coordinate meeting place, prior to family notification.
 - c. At the Incident Commander's discretion, call for mutual aid to relieve personnel on the scene.
 - d. Personnel involved with the scene that resulted in injury or death of a coworker should be directed to fire hall for discussion/defusing.
2. Before leaving the scene, the IC shall:
 - a. Isolate and tag any equipment or gear used by injured/deceased personnel.
 - b. Secure scene pending investigation by law enforcement and fire department.
 - c. In the event of death(s) or serious injury(s) as a result of a vehicle accident involving a MFD vehicle, the IC shall document location, names and addresses of witnesses for investigators.
3. Fire Chief:

Retrieve Member Emergency Contact Information Form and any additional information held in the Employee's Personal File (located in the MFD personnel files) to carry out notification plans.
4. Fire Chief or designated Family Liaison:
 - a. Respond to scene;
 - b. Assist IC, Public Information Officer (PIO), and respond to headquarters;
 - b. Summon extra help as needed;
 - c. Assist families;
 - d. Begin crisis intervention of Department Members;
 - e. Check on crew stress level and report any determined need for time off to the IC.
5. Public Information Officer (PIO): The Fire Chief will designate the job of Public Information Officer, who will be responsible for the following:
 - a. Respond to the scene

MANTORVILLE FIRE & RESCUE DEPARTMENT
Line of Duty Death or Injury Resulting in Hospitalization
Scene Procedures and Critical Incident Stress Management

- b. Gain first-hand knowledge
 - c. Assist operations
 - d. Remind all personnel to direct all press to him. He shall instill a “gag” order on all personnel to avoid misinformation.
 - e. After the above task has been completed, that individual should then respond to headquarters to:
 - i. Prepare for press release
 - ii. Withhold names of deceased or injured personnel until notified by family notification team (Chief or Family Liaison)
 - iii. Oversee department operations
6. Notification by Chief and Family Liaison: The Chief and Family Liaison will meet at a prior agreed to location to prepare for the next of kin notification. When at the meeting place the following should be done:
- a. Formulate plan on how to notify family based on employee's wishes.
 - b. Notify family and assist family to hospital. Assist family with further notifications.
 - c. Every effort should be made to prevent the immediate family members from driving themselves.
 - d. Prepare family for release of information to the press. Notify PIO when approved.
7. While at the hospital, the Family Liaison shall:
- a. Assist family as needed
 - b. Discuss with family that the medical examiner's office will probably do an autopsy
 - c. Answer as many family questions as possible, being factual and truthful
 - d. Begin filling out medical forms for family, except for signatures
 - e. Contact the National Fallen Firefighters Foundation and begin completing Public Service Officer Benefit (PSOB) forms
 - f. Contact the Chief to Chief Network and facilitate dialog between the Chief and Network members
8. While at the Hospital the Chief shall:
- a. Order that the following be done:
 - b. Impound all firefighter equipment, clothing, and personal effects
 - c. Toxicology tests
 - d. Exact carbon monoxide levels



City Council Report

To: Mayor and Council
Through: Shirley Buecksler, City Clerk-Treasurer
From: Steve Fairchild, Mantorville Fire Chief
Date: February 14, 2022

Amendments to Personnel Policy – Addendum A

BACKGROUND INFORMATION:

Enclosed for Council review are amendments to the Personnel Policy Addendum A. Changes include:

1. Adding Deputy Fire Chief as a new position in 2022.
2. First Responder Captain was changed to EMR Captain to coincide with a similar change by the State.
3. The section related to the Relief Association was updated because the retirement fund is no longer managed by the trustees but by the State.
4. The membership section was updated to reflect the Standard Operating Guidelines (SOGs) relating to the need to be FF2 certified and EMR certified. This update was adapted and approved several years ago but was not changed in Addendum A, which caused the City Policy and Fire Department SOGs to have different statements.
5. The Compensation section had a paragraph removed, as we no longer have dedicated maintenance teams compensated from a separate fund.
6. In the last section, Deputy Fire Chief and EMR Captain were added.
7. The Straight Eight/Sober Seven section was removed altogether, as response during community events is handled differently now.
8. Corrections to typos and grammatical errors.

STAFF RECOMMENDATION:

Motion to approve the amendments made to Addendum A, as presented.

ADDENDUM “A”
MANTORVILLE FIRE AND RESCUE DEPARTMENT

PERSONNEL POLICY ADDENDUM

The Mantorville Fire and Rescue Department is defined as a municipal department functioning as part of the City of Mantorville. The City Personnel policy applies to Fire and Rescue Department members, however, specific items applicable to just the Firefighters are covered in this addendum.

ORGANIZATION

The City Council is responsible for the Fire and Rescue Department and defines the responsibilities of the officers (see specific list below) and members. The Fire and Rescue Department assigns a nomination committee in September of odd-numbered years from the current active members of the Fire and Rescue Department to make recommendations to the city council for the officer positions. An officer cannot be on probation (either initial probation or probation for other reasons).

The total number of members of the fire and rescue department shall be thirty (30) including officers.

These recommendations are then forwarded to the City Council no later than the first City Council meeting in December of odd-numbered years. The City Council will then make the appointments for each of the officer positions (note, the council is not required to follow the Fire Departments recommendations). The officers will serve a two year term beginning on January One (1) of even numbered years.

The following lists the appointed officer positions **that make up the “Fire Board”**:

Fire Chief	Assistant Fire Chief/Safety Officer	Deputy Fire Chief
Treasurer	Training Officer	Clerk
Fire Marshal	EMR Captain	
Vehicle Maintenance Officer	Equipment Maintenance Officer	

The function of the Fire Board is to make initial investigations and recommendations to the Mantorville City Council and/or the department membership on items pertaining to the operation of the department or other items relative to fire prevention and protection. In addition, the Fire Board shall be responsible for establishing and enforcing the standard operating guidelines and policies of the department.

In addition to the “Fire Board”, the Fire Department can recommend to the City Council additional members as assistants to any of the non-Chief positions. The assistants are NOT members of the Fire Board. For example an Assistant Clerk.

In addition, the following officer positions are appointed by the Fire Board based on knowledge and experience. These officers are NOT members of the Fire Board.

Pumper Captain	Structure Captain
----------------	-------------------

INCIDENT CHAIN OF COMMAND

The following defines the typical chain of command used at an emergency incident. However, the incident commander position may be handed off or assigned to a more experienced individual at the incident.

1. Chief – typically the incident commander
2. Assistant Chief – Acts in the absence of the Chief
3. Deputy Chief – Acts in the absence of the Chief and Assistance Chief
4. Structure Captain
5. Pumper Captain
6. Senior Firefighter

The Safety Officer, OR in the absence of the Safety Officer the person assigned that position at the incident, has overall authority, regardless of rank, to intervene in any aspect of the operation when, in his/her judgment, a potential or real danger for an accident or unsafe condition exists.

MEMBERSHIP

Members must live in or work in or near the Mantorville fire protection district and be able to normally respond to the Mantorville Fire Hall within 20 minutes.

New members must obtain the minimum of Fire Fighter 2 certification or equivalent (originally known as FF 2), within two years of acceptance. New members must obtain at least EMR certification or higher within two years of acceptance. All members are expected to obtain a current CPR card. These certifications are to be maintained while a member of the Mantorville Fire and Rescue Department.

Additional Qualifications include:

- Applicant must demonstrate clear and precise communication skills as it pertains to the Mantorville Fire Service.
- Applicant must demonstrate hand and finger dexterity as per the physical test administered by the interview committee.
- Applicant must possess a valid MN Class D (or higher) Driver's License.
- Applicant must demonstrate the ability to lift and carry a minimum of 50 pounds as per the physical test administered by the interview committee.

Application for new membership is made through the City Clerk who will provide an employee packet to the applicant. The City Council will process the information and notify the applicant when a position is available.

A member who resigns after completion of five (5) or more years of active membership will be presented with a plaque of appreciation.

Regular City Employees who are also Fire and Rescue Members: City employees who are also members of the Fire and Rescue Department are expected to use their judgment in responding to fire calls while 'on duty for the City.' If responding to a fire call will place the City or fellow workers in jeopardy, workers are required to stay on the job and not respond. If responding will not jeopardize the City or fellow workers, response to the fire call is encouraged.

CONFIDENTIALITY

As a member of the Mantorville Fire and Rescue Department (MFRD), you are part of the public safety services provided by the City. You are a trained volunteer to work with specific emergency situations. Few, if any, of the incidents will follow textbook protocol. As trained volunteers, we attempt to do the best job at each incident with the members that are available.

You also may become privileged to personal information about your team members as well as incident situations. All of this information must be treated in strict confidence. Any information provided to the public must come through the OFFICER-IN-CHARGE. In many situations, the information will be provided through the Sheriff's Department.

As a member of the MFRD, you are expected to represent the Department in good faith at all times. Common sense must be used with our "logo" clothing (i.e. identifies the departments). This clothing is for member's use and their immediate family members. It should only be worn when the department can be represented in a positive way. "Logo" clothing is not to be given away but is to be returned or destroyed if there is no further use by a member, ex-member or the immediate family.

Any breach of confidence subjects you to immediate dismissal from the MFRD. In this event, all Department property must be returned.

ATTENDANCE AND PARTICIPATION POLICY

MEETINGS

Normally, one (1) general business meeting is scheduled each month, in addition to an Officer's meeting which is typically open to all members. For the general meeting, a quorum shall be required to be present before a vote may take place. A quorum shall consist of at least 60% of the current active and probationary membership.

An annual meeting will be held in either January or February. The purpose of this meeting is to review the past year's activities, financial status and any other business.

Each member is required to attend a minimum of eight (8) out of twelve (12) regularly scheduled consecutive meetings. Should another fire department related meeting conflict, attendance will be counted. Attendance at the Officer's meetings shall also count as attendance. As a last resort, a member who cannot make any of the meetings may acknowledge to the Clerk that the minutes provided via email were read.

A member who has an extraordinary schedule conflict may submit a request for temporary relief from the stipulated attendance rules. This request must be presented to the Fire Board at a regular meeting and approved by a simple majority vote of those present.

TRAINING

Each member is required to attend a minimum of one (1) drill at least once each month for a minimum of nine (9) out of any twelve (12) consecutive months.

INCIDENT GUIDELINE

Members, within a reasonable responding distance, are expected to respond to all emergency calls when the department is paged. Personnel not needed at the emergency location will return to the fire hall and remain there until released by the Fire Chief or officer in charge. Such personnel will be considered still

on active duty and shall be prepared to provide backup, cover a second emergency call, assist in cleanup, equipment checking, or any other duty requested by the officer in charge.

There are situations where we are requested to assist other public safety officials. These may not be classified as emergency calls and a general page may NOT be issued. A phone tree may be used to call sufficient members to meet the immediate personnel needs for operating the required equipment. Weather spotting is not defined as an emergency call. Mantorville's weather spotters are volunteers from the members of the Fire and Rescue Department.

For all incidents and or services provided by the Fire and Rescue Department, the members work as a team and are expected to follow all orders as directed by the incident commander (free lancing is never an option). The following outlines our priorities:

Fire & Rescue Incidents have the following order of priorities:

First and always is the safety of the responding personnel (Fire and Rescue Department members).

Preservation of life at the incident

Fire suppression and / or extrication

Preservation of property

Medical support

Direct and/or provide support for ambulance personnel. The department does require that new members be certified First Responders or higher medical certification. Members that are First Responders or higher medical certification can provide Emergency Medical Services through our First Responder service.

Hazardous material incident support is limited to level 1

Material identification

Evacuation of the area

Secure the area

Notification of appropriate authority for containment and clean up.

Assist with personnel decontamination.

Weather spotting

This is an optional activity for Fire and Rescue Department members.

The use of any medication or controlled substance (including alcohol) where you should not be operating equipment or that might impact your ability to perform the required duties shall prohibit that individual from participation for at least 12 hours. **DO NOT RESPOND TO THE FIRE HALL.**

There may be various reasons for restricting your activity at an incident such as a temporary health situation, injury, etc. It is your responsibility to let your team members know your limits for that specific incident. **DO NOT PUT YOURSELF OR THE OTHER TEAM MEMBERS AT RISK.**

Violating any part of the incident policy that puts you or others at risk may result in the member being placed on probation with restricted activity or expulsion for repeated offences.

LEAVE OF ABSENCE

Any active member may request, in writing, an unconditional one-year leave of absence. The member relinquishes voting privileges and offices and must return personal equipment. A written statement of intent to extend this leave for one (1) additional year (2 year maximum) is required; failure to do so will terminate membership.

Reinstatement is not guaranteed. A request must be made in writing to the City Council, who will in turn forward the request to the Fire Board for their recommendation. Reinstatement is at the discretion of the Fire Board and the City Council based on prior service and current department needs. A member reinstated after a lapse of 6 months will be placed on probation (length determined by the Fire Board) and will be required to fulfill the stipulations as defined by the Fire Board.

Military Leave of Absence Requirements:

Those firefighters who are called away on military leave will remain on ACTIVE status with all seniority and benefit rights. The fire department can, if they choose, add an additional firefighter in this situation. Post military leave, both fire fighters may stay on the roster even if this places the fire department above the stated quota. The next firefighter to leave the department may only be replaced with the approval of the City Council.

EQUIPMENT

Personal Safety equipment

The Fire Department provides the protective covering for each member. This includes coat, bunkers (pants), boots, hood, helmet, gloves, flashlight and a SCBA facemask. In addition, a pager is provided to each member. All equipment remains the property of the Fire Department.

Fire Department equipment

Only Department members and authorized persons shall be permitted to use or operate any apparatus or equipment belonging to the City of Mantorville. The Incident Commander (i.e. Officer in Charge or Fire Chief) shall have the power to authorize non-members to use department equipment during mutual aid drills and emergencies and other incidents.

PERSONNEL COMPLIANCE RECORDS

Membership compliance records will be kept by the assigned Fire Board officer. This includes all exams, testing, training and attendance requirements to maintain active membership.

Meetings: Each member is required to attend a minimum of 8 out of 12 consecutive months of general meetings. Minutes are posted and may be signed in lieu of actual attendance, when you are on vacation or working night shifts. The “minutes sign off” is defined as an exception and may not be used to avoid meetings.

Training: Each member is required to attend a minimum of one (1) drill at least once each month for a minimum of 9 out of any 12 consecutive months. The following are classified as drills:

The regularly scheduled Fire Department training session (drill).

Attendance at fire related training sponsored by another recognized institution. The Chief or Training officer will determine if an activity qualifies for training credit.

A make-up drill can be arranged through the Training officer or Fire Chief.

Note: The department has annual training to enable members to meet requirements such as CPR Certification, and those required by OSHA.

Should a member’s compliance record show that he/she is in jeopardy of violating requirements, written notice will be sent that expulsion may result should the pattern continue.

COMPENSATION

General

Each member is covered by the Volunteer Fire Fighter Benefit Association insurance purchased by the city.

Each member is covered by Workman's Compensation during any Fire Department activity.

Member's compensation is based on a point system. The value of each point is determined by the amount defined in the annual budget minus officer stipends divided by the total accumulated points.

Points are credited for attendance at general business meetings, training, responding to emergency (or paged) calls and other activities deemed appropriate by the Fire Board.

Activity point values are defined as follows:

3	For the first duty hour or any portion thereof -- for reporting to the fire hall for any incident situation.
2* *	Each additional hour associated with an incident response (e.g. fire, vehicle accident, public safety support, etc.)
1* *	Each additional hour associated with weather spotting activities
1	Each hour spent working on a scheduled activity that is open to the entire department
1	Each scheduled training hour (including the completion certificate credits for authorized schooling).
1	Scheduled general membership meeting attendance.
**	For incident situations, additional hours are based on 20 minutes or more into the next hour.

Other Compensation

The officers receive a stipend for the special duties they have agreed to provide.

RELIEF ASSOCIATION BENEFITS:

The Mantorville Fire Department Relief Association is a registered Minnesota Volunteer Firefighter Relief Association. The Relief Association is an IRS 501(c)(4) organization. The primary purpose of the Relief Association is first to benefit its members, active Fire Department members and their families. In addition, both the Fire Department and the community can benefit from Relief Association activities, as approved by its members.

See the Mantorville Fire Department Relief Association Bylaws documents for further information.

PENSION

Pension benefits are provided via SVFRP (State Volunteer Firefighter Retirement Program - PERA (Public Employees Retirement Association)).

Benefits are based on the months of service. The benefit level is authorized by the city council. Fire fighters are eligible for benefits after 5 years of service. See the SVFRP plan documents for further information.

Fire Department Performance Evaluations

Probationary period for Volunteer Firefighters is 2 years to allow completion of require education.

At the end of the 9 months, the Fire Board shall submit a "Firefighter Probationary Check List" to the Personnel Committee. This form can be obtained from the City Clerk.

At the beginning of the 20th month of probation, the Fire Board shall submit to the Personnel Committee the educational status and recommendation regarding installation of the person as a regular firefighter.

The Personnel Committee shall make regular report of all appropriate information to the City Council.

In addition, the fire board will complete evaluation forms for each firefighter indicating status and competencies on an annual basis. Forms can be obtained from the City Clerk.

Mantorville Fire Department Office Qualifications**Fire Chief**

- Minimum of 5 years as a firefighter (including probation and other departments) and currently not on probation
- Minimum of 1 year in an officer's position
- Understands and will fulfill duties of Fire Chief as defined in the city's job description
- Willing to accept position

Assistant Fire Chief - Safety Officer

- Minimum of 3 years as a firefighter (including probation and other departments) and currently not on probation
- Understands and will fulfill duties of Assistant Fire Chief and Safety Officer as defined in the city's job description
- Willing to accept position

Deputy Fire Chief

- Minimum of 3 years as a firefighter (including probation and other departments) and currently not on probation

- Understands and will fulfill duties of Assistant Fire Chief and Safety Officer as defined in the city's job description
- Willing to accept position

Clerk

- Minimum of 3 years as a firefighter (including probation and other departments) and currently not on probation
- Understands and will fulfill duties of Clerk as defined in the city's job description
- Willing to accept position

Treasurer

- Minimum of 3 years as a firefighter (including probation and other departments) and currently not on probation
- Understands and will fulfill duties of Treasurer as defined in the city's job description
- Willing to accept position

Fire Marshal

- Minimum of 3 years as a firefighter (including probation and other departments) and currently not on probation
- Understands and will fulfill duties of Fire Marshal as defined in the city's job description
- Willing to accept position

Equipment Maintenance Officer

- Minimum of 3 years as a firefighter (including probation and other departments) and currently not on probation
- Understands and will fulfill duties of Equipment Maintenance Officer as defined in the city's job description
- Willing to accept position

Training Officer

- Minimum of 3 years as a firefighter (including probation and other departments) and currently not on probation
- Understands and will fulfill duties of Training Officer as defined in the city's job description
- Willing to accept position

Truck Maintenance Officer

- Minimum of 3 years as a firefighter (including probation and other departments) and currently not on probation
- Understands and will fulfill duties of Truck Maintenance Officer as defined in the city's job description
- Willing to accept position

First Responder Captain

- Minimum of 3 years as a firefighter and currently not on probation
- Have a current First Responder certification or higher
- Understands and will fulfill duties of First Responder Captain as defined in the city's job description
- Willing to accept position

EMR Captain

- Minimum of 3 years as a firefighter (including probation and other departments) and currently not on probation
- Understands and will fulfill duties of Training Officer as defined in the city's job description
- Willing to accept position

Due to extenuating circumstances (e.g. no current firefighters meet all qualifications) specific qualifications for specific officer positions may be waived.



City Council Report

To: Mayor and Council
From: Shirley Buecksler, City Clerk-Treasurer
Date: February 14, 2022

Amendments to City Personnel Policy

BACKGROUND INFORMATION:

Enclosed for Council review are amendments to the City's Personnel Policy, which include changes to:

Meal Breaks and Rest Periods

As discussed with the City Council at their previous meeting, guidelines for meal breaks were changed to allow employees who work an 8-hour day to combine their two 15-minute paid breaks with their 30-minute unpaid lunch period for a 1-hour lunch period. However, employees must coordinate with other staff to ensure that service to the public and work requirements are not adversely impacted.

Employees will not be allowed to use their breaks to adjust work start or stop times (previously stated in policy).

Holidays

Observed holidays, as included in the policy, were rearranged to be in chronological order of occurrence.

Annual Leave (PTO – Paid Time Off)

The last sentence was removed from the paragraph that reads:

“Annual leave will accrue on a pay-period basis up to a maximum of two and one-half times the employee's maximum years of service annual accrual rate as noted below. Employees can carry over any annual leave that does not exceed the stated cap.” ~~No additional accrual will occur above the cap.~~

Other corrections to typos and grammatical errors.

STAFF RECOMMENDATION:

Motion to approve the amendments made to the City Personnel Policy as listed above and on the enclosed document.

City of Mantorville Personnel Policy

*Passed by the Mantorville City Council on
August 25, 2008*

To Be Effective on January 1, 2009

Amended July 2010

Amended February 2011

Cell Phone Protocol and Policy added September 9, 2013

Amended March 9, 2015

Amended February 14, 2022

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INTRODUCTION

Purpose

The purpose of these policies is to establish a uniform and equitable system of personnel administration for employees of the City of Mantorville. They should not be construed as contract terms. The policies are not intended to cover every situation that might arise and can be amended at any time at the sole discretion of the City. These policies supersede all previous personnel policies.

Except as otherwise prohibited by law, the City of Mantorville has the right to terminate any employee at any time for any or no reason. Employees may similarly terminate employment at any time for any reason.

It is the policy of the City Council to carry out the contents of this policy with the assistance of the Council's Personnel Committee. If the City does not appoint a Personnel Committee, the Council shall be the Personnel Committee.

Any employee or group of employees, with grievances, complaints, or opinions on any matter covered in this policy are encouraged to meet with the Personnel Committee to discuss.

Scope

These policies apply to all employees of the City. Except where specifically noted, these policies do not apply to:

1. Elected Officials;
2. City Attorney;
3. Members of City Boards, Commissions and Committees;
4. Consultants and Contractors; and
5. Volunteers

If any specific provisions of the Personnel Policies conflict with any current union agreement or civil service rules, the union agreement or civil service rules will prevail. Any policy or portion thereof that does not conflict with a labor agreement will remain in full force and effect and will continue to govern the actions of all covered employees. Nothing in these policies is intended to modify or supersede any applicable provision of state or federal law.

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

EEO Policy Statement

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

Personnel Committee

The Personnel Committee consists of two Councilmembers and staff as the need arises. The Personnel Committee is responsible for:

- Initiating the yearly employee review process;
- Work with the Council and employees on any disciplinary action;
- Review all personnel policies (and job descriptions) at least on 'odd numbered years' and suggest updates as necessary;
- Initiate the application process for any new/replacement positions;
- Meet with and assist the Fire Department Officers with any personnel issues; and
- Other duties as the Council directs

ALL final employment decisions will be the purview of the Council as a whole.

Data Practices Advisory

Employee records are maintained in a location designated by the City Clerk. Personnel data is kept in personnel files, finance files, and benefit/medical files. Information is used to administer employee salary and benefit programs, process payroll, complete state and federal reports, document employee performance, etc.

Employees have the right to know what data is retained, where it is kept, and how it is used. All employee data will be received, retained, and disseminated according to the Minnesota Government Data Practices Act.

News Releases

Formal news releases concerning municipal affairs are the responsibility of the City Clerk or Assistant City Clerk. All OFFICIAL media interviews given on behalf of the City as a whole must be approved by the Mayor and Council before the interview. All contacts with the media should be reported to the City Council in a timely manner.

No City employee is authorized to speak on behalf of the City without prior authorization from the City Council. All news releases concerning City personnel will be the responsibility of the Personnel Committee.

CITYWIDE WORK RULES & CODE OF CONDUCT

Conduct as a City Employee

In accepting City employment, employees become representatives of the City and are responsible for assisting and serving the citizens for whom they work. An employee's primary responsibility is to serve the residents of Mantorville. Employees should exhibit conduct that is ethical, professional, responsive, and of standards becoming of a City employee. To achieve this goal, employees must adhere to established policies, rules, and procedures and follow the instructions of their supervisors.

The following are job requirements for every position at the City of Mantorville. All employees are expected to:

- Perform assigned duties to the best of their ability at all times.
- Render prompt and courteous service to the public at all times.
- Read, understand and comply with the rules and regulations as set forth in these Personnel Policies as well as those of their departments.
- Conduct themselves with decorum toward both residents and staff and respond to inquiries and information requests with patience and every possible courtesy.

- Report any and all unsafe conditions to the immediate supervisor.
- Maintain good attendance.
- Responsible to extract themselves from a negative interaction in a positive and professional manner and notify the Personnel Committee in a timely manner.

Attendance & Absence

The operations and standards of service in the City of Mantorville require that employees be at work unless valid reasons warrant absence. In order for a team to function efficiently and effectively, employees must be on the job. Attendance is an essential function of every City position.

Employees who are going to be absent from work are required to notify the City Clerk or Assistant City Clerk as soon as possible in advance of the absence. In case of unexpected absence, employees should call the City Clerk or Assistant City Clerk before their scheduled starting time. If the City Clerk is not available at the time, the employee should leave a message that includes a telephone number where he/she can be reached and/or contact any other individuals in the work area. Failure to use established reporting process will be grounds for disciplinary action. The Personnel Committee and City Clerk will establish a method of reporting employee absences, comp time, and overtime on a regular basis.

The employee must call the City Clerk or Assistant City Clerk on each day of an absence extending beyond one (1) day. Employees who are absent for three (3) days or more and who do not report the absence in accordance with this policy will be considered to have voluntarily resigned not in good standing. The City may waive this rule if extenuating circumstances warrant. This policy does not preclude the City from administering discipline for unexcused absences of less than three (3) days.

Access to and Use of City Property

Any employee who has authorized possession of keys, tools, cell phones, pagers, or other City-owned equipment must register his/her name and the serial number (if applicable) or identifying information about the equipment with the City Clerk. All such equipment must be turned in and accounted for by any employee leaving employment with the City in order to resign in good standing.

Employees are responsible for the safekeeping and care of all such equipment. The duplication of keys owned by the City is prohibited unless authorized by the City Clerk. Any employee found having an unauthorized duplicate key will be subject to disciplinary action. The City (Personnel Committee) reserves the right/ability to review all City property (keys, tools, cell phones pagers, etc.) at any time. Misuse of property may be subject to disciplinary action.

Appearance

Departments may establish dress codes for employees as part of departmental rules. Personal appearance should be appropriate to the nature of the work and contacts with other people and should present a positive image to the public. Clothing, jewelry or other items that could present a safety hazard are not acceptable in the workplace. Non-office employees are allowed to purchase City shirts and jeans but a receipt needs to be submitted before any reimbursement will be made. Office employees are allowed to purchase City shirts. Any amount over the allowable amount is to be paid by the employee.

On January 1st of each year, each full-time employee will receive the following allowance for clothing:

Non-Office - \$500 each year

Office - \$200 each year

Boots:

Due to the safety of the employees, the City Council requires each full-time non-office employee to purchase steel-toed boots. The employee is to submit a receipt to the City Clerk for the purchase before reimbursement will be made. The reimbursement is part of the clothing allowance for the year.

Conflict of Interest

City employees are to remove themselves from situations in which they would have to take action or make a decision where that action or decision could be a perceived or actual conflict of interest. If an employee has any question about whether such a conflict exists, he/she should consult with the Personnel Committee for review and/or presentation to the City Council and City Attorney, if necessary.

Falsification of Records

Any employee who makes false statements or commits, or attempts to commit, fraud in an effort to prevent the impartial application of these policies will be subject to immediate disciplinary action up to and including termination and potential criminal prosecution.

Political Activity

City employees have the right to express their views and to pursue legitimate involvement in the political system. However, no City employee will directly or indirectly, during hours of employment, solicit or receive funds for political purposes. Further, any political activity in the workplace must be pre-approved by the City to avoid any conflict of interest or perception of bias, such as using authority or political influence to compel another employee to apply for or become a member in a political organization.

Smoking

Smoking of any kind, including pipes, cigars, and cigarettes, and the use of chewing tobacco is prohibited for employees while on duty. Employees 18 and over are allowed to smoke only during their breaks and lunch, and only in areas designated for that purpose. All state statutes will be followed.

DEFINITIONS

For purposes of these policies, the following definitions will apply:

Authorized Hours (Actual Hours Worked):

Actual hours worked during any given pay period may be different than authorized hours, depending on workload demands or other factors, and upon approval of the employee's supervisor. This does not include any paid time off or compensatory time.

Benefits:

Privileges granted to qualified employees in the form of paid leave and/or insurance coverage.

Benefit Earning Employees

Employees who are eligible for at least a prorated portion of City provided benefits. Such employees must be year-round employees who work at least 20 hours per week on a regular basis.

Call Back

Any employee required to return to work after hours or weekends. Employees will be compensated two (2) hours at one and one-half hourly rate for a call back. If the employee puts in over two (2) hours of time, all hours associated with the call back will be paid at one and one-half hourly rate.

Demotion

The movement of an employee from one job class to another within the City, where the maximum salary for the new position is lower than that of the employee's former position.

Employee

An individual who has successfully completed all stages of the selection process including the training period.

Exempt Employee

Employees who are not covered by the overtime provisions of the federal or state Fair Labor Standards Act.

FICA (Federal Insurance Contributions Act)

FICA is the federal requirement that a certain amount be automatically withheld from employees' earnings. The City complies with all State and Federal regulations regarding FICA and Medicare withholding.

Fiscal Year

The period from January 1 to December 31.

Full-time Employee

Employees who are required to work 32 or more hours per week year-round in an ongoing position.

Management Employee

An employee who is responsible for managing a department or division of the City.

Non-exempt Employee

Employees are covered by the federal or state Fair Labor Standards Act. Such employees are normally eligible for overtime at 1.5 times their regular hourly wage for all hours worked over forty (40) in any given workweek.

Part-time Employee

Employees who are required to work less than 32 hours per week year-round in an ongoing position.

Pay Period

A 14-day period beginning at 12:00 a.m. (midnight) on Monday through 11:59 p.m. on Sunday, 14 days later.

PERA (Public Employees Retirement Association)

Statewide pension program in which all City employees meeting program requirements must participate in accordance with Minnesota law. The City and the employee each contribute to the employee's retirement account.

Promotion

Movement of an employee from one job class to another within the City, where the maximum salary for the new position is higher than that of the employee's former position.

Reclassify

Movement of a job from one classification to another classification because of a significant change in the position's duties and responsibilities.

Seasonal Employee

Employees who work only part of the year to conduct seasonal work. Seasonal employees may be assigned to work a full-time or part-time schedule. Seasonal employees do not earn benefits or credit for seniority.

Seniority

Seniority shall be determined by an employee's length of employment time and is the basis for determining various benefits and preferences. Except where prohibited by law, only continuous employment time will count toward seniority. Seasonal, temporary, Firefighter positions or hourly work time prior to Council appointment shall not count toward seniority. Authorized leave of absence, as well as layoff because of lack of work, shall be deemed continuous employment and shall not result in loss of seniority.

Whenever an employee is re-employed following a termination of his/her employment, his/her seniority date shall be the date of re-employment and all benefits shall be based on this new seniority date. The types of seniority are as follows:

- Seniority as a City employee shall be considered in determining benefits which are based on total length of service – such as vacation and sick leave.
- Seniority in a particular department shall be considered when filling vacancies and higher paying jobs.
- These vacancies may be filled by lower paid employees in accordance with their department seniority provided the employee seeking the higher paying job is qualified to perform the duties of the job. Qualifications will be determined by the City Council. Seniority is not a guarantee of promotion.

Service Credit

Time worked for the City. An employee begins earning service credit on the first day worked for the City. Some forms of leave will create a break in service.

Temporary Employee

Temporary jobs might have a defined start and end date or may be for the duration of a specific project. Temporary employees may be assigned to work a full-time or part-time schedule. Temporary employees do not earn benefits or credit for seniority.

Training Period

A training period at the start of employment with the City (or at the beginning of a promotion, reassignment or transfer) is a period of time within which to learn the job. The length of the training period will be established based on the job duties.

Transfer

Movement of an employee from one City position to another of equivalent pay.

Volunteer Firefighters

Employees who report to work on an on-call basis, when an emergency request is issued or as needed. Volunteer Firefighters are recommended by the Fire Department and appointed by the City Council. See Addendum A for specific Firefighter policies.

Workweek

A workweek is seven consecutive 24-hour periods. For most employees, the workweek will run from Monday through the following Sunday. With the approval of the City Council, departments may establish a different workweek based on coverage and service delivery needs (e.g., Police Department, Fire Department, Park and Recreation Department).

EMPLOYEE RECRUITMENT & SELECTION

Scope

The Personnel Committee will manage the hiring process for positions within the City. While the hiring process may be coordinated by staff, the City Council is responsible for the final hiring decision and must approve all hires to City employment. All hires will be made according to merit and fitness related to the position being filled. The City Council has the right to delegate hiring of part-time or summer staff as they desire (see selection process).

Features of the Recruitment System

The Personnel Committee/City Council will determine if a vacancy will be filled through an open recruitment or by promotion, transfer or some other method. This determination will be made on a case-by-case basis. The majority of position vacancies will be filled through an open recruitment process.

Generally, all job openings will be posted for a period of at least 10 days and at a minimum in the City designated newspaper and City-sponsored website. This should allow for sufficient time for City employees and candidates for employment to secure and complete the necessary application forms.

All job postings, placing of newspaper ads or any other form of recruitment shall be done by the City Clerk. All application forms shall be returned to the City Clerk for review and processing.

Application for employment will generally be made on application forms provided by the City. Other materials in lieu of a formal application may be accepted in certain recruitment situations as determined by the Personnel Committee. Supplemental questionnaires may be required in certain situations. Each candidate must complete and submit the required application materials by the posted deadline, in order to be considered for the position. The deadline for application may be extended by the Personnel Committee.

Position vacancies may be filled on an “acting” basis as needed. The City Council will approve all acting appointments. Pay rate adjustments, if any, will be determined by the City Council.

Testing and Examinations

Applicant qualifications will be evaluated in one or more of the following ways:

- Training and experience rating
- Written test
- Oral test or interview
- Performance or demonstrative test
- Physical agility test
- Or other appropriate job-related exam

Internal recruitments will be open to any City employee who: (1) has successfully completed the initial training period; (2) meets the minimum qualifications for the vacant position; and (3) currently is and for the past year has been in good standing with the City.

The City Council or designee will establish minimum qualifications for each position with input from the appropriate supervisor.

Pre-Employment Medical Exams

The City Council may determine that a pre-employment medical examination, which may include a psychological evaluation, is necessary to determine fitness to perform the essential functions of any City

position. Where a medical examination is required, an offer of employment is contingent upon successful completion of the medical exam.

When a pre-employment medical exam is required, it will be required of all candidates who are finalists and/or who are offered employment for a given job class. Information obtained from the medical exam will be treated as confidential medical records.

When required, the medical exam will be conducted by a licensed physician designated by the City with the cost of the exam paid by the City. (Psychological/psychiatric exams will be conducted by a licensed psychologist or psychiatrist.) The physician will notify the City's Personnel Committee that a candidate either is or isn't medically able to perform the essential functions of the job, with or without accommodations, and whether the candidate passed a drug test, if applicable. If the candidate requires accommodation to perform one or more of the essential functions of the job, the City's Personnel Committee will confer with the physician and candidate regarding reasonable and acceptable accommodations. If a candidate is rejected for employment based on the results of the medical exam, he/she will be notified of this determination.

Selection Process

The selection process will be a cooperative effort between the Personnel Committee, City Staff as needed, and the City Council. Any, all or none of the candidates may be interviewed.

The process for hiring seasonal and temporary employees may be delegated to the appropriate supervisor with each hire subject to final City Council approval. Except where prohibited by law, seasonal and temporary employees may be terminated by the supervisor at any time, subject to City Council approval.

Background Checks

All finalists for employment with the City may be subject to a background check to confirm information submitted as part of application materials and to assist in determining the candidate's suitability for the position. Except where already defined by state law, the Personnel Committee will determine the level of background check to be conducted based on the position being filled. This includes applicants for the Volunteer Fire Department.

Employment of Minors

An individual must be 16 years of age or older to be employed by the City of Mantorville. Age certificates or documents verifying an individual's age will be required if a prospective employee's age is in question.

A minor under age 18 may not be employed under certain conditions and may not perform certain occupations.

An individual must be 16 years or older to operate City-owned equipment.

Employee Orientation

The first week is an appropriate time for the employee to complete benefit and program forms, discuss the City's method of employee evaluations, discuss employee policies and guidelines. The City will strive to provide each employee with an adequate amount of orientation. The Personnel Committee and City Clerk will coordinate orientation and training. Questions or concerns should be taken to the Personnel Committee for review.

Probationary Period

All employees, except where prohibited by law, will be subject to a probationary period unless otherwise authorized by the City Council. The probationary period will be six (6) months for full-time employees, ninety (90) days for part-time employees, and two (2) years for Firefighters. For specific Firefighter requirements, see addendum A.

This probationary period is for the benefit of the employee, as well as the City. The probationary period is used to determine the suitability of the employee to the position and to measure the employee's performance and ability to complete the assigned work. If for any reason during the probationary period an employee is unable to demonstrate that he/she can complete the assigned work, that employee may be terminated. During the first six (6) months of employment, if the employee feels that he/she is not suited for the particular job for which he/she was hired, he/she may resign his/her employment.

All applicable benefits will accrue during the probationary period, but the employee is not permitted to use such benefits except Annual Leave for illness, until the probationary period is successfully completed.

OTHER EMPLOYMENT

Any employee, other than a Firefighter, engaging in outside employment, shall adhere to the following guidelines:

May not engage in any outside occupation, employment, or business which might hinder the impartial or objective performance of their public duties or be incompatible with their City employment or impair their efficiency on the job; and

Employees shall advise the City Council in writing of any outside work in which they are presently engaging or have plans to do so. Failure to provide this notice may be cause for disciplinary action. Any injuries due to outside employment will not be covered by City workers' compensation or disability benefits.

ORGANIZATION

Job Descriptions

The City will maintain job descriptions for each regular position. New positions will be developed as needed by the Personnel Committee but must be approved by the City Council prior to the position being filled.

A job description is prepared for each position within the City. Each job description will include: position title, department, supervisor's title, FLSA status (exempt or nonexempt), primary objective of the position, essential functions of the position, examples of performance criteria, minimum requirements, desirable training and experience, supervisory responsibilities (if any), and extent of supervisory direction or guidance provided to position. Good attendance and compliance with work rules and policies are essential functions of all City positions.

Prior to posting a vacant position, the existing job description is reviewed by the Personnel Committee. This ensures the job description is an accurate reflection of the position and that the stated job qualifications do not present artificial barriers to employment.

A current job description is provided to each new employee. The Personnel Committee is responsible for revising job descriptions as necessary to ensure that the position's duties and responsibilities are accurately reflected. All revisions are reviewed and must be approved by the City Council.

Job Descriptions and Classifications

Assignment of job titles, establishment of minimum qualifications, and the maintenance of job descriptions and related records is the responsibility of the Personnel Committee and reviewed/approved by the City Council as needed.

Layoff

The City Clerk will maintain a seniority list. In the event that it becomes necessary to reduce personnel, temporary employees and those serving a probationary period in affected job classes will be terminated from employment with the City before other employees in those job classes. Within these groups, the selection of employees to be retained will be based on merit and ability as determined by the Personnel Committee, subject to approval of the City Council. When all other considerations are equal, the principle of seniority will apply in layoffs and recall from layoff.

HOURS OF WORK

Work Hours

Work schedules for employees will be established by Personnel Committee in conjunction with staff and City Council. The regular work week for employees is five (5) eight-hour days, in addition to a lunch period, Monday through Friday, except as otherwise approved by the City Council.

Meal Breaks and Rest Periods

Two paid 15-minute breaks are allowed within each eight (8) hours of work. An unpaid 30-minute lunch period is provided when an employee works eight (8) or more consecutive hours. The two paid 15-minute breaks and unpaid 30-minute lunch period may be combined, allowing the employee to take a one (1) hour lunch period, so long as service to the public and work requirements are not adversely impacted. Employees are expected to use these breaks as intended and will not be permitted to adjust work start time or end time.

Employees working in City buildings will normally take their break at the place provided for that purpose in each building. Employees working out-of-doors will normally take their break at the location of their work. Employees whose duties involve traveling throughout the City may stop along the assigned route at a restaurant or other public accommodation for their 15-minute break.

Adverse Weather Conditions

City facilities will generally be open during adverse weather. Due to individual circumstances, each employee will have to evaluate the weather and road conditions in deciding to report to work (or leave early). Employees not reporting to work for reasons of personal safety will not normally have their pay reduced as a result of this absence. Employees will be allowed to use accrued vacation time or compensatory time.

Sworn Police Officers and public works maintenance employees will generally be required to report to work regardless of conditions.

Decisions to cancel departmental programs (special events, recreation programs, etc) will be made by the Mayor or appointed designee.

COMPENSATION

Full-time employees of the City will be compensated according to schedules adopted by the City Council. Unless approved by the Council, employees will not receive any amount from the City in addition to the pay authorized for the positions to which they have been appointed.

Expense reimbursement or travel expenses may be authorized in addition to regular pay.

Compensation for seasonal and temporary employees will be set by the City Council at the time of hire, or on an annual basis.

Paychecks

Paychecks are issued every two weeks. Distribution of paychecks to City employees is to be accomplished in a timely manner using accurate, consistent procedures. When paydays fall on a holiday, checks are normally issued the day before the holiday.

Paychecks will not be given to anyone other than the person for whom they were prepared, unless the person has a note signed by the employee authorizing the City to give the other person the check. In case of a deceased employee, checks will be given to the spouse, or another appropriate immediate family member.

Employees are responsible for notifying the City Clerk of any change in status including changes in address, phone number, names of beneficiaries, marital status, etc.

Time Reporting

Full-time, non-exempt employees are expected to work 40 hours per workweek and will be paid according to the time reported on their time sheets. To comply with the provisions of the federal and state Fair Labor Standards Acts, hours worked and any leave time used by non-exempt employees are to be recorded daily and submitted to payroll on a biweekly basis. Each time reporting form must include the signature of the employee and immediate supervisor. Reporting false information on a time sheet may be cause for immediate termination.

A monthly report shall be prepared by the City Clerk listing all employee status (overtime, vacation balances, etc). Notification of any absences will be forwarded to the Personnel Committee via an agreed upon method as soon as these absences are known.

Overtime / Compensatory Time

The City of Mantorville has established this overtime policy to comply with applicable state and federal laws governing accrual and use of overtime. The City Council will determine whether each employee is designated as “exempt” or “non-exempt” from earning overtime.

Non-Exempt (Overtime-eligible) Employees:

All overtime-eligible employees will be compensated at the rate of time and one-half for all hours worked over 40 in one workweek. Paid time off does not count toward “hours worked.” Compensation will take the form of either time and one-half pay or compensatory time. Compensatory time is paid time off at the rate of one and one-half hours off for each hour of overtime worked.

For most employees, the workweek begins at midnight on Monday and runs until the following Sunday night at 11:59 p.m. Supervisors may establish a different workweek based on the needs of the department, subject to the approval of the City Council.

The employee’s supervisor must approve overtime hours in advance. An employee who works overtime without prior approval may be subject to disciplinary action.

Overtime earned will be paid at the rate of time and one-half on the next regularly scheduled payroll date, unless the employee indicates on his/her timesheet that the overtime earned is to be recorded as compensatory time in lieu of payment.

The maximum compensatory time accumulation for any employee is 40 hours. Once an employee has earned 40 hours of compensatory time in a calendar year, no further compensatory time may accrue in that calendar year. All further time will be paid via overtime. Employees may request and use compensatory time off in the same manner as other leave requests. Compensatory time dollars will only be paid in cash at the time the employee separates and is no longer working for the City.

All compensatory time will be marked as such on official timesheets, both when it is earned and when it is used. The City Clerk will maintain compensatory time records. All compensatory time accrued will be paid when the employee leaves city employment at the hourly pay rate the employee is earning at that time.

PERFORMANCE REVIEWS

An objective performance review system will be established by the Personnel Committee and approved by the City Council for the purpose of periodically evaluating the performance of City employees. The quality of an employee's past performance will be considered in personnel decisions such as promotions, transfers, demotions, terminations and, where applicable, salary adjustments.

Performance reviews will be discussed with the employee. Employees do not have the right to change or grieve their performance review, but may submit a written response which will be attached to the performance review.

Performance reviews are to be scheduled at the end of the probationary period and then annually (see Addendum B). The form, with all required signatures, will be retained as part of the employee's personnel file.

Signing of the performance review document by the employee acknowledges that the review has been discussed with the supervisor and does not necessarily constitute agreement. Failure to sign the document by the employee will not delay processing.

See Addendum A for evaluation criteria for Volunteer Firefighters. See Addendum B for City Employee specific policies.

BENEFITS

Insurance

Employees who work 32 hours or more per week on a year-round basis shall be eligible to be included in and covered by the City's group insurance program. Coverage as to a new employee shall commence on the first day of the month following the beginning of employment. The cost of the program ("Premium") as it relates to the employee is borne fully by the City. The cost of the dependent's coverage is borne fully by the employee.

Every eligible City employee who separates from City employment shall have the option to continue coverage through the City's health and dental insurance policies for himself/herself and his/her dependents provided that the policy remains in force for active employees of the City. In order to

continue coverage, eligible employees shall pay the City, on a monthly basis, the cost of the continued coverage (COBRA) for all covered lives.

In the event that an eligible employee elects not to continue coverage, coverage for said employee and his/her dependents shall terminate on the last day of the month in which the individual's employment with the City is terminated.

Retirement

The City participates in the Public Employees Retirement Fund (PERA) to provide pension benefits for its eligible employees. The City and the employee contribute to PERA each pay period as determined by state law. Most employees are also required to contribute a portion of each pay check for Social Security and Medicare (the City matches the employee's social security and Medicare withholding).

For information about PERA eligibility and contribution requirements, contact the City Clerk.

Holidays

The City observes the following official holidays for all regular full-time and part-time employees:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day and following Friday
- Christmas Day

Official holidays commence at the beginning of the first shift of the day on which the holiday is observed and continue for 24 hours thereafter.

When a holiday falls on a Sunday, the following Monday will be the "observed" holiday and when a holiday falls on a Saturday, the preceding Friday will be the "observed" holiday for City operations/facilities that are closed on holidays.

Full-time employees will receive pay for official holidays at their normal straight time rates, provided they are on paid status on the last scheduled day prior to the holiday and first scheduled day immediately after the holiday. Part-time employees will receive prorated holiday pay based on the number of hours normally scheduled. Any employee on a leave of absence without pay from the City is not eligible for holiday pay.

Premium pay of 1.5 times the regular hourly wage for employees required to work on a holiday will be for hours worked on the "actual" holiday as opposed to the "observed" holiday.

Employees wanting to observe holidays other than those officially observed by the City may request either vacation leave or unpaid leave for such time off.

Leaves

Depending upon an employee's situation, more than one form of leave may apply during the same period of time (e.g., the Family and Medical Leave Act is likely to apply during a worker's compensation

absence). An employee will need to meet the requirements of each form of leave separately. Leave requests will be evaluated on a case-by-case basis.

Except as otherwise states, all paid time off, taken under any of the City's leave programs, must be taken consecutively, with no intervening unpaid leave. The City will provide employees with time away from work as required by state or federal statutes, if there are requirements for such time off that are not described in the personnel policies.

Annual Leave (PTO –Paid Time Off)

Annual Leave replaces individual sick leave and vacation leave. This plan combines them into a single benefit program. Annual Leave does not replace City observed holidays, jury duty, military leave, funeral or court leave. Employees accrue annual leave based on length of service with the City.

Annual leave can be used for any reason, subject to existing request and approval procedures. As with all paid time off programs, the City needs to ensure that service to the public and work requirements are not adversely impacted.

Medical Certification

Good attendance is an essential job function for all City employees. If unplanned absences are excessive, a doctor's certification may be required. The physician's certification is to state the nature and duration of the illness or injury and verify that the employee is unable to perform the duties and responsibilities of his/her position. A statement attesting to the employee's ability to return to work and perform the essential functions of the job and a description of any work restrictions may also be required before the employee returns to work.

Annual leave will not accrue during unpaid leaves. Regular part-time employees will accrue annual leave on a prorated basis based on regular hours worked.

Annual leave will accrue on a pay-period basis up to a maximum of two and one-half times the employee's maximum years of service annual accrual rate as noted below. Employees can carry over any annual leave that does not exceed the stated cap.

Years of Service Annual Accrual Rates:

Years of Service	Accrual Rate
0-12 months	16 days
1-4 years	18 days
5-9 years	21 days
10-15 years	26 days
16-20 years	31 days
After 20 years	36 days

After two (2) consecutive days of sick leave (the two days can be taken from Annual Leave or Deferred Sick Leave, if available), any additional days (beyond 2) will be paid out of short-term disability.

Sick Leave *(One time conversion factor fall 2008)

Employees who have accrued sick leave (from the previous vacation method) will have the sick leave balance moved to the paid time off balance at the rate of 3 days sick leave to 1 day of paid time off.

Returning to Work After a Medical Absence

After a medical absence, a physician's statement may be required on the employee's first day back to work, indicating the nature of the illness or medical condition and attesting to the employee's ability to return to work and safely perform the essential functions of the job with or without reasonable accommodation.

Any work restrictions must be stated clearly on the return-to-work form. Employees who have been asked to provide such a statement may not be allowed to return to work until they comply with this provision. Sick leave may be denied for any employee required to provide a doctor's statement until such a statement is provided.

The City has the right to obtain a second medical opinion to determine the validity of an employee's worker's compensation or sick leave claim, or to obtain information related to restrictions or an employee's ability to work. The City will arrange and pay for an appropriate medical evaluation when it has been required by the City.

Current Vacation Balances

Unused vacation balances shall be converted to annual leave on an hour-for-hour basis.

Unpaid Leave

Unpaid leaves may be approved in accordance with the City personnel policies. Employees must normally use all accrued annual leave prior to taking an unpaid leave. If the leave qualifies under Parenting Leave or Family and Medical Leave, the employee may retain a balance of 40 hours when going on an unpaid leave. Any exceptions to this policy must be approved by the City Council.

Military Leave

State and federal laws provide protections and benefits to City employees who are called to military service, whether in the reserves or on active duty. Such employees are entitled to a leave of absence without loss of pay, seniority status, efficiency rating, or benefits for the time the employee is engaged in training or active service not exceeding a total of 15 days in any calendar year.

The leave of absence is only in the event the employee returns to employment with the City as required upon being relieved from service, or is prevented from returning by physical or mental disability or other cause not the fault of the employee, or is required by the proper authority to continue in military or naval service beyond the 15-day paid leave of absence. Employees on extended unpaid military leave will receive 15 days paid leave of absence in each calendar year, not to exceed five years.

Where possible, notice is to be provided to the City at least 10 working days in advance of the requested leave. If an employee has not yet used his/her 15 days of paid leave when called to active duty, any unused paid time will be allowed for the active-duty time, prior to the unpaid leave of absence.

Employees returning from military service will be reemployed in the job that they held had they not been absent for military service and with the same seniority, status and pay, as well as other rights and benefits determined by seniority. Unpaid military leave will be considered hours worked for the purpose of vacation leave and sick leave accruals if the employee returns to the full-time employment of the City for 12 months.

Eligibility for continuation of insurance coverage for employees on military leave beyond 15 days will follow the same procedures as for any employee on an unpaid leave of absence.

Firefighters Military – See Addendum B

Jury Duty

Regular full-time and part-time employees will be granted paid leaves of absence for required jury duty. Such employees will be required to turn over any compensation they receive for jury duty, minus mileage reimbursement, to the City in order to receive their regular wages for the period. Time spent on jury duty will not be counted as time worked in computing overtime.

Employees excused or released from jury duty during their regular working hours will report to their regular work duties as soon as reasonably possible or will take accrued vacation or compensatory time to make up the difference.

Employees are required to notify their supervisor as soon as possible after receiving notice to report for jury duty. The employee will be responsible for ensuring that a report of time spent on jury duty and pay form is completed by the Clerk of Court so the City will be able to determine the amount of compensation due for the period involved.

Temporary and seasonal employees are generally not eligible for compensation for absences due to jury duty, but can take a leave without pay subject to department head approval. However, if a temporary or seasonal employee is classified as exempt, he/she will receive compensation for the jury duty time.

Court Appearances

Employees will be paid their regular wage to testify in court for City-related business. Any compensation received for court appearances (e.g., subpoena fees) arising out of or in connection with City employment, minus mileage reimbursement, must be turned over to the City.

Job Related Injury or Illness

All employees are required to report any job-related illnesses or injuries to the City Clerk (no matter how minor). If the City Clerk is not available and the nature of injury or illness requires immediate treatment, the employee is to go to the nearest available medical facility for treatment and, as soon as possible, notify his/her supervisor of the action taken. In the case of a serious emergency, 911 should be called.

If the injury is not of an emergency nature, but requires medical attention, the employee will report it to the City Clerk and make arrangements for a medical appointment.

Worker's compensation benefits and procedures to return to work will be applied according to applicable state and federal laws.

Parenting Leave

Employees who work 20 hours or more per week and have been employed more than one year are entitled to take an unpaid leave of absence in connection with the birth or adoption of a child. The leave may not exceed six (6) weeks, and must begin within six (6) weeks after the birth or adoption of the child.

Employees are not required to use sick leave during Parenting Leave but may use sick leave at their option for any period of this leave for which they are unable to work due to medical reasons.

The employee is entitled to return to work in the same position and at the same rate of pay the employee was receiving prior to commencement of the leave. Group insurance coverage will remain in effect during the six (6) week Parenting Leave.

If the employee has any FMLA eligibility remaining at the time this leave commences, this leave will also count as FMLA leave. The two leaves will run concurrently until eligibility for either leave expires.

Administrative Leave

Under special circumstances, an employee may be placed on an administrative leave pending the outcome of an internal or external investigation. The leave may be paid or unpaid, depending on the circumstances, as determined by the Personnel Committee with the approval of the City Council.

Adoptive Parents

Adoptive parents will be given the same opportunities for leave as biological parents (see provisions for Parenting Leave). The leave must be for the purpose of arranging the child's placement or caring for the child after placement. Such leave must begin before or at the time of the child's placement in the adoptive home.

Victim or Witness Leave

An employee who is subpoenaed or requested by the prosecutor to attend court for the purpose of giving testimony is entitled to reasonable time off from work to attend criminal proceedings related to the victim's case.

Education Leave

Employees are encouraged to develop their skills through both formal and informal methods. Employees should submit the requests to the City Council to determine if reimbursement will be allowed prior to attending the conference, meeting, or workshop.

Reimbursement and/or compensation for approved meetings, conferences, training and work-related travel will be paid in accordance with the Fair Labor Standards Act. Registration fees, tuition, and related expenses for any conference or course work which the City Council has approved will be paid by the City. At the time of approval, the Council will decide and document the reimbursement methodology regarding hourly time such as compensatory time, overtime, or adjustment of current work schedule. All receipts and expense record must be submitted for reimbursement to occur.

The City Council may grant paid time off to a full-time employee for educational course work that is job related, but not essential to the employee's work, if the City Council believes that such time off will not cause a severe disruption of service. No tuition, fees, or related expenses for such course work will be paid by the City.

Elections / Voting

An employee selected to serve as an election judge pursuant to Minnesota law, will be allowed time off without pay for purposes of serving as an election judge, provided that the employee gives the City at least 10 days written notice.

All employees eligible to vote at a State general election, at an election to fill a vacancy in the office of United States Senator or Representative, or in a Presidential primary, will be allowed time off with pay to vote during the morning of election day. Employees wanting to take advantage of such leave are required to work with their supervisors to avoid coverage issues.

Funeral Leave:

Five days of paid leave will be granted to employees upon the death of an immediate family member (spouse, child, parent, or sibling). Three (3) days paid leave will be given for any employee's extended family member. One (1) of the paid days must be the day of the funeral.

Immediate Family: Spouse or child, parent or sibling of employee or spouse.

Regular Leave without Pay

The City Council may authorize leave without pay to a maximum of one (1) year. Normally, employee benefits will not be earned by an employee while on leave without pay. However, the City's contribution toward health, dental and life insurance may be continued, if approved by the City Council, for leaves of up to 90 days when the leave is for medical reasons and FMLA has been exhausted.

If an employee is on a regular leave without pay and is not working any hours, the employee will not accrue (or be paid for) holidays, sick leave, or vacation leave (annual leave). Employees who are working reduced hours while on this type of leave will receive holiday pay on a prorated basis and will accrue sick leave and vacation leave (annual leave) based on actual hours worked.

Leave without pay hours will not count toward seniority and all accrued vacation leave and compensatory time must normally be used before an unpaid leave of absence will be approved. To qualify for leave without pay, an employee need not have used all sick leave earned unless the leave is for medical reasons. (An employee absent for Parenting Leave is not required to use sick leave.) Leave without pay for purposes other than medical leave or work-related injuries will be at the convenience of the City.

Employees returning from a leave without pay for a reason other than a qualified Parenting Leave or FMLA, will be guaranteed return to the original position only for absences of thirty (30) calendar days or less.

Employees receiving leave without pay in excess of thirty (30) calendar days, for reasons other than qualified Parenting Leave or FMLA, are not guaranteed return to their original position. If their original position or a position of similar or lesser status is available, it may be offered at the discretion of the Personnel Committee and approval of the City Council.

Light Duty/Modified Duty Assignment

This policy is to establish guidelines for temporary assignment of work to temporarily disabled employees who are medically unable to perform their regular work duties. Light duty is evaluated by the Personnel Committee on a case-by-case basis. This policy does not guarantee assignment to light duty.

When an employee is unable to perform the essential requirements of his/her job due to a temporary disability, he/she will notify the Personnel Committee in writing as to the nature and extent of the disability and the reason why he/she is unable to perform the essential functions, duties, and requirements of the position. This notice must be accompanied by a physician's report containing a diagnosis, current treatment, and any work restrictions related to the temporary disability. The notice must include the expected time frame regarding return to work with no restrictions, meeting all essential requirements and functions of the City's job description along with a written request for light duty. Upon receipt of the written request, the Personnel Committee will forward a copy to City Council.

The City Council may require a medical exam conducted by a physician selected by the City to verify the diagnosis, current treatment, expected length of temporary disability, and work restrictions. It is at the discretion of the City Council whether or not to assign light duty work to the employee.

Although this policy is handled on a case-by-case basis, light duty will not generally be approved beyond six months.

If the City Council offers a light duty assignment to an employee who is out on worker's compensation leave, the employee may be subject to penalties if he/she refuses such work. The City will not, however,

require an employee who is otherwise qualified for protection under the Family and Medical Leave Act to accept a light duty assignment.

The circumstances of each disabled employee performing light duty work will be reviewed regularly. Any light duty/modified work assignment may be discontinued at any time.

RESPECTFUL WORKPLACE POLICY

The intent of this policy is to provide general guidelines about the conduct that is and is not appropriate in the workplace. The City acknowledges that this policy cannot possibly predict all situations that might arise, and also recognizes that some employees are exposed to disrespectful behavior, and even violence, by the very nature of their jobs.

Applicability

Maintaining a respectful work environment is a shared responsibility. This policy is applicable to all City personnel including regular and temporary employees, volunteers, Firefighters, and City Councilmembers.

Abusive Customer Behavior

While the City has a strong commitment to customer service, the City does not expect that employees accept verbal abuse from any customer. An employee may request that a supervisor intervene when a customer is abusive, or they may defuse the situation themselves, including ending the contact. Appropriate notification to the personnel committee will be made.

If there is a concern over the possibility of physical violence, a supervisor should be contacted immediately. When extreme conditions dictate, 911 may be called. Employees should leave the area immediately when violence is imminent unless their duties require them to remain. Employees must notify their supervisor about the incident as soon as possible.

Types of Disrespectful Behavior

The following types of behaviors cause a disruption in the workplace and are, in many instances, unlawful:

Violent behavior includes the use of physical force, harassment, or intimidation.

Discriminatory behavior includes inappropriate remarks about or conduct related to a person's race, color, creed, religion, national origin, disability, sex, marital status, age, sexual orientation, or status with regard to public assistance.

Offensive behavior may include such actions as: rudeness, angry outbursts, inappropriate humor, vulgar obscenities, name calling, disrespectful language, or any other behavior regarded as offensive to a reasonable person. It is not possible to anticipate in this policy every example of offensive behavior. Accordingly, employees are encouraged to discuss with their fellow employees and supervisor what is regarded as offensive, taking into account the sensibilities of employees and the possibility of public reaction. Although the standard for how employees treat each other and the general public will be the same throughout the city, there may be differences between work groups about what is appropriate in other circumstances unique to a work group. If an employee is unsure whether a particular behavior is appropriate, the employee should request clarification from the Personnel Committee.

Sexual harassment can consist of a wide range of unwanted and unwelcome sexually directed behavior such as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submitting to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual's employment; or
- Such conduct has the purpose or result of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment includes, but is not limited to, the following:

- Unwelcome or unwanted sexual advances. This means stalking, patting, pinching, brushing up against, hugging, cornering, kissing, fondling or any other similar physical contact considered unacceptable by another individual.
- Verbal or written abuse, kidding, or comments that are sexually-oriented and considered unacceptable by another individual. This includes comments about an individual's body or appearance where such comments go beyond mere courtesy, telling "dirty jokes" or any other tasteless, sexually oriented comments, innuendos or actions that offend others.
- Requests or demands for sexual favors. This includes subtle or obvious expectations, pressures, or requests for any type of sexual favor, along with an implied or specific promise of favorable treatment (or negative consequence) concerning one's current or future job.

Possession and Use of Dangerous Weapons

Possession or use of a dangerous weapon (see attached definitions) is prohibited on City property, in City vehicles, or in any personal vehicle, which is being used for City business. This includes employees with valid permits to carry firearms.

The following exceptions to the dangerous weapons prohibition are as follows:

- Employees legally in possession of a firearm for which the employee holds a valid permit, if required, and said firearm is secured within an attended personal vehicle or concealed from view within a locked unattended personal vehicle while that person is working on City property.
- A person who is showing or transferring the weapon or firearm to a police officer as part of an investigation.
- Police Officers and employees who are in possession of a weapon or firearm in the scope of their official duties.

Employee Response to Disrespectful Workplace Behavior

Employees who believe that disrespectful behavior is occurring are encouraged to deal with the situation in one of the ways listed below. However, if the allegations involve violent behavior, sexual harassment, or discriminatory behavior, then the employee is responsible for taking one of the actions below. If employees see or overhear a violation of this policy, they are encouraged to follow the steps below.

Step 1(a)

Politely, but firmly, tell whoever is engaging in the disrespectful behavior how you feel about their actions. Politely request the person to stop the behavior because you feel intimidated, offended, or uncomfortable. If practical, bring a witness with you for this discussion.

Step 1(b)

If you fear adverse consequences could result from telling the offender or if the matter is not resolved by direct contact, go to Personnel Committee. The person to whom you speak is responsible for documenting the issues and for giving you a status report on the matter no later than ten business days after your report.

Step 1(c)

In the case of violent behavior, all employees are required to report the incident immediately to the Police Department. Any employee who observes sexual harassment or discriminatory behavior, or receives any reliable information about such conduct, must report it within two (2) business days to the Personnel Committee.

Step 2

If, after what is considered to be a reasonable length of time (for example, 30 days), you believe inadequate action is being taken to resolve your complaint/concern, the next step is to report the incident to the Mayor.

Personnel Committee's Response to Allegations of Disrespectful Workplace Behavior

Employees who have a complaint of disrespectful workplace behavior will be taken seriously. In the case of sexual harassment or discriminatory behavior, a supervisor must report the allegations within two (2) business days to the Personnel Committee, who will determine whether an investigation is warranted. A supervisor must act upon such a report even if requested otherwise by the victim. In situations other than sexual harassment and discriminatory behavior, supervisors will use the following guidelines when an allegation is reported:

Step 1

If the nature of the allegations and the wishes of the victim warrant a simple intervention, the supervisor may choose to handle the matter informally. The supervisor may conduct a coaching session with the offender, explaining the impact of his/her actions and requiring that the conduct not reoccur. This approach is particularly appropriate when there is some ambiguity about whether the conduct was disrespectful.

Step 2

If a formal investigation is warranted, the individual alleging a violation of this policy will be interviewed to discuss the nature of the allegations. The person being interviewed may have someone of his/her own choosing present during the interview. The investigator will obtain the following description of the incident, including date, time and place.

- Corroborating evidence.
- A list of witnesses.
- Identification of the offender.

Step 3

The Personnel Committee must advise the City Council about the allegations.

Step 4

As soon as practical after receiving the written or verbal complaint, the alleged policy violator will be informed of the allegations. The alleged violator will have the opportunity to answer questions and respond to the allegations.

Step 5

After adequate investigation and consultation with the appropriate personnel, a decision will be made regarding whether or not disciplinary action will be taken.

Step 6

The alleged violator and complainant will be advised of the findings and conclusions as soon as practicable.

Special Reporting Requirements

If a Councilmember is perceived to be the cause of a disrespectful workplace behavior incident involving City personnel, the report will be made to the Mayor and referred to the City Attorney who will undertake the necessary investigation. The City Attorney will report his/her findings to the City Council, which will take the action it deems appropriate.

Pending completion of the investigation, the City Attorney may at his/her discretion may discuss with the members of City Council appropriate action to protect the alleged victim, other employees, or citizens.

Confidentiality

A person reporting or witnessing a violation of this policy cannot be guaranteed anonymity. The person's name and statements may have to be provided to the alleged offender. All complaints and investigative materials will be contained in a file separate from the involved employees' personnel files. If disciplinary action does result from the investigation, the results of the disciplinary action will then become a part of the employee(s) personnel file(s).

Retaliation

Consistent with the terms of applicable statutes and City personnel policies the City may discipline any individual who retaliates against any person who reports alleged violations of this policy. The City may also discipline any individual who retaliates against any participant in an investigation, proceeding or hearing relating to the report of alleged violations. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

SEPARATION FROM SERVICE

Resignations

Employees wishing to leave the City service in good standing must provide a written resignation notice to their supervisor, at least 10 working days before leaving. Exempt employees must give 30 calendar days' notice. The written resignation must state the effective date of the employee's resignation. Failure to comply with this procedure may be cause for denying the employee's severance pay and any future employment with the City.

Severance Pay

Employees leaving the City in good standing will receive 100% of their annual leave balance as compensation (applicable taxes will be withheld). Employees have the option of directing those dollars into a 457 deferred compensation plan (subject to IRS maximum deferral regulations and Minnesota law).

DISCIPLINE

General Policy

Supervisors are responsible for maintaining compliance with City standards of employee conduct. The objective of this policy is to establish a standard disciplinary process for employees of the City of

Mantorville. City employees will be subject to disciplinary action for failure to fulfill their duties and responsibilities at the level required, including observance of work rules and standards of conduct and applicable city policies.

Discipline will be administered in a non-discriminatory manner. An employee who believes that discipline applied was either unjust or disproportionate to the offense committed may pursue a remedy through the grievance procedures established in the City's personnel policies. The Personnel Committee will investigate any allegation on which disciplinary action might be based before any disciplinary action is taken.

No Contract Language Established

This policy is not to be construed as contractual terms and is intended to serve only as a guide for employment discipline.

Process

The City may elect to use progressive discipline with any employee. There may be circumstances that warrant deviation from the suggested order or where progressive discipline is not appropriate. Nothing in these personnel policies implies that any City employee has a property right to the job he/she performs.

Documentation of disciplinary action taken will be placed in the employee's personnel file with a copy provided to the employee.

The following are descriptions of the types of disciplinary actions:

Oral Reprimand

This measure will be used where informal discussions with the employee's supervisor have not resolved the matter. All supervisors have the ability to issue oral reprimands without prior approval.

Oral reprimands are normally given for first infractions on minor offenses to clarify expectations and put the employee on notice that the performance or behavior needs to change, and what the change must be. The supervisor will document the oral reprimand including date(s) and a summary of discussion and corrective action needed.

Written Reprimand

A written reprimand is more serious and may follow an oral reprimand when the problem is not corrected or the behavior has not consistently improved in a reasonable period of time. Serious infractions may require skipping either the oral or written reprimand, or both. Written reprimands are issued by the Personnel Committee with prior approval from the City Council.

A written reprimand will: (1) state what did happen; (2) state what should have happened; (3) identify the policy, directive or performance expectation that was not followed; (4) provide history, if any, on the issue; (5) state goals, including timetables, and expectations for the future; and (6) indicate consequences of recurrence.

Employees will be given a copy of the reprimand to sign acknowledging its receipt. Employees' signatures do not mean that they agree with the reprimand. Written reprimands will be placed in the employee's personnel file.

Suspension With or Without Pay

The City Council may suspend an employee without pay for disciplinary reasons. Suspension without pay may be followed with immediate dismissal as deemed appropriate by the City Council, except in the case of veterans. Qualified veterans will not be suspended without pay in conjunction with a termination.

The employee will be notified in writing of the reason for the suspension either prior to the suspension or shortly thereafter. A copy of the letter of suspension will be placed in the employee's personnel file.

An employee may be suspended or placed on involuntary leave of absence pending an investigation of an allegation involving that employee. The leave may be with or without pay depending on a number of factors including the nature of the allegations. If the allegation is proven false after the investigation, the relevant written documents will be removed from the employee's personnel file and the employee will receive any compensation and benefits due had the suspension not taken place.

Demotion and/or Transfer

An employee may be demoted or transferred if attempts at resolving an issue have failed and the City Council determine a demotion or transfer to be the best solution to the problem. The employee must be qualified for the position to which they are being demoted or transferred.

Salary

An employee's salary increase may be withheld or the salary may be decreased due to performance deficiencies.

Dismissal

The City Council may dismiss an employee for substandard work performance, serious misconduct, or behavior not in keeping with City standards.

If the disciplinary action involves the removal of a qualified veteran, the appropriate hearing notice will be provided and all rights will be afforded the veteran in accordance with Minnesota law.

GRIEVANCE PROCEDURE

Any dispute between an employee and the City relative to the application, meaning or interpretation of these personnel policies will be settled in the following manner:

Step 1

The employee must present the grievance in writing, stating the nature of the grievance, the facts on which it is based, the provision or provisions of the personnel policies allegedly violated and the remedy requested, to the Personnel Committee within twenty-one (21) days after the alleged violation or dispute has occurred. The Personnel Committee will respond to the employee in writing within seven (7) calendar days.

Step 2

If the grievance has not been settled in accordance with Step 1, it must be presented in writing, stating the nature of the grievance, the facts on which it is based, the provision or provisions of the Personnel Policies allegedly violated, and the remedy requested, by the employee to the City Council within seven (7) days after the Personnel Committee's response is due. The City Council or designee will respond to the employee in writing within seven (7) calendar days. The decision of the City Council is final.

Waiver

If a grievance is not presented within the time limits set forth above, it will be considered "waived." If a grievance is not appealed to the next step in the specified time limit or any agreed extension thereof, it will be considered settled on the basis of the City's last answer. If the City does not answer a grievance or an appeal within the specified time limits, the employee may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual agreement of the City and the employee without prejudice to either party.

The following actions are not grievable:

1. Performance evaluations;
2. Pay increases or lack thereof; and
3. Merit pay awards.

The above list is not meant to be all inclusive or exhaustive.

EMPLOYEE EDUCATION & TRAINING

The City promotes staff development as an essential, ongoing function needed to maintain and improve cost effective quality service to residents. The purposes for staff development are to ensure that employees develop and maintain the knowledge and skills necessary for effective job performance and to provide employees with an opportunity for job enrichment and mobility.

Policy

The City will pay for the costs of an employee's participation in training and attendance at professional conferences/meetings, provided that City Council is advised in advance (prefer 2 weeks), approves the expenditure, and attendance is job related.

Compensation for Travel & Training Time

Time spent traveling to and from, as well as time spent attending a training session or conference, will be compensated in accordance with the federal Fair Labor Standards Act upon approval of the City Council.

Travel and other related expenses (meals, hotel, etc.) will be reimbursed subject to the employee providing necessary receipts and appropriate documentation.

Memberships and Dues

The purpose of memberships to various professional organizations must be directly related to the betterment of the services of the City. Normally, one City membership per agency, as determined by the City Council is allowed, providing funds are available.

Upon separation of employment, individual memberships remain with the City and are transferred to another employee.

Travel & Meal Allowance

If employees are required to travel outside of the area in performance of their duties as a City employee, they will receive reimbursement of expenses for meals, lodging and necessary expenses incurred. However, the City will not reimburse employees for meals connected with training or meetings within City limits, unless the training or meeting is held as a breakfast, lunch or dinner meeting.

Employees who find it necessary to use their private automobiles for City travel and who do not receive a car allowance will be reimbursed at the prevailing mileage rate as established by the City Council, not to exceed the allowable IRS rate.

Expenses for meals, including sales tax and gratuity, will be reimbursed according to this policy. No reimbursement will be made for alcoholic beverages. Meal expenses of up to \$25.00 per day will be allowed. A full reimbursement, over the maximum defined, may be authorized if a lower cost meal is not available when attending banquets, training sessions, or meetings of professional organizations.

Tuition Reimbursement

To be considered for tuition reimbursement the employee must be in good standing and have been employed by the City for at least one year. All requests for tuition reimbursement will be considered on a case-by-case basis by the City Council.

Courses taken for credit at an approved educational institution must meet the following criteria to be approved for reimbursement:

- Courses must be directly related to the employee's present position (whether required for a degree program or not); OR
- Courses must be directly related to a reasonable promotional opportunity in the same field of work as present position (whether part of a degree program or not); AND
- The City will pay the cost of tuition upon successful completion (C grade or better; "pass" in a pass/fail course) of the approved course. Reimbursements will be prorated for part-time employees. The maximum reimbursement per course will be based on an average course cost at the University of Minnesota. Employees may elect to attend a more costly school provided they pay the difference in cost. Employees must reimburse the City if they voluntarily leave employment within 24 months of receiving tuition reimbursement from the City.

DRUG FREE WORKPLACE

In accordance with Federal Law, the City of Mantorville has adopted the following policy on drugs in the workplace:

- A. Employees are expected and required to report to work on time and in appropriate mental and physical condition. It is the City's intent and obligation to provide a drug-free, safe and secure work environment.
- B. The unlawful manufacture, distribution, possession, or use of a controlled substance on City property or while conducting City business is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.
- C. The City recognizes drug abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to use their health insurance plans, as appropriate.
- D. Employees must, as a condition of employment, abide by the terms of this policy and must report any conviction under a criminal drug statute for violations occurring on or off work premises while conducting City business. A report of the conviction must be made within five (5) days after the conviction as required by the Drug-Free Workplace Act of 1988.

CITY DRIVING POLICY

This policy applies to all employees who drive a vehicle on city business at least once per month, whether driving a city-owned vehicle or their own personal vehicle. It also applies to employees who drive less frequently but whose ability to drive is essential to their job due to the emergency nature of the job. The City expects all employees who are required to drive as part of their job to drive safely and legally while on City business and to maintain a good driving record.

The City will examine driving records once per year for all employees who are covered by this policy to determine compliance with this policy. Employees who lose their driver's license or receive restrictions on their license are required to notify the Personnel Committee on the first work day after any temporary,

pending or permanent action is taken on their license and to keep the Personnel Committee informed of any changes thereafter.

The City will determine appropriate action on a case-by-case basis.

PHONE USE

General Policy

Telephones are intended for the use of City employees in the conduct of their work for the City. Employees are accountable for using telephones in responsible manner. Employees may be held responsible for personal call and roaming charges.

If employees carry cellular phones, they will be turned in to the City Clerk on the last day of employment.

** See cell phone protocol and policy adopted by the City Council on September 9, 2013

SAFETY

The health and safety of each employee of the City and the prevention of occupational injuries and illnesses are of primary importance to the City. To the greatest degree possible, management will maintain an environment free from unnecessary hazards and will establish safety policies and procedures for each department. Adherence to these policies is the responsibility of each employee. Overall administration of this policy is the responsibility of each supervisor.

Safety Equipment/Gear

Where safety equipment is required by federal, state, or local rules and regulations, it is a condition of employment that such equipment be worn by the employee.

Unsafe Behavior

All unsafe behavior will be immediately reported to a member of the City Council who will be authorized to send an employee home immediately when the employee's behavior violates the City's personnel policies, department policies, or creates a potential health or safety issue for the employee or others. The City Council member will advise the Personnel Committee as soon as possible.

**ADDENDUM “A”
MANTORVILLE FIRE AND RESCUE DEPARTMENT**

PERSONNEL POLICY ADDENDUM

(Intentionally left blank – to be included
upon City Council approval of Addendum A,
which was submitted separately on February 14, 2022)

ADDENDUM B

EMPLOYEE PERFORMANCE EVALUATION AND SALARY STRUCTURE

Employee Performance Evaluations (less than one year of service):

The City Clerk will submit to the Personnel Committee an evaluation form for any new employee prior to the end of their probationary period. The probationary period for full-time employees is six (6) months and part-time employees is 90 days.

The Personnel Committee will gather pertinent information regarding the new employee's performance by looking at the following areas: Customer Service, Initiative, Dependability (which includes absenteeism), Cooperation and Safety.

The final probationary evaluation will be completed by the beginning of the six month. The Personnel Committee shall make their recommendation to the City Council. Any increase in wage will be determined by the City Council with the recommendation of the Personnel Committee.

Employee Performance Evaluations (more than one year of service):

Yearly performance evaluations will be conducted every October with the raises effective January of the following year. Yearly employee evaluations will include a self evaluation tool. The self evaluation tool will be turned in to the employee's supervisor or personnel committee as requested.

Components of the Employee Performance Evaluation shall require input from the employees and City Councilmembers. This information shall be utilized by the Personnel Committee to make their final recommendations to the Mantorville City Council.

The self evaluation report should include, from the employee, at least two examples of how at least three of the following items were achieved through their daily tasks:

- Customer service – required for City Hall office staff, not mandatory for public works staff
- Initiative
- Dependability
- Cooperation
- Safety – required choice for public works staff, not mandatory for City Hall office staff

The City Council evaluation will give up to five (5) points per area for a possible total of 40.

Your self evaluation will be an additional five (5) points evaluated by the criteria set forth. Your self evaluation will be a part of your overall evaluation.

- Specific examples – 2 points
- Receipt of self evaluation by date requested – .5 points
- City Council average is over 33 points – 1 point
- Do these examples demonstrate appropriate Mantorville city policy and procedure – 1.5 point.

If a Councilmember does not complete their evaluation, the summary score will be an automatic 40 points.

Salary Structure/Plan

Salary increases each year will be based on employee performance and COLA. Increases are dependent on budget consideration and will never exceed (5%).

If your City Council average is

42-45 your merit raise will be 1.25%

36-41 your merit raise will be 1.00%

30-35 your merit raise will be .75%

24-29 your merit raise will be .50%

An average score below 24 will not receive a merit raise and in addition may be directed to submit a corrective action which would include re-evaluation in three months.

Cost of living will be added at the time of your yearly evaluation and will be based on the average of the previous five (5) years of Social Security COLA.

Examples: SS cola is 2.1% and your evaluation score gives you 1.25% your increase for that year will be 3.35%... salary is 19.50 an hour $\times 3.35\% = .65$ raise for that year.

Minimum/Maximum Salary Scale:

The City has set the following Minimum/Maximum Salary Scale for positions in the City. Seasonal and or Temporary workers pay will be based on the Personnel Committee and City Staff recommendation to the Council. Salary wages will be reviewed at the time of Pay Equity Reporting, (typically once every 3-5 years). Points assigned to each position will be based on the State Job Match system. Wages will be reviewed against the current years LMC Salary and Benefits Survey.

Position + Pay Equity Points Assigned	Minimum Salary Range	Maximum Salary Range
City Clerk Treasurer (275)	\$18.45 - \$20.00	\$36.89
Public Works WW Supervisor (231)	\$15.49 - \$17.00	\$30.98
Public Works Streets Worker (202)	\$13.50 - \$15.00	\$27.09
Assistant City Clerk (164)	\$11.00 - \$12.50	\$22.00