

City of Tower
City Council
Special Meeting
April 2, 2020
Thursday @ 5:30 PM
Civic Center
Electronic Meeting: GoToMeeting

1. Call to Order
2. Roll Call
3. New Business
 - 3.1 Job Postings / Application / Hiring for Ambulance / Fire Staff
 - 3.2 City Communications
 - 3.3 Emergency Declaration, Resolution 2020-020
 - 3.4 MN Department of Revenue COVID-19 Local Board of Appeal and Equalization Meetings
4. Adjourn

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City of Tower- Special City Council Meeting
Thu, Apr 2, 2020 5:30 PM - 6:30 PM (CDT)

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CITY COUNCIL AGENDA ITEM REPORT

MEETING DATE: April 2, 2020

AGENDA ITEM: 3.1 Personnel

PREPARED BY: Victoria Ranua, Clerk/Treasurer

AGENDA ITEM: Ambulance, Personnel

DISCUSSION:

The current Minnesota peacetime state of emergency declaration, issued March 13, 2020 (Executive Order 20-01), activated the emergency suspension of ambulance service requirements (§144E). This suspension makes it possible to hire civilian ambulance drivers who are not EMRs or EMTs. Given that one possible outcome of the COVID-19 pandemic is that exposed staff must quarantine for 14 days, then we must anticipate an outcome in which our labor force is diminished. Hiring civilian ambulance drivers staff can help alleviate that burden. Also, allowing for flexibility in on-boarding EMT and EMR applicants during this State of Emergency will also help as alleviate this potential outcome.

We do have one eligible emergency responder applicant, Danielle Boettcher, awaiting a hiring decision. Others have stated they are willing to join or re-join the service.

FINANCIAL IMPACT: COVID-19 related expenses may be reimbursable by state funding.

RECOMMENDED MOTION:

A motion to post for a new temporary position of Ambulance Driver under this emergency declaration along with on-going EMT/EMR postings.

A motion to temporary allow staff, Ambulance Commission Representative, Mayor to hire front-line emergency staff (EMT, EMR, Ambulance Drivers) during this state of emergency.

A motion to hire Danielle Boettcher as an emergency responder.

ATTACHMENTS:

Job Description, Ambulance Driver

EMSRB Notice on Emergency Suspension of Ambulance Service Requirements

March 19, 2020 - Emergency Suspension of Ambulance Service Requirement

What does this mean?

On March 13, 2020, Governor Tim Walz declared a peacetime emergency. On March 16, 2020, the Executive Council of the State of Minnesota voted to extend the peacetime emergency declaration for thirty (30) days. For this reason, Minnesota Statutes section 144E.266 remains in effect.

*The mission of the EMSRB is to protect the public's health and safety through regulation and support of the EMS system. **During this declared emergency, normal operations should be maintained whenever possible.** However, operations may be modified as outlined below, when necessary. **If you have questions, please send them to the EMSRB at emsrb@state.mn.us***

M.S. 144E.101 Subdivision 1: Personnel

What does this mean? An ambulance service should staff their ambulance with the highest trained personnel available to respond for service.

- *This may mean, under suspension of this statute, a responder may have no certification.*

M.S. 144E.101 Subdivision 2: Patient care

What does this mean? Please see the definition of personnel in subdivision 1

M.S. 144E.101 Subdivision 3: Continual Service

What does this mean? If an ambulance service is unable to provide services 24 hours each day, they are not obligated to do so, however 144E.101 Subdivision 4 has not been suspended and no patient shall be denied prehospital care...

M.S. 144E.101 Subdivisions 6 through 9: Basic Life Support, Advanced Life Support, Part-Time Advanced Life Support, Specialized Life Support

What does this mean? This suspends the definition of level of licensed ambulance services and removes restrictions as to what type of care you are required to provide.

M.S. 144E.101 Subdivision 10: Driver

What does this mean? This suspends the need for the driver of an ambulance to complete an emergency driving course prior to driving the ambulance.

- *This may mean, you can utilize civilian drivers.*
- *Other statutes related to driving an emergency vehicle may not be suspended.*

M.S. 144E.101 Subdivision 11: Personnel roster and files

What does this mean? While you are not required to have two people on a written on-call schedule, if you are able to maintain regular operations, you should do so.

M.S. 144E.101 Subdivision 13. Service outside primary service area

The Mission of the EMSRB is to protect the public's health and safety through regulation and support of the EMS system.

What does this mean? This suspends the defined primary service areas in the State of Minnesota.

M.S. 144.103 Equipment

What does this mean? This suspends the requirements to carry specific equipment related to your ambulance service. All maintenance, sanitation, storage, and testing of equipment, supplies, and drug requirements are also suspended.

- *Expired items may be used, please refer to the [CDC Guidance for EMS](#)*

M.S. 144E.121 Air Ambulance Service Requirements

What does this mean? This suspends all air ambulance requirements, please direct specific questions to the EMSRB.

M.S. 144E.123 Prehospital Care Data

What does this mean? This suspends all prehospital care data requirements.

While this suspends the requirements to collect and report data, please maintain operations as much as possible.

M.S. 144E.127 Interhospital; Interfacility Transfer

What does this mean? This suspends the staffing requirements for interfacility transfers.

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CITY OF TOWER

Job Title:	Ambulance Driver	Job Category:	Emergency Services
Department/Group:	Emergency Services	Job Code/ Req#:	110
Location:	402 Pine Street, Tower, MN	Travel Required:	Travel Required
Level/Salary Range:	\$14.00/hour (State of Emergency)	Position Type:	Temporary, duration of peacetime state of emergency
HR Contact:	Clerk/Treasurer	Date Posted:	Date Posted
Will Train Applicant(s):	Yes.	Posting Expires:	Posting Expires
External Posting URL:	External Posting URL		
Applications Accepted By:			
EMAIL: Clerk.treasurer@cityoftower.com Subject Line: Application: Ambulance Driver		MAIL: Name CITY OF TOWER PO Box 576 Tower, MN 55790	
Job Description			
<p>WHY THE JOB EXISTS</p> <p>On March 13, 2020, the Governor of the State of Minnesota declared a peacetime state of emergency due to the COVID-19 pandemic. As a result, the Emergency Medical Service Regulatory Board under MN Statute §144E.266, 101 temporarily allowed the use of civilian ambulance drivers under MN Statute §144E.</p> <p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> Respond to emergency calls within 10 minutes Drive Ambulance safely and responsibly Assist Emergency Medical Technicians (EMT) and/or Emergency Medical Responders (EMR) loading and unloading patients Other minor duties as assigned by EMT and EMR on call <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <ul style="list-style-type: none"> Valid driver's license Ability to lift 50lbs <p>PREFERRED SKILLS</p> <p>Availability to respond to emergency medical calls in the Tower Area Ambulance Service.</p> <p>ADDITIONAL NOTES</p> <p>Must pass a background check.</p>			



CITY OF TOWER

Reviewed By:	Name	Date:	3/24/2020
Approved By:	Name	Date:	Date
Last Updated By:	Victoria Ranua, Clerk/Treasurer	Date:	3/23/2020



CITY COUNCIL AGENDA ITEM REPORT

MEETING DATE: April 2, 2020

AGENDA ITEM: 3.1

PREPARED BY: Victoria Ranua, Clerk/Treasurer

AGENDA ITEM: Fire Department, Personnel

DISCUSSION:

The City of Tower is currently without a permanent Fire Chief, Assistant Chief, Safety Officer, or Training Officer. The current interim Assistant Fire Chief is Paige Olson. The State Fire Code requires that we have a Fire Chief and the State Fire Marshal's Office encourages expedient action on this matter. Furthermore, they have provided significant guidance in helping create a path forward.

We have five eligible firefighter applicants, Shawna Gawboy, Marshall Helmberger, Jessie Hinkel, Victoria Ranua, Jordan Purkat, awaiting a decision. Others have stated they are willing to join or re-join the service. Furthermore, advertising for additional firefighters is important to rebuild the department.

A preliminary approach for rebuilding the department will be shared at the next Regular Council meeting on April 13, 2020.

ISSUE: Jessie Hinkel is a close relative of Paige Olson. The critical need of increased staffing in a small community overrides this issue for the most part. Furthermore, future increases in fire department leadership will result in an increase in degrees of separation between these individuals.

FINANCIAL IMPACT:

Training: \$1,600/person, \$8,000 total. Reimbursable if the new firefighters pass the certification. We have \$1260 in our MBFTE account for training. (Budget \$3,000 101-42200-300 Professional Services)

Turnout Gear: Existing turnout gear from recently resigned or retired staff is expired. This means that there is little reusable gear for the new firefighters. Turn out gear is \$2,500-\$3,000/person (\$10,000-\$15,000) (Budget \$11,000 101-42200-300 Uniforms/Turnout Gear)

COVID-19 related expenses may be reimbursable by state funding.

RECOMMENDED MOTION:

A motion to appoint Paige Olson as Fire Chief.

A motion to appoint Shawna Gawboy, Marshall Helmberger, Jessie Hinkel, Victoria Ranua, and Jordan Purkat as firefighters.

ATTACHMENTS:

Job Description, Fire Chief



CITY OF TOWER

Job Title:	Fire Chief	Job Category:	Emergency Services
Department/Group:	Emergency Services	Job Code/ Req#:	101-30
Location:	402 Pine Street, Tower, MN	Travel Required:	Travel Required
Level/Salary Range:	Stipend \$6,000 annually (\$230.77/ pay period)	Position Type:	Part-time
HR Contact:	Clerk/Treasurer	Date Posted:	TBD
Will Train Applicant(s):	Yes	Posting Expires:	Until filled
External Posting URL:	External Posting URL		

Applications Accepted By:

FAX OR EMAIL:

Clerk.treasurer@cityoftower.com
Subject Line: Application: Fire Chief

MAIL:

Name
CITY OF TOWER
PO Box 576
Tower, MN 55790

Job Description

WHY THE JOB EXISTS

Since 1884, the City of Tower has provided fire suppression services to the community via volunteer firefighter. This tradition continues with volunteers staffing two structural fire trucks, one brush truck, and provides support for a rescue ambulance that serve our residents, businesses, and guests. The City provides fire services to Kugler Township and has mutual aid agreements with Breitung Township, Greenwood Township, and Vermilion Lake.

ROLE AND RESPONSIBILITIES

Typical duties performed

- A. Plans, coordinates, supervises, and evaluates Fire operations.
- B. Establishes policies and procedures for Fire in order to implement directives from the State Fire Code and City regulation.
- C. Plans and implements Fire program for the City in order to better carry out the policies and goals of the City; review departmental performance and effectiveness; formulates programs or policies to alleviate deficiencies.
- D. Supervises and coordinates the preparation and presentation of annual budget for the Fire department; plans for and reviews specifications for new or replaced equipment.
- E. Responds to alarms and will direct activities at the scene of emergencies as required.
- F. Supervises the inspections of buildings and other properties for fire hazards and enforces fire prevention ordinances.
- G. Directs the operation of departmental in-service training activities.
- H. Controls the expenditure of departmental appropriations.



- I. Handles grievances, maintains departmental discipline and conducts and general behavior of assigned personnel per best management practices and City policies.
- J. Keeps abreast of possible funding sources such as grants, loans and donations used to augment City financial resources and makes application and / or assist in applying for such funding.
- K. Prepares and submits reports to the City Council regarding the department's activities and prepares a variety of other reports as appropriate including the annual report of activities.
- L. Plans departmental operation in respect to equipment, apparatus, and personnel; supervises implementation of such plans.
- M. Assigns personnel and equipment to such duties and uses as the service requires; evaluates the need for and recommends.
- N. Meets with elected or appointed officials, other Fire officials, community and business representatives and the public on all aspects of the department activities.
- O. Attends conferences and meetings to keep abreast of current trends in the field; represents the Fire Department at a variety of meetings.
- P. Performs the duties of command personnel as needed and fulfills obligations during duty days or duty weeks.
- Q. Performs the duties of a fire fighter.
- R. Serves as a member of various employee committees, as required.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- A. Five years as a firefighter
 - B. Thorough knowledge of modern fire prevention, suppression, hazardous materials, and EMS procedures, techniques and equipment.
 - C. Knowledge of applicable Federal and State laws, City ordinances, and departmental policies and procedures, and relevant reference materials.
 - D. Knowledge of service area geography, business and residential areas.
 - E. Thorough knowledge of fire department administration.
 - F. Ability to maintain appropriate level of discretion with confidential information.
 - G. Ability to train and supervise subordinate personnel in the duties of their position.
 - H. Ability to perform work requiring good physical condition.
 - I. Ability to effectively communicate ideas, explanations, and recommendation, orally and in writing.
 - J. Ability to exercise sound judgment evaluating situations and in making decisions.
 - K. Ability to effectively give and receive verbal and written instructions.
 - L. Ability to motivate and supervise firefighters.
 - M. Ability to remain calm when dealing with difficult people/ situations and exemplify an enthusiastic, resourceful and effective service attitude.
 - N. Ability to establish and maintain effecting working relationships with community groups, commissions, elected officials, employees, and the general public.
- Qualifications and Education Requirements

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Life Insurance.

Retirement. PERA Statewide Volunteer Firefighter Retirement Plan if qualifying annual call quota is met



CITY OF TOWER

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Victoria Ranua, Clerk/Treasurer	Date/Time :	April 2, 2020



CITY COUNCIL AGENDA ITEM REPORT

MEETING DATE: March 30, 2020

AGENDA ITEM: 3.2

PREPARED BY: Victoria Ranua, Clerk/Treasurer

PRESENTED BY: Orlyn Kringstad, Mayor

AGENDA ITEM: City Communications

GOAL AREA & OBJECTIVE:

DISCUSSION:

Globally, nationally, and locally, municipalities are currently facing the effects of a world-wide pandemic. The City of Tower is currently addressing various municipal financial and administrative challenges, and restricted ability to meet publicly has made it more difficult to communicate the City's ongoing efforts to resolve such issues.

Misinformation and rumors are divisive and damaging but nevertheless are unfortunately inaccurately being spread in social media and dangerous public rhetoric. The citizens of Tower deserve to have immediate unbiased and factual information in times of crisis or emergency. Since local media publishes on a weekly basis, they do not meet the need for IMMEDIATE and timely communication.

In order to better inform and communicate City residents on a timely and periodically immediate basis the City Council therefore directs the Mayor to communicate directly with residents via its on-line platforms of the website (www.cityoftower.com) and its Facebook page, excluding the ability of readers to post comments

All such content will be reviewed by a designated Councilor and the City Attorney prior to posting.

FINANCIAL IMPACT: None.

RECOMMENDED MOTION: Approve the posting of City Communications by the Mayor on online platforms with elevated content approved a Councilor and City Attorney.

ATTACHMENTS: None.

RESOLUTION 2020-020

RESOLUTION DECLARING A LOCAL EMERGENCY

Motion by: _____ Second By: _____

- WHEREAS,** the novel Coronavirus Disease 2019, commonly known as “COVID-19,” which is a respiratory disease that can result in serious injury or death, is spreading globally and has been identified by the World Health Organization (“WHO”) as a pandemic; and
- WHEREAS,** on March 13, 2020, President Donald Trump declared that the COVID-19 outbreak in the United States constitutes a National Emergency; and
- WHEREAS,** COVID-19 has been confirmed to exist and be spreading within the State of Minnesota; and
- WHEREAS,** on March 13, 2020, Governor Tim Walz declared a Peacetime State of Emergency to authorize any and all necessary resources to be used in support of the COVID-19 response; and
- WHEREAS,** this state of emergency triggered Minn. Stat. § 144E.266 Emergency Suspension Of Ambulance Service Requirement; and
- WHEREAS,** on March 16, 2020, Governor Tim Walz issued an executive order - Providing for Temporary Closure of Bars, Restaurants, and Other Places of Public Accommodation; and
- WHEREAS,** on March 25, 2020, Governor Tim Walz issued an executive order - Directing Minnesotans to Stay at Home; and
- WHEREAS,** Minn. Stat. § 12.29 authorizes the Mayor of the City of Tower to declare a local emergency, and further provides that the state of local emergency may not be continued for a period in excess of three days except by or with the consent of the City Council of the City of Tower; and
- WHEREAS,** the United States Center for Disease Control (“CDC”) and Minnesota Department of Health (“MDH”) have advised that aggressive community mitigation strategies are necessary to slow the transmission of COVID-19, reduce illness and deaths, and limit the economic impacts of the outbreak; and
- WHEREAS,** the COVID-19 pandemic is an unforeseen, present, sudden, and unexpected situation, which requires immediate action to be taken to prevent damage to the health, safety, and welfare of the citizens of the City of Tower; and

WHEREAS, implementation of basic precautions of infection control and prevention, including staying home when ill and practicing respiratory and hand hygiene are necessary to slow or prevent the spread of COVID-19; and

WHEREAS, this situation threatens the health, safety, and welfare of the citizens of the community and will cause a significant impact on the ability of public safety personnel to address any immediate dangers to the public as a result of COVID-19; and

WHEREAS, traditional sources of financial aid, assistance and relief will not be able to compensate for the potential impact of COVID-19, and have determined that the necessary resources to respond to and recover from this pandemic will exceed those resources available within the City of Tower, and additional resources will be needed from county, state and/or federal sources; and

NOW THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF TOWER, MINNESOTA as follows:

1. By signing this Resolution, Mayor Orlyn Kringstad declares that the COVID-19 pandemic constitutes a local emergency within the City of Tower, effective March 30, 2020, with all the powers and responsibilities attending thereto as provided in Minn. Stat. Ch. 12, and as otherwise provided for in the City of Tower's Charter.
2. The City Council, by adopting this Resolution, agrees with the Mayor's declaration of a local emergency within the City of Tower and hereby extends such state of local emergency until such time as this resolution is rescinded by the City Council.
3. The Mayor and City Council hereby support City staff in their ongoing review of City ordinances, regulatory requirements, operations, practices, events, and resources to determine whether the foregoing should be adjusted or suspended, and to make recommendations regarding additional emergency regulations to support the employees and residents of the City of Tower; including, but not limited to:
 - a. Closing the City Hall to the public.
 - b. Closing the Civic Center for non-essential use.
4. The Mayor and City Council hereby support City staff in their ongoing operations and support the response to this incident, under the direction and coordination of the Clerk/Treasurer, including implementing new employee protocols, strategies, and processes to ensure that public services are maintained while best protecting the health, safety and welfare of the public and the City's employees.
5. The Mayor and City Council hereby support the City's Clerk/Treasurer and other appropriate City staff to request and coordinate appropriate aid and resources from surrounding jurisdictions, cities, counties, the State of Minnesota, and the Federal government, as needed.

6. The Mayor and City Council hereby declares, under Minn. Stat. § 13D.021, that in-person meetings of the City Council and its advisory boards and commissions of the City of Tower may not be practical or prudent due to the COVID-19 health pandemic and the peacetime emergency declared by Governor Walz pursuant to Minnesota Statutes, Chapter 12, and hereby directs that meetings of the City Council and its advisory boards and commissions of the City may be conducted by telephone or other electronic means, and hereby authorizes the Clerk/Treasurer to take such action as may be necessary to enable such meetings to occur via telephone or other electronic means pursuant to Minn. Stat. § 13D.021, until such time as it is no longer impractical or imprudent for the City Council, Planning Commission, and other advisory board or commission to resume in-person meetings. In person meetings for the period specified herein shall be limited to meetings that are required by state law, Charter, or City Code or are otherwise determined necessary and prudent by the Clerk/Treasurer in consultation with the Mayor.

7. The Mayor and City Council hereby orders that this declaration be given prompt and general publicity and that it be filed promptly by the Clerk/Treasurer.

Passed and adopted by Tower City Council this 30th day of March 2020.

VOTE	Kringstad	Beldo	Majerle	Shedd	Setterberg
Aye	<input type="checkbox"/>				
Nay	<input type="checkbox"/>				
Abstain	<input type="checkbox"/>				
Absent	<input type="checkbox"/>				

Orlyn Kringstad
Mayor

Attested by:

Victoria Ranua
City Clerk/Treasurer



CITY COUNCIL AGENDA ITEM REPORT

MEETING DATE: January 13, 2020

AGENDA ITEM: 3.4

PREPARED BY: Victoria Ranua, Clerk/Treasurer

AGENDA ITEM: Local Board of Appeal & Equalization

DISCUSSION:

This year's Local Board of Appeal and Equalization meeting will be on May 06, 2020 from 6-7pm. This will be performed by County Assessor David Hillstrom. Due to COVID-19 response, appeals will be by phone, mail, or email. His contact information is as follows

David Hillstrom

218-365-8208

HillstromD@StLouisCountyMN.gov

County Assessor, 320 Miners Dr E #105, Ely, MN 55731

FINANCIAL IMPACT: None

RECOMMENDED MOTION: None, informational only.