

Greenwood Township Supervisors Board Meeting Agenda

DATE: July 8, 2025 - 6:30 PM

CALL TO ORDER – Chair Roskoski

PLEDGE OF ALLEGIANCE

Meeting is being recorded for transcription and archival purposes.

ROLL CALL - Chair Roskoski / Vice Chair Skubic/ Supervisor Gilbert/ Supervisor Bradach/
Supervisor Bassing / Treasurer Mortaloni / Clerk Spicer

PUBLIC COMMENTS (Limited to 3 minutes)

ADDITIONS/CHANGES TO AGENDA

Motion - by _____ to accept Agenda. **Vote**

Motion - by _____ to approve minutes from regular meeting held June 10, 2025. **Vote**

Motion - by _____ to approve minutes from special meeting held July 2, 2025. **Vote**

FINANCIAL REPORTS

Motion – by _____ to approve Treasurer’s Report. **Vote**

Motion - by _____ to approve Claims. **Vote**

Motion - by _____ to approve Payroll. **Vote**

OLD BUSINESS

1. Discussion on hiring a maintenance employee, including review of costs on lawnmowing, snowplowing and cleaning services.
2. ESST
3. Update on brushing on Township Road 4136.
4. Moccasin Point Open House
5. Update on Broadband
 - a. Letter from Steve Zaudtke.

NEW BUSINESS

1. Fire Department:
 - a. Revised SOG’s.
 - b. Resignation from Dave DeJoode, EMS Captain and EMR.**Motion** - by _____ to accept resignation by David Dejoode. **Vote**

- i. Return of equipment.
 - c. Posting of Fire Department positions.
 - d. Fire Chief position.
 - e. Clarify effective date of July 1, 2025, for revised wages for Fire Department.
 - f. Administrative Assistant position.
- 2. MATIT renewal premium of \$15,554.00, plus \$ 271.00 for additional coverage due to changes.
Motion - by _____ to approve premiums totaling \$15,825.00. **Vote**
- 3. Board of Appeals and Equalization
 - a. Letter from County Assessor

SUPERVISOR REPORTS

Skubic	Road Supervisor Lodging Tax Board Representative
Bassing	Broadband Liaison Joint Powers and Recreation Noxious Weeds Representative 911 Assignment
Gilbert	Grounds and Maintenance Fire Department Liaison
Bradach	Recreation Committee Liaison
Roskoski	Ambulance Commission RAMS Representative

FIRE DEPARTMENT REPORT

1.

CLERK REPORT (Correspondence)

- 1. AMSOIL Northland Law Enforcement K-9 Sponsorship request
Motion by _____ to Donate \$ ____ . **Vote**

Motion by _____ to adjourn. **Vote**

Time: _____

NEXT MEETING: August 12, 2025 TIME 6:30 PM

Greenwood Township Supervisors Board Meeting Minutes

DATE: June 10, 2025 - 6:30 PM

CALL TO ORDER – Chair Roskoski

PLEDGE OF ALLEGIANCE

Meeting is being recorded for transcription and archival purposes.

ROLL CALL - Chair Roskoski / Vice Chair Skubic/ Supervisor Gilbert/ Supervisor Bradach/ Supervisor Bassing / Treasurer Mortaloni / Clerk Spicer – **All present**

PUBLIC COMMENTS

David Dejoode – stated that he was told his position as EMS Captain being posted was unfair that only the Interim jobs should be posted. He said he did not want to lose his job. Roskoski stated the postings that were to be made were not decided yet and only the Fire Chief position will be posted immediately.

Steve Lenertz – would like Greenwood Township to reconsider taking back the Board of Equalization. He felt it was unfair to have to appeal our property taxes to Duluth – St. Louis County – that is so widespread and really doesn't know the area. He stated that the St. Louis County system for measuring lakeshore was inaccurate and he was listed (and paying) for much more lakeshore than he had, and others probably were too.

Roskoski stated this could be added to a future agenda to be discussed further.

Jet Galonski – stated it used to be that a new FF applicant had to come to the Fire Department and state why they wanted to become a Firefighter. The Firefighters have to have a Fire Chief they can trust as their lives often depend on the Chiefs decisions; therefore, they should have a say in the Fire Chief hiring process with the Town Board retaining final decision.

Brenda Skorich – felt the last meeting left some people thinking the Skorich road vacation wasn't done correctly. She clarified that all legal process was done properly, and Roskoski stated she agreed it was.

Kara Tomason - Appreciates and is thankful for the water issue being resolved. She also stated she saw in TimberJay that some areas were being left out of Broadband coverage area and wants to encourage the Board to get those areas added back in.

ADDITIONS/CHANGES TO AGENDA

Motion- by Roskoski/Bradach to add to New Business - 9 - Moccasin Point Landing. **Vote 5/0 carried**

Motion- by Bassing/Skubic to accept Agenda with addition. **Vote 5/0 carried**

Motion – by Skubic/Gilbert to approve minutes from regular meeting held May 13, 2025.
Vote 5/0 carried

Motion – by Skubic/Roskoski to approve minutes from Board of Audit held May 13, 2025.

Roll Call Vote – Roskoski Y, Skubic Y, Bassing N, Gilbert Y, Bradach Y **4/1 carried**

Motion – by Gilbert/Bradach to approve minutes from Special Meeting held May 19, 2025.

Roll Call Vote – Roskoski Y, Skubic Y, Bassing N, Gilbert Y, Bradach Y **4/1 carried**

FINANCIAL REPORTS

Motion -by Bassing/Gilbert to approve Treasurer's Report. Bassing asked why Clerk Schedule 1 was not included. The clerk replied it was forgotten. **Vote 5/0 carried**

Motion -by Bradach/Gilbert to approve Claims. Reports on Birch Point Road brushing not completed. Calgaro check of \$4,100 to be held until work confirmed complete. Skubic will follow up with Calgaro. **Vote 5/0 carried**

Motion -by Skubic/Bassing to approve Payroll. **Vote 5/0 carried**

OLD BUSINESS

1. Update on water test for outside public water source. Arsenic level is <1 - excellent. Gilbert will test a sample every quarter. Softener filter will still be replaced monthly.
2. Revisit donation to Tower Soudan Joint Powers Recreation Board. It has been determined that many programs/events especially for children are supported through this organization. Bassing will supply TS Joint Powers Recreation Board meeting minutes.

Motion- by Roskoski/Skubic – to donate additional \$300 to Tower Soudan Joint Powers Recreation Board. **Vote 5/0 carried**

3. Revisit quote from Arrowhead Locksmith Service for keyless locks for the Town Hall, due to increased pricing.

Motion – by Bradach/Gilbert to approve revised bid from Arrowhead Locksmith for \$12,503.28. **Roll Call Vote** – Roskoski Y, Skubic Y, Bassing N, Gilbert Y, Bradach Y **4/1 carried**

4. Discussion on hiring a maintenance employee, including review of costs on lawnmowing, snowplowing and cleaning services. Tabled to get figures of 2023 and 2024 costs for these services and be discussed at future meeting.

NEW BUSINESS

1. Presentation by the Fire Department Committee. Given by Erik Jankila explaining each item of the policy and job descriptions. Discussion on suggested changes to be made. Office of EMS is now EMSRB and should be changed.

Motion – by Gilbert/ Bradach to increase the minutes from 20 to 25 in Policy #3; to decrease number of call response from 25% to 20% in Policy 3a and to clarify wage for Admin Assistant in Policy #15. **Vote 5/0 carried**

Motion – by Bradach/Skubic to appoint a committee to interview for Fire Department promotions: Personnel Committee, Fire Chief and two Community members (Julie Horihan and Karen Saarela). **Vote 5/0 carried**

Motion – by Bradach/Skubic to adopt Greenwood Fire Department Policy, with revisions. Gilbert abstains. **Vote 4/0 carried**

Motion – by Skubic/Bradach to approve Fire Department job descriptions (Fire Chief, Assistant Fire Chief, Fire Captain, EMS Captain, Administrative Assistant). Gilbert abstains - **Roll Call Vote** – Roskoski Y, Skubic Y, Bassing N, Gilbert Y, Bradach Y **4/1 carried**

Motion – by Gilbert/ Bradach to Post Fire Chief position, with a July 3 deadline, in both papers published June 19 & 26 and on website. **Vote 5/0 carried**

2. St. Louis County - Unorganized Fire Protection Services Contract amount for 2026 – raise from \$11,000 to \$13,000 per year.

Motion -by Bassing-to keep amount at \$11,000. – no support, motion failed.

Motion -by Gilbert/Skubic to raise the contract amount to \$13,000. - **Roll Call Vote** – Roskoski Y, Skubic Y, Bassing N, Gilbert Y, Bradach Y **4/1 carried**

3. RAMS Summer BBQ & Legislative Update – invitation extended to all Board members.

4. Grant work – Additional hours

Motion – by Gilbert/ Bradach to authorize additional 10 hours per month, July thru Sept, for Treasurer to do grant work. **Vote 5/0 carried**

5. ESST – Treasurer update – Qualifying employees would earn 1 hour Safe & Sick time per 30 hours worked up to 48 hours per year. Fire Dept., Supervisors and Clerk is exempt. Currently only the Treasurer position will apply and the Clerk position will apply next year. If we have over 5 qualifying employees, we will need a policy.

6. CTC Permits for underground Construction

Motion – by Bassing/Skubic to sign permit. **Vote 5/0 carried**

7. St. Louis County - proposed amendments to Zoning Ordinance 62. Notification given.

8. Tower-Soudan 4th of July Committee requesting donations - \$100/yr. given in past

Motion – by Bassing/Skubic to donate \$100 to TS 4th of July Committee. **Vote 5/0 carried**

9. Moccasin Point DNR landing. – Email from David Farley requesting Greenwood Board members attend the Community Discussion put on by the DNR on June 18 at 5:30pm. There is concern the area will be turned into “Walmart type parking lot” and lower area property values.

SUPERVISOR REPORTS

Skubic Road Supervisor – will contact Calgaro on brushing Birch Pt. Road.

Lodging Tax Board Representative - none

Bassing Broadband Liaison - Bassing shared packet showing coverage area.

Joint Powers and Recreation – Bassing will provide meeting minutes.

Noxious Weeds Representative – thistles are out.

911 Assignment

Gilbert Grounds and Maintenance – getting the roofing done. May apply for Public

Works grant for windows – Program information supplied.

Fire Department Liaison – see FD report

Bradach Recreation Committee Liaison – Pickleball June 8 event had nice turnout.

Flyers available for the June 28 picnic/potluck.

Roskoski Ambulance Commission – no meeting.

RAMS Representative

FIRE DEPARTMENT REPORT

1. Hiring of Administrative Assistant. – to repost with new job description.
2. 1 structure fire 4 wildland fires 23 EMS calls

CLERK REPORT (Correspondence)

1. Received a “Thank you for donation” from Cook Timber Days Festival

Motion – by Bassing/Gilbert to Adjourn at 9:00pm. **Vote 5/0 carried**

Chair _____ **Clerk** _____

NEXT MEETING: July 8, 2025 TIME 6:30 PM

SPECIAL MEETING MINUTES
Greenwood Township Board of Supervisors
Wednesday, July 2, 2025 – 5:30 PM

Meeting called to Order by Chair Roskoski at 5:30pm.

Meeting will commence as an open meeting and will be closed to the public under the authority of MN Stat. 13D.05, Subd. 3(b).

Roll call: Chair Roskoski-here / Vice Chair Skubic-here / Supervisor Bassing -not present / Supervisor Gilbert-here / Supervisor Bradach-here / Clerk Spicer-here / Attorney Mike Couri was present via telephone.

Motion by Gilbert/Bradach to close the meeting. **Vote 4/0**

Motion by Bradach/Gilbert to open the meeting. **Vote 4/0**

Motion by Skubic/Gilbert to move forward with conciliation court for the Joann Bassing vs Greenwood Township, with Chair Roskoski presenting the information for Greenwood Township. **Vote 4/0**

Motion by Skubic/Gilbert to adjourn at 5:39 pm. **Vote 4/0**

Chair _____ **Clerk** _____

Fund Name: 100 - General Fund

Date Range: 06/01/2025 To 06/30/2025

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-P</u>	<u>Total</u>
06/11/2025	Jonathan Haupt	161817	fire sign	(06/11/2025) -	N	Fire Number Sign Sales	100-34110-	\$ 20.00
								<u>\$ 20.00</u>
06/11/2025	Thomas lamberta	161818	fire sign	(06/11/2025) -	N	Fire Number Sign Sales	100-34110-	\$ 20.00
								<u>\$ 20.00</u>
06/18/2025	St. Louis County	161819	70% RE tax adv - 1st half taxes	(06/18/2025) -	N	General Property Taxes	100-341001-	\$ 121,234.00
								<u>\$ 121,234.00</u>
06/26/2025	Bruce R Anderson	161820	2 fire signs - repl	(06/26/2025) -	N	Fire Number Sign Sales	100-34110-	\$ 40.00
								<u>\$ 40.00</u>
06/30/2025	Frandsen Bank	161821	June interest	(06/30/2025) -	N	Interest Earning	100-36210-8	\$ 77.05
								<u>\$ 77.05</u>
Total for Selected Receipts								<u>\$ 121,391.05</u>

Fund Name: 100 - General Fund

Date Range: 06/01/2025 To 06/30/2025

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
06/12/2025	ADP data processing	ADP Tax Jun2: ADP Tax Jun2: ADP Tax Jun2:	ADP Tax, Wages, Fees	N	GENERAL GOVERNMENT	100-41001-103- 100-41001-107- 100-41001-122-	\$ 10,935.41 \$ 130.80 \$ 2,015.22
		Total For Check	ADP Tax Jun2				\$ 13,081.43
06/19/2025	Mike Nystrom	22259a	Inv May 2025	N	GENERAL GOVERNMENT	100-41001-108-	\$ 145.00
		Total For Check					\$ 145.00
06/19/2025	Eric Milbridge	22260a	reimb tags, wildland ppe	N	Fire Fighting	100-42220-241-	\$ 173.79
		Total For Check					\$ 173.79
06/19/2025	Minnesota Fire Service Cert Board	22261a	retest fees, M Villebrun	N	Fire Training	100-42240-310-	\$ 19.00
		Total For Check					\$ 19.00
06/19/2025	Portable John	22262a	service porta john, Inv 36838, dated 5/26/25	N	General Government Buildings and Plant	100-41940-402-	\$ 114.45
		Total For Check					\$ 114.45
06/19/2025	Lois Roskoski	22263a	reimb water test	N	General Government Buildings and Plant	100-41940-227-	\$ 35.00
		Total For Check					\$ 35.00
06/19/2025	Tech Bytes	22264a	Inv 8324, 5/15 for June 2025 Inv 8393, 6/3 for July 2025	N	Data Processing	100-41920-433-	\$ 331.00
		Total For Check					\$ 331.00
06/19/2025	Tower Soudan Joint Powers Board	22265a	2025 donation	N	GENERAL GOVERNMENT	100-41001-440-	\$ 200.00
		Total For Check					\$ 200.00
06/19/2025	Vermilion Outdoor Services LLC	22266a	mowing, 5/20 & 5/29	N	General Government Buildings and Plant	100-41940-403-	\$ 500.00
		Total For Check					\$ 500.00
06/19/2025	Tower Soudan Joint Powers Board	22267a	addtl 2025 donation per Bd	N	GENERAL GOVERNMENT	100-41001-440-	\$ 300.00
		Total For Check					\$ 300.00
06/19/2025	Tower Soudan 4th of July Committee	22268a	donation board approved	N	GENERAL GOVERNMENT	100-41001-490-	\$ 100.00
		Total For Check					\$ 100.00

Fund Name: 100 - General Fund

Date Range: 06/01/2025 To 06/30/2025

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
06/19/2025	Calgaro & Sons Tree Service	22270	10/7/24 quote/bil - work performed early spring 2025	N	General Government Buildings and Plant	100-41940-403-	\$ 4,100.00
	Total For Check	22270					\$ 4,100.00
06/19/2025	Couri & Ruppi, PLLP	22271	May 14 invoice	N	GENERAL GOVERNMENT	100-41001-304-	\$ 137.50
	Total For Check	22271					\$ 137.50
06/19/2025	CTC	22272	phone inv 21594061 dated 5/12/2025	N	GENERAL GOVERNMENT	100-41001-321-	\$ 78.29
	Total For Check	22272					\$ 78.29
06/19/2025	EO Johnson	22273	inv 1766508 dated 6/3/2025, contract r&m for copier	N	GENERAL GOVERNMENT	100-41001-202-	\$ 34.02
	Total For Check	22273					\$ 34.02
06/19/2025	Elan Financial Services	22274	flash drive for clerk - Walmart	N	Clerk	100-41425-201-	\$ 7.88
	Total For Check	22274					\$ 7.88
06/19/2025	Grubens Marina	22275	Invoice # 1540 dated 5/13/25	N	Fire Fighting	100-42220-212-	\$ 510.98
		22275			Fire Repair Services	100-42260-221-	\$ 110.00
	Total For Check	22275					\$ 620.98
06/19/2025	Brianna Lofquist	22276	reimb ff training mileage, reimb ff food from Costco	N	Fire Fighting	100-42220-201-	\$ 131.82
		22276			Fire Training	100-42240-331-	\$ 436.80
	Total For Check	22276					\$ 568.62
06/19/2025	Macqueen Equipment	22277	Order #42175, W boots; order #42525, hoods	N	Fire Fighting	100-42220-241-	\$ 1,300.99
	Total For Check	22277					\$ 1,300.99
06/19/2025	Menards - Virginia	22278	inv 60528	N	Fire Fighting	100-42220-201-	\$ 69.23
	Total For Check	22278					\$ 69.23
06/19/2025	Mesabi Sign Company	22279	Inv 51075, sticker for tennis sign	N	GENERAL GOVERNMENT	100-41001-226-	\$ 10.00
	Total For Check	22279					\$ 10.00
06/27/2025	PERA	PERA Jun2021	PERA Jun2021: PERA Debit EFT for June 2025	N	Council/Town Board	100-41110-121-	\$ 118.04
		PERA Jun2021			Clerk	100-41425-121-	\$ 231.66
	Total For Check	PERA Jun2021					\$ 349.70

Fund Name: 100 - General Fund

Date Range: 06/01/2025 To 06/30/2025

Date Vendor
Total For Selected Checks

Check # Description

Void Account Name

F-A-O-P

Total
\$ 22,276.88

Treasurer

As on 6/30/2025

Fund	Beginning Balance	Receipts	Sale of Investments	Transfers In	Disbursements	Purchase of Investments	Transfers Out	Ending Balance	Investment Balance	Total Balance
General Fund	114,197.52	161,185.18	107,000.00	30,000.00	210,487.35	0.00	65,000.00	136,895.35	0.00	136,895.35
Road and Bridge	27,499.08	1.23	0.00	27,000.00	5.00	0.00	27,000.00	27,495.31	0.00	27,495.31
Jumbo CD 252K	257,566.03	349.06	0.00	0.00	0.00	10.00	157,000.00	100,905.09	0.00	100,905.09
Greenwood Capital Equipment Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fire Dept	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Broadband	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Building / Capitol Equipment Fund	64,741.91	60.55	0.00	35,000.00	0.00	0.00	0.00	99,802.46	0.00	99,802.46
Greenwood Trail Fund	23,579.68	19.48	0.00	3,000.00	0.00	0.00	3,000.00	23,599.16	0.00	23,599.16
Community Enhancement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Broadband Fund	52,279.11	8.88	0.00	50,000.00	0.00	10.00	0.00	102,277.99	0.00	102,277.99
Total :	539,863.33	161,624.38	107,000.00	145,000.00	210,492.35	20.00	252,000.00	490,975.36	0.00	490,975.36

As on 6/30/2025

Fund	Beginning Balance	Receipts	Sale of Investments	Transfers In	Disbursements	Purchase of Investments	Transfers Out	Ending Balance	Investment Balance	Total Balance
General Fund	114,197.52	161,185.18	107,000.00	30,000.00	210,487.35	0.00	65,000.00	136,895.35	0.00	136,895.35
Road and Bridge	27,499.08	1.23	0.00	27,000.00	5.00	0.00	27,000.00	27,495.31	0.00	27,495.31
Jumbo CD	257,566.03	349.06	0.00	0.00	0.00	10.00	157,000.00	100,905.09	0.00	100,905.09
Greenwood Capital Equipment Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Building / Capital Equipment Fund	64,741.91	60.55	0.00	35,000.00	0.00	0.00	0.00	99,802.46	0.00	99,802.46
Greenwood Trail Fund	23,579.68	19.48	0.00	3,000.00	0.00	0.00	3,000.00	23,599.16	0.00	23,599.16
TTL Broadband	52,279.11	8.88	0.00	50,000.00	0.00	10.00	0.00	102,277.99	0.00	102,277.99
Total :	539,863.33	161,624.38	107,000.00	145,000.00	210,492.35	20.00	252,000.00	490,975.36	0.00	490,975.36

Greenwood Township
Bank Reconciliation
June 30, 2025

Balance per Bank	\$	142,014.79
Plus Deposits in Transit		
Less: Outstanding Checks		(5,119.44)
Adjusted Bank Balance	<u>\$</u>	<u>136,895.35</u>

Adjusted Book Balance 4/30/2025	\$37,781.18
Plus Deposits per Receipts Register	121,391.05
Less: Disbursements	<u>(22,276.88)</u>
Adjusted Book Balance	<u>\$ 136,895.35</u>

FRANDSEN BANK - TOWER
PO BOX 499
TOWER, MN 55790

TELEPHONE: 218-753-6100

PAGE: 1
ACCOUNT: XXXXXXXXXXXX9840 06/30/2025
DOCUMENTS: 25

FRANDSEN BANK & TRUST

Real people. Real results.

TOWN OF GREENWOOD
3000 COUNTY RD 77
TOWER MN 55790

30-0
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Beginning June 2, 2025 under Regulation CC, we will be increasing the amount made available for withdrawal by checks, not subject to next day funds availability, from \$225 to \$275. In addition, the amount available for withdrawal on exception holds for large deposits and new accounts is increasing from \$5,225 to \$6,725.

SUMMARY OF ACCOUNTS

ACCOUNT TYPE	ACCOUNT NUMBER	CURRENT BALANCE	MATURITY DATE
PUBLIC FUND BUSINESS INTEREST CHECKING ACCOUNT	XXXXXXXXXXXX9840	142,014.79 ✓	
PUBLIC FUND SAVINGS ACCOUNT	XXXXXXXXXXXX8778	27,495.31	
PUBLIC FUND SAVINGS ACCOUNT	XXXXXXXXXXXX2750	36,115.46	
PUBLIC FUND SAVINGS ACCOUNT	XXXXXXXXXXXX2050	927.25	
PUBLIC FUND SAVINGS ACCOUNT	XXXXXXXXXXXX6750	3,054.87	
TOTAL CURRENT BALANCE		209,607.68	

PUBLIC FUND BUSINESS INTEREST CHECKING ACCOUNT XXXXXXXXXXXX9840

INTEREST THIS STATEMENT	77.05	LAST STATEMENT 05/30/25	39,760.87
INTEREST P2025	320.46	5 CREDITS	121,391.05
MINIMUM BALANCE	25,752.49	26 DEBITS	19,137.13
AVERAGE BALANCE	72,577.10	THIS STATEMENT 06/30/25	142,014.79
TOTAL DAYS IN STATEMENT PERIOD 05/31/25 THROUGH 06/30/25:			31

* * * C O N T I N U E D * * *



Date of Report : 7/3/2025

Outstanding Checks

<u>Date of Check</u>	<u>Check Number</u>	<u>To Whom Paid</u>	<u>Check Amount</u>
03/12/2025	22198	Jeff Maus	\$831.94
05/13/2025	22239	Dave Fazio	\$50.00
06/19/2025	22270	Calgaro & Sons Tree Service	\$4,100.00
06/19/2025	22271	Couri & Ruppi, PLLP	\$137.50
Total			\$5,119.44

Date Range : 7/1/2025 To 7/16/2025

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
07/09/2025	Bob's Standard Service	FD #1&3 on 5-9, #1 on 5/16	22280	\$284.62	100-42220-212-	Fire Fighting	\$284.62
07/09/2025	Breezy Point Road Association	reimb deposit for 5/24 hall rental	22281	\$200.00	100-44101-418-	Town Hall Rent/Dep Refund	\$200.00
07/09/2025	Couri & Ruppel, PLLP	June 17 invoice	22282	\$687.50	100-41001-304-	GENERAL GOVERNMENT	\$687.50
07/09/2025	CTC	phone inv 21599871 dated 6/12/25	22283	\$97.93	100-41001-321-	GENERAL GOVERNMENT	\$97.93
07/09/2025	Grubens Marina	Invoice #1581 dated 6/6/2025	22284	\$1,114.41	100-42260-221-	Fire Repair Services	\$1,114.41
07/09/2025	Lake Country Power	Electricity 05/01-06/01	22285	\$322.01	100-41940-381-	General Government Buildings and Plant	\$322.01
07/09/2025	Macqueen Equipment	Inv #P50203, boots and gloves; inv #P50651, boots	22286	\$980.18	100-42220-241-	Fire Fighting	\$980.18
07/09/2025	MATTI	Inv #11747-CLC from 7/1/2024-6/30/2025 and Inv #13476-CLC from 7/1/2025-6/30/2026	22287	\$15,825.00	100-41001-361-	GENERAL GOVERNMENT	\$15,825.00
07/09/2025	Mike Nystrom	Inv June 10 2025	22288	\$145.00	100-41001-108-	GENERAL GOVERNMENT	\$145.00
07/09/2025	Minnesota Telecommunications	Internet service, inv 11919	22289	\$72.00	100-41001-326-	GENERAL GOVERNMENT	\$72.00

Date Range : 7/1/2025 To 7/16/2025

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
07/09/2025	Jennifer Rabideaux	reimb hall rental from 6/13	22290	\$200.00	100-44101-418-	Town Hall Rent/Dep Refund	\$200.00
07/09/2025	Timberjay Inc.	Inv 137407 date 5/30/2025 for 5/2 ads	22291	\$77.16	100-41001-351-	GENERAL GOVERNMENT	\$77.16
07/09/2025	Tower News	Inv dated 5/31/2025 for 2x3 ad	22292	\$80.50	100-41001-351-	GENERAL GOVERNMENT	\$80.50
07/09/2025	Brianna Lofquist	mileage reimb for FD training	22293	\$382.20	100-42240-331-	Fire Training	\$382.20
Total For Selected Claims				\$20,468.51			\$20,468.51

Craig Gilbert	Town Supervisor	Date
---------------	-----------------	------

John J Bassing	Town Supervisor	Date
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Lois Roskoski	Chair, Town Supervisor	Date
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Paul R Skubic	Vice Chair, Town Supervisor	Date
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Steve Bradach	Town Supervisor	Date
---------------	-----------------	------

Payroll Register

Personnel	Hours			Earnings			Gross	
	Reg	O/T	H 3/4	Reg	O/T	E 3/4	E 5	
Paid-In Department - CLERK1 - Clerk								
Spicer, Debby				2,316.59				2,316.59
Associate ID: LJSJRR6F7								
File #: 000137								
W-In Dept: CLERK1								
H Dept: CLERK1								
Rate: 2,316.5900								
Dept. Total	Reg		0.00	Reg 2,316.59		O/T 0.00		
CLERK1	O/T		0.00	Earnings 3 0.00		Earnings 4 0.00		
	Hours 3		0.00	Earnings 5 0.00		Gross 2,316.59		
	Hours 4		0.00					
Memo Analysis								
		ERP	115.83					
Statutory Ded. Analysis								
		MN	53.99					
Voluntary Ded. Analysis								
		401	115.83	CK1	1,919.54			

Payroll Register

Personnel	Hours			Earnings				Gross
	Reg	O/T	H 3/4	Reg	O/T	E 3/4	E 5	
Paid-In Department - FDCHF1 - Fire Chief								
Trancheff, Brian				263.06				263.06
Associate ID: 05HI56ZYS								
File #: 000201								
W-In Dept: FDCHF1								
H Dept: FDCHF1								
Rate: 789.1900								
Dept. Total	Reg		0.00	Reg	263.06		O/T	0.00
FDCHF1	O/T		0.00	Earnings 3	0.00		Earnings 4	0.00
	Hours 3		0.00	Earnings 5	0.00		Gross	263.06
	Hours 4		0.00					

Personnel	Hours			Earnings			Gross	
	Reg	O/T	H 3/4	Reg	O/T	E 3/4	E 5	
Paid-In Department - FF/EMR - FIRE FIGHTER EMR								
DeJooe, David Associate ID: 45KYCD8VT File #: 000102 W-In Dept: FF/EMR H Dept: FF/EMR Rate: 25.0000	5.00			125.00				165.50
W-In Dept: FF/EMR H Dept: FF/EMR Rate: 27.0000	1.50			40.50				
Dowden, Dean C Associate ID: K36BR14R6 File #: 000210 W-In Dept: FF/EMR H Dept: FF/EMR Rate: 25.0000	3.00			75.00				275.00
W-In Dept: FF/EMR H Dept: FF/EMR Rate: 25.0000	8.00			200.00				
Dowden, Tammie J Associate ID: 445REND AJ File #: 000215 W-In Dept: FF/EMR H Dept: FF/EMR Rate: 25.0000	2.00			50.00				231.25
W-In Dept: FF/EMR H Dept: FF/EMR Rate: 25.0000	7.25			181.25				
Gilbert, Craig Associate ID: 5KC3FNV80 File #: 000111 W-In Dept: FF/EMR H Dept: FF/EMR Rate: 15.0000	3.00			45.00				226.25
W-In Dept: FF/EMR H Dept: FF/EMR Rate: 25.0000	7.25			181.25				
Lofquist, Brianna C Associate ID: 9DHYHLM26 File #: 000511 W-In Dept: FF/EMR H Dept: FF/EMR Rate: 25.0000	3.00			75.00				1,636.25
W-In Dept: FF/EMR H Dept: FF/EMR Rate: 15.0000	21.50			322.50				
W-In Dept: FF/EMR H Dept: FF/EMR Rate: 20.0000	1.00			20.00				
W-In Dept: FF/EMR H Dept: FF/EMR Rate: 25.0000	48.75			1,218.75				
Milbridge, Eric Associate ID: 39CFH2O2L File #: 000123 W-In Dept: FF/EMR H Dept: FF/EMR Rate: 15.0000	3.00			45.00				362.25
W-In Dept: FF/EMR H Dept: FF/EMR Rate: 27.0000	11.75			317.25				
Nelson, Peggy Associate ID: GPNK5H94N File #: 000129 W-In Dept: FF/EMR H Dept: FF/EMR Rate: 25.0000	4.00			100.00				100.00

Payroll Register

Personnel	Hours			Earnings				Gross
	Reg	O/T	H 3/4	Reg	O/T	E 3/4	E 5	
Strong, Kristal Associate ID: L8Z1DBI78 File #: 000141 W-In Dept: FF/EMR H Dept: FF/EMR Rate: 25.0000 W-In Dept: FF/EMR H Dept: FF/EMR Rate: 25.0000	3.00			75.00				137.50
Trancheff, Brian Associate ID: 05HI56ZYS File #: 000143 W-In Dept: FF/EMR H Dept: FF/EMR Rate: 31.0000 W-In Dept: FF/EMR H Dept: FF/EMR Rate: 25.0000 W-In Dept: FF/EMR H Dept: FF/EMR Rate: 15.0000	20.75			643.25				763.25
Villebrun, Makenna B Associate ID: M7JHEGXM8 File #: 000170 W-In Dept: FF/EMR H Dept: FF/EMR Rate: 25.0000 W-In Dept: FF/EMR H Dept: FF/EMR Rate: 25.0000	4.00			100.00				293.75
Dept. Total FF/EMR	Reg O/T Hours 3 Hours 4		174.00 0.00 0.00 0.00	Reg 4,191.00 Earnings 3 0.00 Earnings 5 0.00				O/T 0.00 Earnings 4 0.00 Gross 4,191.00
Memo Analysis			HMN	174.00				
Statutory Ded. Analysis			MN	23.79				
Voluntary Ded. Analysis			CK1	1,579.64				

Personnel	Hours			Earnings			Gross	
	Reg	O/T	H 3/4	Reg	O/T	E 3/4	E 5	
Paid-In Department - FRECAP - Fire Captain								
DeJooe, David				100.00				100.00
Associate ID: 45KYCD8VT								
File #: 000205								
W-In Dept: FRECAP								
H Dept: FRECAP								
Rate: 300.0000								
Milbridge, Eric				100.00				100.00
Associate ID: 39CFH2O2L								
File #: 000514								
W-In Dept: FRECAP								
H Dept: FRECAP								
Rate: 300.0000								
Dept. Total	Reg		0.00	Reg	200.00		O/T	0.00
FRECAP	O/T		0.00	Earnings 3	0.00		Earnings 4	0.00
	Hours 3		0.00	Earnings 5	0.00		Gross	200.00
	Hours 4		0.00					

Payroll Register

Personnel	Hours			Earnings				Gross
	Reg	O/T	H 3/4	Reg	O/T	E 3/4	E 5	
Paid-In Department - JANTR1 - JANITORIAL								
Sawyer, Jerry R	5.25			157.50				157.50
Associate ID: VMGKOFBLN								
File #: 000510								
W-In Dept: JANTR1								
H Dept: JANTR1								
Rate: 30.0000								
	Totl Hrs Worked: 5.25							
Dept. Total	Reg	5.25		Reg	157.50		O/T	0.00
JANTR1	O/T	0.00		Earnings 3	0.00		Earnings 4	0.00
	Hours 3	0.00		Earnings 5	0.00		Gross	157.50
	Hours 4	0.00						
Memo Analysis HMN 5.25								
Voluntary Ded. Analysis CK1 145.46								

Personnel	Hours			Earnings			Gross	
	Reg	O/T	H 3/4	Reg	O/T	E 3/4		E 5
Paid-In Department - SUPERV - Supervisors								
Bassing, John J Associate ID: G0C51EGYG File #: 000190 W-In Dept: SUPERV H Dept: SUPERV Rate: 383.0200				383.02			383.02	
Bradach, Steven W Associate ID: M9H87BCVA File #: 000512 W-In Dept: SUPERV H Dept: SUPERV Rate: 383.0200				383.02			383.02	
Gilbert, Craig Associate ID: 5KC3FNV80 File #: 000195 W-In Dept: SUPERV H Dept: SUPERV Rate: 383.0200				383.02			383.02	
Roskoski, Lois M Associate ID: 0PKBOE71Z File #: 000180 W-In Dept: SUPERV H Dept: SUPERV Rate: 414.4400				414.44			414.44	
Skubic, Paul Associate ID: TNYBZRLN5 File #: 000136 W-In Dept: SUPERV H Dept: SUPERV Rate: 383.0200				383.02			383.02	
Dept. Total SUPERV	Reg O/T Hours 3 Hours 4	0.00 0.00 0.00 0.00	Reg 1,946.52 Earnings 3 0.00 Earnings 5 0.00					O/T 0.00 Earnings 4 0.00 Gross 1,946.52
Memo Analysis								
Statutory Ded. Analysis		ERP	59.02					
Voluntary Ded. Analysis		MN	1.20					
		401	59.02					

Payroll Register

Personnel	Hours			Earnings				Gross
	Reg	O/T	H 3/4	Reg	O/T	E 3/4	E 5	
Paid-In Department - TREAS1 - Treasurer								
Mortaloni, Tammy	20.00			900.00				900.00
Associate ID: E5XWVBP5Q								
File #: 000513								
W-In Dept: TREAS1								
H Dept: TREAS1								
Rate: 45.0000								
	Totl Hrs Worked: 20.00							
Dept. Total	Reg	20.00		Reg	900.00		O/T	0.00
TREAS1	O/T	0.00		Earnings 3	0.00		Earnings 4	0.00
	Hours 3	0.00		Earnings 5	0.00		Gross	900.00
	Hours 4	0.00						
Memo Analysis								
	ESS	6.78		HMN	20.00			
Voluntary Ded. Analysis								
	CK1	831.15						

01/01/2025 To 12/31/2025

Fund Name: General Fund **Budget** \$5,000.00
Account Number: 100-41940-228
Account Name: General Government Buildings and Plant
Object Code Name: Snow Removal: Town Hall

<u>Date</u>	<u>Description</u>	<u>Check Number</u>	<u>Amount Paid</u>	<u>Year To Date Paid</u>	<u>Budget Balance</u>
	Budget				\$5,000.00
1/14/2025	B&D Clear All	22149	\$2,300.00	\$2,300.00	\$2,700.00
2/11/2025	B&D Clear All	22167	\$1,500.00	\$3,800.00	\$1,200.00
4/15/2025	B&D Clear All	22222	\$300.00	\$4,100.00	\$900.00
5/13/2025	B&D Clear All	22247	\$300.00	\$4,400.00	\$600.00

Fund Name: General Fund **Budget** \$7,000.00
Account Number: 100-41940-229
Account Name: General Government Buildings and Plant
Object Code Name: Snow Removal: Birch Point Ext

<u>Date</u>	<u>Description</u>	<u>Check Number</u>	<u>Amount Paid</u>	<u>Year To Date Paid</u>	<u>Budget Balance</u>
	Budget				\$7,000.00
1/14/2025	B&D Clear All	22149	\$3,900.00	\$3,900.00	\$3,100.00
2/11/2025	B&D Clear All	22167	\$2,000.00	\$5,900.00	\$1,100.00
4/15/2025	B&D Clear All	22222	\$400.00	\$6,300.00	\$700.00
5/13/2025	B&D Clear All	22247	\$400.00	\$6,700.00	\$300.00

Fund Name: General Fund **Budget** \$4,500.00
Account Number: 100-41940-401
Account Name: General Government Buildings and Plant
Object Code Name: Repairs and Maintenance - Buildings

<u>Date</u>	<u>Description</u>	<u>Check Number</u>	<u>Amount Paid</u>	<u>Year To Date Paid</u>	<u>Budget Balance</u>
	Budget				\$4,500.00
2/11/2025	Biss Lock Inc	22165*	\$1,095.00	\$1,095.00	\$3,405.00
3/12/2025	Perpich TV & Music	22194	\$418.99	\$1,513.99	\$2,986.01
4/15/2025	Perpich TV & Music	22207	\$956.22	\$2,470.21	\$2,029.79
5/13/2025	Elan Financial Services	22242	\$137.40	\$2,607.61	\$1,892.39
5/13/2025	Froe Bros	22244	\$2,095.53	\$4,703.14	(\$203.14)
5/13/2025	Perpich TV & Music	22229	\$963.72	\$5,666.86	(\$1,166.86)

Fund Name: General Fund **Budget** \$2,200.00
Account Number: 100-41940-402
Account Name: General Government Buildings and Plant
Object Code Name: Repairs and Maintenance - Structures

<u>Date</u>	<u>Description</u>	<u>Check Number</u>	<u>Amount Paid</u>	<u>Year To Date Paid</u>	<u>Budget Balance</u>
	Budget				\$2,200.00
1/14/2025	Portable John	22131	\$239.40	\$239.40	\$1,960.60
3/12/2025	Portable John	22185	\$241.50	\$480.90	\$1,719.10
4/15/2025	Portable John	22217	\$120.75	\$601.65	\$1,598.35
5/13/2025	Portable John	22238	\$120.75	\$722.40	\$1,477.60
6/19/2025	Portable John	22262a	\$114.45	\$836.85	\$1,363.15

01/01/2025 To 12/31/2025

Fund Name: General Fund **Budget** \$2,600.00
Account Number: 100-41940-403
Account Name: General Government Buildings and Plant
Object Code Name: Repairs and Maintenance - Improvements Other Than Buildings

<u>Date</u>	<u>Description</u>	<u>Check Number</u>	<u>Amount Paid</u>	<u>Year To Date Paid</u>	<u>Budget Balance</u>
	Budget				\$2,600.00
6/19/2025	Calgaro & Sons Tree Service	22270	\$4,100.00	\$4,100.00	(\$1,500.00)
6/19/2025	Vermilion Outdoor Services LLC	22266a	\$500.00	\$4,600.00	(\$2,000.00)

Fund Name: General Fund **Budget** \$1,000.00
Account Number: 100-41940-404
Account Name: General Government Buildings and Plant
Object Code Name: Repairs and Maintenance - Machinery and Equipment

<u>Date</u>	<u>Description</u>	<u>Check Number</u>	<u>Amount Paid</u>	<u>Year To Date Paid</u>	<u>Budget Balance</u>
	Budget				\$1,000.00
3/12/2025	Summit Companies	22188	\$775.00	\$775.00	\$225.00

Fund Name: General Fund **Budget** \$6,000.00
Account Number: 100-42260-404
Account Name: Fire Repair Services
Object Code Name: Repairs and Maintenance - Machinery and Equipment

<u>Date</u>	<u>Description</u>	<u>Check Number</u>	<u>Amount Paid</u>	<u>Year To Date Paid</u>	<u>Budget Balance</u>
	Budget				\$6,000.00
1/14/2025	AJ's Repair Service LLC	22146	\$2,622.96	\$2,622.96	\$3,377.04
3/12/2025	ESC Systems	22204	\$337.50	\$2,960.46	\$3,039.54
4/15/2025	Five Season Sports Center	22213	\$400.03	\$3,360.49	\$2,639.51
4/15/2025	North Shore Compressor	22224	\$1,527.77	\$4,888.26	\$1,111.74
5/13/2025	Eagle Docks	22249	\$235.00	\$5,123.26	\$876.74

General Fund Totals

Total Payments for the Year	\$28,101.97
Total Budget	\$28,300.00
(-) Over / Under Budget	\$198.03

GREENWOOD Township
ST. LOUIS County, Minnesota

TOWNSHIP SICK AND SAFE TIME POLICY

THE TOWNSHIP OF GREENWOOD hereby adopts the below township sick and safe time policy, in order to discharge its obligations under Minn. Stat. § 181.9445 et seq. The township of GREENWOOD acknowledges that those statutes are the controlling authority and insofar as there is any conflict, township officers and staff are hereby directed to comply with the statute.

The Township hereby grants all employees paid sick and safe time at a rate not less than one hour of earned sick and safe time for every 30 hours worked up to a maximum of 48 hours of earned sick and safe time in a year.

Employees shall be eligible if they: work at least 80 hours in a year for the township within Minnesota; and they are not an independent contractor.

The Township elects to:

☒ Permit employees to carryover accrued but unused sick and safe time into the following year, except that such accrued but unused time shall not exceed 80 hours at any time.

☐ In lieu of permitting carryover, employees shall be immediately granted 48 hours of sick and safe time annually and the township shall pay any accrued but unused at the end of the year at the same hourly rate that the employee earns from employment

☐ In lieu of permitting carryover, employees shall be immediately granted 80 hours of sick and safe time annually and the township shall not pay any accrued but unused at the end of the year.

Earned Sick and Safe Time may be used for the purposes outlined in Minn. Stat. § 181.9447 subd. 1 or its successor statutes.

Earned Sick and Safe Time may be used as it is accrued. It may be used in the smallest increment of time tracked by the townships' payroll system.

The township does not require the employee to provide a replacement worker as a condition of using the earned sick and safe time.

Earned Sick and Safe Time begins to accrue at the commencement of employment by the employee.

Employees who previously accrued time off at a higher rate or had a higher accrual cap shall not have their rate affected by this policy.

Employees who are exempt from overtime requirements under United States Code, title 29, section 213(a)(1) are deemed to work 40 hours in each workweek for purposes of accruing earned sick

APPENDIX B

and safe time, except that an employee whose normal workweek is less than 40 hours will accrue earned sick and safe time based on the normal workweek.

Employees who previously were granted a higher cap shall not have their cap affected by this policy.

Employees are hereby notified that retaliation against employees who request or use earned sick and safe time is prohibited; and that each employee has the right to file a complaint or bring a civil action if earned sick and safe time is denied by the employer or the employee is retaliated against for requesting or using earned sick and safe time.

Pursuant to Minn. Stat. § 181.9447 subd. 2, the Township elects to require notice of the need for use of earned sick and safe time. If the need for use is foreseeable, notice must be given in writing through any reasonable means at least seven days in advance.

If the need for leave is unforeseeable, the employee shall give notice as soon as is reasonably practicable under the circumstances. Notice may be by whatever practicable means are available, but employees are encouraged to reduce the request to writing in the event that the first notice is oral to ensure that all parties have reliable access to the relevant information.

When an employee uses earned sick and safe time for more than three consecutive days, the employee shall provide reasonable documentation to ensure that the leave is covered by Minn. Stat. § 181.9447 subd. 1 or its successor statutes.

A written copy of this policy shall be provided to each employee as notice of their rights under the earned sick and safe time law.

The township shall keep and maintain accurate records documenting hours worked by employees and earned sick and safe time taken.

Employees have the right to inspect these records at a reasonable time and place.

If the township comes into possession of:

- (1) health or medical information regarding an employee or an employee's family member;
- (2) information pertaining to domestic abuse, sexual assault, or stalking;
- (3) information that the employee has requested or obtained leave under this section; or
- (4) any written or oral statement, documentation, record, or corroborating evidence provided by the employee or an employee's family member, the Township shall treat such information as confidential.

Confidential records shall be maintained separately from the usual personnel files and shall be disclosed by the township if the disclosure is requested or consented to by the employee, when ordered by a court or administrative agency, or when otherwise required by federal or state law.

APPENDIX B

Records shall be destroyed or returned to the employee upon their request. Records older than three years shall be destroyed.

Adopted this _____ day of _____, 20²⁵_____.

By the GREENWOOD Town Board

Town Board Chair

Town Clerk

Attested to by:

RESOLUTION # 05-2025
GREENWOOD Township
ST. LOUIS County, Minnesota

**RESOLUTION ADOPTING A TOWNSHIP SICK AND SAFE
TIME POLICY**

WHEREAS, Minn. Stat. § 181.9445 et seq. require Minnesota employers to provide certain notices and certain minimum paid time off;

WHEREAS, GREENWOOD township is or may become in the future an “employer” within the meaning of Minn. Stat. § 181.9445 or its successor statutes;

WHEREAS, those statutes come into force and legal effect on January 1, 2024;

NOW, THEREFORE BE IT RESOLVED, that the town board of GREENWOOD Township, ST. LOUIS County, Minnesota hereby adopts the attached sick and safe time policy to discharge its obligations under the law; and

BE IT FURTHER RESOLVED, as further policy changes may become necessary or expedient due to changing law or changing conditions, amendments to the policy may be adopted by GREENWOOD township board through simple majority vote

Adopted this 8th day of July, 2025.

By the GREENWOOD Town Board

Attested to By

Town Board Chair

Town Clerk

clerk@greentownshipmn.com

From: lois.roskoski@greentownshipmn.com
Sent: Monday, June 23, 2025 9:38 AM
To: Greentownship Clerk
Subject: FW: Fwd: Road
Attachments: IMG_2147.jpg; IMG_2149.jpg

Debby:

Please forward the email from Mary Worringer to the board and add to the July agenda. Thanks.

Lois

-----Original Message-----

From: "Mary Worringer" <henlee728@gmail.com>
Sent: Monday, June 23, 2025 12:33am
To: "Paul Skubic" <paul.skubic@greentownshipmn.com>, lois.roskoski@greentownshipmn.com
Subject: Fwd: Road

Here are two views of different parts of BPRE. Not exactly 3-4 feet back, 12 feet up. Utility poles are swallowed up in the overgrowth and the view of road obstructed.

I somehow just cannot give up on this. Now that it is established that GWT is responsible for the road, I do not understand GWT not making this a safe road.

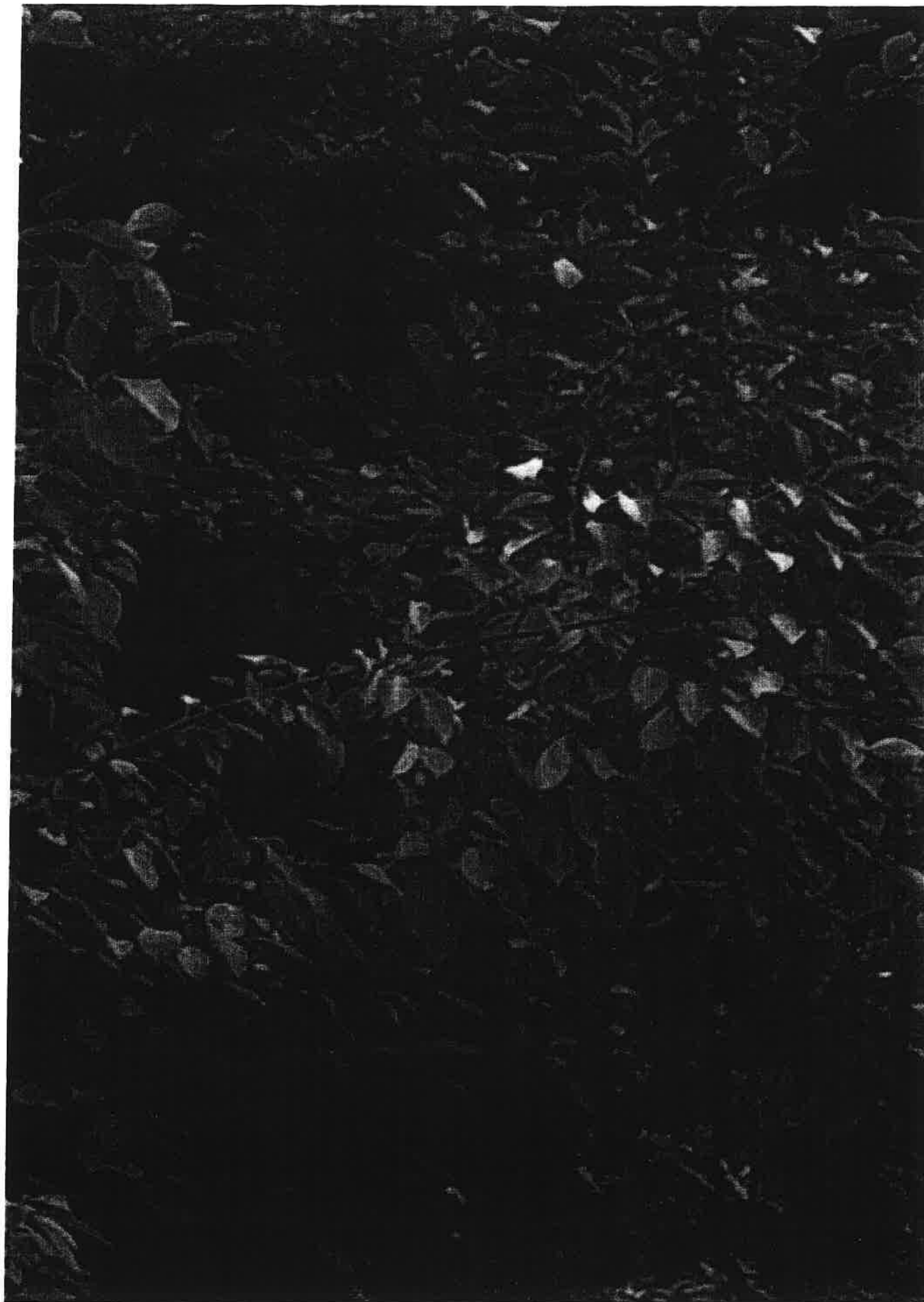
Thanks for taking a look.

M

Begin forwarded message:

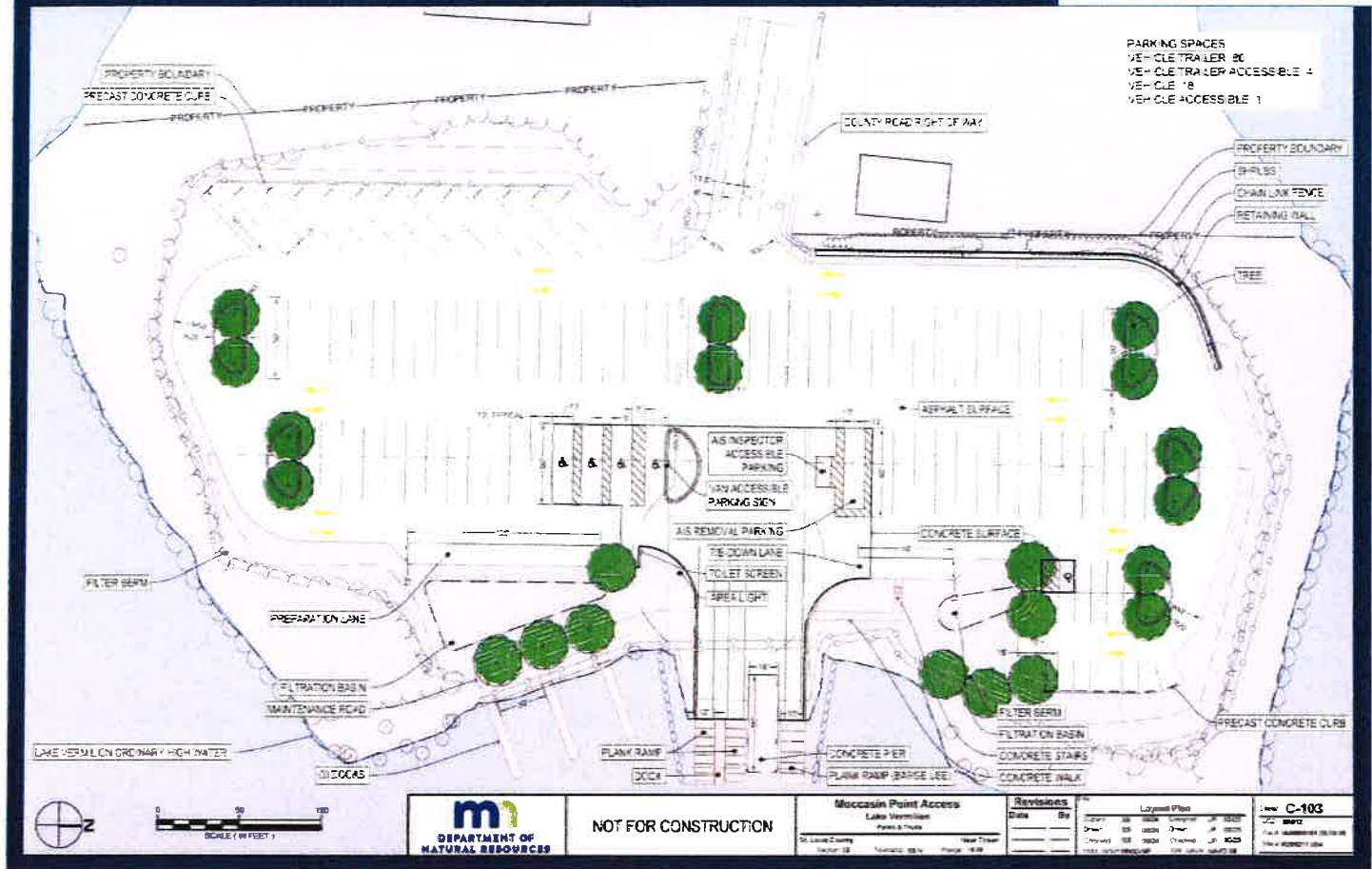
From: Mary Worringer <henlee728@gmail.com>
Subject: Road
Date: June 23, 2025 at 12:26:28 AM CDT
To: Mary Worringer <henlee728@gmail.com>





Moccasin Point public access on Lake Vermilion

Moccasin Point Public Water Access Site Plan



Moccasin Point Public Water Access Open House

When: Wednesday, June 18, 2025 from 5:30 to 7:30 p.m.

Where: Herb Lamppa Civic Center, 402 Pine Street, Tower, MN

DNR staff will be available to share site plans and timelines, construction closures and parking alternatives, and answer questions and take comments.

Construction information and updates

Lake Vermilion's Moccasin Point public water access (PWA) on Lake Vermilion is one of more than 40 PWAs throughout the state identified by DNR for extensive upgrades. The work is part of the Get Out MORE (Modernize Outdoor Recreation Experiences) investments approved by the legislature and signed by Governor Tim Walz in 2023.

Background

The DNR acquired the former resort property in 2008 to maintain the existing public water access and provide no-fee parking at this important mid-lake location. In June 2013, several buildings were removed to facilitate future site development. Site design has proceeded intermittently since 2014, but funding for development was not available until the Get Out MORE legislation.

2025 construction

Current plans are for the site to undergo major reconstruction beginning after the 2025 boating season. In 2026, recreational boaters will need to use alternative public and private water access sites during closures.

Blackduck Bay is the nearest PWA, 1.3 miles to the west.

Construction plans tentatively include:

- Maximizing the number of parking spaces that can be reasonably incorporated into the site, including accessible spaces for vehicle-trailer combinations and single vehicles.
- Redesigning and replacing boat ramps and boarding docks to improve traffic flow.
- Mooring docks for short-term boat parking.
- A new concrete loading pier for transferring supplies and equipment from vehicles to boats.
- A canoe/kayak launch area.
- Facilities for inspection, draining and cleaning watercraft to reduce the spread of aquatic invasive species.
- Improved stormwater management and shoreline stabilization to protect water quality.
- A barge loading ramp and space for transferring equipment and materials.

Tentative design and construction timeline

- *95% design and review. May-June 2025*
- *100% final design. July 2025*
- *Bidding. August 2025*
- *Construction. October/November 2025 - September 2026.*

Barge operations, short-term boat mooring and overnight parking will continue to be allowed consistent with Minnesota Rules and Statutes.

Submit your questions or comments on the project or timeline.

([https://forms.office.com/pages/responsepage.aspx?](https://forms.office.com/pages/responsepage.aspx?id=RrAU68QkGUWPJricIVmCjDANPFqLDLNErD5uBeMulz1URDhYWFVSTElAQ0tYMjFIT05WTFJHWUFBOS4u&route=shorturl)

[id=RrAU68QkGUWPJricIVmCjDANPFqLDLNErD5uBeMulz1URDhYWFVSTElAQ0tYMjFIT05WTFJHWUFBOS4u&route=shorturl](https://forms.office.com/pages/responsepage.aspx?id=RrAU68QkGUWPJricIVmCjDANPFqLDLNErD5uBeMulz1URDhYWFVSTElAQ0tYMjFIT05WTFJHWUFBOS4u&route=shorturl))



Questions?

Call 651-296-6157 or 888-646-6367

Email us: info.dnr@state.mn.us 

Sign up for email updates

Email address

Subscribe



Lelu and Steve Zaudtke
4746 Mihelich Point Road
Tower, MN 55790
June 21, 2025

Mihelich Point Road, Partridge Drive and Woods Road Neighbors,

Hello. For those of you I haven't met, my name is Steve Zaudtke. My wife Lelu and I live on Mihelich Point Road.

I'm writing you today about the current work being done in Greenwood Township to bring Broadband (Fiber) Internet and associated services to our citizens. You may have seen the CTC signs on Highway 77 announcing that it's on the way. CTC has been selected as the provider of services to Greenwood Township.

Unfortunately, since the funding was made available several years ago, costs have increased and now there is not enough to provide service to all of Greenwood. Areas like Echo Point, half of Birch Point, Isle of Pines, about half of Frazier Bay, some of Pike Bay and our neighborhood will not be included in this round of construction/implementation. This is happening even though the east and south side of Moccasin Point Road up to the landing will have service brought to their properties. So, we will all be "close" to a connection point, just not "close" enough.

I've reached out to John Bassing (Greenwood Supervisor with this responsibility), Randy Long (Bois Forte, working for more grant money), Bree Maki (Administrator of MN Border to Border), and Joe Buttweiler (Chief Strategy Officer of CTC). The net of those conversations is that there is not money to connect our neighborhood to the service that will be at the intersection of Mihelich Point Road and Moccasin Point Road.

They did strongly suggest that we express our desire to have these services brought to our properties. This may have an impact on the decisions being made and timelines. If you are interested, you got to the CTC website (www.goctc.com/residential/internet/), enter your address and check availability (there will be none), hit next and then fill in the form that will let them know you're interested in getting their service in our neighborhood. You should also go to the Minnesota Broadband Line Extension Connection Program website (<https://mn.gov/deed/programs-services/broadband/extension/>) and complete the Online Broadband Connection Application. This will tell the State of our interest.

I know many of us have service today through cellular, Frontier or satellite. Here's why I think Broadband/Fiber service is the right way to go:

- Fiber is unmistakably the most reliable and fastest service.
- It's good to have options. This tends to make sure we are getting service at a good price point.
- This service will add to the value of our homes/cabins. Buyers will look for these types of services now and into the future.
- Even seasonal neighbors will find this valuable. Just consider being able to not only use it while you are here, but also maybe putting a camera or two up to check on your property over the winter.
- As we depend more and more on the internet for communication, commerce/shopping, health/well-being, and entertainment, we will need this type of service.

Thanks for your consideration. If you have any questions, please feel free to reach out anytime.



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317-797-2911 (cell)

Cc: John Bassing, Greenwood Township Supervisor
Randy Long, Bois Forte
Bree Maki, Administrator, MN Border to Border
Joe Buttweiler (Chief Strategy Officer, CTC)
Lois Roskowski, Greenwood Township Chair ✓

STANDARD OPERATING GUIDELINES

Subject: Fire Department statement of SOG adherence / deviation

Section: Introduction

Pages: 1

The Greenwood Fire Department has identified a need to develop and compile standard operating guidelines (SOG's) for hazard zone operations. The SOG's are developed by the selected committee members. Recommendations from the SOG Committee are forwarded to the Fire Chief. SOG's will be disseminated and communicated to all staff by a training implementation plan developed at the committee level. The SOG Committee shall be the Officers of the Fire Department.

SOG's are developed applying fire service best practices, recognized national/industry standards and in some cases law. SOGs must take into consideration anticipated staff levels and ability, as well as resource availability and ability.

SOG's are not intended to limit the capability or responsibility to adapt to unusual circumstances. They are intended to help provide a safe, consistent and organized effort, and to help define the expectations of our personnel. The SOG's are to be employed whenever possible. When situations arise that require a temporary deviation from the SOG's, officers are expected to use their knowledge and experience, choose a course of action, and be able to explain/defend their decision(s).

It is important to remember that any SOG is only a framework of probable action. A competent, professional incident commander must have the training, education and ability to develop incident action plans (IAP) that may deviate from an SOG or to develop an IAP not referenced in the SOG framework.

All SOG's shall be reviewed on a period basis and updated as necessary.

Approved this day ____/____/____

_____ Fire Chief

STANDARD OPERATING GUIDELINES

Subject: Common Terms adopted by the Greenwood Fire Department

Section: Introduction

Pages: 8

PURPOSE: In an effort to standardize operational communication, the Greenwood Fire Department has adopted the following best practices terms.

ALL CLEAR – A statement made at a building fire which indicates that no people are in the building based on a reliable person, or that primary searches have been completed and no people are left in the building based on information from searching task groups.

AFFF (Aqueous Film Forming Foam) – A type of Class B foam which suppresses hydrocarbon vapors and by such suppresses or prevents combustion.

AR-AFFF (Alcohol Resistant – Aqueous Film Forming Foam) - A Class B foam which will be effective on alcohol / ethanol type Class B fires.

ARFF (Aircraft Rescue Fire Fighting) – Firefighting and rescue operations pertaining to aircraft incidents and accidents.

ARMER – Allied Radio Matrix for Emergency Response. The radio system St. Louis County, the northeast region and the State of Minnesota uses.

ATTIC – the space created between the top floor ceiling and the roof of a building. Generally pertaining to peaked roofs of conventional or legacy construction types.

AUTOMATIC AID – Additional firefighting resources dispatched automatically by dispatch based on incident type. The agreement is pre-determined and legally proper.

BACK-UP LINE – An additional hose line stretched to protect the initial hose line. May be positioned outside a structure, or inside to protect task group egress.

BALLOON FRAME – A wood frame (Type V) construction sub-type. This construction feature may have no stud chase fire stopping. A structure fire can easily spread vertically or horizontally unchecked.

BLITZ FIRE – A type of TFT nozzle. Can be positioned and operated by one firefighter. Can flow up to 400 gpm+.

BOX ALARM – A set of predetermined resources dispatch will activate for a building fire in a certain geographical area.

BRANCH – An Operation Section breakdown. May be utilized on larger, complex incidents.

BUILDING FIRE – A fire in a building.

- **Room and Contents Fire** – A fire in which only contents are involved in the fire
- **Structure Fire** – A fire in which the building components are involved in fire. The building itself is affected and, left unchecked, may result in collapse. Typically only the “on scene” fire department can determine if a building fire is a structure fire. Fire departments should be dispatched to building fires – not structure fires.

CAN REPORT (CANA) – Conditions, Actions, Needs: This is the information command staff will ask hazard zone work/task groups for. The last “A” in CANA reports stands for the task group air status. This would be the lowest SCBA air level of the firefighters in the group.

CHIEF OFFICER – A fire officer who supervises multiple companies. At larger, more complex incidents, the Chief Officer will fill command staff and general staff positions. May be assigned as group or division supervisors.

CLASS A FOAM – Foam used on Class A fires. Silvex is one type of Class A foam. The main purpose is to break surface tension, resulting in fuels becoming less prone to combustion. Metered concentrations are 0.1% - 1%.

CLASS B FOAM – Foam used on Class B fires (Hydrocarbon... gas, diesel, AV gas, jet fuel, etc). AFFF and AR-AFFF are examples. The foam creates a “blanket” to suppress vapors to aid in preventing or suppressing combustion. Metered concentration range from 1% - 6%, with 3% the general starting point. ARFF apparatus typically have extensive supplies of Class B foam.

COCKLOFT – similar to an attic. This is the space between the top floor ceiling and the building’s roof. Usually used during discussions of flat-roofed buildings. Ordinary building construction types may have common cocklofts which extend unchecked across the roofs of multiple occupancies.

COMPANY – a group of firefighters assigned to an apparatus of single resource. This is a predetermined work group with supervision and accountability.

COMPANY OFFICER – The officer supervising the company. Usually a Captain or Lieutenant.

DEFENSIVE ATTACK STRATEGY – Fire attack is made from the exterior of a building.

DIVISION – A way to organize personnel into a geographical area of responsibility. For offensive building fires, this may be the floors of the building (Division 1, 2, 3, Basement, etc). For defensive building fires, this may be the sides of a building (Division Alpha, Bravo, Charlie, Delta). This is similar to a company or group.

DRY FORWARD LAY – A type of LDH lay where the hydrant firefighter checks the hydrant for operational ability, wraps the LDH and gets back on apparatus or walks forward. The LDH must be charged by another firefighter of a later arriving company.

EMERGENCY EVACUATION – An emergency radio traffic announcement made where hazard zone workgroups are ordered to immediately “abandon ship” due to imminent dangers to firefighters. Immediate egress and company PAR must be conducted upon exit. This order may be followed by three air horn blasts. This will be followed by a change in fire attack strategy.

EMERGENCY RADIO TRAFFIC – A type of radio traffic which shall receive the highest priority. Maydays and emergency evacuations are examples of emergency radio traffic. Only other emergency traffic shall occupy the radio.

ENGINE COMPANY – The firefighters on an engine-type apparatus. They should work together, under the supervision of the company officer. The main objective is secure a water supply and stretch hose line for fire control.

ENTRY ACCOUNTABILITY REPORT – The radio report made by the company officer (or group or division supervisor) to Operations or Incident Command before entering a hazard zone. This report shall include point of hazard zone entry, number of firefighters in the workgroup and the objective of the entry. This is to ensure incident personnel accountability.

EXIT ACCOUNTABILITY REPORT – The radio report made by the company officer (or group or division supervisor) to Operations or Incident Command upon exiting a hazard zone. This is to ensure incident personnel accountability.

EXTENSION PACK – sometimes incorrectly referred to as a “high rise pack”. In the Greenwood FD, an extension pack consists of 150’ of 1 ¾” hose + nozzle bundled together. The extension pack may be used as an attack line from a larger diameter feeder (2 ½” or 3”) or may be connected to an engine discharge.

FDC (Fire Department Connection) – the connection on the exterior of a building for apparatus to pump into to supply standpipes, sprinkler systems or both. May be a single 2 ½” or Siamese (two 2 ½”). A general rule is to begin pumping at 150 psi discharge pressure.

FLASHOVER – a fire behavior condition in which near simultaneous ignition of entire room/building fuels ensue. Recognition of flashover is paramount to operating work groups. Turbulent smoke that “fills the box” means flashover is imminent. Flowing water may be the only tactic to prevent flashover. Interior conditions that may predict flashover are intense heat, low to zero visibility and fingering of fire within the smoke flowpath.

FLOWPATH – A movement of air, heat and smoke from an area of high pressure to an area of low pressure. Inlets may be fresh air moving to the fire, and outlets may be viewed as venting heat, smoke and flame. Air in flowpaths may move as fast as 15-20 mph. Identification and control of a fire’s flowpath will assist firefighters in rescue and suppression.

GRAB LIVES – A mnemonic established to remind firefighters what actions to do during mayday/survival situations.

- **Gauge** – check your SCBA air level
- **Radio** – call “Mayday, Mayday, Mayday”
- **Activate**- pass alarm
- **Breathing**- control
- **Low** – get low
- **Illuminate** – turn on flashlights
- **Volume** – make noise
- **Exit** – search for an exit
- **Shield- Airway** – if you are without air, use your hood

GROUP – A way to organize personnel into a functional area of responsibility. Roof Group, Rapid Intervention Group, Rehab Group and EMS Group are some examples. Groups shall remain together and have an identified group supervisor. This is similar to a company or division.

HVAC (Heating- Ventilation -Air Conditioning) – components of an occupied/operating building, if equipped with such.

IAP (Incident Action Plan) – A verbal or written list of objectives the IC wants accomplished at an incident. All incidents have an IAP; some simple, some very complex.

LDH – Large Diameter Hose – used to connect apparatus pumps to fire hydrants

IDLH (Immediately Dangerous to Life and Health) – The OSHA term used to describe a hazardous work area. Building fires are classified as IDLH. “ 2-in : 2-out” applies at IDLH incidents.

IC (Incident Commander) – The person identified to have ultimate responsibility at an incident. Every incident will have this position filled, even if only one person is on scene.

ISO (Incident Safety Officer) – The position within the command staff whose responsibility is to ensure the operations are conducted as safe and efficient as possible. This position may halt operations if the operational strategy and/or tactics are deemed too unsafe given the situation, resources and/or the communicated IAP.

LADDER COMPANY - The firefighters on a ladder-type apparatus. They should work together under the supervision of the company officer. The main objective is to provide forcibly entry, laddering, utility control, coordinated ventilation, VEIS, search and rescue and initial RIC/RIG.

LEGACY CONSTRUCTION (Conventional Construction) – The building method used in which the building components are of non-lightweight construction types. The term “legacy” implies that most modern buildings utilize lightweight components; therefore, usually older buildings are “legacy” – but not always! Typically legacy construction will provide longer burn-to-collapse time intervals.

LIGHTWEIGHT CONSTRUCTION – The building construction method where components of the building are of lightweight / composite materials. The use of lightweight trusses, TGI joists and the like will classify a building construction type as lightweight. Lightweight construction alone is not a building construction type; it must be classified as Type II L/W as opposed to Type II braced frame. Lightweight construction should be identified ASAP by firefighters. Structure fires in lightweight buildings may be very dangerous, as the buildings are prone to early collapse under fire-weakened conditions.

LEO (Law Enforcement Officer) – a cop, flatfoot, snitch, narc, the fuzz, the heat, pig, donut jockey, county mounty, maroon loon, storm trooper, etc... usually seated in the "office" (squad car) positioned in the way of your ladder and/or hydrant. They may also be found inside of a building fire because they fail to recognize the dangerous fire behavior firefighters should learn on day two of firefighter training!

MASTER STREAM – A large caliber water stream. Can be a monitor nozzle (on the ground), a deck gun (on your apparatus), or a ladder pipe (on the stick of an aerial ladder apparatus). Master streams may flow in excess of 300-800 gpm.

MAYDAY – A critical emergency radio traffic announcement made by a firefighter (or on the behalf of a firefighter) encountering a situation which may result in injury or death.

MCI (Mass Casualty Incident) – There are more patients than EMS resources available to care for them. Establishment of triage, treatment and transportation positions and/or groups should ensue.

MFD (Multiple Family Dwelling) – apartment buildings, etc.

MUTUAL AID – A legal agreement where an IC can request resources or assistance from an additional fire department upon request through dispatch

NIMS (National Incident Management System) - Formally the ICS, IMS; the standard, all-hazard, organizational structure utilized on incidents.

OFFENSIVE ATTACK STRATEGY – fire attack is made from the interior of a building

OPERATIONS (OSC – Operations Section Chief) – a general staff NIMS position responsible for the tactical portion of the IC's IAP. Sometimes called "OPS".

PAR (Personnel Accountability Report) - a systematic procedure where the IC calls all subordinates for a report of operating personnel utilizing the NIMS structure. This may be on timed intervals, strategy changes and/or emergency situations.

PASS ALARM (Personal Alert Safety System) – An alarm that is integrated into your SCBA.

PIO (Public Information Officer) – A position of the command staff who is responsible for the dissemination of information to the public, media and other interested officials.

PRIMARY SEARCH – The initial search of a fire building to search for fire victims and/or fire extent and location. Results of the primary search shall be communicated to the IC.

PRE-CONNECT – A hose line loaded and pre-connected to a discharge for quick, efficient deployment/stretching.

REHAB GROUP – An established group operating at the incident whose responsibility is to provide rehabilitation functions and medical safety assessments to operations personnel. At a large complex incident, the rehab group may answer to the Logistics Section Chief.

RELAY PUMPING– A process whereby one engine pumps into an additional engine. This may be utilized for water supply redundancy and/or long distance / large volume water movement.

RESCUE MODE – An offensive or transitional strategy where firefighters have assessed the need to enter the fire building before the OSHA “2 in : 2 out” is met. This should be utilized for a known occupant rescue where a high survivability profile exists and an ALL CLEAR is not yet achieved.

RIC (Rapid Intervention Crew), RIT (Rapid Intervention Team) – An identified crew of firefighters whose main responsibility is the rescue of operating firefighters should the need exit. Usually one company in strength.

RIG (Rapid Intervention Group) – An identified group of firefighters whose main responsibility is the rescue of operating firefighters. A RIG may differ from a RIC in the number of firefighters assigned. A RIG may consist of multiple companies supervised by a chief officer. This is the best practices model that should be employed whenever possible. Remember it may take as many as 15 firefighters to rescue 1 firefighter, and 1 out of 5 firefighters may develop their own mayday situation... You need firefighters to rescue firefighters!

SECONDARY SEARCH – a systematic search conducted post-fire control to look for occupants, fire extension and/or evidence.

SFD (Single Family Dwelling) - residential homes.

SOA (Scene of Action) Radio Channel – A simplex radio channel which may work when the ARMER system is down. This is a simplex (radio-to-radio) channel.

SPECIAL CALL – The dispatch of a resource not part of the automatic aid assignment; i.e., an additional Ladder Company due to height of the fire building or an additional tender for a building fire in a non-hydranted area. This resource order is made by the fire's IC.

STAGING – An identified area where available resources wait for assignment.

STAGING OFFICER – A position in the command staff whose responsibility is to ensure resources are properly and safely staged for assignment.

STILL ALARM – A type of fire alarm which may require only a single company response. CO alarms, car fires and garbage box fires may apply.

ST. LOUIS – St. Louis County Dispatch, the county 911 PSAP (Public Safety Answering Point), responsible for the fire/EMS dispatching in our county.

STRIKE TEAM – Typically five similar- typed resources organized for incident response. The team is organized under a strike team leader, and they have their own communication talk group. Examples: 5 ALS medic units dispatched to an MCI; 5 type-1 structural engines to a complex wildfire for structure protection.

SURVIVABILITY PROFILE – An assessment of occupied building fires whereas firefighters utilize several factors to determine if an occupant could be rescued and have a chance at survival. Post-flashover, fully involved structure fires would have a low survivability profile. A building fire that is venting only on division 1 may have a high survivability profile on Division 2.

TACTICAL WITHDRAWAL - A radio announcement where hazard zone operating groups are ordered to exit the hazard zone when possible, taking tools and hose line with them. This may precede a strategy change. This is the other way we exit buildings, as opposed to an emergency evacuation.

TACTICAL WORKSHEET – The worksheet an IC uses to develop an IAP, account for personnel, organize resources and track tactical/strategic objective completion.

TALK GROUP – A digitally trunked radio system “channel”. The Fire Department uses a trunked radio system on the 800 mhz frequency spectrum.

TASK FORCE – Typically five resources (that may be of different types) organized for a specific function. A task force is supervised by a task force leader, has its own communication talk group, and may operate without direct supervision. Example: 2 type-1 engines, 1 water tender, 1 type-6 engine (brush unit), and a medic unit supervised by a Battalion Chief to provide fire control in an involved exposure of the original fire building.

TASK GROUP - see company

TENDER – an apparatus used to carry and move water at a fire. Remember, a “tanker” is a firefighting aircraft used to drop water on a wildfire.

TIC (Thermal Imaging Camera)

TRANSITIONAL ATTACK STRATEGY – A fire attack strategy where firefighters will initially apply an exterior stream to the fire with the intention of interior fire attack after the fire has been cooled.

TRUSS – A building component where smaller individual pieces work together to create a system. Utilizing triangles, the whole truss may be stronger than the individual parts. While firefighters speak of the lightweight truss that is infamous for its limitations against fire and resulting early collapse, not all trusses are lightweight. In some heavy timber (Type IV) and Ordinary (Type III) buildings, the trusses may of sizable, substantial mass - anything but lightweight. Firefighters do need to identify and communicate located lightweight trusses to the IC. Lightweight trusses can cause rapid collapse, even if only one member is lost to fire.

Trusses in wood frame (Type V) construction types will usually be of the lightweight variety. Lightweight trusses are responsible for numerous firefighter injuries and fatalities.

TRUSS LOFT – an attic or cockloft that is constructed of trusses within. Modern Type V homes will most likely have a truss loft as opposed to an attic.

URGENT RADIO TRAFFIC – Radio traffic that takes priority to normal radio traffic, yet not as priority as emergency radio traffic. Urgent radio traffic should be used to identify safety issues that may result in firefighter injuries (or worse). Holes in floors, downed power lines and identified lightweight trusses are examples of urgent radio traffic.

VEIS (Vent, Enter, Isolate, Search) – An aggressive rescue tactic where a firefighter conducts a rescue from the exterior of a building. This is performed by accessing the window, venting the window, checking for floor integrity, entering quickly (stay low, isolate the fire flowpath), closing the room's door, searching for fire victims, and exiting the way you came in. This is high-risk tactic and should be used for known rescues with a high survivability profile.

VENTILATION – LIMITED FIRE – A fire behavior condition created by modern fuel loads whereas a developing fire may become oxygen starved in a confined box. Upon opening doors, windows or other vent openings, explosive fire growth occurs and a significant flowpath develops. Ventilating a fire building prior to cooling with water, while once considered an accepted practice, is now outside the realm of best practice. Ventilation and fire attack must be coordinated for safe suppression and/or occupant rescue.

WET FORWARD LAY – A type of LDH lay where the hydrant firefighter checks the hydrant for operational ability, wraps the LDH and waits at the hydrant for the engineers order to "charge the hydrant". After the hydrant has been charged, the firefighter then meets up with his assigned company.

WORK GROUP – see Company

1st ALARM – This is an automatic aid assignment for a building fire. St Louis Dispatch will dispatch two additional, pre-determined fire departments geographically close to the fire.

2nd ALARM – This is the pre-determined second sequence of automatic aid fire departments dispatched to a building fire. Usually the next closest three fire departments.

Approved this day ____/____/____

Fire Chief

STANDARD OPERATING GUIDELINES

Subject: Building Fire Control

Section: Fire Operations

Pages: 9

The building fire control SOG will be divided into five parts:

- I) Interior building fire control (offensive strategy)
- II) Exterior building fire control (defensive strategy)
- III) Strategy changes
- IV) Tactical Withdraw / Emergency Evacuation Procedure
- V) Post-fire control issues

PURPOSE: To provide a standard strategic, tactical and task approach to building fire control which are similar in nature. It is understood that all incidents are unique and that the IC (incident commander) / OSC (Operations Section Chief) may request or specify alternate tactics and/or tasks. Personnel are expected to follow direct verbal directives as issued by supervisors and command staff.

POLICY: It shall be the practice of the Greenwood Fire Department that all fires shall be sized-up by the initial IC and continuously reevaluated by all IC's and command staff. The IC shall declare the strategy of fire control (offensive - interior, defensive – exterior, or a marginal – transitional) and fire attack for the facilitation of rescue. Tactical priorities may be directly ordered by the IC, or predetermined by ride position and/or resource supervisor.

The IC shall size-up the incident based on standard best practices. **IC's shall conduct a 360 degree size-up prior to hazard zone entry whenever possible.** Standard size-up includes, but is not limited to:

- 1) Immediate rescue profiles or a confirmed "ALL CLEAR" by a competent person
- 2) Safety of operating personnel (Risk vs. Benefit)
- 3) Building construction/condition/fire protection factors
- 4) Fire behavior/involvement and fire spread/growth/flow path prediction
- 5) Exposure extension/protection
- 6) Strategic mode of operation (offensive, defensive, transitional)
- 7) Personnel resources - amount and ability
- 8) Resource availability
- 9) Water supply availability and the predicted flow requirement

It shall be the practice of the Greenwood Fire Department for the first arriving engine company and/or IC to address water supply issues.

For a building fire in an area where no fire hydrants are geographically close or do not exist:

- 1) The engine will arrive on scene and a rural water supply will be established.
- 2) The IC shall assign a water supply group supervisor.
- 3) The water supply group supervisor will recommend to the IC an appropriate number of water tenders needed. The IC will then order these resources.
- 4) A fill site will need to be identified by the water supply officer or the IC.
- 5) The water supply group supervisor reports to the IC and may request a dedicated communications talk group for water operations.

I) Interior Building Fire Control Policy/Guideline/Procedure

It shall be the practice of the Greenwood Fire Department that all interior operations are authorized by the IC. Operating personnel shall operate through an IAP (incident action plan) by the IC or his/her immediate supervisor.

It shall be the practice of the Greenwood Fire Department to adhere to OSHA 29 CFR 1910.146 *Standard on Respiratory Protection* pertaining to 2 in - 2 out, rapid intervention, IDLH atmospheres and other standards as outlined in this directive.

It shall be the practice of the Greenwood Fire Department that operating personnel properly wear all PPE/SCBA while operating in an IDLH atmosphere. SCBA shall be worn whenever any smoke is present, and removed only upon the IC's or Incident Safety Officer's (ISO) discretion.

It shall be the practice of the Greenwood Fire Department that all personnel operate in companies (task groups) or divisions. An identified supervisor shall account for subordinates at all times. Task groups shall work together for a communicated objective or tactic. **Supervisors shall remain in direct contact, either visually or verbally, with subordinates. Freelancing shall not be tolerated.**

It shall be the practice of the Greenwood Fire Department that interior fire attack is conducted with hose line that will flow a minimum of 100 GPM from a 1 ¾" hand line. The 1 ¾" hand line may be the hose line of choice in single family dwelling structures, room and content fires, or compartmentalized room and content fires in multiple family dwellings.

Evidence has shown the positive effects of utilizing an exterior stream to "soften the target" prior to hazard zone entry. This is best accomplished by a 10 to 30 second application of a solid or straight stream to the affected fire area from the exterior. This practice has shown to provide a positive effect on fire control and increases the survivability of potential fire victims.

It shall be the practice of the Greenwood Fire Department to provide a primary search of the fire building after completing a risk assessment and determining there is a survivable rescue profile. The primary search is usually conducted by hose line task groups in conjunction with fire control. If the fire is being controlled by a hose line task group, it may be acceptable to establish search task groups that operate without a hose line. This inherently assumes more risk for the search group, and should be considered by the IC / OSC. The term "ALL CLEAR" shall be used

to declare that all areas have been searched or confirmed free of potential victims. "ALL CLEARS" shall be communicated to all operating personnel by the IC.

Interior fire control typically has several objectives and recommended tactics:

- 1) Protect the operating task group by assessing and controlling heated atmospheres. The process of cooling heated atmospheres may best be accomplished by "sweeping the ceiling" with a straight stream application any time concerns of a flashover arise ("cooling the smoke"). Recognized signs of flashover include, but are not limited to:
 - a. Turbulent smoke that has filled compartments within the building and is creating a flow path.
 - b. Thick smoke with fingering of fire within.
 - c. A sudden lack of visibility and intense heat encountered by operating task groups.
 - d. Immediate, intense fire growth.
- 2) Stretch hose line and control the fire by placing a hand line between the fire and suspected or known potential fire victims.
- 3) Stretch hose line and control the fire by ensuring hose streams reach the fire as soon as possible.
- 4) Maintain egress by monitoring conditions behind the operating task groups. This is a paramount responsibility of the task group supervisor.
- 5) Conduct primary searches from the safety of an operating hose line whenever possible. The decision to search without a hose line is very high risk and fire behavior needs to be constantly evaluated during this process.
- 6) Provide a backup line. The backup line shall be of equal or greater flow capabilities. The backup line may be required to enter the fire building to maintain egress (i.e. stairways, hallways, floors). In this case, an additional backup line or lines should be stretched.
- 7) Maintain coordination with the exterior vent crews for fire flow path control.

IC's are encouraged to direct the stretching of larger, 2 ½" hand lines that flow a minimum of 200 GPM for building fires that meet the following conditions or circumstances:

- 1) Extensive fire involvement
- 2) Non-compartmentalized commercial structures
- 3) High hazard fire loads
- 4) Multiple family dwelling **structure** fires
- 5) While providing back-up or protection lines to already operating crews
- 6) When deploying a blitz attack tactic during a transitional attack strategy

IC's are encouraged to address ventilation before, during and after fire attack is underway. Ventilation may be required for, but not limited to:

- 1) Life safety (Venting for Life)

- a. Example: The vertical opening of an enclosed stairway or to provide a tenable atmosphere for non-evacuated occupants, if appropriate.
 - b. Example: Providing VEIS (vent, enter, isolate, search) for the immediate rescue of **known rescues**, with appropriate rescue survivability profile. The VEIS tactic is a high risk task that requires the VEIS firefighter to vent a window, enter the room and close the door, then search. Isolating the fire's flow path is paramount to properly completing the evolution. Failure to isolate the room from the fire flow path has contributed to firefighter injury / death. The search is conducted after the room has been "isolated" from the fire's flow path.
- 2) Fire Control (Venting for Extinguishment)
- a. Example: The vertical opening of an involved attic, truss loft or cockloft to halt horizontal fire spread.
 - b. Example: Horizontally venting ahead of an operating hose line.

IC's are cautioned to ensure that ventilation is always coordinated with fire control tactics.

Current best practices relating to ventilation require coordination with a fire hose line attack. Ventilation is best conducted just after the fire attack (water on the fire) has begun. The control of a flow path is essential while conducting fire control. Flow paths are the path of the fire's smoke and heat release, as well as the fresh air inflow. Uncontrolled flow paths are responsible for firefighter LODDs, intense and fast fire growth, and flashover. Open doors, prevailing winds, and ventilated windows, doors, or roof structures will all contribute or change the fire's flow path.

Firefighters and command staff must be aware of flow paths and how they contribute to fire growth.

Command staff shall consider flow paths while establishing and communicating an IAP.

Positive Pressure Attack (PPA) is an accepted practice in the fire service, although it may not be appropriate for all situations. The IC must order the use of PPA if warranted. The Fire Department does not routinely utilize PPA as standard practice. Remember the use of PPA creates a significant flow path (as is intended). Several tasks must be completed for the PPA tactic to be implemented safely:

- 1) Confirmation of fire victim location is required, as a victim located between the fire and the exhaust vent would likely be adversely affected.
- 2) Creation of an exhaust ventilation opening (at least 75 – 150% size of the inflow vent) on the opposite side of the fire attack. This must be completed **prior to** operating and positioning the blower in the entry way.
- 3) Proper positioning of the blower is imperative. The doorway should have about 75% coverage for proper deployment.

- 4) A secondary backup blower should be in place and running. This is to provide flow path continuity should the primary fan encounter mechanical problems.
- 5) Allowing the PPA flow path to establish **prior to** entry is imperative.
- 6) IC's and operating personnel must continuously monitor the flow path for proper PPA application.

PPA requires coordination and strict adherence to task sequence for proper outcomes.

IC's shall order the exterior laddering of all floors of a fire building where interior operations are being conducted. The ladder(s) shall be placed in the "rescue" position. They may be unattended; however, a radio announcement of ladder position is recommended so interior work groups are aware of the ladder placement. Ideally, two ladders on different sides of the structure should be placed to each floor.

In some instances, it is appropriate and/or required to gain access to the roof of a fire building. This access may be required for vertical ventilation or for size up, such as to gain information of building construction, fire extent or extension, and for ventilation size up. Operating on a roof is inherently dangerous. The following are considerations for roof operations:

- 1) Firefighters operating on the roof shall have full PPE / SCBA in place. The donning of SCBA is required; however being "on air" shall be determined by the roof group division supervisor, the IC, or the ISO.
- 2) The roof group division supervisor shall radio a roof report to OSC or IC. This report should include, but is not limited to:
 - a. Work group supervisor and number of subordinates
 - b. Noted fire or smoke present
 - c. Construction features (i.e. lightweight components, loads, openings)
 - d. General condition of the building
 - e. Ability to complete the assigned task
- 3) The laddering of at least two sides is recommended, if possible.
- 4) Roof workgroups must be aware of the hazards of roof operations:
 - a. Lightweight building construction components
 - b. Steep roof pitches
 - c. Loads (i.e. water, snow, HVAC, weight of roof work group)
 - d. Existing openings (i.e. light shafts, scuttle hatches, sky lights)
 - e. Limited visibility (i.e. nighttime or obscured by smoke)
 - f. Operating with fire below (i.e. top floor, cockloft or attic, truss loft)
 - g. Fire has weakened roof support structures
- 5) It is sometimes possible to access a roof by means other than a ground or aerial ladder, such as the roof of an attached building. A ladder should still be placed on the fire building.
- 6) Roof workgroups should consider walking closer to the exterior walls of the building as opposed to "across the roof" for roof stability.
- 7) Roof workgroups are advised to complete the assigned tasks and exit the roof ASAP.

IC's are encouraged to provide an ISO (Incident Safety Officer) at interior fire control incidents. The ISO position should be established when additional staff arrives.

II) Exterior Building Fire Control Policy/Guideline/Procedure

It shall be the practice of the Greenwood Fire Department that fire control is conducted in the defensive strategy (exterior fire control) when the following conditions exist:

- 1) Complete building fire involvement
- 2) Compromised structural stability of building
 - a. Presence of lightweight construction components impinged by fire
 - b. Presence of collapsing building components... roofs, floors, walls, facades, etc.
 - c. Previous structure fires in building
- 3) Inadequate staff with no rescue required
- 4) No SCBA qualified members present

Exterior fire control / defensive fire attack requires several recommended practices:

- 1) Establishment of a building collapse zone, which is usually 1 – 1 ½ X the height of the building. The zone should be identified, communicated and respected by personnel. Personnel are reminded that operating from the corners of buildings may be safer than operating in front of a wall.
- 2) Opening of windows and doors, and removal of barriers to hose streams prior to large hose stream application.
- 3) Hose streams should be of the large caliber... 2 ½" hose line with solid streams.
- 4) Master streams should be positioned. These streams may need to be "un-manned" if the stream is required to be operating in the collapse zone.
- 5) A large water supply may be required for the fire attack. The IC may need to notify municipal water department staff to ensure water resources are adequate.

III) Changes in Strategy (Offensive to Defensive / Defensive to Offensive)

When the IC has determined that a change in strategy is warranted, all operating personnel shall be made aware. The following are strategy change best practices:

- 1) Notify all fire ground personnel of the change by radio and/or direct communication
- 2) Conduct a PAR (personnel accountability report)
- 3) Communicate the new IAP and tactics required
- 4) For a tactical withdraw, operating personnel shall exit the hazard zone ASAP, with all staff of the work group, tools and hose line. (See D: Tactical Withdraw / Emergency Evacuation Procedure below)
- 5) There are situations where the IC orders an emergency evacuation. This emergency evacuation shall be communicated as "EMERGENCY RADIO TRAFFIC". In this

situation, the staff shall leave the hazard zone immediately, even if tools and hose line are left in the hazard zone. (See D: Tactical Withdraw / Emergency Evacuation Procedure below)

- 6) When changing from defensive to offensive, special circumstances exist:
 - a. The IC may elect to wait for a period of time (i.e. 20 min) before ordering personnel back inside the hazard zone.
 - b. Consider the effect of applied water or streams to the integrity of the building.
 - c. Consider the effect of fire damage to the building's integrity.
 - d. Conduct an internal assessment of the building. The IC and the ISO may enter the hazard zone, after transferring command, to assess the building integrity. This is to display confidence in the building integrity.
- 7) There are situations where the strategy may be of the transitional variety. A transitional strategy implies that the IC in the process of changing the fire attack strategy. Examples include:
 - a. The wait for a primary search or rescue completion. After the search or rescue, the risk vs. benefit model changes and hence, the strategy changes.
 - b. An offensive attack lacking positive progress. The IC may order the positioning of master streams in anticipation of a strategy change. Master streams shall not be applied when personnel are operating inside the hazard zone.
 - c. The IC has ordered a blitz attack tactic. This tactic implies that a large caliber hose stream was applied from the exterior to knock down fire prior to offensive hazard zone entry.

IV) Tactical Withdraw / Emergency Evacuation Procedure

The Greenwood Fire Department has determined the need for two methods of exiting the IDLH.

- 1) Tactical Withdraw
 - a. A tactical withdraw is a controlled strategy mode of operation change.
 - b. The operating work group shall exit the IDLH in a controlled manner. Tools and hose line will be "backed-out" after the supervisor of the group accounts for and communicates the order to subordinates.
 - c. Back-up and door control firefighters are advised to "pull" hose at reasonable rate. The operating group should have the ability to utilize the nozzle if problems arise.
 - d. A PAR is required by the supervisor upon exiting the IDLH.
- 2) Emergency Evacuation

- a. An emergency evacuation may be necessary should the incident warrant such action (i.e. impending collapse or dramatic fire change may require the emergency evacuation).
- b. An emergency evacuation shall be initiated by emergency radio traffic.
- c. Group supervisors shall immediately account for assigned work group personnel and evacuate the IDLH.
- d. Group supervisors shall be the last to exit, to ensure all work group personnel leave the IDLH.
- e. Emergency evacuation may result in the dropping of hose lines and tools. The evacuation may result in the work group exiting from the IDLH via a window or a different door from which they entered.
- f. The work group supervisor must conduct a PAR and report to direct supervisor forthwith.
- g. Apparatus shall sound the air horn upon receipt of emergency evacuation. An air horn blast of three, 1 second blasts is appropriate. **The continuous sounding of air horns will only hamper fire ground communication and coordination, and is not advised.**

V) Post fire control issues

Post fire control issues include, but are not limited to the following:

- 1) The completion of a secondary search for fire extension and possible fire victims. The secondary search is best conducted by groups that had not conducted the primary search, when possible.
- 2) In a situation requiring fire investigation, the State Fire Marshal shall be contacted. Staff shall follow the fire marshal's orders to ensure a professional investigation is completed.
- 3) It is recommended that best practices are used in post fire overhaul salvage.
 - a. Maintain the scene in the area of origin as intact as possible while ensuring fire is completely extinguished
 - b. Utilize small inspection openings to check for fire extension
 - c. Utilize thermal imaging capabilities
 - d. Attempt to open walls, ceilings and floors of an adjacent room to check for extension
 - e. Limit the amount of debris or material being removed from inside the fire building to the exterior
- 4) Obtain a signed consent form from building owner/occupant.
- 5) Limit traffic/personnel in the fire building in order to preserve the scene as best possible.
- 6) Utilize cameras in apparatus to photograph and document the scene until the fire investigator's arrival.
- 7) The fire area should be marked by fire scene flagging.
- 8) If possible, leave the IC or an officer on scene to brief the fire investigator on suppression tactics, observed fire behavior and any other pertinent information.

- 9) Establish a "fire watch" if the situation warrants the need. The fire watch may be required for:
- a. The safety of the public
 - b. The identification of rekindling
 - c. The integrity of investigation practices
- 10) An AAR (after action review) should be conducted either informally at the scene or formally through a scheduled debriefing, with results and findings documented for quality improvement.
- 11) A CISD (Critical Incident Stress Debriefing) may be scheduled at the request of any officer or firefighter, or at the discretion of the IC. This may be done by contacting St. Louis Dispatch.

Approved this day ____/____/____

_____ Fire Chief

STANDARD OPERATING GUIDELINES

Subject: Radio Traffic

Section: Fire Operations

Pages: 2

PURPOSE:

To provide a standard approach to radio traffic. To ensure urgent and emergency radio traffic is given priority and critical safety communications are not missed by receiver or officer-in-charge (OIC). To ensure that a standard response and hazard mitigation is conducted in relation to critical or life safety communications.

POLICY:

It shall be the practice of the Greenwood Fire Department to use common radio terminology. The Greenwood Fire Department will encourage the use of common radio terminology with its partnering agencies and within its mutual aid groups.

It shall be the practice of the Greenwood Fire Department to divide radio traffic into three categories.

- 1) **Normal radio traffic** – to be utilized in the normal operations
- 2) **Urgent radio traffic** – to be utilized for communications that may result in a safety issue. Also to be utilized for personnel to “prioritize” their communication.
 - a. Examples include... significant change in fire/building conditions, electrical hazards, encountered hazmat, discovered occupant rescue situations
- 3) **Emergency radio traffic** (Mayday) – to be utilized for immediate life safety issues. Emergency traffic shall be the receiver’s main priority. Emergency radio traffic shall be dealt with before the return to normal traffic.
 - a. Examples include... lost or disoriented firefighters, unaccounted for personnel, low air or SCBA malfunction situations, trauma or medical emergencies, building collapse, explosions, flashover

PROCEDURE:

All radio traffic shall follow the NIMS standard communication order model; e.g. “Receiver, this is Sender”. Communications shall be acknowledged with a brief summary of the intended message, to ensure that the intent of the message was communicated.

Normal radio traffic will be communicated in the order the receiver receives the message. Subsequent radio traffic senders will wait for the former message to be communicated before sending a latter message.

Urgent radio traffic will become priority over normal traffic. To institute urgent traffic, the sender will announce “Urgent” after initiating the message; e.g. “Command from Engine 1 Officer –

URGENT". Upon the receipt of urgent traffic, the receiver and operating personnel will give the message priority over normal radio traffic.

MAYDAY:

Emergency radio traffic shall be the priority over all other radio traffic. The announcement of "MAYDAY, MAYDAY, MAYDAY", along with identifier, shall immediately institute Emergency radio traffic.

At the receipt of a MAYDAY transmission, the receiver shall focus all attention on the sender's message after announcing "Emergency radio traffic received"

It is encouraged that all operating personnel also closely listen to the emergency message. All personnel shall prepare for an emergency assignment.

Emergency radio traffic may require all other operating personnel to change to an alternate radio channel at the OIC discretion.

The return to normal traffic shall be announced by the OIC after the emergency traffic situation is mitigated.

USE OF "SCENE OF ACTION" CHANNELS

At times, and in certain buildings or areas, the ARMER talk groups may not work. By the use of an SOA (800 MHz simplex radio channel), communication does not go "through" an ARMER tower. Communications on and SOA will go direct from radio to radio.. An ARMER radio will NOT receive an SOA transmission unless the receive radio is on an SOA regardless of the programmed scan list. If a firefighter cannot transmit on an ARMER talk group, (characterized by a radio "bonk"), they must understand that simply switching to an SOA will not guarantee transmission of a message.

Background – The Greenwood Fire Department has identified areas where the use of the ARMER digital trunked radio system may not be operational. These include but are not limited to:

- a) Some geographic area sheltered from ARMER tower signal.
- b) Certain buildings which construction type may make ARMER signal inoperable.
- c) Cellars or basements of buildings.
- d) Confined space work areas.

Policy – Fire Department staff should make every attempt to identify areas where an SOA may be needed – prior to hazard zone entry. This will enable staff and command staff to setup for SOA use. A pre-entry radio check should be conducted by hazard

zone workgroups and command staff. Command staff should have a radio monitoring SOA for most events for the occasion where hazard zone workgroups need to use an SOA after ARMER has failed to transmit radio messages in an operating hazard zone.

Procedure-

- a) Identify "trouble" areas before hazard zone entry and ensure SOA communication link is operational.
- b) Notify operational staff that an SOA channel is being utilized.
- c) Notify St. Louis PSAP that an SOA channel is being utilized.
- d) In the Hazard zone, by switching a radio to the position 14 (F-SOA-1) or 15(F-SOA-2) command should receive radio traffic. Keep in mind those buildings where ARMER does not work well – neither may an SOA. However a poor quality SOA transmission may be all that is available.
- e) Command shall have at least a portable radio on an SOA and scanning... this allow for either F-SOA-1 or F-SOA-2 transmitted messages to be received. Once an SOA is being used, command should use a mobile radio on an SOA (to increase receive and transmit signal power).
- f) REMEMBER – while on an SOA, the radio's orange EAB (emergency activation button) will also not work. This is why the Fire Department encourages that MAYDAYs be called on the selected radio channel or talk group prior to EAB activation.

Approved this day ____/____/____

_____ Fire Chief

STANDARD OPERATING GUIDELINES

Subject: Fire Ground Accountability

Section: Fire Operations

Pages: 3

PURPOSE:

To provide a standard approach for the accountability of operating personnel on Greenwood Fire Department incidents

POLICY:

It shall be the practice of the Greenwood Fire Department for the Incident Commander(IC) and all supervisory personnel in the Incident Command System to account for all operating personnel by location and function.

The proper use of the standard National Incident Command System (NIMS) will assist the IC in assuring the accountability of operating personnel.

The use of a tactical worksheet will also assist the IC in providing accountability. As an incident escalates, the need for a tactical worksheet will become more paramount. Complex incidents requiring multiple companies and simultaneous tactical assignments can be difficult to control if the IC does not have a tactical worksheet in use.

Freelancing, or operating without pre-determined or ordered assignments, shall be forbidden. Operating outside of a standard span of control (2-6 people) may lead to lack of accountability.

The use of "accountability tags" alone does not mean accountability is achieved. Accountability tags are only a tool to assist the IC in providing accountability.

Greenwood Fire Department personnel will operate as companies when possible. Companies may be pre-determined (apparatus) or established at the incident. A company may operate by location (Division), function (Group) or apparatus designation (Engine 1). All companies shall be led by an identified supervisor. This supervisor may or may not hold official Fire Department rank. Company supervisors shall account for personnel operating within their assigned location and/or function. All personnel, with the exception of the IC, are accountable to someone.

Remember, most personnel will not directly answer to the IC, but to a supervisor, i.e. Engine 1 Officer, Roof Group Supervisor, EMS branch, Division 2, or Safety Unit. The supervisors may answer to someone other than the IC as well, i.e. Operations, Charlie Division, or a task force leader.

PROCEDURE:

Accountability tags may be utilized by responding personnel. The accountability tags will be given to the company supervisor. Each person will attach his/her tag to the identified supervisor's tag. The supervisor, upon arrival, will give the tags to the IC. The tags become a record of who is at the scene. However, as assignments change, sometimes company personnel change as well. If the tags are not maintained or moved, little, if any, accountability is achieved.

In lieu of tags, it shall be the responsibility of personnel to "check in" with the IC on incident arrival. This is extremely important in the rare occurrence of personnel responding to scenes in POVs.

After an assignment is given to a company, the supervisor will notify his/her supervisor as to company name and number of subordinates, i.e. "Roof Group, Jones + 2", "Engine 1 Officer, Anderson +1". The notification can be face to face or over the radio. Company supervisors are encouraged to announce over the radio the group name, supervisor + subordinates, location and assignment prior to operating in or on a hazard zone. An example of this would be, "Operations, Engine 3 Officer, Smith +2, entering alpha side for fire control back-up". On extended incidents, this radio traffic allows the IC to make note of the company on the tactical worksheet. Once the company exits the hazard area, an additional transmission may be made for the IC to "clear" the company. For example, "Operations, Engine 3 Officer, Smith +2 clear of fire control, going to rehab or ready for assignment". Should the company exit and the IC or OPS be available for a face to face contact, the radio transmission may not be necessary. OPS may then "clear" the company with the IC if needed.

The aforementioned procedure allows the IC to account for personnel by function and location. The IC must have a list of all operating personnel; however, the supervisors shall account for assigned subordinates.

This accountability system requires that company supervisors are well aware of assigned tasks and who and how many subordinates are under their control.

Mutual Aid Companies

Supervisors must be aware that operating mutual aid companies create a challenge for accountability. It is important to identify the mutual aid supervisor and account for his/her location or function.

Personal Accountability Reports (PAR)

PARs will be conducted under the following circumstances.

- 1) Every 15 minutes during fire control, or when the IC specifies a different time interval.
- 2) A change in fire strategy (offensive to defensive)
- 3) A received MAYDAY transmission

- 4) A significant change in fire, building or scene condition
- 5) At the IC or Incident Safety Officer's (ISO) request.

PARs are best done face to face; however, at times, the incident will not make this practical.

Supervisors report to supervisors by location and function. I.e. "Command from Engine 1 Officer, Brown +1 OK, operating 2nd floor, fire attack", "Operations from Roof Group, O'Malley +3 OK, operating on roof, venting", "Command from Ladder 1 Driver OK, venting, side Charlie fire escape". It is not practical for all personnel to individually report to the IC, unless requested.

Approved this day ____/____/____

_____ Fire Chief

STANDARD OPERATING GUIDELINES

Subject: SCBA Air Management

Section: Fire Operations

Pages: 1

Purpose: To provide a standard SCBA air management guideline to for personnel operating in IDLH atmospheres compliant to NFPA 1404 standard (2013 edition). To ensure personnel exit IDLH atmospheres with a full reserve air supply. To enhance firefighter rescue success and minimize risk to personnel in the event rescue may be needed.

Scope: SOP shall apply to all personnel operating in IDLH atmospheres where SCBA is mandated. This will include the application of air management practices to mutual aid/auto aid personnel operating under Greenwood Fire Department command and control.

Policy: It shall be the practice of the Greenwood Fire Department to apply the accepted best practice of the *Rule of Air Management (ROAM)*.

ROAM states that personnel shall:

"Know how much air you have in your SCBA, and manage that air so that you leave the hazardous environment BEFORE the reserve air alarm activates."

Responsibilities-

All Firefighters:

All Firefighters shall monitor their own SCBA air level and report it directly to their supervisor. Firefighters shall recognize that the low air alarm notification indicates that he/she is consuming their reserve air supply.

Company Officers:

Company Officers shall manage their work group to ensure continuity of operations. Essentially, the work group's time in the hazard zone will be dictated by the member with the lowest levels of air. Company officers shall mandate the exit from an IDLH atmosphere before consumption of reserve air supply begins.

Command Officers:

Command Officers will ensure adequate staff numbers and resources are ordered or on scene to allow for consistent hazard zone work group rotation.

Approved this day ____/____/____

_____ Fire Chief

Firefighter Rehab
Standard Operating Guidelines
Arrowhead Region Auto-Aid Departments

Purpose

This guideline establishes a standardized process for rehabilitation of firefighters and other personnel operating at emergency scenes and training exercises. A standardized, area-wide approach to rehab is necessary to assure compliance with NFPA 1584 "Standard on the Rehabilitation Process for Members during Emergency Operations and Training Exercises".

General Information

An organized approach to rehab is an important component of the fire department health and safety program and good incident management. Firefighting is inherently dangerous with substantial risk of injury and death. Studies indicate that 2/3 of all injuries and 1/2 of all firefighter deaths occur during live fire operations. Properly conducted rehab operations decrease injuries, help to prevent deaths and increase on-scene manpower pools by enabling firefighters to actively fight fire for longer durations with increased stamina and improved situational awareness. Maintaining an acceptable span of control in rehab operations at emergency incidents necessitates a company- or department-based approach to the rehab process.

Responsibilities

Departments:

Each department will pre-establish mechanisms to provide necessary rehab supplies including bottled water, sports drinks, energy bars and nutrition supplements. An alcohol-based hand gel will also be provided for firefighters to wash their hands before eating. Each department should carry these items with them on their apparatus and distribute them to the rehab unit on scene at each incident. It is also recommended that each department carry with them a means of active cooling and warming devices for members.

Cooling examples: Towels to cool with water to place on the head and pressure points, fans, etc.

Warming examples: Extra dry clothes, socks, gloves, hoods, mittens, disposable hand warmers, heaters, etc.

Each rehab unit should have basic medical supplies, a pulse oximeter, oxygen and an AED in close proximity. Pulse CO – oximetry (carbon monoxide) is highly recommended.

Departments should also carry a tarp to lay down outside of the rehab area to establish a designated area for personnel to place their PPE, SCBA, and other personal equipment.

Incident Commander:

The Incident Commander will initiate Rehab at each incident or training exercise lasting or expected to last at least one hour. This time frame may be shortened in adverse environmental conditions.

The Incident Commander will assign a Safety Officer, who will be responsible to establish a Rehab Area that will include:

- A Rehab Chief and adequate support staff
- Shelter from environmental and incident conditions
- Shielding from the public and media
- A designated area to doff PPE prior to entering the rehab area
- Adequate fluids and food for members on scene
- EMS available in rehab area

Company Officers:

Each Company Officer will be responsible for evaluating his/her crew to determine need for rehabilitation at a minimum of every 45 minutes. Parameters that suggest Rehab is needed include:

- Use of second 30-minute SCBA bottle
- Use of first 45- or 60-minute SCBA bottle
- After 45 minutes of intense work without breathing apparatus

Company Officers will assure the entire company attends rehab as a unit, maintaining accountability using department approved accountability system. They will also ensure that each member of the company properly utilizes the check-in / check-out system established in rehab.

The Incident Commander or Incident Safety Officer may direct personnel to the Rehab Area at any time for reasons not mentioned above.

Members:

Each member will participate in rehab when directed to do so by his/her company officer. Members will adhere to guidelines for rehab as outlined in this policy. Each member should also pre-hydrate for planned events or when recommended for severe weather conditions with 500 ml (17 oz) of bottled water.

Each member shall heed the directives of the Rehab Chief / EMS Personnel with regards to his/her disposition to the Manpower / Staging Area or the Treatment Area.

Firefighter Rehabilitation

Rehab will be conducted in a common area to allow access to supplies and equipment.

EMS Providers:

An ambulance will be provided at each emergency incident in which rehab is established.

An EMS provider assigned to rehab will perform a visual evaluation of each firefighter entering rehab to assess for any signs of a medical emergency or heat/cold related illness. This assessment shall include (but is not limited to) the presence of symptoms to include dizziness, weakness, nausea, headache, cramps, changes in gait, changes in speech or behavior, or exhaustion. These symptoms do not require immediate removal to the treatment area, but must resolve prior to returning to the Manpower / Staging Area. If these symptoms do not resolve, the member will be referred to the EMS Treatment area for further evaluation. The Rehab Chief will be notified of all members being sent to the treatment area, who will then inform the IC and Safety Officer.

Direct members entering rehab to log in, rest and rehydrate.

Release members from rehab when all of the following are met:

- The member reports being adequately rested
- The member reports hydrating to thirst or has consumed a maximum of 1,000 ml of water or 500 ml of a sports drink
- Member heart rate by pulse oximetry is <110 , SpO_2 is $\geq 92\%$, and $SpCO$ is $\leq 5\%$ (if available).

Assess vital signs of any firefighter ***not meeting parameters*** for release from rehab:

Blood Pressure: $SBP > 160$ or $DBP > 100$ mmHg

Heart Rate: > 110

Respiratory Rate: > 20

Temperature: $> 101.5^\circ F$ (if available)

Triage any member outside of the above parameters to EMS Treatment Area.

Perform assessment of any firefighter not eligible to leave rehab:

- If vital signs return to criteria, member may be released.
- Acquire and interpret a 12-lead EKG on any member with a new onset of an irregular pulse, chest pain, SOB, Altered Mental Status, or $SpCO \geq 15\%$ (if available).

- Consider transport of any member if vital signs remain outside parameters after resting for 50 minutes.
- Keep written treatment record of all assessments and procedures done for member(s). Provide a copy to the Rehab Chief and IC at the end of the incident.

Firefighter:

- Doff PPE prior to rehab entry (weather permitting).
- Log into rehab using your department accountability number, and the time you entered.
- Give accountability tag to Rehab Chief or his/her designee.
- Drink to satisfy thirst (water recommended initially, not to exceed one liter)
- Active cooling / rewarming, if indicated
- Rest for a minimum of 10 minutes
- If not feeling rested, rest an additional 10 minutes
- Measure pulse oximetry, heart rate and carbon monoxide (if SpCO available)
- Document vital signs on rehab log
- Assure that heart rate is less than 110, pulse oximetry is 92% or greater, and carbon monoxide is 5% or less.
- If vitals are within parameters and member feels rested and adequately rehydrated, request permission from Rehab Chief or EMS provider for release from Rehab.
- If parameters for release are not met, seek consultation from EMS
- Log out of rehab and collect your accountability tag.

Treatment Area - Ambulance Crew Assigned to Fire:

- The Treatment Area shall be separate from the Rehabilitation Area, but shall be in close proximity.
- A recommendation of at least one rehab staff member trained to at least the EMT-B level for every five (5) responders in the Rehab Area.
- Detail one member to fill any vacant EMS provider roles in rehab area
- Treat / transport any member referred to EMS
- Complete a run report for any member treated or transported.

Documentation:

All responders entering the Rehab Area should have their name, vital signs and disposition recorded on the Rehabilitation Log (attached). This log should be attached and stored with the Incident Report associated with the incident and a copy given to the Incident Commander and the Safety Officer.

A separate Run Report must be completed for any responder referred to the Treatment Area, regardless of whether the responder was transported by EMS. Should the responder not wish transport, a Refusal Form must be completed and the individual(s) responsible for scene safety and command shall be notified.

Approved this day ____/____/____

_____ Fire Chief

STANDARD OPERATING GUIDELINES

Subject: Fire Ground Mayday

Section: Safety and Survival

Pages: 3

Purpose:

To establish guidelines for firefighters to use when in an emergency. The use of these guidelines and procedures is intended to assist in expediting their rescue, in an effort to avoid injury or death. The procedures shall be used in any of the following guidelines listed below.

1. **Lost or Missing Member-** Company Officers and Acting officers are responsible to account for all members of their team at all times. Any member on an incident who cannot be reached in person or via radio must be assumed lost, and a Mayday must be called. If a member gets separated from their team and cannot reach them in person or via radio within 30 seconds, they must call a Mayday.
2. **SCBA Malfunction or Large Loss of Air-** A SCBA that is not working according to manufacturer's specifications must be taken out of service. If during an incident a SCBA malfunctions or a large loss of air is experienced, and immediate exit is not achievable, a Mayday must be called.
3. **Member Seriously Injured or Incapacitated-** Firefighters are often injured, or experience chest pain and/or shortness of breath while fighting fire. If a member is incapacitated by illness or injury, and is unable to exit the building safely, a Mayday must be called.
4. **Member Trapped or Entangled-** Working in environments where visibility is poor increases the risk of being entangled in wire or cords, or being trapped by falling objects. A trapped or entangled firefighter who is unable to exit the structure must call a Mayday.
5. **Any Life Threatening Condition That Cannot Be Resolved in 30 Seconds-** Minor problems, if not rectified, can escalate quickly. A firefighter who cannot resolve a situation in which there is imminent danger in 30 seconds must call a Mayday.
6. **A Mayday can be called by anyone on the fire ground that recognizes one of the above situations-** Remember that if you see something, say something. Make the Mayday call as soon as the situation presents itself so the rescue can occur more quickly.

Procedure

Members in need of assistance, because they are facing a life threatening situation, shall initiate the "MAYDAY" procedures by performing the following:

1. **Initiate radio communications-** Announce "MAYDAY, MAYDAY, MAYDAY" await answer from Command. If not answered in 30 sec attempt a second announcement.
2. **Activate Emergency Alert Button (EAB)-** Activation of the EAB is done by pressing and holding the orange button on the top of the radio or the remote mic. This will automatically change your channel to SU911 and will have an open mic for 10 sec.

Command will acknowledge the Mayday by stopping all radio traffic on the channel the Mayday was called on. It is the responsibility of ALL firefighters to maintain radio discipline during this phase. Command will ask the firefighter to go ahead with their Mayday traffic. The firefighter who called the Mayday, or who called the Mayday for someone else, will use the following procedure to answer command.

1. Who you are
2. What is the emergency
3. Where you are

Command will repeat back the answers given for the previous questions. The communication of the incident may be moved to different channel if the EAB was not activated.

Command will also advise the Mayday firefighter to initiate the GRAB LIVES procedure. The GRAB LIVES procedure is used as a tool for the firefighter to remember important actions that will increase the chances of getting out or rescued and do not need to be followed in any particular order. The GRAB LIVES procedure is as follows:

1. **Gauge-** Firefighters must routinely check their SCBA air gauge while working in an IDLH environment. During a Mayday situation, knowing the quantity of air in the cylinder gives an indication of the time available to find a more tenable atmosphere. A firefighter in distress should advise the IC of the quantity of air in their bottles.
2. **Radio-** Make sure that your radio is accessible. Radio for assistance as needed.
3. **Activate-** Activate your PASS. The device should be silenced when communicating on the radio, but reactivated once the communication is complete.
4. **Breathing-** Conserve air and control breathing. Because air is limited and work effort and duration can be unpredictable, it is important firefighters learn to control their anxiety, breathe slowly, and minimize exertion. Humming while during exhalation can extend air time and firefighters should utilize this practice.

5. **Low-** Firefighters must position themselves near the floor to avoid super-heated toxic air collecting at the ceiling. Staying low also aids in visualizing the hose-line and finding an exit.
6. **Illuminate-** Firefighters should have their flashlights on when working. The light can alert potential rescuers even if the firefighter becomes incapable of getting to the light. If the firefighter is able to manipulate the light, it should be directed where rescuers may see it. Also consider momentarily turning it off to see if a rescuers light can be seen.
7. **Volume-** The firefighter should make noise using any tool they may have, or any item they may find. The noise, along with the PASS, will help direct rescuers to your location. This method is best used on an outside wall because the RIT members will likely be located on the perimeters.
8. **Exit-** If not pinned or trapped, the firefighter should attempt to identify a potential exit or locate a hose line. Moving along exterior walls will often help locate windows or doors that serve as exits. Use the couplings on the hose line as guides as to which way leads out. Firefighters should advise Command that he/she is on a hose line, or looking for an exit.
9. **Shield Airway-** When the air in the SCBA is exhausted, firefighters can disconnect their second stage regulator and cover their air intake port on the mask with the chin portion of their hood or gloves. Staying low and shielding the port will prevent debris from entering the mask. Advise Command if this action is taken.

Command will activate the RIT

All firefighters must maintain their current assignment, firefighting actions must continue in order to facilitate the rescue.

If a team is close by the Mayday firefighter the company officer should call command, when appropriate, to advise of their location and await orders to proceed.

Command will request a PAR from all working groups.

Clearing the Mayday

Once a rescue has been made, the Mayday must be cleared. The responsibility for clearing the Mayday belongs to the IC. However, prior to clearing the Mayday, the IC must be informed immediately when the distressed firefighter is in a safe area. The IC may receive this information from the firefighter who called the Mayday, or another firefighter who can accurately report his/her condition. The IC will clear the Mayday over the radio only after receiving a PAR noting "all accounted for" from each resource.

The firefighter self-survival procedure should be constantly performed throughout the rescue operations. The distressed firefighter must keep the rescuers advised of his/her location, air cylinder quantity, physical status/limitations, and special rescue needs. The IC/RIT must continue to communicate with the distressed firefighter, even if the

firefighter is not responding. A firefighter may be unable to transmit due to being trapped or entangled. In these cases it is important to reassure the firefighter, even though radio transmissions are not returned.

Approved this day ____/____/____

_____ Fire Chief

STANDARD OPERATING GUIDELINES

Subject: Rapid Intervention Group

Section: Fire Operations

Pages: 3

Purpose-

At times, members of the Greenwood Fire Department will engage in emergency activities within IDLH atmospheres. These incidents will present varying degrees of risk. This guideline is designed to ensure that those risks are minimized through training, a dynamic risk assessment process and proactive scene actions that prevent a "mayday" and provide for immediate intervention if a "mayday" situation should occur.

Policy- It shall be the practice of the Greenwood Fire Department to establish an Initial Rapid Intervention Crew and eventually a Rapid Intervention Group (RIG) at all incidents where employees are working in or around an IDLH atmosphere. These incidents shall include, but are not limited to fire, confined space, hazardous material and technical rescue situations.

Definitions-

Initial Stage- The control efforts taken by first arriving companies at an incident requiring immediate action to prevent or mitigate the loss of life, serious injury to citizens, or damage to salvageable property.

Civilian Rescue- A situation in which someone can be seen or heard, and or a reliable report or evidence indicates that someone may still be in the structure and immediate actions are necessary to prevent loss of life or serious injury.

Mayday- A radio message reserved for the sole purpose of notifying on-scene personnel that there is a missing, lost, trapped or disabled firefighter.

Initial RIC (IRIC)- A back up crew of least 2 Firefighters in full PPE and SCBA performing duties outside the IDLH during the initial phase who are ready to provide assistance to firefighters operating in the IDLH. The IRIC ensures compliance with OSHA 2 in, 2 out.

Dedicated Rapid Intervention Group (DRIG)- A dedicated operational group of firefighters that will work to prevent firefighter maydays and are ready for the immediate search, rescue and removal of a missing, trapped, lost, injured or unaccounted for firefighter.

Interior Structural Firefighter- A firefighter who has completed the requirements of NFPA 1001 and has demonstrated the ability to rescue his or her self and other firefighters

Dynamic Risk Assessment- continuous assessment of risk in the rapidly changing circumstances of an operational incident, in order to implement the control measures necessary to ensure an acceptable level of safety

Background- Studies have shown that the majority of firefighter maydays occur within the first 15 minutes of an incident. Having firefighters available for firefighter rescue during this time period will be most important. Studies have also shown that it takes a total of 12 firefighters to find, stabilize and extricate 1 downed firefighter. Additional maydays are also highly likely during a firefighter rescue operation. Incident commanders will take this into consideration when staffing their fire scene.

Responsibility- All firefighters bare responsibility to initiate self-rescue and or rescue of their partner(s) during a mayday event. The firefighter's ability to self-rescue or rescue their crew member allows the best chance for survival. Greenwood Fire Department members will be issued basic firefighter rescue equipment including webbing, box cutter and wire cutter. Fire Department members are responsible for carrying and maintaining this self-rescue equipment.

Training- In order to be considered an "interior structural firefighter" or work in an fire related IDLH atmosphere, Greenwood Fire Department members shall demonstrate physical and mental competence in self-rescue in accordance with department standards. The Greenwood Fire Department is responsible for providing this training and evaluating competence.

Prevention of Freelancing/Company Integrity- The Greenwood Fire Department will operate in companies or work groups with a company officer or acting company officer in charge of each company. The company officer is responsible for maintaining crew integrity throughout the incident. This includes when a company is staged, operating, or rehabbing. Freelancing on the fire ground will be strictly prohibited. At times, especially during the initial phase of the incident, tasks outside the IDLH may have to be assigned to individuals. Whenever possible, tactical duties will be assigned to companies or work groups and not individuals.

Back-up/RIC in the Initial Stage of the Incident (IRIC)- In order to comply with OSHA 2 in- 2 out, Greenwood Fire Department members will not enter an "all clear" IDLH with less than five (5) firefighters on scene. Two (2) back-up firefighters will serve as the initial RIC until a dedicated RIG can be established. The IRIC may be performing other outside functions including but not limited to Incident command, back up/door control, exposure protection or horizontal ventilation. One member of the IRIC will staff a backup line and continuously monitor the progress and activities of the initial entry crew.

Dedicated RIG Establishment and Staffing (DRIG)- As additional companies arrive a dedicated RIG and RIG officer will be assigned. The RIG will ideally be staffed with five including the RIG officer. For larger incidents involving multiple areas of operation, multiple companies may be needed in multiple locations. The dedicated RIG will engage in proactive firefighter safety actions while maintaining immediate readiness for firefighter rescue.

Duties of the DRIG Officer- The RIG officer will insure that the RIG is staffed with competent, trained and capable rescuers. He or she will direct proactive scene actions to prevent maydays including, but not limited to, throwing ladders and forcing doors or window coverings as additional means of egress and monitoring radio traffic, fire conditions and structural integrity. He or she will also insure that the RIG has assembled the appropriate equipment and donned

the appropriate PPE for the incident. The RIG Chief will assume control of a mayday/RIG operation. This will include communication with the RIG and the downed firefighter if possible.

Deployment of the IRIC/DRIG- Upon receipt of a mayday or unaccounted for firefighter, the incident commander will activate the RIG. He or she will gather as much information as possible to pass on the RIG officer. The IC will continue to direct the incident. Companies operating on scene will be directed to another radio channel. The RIG/RIG Officer and downed firefighter will remain on the initial operating channel.

IRIC/DRIG for non-fire incidents- An IRIC and DRIG shall be utilized at all non-fire IDLH incidents. The IRIC/DRIG shall be equipped with the same, if not greater, level of training and PPE as the initial crew. (e.g. The DRIG for a "level A" hazmat entry shall have "level A" PPE and technician level training)

Approved this day ____/____/____

_____ Fire Chief

STANDARD OPERATING GUIDELINES

Subject: Non-Fire Related Responses

Section: Special Operations

Purpose: Provide an operational framework for basic rescue operations

Scope: To apply to special operations incidents ensuring common- best practice based strategy and tactical decisions are deployed.

Policy: It shall be the practice of the Greenwood Fire Department to respond, assess, and when appropriate; command, control and engage emergency situations. The decision to engage shall be made by the incident commander (IC) and based on common size up models.

- What is the emergency? – incident size-up
- What do we need to do to stabilize the emergency?- develop a rescue profile/mitigate hazards
- What resources do I have to stabilize the emergency?
- Apply risk / benefit analysis to the emergency.
- Continuously reevaluate, project outcomes and plan.

General Operational Procedures:

- Special Operations general expectations
 - Deploy an appropriate response to incident
 - Provide, establish or operate within an incident command system (ICS)
 - Provide size-up of incident, and begin the development on an incident action plan (IAP)
 - Communicate the IAP with appropriate involved parties.
 - Order appropriate resources as needed
 - Provide ongoing logistical support to parties directly involved in incident operations
 - Continuously reevaluate the effectiveness of the IAP and strive for most favorable outcomes.
 - Provide appropriate incident termination.
 - Provide ongoing assistance to affected citizens, business, industry and first responders.

- Provide the public and media necessary, timely, accurate and appropriate information through the use of an assigned public information officer (PIO) operating within the official ICS structure.
- Resources - It is important for Greenwood Fire Department personnel to have an understanding of available resources and capabilities. Resources can be obtained for many entities, ICs have the ability to request needed resources from various sources using formal dispatch procedures or direct requests.
 - Local - local resources can be requested by using established procedures such as direct phone calls, utilizing St. Louis County Dispatch, or requests made through an established emergency operations center (EOC). Examples of local resources:
 - Local County or State Public Works ect.
 - Area Fire Departments
 - Area Fire Departments with Technical Teams (Rope, Confined Space, USAR, Water, ect.)
 - Local MNDNR (Minnesota Department of Natural Resources) wildfire resources
 - Area Industry
 - Regional - regional resources can be requested by using established procedures such as direct phone calls, utilizing St. Louis County Dispatch, or requests made through an established emergency operations center (EOC) Examples of regional resources:
 - Regional Fire Departments
 - St. Louis County Rescue Squad
 - Regional Industry
 - State - state and federal resources are typically ordered via the Minnesota State Duty Officer.
 - Minnesota Duty Officer (1-800-422-0798... 24 hrs.) can provide direction and support to incidents requiring the following:
 - Statewide fire/rescue support
 - Minnesota State Fire Marshal's Office incident support/investigation
 - HAZMAT ERT, CAT – hazardous material chemical assessment(CAT) and a technical emergency response team (ERT)
 - USAR Task Force

- MNICS (Minnesota Incident Command System)
- MSFCA (Minnesota State Fire Chief's Association) command resources
- MSP (Minnesota State Patrol) aviation
- Federal – support for significant impact/major disaster events
- Law Enforcement Agencies – Requests for expanded law enforcement resources should be conducted by appropriate ICS staff, typically a law enforcement officer (LEO).

Command and Control

- A NIMS compliant ICS shall be used and expanded as needed.
- An incident safety officer (ISO) is recommended and in most cases necessary to provide a neutral safety perspective.
- Automatic / Mutual Aid resources will require support including, command, logistics and in some cases cost recovery.
- Size-up shall be conducted prior to incident engagement.
- Incident Action Plans are required for special operations. In some circumstances this may be a written IAP, in others this may be a verbal IAP, if the value of discretionary time is deemed not available.
- Risk Assessment (rescue vs. recovery) A risk assessment shall be conducted prior to technical incident engagement. Fire Department staff will conduct and develop a rescue profile. A rescue profile is a rapid assessment of predictable victim survivability. The higher the rescue profile, the more managed risk rescuers will assume.
 - Immediate need (victim rescue – no discretionary time available)
 - Moderate need (victim rescue – discretionary time available)
 - Victim body recovery
 - Unable to / too unsafe to access a recovery
 -

General Safety Statements

- Appropriate PPE shall be utilized during special operations, as determined by the IC, operation section chief (OSC), or group/division supervisor in accordance with applicable and appropriate fire service best practices.
- SCBA – respiratory protection shall be utilized during special operations – if required. (**Respiratory Protection Standard - OSHA 29CFR 1910.146 may be applicable.**)

- In an environment that meets OSHA's definition of immediately dangerous to life and health (IDLH), strive to apply applicable best-practice procedures.
- Atmospheric monitoring shall be utilized in cases where potential hazardous atmospheres are suspected and/or identified.
- Mechanical isolation may be required for incidents where rescuers and victims could be injured if moving equipment isolated (physically stopped, cribbed, shored, etc.) Mechanical isolation should be followed by electrical isolation if available.
- Electrical isolation should be obtained for incidents where power to equipment may pose a hazard to operating rescuers and/or victims. **(Lock-out/Tag-out OSHA 29CFR 1910.147 standard)**
- Hazard assessment and mitigation prior to rescuer engagement is paramount to increase overall safety of operating staff.
 - The supervisory staff needs to identify, isolate, mitigate, and confirm that hazards are mitigated. Hazard mitigation is paramount for rescuer/responder safety and is referenced during the duration of the document. IC's shall make reasonable attempts at rectifying the following hazardous situations before hazard zone entry is attempted – if appropriate. Examples include:
 - Physical hazards
 - Electrical potential
 - Moving equipment
 - Unstable loads
 - Difficult/uneven grounds
 - Working at height
 - Falling object potential
 - Stored energy potential
 - Engulfment/collapse/slough potential
 - Threats of violence, incendiary and secondary devices, active shooters
 - Untrained, uncontrolled and inadequately equipped citizen and formal rescuers.
 - Chemical Hazards
 - Contaminated hazardous atmospheres
 - Flammable / combustible atmospheres
 - Oxygen deficient / oxygen enhanced atmospheres
 - Hazardous leaks, spills and releases
 - Biological contamination
 - Radiological / nuclear release and contamination

- Decontamination may be required for operating staff, as well as, victims and/or contaminated involved parties. This may be mass gross decontamination, full technical decontamination, or characteristics of both.
 - Incident Rehabilitation (REHAB) is function of logistics. The establishment of REHAB will be required for extended operations. Even short duration incidents may require formal REHAB due to **HAZWOPER (Hazardous Waste Operations and Emergency Response, OSHA 29CFR 1910.120)** and incident complexity requirements. The IC is required to provide for REHAB as appropriate.
 - Appropriate incident termination is required. This may require the IC to ensure ongoing plans and recovery (body, environmental, economic and the like) continue as the Greenwood Fire Department involvement ceases.
 - When appropriate, the IC may be required to account for any Greenwood Fire Department resource loss and recovery. Loss recovery procedures may vary from one incident type to another. The IC should maintain accountability of staff, equipment and resources assigned to his/her command.
 - A proper documentation record is required for all special operations. Supervisors may be required to submit detailed reports of his/her involvement in special operations. This includes photo and written documentation, providing assistance for investigation (consent permission) for local, state and federal agencies.
- Multiple Discipline issues – In some incidents, several disciplines become involved. Trained, educated and experienced command staff must be able to identify which strategies and tactics are applicable and appropriate.
 - Mass Causality Incident (MCI) issues – Some special operations incidents will include MCI procedures. MCI procedures and supervisory staff will be required for incident stabilization.

Approved this day ____/____/____

_____ Fire Chief

STANDARD OPERATING GUIDELINES

Subject: Roadway Safety Operations

Section: Special Operations

Purpose: This guideline identifies vehicle positioning practices for Greenwood Fire Department apparatus and emergency vehicles that provides maximum protection and safety for personnel operating in or near moving vehicle traffic. In addition, these procedures emphasize efforts to maintain lanes of moving traffic around the incident scene to minimize the traffic queue and the inherent probability of secondary collisions. Efforts to complete safe and efficient clearance of the incident scene in as short a timeframe as possible are recommended.

Policy: It shall be the practice of the Greenwood Fire Department to position apparatus and other emergency vehicles at any incident on any street, road, highway or expressway in a manner that best protects the incident scene while at the same time providing for traffic movement past the incident scene as much as reasonably possible. Such positioning shall afford protection to fire department personnel, law enforcement officers, tow service operators, other emergency personnel 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 roadway incident.

Always consider moving vehicles as a threat to your safety. At every roadway emergency scene, personnel are exposed to passing motorists of varying driving abilities. Responders must accept and anticipate that motorists approaching the incident scene on the roadway may be a 'D' driver; drunk, drugged, drowsy, distracted, or just plain dumb. It is the 'D' driver that may be completely oblivious to your presence due to distractions or impairments. Distracted motorists will often be looking at the scene and not the roadway in front of them where you might be operating. Assume that all approaching traffic is a 'D' driver and is out to get you until proven otherwise.

Nighttime incidents and inclement weather conditions are particularly hazardous. Visibility is reduced and driver reaction time to hazards in the roadway is slowed. Adjust operations accordingly.

Definitions:

Advance Warning- notification procedures that advise approaching motorists to transition from normal driving status to that required by the temporary emergency traffic control measures ahead of them.

Block- positioning a fire department apparatus on an angle to the lanes of traffic creating a physical barrier between upstream traffic and the work area. Includes 'block to the right' or 'block to the left'.

Buffer Zone- the distance or space between personnel and vehicles in the protected work zone and nearby moving traffic.

Downstream- the direction that traffic is moving as it travels away from the incident scene.

Flagger- a fire department member assigned to monitor or direct approaching traffic and activate an emergency signal if the actions of a motorist do not conform to established traffic control measures in place at the highway scene

Linear Block- positioning a fire department apparatus parallel to or within a travel lane or shoulder of a roadway. Linear positioning only creates a physical barrier within that lane or shoulder of the roadway.

Taper- the action of merging lanes of moving traffic into fewer moving lanes.

Temporary Traffic Control Zone- the physical area of a roadway within which emergency personnel perform their fire, EMS and rescue tasks at a vehicle-related incident.

Transition Zone- the lanes of a roadway within which approaching motorists change their speed and position to comply with the traffic control measures established at an incident scene.

Upstream- the direction that traffic is traveling from as the vehicles approach the incident scene.

“Move It Incidents”

All emergency personnel are at great risk of injury or death while operating in or near moving traffic. There are several specific tactical procedures that should be taken to protect all responders and emergency service personnel at the incident scene including;

1. Consider that all approaching drivers are ‘D’ drivers
2. Establish an initial “block” with the first arriving emergency vehicle or fire apparatus while the initial size-up survey is completed
3. Always wear high visibility, florescent and reflective garments (vest or jacket) during roadway operations. When full protective NFPA compliant clothing is required by department SOG, high-visibility vests must be worn over structural turnout gear except for members combating a fire situation or dealing directly with hazardous materials.
4. All fire department members must wear structural firefighting helmet with chinstrap donned properly.
5. Operators of emergency vehicles at the scene should complete ‘light shedding’; turning off all lights such as vehicle headlights, forward-facing warning lights, or spotlights that might create vision impairment to approaching motorists at nighttime incidents.
6. Employ the ‘Move It’ or ‘Work It’ strategy. Determine if vehicles involved can be moved out of the travel lanes to an off-roadway location. Moving to an off-roadway location improves responder safety, minimizes congestion, and assists with safe, quick clearance; the “Move It” strategy
7. If vehicles can be moved out of the travel lanes of the roadway, attempt to clear the travel lanes in less than 30 minutes; Minor duration incident.

“Work It” Incidents

The following are benchmarks for Safe Positioning of apparatus and emergency vehicles when the crash-damaged vehicle cannot be moved out of the travel lanes of the roadway and crews must work the incident at the location found upon arrival. If incident is a ‘Work It’ situation, establish Command according to ICS protocols, employ upstream advance warning and temporary traffic control transition measures to warn approaching motorists, and attempt to reduce their vehicle speed. Incident duration is anticipated to exceed 30 minutes.

1. Position first-arriving apparatus to protect the scene, patients, and emergency personnel.
 - a. Initial apparatus placement should create an initial incident area protected from traffic approaching in at least one direction. Intersections or where the incident may be near the middle lanes of a multi-lane roadway require two or more sides of the incident to be protected.
 - b. Angle apparatus on the roadway with a “block to the left” or a “block to the right” to create a physical barrier between the crash scene and approaching traffic. Block at least one additional traffic lane more than that already obstructed by the crashed vehicle(s); obstructed Lane + 1 strategy. Shoulder of the highway can be counted as a lane.
 - c. The front wheels of blocking vehicles should be turned away from the downstream work area
 - d. For first arriving fire department units where a charged hoseline may be needed, block so that the pump panel is downstream, on the opposite side of on-coming traffic. This will protect the pump operator.
2. Ambulances should be positioned within the protected work area and have their rear patient loading area angled away from the nearest lanes of moving traffic
3. Additional responder vehicles and personnel working the incident should either support advanced warning efforts or be positioned within the protected area created by the blocking apparatus.
4. Command shall stage unneeded emergency vehicles off the roadway, place them in a Staging area on the downstream side of the incident, or return these units to service.
5. Lanes of traffic shall be identified numerically as “Lane 1”, “Lane 2”, etc., beginning from the left to the right when considered from the motorist’s point of view driving in those lanes.
6. Traffic cones or cones with flares alongside should be deployed upstream to increase the advance warning for approaching motorists. Cones and flares identify but only suggest the transition and tapering actions that are requested of the approaching motorist.
7. Personnel shall place cones and flares as well as shall retrieve cones while facing oncoming traffic. A Buddy system is recommended for deployment and retrieval.
8. Adequate advance warning to approaching motorists should be put in place using flares or traffic cones deployed at intervals of no greater than 40’ apart upstream of the blocking apparatus. The furthest traffic cone that begins the taper and closing of a travel lane should be positioned upstream along the edge or shoulder of the roadway.

9. Additional personnel may extend the advanced warning area by placing additional emergency vehicles, traffic cones, flares, deployable signs, and arrow boards to build upon initial traffic control measures as the incident duration exceeds 30 minutes. Placing flares, where safe to do so, adjacent to and in combination with traffic cones for nighttime operations greatly enhances motorist warning and scene safety.
10. Progressively open lanes of traffic as safely and efficiently as practical as the incident is dealt with. Once cleared of vehicles, patients and debris, opening of a traffic lane will reduce the queue and minimize the chances of secondary collisions.

Incident Command Benchmarks

The initial-arriving company officer and/or the Incident Commander must complete critical benchmarks to assure that a safe and protected work environment for emergency scene personnel is established and maintained including;

1. Assure that the first-arriving apparatus establishes an initial block to create an initial safe work area
2. Determine if incident is a 'Move It' situation where vehicles can be relocated out of the normal travel lanes thereby reducing responder exposure to moving traffic and improving incident clearance time.
3. Determine if the incident is a 'Work It' situation in which the vehicles involved must remain in their present location as fire, rescue, and medical activities take place.
4. Assure that all ambulances on-scene are placed within the downstream, protected work area of the larger apparatus.
 - a. Assure that all patient loading into ambulances is done from within a protected work area.
5. The initial company officer and/or Incident Commander must operate as the Scene Safety Officer until this assignment is delegated.
6. Command shall assure that 'light-shedding' protocols including Opticom strobe systems and high-beam headlights are turned OFF and that other emergency lighting remains ON as necessary.

Emergency Crew Personnel Benchmarks

Listed below are benchmarks for safe actions of individual personnel when operating in or near moving vehicle traffic.

1. Always maintain an acute awareness of the high risk of working in or near moving traffic. They are out to get you!
2. Never trust the 'D' driver in the moving traffic that is approaching you.
3. Always look before you move!
4. Avoid turning your back to moving traffic.

5. Personnel arriving in crew cabs of fire apparatus should exit and enter the apparatus from the protected, downstream side, away from moving traffic.
6. Officers, apparatus operators, crew members in apparatus with individual jump seat configurations and all ambulance personnel must exit and enter their units with extreme caution remaining alert to moving traffic at all times.
7. Protective clothing, high-visibility safety garment, and helmet with chin strap in position should be donned prior to exiting the emergency vehicle.
 - a. During normal daylight conditions, don helmet and high visibility garment or NFPA compliant turnout PPE and high-visibility vest when operating in or near moving traffic.
 - b. During dusk to dawn operations or when ambient lighting is reduced due to inclement weather conditions, don helmet, full NFPA compliant protective clothing and high-visibility vest.
 - c. All staff personnel and any other personnel arriving on an apparatus or emergency vehicle should don assigned helmet and high-visibility garment prior to exiting their vehicle.
8. Always look before opening doors and stepping out of apparatus or emergency vehicle into any moving traffic areas. When walking around fire apparatus or emergency vehicle, be alert to your proximity to moving traffic.
 - a. Stop at the corner of a blocking position unit, check for moving traffic, and then proceed along the unit remaining as close to the emergency vehicle as possible.
 - b. Maintain a 'reduced profile' when moving through any area where a minimum 'buffer zone' condition exists.

High-Volume, Limited Access Highway Operations

High-volume, limited access divided highways include expressways, turnpikes, freeways, tollways, and other multi-lane roadways within the response area. A desire to keep the traffic moving on these high-volume thoroughfares is inherent in all operations. When in the judgment of Command (or Unified Command), it becomes essential for the safety of operating personnel and the patients involved, any or all lanes, shoulders, and entry/exit ramps of these limited access highways can be completely shut down. This, however, should rarely occur and should be for as short a period of time as practical.

Unique Safe Positioning procedures at locations such as expressway, freeway, and limited-access, high-volume multi-lane roadway incidents include;

1. Travel lanes are typically 12 feet in width. First-arriving engine company apparatus should establish an initial Lane +1 block position.
2. A large and heavy second fire apparatus such as a ladder truck shall be automatically dispatched to all incidents on all limited-access, high-volume expressways, tollways, freeways, and highways.
3. The primary assignment of this second unit shall be to;

- a. Establish an upstream block occupying a minimum of two 12' lanes plus the paved shoulder of the highway or blockage of three 12' driving lanes of traffic upstream of the initial block provided by the first-due apparatus.
- b. The position of this apparatus shall take into consideration all conditions that might limit sight distance of the approaching traffic including ambient lighting conditions, weather-related conditions, road conditions, curves, bridges, hills and over- or underpasses.
- c. Traffic cones and/or cones illuminated by flares and the NFPA-compliant retro-reflective pink Emergency Scene Ahead deployable sign should be placed upstream of the second vehicle by its crew at the direction of the company officer.
- d. Traffic cones on limited-access, high-volume roadways can be placed at 40' intervals with the furthest cone and or flare approximately 200 feet "upstream", to allow adequate warning to drivers. When incident duration exceeds two hours, advance warning efforts should be as compliant with the Manual of Uniform Traffic Control Devices (MUTCD) requirements as possible.
- e. A flagger/spotter person should be positioned if available to monitor the response of approaching motorists as they are directed to transition to a slower speed and taper into merged lanes of traffic.
- f. Command should be notified by this flagger/spotter on the incident operating channel of any approaching traffic that is not responding to the speed changes, transition, tapering and merging directions. Flagger/spotter should have the capability of activating a pre-determined audible warning to operating personnel of a non-compliant motorist approaching.

Additional Considerations:

1. Vehicles from law enforcement and transportation departments can be used to provide additional blocking of additional traffic lanes as needed as incident duration exceeds 30 minutes; MUTCD minor duration.
2. When incident duration exceeds 30 minutes, it becomes an Intermediate duration incident as defined by the MUTCD. During this period of time, efforts should evolve around clearing the scene as expeditiously as possible. For extended duration incidents such as hazardous materials situations, Command should request appropriate traffic incident management personnel and resources. When the lane or road closure exceeds two hours in duration, MUTCD-compliant traffic control measures should be in place. This can include traffic control center protocols, transportation department arrow board trucks, road detours, changeable message sign notifications, media contacts, etc, as appropriate.
3. Fire Department Command officer should establish a liaison with the law enforcement supervising officer as soon as possible. This Unified Command team will jointly coordinate activities and determine how to most efficiently resolve the extended duration incident and clear the obstructed travel lanes in as safe and efficient manner as practical.
4. Termination of the incident should be managed with the same aggressiveness as initial actions. Crews, apparatus, and equipment must be removed from the highway in a coordinated process to reduce exposure to moving traffic and minimize traffic congestion.

Approved this day ____/____/____

_____ Fire Chief

STANDARD OPERATING GUIDELINES

Subject: Safety Issues/ Close Calls/ Near Misses

Section: Safety and Survival

Pages: 4

PURPOSE: To provide a standard, documented approach to safety concerns that arise at:

- 1) Emergency / Hazard Zone Operations
- 2) Non-emergency operations

Firefighting and emergency incident operations are an inherently hazardous duty. The Greenwood Fire Department shall attempt to control and protect employees from unwarranted risk.

The Greenwood Fire Department safety motto shall be:

“If you see something, say something, do something!”

Safe operations begin with proper training, strong command, effective leadership and appropriate communication. Safe operations continue with all employees following orders, communicating issues such as changing conditions, and looking out for the safety and wellbeing of fellow workers, subordinates and supervisors. Safe operations are enhanced when we evaluate, communicate, change and learn from experiences and training.

EMERGENCY / HAZARD ZONE POLICY:

It shall be the practice of the Greenwood Fire Department to identify, communicate and remedy operational safety issues that occur in emergency operations.

It shall be the practice of the Greenwood Fire Department for the Incident Commander (IC) to assign an Incident Safety Officer (ISO) at emergency incidents, when possible and appropriate. The ISO operates at the command staff level within the NIMS. The ISO has the authority to halt unsafe operations. The ISO has the responsibility to identify and communicate safety concerns with the IC and operational staff. In the circumstance when an ISO is not assigned, the IC is required to carry out ISO duties. The ISO should be a staff member who:

- 1) Holds officer rank, or is eligible to hold officer rank (this is not always possible, due to on-scene staff limitations)
- 2) Has completed an ISO training course
- 3) Has demonstrated ability to effectively carry out duties of the ISO

EMERGENCY / HAZARD ZONE PROCEDURE:

- 1) Notify the supervisor of the immediate work group and protect others in that assigned work group
- 2) Each supervisor shall notify his/her supervisor until IC level is notified
- 3) The established Incident Safety Officer (ISO) shall be notified
- 4) An URGENT radio message may be announced at the scene by any operational or command staff
- 5) A safety barrier may be created, i.e. flagging, cones, assigned person
- 6) In some instances the Chief, department safety officer or Fire Department safety committee will need to be informed. The intent will be to correct future safety issues through training, SOP and policy. A safety/near miss form shall be created for documentation.
- 7) Some examples of safety issues at emergency/hazard zone operations:
 - a. Improper use of PPE / SCBA / IMS accountability
 - b. Lack of communicated incident action plan (IAP)
 - c. Utility issues
 - i. downed power lines
 - ii. electrical power uncut/ gas not controlled
 - iii. LPG / natural gas presence
 - iv. utilities not notified
 - d. Building structural issues
 - i. Presence of lightweight construction
 - ii. Wall, floor, roof, facade integrity issues
 - iii. Blocked, locked or lack of egress
 - iv. Identified holes in floor, roof, etc.
 - v. Previous fire weakening
 - vi. Extensive water, ice/snow loads
 - vii. Partial collapse of building components
 - viii. Failure to identify and comply with collapse zones, when appropriate
 - e. Fire Behavior issues
 - i. Observed backdraft potential
 - ii. Observed flashover potential
 - iii. An intense release of dark, turbulent, pressurized smoke
 - iv. An indication of multiple fire origins
 - v. A presence of intense fire loading (i.e. flammable or combustible fuels, rack storage)
 - vi. An indication of an incendiary fire set
 - f. Hazardous atmospheric conditions; presence of hazardous materials
 - g. Hazardous physical conditions
 - i. compromised containers
 - ii. failure of isolation (lock out/tag out)
 - iii. Rack storage

- iv. Presence of explosive devices
- h. Communication failure
 - i. technical (radio)
 - ii. personal (lack of communicated plan)
- i. Rescue Incident issues
 - i. Lack of back-up
 - ii. Lack of belay
- j. Highway/Roadway safety issue

NON-EMERGENCY WORKPLACE OPERATIONS POLICY:

- 1) It is the practice of the Greenwood Fire Department to fix or remedy workplace safety issues at the lowest possible level.
- 2) Simple workplace safety issues shall be immediately corrected. Examples of simple workplace issues:
 - a. Slip/fall hazards
 - b. Cleaning / organizing
 - c. Labeling chemicals
 - d. Proper use of workplace PPE, i.e. eye/hearing/hand/foot protection
 - e. Proper use of tools
- 2) Equipment safety issues shall be identified and corrected.
 - a. Immediately correct the issue if possible
 - b. Notify supervisor
 - c. Complete BO equipment form if applicable
 - d. Complete safety form if applicable
 - e. Communicate issue with other staff and shifts

NON-EMERGENCY WORKPLACE PROCEDURE:

- 1) Correct simple issues
- 2) Notify supervisor
- 3) Communicate safety issue with other staff
- 4) Complete a Safety/Close Call form or BO equipment form, if appropriate

Approved this day ____/____/____

_____ Fire Chief

STANDARD OPERATING GUIDELINES

Subject: Exposure Control Guidelines

Section: EMS Operations

Pages: 8

PURPOSE:

This policy applies to all personnel within the Greenwood Fire Department, who are involved in fire fighting, hazardous material incident control, rescue, or emergency medical services which involve occupational exposure to blood or other potentially infectious materials.

SCOPE:

This policy shall apply to all new and current members of the Greenwood Fire Department in the performance of their duties.

BACKGROUND:

The Greenwood Fire Department recognizes the potential for transmission of certain blood borne infections to firefighters and EMS staff through contact with blood and body fluids and requires that specific precautions to minimize the risk of exposures. Universal precautions will be used where there is blood or body fluids to protect firefighters, EMS staff, patients, and citizens against the spread of infectious diseases.

This plan will be reviewed annually beginning on January 1, 2025 and as needed to reflect changes in procedures, policies or work rules.

The Greenwood Fire Department recognizes that communicable disease exposure is an occupational health hazard. Communicable disease transmission is possible during any aspect of operations including emergency response, training and while in the station.

It is the Department's policy to:

- A. Provide services to all persons requiring them without regard to known or suspected diseases in any patient.
- B. Regard all patient contacts as potentially infectious and to take universal precautions at all times.
- C. Provide Department personnel with the necessary training, immunizations and protective equipment to reduce the risk to firefighters and members of the public.
- D. Recognize the need for infection controls in the workplace.
- E. Prohibit discrimination of any Department member based on infection with HIV or a Hepatitis virus.
- F. Regard all medical information on Department personnel as confidential.

DEFINITIONS:

Blood: Human blood, human blood components and products made from human blood.

Blood Borne Pathogens: Pathogenic microorganisms that are present in human blood that can cause disease in humans. These pathogens include, but are not limited to Hepatitis and Human Immunodeficiency Virus (HIV).

Contaminated: The presence or the reasonably anticipated presence of blood or other potentially infectious material on an item.

Contaminated Laundry: Laundry which has been soiled with blood or other potentially infectious materials or that may contain sharps.

Decontamination: The use of physical or chemical means to remove, inactivate, or destroy blood borne pathogens on a surface or item to the point where they are longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use or disposal.

Engineering Controls: Controls (e.g., sharps disposal containers) that isolate or remove the blood borne pathogens hazard from the workplace.

Exposure Incident - A specific eye, mouth, other mucus membrane, non-intact skin, or other contact with blood or potentially infectious materials that result from the performance of duties.

HIV: Human Immunodeficiency Virus

Occupational Exposure: Reasonably anticipated skin, eye, mucus membrane or parenteral contact with blood or other potentially infectious materials that may result from performance of an employee's duties.

Other Potentially Infectious Materials (OPIM):

A. The following human fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids where it is difficult or impossible to differentiate between body fluids.

2. Any unfixed tissue or organ (other than intact skin) from human (living and dead).
3. HIV containing cell or tissue cultures, organ cultures, and HIV or HBV containing medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

Parenteral: Piercing mucus membranes or the skin barrier through needle sticks, human bites, cuts, abrasions, etc.

Personal Protective Equipment: Specialized clothing or equipment worn for protection against a communicable disease.

Source Individual: An individual, living or dead, whose blood or other potentially infectious materials may be a source of exposure.

Sterile: The use of a physical or chemical procedure to destroy all micro-organisms including highly resistant bacteria.

Universal precautions: An approach to infection control which calls for all human blood and certain body fluids to be treated as if they are known to be infectious for HIV, HBV and other pathogens.

Workplace Controls: Controls that reduce the likelihood of exposure by altering the manner in which a task is performed.

OCCUPATIONAL EXPOSURE CONTROL PLAN

Exposure Determination

All personnel within the Greenwood Fire Department, who are involved in firefighting, hazardous material incident control, rescue, or emergency medical services may be exposed to blood and other potentially infectious materials.

Methods of Compliance

1. Universal precautions shall be observed to prevent contact with blood and other potentially infectious materials. All body fluids shall be considered potentially infectious materials.

Work Practices

1. Gloves will be worn for all patient/victim contact. Gloves will be worn for touching blood and body fluids, mucus membranes or non-intact skin of all patients, for handling items soiled with blood or body fluids, and for performing all cleaning of soiled surfaces. Gloves are to be removed and hands washed after contact with each patient or each use for cleaning or handling potentially infectious materials.
2. All members will wash hands and exposed skin with soap and water when feasible, or flush mucus membranes with water as soon as practical following contact with potentially infectious materials.
3. Hands must be washed for a minimum of 15 seconds after doffing gloves, before eating or preparing food, and after contact with body fluids, mucus membranes or broken skin.
4. When hand washing is not possible, members will clean their hands with an antiseptic towel or hand cleanser, and then wash their hands with soap and water at the earliest possible time.
5. Any other skin, mucus membrane, or body area that has come in contact with potentially infectious material must be washed as soon as possible.
6. Immediately after use, sharp items such as needles and lancets shall be placed in a leak-proof, puncture-resistant container. Contaminated sharps shall not be recapped or otherwise manipulated by hand. Whenever possible, firefighters will leave handling and disposal of sharps to EMS. When firefighters must dispose of sharps or contaminated broken glassware, all handling will be with tongs or forceps. Also, glass can be cleaned up with a brush and dustpan.
7. All procedures involving blood or OPIM shall be performed to minimize splashing and spattering.

8. Infectious waste, any disposable item which encounters body fluids, shall be handled with gloves, and shall be placed in an impermeable red bag.
9. No potentially infectious waste should be left at the scene of an incident.

Personal Protective Equipment (PPE)

1. When PPE is removed it shall be, decontaminated or disposed of in an appropriate container.
2. Personnel in contact with patients/victims will have examination gloves and goggles with them at all times. These are available on each apparatus.
3. Gloves will be worn for all patient/victim contact. Gloves must be worn for touching blood and body fluids, mucus membranes or non-intact skin of all patients/victims, and for cleaning of soiled surfaces.
4. Gloves are to be removed and hands washed after contact with each patient or each use for cleaning or handling potentially infectious items.
5. Structural firefighting protective clothing will be worn for all incidents requiring this protection. Additionally medical gloves should be worn under the firefighter's gloves when infectious materials may be encountered such as during vehicle extrication. Because of the potential for burns, medical gloves should not be worn under fire fighting gloves where there is exposure to extreme heat.
6. Masks shall be worn in combination with goggles or glasses with solid side shields whenever droplets of blood or OPIM may be splashed in the eyes, nose, or mouth. Face shields on structural firefighting helmets shall not be used for exposure control; however, SCBA masks are acceptable.
7. Gowns, waterproof aprons, or structural firefighting gear shall be worn during procedures that are likely to generate splashes of blood or other body fluids.

Equipment Cleaning

1. Routine cleaning of equipment will be done after each use.
2. Vehicles, tools, and other equipment that is exposed to body fluids will be cleaned with an antiseptic cleaner followed by soap and water.

Contaminated Sharps

1. A sharps container is carried in each ambulance and medical kit.
2. The sharps container must be kept in an upright position when used and shall be replaced immediately after the first use, not used until full.
3. Exposed sharps will only be picked up with pliers or tongs, never by hand.
4. Sharps containers should be closed to prevent spillage, placed in a second container if leaking, and handled with care.
Used sharps containers shall be capped, taped, and dated for disposal.
5. Full containers shall be given to proper hospital personnel or left in designated areas for destruction.
6. Contaminated materials shall be handled as little as possible. When handling contaminated linen or towels, firefighters and EMS staff will wear medical gloves and other appropriate PPE. All soiled linen shall be placed in red bags that prevent leakage.

Disposal of Waste

1. All waste will be placed in red plastic bags or labeled sharps containers.
2. Whenever possible, contaminated waste will be given to an on-scene EMS crew for disposal.
3. Waste not given to an on-scene EMS crew will be transported back to the fire station or directly to the hospital in a non-passenger area of the vehicle. No more than 50 lbs of waste material may be transported.
4. The waste will then be double bagged, the bags sealed and placed in the station's outside trash container.
5. Heavily soiled waste materials, those with unabsorbed body fluids, will be double bagged, placed out of living areas and traffic areas at the fire station, and EMS shall remove the waste within 24 hours.

Hepatitis B Vaccination

1. All personnel who are at risk to occupational exposure will have the Hepatitis B vaccination, post exposure evaluation, and follow up made available at no cost.
 - a. The Hepatitis B vaccination will be available after the firefighter receives training on the Hepatitis B vaccine, its safety, method of administration, the benefits of being vaccinated, and within ten working days of initial shift assignment. The vaccination will not be given to anyone who has received the complete Hepatitis B vaccination series, or if antibody testing shows that the firefighter is immune. If the individual is allergic to yeast, an alternate Hepatitis B vaccine will be offered.
 - b. Each firefighter or EMS staff must sign a consent/refusal form verifying that this vaccination was offered to him/her
2. Post-Exposure Evaluation and Follow-up
 - a. Following a report of an exposure incident, the employer shall make immediately available to the exposed employee a confidential medical evaluation and follow-up, including at least the following elements:
 - b. Documentation of the route(s) of exposure, and the circumstances under which the exposure incident occurred;
3. Identification and documentation of the source individual, unless the employer can establish that identification is infeasible or prohibited by state or local law
 - a. The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine Hepatitis and HIV infectivity. If consent is not obtained, the employer shall establish that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, shall be tested and the results documented.
 - b. When the source individual is already known to be infected with Hepatitis or HIV, testing for the source individual's known Hepatitis or HIV status need not be repeated.
 - c. Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

4. Collection and testing of blood for Hepatitis and HIV serological status;

Healthcare Professional's Written Opinion

1. The employer shall obtain and provide the employee with a copy of the evaluating healthcare professional's written opinion within 15 days of the completion of the evaluation.
2. The healthcare professional's written opinion for Hepatitis B vaccination shall be limited to whether Hepatitis B vaccination is indicated for an employee, and if the employee has received such vaccination.
3. The healthcare professional's written opinion for post-exposure evaluation and follow-up shall be limited to the following information:
 - i. That the employee has been informed of the results of the evaluation
 - ii. That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.
4. All other findings or diagnoses shall remain confidential and shall not be included in the written report

Communication of Hazards to Personnel

1. Warning labels shall be affixed to containers of regulated waste containing blood or OPIMs.
2. Potentially infectious waste will be placed in red plastic bags.

Information and Training

1. All personnel with the potential for occupational exposure shall participate in an exposure control training program.
2. The training will be provided on initial assignment to a position that has potential for exposure and annually after that.
3. Training will be provided when changes occur, such as modifications of procedures, and with the use of new products that may affect occupational exposure.
4. The training program shall contain at least the following elements.
 - a. Information on the location of the Federal Register, Volume 56, #235, Friday, December 6, 1991, Rules and Regulations. (29 CFR 1910.1030) can be located online at www.osha.gov and in the training division office
 - b. A general explanation of the symptoms of blood borne diseases.
 - c. An explanation of the modes of transmission of blood borne pathogens.
 - d. An explanation of this exposure control plan and fact that a copy of the policy will be included in the SOG manual located in the fire station.
 - e. Training in recognizing activities that may involve exposure to blood or OPIMs.
 - f. An explanation of methods and their limitations for reducing exposure including appropriate engineering controls, work practices, and PPE.
 - g. Information on the types, proper use, location, removal, handling, decontamination and disposal of PPE.
 - h. Instruction on how to select PPE for different situations.
 - i. Information on the Hepatitis B vaccine, including its effectiveness, safety, method of administration, the benefits of being vaccinated, and the fact that the vaccination is offered at no charge to firefighters and EMTs.

- j. Information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIMs.
- k. An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available.
- l. Information on the post-exposure evaluation and follow up provided for the firefighter or EMS Staff following an exposure.
- m. An explanation of the labels and color coding required by the exposure control plan.
- n. An opportunity for interactive questions and answers with the person conducting the training session.

Record keeping

1. The Greenwood Fire Department shall maintain a record for each employee who has occupational exposure in accordance with 29 CFR 1910.20. The record includes:
 - a. The name and social security number of the member, a copy of the member's Hepatitis B vaccination status including the dates of all hepatitis vaccinations and any medical records relative to the member's ability to receive the vaccination.
 - b. A copy of all results of examinations, medical testing, and follow up procedures as required.
 - c. The employer's copy of the health care professional's written opinion.
 - d. A copy of the information provided to the health care professional.
2. Medical records shall be kept confidential and shall not be disclosed to any person within or outside the Department, except as required by law, without the employee's written consent.
3. The records shall be maintained for the duration of employment plus 30 years in accordance with 29 CFR 1910.20.

Training Records

1. Training records shall include the following information:
 - a. The dates of the training.
 - b. A summary of the training.
 - c. The names and qualifications of the persons conducting the training.
 - d. The names and job titles of all persons attending the training.
2. Training records shall be maintained for three years from the date on which the training occurred.
3. Member's training records will be provided upon request to the individual member, and to anyone having written consent of the individual in accordance with 29 CFR 1910.20.

Responsibilities

1. The Fire Chief has overall responsibility for the operation of the Fire Department and for the Exposure Control Plan.
2. The Department Safety Committee has responsibility for reviewing and updating this plan, for reviewing administration of the infection control program and for making recommendations to the Chief of Department for improvements in procedures, equipment and training that will minimize the risk of occupational exposure.
 - a. The committee will meet at least annually to review the status of the infection control program and more often as needed.
 - b. Written notes of all meetings will be maintained.
 - c. The EMS Coordinator is the Department's Infection Control Officer, and is responsible for administering the Department's Safety and Training programs and for ensuring that the Exposure Control Plan is current, all personnel with the potential for exposure are trained and understand the plan, and that training records are maintained properly.
 - d. The EMS Coordinator is responsible for coordinating the initial phase of training on blood borne pathogens for personnel, for ensuring that Hepatitis B vaccinations are offered to firefighters and EMTs who have potential for exposure, for coordinating post exposure protocols for career personnel and for administering exposure records.
 - e. Officers are responsible within the chain of command for following and enforcing infection control procedures in all phases of their areas of control.
 - f. All other personnel are responsible for complying with the infection control plan and with the training received.

Approved this day ____/____/____

_____ Fire Chief

STANDARD OPERATING GUIDELINES

Subject: Exposure Control Guidelines

Section: Fire Operations

Pages: 8

1.0 PURPOSE

This Respirator Protection Program presents the procedures and requirements that must be met to ensure that individuals required to use a respirator for their job duties are provided with safe, effective respiratory protection. **Section 1.0: Informational**

2.0 SCOPE

This written program applies to all fire fighters and EMS personnel who perform tasks that require the use of a respirator. **Section 2.0: Informational**

3.0 RESPONSIBILITIES

3.1 The Fire Chief is responsible for the implementation of this Program, including allocation of adequate resources to ensure adherence to all applicable regulations.

3.2 The SCBA/PPE Coordinator is the Coordinator of the Respiratory Protection Program and has responsibility to:

- Maintain and oversee the Respirator Protection Program.
- Schedule employees for the required respirator-medical evaluations, fit testing, and training.
- Maintain fit test records for the duration of employee employment.
- Maintain documentation that employee has completed a medical evaluation for authorization to use a respirator.
- Maintain training records.
- Maintain inspection records for respirators
- Maintain records that Grade D air is provided to SCBA cylinders
- Conduct an annual evaluation of the program.

3.3 Incident Commanders have the responsibility for:

- Identifying and communicating respirator requirements according to tasks performed at each specific response scene.

3.4 Safety Officer has the responsibility to:

- Evaluate scene conditions during emergency response to identify potential IDLH conditions that require SCBA use.
- Conduct atmospheric monitoring of the work areas where respiratory protection is required. For example, where carbon monoxide, cyanide, and other potential contaminants expected.
- Communicate atmospheric conditions and respirator recommendations with Incident Commander.

3.5 Officers have responsibility to:

- Ensure that respirators designated by the Incident Commander or Safety Officer for use at a particular response are worn by employees.
- Ensure employees attend the required respirator-medical evaluations, fit testing, and training.
- Ensure that respirators are cleaned after each use and stored properly.
- Ensure respirator equipment is inspected according to department schedule.
- Monitor employee competency for respirator use, SCBA cylinder refilling, and respirator cleaning and inspection.
- Ensure that only approved wearers are issued respiratory protection equipment.

3.6 Firefighters have the responsibility to:

- Use the approved size and style respirator determined by the Incident Commander or Safety Officer for each response.
- Attend and participate in required medical evaluations, fit testing, and training.
- Inspect respirators.
- Clean and properly store respirators after each use
- Perform a face piece fit check for adequate seal each time a respirator is donned (Appendix B, Section 4.0).
- If they have facial hair, ensure that their facial hair does not that interfere with facepiece seals or inhalation/exhalation valves.

Section 3.0: Informational

The written program does not require that specific responsibilities are listed.

Edit the template to reflect the job titles that are used in your department.

A department that omits section 3.0 will be in compliance with 29 CFR 1910.134 (c).

If a department does not have a designated Safety Officer, these duties should be assigned to corresponding personnel in the department.

4.0 RESPIRATOR SELECTION

4.1 Respirator Selection

4.1.1 Respirators shall be worn when person is exposed to

air contaminants above the OSHA permissible exposure limit.

4.1.2 Interior structural firefighting should be assumed to be immediately dangerous to life and health (IDLH) until a determination is made that IDLH conditions do not exist.

4.1.3 Self-Contained Breathing Apparatus (SCBA) must be used when:

- **Oxygen deficiency (less than 19.5% oxygen) exists.**
- **Toxic products of combustion may be present.**
- **The atmosphere is immediately dangerous to life and health (IDLH), suspected of being IDLH, or unknown.**
- **Air contaminants are present in concentrations above the OSHA permissible exposure limit, and no other effective respirator for that contaminant is available for those concentrations.**

See Appendix A for respirator selection guideline according to specific tasks.

4.1.1 Mandatory

29 CFR 1910.134(d)(1)-(2)

4.1.2 Mandatory

29 CFR 156(f)(1)

4.1.3 Mandatory

29 CFR 1910.134 (d)(1)-(2)

29 CFR 1910.156(f)(1)(ii)

Informational

Appendix A is provided as a decision guide.

5.0 PROCEDURES FOR PROPER RESPIRATOR USE

5.1 Respirators: shall be used in accordance with its NIOSH certification and manufacturer instruction.

5.2 Facial Hair: Persons required to use a respirator shall not have facial hair that interferes with the facepiece seal or inhalation/exhalation valves. This rule stays in effect even if the person passes a fit test with facial hair.

5.3 Eyeglasses: Persons who require corrective eyeglasses should not wear the eyeglasses with a full-face respirator, since the eyeglass frame can interfere with the face-to-facepiece seal. Obtain an eyeglass insert provided by the respirator manufacturer. The employee is responsible for paying for the eye examination to determine lens correction and frame size. The employer is responsible for paying for the eyeglass insert.

5.4 Seal Check: Conduct a user seal check each time a respirator is put on. Persons using a respirator may not have any condition, such as facial scars, facial hair, or missing dentures, that prevents them from achieving a good facepiece seal. Individuals are not permitted to wear headphones, jewelry, or other articles that may interfere with the facepiece-to-face seal.

5.5 SCBA Cylinder Air Management: SCBA cylinders must have a minimum service life rating of 30 minutes. Leave the area when the cylinder end-of-service life alarm is activated. The alarm must activate when the apparatus is reduced to within 20-25% of its rated service time.

5.1 Mandatory

29 CFR 1910.134(d)(1)(iii)

5.2 Mandatory

29 CFR 1910.134(g)(1)(i)

5.3 Mandatory

29 CFR 1910.134(g)(1)(ii)

5.4 Mandatory

29 CFR 1910.134(g)(1)(iii)

5.5 Mandatory

29 CFR 1910.134 (f)(1)(v)

29 CFR 1910.134 (f)(1)(vi)

Template may be edited to reflect rating and alarm setting at the department, as long as alarm activated before 20-25% of rated service life.

6.0 BREATHING AIR QUALITY FOR SCBA CYLINDERS

6.1 Breathing air in SCBA cylinder must meet at least the requirements for Grade D breathing air described in

ANSI/ Compressed Gas Association G-7.1 – 1989, Commodity Specification for Air.

6.2 When air cylinders are purchased through a third party a certification that the air in the cylinders meets the specifications of Grade D breathing air will be kept on file.

6.3 When using air from a compressor, the following conditions must be met:

- **Oil compressors must have either a Carbon Monoxide sensor, a heat sensor, or both.**
- **Compressor intake must be located in a clean air environment.**
- **Suitable in-line air-purifying filters must be installed.**

6.4 SCBA air cylinders shall be filled by personnel trained to use the compressor equipment.

6.5 SCBA air cylinders must be stored in a fully charged state and shall be recharged when pressure falls to 90% of manufacturer's recommended pressure level.

6.6 Couplings used to fill breathing air cylinders must be incompatible with couplings for other compressed gas cylinders.

6.7 SCBA cylinders are required to be hydrostatically tested every 5 years.

6.1 Mandatory

29 CFR 1910.134(i)(1)(ii)

6.2 Mandatory

29 CFR 1910.134(i)(4)(ii)

6.3 Mandatory

29 CFR 1910.134(i)(5)

Edit template to reflect the type of compressor used.

6.4 Mandatory

29 CFR 1910.134(k)(v)

6.5 Mandatory

29 CFR 1910.134(h)(3)(iii)

6.6 Mandatory

29 CFR 1910.134(i)(8)

6.7 Mandatory

29 CFR 1910.134(i)(4)(i)

7.0 CLEANING, INSPECTION, MAINTENANCE AND STORAGE

7.1 Cleaning

7.1.1 Follow the manufacturer's owner's manual for cleaning, and maintenance.

7.1.2 All SCBAs and reusable respirators are to be cleaned and disinfected as often as necessary to be maintained in a sanitary condition.

7.1.3 Respirators issued to more than one individual shall be cleaned and disinfected before being worn by a different individual.

7.2 Inspection

7.2.1 Inspect respirators during cleaning and before placing the respirator back in storage.

7.2.2 Conduct monthly inspection of SCBAs.

7.2.3 Follow manufacturer's owner's manual for inspection instructions and checklists. Inspect components such as facepiece, valves, faceshield, straps, hose, regulators, harnesses, cylinder condition and alarms.

7.2.4 Inspect that SCBA regulator and warning devices function properly.

7.3 Defective Respirators

7.3.1 Respirators that are defective or have defective parts shall be taken out of service immediately.

7.4 Maintenance

7.4.1 Maintain and service respirators according to manufacturer instructions.

7.4.2 Repairs to regulators, alarms, and reducing and admission valves shall be conducted only by the manufacturer or a technician trained by the manufacturer.

7.5 Storage

7.5.1 Store respirators in a manner that prevents deformation of the face seal, other damage, or contamination.

7.1.1 Informational

7.1.2 Mandatory

29 CFR 910.134(h)(1)

7.1.3 Mandatory

29 CFR 1910.134(h)(1)(ii) Delete from template if respirators are assigned to specific persons

7.2.1 Mandatory

29 CFR 1910.134(h)(3)

7.2.2 Mandatory

29 CFR 1910.134(h)(3)(ii)

7.2.3 Information

7.2.4 Mandatory

29 CFR 1910.134(h)(3)(ii)

7.3.1 Mandatory

29 CFR 1910.134(h)(4)

7.4.1 Mandatory

29 CFR 1910.134(h)(4)

7.4.2 Mandatory

29 CFR 1910.134(h)(4)(iii)

7.5.1 Mandatory

29 CFR 1910.134(h)(2)

8.0

RESPIRATOR FIT TEST

Purpose: The purpose of the respirator fit test is to ensure that contaminants do not leak into the facepiece and to identify the correct size facepiece for each individual (make, model and size).

- a. Fit testing may be performed by Fire Department personnel, regional Fire Department personnel, or an outside vendor. The Fit Test evaluates facepiece leakage. The Fit Test is NOT a medical authorization to use a respirator.

Scope: Each individual required to use a respirator must be fit tested on each manufacturer make/model that the individual will wear.

This includes: SCBA; Air purifying respirators **Frequency:** The Fit Test must be conducted with the same manufacturer, model, and size that the person uses. Conduct the Fit Test and must be conducted:

- Prior to the first time using the manufacturer/model and size of the respirator.
- Annually.
- When there are changes in the individual's physical condition that could affect the face seal (e.g., weight, dentures, facial scarring, etc.).

8.4 Type of Fit Test

- Fit tests can be qualitative or quantitative.
- A Qualitative Fit Test requires the user to report leakage of a test agent into the facepiece.
- A Quantitative Fit Test uses an instrument to measure the presence of a test agent outside and inside the facepiece and give a numerical result.

Documentation

- The Fire Department shall maintain records of individual Fit Tests.

MEDICAL EVALUATION FOR AUTHORIZATION TO USE A RESPIRATOR

Purpose: The Medical Evaluation for Authorization to Use a Respirator ensures that the individual is physiologically able to wear a respirator.

Scope: Each individual hired after February 1, 2019 required to use a respirator must complete a medical evaluation for authorization to use the respirator.

Frequency: The individual must have documentation that they are medically authorized to use a respirator before performing any tasks that require the use of a respirator.

New Hire: New Hire shall complete a medical evaluation for respirator use.

Re-evaluation of Current Employees: Those currently employed shall be subject to a re-evaluation using the medical evaluation questionnaire when the following conditions occur, as listed in the OSHA Respirator Standard 29 CFR 1910.134 (e)(7).

- Employee reports signs or symptoms that are related to ability to wear a respirator.
- A healthcare provider or Fire Department Officer informs the Fire Chief that an individual needs to be reevaluated.
- Information from the respirator program, including observations made during fit testing, indicate the need for a reevaluation.
- A change occurs in work conditions (i.e. physical work effort, protective clothing, temperature) that may result in substantial increase in the physiological burden placed on an individual while wearing a respirator.

Contents of Medical Evaluation for Authorization to Use a Respirator

1. **Medical Questionnaire.** Complete the OSHA Respirator questionnaire before an individual is assigned to wear a respirator. The specific contents of the questionnaire are mandatory, as provided in the OSHA respirator standard
2. **A licensed healthcare provider is authorized to replicate the questionnaire.**
3. **The questionnaire is confidential.** The occupational health provider provides the questionnaire directly to the individual, and the answers are not shared with the employer.
4. **The medical questionnaire must be reviewed by a licensed healthcare professional.** This includes MD, PA, NP, or RN, but does not include emergency medical technicians or paramedics.
5. **Based on evaluation of the questionnaire, the healthcare provider may authorize an individual for respirator use or may refer the individual for pulmonary function testing.**
6. **Pulmonary Function Tests (spirometry).** A healthcare provider may request diagnostic tests, including a pulmonary function test, to make a determination for respirator use.

Documentation

1. **The licensed healthcare professional will provide a statement to the individual's department that the individual is or is not, authorized to use a respirator.** The documentation should include the date of the evaluation, individual's name, physician's name and contact information.
2. **The documentation should not include any personal medical information, questionnaire answers or pulmonary function test results.**

TRAINING

Scope: Training is required for all individuals who are required to use respirators in their job function.

1. Frequency: Training must be provided before an individual first wears a respirator, and annually after that.

2. Effectiveness: Training is performance-based. On an annual basis, the individual must be able to demonstrate knowledge of contents listed in Section 10.4 below.

3. Content of SCBA training.

- **Instruction in type of respiratory hazards encountered**
- **Instruction in the use of respirators:**
 - o **When use of respirators is required**
 - o **Inspection procedures prior to use**
 - o **Seal check and adjusting for comfort**
 - o **Wearing of respirator**
 - o **Components of respirators**
- **Types of respirators used at the workplace, capabilities, and limitations**
- **How to respond to respirator malfunctions**
- **SCBA Air Management, and cylinder alarm procedures**

- SCBA cylinder filling
- Fit test
- Cleaning, maintenance, and storage
- How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators

Each fire department may determine method of training, including performance-based training or skill demonstration. Document dates that knowledge was assessed.

RECORDKEEPING

The following records will be maintained:

1. Medical evaluation: letter from healthcare professional that each individual is medically cleared to wear a respirator.
2. Fit test record (initial and annual)
3. Training record (initial and annual)
4. Air cylinder purchases, certification of air quality.
5. SCBA respirator inspection records (monthly)

PROGRAM EVALUATION

The Respirator Program will be reviewed annually by the department. The review should cover the following topics, at minimum:

- Adequacy of the respirator being used.
- Incidents in which the respirator has failed to provide adequate protection; and,
- Adequacy of training and maintenance on the use of respirator.
- Potential changes to and recommendations for the program.

Approved this day ____/____/____

_____ Fire Chief

clerk@greentownshipmn.com

From: lois.roskoski@greentownshipmn.com
Sent: Friday, June 13, 2025 5:11 PM
To: David Dejoode
Cc: Greentownship Clerk; Fire Captain
Subject: RE: Resignation

Dave:

I received your resignation, which is effective immediately. I am forwarding this email to Clerk Spicer and Interim Fire Chief Trancheff.

Please have Kristal deliver your gear to the Town Hall during open office hours (9 am - 1 pm) on Tuesday, June 19, 2025.

Thank you for your past contributions to the Greenwood Fire and EMS Department.

Lois Roskoski
Chair
Greentownship Board of Supervisors

-----Original Message-----

From: "David Dejoode" <dejoode david9@gmail.com>
Sent: Friday, June 13, 2025 11:21am
To: lois.roskoski@greentownshipmn.com
Subject: Resignation

Effective immediately I am turning in my resignation. Kristal will bring in my gear on Tuesday

GREENWOOD TOWNSHIP FIRE DEPARTMENT APPLICATION
OFFICER APPLICATION

Name: Tranchett Brian M Date: 6-19-25
Last First ML

Address: 4293 Arrowhead pt rd Apartment/Unit#
Street Address
Tower MN 55790
City State ZIP Code

Home Phone: _____ Cell Phone: 218-780-6329 Email: b.tranchett@xcel.com

Social Security Number: 0409 MN Driver's License#: A801-079-131-609

Please Circle the Position(s) Applied for: Fire Chief Assistant Fire Chief

Fire Captain EMS Captain Admin Assistant

Are you a citizen of the United States? ☒ Yes ☐ No
If no, are you authorized to work in the U.S.? ☐ Yes ☐ No

Education: (attach additional information if necessary)

Secondary School ----- Degree _____ Year _____

Address _____

College/ University _____ Degree _____ Year _____

Address _____

Comses/ Workshops/ Seminars _____

First Aid Training/ Certificates CPR

Firefighting Certificates/Courses FF 1+2, Leadership 2, S-130, S-190, L-180, ICS-100, S-212

First Responder Certificates/Courses _____

Please list any relevant training or experience you possess that you feel would be beneficial to the department in an officer's role. Experience, EMS training and certification, management training, officer experience etc.

Greenwood Township
Fire Department Officer Application

Name: Lofquist Brianna Date: 4/24/25
Last First

Address: 3024 Sunset Rd
Street Address Apartment/Unit #
Tower MN 55790
City State ZIP Code

Home Phone: _____ Cell Phone: 218-780-9190

Email: brianna@cleanlife family.com

Please circle the position(s) applied for:

Fire Chief Assistant Fire Chief Safety/Training Officer Administrative Assistant

Education: (attach additional information if necessary)

Courses/Workshops/Seminars RN - Registered Nurse, PHN- Public Health Nurse

First Aid Training/Certificates CPR

Firefighting Certificates/Courses Currently enrolled in Fire 1 & 2

First Responder Certificates/Courses First Responder

Please list any relevant training or experience you possess that you feel would be beneficial to the Department, e.g. fire suppression training, first aid, S.C.B.A. certification, Class "D" license, etc.

Please see attached documents

1. letter

2. Resume


Signature:  Date: 4/24/25

I understand that false or misleading information in my application may result in my release as an officer applicant with Greenwood Township.

Brianna Lofquist

3024 Sunset Road • Tower, MN 55790

 brianna@cleanlifefamily.com |  218-780-9190

 <https://start.cleanlifefamily.com/>

SUMMARY

Dedicated and detail-oriented Registered Nurse, Firefighter/First Responder, and Founder of a thriving wellness business with over a decade of cross-industry experience. Proven ability to identify system flaws, enhance compliance, and build operations from the ground up. Passionate about training, team building, and engaging the local community through public safety initiatives. Known for creative problem-solving, effective communication, and high accountability in both clinical and operational settings.

CORE SKILLS

Administrative Leadership & Compliance Oversight
Public Health & Emergency Response
Team Training & Community Engagement
Critical Thinking & Legal Risk Identification
Payroll, Bookkeeping, Insurance, and Tax Operations
Client Relations & Program Development
Equipment & Vendor Management
Emotional Wellness & Holistic Health

PROFESSIONAL EXPERIENCE

- Owner & Holistic Wellness Practitioner – Clean Life Family – Tower, MN (Nov 2020 – Present)
 - Founded and grew a wellness business from the ground up, managing all business functions including staffing, taxes, insurance, customer service, and strategic planning.
 - Provide customized client care using muscle testing, emotional release, and advanced nutritional protocols.
 - Integrate spiritual and physical healing methods to empower long-term transformation.
 - Coordinate education programs and online offerings for clients nationwide.

- ICU Registered Nurse – Fairview Range – Hibbing, MN (Dec 2019 – Jan 2021)
 - Provided critical care nursing in a high-stakes environment, including ventilator management and trauma support.
 - Collaborated with interdisciplinary teams to optimize patient outcomes and safety.
- Registered Nurse – Essentia Health – Duluth, MN (Dec 2018 – Dec 2019)
 - Delivered inpatient care with a focus on safety, compassionate communication, and patient management.
- Registered Nurse – Hillcrest Assisted Living (Jun 2018 – Nov 2018)
- Utility Person & Production Truck Driver – United States Steel Corporation – Keewatin, MN (Dec 2013 – Jan 2017)
 - Operated heavy equipment and managed production logistics in a mill environment.
 - Maintained clean, safe operations with a strong focus on efficiency and coordination.
- Laborer & Pipe Crew Member – Ulland Brothers Inc. – Virginia, MN (Aug 2011 – Oct 2013)
 - Installed city infrastructure, including water, sewer, and storm systems.
 - Operated heavy machinery and ensured precise grading and prep for road work.

EDUCATION

- The College of St. Scholastica – BSN, Nursing (2017–2019)
- Hibbing Community College – ADN, Nursing (2017–2018)
- Itasca Community College – Practical Nursing Diploma (2016–2017)
- Mesabi Range College – AA, Pre-Nursing Studies (2010–2011)

CERTIFICATIONS & TRAINING

- Public Health Nurse/Registered Nurse
- CPR / BLS
- First Responder
- Currently Pursuing Fire Fighter - Enrolled in Fire 1 and Fire 2 Courses
- Certified Emotion Code Practitioner
- Advanced Trained Nutrition Response Testing Practitioner

4/24/25

Brianna Lofquist
3024 Sunset Road
Tower, MN 55790
brianna@cleanlifefamily.com
218-780-9190

Greenwood Township Board and Fire Department

Dear Hiring Committee,

I'm writing to express my strong interest in the Administrative Position within the Greenwood Township Fire Department. As a Registered Nurse with critical care experience, a firefighter and first responder in Greenwood Township, and the founder of my own successful business, I bring a unique combination of leadership, attention to detail, and operational know-how. I'm deeply committed to helping our department thrive—and I believe this role is the perfect place for me to contribute even more.

One of my proudest moments of service so far was identifying legal vulnerabilities in our First Responder program—serious gaps that could put the township at risk. I didn't sit on that information—I brought it directly to the Interim Fire Chief and EMS Captain and have been working behind the scenes ever since to help Greenwood move toward full compliance. I'm not afraid to dig deep, ask questions, or go down the rabbit holes necessary to ensure we're doing things right—legally, ethically, and operationally.

As the founder of Clean Life Family, I've built my business from the ground up—handling everything from client engagement and tax compliance to insurance, payroll, and growth strategy. That hands-on experience has shaped me into someone who sees both the big picture and the small details. I've learned what it takes to make something succeed—and I bring that same mindset to my work in public service.

One of my visions for the future is more training and community involvement. I'd love to help bring more structure and purpose to our training process, while also working to re-engage the community through the fire hall. Imagine what it would mean to bring people together again through outreach events, safety education, and open house days. That kind of engagement not only builds trust, it builds our team, bringing in more members and improving our coverage for the people who live here.

I'm excited about the direction our department is heading and the chance to work alongside leaders like Brian Trancheff and Tammie Dowden. Together, we have an opportunity to create a fire and EMS team rooted in integrity, innovation, and true service.

Thank you for your time and consideration. I'd be honored to continue the conversation and share more about how my experience and vision align with the department's future.

Sincerely,

Brianna Lofquist

RECEIVED
1-29-25

Greenwood Township
Fire Department Officer Application

Name: Farley Catherine Date: Jan 23, 2025
Last First

Address: 4463 Moccasin Point Road
Street Address Apartment/Unit #

Tower MN 55790
City State ZIP Code

Home Phone: 218-753-5454 Cell Phone: 507-269-9041

Email: Catherine@TomBenSam.com

Please circle the position(s) applied for:

Fire Chief Assistant Fire Chief Safety/Training Officer Administrative Assistant

Education: (attach additional information if necessary)

Courses/Workshops/Seminars See attached

First Aid Training/Certificates _____

Firefighting Certificates/Courses See attached

First Responder Certificates/Courses _____

Please list any relevant training or experience you possess that you feel would be beneficial to the Department, e.g. fire suppression training, first aid, S.C.B.A. certification, Class "D" license, etc.

See attached

Signature: Catherine M. Farley Date: 1/23/25

I understand that false or misleading information in my application may result in my release as an officer applicant with Greenwood Township.

Catherine Farley

OBJECTIVE

My primary objective is to provide positive and comprehensive support to the Fire Department Administrator by being readily available, respectful, and reliable.

REFERENCES

Donna Edelman
Jerome A. Skraba
Kevin O'Brien

ADDRESS

4463 Moccasin Point Road
Tower, MN 55790
USA

PHONE

Home: 218-753-5454
Cell: 507-269-9041

EMAIL

Catherine@TomBenSam.com

EXPERIENCE

PRESENT - FEB 2016

Wildfire Finance Section Chief & Instructor | MN Incident Management Team | Grand Rapids, MN

PRESENT - JAN 2023

Wildfire Finance Time/Procurement Unit Leader | Northern Rockies IM Team | Missoula, MT

JAN 2023 - FEB 2018

Wildfire Finance Time/Procurement Unit Leader | Southern Area Red IM Team | Atlanta, GA

Key responsibilities: Serving local areas by assisting with the financial responsibilities a wildfire creates, both in MN and across the United States.

EDUCATION

University Wisconsin | Madison, WI

Bachelor's Degree in Mathematics & Secondary Education

Emergency Management Institute | FEMA

National Wildfire Coordination Group | MNDNR

Red Card Qualified for the following Leadership Positions: Finance Section Chief Type 3, Cost Unit Leader, Time Unit Leader, Technical Specialist

COMMUNICATION

Collaborating with colleagues, commanders, local officials, firefighters, contractors, cooperators, local resources and the general public to ensure safety and financial responsibility of all involved when a wildfire occurs.

LEADERSHIP

As an instructor and chief, I maintain a positive working environment that promotes respectful engagement and personal development for all.

Farley, Catherine

FEMA CERTIFICATES

ICS 100 Intro Incident Command
ICS 200 Initial Action Incident
ICS 300 Intermediate ICS Expanding
Incident Command Systems
ICS 400 Intermediate ICS Advanced
ICS 700 Intro to NIMS
National Incident Management System
ICS 800 Intro to NRF
National Response Framework
NIMS ICS All Hazards Finance

NATIONAL WILDFIRE COORDINATION GROUP CERTIFICATIONS

S-260 Incident Business Management
S-261 Incident Business Management
E/L 975 All Hazards Position Specific
E-Isuite Wildfire Finance Software
E/L 973 Finance Section Chief
ISA Information Security Awareness

MNDNR

NSC Defensive Driving Course

SOFTWARE EXPERIENCE

Excel
Microsoft Word
Teams
Forms
Outlook
PowerPoint
SharePoint
Adobe Photoshop
Adobe Acrobat
Windows 11 Pro

ADDITIONAL EXPERIENCE

JAN 2010 - JAN 2000

Creator/Owner and Project Manager | Gold Star Webs, LLC | Rochester, MN

PRESENT - JUNE 1988

Wife, Mother of Three, Grandmother of Three | Farley Family Trust | Tower, MN

JUNE 1998 - MARCH 1989

High School Math Teacher and Coach | Rochester Lourdes HS | Rochester, MN

Married to David Farley in June of 1988, we moved from Madison WI to Rochester, MN where I truly enjoyed working as a high school math teacher and coach of volleyball and golf. We were blessed with three children in 1992, 1996 and 1998. It was shortly after our third that I chose to stay at home and start a web design business. I sold my company in 2010 and "retired". During the next 4 years I found myself designing and building the retirement home we live in today, and it was in 2016 that I agreed to work for the DNR and the Federal Government as a Wildfire Fighter - Finance Section.

TOWER HISTORY

Family Ties

People often ask me, "Why Tower?" My mother was born and raised in Ely, my father, born and raised in Virginia, MN. My ancestors have been on Lake Vermilion for over 100 years. My earliest memories are of my 5-year-old birthday party on the shores of Lake Vermilion. So, why not Tower, MN? It's absolutely beautiful and our extended family is here.

WHY I AM APPLYING

I believe I have always known that one day, when the timing was right, I would want to sign up to be involved with our township, but I did not know in what capacity or exactly when. Today, I learned that the position of Administrative Assistant to the Fire Chief became vacant, and I realized that this is the position I am now qualified to do and am now available to do it.

Recent work experience, as well as training in both federal and state finance, will allow me to provide comprehensive administrative support. I look forward to applying my organizational skills to managing correspondence, maintaining records, forms and overall operating procedures, coordinating communications, budget tracking and at the same time, maintain transparency yet follow the rules of confidentiality.

Greenwood Township
Fire Department Officer Application

Name: STRONG KRISTAL Date: 2/10/25
Last First

Address: 1350 Tibbets Trail
Street Address Apartment/Unit #
Tower MN 55790
City State ZIP Code

Home Phone: 218-404-2303 Cell Phone: _____

Email: velvetsky14@gmail.com

Please circle the position(s) applied for:

Fire Chief Assistant Fire Chief Safety/Training Officer Administrative Assistant

Education: (attach additional information if necessary)

Courses/Workshops/Seminars LPN

First Aid Training/Certificates BLS

Firefighting Certificates/Courses FF1 & FF2 - not certified

First Responder Certificates/Courses EMR -

Please list any relevant training or experience you possess that you feel would be beneficial to the Department, e.g. fire suppression training, first aid, S.C.B.A. certification, Class "D" license, etc.

Proficient in MS Word, Excel, ordering,
time keeping, report writing. Previous work
experience as office manager, executive secretary
programming director.

Signature: Kristal Strong Date: 02/10/25

Kristal D. Strong
1350 Tibbetts Trail
Tower, MN 55790
(218) 404-2303
velvetsky14@gmail.com

Profile:

- I am a self-motivated intelligent individual with the proven ability to learn and master new skills in a brief period of time.
- Effective, diplomatic communicator. Polished interpersonal, writing and telephone skills.

Education:

Minnesota North College

Major: Liberal Arts

Major: Practical Nursing

Certification: Emergency Medical Responder

Training: Firefighter 1 & 2, Hazmat (not certified)

Bemidji State University

Major: Business Administration

Minor: Accounting

Skills & Certifications:

- Licensed Practical Nurse, MN Board of Nursing License Number L67145-5
- Emergency Medical Responder (EMR) License Number 501847
- BLS for Healthcare Providers expires October 2026
- NIMS 100, 200 and 700 certified
- Mental Health First Aid certified
- Computer literate with Microsoft Office Suite programs and electronic medical record programs such as EPIC (super user), GE Centricity, Allscripts and Medinotes

Work Experience:

Greenwood Township Fire Department – Tower, MN

Emergency Medical Responder January 2018 to current

Firefighter January 2018 – January 2025

Provides immediate lifesaving care to critical patients who access the emergency medical services system. Collaborate with other emergency personnel when responding to accident scenes or acute illness calls requiring emergency medical care. Provides medical care to firefighters and other emergency personnel during and after a fire incident.

Bois Forte Reservation Health & Human Services – Tower, MN

Patient Benefits Case Manager – Vermilion Clinic June 2016 – present

Managing the process of referring patients to outside healthcare providers for specialized services that cannot be provided within a tribal health clinic, coordinating referrals, verifying eligibility, obtaining prior authorizations, tracking claims, and ensuring proper payment to the outside provider, all while adhering to specific tribal and federal guidelines and regulations related to tribal healthcare programs. Duties and skills include but are not limited to:

- Maintain a centralized medical referral and case management system working closely with internal and external medical staff/providers.
- Identify patient eligibility for payment with established Indian Health Services (IHS) and Bois Forte H&HS Purchased Referred Care protocol and policy.

- Provides a full range of services related to Purchased Referred Care, business office, medical records, and clinic administration.
- Perform outreach efforts to facilitate patient compliance/access, tracking patient's ER/specialty visits and hospital follow-up care.
- Identifying/ utilizing all appropriate available community/alternate resources.
- Communicate, plan and coordinate with clinical case management or disease management staff; as well as supporting care management.
- Provide support and technical assistance for payments, co-pays and denials for the Bois Forte Purchased Referred Care (PRC) Program.
- MNsure navigator and MN SHIP certified to provide Medicaid and Medicare counseling.

Scenic Rivers Health Services – Cook, MN

Clinical Assistant – LPN February 2016 – June 2016

Promote patient's healthcare and treatment by assisting a Family and Internal medicine physicians in patient preparation and treatment process in an ambulatory setting. Provide information to patients, staff, public and other agencies by answering questions and requests. Performed the triage process that included patient assessment and prioritized for care based on their needs.

Essentia Health October 2008 – February 2016

Virginia Clinic and Medical Arts Clinic– Virginia, MN

Ely (formerly known as St. Mary's Duluth Clinic - Ely) – Ely, MN

Clinical Assistant – LPN

Provide direct patient care in a fast-paced ambulatory setting for Family, Internal and Pediatric Medicine departments as well as the specialty clinical operations departments of Orthopedics, Ob/Gyn, Neurology, Urology, ENT, Pediatrics, General Surgery, Nephrology and Cardiology. Experience with team-nursing approach and one-to-one nurse/doctor approach. Duties included assisting the RN, Physician, and other providers to contribute to meeting the mission and goals of Essentia Health. Duties include assisting the physician or provider and performed identified procedures for which competencies had been demonstrated. Cares for patients ranging in age from newborn to elderly as noted on age-related category. Preceptor for new hires. Managed a Family Medicine physician's medical practice as his lead nurse for 14 months in which I was directly responsible for performing the triage process that includes observation and data collection via telephone, surgical scheduling, coordinating nursing home visits, direct verbal and written communication on his behalf to his patients, vendors and other medical providers.

Boys & Girls Club of the Northland August 2005 – October 2008

Programming Director – Vermilion Unit – Tower, MN

Responsible for oversight of the planning, development, implementation, and evaluation of specific programs for youth between the ages of 6 and 18 that supported the BGC's priority outcome areas of academic success, healthy lifestyles, good character, and citizenship. Provided leadership and supervision to assigned program and volunteer staff.

Bois Forte Reservation Tribal Government 2004

Vermilion Office Manager

Fortune Bay Resort Casino 1995 – 2004

Executive Secretary 1995 – 2003

Executive Secretary & Payroll Clerk 1996 - 2001

Director of Sales & Marketing 2003 - 2004

References available upon request.

Minnesota Office of EMS

Kristal Strong

Emergency Medical Responder



Number: 501847 Issued Date: 11/12/2024
Status: Active Expiration Date: 10/31/2026

The information provided on this card is current as of February 11, 2025. Click or Scan the above QR code to retrieve or verify the current applicant status.

RESULTS

Name	CREDENTIAL TYPE	CERTIFICATION
Kristal Dawn Strong	LPN	

m BOARD OF NURSING

PROFILE

Name: Kristal Dawn Strong Birth Year: 1973 Gender: Female

CREDENTIALS

LPN	Title	Licensed Practical Nurse	License	671456
Active	Issue Date	10/20/2008	Expiry Date	05/31/2025

PUBLIC ACTIONS

For details, see the public actions page.

BASIC LIFE SUPPORT

BLS Provider



Kristal Strong

has successfully completed the cognitive and skills evaluations in accordance with the curriculum of the American Heart Association Basic Life Support (CPR and AED) Program.

Issue Date: 10/6/2024 Renew By: 10/2026 eCard Code: 255413927535



To view or verify authenticity, students and employers should scan this QR code with their mobile device or go to www.heart.org/blsqr.

Training Center Name: Minnesota State Colleges & Universities (MNSCU) Multi-Regional Training Center
Training Center ID: MND3788
TC City, State: St. Paul, MN
TC Phone: (651) 724-8701
Training Site Name: 270 MN North Coll. - Customized Training Solutions MRTC
Instructor Name: Tauryn Teske-Erickson
Instructor ID: 12190837148

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

KRISTAL STRONG

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00100.c

Introduction to Incident Command System, ICS-100

Issued this 27th Day of June, 2018

A handwritten signature in black ink, appearing to read "MJ Sharon".

Michael J. Sharon

Deputy Superintendent

Emergency Management Institute

Federal Emergency Management Agency



Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

KRISTAL STRONG

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00200.c

Basic Incident Command System for Initial Response

Issued this 23rd Day of April, 2019

Michael J. Sharon

Deputy Superintendent

Emergency Management Institute

Federal Emergency Management Agency



Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

KRISTAL STRONG

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00700.b

An Introduction to the National Incident Management Sys

Issued this 29th Day of June, 2018

Michael J. Sharon

Deputy Superintendent

Emergency Management Institute

Federal Emergency Management Agency



CONTINUING EDUCATION TRANSCRIPT

Strong, Kristal
3000 County Rd. 77
Tower, MN 55790

Advanced Minnesota - Incident Command System | 1861-FTRG-31 | Start: Jan 18, 2018 - End: Jan 18, 2018

Advanced Minnesota - Firefighter Safety | 1907-FTRG-31 | Start: Jan 25, 2018 - End: Jan 25, 2018

Advanced Minnesota - Building Construction | 1949-FTRG-31 | Start: Feb 03, 2018 - End: Feb 03, 2018

Advanced Minnesota - FF Safety & Rehabilitation I | 1908-FTRG-31 | Start: Jan 30, 2018 - End: Jan 30, 2018

Advanced Minnesota - FF Safety & Rehabilitation II | 1909-FTRG-31 | Start: Feb 01, 2018 - End: Feb 01, 2018

Advanced Minnesota - Fire Behavior | 1906-FTRG-31 | Start: Feb 03, 2018 - End: Feb 03, 2018

Advanced Minnesota - Response and Size Up | 1863-FTRG-31 | Start: Feb 03, 2018 - End: Feb 03, 2018

Advanced Minnesota - Ropes and Knots I | 1838-FTRG-31 | Start: Feb 06, 2018 - End: Feb 06, 2018

Advanced Minnesota - Ladders I | 1920-FTRG-31 | Start: Feb 13, 2018 - End: Feb 13, 2018

Advanced Minnesota - Ropes and Knots II | 1942-FTRG-31 | Start: Feb 08, 2018 - End: Feb 08, 2018

CONTINUING EDUCATION TRANSCRIPT

Strong, Kristal
3000 County Rd. 77
Tower, MN 55790

Advanced Minnesota - Search and Rescue I | 1910-FTRG-31 | Start: Feb 27, 2018 - End: Feb 27, 2018

Advanced Minnesota - Assisting Special Rescue | 1893-FTRG-31 | Start: Mar 03, 2018 - End: Mar 03, 2018

Advanced Minnesota - Firefighting Survival | 1839-FTRG-31 | Start: Mar 03, 2018 - End: Mar 03, 2018

Advanced Minnesota - Forcible Entry | 1913-FTRG-31 | Start: Mar 03, 2018 - End: Mar 03, 2018

Advanced Minnesota - Water Supply | 1944-FTRG-31 | Start: Mar 03, 2018 - End: Mar 03, 2018

Advanced Minnesota - Fire Cause and Determination | 1947-FTRG-31 | Start: Mar 29, 2018 - End: Mar 29, 2018

Advanced Minnesota - Fire Prevention/Public Education/Pre-Planning | 1951-FTRG-31 | Start: Apr 10, 2018 - End: Apr 10, 2018

Advanced Minnesota - Salvage and Overhaul | 1948-FTRG-31 | Start: Mar 27, 2018 - End: Mar 27, 2018

Advanced Minnesota - Detect, Suppression & Protection | 1894-FTRG-31 | Start: Apr 07, 2018 - End: Apr 07, 2018

Advanced Minnesota - Firefighter 1 & 2 Exam Review | 1832-FIRE-31 | Start: Apr 12, 2018 - End: Apr 12, 2018

CONTINUING EDUCATION TRANSCRIPT

Strong, Kristal
3000 County Rd. 77
Tower, MN 55790

Advanced Minnesota - HazMat Properties & Effect/Overview | 1970-FTRG-31 | Start: Apr 24, 2018 - End: Apr 24, 2018

Advanced Minnesota - HazMat Response | 1974-FTRG-31 | Start: Apr 28, 2018 - End: Apr 28, 2018

Advanced Minnesota - Recognition/ERG Books | 1971-FTRG-31 | Start: Apr 26, 2018 - End: Apr 26, 2018

Advanced Minnesota - Scene Safety, Control, PPE, Decon | 1973-FTRG-31 | Start: Apr 28, 2018 - End: Apr 28, 2018

Advanced Minnesota - Vehicle Extrication I | 1865-FTRG-31 | Start: Apr 07, 2018 - End: Apr 07, 2018

Advanced Minnesota - Vehicle Extrication II | 1870-FTRG-31 | Start: Apr 07, 2018 - End: Apr 07, 2018

Advanced Minnesota - Pump Operations / Greenwood FD / May 30, 2019 | 1934-FIRE-14 | Start: May 30, 2019 - End: May 30, 2019

Authorized Signature: _____
Date: 01/31/2020

CONTINUING EDUCATION TRANSCRIPT

Strong, Kristal
1350 Tibbetts Trail
Tower, MN 55790

Advanced Minnesota - OSHA (BBP's, RTK, CS) / Tower FD / 10212019 | 1834-FTRG-02 | Start: Oct 21, 2019 - End: Oct 21, 2019

Authorized Signature: _____
Date: 01/31/2020

Kristal Strong

has completed the course and is now certified in

Adult Mental Health First Aid USA

and has been trained to provide initial help to someone experiencing a mental health or substance use challenge.



**Mental Health
FIRST AID**

from NATIONAL COUNCIL FOR
MENTAL WELLBEING

Charles Ingoglia

Chuck Ingoglia
President & CEO
National Council for Mental Wellbeing

This course is eligible for 7.5 contact hours
of continuing education credit.

National Council for Mental Wellbeing operates Mental
Health First Aid in the USA. The National Council for
Mental Wellbeing and the Missouri Department of Mental
Health founded Mental Health First Aid USA.

This certificate became
effective on:

05/15/2024

Date

This certificate **expires:**

3 yr from effective date

Date



MATIT

Minnesota Association of Townships Insurance Trust
805 Central Ave East, PO Box 415 • St. Michael, MN 55376
Phone: 763-497-2330 or 1-800-262-2864

Premium Notice

Invoice #: 13476

Date: 07/01/2025

Due: 08/15/2025

Trust:

Minnesota Association of Townships Insurance Trust

805 Central Ave East
PO Box 415
St. Michael, MN 55376

Bill To:

Attn: Debby Spicer

Greenwood Township - Saint Louis
3000 County Rd 77
Tower, MN 55790



Type of Coverage: CLC

Policy Number: J0859CLC25

Due Date: 08/15/2025

CLC From 7/1/2025 through 6/30/2026

Outstanding Balance

Total Due

\$15,554.00

PLEASE KEEP THIS PORTION FOR YOUR RECORDS

PLEASE RETURN THIS PORTION WITH YOUR CHECK

MINNESOTA ASSOCIATION OF TOWNSHIPS INSURANCE TRUST
P.O. BOX 415
ST. MICHAEL, MN 55376

Invoice#: 13476

Due Date: 08/15/2025

Total Due: \$15,554.00

Type of Coverage: CLC

FOR OFFICE USE ONLY

CHECK #: _____

AMOUNT: _____

INITIALS: _____

Attn: Debby Spicer

Greenwood Township - Saint Louis

3000 County Rd 77

Tower, MN 55790

Policy Number: J0859CLC25

Make Check Payable to MATIT

Policy Detail

Insured Greenwood Township - Saint Louis
 Policy Number J0859CLC25
 Description J0859CLC25 - Greenwood Township - Saint Louis
 Reinsurer Policy Number PEP G24541290 011
 Written Premium 15,554.00
 Rating Program MATIT CLC (2025)

Terms

Effective Date 07/01/2025
 Expiry Date Through 06/30/2026

Limits

Layer Type Primary

Location Schedules

Member	Policy	Loc #	Bldg #	Description	Street 1	Street 2	City	Property Type	Valuation	Deductible	Prop Value	Rate	Premium Base Written	Total Remove Written Date
Greenwood Township - Saint Louis	J0859CLC25	1		Pickle Ball Court/3000 Highway 77	3000 Highway 77		Tower	Property in the Open	Replacement Cost	500	100,400		321.28	321.00
Greenwood Township - Saint Louis	J0859CLC25	1	1	Loc 1 TOWN HALL/FIRE DEPT / Bldg 1 3000 CTY RD BUILD	3000 Cty Rd 77		Tower	Building	Replacement Cost	250	1,039,096		3,120.37	3,120.00
Greenwood Township - Saint Louis	J0859CLC25	1	1	Loc 1 TOWN HALL/FIRE DEPT / Bldg 1 3000 CTY RD PERSP	3000 Cty Rd 77		Tower	Personal Property	Replacement Cost	250	128,500		436.90	437.00
Greenwood Township - Saint Louis	J0859CLC25	1	2	Loc 1 SKATING SHACK / Bldg 2 3000 CTY RD BUILD	3000 Cty Rd 77		Tower	Building	Replacement Cost	250	10,000		34.00	34.00
Greenwood Township - Saint Louis	J0859CLC25	1	2	Loc 1 SKATING SHACK / Bldg 2 3000 CTY RD PERSP	3000 Cty Rd 77		Tower	Personal Property	Replacement Cost	250	700		2.38	2.00
Greenwood Township - Saint Louis	J0859CLC25	1	3	Loc 1 STORAGE BUILDING / Bldg 3 3000 CTY RD BUILD	3000 Cty Rd 77		Tower	Building	Replacement Cost	250	201,625		685.53	686.00
Greenwood Township - Saint Louis	J0859CLC25	1	3	Loc 1 STORAGE BUILDING / Bldg 3 3000 CTY RD PERSP	3000 Cty Rd 77		Tower	Personal Property	Replacement Cost	250	30,000		102.00	102.00
Greenwood Township - Saint Louis	J0859CLC25	1	4	Loc 1 PAVILION / Bldg 4 3000 CTY RD BUILD	3000 Cty Rd 77		Tower	Building	Replacement Cost	250	57,119		194.20	194.00
Greenwood Township - Saint Louis	J0859CLC25	1	5	Loc 1 PLAYGROUND EQUIPMENT / Bldg 5 3000 CTY RD PIO	3000 Cty Rd 77		Tower	Property in the Open	Replacement Cost	250	48,000		163.20	163.00
Greenwood Township - Saint Louis	J0859CLC25	1	6	Loc 1 TENNIS COURT FENCING / Bldg 6 3000 CTY RD PIO	3000 Cty Rd 77		Tower	Property in the Open	Replacement Cost	250	17,700		60.18	60.00
Greenwood Township - Saint Louis	J0859CLC25	1	7	Loc 1 GRANITE MEMORIAL MONUMENT / Bldg 7 3000 CTY RD PIO	3000 Cty Rd 77		Tower	Property in the Open	Replacement Cost	250	3,700		12.58	13.00
Greenwood Township - Saint Louis	J0859CLC25	1	8	Loc 1 BENCHES & PICNIC TABLES / Bldg 8 3000 CTY RD PIO	3000 Cty Rd 77		Tower	Property in the Open	Replacement Cost	250	12,900		43.86	44.00

Inland Marine Schedules

Member	Policy	Schedule Number	Type	Description	Lien Holder	Serial Num	Valuation	Value	Deductible	Total Remove Written Date
Greenwood Township - Saint Louis	J0859CLC25	1	Contractor's Equipment	Firebrand 28' Fire/Rescue Boat	No		Actual Cash Value	240,000	250	936.00
Greenwood Township - Saint Louis	J0859CLC25	1	Computer Coverage	Automark Voting Booth	No		Actual Cash Value	5,600	100	22.00
Greenwood Township - Saint Louis	J0859CLC25	1	Miscellaneous Equipment	1 1/2' Hose, 50 Rolls	No	na	Actual Cash Value	20,000	250	78.00
Greenwood Township - Saint Louis	J0859CLC25	1	Valuable Papers	Valuable Papers	No		Actual Cash Value	2,000	100	30.00
Greenwood Township - Saint Louis	J0859CLC25	2	Computer Coverage	Opti Scan Counter	No		Actual Cash Value	3,900	100	15.00
Greenwood Township - Saint Louis	J0859CLC25	2	Miscellaneous Equipment	Misc Fire Fighting Equip	No		Actual Cash Value	156,200	250	609.00
Greenwood Township - Saint Louis	J0859CLC25	3	Computer Coverage	Canon C3525 Copier W/Stapling Capability	No		Actual Cash Value	10,037	100	39.00
Greenwood Township - Saint Louis	J0859CLC25	3	Miscellaneous Equipment	Flir Systems (2) For Boat 1 & 2	No		Actual Cash Value	22,000	250	86.00
Greenwood Township - Saint Louis	J0859CLC25	3	Miscellaneous Equipment	2009 Yamaha 115Hp Outboard Motor #68Vx1100791	No	na	Actual Cash Value	14,000	250	55.00
Greenwood Township - Saint Louis	J0859CLC25	4	Computer Coverage	Computers/Laptops/Printers/Av Equipment	No		Actual Cash Value	2,500	100	10.00
Greenwood Township - Saint Louis	J0859CLC25	4	Miscellaneous Equipment	Msa Air Bottles W/ Regulators	No	na	Actual Cash Value	42,000	250	164.00
Greenwood Township - Saint Louis	J0859CLC25	4	Miscellaneous Equipment	2009 Yamaha 115Hp Outboard Motor #68Wx1004077	No	na	Actual Cash Value	14,000	250	55.00
Greenwood Township - Saint Louis	J0859CLC25	5	Contractor's Equipment	Alumaweld 24' Boat W/Motors	No		Actual Cash Value	57,000	250	222.00
Greenwood Township - Saint Louis	J0859CLC25	5	Computer Coverage	Voting Machine	No		Actual Cash Value	11,200	100	44.00
Greenwood Township - Saint Louis	J0859CLC25	5	Miscellaneous Equipment	Misc Fire Apparatus & Equipment	No		Actual Cash Value	25,000	250	98.00
Greenwood Township - Saint Louis	J0859CLC25	6	Contractor's Equipment	2018 Equinox Snowbulance	No		Actual Cash Value	7,643	250	30.00
Greenwood Township - Saint Louis	J0859CLC25	6	Miscellaneous Equipment	Misc Tools & Equip	No		Actual Cash Value	37,820	250	147.00
Greenwood Township - Saint Louis	J0859CLC25	7	Contractor's Equipment	2012 Evinrude 300Hp Outboard Motor Model E250Dcxdr	No	5149907	Actual Cash Value	10,000	250	39.00
Greenwood Township - Saint Louis	J0859CLC25	7	Miscellaneous Equipment	Jd Riding Lawnmower	No		Actual Cash Value	5,000	250	20.00

Member	Policy	Schedule Number	Type	Description	Lien Holder	Serial Num	Valuation	Value	Deductible	Total Remove Written Date
Greenwood Township - Saint Louis	J0859CLC25	8	Contractor's Equipment	2012 Evinrude 300Hp Outboard Motor Model E250Dpxsdr	No	5156428	Actual Cash Value	10,000	250	39.00
Greenwood Township - Saint Louis	J0859CLC25	8	Miscellaneous Equipment	Misc Emp Equip	No		Actual Cash Value	7,000	250	27.00
Greenwood Township - Saint Louis	J0859CLC25	9	Miscellaneous Equipment	Extrication Equipment	No		Actual Cash Value	50,000	250	195.00
Greenwood Township - Saint Louis	J0859CLC25	10	Miscellaneous Equipment	Misc Boat Equip	No		Actual Cash Value	25,000	250	98.00
Greenwood Township - Saint Louis	J0859CLC25	11	Miscellaneous Equipment	Garmin Gps Boat #2	No	na	Actual Cash Value	5,000	250	20.00
Greenwood Township - Saint Louis	J0859CLC25	12	Miscellaneous Equipment	Garmin Gps Boat 1	No	na	Actual Cash Value	5,000	250	20.00
Greenwood Township - Saint Louis	J0859CLC25	13	Miscellaneous Equipment	Msa Packs W/Pass Devices	No		Actual Cash Value	70,000	250	273.00
Greenwood Township - Saint Louis	J0859CLC25	14	Miscellaneous Equipment	2002 Polaris Ranger With Mat Tracks #4Xarf50A72D820820	No		Actual Cash Value	4,000	250	16.00
Greenwood Township - Saint Louis	J0859CLC25	15	Miscellaneous Equipment	3 Aed'S @ \$1,600 Each	No		Actual Cash Value	4,800	250	19.00
Greenwood Township - Saint Louis	J0859CLC25	16	Miscellaneous Equipment	5' Soft Hose, 2 1/2' Hose, Nozzles, Etc	No	NA	Actual Cash Value	49,000	250	191.00
Greenwood Township - Saint Louis	J0859CLC25	17	Miscellaneous Equipment	Fire Dept Radios (35 Radios@\$2,000Ea)	No		Actual Cash Value	70,000	250	273.00

Vehicle Schedules

Member	Policy	Schedule Number	Body Type	Year Make	Model	VIN	Valuation	Cost New	Comp Deduct	Coll Deduct	Comp Written	Coll Written	Csl Written
Greenwood Township - Saint Louis	J0859CLC25	1	Fire/Police	1999 Ford	F-450 Rescue	1FDXF47FXXC60090		112,000	500	500	67.00	246.00	223
Greenwood Township - Saint Louis	J0859CLC25	2	Fire/Police	1991 Intl	Tender Engine 2	1HTSENHR1MH324532		90,000	500	500	67.00	246.00	223
Greenwood Township - Saint Louis	J0859CLC25	3	Fire/Police	2002 Intl	7400 Tender Engine 1	1HTQEADR22J040686		243,000	500	500	67.00	246.00	223
Greenwood Township - Saint Louis	J0859CLC25	4	Snowmobiles	2005 Skidoo	Gtx (E)	02BPSEJA25V000023		7,000	500	500	67.00	188.00	62
Greenwood Township - Saint Louis	J0859CLC25	5	Light/Medium Trucks Over 25K	2008 Ford	F-350	1FTWW31558EE41612		33,926	500	500	192.00	285.00	157
Greenwood Township - Saint Louis	J0859CLC25	6	Fire/Police	2008 Pumper	Tanker	1HTWEAZR89J107245		290,000	500	500	67.00	246.00	223
Greenwood Township - Saint Louis	J0859CLC25	7	Trailer Under 25K	2010 Trailer	V-Bunk	1J9AB3534AB185746		4,800	500	500	67.00	132.00	13

Member	Policy	Schedule Number	Body Type	Year	Make	Model	VIN	Valuation	Cost New	Comp Deduct	Coll Deduct	Comp Written	Coll Written	Csl Written
Greenwood Township - Saint Louis	J0859CLC25	8	Trailer Under 25K	2008	Shorelander	Trailer	ACAT168		5,000	500	500	67.00	132.00	13
Greenwood Township - Saint Louis	J0859CLC25	9	Snowmobiles	2012	Polaris	600 Iq	SN1PU6N52CC460342		11,000	500	500	67.00	188.00	62
Greenwood Township - Saint Louis	J0859CLC25	10	Trailer Under 25K	2006	Felling	Ft-5 Trailer	5FTUE122571028-23		3,750	500	500	67.00	132.00	13

Policy Coverages

Coverage	Effective Date	Expiry Date Through	Policy Type	Limit	Occurrence Claims Made	Aggregate Limit	Deductible	Premium
Auto Liability	07/01/2025	06/30/2026	Occurrence	500,000		1,500,000		4,048.00
Auto Physical Damage	07/01/2025	06/30/2026	Occurrence					
Clerk & Treasurers Performance Bond	07/01/2025	06/30/2026	Occurrence	100,000		100,000		0.00
Crime	07/01/2025	06/30/2026	Occurrence	5,000			100	113.00
General Liability	07/01/2025	06/30/2026	Claims Made	500,000	1,500,000	3,000,000		435.00
Inland Marine	07/01/2025	06/30/2026	Occurrence					4,169.00
Optional Voluntary Firefighter	07/01/2025	06/30/2026	Occurrence					625.00
Property	07/01/2025	06/30/2026	Occurrence					5,176.00
Public Employer Liability	07/01/2025	06/30/2026	Claims Made					988.00
Personal Injury Protection	07/01/2025	06/30/2026	Occurrence	40,000				
Uninsured / Underinsured Motorist	07/01/2025	06/30/2026	Occurrence	25,000		50,000		



MATIT

Minnesota Association of Townships Insurance Trust
805 Central Ave East, PO Box 415 • St. Michael, MN 55376
Phone: 763-497-2330 or 1-800-262-2864

Premium Notice

Invoice #: 11747

Date: 6/3/2025

Due: 7/18/2025

Trust:

Minnesota Association of Townships Insurance Trust

805 Central Ave East
PO Box 415
St. Michael, MN 55376

Bill To:

Attn: Debby Spicer

Greenwood Township - Saint Louis

3000 County Rd 77

Tower, MN 55790

RECEIVED
6-3-2025

Type of Coverage: CLC

Policy Number: J0859CLC24

Due Date: 7/18/2025

CLC From 7/1/2024 through 6/30/2025

Outstanding Balance

Total Due

\$271.00

PLEASE KEEP THIS PORTION FOR YOUR RECORDS

PLEASE RETURN THIS PORTION WITH YOUR CHECK

MINNESOTA ASSOCIATION OF TOWNSHIPS INSURANCE TRUST

P.O. BOX 415

ST. MICHAEL, MN 55376

Invoice#:

11747

Due Date:

7/18/2025

Total Due:

\$271.00

Type of Coverage: CLC

FOR OFFICE USE ONLY

CHECK #: _____

AMOUNT: _____

INITIALS: _____

Attn: Debby Spicer

Greenwood Township - Saint Louis

3000 County Rd 77

Tower, MN 55790

Policy Number: J0859CLC24

Make Check Payable to MATIT



**MINNESOTA ASSOCIATION OF TOWNSHIPS
INSURANCE & BOND TRUST**

June 3, 2025

Greenwood Township - Saint Louis
Attn: Spicer, Debby
3000 County Rd 77
Tower, Minnesota 55790

Re: Policy# J0859CLC24

Dear Debby:

Enclosed is the Endorsement paperwork for the changes you have requested to your Consolidated Liability Coverage. Please add the enclosed paperwork to your current Declaration Pages.

Also enclosed is the invoice indicating the premium due for the changes made to your policy. Please send payment upon receipt or following your next board meeting.

As always, feel free to contact us with any questions.

Sincerely,

Lisa Utley

(763) 488-4052
lutley@mntownships.org

Encl.

Minnesota Association of Townships Insurance Trust
805 Central Avenue East Saint Michael, MN 55376

POLICY SCHEDULE FOR AUTOMOBILES

POLICY NUMBER: J0859CLC24
POLICY PERIOD: 7/1/2024 through 6/30/2025
EFFECTIVE DATE OF CHANGE: _____ at 12:00 a.m.

NAMED INSURED
Greenwood Township - Saint Louis
C/O Debby Spicer
3000 County Rd 77
Tower, MN

VEH#	YEAR MAKE/MODEL/VALUE	Liability Coverage	VIN
1	1999 Ford F-450/Rescue/\$112,000.00 Comp Deduct: \$500.00 Coll Deduct: \$500.00	\$1,500,000.00	0090
10	2006 Felling/Ft-5 Trailer/\$3,750.00 Comp Deduct: \$500.00 Coll Deduct: \$500.00	\$1,500,000.00	8-23
2	1991 Intl/Tender Engine 2/\$90,000.00 Comp Deduct: \$500.00 Coll Deduct: \$500.00	\$1,500,000.00	4532
3	2002 Intl 7400/Engine 1/\$243,000.00 Comp Deduct: \$500.00 Coll Deduct: \$500.00	\$1,500,000.00	0686
4	2005 Skidoo/Gtx (E)/\$7,000.00 Comp Deduct: \$500.00 Coll Deduct: \$500.00	\$1,500,000.00	0023
5	2008 Ford Engine 3/F-350/\$33,926.00 Comp Deduct: \$500.00 Coll Deduct: \$500.00	\$1,500,000.00	1612
6	2008 Pumper/Tanker/\$290,000.00 Comp Deduct: \$500.00 Coll Deduct: \$500.00	\$1,500,000.00	7245
7	2010 Trailer/V-Bunk/\$4,800.00 Comp Deduct: \$500.00 Coll Deduct: \$500.00	\$1,500,000.00	5746

8	2008 Shorelander/Trailer/\$5,000.00 Comp Deduct: \$500.00 Coll Deduct: \$500.00	\$1,500,000.00	T168
9	2012 Polaris Snowmobile/600 Iq Widetrack/\$11,000.00 Comp Deduct: \$500.00 Coll Deduct: \$500.00	\$1,500,000.00	0342

Minnesota Association of Townships Insurance Trust

805 Central Avenue East Saint Michael, MN 55376

POLICY SCHEDULE FOR INLAND MARINE

POLICY NUMBER: J0859CLC24
POLICY PERIOD: 7/1/2024 through 6/30/2025
EFFECTIVE DATE OF CHANGE: _____ at 12:00 a.m.

NAMED INSURED

Greenwood Township - Saint Louis
C/O Debby Spicer
3000 County Rd 77
Tower, MN

ITEM	DESCRIPTION	LIMITS	DEDUCTIBLE
Contractor's Equipment	1986 Panther Airboat W/Motors	\$ 15,000.00	\$ 250.00
Miscellaneous Equipment	2009 Yamaha 115Hp Outboard Motor #68Vx1100791	\$ 14,000.00	\$ 250.00
Miscellaneous Equipment	2009 Yamaha 115Hp Outboard Motor #68Wx1004077	\$ 14,000.00	\$ 250.00
Contractor's Equipment	Alumaweld 24' Boat W/Motors	\$ 57,000.00	\$ 250.00
Contractor's Equipment	Firebrand 28' Fire/Rescue Boat	\$ 240,000.00	\$ 250.00
Contractor's Equipment	2018 Equinox Snowbulance	\$ 7,643.00	\$ 250.00
Contractor's Equipment	2012 Evinrude 300Hp Outboard Motor Model E250Dcxsdr	\$ 10,000.00	\$ 250.00
Contractor's Equipment	2012 Evinrude 300Hp Outboard Motor Model E250Dpxsdr	\$ 10,000.00	\$ 250.00
Computer Coverage	Canon C3525 Copier W/Stapling Capability	\$ 10,037.00	\$ 100.00
Computer Coverage	Computers/Laptops/Printers/Av Equipment	\$ 2,500.00	\$ 100.00
Computer Coverage	Voting Machine	\$ 11,200.00	\$ 100.00
Computer Coverage	Automark Voting Booth	\$ 5,600.00	\$ 100.00

Minnesota Association of Townships Insurance Trust
805 Central Avenue East Saint Michael, MN 55376

POLICY SCHEDULE FOR INLAND MARINE

POLICY NUMBER: J0859CLC24

POLICY PERIOD: 7/1/2024 through 6/30/2025

EFFECTIVE DATE OF CHANGE: _____ at 12:00 a.m.

NAMED INSURED

Greenwood Township - Saint Louis
C/O Debby Spicer
3000 County Rd 77
Tower, MN

ITEM	DESCRIPTION	LIMITS	DEDUCTIBLE
Computer Coverage	Opti Scan Counter	\$ 3,900.00	\$ 100.00
Miscellaneous Equipment	Jd Riding Lawnmower	\$ 5,000.00	\$ 250.00
Miscellaneous Equipment	Fire Dept Radios (35 Radios@\$2,000Ea)	\$ 70,000.00	\$ 250.00
Miscellaneous Equipment	(22) Pagers @ \$535 Each	\$ 11,770.00	\$ 250.00
Miscellaneous Equipment	(10) Sets Turn-Out Gear @ \$5,000 Each	\$ 50,000.00	\$ 250.00
Miscellaneous Equipment	Unimac 40Lb Washer (Turn Out Gear) W/Base Frame	\$ 8,470.00	\$ 250.00
Miscellaneous Equipment	Unimac Dryer (Turn Out Gear)	\$ 6,485.00	\$ 250.00
Miscellaneous Equipment	Misc Fire Apparatus & Equipment	\$ 25,000.00	\$ 250.00
Miscellaneous Equipment	Misc Tools & Equip	\$ 37,820.00	\$ 250.00
Miscellaneous Equipment	2002 Polaris Ranger With Mat Tracks #4Xarf50A72D820820	\$ 4,000.00	\$ 250.00
Miscellaneous Equipment	3 Aed'S @ \$1,600 Each	\$ 4,800.00	\$ 250.00
Miscellaneous Equipment	50' Hose, 2 1/2' Hose, Nozzles, Etc	\$ 49,000.00	\$ 250.00

Minnesota Association of Townships Insurance Trust

805 Central Avenue East Saint Michael, MN 55376

POLICY SCHEDULE FOR INLAND MARINE

POLICY NUMBER: J0859CLC24

POLICY PERIOD: 7/1/2024 through 6/30/2025

EFFECTIVE DATE OF CHANGE: _____ at 12:00 a.m.

NAMED INSURED

Greenwood Township - Saint Louis
C/O Debby Spicer
3000 County Rd 77
Tower, MN

ITEM	DESCRIPTION	LIMITS	DEDUCTIBLE
Miscellaneous Equipment	1 1/2' Hose, 50 Rolls	\$ 20,000.00	\$ 250.00
Miscellaneous Equipment	Misc Fire Fighting Equip	\$ 156,200.00	\$ 250.00
Miscellaneous Equipment	Flir Systems (2) For Boat 1 & 2	\$ 22,000.00	\$ 250.00
Miscellaneous Equipment	Msa Air Bottles W/ Regulators	\$ 42,000.00	\$ 250.00
Miscellaneous Equipment	Msa Packs W/Pass Devices	\$ 70,000.00	\$ 250.00
Miscellaneous Equipment	Misc Emp Equip	\$ 7,000.00	\$ 250.00
Miscellaneous Equipment	Extrication Equipment	\$ 50,000.00	\$ 250.00
Miscellaneous Equipment	Misc Boat Equip	\$ 25,000.00	\$ 250.00
Miscellaneous Equipment	Garmin Gps Boat #2	\$ 5,000.00	\$ 250.00
Miscellaneous Equipment	Garmin Gps Boat #1	\$ 5,000.00	\$ 250.00
Valuable Papers	Valuable Papers	\$ 2,000.00	\$ 100.00
Leased, Loaned or Borrowed Contractor's Equipment	Leased, Loaned, Or Borrowed Contractors Equipment	\$ 20,000.00	\$ 250.00

Minnesota Association of Townships Insurance Trust
805 Central Avenue East Saint Michael, MN 55376

**POLICY SCHEDULE FOR PROPERTY
OCCURRENCE BASIS COVERAGE**

POLICY NUMBER: J0859CLC24

NAMED INSURED

Greenwood Township - Saint Louis

POLICY PERIOD: 7/1/2024 through 6/30/2025

Debby Spicer

EFFECTIVE DATE OF CHANGE: _____ at 12:00 a.m.

3000 County Rd 77

Tower, MN 55790

#	Building	Property Type	Limit	Deductible	Valuation
	3000 Highway 77	Property in the Open	\$125,400	\$ 500	Agreed Value
1	Loc 1 TOWN HALL/FIRE DEPT / Bldg 1 3000 CTY RD BUILD	Building	\$1,039,096	\$ 250	Replacement Cost
1	Loc 1 TOWN HALL/FIRE DEPT / Bldg 1 3000 CTY RD PERSP	Personal Property Building	\$128,500	\$ 250	Replacement Cost
1	Loc 1 SKATING SHACK / Bldg 2 3000 CTY RD BUILD	Building	\$10,000	\$ 250	Replacement Cost
1	Loc 1 SKATING SHACK / Bldg 2 3000 CTY RD PERSP	Personal Property Building	\$ 700	\$ 250	Replacement Cost
1	Loc 1 STORAGE BUILDING / Bldg 3 3000 CTY RD BUILD	Building	\$201,625	\$ 250	Replacement Cost
1	Loc 1 STORAGE BUILDING / Bldg 3 3000 CTY RD PERSP	Personal Property Building	\$30,000	\$ 250	Replacement Cost
1	Loc 1 PAVILION / Bldg 4 3000 CTY RD BUILD	Building	\$57,119	\$ 250	Replacement Cost
1	Loc 1 PLAYGROUND EQUIPMENT / Bldg 5 3000 CTY RD PIO	Property in the Open	\$48,000	\$ 250	Replacement Cost
1	Loc 1 TENNIS COURT FENCING / Bldg 6 3000 CTY RD PIO	Property in the Open	\$17,700	\$ 250	Replacement Cost
1	Loc 1 GRANITE MEMORIAL MONUMENT / Bldg 7 3000 CTY RD PIO	Property in the Open	\$3,700	\$ 250	Replacement Cost
1	Loc 1 BENCHES & PICNIC TABLES / Bldg 8 3000 CTY RD PIO	Property in the Open	\$12,900	\$ 250	Replacement Cost
Building Total:			\$1,307,840		
Personal Property Total:			\$159,200		
Property in the Open Total:			\$207,700		



MINNESOTA ASSOCIATION OF TOWNSHIPS INSURANCE AND BOND TRUST
**MATIT's CONSOLIDATED COVERAGE
SELF-INSURANCE PROGRAM
AUTOMOBILE IDENTIFICATION CARD**

MEMBER NAME AND MAILING ADDRESS	AGENT NAME AND ADDRESS
Greenwood Township - Saint Louis c/o Debby Spicer 3000 County Rd 77 Tower, MN 55790	Minnesota Association of Townships Agency 805 Central Ave East, PO Box 415 St. Michael, MN 55376 763-497-2330 Fax 763-497-3233 800-262-2864

MEMBER AGREEMENT CERTIFICATE NUMBER	J0859CLC24
COVERAGE PERIOD:	7/1/2024 through 6/30/2025
VEHICLE DESCRIPTION:	2006 Felling Ft-5 Trailer
VEHICLE ID NUMBER:	5FTUE122571028-23

IF YOU HAVE AN ACCIDENT:

1. Notify the Police.
2. Write down the names, addresses and license numbers of persons involved and witnesses.
3. Do not admit fault.
4. Do not discuss accident with anyone except your Supervisor, the Police or a representative of our Administrator.
5. In the event of serious injury or substantial property damage, immediately notify the MAT Agency.

MATIT

Phone (800) 262-2864



MINNESOTA ASSOCIATION OF TOWNSHIPS INSURANCE AND BOND TRUST
**MATIT's CONSOLIDATED COVERAGE
SELF-INSURANCE PROGRAM
AUTOMOBILE IDENTIFICATION CARD**

MEMBER NAME AND MAILING ADDRESS	AGENT NAME AND ADDRESS
Greenwood Township - Saint Louis c/o Debby Spicer 3000 County Rd 77 Tower, MN 55790	Minnesota Association of Townships Agency 805 Central Ave East, PO Box 415 St. Michael, MN 55376 763-497-2330 Fax 763-497-3233 800-262-2864

MEMBER AGREEMENT CERTIFICATE NUMBER	J0859CLC24
COVERAGE PERIOD:	7/1/2024 through 6/30/2025
VEHICLE DESCRIPTION:	1999 Ford F-450 Rescue
VEHICLE ID NUMBER:	1FDXF47FXXEC60090

IF YOU HAVE AN ACCIDENT:

1. Notify the Police.
2. Write down the names, addresses and license numbers of persons involved and witnesses.
3. Do not admit fault.
4. Do not discuss accident with anyone except your Supervisor, the Police or a representative of our Administrator.
5. In the event of serious injury or substantial property damage, immediately notify the MAT Agency.

MATIT

Phone (800) 262-2864



MINNESOTA ASSOCIATION OF TOWNSHIPS INSURANCE AND BOND TRUST
**MATIT's CONSOLIDATED COVERAGE
SELF-INSURANCE PROGRAM
AUTOMOBILE IDENTIFICATION CARD**

MEMBER NAME AND MAILING ADDRESS	AGENT NAME AND ADDRESS
Greenwood Township - Saint Louis c/o Debby Spicer 3000 County Rd 77 Tower, MN 55790	Minnesota Association of Townships Agency 805 Central Ave East, PO Box 415 St. Michael, MN 55376 763-497-2330 Fax 763-497-3233 800-262-2864

MEMBER AGREEMENT CERTIFICATE NUMBER	J0859CLC24
COVERAGE PERIOD:	7/1/2024 through 6/30/2025
VEHICLE DESCRIPTION:	2008 Ford Engine 3 F-350
VEHICLE ID NUMBER:	1FTWWG1558EE41612

IF YOU HAVE AN ACCIDENT:

1. Notify the Police.
2. Write down the names, addresses and license numbers of persons involved and witnesses.
3. Do not admit fault.
4. Do not discuss accident with anyone except your Supervisor, the Police or a representative of our Administrator.
5. In the event of serious injury or substantial property damage, immediately notify the MAT Agency.

MATIT

Phone (800) 262-2864



MINNESOTA ASSOCIATION OF TOWNSHIPS INSURANCE AND BOND TRUST
**MATIT's CONSOLIDATED COVERAGE
SELF-INSURANCE PROGRAM
AUTOMOBILE IDENTIFICATION CARD**

MEMBER NAME AND MAILING ADDRESS	AGENT NAME AND ADDRESS
Greenwood Township - Saint Louis c/o Debby Spicer 3000 County Rd 77 Tower, MN 55790	Minnesota Association of Townships Agency 805 Central Ave East, PO Box 415 St. Michael, MN 55376 763-497-2330 Fax 763-497-3233 800-262-2864

MEMBER AGREEMENT CERTIFICATE NUMBER	J0859CLC24
COVERAGE PERIOD:	7/1/2024 through 6/30/2025
VEHICLE DESCRIPTION:	1991 Intl Tender Engine 2
VEHICLE ID NUMBER:	1HTSENHR1MH324532

IF YOU HAVE AN ACCIDENT:

1. Notify the Police.
2. Write down the names, addresses and license numbers of persons involved and witnesses.
3. Do not admit fault.
4. Do not discuss accident with anyone except your Supervisor, the Police or a representative of our Administrator.
5. In the event of serious injury or substantial property damage, immediately notify the MAT Agency.

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MEMBER AGREEMENT CERTIFICATE NUMBER	J0859CLC24
COVERAGE PERIOD:	7/1/2024 through 6/30/2025
VEHICLE DESCRIPTION:	2002 Intl 7400 Engine 1
VEHICLE ID NUMBER:	1HTQEADR22J040686

IF YOU HAVE AN ACCIDENT:

1. Notify the Police.
2. Write down the names, addresses and license numbers of persons involved and witnesses.
3. Do not admit fault.
4. Do not discuss accident with anyone except your Supervisor, the Police or a representative of our Administrator.
5. In the event of serious injury or substantial property damage, immediately notify the MAT Agency.

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MEMBER AGREEMENT CERTIFICATE NUMBER	J0859CLC24
COVERAGE PERIOD:	7/1/2024 through 6/30/2025
VEHICLE DESCRIPTION:	2008 Pumper Tanker
VEHICLE ID NUMBER:	1HTWEAZR89J107245

IF YOU HAVE AN ACCIDENT:

1. Notify the Police.
2. Write down the names, addresses and license numbers of persons involved and witnesses.
3. Do not admit fault.
4. Do not discuss accident with anyone except your Supervisor, the Police or a representative of our Administrator.
5. In the event of serious injury or substantial property damage, immediately notify the MAT Agency.

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MEMBER AGREEMENT CERTIFICATE NUMBER	J0859CLC24
COVERAGE PERIOD:	7/1/2024 through 6/30/2025
VEHICLE DESCRIPTION:	2012 Polaris Snowmobile 600 Iq Widetrack
VEHICLE ID NUMBER:	SN1PU6N52CC460342

IF YOU HAVE AN ACCIDENT:

1. Notify the Police.
2. Write down the names, addresses and license numbers of persons involved and witnesses.
3. Do not admit fault.
4. Do not discuss accident with anyone except your Supervisor, the Police or a representative of our Administrator.
5. In the event of serious injury or substantial property damage, immediately notify the MAT Agency.

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MEMBER AGREEMENT CERTIFICATE NUMBER	J0859CLC24
COVERAGE PERIOD:	7/1/2024 through 6/30/2025
VEHICLE DESCRIPTION:	2008 Shorelander Trailer
VEHICLE ID NUMBER:	ACAT168

IF YOU HAVE AN ACCIDENT:

1. Notify the Police.
2. Write down the names, addresses and license numbers of persons involved and witnesses.
3. Do not admit fault.
4. Do not discuss accident with anyone except your Supervisor, the Police or a representative of our Administrator.
5. In the event of serious injury or substantial property damage, immediately notify the MAT Agency.

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MEMBER AGREEMENT CERTIFICATE NUMBER J0859CLC24
COVERAGE PERIOD: 7/1/2024 through 6/30/2025
VEHICLE DESCRIPTION: 2005 Skidoo Gbx (E)
VEHICLE ID NUMBER: 02BPSEJA25V000023

IF YOU HAVE AN ACCIDENT:

1. Notify the Police.
2. Write down the names, addresses and license numbers of persons involved and witnesses.
3. Do not admit fault.
4. Do not discuss accident with anyone except your Supervisor, the Police or a representative of our Administrator.
5. In the event of serious injury or substantial property damage, immediately notify the MAT Agency.

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MEMBER AGREEMENT CERTIFICATE NUMBER J0859CLC24
COVERAGE PERIOD: 7/1/2024 through 6/30/2025
VEHICLE DESCRIPTION: 2010 Trailer V-Bunk
VEHICLE ID NUMBER: 1J9AB3534AB185746

IF YOU HAVE AN ACCIDENT:

1. Notify the Police.
2. Write down the names, addresses and license numbers of persons involved and witnesses.
3. Do not admit fault.
4. Do not discuss accident with anyone except your Supervisor, the Police or a representative of our Administrator.
5. In the event of serious injury or substantial property damage, immediately notify the MAT Agency.

MATIT
Phone (800) 262-2864

clerk@greentownshipmn.com

From: Dave Sipila <sipilad@StLouisCountyMN.gov>
Sent: Friday, June 20, 2025 10:30 AM
To: clerk@greentownshipmn.com
Subject: RE: Resolution for Board of Appeals and Equalization
Attachments: Resolution 20-05.pdf

Hello Debby,

I have read in today's Timberjay that a request was made to the Township to re-establish its Local Board of Appeal and Equalization meeting.

I'm attaching a copy of the resolution made by the Township in 2020 where the Township permanently transferred these duties to the County Board of Appeal and Equalization.

The Department of Revenue has advised assessors that a jurisdiction which has made such a permanent transfer does not have the option to reinstate their Local Board of Appeal and Equalization. Therefore, I am not aware of a mechanism for reversing this action.

If you or any of the supervisors have questions, feel free to give me a call.

David L. Sipila, SAMA | County Assessor

St. Louis County, Minnesota

Virginia Government Services Center | 201 South 3rd Avenue West | Virginia, MN 55792-2666

O: 218-471-7276 | F: 218-749-0696 | sipilad@stlouiscountymn.gov

www.stlouiscountymn.gov

From: clerk@greentownshipmn.com <clerk@greentownshipmn.com>
Sent: Tuesday, November 24, 2020 10:59 AM
To: Dave Sipila <sipilad@StLouisCountyMN.gov>
Cc: Carmen Deluca <carmen.deluca@greentownshipmn.com>
Subject: Resolution for Board of Appeals and Equalization

WARNING: External email. Please verify sender before opening attachments or clicking on links.

Good morning Mr. Sipila,

Attached is Greenwood Township Resolution 20-05 for recording/filing as needed.

Please let me know if there is anything else needed from us to complete the transfer of power we are requesting.

Thank you,

Debby Spicer

Greenwood Township Interim Clerk

Greenwood Township
St. Louis County, Minnesota

Resolution No. 20-05

**A RESOLUTION OF GREENWOOD TOWNSHIP, MINNESOTA, TO TRANSFER
LOCAL BOARD OF APPEALS AND EQUALIZATION DUTIES TO THE ST. LOUIS
COUNTY BOARD OF APPEALS AND EQUALIZATION.**

Whereas, Greenwood Township is authorized to serve as the local Board of Appeal and Equalization pursuant to Minnesota Statute 274.01; and

Whereas, Greenwood Township intends to transfer local board powers and duties to the County of St. Louis; and

Whereas, Greenwood Township has given public notice of this meeting at which the proposal for transfer was to be considered, following the public notice procedure contained in Minnesota Statute 13D.04 subdivision 2.

NOW, THEREFORE, BE IT RESOLVED, by the Chair and Board of Supervisors of Greenwood Township, Minnesota, to transfer their local Board of Appeal and Equalization powers and duties to St. Louis County Board of Appeal and Equalization permanently.

Passed and adopted by the Board of Supervisors of Greenwood Township this 10th day of

November, 2020.



Chair



Clerk



RECEIVED
6-13-2025

Operation K-9 2025

SPONSORSHIP FORM

Thank you for supporting Operation K-9. Donations of all kinds are greatly appreciated, and any help you provide will strengthen the K-9 programs that serve our community. Please complete this form and return it to:

AMSOIL Northland Law Enforcement K-9 Foundation

Attn.: Ali Marsh

One AMSOIL Center, Superior, WI 54880 • northlandk9@amsoil.com • 715-399-6462

Make checks payable to Northland K-9 Foundation. Credit cards are accepted by phone.

For recognition on event signage, **donations must be received by June 24.**

Please email your company logo to northlandk9@amsoil.com.

Please make sure logos are high resolution, 300 dpi, tiff, jpg or pdf, or native file Adobe Illustrator.

All fonts should be outlined.

Choose Your Sponsorship Level

☐ **\$1,000 Chief**

Includes prominent logo placement on signage, banners and yard signs at the event, recognition on the K-9 Foundation Facebook page and a verbal shoutout during the event.

☐ **\$500 Captain**

Includes logo placement on signage, banners and yard signs at the event, recognition on the K-9 Foundation Facebook page and a verbal shoutout during the event.

☐ **\$250 Sergeant**

Includes mention on signage at event and recognition on the K-9 Foundation Facebook page.

In-Kind Donations

Your in-kind donation is also appreciated and would be included in the silent auction on the night of the event.

Donated items may be sent to our address or picked up by one of our volunteers. Please email Nikki Holmberg at kalann@superiorwi.gov to arrange for pick-up of your donation.

Thank you for supporting the AMSOIL Northland Law Enforcement K-9 Foundation and Operation K-9.

To donate directly to the AMSOIL Northland K-9 Foundation, send your tax-deductible check to One AMSOIL Center, Superior, WI 54880, Attn. Ali Marsh or donate online at northlandk9.org.



**Northland Law Enforcement
K-9 Foundation**

One AMSOIL Center
Superior, WI 54880

NorthlandK9.org



Northland K9 Foundation

**A non-profit organization
to support the K-9 units of
the following agencies:**

Douglas County
Sheriff's Office



Duluth Police
Department



Eveleth Police
Department



Hermantown Police
Department



Hibbing Police
Department



St. Louis County
Sheriff's Office



Superior Police
Department



Virginia Police
Department



June 5, 2025

Dear Friends of Law Enforcement,

K-9s are invaluable members of our law enforcement teams. Operation K-9, our annual fundraising event, is critical to helping local law enforcement agencies purchase, train and care for their K-9s. Each dog requires \$20,000-\$25,000 to purchase and train for service. Thanks to community support, the AMSOIL Northland Law Enforcement K-9 Foundation currently supports 21 dogs in our region. Our goal this year for Operation K-9 is to raise \$50,000! The event has grown each year, easily topping 1,000 attendees and generating substantial local news coverage. Live demonstrations, opportunities to meet the dogs, food and family-friendly activities will return for 2025.

Operation K-9 will be held in the same location as last year on Thursday Aug. 14, 5-8 p.m. at the track behind the Wessman Arena off of N 28th St. Gates will open at 4:30 p.m.

More than 80% of funds raised by the K-9 Foundation are used to support the dogs. Please consider joining our efforts this year by becoming an event sponsor so we can make that ratio even better. We offer multiple levels of sponsorship including:

- **\$1,000 . . . Chief Sponsor:** prominent logo positioning on on-site banners, yard sign at event with logo, verbal shoutout during K-9 demonstrations and recognition on the K-9 Foundation's Facebook page.
- **\$500 . . . Captain Sponsor:** logo on on-site banners, yard sign at event with logo and recognition on the K-9 Foundation's Facebook page.
- **\$250 . . . Sergeant Sponsor:** logo on on-site banners and recognition on the K-9 Foundation's Facebook page.

Businesses must confirm sponsorship and provide a logo prior to June 24 to be featured in the printed materials and publicity for Operation K-9.

In-kind donations are also appreciated. Please consider supporting Operation K-9 with an item for our silent auction. Donated items may be sent to our address or picked up by one of our volunteers.

Please help us make Operation K-9 a huge success for local law enforcement K-9s. If you have any questions about sponsorship or how to support in other ways, don't hesitate to contact Ali Marsh at 715-399-6462 or northlandk9@amsoil.com.

Thank you for your support of our Northland law enforcement agencies.


Gerald Moe, Chief Deputy
Douglas County Sheriff's Office


Mike Ceynowa, Chief
Duluth Police Department

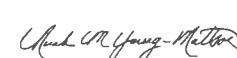

Jesse Linde, Chief
Eveleth Police Department


Jim Crace, Chief
Hermantown Police Department


Steve Estey, Chief
Hibbing Police Department


Lieutenant Jason Akerson
St. Louis County Sheriff's Office


Paul Winterscheidt, Chief
Superior Police Department


Nicole Mattson, Chief
Virginia Police Department