



**Meeting Location: Municipal Center
7100 147th Street West
Apple Valley, Minnesota 55124**

October 9, 2025

City Council Informal Meeting Tentative Discussion Items

5:30 PM

1. Council Discussion Items (10 min.)
2. Discuss street light options for Dakota County CSAH 42 Modernization Project along with CSAH 42 Corridor (20 min.)
3. Discuss Sidewalk/Trail Snow Plowing Revision (20 min.)
4. Parks Referendum Update (20 min.)
5. Adjourn

City Council Regular Meeting Tentative Agenda

7:00 PM

1. Call to Order and Pledge
2. Approve Agenda
3. Audience - 10 Minutes Total Time Limit - For Items Not on this Agenda
4. Consent Agenda
Consent Agenda Items are considered routine and will be enacted with a single motion, without discussion, unless a councilmember or citizen requests to have any item separately considered. It will then be moved to the regular agenda for consideration.
 - A. Approve Minutes of the regular meeting of September 25, 2025
 - B. Adopt Resolution selecting a Paid Family Medical Leave insurance, short-term disability insurance, and vision insurance provider
 - C. Adopt Resolution approving the Apple Valley Fire Department Fire Policy Manual
 - D. Adopt Resolution approving changes to the Public Works Department Policy Manual by revising Section 5.01 - Maintenance Personnel Uniform Policy and 5.02 - Non-Union Personnel Uniform Policy

- E. Adopt Resolution appointing representatives to LOGIS Board of Directors
 - F. Adopt Resolution approving the selection of Brazos Citation Software for LOGIS police agencies
 - G. Approve agreement renewal with Environmental Systems Research Institute, Inc. (ESRI) for geographic information system software and services
 - H. Approve agreement with Vineland Properties LLC, d/b/a Vineland Tree Care, for tree removal at Valleywood Golf Course
 - I. Approve purchase order with Midwest Playscapes, Inc., for picnic shelter for Project 2024-190, Kelley Park Renovation (2023 Parks Bond Referendum)
 - J. Approve Change Order No. 17 for Project 2021-172, Police Garage
 - K. Approve Change Order No. 2 to agreement with McNamara Contracting, Inc., for Project 2024-153, Pickleball Court Expansion at JCRPW (2023 Parks Bond Referendum)
 - L. Approve Change Order No. 5 to agreement with Kraus-Anderson Construction Company for Project 2024-189, Redwood Park Reconstruction (2023 Parks Bond Referendum)
 - M. Approve Change Orders No. 2, 3, 4, and 5 to agreement with Bituminous Roadways, Inc., for Project 2025-154, Neighborhood Parks Improvements (2023 Parks Bond Referendum)
 - N. Approve Change Order No. 1, acceptance and final payment on Agreement with Hydro-Klean, LLC, for Project 2025-143, 2025 Sump Catch Basin Cleaning - County and Collector Roads
 - O. Approve acceptance and final payment on Agreement with Sewer Septic Grease Services, LLC, for Project 2025-144, 2025 Sump Catch Basin Cleaning - Interior Roads
 - P. Approve claims and bills
 - Q. Approve Personnel Report
5. Regular Agenda
- A. Proclaim October 11, 2025, as "Dick Tuthill Day"
 - B. 2025 Special Assessment Roll No. 698 - Delinquent Utilities

1. Hold public hearing
 2. Adopt Resolution levying 2025 Special Assessment Roll No. 698, delinquent utility charges
- C. 2025 Special Assessment Roll No. 699, - Delinquent Hazardous Tree Removal and Nuisance Charges
 1. Hold public hearing
 2. Adopt Resolution levying 2025 Special Assessment Roll No. 699, for delinquent hazardous tree removal and nuisance charges
- D. Convene in Closed Session Under Attorney-Client Exceptions to Discuss an Amended Purchase Agreement with Markid Properties II, LLC for the Central Village West Site - 7153 153rd St. W. & 7169 152nd St. W.
- E. Consider a First Amendment to Purchase Agreement with Markid Properties II, LLC for the Central Village West Site - 7153 153rd St. W. & 7169 152nd St. W. (Picklehall Site)
- F. Approve a Non-Exclusive License Agreement for Parking - Picklehall (Markid Properties II, LLC)
6. Staff and Council Communications
7. Calendar of Events
 - A. Approve Calendar of Upcoming Events
8. Adjourn

Regular meetings can be viewed live on Charter Communications Cable Channel 180 and on the City's website at www.applevalleymn.gov. Some members of the City Council may participate electronically, as allowed by Minnesota Statutes.



ITEM:
MEETING DATE:
SECTION:

2.
October 9, 2025
Informal Agenda

Description:

Discuss street light options for Dakota County CSAH 42 Modernization Project along with CSAH 42 Corridor (20 min.)

Staff Contact:

Brandon Anderson, City Engineer

Department / Division:

Public Works/Engineering

Action Requested:

N/A

Summary:

Discuss street light options for Dakota County CSAH 42 Modernization Project along with CSAH 42 Corridor.

Background:

Staff is seeking discussion and direction from the City Council regarding lighting design for CSAH 42. Dakota County is planning roadway improvements on County Highway 42 from Redwood Drive to 147th Street. A complete reconstruction is planned for 2027 along with a federally funded Mill and Overlay from 147th Street to Diamond Path, and several traffic signal improvements in 2026-2029.

The City has expressed the need for the corridor to include updated street lighting features that ensure the project is both functional and aesthetically attractive. This update from City staff and lighting consultant SEH will allow the City Council an opportunity to offer comments on lighting design elements that will act as a design guideline for all future projects along this corridor, and to offer suggestions for further improvements, if necessary.

Budget Impact:

N/A

Attachments:

1. Presentation

CSAH 42– LIGHTING DISCUSSION

City Council Informal Meeting – October 9, 2025



Brandon Anderson, City Engineer
Matt Saam, Public Works Director
Jon Kruse, SEH

Discussion Topics

- Upcoming CIP projects
- Existing Conditions
- Ring Route
- Preferred Lighting layout and Equipment
- Questions

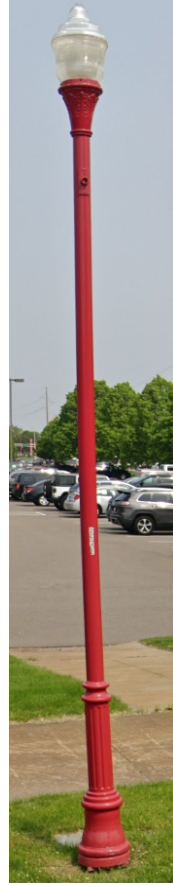
Past Studies and Planned Projects along CSAH 42:

- Dakota County Visioning Study (2021-2023)
- 147th Street (Cedar to Galaxie) Improvements (2026-2027)
- Dakota County Modernization Project (2027-2028)
- Dakota County Mill and Overlay of CSAH 42 from 147th to Diamond Path (2026)
- Garrett Avenue & CSAH 42 Intersection Improvements (2026)
- Pilot Knob & CSAH 42 Intersection Improvements (2026)
- Diamond Path & CSAH 42 Intersection Improvements (2027)
- Galaxie & Pennock at CSAH 42 Intersection Improvements (2029)

Apple Valley



30' tall shepherds crook: CSAH 42 between
Hayes and Flagstaff (14' acorn on back)



14' tall post top acorn: Ring route (Galaxie, 147th, segment of CSAH 42 between 153rd, Pennock) Redwood and 147th on frontage roads



14' tall coach: residential areas
throughout the City and residential
segment of CSAH 42 between
Redwood and 147th on frontage roads



30 tall decorative: Cedar Avenue
between 138th & 160th



RING ROUTE - EXISTING

EXISTING LIGHTING: DECORATIVE RED LIGHTS

- Red colored lights extend beyond the defined Ring Route.
 - Red lights currently exist from Hayes to Flagstaff
 - Decorative lighting is being proposed from Pennock to Galaxie.

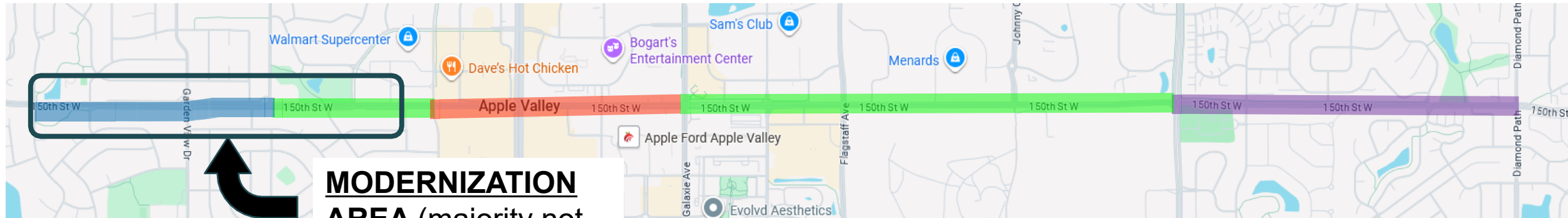
RING ROUTE



RING ROUTE – PROPOSED ON 147TH STREET



CSAH 42 PROPOSED APPLICATION AREAS



**MODERNIZATION
AREA** (majority not
illuminated)

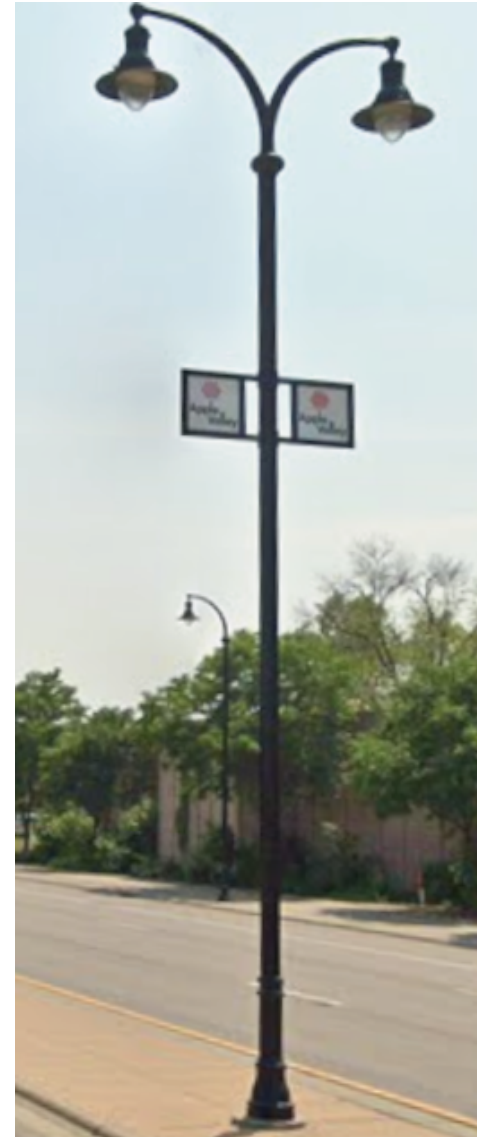
- The purple highlighted areas identify **transition** zones.
 - **Transition zones are not continuously illuminated.**
 - Pilot Knob to Diamond Path.
- The blue highlighted area identifies the **continuously illuminated residential** zone.
- The green highlighted areas identify **continuously illuminated commercial** zones.
 - Gardenview to Pennock and Galaxie to Pilot Knob
- The red highlighted area identifies the **continuously illuminated decorative commercial** zone.
 - Pennock to Galaxie (within Ring Route)

PROPOSED LIGHTING EQUIPMENT



DECORATIVE

- Example shown is a Holophane SiteLink modular pole with decorative arm and LED Memphis teardrop luminaire with short skirt.
- These lighting units are currently installed within the City of Apple Valley on Cedar Avenue and will be installed along 147th St.



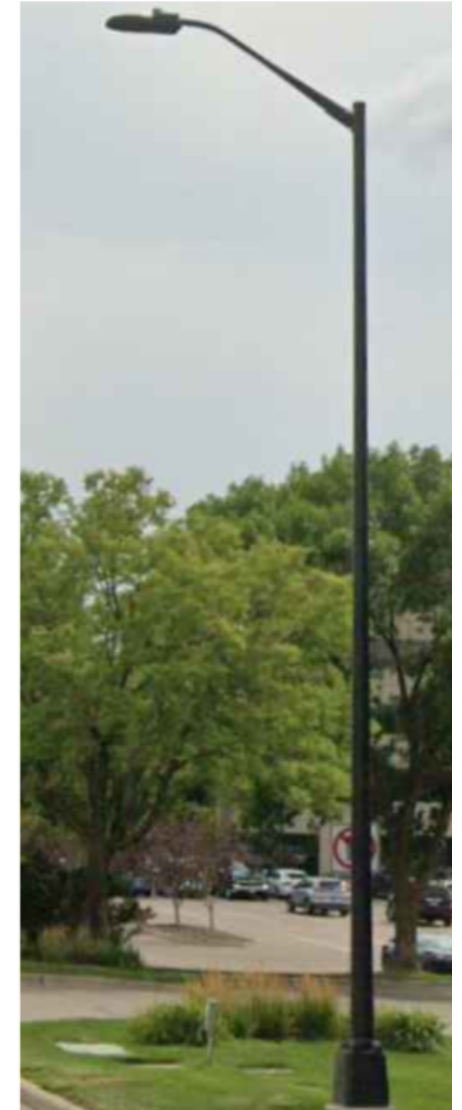
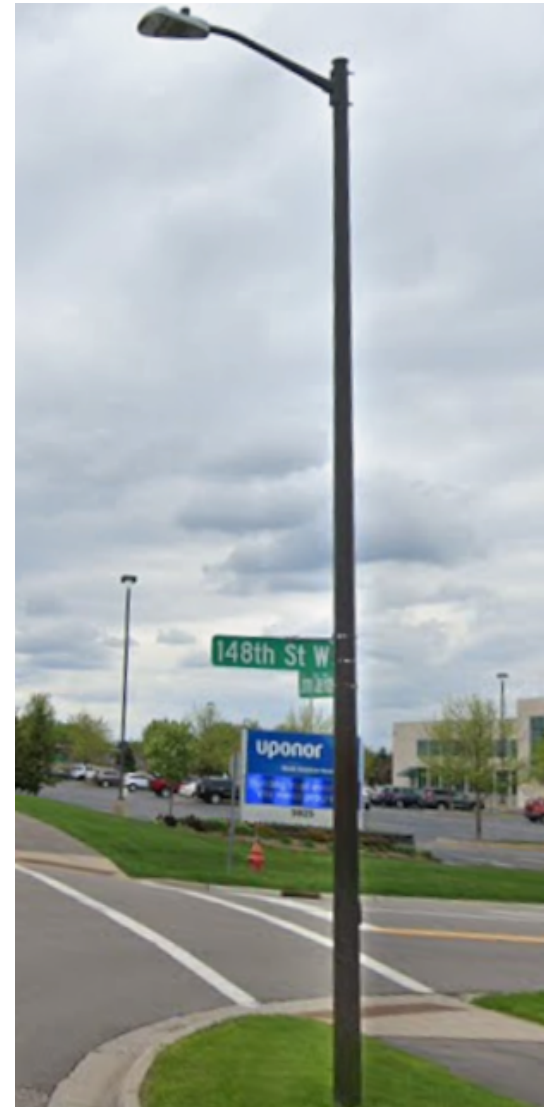
PROPOSED LIGHTING EQUIPMENT



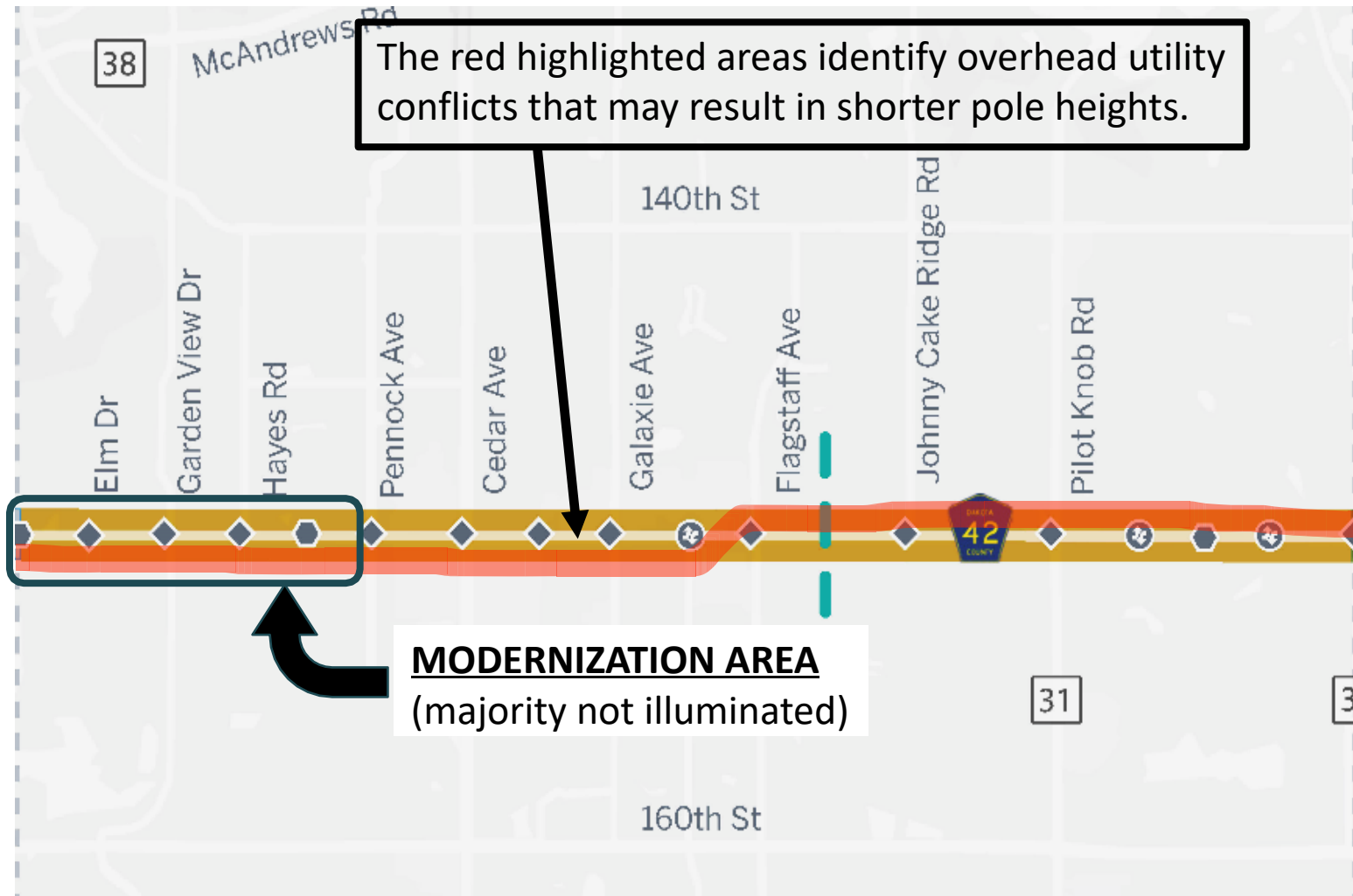
PERFORMANCE

(NON-DECORATIVE)

- Example shown (left) is a utility owned pole and light (bronze direct buried pole w/ gray LED cobrahead luminaire)
 - Monthly fee
- Example shown(right) is a black round tapered aluminum pole with breakaway transformer base, 6' mast arm, and LED performance luminaire.



UTILITY CONFLICTS



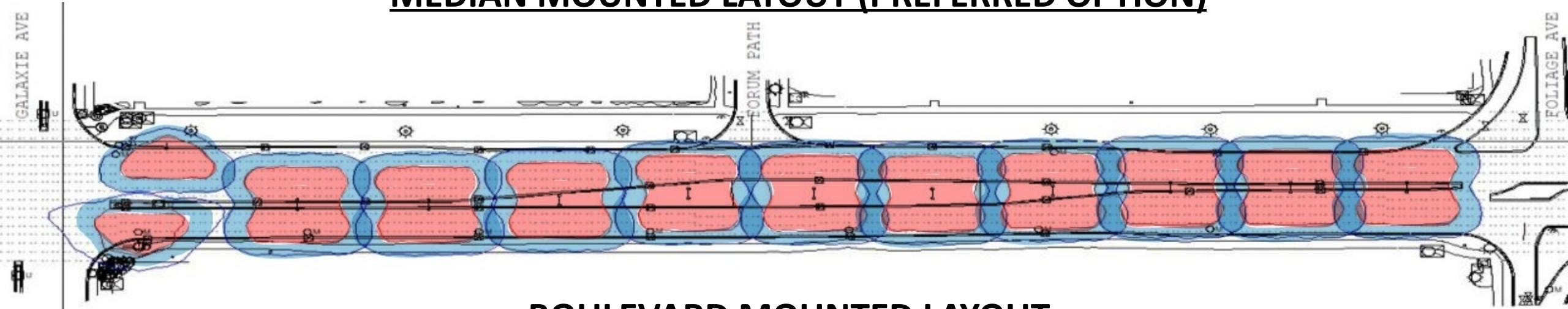
Existing Overhead Power and Lighting
(Gleason Path & CSAH 42)



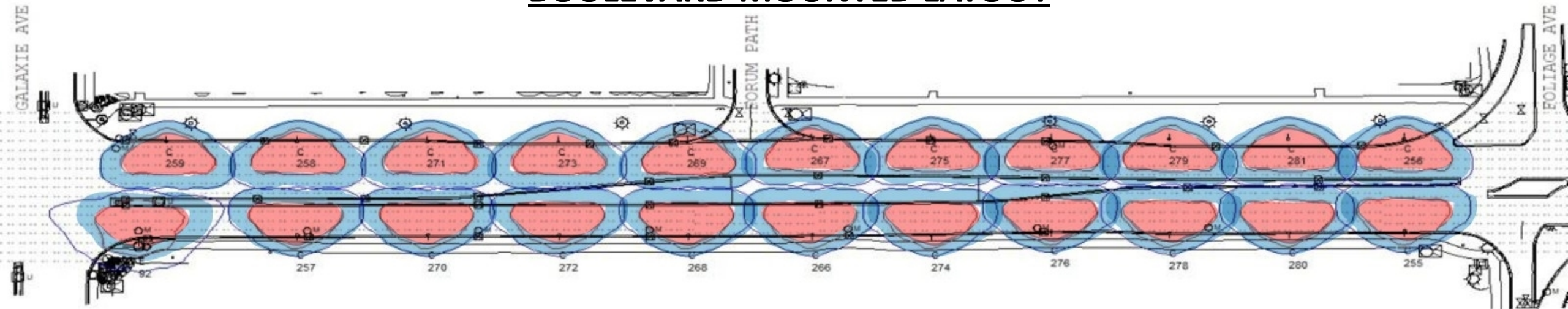
Proposed Retaining Wall at Hayes Rd

PROPOSED LIGHTING PLACEMENT

MEDIAN MOUNTED LAYOUT (PREFERRED OPTION)



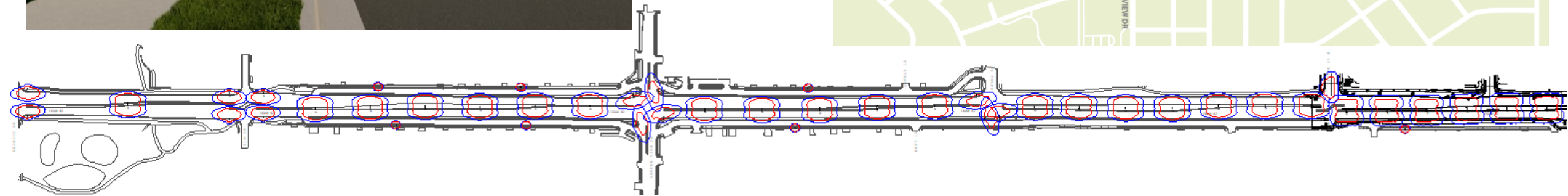
BOULEVARD MOUNTED LAYOUT



MODERNIZATION PROJECT

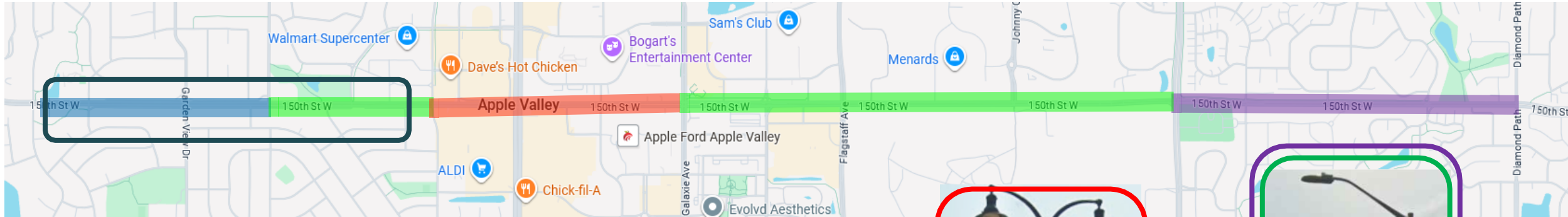


Currently focused on the CSAH 42 Modernization Project area, as it is in design and scheduled for construction in 2027.



PROPOSED PHOTOMETRIC LAYOUT FOR MODERNIZATION AREA

PREFERRED LIGHTING EQUIPMENT APPLICATIONS



MODERNIZATION AREA



DECORATIVE



PERFORMANCE

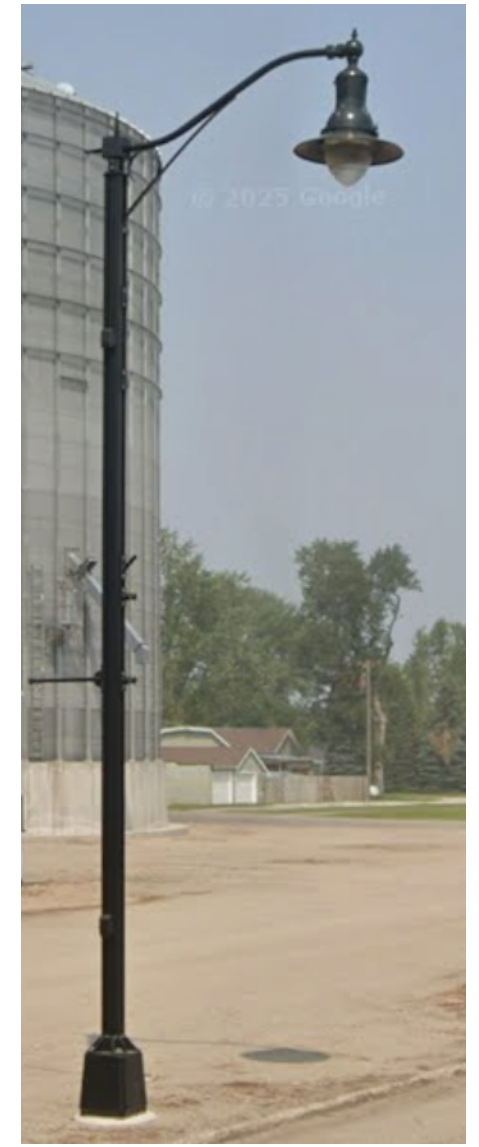
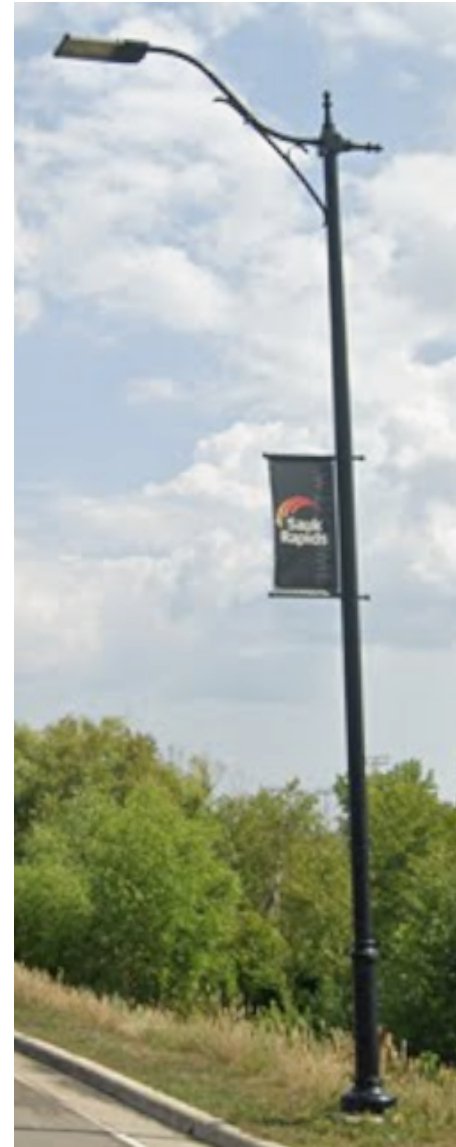
QUESTIONS?



ALTERNATE LIGHTING OPTIONS

ALTERNATE PROPOSED LIGHTING: HYBRID

- Another option is a hybrid lighting unit that uses a decorative pole paired with a performance luminaire (left).
 - The arm may be either decorative or performance-based.
- Or the inverse may be used as well. A performance pole paired with a decorative luminaire (right).
 - The arm may be either decorative or performance-based.



ALTERNATE LIGHTING OPTIONS



ALTERNATE: SOLAR

- Example shown are current solar lights installed along 140th Street near Diamond Path (also installed at PD parking lot, and Gabella St)
- Applications
 - Pilot projects
 - Parking lots
 - Intersections
 - Greenway trails
 - Minor roadways
 - Not recommended for use on a principal arterial

Advantages:

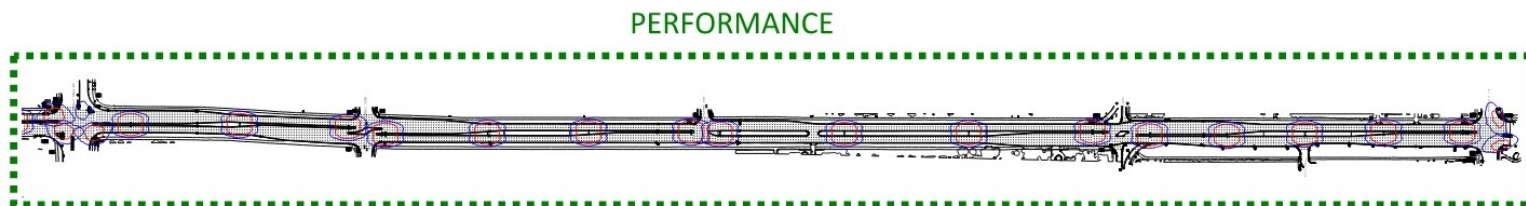
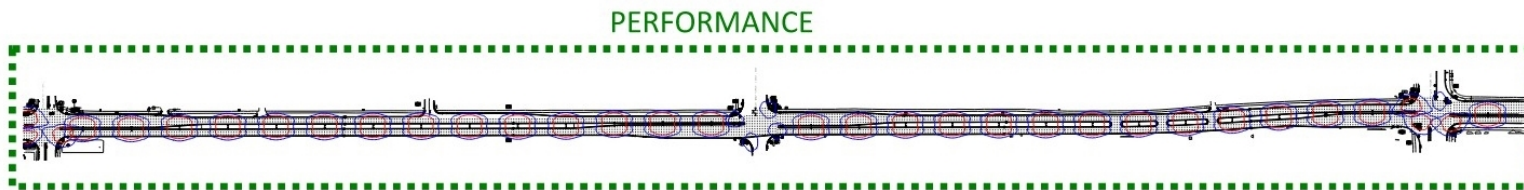
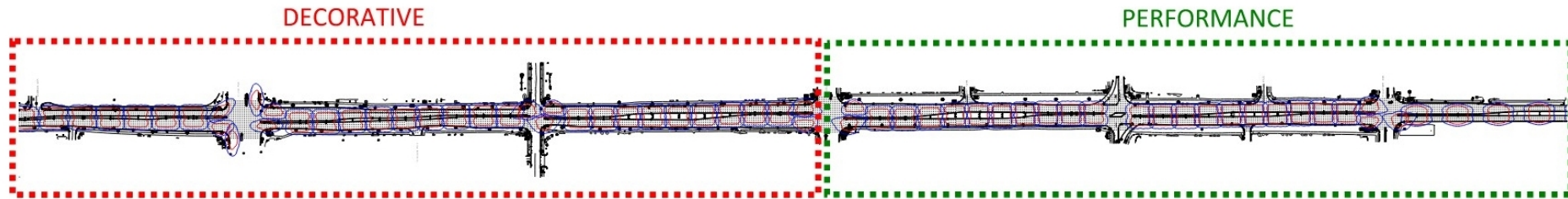
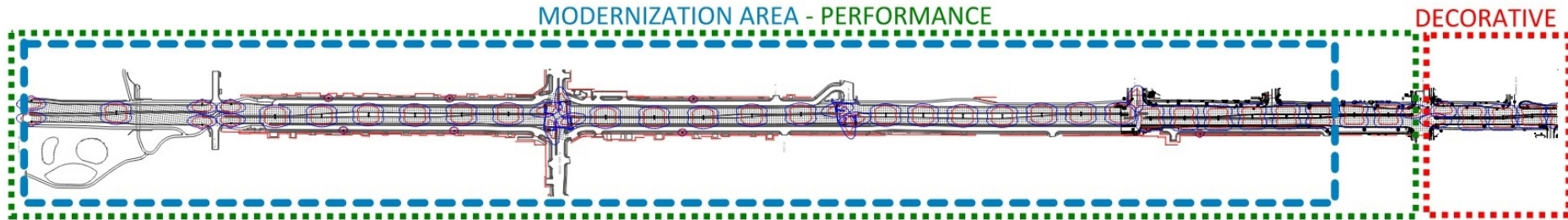
- No underground infrastructure required
- Can be placed nearly anywhere
- No monthly electric utility charges

Disadvantages:

- Output may not be equivalent to a traditional luminaire
- Battery and solar panel maintenance will be required.



PREFERRED LIGHTING EQUIPMENT APPLICATIONS





ITEM:
MEETING DATE:
SECTION:

3.
October 9, 2025
Informal Agenda

Description: Discuss Sidewalk/Trail Snow Plowing Revision (20 min.)	
Staff Contact: Matt Saam, Public Works Director	Department / Division: Public Works

Action Requested:

N/A

Summary:

Earlier this year, the City Council approved revisions to the Public Works Department Policy Manual which included some revisions to sidewalk and trail snowplowing maintenance practices. In preparation for upcoming winter conditions, staff sent letters to property owners affected by the change in plowing practices. We have heard some concerns from property owners and wish to share those concerns with the City Council. The primary concern we have heard involves snow removal maintenance along collector roadways in the City. At our upcoming informal meeting, staff would like to discuss these concerns and possible options to consider.

Background:

On April 24, 2025, the City Council approved changes to all sections of the Public Works Department Policy Manual.

Budget Impact:

N/A

Attachments:

1. Presentation

SIDEWALK/TRAIL SNOW PLOWING REVISION DISCUSSION

City Council Informal Meeting – October 9, 2025



Matt Saam, Public Works Director

WALK/TRAIL SNOW PLOWING DISCUSSION



Discussion Topics

- Review Plowing Policy Rules
- Review Property Owner Concerns
- Consider Revisions



EXISTING POLICY PLOWING RULES

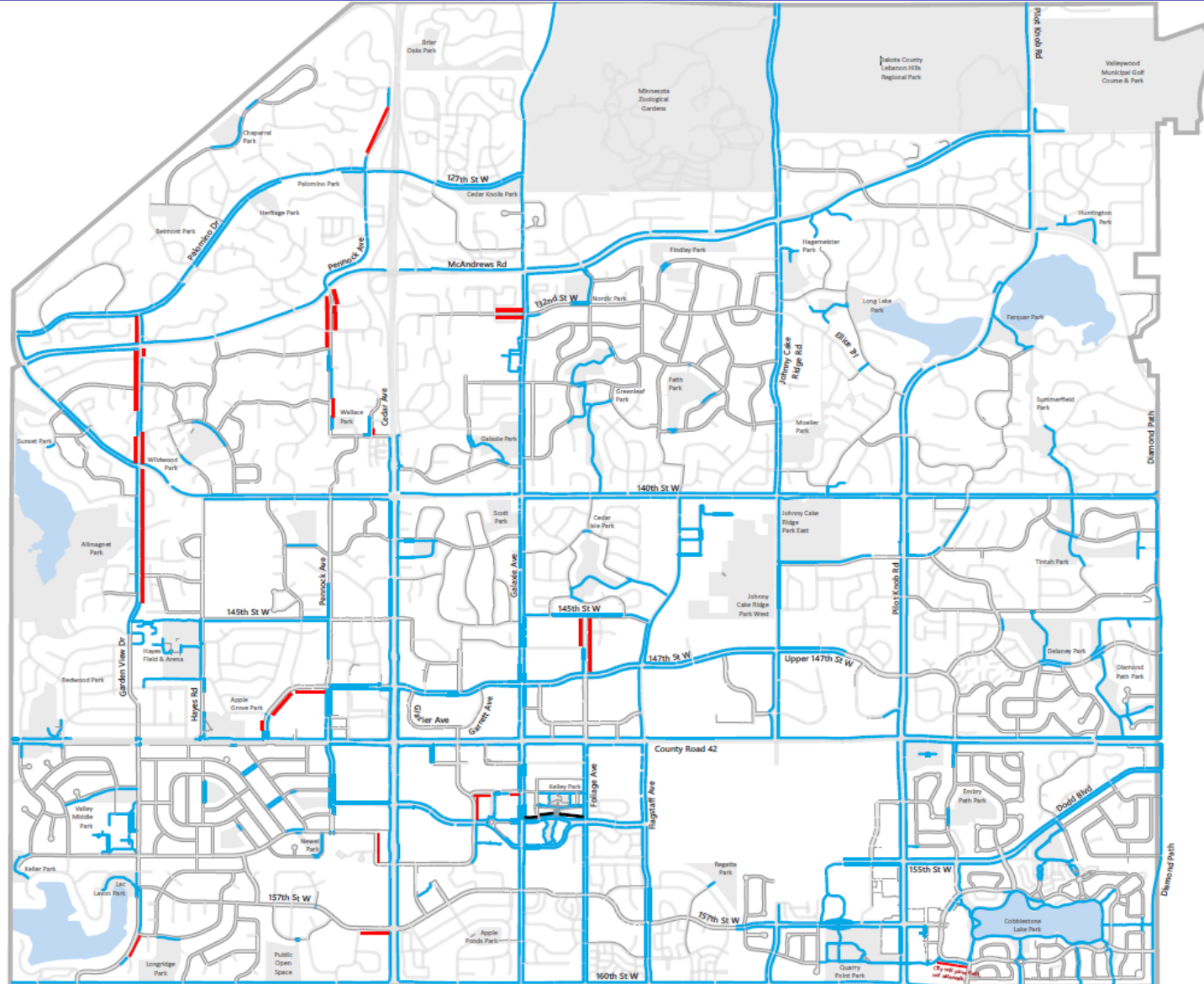


Public Works Policy 1.01 – Snow and Ice Removal from Sidewalks

1. The City will plow all 8-foot and wider concrete sidewalk, along collector roadways.
2. The City will plow all concrete sidewalk along collector roadways that are adjacent to rear yard areas of single-family home properties.
3. The City will plow snow from all asphalt surfaced (blacktop) walks/trails within public right-of-way.



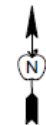
WALK/TRAIL SNOW PLOWING DISCUSSION



Trail/Walk Plowing Change Map

Snow Removal

- City, County, ISD
- Private - Sidewalks
- Change - will not plow
- Change - will plow



0 1,000 2,000
Feet

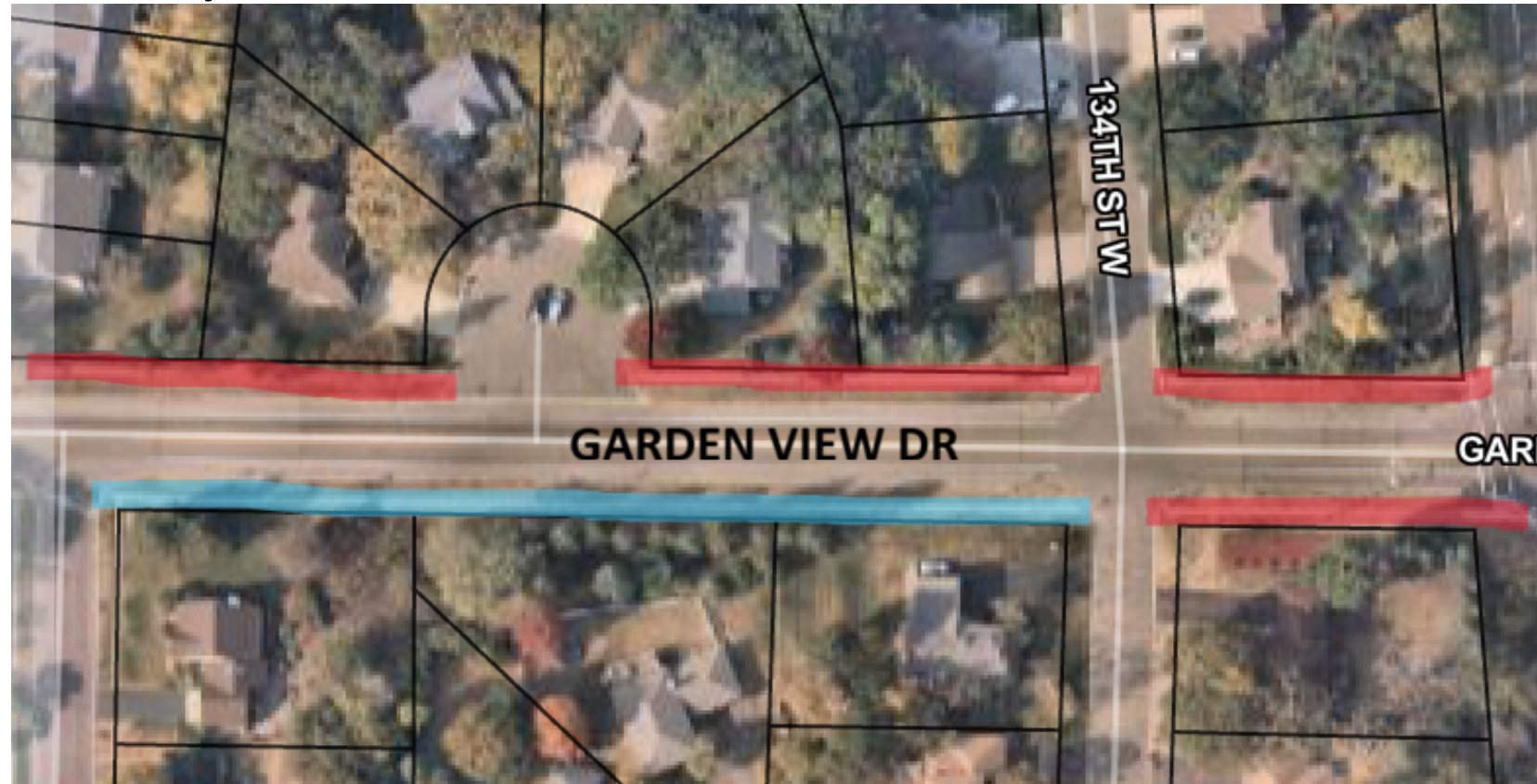
REVIEW PROPERTY OWNER CONCERNS



- Collector Road: Garden View Dr – 5' Walk
- Red – City will no longer do since not rear yard
- Blue – City does since rear yard

Owner Concerns

- Owner Age
- School Bus Stop
- Pedestrian Traffic
- City Doing Opposite Side



REVIEW PROPERTY OWNER CONCERNS



- Collector Road: Pennock Ave (at 133rd) – 5' Walk
- Red – City will no longer do since not rear yard

Owner Concerns

- Single Parent
- Pedestrian Traffic
- Long Walk Length
- Amount of Snow at Ped Ramp



REVISIONS TO CONSIDER



1. Consider adding single-family home corner properties along collector roadways with side yard walk. Currently only doing rear yard properties.
 - Would add a considerable amount of properties (over 100) that have always done their own.
2. Consider adding single-family home corner properties along collector roadways with sidewalk leading to/from a school bus stop.
 - Would add a small amount of additional properties.
 - Bus stops change so may be variable.
 - May put some onus on property owners to inform City of bus stop.

QUESTIONS?





ITEM:
MEETING DATE:
SECTION:

4.
October 9, 2025
Informal Agenda

Description: Parks Referendum Update (20 min.)	
Staff Contact: Eric Carlson, Parks and Recreation Director	Department / Division: Parks and Recreation

Action Requested:

N/A

Summary:

As we approach the end of the 2025 construction season, staff will provide an update on the Parks Referendum projects currently underway and will also present information on the projects being planned for 2026.

Background:

For the last several years, the City of Apple Valley has worked with the community to determine the future needs and desires residents have for parks and recreation services. In November 2023, Apple Valley voters approved two separate questions in a special election, authorizing a total of \$73.25 million to invest in parks, trails, natural resources, Kelley Park, Redwood Park, Hayes Arena, the Apple Valley Family Aquatic Center, the Apple Valley Community Center and Senior Center, a youth baseball/softball complex at Hayes Park, and a community pool at Redwood Park.

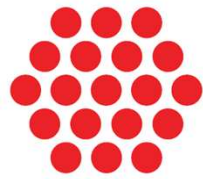
It will take four to six years to implement the improvements approved by voters. As we develop projects, we will involve residents in the planning process. Information on plans and construction progress will be provided on our website so residents can see what work is planned for each location and how the referendum dollars are being spent.

Budget Impact:

N/A

Attachments:

1. Presentation



Apple Valley Parks & Recreation

City Council Informal

Park Referendum Update
October 2025

City of Apple Valley – Parks & Recreation Department

Experiences That Last A Lifetime

1



City of Apple Valley Mission, Goals, Keys to Success

Mission

The City of Apple Valley is pledged to promote and enhance the health, safety, and general well-being of its citizens and all who visit the City.

Goals

Provide a **full range** of municipal services
Encourage **active participation** in city government activities
Promote **quality** development
Provide a balance of residential, commercial, and **public uses**
Promote employment opportunities within the community
Experiment with **new ideas** in the delivery of public services
Transmit to future citizens **a better and more beautiful community**

Keys to Success

1. **Service**
2. **A Great Place to Live**
3. Business Oriented
4. **Safe**
5. **Parks to Experience**
6. **Healthy and Active**
7. **Sustainable**
8. **Accessible**
9. Successful Downtown
10. Exceptional Learning
11. Technology and Innovation
12. **A Community for a Lifetime**

10/10/2025

 Apple Valley – Parks & Recreation – Experiences That Last A Lifetime

2

2

Park Referendum Team – THANK YOU

Elected and Appointed Officials

- City Council
- PRAC Committee
- Planning Commission

City Staff

- Tom Lawell
- Charles Grawe
- Christina Scipioni
- Ron Hedberg – Finance staff
- Brandon Anderson – Engineering staff
- Tim Benetti – Planning staff
- George Dorn – Inspections staff

Park and Recreation Staff

- Brian Christianson
- Kayla Hechsel
- Steve Rother
- Dain Brenno
- Nick Thompson
- Steve Skinner
- Nate Rosa
- Sharon Lempke

Consultants

- Kraus-Anderson
- Terra Construction
- JLG Architects
- Confluence
- Braun Intertec
- Bolten Menk
- City Attorney - DMSHB

10/10/2025



Apple Valley – Parks & Recreation – Experiences That Last a Lifetime

3

3

Hayes Arena Update

- Construction began March 2024
- Construction completed June 2024
- New floor, refrigeration, dasher boards, miscellaneous improvements
- Total \$2,500,000
- Wings Financial naming rights partner: \$60,000 for 12 years



10/10/2025



Apple Valley – Parks & Recreation – Experiences That Last a Lifetime

4

4



10/10/2025



Apple Valley – Parks & Recreation – Experiences That Last a Lifetime

5

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Splash Valley Water Park Update

- Construction began October 2024
- Construction completed May 2025
- Ribbon cutting June 12, 2025
- Construction \$6,300,000
- Soft costs \$1,200,000
- Total \$7,500,000



10/10/2025



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6

6



10/10/2025



Apple Valley – Parks & Recreation – Experiences That Last a Lifetime

7

7



10/10/2025



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8

8

Hayes Youth Athletic Complex Update

- Construction began May 2025
- Construction should be complete in October 2025
- Rain has impacted 33 days of construction – we are behind
- Keep site fenced through next spring/summer
- Open for use fall 2026 (hopefully)
- Construction \$5,600,000
- Soft costs \$1,700,000
- Total \$7,300,000
- Looking for naming rights partner



10/10/2025



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9

9



10/10/2025



 **Apple Valley – Parks & Recreation – Experiences That Last a Lifetime**

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10/10/2025



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11

11

Redwood Park Update

- Construction began June 2025
- Building ready May 2026
- Pool ready June 2026
- Playground ready August 2026
- Ribbon cutting August 2026
- Construction \$10,700,000
- Soft cost \$4,300,000
- Total \$15,000,000
- Looking for naming rights partner



10/10/2025



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12

12



10/10/2025



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13

13

Kelley Park Update

- Construction began July 2025
- Restroom ready June 2026
- Bandshell ready August 2026
- Splash Pad ready August 2026
- Playground ready September 2026
- Ribbon cutting Saturday, September 23, 2026
- Construction \$7,900,000
- Soft costs \$3,600,000
- Total \$11,500,000
- Expect announcement from local financial institution as naming rights partner



10/10/2025



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14

14



10/10/2025



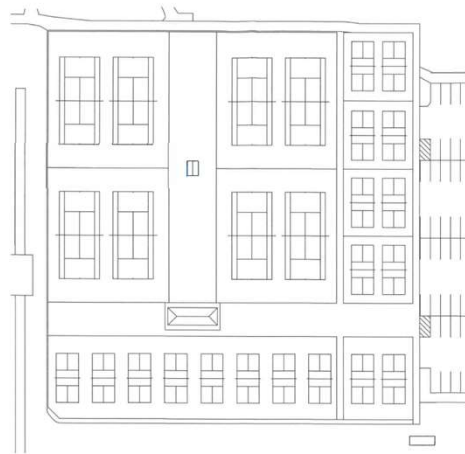
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15

15

Goodwin Pickleball Complex Update

- Construction began July 2025
- Courts completed October 2025
- 8 lighted courts
- Ribbon Cutting Thursday, October 23, 2025, at 5 p.m.
- Construction \$700,000
- Soft costs \$50,000
- Total \$750,000



10/10/2025



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16

16



10/10/2025



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17

17



10/10/2025



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18

18

Skate Park Update

- Construction began August 2025
- Skate park completed October 2025
- Ribbon cutting Thursday, October 23, 2025, at 5:30 p.m.
- Construction \$900,000
- Soft costs \$100,000
- Total \$1,000,000
- Looking for naming rights partner



10/10/2025



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19

19



10/10/2025



Apple Valley – Parks & Recreation – Experiences That Last a Lifetime

20

20

Cobblestone Trail Update

- Construction June 2025
- Trails completed August 2025
- Contractor working on punch list items and restoration
- MN DNR Trail Grant \$250,000
- Construction \$750,000
- Soft cost \$140,000
- Total \$890,000



10/10/2025

Apple Valley Parks & Recreation Apple Valley – Parks & Recreation – Experiences That Last a Lifetime

21

21



10/10/2025

Apple Valley Parks & Recreation Apple Valley – Parks & Recreation – Experiences That Last a Lifetime

22

22



10/10/2025



Apple Valley – Parks & Recreation – Experiences That Last a Lifetime

23

23

Park Signs

- Phase I – Park Identification Signs
 - 46 parks (53 signs)
- Phase II 2026
 - Johnny Cake (monument sign)
 - Redwood (monument sign)
 - Hayes (monument sign)
 - Kelley (digital reader board)
 - Miscellaneous signs (trail markers, wayfinding, rules, etc.)
- Total \$860,000



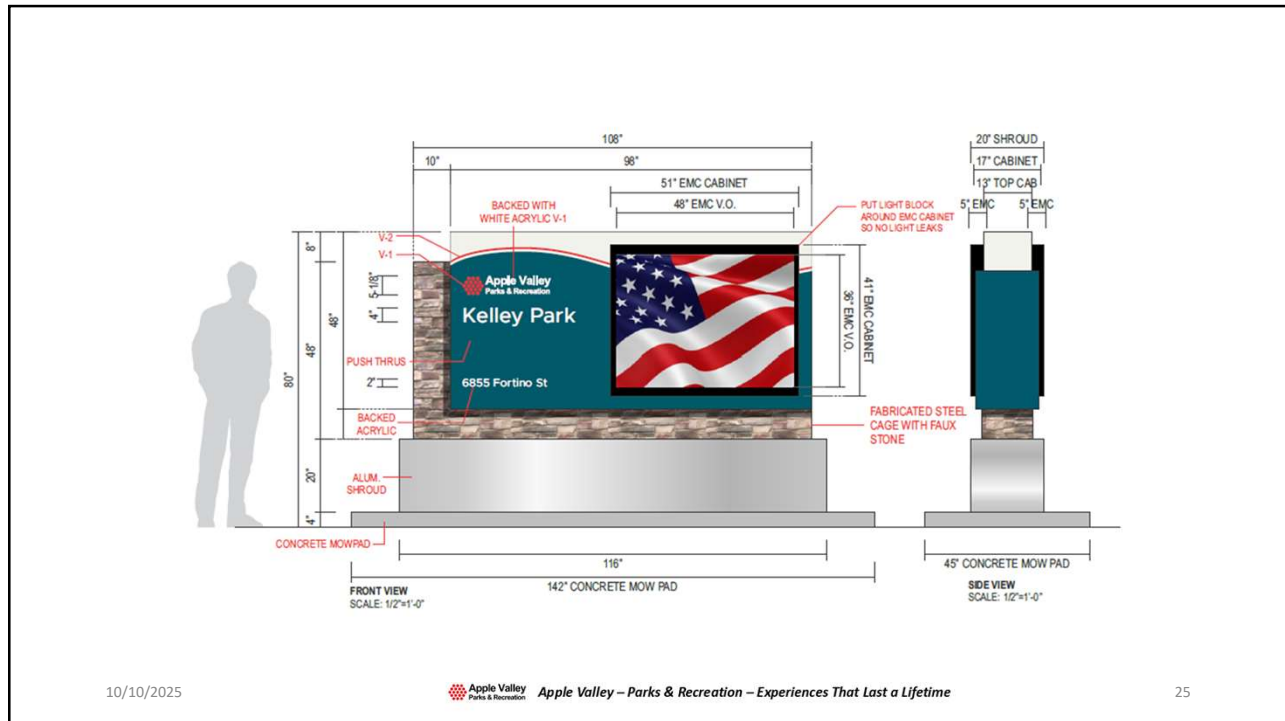
10/10/2025



Apple Valley – Parks & Recreation – Experiences That Last a Lifetime

24

24



25

2025 Neighborhood Park Update

- Apple Ponds, Carrollwood, Cedar Isle, Chaparral, Cobblestone (SE), Greenleaf North
- Courts, trails, playground equipment, ADA
- Construction \$1,200,000
- Soft costs \$150,000
- Total \$1,350,000



10/10/2025

Apple Valley Parks & Recreation Apple Valley – Parks & Recreation – Experiences That Last a Lifetime

26

26

Apple Ponds Park

- ADA access improvements
- Trail improvements
- Ballfield improvements
- Sand volleyball converted to basketball
- Playground to be replaced in 2034



10/10/2025



Apple Valley – Parks & Recreation – Experiences That Last a Lifetime

27

27



10/10/2025



Apple Valley – Parks & Recreation – Experiences That Last a Lifetime

28

28

Carrollwood Park

- ADA access improvements
- Trail improvements
- Playground complete by end of October weather permitting



10/10/2025

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29

29



10/10/2025

 Apple Valley – Parks & Recreation – Experiences That Last a Lifetime

30

30

Cedar Isle Park

- ADA access improvements
- Trail improvements
- Basketball court
- Playground completed by end of next week weather permitting
- Not all trails have been replaced, residents unhappy



10/10/2025

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31

31



10/10/2025

Apple Valley Parks & Recreation Apple Valley – Parks & Recreation – Experiences That Last a Lifetime

32

32

Chaparral Park

- ADA access improvements
- Trail improvements
- Playground complete by end of October weather permitting



10/7/2025

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33



10/10/2025

Apple Valley Parks & Recreation Apple Valley – Parks & Recreation – Experiences That Last a Lifetime

34

Cobblestone Lake Park (SE)

- ADA access improvements
- Trail improvements
- New playground completed



10/10/2025

 Apple Valley – Parks & Recreation – Experiences That Last a Lifetime

35

35



10/10/2025

 Apple Valley – Parks & Recreation – Experiences That Last a Lifetime

36

36

Greenleaf North Park

- ADA access improvements
- Trail improvements
- Tennis court resurfaced
- Basketball court resurfaced
- Playground completed by end of October weather permitting



10/10/2025

Apple Valley Parks & Recreation Apple Valley – Parks & Recreation – Experiences That Last a Lifetime

37

37



10/10/2025

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38

38

AVCC/AVSC Update

- Construction begins spring 2026
- Open for use summer 2027
- Project Overview
 - Centralize entrance
 - Indoor Playground
 - Small Fitness
 - Senior Coffee Lounge
 - Additional programming space
 - Mechanical/roof/etc.
- Construction \$10,500,000
- Soft costs \$3,700,000
- Total \$14,200,000
- Looking for naming rights partner



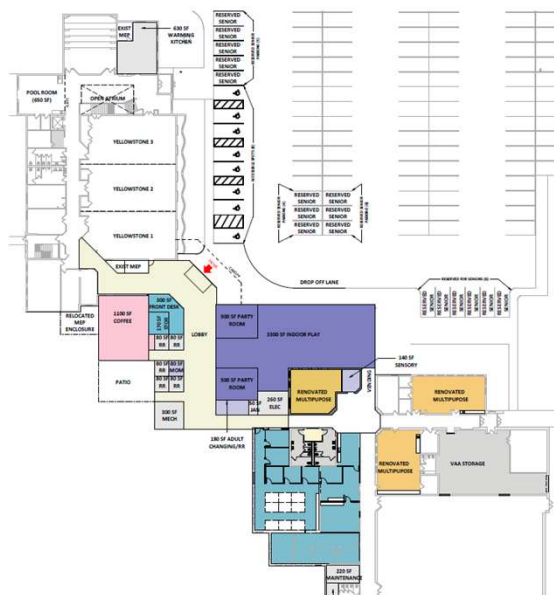
10/10/2025



Apple Valley – Parks & Recreation – Experiences That Last a Lifetime

39

39



10/10/2025



Apple Valley – Parks & Recreation – Experiences That Last a Lifetime

40

40

2026 Neighborhood Park Update

- Apple Valley East, Belmont, Cedar Knolls, Delaney, Duchess, Faith, Findlay, Lergen, Greening, Hagemeister, Longridge, Moeller, Pennock, Tintah, and Wallace Parks
- Courts, trails, playground equipment, ADA access
 - Hagemeister tennis court lights
- Working closely with Engineering on storm water improvements (Duchess, Greening, and Pennock Parks)



10/10/2025



Apple Valley – Parks & Recreation – Experiences That Last a Lifetime

41

41

Duchess Park

- New playground
- New basketball court
- New ballfield backstop
- ADA access
- Infiltration basin
- Underground storm water vault



10/10/2025



Apple Valley – Parks & Recreation – Experiences That Last a Lifetime

42

42



10/10/2025



Apple Valley – Parks & Recreation – Experiences That Last a Lifetime

43

43

Greening Park

- New playground
- New basketball court
- New ballfield backstop
- ADA access
- Infiltration basin



10/10/2025



Apple Valley – Parks & Recreation – Experiences That Last a Lifetime

44

44



10/10/2025



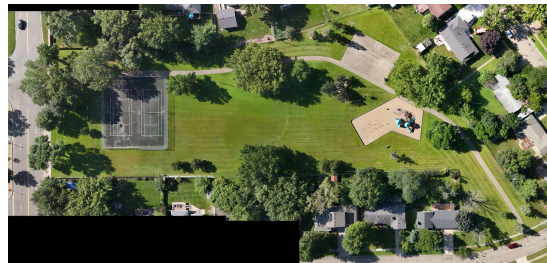
Apple Valley – Parks & Recreation – Experiences That Last a Lifetime

45

45

Pennock Park

- New playground
- New tennis, pickleball, basketball court
- ADA access
- Infiltration basin



10/10/2025



Apple Valley – Parks & Recreation – Experiences That Last a Lifetime

46

46



10/10/2025



Apple Valley – Parks & Recreation – Experiences That Last a Lifetime

47

47

JCRPW Challenge Course Concept

- Enhances physical and mental strength, cognitive and social skills, confidence, and adaptability
- Series of obstacles and activities
- Climbing, balance, crawling, ropes
- Includes play area for smaller kids
- This would replace the existing playground north of the JCAC
- MN DNR Outdoor Recreation Grant application for \$350,000



10/10/2025



Apple Valley – Parks & Recreation – Experiences That Last a Lifetime

48

48



10/10/2025



Apple Valley – Parks & Recreation – Experiences That Last a Lifetime

49

49



10/10/2025



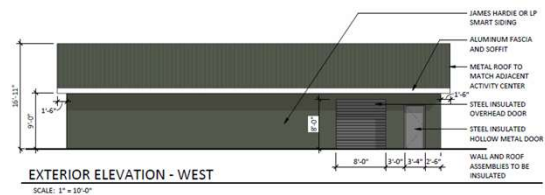
Apple Valley – Parks & Recreation – Experiences That Last a Lifetime

50

50

EVAA Storage Building

- Johnny Cake Ridge Park West
 - North of JCAC
- 1,800 sq ft
- City builds shell
- EVAA finishes inside

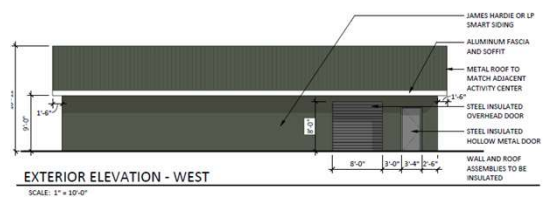
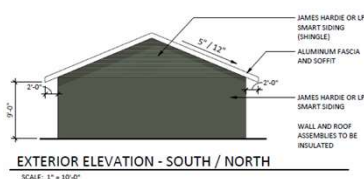
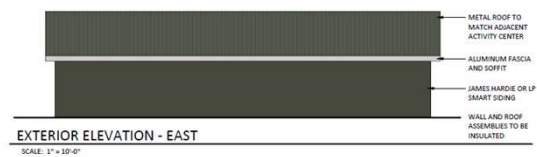
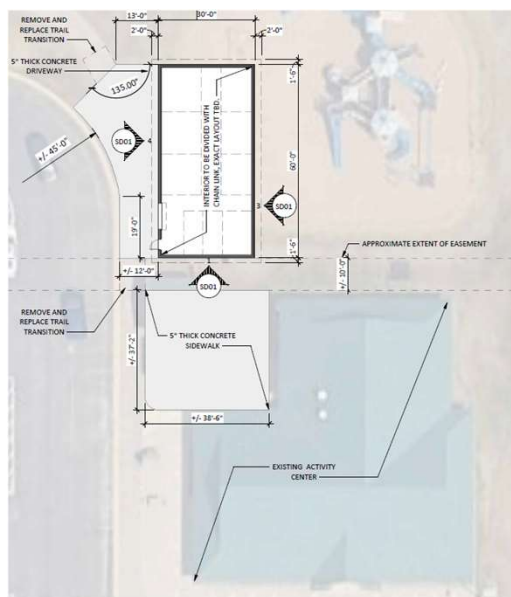


10/10/2025

Apple Valley Parks & Recreation Apple Valley – Parks & Recreation – Experiences That Last a Lifetime

51

51



10/10/2025

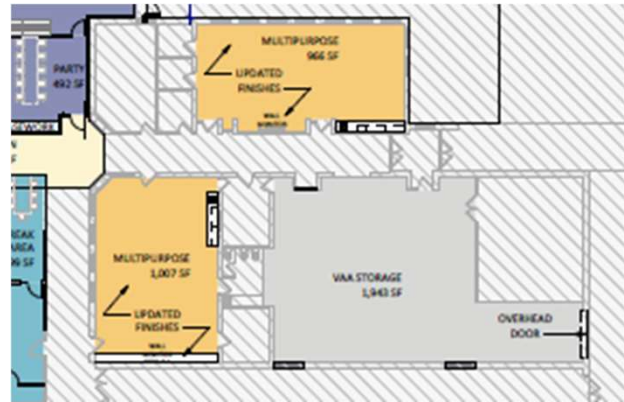
Apple Valley Parks & Recreation Apple Valley – Parks & Recreation – Experiences That Last a Lifetime

52

52

VAA Storage

- 1,943 sq ft
- AVCC/AVSC
 - Community Room 1 and 2
- City builds shell
- VAA finishes inside



10/10/2025



Apple Valley – Parks & Recreation – Experiences That Last a Lifetime

53

53

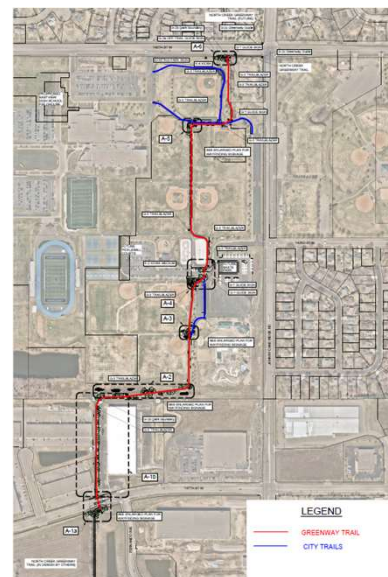
North Creek Regional Greenway

Johnny Cake Ridge Park West (140th St W to 147th St W)

- County \$2,600,000
- City \$516,000
- ISD 196 \$332,000
- Total estimated \$3,149,200

JCRPW Irrigation Replacement

- City \$600,000
- ISD 196 \$600,000



10/10/2025



Apple Valley – Parks & Recreation – Experiences That Last a Lifetime

54

54

Natural Areas Update

- Tintah Park
- Alimagnet Park
- Hayes Park
- Wildwood Park
- Sunset Park
- More to come



Grants

Grant Provider	Amount
Minnesota Amateur Sports Commission (Hayes Rink)	\$207,900
MN State Bonding (Redwood Inclusive Playground)	\$1,410,000
MN DNR (Cobblestone Trail)	\$250,000
MPCA Stormwater Resiliency Grant (Duchess, Greening, Pennock)	\$280,000
MN DNR Conservation Partners Legacy Grant (Alimagnet Natural Resources)	\$262,000
Total	\$2,408,900

Funding Sources

	Amount
2024 Bond Sales	\$16,000,000
2025 Bond Sales	\$29,000,000
2026 Bond Sales	\$28,250,000
Bond Premium	\$1,000,000
Grants	\$2,408,900
Interest Earnings	\$1,375,000
Park Dedication	\$2,300,000
Miscellaneous	<u>\$2,323,056</u>
Total	\$82,656,956

10/10/2025



Apple Valley – Parks & Recreation – Experiences That Last a Lifetime

57

57

Financial Recap

Project	Budget	Anticipated	Difference
Hayes Arena	\$3,900,000	\$2,529,709	\$1,370,291
Splash Valley Water Park	\$8,100,000	\$7,527,927	\$572,073
Hayes Youth Athletic Complex	\$5,200,000	\$7,346,943	(\$2,146,943)
Redwood Park	\$16,100,000	\$15,040,123	\$1,059,877
Kelley Park	\$8,600,000	\$11,480,718	(\$2,880,718)
AVCC/AVSC	\$10,600,000	\$14,144,399	(\$3,544,399)
Natural Areas	\$2,000,000	\$2,000,000	\$0
Parks	\$16,750,000	\$20,531,138	(\$3,781,138)
Trails	\$2,000,000	\$2,000,000	\$0
Financing		\$850,000	(\$850,000)
Total	\$73,250,000	\$83,450,957	(\$10,200,957)
Funding Available		\$82,656,956	
Balance		(\$794,000)	

10/10/2025



Apple Valley – Parks & Recreation – Experiences That Last a Lifetime

58

58

Questions/Comments?

10/10/2025



Apple Valley – Parks & Recreation – Experiences That Last a Lifetime

59



ITEM:
MEETING DATE:
SECTION:

4.A.
October 9, 2025
Consent Agenda

Description: Approve Minutes of the regular meeting of September 25, 2025	
Staff Contact: Christina Scipioni, City Clerk	Department / Division: Administration/City Clerk's Office

Action Requested:

Approve Minutes of the regular meeting of September 25, 2025

Summary:

The minutes from the last regular City Council meeting are attached for review and approval.

Background:

State statute requires the creation and preservation of meeting minutes which document the official actions and proceedings of public governing bodies.

Budget Impact:

N/A

Attachments:

1. Minutes

CITY OF APPLE VALLEY
Dakota County, Minnesota
September 25, 2025

Minutes of the regular meeting of the City Council of Apple Valley, Dakota County, Minnesota, held September 25, 2025, at 7:00 p.m., at Apple Valley Municipal Center.

PRESENT: Mayor Hooppaw; Councilmembers Bergman, Grendahl, and Melander.

ABSENT: Councilmember Hiebert.

City staff members present were: City Administrator Lawell, City Clerk Scipioni, City Attorney Hills, City Engineer Anderson, Community Development Director Benetti, Parks and Recreation Director Carlson, Deputy Police Chief Dahlstrom, City Planner Dill, Police Chief Francis, Assistant City Administrator Grawe, Human Resources Manager Haefner, Liquor Manager Heyne, Liquor Assistant Manager Nichols, and Public Works Director Saam.

Mayor Hooppaw called the meeting to order at 7:00 p.m. Everyone took part in the Pledge of Allegiance to the flag.

Approval of the Agenda

MOTION: of Grendahl, seconded by Bergman, approving the agenda for tonight's meeting, as presented. Ayes - 4 - Nays - 0.

Audience

Mayor Hooppaw asked if anyone was present to address the Council, at this time, on any item not on this meeting's agenda.

Consent Agenda

Mayor Hooppaw asked if the Council or anyone in the audience wished to pull any item from the consent agenda. There were no requests.

MOTION: of Melander, seconded by Grendahl, approving all items on the consent agenda with no exceptions. Ayes - 4 - Nays - 0.

Consent Agenda Items

- A. Approve the minutes of the regular meeting of September 11, 2025.
- B. Adopting **Resolution No. 2025-135** setting a public hearing at 7:00 p.m. on October 23, 2025, for a new On-Sale Intoxicating Liquor and Special License for Sunday Liquor Sales, for Brick & Bourbon Apple Valley, LLC, 14883 Florence Trail.
- C. Adopt **Resolution No. 2025-136** supporting Minnesota suburban transit providers
- D. Approve issuance of 2025 License to Sell Tobacco or Tobacco Products to Holiday Stationstores, LLC, 15550 Cedar Avenue.
- E. Approve the Truth in Taxation supplemental insert.
- F. Adopt **Resolution No. 2025-137** amending the 2025 City Fee Schedule.

- G. Approve 2025 Bicycle and Pedestrian Plan Update.
- H. Adopt **Resolution No. 2025-138** approving 2026 City contribution toward employee group insurance.
- I. Adopt **Resolution No. 2025-139** amending Resolution No. 2025-13 vacating public grounds at 14450 Hayes Road.
- J. Approve extended construction hours for Chick-Fil-A, 7480 153rd Street West.
- K. Approve reduction of financial guarantee.
- L. Approve release of Natural Resources Management Permit financial guarantee.
- M. Adopt Resolution No. 2025-140 restricting parking along the east side of Gladstone Path from 157th Street West to 158th Street West.
- N. Authorize Project 2025-153, PFAS Treatment Pilot Study.
- O. Surplus property
 - 1. Declare City property and unclaimed property to be surplus.
 - 2. Approve agreement with SLA Auctions, LLC, to hold online auction.
- P. Approve lease agreement with Eastview Hockey Association for concession stands at Apple Valley Sports Arena and Hayes Arena.
- Q. Approve encroachment agreement for 13933 Ember Court (Lot 2, Block 1, The Woodwinds 8th Addition).
- R. Approve disclaimer of interest related to Dakota County Project No. 31-118 (147th and Pilot Knob Intersection Improvements).
- S. Approve naming rights agreement with Wings Financial Credit Union for Hayes Arena.
- T. Approve master services agreement with VertexOne Software, LLC.
- U. Approve agreement with Loffler Companies, Inc., for replacement multi-function copier rental and maintenance.
- V. Approve agreement with Davey Resources Group for City Project 2025-152, 2025 BMP Vegetation Maintenance.
- W. Approve playground equipment/installation purchase orders for Project 2026-116, Neighborhood Parks Improvements (2023 Parks Bond Referendum).
 - 1. Purchase order with St. Croix Recreation Fun Playgrounds, Inc., for Apple Valley East Park and Delaney Park.
 - 2. Purchase order with Minnesota Playground, Inc., d/b/a MWP Recreation, for Belmont Park.
- X. Approve Change Order No. 5 to agreement with Jerry's Transmission Service, Inc., d/b/a North Central Emergency Vehicles, for 2025 Fire Engine, Triple Combination Pumper.
- Y. Approve Change Order No. 16 for Project 2021-172, Police Garage
- Z. Approve Change Order No. 1 to agreement with McNamara Contracting, Inc., for Project 2024-153, Pickleball Court Expansion at JCRPW (2023 Parks Bond Referendum).
- AA. Approve Change Order No. 1 to agreement with Kunkel Eclectic, Inc., for lighting installation for Project 2024-153, Pickleball Court Expansion at JCRPW (2023 Parks Bond Referendum).
- BB. Approve Change Order No. 35 to agreement with Terra General Contractors, LLC, d/b/a Terra Construction, for Project 2024-187, Family Aquatic Center Improvements (2023 Parks Bond Referendum).

- CC. Approve Change Order Nos. 3 and 4 to agreement with Kraus-Anderson Construction Company for Project 2024-189, Redwood Park Reconstruction (2023 Parks Bond Referendum).
- DD. Approve Change Order No. 1 to agreement with Kraus-Anderson Construction Company for Project 2024-190, Kelley Park Renovation (2023 Parks Bond Referendum).
- EE. Approve acceptance and final payment on agreement with Hawkins, Inc., for Project 2025-146, 2025 Outdoor Pool Water Management.
- FF. Approve claims and bills.
- GG. Approve the personnel report.
- HH. Approve First Amendment to Purchase Agreement for the City-Owned "Fraser Parcel" (Lot 2, Block 1, Fraser Addition).

End of Consent Agenda

Regular Agenda

- A. Proclaim October 5 through 11, 2025, as "Fire Prevention Week" and authorize activities planned at fire stations.

Chief Nelson read the proclamation and shared information about the 2025 Fire Prevention Week open houses and activities. The theme for this year is "Charge into Fire Safety™: Lithium-Ion Batteries in Your Home".

MOTION: of Grendahl, seconded by Bergman, proclaiming October 5 through 11, 2025, as "Fire Prevention Week" and authorizing activities planned at fire stations. Ayes - 4 - Nays - 0.

B. Valley Station Apartments

Ms. Dill stated the applicant, Real Estate Equities (REE), requests amendments to Appendix F, Article 18, Planned Development No. 507, and Site Plan/Building Permit Authorization to allow construction of Valley Station Apartments, a five-story, 144-unit affordable workforce housing apartment development on Lot 1, Block 2, Carroll Center 4th Addition. Ms. Dill provided an overview of the application as described in the staff memo.

MOTION: of Bergman, seconded by Melander, to pass an Ordinance amending Article 18, Planned Development No. 507. Ayes - 4 - Nays - 0.

MOTION: of Melander, seconded by Grendahl, to adopt **Resolution No. 2025-141** approving Planned Development Agreement. Ayes - 4 - Nays - 0.

MOTION: of Melander, seconded by Bergman, to adopt **Resolution No. 2025-142** approving Development Agreement. Ayes - 4 - Nays - 0.

MOTION: of Bergman, seconded by Grendahl, approving Stormwater Maintenance Agreement. Ayes - 4 - Nays - 0.

MOTION: of Bergman, seconded by Melander, to adopt **Resolution No. 2025-143** approving Site Plan Review and Building Permit Authorization. Ayes - 4 - Nays - 0.

Communications

Mr. Hedberg provided an overview of the 2026 budget process and shared that a Budget Open House will be held November 18 from 4 to 6 p.m. at the Apple Valley Municipal Center.

Mr. Heyne and Mr. Nicols shared information about an upcoming Food and Wine Pairing Event to be held on October 7 at Revolve Hall.

Chief Francis shared that there will be an open house at the Police Operations Building on September 30 from 5 to 7 p.m.

Councilmember Grendahl thanked staff for hosting another successful Fall Clean-Up Day.

Mayor Hooppaw thanked all the staff who were involved with updating the Apple Valley Bike Pedestrian Plan.

Calendar of Upcoming Events

MOTION: of Grendahl, seconded by Bergman, approving the calendar of upcoming events as included in the Deputy City Clerk's memo, adding the October 7, 2025, Food and Wine Pairing, and noting that each event listed is hereby deemed a Special Meeting of the City Council. Ayes - 4 - Nays - 0.

Adjourn

MOTION: of Grendahl, seconded by Melander, to adjourn. Ayes - 4 - Nays - 0.

The meeting was adjourned at 7:40 p.m.

Respectfully Submitted,

Christina M. Scipioni, City Clerk

Approved by the Apple Valley City Council
On October 9, 2025.

Clint Hooppaw, Mayor



ITEM:
MEETING DATE:
SECTION:

4.B.
October 9, 2025
Consent Agenda

Description:

Adopt Resolution selecting a Paid Family Medical Leave insurance, short-term disability insurance, and vision insurance provider

Staff Contact:

Jamie Haefner, Human Resources Manager

Department / Division:

Administration/Human Resources

Action Requested:

Adopt Resolution selecting a Paid Family Medical Leave insurance, short-term disability insurance, and vision insurance provider

Summary:

The State of Minnesota recently passed legislation that will create a mandatory paid family and medical leave insurance program, effective January 1, 2026. This program provides job protection and partial wage replacement for individuals unable to work due to a qualifying condition lasting at least seven days. The City of Apple Valley is covered by this law and thus required to comply with this legislation. Minnesota Paid Leave must be administered by the State of Minnesota or an equivalent private plan. Minnesota Paid Leave will be funded by premiums made up of contributions from employees and employers. The City proposes to cover 50 percent of the premium and the employee will cover 50 percent.

The City has consulted with Integrity, our benefits insurance specialist, regarding options for administering this program in compliance with statute. After a thorough review of options, staff is recommending entering into an agreement with MetLife for these services. In addition, for efficiencies in coordinating benefit services to our employees, the City is recommending we also move our Short Term Disability insurance to MetLife. MetLife provided a proposal with a lower premium and a longer rate lock than the State plan. Staff advises that MetLife is well suited to administer this new program as it will go hand-in-hand with other benefit programs and is anticipated to provide improved reporting, communication, and timeliness than the State plan. Council authorization is needed to enter into this provider agreement.

Last, in order to enter into this agreement, the City is required to add one more ancillary benefit and we are recommending Vision Insurance. Vision Insurance will be 100% voluntary for the employee and they will cover 100% of the cost of participation.

Background:

Minnesota Paid Leave Law is a new program for Minnesotans that will launch January 1, 2026. The

program provides partial wage replacement and job protection for employees taking leave under this law. An employee must have earned 5.3 percent of the statewide average annual wage in the past year to be eligible. That wage threshold is currently \$3,900 and will be updated annually. Employees are eligible for the wage replacement benefit upon hire. Employees are eligible for the job protection benefit after 90 days of employment with the City.

Minnesota Paid Leave covers full time, part time and most seasonal "Minnesota" employees. Minnesota employees are defined by the Paid Leave Law as employees who worked 50 percent or more of the prior year in Minnesota, or for employees who did not work 50 percent or more of the year in any one state, those who live in Minnesota. Minnesota Paid Leave does not cover seasonal hospitality employees (employed less than 150 calendar days during any consecutive 52-week period). This will exempt some of our seasonal employees at Valleywood Golf Course.

Minnesota Paid Leave will be funded by premiums made up of contributions from employees and employers. The employer must cover at least 50 percent of the premium. Minnesota Paid Leave Law provides employers the discretion to offer supplemental benefits such as the use of sick leave, vacation leave, and/or short-term disability so that an employee can receive 100 percent of their pay. Staff recommends that the City provide for this to occur as it is consistent with past practice. In addition, the City would require that leave taken under the Minnesota Paid Leave Law run concurrently with leave taken for the same purpose under the Minnesota Parental Leave Act and the Family Medical Leave Act.

Staff believes that having MetLife Insurance administer the program will be beneficial to both the City and employees. MetLife already administers this program in other states and thus has systems and processes in place. The system and processes at the State of Minnesota will be new and the service level, including time to process claims, is unknown. History shows that some other states have had difficulty with the implementation of similar programs, sometimes leading to a backlog of several weeks for claim payments.

Budget Impact:

Based on MetLife's proposal for services in 2026, the total annual premium for this program is estimated at \$230,220, of which the City's portion would therefore be \$115,110. This MetLife option is 0.79 percent of annual employee wages, compared to the higher State of MN rate of 0.88 percent. MetLife has also guaranteed this rate for 24 months. The City has adequately budgeted for this program as included in the 2026 Proposed Annual Budget. The City will need to submit an application to the State notifying them of our decision to use MetLife to provide Paid Family Medical Leave coverage to our employees. There is an annual processing fee the City will need to pay to the State. The current rate is \$500 per year.

Attachments:

1. Resolution

CITY OF APPLE VALLEY
RESOLUTION NO. 2025-

A RESOLUTION SELECTING METLIFE INSURANCE COMPANY AS THE CITY'S
SERVICE PROVIDER FOR PAID FAMILY MEDICAL LEAVE INSURANCE, VISION
INSURANCE, AND SHORT-TERM DISABILITY INSURANCE

WHEREAS, Minnesota Statutes Chapter 268B requires the City to provide Paid Family Medical Leave insurance beginning January 1, 2026; and

WHEREAS, the City has elected to offer its full-time employees vision insurance and short-term disability insurance; and

WHEREAS, the City has reviewed its options for Paid Family Medical Leave insurance, short-term disability insurance, and vision insurance and has determined it is in the City's best interest to purchase these three insurance services from MetLife Insurance Company.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Apple Valley, Dakota County, Minnesota that the City selects MetLife Insurance Company to provide Paid Family Medical Leave insurance, vision insurance, and short-term disability insurance effective January 1, 2026.

BE IT FURTHER RESOLVED that the Human Resource Manager is hereby authorized to execute all documents required by MetLife Insurance Company to enact coverage.

ADOPTED this 9th day of October, 2025.

Clint Hooppaw, Mayor

ATTEST:

Christina M. Scipioni, City Clerk



ITEM:
MEETING DATE:
SECTION:

4.C.
October 9, 2025
City Council Regular
Meeting Tentative Agenda

Description:

Adopt Resolution approving the Apple Valley Fire Department Fire Policy Manual

Staff Contact:

Matt Nelson, Fire Chief

Department / Division:

Fire

Action Requested:

Adopt Resolution approving the Apple Valley Fire Department Fire Policy Manual

Summary:

As discussed at the City Council's informal meeting on September 11, 2025, Fire Department leadership has discussed, reviewed, and drafted new policies for the fire department which will be a replacement document for the existing policies and handbook. This was accomplished by working with Lexipol, a company that has developed draft policies for fire departments which meet state and federal laws, along with incorporating industry best practices.

It is staff's recommendation to adopt the proposed *Apple Valley Fire Department Fire Policy Manual* having it take effect on January 1, 2026.

Background:

As suggested by the City Council, Fire Department members were involved in reviewing the proposed changes and have provided input through a small group of firefighters and fire officers that were formed to look at the draft policies. There were four recommendations received, all of which were incorporated into the new policies.

The existing policies and handbook for the Fire Department were originally established on April 26, 2012.

Budget Impact:

N/A

Attachments:

1. Resolution
2. Exhibit A

CITY OF APPLE VALLEY
RESOLUTION NO. 2025-

A RESOLUTION APPROVING THE APPLE VALLEY FIRE DEPARTMENT FIRE POLICY
MANUAL

WHEREAS, Apple Valley City Code Section 32.15 allows the City to adopt necessary policies and procedures for management of its Fire Department operation and personnel; and

WHEREAS, the Apple Valley Fire Department has reviewed its existing policies and handbook, originally established April 26, 2012; and

WHEREAS, the Apple Valley Fire Department has written, and the City Council has reviewed, a replacement document for the existing policies, entitled the Apple Valley Fire Department Fire Policy Manual.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Apple Valley, Dakota County, Minnesota, that the Apple Valley Fire Department Fire Policy Manual, attached as Exhibit A, is hereby approved.

NOW, THEREFORE BE IT FURTHER RESOLVED that the Apple Valley Fire Department Fire Policy Manual will take effect January 1, 2026, and shall replace the Fire Department's previously adopted policies and handbook.

ADOPTED this 9th day of October, 2025.

Clint Hooppaw, Mayor

ATTEST:

Christina M. Scipioni, City Clerk

Apple Valley Fire Department

Fire Policy Manual

MISSION

The mission of the Apple Valley Fire Department is to protect lives and property through fire suppression, emergency response, and community education, ensuring safety with professionalism, integrity, dedication, and pride.

Apple Valley Fire Department

Fire Policy Manual

VISION STATEMENT

It is our vision to be known as an innovative, effective, and progressive fire department. We are dedicated to the delivery of effective fire suppression, rescue services, and quality fire and safety education to the public. We strive to offer the best available education and training to our members. We are committed to providing an environment which fosters teamwork among members. We desire to have an atmosphere of open communication which promotes the health and welfare of individual members.

Apple Valley Fire Department

Fire Policy Manual

FIREFIGHTER CODE OF ETHICS

I understand that I have the responsibility to conduct myself in a manner that reflects proper ethical behavior and integrity. In so doing, I will help foster a continuing positive public perception of the fire service. Therefore, I pledge the following ...

- Always conduct myself, on and off duty, in a manner that reflects positively on myself, my department and the fire service in general.
- Accept responsibility for my actions and for the consequences of my actions.
- Support the concept of fairness and the value of diverse thoughts and opinions
- Avoid situations that would adversely affect the credibility or public perception of the fire service profession.
- Be truthful and honest at all times and report instances of cheating or other dishonest acts that compromise the integrity of the fire service.
- Conduct my personal affairs in a manner that does not improperly influence the performance of my duties, or bring discredit to my organization.
- Be respectful and conscious of each member's safety and welfare.
- Recognize that I serve in a position of public trust that requires stewardship in the honest and efficient use of publicly owned resources, including uniforms, facilities, vehicles and equipment and that these are protected from misuse and theft.
- Exercise professionalism, competence, respect and loyalty in the performance of my duties and use information, confidential or otherwise, gained by virtue of my position, only to benefit those I am entrusted to serve.
- Avoid financial investments, outside employment, outside business interests or activities that conflict with or are enhanced by my official position or have the potential to create the perception of impropriety.
- Never propose or accept personal rewards, special privileges, benefits, advancement, honors or gifts that may create a conflict of interest, or the appearance thereof
- Never engage in activities involving alcohol or other substance use or abuse that can impair my mental state or the performance of my duties and compromise safety.
- Never discriminate on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual preference, medical condition or handicap.
- Never harass, intimidate or threaten fellow members of the service or the public and stop or report the actions of other firefighters who engage in such behaviors.
- Responsibly use social networking, electronic communications, or other media technology opportunities in a manner that does not discredit, dishonor or embarrass my organization, the fire service and the public. I also understand that failure to resolve or report inappropriate use of this media equates to condoning this behavior.

Developed by the National Society of Executive Fire Officers

Apple Valley Fire Department

Fire Policy Manual

Table of Contents

Mission	1
Vision Statement	2
Firefighter Code of Ethics	3
Chapter 1 - Fire Service Role and Authority	9
100 - Fire Service Authority	10
101 - Chief Executive Officer	12
102 - Oath of Office	13
103 - Policy Manual	14
Chapter 2 - Organization and Administration	18
200 - Organizational Structure	19
201 - Emergency Action Plan (EAP) and Fire Prevention Plan (FPP)	22
202 - Training Policy	24
203 - Liability Claims	25
204 - Electronic Mail	26
205 - Administrative Communications	28
206 - Post-Incident Analysis (PIA)	29
207 - Annual Planning Master Calendar	32
208 - Department Interim Directives	34
209 - Physical Asset Management	35
210 - Purchasing, Procurement, and Expenses	39
211 - Limited English Proficiency Services	41
212 - Americans with Disabilities Act (ADA) Compliance	47
Chapter 3 - General Operations	57
300 - Incident Management	58
301 - Emergency Response	59
302 - Fire Ground Accountability	63
303 - Rapid Intervention/Two-In Two-Out	65
304 - Urban Search and Rescue (USAR)	67
305 - Tactical Withdrawal	70
306 - Response Time Standards	73
307 - Aircraft Operations	74
308 - Atmospheric Monitoring for Carbon Monoxide	76
309 - Staging	78
310 - High-Rise Incident Management	81
311 - Elevator Entrapments	82
312 - Elevator Restrictions During Emergencies	84
313 - Swiftwater Rescue and Flood Search and Rescue Responses	85
314 - Confined Space Rescue Response	87
315 - Trench Rescues	91

Apple Valley Fire Department

Fire Policy Manual

316 - Carbon Monoxide Detector Activations	92
317 - Safe Place for Newborns Policy	94
318 - Hazardous Materials Response	96
319 - News Media and Community Relations	100
320 - Scene Preservation	104
321 - Child Abuse	107
322 - Disposition of Valuables	109
323 - Performance of Duties	110
324 - Vulnerable Adult Abuse	112
325 - Traffic Accidents	114
326 - Line of Duty Death and Serious Injury Investigations	117
327 - National Fire Incident Reporting System (NFIRS)	120
328 - Community Volunteer Program	121
329 - Ride-Along Program	125
330 - Chaplains	130
331 - Active Shooter and Other Violent Incidents	137
Chapter 4 - Fire Prevention	140
400 - Fire Inspections	141
401 - Permits	144
402 - Fire Investigations	146
403 - Code Enforcement	149
404 - Alternative Materials and Methods Requests	151
405 - Community Fire Station Visitation Program	153
406 - Fireworks Displays	156
407 - Hazardous Materials Disclosures	161
408 - Maximum Occupancy - Overcrowding	162
409 - Juvenile Firesetter Referrals	164
410 - Fire Watch Services	167
Chapter 5 - Emergency Medical Services	169
500 - Health Care Directives	170
501 - Latex Sensitivity	172
Chapter 6 - Training	174
600 - Emergency Response Apparatus Driver/Operator Training	175
601 - CPR and Automated External Defibrillator (AED) Training	176
602 - Communicable Disease Training Program	178
603 - Hazard Communication/Employee Right-to-Know Program Training	181
604 - Hazardous Materials (HAZMAT) Training	184
605 - Hearing Conservation and Noise Control Training	188
606 - Heat Illness Prevention Training	190
607 - Health Insurance Portability and Accountability Act (HIPAA) Training	192
608 - National Incident Management System (NIMS) Training	194
609 - Emergency Action Plan (EAP) and Fire Prevention Plan (FPP) Training	196
610 - Respiratory Protection Training	198
611 - Training Records	201

Apple Valley Fire Department

Fire Policy Manual

612 - Firefighter Health, Safety and Survival Training	204
613 - Live-Fire Training	206
Chapter 7 - Equipment and Technology	209
700 - Use of Department-Owned Property	210
701 - Personal Communication Devices	212
702 - Apparatus Inspections, Testing, Repair and Maintenance	215
703 - Use of Department Vehicles	217
704 - Information Technology Use	219
705 - Mobile Data Terminal Use	223
706 - Knox-Box Access	225
707 - Communications Operations	228
708 - Public Alerts	230
709 - Photography and Electronic Imaging	232
710 - Non-Official Use of Department Property	235
711 - Department Use of Social Media	236
Chapter 8 - Records management	239
800 - Records Management	240
801 - Release of Records	242
802 - Subpoenas and Court Appearances	244
803 - Patient Medical Record Security and Privacy	248
Chapter 9 - Safety	255
900 - A Workplace Accident and Injury Reduction (AWAIR) Program	256
901 - Minnesota Occupational Safety and Health Administration (MNOSHA) Inspections	260
902 - Minnesota Occupational Safety and Health Administration (MNOSHA) Notification of Injury or Death	262
903 - Communicable Diseases	263
904 - High-Visibility Safety Vests	268
905 - Apparatus/Vehicle Backing	270
906 - Heat Illness Prevention Program	273
907 - Respiratory Protection Program	276
908 - Personal Alarm Devices	283
909 - Health and Safety Officer (HSO)	284
910 - Vehicle Safety Belts	287
911 - Fire Station Safety	288
912 - Ground Ladders	292
913 - Personal Protective Equipment	293
914 - Hazardous Energy Control	302
915 - Hazard Communication/Employee Right to Know (ERTK) Program	305
916 - Personal Firearms	308
917 - Roadway Incident Safety	310
Chapter 10 - Personnel	311
1000 - Recruitment, Selection and Employment	312

Apple Valley Fire Department

Fire Policy Manual

1001 - Driver's License Requirements	319
1002 - Performance Evaluations	321
1003 - Promotions	325
1004 - Position Descriptions	327
1005 - Classification Specifications	328
1006 - Fire Officer Development	329
1007 - Duty Crew Program	330
1008 - Personnel Complaints and Disciplinary Investigations	335
1009 - Wellness Program	344
1010 - Personal Projects On-Duty	349
1011 - Personnel Records	350
1012 - Discriminatory Harassment	353
1013 - Smoking and Tobacco Use	358
1014 - Physical Fitness	359
1015 - Uniform Regulations	362
1016 - Work-Related Injury and Illness Reporting	366
1017 - On-Duty Voting in Statewide Elections	368
1018 - Conduct and Behavior	369
1019 - Grievance Procedure	372
1020 - Return to Work	376
1021 - Release of HIPAA-Protected Information	377
1022 - Personal Appearance Standards	378
1023 - Workplace Violence	381
1024 - Lactation Breaks	384
1025 - Commendations and Meritorious Service	386
1026 - Critical Incident Stress Debriefing	388
1027 - Identification Cards	393
1028 - Drug- and Alcohol-Free Workplace	395
1029 - Line-of-Duty Death	400
1030 - Line-of-Duty Death and Serious Injury Notification	403
1031 - Military Leave	407
1032 - Nepotism and Conflicting Relationships	412
1033 - Funerals	415
1034 - Family Support Liaison	418
1035 - Member Speech, Expression, and Social Networking	420
1036 - Badges	424
1037 - Family and Medical Leave	426
1038 - Anti-Retaliation	433
1039 - Attendance and Leaves	436
1040 - Benefits	441
Chapter 11 - Facility	443
1100 - Facility Security	444
1101 - Department Use of Fire Detection and Suppression Systems	446
1102 - Waste Water Discharge	447
1103 - Emergency Power	453
1104 - Flag Display	455

Apple Valley Fire Department
Fire Policy Manual

Attachments

Chapter 1 - Fire Service Role and Authority

Fire Service Authority

100.1 PURPOSE AND SCOPE

The purpose of this policy is to affirm the legal authority of the Apple Valley Fire Department and the individual members.

100.2 POLICY

It is the policy of the Apple Valley Fire Department to limit its members to only exercise the authority granted to them by law.

While the Apple Valley Fire Department recognizes the authority of members granted to them, members are encouraged to use sound discretion in the exercise of their authority, and this department does not tolerate abuse of authority.

100.3 ORGANIZATIONAL POWERS

This department is authorized by Minnesota law and local legislation (Minn. Stat. § 365.15; Minn. Stat. § 412.221, Subd. 17; [Apple Valley, Minnesota, Municipal Code § 32.15](#)) to perform fire suppression and related services including, but not limited to, the following:

- (a) Fire prevention and fire code enforcement
- (b) Fire suppression services
- (c) Fire cause and origin investigation
- (d) Emergency Medical Services (EMS)

100.4 FIREFIGHTER POWERS

Firefighters are members of this department who are licensed, designated or otherwise authorized to exercise the following authority pursuant to applicable Minnesota law and City code (Minn. Stat. § 299N.05):

- (a) Participate in a wide range of emergency and rescue activities, including EMS, extrication and heavy rescue
- (b) Perform fire suppression duties, including the suppression of structural, aircraft, marine, wildland and other types of fires
- (c) Investigate the cause and origin of fires
- (d) Collect and preserve evidence when a fire is of a suspicious origin
- (e) Perform specialty all-hazard services, including hazardous materials response, technical rescue, water rescue and additional services as authorized by the Fire Chief
- (f) Provide fire code enforcement, inspection and plan review services
- (g) Provide public education and fire prevention activities and services

Apple Valley Fire Department

Fire Policy Manual

Fire Service Authority

100.5 CONSTITUTIONAL REQUIREMENTS

When exercising their authority, members shall observe and comply with every person's clearly established rights under the United States and Minnesota Constitutions.

100.6 SEVERABILITY

Fire Department members have the right to terminate membership for any reason, with or without notice. The City will only terminate Fire Department members for just cause.

100.6 SUPERVISORY AUTHORITY

Any officer may relieve a member under his/her command from duty when, in his/her judgment, an offense committed is sufficiently serious to warrant immediate action. A report of such action shall be made immediately through the appropriate channels to the Fire Chief, followed by written documentation of the charges, in accordance with department procedures. All such processes shall comply with established rules and regulations.

Chief Executive Officer

101.1 PURPOSE AND SCOPE

This policy identifies the education, experience or certifications desired for the Fire Chief.

101.2 POLICY

It is the policy of the Apple Valley Fire Department to have a highly qualified Chief Executive Officer.

101.3 CHIEF EXECUTIVE OFFICER

Members considering promotions including that to Fire Chief should consider college degrees in public or business management, completion of the National Fire Academy Executive Fire Officer (EFO) and the Center for Public Safety Excellence Chief Fire Officer (CFO) programs as well as experience in chief officer positions to enhance the professional credibility of candidates for the rank of Fire Chief.

101.4 JOB DESCRIPTION

Specific duties of the Fire Chief shall be prescribed in a job description prepared by the Human Resource Manager in consultation with the City Administrator.

Oath of Office

102.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that oaths, when appropriate or desired, are administered to department members.

102.2 POLICY

It is the policy of the Apple Valley Fire Department that, when appropriate or desired, department members affirm the oath of their office as an expression of commitment to the constitutional rights of those served by the Department and the dedication of its members to their duties.

102.3 OATH OF OFFICE

Upon becoming a member of the Apple Valley Fire Department, all personnel shall take and subscribe to the following oath or affirmation in addition to any other form of oath or affirmation required.

I, [member name], do solemnly swear (or affirm) that I will support the Constitution of the United States and of the State of Minnesota, and faithfully discharge the duties of the office of [rank] of the City of Apple Valley in the County of Dakota and State of Minnesota, to the best of my judgment and ability. So help me God.

When a person to be sworn has conscientious scruples against taking an oath, he/she shall be permitted to be affirmed. The words of the affirmation shall be the same as the words of the prescribed oath, except that the word "affirm" shall be substituted for the word "swear."

102.4 MAINTENANCE OF RECORDS

The oath of office shall be filed as prescribed by City ordinance or protocol.

Policy Manual

103.1 PURPOSE AND SCOPE

The Policy Manual of the Apple Valley Fire Department is hereby established and shall be referred to as the Policy Manual or the manual. The manual is a statement of the current policies, rules and guidelines of this department. All members are expected to conform to the provisions of this manual.

All prior and existing policies, manuals, orders and regulations which are in conflict with this manual are rescinded, except to the extent that portions of the existing manuals, procedures, orders and other regulations which have not been included herein shall remain in effect where they do not conflict with the provisions of this manual.

103.2 POLICY

Except where otherwise expressly stated, the provisions of this manual shall be considered as guidelines. It is recognized that fire and rescue work is not always predictable and circumstances may arise that warrant departure from these guidelines. It is the intent of this manual to be viewed using an objective standard, taking into consideration the sound discretion entrusted to the members of this department under the circumstances reasonably available at the time of any incident.

This policy manual applies to all members of the AVFD. Regular full-time, regular part-time, and part-time temporary Department employees are covered by the City of Apple Valley Personnel Policies. This includes positions such as Fire Chief, Deputy Fire Chief, Fire Marshal, Fire Inspector, and Department Assistant. Some individuals may serve dual roles as both regular or part-time temporary employees and members of the paid-on-call staff. In this case, this manual and/or City policies will apply to the duties and services associated with each position.

103.2.1 DISCLAIMER

The provisions contained in the Policy Manual are not intended to create an employment contract nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the Apple Valley Fire Department and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the City, its officials or members. Violations of any provision of any policy contained within this manual shall only form the basis for department administrative action, training or discipline. The Apple Valley Fire Department reserves the right to revise any policy content, in whole or in part.

103.2.2 SEVERABILITY

In the event that any term or provision of this Policy Manual is declared illegal, invalid or unenforceable by any court or any federal or state government agency, the remaining terms and provisions that are not affected shall remain in full force and effect. If any provision of the Policy Manual is found to be in conflict with a local, state or federal law, or City policy, such law, or City policy shall take precedence over that provision of the Policy Manual.

103.3 AUTHORITY

The Fire Chief shall be considered the ultimate authority for the content and adoption of the provisions of this manual and shall ensure compliance with all applicable federal, state and local laws. The Fire Chief or the authorized designee is authorized to issue Interim Directives, which shall modify those provisions of the manual to which they pertain. Interim Directives shall remain in effect until such time as they may be permanently incorporated into the manual.

103.4 DEFINITIONS

The following words and terms shall have these assigned meanings throughout the Policy Manual, unless it is apparent from the content that they have a different meaning:

Active Service Time (Status) - Accrued time in which a member is serving in good standing, accruing time towards a retirement benefit and is eligible for all department benefits, an active member.

Anniversary Date - A member's anniversary date shall be based on the first date of paid consecutive employment as an employee with the city.

Calendar Year - A twelve (12) month period beginning January 1 and ending December 31.

City - The City of Apple Valley.

Civilian - Employees and volunteers who are not engaged in fire suppression as part of their primary duties.

Days - Refers to calendar days and not business days.

Department/AVFD - The Apple Valley Fire Department.

Employee - Any person employed by the Department.

Fire Code - 2018 Edition of the International Fire Codes adopted by the State of Minnesota (Minn. R. 7511.0090, Subp. 1).

Firefighter - Those members, regardless of rank, who perform fire suppression, fire prevention, and other related fire protection duties as part of their primary duties as members of the Apple Valley Fire Department.

Fire Officer - A supervising member of the Department, holding the ranks of Chief, Captain, or Lieutenant.

Health and Safety Officer - Members designated by the Fire Chief as responsible for the administration of health and safety-related programs and policies for the Apple Valley Fire Department. The Fire Chief shall assume responsibility for health and safety-related policy and program administration if there is no designee.

Immediate Family - Mother, father, husband, wife, son, daughter, brother, sister, or grandparent of the member or member's spouse.

Apple Valley Fire Department

Fire Policy Manual

Policy Manual

Inactive Service Time (Status) - Time which does not count towards a member's over all service time as it relates to retirement and/or department benefits, an inactive member.

Manual - The Apple Valley Fire Department Policy Manual.

May - Indicates a permissive, discretionary, or conditional action.

Member - Any person who is employed or appointed by the Apple Valley Fire Department, including:

- Full- and part-time employees
- Sworn, appointed, or elected firefighters
- Reserve firefighters
- Civilian employees
- Volunteers

On-duty - Member status during the period when he/she is actually engaged in the performance of his/her assigned duties.

Order - A written or verbal instruction issued by a superior.

Paged Call - A dispatched call for service calling for the immediate action or intervention by department members to prevent and/or reduce loss of life, personal injury, property damage, or environmental impact.

Primary Residence - A person's domicile and principal place of residence where the person maintains a household and sleeps most of the time.

Quarterly -First quarter shall consist of the months of January, February, and March; Second quarter shall consist of April, May, and June; Third quarter shall consist of July, August and September; Fourth quarter shall consist of October, November, and December.

Rank - The title of the classification held by a firefighter.

Shall or will - Indicates a mandatory action.

Should - Indicates a generally required or expected action, absent a rational basis for failing to conform.

Supervisor - A person in a position of authority regarding hiring, transfer, suspension, promotion, discharge, assignment, reward, or discipline of other department members, directing the work of other members, or having the authority to adjust grievances. The supervisory exercise of authority may not be merely routine or clerical in nature but requires the use of independent judgment.

The term "supervisor" may also include any person (e.g., firefighter-in-charge, lead, or senior worker) given responsibility for the direction of the work of others without regard to a formal job title, rank, or compensation.

Policy Manual

Suspensions - All suspensions will be classified as inactive service time. Any member suspended shall not participate in any Fire Department activity.

103.5 DISTRIBUTION OF THE POLICY MANUAL

An electronic version of the Policy Manual will be made available to all members on the Department network for viewing and printing. No changes shall be made to the manual without authorization from the Fire Chief or the authorized designee.

Each member shall acknowledge that he/she has been provided access to, and has had the opportunity to review, the Policy Manual and Interim Directives. Members shall seek clarification as needed from an appropriate supervisor for any provisions that they do not fully understand.

103.6 PERIODIC REVIEW OF THE POLICY MANUAL

The Fire Chief will ensure that the Policy Manual is periodically reviewed and updated as necessary.

103.7 REVISIONS TO POLICIES

All revisions to the Policy Manual will be provided to each member on or before the date the policy becomes effective. Each member will be required to acknowledge that he/she has reviewed the revisions and shall seek clarification from an appropriate supervisor as needed.

Members are responsible for keeping informed of all Policy Manual revisions.

The Fire Chief or the authorized designee will ensure that members are aware of any Policy Manual revision.

All department members suggesting revision of the contents of the Policy Manual shall forward their written suggestions to their supervisors, who will consider the recommendations and forward them to fire administration as appropriate.

Chapter 2 - Organization and Administration

Organizational Structure

200.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the organizational structure of the Apple Valley Fire Department. This policy also provides guidance regarding the department's reporting process through the chain of command.

200.2 POLICY

It is the policy of the Apple Valley Fire Department to organize its resources in a manner that allows for effective and efficient service delivery to the public. To ensure effective organizational communication, members should generally adhere to the established chain of command unless there is a good faith and reasonable basis for utilizing an alternate channel of communication.

200.3 DIVISIONS

The Fire Chief is responsible for managing the Apple Valley Fire Department. The following Divisions make up the Apple Valley Fire Department:

- Administration Division
- Fire Operations Division
- Fire Prevention Division

200.3.1 ADMINISTRATION DIVISION

The Administration Division provides administrative support to the Fire Chief; prepares and coordinates the department budget; acts as liaison with Human Resources regarding recruitment, promotion, and performance appraisals; manages information technology systems and payroll functions; and reviews, prepares, and presents staff reports to the Department, the City staff, and City officials.

It is the responsibility of the Fire Chief to prepare and maintain a current organizational chart.

200.3.2 FIRE OPERATIONS DIVISION

The Fire Operations Division is directed by the Deputy Fire Chief. The Fire Operations Division responds to all fire, rescue, and medical aid calls for service; manages major disaster responses; and staffs various emergency response apparatus and support units. The Fire Operations Division also oversees the training and continuous education needs for the Department.

200.3.3 FIRE PREVENTION DIVISION

The Fire Prevention Division is directed by the Fire Marshal. The Fire Prevention Division's mission is to engage in investigation, education, prevention, and mitigation of fire incidents or accidents.

The Fire Prevention Division performs inspections of businesses and occupancies as mandated by applicable law. In addition, the Division may be the lead agency or act as a support service in the investigation of all major fires occurring within the jurisdiction of the Apple Valley Fire Department.

Organizational Structure

200.4 UNITY OF COMMAND

The principles of unity of command ensure efficient supervision and control within the Department. Generally, each member is accountable to a single supervisor at any time for a given assignment or responsibility. Any supervisor may temporarily direct the subordinate of another supervisor where specifically delegated or if an operational need exists.

200.5 CHAIN OF COMMAND

Respect for rank is essential for administrative and operational efficiency. All members of the Apple Valley Fire Department shall adhere to the chain of command. All members shall be thoroughly familiar with the National Incident Management System (NIMS) and the Incident Command System (ICS) and operate within their parameters throughout the duration of all emergency incidents.

A supervising or commanding officer will be identified for each department member. This supervisor/commanding officer is the first step in the organizational chain of command, followed by the next level of commanding officer as set forth in the department's organizational structure. In the event that no supervisory officer is available, rank will be determined by seniority in rank.

Members of the Apple Valley Fire Department shall generally conduct department business through the established chain of command. Members shall generally consult with and report to their commanding officer/supervisor when making recommendations for changes, alterations, or improvements concerning department matters. No recommendation should be stopped in the chain of command before it reaches its intended destination/officer.

Other than the exceptions set forth below, no member of the Apple Valley Fire Department shall initiate contact with any member of the governing board or with any other local, regional, state, or federal official regarding any matter affecting the Apple Valley Fire Department without having first informed the Fire Chief through the chain of command.

200.6 DIRECTIVES AND ORDERS

Members shall comply with lawful directives and orders from any department supervisor or person in a position of authority, absent a reasonable and bona fide justification.

A member who believes any written or verbal order to be unlawful or in conflict with another order shall:

- (a) Immediately inform the supervisor issuing the order, and also the member's immediate supervisor or the Fire Chief, of the conflict or error of the order.
- (b) Provide details explaining the grounds for believing there is a conflict or error.
- (c) Request clarification, guidance, and direction regarding following the order.
- (d) Request the order in writing, absent exigent circumstances, should the conflict or perceived error be unresolved.
- (e) Respectfully inform the supervisor of the intention to disobey what is reasonably believed to be a conflicting or unlawful order.

Organizational Structure

A member's decision to disobey an order that is believed to be unlawful is not a bar to discipline should the order be determined as lawful.

200.7 ALTERNATE CHANNELS OF COMMUNICATION

All members shall endeavor to keep their supervisors informed of any matters that may affect the safety, welfare, or operations of the Department.

As a general matter, any concern about a workplace situation should first be raised with the member's immediate supervisor. It is recognized, however, that there may be occasions where the use of the established chain of command may not be appropriate. If an issue is of a personal nature, involves a sensitive matter, is of significant importance to the Department, or involves other members or supervisors, the member may consult directly with the Fire Chief, or a representative of Human Resources.

All members are free to make or prepare to make, in good faith, any complaint that identifies ethical or legal violations, including fraud, waste, abuse of authority, gross mismanagement, violations of the law, or practices that may pose a threat to the health, safety, and security of the public or members without fear of actual or threatened discrimination, retaliation, or reprisal. Such complaints are not subject to the chain of command and may be made to any supervisor or directly to Human Resources. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, applicable state law, or ordinance.

Any form of reprisal or retaliation against any member for making or filing a complaint in good faith or for participating in the investigation of a complaint is prohibited. Any member engaging in any form or type of reprisal or retaliation is subject to discipline (see the Anti-Retaliation Policy).

Emergency Action Plan (EAP) and Fire Prevention Plan (FPP)

201.1 PURPOSE AND SCOPE

The purpose of this policy is to provide for member and visitor safety in the event of an emergency at any Apple Valley Fire Department facility, and to ensure compliance with Minnesota law (Minn. R.5205.0010; 29 CFR 1910.38; 29 CFR 1910.39).

201.2 POLICY

The Apple Valley Fire Department is committed to preparing for natural or human-created emergency incidents and providing for the safety of members and visitors.

201.3 EMERGENCY ACTION PLAN AND FIRE PREVENTION PLAN

The Fire Chief or the authorized designee will develop and maintain an EAP and an FPP to provide for the safety of department members and visitors in the event of an emergency at any Apple Valley Fire Department facility. The EAP and FPP shall address the specific requirements contained in 29 CFR 1910.38 and 29 CFR 1910.39 and will address all building, facilities and regular places of work or access that are controlled by the Department. The plan also will address actions that members of the Department and visitors must take to ensure their safety from fire and other emergencies.

- (a) The EAP shall be in writing and its elements shall include, but are not limited to (29 CFR 1910.38):
 - (a) Emergency escape procedures and emergency escape route assignments.
 - (b) Procedures to be followed by members who remain to operate critical facility operations before they evacuate.
 - (c) Procedures to account for all members and visitors after an emergency evacuation has been completed.
 - (d) Rescue and medical duties.
 - (e) The preferred means of reporting fires and other emergencies.
 - (f) Names or job titles of persons or departments that can be contacted for further information or an explanation of duties under the plan.
 - (g) The alarm system that will be used to notify members or visitors in the event of a fire or other emergency situation.
 - (h) The types of evacuations to be used in emergency circumstances.
- (b) The FPP shall be in writing and its elements shall include, but are not limited to (29 CFR 1910.39):

Apple Valley Fire Department

Fire Policy Manual

Emergency Action Plan (EAP) and Fire Prevention Plan (FPP)

1. A list of major fire hazards at the facility, handling and storage procedures for hazardous materials, potential ignition sources and their control procedures, and the type of protection equipment or systems that can control a fire.
2. Names or job titles of those persons responsible for maintenance of equipment and of the systems installed to prevent or control ignition of fires.
3. Names and titles of those persons responsible for control of fuel source hazards.

The written plan shall be kept at the workplace and made available for member review.

201.4 TRAINING

The Department will provide training supporting the EAP and FPP to all members and also to those persons who become members at the time they are assigned to the facility as described in the Emergency Action Plan and Fire Prevention Plan Training Policy.

Training Policy

202.1 PURPOSE AND SCOPE

It is the policy of this department to administer a training program that will provide for the professional growth and continued development of its members. By doing so, the Department will ensure its members possess the knowledge and skills necessary to provide a professional level of service that meets the needs of the community.

202.2 POLICY

The Department seeks to provide ongoing training and encourages all members to participate in advanced training and formal education on a continual basis. Training is provided within the confines of funding, the requirements of a given assignment, staffing levels and legal mandates.

Whenever possible, the Department will use courses certified by the Minnesota Fire Service Certification Board, or meeting the established standards of the Minnesota Board of Firefighter Training and Education, the U.S. Department of Homeland Security or other accredited entities.

202.3 OBJECTIVES

The objectives of the training program are to:

- (a) Enhance the level of emergency services to the public.
- (b) Increase the technical expertise and overall effectiveness of department members.
- (c) Provide for continued professional development of department members.

202.4 TRAINING PLAN

A training plan will be developed and maintained by the Training Officer. It is the responsibility of the Training Officer to maintain, review and update the training plan on an ongoing basis, ensuring that all mandated training is achieved. All training records will be maintained in accordance with established records retention schedules.

202.5 TRAINING NEEDS ASSESSMENT

The Training Officer will continuously conduct a training needs assessment. The needs assessment will be reviewed by command staff. Upon approval by the Fire Chief, the needs assessment will form the basis of the training plan.

Liability Claims

203.1 PURPOSE AND SCOPE

This policy provides guidelines for the management of all claims, including personal injury and property loss or damage, filed against the Department.

203.2 POLICY

It is the policy of this department to evaluate and resolve claims in a timely manner, as appropriate.

203.3 RESPONSIBILITY

The Fire Chief should designate a risk manager or designate a department liaison to the risk manager to receive, investigate and evaluate any claim for loss or damage received by the Department.

Any member of this department who becomes aware of any potential for a claim or lawsuit, or who receives a formal written claim against the Department, should forward the information to the risk manager or the designated liaison as soon as practicable.

203.4 RESPONSE TO CLAIMS

The risk manager will investigate all claims for money or damages received and will resolve claims as appropriate and within guidelines approved by the Fire Chief and the Department's governing body.

If a claim is deficient or incomplete, the risk manager should notify the claimant within a reasonable time and in compliance with state law and specify the defects (Minn. Stat. § 466.05).

The risk manager should ensure the claim is accepted or rejected. Notice of acceptance or rejection should be given to the claimant in writing and in compliance with state law. If a claim is rejected because it was filed late, the notice should state that the claim was returned as untimely.

Electronic Mail

204.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper use and application of the electronic mail (email) system provided by the City of Apple Valley.

204.2 POLICY

Apple Valley Fire Department members shall use email in a professional manner in accordance with this policy and current law (Minnesota Government Data Practices Act).

204.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails or anything published, shared, transmitted or maintained through file-sharing software or any Internet site that is accessed, transmitted, received or reviewed on any city technology system.

The City of Apple Valley reserves the right to access, audit and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received or reviewed over any technology that is issued or maintained by the City, including the city email system, computer network or any information placed into storage on any city system or device. This includes records of all key strokes or web-browsing history made at any city computer or over any city network. The fact that access to a database, service or website requires a user name or password will not create an expectation of privacy if it is accessed through city computers, electronic devices or networks.

204.4 RESTRICTED USE

Messages transmitted over the email system are restricted to official business activities, or shall only contain information that is essential for the accomplishment of business-related tasks or for communications that are directly related to the business, administration or practices of the city.

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing or any other inappropriate messages on the email system is prohibited and may result in discipline.

It is a violation of this policy to transmit a message under another member's name or email address or to use the password of another to log into the system unless directed to do so by a supervisor. Members are required to log off the network or secure the workstation when the computer is unattended. This added security measure will minimize the potential misuse of a member's email, name or password.

204.5 EMAIL RECORD MANAGEMENT

Email may, depending upon the individual content, be a public record under the Minnesota Government Data Practices Act and must be managed in accordance with the established records retention schedule and in compliance with state law (Minn. Stat. § 13.03).

Apple Valley Fire Department

Fire Policy Manual

Electronic Mail

The Custodian of Records shall ensure that email messages are retained and recoverable as outlined in the Records Management and Release of Records policies.

Administrative Communications

205.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines, format and authority levels for the various types of administrative communication documents in existence within the Department.

205.2 POLICY

It shall be the policy of the Apple Valley Fire Department to control the use of the name of the Department and the use of letterhead, and to ensure that official administrative communications follow a specific format and are released only by persons with the authority to do so.

205.3 CORRESPONDENCE

In order to ensure that the letterhead and name of the Department are not misused, all external correspondence, by letter, shall be on department letterhead.

All department letterhead shall bear the signature element of the actual signature of an authorized signer. Members of the Department may use letterhead only for official business and with approval of their supervisor.

205.4 MEMORANDUMS

Memorandums are a necessary and important component of effective operations at all levels of the Department. For the purposes of clarity and to ensure appropriate distribution of written communications, all memorandums between department members shall utilize a standardized format.

Memorandums typically are used to memorialize and/or summarize communication and facts. Memorandums can be generated by a supervisor and sent to subordinates or a group of subordinates to give direction, clarify a policy decision or request an action by another division. A memorandum also may be written by line-level members to communicate information. If the recipient is of higher rank than the member's immediate supervisor or is outside the Department, the information should be approved by the proper chain of command before being forwarded to the recipient.

Recommendations for a standardized department memorandum format include:

- A standard heading, including the name of the Department.
- The date of the memorandum.
- The intended recipient of the memorandum.
- The name, rank and division of the Department member creating the memorandum.
- A brief statement of the subject of the memorandum.

Post-Incident Analysis (PIA)

206.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a uniform Post-Incident Analysis (PIA) to identify strengths and weakness within the Department. This policy describes the various types of PIA that can be used in the evaluation of department performance. A PIA may also be used to identify equipment needs, staffing deficiencies and training needs. The information collected during the PIA process also may be useful in justifying future funding requests for equipment, personnel and/or training.

206.2 POLICY

The PIA is a valuable tool to improve the overall operations of the fire service. It is the policy of this department to use PIA as a tool for Incident Commanders, Fire Marshals, Assistant Chiefs, Captains, Lieutenants, and firefighters to identify areas of strength and weakness within the Department on an incident-by-incident basis, for the purpose of continuous improvement.

The PIA may additionally be utilized in department-wide training to communicate continuous improvement of emergency scene operations.

206.2.1 RESPONSIBILITIES

Incident Commanders, Fire Marshals, Assistant Chiefs, Captains, Lieutenants, and firefighters have a shared responsibility for the overall effectiveness of the PIA process.

The Incident Commander should informally analyze every incident to improve personnel, unit and system performance. After every major incident or special event, the Incident Commander should develop a PIA to determine strengths, weaknesses and lessons learned about the incident operation.

Anyone may request PIA of a particular incident. Any PIA requests must be made through the chain of command.

Any significant safety issue that is identified in the PIA should be addressed immediately, if it was not already resolved prior to the PIA being completed. If appropriate, a report should be sent to the International Association of Fire Chiefs (IAFC) Near-Miss Reporting System on any significant safety issues.

206.3 POST-INCIDENT ANALYSIS

A PIA should be completed as soon as possible after an incident and may result in recommendations for changes to procedures, staffing, equipment use, policy and/or training to better enable the Department to serve the community.

A PIA should include lessons learned from the observation of effective and efficient methods of mitigating a major incident. These include all strategic decisions, operational issues, built-in fire protection devices and anything else that assisted in mitigating the incident.

- (a) A PIA may include the following:

Post-Incident Analysis (PIA)

1. Evaluation of the overall operational effectiveness
 2. Evaluation of safety procedures
 3. Evaluation of the success or failure of tactical objectives
 4. Evaluation of the application and effectiveness of policies and/or procedures
 5. Specific knowledge that might be beneficial
- (b) The information gained from a PIA should be used to:
1. Reinforce the incident management system.
 2. Evaluate current training programs and/or identify training needs.
 3. Evaluate current policies and procedures.
 4. Identify and prioritize planning needs for the future.
 5. Identify equipment problems/concerns.
 6. Evaluate fire prevention inspection and public education effectiveness.

206.4 TYPES OF POST-INCIDENT ANALYSIS

206.4.1 HOT WASH

An incident "hot wash" should be performed at the incident scene prior to the release of equipment or personnel. A hot wash is a meeting of all involved personnel on-scene. It is an informal briefing of the incident, the actions taken and problems encountered. An Incident Commander may present an analysis with key crews while they are on-scene. The advantage to this is that crews are present and all aspects of the call are still fresh. One disadvantage to a hot wash might occur at medical incidents, when some members may be caring for patients and are unable to participate.

If the analysis takes place while on-scene, it is the responsibility of the Incident Commander to:

- Meet in a safe area, even if it requires relocating to another area.
- Consider the impact of crew downtime.
- Consider public perception.

206.4.2 INFORMAL PIA

An informal PIA is used following smaller incidents, such as a single alarm structure fires, medical incidents or special operations incidents. The Incident Commander or a designated representative should arrange for and conduct the informal analysis.

206.4.3 STATION-LEVEL PIA

Station-level PIA is highly encouraged and should be a standard communication tool for all company officers.

Post-Incident Analysis (PIA)

Station-level analysis promotes unity and teamwork, enhances communication, improves station performance and is a useful tool for evaluating the health and welfare of crew members following certain traumatic incidents. A station-level PIA can take place while at the fire station or any location that provides privacy.

206.4.4 FORMAL PIA

- (a) A formal PIA should be conducted following all:
 - 1. Multiple-alarm structure fires
 - 2. Multiple-alarm brush fires
 - 3. Multiple-alarm Emergency Medical Service (EMS) incidents
 - 4. Multiple-alarm special operations incidents
 - 5. Major disaster drills
 - 6. Any unusual incident identified by the Incident Commander or other officers
- (b) A formal PIA should be considered for:
 - 1. A building fire in which three or more rooms are severely damaged by fire, or where unusual extinguishment problems existed.
 - 2. Any incident in which an unusual event occurs (e.g., explosion, collapse).
 - 3. Any fire resulting in a fatality.
 - 4. Any fire resulting in injury to firefighters that is serious enough to require transport to a medical facility.
 - 5. Any "close call" incident where firefighters could have been injured.
 - 6. Any hazardous materials incident.
 - 7. Specialty rescue operations.
 - 8. Any incident, at the Incident Commander's discretion or at the request of a Assistant Chief.
- (c) The Training Division Division Chief is responsible for scheduling and facilitating the presentation of all formal PIAs. This will include:
 - 1. Setting a presentation date and location of the incident.
 - 2. Supervising the completion of an incident analysis packet that should include a summary of the incident, drawings and identification of any lessons learned.
 - 3. Developing a written After Action Report (AAR) summarizing the PIA.

The AAR will be available for all personnel to review.

Annual Planning Master Calendar

207.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure the development of a master schedule of annual activities that will assist with the overall planning and coordination of department resources, training, and other activities.

207.1.1 DEFINITIONS

Definitions related to this policy include:

Target hazard - A building or occupancy that is unusually dangerous in terms of life loss, or that has a high potential for property damage. A target hazard is often the subject of a target hazard assessment and training by virtue of its potential to overload equipment and personnel resources; involve atypical hazards; require special technical advice; require a multi-agency response; involve complex firefighting operations; and have a significant impact on the community if the target were destroyed.

207.2 POLICY

The Apple Valley Fire Department will establish, update, and maintain a master schedule of annual activities to facilitate the overall planning and coordination of activities and resources.

207.3 RESPONSIBILITIES

The Fire Chief or their designee is responsible to create and maintain a calendar that includes a schedule of all training required in compliance with state and federal regulations as well as required inspections. The calendar should include at a minimum:

- (a) All necessary National Incident Management System (NIMS) and Minnesota Occupational Safety and Health Administration (MNOSHA) training.
- (b) All required Emergency Medical Responder (EMR) recertification training as necessary to meet the local Emergency Medical Service (EMS) authority, Minnesota Office of Emergency Medical Services, and National Registry requirements.
- (c) Training required for maintaining competencies in job-specific duties and functions, including emergency response roles, the Incident Command System (ICS), and training approved by the Minnesota Board of Firefighter Training and Education, in addition to hazardous material training, and target hazard training as required by federal, state, and local law or regulatory agency. Training may include manipulative exercises, didactic classroom work, and simulations.
- (d) An annual vehicle inventory.
- (e) An inspection and review of all plot plans and pre-fire plans.
- (f) Protective clothing inspections.
- (g) Self-Contained Breathing Apparatus (SCBA) inspections and testing.
- (h) Hose and ladder inspections, including aerial inspections.

Apple Valley Fire Department

Fire Policy Manual

Annual Planning Master Calendar

- (i) Vehicle and pump capacity inspection and testing.
- (j) All other training and inspections required by any federal, Minnesota, or local agency requirements.

Department Interim Directives

208.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a process to make immediate changes to Department policy. Department Interim Directives will immediately modify or change and supersede the sections of this manual to which they pertain.

208.2 POLICY

It is the policy of the Department to make any immediate changes to policy and procedure as permitted by applicable law or code. Generally the establishment of department Interim Directives is management's prerogative but employee participation may be sought in the development of those policies.

208.3 RESPONSIBILITIES

The Fire Chief shall issue all department Interim Directives.

All department officers and/or supervisors shall be responsible for communicating department directives to all members under their command and/or direct supervision.

Department Interim Directives will be rescinded upon incorporation into this manual.

All Interim Directives shall be reviewed periodically to authenticate or determine if they are currently applicable to the mission of the Department.

Physical Asset Management

209.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for maintaining a system of inventory and accountability over the department's physical assets.

209.1.1 DEFINITIONS

Definitions related to this policy include:

Physical assets – Any tangible items of value, including but not limited to:

- Materials.
- Machinery.
- Tools and equipment.
- Apparatus, ambulances, and command and support vehicles.
- Office supplies.
- Furniture.
- Firefighting tools and appliances, including hose, power tools, and communications devices.

Physical asset management – The process of tracking and maintaining the department's physical assets.

209.2 POLICY

It is the policy of the department to accurately inventory, track, maintain, and dispose of its physical assets owned by the Department in a manner that controls costs, avoids waste, and promotes the department's mission.

209.3 RESPONSIBILITIES

The Fire Chief or the authorized designee should be responsible for the inventory, maintenance, and disposal of department physical assets, including:

- (a) Maintaining compliance with federal, state law, and local laws regarding physical asset management, inventory control, and reporting requirements.
- (b) Maintaining compliance with any grant requirements associated with physical asset purchases.
- (c) Developing procedures for the implementation of this policy, including:
 1. Procedures for disposal of all department-owned physical assets in accordance with federal, state, and local law.
 2. Procedures for safe disposal of hazardous waste.
 3. Procedures for handling surplus and obsolete physical assets.

Physical Asset Management

4. Procedures to inventory assets according to internal reporting deadlines (e.g., quarterly, annually).
- (d) Developing a physical asset management plan to track the department's physical assets and maintain accurate and complete records related to these assets. The plan should include:
1. A minimum value of the physical assets that are subject to this policy, the plan, and the implementing procedures.
 2. An inventory control and recordkeeping system to account for the movement, storage, maintenance, use, loss, damage, destruction, and disposal of the department's physical assets.
 3. Routine internal and external audit practices.
 4. Procedures to access physical assets for reuse, transfer, recycling, or disposal.
- (e) Designating members as appropriate to assist with inventory under the physical asset management plan.
- (f) Annual physical asset acquisition planning.

209.4 IDENTIFICATION AND TAGGING

Physical assets should be tagged using a bar code or other system to identify and locate the items. Tags should be affixed in the same manner and location on each item, when feasible. The following information regarding the tagged item should be maintained using the inventory control system and method of recordkeeping established in the physical asset management plan:

- (a) A description of the item, including but not limited to:
1. Make, model, and serial number
 2. Physical dimensions and weight
 3. Color, material, and other physically distinct qualities
 4. Warranty and/or recall information, if any
- (b) The specific location where the item can be found
- (c) The acquisition date of the item, as well as the amount and funding source for the acquisition
- (d) The intended and actual use of the item
- (e) The expiration of an item's lease or loan terms

209.5 SURPLUS OR OBSOLETE ASSETS

When the department no longer utilizes a physical asset, the asset should be identified as surplus or obsolete. If the physical asset retains value, the item should be stored as surplus or handled in accordance with the procedures established pursuant to this policy. If the physical asset is deemed obsolete, the item shall be disposed of in accordance with this policy.

Physical Asset Management

209.5.1 STORAGE

When practicable, physical assets that retain value but are not being utilized should be stored in lieu of disposal. Physical assets in storage are subject to routine inventory and revaluation. If the physical asset's value is less than the cost of storage, the Department should pursue disposal of the item in accordance with this policy.

209.5.2 TRANSFERS

When a physical asset is transferred from one department to another, the value of the physical asset should transfer with the asset. Interdepartment transfers shall be documented through the inventory control and recordkeeping system implemented by the physical asset management plan.

209.6 LOSS, DAMAGE, OR DESTRUCTION

Loss, damage, or destruction of department physical assets shall be handled in accordance with the procedures established pursuant to this policy and the Use of Department-Owned and Personal Property Policy, as applicable.

209.7 USAGE MONITORING

Physical asset performance should be regularly monitored for functionality, utility, wear-and-tear, and cost-effectiveness. Usage monitoring of the department's physical assets should include the duration of use (e.g., daily use and number of hours in use), user satisfaction, costs of operating the asset, and the asset's contribution to employee performance and overall productivity.

209.8 MAINTENANCE

Routine maintenance of physical assets should be proactive to limit interruption of the department's daily operations. Employees should report any physical asset performance issues to a supervisor.

Maintenance requests and reports shall be recorded in the inventory control and recordkeeping system implemented by the physical asset management plan. The Fire Chief or the authorized designee shall routinely evaluate maintenance expenditures to determine whether continued maintenance is beneficial.

209.9 DISPOSAL

Physical assets slated for disposal should be evaluated for salvage value (e.g., items containing reusable materials like aluminum or copper) or transferred or disposed of in accordance with the procedures established pursuant to this policy.

209.10 INVENTORY AND REPORTS

Routine inventory of physical assets should be conducted for purposes of loss control, revaluation, retagging, documenting asset movement and condition, disposition and acquisition planning, and obtaining adequate insurance coverage.

Physical Asset Management

All internal controls and inventories related to physical asset management shall be accurately documented and subject to both internal and external audit. Inventory reports should include an explanation of any discrepancies from the previous period.

All inventory documentation shall be retained and stored in accordance with the records retention schedule.

209.11 TRAINING

Members and supervisors accountable for the proper care, use, transfer, maintenance, storage, loss, and disposition of all department physical assets should receive training regarding their responsibilities under the physical asset management plan.

Purchasing, Procurement, and Expenses

210.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the purchasing and procurement of goods and services.

210.2 POLICY

It is the policy of the Apple Valley Fire Department to conduct purchasing and procurement in an efficient and cost-effective manner consistent with federal, state, and local laws, rules, and requirements in order to protect the integrity of the department and maintain public trust.

210.3 PURCHASING AUTHORITY

The department member's responsibilities include:

- (a) Remaining familiar with and ensuring all purchases are made in accordance with the City's Purchasing Policy.
- (b) Obtaining authorization from the Fire Chief or the authorized designee for each purchase, if applicable.
- (c) Ensuring payments are able to be made promptly by turning in invoices, or receipts, to the Finance Department in a timely manner.
- (d) Reviewing proposed purchases to determine the most appropriate method of procurement.
- (e) If the procurement method selected is one other than competitive bidding, documenting why another method was selected.
- (f) Forwarding all contracts and purchase orders to the Fire Chief or the authorized designee for review, approval, and execution.

210.4 EXPENSE REIMBURSEMENT

Members are allowed to claim reimbursement of expenses (e.g. lodging, meals, and transportation) only when those expenses are:

- Incurred in the course of conducting City business or attending approved conferences or training at off-site locations,
- Reasonable and necessary,
- Supported by receipts, and,
- Approved by the Fire Chief.

The member must pay expenses incurred by a guest who is attending a conference with the member.

Forms for expense reimbursement are available on the the City network.

Apple Valley Fire Department

Fire Policy Manual

Purchasing, Procurement, and Expenses

210.5 MILEAGE REIMBURSEMENT

A member who is required to use their personal automobile on Apple Valley Fire Department (AVFD) business will be reimbursed at the rate currently permitted by the IRS for allowable travel expense purposes. Claims for mileage must include date of travel, purpose, and number of miles traveled.

Forms for mileage claims are available on the the City network.

Limited English Proficiency Services

211.1 PURPOSE AND SCOPE

This policy provides guidance to members when communicating with individuals with limited English proficiency (LEP) (42 USC § 2000d).

211.1.1 DEFINITIONS

Definitions related to this policy include:

Authorized interpreter - A person who has been screened and authorized by the Department to act as an interpreter and/or translator for others.

Interpret or interpretation - The act of listening to a communication in one language (source language) and orally converting it to another language (target language), while retaining the same meaning.

Limited English proficiency (LEP) individual - Any individual whose primary language is not English and who has a limited ability to read, write, speak, or understand English. These individuals may be competent in certain types of communication (e.g., speaking, understanding) but still exhibit LEP for other purposes (e.g., reading, writing). Similarly, LEP designations are context-specific; an individual may possess sufficient English language skills to function in one setting, but these skills may be insufficient in other situations.

Qualified bilingual member - A member of the Department, designated by the Fire Chief or the authorized designee, who has the ability to communicate fluently, directly, and accurately in both English and another language. Bilingual members may be fluent enough to communicate in a non-English language but may not be sufficiently fluent to interpret or translate from one language into another.

Translate or translation - The replacement of written text from one language (source language) into an equivalent written text (target language).

211.2 POLICY

It is the policy of the Department to reasonably provide LEP individuals with meaningful access to services, programs, and activities, while not imposing undue burdens on the Department or its members.

The Department will not discriminate against or deny any individual access to services, rights, or programs based upon national origin or any other protected interest or right.

211.3 LEP COORDINATOR

The Fire Chief or the authorized designee should delegate certain responsibilities to an LEP coordinator.

The responsibilities of the coordinator should include but not be limited to:

Apple Valley Fire Department

Fire Policy Manual

Limited English Proficiency Services

- (a) Coordinating and implementing all aspects of the department's LEP services to LEP individuals.
- (b) Developing procedures that will enable members to access LEP services, including telephonic interpreters, and ensuring the procedures are available to all members.
- (c) Maintaining and making available to members, as appropriate, a list of all qualified bilingual members and authorized interpreters. The list should include information regarding:
 - 1. Languages spoken.
 - 2. Contact information.
 - 3. Availability.
- (d) Ensuring signage stating that interpreters are available free of charge to LEP individuals is posted in appropriate areas and in the most commonly spoken languages.
- (e) Reviewing existing and newly developed documents to determine which are vital documents and should be translated, and into which languages the documents should be translated.
 - 1. Content on the department website should be included in this review and should be translated on the website, if appropriate.
- (f) Annually assessing demographic data and other resources, including contracted language services utilization data and data from government and community-based organizations, to determine if there are additional documents or languages that are appropriate for translation.
- (g) Identifying standards and assessments to be used to qualify individuals as qualified bilingual members or authorized interpreters.
- (h) Periodically reviewing efforts of the Department in providing meaningful access to LEP individuals and, as appropriate, developing reports, developing new procedures, or recommending modifications to this policy.
- (i) Receiving and responding to complaints regarding department LEP services.
- (j) Ensuring appropriate processes are in place to provide for the prompt and equitable resolution of complaints and inquiries regarding discrimination in access to department services, programs, and activities.
- (k) Requiring third parties providing department services, rights, or programs through contract, outsourcing, licensing, or other arrangement to establish reasonable policies and procedures to prohibit discrimination or denial of access or services based upon national origin or any other protected interest or right.

211.4 FOUR-FACTOR ANALYSIS

Because there are many different languages that members could encounter, the Department will utilize the four-factor analysis outlined in the U.S. Department of Justice (DOJ) Guidance to Federal Financial Assistance Recipients, available at the DOJ website, to determine which

Limited English Proficiency Services

measures will provide meaningful access to its services and programs. It is recognized that contacts and circumstances will vary considerably. This analysis, therefore, must remain flexible and will require an ongoing balance of the following four factors, which are:

- (a) The number or proportion of LEP individuals eligible to be served or likely to be encountered by department members, or who may benefit from programs or services within the jurisdiction of this department.
- (b) The frequency with which LEP individuals are likely to come in contact with department members, programs, or services.
- (c) The nature and importance of the contact, program, information, or service provided.
- (d) The cost of providing LEP assistance and the resources available.

211.5 TYPES OF LEP ASSISTANCE AVAILABLE

Members should never refuse service to an LEP individual who is requesting assistance, nor should they require an LEP individual to furnish an interpreter as a condition for receiving assistance. The Department will make every reasonable effort to provide meaningful and timely assistance to LEP individuals through a variety of services.

The Department will utilize all reasonably available tools, such as language identification cards, when attempting to determine an LEP individual's primary language.

LEP individuals may choose to accept department-provided LEP services at no cost, or they may choose to provide their own.

Department-provided LEP services may include but are not limited to the assistance methods described in this policy.

211.6 WRITTEN FORMS AND GUIDELINES

Vital documents or those that are frequently used should be translated into languages most likely to be encountered. If English versions of any vital documents are published on the department website, the translated versions of the same document must also be posted on the website. The LEP coordinator will arrange to make all translated documents available to members and other appropriate individuals, as necessary.

211.7 AUDIO RECORDINGS

The Department may develop audio recordings of important or frequently requested information in a language most likely to be understood by those LEP individuals who are representative of the community being served.

211.8 QUALIFIED BILINGUAL MEMBERS

Bilingual members may be qualified to provide LEP services when they have demonstrated through established Department procedures a sufficient level of skill and competence to fluently communicate in both English and a non-English language. Members utilized for LEP services

Limited English Proficiency Services

must demonstrate knowledge of the functions of an interpreter/translator and the ethical issues involved when acting as a language conduit.

When a qualified bilingual member from this department is not available, personnel from other City departments who have been identified by the department as having the requisite skills and competence may be requested.

211.9 AUTHORIZED INTERPRETERS

Any person designated by the Department to act as an authorized interpreter and/or translator must have demonstrated competence in both English and the involved non-English language, must have an understanding of the functions of an interpreter that allows for correct and effective translation, and should not be a person with an interest in the transaction involving the LEP individual. A person providing interpretation or translation services may be required to establish the accuracy and trustworthiness of the interpretation or translation in a legal or other proceeding.

Authorized interpreters must pass a screening process established by the LEP coordinator that demonstrates their skills and abilities in the following areas:

- (a) The competence and ability to communicate information accurately in both English and in the target language.
- (b) Knowledge, in both languages, of any applicable specialized terms or concepts and of any particularized vocabulary or phraseology used by the LEP individual.
- (c) The ability to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.
- (d) Knowledge of the ethical issues involved when acting as a language conduit.

211.9.1 SOURCES OF AUTHORIZED INTERPRETERS

The Department may contract with authorized interpreters who are available over the telephone. Members may use these services with the approval of a supervisor and in compliance with established procedures.

Other sources may include:

- Qualified bilingual members of another department within the City.
- Individuals employed exclusively to perform interpretation services.
- Contracted in-person interpreters, such as court interpreters, among others.
- Interpreters from other agencies who have been qualified as interpreters by this department, and with whom the Department has a resource-sharing or other arrangement that they will interpret according to department guidelines.

Limited English Proficiency Services

211.9.2 COMMUNITY VOLUNTEERS AND OTHER SOURCES OF LANGUAGE ASSISTANCE

Language assistance may be available from community volunteers who have demonstrated competence in either monolingual (direct) communication and/or in interpretation or translation (as noted in above), and have been approved by the Department to communicate with LEP individuals.

Where qualified bilingual members or other authorized interpreters are unavailable to assist, approved community volunteers who have demonstrated competence may be called upon when appropriate. However, members must carefully consider the nature of the contact and the relationship between the LEP individual and the volunteer to ensure that the volunteer can provide neutral and unbiased assistance.

While family or friends of an LEP individual may offer to assist with communication or interpretation, members should carefully consider the circumstances before relying on such individuals. For example, children should not be relied upon except in exigent or very informal and non-confrontational situations.

211.10 CONTACT AND DOCUMENTATION

Although all public contacts, services, and individual rights are important, this department will utilize the four-factor analysis to prioritize service to LEP individuals so that such services may be targeted where they are most needed, according to the nature and importance of the particular activity involved.

Whenever any member of this department is required to complete a report or other documentation that involves a situation in which interpretation services were provided to any involved LEP individual, such services should be noted in the related report or documentation. Members should document the type of interpretation services utilized and whether the individual elected to use services provided by the Department or some other identified source.

211.11 RECEIVING AND RESPONDING TO REQUESTS FOR ASSISTANCE

The Department will take reasonable steps to develop in-house language capacity by hiring or appointing qualified members proficient in languages representative of the community being served.

211.11.1 EMERGENCY ASSISTANCE

Department members will make every reasonable effort to promptly accommodate LEP individuals who appear to be in need of emergency assistance. A member who determines that a person in need of emergency assistance is an LEP individual should attempt to gather sufficient information to determine what type of assistance the person needs and to initiate an appropriate response to the situation. As soon as possible, if language assistance is still needed and the language is known, the member should attempt to locate a qualified bilingual member to assist with the situation.

Limited English Proficiency Services

If a qualified bilingual member is not available or the member is unable to identify the primary language used by the LEP individual, the member should contact the contracted interpretation service for assistance.

211.12 COMMUNITY OUTREACH

Community outreach programs and other such services offered by this department are important to the ultimate success of local government and achievement of the department's mission. This department will continue to work with community groups, local businesses, and neighborhoods to provide equal access to such programs and services.

211.13 TRAINING

To ensure that all members who may have contact with LEP individuals are properly trained, the Department will provide periodic training on this policy and related procedures, including how to access authorized telephonic and in-person interpreters and other available resources.

New members should receive LEP training. Those who may have contact with LEP individuals should receive periodic refresher training. Training records should be maintained in each member's personnel file in accordance with the established records retention schedule.

211.13.1 TRAINING FOR AUTHORIZED INTERPRETERS

All members on the authorized interpreter list must successfully complete prescribed interpreter training. To complete interpreter training successfully, an interpreter must demonstrate proficiency in and ability to communicate information accurately in both English and in the target language, demonstrate knowledge in both languages of any specialized terms or phraseology, and understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.

Members on the authorized interpreter list must receive refresher training annually or they will be removed from the authorized interpreter list. This annual training should include language skills competency (including specialized terminology) and ethical considerations.

Authorized interpreters will receive annual refresher training.

Americans with Disabilities Act (ADA) Compliance

212.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for equal access to Apple Valley Fire Department services, programs, and activities for persons with disabilities in accordance with Title II of the Americans with Disabilities Act (ADA).

This policy also includes guidelines to provide effective communication with persons with disabilities and to protect the rights of individuals who use service animals in accordance with the ADA.

212.1.1 DEFINITIONS

Definitions related to this policy include (28 CFR 35.104):

ADA coordinator – The member designated by the Fire Chief to coordinate the Department's efforts to comply with the ADA (28 CFR 35.107).

Assistive devices, auxiliary aids, and services - Tools used to communicate with people who have a disability or impairment. They include but are not limited to the use of gestures or visual aids to supplement oral communication; a notepad and pen or pencil to exchange written notes; a computer or typewriter; an assistive listening system or device to amplify sound; a teletypewriter (TTY) or videophones (video relay service, or VRS); taped text; qualified readers; or a qualified interpreter.

Disability or impairment - A physical or mental impairment that substantially limits a major life activity, including hearing or seeing, regardless of whether the person uses assistive devices, auxiliary aids, and services. Individuals who wear ordinary eyeglasses or contact lenses are not considered to have a disability (42 USC § 12102; 28 CFR 35.108).

Facility - All aspects of buildings, structures, sites, complexes, equipment, rolling stock or other conveyances, roads, walkways, parking areas, and other real or personal property (28 CFR 35.108).

Modification - Any change, adjustment, alteration, adaptation, or accommodation that renders a department service, program, or activity suitable for use, enjoyment, or participation by a person with a disability. This may include alteration of existing buildings and facilities.

A modification includes any change or exception to a policy, practice, or procedure that allows a person with a disability to have equal access to programs, services, and activities. It also includes the provision or use of assistive devices, auxiliary aids, and services.

Power-driven mobility device - Any mobility device powered by batteries, fuel, or other engine type used by persons with disabilities for mobility assistance, regardless of whether the device was primarily designed for that purpose (e.g., golf carts, Segway® PT, mobility scooters). For purposes of this policy, it does not include wheelchairs.

Americans with Disabilities Act (ADA) Compliance

Qualified interpreter - A person who is able to interpret effectively, accurately, and impartially, both receptively and expressively, using any necessary specialized vocabulary. Qualified interpreters include oral interpreters, transliterators, sign language interpreters, and intermediary interpreters.

Service animal - A dog that is trained to do work or perform tasks for the benefit of a person with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability.

Service animal also includes a miniature horse if the horse is trained to do work or perform tasks for persons with disabilities, provided the horse is housebroken, is under the handler's control, the building or facility can accommodate the horse's type, size, and weight, and the horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility (28 CFR 35.136(i)).

212.2 POLICY

It is the policy of the Department that persons with disabilities have equal access to department services, programs, and activities.

The Department will not discriminate against or deny any individual access to services, programs, or activities based upon disabilities.

212.3 ADA COORDINATOR

The responsibilities of the ADA coordinator include but are not limited to (28 CFR 35.130):

- (a) Coordinating efforts within the Department and with the City ADA coordinator to provide equal access to services, programs, and activities including:
 - 1. Establishing procedures to provide for the performance of routine maintenance on buildings, facilities, or equipment that provide access to persons with disabilities (28 CFR 35.133).
 - 2. Maintaining department compliance with accessibility standards for department web content and mobile applications as required by 28 CFR 35 Subpart H (28 CFR 35.200).
- (b) Recommending amendments to this policy, as needed.
- (c) Coordinating a process of periodic self-evaluation. The process should include:
 - 1. Inspection of current department buildings and facilities to identify access issues.
 - 2. Review of current department services, activities, and programs for access issues.
 - 3. Assessment and update of current compliance measures.
 - 4. Identification of recurring areas of complaint for which new methods of modification should be considered.
 - 5. Review of the department's emergency programs, services, and activities as they apply to persons with disabilities.

Americans with Disabilities Act (ADA) Compliance

6. Recommendation of a schedule to implement needed improvements.
- (d) Acting as a liaison with local disability advocacy groups or other disability groups regarding access to department services, programs, and activities.
- (e) Developing procedures for the review and processing of requests for assistance or modifications that will help members provide persons with disabilities access to department services, programs, and activities, as appropriate.
- (f) Providing notice to the public regarding the rights and protections afforded by the ADA (e.g., posters, published notices, handbooks, manuals, and pamphlets describing department services, programs, and activities and the availability of assistive devices, auxiliary aids, and services, as well as modifications) (28 CFR 35.106).
- (g) Developing procedures for members to access assistive devices, auxiliary aids, and services, including qualified interpreters, and making the procedures available, as appropriate.
 1. A list of qualified interpreter services with contact and availability information should be maintained and easily accessible to members.
- (h) Developing, implementing, and publishing appropriate procedures to provide for the prompt and equitable resolution of complaints and inquiries regarding discrimination in access to services, programs, and activities (28 CFR 35.107). The complaint procedures should include an appeal process.
- (i) Requiring third parties providing department services, programs, or activities through contract, outsourcing, licensing, or other arrangement to establish reasonable policies and procedures to prevent discrimination against and denial of access to persons with disabilities.
- (j) Developing and implementing procedures to provide that new construction and any alteration to an existing building or facility are undertaken in compliance with the ADA (28 CFR 35.151).
- (k) Coordinating with appropriate state and local agencies to address the needs of persons with disabilities in the department's emergency disaster preparedness planning, including consideration of communication methods (e.g., warning and emergency notification systems), evacuation and transportation, shelters and care facilities, emergency medical care, and post-disaster canvassing, transportation, and remediation.)
 1. The ADA coordinator or the authorized designee should serve as a liaison to department members during an emergency or disaster to provide guidance on issues involving persons with disabilities that may arise.

212.4 REQUESTS

The goal of any modification should be to allow the person to participate in the service, program, or activity in the same way as a person who does not have a disability.

Upon receiving a request for a modification, members should make reasonable efforts to accommodate the request based on the preference of the person with the disability. Members

Americans with Disabilities Act (ADA) Compliance

should not ask about the nature and extent of a person's disability and should limit questions to information necessary to determine the need for a modification and the type of modification that is appropriate.

If the requested modification or an alternative modification can reasonably be made at the time of the request, the member should make the modification. A member who is unable to accommodate a request or unsure about whether a request should be accommodated should contact a supervisor.

The supervisor should review and approve the request, if practicable and appropriate. Otherwise, the supervisor should document the requesting person's contact information and the modification being requested and forward the request to the ADA coordinator for processing as soon as reasonably practicable.

212.4.1 DENIAL OF REQUEST

The following should be considered before denying a request for modification:

- (a) Requests for modifications should be approved unless complying with the request would result in (28 CFR 35.150):
 - 1. A substantial alteration of the service, program, or activity.
 - 2. An undue financial or administrative burden on the Department.
 - 3. All resources available for use in the funding and operation of the service, program, or activity at issue should be considered in this determination.
 - 4. A threat to or the destruction of the historic significance of an historic property.
 - 5. A direct threat to the health or safety of others (28 CFR 35.139).

If any of the above circumstances are present, the ADA coordinator should work with department staff and the person requesting the modification to determine if an alternative modification is available.

- (b) Where physical modification of an existing building or facility, or new construction, would be unfeasible or unduly burdensome, the ADA coordinator should work with department staff to determine whether alternative modifications are available. Alternative methods that should be considered include (28 CFR 35.150):
 - 1. Reassigning services, programs, or activities to accessible buildings or facilities.
 - 2. Utilizing technology, equipment, rolling stock, or other conveyances.
 - 3. Delivering the services, programs, or activities directly to a person with a disability by way of home visits or meeting the person at an accessible location.
 - 4. Any other means or methods that would make services, programs, or activities readily accessible.
- (c) If no alternative modification is appropriate, the ADA coordinator shall issue a written statement explaining why a modification of the public service, program, or activity will not be made (28 CFR 35.150).

Americans with Disabilities Act (ADA) Compliance

212.4.2 PERSONAL DEVICES AND ASSISTANCE

Although members should make every effort to comply with requests, the provision of personal devices or assistance (e.g., wheelchairs, eyeglasses, hearing aids, personal assistance in eating or using the restroom) to persons with disabilities is not required (28 CFR 35.135).

212.4.3 SURCHARGES

Surcharges shall not be imposed upon persons with disabilities to cover the costs of providing modifications to public services, programs, and activities (28 CFR 35.130(f)).

212.5 MOBILITY DEVICES

Wheelchairs and manually powered mobility devices such as walkers, crutches, canes, and braces are permitted in any areas open to pedestrians.

Power-driven mobility devices other than wheelchairs may be restricted only if a legitimate safety interest is identified that warrants the restriction (28 CFR 35.130(h); 28 CFR 35.137).

A member should not ask a person using a power-driven mobility device to terminate the use of the device or leave the area unless an imminent and legitimate safety issue is present. If a member is concerned about the use of a power-driven mobility device by a person with a disability, the member should contact a supervisor.

The determination of whether a reasonable modification should be made for the use of a power-driven mobility device within a public building or facility should be based on whether the device, given its size and speed, can be safely used within the particular building or facility taking into account the layout and design of the building or facility, the amount of pedestrian traffic present in the building or facility, and whether there is any risk of damage to the building or facility or its immediate environment as set forth in 28 CFR 35.137.

212.5.1 INQUIRIES REGARDING MOBILITY DEVICES

If an individual is using a power-driven mobility device other than a wheelchair, the member may seek credible assurance from the individual that the device is needed because of a disability. Credible assurance of the device's necessity may be provided in one of the following ways (28 CFR 35.137):

- (a) Presentation of a valid, state-issued disability placard or card
- (b) Presentation of any other state-issued proof of disability
- (c) A verbal statement, not contradicted by observable fact, that use of the device is necessary for mobility purposes

212.6 COMMUNICATIONS WITH PERSONS WITH DISABILITIES

Members should remain alert to the possibility of communication problems when engaging with persons with disabilities. When a member knows or suspects an individual requires assistance to effectively communicate, the member should identify the individual's choice of assistive device, auxiliary aid, and service.

Americans with Disabilities Act (ADA) Compliance

The individual's preferred communication method should be honored unless another effective method of communication exists under the circumstances (28 CFR 35.160).

Factors to consider when determining whether an alternative method is effective include:

- (a) The methods of communication usually used by the individual.
- (b) The nature, length, and complexity of the communication involved.
- (c) The context of the communication.

In emergency situations involving an imminent threat to the safety or welfare of any person, members may use whatever assistive device, auxiliary aid, or service reasonably appears effective under the circumstances. This may include, for example, exchanging written notes or using the services of a person who knows sign language but is not a qualified interpreter, even if the person who is deaf or hard of hearing would prefer a qualified sign language interpreter or another appropriate assistive device, auxiliary aid, and service. Once the emergency has ended, the continued method of communication should be reconsidered. The member should inquire as to the individual's preference and give primary consideration to that preference.

212.6.1 TYPES OF ASSISTANCE AVAILABLE

Members shall not refuse an available type of assistive device, auxiliary aid, or service to a person with a disability who is requesting assistance. The Department will not require persons with disabilities to furnish their own assistive device, auxiliary aid, or service as a condition for receiving assistance. The Department will make every reasonable effort to provide equal access and timely assistance to persons with disabilities through a variety of assistive devices, auxiliary aids, and services.

Persons with disabilities may choose to accept City-provided assistive devices, auxiliary aids, and services, or they may choose to provide their own.

Department-provided assistive devices, auxiliary aids, and services may include but are not limited to the assistance methods described in this policy.

212.6.2 AUDIO RECORDINGS AND ENLARGED PRINT

The Department may develop audio recordings to assist people who are blind or have a visual impairment with accessing important information. If such a recording is not available, members may read aloud from the appropriate form or provide forms with enlarged print.

212.6.3 QUALIFIED INTERPRETERS

A qualified interpreter may be needed in lengthy or complex interactions (e.g., public meetings or hearings, special or emergency meetings, news conferences) for individuals who normally rely on sign language or speechreading (lip-reading) to understand what others are saying. The qualified interpreter should not be a person with an interest in the exchange. A person providing interpretation services may be required to establish the accuracy and trustworthiness of the interpretation in a local government or legal proceeding.

Qualified interpreters should be:

Americans with Disabilities Act (ADA) Compliance

- (a) Available within a reasonable amount of time.
- (b) Experienced in providing interpretation services.
- (c) Familiar with the use of VRS and/or video remote interpreting services.
- (d) Certified in either American Sign Language (ASL) or Signed English (SE).
- (e) Able to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.
- (f) Knowledgeable of the ethical issues involved when providing interpreter services.

Members should use department-approved procedures to request a qualified interpreter at the earliest reasonable opportunity or when it is reasonably apparent that an interpreter is needed. Persons with disabilities shall not be required to provide their own interpreters (28 CFR 35.160).

212.6.4 TTY AND RELAY SERVICES

The Department will accept all TTY or TDD calls placed by those who are deaf or hard of hearing and received via a telecommunications relay service.

Note that relay services translate verbatim, so the conversation must be conducted as if speaking directly to the caller.

212.6.5 COMMUNITY VOLUNTEERS

Interpreter services may be available from community volunteers who have demonstrated competence in communication services, such as ASL or SE, and have been approved by the Department to provide interpreter services.

When qualified interpreters are unavailable to assist, approved community volunteers who have demonstrated competence may be called upon when appropriate. However, department members must carefully consider the nature of the interaction and the relationship between the person with the disability and the volunteer to be reasonably satisfied that the volunteer can provide neutral and unbiased assistance.

212.6.6 FAMILY AND FRIENDS

While family or friends may offer to assist with interpretation, members should carefully consider the circumstances before relying on such individuals. The nature of the interaction and relationship between the person with the disability and the person offering services must be carefully considered to determine whether the family member or friend can provide neutral and unbiased assistance.

Children shall not be relied upon except in emergency or critical situations when there is no qualified interpreter reasonably available.

Adults may be relied upon when (28 CFR 35.160):

- (a) There is an emergency or critical situation and there is no qualified interpreter reasonably available.

Americans with Disabilities Act (ADA) Compliance

- (b) The person with the disability requests that the adult interpret or facilitate communication and the adult agrees to provide such assistance, and reliance on that adult for such assistance is reasonable under the circumstances.

212.6.7 FIELD ENFORCEMENT CONSIDERATIONS

It is important that members are able to effectively communicate with persons with disabilities even though the location of the communication may hinder the member's ability to provide assistive devices, auxiliary aids, and other services in a prompt manner.

Members involved in interactions with persons with disabilities that occur in the field and that could result in any type of civil or criminal enforcement action (e.g., issuing code enforcement citations, shutting off a utility service, fire investigations) should assess each situation to determine if communication assistance is necessary. The length, complexity, and importance of the communication, as well as the individual's preferred method of communication, should be considered when determining what, if any, resources should be used and whether a qualified interpreter or other service is needed.

212.7 SERVICE ANIMALS

Service animals that are assisting persons with disabilities are permitted in all department buildings and facilities and other areas where the general public is allowed. Department members are expected to treat people with service animals with the same courtesy and respect that the Department affords to all members of the public (28 CFR 35.136).

212.7.1 IDENTIFICATION AND USE OF SERVICE ANIMALS

Some service animals may be readily identifiable. However, many do not have a distinctive symbol, harness, or collar.

Service animals may be used in a number of ways to provide assistance, including:

- (a) Guiding people who are blind or have low vision.
- (b) Alerting people who are blind or have low vision.
- (c) Retrieving or picking up items, opening doors, or flipping switches for people who have limited use of their hands, arms, or legs.
- (d) Pulling wheelchairs.
- (e) Providing physical support and assisting with stability and balance.
- (f) Doing work or performing tasks for people with traumatic brain injury, intellectual disabilities, or psychiatric disabilities, such as reminding a person with depression to take medication.
- (g) Alerting a person with anxiety to the onset of panic attacks, providing tactile stimulation to calm a person with post-traumatic stress disorder, assisting people with schizophrenia to distinguish between hallucinations and reality, and helping people with traumatic brain injury to locate misplaced items or follow daily routines.

Americans with Disabilities Act (ADA) Compliance

212.7.2 INQUIRIES REGARDING SERVICE ANIMALS

If it is apparent or if a member is aware that an animal is a service animal, the individual generally should not be asked any questions as to the status of the animal. If it is unclear whether an animal meets the definition of a service animal, the member should ask the individual only the following questions (28 CFR 35.136(f)):

- (a) Is the animal required because of a disability?
- (b) What task or service has the service animal been trained to perform?

If the individual explains that the animal is required because of a disability and has been trained to work or perform at least one task, the animal meets the definition of a service animal and no further questions as to the animal's status should be asked. Members should not question individuals about their disabilities, nor should members ask any individual to provide a license, certification, or identification card for a service animal.

212.7.3 CONTACT WITH SERVICE ANIMALS

Service animals are not pets. Department members should not interfere with the important work performed by a service animal by talking to, petting, or otherwise initiating contact with a service animal.

212.7.4 REMOVAL OF SERVICE ANIMALS

If a service animal is not housebroken or exhibits vicious behavior, poses a direct threat to the health of others, or unreasonably disrupts or interferes with normal business operations, a member should notify an appropriate supervisor who may direct the handler to remove the animal from the premises. Barking alone is not a threat, nor does a direct threat exist if the person takes prompt, effective action to control the service animal (28 CFR 35.136(b)).

Each incident must be considered individually, and past incidents alone are not cause for excluding a service animal. Removal of a service animal may not be used as a reason to refuse access to services, programs, or activities to a person with a disability. Members are expected to provide all services that are reasonably available to a person with a disability, with or without a service animal.

212.8 WEBSITE ACCESS

The ADA coordinator should work with appropriate department members to develop online content that is readily accessible to persons with disabilities. Department web content should be developed in conformance with the most current guidelines issued by the U.S. Department of Justice and federal regulations (28 CFR 35 Subpart H; 28 CFR 35.200).

Website content should also be made available to persons with disabilities in an alternative format upon request, if reasonably practicable.

212.9 DOCUMENTATION

Whenever any modification, assistive device, auxiliary aid, or service has been provided, the member involved should document:

Americans with Disabilities Act (ADA) Compliance

- (a) The type of modification, aid, or service provided.
- (b) Whether the individual elected to use an assistive device, auxiliary aid, and service provided by the Department or some other identified source, if applicable.
- (c) Whether the individual's express preference for the modification, assistive device, auxiliary aid, or service was not honored, and the reason why an alternative method was used.

The documentation and any written communications exchanged should be maintained consistent with the Records Maintenance and Release Policy.

212.10 COMPLAINTS

A member who receives a complaint or becomes aware of potential disability discrimination, an ADA violation, or a person's inability to access any department program, service, or activity should document the complaint and refer the matter to the ADA coordinator (28 CFR 35.107).

212.11 TRAINING

Members who may have contact with persons with disabilities should receive periodic training on ADA compliance, to include:

- (a) Awareness and understanding of this policy and related procedures, related forms, and available resources.
- (b) Procedures for handling requests for modifications.
- (c) Accessing assistive devices, auxiliary aids, and services needed to communicate with persons with disabilities.
- (d) General requirements of the ADA, including modifying policies and practices, communicating with and assisting customers, accepting calls placed through alternative systems, and identifying alternate ways to provide access to programs, services, and activities as appropriate to the member's job duties.

Training records should be maintained in each member's personnel file in accordance with the established records retention schedule.

Chapter 3 - General Operations

Incident Management

300.1 PURPOSE AND SCOPE

The purpose of this policy is to establish operational guidelines for members of the Department to use in the management and mitigation of all-hazards emergency incidents.

300.1.1 DEFINITIONS

Definitions related to this policy include:

All-hazards - An incident, natural or manmade, that warrants action to protect life, property, the environment, and public health or safety, and to minimize disruptions of government, social or economic activities.

300.2 POLICY

It is the policy of the Apple Valley Fire Department to utilize the Incident Command System (ICS), the National Incident Management System (NIMS) or other NIMS-compliant incident management system for managing all emergency incidents. All incident-related activities should be managed in accordance with established ICS/NIMS methods and procedures.

300.3 INCIDENT MANAGEMENT

The Fire Chief should ensure the Department adopts written ICS/NIMS procedures that are compatible with neighboring jurisdictions. These procedures should be available to members.

Emergency incidents shall be managed utilizing trained and qualified personnel for the specific tactical, supervisory or command level assignments.

Emergency Response

301.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure a safe and appropriate response to emergencies while maintaining the safety of department members and the public by requiring operators of department vehicles to conform to applicable Minnesota laws and regulations during an emergency response.

301.1.1 DEFINITIONS

Definitions related to this policy include:

Emergency response - Any call for service or assistance involving fire, explosion, or violent rupture; human rescue; human entrapment; illness or injury; hazardous materials release or threat of contamination; flooding; threatened or actual acts of violence; any explosive, bomb, or threatened bombing; any act of terrorism; any natural disaster; or any other circumstance that presents a threat to life-safety or to property.

301.2 POLICY

It is the policy of the Apple Valley Fire Department to appropriately and safely respond to all emergency calls.

301.3 EMERGENCY CALLS

Fire personnel dispatched with emergency lights and siren shall consider the call an emergency and shall proceed immediately. Personnel responding to an emergency call shall sound an audible signal by siren and display at least one lighted red light to the front. Responding with emergency lights and siren does not relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons nor does it protect the driver from the consequences of reckless disregard for the safety of others (Minn. Stat. § 169.17).

Personnel should only respond with emergency lights and siren when so dispatched or when circumstances reasonably indicate an emergency response is required.

Personnel not authorized to respond with emergency lights and siren shall observe all traffic laws and proceed without the use of emergency lights and siren.

301.4 MULTIPLE EMERGENCY VEHICLE RESPONSES

When more than one apparatus responds to an emergency, emergency vehicle operators should remain alert to the presence of other emergency vehicles and exercise due caution. Personnel must further exercise due caution in recognizing that traffic yielding to one emergency vehicle may not expect other emergency vehicles to follow.

Emergency Response

301.5 INITIATING AN EMERGENCY RESPONSE

If the person in the right front seat of a responding emergency vehicle believes an emergency response to any call is appropriate, where otherwise would be a routine response, based on information they have received they shall upgrade to an emergency response.

301.6 RESPONSIBILITIES OF RESPONDING PERSONNEL

Emergency vehicle operators should exercise sound judgment and care, with due regard for life and property while operating a vehicle en route to an emergency response.

In addition, emergency vehicle operators should reduce speed at all street intersections and should come to a complete stop at all blind street intersections or intersections where there is either a red light, a flashing red light, a stop sign, when directed by a law enforcement officer, or when encountering a stopped school bus with flashing warning lights. Emergency vehicle operators should also come to a complete stop at intersections whenever they reasonably believe they cannot account for traffic in approaching lanes or when vehicles have not yielded the right-of-way. After coming to a complete stop, emergency vehicle operators should only proceed when it is safe to do so.

The emergency vehicle shall not enter the intersection until all approaching traffic has yielded the right-of-way and it is safe to proceed. The emergency vehicle driver/operator shall ensure that all approaching vehicles in all lanes have yielded the right-of-way before advancing.

If necessary, due to traffic conditions or visual obstructions, the emergency vehicle driver/operator shall cross the intersection in stages, treating each lane as a separate intersection. The driver shall stop the vehicle, as necessary, to ensure that each lane may be crossed safely.

When passing through an intersection where the emergency vehicle has the right-of-way, by virtue of a green light in the direction of travel and/or a stop signal (stop sign) for cross-traffic, the emergency vehicle shall not exceed the posted speed limit.

Emergency vehicle drivers/operators should not assume that oncoming/opposing traffic has stopped, even when facing a green signal or "clear" route; emergency vehicle drivers must visually confirm that oncoming/opposing traffic is stopped while approaching any intersection, and be prepared to stop immediately, if necessary

During a response to an emergency call, emergency vehicle operators may (Minn. Stat. § 169.03):

- (a) Proceed past a red or stop signal or stop sign, but only after slowing down as necessary for safety, and proceeding after sounding the siren and displaying red lights.
- (b) Enter against the run of traffic on any one-way street or highway with due caution.
- (c) Park or stand an emergency vehicle at the scene of an emergency in a way that is contrary to any law or ordinance.
- (d) Exceed any speed limits but shall sound a siren and display red lights (Minn. Stat. § 169.17).

Emergency Response

The decision to continue an emergency response is at the discretion of the emergency vehicle operator or the person in the right front seat. If, in the judgment of either individual, the roadway conditions or traffic congestion do not permit such a response without unreasonable risk, they may elect to respond to the call without the use of red lights and siren at the legal speed limit. In such an event, the vehicle operator or the person in the right front seat should ensure Dakota 911 is promptly notified. Personnel shall also discontinue the emergency response when directed by any chief officer.

301.6.1 EMERGENCY VEHICLE SPEED LIMITATIONS

The driver shall never exceed a speed that is safe and prudent, based on road and weather conditions and other circumstances, including the design and capabilities of the vehicle. The posted speed limit may be exceeded only when the required warning devices are in use and when weather, traffic, and road conditions are favorable. The posted speed limit shall not be exceeded under any other conditions.

- The maximum speed for any Apple Valley Fire Department vehicle, under favorable conditions, shall not exceed the posted speed limit by more than ten (10) miles-per-hour.
- When conditions are unfavorable, the posted speed limit shall not be exceeded and actual speed shall be determined by the conditions.
- The posted advisory speed for a curve shall be considered the maximum allowable speed under all conditions, regardless of response condition.

301.6.2 RAILROAD CROSSINGS

Railroad crossings present unique hazards to the operators of emergency vehicles. When stopping at any type of railroad crossing, emergency vehicle operators should turn off the siren and all unnecessary noise in the cab and open their windows to listen for approaching trains.

At uncontrolled railroad crossings, emergency vehicle operators should stop and look both ways to verify there is no rail traffic before proceeding with caution across the tracks.

When approaching a controlled railroad crossing with gates and/or signals activated, emergency vehicle operators shall stop and monitor for approaching trains. Operators shall not proceed at the crossing until the gates return to the open position, signaling devices have turned off, and the crossing is clear in all directions (Minn. Stat. § 169.26).

Apparent malfunctions at a railroad crossing should be reported to Dakota 911 as soon as reasonably practicable.

At crossings controlled by only activated signals that reasonably appear to be malfunctioning, an operator may proceed across the crossing if there is no rail traffic approaching from either direction and it is safe to do so.

If the unit is delayed by rail traffic, the officer should immediately contact Dakota 911 to report the delay.

Emergency Response

301.7 FAILURE OF EMERGENCY EQUIPMENT

If the emergency equipment on the vehicle should fail to operate, the vehicle operator must terminate the emergency response and respond accordingly. In all cases, the vehicle operator shall notify Dakota 911 of the equipment failure so that another apparatus may be assigned to the emergency response.

Fire Ground Accountability

302.1 PURPOSE AND SCOPE

The purpose of this policy is to increase firefighter safety by establishing accountability systems for keeping track of all personnel operating at the scene of an emergency incident.

302.1.1 DEFINITIONS

Definitions related to this policy include:

Personnel Accountability Report (PAR) - A roll call of all operations members assigned to an incident at specified times; a PAR is designed to account for each member's location and activity and to verify his/her safety.

302.2 POLICY

It is the policy of this department that supervisors periodically account for members working under their direction at emergency incidents and that all members participate in accountability systems.

302.3 RESPONSIBILITIES

A personnel accountability system shall be established and implemented using thorough training procedures. This system should constantly monitor the status of all emergency personnel, both of department members and personnel from assisting agencies, during emergency incidents from their arrival until their official release from the incident.

A personnel accountability system should be used primarily to track personnel, not resources. However, on small incidents one individual may be responsible for tracking both personnel and resources.

A written personnel accountability system, such as the Incident Command System (ICS) Form I-201 for Incident Commanders (IC) or some similar process, and a status board should be maintained. Individual crew names shall be posted in a conspicuous location in the cab of department vehicles.

Supervisors are responsible for participation in the accountability system by tracking all personnel under their direction on emergency incidents. Personnel should be accounted for from the time of dispatch to the time of demobilization.

Supervisors should implement sufficient tracking methods for personnel at the individual, company, division, group and unit levels to account for personnel during all phases and at all locations of an incident, including travel between locations and assignments.

The IC should designate an accountability officer to monitor who is in charge of each area; what crews are assigned to each area; where each area is located; and the area assignment.

Division or group supervisors should be assigned to keep track of all crews under their supervision. Officers should know the location and assignment of each firefighter in their crew.

Fire Ground Accountability

All members are responsible for participating in the accountability system, including checking in at approved locations.

302.4 REPORTING

Ongoing, routine strategic and tactical accountability at all emergency incidents should be accomplished through periodic reporting or visual observation. This can be accomplished through concise reports that include conditions, actions and needs, also called a CAN report. Members should also make the following reports:

- Emergency situations
- Inability to meet objective with revised timeline and/or resource requests
- Notification of completed actions
- Change in strategy
- Change in fire conditions

302.4.1 PERSONNEL ACCOUNTABILITY REPORTS (PAR)

For structure fires, a PAR should be conducted within the first 20 minutes of an incident and every 20 minutes thereafter for personnel at the scene. In addition, PARs should be conducted after any change in conditions that may alter or affect firefighter safety, such as an increase in fire conditions, or after ordering an emergency evacuation of an area.

A PAR should be conducted for each division, group and organizational element where operations personnel are working. If any person involved in the operation is unaccounted for, emergency procedures, including notification to the IC should be initiated.

The IC may discontinue regular PARs when incident stabilization is achieved and hazards are sufficiently reduced.

Rapid Intervention/Two-In Two-Out

303.1 PURPOSE AND SCOPE

This policy applies to all members assigned to an incident and is designed to ensure immediate assistance for members who become lost, trapped or injured by adhering to the two-in/two-out standard and designating a Rapid Intervention Crew(RIC) (29 CFR 1910.134(g)(4)).

303.1.1 DEFINITIONS

Definitions related to this policy include:

Immediately dangerous to life and health (IDLH) - An atmospheric concentration of any toxic, corrosive or asphyxiant substance that to an unprotected person poses an immediate threat to life, would cause irreversible adverse health effects or would impair an individual's ability to escape from a hazardous area. Interior atmospheric conditions at structure fires beyond the incipient stage are considered IDLH, as are a variety of rescue types.

Initial rapid intervention crew (IRIC) - A group of at least two members located outside the IDLH atmosphere to initially monitor and provide emergency rescue for responders until a larger, more formalized rapid intervention crew(RIC) is created. One of the two members may be assigned to an additional role, as long as the individual is able to perform assistance or rescue activities without jeopardizing the safety or health of any firefighter at the incident. An IRIC is also known as two-in/two-out.

Mayday - The nationally adopted "call for help" term used to indicate that an emergency responder is in a situation of imminent peril where he/she is in need of immediate help.

Rapid intervention crew (RIC) - A formalized designated group of individuals or companies whose sole function is to prepare, monitor and provide for effective emergency rescue of responders in IDLH atmospheres.

303.2 POLICY

It is the policy of the Apple Valley Fire Department to ensure that adequate personnel are on scene before interior operations begin in any IDLH environment. However, nothing in this policy is meant to preclude firefighters from performing emergency rescue activities before an entire team has assembled.

303.3 PRE-DEPLOYMENT

Prior to initiating any fire attack in any IDLH environment with no confirmed rescue in progress, members should ensure that there are sufficient resources on-scene to establish two-in/two-out procedures (29 CFR 1910.134(g)(4)).

- (a) Members should ensure that at least two firefighters using self-contained breathing apparatus (SCBA) enter the IDLH environment and remain in voice or visual contact with one another at all times.

Rapid Intervention/Two-In Two-Out

- (b) At least two additional firefighters should be located outside the IDLH environment.
 - 1. One of the two outside firefighters may be assigned to an additional role so long as the individual is able to perform assistance or rescue activities without jeopardizing the safety or health of any firefighter working at the incident.

303.4 INITIAL DEPLOYMENT

During the initial phase of an incident, confirmed rescues should take priority. When a confirmed rescue is in progress during the initial phase of an incident, emergency rescue activities may be performed before a designated IRIC has assembled.

All members operating in IDLH environments should be tracked and accounted for at all times, except when it would preclude firefighters from performing emergency rescue activities during the initial phase of the incident.

303.5 RIC DUTIES

The RIC will be assembled from resources assigned to On Deck. Resources assigned to On Deck will prepare for, monitor and provide effective emergency rescue for responders.

- (a) To the extent possible, visual and voice communication should be maintained between those working in the IDLH environment and the RIC outside the IDLH environment.
- (b) RIC members should not be involved in any other duties that divert attention or resources away from their primary mission of responder rescue.
- (c) Additional companies may be assigned to the RIC as conditions warrant. For large incidents with multiple points of entry, multiple RICs should be considered.

303.6 EMERGENCY DEPLOYMENT OF A RIC

When a Mayday firefighter down or firefighter missing broadcast is transmitted, all non-emergency radio traffic should be minimized to allow for priority communications. Personnel not directly involved in the Mayday response should refrain from transmitting unless directed by the Incident Commander (IC). At least two individuals at the command post should be dedicated solely to monitoring the tactical channel. One person should be responsible for gathering information on the identity, location and condition of the trapped or missing firefighter, while the second person should communicate with the trapped or missing firefighter and offer support on the tactical channel.

For an emergency deployment of a RIC, a Division Supervisor position should be activated to coordinate the rescue as well as any fire activities in support of the rescue effort. Other divisions and groups may support the RICs efforts by diverting fire spread through horizontal or vertical ventilation to draw fire away from the affected rescue areas, and by placing hose streams to check fire spread and protect rescue efforts.

Additional resources should be ordered as needed, including additional RICs, medical treatment and transportation groups or other organizational elements.

Urban Search and Rescue (USAR)

304.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the Federal Emergency Management Agency (FEMA) Urban Search and Rescue (USAR) Response System, Dakota County Special Operations Team (DCSOT), and Minnesota Task Force 1 (MN-TF1) as resources for disaster response.

304.2 POLICY

The Apple Valley Fire Department and its members shall function at the awareness level for USAR incidents. Department personnel shall not make entry into a USAR incident. Rather, Department personnel shall provide support as able and necessary to qualified USAR teams trained at the operations and/or technician level. Any additional information contained within this policy is included for the purposes of facilitating such interaction and support of a USAR team.

The Incident Commander (IC) should request through Dakota 911 a phone call from the DCSOT Duty Officer to discuss potential deployment of the DCSOT to assist with a USAR incident. As appropriate, FEMA USAR and/or MN-TF1 can be used as resources in the event of an urban disaster.

304.3 RESOURCES

USAR is a multi-hazard discipline and may be used for a variety of disasters, including hurricanes, earthquakes, typhoons, storms, tornadoes, floods, dam failures, technological accidents, terrorist activities and hazardous material releases.

USAR task forces have four areas of specialization:

- (a) Searches - To find victims who are trapped after a disaster
- (b) Rescues - Including safely digging victims out of collapsed concrete or metal
- (c) Technical - Structural specialists who help make rescues safe for the rescuers
- (d) Medical - Caring for victims before and after a rescue

If the disaster warrants, both Minnesota in-state resources and FEMA resources may be available for assistance.

304.3.2 FEDERAL RESOURCES

If national USAR support is warranted, FEMA may deploy multiple task forces within six hours of notification and can provide additional teams as necessary to support the Apple Valley Fire Department's efforts to locate victims and manage recovery operations.

The following resources are generally available from the FEMA USAR Response System:

- Air Search Team (fixed-wing)
- Airborne Reconnaissance (fixed-wing)
- Canine - Avalanche/Snow

Urban Search and Rescue (USAR)

- Canine - Disaster Response
- Canine - Land/Cadaver
- Canine - Water
- Canine - Wilderness
- Canine - Wilderness Tracking and Trailing
- Cave Search and Rescue Team
- Collapse Search and Rescue Team
- Mine and Tunnel Search and Rescue Team
- Mountain Search and Rescue Team
- Radio Direction Finding Team
- Swiftwater and Flood Search, and Dive Rescue Team
- USAR Incident Support Team
- USAR Task Force
- Wilderness Search and Rescue Team

To request deployment of FEMA USAR or MN-TF1, call the Minnesota Duty Officer. More information about the specific capabilities and sustainability of USAR resources may be obtained on the FEMA website.

304.3.2 STATE RESOURCES

MN-TF1 is a state-based USAR team based in the Twin Cities area of Minnesota. This resource has been developed to provide highly skilled search and rescue personnel in collapses or specialized rescue environments when natural or manmade disasters occur. As a state resource, MN-TF1 also works to support local response agencies.

MN-TF1 is a multi-agency team from a wide variety of disciplines including structural engineers, heavy rescue specialists, search specialists, heavy riggers, HAZMAT specialists and medical specialists.

Deployment of MN-TF1 can be requested through the Minnesota Duty Officer.

304.3.3 COUNTY RESOURCES

The DCSOT is a cooperative effort of public safety agencies in Dakota County, Minnesota. The team was developed after the 9/11 terrorism attack.

The DCSOT is currently operational with a focus on incidents involving Hazardous Materials, Weapons of Mass Destruction, Technical Rope Rescue, Confined Space Rescue, Trench Rescue, and SWAT Operations. Team members operate as highly skilled rescuers while ensuring crime scene preservation and the tactical safety and rescue of those involved in the incident. The DCSOT

Apple Valley Fire Department

Fire Policy Manual

Urban Search and Rescue (USAR)

is available to assist agencies within Dakota County with incidents that require additional resources or specialized skills.

Deployment of DCSOT can be requested through Dakota 911.

Tactical Withdrawal

305.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for tactical withdrawals from any scene or location when confronted by violent individuals or threatening situations, circumstances or events. The violence or threat need not be specifically directed at department members to justify the application of this policy.

305.2 POLICY

The Apple Valley Fire Department is committed to the safety of its members. It is the policy of the Apple Valley Fire Department to allow members to withdraw from the scene or general location of an emergency call for service when they are confronted by violent individuals, violent or potentially violent situations or any other circumstance presenting a real or perceived imminent threat to member safety.

305.3 THREAT ASSESSMENT

All members of the Department are expected to continually evaluate their surroundings while responding to incidents or participating in the mitigation of emergency or non-emergency events. The actions and conduct of persons at an event should be a primary element of the ongoing scene-safety evaluation. Certain types of events, certain actions taken by individuals involved in events and a variety of other circumstances should trigger a heightened awareness and consideration of personnel safety. Situations or circumstances that should initiate such consideration include:

- (a) Gang-related activity, particularly any event involving violent encounters, confrontations or conflicts between members of rival gangs.
- (b) Any situation involving shots fired, or on any scene where shooting occurs or is heard in the immediate vicinity.
- (c) Any time a subject challenges or threatens members of the Department with violence or harm.
- (d) Any scene where members of the Department are attacked in any way. Examples include: rocks, bottles or other projectiles thrown or launched at members or department vehicles or apparatus; individuals attempting to gain access to department vehicles or apparatus; or any direct act of violence committed against members of this department.
- (e) Any event involving civil disturbance, large-scale demonstrations or protests. This includes any event involving a large gathering of people where the nature of the activity appears to include violent confrontation or the perceived threat of violent confrontation between opposing groups, or between the protesters and law enforcement personnel or other government representatives.

Any member who believes that there is a threat of violence to personnel at any incident should promptly relay that information to the appropriate supervisor as quickly as possible.

Tactical Withdrawal

The Incident Commander (IC) has the authority to initiate a tactical withdrawal and the responsibility to ensure that all members on-scene or at risk due to the threat are notified of the action. Authority for the decision resides primarily with on-scene personnel and should not be delayed while seeking approval or confirmation from a higher authority, who may not be at the incident scene.

305.4 CONDUCTING TACTICAL WITHDRAWALS

305.4.1 WITHDRAWAL OPTIONS

The following guidelines should be applied when the decision has been made to initiate a tactical withdrawal:

- (a) During the response to an incident:
 - 1. If a tactical withdrawal occurs during the response phase of an incident the Department member responsible for initiating the withdrawal is responsible for notifying all responding units and Dakota 911 of the withdrawal action. The relay of the withdrawal decision to individual units may be conducted by the member, or he/she may choose to have the Dakota 911 notify all responding units to cancel their response or to respond to a defined staging area.
- (b) After arrival at an incident:
 - 1. When units are on-scene at an incident and a decision is made to initiate a tactical withdrawal, the IC is responsible for notifying all involved units (including those assigned to the incident but that have not yet arrived) of the withdrawal action. The IC should also notify Dakota 911 of the tactical withdrawal, and if time and circumstances allow, the situation and reason for the withdrawal. The officer of each crew is responsible for notifying all of their assigned personnel of the withdrawal.

305.4.2 WITHDRAWAL GUIDELINES

The following guidelines should be applied when the decision has been made to initiate a tactical withdrawal:

- (a) Whenever a tactical withdrawal is initiated, a defined staging area will be established at a safe location away from the incident scene and all involved units and personnel should withdraw to that staging area. Whenever practicable, all involved units should withdraw from the incident scene as a single group. If that is not practicable, individual units should attempt to congregate together, forming in as few and as large of groups as practicable, and withdraw in those groups.
- (b) After all units have been initially notified of a tactical withdrawal, The officer of each crew is responsible for personnel accountability, ensuring all members of their crew are accounted for and withdrawing as directed. The IC is responsible for accounting for all units assigned to the call and ensuring that all units are withdrawing as directed.

Tactical Withdrawal

- (c) Whenever a tactical withdrawal is initiated, Dakota 911 should immediately notify and request an immediate response by the appropriate law enforcement agency to provide security for the withdrawing units.
- (d) Once the IC believes that all units and personnel have withdrawn from an incident, he/she should conduct a Personal Accountability Report (PAR) of all units assigned to the incident to confirm they have safely withdrawn. The officer of each crew shall confirm that all members of their crew are accounted for and safe.
- (e) Once all involved units have gathered at the staging area, the IC should again conduct a PAR to confirm that all personnel are safe. If any person involved in the operation is unaccounted for, emergency procedures should be initiated.

305.5 PATIENT CARE CONSIDERATIONS

Special consideration should be taken when a tactical withdrawal is initiated after members have begun providing medical assessment or medical care at an incident scene. If a tactical withdrawal is initiated at a time that members are providing medical services to sick or injured patients, those members should, whenever practicable, attempt to maintain their care of medical patients and evacuate those patients as part of the withdrawal process.

In the event that violence or the threat of violence forces members to abandon any patient under their care, the involved member should immediately notify the appropriate law enforcement agency of the location of the patient and request immediate assistance in securing the scene to allow for safe and timely medical treatment and evacuation of the patient. The members should remain on the call and wait for law enforcement clearance or other information indicating that it is safe to enter the incident scene. Once it is safe to do so, the members should attempt to locate the patient and resume medical evaluation, treatment and transport per protocol. In the event that law enforcement personnel and department members are unable to relocate the patient, the patient may be deemed to have self-extracted and the appropriate documentation should be prepared.

305.6 NOTIFICATIONS

Whenever a tactical withdrawal is initiated, the circumstances of the incident, including the incident location, will be relayed up the chain of command to the Fire Chief or their designee. The Fire Chief or their designee should ensure that all Fire Operations Division personnel are immediately notified of the location and circumstances of the incident.

The Fire Chief or their designee should coordinate with Dakota 911 and law enforcement to ensure additional calls for service to the affected area are screened and determined safe for entry.

Response Time Standards

306.1 PURPOSE AND SCOPE

The purpose of this policy is to establish turnout, travel and response time goals and objectives for emergency incidents.

306.1.1 DEFINITIONS

Definitions related to this policy include:

Response time - The time elapsed between Dakota 911 notifying firefighters of the emergency and the arrival of the first emergency response unit. Response time combines turnout and travel times.

Travel time - The time elapsed between the emergency response unit beginning travel to the emergency and when the emergency response unit arrives.

Turnout time - The time elapsed between Dakota 911 notifying firefighters of the emergency and when the emergency response unit begins travel.

306.2 POLICY

It is the policy of the Apple Valley Fire Department to document all department response times to emergency incidents and establish response time baselines and performance objectives.

306.3 PERFORMANCE OBJECTIVES

Response times should be measured at 90 percent of fractal time and reported against an established department Standards of Cover document, if available.

306.4 EVALUATIONS AND ANNUAL REPORT

The Department shall annually evaluate its level of service, deployment delivery and response time objectives. The evaluation shall be based on data relating to level of service, deployment and the achievement of each response time performance objective in the geographic area of the jurisdiction.

Aircraft Operations

307.1 PURPOSE AND SCOPE

This policy describes standards for the safe operation of firefighting and medical evacuation aircraft that may be working with ground personnel at any incident involving the tactical use of aircraft.

307.2 POLICY

The Apple Valley Fire Department will follow Incident Command System (ICS) standards when firefighting or medical evacuation aircraft are in tactical use at any emergency incident.

307.3 ICS STANDARDS

Members should follow the Department's ICS standards for managing firefighting aircraft operations, including the identification, establishment and management of aircraft landing zones any time that firefighting or medical evacuation aircraft are in tactical use at any emergency incident.

307.4 MEDICAL EVACUATION LANDING ZONE CONSIDERATIONS

The Apple Valley Fire Department should develop guidelines for its own medical evacuation (medivac) landings or enter into local operating agreements for the use of medivac aircraft as applicable. In creating those guidelines, the Department should identify:

- Responsibility and authority for selecting and designating a landing zone and determining the size of landing zone needed.
- Responsibility for securing the area and maintaining security once the landing zone is identified.
- Consideration of the helicopter provider's minimum standards for proximity to vertical obstructions and surface composition (e.g., dirt, gravel, pavement, concrete, grass).
- Consideration of the helicopter provider's minimum standards for horizontal clearance from structures, fences, power poles, antennas or roadways.
- Responsibility for notifying the appropriate law enforcement or transportation agencies if a roadway is selected as a landing site.
- Procedures for ground personnel to communicate with flight personnel during the operation.
- Procedures for determining whether an engine or other specific apparatus should be on standby at the landing zone.
- Procedures for ensuring qualified personnel are assigned to manage aircraft operations for the duration of the incident.

Apple Valley Fire Department

Fire Policy Manual

Aircraft Operations

- Maintaining positive radio communications between the aircraft and landing zone coordinator.

Atmospheric Monitoring for Carbon Monoxide

308.1 PURPOSE AND SCOPE

This policy establishes procedures for measuring atmospheric concentrations of carbon monoxide (CO) at an incident for the safety of members working in potentially hazardous conditions.

308.1.1 DEFINITIONS

Definitions related to this policy include:

Calibration - The process of resetting the values for each sensor in the instrument.

Spanning - The process of using the calibration gasses to check the calibration of the instrument, also known as bump testing.

308.2 POLICY

Exposure to CO can be hazardous to the health of those exposed. It is the policy of the Apple Valley Fire Department to mitigate the health risks associated with exposure to CO by its members and the public.

308.3 RESPONSIBILITIES

The Officer whose assigned responsibility is atmospheric monitors should ensure that atmospheric monitoring instruments are spanned or calibrated to manufacturer's specifications on a monthly basis.

The instruments should be stored in operating condition.

The Incident Commander or the authorized designee is responsible for measuring atmospheric concentrations of CO at any location containing or suspected of containing elevated levels of CO.

308.4 PROCEDURES

Carbon monoxide may be present as a by-product of combustion, an emission from internal combustion engines, a chemical reaction or a leak from an industrial process. Carbon monoxide has approximately the same vapor density as air. When measuring for atmospheric concentrations of CO at an incident, instruments do not have to be placed near the floor or ceiling to obtain accurate readings.

Positive pressure ventilation may be used to reduce the CO concentration, as well as the presence of other toxic gases in the atmosphere.

All members shall use self-contained breathing apparatus (SCBA) in any atmosphere containing 35 parts per million or greater of CO (National Institute for Occupational Safety and Health (NIOSH)). An atmospheric concentration of CO that is below the threshold limit value (TLV) does not necessarily indicate an adequate level of oxygen or eliminate the possibility of other toxic gases or products of combustion being present.

Atmospheric Monitoring for Carbon Monoxide

Members shall also use an SCBA in any atmospheric concentration of CO that is below the TLV where there is also the presence of visible smoke, and in any atmosphere containing less than 19.5 percent oxygen (Minn. R. 5205.0010, Subp. 2; 29 CFR 1910.134).

308.5 EMERGENCY MEDICAL TREATMENT

A person with acute CO exposure may exhibit the signs and symptoms of headache, flushing, nausea, vertigo, weakness, irritability, unconsciousness, and in persons with pre-existing heart disease and atherosclerosis, chest pain and leg pain.

An affected or incapacitated person should be removed from further exposure and have appropriate emergency medical procedures implemented, including any listed on the Safety Data Sheet (SDS) for CO.

All personnel with the potential for becoming exposed to CO or being present during an exposure should be familiar with emergency procedures, the location and proper use of emergency equipment, and the methods of protecting themselves during rescue operations.

308.6 DOCUMENTATION

Each time an atmospheric monitoring instrument is spanned or calibrated, the testing will be entered on a log. The log should be retained in accordance with established records retention schedules. The log documents will serve as a history of an instrument's performance.

Staging

309.1 PURPOSE AND SCOPE

An incident scene can quickly become congested with emergency equipment if the equipment is not managed effectively. The purpose of this policy is to provide guidelines for staging at emergency incidents.

309.2 POLICY

It is the policy of the Apple Valley Fire Department to safely stage resources at emergency incidents.

309.3 RESOURCE STAGING

Staging areas are locations designated within the incident area to temporarily position resources that are available for assignment. Resource staging at emergency incidents will be conducted using the procedures, guidelines and positions consistent with the Department's Incident Command System (ICS).

As incident resources grow, the Incident Commander (IC) should identify a staging area manager to maintain staging area resources so they are ready for assignment. At the conclusion of the incident, the staging area manager should demobilize units with the approval of the IC.

309.3.1 LEVEL I AND LEVEL II STAGING

When establishing a staging location and conducting staging activities Apple Valley Fire Department personnel should consider the following practices:

- (a) During initial attack operations or on smaller, short-term incidents, identifying and selecting a Level I staging location for incoming units should be based primarily on placing incoming resources in a safe location while providing for their rapid deployment when needed. Generally, resources will stage one block from the incident in their direction of travel not passing their last tactical option until assigned by the IC.
- (b) During extended attack or multiple alarm incidents, the IC should establish a Level II staging area location early and assign a staging area manager. Additional location factors should be considered when identifying and establishing staging areas:
 1. The Level II staging area should not affect incident operations and should be large enough for the incident resource needs. When possible, staging areas should be pre-planned and identified to cause minimal disruption to traffic flow, business activity and scheduled community activities.
 2. Public property should be utilized, if possible, as opposed to private property. Whenever private property, church property or commercial property is utilized, the IC or a designee should, when practicable, contact the owner, administrator or property manager for permission to use the property prior to establishing a staging area. If any of these properties are utilized, the staging area should be configured to create the least possible disruption, including traffic flow in and around the property. The same applies to school property; however, in addition,

Staging

the Fire Chief or their designee should consider notifying local media. The notification would emphasize that the school property is being used to support an incident occurring away from the school and that the school is not involved in the emergency.

309.4 STAGE-AWAY OPTION

The stage-away option should be used in any incident where there may be a violent encounter. A violent encounter should be anticipated in, but not limited to, the following categories of calls for service:

- Shootings or shots-fired calls
- Stabbings
- Civil disturbance calls
- Calls involving criminal gang activity
- Attempted suicide calls
- Domestic disputes, including family fights
- Unknown assault calls
- Bomb incidents

It is the policy of the Apple Valley Fire Department to use a non-standard and defensive response profile when responding to calls for service involving known or suspected violent subjects. When responding to calls involving known or suspected violent subjects, department members should take the following actions:

- (a) Whenever possible, Dakota 911 should determine if violent subjects are involved in any call for service, and if so, include that information in the initial dispatch. The responding units should be advised to stage away from the scene. Anytime Dakota 911 or any of the responding crews receive additional information indicating that violent subjects are at the scene of a call, the response should be upgraded to a stage-away incident.
- (b) The officer of the first-in responding unit will normally identify a staging point for all responding units. The staging point should be located two or more blocks away from the incident scene, out of direct line of sight of the incident, and should not require that the responding units drive by the incident to reach the staging point. The officer should also confirm with Dakota 911 that law enforcement is responding to the incident.
- (c) All responding units should acknowledge the call to stage-away and confirm the staging location via radio while en route to the incident. All units should avoid driving by or through the line of sight of the incident until it is determined to be safe to enter the scene.
- (d) All units should report "arrived, staging" upon arrival at the staging point.

Apple Valley Fire Department

Fire Policy Manual

Staging

- (e) All units should remain staged away from the incident scene until notified that law enforcement has determined that the scene is safe to enter or until reliable information is received confirming that no violent subjects remain at the scene.

In the event that the first-in unit arrives at an incident scene and encounters unanticipated violence or violent subjects, the officer or senior member of that crew should immediately notify Dakota 911 of the circumstances and request law enforcement support. All other responding units should be directed to stage-away unless members of the first-in unit determine it is safe for additional personnel to respond directly to the scene.

High-Rise Incident Management

310.1 PURPOSE AND SCOPE

The purpose of this policy is to adapt normal operating procedures and systems to incidents occurring in a high-rise environment. Any incident in a high-rise environment is complicated by the difficulties of access, the construction of the building and the number of occupants potentially inside the structure.

310.1.1 DEFINITIONS

Definitions related to this policy include:

High-rise - For the purposes of this policy a high-rise is any building more than 75 feet tall measured from the lowest point accessible by department vehicles to the floor of the highest story that is designed for occupancy. This shall be the threshold for the activation of the high-rise incident command structure.

310.2 POLICY

It is the policy of the Apple Valley Fire Department to utilize the Incident Command System (ICS) for high-rise incident management.

310.3 PROCEDURES

All incident-related activities should be performed in accordance with the established ICS methods and procedures as specified in the Incident Management Policy.

Upon the initial arrival of units and apparatus, the assumption of a concealed fire should be made by the Incident Commander unless an initial size-up indicates otherwise. Initial arriving units should:

- Make all necessary efforts to provide for the safety and evacuation of any building occupants in immediate danger and for the continued safe exit of all other building occupants.
- Identify the fire floor or sector, and provide a size-up of the conditions on both the fire floor and also the floor above.
- Establish a water supply for the initial attack. If the building has multiple standpipes, the member on the fire floor must identify which riser requires water and advise incident command.
- Deploy an attack on the fire floor using at least two companies.
- Establish lobby, elevator, stairway, alarm system control and stairwell support if necessary for a sustained fire attack.

Elevator Entrapments

311.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure the safe and effective rescue of people who may become trapped in an elevator.

311.2 POLICY

People trapped in an elevator are typically not in danger unless there is a medical emergency or fire. During any rescue effort, the priorities are the safe extrication of people in the elevator and the safety of firefighters during the operation.

311.3 RESPONSIBILITIES

The Fire Chief or the authorized designee shall establish guidelines for personnel entering elevator shafts and for the use of commercial elevator technicians for emergency and non-emergency extrications.

The Fire Chief or the authorized designee shall identify department-approved rescue procedures and appropriate applications. Procedures that have the potential to cause damage to private property should be avoided if reasonably practicable.

Fire prevention personnel are responsible for tracking elevator entrapment responses, identifying problematic installations and working with building owners and vendors to resolve further responses.

311.4 PROCEDURE

On-scene personnel should consider the following:

- Is the elevator inoperative?
- If so, are people inside?
- What is the condition of the people inside?
- Has an elevator repair person been notified and what is the estimated time of arrival?
- What is the location of the inoperative elevator? Is it between floors or at a landing?
- What is the type of elevator? Is it hydraulic or cable?
- Where is the elevator equipment room? (Generally, above for a cable elevator and below for a hydraulic elevator.)
- Can necessary lock-out/tag-out actions be accomplished prior to rescue activities?

Various methods may be utilized to extricate people from an inoperative elevator. Use of a specific method should be based on the unique circumstances of each incident and the expertise of the fire personnel on scene. Elevator entrapment rescue procedures typically include, but are not limited to, the following:

Elevator Entrapments

- Lock-out/tag-out procedures to ensure continued stability of the elevator
- Moving the elevator car
- Use of an adjacent elevator car
- Forcing the elevator doors open
- Breaching the elevator shafts
- Use of roof or side emergency exits

311.5 TRAINING

The Training Officer should ensure that written procedures with diagrams are available for each elevator entrapment rescue procedure, including hydraulic or cable elevators and elevators with multiple-door configurations. The Training Officer is responsible for ensuring that all personnel are properly trained in department-approved elevator entrapment rescue procedures.

Elevator Restrictions During Emergencies

312.1 PURPOSE AND SCOPE

This policy provides guidelines for elevator use during emergency incidents.

312.2 POLICY

Extreme caution shall be used when determining whether to use an elevator during a response to a fire emergency. Only elevators that have been determined to be uninvolved and equipped with fire service operation controls shall be used.

312.3 USE OF STAIRWELLS

The operation of elevators under fire conditions can be erratic and dangerous. Elevators are subject to serious malfunction from the effects of heat, smoke and water on drive machinery and/or control equipment.

At every emergency incident in a high-rise building, when there is a potential for elevators and/or firefighters to be exposed to the effects of heat, smoke, flame, chemicals, explosion or water (e.g., reported fires, fire alarms, smoke investigations), stairwells will be used to gain access to above-ground locations.

The initial fire attack/investigation teams shall use stairwells to reach the reported emergency location and make a visual assessment of actual conditions that might affect elevator use.

These teams shall advise the Incident Commander (IC) which stairwell is being used and shall describe the stairwell by identification number and the geographical location in the building. Information regarding the safety of elevators and the floor conditions of the reported fire floor and all preceding floors shall be relayed immediately to the IC, who shall make the final determination of whether the elevators are safe to use.

312.4 USE OF ELEVATORS

Most high-rise building incidents will only require an investigation. Elevators may be used by the initial investigation team only when building personnel, such as engineering or security employees, are on the reported fire floors and the following conditions are met:

- They have checked the floor where the report or alarm originated, as well as the floors immediately above and below that floor.
- They are in contact with lobby personnel via radio or phone.
- They are able to provide information that conditions are safe.

Swiftwater Rescue and Flood Search and Rescue Responses

313.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidance for operating at a swiftwater or flood search and rescue incident.

313.2 POLICY

It is the policy of the Apple Valley Fire Department to utilize the Incident Command System (ICS) for managing swiftwater or flood search and rescue incidents.

313.3 PROCEDURE

Upon notification of a potential water rescue incident, department members and Dakota 911 personnel are authorized to order and should dispatch or request the appropriate specialized water rescue resources immediately. Ordering of resources should not be delayed pending the verification of a water rescue situation or the confirmation that a victim has been seen or located.

Rescuers conducting search and rescue operations around flood waters, and particularly around swiftly moving water, are confronted with a unique set of challenges and face risks not encountered in other types of rescue operations. Operating in a swiftwater environment requires specialized knowledge, training and equipment to ensure the safety of both rescuers and victims. Tools, equipment and procedures routinely used in other types of rescue situations may not be appropriate when confronting a swiftwater rescue and may even exacerbate the situation and increase risks to the safety of rescue personnel.

Responding personnel and specialized units should follow ICS methods and procedures upon arrival at the incident. This includes a safety briefing for all responders to assure the development of situational awareness of the area, knowledge of potential hazards for rescuers and specific strategic objectives for the rescue in addition to tactical objectives and assignments for each responder.

Department members should apply the following guidelines when responding to swiftwater or flood search and rescue incidents:

- (a) Members should not wear structural firefighting personal protective equipment (PPE) (e.g., turnouts, bunker gear, bunker boots) or wildland fire PPE when responding to, or participating in, a swiftwater or flood search and rescue incident.
- (b) Only members currently certified or specifically trained for in-water rescues should approach or enter any body of water, whether still or moving, and only when sufficient equipment and trained personnel are available to safely conduct the operation.
- (c) Surfacesupportpersonnelthatarenotproperlytrained,certifiedorequippedforwaterentrymay utilize ropes, throw-bag ropes, rescue rings, floatation devices or other appropriate

Swiftwater Rescue and Flood Search and Rescue Responses

equipment to attempt water rescues, as long as the attempt does not require the member to enter the water in any way.

- (d) Department members should use extreme caution when parking or positioning fire apparatus alongside swiftly moving water and should remain vigilant for any signs of erosion or changing conditions that could threaten apparatus or personnel at the incident. Whenever practical, vehicles should be backed into position and face away from any expanding incident in case egress becomes necessary.

Confined Space Rescue Response

314.1 PURPOSE AND SCOPE

This policy provides guidance on various confined space entries pursuant to Minnesota Occupational Safety and Health Administration (MNOSHA) rules (Minn. R. 5205 et seq.; 29 CFR 1910.146).

314.1.1 DEFINITIONS

Definitions related to this policy include (29 CFR 1910.146):

Attendant – An individual stationed outside one or more permit spaces to monitor the authorized entrants and perform all the duties assigned in the entry permit.

Confined space - A space that is large enough and so configured that a person can bodily enter and perform assigned work; has limited or restricted means for entry or exit; and can have one or more of the following characteristics:

- (a) Contains or has the potential to contain a dangerous air contamination, oxygen deficiency, or an oxygen enrichment.
- (b) Contains a material that has the potential for engulfing or asphyxiating an entrant.
- (c) Contains any other recognized serious safety or health hazard.

Confined space entry - Any action that results in any part of the worker's face breaking the plane of any opening of a confined space. This includes any work activities performed inside the confined space.

Entry permit - Written authorization from the Department to enter into a permit-required confined space to perform work.

Entry supervisor – The person responsible for:

- (a) Determining if acceptable entry conditions are present at a permit space where entry is planned.
- (b) Authorizing and overseeing entry operations.
- (c) Terminating entry as required.

314.2 POLICY

It is the policy of the Apple Valley Fire Department to establish permit-required, confined-space incident response guidelines in compliance with applicable MNOSHA safety standards, and to provide the required training and equipment to reasonably ensure members' safety while they are performing permit-required, confined-space rescues (Minn. R. 5205.0010; 29 CFR 1910.146).

The Apple Valley Fire Department and its members shall function at the operational level for confined space rescue incidents. Department personnel shall not make entry into a confined space if the victim(s) is not visible from the entry point. The department will utilize the Dakota County Special Operations Team (DCSOT) as a resource for confined space rescues that are beyond

Confined Space Rescue Response

the departments capabilities. Department personnel shall provide support as able and necessary to the DCSOT if they are utilized.

314.3 GENERAL REQUIREMENTS

Department procedures shall meet the standards and requirements set forth in 29 CFR 1910.146 as adopted by Minn. R. 5205.0010, Subp. 2 and this policy.

314.4 PROCEDURES

Department members should be trained to identify and measure atmospheric hazards within confined spaces. Reasonably practicable attempts at self-rescue or non-entry rescue should be made prior to any entry.

Department members should adhere to National Institute for Occupational Safety and Health (NIOSH) guidance and 29 CFR 1910.146 Appendix F when performing a confined space rescue.

Any time there is questionable action or non-movement by the worker inside the confined space, a verbal check should be made. If there is no response, department rescue personnel should conduct a survivability profile and a risk analysis, based on the information documented on the entry permit. If the victim(s) inside the confined space are not visible from the entry point, the department will prepare the space for entry and wait for DCSOT to perform the rescue.

314.4.1 PRECAUTIONS

No ignition sources should be introduced into the confined space when atmospheric hazards are attributable to flammable or explosive substances or to lighting and electrical equipment.

Members should perform continuous atmospheric monitoring during all confined space rescue operations. If atmospheric conditions change adversely, members should exit the confined space until appropriate precautions for any new hazards are developed and implemented.

Work-time should be closely monitored as heat stress emergencies may be caused by a warm atmosphere inside a confined space.

314.4.2 HAZARD EVALUATION/PERMIT REQUIREMENTS

If members of the Department respond to an incident requiring confined-space entry, a written hazard evaluation shall be performed. The evaluation should take into consideration the guidance contained in 29 CFR 1910.146 Appendix F. It should also include but should not be limited to:

- (a) Recognition, determination, and declaration of the situation as a permit-required confined space incident, including the date, time, and location.
- (b) Denial of entry to unprotected persons.
- (c) Assessment of all readily available confined space documentation (e.g., Safety Data Sheets, any existing permits, plans, or blueprints of the space).
- (d) Assessment of the purpose of the entry, number of victims, locations, and injury conditions.

Confined Space Rescue Response

- (e) Discussions with witnesses, a supervisor, and other sources of information.
- (f) Assessment of any current or potential space hazards, in particular, any hazards that led to the necessary rescue.
- (g) Measures used to isolate the space and eliminate or control the hazards.
- (h) Communications procedures used by entrants and attendants.
- (i) Determination and declaration if a body is recovered or a victim is rescued.

314.5 TACTICAL GUIDELINES

314.5.1 PRIMARY ASSESSMENT

Upon arrival, the first-in company should:

- Establish command and provide a report of conditions.
- Assess immediate hazards to rescuers, contact witnesses, or otherwise look for clues as to the cause of the confined space emergency.
- Conduct a survivability profile of the victim(s), including the number, location, and condition of the victim(s) and how long they have been trapped.
- Establish communication with the victim(s), if possible.
- If applicable, locate any confined space permit that has information about the space.
- Determine whether the operation will be a rescue or a recovery.

314.5.2 SECONDARY ASSESSMENT

- Determine the type of confined space and what type of products are used or stored in the space.
- Identify any known hazards (e.g., electrical, mechanical, stored energy).
- Determine the stability of the confined space and conduct a hazardous materials size-up.

314.5.3 INCIDENT COMMANDER RESPONSIBILITIES

- Request through Dakota 911 that the DCSOT duty officer be contacted, if DCSOT is, or might be, needed.
- Determine if adequate operational-level and/or technician-level trained personnel are on-scene to safely complete the rescue.
- Determine whether the proper equipment is at the scene to safely complete the rescue (e.g., atmospheric monitoring equipment, intrinsically safe lighting and communications, self-contained breathing apparatus (SCBA), ventilation equipment, victim removal equipment).
- Establish a perimeter and ventilation, if needed.
- Assign resources, which should include a hazards officer.

Confined Space Rescue Response

- Ensure all utilities are locked-out, including electrical, gas, and water.
- Evaluate the structural stability of the confined space and surrounding area.
- Remove or restrict the flow of any product in or flowing into the confined space.
- Ensure all entry and back-up personnel are wearing the proper level of personal protective equipment (PPE) (e.g., helmet, gloves, proper footwear, eye protection, appropriate skin protection, a Class III harness and safety tag line, SCBA) and any additional equipment deemed necessary for the safety of personnel, given the totality of the circumstances.
- Ensure the appropriate method of extrication is determined and constructed.
- Ensure department-approved procedures are followed to perform the rescue.

314.5.4 VICTIM ASSISTANCE

- If possible, the entry team should bring a supply of breathable air for the victims.
- Rescuers shall not remove their SCBAs and give them to the victims.
- If indicated and practicable, complete C-spine precautions should be taken.
- After treatment for immediate life-threatening injuries, the victims should be packaged appropriately for extrication (e.g., backboard, rescue basket).

314.5.5 VICTIM TRANSFER

- Immediately after reaching the point of egress, the victims should be transferred to awaiting medical personnel.

314.6 TERMINATION OF THE RESCUE

At the conclusion of the rescue, the Incident Commander should:

- Account for all personnel.
- Ensure all tools and equipment used for the rescue/recovery are removed (unless there has been a fatality, then consideration may be given to leaving tools and equipment in place for investigative purposes).
- Ensure proper decontamination procedures are implemented if personnel or equipment have been contaminated during the operation.
- Determine if a formal critical incident stress debriefing or a routine debriefing and Post-Incident Analysis (PIA), in accordance with the PIA policy, is warranted and, if so, implement as appropriate.

Trench Rescues

315.1 PURPOSE AND SCOPE

Trench rescue operations involve a complex system of shoring, digging and special resources, and can be a critical danger to fire personnel. The purpose of this policy is to minimize member exposure to hazardous conditions during trench rescues through the safe and efficient management of operations (29 CFR 1926 Subpart P).

315.1.1 DEFINITIONS

Definitions related to this policy include:

Excavation - Any man-made cut, cavity, trench or depression in the ground.

Trench - A narrow (in relation to length) excavation made below the surface of the ground that is generally deeper than it is wide and is not wider than 15 feet (29 CFR 1926.650(b)).

315.2 POLICY

The Apple Valley Fire Department and its members shall function at the awareness level for trench rescue incidents. Department personnel shall not make entry into a trench. Rather, Department personnel shall provide support as able and necessary to qualified trench rescue teams trained at the technician and/or specialist level. Any additional information contained within this policy is included for the purposes of facilitating such interaction and support of a trench rescue team.

The Incident Commander (IC) should request through Dakota 911 a phone call from the Dakota County Special Operations Team (DCSOT) Duty Officer to discuss potential deployment of the DCSOT to assist with a trench rescue incident.

Carbon Monoxide Detector Activations

316.1 PURPOSE AND SCOPE

This policy establishes guidelines for the safe and efficient handling of calls associated with carbon monoxide (CO) detector activations.

316.2 POLICY

Exposure to CO can be hazardous to the health of those exposed. It is the policy of the Apple Valley Fire Department to respond to all reports and alarms indicating the presence of CO and mitigate the health risks associated with exposure to CO by its members and the public.

316.3 RESPONSIBILITIES

316.3.1 COMCENTER RESPONSIBILITIES

Any dispatcher who determines that a call for service involves a CO detector activation should inform responding personnel of this information via voice over the radio and by a notation in the electronic event record (if the responding apparatus are equipped with Mobile Data Computers). The dispatcher should attempt to ascertain if people at the scene are displaying symptoms of CO poisoning and consider whether a medical aid response should also be dispatched. The responding medical aid personnel should also be advised of the CO detector activation.

316.3.2 ARRIVING UNITS

Arriving units should establish NIMS/ICS practices according to the Incident Management Policy. In addition, arriving units shall:

- (a) Evaluate the situation through interviews prior to entering the building.
- (b) Assess airflow ventilation conditions and general building conditions.
- (c) Wear structural turnouts and self-contained breathing apparatus (SCBA) to investigate the building using a CO detector, if available.
- (d) Have face pieces on and air flowing:
 1. If occupants are displaying symptoms of CO poisoning (and confirm medical aid response).
 2. Whenever information is inadequate to rule out toxic levels of CO.

316.3.3 INVESTIGATING PERSONNEL

Personnel investigating a reported CO detector activation should take the following actions:

- (a) Remove occupants and unnecessary personnel from the affected area.
- (b) Examine the activated detector to ensure that it is a CO detector and is in good condition.
- (c) Determine if the activated detector is low-oxygen or CO-detecting, if possible.

Carbon Monoxide Detector Activations

- (d) Interview the occupant and/or reporting party to obtain background information on the activation, the past history of the activated detector and activities in the building at the time of the activation.
- (e) Check the premises and adjoining areas for CO sources, such as vehicles, open flame devices or closed fireplace dampers.
- (f) Check appliances for improper use, poor maintenance or obvious faulty installation or operation.
- (g) If responding personnel carry a CO detector, it may be used to assist in determining a source of CO.
- (h) If the source of CO is identified, personnel should take the following actions:
 - 1. If the source is a vehicle, open flame device or other source not intended for interior use, remove the source from the building or shut off the device and ventilate the building thoroughly.
 - 2. If the source is an improperly operating appliance, shut off the appliance and the appliance's main line valve and ventilate the building thoroughly.
 - (a) Encourage the occupant to have the appliance serviced by a reputable service technician or a plumbing and heating contractor.
 - (b) Do not attempt to repair or alter an appliance or heating unit.
 - 3. Do not ventilate the building with gasoline-powered smoke ejectors.
 - 4. Do not shut off the building's main gas valve unless necessary to control the problem.
- (i) If the source of CO is not identified, personnel should take the following actions:
 - (a) Consider requesting a response by the gas company. If it is necessary to leave the scene prior to arrival of the gas company, the occupants should be advised to remain out of the building until a gas company representative arrives.
 - (b) Complete any required property notification and provide any relevant information..

Safe Place for Newborns Policy

317.1 PURPOSE AND SCOPE

This policy establishes the guidelines to comply with Minnesota's Safe Place for Newborns Law.

This policy addresses infants who are no more than seven days old and are surrendered under the terms of Minnesota's Safe Place for Newborns Law. This policy does not address abandonment of an infant as defined in the Child Abuse Policy.

317.2 POLICY

It is the policy of the Apple Valley Fire Department to provide an option to protect infants by allowing a mother, or someone acting with her permission, to safely and confidentially surrender an infant to any emergency care responder dispatched in response to a 9-1-1 call (Minn. Stat. § 145.902).

317.3 GUIDELINES

The following guidelines will be used by emergency medical responders:

- (a) Accepting a surrendered infant:
 - 1. Emergency medical responders shall accept a surrendered infant, even if the infant appears older than seven days. If the infant appears to be older than seven days, the receiving personnel should immediately notify a local social services agency, as provided in the Child Abuse Policy.
 - 2. If it appears that the infant has been the victim of child abuse or neglect, law enforcement personnel should be requested to respond to the scene as provided in the Child Abuse Policy.
- (b) Following acceptance of an infant:
 - 1. Assure the mother or surrendering person that every effort will be made to protect his/her identity (Minn. Stat. § 145.902).
 - 2. Receiving personnel shall make a good faith effort to provide the mother or surrendering person with a medical questionnaire and information about how to contact the social service agency.
 - 3. The mother or surrendering person should be encouraged to accompany the infant to the hospital to give the medical history directly to the hospital staff and should be reassured that the same protection from prosecution and the ability to surrender the infant is available at the hospital.
 - 4. If the mother or surrendering person does not wish to accompany the infant to the hospital, the mother or surrendering person should be encouraged to complete the medical questionnaire and should be given assistance in doing so, if needed.
 - 5. If the mother or surrendering person is unwilling to complete the questionnaire and unwilling to accompany the infant to the hospital, personnel should make a good faith effort to provide the mother or surrendering person with any forms or written materials to be filled out later and returned by mail.

Apple Valley Fire Department

Fire Policy Manual

Safe Place for Newborns Policy

(c) Additional notifications and media concerns:

1. The receiving personnel shall notify Dakota 911 and their appropriate supervisor as soon as practicable.
2. The supervisor will notify an Assistant Chief, Deputy Chief, or the Fire Chief.
3. The Fire Chief may, as circumstances dictate, provide the following limited facts to the media, including:
 - (a) Date, time and fire station where the infant was surrendered.
 - (b) Local social services agency representative's name and telephone number
 - (c) Under no circumstances shall the mother or surrendering person's name be released to the public or media.

The following are additional guidelines that may be provided by other agencies:

(a) Medical assessment and documentation:

1. A qualified health care professional shall assess the infant to identify any immediate treatment needs and complete a patient care report (PCR) for the incident.
2. If the surrendering person is the birth mother, a qualified health care professional should attempt to assess and treat her as necessary and pursuant to established Emergency Medical Service (EMS) protocols. If treated, the mother should be listed as "Jane Doe" to protect her anonymity.
3. Do not use the parent's name on the PCR.

(b) Transportation to the hospital:

1. Paramedics/Emergency Medical Technicians (EMTs) shall accompany the infant and mother or surrendering person (if the person is willing to accompany the infant) to the nearest emergency room with labor and delivery capabilities.
2. The receiving hospital will take custody of the infant and make immediate notification to the local social services agency.
3. Transporting EMS personnel will coordinate with the hospital to confirm that the above required notification has been made as soon as possible but in no event later than 24 hours after the Department has taken custody of the infant.

Hazardous Materials Response

318.1 PURPOSE AND SCOPE

Hazardous materials (HAZMAT) may include toxic, flammable, corrosive, explosive, radioactive, or reactive materials; materials that can cause health hazards; or a combination of these materials. The purpose of this policy is to provide a general framework for handling a HAZMAT incident.

Training related to HAZMAT response is addressed in the Hazardous Materials Training Policy.

318.2 POLICY

It is the policy of the Apple Valley Fire Department to protect the safety of the public and responders to HAZMAT incidents and to comply with all applicable state and federal laws during the management and mitigation of all HAZMAT incidents (Minn. R. 5205.0010; 29 CFR 1910.120).

318.3 RESPONSIBILITIES

All HAZMAT responses should be managed using the National Incident Management System (NIMS), the Incident Command System (ICS), or other NIMS-compliant incident management system in accordance with applicable Minnesota and federal laws.

318.3.1 INITIAL ACTIONS

If available, information should be provided by Dakota 911 to the units responding to a HAZMAT incident including the name and type of the material involved (e.g., hydrochloric acid, corrosive), the size and quantity of the containers involved, the nature of the problem (e.g., spill, leak), and any known dangerous properties of the materials.

The first-arriving unit approaching the incident should use caution, approach from upwind and upgrade of the incident, establish Incident Command, and begin a size-up of the situation. The purpose of the size-up by the first-in company is to determine the nature and severity of the HAZMAT incident and formulate an initial Incident Action Plan (IAP). While it may be necessary to take immediate action to make a rescue or evacuate an area, any action should be taken with an awareness of the risk to department personnel and making appropriate use of available protective equipment. It is important to avoid the premature commitment of personnel to potentially hazardous locations. In some cases, isolating the incident and denying entry until more resources arrive may be the safest approach.

In assessing the incident, all available references should be used to determine the hazards that are or potentially could be present. These references may include but are not limited to the U.S. Department of Transportation (DOT) Emergency Response Guidebook, the National Institute for Occupational Safety and Health (NIOSH) Pocket Guide to Chemical Hazards, Safety Data Sheets (SDS), HAZMAT business plans, shipping papers, National Fire Protection Association (NFPA) placards, U.S. DOT placards, and United Nations substance identification numbers. Other sources of information may be available, such as the Chemical Transportation Emergency Center (CHEMTREC®), facility personnel, department specialists, or manufacturers of the materials.

Hazardous Materials Response

involved. The Dakota County Special Operations Team (DCSOT) can also be consulted and resources deployed depending on the situation.

The hazards presented by a HAZMAT incident may change significantly as the materials interact with other materials, the surrounding environment, and the actions taken by responders. Responders should consider site topography, surroundings, other potential hazards, and prevailing weather conditions. The initial perimeter established for the incident may need to be expanded to establish the appropriate control zones for the response (e.g., exclusion zone, contamination reduction zone, support zone).

318.4 INCIDENT ACTION PLAN

The primary goal of the IAP will be to protect the safety of the public and responders. The initial IAP should focus on identifying a safe approach for other arriving units, determining the type of hazard and the scope of the incident, isolating the area and denying entry to the public, determining incident-specific personal protective equipment (PPE), and initiating notifications. The initial IAP may be a written document or may be notes kept and controlled by the Incident Commander (IC). The initial IAP should include the following minimum information:

- (a) Incident name, agency or unified command, and command post location.
- (b) Information for responding units on the best route of travel, staging locations, and minimum isolation distances to maintain the safety of responding members.
- (c) The information available on the products involved or an indication that the products are not yet known.
- (d) The incident control objectives and goals.
- (e) An incident site safety plan and designation of an Incident Safety Officer.
- (f) A communications plan including radio frequencies and contact telephone numbers.

When a HAZMAT incident response will be prolonged and will extend beyond an initial operational period, a written IAP should be developed. The written IAP should utilize standard NIMS/ICS forms that may include but are not limited to:

- ICS-201 Incident Briefing.
- ICS-202 Incident Objectives.
- ICS-203 Organization Assignment List.
- ICS-204 Assignment List.
- ICS-205 Incident Radio Communications Plan.
- ICS-206 Medical Plan.
- ICS-207 Incident Organization Chart.
- ICS-208 Safety Message/Plan.

Hazardous Materials Response

318.5 RESOURCE CONSIDERATIONS

Most HAZMAT incidents will require the IC to request additional resources in order to implement the IAP and safely mitigate the hazard. Additional resources should initially be requested through the Minnesota Duty Officer.

The response to a HAZMAT incident may require numerous specialized resources to achieve incident stabilization and return to normal operations. The IC should consider involving:

- (a) Specialized HAZMAT teams at the technician and/or specialist levels for assistance with mitigating the release of material. Teams may be operated by local or regional fire agencies, military, or private industry.
- (b) Specialized operators or contractors to address post-response mitigation, removal, cleanup, and required disposal of material.
- (c) Local law enforcement for assistance with scene security and evacuation, if necessary.
- (d) Activation of local or established regional hazardous materials response teams.
- (e) United States Coast Guard assistance for spills affecting waterways.
- (f) City public works and road departments for diking, diversion, or other activities.

Resources shall be coordinated using NIMS/ICS as the response is reinforced. It is important that duties assigned to personnel are suitable for their level of training pursuant to the requirements of the Minnesota Board of Firefighter Training and Education and applicable federal law. It is also important to consider the limitations of available PPE and the limitations of chemical detection or monitoring equipment on hand when preparing to commit personnel to a potentially hazardous area.

The Apple Valley Fire Department and its members shall function at the operation level for HAZMAT incidents.

318.6 NOTIFICATIONS

Managing the response to a HAZMAT incident may involve required notifications to various local, regional, state, or federal agencies. ICs should consider notifying the following agencies when applicable or required:

- (a) The public, media, and other affected entities, such as schools and businesses
- (b) Adjoining jurisdictions that may be impacted by incident activities
- (c) City of Apple Valley Administration - City Administrator
- (d) City of Apple Valley Utilities Department
- (e) Local and regional elected officials and emergency management personnel
- (f) Minnesota Homeland Security and Emergency Management
- (g) Minnesota State Fire Marshal Division
- (h) Minnesota Department of Health
- (i) Minnesota Pollution Control Agency

Apple Valley Fire Department

Fire Policy Manual

Hazardous Materials Response

- (j) Minnesota Department of Transportation
- (k) Minnesota State Police
- (l) United States Coast Guard National Response Center

News Media and Community Relations

319.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for communicating with representatives of the media, community leaders, residents, and businesses, and to establish procedures for interacting with media representatives at emergency scenes. Additionally, this policy establishes an operating framework for integration of the Public Information Officer (PIO) into the incident management system.

319.2 POLICY

It is the policy of the Apple Valley Fire Department to establish and maintain a positive working relationship with the community and the media in order to effectively communicate timely and accurate information.

319.3 PUBLIC INFORMATION OFFICER DESIGNATION

As soon as practicable on incidents where news media are present and requesting information, an authorized person to communicate on behalf of the City will be designated the PIO. Those authorized are the:

- City Administrator
- Fire Chief
- Other members specifically approved by the City Administrator or Fire Chief

The PIO shall interface with and provide timely and relevant information to representatives of the community and media during critical command stages. A single PIO will typically be designated for each incident, including incidents operating under Unified Command and multijurisdictional incidents.

In multi-agency or multijurisdictional incidents, it may be necessary to establish multiple PIOs and a Joint Information Center (JIC) with a PIO and Assistant PIO. In all cases, the PIO shall be responsible for coordinating the dissemination of information that has been approved by the IC for release to the media, the community, and other parties that may have been affected by the incident.

Upon arrival at the scene of the incident, the designated PIO will report to the IC, obtain an incident briefing, and be assigned a radio designator for the incident as necessary.

319.4 DISSEMINATION OF INFORMATION

The PIO should gather and disseminate the following information as deemed appropriate:

- (a) Incident response information, including the number of units and personnel on-scene
- (b) Appropriate human interest or safety information

News Media and Community Relations

- (c) Nature of the incident and expertise of the fire personnel deployed (e.g., high-rise, technical rescue)
- (d) A description of any particular hazards present at the incident
- (e) Identification of life-saving or heroic acts that may have occurred, including any rescue scenarios
- (f) Projected duration of the incident
- (g) Approved evacuation notices and restricted areas

319.5 RESTRICTED INFORMATION

The PIO shall ensure that legally protected information is not released to the media. The PIO should consult with the IC or the authorized designee about any issues or concerns regarding legally protected information.

Refer to the Line-of-Duty Death and Serious Injury Notification Policy for additional considerations regarding communication with the media concerning a line-of-duty death or serious injury.

319.6 MEDIA INQUIRIES

All media inquiries received by incident personnel shall be forwarded to the PIO for response. The PIO will endeavor to provide accurate information that is available at the time, while clearly communicating that any such information is preliminary. The following communication strategies may be employed:

- (a) Reporters should be directed to assemble in a designated staging area to wait until additional information can be obtained.
- (b) If the PIO finds it necessary to remain with media representatives, the IC may be asked to assist in gathering information. Media representatives may be allowed to take photographs and video, provided they do not interfere with incident operations or create a safety hazard.
- (c) Prior to releasing the names or identifying information of persons seriously injured or deceased, the PIO shall confirm that the next-of-kin has been notified. Next-of-kin notifications are generally handled by law enforcement and/or hospital personnel. The PIO should contact Dakota 911 supervisor to confirm that notification has been made.
- (d) The names of deceased or seriously injured persons shall not be transmitted over the radio.

The PIO or the authorized designee should not speculate as to the cause of an incident.

319.7 MEDIA ACCESS AND SPECIAL TOURS OR BRIEFINGS

Authorized members of the media, local leaders, their representatives, and other visiting dignitaries may be provided access or tours of scenes of floods, storms, fires, earthquakes, explosions, or other emergency scenes when such access can be accomplished safely and when the IC has authorized such activities.

News Media and Community Relations

The PIO shall be responsible for scheduling and arranging special tours or briefings in accordance with established National Incident Management System (NIMS) procedures.

Access by the media is subject to the following conditions:

- (a) The media representative shall produce valid press credentials that shall be prominently displayed at all times while in areas otherwise closed to the public.
- (b) Media representatives shall be prevented from interfering with emergency operations and criminal investigations.
 - 1. Reasonable effort should be made to provide a safe staging area for the media that is near the incident and that will not interfere with emergency or criminal investigation operations. All information released to the media should be coordinated through the PIO or other designated spokesperson.
- (c) In the case of a fire incident, the PIO may escort media representatives on a tour of a fire-damaged area following knockdown and after receiving authorization from the IC, in coordination with operations personnel. The PIO will be responsible for ensuring that all media personnel wear proper protective clothing as warranted.

319.7.1 TEMPORARY FLIGHT RESTRICTIONS

If the presence of media or other aircraft pose a threat to public or personnel safety or significantly hamper incident operations, the IC should consider requesting a Temporary Flight Restriction (TFR). All requests for a TFR should be routed through Dakota 911. The TFR request, either for a pre-planned operation or an unplanned incident, should include specific information regarding the perimeter and altitude necessary for the incident. The TFR should be requested through the appropriate control tower. If the control tower is not known, the Federal Aviation Administration should be contacted (14 CFR 91.137).

319.8 NEWS RELEASES

News releases are documents specifically prepared for release to the media. News releases should be authored by the PIO and approved by the Fire Chief, the IC, or the authorized designee prior to release. News releases should be structured to facilitate use by the print media, typically containing no more than two pages of concise information. News releases should be formatted in accordance with the approved department standard.

319.9 NEWS CONFERENCES

A news conference is a pre-scheduled event intended to highlight a newsworthy event, such as a promotion or opening of a new fire station; news conferences can also be used when a representative of the Department desires to make a public appearance. The Fire Chief will determine the purpose and scope of the conference. Any accompanying news release will include details, such as the date, time, and location, and may reference other officials, dignitaries, or agencies that may be in attendance.

The PIO should prepare the news release and/or a prepared statement for the department spokesperson. The PIO shall make arrangements for the site, obtain required equipment, arrange

Apple Valley Fire Department

Fire Policy Manual

News Media and Community Relations

for availability of the news release, identify photo locations, and provide escorts, as necessary. The conference may include a moderator or the PIO, who should make introductory remarks and introductions, assist with any question-and-answer period that may follow, and conclude the conference.

Specific information should not be released prior to the conference. The PIO should notify appropriate department personnel of the date, time, and location of all news conferences. Department members attending the news conference should wear their dress uniforms as specified in the Uniform Regulations Policy. Attendance requirements will be determined by the Fire Chief.

Scene Preservation

320.1 PURPOSE AND SCOPE

The purpose of this policy is to provide department members with guidance on performing emergency mitigation tasks when working in and around scenes where evidence may be present. Members of the Department are often confronted with opposing priorities when performing duties at scenes containing potential evidence. They must balance the need to provide timely and effective life-saving and property-preserving services while minimizing the disturbance of any items of evidentiary value. In some instances department members must evaluate whether to enter a scene or to initiate mitigation activities.

320.1.1 DEFINITIONS

Definitions related to this policy include:

Evidence - Any item or arrangement of items that may provide relevant information to an investigation.

Scene - Any location where items of evidentiary value may be found. A scene need not be the location where a criminal act occurred, it need only be a location where items of evidentiary value are available for collection or documentation.

320.2 POLICY

It is the policy of the Apple Valley Fire Department to minimize the disturbance of conditions and evidentiary items when providing emergency mitigation services in and around scenes.

320.3 SCENE IDENTIFICATION

Department members must be mindful of encountering potential evidence at a scene whenever they respond to calls for service. The potential for evidence at a scene may be identified in a number of ways, including but not limited to:

- (a) The location of any incident that involves a physical assault or results from an act of violence. Such a location should be assumed to be a crime scene. Examples include shooting incidents, stabbing incidents, any incident involving a medical patient injured by the act of another person, suicides, bomb incidents or any act of terrorism.
- (b) Any incident that law enforcement personnel have identified as a crime scene and have notified department members of that determination.
- (c) Any unattended death scene.
- (d) All fire incidents.
- (e) Any incident where department members believe or have a reasonable suspicion that a crime has taken place. The type of suspected criminal activity may be severe, as in the case of a robbery or burglary, or less severe, as in the case of vandalism.
- (f) Transportation incidents, including traffic collisions and rail, aircraft, shipping and boating incidents.

Scene Preservation

- (g) Industrial accidents.

320.4 ENTERING SCENES

When department members determine that a scene containing potential evidence is involved, they should promptly evaluate the need to enter the scene prior to approval of investigators. For the purposes of department members, scenes may be categorized into two distinct types: stable or unstable.

320.4.1 STABLE SCENE

A stable scene exists when there is no apparent immediate or ongoing threat to the safety, health or well-being of department members, the public or property. Examples of stable scenes include incidents where the victim or victims are obviously deceased, incidents involving obviously failed incendiary devices and fire incidents where the fire is clearly extinguished prior to the arrival of department members.

When department members encounter a stable scene and it is apparent that no threat to safety or property exists, they should remain outside the scene until cleared to enter by the appropriate investigator or law enforcement personnel. If there is a confirmed or suspected threat to life or public safety, department members should take whatever actions reasonably appear necessary to stabilize the scene and then withdraw pending approval from investigators or law enforcement personnel to re-enter.

320.4.2 UNSTABLE SCENE

An unstable scene exists whenever there appears to be an ongoing or imminent threat to the health, safety or well-being of department members, the public or property that necessitates immediate mitigation. Examples of unstable scenes include incidents involving injured or entrapped persons, active fire or a threat of imminent fire, imminent structural collapse endangering lives, the release or imminent threat of the release of hazardous materials or any incident where immediate mitigation is required to preserve life.

When department members encounter an unstable scene they are authorized to take appropriate corrective action to mitigate the threat.

320.5 PRESERVATION OF EVIDENCE AT CRIME SCENES

Whenever practicable, department members should avoid touching, moving, manipulating or otherwise altering anything located at a scene where the potential for evidence exists. In some circumstances, the need to move items may be unavoidable. In those instances, department members should note what items were moved, who moved them and the location from which they were moved. Members should not attempt to move displaced items back to their original location; rather the items should be left in the place to which they were moved. The appropriate investigator or law enforcement personnel should be informed of any items that were moved and the location where the items originally were found.

Scene Preservation

In instances where an obvious item of evidence must be moved, an investigator or law enforcement representative should be consulted prior to moving the item, if practicable. For example, if a weapon is located beside or underneath a victim and an investigator is available, the investigator should be called to relocate the weapon. Life-preserving care should not be unreasonably delayed awaiting the arrival of an investigator or law enforcement personnel to move items of evidence.

320.6 MEDICAL SUPPLIES AND DEBRIS

When department members provide medical care in or around a scene where evidence may be located, any discarded medical material, wrapping material, used bandaging, containers or other debris should be left at the scene when the crews depart. Reusable tools, medical equipment and other durable supplies may be collected but care should be taken by department members to minimize any disturbance to other items or material at the scene. Hazardous items and other material, such as medical sharps, controlled substances or surplus medications, should be collected and handled appropriately. If investigators or law enforcement personnel direct that any hazardous materials be left in place, department members should clearly identify all such materials to the controlling authority at the scene.

Child Abuse

321.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the reporting of suspected child abuse.

321.2 POLICY

It is the policy of the Apple Valley Fire Department to ensure local law enforcement is notified of suspected child abuse as required by law.

321.3 MANDATORY NOTIFICATION

Mandated reporters, including first responders of the Apple Valley Fire Department, shall notify law enforcement when there is reason to believe the following may have occurred (Minn. Stat. § 260E.03; Minn. Stat. § 260E.06):

1. A child is being neglected or has been neglected within the preceding three years.
2. A child is being physically abused or has been physically abused within the preceding three years by a person responsible for the child's care.
3. A child is being sexually abused, threatened with sexual abuse or has been sexually abused within the preceding three years by a person responsible for the child's care, by a person who has a significant relationship to the child or by a person in a position of authority.

When the child abuse occurs at a facility or by a person from a facility that requires a state license (e.g., foster homes, group homes, day care), notification shall also be made to the agency responsible for licensing the facility (Minn. Stat. § 260E.11).

In cases where there is reason to believe a child has died from child abuse, the medical examiner or coroner shall be notified immediately, along with law enforcement (Minn. Stat. § 260E.11, Subd. 3 9).

321.3.1 NOTIFICATION PROCEDURE

Notification should occur as follows (Minn. Stat. § 260E.09):

- (a) Notification should be made immediately but no later than 24 hours.
- (b) Notification, when possible, shall include:
 1. The name, address, age, and sex of the child.
 2. The nature and extent of the child's injuries.
 3. The names and addresses of the persons responsible for the suspected abuse or neglect, if known.
 4. The name and address of the person making the report.

The Fire Chief, or any Chief Officer, should be notified of the incident as soon as practical. A written report shall be prepared and forwarded to law enforcement within 72 hours.

Child Abuse

If a child is being transported to a medical facility by ambulance, notify the transporting EMS personnel so they can notify the receiving center triage nurse or physician of the situation upon the child's arrival.

Failure to report an incident of known or reasonably suspected child abuse or neglect by an EMS provider of the Apple Valley Fire Department is a misdemeanor and may also result in discipline (Minn. Stat. § 260E.08).

321.4 CONFIDENTIALITY

Reports of child abuse are confidential and will only be released in accordance with the Release of Records Policy (Minn. Stat. § 260E.35).

Disposition of Valuables

322.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a process by which all valuables found at emergency incidents that cannot be relatively immediately secured and/or returned are inventoried and held securely until the items can be returned to the owner or otherwise legally released for disposition.

322.2 POLICY

The Apple Valley Fire Department will take reasonable measures to safeguard valuables found at incident scenes. The Department does not have appropriate facilities for storing valuables for safekeeping. Therefore, alternatives to removing valuables from the scene of emergencies will be taken whenever practicable.

322.3 PROCEDURE

Any member encountering unsecured valuables, such as cash or jewelry, should immediately report it to the Incident Commander, or the member's commanding officer. When local law enforcement is available, valuable property should be transferred to legal custody.

If the property or valuables cannot be secured at the location or with a responsible person at the scene, the member should request a law enforcement officer to take the valuables for safekeeping. The member should document the disposition of such valuables, including the identity of any receiving individual in the report of the call.

Performance of Duties

323.1 PURPOSE AND SCOPE

This policy establishes daily performance expectations.

323.2 POLICY

It is the policy of the Apple Valley Fire Department to provide safe and appropriate responses to emergency calls and for its members to provide professional and competent services.

323.3 RESPONSIBILITIES

All members should be familiar with and obedient to the policies, standard operating procedures, classification specifications, duties as assigned and any other lawful instruction or order from a superior officer.

323.4 EMERGENCY RESPONSE

All members, upon receipt of any emergency alarm, and have the ability to respond, shall immediately cease all activities and without delay report to their assigned station, respond immediately to the fire or other emergency dispatched, and exert reasonable effort to perform to the best of their ability, given the totality of circumstances.

All members shall carry their department issued pager which will notify them when to respond.

323.5 COMPETENT PERFORMANCE

Members should perform their duties in a manner which will maintain the highest standards of efficiency in carrying out the functions and objectives of the Department. Unsatisfactory performance may include, but not be limited to, the following:

- Excessive or unauthorized leave
- Tardiness
- Demonstration of a lack of knowledge
- Failure to conform to the work standards established for the member's classification, grade or position
- Any other failure to demonstrate good conduct
- Insubordination
- Non-compliance with department policy, guidelines, rules, directives and orders

323.6 SAFETY

All members will exercise reasonable precautionary measures and good judgment to avoid injury to themselves or others while on-duty. Members who witness or are made aware of unsafe behavior should take appropriate steps to report or prevent such actions.

Performance of Duties

323.7 DRIVER LICENSE

All members shall possess a valid state-issued driver license of the class required for their assigned duties pursuant to Minnesota law.

All members should be familiar with the state vehicle code, any manuals specific to driving or operating department apparatus and all other applicable department policies and procedures.

All members shall report to their supervisor any change in their driver license's status. Failure to maintain a valid driver license in accordance with an employee's current classification specification may result in disciplinary action.

323.8 PROPER COMPLETION OF WRITTEN COMMUNICATION

All members shall complete and submit all necessary reports, forms and memos on time and in accordance with any other applicable department policy or procedure. Incident reports shall be completed as soon as practical upon the completion of an incident, not to exceed 24-hours.

Reports, forms and memos submitted by members shall be truthful and complete. No member shall knowingly enter or cause to be entered any inaccurate, incomplete, false or improper information.

323.9 FIRE DEPARTMENT IDENTIFICATION

While on duty, members shall furnish their name to any person requesting that information, other than in situations in which the member's personal safety is at risk.

323.10 LOSS OF EQUIPMENT

Members shall report to their supervisor the loss or recovery of any department badge, identification card, manual, key or equipment. In the case of an equipment loss, a police report should be filed in the jurisdiction where the loss occurred.

Vulnerable Adult Abuse

324.1 PURPOSE AND SCOPE

This policy provides members of the Apple Valley Fire Department with guidance regarding when notification is to be made to law enforcement of suspected abuse of vulnerable adults.

324.1.1 DEFINITIONS

Definitions related to this policy include (Minn. Stat. § 626.5572):

Vulnerable adult - A person 18 years of age or older who:

- (a) Is a resident or patient at a licensed care facility.
- (b) Receives home health services.
- (c) Has a physical, mental or emotional disability and the need for care or services, and protections from abuse, neglect or financial exploitation.

324.2 POLICY

It is the policy of the Apple Valley Fire Department to assist victims of vulnerable adult abuse by making the proper notifications to those responsible for investigating these matters.

324.3 NOTIFICATION

Members of the Apple Valley Fire Department should notify law enforcement and/or adult protective services when there is reason to believe that a vulnerable adult is being or has been maltreated, or when the member has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained (Minn. Stat. § 626.557, Subd. 3).

324.3.1 NOTIFICATION PROCEDURE

Notification should occur as follows (Minn. Stat. § 626.557; Minn. Stat. § 626.5572, Subd. 10):

- (a) Oral notification should be made immediately and no later than 24 hours. Notification should include:
 - 1. Name, age and address of the vulnerable adult
 - 2. Name and address of the individual responsible for the care of the vulnerable adult
 - 3. The nature and extent of the suspected maltreatment
 - 4. Any evidence of previous maltreatment
 - 5. The name and address of the reporter
 - 6. The date, time and location of the incident
 - 7. Any other information that the reporter believes might be helpful in investigating the suspected maltreatment

Vulnerable Adult Abuse

324.4 REQUESTS FOR INFORMATION

Information related to incidents of vulnerable adult abuse or suspected vulnerable adult abuse is protected and may only be disclosed pursuant to state law and the Release of Records Policy.

Requests for information about an incident referred to law enforcement or adult protective services should be referred to the investigating agency.

Traffic Accidents

325.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the reporting and investigation of traffic accidents involving department vehicles and department personnel on official business. This policy applies to accidents involving any department-owned vehicle and to accidents any time department business is being conducted, regardless of who owns the vehicle involved.

325.2 POLICY

It is the policy of this department to investigate all department traffic accidents with the intent of learning the cause of the accident, identifying contributing factors and implementing corrective measures when appropriate.

325.3 REPORTING RESPONSIBILITIES

All department members involved in a traffic accident in a vehicle owned by the department or while conducting department business, regardless of who owns the vehicle, shall immediately report the accident to the appropriate local law enforcement agency and notify a supervisor.

All department members involved in a traffic accident shall also complete and submit to the supervisor a report of the accident, in addition to any report taken by law enforcement. If the member is incapable, the immediate supervisor shall complete the form. Supervisors are responsible for notifying the Fire Chief or their designee of the traffic accident.

Once notified of a traffic accident, the Fire Chief or their designee is responsible for ensuring that the department investigation and review occurs in a timely manner.

325.4 TYPES OF REVIEWS

Traffic accidents subject to this policy will be classified, investigated and reviewed as follows:

325.4.1 ACCIDENT LEVELS

- (a) A Level I accident is any traffic accident involving:
 - 1. Minor injury to any department member, a contract employee or an employee of another public agency when the injury does not result in treatment at an emergency treatment facility or in subsequent hospitalization.
 - 2. Minor damage to department property or vehicles.
 - 3. Minor damage to non-department property or vehicles while conducting department business.
- (b) A Level II accident is any traffic accident involving:
 - 1. Any injury to persons other than department members, except contract and other public agency employees noted in Level I.

Traffic Accidents

2. Any injury requiring immediate transport and treatment of any department member, contract employee or an employee of another public agency at an emergency treatment facility.
 3. Major damage to a vehicle owned or operated by the Department or major damage to department property.
- (c) A Level III accident is any traffic accident involving:
1. The death or anticipated disabling injury of a member of this department.
 2. The death or anticipated disabling injury of anyone other than a member of this department, a contract employee or other public agency employee when the traffic accident involves any department member, vehicle or property.

325.4.2 REVIEW TEAMS

Level I, Level II and Level III accidents will be reviewed by the Safety Committee which is led by both Assistant Chiefs. The Safety Committee will consist of two members from each station.

325.5 ACCIDENT REPORTS

The Assistant Chiefs are responsible for the preparation and completion of a written report that describes the traffic accident, any contributing factors, all persons and equipment involved and recommendations for preventing a recurrence.

All reports involving Level I, II, and III accidents will be submitted to the Fire Chief.

Following review by the Fire Chief, the completed report and all related documentation from the investigation will be forwarded to the department's Custodian of Records for filing.

A completed report should include the following:

- (a) Investigation methods: Identify the members of the investigation team and the agencies involved in the investigation and describe the process of the investigation, including the names of any persons interviewed.
- (b) People, vehicles and equipment: List and identify all people, vehicles and equipment involved in the traffic accident.
- (c) Accident scene and environmental conditions: Describe the location, roadways, vehicle positioning, weather conditions, road/ground surface condition and/or visibility. Include diagrams, drawings, photographs and reports from any investigating law enforcement agencies.
- (d) Accident description: Describe the accident based on the facts gathered. Provide time frame sequence, movements, relative positioning, performance of vehicles and equipment and the actions of persons involved.
- (e) Policies and procedures assessments and recommendations: Identify any department policies and procedures that are relevant to the accident. Assess the effectiveness

Traffic Accidents

of such policies and procedures as applied to the accident and, with the intent of preventing future injury, property loss or liability, make recommendations regarding changes.

- (f) If it is determined that an employee may have violated any department policies or procedures, the Assistant Chief should recommend that the matter be submitted for the initiation of possible administrative action.

325.6 CONFIDENTIALITY OF DEPARTMENT ACCIDENT INVESTIGATION

All internally generated reports, statements, photographs, diagrams and other materials shall be considered confidential and may not be released except as required by law. Copies of any accident reports obtained from involved law enforcement agencies shall also be considered confidential and subject to release only as authorized by law (Minn. Stat § 169.09, Subd. 13).

Line of Duty Death and Serious Injury Investigations

326.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for investigating a serious injury or line-of-duty death, documenting the events leading to the injury or death and making recommendations directed toward preventing similar occurrences in the future.

326.2 POLICY

It is the policy of the Apple Valley Fire Department to identify the causal factors pertaining to any event involving a serious injury or line-of-duty death, and to document and secure evidence which may be a factor in any regulatory actions or litigation resulting from the event. An investigation into the circumstances of the serious injury or line-of-duty death is separate and distinct from any investigation being conducted regarding the cause of a fire.

The Department may utilize external resources to assist or lead the investigation. These resources include the following:

- The Minnesota State Patrol (MSP) or Minnesota Office of Traffic Safety (OTS)
- The Minnesota State Fire Marshal
- Local law enforcement
- Local Medical Examiner
- Personnel from another Minnesota fire department

In the event an investigation utilizes multiple agencies, the Department will establish a Unified Incident Command program to facilitate the needs and activities of the investigation.

326.3 PROCEDURE

As soon as practicable after a serious injury or line-of-duty death has occurred, the Fire Chief or the authorized designee, shall assign an investigation team to conduct an investigation into the circumstances of the event.

- (a) The Deputy Chief or an Assistant Chief designated by the Fire Chief, should function as the team leader and direct the investigation of the line-of-duty death or serious injury. The investigation team should report to the team leader, who is responsible for the management of the investigative process.
- (b) All members of the Apple Valley Fire Department shall give their full and complete cooperation to the investigation team.
- (c) The Minnesota Department of Labor and Industry and/or Minnesota OSHA (MNOSHA) may conduct investigations of the incidents involving the death or serious injury of a member.

Line of Duty Death and Serious Injury Investigations

- (d) The Apple Valley Fire Department should cooperate with all other government agencies that have a legal cause to be involved in the investigation of a line-of-duty death or serious injury and should voluntarily share relevant information with other organizations working in areas of fire service occupational safety and health education and training. Participation by these agencies shall be at their own discretion, depending on the circumstances of the incident. These agencies may or may not produce their own reports of the incident with recommendations for corrective actions. These reports do not supersede the investigation team report.
- (e) The investigation team report and all related documentation shall be an internal Apple Valley Fire Department administrative report.
- (f) Any public release of the report requires the approval of the Fire Chief or the authorized designee. Such release will generally be processed in accordance with the provisions of the Minnesota Government Data Practices Act (Minn. Stat § 13.03).

326.4 INVESTIGATION TEAM

The investigation team shall consist, at a minimum, of the following team members:

- (a) Deputy Chief or Assistant Chief
- (b) Fire investigator
- (c) Three people from the Department Safety Committee

Additional personnel may be added as required by the specific circumstances of the incident, including an investigative representative from the appropriate law enforcement agency, when there is reasonable cause to believe a crime may be connected with the investigation.

326.4.1 DUTIES AND RESPONSIBILITIES

The duties of the investigation team include, but are not limited to, the following:

- (a) Gather and analyze all physical evidence related to the incident.
- (b) Interview all witnesses with direct or indirect knowledge of the circumstances.
- (c) Collect and preserve recordings and copies of radio traffic, telephone conversations, photographs, film, videotape, incident histories and other related information. The pertinent aspects of the radio and telephone recordings should be transcribed.
- (d) Consult with persons having special knowledge of the factors involved in the incident, including private sector experts and consultants.
- (e) Connect with other agencies involved in the investigation of the incident.
- (f) Establish and maintain ongoing communication between the team leader and the legal counsel for the Department.
- (g) Develop a written report of the incident, including conclusions and recommendations.
- (h) Coordinate activities with Fire Prevention to avoid interference with any criminal investigation.

Line of Duty Death and Serious Injury Investigations

- (i) Ensure that postmortem examinations are conducted on any members deceased as a result of the event and on any other deceased persons that may be contributory to the event.
- (j) Activate the Department or regional Critical Incident Stress Debriefing (CISD) team for any members adversely affected by the incident.

326.4.2 DOCUMENTATION

The investigation team should ensure that the scene where the line-of-duty death or serious injury occurred is documented, including diagrams, photographs and observations. When feasible, all witness interviews should be recorded or transcribed. When recording or transcription is not feasible, the investigator's notes of the interview should be preserved. In addition, the investigation team should:

- (a) Obtain, examine and secure all personal protective equipment (PPE), breathing apparatus and equipment used by the seriously injured or deceased employee.
 - 1. A complete physical description of the PPE, breathing apparatus and equipment shall be included in the report of the incident.
 - 2. A performance evaluation report conducted by a qualified professional on all safety equipment should be included in the report of the incident.
 - 3. For specific guidance on PPE involved in the incident, refer to the special incident procedure in the Personal Protective Equipment Policy.
- (b) Review and comment on the application of policies and procedures to the incident, the observance of policies and procedures and their effect on the situation. Recommend changes, additions or deletions to such policies and procedures.
- (c) Attempt to obtain any photographs, videotape or other information relating to the incident from news media or other sources. Such evidence should be obtained with the agreement that it will only be used for investigative and educational purposes.

326.5 FINAL REPORT

The investigation team should present the final report to the Fire Chief. The Fire Chief should determine the schedule and method of presentation of the final report.

National Fire Incident Reporting System (NFIRS)

327.1 PURPOSE AND SCOPE

The Federal Fire Prevention and Control Act of 1974 authorizes the National Fire Data Center in the U.S. Fire Administration (USFA) to gather and analyze information on the magnitude of the nation's fire problem, as well as its detailed characteristics and trends. To do so, the National Fire Data Center has established the National Fire Incident Reporting System (NFIRS). The purpose of this policy is to provide guidance regarding NFIRS reporting to ensure department response information is properly reported to NFIRS.

The Apple Valley Fire Department is a participant in the NFIRS program through the Minnesota Fire Incident Reporting System (MFIRS).

327.2 POLICY

The Apple Valley Fire Department is committed to improving fire reporting and analysis capability both locally and on the national level. Therefore, it is the policy of the Apple Valley Fire Department to participate in MFIRS.

327.3 RESPONSIBILITIES

The Fire Chief should designate an MFIRS coordinator, who should develop and maintain familiarity with MFIRS resources and reporting requirements and ensure department information is compliant with the MFIRS reporting format and that the information is forwarded to the Minnesota State Fire Marshal or MFIRS as noted on the MFIRS web page (Minn. Stat. § 299F.04, Subd. 3).

The USFA has developed a standard NFIRS package that includes incident and casualty forms, a coding structure for data processing, manuals, computer software and procedures, documentation and a National Fire Academy training course for utilizing the system.

MFIRS has an established web page through the Department of Public Safety and the State Fire Marshal website with links to supporting documents, frequently asked questions (FAQs) and other information of value for MFIRS participants.

Community Volunteer Program

328.1 PURPOSE AND SCOPE

This policy establishes guidelines for the use of volunteers to help improve service to the community, increase Department responsiveness, enhance the delivery of services and information input, provide new program opportunities, bring new skills and expertise to the Department and prompt new enthusiasm.

328.1.1 DEFINITIONS

Definitions related to this policy include:

Volunteer - An individual who performs a service for the Department without promise, expectation or receipt of compensation for services rendered. This may include unpaid chaplains, interns, persons providing administrative support and youth involved in a fire Explorer Post, among others.

328.2 POLICY

It is the policy of the Apple Valley Fire Department to utilize volunteers to the extent reasonably practicable to enhance public education opportunities, enforcement efforts and in any other capacity that is intended to support department personnel or provide a service to the community.

328.3 PROCEDURE

Volunteers may assist the Department in its public education efforts and/or in other areas within the Department, as needed. Volunteers are intended to supplement and support, rather than replace firefighters and civilian personnel and are an important component of this organization.

All volunteers shall comply with all orders and directives, either oral or written, issued by the Department. A copy of the policies and procedures will be made available to each volunteer upon appointment and he/she shall become thoroughly familiar with these policies.

Whenever a rule, regulation or guideline in this manual relating to department operations refers to a regular paid staff employee, it shall also apply to a volunteer, unless by its nature it is inapplicable.

Nothing in the manual shall confer rights upon the volunteer. Volunteers serve at-will and their volunteer status may be terminated at any time without cause or reason.

328.4 VOLUNTEER MANAGEMENT

328.4.1 VOLUNTEER COORDINATOR

A Volunteer Coordinator shall be appointed by the Fire Chief or the authorized designee. The function of the Volunteer Coordinator is to provide a central coordinating point for effective volunteer management within the Department, and to direct and assist staff and volunteer efforts to jointly provide more productive services. The Volunteer Coordinator should work with other department staff on an ongoing basis to assist in the development and implementation of volunteer-staffed positions. Such tasks include:

Community Volunteer Program

- (a) Recruiting, selecting and training qualified volunteers for various positions.
- (b) Facilitating the implementation of new volunteer activities and assignments.
- (c) Maintaining records for each volunteer.
- (d) Tracking and evaluating the contribution of volunteers.
- (e) Maintaining a volunteer handbook and outlining expectations, policies and responsibilities for all volunteers.
- (f) Maintaining a record of volunteer schedules and work hours.
- (g) Completion and dissemination, as appropriate, of all necessary paperwork and information.
- (h) Planning periodic recognition events.
- (i) Maintaining a relationship with other community volunteer programs and assisting in community-wide efforts to recognize and promote volunteering.

328.4.2 RECRUITMENT

Volunteers should be recruited on a continuous and ongoing basis consistent with Department policy on equal opportunity, non-discriminatory employment. A primary qualification for participation in the application process should be an interest in, and an ability to assist the Department in serving the public. A volunteer with the Department should:

- (a) Be at least 18 years of age for all positions other than an Explorer.
- (b) Be at least 14 years of age for an Explorer position.
- (c) Possess a valid Minnesota driver license if the position requires vehicle operation.
- (d) Be able to deal effectively and courteously with the general public.
- (e) Complete mandatory training as determined appropriate by the Department.
- (f) Possess any other qualifications specific to the volunteer assignment.

Internal requests for volunteers should be submitted in writing by interested staff to the Volunteer Coordinator through the requester's immediate supervisor. A complete position description and a requested timeframe should be included in the request. All parties should understand that the recruitment of volunteers is enhanced by creative and interesting assignments. The Volunteer Coordinator may withhold assignment of any volunteer until such time as the requesting unit is prepared to make effective use of the volunteer.

328.4.3 SCREENING

All prospective volunteers should complete the volunteer application form. The Volunteer Coordinator or the authorized designee should conduct a face-to-face interview with an applicant under consideration.

Community Volunteer Program

A documented background investigation shall be required on each volunteer applicant and should include, but not necessarily be limited to, the following:

- (a) Traffic and criminal background check
- (b) Employment history
- (c) References

328.4.4 SELECTION AND PLACEMENT

Service as a volunteer with the Department shall begin with an official notice of acceptance or appointment to a volunteer position. Notice may only be given by an authorized representative of the Department, who will normally be the Volunteer Coordinator. No volunteer should begin any assignment until he/she has been officially accepted for that position and completed all required screening and paperwork.

At the time of final acceptance, each volunteer should complete all required enrollment paperwork and will receive a copy of his/her position description and agreement of service with the Department. All volunteers shall receive a copy of the volunteer handbook and shall be required to sign a volunteer agreement.

Volunteers should be placed only in assignments or programs that are consistent with their knowledge, skills, abilities and the needs of the Department.

328.4.5 TRAINING

Volunteers will be provided with an orientation program to acquaint them with the Department, personnel, and policies and procedures that have a direct impact on their work assignments.

Volunteers will be required to complete training on the Health Insurance Portability and Accountability Act (HIPAA) and infectious diseases and exposures prior to performing their assignments.

Volunteers should receive position-specific training to ensure they have adequate knowledge and skills to complete tasks required by the position and should receive periodic ongoing training as deemed appropriate by their supervisor or the Volunteer Coordinator.

328.4.6 DRESS CODE

As representatives of the Department, volunteers are responsible for presenting a professional image to the community. Volunteers shall dress appropriately for the conditions and performance of their duties.

Volunteers shall conform to department-approved dress consistent with their assignment. Uniforms authorized for volunteers may be readily distinguishable from those worn by paid members. The uniform or identifiable parts of the uniform shall not be worn while off-duty. Volunteers may choose to wear the uniform while in transit to or from official department assignments or functions, provided that an outer garment is worn over the uniform shirt to avoid bringing attention to the volunteer while he/she is off-duty.

Community Volunteer Program

Volunteers shall be required to return any issued uniform or department property at the termination of service.

328.5 SUPERVISION OF VOLUNTEERS

Each volunteer who is accepted to a position with the Department must have a clearly identified supervisor who is responsible for the direct management of that volunteer. This supervisor will be responsible for day-to-day management and guidance of the volunteer's work and should be available to the volunteer for consultation and assistance.

A volunteer may be assigned as, and act as, a supervisor of other volunteers provided that the supervising volunteer is under the direct supervision of a paid staff employee.

Functional supervision of volunteers is the responsibility of the supervisor in charge of the unit where the volunteer is assigned. Supervisors of volunteers should consider the following:

- (a) Take the time to introduce volunteers to employees on all levels.
- (b) Ensure volunteers have work space and necessary office supplies.
- (c) Make sure the work is challenging. Do not hesitate to give volunteers an assignment or task that will utilize these valuable resources.

Volunteers should have a performance appraisal completed by their supervisor annually, as outlined in the Performance Evaluations Policy.

328.6 CONFIDENTIALITY

Unless otherwise directed by a supervisor, the duties of the position or department policy, all information a volunteer encounters shall be considered confidential. Only that information specifically identified and approved by authorized personnel shall be released.

Each volunteer will be required to sign a non-disclosure agreement before being given an assignment with the Department. Unauthorized disclosure of any confidential information, verbally, in writing or by any other means, by the volunteer is grounds for immediate dismissal and possible criminal prosecution.

Volunteers shall not address public gatherings, appear on radio or television, prepare any article for publication, act as correspondents to a newspaper or other periodical, release or divulge any information concerning the activities of the Department, or maintain that they represent the Department in such matters without permission from the proper department personnel.

328.7 PROPERTY AND EQUIPMENT

Volunteers will be issued an identification card that must be worn and visible at all times while on-duty. Any fixed and portable equipment issued by the Department shall be for official and authorized use only. Any property or equipment issued to a volunteer shall remain the property of the Department and shall be returned at the termination of service.

Ride-Along Program

329.1 PURPOSE AND SCOPE

The Ride-Along Program provides an opportunity for citizens to experience fire service functions first hand. This policy provides the requirements, approval process and hours of operation for the Ride-Along Program.

329.2 POLICY

It is the policy of the Apple Valley Fire Department to provide an opportunity for citizens to experience fire service functions when specific criteria are met.

329.3 WARNING

Fire Department work, and the duties of Department employees, may be dangerous. A ride-along may involve hazards to the health of those citizens who desire to participate. There is the possibility that a citizen could be seriously injured or killed during a ride-along. This danger must be weighed against the value of exposure to the types of duties that Department employees perform.

329.4 PROCEDURE TO REQUEST A RIDE-ALONG

Any individual who wishes to participate in the ride-along program must complete an Apple Valley Fire Department Ride-Along Application, Confidentiality Agreement, and Waiver of Claims and Release of Liability form prior to the requested date for the ride-along. All documents must be completed in their entirety. Any application that is missing the required information or is not completed in its entirety will be denied. Complete applications will be forwarded to the Fire Chief or the authorized designee to determine participant eligibility.

Applicants will be notified in writing whether they are eligible and approved to participate, or are ineligible or otherwise not approved to participate. This written notification will provide the reason(s) for the denial of the ride-along request.

The Fire Chief or the authorized designee will schedule a date, based on availability, generally at least one week after the date of application. If approved, a copy will be forwarded to the crew on shift and a notice placed on the department calendar.

Once approved, civilian ride-alongs will be allowed to ride no more than once every six months. An exception may be made for the following: students, Explorers, chaplains, reserves, applicants, and others with approval of the Fire Chief.

- An effort will be made to ensure that no more than one citizen will participate in a ride-along during any given time period. Normally, no more than one ride-along will be allowed in the fire apparatus at a given time.
- Ride-alongs shall only be allowed as approved in the sole discretion of the Fire Chief or the authorized designee. The hours, locations, and assignments for which applicants will be allowed to participate are to be determined by the Fire Chief or the authorized designee.

Apple Valley Fire Department

Fire Policy Manual

Ride-Along Program

- Participants will not be allowed to participate, directly or indirectly, in situations that may jeopardize the safety of the ride-along participant, any Department personnel, or the general public.
- A patient or member of the public who is receiving services has the absolute right to refuse to allow participants to observe any procedures performed by members of the Department. If a patient does not consent to the Participant's observation, the Participant will not be allowed to witness any procedures and will need to wait in a location as directed by the Department member in charge.
- The Department reserves the right to alter or change the procedures and guidelines for the ride-along program at any time.
- The Department and/or any Department personnel may terminate the ride-along at any time, for any reason, and transport the ride-along participant back to the Fire Station, or other location of origin. Examples of reasons why Department personnel may terminate the ride-along include, but are not limited to, the ride-along participant's conduct, safety, violation of the rules of conduct, or Department response needs. If necessary, Department personnel shall notify the Fire Chief or the authorized designee that the ride-along has been terminated. The Department personnel shall indicate the termination and the reasons for the termination on the application form.
- Fire Department personnel assigned a ride-along participant should use appropriate caution to ensure that the citizen is not placed in unduly dangerous or hazardous situations. Department personnel should not engage in dangerous situations, to the extent possible, with ride-along participants.
- If the Department personnel receives a potentially hazardous or dangerous call, or realizes that they may become immediately involved in a hazardous or dangerous situation, the participant may be dropped off at the Fire Station, or at another safe location. The participant should remain in that location until Department personnel retrieve the participant. If a participant is left in this manner, the Department personnel will contact the Fire Chief or the authorized designee to request appropriate transportation for the participant.

329.4.1 PROGRAM REQUIREMENTS

Prior to participating in a ride-along, every participant who may come into contact with private health-related information will be required to complete Health Insurance Portability and Accountability Act (HIPAA) training and sign a non-disclosure agreement to keep all confidential information learned during the ride-along confidential.

329.4.2 ELIGIBILITY

The Apple Valley Fire Department ride-along program is offered to residents, students and those employed within the City. Every attempt will be made to accommodate interested persons; however, any applicant may be disqualified without cause. Applicants desiring to participate in the ride-along program must apply for and obtain permission from the Fire Department. The Fire Chief or the authorized designee will consider the reason the applicant wishes to participate, along with the frequency, duration, and hours requested. In order to participate in the Fire Department Ride-

Ride-Along Program

Along Program, the applicant shall meet the following criteria, or fall within an exception outlined below:

- Each participant must be at least sixteen (16) year of age or older.
- Each participant should be in good health and not have any conditions that may restrict department personnel from performing their official duties. Individuals with severe or communicable illnesses may be denied participation and have their approved ride-along rescheduled to a time when the participant is no longer ill. The Department will, to the extent possible, make every effort to provide reasonable accommodations to any person interested in participation in the ride-along program.
- Applicants must read and complete a written application and must acknowledge the risks associated with participation in the ride-along program through the execution of a written Waiver of Claims and Release of Liability Agreement.
- Applicants must read and complete a written Confidentiality Agreement regarding private data.

Applicants must consent to the City conducting a criminal background check and shall not have been convicted of: a felony; a serious criminal or traffic offense; or been the subject of an order for protection/restraining order granted by a court within the past year, and the Applicant shall not be a defendant in a pending criminal case. The Applicant may be required to pay for the actual costs of the background check unless a background check was completed by the education program the ride-along participant is affiliated with.

Each participant shall agree to follow all directions of the Department member to which they are assigned, as well as all rules of the ride-along program and/or the City.

Each participant is highly encouraged to obtain the following vaccinations prior to the ride-along due to the possible exposure to blood or other potentially infectious materials: Tetanus; Measles, Mumps, Rubella (MMR); and Hepatitis A & B.

329.4.3 SPECIAL CIRCUMSTANCES/EXCEPTIONS

Programs sponsored by national organizations which provide personal liability and medical insurance coverage for its members may be exempt from the minimum age requirement. The Fire Department may also grant permission for youths involved in Department-sponsored public safety programs or special community events to participate in a ride-along activity on emergency response vehicles. For any ride-along participants under the age of eighteen (18), the written permission of a parent or legal guardian shall be obtained on the required Application, Confidentiality Agreement, and Waiver of Claims and Release of Liability Agreement.

329.4.4 HIPAA COMPLIANCE

Under the requirements of the federal Health Insurance Portability and Accountability Act ("HIPAA"), ride-along participants who come into contact with private, health related information will be required to agree, in writing, to keep all confidential information learned during their ride-along participation confidential.

Ride-Along Program

329.4.5 AVAILABILITY

The ride-along program is available on most days of the week, with certain exceptions. The ride-along times are established by the Fire Chief or the authorized designee.

329.4.6 SUITABLE ATTIRE

Participants shall wear appropriate, business casual dress at all times during the ride-along, including supportive shoes or boots. The Fire Chief or the authorized designee has the sole authority to determine whether a participant is appropriately dressed. Inappropriate dress may be cause for immediate cancellation of the ride-along.

329.4.7 RULES AND CONDUCT

- Department personnel will explain the potential hazards that may be encountered and the necessity for participants to immediately obey all instructions. Participants shall follow the rules of the program as well as any directions of the person to which they are assigned.
- All ride-along participants are only observers of the Department's operations. No participant shall become involved in any incidents unless specifically instructed to do so by an authorized member of the Department.
- Participants shall respect and preserve the confidentiality of all names of persons or information learned through the program, unless otherwise authorized.
- Participants shall not operate any vehicle during their ride-along.
- Participants shall not use Department equipment except when directly authorized by department personnel or in extreme emergencies.
- Participants shall be required to wear seatbelts at all times and remain within the Department's vehicle, unless otherwise directed by authorized Department personnel.
- Participants are prohibited from possessing or carrying firearms or any other weapons, during the ride-along.
- Participants shall not smell of, possess, or consume alcoholic beverages or drugs before or during the ride-along. Participants may not use tobacco while on the ride-along.
- Participants shall wear a traffic safety vest to designate them as a ride-along with the Department.

329.5 FIREFIGHTER RIDE-ALONGS

Off-duty members of this department or any other fire service agency will not be permitted to ride-along with on-duty firefighters without the express consent of the Fire Chief or the authorized designee. In the event that such a ride-along is permitted, the off-duty member shall not be considered on-duty and shall not represent him/herself as a firefighter or participate in any fire service activity except as emergency circumstances may require.

Ride-Along Program

329.6 DUTY CREW RESPONSIBILITIES

The Fire Chief or the authorized designee shall advise the on-duty Duty Crew that a ride-along will be present in the fire apparatus before going into service. Firefighters shall consider the safety of the ride-along at all times. Firefighters should use discretion when encountering a potentially dangerous situation and, if feasible, require the participant to remain in the fire apparatus.

Chaplains

330.1 PURPOSE AND SCOPE

This policy establishes the guidelines for Apple Valley Fire Department chaplains to provide counseling or emotional support to members of the Department, their families and members of the public.

330.2 POLICY

The Apple Valley Fire Department shall ensure that department chaplains are properly appointed, trained and supervised to carry out their responsibilities without financial compensation. Reasonable efforts shall be made to incorporate chaplains from varying denominations reflective of the community to the best extent possible.

330.3 ELIGIBILITY

Requirements for participation as a chaplain for the Department may include, but are not limited to:

- (a) Is an ordained or commissioned person, in good standing with their religious affiliation and congregation, with at least three years experience in ordained or commissioned ministry.
- (b) Being above reproach, temperate, prudent, respectable, hospitable, able to teach, free from addiction to alcohol or other drugs, and free from excessive debt.
- (c) Is tactful and considerate in their approach to all people, regardless of race, sex, creed, politics, or religion.
- (d) Managing his/her household, family and personal affairs well.
- (e) Having a good reputation in the community.
- (f) Successful completion of an appropriate-level background investigation.
- (g) Being in good health.
- (h) Possessing a valid driver's license.
- (i) Lives and/or works in the Apple Valley area.
- (j) Is available to serve on-call on a 24-hour basis, to be determined and governed by the Fire Chief and/or their designee.
- (k) Is willing to become involved in training programs that enhance efficiency in meeting and dealing with people in crisis.
- (l) Serves in a voluntary capacity.

The Fire Chief may allow exceptions to these eligibility requirements based on organizational and community needs and the qualifications of the individual.

Chaplain

330.4 RECRUITMENT, SELECTION AND APPOINTMENT

The Apple Valley Fire Department shall endeavor to recruit and appoint only those applicants who meet the high ethical, moral and professional standards set forth by the Department.

330.4.1 RECRUITMENT

Chaplain should be recruited on a continuous and ongoing basis consistent with department policy on equal opportunity and non-discriminatory practices. A primary qualification for participation in the application process should be an interest in and an ability to assist the Department in serving the public. Chaplain candidates are encouraged to participate in ride-alongs with department members before and during the selection process.

330.4.2 SELECTION AND APPOINTMENT

Chaplain candidates shall successfully complete the following process prior to appointment as a chaplain:

- (a) Submit the appropriate written application.
- (b) Interview with the Fire Chief and the chaplain coordinator.
- (c) Successfully complete an appropriate-level background investigation.
- (d) Complete an appropriate probationary period as designated by the Fire Chief.

Chaplain are volunteers and serve at the discretion of the Fire Chief. Chaplain shall have no property interest in continued appointment. However, if a chaplain is removed for alleged misconduct, the chaplain will be afforded an opportunity solely to clear his/her name through a liberty interest hearing, which shall be limited to a single appearance before the Apple Valley Fire Department or the authorized designee.

330.5 IDENTIFICATION AND UNIFORMS

As representatives of the Department, chaplain are responsible for presenting a professional image to the community. Chaplain shall dress appropriately for the conditions and performance of their duties. Uniforms and necessary safety equipment or personal protective equipment (PPE) will be provided for each chaplain. Identification symbols worn by chaplain shall be different and distinct from those worn by other members through the inclusion of "Chaplain" on the uniform and other identifying PPE. Chaplain uniforms and PPE shall not reflect any religious affiliation.

Chaplain will be issued Apple Valley Fire Department identification cards, which must be carried at all times while on-duty. The identification cards will be the standard Apple Valley Fire Department identification cards, with the exception that "Chaplain" will be indicated on the cards. Chaplain shall be required to return any issued uniforms, PPE or other department property at the termination of service.

Chaplain shall conform to all uniform regulations and appearance standards of the Department.

Chaplains

330.6 CHAPLAIN COORDINATOR

The Fire Chief may delegate certain responsibilities to a chaplain coordinator. The coordinator shall be appointed by and directly responsible to the Fire Chief or the authorized designee.

The chaplain coordinator shall serve as the liaison between the chaplains and the Fire Chief. The function of the coordinator is to provide a central coordinating point for effective chaplain management within the Department, and to direct and assist efforts to jointly provide more productive chaplain services. Under the general direction of the Fire Chief or the authorized designee, chaplains shall report to the chaplain coordinator and/or Incident Commander (IC).

The chaplain coordinator may appoint a senior chaplain or other designee to assist in the coordination of chaplains and their activities.

The responsibilities of the coordinator or the authorized designee include, but are not limited to:

- (a) Recruiting, selecting and training qualified chaplains.
- (b) Conducting chaplain meetings.
- (c) Establishing and maintaining a chaplain callout roster.
- (d) Maintaining records for each chaplain.
- (e) Tracking and evaluating the contribution of chaplains.
- (f) Maintaining a record of chaplain schedules and work hours.
- (g) Completing and disseminating, as appropriate, all necessary paperwork and information.
- (h) Planning periodic recognition events.
- (i) Maintaining a liaison with other agency chaplain coordinators.

An evaluation of the overall use of chaplains may be conducted on an annual basis.

330.7 DUTIES AND RESPONSIBILITIES

Chaplains assist the Department, its members and the community as needed. Chaplains should be placed only in assignments or programs that are consistent with their knowledge, skills and abilities and the needs of the Department.

All chaplains will be assigned duties by the chaplain coordinator or the authorized designee or an IC.

Chaplains may not proselytize or attempt to recruit members of the Department or the public into a religious affiliation while representing themselves as chaplains with this department. If there is any question as to the receiving person's intent, chaplains should verify that the person is desirous of spiritual counseling or guidance before engaging in such discussion.

Chaplains may not accept gratuities for any service, or any subsequent actions or follow-up contacts that were provided while functioning as a chaplain for the Apple Valley Fire Department.

Chaplains

330.7.1 COMPLIANCE

Chaplains are volunteer members of the Department and, except as otherwise specified within this policy, are required to comply with the Community Volunteer Program Policy and other applicable policies.

Chaplains are held to Data Privacy rules and laws and shall not release any information pertaining to any cases in which he/she is involved or has knowledge of. All information obtained shall be held in confidence.

Chaplains are not to publicly criticize the actions of any department member, fellow Chaplain, or department policy or action. Any Chaplain having a grievance shall take the matter to the Fire Chief and/or their designee.

330.7.2 OPERATIONAL GUIDELINES

- (a) Chaplains will be asked to be available for call on an as-needed basis.
- (b) Chaplains operating at emergency incidents or large-scale department events shall operate within and as part of the Incident Command System (ICS) at all times, including participating in and replying to Personal Accountability Reports (PAR) conducted as part of the incident or event.
- (c) Each chaplain should serve with the Apple Valley Fire Department a minimum of two hours per month to maintain the necessary proficiencies and contacts necessary to be effective in their service.
- (d) After a response to an incident the chaplain will complete a chaplain's report and submit it to the Fire Chief and chaplain coordinator or the authorized designee.
- (e) Chaplains shall be permitted to ride with members during any shift and observe Apple Valley Fire Department operations or training sessions, provided the Fire Chief and/or their designee has been notified and is aware of the activity.
- (f) Chaplains shall not be evaluators of members of the Apple Valley Fire Department.
- (g) In responding to incidents, a chaplain shall never function in a hazardous area or serve as an assistant other than the chaplain's role.
- (h) When responding to in-progress calls for service, chaplains will be required to stand-by in a secure area until the situation has been deemed safe.
- (i) Chaplains shall serve only within the jurisdiction of the Apple Valley Fire Department unless otherwise authorized by the Fire Chief or the authorized designee.
- (j) Each chaplain shall have access to current member rosters, addresses, telephone numbers, duty assignments and other information that may assist in his/her duties. Such information will be considered confidential, and each chaplain will exercise appropriate security measures to prevent unauthorized access to the data.

330.7.3 ASSISTING DEPARTMENT MEMBERS

The responsibilities of a chaplain related to department members include, but are not limited to:

Chaplains

- (a) Assisting in making notification to families of members who have been seriously injured or killed and, after notification, responding to the hospital or home of the member.
- (b) Visiting sick or injured members in the hospital or at home, as is appropriate.
- (c) Attending and participating in funerals of active or retired members, when requested.
- (d) Serving as a resource for members who are dealing with the public during significant incidents (e.g., accidental death, suicide, suicidal subjects, serious accident, drug and alcohol abuse or a mass casualty incident (MCI)).
- (e) Providing counseling and spiritual assistance for the members of the fire department and their families in times of need, personal stress and/or crisis, as requested.
- (f) Being alert to the needs of members and their families.
- (g) Being available to assist firefighters upon request.

330.7.4 ASSISTING THE DEPARTMENT

The responsibilities of a chaplain related to the Apple Valley Fire Department include, but are not limited to:

- (a) Assisting members in defusing a conflict or incident, when requested.
- (b) Responding to any significant incident (e.g., natural and accidental death, suicide and attempted suicide, family disturbance or MCI) in which the IC or supervisor believes the chaplain could assist in accomplishing the mission of the Department.
- (c) Responding to all major disasters, such as a natural disaster, bombing, MCI and similar critical incidents.
- (d) Being available, or if possible, on-duty during major demonstrations or any public function that requires the presence of a large number of department members.
- (e) Attending department functions such as academy graduations, ceremonies and social events and offering invocations and benedictions, as requested.
- (f) Participating in in-service training classes.
- (g) Training others to enhance the effectiveness of the Department.
- (h) Serve in a counseling capacity for the public that we serve, during times of an emergency event/situation.
 - 1. Assist in contacting the preferred clergy of victims in emergency/crisis situations.
 - 2. Minister to people in emergency/crisis situations without prejudice.

330.7.5 ASSISTING THE COMMUNITY

The duties of a chaplain related to the community include, but are not limited to:

- (a) Fostering familiarity with the role of fire and Emergency Medical Services (EMS) members in the community.
- (b) Providing an additional link between the community, other chaplain coordinators and the Department.

Chaplains

- (c) Providing a liaison with various civic, business and religious organizations for the furtherance of sound community relations.
- (d) Assisting the community when they request representatives or leaders of various denominations.
- (e) Assisting the community in any other function, as needed or requested.
- (f) Making referrals in cases where specialized attention is needed or in cases that are beyond the chaplain's ability to assist.

330.7.6 CHAPLAIN MEETINGS

Chaplains may be required to attend scheduled meetings. Absences from such meetings should be satisfactorily explained to the chaplain coordinator.

330.8 PRIVILEGED COMMUNICATIONS

No person who provides chaplain services to members of the Department may work or volunteer for the Apple Valley Fire Department in any capacity other than that of chaplain.

Chaplains shall be familiar with state evidentiary laws and rules pertaining to the limits of the clergy-penitent, psychotherapist-patient and other potentially applicable privileges and shall inform members when it appears reasonably likely that the member is discussing matters that are not subject to privileged communications. In such cases, the chaplain should consider referring the member to an appropriate counseling resource or available program.

No chaplain shall provide counsel to or receive confidential communications from any Apple Valley Fire Department member concerning an incident personally witnessed by the chaplain or concerning an incident involving the chaplain.

330.9 TRAINING

Chaplains are encouraged to attend Fire Department trainings and activities, when appropriate.

Chaplains are encouraged to visit the fire stations, especially on training nights when many of the firefighters are present

The Department may establish a minimum number of training hours and standards for department chaplains. The training, as approved by the Training Officer, may include:

- Stress management
- Death notifications
- Symptoms of post-traumatic stress
- Burnout for department members and chaplains
- Legal liability and confidentiality
- Ethics
- Responding to crisis situations

Chaplains

- The fire and EMS family
- Substance abuse
- Member injury or death
- Sensitivity and diversity

330.10 DISMISSAL

Chaplains are volunteers and can be dismissed at any time, with or without cause, by the Fire Chief. Violations of any law, City of Apple Valley or Apple Valley Fire Department Policy or Procedure, or egregious act are examples that would necessitate immediate dismissal. A Fire Chaplain who is dismissed will surrender city issued identification and whatever City of Apple Valley equipment is in his/her possession.

330.11 RESIGNATION

Upon written request to the Fire Chief, an individual may resign at any time from the Apple Valley Fire Chaplain Program. A Chaplain whose resignation has been accepted will surrender city issued identification and whatever City of Apple Valley equipment is in his/her possession.

Active Shooter and Other Violent Incidents

331.1 PURPOSE AND SCOPE

Violence committed in schools, workplaces, and other locations by any individual or group of individuals who are determined to target or kill persons or to create mass casualties presents a difficult situation for fire/Emergency Medical Services (EMS). The purpose of this policy is to identify guidelines and factors that will assist members in making decisions in these rapidly unfolding and tense situations.

331.2 POLICY

The Apple Valley Fire Department will endeavor to plan for a rapid response to violent incidents involving an active shooter or other violent situations. The Apple Valley Fire Department is committed to preparing and planning for rapid responses to these incidents by coordinating with law enforcement and other EMS personnel, as well as with those responsible for operating sites that may be the potential target of a violent incident.

331.3 ACTIVE SHOOTER/VIOLENT INCIDENT PLAN

The Fire Chief should designate a member who is responsible for developing and managing an active shooter/violent incident (AS/VI) plan to assist in the Apple Valley Fire Department's response to an AS/VI.

The AS/VI plan should address:

- (a) Any applicable EMS Mass Casualty Incident (MCI) protocols.
- (b) Identification of state, local, and regional agencies that are likely to respond to an AS/VI.
- (c) Procedures to facilitate interagency sharing of information related to AS/VIs.
- (d) The joint development of protocols for responding to AS/VIs with fire, EMS, and law enforcement personnel, including but not limited to:
 - 1. Identification of likely critical incident target sites and the availability of plans or schematics of such locations and associated outcomes.
 - 2. Effects and outcomes of cascading or complex coordinated incidents.
 - 3. Rapid entry and evacuation routes.
 - 4. Equipment needs.
 - 5. Communication interoperability.
 - 6. Tactical EMS (TEMS) personnel or Rescue Task Forces (RTFs) deployment.
- (e) Any mutual aid agreements that may exist.
- (f) Integrated use of the National Incident Management System and Incident Command System approach by personnel likely to respond to an AS/VI. Emphasis should be placed on the establishment of a Unified Command.

Active Shooter and Other Violent Incidents

- (g) Any guidelines for an AS/VI that are established by the Federal Emergency Management Agency, the Interagency Board, or the National Fire Protection Association.
- (h) Common communications and terminology to be utilized by responding personnel.
- (i) Use of readily identifiable and visible identification by responding personnel to make them easily discernible.
- (j) Procedures and agreements governing self-deployment of emergency response personnel.
- (k) Identification of which personnel will need additional personal protective equipment (PPE), including ballistic gear (e.g., vests, helmets) and what training will be needed for the use of such gear.
- (l) Coordination and planning with local hospitals regarding communication and patient distribution.
- (m) Procedures for dissemination of information to the public during and after an AS/VI.
- (n) Procedures for continuity of department operations during and after an AS/VI.
- (o) Establishing areas designated for victim reunification and recovery.
- (p) Procedures for completion of post-incident reviews of AS/VIs.

The AS/VI plan manager should, in conjunction with appropriate law enforcement and other EMS personnel, review the Apple Valley Fire Department's plan annually and make any necessary updates.

331.4 FIRST RESPONDERS

When responding to AS/VIs, members must decide, often during difficult and rapidly evolving circumstances, whether to enter the scene or to stage at a safe area. When deciding on a course of action members should:

- (a) Determine whether law enforcement has secured the scene or developed a plan for entry. If the scene has not been secured, members should work in teams with law enforcement and other EMS personnel on-scene to develop a plan for entry and contact with victims with life-threatening injuries.
 - 1. Members tasked with entry should wear PPE appropriate for the circumstances.
- (b) Coordinate with available law enforcement personnel to create a staging area for additional member resources.
- (c) Identify and prepare members for operations in areas of higher risk, if appropriate.
- (d) Decide whether individuals who are under imminent threat can be moved out of danger with reasonable safety.
- (e) Plan for rapid triage, treatment, and extraction of any individuals with life-threatening injuries (e.g., in a warm zone).
- (f) Utilize TEMS support personnel or RTFs, if available.

Active Shooter and Other Violent Incidents

- (g) In areas where there is a known hazard or direct and immediate threat to life (i.e., a hot zone), members should coordinate with law enforcement to form RTFs.
 - 1. Members who find themselves unexpectedly in a hot zone should limit treatment to the control of life-threatening external hemorrhage by use of tourniquets or hemostatic gauze and the repositioning of airways.
 - 2. Rapid extraction to safety is paramount.
- (h) Coordinate full triage and transport of patients to definitive care outside the area of imminent threat.
- (i) Consider the risk of fire hazards and secondary devices at any main or secondary scenes if there is a reasonable belief that improvised explosive devices have been or may be used.

331.5 TRAINING

The AS/VI plan manager should coordinate with the Training Officer so that members are provided with annual AS/VI training. The training should include:

- (a) Review of the AS/VI plan.
- (b) Review of any applicable EMS MCI protocols.
- (c) Review of trauma care guidelines in high-threat pre-hospital situations and the various treatment methods available during an AS/VI.
- (d) Interagency training with law enforcement and other EMS personnel.
- (e) Reality-based training at locations that may be a potential target of a critical incident.

The AS/VI plan manager should ensure that all training sessions and exercises are documented and that all training records are kept in accordance with the department Records Management Policy.

Chapter 4 - Fire Prevention

Fire Inspections

400.1 PURPOSE AND SCOPE

This policy provides guidance for the enforcement of fire codes through periodic inspection within Apple Valley Fire Department's jurisdiction. Additionally, this policy establishes the minimum standards for inspection frequencies of specific buildings in the Department's jurisdiction.

400.2 POLICY

The Apple Valley Fire Department is committed to improving public safety through the enforcement of building standards relating to fire and public safety as adopted by the State of Minnesota and published in the Minnesota State Fire Code (Minn. Stat. § 299F.011). Also to be enforced are any other regulations or ordinances that have been formally adopted by the City for the prevention of fire or the protection of life and property against fire.

400.3 RESPONSIBILITIES

The Fire Chief or the authorized designee shall develop a periodic inspection program based on the risks to life and property for occupancies within the Apple Valley Fire Department's jurisdictional boundaries. The inspection program will comply with the Fire Code and any local amendments or ordinances specific to the City. The Department fire inspection program will be administered by the Fire Prevention Division under the responsibility of the Fire Marshal.

400.4 INSPECTION PROGRAM GUIDELINES

The Fire Marshal should develop an inspection program based on community risk reduction through education and enforcement. Inspections should be identified by risk, hazard, occupancy, frequency, and required state law and local code or ordinance.

400.4.1 JAILS AND DETENTION FACILITIES

The Fire Chief shall ensure that jail and detention facility inspections will be conducted annually in compliance with the Fire Code whether by the Apple Valley Fire Department Fire Marshal or by State Fire Marshal (Minn. R. 2911.7300, Subp. 1).

Reports of all jail or detention facility inspections shall be completed, maintained and available to the Minnesota Department of Corrections (Minn. R. 2911.7300, Subp 2).

400.4.2 APARTMENTS, HOTELS AND MOTELS

All structures subject to the Fire Code, except dwellings, shall be inspected annually for compliance with building standards and other regulations of the Fire Code or local ordinance except as noted below.

- (a) If authorized by the State Fire Marshal, the Apple Valley Fire Department shall inspect hotels and motels for compliance with the Fire Code at least once every three years (Minn. Stat. § 299F.46).

Fire Inspections

- (b) New or existing buildings shall be inspected for compliance with the Fire Code based on their date of construction. The frequency of inspection for apartment buildings shall be identified by the Apple Valley Fire Department Fire Marshal.

400.4.3 SCHOOLS

If authorized, the Apple Valley Fire Department shall inspect every building used as a public or private school in the Department's jurisdiction not less than once every three years (Minn. Stat. § 299F.47, Subd. 4).

400.4.4 HIGH-RISE BUILDINGS

The Apple Valley Fire Department should annually inspect all high-rise structures in its jurisdiction for compliance with building standards and other regulations of the Fire Code. The results of the inspection shall be submitted to the building owner no later than 30 days after the date of the inspection. The definition of a high-rise structure is located in the High-Rise Incident Management Policy.

400.4.5 COMMUNITY CARE FACILITIES

If authorized by the Minnesota State Commissioner of Health or the State Fire Marshal, the Apple Valley Fire Department shall inspect community care facilities in its jurisdiction at least every two years unless specific circumstances indicate more frequent inspections (Minn. Stat. § 144.653, Subd. 2). At least one of the inspections shall be unannounced (Minn. Stat. § 144.653, Subd. 4).

400.4.6 STATE INSTITUTIONS, STATE-OWNED OR STATE-OCCUPIED BUILDINGS

The Apple Valley Fire Department will inspect state facilities in its jurisdiction with written authorization from the State Fire Marshal or the facility. The inspections shall be for the purpose of enforcing the Fire Code.

400.5 HAZARDOUS OCCUPANCIES

Facilities that handle, store or use hazardous materials should be inspected for compliance with applicable provisions of the Fire Code as well as the accuracy of any required hazardous materials business plan (Minn. Stat. § 299F.094, Subd. 5). Facilities that are required to submit a hazardous materials business plan should be inspected no less frequently than once every three years.

400.6 RIGHT OF ENTRY

If a building or premise to be inspected is occupied, the inspector shall present credentials to the occupant and request entry. If the building or premise is unoccupied, the inspector shall first make a reasonable effort to locate the owner or other person having charge or control of the building or premise and request entry (Minn. Stat. § 299F.09).

If no permission to enter is granted, the inspector should work with legal counsel to secure entry in a manner provided by law, such as obtaining an administrative search warrant.

Fire Inspections

400.7 INSPECTION FEES

The Department may charge fire inspection fees for various facilities as authorized for that specific type of facility and as adopted by the State Fire Marshal. In no circumstance shall the fee assessed exceed the estimated reasonable cost of providing the service for which the fee is charged.

400.7.1 RE-INSPECTION FEES

If a violation is discovered during an inspection, the follow-up inspection to ensure the corrections have been made should be conducted at no cost to the owner or occupant. Should the owner or occupant fail to comply with inspection requirements on the follow-up visit and an additional visit is required, a fee as adopted by the City may be assessed. At facilities or occupancies where the State Fire Marshal has adopted specific inspection fees, those fees shall prevail.

Permits

401.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for issuing permits that are required by the Fire Code and local ordinances (Minn. Stat. § 299F.011, Subd. 4).

401.2 POLICY

In order to provide for the safety of the community, it is the policy of the Apple Valley Fire Department that permit requirements are appropriately observed and enforced.

401.3 PERMIT PROCESS

A list of permits requiring approval should be available to the public and upon request. The Department shall provide adequate guidance to assist the public in obtaining approval for a particular permit.

An inspection shall be conducted prior to permit issuance.

A permit does not constitute authority to violate, cancel or set aside any of the provisions of the Fire Code (Fire Code § 105.3.6) or any local code or ordinance.

401.3.1 PERMIT APPLICATIONS

Applications for permits should be submitted to the Apple Valley Fire Department Fire Marshal or the authorized designee and should include adequate documentation of the intent to comply, including, but not limited to, the following (Fire Code § 105.2):

- A site plan showing the location of storage, use, handling or processes associated with the permit.
- The floor plan approved by the Apple Valley Fire Department depicting the storage of hazardous materials and the use of equipment or processes, including proof of compliance with all applicable codes and standards.
- A current hazardous materials emergency plan, if applicable.
- A chemical classification inventory, if applicable.

401.3.2 PERMIT FEES

Permit fees should be collected at the time of application. The fees are established by the State Fire Marshal or City governing body and are applicable to each permit application.

401.3.3 PERMIT ISSUANCE

A permit may be issued for a specific or an indefinite period of time, depending on the circumstances. A permit may be extended upon showing good cause if the permittee applies for an extension in writing before the expiration of the permit. A permit is not transferable. Any change in ownership, operation, occupancy or use shall require a new permit.

Permits

Construction permits shall automatically become invalid unless the work authorized by such permit is commenced within 180 days after its issuance or if the work is suspended or abandoned for a period of 180 days after the time the work is commenced (Fire Code § 105.3.1).

All permits shall bear the signature of the fire code official or the approved legal authorization (Fire Code § 105.3.7).

401.4 SITE REQUIREMENTS

Permits should be posted in a visible location at the permitted premises or in a location approved by the Fire Chief or the authorized designee. Permits are subject to inspection at any time by any firefighter acting in an official capacity (Fire Code § 105.3.5).

401.5 SUSPENDED OR REVOKED PERMITS

Permits may be suspended or revoked any time it is determined that (Fire Code § 105.5):

- The permit is being used by someone other than the person who was issued the permit.
- The permit is being used at a location other than the permitted location.
- Any condition of the permit has been violated.
- The work being performed is out of compliance with applicable code requirements.
- The permit was obtained by the use of false statements on the application.
- The issuance of the permit was an error or in violation of a regulation, code or law.

401.6 REQUIRED OPERATIONAL PERMITS

Permits are generally required for all items, locations and activities as described in the Fire Code or established by local code or ordinance (Fire Code § 105.6).

Fire Investigations

402.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that all fires and explosions responded to by the Apple Valley Fire Department and occurring within this jurisdiction are investigated and properly documented in accordance with state and federal laws as well as national standards.

402.2 POLICY

It is the policy of the Apple Valley Fire Department to promptly investigate the cause, origin, and circumstances of fires and explosions occurring in this jurisdiction that involve the loss of life or injury to a person, or the destruction of or damage to property.

402.3 RESPONSIBILITIES

The Fire Chief has overall responsibility for fire investigations. The Fire Marshal is responsible for management of the fire investigations program. The Incident Commander (IC) of each incident is responsible for ensuring that each fire is investigated for origin and cause.

402.3.1 STATE REQUIREMENTS

The Department shall investigate all fires that involve the destruction of or damage to property exceeding \$100 (Minn. Stat. § 299F.04, Subd. 1).

402.4 PRELIMINARY INVESTIGATION

The first-in officer should conduct a preliminary investigation of each fire or explosion to identify the origin, cause, and circumstances. The officer will notify the IC of the results of the preliminary investigation.

If the origin of a fire or explosion appears to be suspicious, the IC should take immediate charge of all physical evidence relating to the fire or explosion, and coordinate with fire investigators.

The IC is responsible for determining when fire investigators, from this or another agency, are appropriate to investigate an incident.

The immediate response of an appropriate investigator should be requested when any of the following circumstances exist:

- (a) Major or unusual fires that exceed the investigative abilities of an officer
- (b) Any fire resulting in a major injury or death
- (c) Incidents involving special circumstances, such as an especially high dollar loss, extensive damage, political sensitivity, or any other circumstance deemed appropriate by the officer
- (d) Arson and/or incendiary devices are involved, or the origin of the fire is otherwise suspicious
- (e) There has been an explosion

Fire Investigations

- (f) There is evidence or suspicion that a crime has occurred in connection with a fire or explosion
- (g) A fire has been started by a juvenile
- (h) Any illegal activity that potentially could cause a fire and/or explosion has occurred

402.4.1 NOTIFICATION TO MINNESOTA STATE FIRE MARSHAL

The IC, or fire investigator, shall notify the Minnesota State Fire Marshal (SFS) of fires investigated by the Department as required by state law, including when a fire results in a fatality (Minn. Stat. § 299F.04, Subd. 3; Minn. Stat. § 299F.04, Subd. 5).

402.5 FIRE INVESTIGATORS

Fire investigators assigned to an incident are responsible for pursuing the investigation through its completion and providing complete written documentation.

In cases where a fire investigator reasonably believes that arson or an unlawful act may be involved in a fire, the investigator should consult with the Fire Marshal and request the assistance of a sworn law enforcement investigator, if appropriate.

402.5.1 FIRE INVESTIGATOR QUALIFICATIONS

Fire investigators should:

- (a) Meet the job performance requirements of the National Fire Protection Association's (NFPA) standards for fire investigators.
- (b) Complete the certification requirements of the Minnesota SFM.
- (c) Comply with all federal and state statutory and constitutional investigatory requirements, including limitations on searches and seizures.

402.6 EQUIPMENT

The fire investigator's vehicle should be stocked with the following equipment to help investigate fire cause, origin, and circumstance:

- Digital camera
- Spare batteries
- Voice recording device and spare media
- Shovels, rake, broom, and sifter
- Disposable latex evidence collection gloves
- Evidence collection markers and labels for canisters

402.6.1 USE OF PROTECTIVE GEAR

Fire investigators are responsible for using personal protective equipment (PPE) and respiratory protection appropriate for the conditions present at an investigation scene.

Fire Investigations

When entering any fire scene during the fire, before or during overhaul, fire investigators shall wear full structural PPE and self-contained breathing apparatus (SCBA).

See the Respiratory Protection Program Policy and the Personal Protective Equipment Policy for additional guidance.

402.6.2 LOGBOOK

Each investigator should maintain a logbook of field training, continued professional training hours, and investigative experience. The purpose of this log is to assist in establishing the member as an expert witness in court appearances.

402.7 INCIDENT REPORTS

To ensure department incidents are documented in the Minnesota Fire Incident Reporting System (MFIRS), investigators should complete and submit a report to MFIRS for each investigation conducted. All areas of the report are to be filled out, and when an item is not applicable, N/A is to be placed in the box. For additional information, see the National Fire Incident Reporting System (NFIRS) Policy.

The Fire Marshal is responsible for reviewing and approving the investigative reports.

402.7.1 REPORTING TO MINNESOTA STATE FIRE MARSHAL

As soon as practicable, but no later than one week after the occurrence of the fire, the Fire Marshal shall provide a written statement to the SFM, using the form furnished by the SFM, of all the facts relating to the cause and origin of the fire investigated by the Apple Valley Fire Department (Minn. Stat. § 299F.04, Subd. 3).

For investigations of a fire involving a fatality, the Fire Marshal shall forward a copy of the investigative report to the SFM as soon as practicable (Minn. Stat. § 299F.04, Subd. 5).

Code Enforcement

403.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the process by which the Apple Valley Fire Department will enforce the Fire Code and other City fire and life safety codes or ordinances during inspections.

403.2 POLICY

It is the policy of the Apple Valley Fire Department to use inspections to help reduce the risk of injury or death due to fire and life-safety code-related violations and increase the safety of building occupants, the community and emergency responders.

403.3 PROCEDURE

The Apple Valley Fire Department may issue correction notices when violations of the applicable fire codes are found during fire and life-safety inspections.

Any violation determined by an inspector to pose an immediate fire danger or threat to life-safety should be referred to the Fire Marshal as soon as practicable.

403.3.1 INITIAL INSPECTIONS

An initial inspection should be made to determine if any violations exist and identify the code sections violated. A notice of correction should be issued for violations. The written correction notice should describe the conditions deemed to be unsafe, identify the code section violated and, when compliance is not immediate, specify a time for re-inspection, typically to occur within two weeks. The notice shall contain a statement explaining the right to appeal the order (Minn. Stat. § 299F.011, Subd. 6). This time frame may be adjusted at the inspector's discretion and based on the type of violation.

All inspections, meetings and telephone conversations should be documented and an inspection report completed including names, telephone numbers, dates, violations and any other pertinent information related to the inspection. All documentation should be maintained in an inspection file.

A copy of the inspection report should be left with the responsible party.

403.3.2 RE-INSPECTIONS

Violations that pose an immediate hazard to life or property should be corrected before the inspector leaves the premises (e.g., a required exit being chained or locked).

All other violations should be corrected by the date identified in the correction notice for re-inspection.

Generally, no more than two re-inspections should be conducted before escalating the process as provided in this policy.

Code Enforcement

403.3.3 TIME EXTENSIONS FOR COMPLIANCE

An inspector may extend the compliance period if reasonable progress is being made toward correcting the violation, or if a plan is established for completion and life and property are not being compromised. Extensions should only be granted when the inspector believes there is a high probability of obtaining complete compliance. The inspector may request that the responsible person submit a statement in writing, detailing the reason for the extension and the new compliance date.

403.3.4 FINAL NOTICES

A final notice may be used as the last warning notice issued prior to civil or criminal action. A final notice is not required prior to initiating legal action.

A final notice of violation should be provided to the violator by certified mail return receipt requested and should:

- Set a date by which the violator must correct the violation.
- Notify the violator of the date of the final re-inspection to verify code compliance prior to initiating legal action.
- Include a statement explaining the right to appeal the order (Minn. Stat. § 299F.011, Subd. 6).

403.3.5 ADMINISTRATIVE CITATION

If compliance is not achieved by the time of the final re-inspection, an administrative citation may be issued. An administrative citation informs a business that repeated attempts to gain compliance for outstanding violations were unsuccessful. The administrative citation may be delivered to the business owner in person or mailed via certified mail return receipt requested.

Administrative citations may continue to be issued until compliance is achieved or the matter is referred to legal counsel for legal action. Copies of all administrative citations should be sent to the Department's legal counsel as soon as practicable.

Alternative Materials and Methods Requests

404.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a procedure for receiving and processing requests for the use of Alternative Materials and Methods (AMM) in accordance with the Minnesota Fire Code (Fire Code § 104.9).

404.1.1 DEFINITIONS

Definitions related to this policy include:

Alternative materials and methods request (AMM) - A request from a permit applicant to deviate in some manner from the requirements of the Fire Code, consisting of the applicant and project information, a summary of the issue and the solution being proposed, identification of the specific Fire Code reference and the intent of the code, a description of why the standard requirements are not possible, feasible or desirable and a detailed description of the alternatives being proposed to mitigate the deficiency or code requirement.

404.2 POLICY

It is the policy of the Apple Valley Fire Department that requests for AMM shall be evaluated by the Fire Marshal or the authorized designee for compliance with the Minnesota Fire Code.

404.3 PROCEDURE

The following procedures have been established to assist the Department members in determining whether a proposed AMM is at least equivalent to that prescribed by the Minnesota Fire Code in quality, strength, effectiveness, fire resistance, durability and safety (Fire Code § 104.9).

404.3.1 PROJECT INFORMATION

For commercial, multi-family residential and residential tract projects, the applicant shall provide the following written information in addition to the plans necessary to evaluate the project:

- (a) Relevant project information including:
 - 1. The project name, address, contact person and telephone number.
 - 2. The owner's name, address and telephone number.
 - 3. Other specific information identifying the project as required (e.g., development permit type, tract, lot number).
- (b) The Minnesota Fire Code section or specific requirement for which the AMM is requested.
- (c) The alternative fire protection measures as part of the AMM proposal and how they establish equivalency to those prescribed in the code.
- (d) Any additional information identified by the Apple Valley Fire Department.

Alternative Materials and Methods Requests

404.3.2 SUBMITTAL PROCESS

- (a) One copy of the AMM proposal and other supporting information is required to be submitted to the Apple Valley Fire Department. Applicable fees due, in the amount indicated by the fee schedule currently in effect, should be paid upon submittal of the AMM proposal.
- (b) AMM requests will be evaluated by the Fire Marshal or the authorized designee. All such requests are evaluated on a case-by-case basis. Approval of an AMM request is based upon several factors, including, but not limited to, the level of equivalency achieved, the effect of the AMM on fire and emergency response and site conditions. All evaluations will be performed in the context of the specific project being reviewed.
- (c) If the AMM proposal provides an equivalent level of protection, considering all related conditions pertaining to the project, the Fire Marshal or the authorized designee will issue a written response granting approval. Such approval may be conditional upon implementation of additional requirements listed in the AMM approval that were not part of the original AMM proposal. Approval is granted only for the specific project under review and the conditions for approval shall not be construed as applicable to any other project.
- (d) In the event the AMM proposal does not provide an equivalent level of protection, the request will be denied and a written denial will be issued.
 - 1. Should the applicant submit a different AMM request for the same project or choose to revise and resubmit the previously denied request, additional AMM fees will apply.
 - 2. To facilitate the evaluation process, the applicant should include any previously denied AMM proposals when submitting a revised AMM request.
- (e) Upon completion of the evaluation, the written AMM approval or denial and a copy of the applicant's AMM proposal should be made available for pick up at the location specified by the Apple Valley Fire Department. Should evaluation of the AMM proposal require time and resources beyond the standard time allotted for this activity, additional time and materials fees may be assessed. Any additional fees assessed must be paid when the applicant picks up the AMM approval or denial.
- (f) The approved AMM proposal and written responses should be copied on the plans prior to plan approval. A copy of the AMM proposal and response should be kept at the project site at all times. This documentation may be required for review by the Fire Marshal or the authorized designee.

Community Fire Station Visitation Program

405.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the methods the Department uses to interact with the community, share information about the workings of a fire station and demonstrate the capabilities of various apparatus and equipment through educational activities conducted by the Fire Operations Division.

405.2 POLICY

The Apple Valley Fire Department will aggressively promote fire safety and public awareness through a variety of public information and education activities, including a fire station visit program operated by the Fire Operations Division.

405.3 PROCEDURE

- (a) The fire station visit program is an educational activity intended to allow school groups, service clubs, youth organizations, church groups, and other civic-minded organizations to schedule and participate in a tour of a working fire station. The types of groups and organizations appropriate for inclusion in the fire station visit program include but are not limited to the following:
 - 1. Preschool classes or groups (public or private)
 - 2. Kindergarten classes or groups (public or private)
 - 3. Primary and secondary school groups (public, church-based, or private)
 - 4. Chaperoned, organized youth groups that generally include persons 17 years of age and under and are sponsored and accompanied by adult representatives of a formal organization
 - 5. Service clubs and organizations that are generally voluntary nonprofit organizations where members meet regularly to perform charitable work either by direct hands-on efforts or by raising money for other organizations
- (b) The fire station visit program is not intended, nor should it be used, as an entertainment opportunity or for a commercial or for-profit purpose. The following types of groups, entities, and activities are not appropriate for inclusion in the fire station visit program:
 - 1. Birthday party groups
 - 2. Social networking groups
 - 3. Business networking groups
 - 4. For-profit tour groups, including profit-based foreign student groups
 - 5. Any group, entity, or activity that is part of a for-profit enterprise

Neither of the lists above is intended to be all-inclusive; rather, they are general representations of the types of groups that are either appropriate or inappropriate for inclusion in the fire station visit program.

Community Fire Station Visitation Program

Groups or organizations can request a fire station visit by notifying the Fire Prevention Division. Requests should be made at least 7 days prior to the date requested for the fire station visit. Fire Prevention Division personnel will evaluate each request accordance with this policy. Each evaluation will be considered uniformly and without discrimination as part of the application process.

405.3.1 SCHEDULING FIRE STATION VISITS

The Fire Prevention Division should notify the personnel of the crew assigned to conduct each scheduled visit. The Fire Prevention Division personnel should confirm the appointment for the station visit with the applicant and act as the point of contact for the applicant regarding any questions, issues, or changes in the scheduled visit.

405.3.2 ADDITIONAL CONSIDERATIONS

The fire station visit program will operate within the following parameters:

- (a) Participating group size will generally be limited to 30 persons, including chaperones and drivers. Larger groups may apply but approval of the application will depend on the availability of a Fire Prevention Division representative to assist with managing the tour on the day of the visit.
- (b) Station visits should be scheduled for a maximum of one hours and generally during regular business hours.
- (c) The crew assigned to manage a station visit should remain in-service and available for emergency calls during the visit. Visiting groups should be notified in advance that the crew may be called away from the station at any time and the visit may then be canceled.
- (d) Station visit participants should not be allowed to enter the private crew sleeping or dressing areas of the station.
- (e) The fire crews managing each station visit should ensure that no confidential information or information protected by the Health Insurance Portability and Accountability Act (HIPAA) is visible or accessible to the station visit participants. Specific areas of the station may be closed to the visiting groups as needed to protect confidential and/or protected materials.

405.4 RECORD-KEEPING

The Fire Prevention Division should maintain a record of all requestsfor the station visit program. The records should include:

- (a) The name and contact information for the group or organization requesting a fire station visit.
- (b) The name of the group leader or person submitting the application.
- (c) Information regarding the approval or denial of the application. For denied applications, the reason for the denial should be listed (e.g., non-conforming group, scheduling conflict, no crew availability).
- (d) The scheduled date and time of each approved visit.

Apple Valley Fire Department

Fire Policy Manual

Community Fire Station Visitation Program

- (e) The crew assigned to manage the visit.
- (f) Confirmation that the group or organization completed the station visit or the reason it was not completed.

These records should be retained in accordance with the department's established records retention schedules.

Fireworks Displays

406.1 PURPOSE AND SCOPE

The purpose of this policy is to establish general guidelines for the use of pyrotechnic devices in public fireworks displays to ensure that minimum life-safety procedures and practices are followed. The policy also outlines the Apple Valley Fire Department standards for the storage and disposal of illegal fireworks.

406.2 POLICY

Fireworks are energetic materials that are inherently dangerous and should always be handled with caution. Heat, shock and friction may ignite them, and in all cases safety should be the primary concern.

It is the policy of the Apple Valley Fire Department to observe the Minnesota fireworks law and follow the regulations prepared by the local, state or regional authorities governing the use of fireworks in public displays when enforcing permitting requirements, plan review and inspections (Minn. Stat. § 624.22). The Department shall observe the federal regulations governing the storage and disposal of explosives (27 CFR 555.201 et seq.).

406.3 PERMITTING PROCESS

Applications for permits for public fireworks displays shall be made in writing at least 15 days prior to the proposed display. Applications shall initially be submitted to the municipal clerk or State Fire Marshal in a timely manner in order to ensure the appropriate allocation of resources and to allow adequate time to address any changes that may be required (Minn. Stat. § 624.22, Subd. 1; Minn. R. 7511.5608, Subp. 1).

Applications forwarded to the Department by a municipal clerk or the State Fire Marshal should be promptly referred to the Fire Chief for investigation as to the competency of the operator and for a thorough plan review. The Fire Chief shall notify the municipal clerk or State Fire Marshal regarding the approval or denial of the application.

When applying for a public fireworks display permit, an application should contain the following information and evidence:

- (a) The name of the organization sponsoring the display, and the names and pyrotechnic operator license numbers of persons actually in charge of the display.
- (b) The date and time the display is to be held.
- (c) The exact location planned for the display.
- (d) The size and number of all fireworks to be discharged including the number of set pieces, shells and other items. Shells shall be designated by diameter specifying single, multiple break or salute.
- (e) The manner and place of storage of all fireworks prior to, during and after the display.
- (f) A diagram of the grounds on which the display is to be held showing:

Fireworks Displays

1. The point at which the fireworks are to be discharged.
 2. The location of all buildings, roads and other lines of communication.
 3. The lines behind which the audience will be restrained.
- (g) The location of all nearby trees, telegraph or telephone lines, or any other overhead obstruction.
- (h) Proof that satisfactory workers' compensation insurance is carried for all employees.
- (i) Documentary proof of public liability insurance.
- (j) That the operator or supervisor of the fireworks display has been certified by the Minnesota State Fire Marshal (Minn. Stat. § 624.22, Subd. 1).
- (k) The name and resale license number of the wholesaler who supplied all of the items used in the display.

The permittee shall be responsible for compliance with the provisions under which a public fireworks display permit has been granted. A letter is required from the sponsor or pyrotechnic company acknowledging that any additional fees will be billed directly to the sponsor or company. Public displays fired on private property must also include a letter from the current property owner approving the event and holding the Apple Valley Fire Department, its officers and the City harmless for any damages or liability.

406.3.1 PLANS

A fully dimensioned plot plan shall be included with the application that shows:

- (a) The location of the display set-up and the location, including the distance of the firing box from the display.
- (b) All access roads, including road width, hydrant locations and ingress and egress points.
- (c) All structures located in or near the firing area and a fallout area based upon 100 feet per inch of shell size.

406.3.2 INSPECTIONS

All department personnel involved in the inspection of any public fireworks display set-up and firing should inspect for compliance with the current rules for displays disseminated by the Minnesota State Fire Marshal and including at least the following requirements (Minn. Stat. § 624.22, Subd. 1(f)):

- (a) A minimum of two currently serviced 2.5-gallon pressurized water extinguishers shall be available on the site.
- (b) A water container for duds or misfired shells shall be available on the site.
- (c) Barricades or barriers shall be used to keep unauthorized personnel out of the firing and fallout areas.

Fireworks Displays

- (d) Mortars are to be in good condition, with base plugs in place, no splits or bulges in the tubes or bent or frayed muzzles.
- (e) Operators and assistants located within the fallout area are required to have proper safety gear and protective clothing on during the firing of the display and immediately after the display.
- (f) If mortar racks are used, they shall be stable and secure.
- (g) Mortars up to 5 inches in diameter and buried in earth or placed in troughs or drums shall be spaced 3 feet apart from the sides of the drum or trough.
- (h) Mortars 6 inches or larger in diameter and buried in earth or placed in drums and troughs shall be spaced a minimum of 5 feet apart or from the sides of the drum or trough. When a mortar requiring 5 feet of space is placed adjacent to a mortar requiring only 3 feet of spacing, the larger shall apply.
- (i) Electrically fired shows require that all mortars buried in earth or placed in drums and troughs shall be nominally spaced 2 feet apart from the sides of the drum or trough.
- (j) No smoking is permitted in firing or display areas.
- (k) During the electrical firing, no one is allowed to enter the firing area of the display.
- (l) Electrically fired shows require that all technicians shall be positioned a minimum of 100 feet from any mortar and positioned so as to be protected from the direct line of fire.
- (m) A continuity test shall be conducted prior to the test fire.

The inspection will include, but is not limited to:

- (a) Verification that the operator hold a proper pyrotechnics operator license and assistants hold proper pyrotechnics licenses.
- (b) Verification of identification and age of all unlicensed assistants.
- (c) Inspection and inventory of fireworks shells to be discharged.
- (d) Inspection of racks to determine proper spacing and bracing.
- (e) Inspection of mortars used to fire aerial shells.
- (f) Inspection of ready boxes.
- (g) A test fire utilizing the largest non-salute type shell permitted in the display shall be conducted one hour prior to the display and shall be witnessed by an Apple Valley Fire Department inspector.
- (h) Inspection of any other components of the display as deemed appropriate by the inspector.

Fireworks Displays

406.4 STORAGE AND DISPOSAL OF ILLEGAL FIREWORKS

Any fireworks seized pursuant to state law shall be stored in a manner approved by the Apple Valley Fire Department Fire Marshal until relinquished to the local state or regional authorities for destruction (Minn. Stat. § 624.24).

The Apple Valley Fire Department Fire Marshal or the authorized designee shall notify the local, state or regional authorities not more than three days after the date of seizure of any fireworks and shall state the reason for the seizure and the quantity, type and location of the fireworks. Seized fireworks shall be held in trust for the appropriate authority and shall be disposed of in a manner approved by the State Fire Marshal.

- (a) Routine seizures (quantities that are temporarily manageable):
 - 1. Inventory, randomly sample and photograph the seized fireworks.
 - 2. Complete any forms required by the appropriate authority and forward as the form instructs.
 - 3. If the fireworks are in the original U.S. Department of Transportation (DOT) shipping cartons, do not remove.
 - 4. Loose fireworks must be placed in good quality cardboard boxes, such as banker boxes, the boxes that photocopy paper comes in or similarly sized moving boxes. The boxes must have functional lids.
 - 5. The boxes must be labeled with the following information: type of fireworks, seizing agency's name, person responsible for the sorting and the date.
 - 6. The following items should not be included:
 - (a) Improvised Explosive Devices (IED) and explosives (a bomb squad should handle these)
 - (b) Trash (including expended fireworks, lighters and matches)
 - (c) Any evidence or contraband that is not related to fireworks (e.g., weapons, drugs, paraphernalia)
 - (d) Friction-initiated fireworks (e.g., Snap Caps) should be packaged separately from any other items
- (b) Seizures that require immediate assistance (quantities that exceed the capability of the Apple Valley Fire Department to manage):
 - 1. Inventory, randomly sample and photograph the seized fireworks.
 - 2. Complete the necessary report and forward it to the appropriate authority.
 - 3. If the fireworks are in the original U.S. DOT shipping cartons, do not remove them.
 - 4. Cause the seized fireworks to be removed at the expense of the owner (Minn. Stat. § 624.24).

Apple Valley Fire Department

Fire Policy Manual

Fireworks Displays

The Apple Valley Fire Department will remain as the lead agency responsible for prosecuting any case involving fireworks seized by the Department or may receive assistance from local law enforcement.

Hazardous Materials Disclosures

407.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the requirements for the receipt of dangerous or hazardous material submittals in compliance with local, state and federal requirements and for the inspection of the businesses that handle hazardous materials (Minn. Stat. § 299F.094).

407.2 POLICY

The Apple Valley Fire Department will work in coordination with the Regional Review Committee (RRC) regarding the receipt of dangerous or hazardous material submittals and necessary inspections (Minn. Stat. § 299K.04).

407.3 SUBMITTALS

Businesses treating, storing or disposing of dangerous or extremely hazardous substances in quantities regulated by state law are required to submit notification forms and annual reports to the Department (Minn. Stat. § 299F.094).

Businesses required to prepare or have available a safety data sheet (SDS) for a hazardous chemical under the Occupational Safety and Health Act of 1970 (29 USC § 651 et seq.) and regulations promulgated under that Act are also required to submit a Safety Data Sheet (SDS) and hazardous chemical inventory forms (42 USC § 11021; 42 USC § 11022).

407.4 INSPECTIONS

The Department shall conduct field inspections of facilities that are subject to the requirements of this policy (Minn. Stat. § 299F.094). Any deficiencies noted during field inspections should be documented and the facility advised to make the necessary corrections. Any deficiencies noted should be reported to the RRC.

Where appropriate, the Department will enforce any applicable laws and suggest preventive measures designed to minimize the risk of the release of hazardous material into the workplace or environment.

407.5 PUBLIC RECORDS

Generally, submissions received by the Department are considered public records. Some information is subject to trade secret protection pursuant to state or federal law (40 CFR 350.5; Minn. Stat. § 299F.096).

Requests to inspect submissions shall be processed in accordance with the Release of Records Policy.

Maximum Occupancy - Overcrowding

408.1 PURPOSE AND SCOPE

The purpose of this policy is to establish standards for abating overcrowded conditions in places of assembly. This policy shall apply to all assembly occupancies and other occupancies which may be subject to overcrowding pursuant to the provisions of the Minnesota State Fire Code.

408.2 POLICY

It is the policy of the Apple Valley Fire Department to protect the safety of the public through enforcement of the Fire Code regarding occupancy overcrowding.

408.3 ENFORCEMENT

Any member of the Department, upon finding overcrowded conditions beyond the approved capacity of a building or portion thereof, or obstructions in aisles, passageways or other means of egress, or upon finding any condition which constitutes a life-safety hazard, is authorized to cause the event to be stopped until such condition or obstruction is corrected (Fire Code § 107.6).

408.3.1 COMPLAINTS RECEIVED DURING NORMAL BUSINESS HOURS

All routine complaints of overcrowded conditions shall be forwarded to the Fire Prevention Division for investigation and follow-up. The complaint shall be entered into the complaint management system as soon as practicable and shall be assigned to an available inspector. The inspector should promptly investigate the complaint and notify the appropriate supervisor of the findings. All findings shall be documented in the complaint management system. All overcrowding hazards should be mitigated as necessary, in accordance with this policy.

408.3.2 COMPLAINTS RECEIVED AFTER HOURS

All complaints of overcrowding received by Dakota 911 after hours shall be routed to the chief officers of the department. Depending upon the urgency of the complaint, the chief officers may choose to take any of the following actions, as deemed necessary to investigate the complaint:

- Investigate the complaint and abate the hazard as necessary, in accordance with this policy.
- Dispatch an engine company to investigate the complaint and abate the hazard as necessary, in accordance with this policy.
- Call for assistance from the Fire Marshal, who should investigate the complaint and abate the hazard as necessary, in accordance with this policy.
- Call for local law enforcement support.

408.3.3 OVERCROWDING MITIGATION AND ABATEMENT

Each complaint of overcrowding will be unique and shall be fully investigated based upon the circumstances presented with the occupancy. If at any time, in the investigating officer's opinion, the overcrowding condition poses an immediate life safety hazard, the investigating officer is

Maximum Occupancy - Overcrowding

authorized to cause the event to be stopped and the occupancy to be vacated immediately, until such condition or obstruction is corrected in accordance with this policy (Fire Code § 107.6). The investigating officer shall immediately notify the Fire Marshal any time the decision is made to vacate an occupancy. Whenever practicable, the investigating officer should consult the Fire Marshal prior to requiring that an occupancy be vacated.

408.3.4 FIRST DOCUMENTED OVERCROWDING OFFENSE

Routine overcrowding complaints that do not pose an immediate life safety hazard should be investigated and abated as necessary, in accordance with established procedures. A warning letter should be issued to the business owner advising that any future overcrowding cases may result in a criminal citation being issued.

408.3.5 SECOND DOCUMENTED OVERCROWDING OFFENSE

The second and all subsequent documented cases of overcrowding should result in a criminal citation being issued, in accordance with Apple Valley Fire Department procedures.

Juvenile Firesetter Referrals

409.1 PURPOSE AND SCOPE

The purpose of this policy is to provide department personnel with resources for helping juvenile firesetters and their families receive the help they need through education, diversion, assessment and psychological services, in cooperation with local nonprofit organizations.

409.2 POLICY

It is the policy of the Apple Valley Fire Department to participate in a coordinated effort with the programs of the State Fire Marshal (Minn. Stat. § 299F.059) and local nonprofit organizations to provide appropriate referral or treatment services to juveniles from this jurisdiction.

409.3 PROCEDURE

Entry into a juvenile firesetter program may be recommended by department personnel following a request from parents, guardians or caregivers or as a result of a fire incident. There are four types of referrals:

409.3.1 CAREGIVER REFERRALS

Parents or guardians who call the Apple Valley Fire Department for assistance will be directed to a member trained in juvenile firesetter intervention. When possible, telephone contact should be made with the parents within 48 hours of the Department being contacted. Parents should be provided with information about the program options and should be encouraged to make an appointment with the Department's Fire Prevention personnel. A pre-interview form should be completed during the telephone contact.

409.3.2 WALK-IN REFERRALS

If someone comes to a fire station with a child who may be involved with firesetting, that person should be referred to Fire Prevention. When appropriate, a Fire Prevention member should be contacted to advise of the walk-in contact and asked to return to the station, if possible.

409.3.3 FIRE DEPARTMENT REFERRALS

If a juvenile firesetter is identified at a fire scene, the Incident Commander (IC) should contact the Fire Prevention Division. The IC should be directed by the Fire Prevention Division advising what action is being taken with the juvenile and his/her family.

If evidence at a fire scene indicates a juvenile started the fire, the IC must contact a fire investigator and report this involvement in a fire incident report. The report should indicate that:

- The person involved in the ignition of the fire was a child or a person under the age of 18.
- The fire was arson.
- The information known about the juvenile (e.g., name, age, sex, address).

Juvenile Firesetter Referrals

- The parent or guardian information, if known.

A copy of the report should be sent to the Fire Prevention Division.

The IC should call a fire investigator any time there is evidence of arson, when there are witnesses with information that could identify the juvenile firesetter, or when the suspect is still at the scene.

A juvenile who has been referred to the Department by the juvenile justice court will be assigned to a member of the Fire Prevention Division. If the juvenile fails to attend any mandated program sessions, the Fire Prevention member should notify the court or the juvenile's probation officer. If the juvenile successfully attends all required sessions and completes the program, the Fire Prevention member should send a program completion letter on department letterhead to the juvenile's probation officer.

409.4 PROGRAM COMPONENTS

The following components should be included in any juvenile firesetter program. Depending on the individual situation, some of the steps may not apply.

Assessment - The first step is generally a family interview including an assessment as recommended in the Juvenile Firesetter Intervention Handbook of the Federal Emergency Management Agency (FEMA) at a location designated by the Apple Valley Fire Department. Assessments may be conducted at the child's home or living environment of the child and family members are encouraged to attend.

Diversion - Diversion is a process that allows the child to complete all or some of the program after which a citation can be dismissed or not processed. For admission into diversion, the juvenile will undergo a criminal background check. A parent or legal guardian and the child must attend a diversion hearing (held at offices), where the child will be asked to describe behaviors and to answer questions to assess whether the child is at risk of repeating his/her offense. The child's parents or legal guardians and the child may be asked to sign a contract that requires specific actions to qualify the child for continued participation in the firesetter program. When the child successfully completes the program the Department will process a request to dismiss the citation.

Educational intervention - In this step families attend a fire safety academy. It is recommended that all family members attend. Academies may be conducted several times throughout the year and child/family placement is subject to availability. Academies should be broken into age-appropriate classes for the juveniles. Informational training seminars should be included for parents and guardians.

Counseling - The Department may recommend family counseling. If a child and family have been referred to counseling, it is strongly recommended that the counseling occur concurrently with academy attendance. A list of local organizations and resources should be provided to the family.

Behavioral update - After completing the academy and/or counseling, a representative from the firesetter program may follow up with adults in the child's home to discuss the child's behavior and review any progress.

Apple Valley Fire Department

Fire Policy Manual

Juvenile Firesetter Referrals

The Fire Prevention Division should produce regular reports specific to juvenile firesetters and outcomes. Reports should be included in department training programs as part of awareness and disposition outcomes.

Fire Watch Services

410.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidance for the Department regarding incidents or situations which may require a fire watch due to required automatic fire protection and/or detection services that are inoperable, construction/demolition activities, hot work or other high risk activities or events which may have an adverse impact on public safety.

410.1.1 DEFINITIONS

Definitions related to this policy include:

Fire guard - A person who is properly trained and whose sole duty is to patrol the premises and watch for fire. This person should be equipped with an approved means of contacting the Department in the event of a fire. Several fire guards might comprise a single fire watch.

Fire watch - A temporary measure intended to ensure continuous and systematic surveillance of a building or portion thereof by one or more qualified individuals for the purposes of identifying and controlling fire hazards, detecting early signs of unwanted fire, raising an alarm of fire and notifying the Apple Valley Fire Department. A fire watch may be conducted by Department personnel.

High life-risk occupancy - Hospitals, care facilities, schools and high-rise buildings.

Hot work - Operations including cutting, welding, Thermit welding, brazing, soldering, grinding, thermal spraying, thawing pipe, installation of torch-applied roof systems or any other similar activity.

410.2 POLICY

It is the policy of the Apple Valley Fire Department that the Department will, where required, ensure appropriate measures are taken to protect building occupants, spectators or other attendees of certain events in accordance with the Fire Code.

410.3 RESPONSIBILITIES

Upon notification that hot work activities are being performed or that required automatic fire protection or detection systems are inoperable and the building or occupancy has not been evacuated, the Fire Marshal or the authorized designee shall ensure that a fire watch is implemented (Fire Code 901.7; Fire Code 2604.2).

During special events or other activities, the Fire Marshal should make a determination whether the location, premises, building or event has a high life-risk occupancy and, if so, require or implement a fire watch. If the location does not have a high life-risk occupancy, the Fire Marshal or the authorized designee shall evaluate each set of unique circumstances and make a determination whether the property owner or event manager shall implement a fire watch.

For a fire watch implemented due to required automatic fire protection systems being inoperable in a building or occupancy that has not been evacuated, the following responsibilities apply:

Apple Valley Fire Department

Fire Policy Manual

Fire Watch Services

- (a) The owner or the authorized designee shall immediately notify the Apple Valley Fire Department any time an automatic fire protection or detection system is not in operation.
- (b) Any repair or corrective action should be immediately initiated by the owner or the authorized designee. After repair or corrective action is completed and the system is back in service, the Apple Valley Fire Department and occupants should again be notified by the owner or the authorized designee.
- (c) A fire watch should be provided when the required system cannot be repaired in a timely manner (within 24 hours) and/or the lack of protection creates a building or safety hazard as determined by the Fire Marshal or the authorized designee. A fire watch shall be established immediately, however, when required fire protection, detection and alarm systems are not in operation in high life-risk occupancies, such as hospitals, care facilities, schools, high-rise buildings and certain assemblies.
- (d) Building occupants must be notified within 24 hours of a fire watch being established.
- (e) The minimum level of fire watch service shall be one fire guard per floor in multi-story buildings and one fire guard for each fire protection system zone in a single-story building. Additional fire guards may depend on the hazard and building design. The fire watch service will continue until the automatic fire protection or detection system is placed back in service. Fire guards shall be provided with at least one approved means of notifying the Department and their only duty shall be to perform constant patrols of the premises to watch for fires.

Chapter 5 - Emergency Medical Services

Health Care Directives

500.1 PURPOSE AND SCOPE

This policy identifies the circumstances and types of documents required for department Emergency Medical Services (EMS) members to withhold or withdraw resuscitative or life-sustaining measures based on Minn. Stat. § 145C.02 regarding health care directives.

Nothing in this policy should be interpreted to limit EMS members from relieving an airway obstruction.

500.1.1 DEFINITIONS

Do not resuscitate order (DNR) - A document that directs a health care provider not to make resuscitative efforts, such as chest compressions, defibrillation, assisted ventilation, basic airway adjuncts, advanced airway adjuncts (e.g., endotracheal tube, Combitube®), cardiopulmonary medications or other medications or means intended to initiate a heartbeat or to treat a non-perfusing rhythm.

Health care agent - An individual age 18 or older who is appointed by a principal in a health care power of attorney to make health care decisions on behalf of the principal (Minn. Stat. § 145C.01, Subd. 2).

Health care directive - A written instrument that complies with Minnesota law and includes one or more health care directions, a health care power of attorney or both; or a durable power of attorney for health care executed under Minnesota law before August 1, 1998 (Minn. Stat. § 145C.01, Subd. 5a).

Palliative care - The total care of patients who are not responsive to curative treatment, designed to achieve the highest quality of life possible.

Principal - An individual age 18 or older who has executed a health care directive that is in compliance with Minnesota law (Minn. Stat. § 145C.01, Subd. 8).

500.2 POLICY

It is the policy of the Apple Valley Fire Department that EMS members honor health care directives to withhold or withdraw resuscitative measures.

500.3 GUIDELINES

The following guidelines should be used by members who are presented with a health care directive:

- (a) EMS members shall honor a DNR order when it can be reasonably established that the patient is the subject of the DNR order and either:
 - 1. EMS members have identified a health care directive that includes a DNR order as defined in this policy.

Health Care Directives

2. EMS members have personally seen the DNR order in the patient's medical record in a health care facility and they reasonably believe it has not been revoked.
 - (b) DNR patients should receive non-resuscitation-related palliative care and other comfort measures, as would any other person.
 - (c) A DNR order shall be disregarded if the patient requests resuscitative measures.
 - (d) When EMS members honor a DNR order, they should note in the report that a DNR order was presented and honored, and shall document the circumstances surrounding the DNR order.
 - (e) Responding ALS ambulance contact should be made, the primary Paramedic consulted and resuscitation initiated:
 - (a) If there are any questions concerning the validity of the DNR order.
 - (b) If a health care directive containing a DNR order is incomplete or not signed.
 - (c) When a document other than those noted in this policy is presented.
 - (d) Any time EMS members have concerns or require assistance.

Latex Sensitivity

501.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures to ensure that all department members are aware of the potential for severe allergic reactions caused by contact with products containing latex and how to mitigate patient exposure.

501.1.1 DEFINITIONS

Definitions related to this policy include:

Latex sensitivity - Allergic reactions after exposure to products containing latex/natural rubber (e.g., balloons, rubber gloves, other consumable medical products or medical devices).

501.2 POLICY

It is the policy of the Apple Valley Fire Department that members shall take precautions and follow the latex sensitivity policy any time members are advised that a patient is known to have a latex sensitivity. When the use of a latex product is unavoidable, reasonable precautions shall be taken to prevent a latex sensitivity reaction in a patient.

501.3 PROCEDURE

If treating members are aware that a patient has a history of latex sensitivity, efforts to minimize exposure should be initiated. If a patient begins exhibiting signs of latex sensitivity or anaphylaxis, members should immediately initiate medical treatment and make reasonable efforts to minimize additional exposure to latex products.

If time permits before loading the patient into the ambulance, the interior surfaces should be wiped down with a wet towel to reduce the presence of powder that contains latex proteins. All members wearing latex gloves should cover them with a pair of non-latex gloves. Latex gloves should not be removed as this can put dust or powder in the ambient environment for up to five hours. Members should provide a barrier between equipment and the patient by covering all latex-containing medical devices with stockinette or plastic wrap.

Treating members should notify the ambulance service staff of the latex-sensitive patient.

Field units should strive to carry the following latex-free equipment:

- Nitrile exam gloves
- Airway equipment (e.g., bag valve masks, oxygen masks, nasal cannulas, oral airways, suction catheters)
- Plastic or soft cloth tape
- Stockinette or plastic wrap to use as a barrier on medical equipment (e.g., blood pressure cuff, splints, stethoscopes)

Apple Valley Fire Department

Fire Policy Manual

Latex Sensitivity

Care should be taken to avoid storing uncovered latex gloves with other medical and/or airway equipment.

Chapter 6 - Training

Emergency Response Apparatus Driver/Operator Training

600.1 PURPOSE AND SCOPE

The purpose of this policy is to enhance the safety of members and the public by ensuring that all Apple Valley Fire Department members who operate emergency response apparatus as part of their duties receive appropriate training.

600.1.1 DEFINITIONS

Definitions related to this policy include:

Emergency response apparatus - Any vehicle used by the Department to respond to emergency calls for service. This definition includes, but is not limited to engines, aerials, specialty apparatus, command vehicles and ambulances.

600.2 POLICY

It is the policy of the Apple Valley Fire Department that all members who operate emergency response apparatus shall successfully complete driver/operator training that meets or exceeds the requirements of National Fire Prevention Association (NFPA) 1002, 2009 edition.

Training should include written, oral and practical evaluations to demonstrate proficiency. The Training Officer shall annually audit and update driver/operator training materials to ensure compliance with local, state and federal requirements.

600.3 REQUIREMENTS

All members who operate emergency response apparatus shall have training validating competent operational and driving skills consistent with NFPA 1002, 2009 edition.

All members shall have completed an emergency vehicle driving course approved by the Apple Valley Fire Department

600.4 TRAINING OFFICER RESPONSIBILITIES

It shall be the responsibility of the Training Officer to ensure that any member required to drive emergency response apparatus as a part of his/her normal duties has received all training required for competent, safe operation of the apparatus.

The Training Officer shall coordinate with the Department member appointed to monitor driver license status to ensure members have valid driver licenses, in accordance with the Driver License Requirements Policy.

CPR and Automated External Defibrillator (AED) Training

601.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the training requirements for members to maintain the current and valid certificate that is required to perform CPR and to utilize an automated external defibrillator (AED).

601.1.1 DEFINITIONS

Definitions related to this policy include:

Defibrillator – An automatic, semi-automatic, or manual device that delivers an electric shock at a preset voltage to the myocardium through the chest wall and that is used to restore the normal cardiac rhythm and rate when the heart has stopped beating or is fibrillating (Minn. Stat. § 144E.001, Subd. 5b).

Qualified instructor - An individual who is qualified in accordance with the requirements of the Minnesota Office of Emergency Medical Services (Minn. Stat. § 144E.283).

601.2 POLICY

It is the policy of the Apple Valley Fire Department that all members whose duties include the use of an AED or the performance of CPR shall receive initial and recertification training to maintain the current and valid certificate that is required to utilize such equipment and/or skills. Initial training and recertification will consist of courses approved by the Minnesota Office of Emergency Medical Services and/or the Department Medical Director, and will be provided by qualified instructors.

601.3 REQUIREMENTS

CPR and AED training should include:

- Proper use, maintenance, and periodic inspection of the AED.
- The importance of CPR, defibrillation, Advanced Life Support (ALS), adequate airway care, and internal emergency response system, if applicable.
- Assessment of an unconscious patient to include evaluation of the airway, breathing, and circulation to determine cardiac arrest.
- The administration of CPR, obstructed airway, and other health care provider CPR curriculum skills.
- Information relating to AED safety precautions to enable the administration of a shock without jeopardizing the safety of the patient, rescuers, or other nearby persons.
- Recognition that an electrical shock has been delivered to the patient and that the defibrillator is no longer charged.
- Rapid, accurate assessment of the patient's post-shock status.
- The appropriate continuation of care following a successful defibrillation.

CPR and Automated External Defibrillator (AED) Training

In order to be authorized to perform CPR and utilize the defibrillator, an individual shall pass a written and skills examination with a pre-established standard. The skills test measures the ability to evaluate and manage the conditions listed above.

All CPR and AED training provided by the Department shall be approved and monitored by the Minnesota Office of Emergency Medical Services and/or the Department Medical Director, which shall also approve any written and skills examinations required for course completion. The Office of Emergency Medical Services shall approve AED instructors and will license public safety AED service providers.

601.4 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all CPR and AED training provided to members, in accordance with the Office of Emergency Medical Services and under City or department Medical Director policy and protocol. Records should include but are not limited to:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The name or other identifier and job title of the members who received the training.
- (d) The names, certificate numbers, and qualifications of the person conducting the training.

The Training Officer should maintain the training records in accordance with established records retention schedules.

Communicable Disease Training Program

602.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a training program to ensure members have the skills and knowledge to protect themselves against communicable diseases.

602.2 POLICY

It is the policy of the Apple Valley Fire Department to make members' health and safety a priority by providing initial and recurring communicable disease training.

602.3 TRAINING REQUIREMENTS

The Health and Safety Officer, working with the Training Officer shall be responsible for:

- (a) Developing and implementing a training program on the Communicable Diseases Policy and an exposure control plan.
- (b) Remaining current on all legal requirements concerning communicable disease training mandates and reasonable training goals.
- (c) Maintaining an up-to-date list of personnel requiring training.
- (d) Maintaining class rosters and quizzes, and periodically reviewing and updating the training program.
- (e) Ensuring that the training mandates set forth in Minn. Stat. § 182.653, Minn. R. 5206.0700 and 29 CFR 1910.1030 are included in the training program and are met by all members.

602.4 MEMBER TRAINING

Any member whose duties place him/her at risk for exposure to communicable disease shall receive department-provided, no-cost training during working hours (Minn. Stat. § 182.653; Minn. R. 5206.0700; 29 CFR 1910.1030).

Communicable disease training shall occur prior to an initial assignment to tasks where exposure may take place and at least annually thereafter (Minn. Stat. § 182.653; 29 CFR 1910.1030). Training shall specifically include those infectious agents that are listed in Minn. R. 5206.0600, to which members may be routinely exposed.

The Health and Safety Officer acting as the Exposure Control Officer (ECO), shall exercise reasonable diligence in evaluating the workplace for the presence of other recognized infectious agents that are not listed in Minn. R. 5206.0600 and provide training on those as well (Minn. R. 5206.0700).

602.4.1 BLOODBORNE PATHOGENS TRAINING

Bloodborne pathogens training shall contain, at a minimum (Minn. R. 5206.0700; 29 CFR 1910.1030):

Communicable Disease Training Program

- (a) A copy of relevant Minnesota regulations and 29 CFR 1910.1030, and an explanation of their contents.
- (b) A general explanation of the epidemiology and symptoms of bloodborne diseases.
- (c) An explanation of the modes of transmission of bloodborne pathogens.
- (d) An explanation of the exposure control plan and where a copy can be obtained.
- (e) An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.
- (f) An explanation of the use and limitations of methods that will prevent or reduce exposure, including appropriate engineering controls, work practices and personal protective equipment (PPE).
- (g) Information on the types, proper use, location, removal, handling, decontamination and disposal of PPE.
- (h) An explanation of the basis for selection of PPE.
- (i) Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge.
- (j) Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.
- (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 that the employer is required to provide for the employee following an exposure incident.
- (m) An explanation of the signs, labels and color coding of hazard labels.
- (n) An opportunity for interactive questions and answers with the person conducting the training session.

The material used shall be appropriate in content and shall use vocabulary suited to the member's educational level, literacy and language (Minn. R. 5206.0700; 29 CFR 1910.1030).

The person conducting the training shall be knowledgeable in the subject matter that is being covered in the training (Minn. R. 5206.0700; 29 CFR 1910.1030).

602.5 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all communicable disease training provided to members. Records should include, but are not limited to, the following:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The name or other identifier and job title of the members who received the training.
- (d) The names, certificate numbers and qualifications of persons conducting the training.

Apple Valley Fire Department

Fire Policy Manual

Communicable Disease Training Program

The Training Officer should maintain the training records for three years (Minn. R. 5206.0700, Subp. 1). The Department may request that members sign statements that they have received appropriate training under Minn. Stat. § 182.653 once the training has been completed.

Hazard Communication/Employee Right-to-Know Program Training

603.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the required training regarding the Department's hazard communication program. This policy identifies who must receive training, training content requirements, when additional or supplemental training is required and what record keeping is necessary to comply with state law.

This policy is also meant to address training requirements in the Department Employee Right-to-Know (ERTK) program under Minn. R. 5206.0700, with the exception of training regarding infectious agents and bloodborne pathogens. These are addressed in the Communicable Diseases Policy.

603.1.1 DEFINITIONS

Definitions related to this policy include (Minn. Stat. § 182.651; Minn. R. 5206.0100):

Harmful physical agent - A physical agent determined by the Minnesota Department of Labor and Industry to be harmful. This includes heat, noise, and ionizing and non-ionizing radiation (Minn. R. 5206.0500).

Hazardous substance - A chemical or substance, or mixture of chemicals or substances, which:

- (a) Is regulated by the federal Occupational Safety and Health Administration (OSHA) under 29 CFR 1910 subpart Z (29 CFR 1910.1000 et seq.).
- (b) Is either toxic or highly toxic, an irritant, corrosive, a strong oxidizer, a strong sensitizer, combustible, either flammable or extremely flammable, dangerously reactive, pyrophoric, pressure-generating, a compressed gas, a carcinogen, a teratogen, a mutagen, a reproductive toxic agent, or a substance of chemical that may otherwise, according to generally accepted documented medical or scientific evidence, cause substantial acute or chronic injury or illness during or as a direct result of any accidental or intentional exposure to the chemical or substance.
- (c) Is determined by the Minnesota Department of Labor and Industry to present a significant risk to worker health and safety, or imminent danger of death or serious physical harm to an employee as a result of foreseeable use, handling, accidental spill, exposure or contamination (see Minn. R. 5206.0400 for a detailed list).

603.2 POLICY

It is the policy of the Apple Valley Fire Department, in accordance with the Hazard Communication/ERTK program, to provide members with effective information and training on hazardous substances and harmful physical agents in their work area at the time of their initial assignment and whenever a new hazard is introduced.

Hazard Communication/Employee Right-to-Know Program Training

603.3 TRAINING REQUIREMENTS

The initial hazard communication/ERTK program training shall include, but is not limited to, the following topics (Minn. R. 5206.0700):

- (a) Members shall be informed of any operations in their work area where hazardous substances are present.
- (b) Members shall be informed of the location and availability of information regarding any hazardous substances or harmful physical agents, and Safety Data Sheets (SDS), as required by the state.
- (c) Members shall be trained in the methods and observations that may be used to detect the presence or release of a hazardous substance or a harmful physical agent in the work area.
- (d) Members shall be trained in the physical and health hazards of the substances in the work area and the measures they can take to protect themselves, including specific procedures the Department has implemented to protect them from exposure to hazardous substances and harmful physical agents. These include appropriate work practices, emergency procedures and personal protective equipment (PPE).
- (e) Members shall be provided with an explanation of the labeling system and the SDS, and how they can obtain and use the appropriate hazard information.
- (f) Members shall be trained in all topics required in the Department's ERTK program (see the Hazard Communication/Employee Right-to-Know (ERTK) Program Policy), to include (Minn. Stat. § 182.653; Minn. R. 5206.0700):
 - 1. Meeting the labeling provisions of ERTK in Minn. R. 5206.0100 et seq. for hazardous substances and harmful physical agents.
 - 2. Identifying relevant hazardous substances to which members may be exposed.
 - 3. Responding to specific exposure hazards including specific information on individual hazardous substances/mixtures or harmful physical agents. These responses must be available in writing for the members' use.
 - 4. Specific training topics for members who may be routinely exposed to hazardous substances.
 - 5. Specific training topics for members who may be routinely exposed to harmful physical agents.

603.4 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all hazard communication/ERTK program training provided to members. Records should include, but are not limited to, the following (Minn. R. 5206.0700):

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The name or other identifier and job title of the members who received the training.

Apple Valley Fire Department

Fire Policy Manual

Hazard Communication/Employee Right-to-Know Program Training

- (d) The names, certificate numbers and qualifications of persons conducting the training.

The Training Officer should maintain the training records in accordance with established records retention schedules.

603.5 FREQUENCY OF TRAINING

Training must be provided to each member before his/her initial assignment to a workplace where the member may be routinely exposed to a hazardous substance or a harmful physical agent.

Additional training must be provided before the member may be routinely exposed to additional hazardous substances or harmful physical agents. Training updates must be repeated at intervals of not greater than one year. Training updates may be brief summaries of information included in previous training sessions (Minn. Stat. § 182.653; Minn. R. 5206.0700).

Hazardous Materials (HAZMAT) Training

604.1 PURPOSE AND SCOPE

The purpose of this policy is to establish training that will meet state requirements regarding the Apple Valley Fire Department Hazardous Materials (HAZMAT) response program. This policy identifies the level of training members must receive, when additional or supplemental training is required, the training records required to meet the requirements of 29 CFR 1910.120, as adopted by Minn. R. 5205.0010, and the requirements of National Fire Protection Association's (NFPA) 472.

Additionally, this policy addresses state training requirements for regional emergency response team and chemical assessment team members (Minn. R. 7514.0100 et seq.).

604.2 POLICY

It is the policy of the Apple Valley Fire Department that any member whose duties include a role in the HAZMAT response program shall receive training to the level at which they are expected to operate in a HAZMAT environment or at an incident involving hazardous materials.

604.3 TRAINING REQUIREMENTS

HAZMAT training shall be based on the duties and functions to be performed by each member. This includes training specific to the incident commander, awareness or operations level, and hazardous materials technician or specialist.

Competencies required for all new members shall be conveyed to them through training before participating on an incident. Any member who participates or is expected to participate in an emergency response involving hazardous materials shall objectively demonstrate competency in the following areas as provided in 29 CFR 1910.120.

604.3.1 FIRST RESPONDER AWARENESS

First responder awareness level training should be provided to all individuals who are likely to witness or discover a hazardous substance release and who have been trained to initiate an emergency response sequence by notifying the proper authorities of the release. A member with this level of training should demonstrate competency in the understanding and recognition of a hazardous substance release (29 CFR 1910.120(q)(6)).

604.3.2 HAZMAT FIRST RESPONDER OPERATIONS (FRO)

First responder operations (FRO) level training should be provided for individuals who respond to releases or potential releases of hazardous substances as part of the initial response to the site for the purpose of protecting nearby persons, property, or the environment from the effects of the release. A member with this level of training is trained to respond in a defensive fashion without actually trying to stop the release. This member's function is to contain the release from a safe distance, keep it from spreading, prevent exposures, and assist with decontamination of individuals exiting the hot zone (29 CFR 1910.120(q)(6)).

Hazardous Materials (HAZMAT) Training

604.3.3 HAZMAT TECHNICIAN

HAZMAT technician level training should be provided to all individuals who respond to releases or potential releases of hazardous substances for the purpose of stopping the release. A member with this level of training would assume a more aggressive role by approaching the point of release in order to plug, patch, or otherwise stop the release of a hazardous substance (29 CFR 1910.120(q)(6)).

604.3.4 HAZMAT SPECIALIST

HAZMAT specialist level training should be provided to all individuals who respond with, and provide support to, HAZMAT technicians. A member with this level of training has a more direct or specific knowledge of the various hazardous substances requiring containment. A HAZMAT specialist may also act as a site liaison to government authorities regarding site activities (29 CFR 1910.120(q)(6)).

604.3.5 HAZMAT INCIDENT COMMANDER

HAZMAT incident commander level training should be provided to all individuals who could be responsible for all decisions relating to the management of a HAZMAT incident (29 CFR 1910.120(q)(6)).

604.3.6 HAZMAT EMERGENCY RESPONSE PLAN

An emergency response plan shall be developed and implemented to address pre-emergency planning and coordination with additional responders prior to the commencement of emergency response operations. The plan will identify members' roles, lines of authority, and communications for all members. The plan shall be in writing and available for inspection and copying by employees, their representatives, and the Commissioner of the Minnesota Department of Public Safety (Minn. R. 7514.1100, Subp. 2).

604.3.7 HAZMAT ANNUAL REFRESHER TRAINING

Members who receive an initial level of training in accordance with this policy shall receive annual refresher training of sufficient and necessary content and duration to maintain their competencies, or shall demonstrate competency in those areas at least yearly (29 CFR 1910.120(q)(8)).

604.4 REGIONAL RESPONSE TEAM AND CHEMICAL ASSESSMENT TEAM MEMBERS

Members of the Department operating as part of a regional emergency response team or chemical assessment team shall complete additional training including, but not limited to (Minn. R. 7514.0700):

- Familiarization with the operating guidelines of the regional response team,
- Familiarization with the administrative policies and procedures of the regional response team,
- Required incident documentation and reporting.

Hazardous Materials (HAZMAT) Training

604.5 BASELINE PHYSICAL FOR HAZMAT TEAM MEMBERS

Members of an organized, designated HAZMAT team and HAZMAT specialists shall receive a baseline physical examination. Medical examinations and consultations shall be made available to members of HAZMAT teams within prescribed time periods. All members of a designated HAZMAT team shall receive medical examinations and consultations on the following schedules (29 CFR 1910.120(f)):

- (a) Prior to assignment
- (b) At least once every 12 months
- (c) At termination of employment or reassignment to duties not covered by this policy
- (d) As soon as possible upon notification that the employee has developed signs or symptoms indicating possible overexposure to hazardous substances or health hazards
- (e) As soon as possible upon notification that the employee has been injured or exposed above the permissible exposure limits or published exposure levels in an emergency situation

The frequency of a member's examinations may be increased if the examining physician determines that it is medically necessary. Medical examinations should include medical and work history. Emphasis should be placed on any symptoms related to the handling of, or exposure to, hazardous substances or health hazards. Medical examinations should address fitness for duty, especially as it pertains to wearing personal protective equipment under conditions that may be encountered on-duty. The content of medical examinations should be made available to the member as determined by the attending physician.

604.5.1 HAZMAT MEDICAL SURVEILLANCE

Members of an organized and designated HAZMAT team and HAZMAT specialists shall receive a baseline physical examination and be provided with medical surveillance pursuant to 29 CFR 1910.120.

Any emergency response member who exhibits signs or symptoms which may have resulted from exposure to hazardous substances during the course of an emergency incident, either immediately or subsequently, shall be provided with medical consultation (29 CFR 1910.120).

Accurate records of the medical surveillance required by this policy shall be retained for the duration of the member's employment plus 30 years. This record shall contain at a minimum the following information (29 CFR 1910.120):

- (a) The name of the member.
- (b) The physician's written opinions, recommended limitations, and results of examinations and tests.
- (c) Any member medical complaints related to exposure to hazardous substances.
- (d) A copy of the information provided to the physician by the Department, with the exception of department policies and OSHA standards.

Hazardous Materials (HAZMAT) Training

604.6 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all HAZMAT training provided to members. Records should include but are not limited to:

- (a) Dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
 - 1. Specific content required by regulation covered
 - 2. Manufacturer's recommendations (as applicable)
 - 3. Manufacturer's operations/service/maintenance manuals (as applicable)
- (c) The names or other identifiers and job titles of all members who received the training.
- (d) The names, certificate numbers, and qualifications of persons conducting the training.
- (e) Demonstration that learning took place (e.g., evaluation, quiz, test).

The Training Officer should maintain the training records in accordance with established records retention schedules.

Hearing Conservation and Noise Control Training

605.1 PURPOSE AND SCOPE

The purpose of this policy is to establish and maintain hearing conservation and noise control training for members exposed to noise above levels predetermined by federal regulations as adopted by Minnesota (Minn. R. 5205.0010; 29 CFR 1910.95).

605.2 POLICY

It is the policy of the Apple Valley Fire Department to promote member health and safety by establishing hearing conservation and noise control training and requiring member participation. The hearing conservation program shall include parameters for permissible noise exposure limits, monitoring guidelines, audiometric testing procedures, hearing protection equipment and training, and documentation of the Department's efforts in compliance with state and federal requirements.

605.3 RESPONSIBILITIES

The following procedures shall comprise the hearing conservation and noise control training for the Apple Valley Fire Department. The Training Officer shall be responsible for ensuring that the appropriate members are enrolled in the training. The Training Officer shall be responsible for ensuring that members attend scheduled testing and training.

605.3.1 NOISE EXPOSURE LIMITS

The Apple Valley Fire Department shall ensure that each member is provided with protection against the effects of noise exposure any time the sound levels exceed those shown in 29 CFR 1910.95, App. A.

605.3.2 HEARING PROTECTORS

If control measures fail to reduce sound levels to an acceptable level for the amount of exposure, the Department shall provide personal protective equipment to all members subject to the noise exposure and require that it be used. Employees shall have the opportunity to select hearing protectors from a variety provided by the Department (29 CFR 1910.95, App. B).

The Department shall ensure proper initial fit and correct use of hearing protectors and shall provide training in the use and care of the equipment.

605.3.3 HEARING PROTECTOR ATTENUATION

The Apple Valley Fire Department shall evaluate hearing protector attenuation for the specific noise environments in which the protector will be used. Evaluation methods shall be consistent with those described in 29 CFR 1910.95, App. B. The Department will provide more effective hearing protectors where necessary.

Hearing Conservation and Noise Control Training

605.3.4 MONITORING

The Apple Valley Fire Department shall monitor noise levels in the workplace by either area monitoring or personal monitoring that is representative of a member's exposure, to enable the proper selection of hearing protectors (29 CFR 1910.95, App. G).

605.3.5 AUDIOMETRIC TESTING PROGRAM

The Apple Valley Fire Department shall provide audiometric testing and evaluation to all members who are exposed to noise levels in excess of those permissible pursuant to 29 CFR 1910.95, App. C and App. D. The Department shall provide baseline audiometric testing (preceded by at least 14 hours without exposure to workplace noise) within six months of the first noise exposure, and annually thereafter.

Each member's annual audiogram shall be compared to that member's baseline audiogram to determine if the audiogram is valid and if a standard threshold shift has occurred.

All audiometric testing shall be conducted by properly trained audiometric professionals in compliance with state testing requirements.

605.4 TESTING AND TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all hearing conservation program training provided to members. Records should include, but are not limited to, the following:

- (a) The dates of the training sessions.
- (b) A list of topics or a summary of the content of the training sessions.
- (c) The name or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers and qualifications of persons conducting the training.
- (e) Copies of baseline and annual audiometric testing and evaluation documents. Test results shall be maintained and retained as required by 29 CFR 1910.95(m) and established records retention schedules.

The Training Officer shall maintain the training records in accordance with established records retention schedules.

Heat Illness Prevention Training

606.1 PURPOSE AND SCOPE

The purpose of this policy is to establish and maintain a training program for the prevention of heat illness in members who are exposed to high-heat conditions. This policy identifies which members should receive training, the recommended curriculum, supervisory training and responsibilities, and training record documentation.

606.1.1 DEFINITIONS

Definitions related to this policy include:

Acclimatization - The temporary adaptation of the body to work in the heat. Acclimatization peaks in most people within four to 14 days of working at least two hours per day in the heat.

Heat-related illness - A serious medical condition resulting from the body's inability to cope with a particular heat load and includes, but is not limited to, heat cramps, heat exhaustion, heat syncope (temporary loss of consciousness usually related to insufficient blood flow to the brain) and heat stroke.

606.2 POLICY

It is the policy of the Apple Valley Fire Department to promote member health and safety by establishing a heat illness prevention training program and requiring member participation. In addition to the safety precautions described in the Heat Illness Prevention Program Policy, the Department shall ensure that effective training is provided to members before the member begins work that should reasonably be anticipated to result in heat illness.

606.3 TRAINING REQUIREMENTS

Training shall be provided to all members whose duties may include exposure to high-heat conditions and shall include:

- (a) The environmental and personal risk factors for heat illness.
- (b) The Department's procedures for the prevention of heat illness.
- (c) The importance of frequent consumption of small quantities of water, up to four cups per hour, when the work environment is hot and members are likely to be sweating more than usual in the performance of their duties.
- (d) The importance of acclimatization.
- (e) The different types of heat illness and the common signs and symptoms of heat illness.
- (f) The importance of members immediately reporting to a supervisor, directly or through others, symptoms or signs of heat illness in themselves or in coworkers.
- (g) The Department's procedures for responding to symptoms of possible heat illness, including how emergency medical services (EMS) will be provided if necessary.

Heat Illness Prevention Training

- (h) The Departments procedures for contacting EMS and, if necessary, for transporting members to a place where they can be reached by an EMS provider.
- (i) The Department's procedures for ensuring that, in the event of an emergency, clear and precise directions to the work site can and will be provided to other emergency responders.

606.4 SUPERVISOR TRAINING REQUIREMENTS AND RESPONSIBILITIES

Supervisors shall be provided additional training on the following topics prior to supervising members who will be working in the heat:

- (a) The procedures to follow to implement the applicable provisions in this policy
- (b) The procedures to follow when a member exhibits symptoms consistent with possible heat illness, including emergency response procedures
- (c) The procedures for moving or transporting a member to a rendezvous location accessible to an EMS provider, if necessary

606.5 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all heat illness prevention training provided to members. Records should include, but are not limited to, the following:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifier and job title of all members who received the training.
- (d) The names, certificate numbers and qualifications of persons conducting the training.

The Training Officer should maintain the training records in accordance with established records retention schedules.

Health Insurance Portability and Accountability Act (HIPAA) Training

607.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure all members receive proper training in recognizing and handling protected health information (PHI), as set forth in the Health Insurance Portability and Accountability Act (HIPAA) and its implementing regulations (42 USC § 201; 45 CFR 164.530).

607.1.1 DEFINITIONS

Definitions related to this policy include (45 CFR 160.103):

Health information - Information, whether oral or recorded in any form or medium, that is created or received by a health care provider, health plan or employer and relates to a person's past, present or future physical or mental health or condition, or past, present or future payment for the provision of health care.

Individually identifiable health information - Health information, including demographic information, created or received by a covered entity or employer that relates an individual's past, present or future physical or mental health or condition, the provision of health care to an individual, or the past, present or future payment for the provision of health care to an individual, that can either identify the individual or provide a reasonable basis to believe the information can be used to identify the individual.

Protected health information (PHI) - Individually identifiable health information that is created or received by a covered entity or employer. Information is protected whether it is in writing, in an electronic medium or communicated orally.

607.2 POLICY

It is the policy of the Apple Valley Fire Department to provide HIPAA privacy training to all members as necessary and appropriate for their duties, and to apply appropriate sanctions against members who violate the privacy policies and procedures (45 CFR 164.530(b); 45 CFR 164.530(e)).

It is also the policy of the Department that no member shall be retaliated or discriminated against for filing a complaint about violations of HIPAA regulations (45 CFR 164.530(g)).

607.3 TRAINING REQUIREMENTS

To ensure confidentiality and compliance with the HIPAA regulations, the Department shall provide training to all members likely to have access to PHI. The training shall be completed for all newly hired members prior to being allowed access to PHI. Training for all current members shall also occur any time material changes are made to the Department's privacy policies and procedures.

The Training Officer shall be responsible for establishing a periodic schedule for retraining and a method of ensuring that all members acknowledge receipt of all HIPAA training (45 CFR 164.530(b)).

Health Insurance Portability and Accountability Act (HIPAA) Training

Training should include a review of the:

- (a) Department's statutory obligations imposed by HIPAA.
- (b) Patient Medical Record Security and Privacy Policy, including a thorough treatment of the security procedures the Department uses to protect written and electronic health information.
- (c) Methods and procedures to be used during the collection of PHI.
- (d) HIPAA-imposed statutory limitations on the dissemination of PHI to the family members of patients.
- (e) Proper procedures when responding to media requests for information regarding incidents at which the Department provided medical services.
- (f) Procedures for the secure destruction of written instruments containing PHI, including handwritten field notes, Patient Care Reports or other documents containing PHI.
- (g) Approved method for transferring PHI to receiving hospitals or other receiving medical facilities.
- (h) Photography and Electronic Imaging Policy as it pertains to PHI.
- (i) Department's procedures for protecting employee health information.

607.4 TRAINING RECORDS

The Training Officer shall be responsible for maintaining the records of all HIPAA-related training for all members for six years (45 CFR 164.530(j)).

National Incident Management System (NIMS) Training

608.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the training requirements for members to successfully operate under the Incident Command System (ICS) and the National Incident Management System (NIMS).

608.2 POLICY

It is the policy of the Apple Valley Fire Department to utilize NIMS/ICS in order to effectively manage personnel and resources when responding to a wide range of emergency incidents. All Apple Valley Fire Department members whose job duties may include a role in emergency management or incident response shall be appropriately trained to the NIMS standards to improve all-hazards capabilities nationwide.

608.3 PROCEDURE

All department personnel with job duties that include a direct role in emergency management or incident response must complete the Federal Emergency Management Agency (FEMA) NIMS ICS-100, ICS-200, and IS-700 courses.

Additional training is available on an as-needed basis, depending on the regional role of the Department or the role of a member within the Department as follows:

- (a) Entry Level:
 - 1. FEMA IS-700: NIMS, An Introduction
 - 2. ICS-100: Introduction to ICS or equivalent
 - 3. ICS-200: Basic ICS or its equivalent
- (b) First Line, Single Resource, Field Supervisors:
 - 1. IS-700, ICS-100, and ICS-200
- (c) Middle Management: Strike Team Leaders, Division Supervisors, Emergency Operations Center Staff:
 - 1. IS-700, IS-800: National Response Framework, an Introduction; ICS-100, ICS-200, and ICS-300: Intermediate ICS for Expanding Incidents
- (d) Command and General Staff, Area Emergency and EOC Managers:
 - 1. IS-700, IS-800, ICS-100, ICS-200, ICS-300, and ICS-400: Advanced ICS

Refresher training will be offered on a regular basis to ensure that NIMS/ICS knowledge and skills are maintained.

National Incident Management System (NIMS) Training

608.4 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all NIMS training provided to members. Records should include but are not limited to:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers, and qualifications of persons conducting the training.

The Training Officer should maintain the training records in accordance with established records retention schedules.

Emergency Action Plan (EAP) and Fire Prevention Plan (FPP) Training

609.1 PURPOSE AND SCOPE

The purpose of this policy is to establish training in support of the Apple Valley Fire Department Emergency Action Plan (EAP) and Fire Prevention Plan (FPP) Policy in a manner that is consistent with Minnesota Occupational Safety and Health Administration (MNOSHA) regulations for all Apple Valley Fire Department facilities (Minn. R. 5205.0010; 29 CFR 1910.38; 29 CFR 1910.39).

609.2 POLICY

It is the policy of the Apple Valley Fire Department to provide training to all members regarding the EAP and the FPP.

609.3 TRAINING GUIDELINES

The EAP and FPP training shall include but is not limited to:

- (a) A review of the department's EAP and FPP, including any information specific to each member's workplace or assignment.
- (b) Information on where written copies of the EAP and FPP are located and how members may review the plan.
- (c) The Department shall designate and train a sufficient number of people to assist in the safe and orderly emergency evacuation of members or visitors in the event of an emergency.
- (d) The Department shall advise each member of his/her responsibility under the plans at the following times:
 - 1. Initially when the plans are developed
 - 2. Whenever the member's responsibilities or designated actions under the plans change
 - 3. Whenever the plans are changed
- (e) The Department shall review with each member upon initial assignment those parts of the EAP and FPP that the member must know to protect the member or visitors in the event of an emergency.

The Training Officer should maintain the training records in accordance with established records retention schedules.

609.4 TRAINING OFFICER RESPONSIBILITIES

The Training Officer shall be responsible for developing and scheduling the department's EAP and FPP training. The Training Officer shall maintain records of all EAP and FPP training provided to members. Records should include but are not limited to:

Emergency Action Plan (EAP) and Fire Prevention Plan (FPP) Training

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job title of the members who received the training.
- (d) The names, certificate numbers, and qualifications of persons conducting the training.

The Training Officer should maintain the training records in accordance with established records retention schedules.

Respiratory Protection Training

610.1 PURPOSE AND SCOPE

The purpose of this policy is to protect the health of members through the appropriate training on the use of respirators to avoid breathing air that is contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, sprays, and vapors.

This policy identifies which members must receive respiratory protection training, the minimum training curriculum, and the requirements for recurrent training (Minn. R. 5205.0010; 29 CFR 1910.134(k)).

610.1.1 DEFINITIONS

Definitions related to this policy include:

Respirator or respiratory protection - Personal protective equipment (PPE) designed to protect the wearer from airborne contaminants, oxygen deficiency, or both.

610.2 POLICY

It is the policy of the Apple Valley Fire Department to protect the health of members by providing respiratory protection training.

610.3 TRAINING REQUIREMENTS

610.3.1 IDENTIFICATION OF MEMBERS TO BE TRAINED

The Department shall provide effective respiratory protection training to all members who are required or expected to utilize respirators.

Members shall be trained, based on their duties, if they:

- (a) Use respirators.
- (b) Supervise respirator users.
- (c) Issue, repair, or adjust respirators.

610.3.2 MANNER OF TRAINING

The Department will present effective training using qualified instructors. Training may be provided using audio-visuals, slide presentations, formal classroom discussion, informal discussions during safety meetings, training programs conducted by outside sources, or a combination of these methods.

Instructors should be available to provide responses to questions, evaluate the participants' understanding of the material, and provide other instructional interaction.

Respirators used in training shall be cleaned and disinfected after each use (29 CFR 1910.134).

610.3.3 FREQUENCY OF TRAINING

The Department will provide respiratory protection training:

Respiratory Protection Training

- (a) Initially, before worksite respirator use begins.
- (b) Periodically but within 12 months of the previous training.
- (c) Additionally, when the following occurs:
 - 1. The member has not retained knowledge or skills.
 - 2. Changes in the worksite or type of respirator make previous training incomplete or obsolete.

After completing initial training, each member shall practice for each type and manufacturer of respiratory equipment that is available for use, the step-by-step procedure for donning the respirator, and checking it for proper function.

610.3.4 CONTENTS OF TRAINING

Members shall receive training for each type and manufacturer of respiratory equipment that is available for their use and the step-by-step procedure for donning the respirator and checking it for proper function. Required training shall include:

- (a) Recognizing hazards that may be encountered.
- (b) Understanding the components of the respirator.
- (c) Understanding the safety features and limitations of the respirator.
- (d) Donning and doffing the respirator.

Members shall be thoroughly trained in accordance with the manufacturer's instructions on emergency procedures, such as the use of the regulator bypass valve, corrective action to take for facepiece and breathing tube damage, and breathing directly from the regulator (where applicable).

610.3.5 SUCCESSFUL COMPLETION

In order to successfully complete training, members must be able to demonstrate the following knowledge and skills, as required by their duties:

- (a) Why the respirator is necessary, including identifying respiratory hazards, such as hazardous chemicals, the extent of the members' exposure, and potential health effects and symptoms.
- (b) The respirator's capabilities and limitations, including how the respirator provides protection, and why air-purifying respirators cannot be used in oxygen-deficient conditions.
- (c) How improper fit, use, or maintenance can compromise the respirator's effectiveness and reliability.
- (d) How to properly inspect, put on, seal check, use, and remove the respirator.
- (e) How to clean, disinfect, repair, and store the respirator.
- (f) How to use the respirator effectively in emergency situations, including what to do when a respirator fails.

Respiratory Protection Training

- (g) Medical signs and symptoms that may limit or prevent the effective use of respirators.
- (h) The Department's general obligations under 29 CFR 1910.134(k).

610.4 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all respiratory protection training that is provided to members. At a minimum, the Department should document:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers, and qualifications of persons conducting the training.
- (e) Documentation of each member's demonstrated performance in meeting the standards detailed in this policy.

The Training Officer should maintain the training records in accordance with established records retention schedules.

Training Records

611.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures for accumulating and maintaining records of all training provided by the Department and all training received by individual department members. This policy shall apply to all training received but particularly training that is mandated by an external force such as a law, statute, or regulation, or to maintain required job-related certifications.

611.2 POLICY

It is the policy of the Apple Valley Fire Department to maintain comprehensive records of all training provided by the Department and all training received by department members. The Training Officer or the authorized designee shall be responsible for creating and maintaining training records. All members of the Department are responsible for assisting the Training Officer in documenting training activities by signing course rosters, submitting certificates of completion from outside training, or providing other means of training documentation.

Training records may be documented utilizing either hard copies stored in a traditional filing system or via electronic files. All electronic training records will be redundantly stored using department-approved secure electronic file storage systems.

611.3 MASTER TRAINING CALENDAR

The Training Officer will create and maintain an annual master training calendar for the Department. This calendar will document all department-provided, regularly scheduled training opportunities. The master training calendar should be a living document, reflecting any changes made in the actual training schedule or actual training opportunities provided throughout the year. The types of training opportunities that should be included in the master training calendar are:

- (a) All federal or state mandated training. Examples include courses that address sexual harassment prevention, heat illness prevention, medical records privacy, personal protective equipment, bloodborne pathogens, CPR, and hearing protection.
- (b) All federal or state mandated training drills, manipulative drills, and skills or equipment testing, including annual audiograms and fit testing for Minnesota Occupational Safety and Health Administration/National Institute for Occupational Safety and Health (MNOSHA/NIOSH)-approved masks and respirators.
- (c) All Minnesota Board of Firefighter Training and Education training and continuing education hours provided by the Department.
- (d) Specific training and certification for "all-hazards" positions, based on the Incident Command System (ICS), the National Incident Management System (NIMS), or other NIMS-compliant incident management systems.
- (e) All National Incident Management System (NIMS), Incident Command System (ICS), and NIMS-compliant incident management system courses.

Training Records

- (f) All Emergency Medical Services (EMS) patient care, continuing education courses, or programs provided by the Department.
- (g) Any training opportunity scheduled through the Training Division.
- (h) Any training opportunity utilizing instruction from outside the Department.
- (i) Any interagency cooperative training program or activity.
- (j) Any regularly scheduled skills, drills, or job performance training and testing evolutions.

Copies of each year's master training calendar will be maintained and retained in the training files based on department established records retention schedules.

611.4 TRAINING RECORDS

The Training Officer will create and maintain an individual training file for each member of the Department. The training files will be kept separate from the Department's personnel files. The member training files should be used to document a member's training courses and training-related programs and activities.

The training files shall not be used to store any work-performance records, member conduct records, member disciplinary records, or any other documentation that is not specifically training-related. Information entered into the member training files will be a permanent part of that record. No training information or entries will be removed from the file unless the record is found to be factually incorrect or erroneously entered into that member's training file. Each member's training file will be part of that member's permanent record of activity while employed by the Department.

When a member ends employment with the Department, that member's training file will be archived and maintained for a minimum of seven full calendar years following the member's separation from service or in accordance with the Department's established records retention schedule.

Members of the Department shall be provided access to their individual training file upon request. A member may request to review their training file either verbally or in writing. The Training Officer or their designee should facilitate those requests as soon as practicable but in all cases within 21 days of the member's request to review their file. Members may not remove any document or information from the training file without the express approval of the Training Officer. Members may not add any documents or entries to their training file without the approval of the Training Officer. Members shall be allowed to photocopy or otherwise reproduce images of any entries in their individual training file.

Member training files should be organized to readily allow for the retrieval of specific training subject documentation, particularly in regard to documentation of any mandated training subject compliance.

Member training files should contain documentation of all work- or job-related licensing and certification that the member earns, achieves, or is awarded. Information regarding member

Training Records

progress toward or application for licensing and certification should also be stored in the member training files. Examples include NIMS certifications, ICS certifications, Minnesota Board of Firefighter Training and Education certifications and Minnesota Office of Emergency Medical Services patient care provider continuing education coursework, and licensing and certification records (Paramedic, Emergency Medical Technician, and Emergency Medical Responder).

611.5 TRAINING RECORDS FROM PREVIOUS EMPLOYERS

Members of the Department may submit training records from previous employers to the Training Officer for inclusion in their individual training file. The Training Officer will evaluate any submitted training records obtained during previous employment and will add any pertinent information to the member's training file as appropriate. New members should submit to the Training Officer copies of any licenses, certifications, and coursework that are pertinent to their position with the Apple Valley Fire Department.

The Training Officer may request that new members obtain and submit copies of any previous employer training files for inclusion in their Apple Valley Fire Department training file.

611.6 RELEASE OF FORMER MEMBER TRAINING RECORDS

Upon written request, the individual training file of any former Apple Valley Fire Department member may be copied and released to either the former member or to a third party upon receipt of a signed written request from a former member of the Department. The written request should include the past member's full name, approximate dates of employment with the Department, and date of separation from employment with the Department. In the event that the former member is requesting that copies of their file be sent directly to a third party, the written request should include a statement authorizing the Apple Valley Fire Department to release copies to the named third party.

Firefighter Health, Safety and Survival Training

612.1 PURPOSE AND SCOPE

The purpose of this policy is to encourage a culture of safety first in an effort to increase firefighter health, safety and survival, and reduce the number of preventable injuries and deaths.

612.2 POLICY

The Apple Valley Fire Department is committed to providing leadership, accountability and training regarding firefighter health, safety and survival.

612.3 MEMBER RESPONSIBILITIES

Members are responsible for participating in health, safety and survival training required by the Department. Members are also responsible for their own actions and are expected to follow Apple Valley Fire Department safety standards, practices and training.

Any member who observes another member engaging in unsafe behavior should report the behavior to his/her supervisor as soon as reasonably practicable.

612.4 SUPERVISOR RESPONSIBILITIES

All supervisors are expected to model safe behaviors and take appropriate action when unsafe behaviors are observed or reported.

612.5 TRAINING OFFICER RESPONSIBILITIES

The Training Officer is responsible for identifying health, safety and survival training required by the Department.

Required training may include safety-related courses of the National Fallen Firefighters Foundation (NFFF), National Fire Academy, International Association of Fire Chiefs, International Association of Firefighters or other nationally recognized fire service organizations.

Required training should include the Courage to Be Safe® course of the NFFF for all members and should include the Leadership So Everyone Goes Home® course of the NFFF for all supervisors.

612.6 TRAINING RECORDS

The Training Officer is responsible for maintaining records of health, safety and survival training received by members. Records should include, but are not limited to:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers and qualifications of persons conducting the training.

Apple Valley Fire Department

Fire Policy Manual

Firefighter Health, Safety and Survival Training

The Training Officer should maintain the training records in accordance with established records retention schedules.

Live-Fire Training

613.1 PURPOSE AND SCOPE

The purpose of this policy is to protect the health and safety of members by providing guidelines and responsibilities for live-fire training.

613.2 POLICY

It is the policy of the Department to conduct live-fire training in a safe and effective manner that meets the standards of NFPA 1403 and any applicable state or local law.

613.3 MEMBER PREREQUISITES

Before participating in any live-fire training exercise, members shall, at a minimum, have completed training equivalent to the requirements of NFPA 1001, Firefighter I.

613.4 TRAINING OFFICER RESPONSIBILITIES

The Training Officer shall be responsible for:

- (a) Scheduling live-fire training.
- (b) Ensuring that all live-fire training provided by the agency is conducted in accordance with state and local requirements (Minn. Stat. §88.17).
- (c) Providing a secure structure for the live-fire training consistent with the requirements of this policy.
- (d) Ensuring that all required permits and authorizations, if applicable, have been approved and received before conducting any training exercises.
- (e) Confirming that a sufficient number of instructors will be present for the live-fire training.
 - 1. In no event shall there be fewer than two instructors.
 - 2. There shall be no more than a 5:1 student-to-instructor ratio at any time.
- (f) Confirming that the number of instructors and instructor assignments are detailed in the live-fire training curriculum.
- (g) Designating a qualified safety officer for all live-fire training exercises.
- (h) Ensuring that all live-fire training is conducted using qualified instructors who meet the following requirements:
 - 1. For the lead instructor, NFPA and any applicable state requirements for Fire Instructor II
 - 2. For all other instructors, NFPA and any applicable state requirements for Fire Instructor I
- (i) Ensuring all injuries sustained during live-fire training are documented.

Live-Fire Training

613.5 SAFETY OFFICER

A safety officer shall be designated for all live-fire training exercises. The safety officer has the authority to intervene and control any aspect of the operations when a potential or actual danger, potential accident, or unsafe condition exists. The safety officer may require additional safety personnel as deemed necessary.

The safety officer shall not be assigned duties that interfere with their safety responsibilities.

The safety officer shall be knowledgeable about all the safety features at the training location.

613.6 TRAINING REQUIREMENTS

Before beginning any live-fire training, the designated safety officer shall be responsible for:

- (a) Inspecting all burn locations.
- (b) Ensuring that all members participating in the training meet the prerequisites for participation.
- (c) Inspecting each participant's personal protective equipment (PPE) and self-contained breathing apparatus (SCBA).
- (d) Ensuring that a pre-burn walk-through and briefing for all members and instructors has been conducted.

In no event shall a person be used as a simulated victim during live-fire training exercises.

All structures used for live-fire training shall be inspected after use.

613.7 USE OF ACQUIRED STRUCTURES

An acquired structure should not be used for live-fire training unless there is no equivalent purpose-built structure or space for live-fire training (e.g., burn building) available.

Prior to using any acquired structure for live-fire training, the Training Officer shall:

- (a) Inspect the structure to determine whether it can be made sufficiently safe for live-fire training.
- (b) Facilitate the preparation of the structure for safe use (e.g., removal of all asbestos-containing materials).
- (c) Confirm that the live-fire training will comply with all local, state, and federal regulations applicable to the open burning of buildings, including the Clean Air Act (42 U.S.C. § 7401 et seq.).

613.8 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all live-fire training that is provided to members. At a minimum, the Department should document:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.

Apple Valley Fire Department

Fire Policy Manual

Live-Fire Training

- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers, and qualifications of persons conducting the training.
- (e) Injuries sustained during training exercises.

The Training Officer should maintain the training records in accordance with established records retention schedules.

Chapter 7 - Equipment and Technology

Use of Department-Owned Property

700.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the care and maintenance of department property entrusted to department members and the return of department property upon separation from employment or affiliation with the Department.

700.2 POLICY

It is the policy of the Apple Valley Fire Department to issue equipment to members for the purpose of performing their assigned duties. Members shall be responsible for the safekeeping, serviceable condition, proper care, use and request for replacement of all department property issued or entrusted to their care. A member's intentional or negligent abuse or misuse of department property may lead to discipline, including, but not limited to, the cost of repair or replacement of the property, and up to and including termination.

700.3 PROCEDURE

The following procedures shall be in effect regarding department property issued to members:

- (a) Members shall promptly report via the chain of command any loss, damage to, or unserviceable condition of department-issued property or equipment assigned for member use.
- (b) The use of damaged or unserviceable department property should be discontinued as soon as practicable and a supervisor notified so that the item may be replaced.
- (c) No member should attempt to repair damaged or unserviceable department property without supervisory approval.
- (d) Use of department property should be limited to official purposes in the capacity for which it was designed. Except when otherwise directed and/or required by circumstances, department property shall only be used by the member to whom it was assigned.
- (e) Department property should not be discarded, sold, traded, donated, destroyed or otherwise disposed of without supervisory approval.

700.3.1 SURRENDERING DEPARTMENT PROPERTY UPON SEPARATION

Members who separate from the Department shall return all department property, regardless of its condition. The following guidelines should apply:

- (a) All department property, including pager, pager charging base, keyfob, identification cards, and uniform shirts shall be returned to the Department no later than the member's departure date or as directed by the Fire Chief or the authorized designee.
- (b) Badge surrender shall be consistent with the Badges Policy.

Apple Valley Fire Department

Fire Policy Manual

Use of Department-Owned Property

- (c) A member who fails to return all department property in his/her possession may be required to reimburse the Department for the value of the property or may be subject to legal action brought by the Department.

700.4 PERSONAL VEHICLES

The Department will not provide vehicle insurance coverage for members who use their personal vehicles for department business. All members must rely on their personal vehicle insurance carrier for replacement or cost reimbursement of damage to or loss of a personal vehicle. Members using a personal vehicle for department business shall have the minimum evidence of financial responsibility required for that vehicle (Minn. Stat. § 65B.49).

Personal Communication Devices

701.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of mobile telephones and communication devices, whether issued or funded by the Department or personally owned, while on-duty or when used for authorized work-related purposes.

This policy generically refers to all such devices as Personal Communication Devices (PCDs) but is intended to include all mobile telephones, personal digital assistants (PDAs), and similar wireless two-way communications and/or portable internet access devices. PCD use includes but is not limited to placing and receiving calls, text messaging, blogging and microblogging, emailing, using video or camera features, playing games, and accessing sites or services on the internet.

701.2 POLICY

The Apple Valley Fire Department allows members to utilize department-issued or funded PCDs and to possess personally owned PCDs in the workplace, subject to certain limitations. Any PCD used while on- or off-duty for business-related purposes, or reasonably associated with work-related misconduct, will be subject to monitoring and inspection consistent with applicable law and this policy.

Additionally, the use of a PCD either on-duty or off-duty for business-related purposes, or reasonably associated with work-related misconduct, may subject the member and the member's PCD records to civil or criminal discovery or disclosure under applicable Minnesota public records laws.

Members who have questions regarding the application of this policy or the guidelines contained herein are encouraged to seek clarification from supervisory staff.

701.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails, texts, or anything published, shared, transmitted, or maintained through file-sharing software or any internet site that is accessed, transmitted, received, or reviewed on any PCD issued by the Department and shall have no expectation of privacy in their location should the device be equipped with location-detection capabilities. This includes records of all keystrokes or web-browsing history made on the PCD. The fact that access to a database, service, or website requires a username or password will not create an expectation of privacy if it is accessed through department PCDs or networks.

The Department reserves the right to access, audit, and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received, or reviewed over any technology that is issued or maintained by the Department.

Members have no expectation of privacy regarding any communications while using a personally owned PCD for department-related business or when the use reasonably implicates work-related misconduct.

Personal Communication Devices

701.4 DEPARTMENT-ISSUED PCD

Depending on a member's assignment and the needs of the position, the Department may, at its discretion, issue or fund a PCD for the member's use to facilitate on-duty performance. Department-issued or funded PCDs may not be used for personal business either on- or off-duty unless authorized by the Fire Chief or the authorized designee. Such devices and the associated telephone number, if any, shall remain the sole property of the Department and shall be subject to inspection or monitoring (including all related records and content) at any time without notice and without cause.

701.5 PERSONALLY OWNED PCD

Members may carry a personally owned PCD while on-duty, subject to the following conditions and limitations:

- (a) Permission to carry a personally owned PCD may be revoked if it is used contrary to provisions of this policy.
- (b) The Department accepts no responsibility for loss of or damage to a personally owned PCD.
- (c) The PCD and any associated services shall be purchased, used, and maintained solely at the member's expense.

701.5.1 GOVERNMENT DATA

Work-related information, including data created, received, recorded, or stored on a personally owned PCD in the course of department duties, is considered government data subject to the requirements of the Minnesota Government Data Practices Act and discovery obligations (Minn. Stat. § 13.01 et seq.).

701.6 USE OF PCD

The following protocols shall apply to all PCDs that are carried while on-duty or used to conduct department business:

- (a) A PCD shall not be carried in a manner that allows it to be visible while in uniform unless it is in an approved carrier.
- (b) All PCDs in the workplace shall be set to silent or vibrate mode, or if set to ring the ring tone must be appropriate for the workplace.
- (c) Members may use a PCD to communicate with other personnel in situations where the use of radio communications is either impracticable or not feasible. PCDs should not be used as a substitute for, as a way to avoid, or in lieu of regular radio communications.
- (d) Members are prohibited from taking pictures, audio or video recordings, or making copies of any such picture or recording media unless it is directly related to official department business. Disclosure of any such information to any third party through any means requires express authorization of the Fire Chief or the authorized designee.

Personal Communication Devices

- (e) Using PCDs to harass, threaten, coerce, or otherwise engage in inappropriate conduct with any third party is prohibited. Any member having knowledge of such conduct shall promptly notify a supervisor.

701.7 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors include but are not limited to:

- (a) Ensuring that members under their command are provided appropriate training on the use of PCDs consistent with this policy.
- (b) Monitoring, to the extent practicable, PCD use in the workplace and taking prompt corrective action if a member is observed or reported to be improperly using a PCD.
 - 1. An investigation into improper conduct should be promptly initiated when circumstances warrant.
 - 2. Before conducting any administrative search of a member's personally owned device, supervisors should consult with the Fire Chief or the authorized designee.

701.8 OFFICIAL USE

Members are reminded that PCDs are not secure devices and conversations may be intercepted or overheard. Caution should be exercised while utilizing PCDs to ensure that sensitive information is not inadvertently transmitted. As soon as reasonably possible, members shall conduct sensitive or private communications on a land-based or other department communications network.

701.9 USE WHILE DRIVING

The use of a PCD while driving can adversely affect safety, cause unnecessary distractions, and present a negative image to the public. Firefighters operating emergency vehicles should restrict the use of these devices to matters of an urgent nature and should, where practicable, stop the vehicle at an appropriate location to use the PCD.

Except in an emergency, members who are operating vehicles that are not equipped with lights and siren shall not use a PCD while driving unless the device is specifically designed and configured to allow hands-free use (Minn. Stat. § 169.475). Hands-free use should be restricted to business-related calls or calls of an urgent nature.

Apparatus Inspections, Testing, Repair and Maintenance

702.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the testing inspection, repair and maintenance responsibilities of members with regard to department vehicles and apparatus. Vehicles and apparatus shall comply with all regulations and statutes specified Minnesota law and/or NFPA 1002, 2009 edition. Inspections also ensure that vehicles and apparatus are properly equipped, maintained, refueled and present a professional appearance.

702.1.1 DEFINITIONS

Definitions related to this policy include:

Authorized emergency vehicle - A vehicle, apparatus or ambulance of a fire department (Minn. Stat. § 169.011, Subd. 3).

In-reserve - Any vehicle or apparatus that, while not currently staffed, is ready for service or deployment as needed, regardless of whether it is fully equipped with tools and equipment.

In-service - Any vehicle or apparatus that is either staffed or cross-staffed by members of the Fire Operations Division or that is pre-positioned to be readily available to on-duty Fire Operations personnel for calls for service (e.g., airport rescue, firefighting apparatus).

702.2 POLICY

It is the policy of the Apple Valley Fire Department that all vehicles and apparatus comply with the applicable federal and state vehicle operating and safety criteria. All vehicles and apparatus should be inspected regularly, including in-service and in-reserve apparatus. Vehicles and apparatus that are out-of-service for testing, maintenance or repair need not be inspected until they are returned to service or released to in-reserve status.

702.3 PROCEDURE

The Fire Chief shall designate adequate personnel and responsibilities to ensure that all authorized emergency vehicles and other vehicles of the Apple Valley Fire Department are properly equipped, maintained, serviced, refueled and present a professional appearance.

702.3.1 APPARATUS INSPECTIONS

Members, while working Duty Crew, are responsible for conducting a daily inspection of their assigned apparatus that has been established by the Department and includes all of the items and provisions identified to ensure the safe operational status of the apparatus. An inspection list is detailed in the applicable sections of NFPA 1002, 2009 edition.

When an apparatus becomes inoperative or in need of a repair that affects safe operation, the Chief Engineer shall be immediately notified. Based on the determination of the Chief Engineer, if the apparatus cannot be used in a safe manner, it shall be immediately removed from service.

Apparatus Inspections, Testing, Repair and Maintenance

Members also are responsible for completing a weekly inspection and equipment check for each assigned vehicle and documenting it on the appropriate inspection form while working Duty Crew.

All repairs and preventive maintenance to fire apparatus shall be made by personnel deemed qualified by the registered owner of the fire apparatus.

The Department shall maintain a written record of inspections for each vehicle or apparatus using the appropriate inspection form for the vehicle type. Completed inspection forms should be retained by the Department based on established records retention schedules.

702.3.2 STAFF VEHICLE DAILY INSPECTIONS

Members who are assigned staff vehicles should be responsible for the inspection and daily maintenance of their assigned vehicles. Daily maintenance should include checking and maintaining engine and transmission fluids, checking and maintaining tire inflation pressure, monitoring tire wear and any other inspection needed to ensure the safe operation of the vehicle.

Any vehicle issues discovered during inspection should be promptly addressed. When a vehicle becomes inoperative or in need of a repair that affects the safe operation of the vehicle, it should be immediately removed from service for repair.

702.3.3 TESTING AND REPAIR

Pumps, aerial devices, and all other systems on fire apparatus shall be tested as specified in the applicable sections of NFPA 1911.

All repairs and preventive maintenance to apparatus shall be made by personnel deemed qualified by the registered owner of the apparatus.

702.4 RECORDS

The Department shall maintain a written record of inspections, testing, repairs, and maintenance for each vehicle or apparatus using the appropriate forms for the vehicle type. Completed forms should be retained by the Department based on established records retention schedules.

Use of Department Vehicles

703.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the procedures for the off-duty use of department take-home vehicles. The use of take-home vehicles is an essential component of the Department's recall program, which ensures resources are available in the event of an emergency or critical incident. To facilitate faster response to recalls or for other legitimate department needs, members may be allowed to take department vehicles home. These vehicles provide the means to respond directly to an incident without first diverting to a fire station to retrieve a vehicle and/or needed equipment.

703.1.1 DEFINITIONS

Definitions related to this policy include:

Emergency recall - A member's assignment requires immediate response during off-duty hours to other than the member's normal work location to handle an emergency action.

Investigative recall - A member's assignment requires timely response during off-duty hours to other than the member's normal work location to handle a fire investigation.

Take-home vehicle - A vehicle owned by the Department that is authorized for commuting between work and home and/or off-duty use. Department vehicles secured at a location other than the member's assigned work location for the purpose of shortening a member's commute shall also be considered take-home vehicles.

703.2 POLICY

The Department provides vehicles for official business use and may assign take-home vehicles based on its determination of operational efficiency, economic impact to the Department, emergency and investigative recall, and other considerations.

703.3 PROCEDURE

Department members authorized to use take-home vehicles must adhere to the following guidelines. Department members may use the vehicle in the following ways:

- (a) Vehicles shall only be used for official business and, when approved, for commuting to allow members to respond to department-related business and recall to duty outside their regular work hours.
- (b) Members authorized to use take-home vehicles are to monitor the radio whenever they are operating the vehicle. They are to make appropriate notification or take appropriate action on any fire-related matter that may come to their attention via the radio or through personal observation.
- (c) Department members are prohibited from driving department vehicles any time their driving ability may be impaired by prescription or non-prescription drugs or alcoholic beverages.

Use of Department Vehicles

- (d) Department take-home vehicles are to be left at a fire facility during vacations or other periods of leave in excess of seven days unless approved by the Fire Chief or the authorized designee.

703.3.1 ASSIGNED VEHICLE AGREEMENT

Members who have been assigned a take-home vehicle may use the vehicle to commute to their workplace and for department-related business. The member must be approved for an assigned vehicle by the Fire Chief and shall sign an agreement that includes the following criteria:

- (a) The member must live within a 30-minute commute of his/her regularly assigned work location (based on average traffic flow). A longer response time may be allowed based on special assignment of the member.
- (b) Except as may be provided by a collective bargaining agreement, time spent during normal commuting is not compensable.
- (c) The Department should provide necessary care and maintenance supplies.
- (d) Off-street parking shall be available at the member's residence.
- (e) Vehicles shall be locked when not attended.
- (f) All department identification, portable radios and equipment should be secured.

Members are cautioned that under Internal Revenue Service (IRS) rules, personal use of a department-owned vehicle may create an income tax liability to the member. Questions regarding IRS rules should be directed to the member's tax adviser.

The assignment of vehicles is at the discretion of the Fire Chief. Assigned vehicles may be changed at any time. Permission to take home a vehicle may be withdrawn at any time.

703.3.2 VEHICLES SUBJECT TO INSPECTION

All department-owned vehicles are subject to inspection and/or search at any time by a supervisor. No member assigned to or operating such a vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

703.3.3 ACCESSORIES AND/OR MODIFICATIONS

No modifications, additions or deletions of any equipment or accessories shall be made to department vehicles without permission from the Fire Chief, Deputy Fire Chief, or Chief Engineer..

Information Technology Use

704.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the proper use of department information technology resources, including computers, electronic devices, hardware, software, and systems.

704.1.1 DEFINITIONS

Definitions related to this policy include:

Computer system - All computers (on-site and portable), electronic devices, hardware, software, and resources owned, leased, rented, or licensed by the Apple Valley Fire Department that are provided for official use by its members. This includes all access to, and use of, Internet Service Providers (ISP) or other service providers provided by or through the Department or department funding.

Cybersecurity incident - An action taken through the use of an information system or network that results in an actual or potentially adverse effect on an information system, network, or the information within (Minn. Stat. § 16E.36, Subd. 1).

Hardware - Includes but is not limited to computers, computer terminals, network equipment, electronic devices, telephones including cellular and satellite, pagers, modems, or any other tangible computer device generally understood to comprise hardware.

Software - Includes but is not limited to all computer programs, systems, and applications including "shareware." This does not include files created by the individual user.

Temporary file, permanent file, or file - Any electronic document, information, or data residing or located, in whole or in part, on the system, including but not limited to spreadsheets, calendar entries, appointments, tasks, notes, letters, reports, messages, photographs, or videos.

704.2 POLICY

Apple Valley Fire Department members shall use information technology resources, including computers, software, and systems, that are issued or maintained by the Department in a professional manner and in accordance with this policy.

704.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails, texts, or anything published, shared, transmitted, or maintained through file-sharing software or any internet site that is accessed, transmitted, received, or reviewed on any department technology system.

The Department reserves the right to access, audit, and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received, or reviewed over any technology that is issued or maintained by the Department, including the department email system, computer network, or any information placed into storage on any department system or device. This includes records of all keystrokes or web-browsing history

Information Technology Use

made at any department computer or over any department network. The fact that access to a database, service, or website requires a user name or password will not create an expectation of privacy if it is accessed through department computers, electronic devices, or networks.

704.4 RESTRICTED USE

Members shall not access computers, devices, software, or systems for which they have not received prior authorization or the required training. Members shall immediately report unauthorized access or use of computers, devices, software, or systems by another member to their supervisor or the Fire Chief.

Members shall not use another person's access passwords, logon information, and other individual security data, protocols, and procedures unless directed to do so by a supervisor.

704.4.1 SOFTWARE

Members shall not copy or duplicate any copyrighted or licensed software except for a single copy for backup purposes, in accordance with the software company's copyright and license agreement.

To reduce the risk of a computer virus or malicious software infection, members shall not install any unlicensed or unauthorized software on any department computer. Members shall not install personal copies of any software on any department computer. Any files or software that a member finds necessary to install on department computers or networks shall be installed only with the approval of department information systems technology (IT) staff and only after being properly scanned for malicious attachments.

No member shall knowingly make, acquire, or use unauthorized copies of computer software that is not licensed to the Department while on department premises, computer system, or electronic device. Such unauthorized use of software exposes the Department and involved members to severe civil and criminal penalties.

Introduction of software by members should only occur as a part of the automated maintenance or update process of department- or City-approved or installed programs by the original manufacturer, producer, or developer of the software. Any other introduction of software requires prior authorization from IT staff.

704.4.2 HARDWARE

Access to technology resources provided by or through the Department shall be strictly limited to department-related activities. Data stored on or available through department computer systems shall only be accessed by authorized members who are engaged in an approved department-related project or program or who otherwise have a legitimate department-related purpose to access such data. Any exceptions to this policy must be approved by a supervisor.

704.4.3 INTERNET USE

Internet access provided by or through the Department shall be strictly limited to department-related activities. Internet sites containing information that is not appropriate or applicable to department use and which shall not be intentionally accessed include but are not limited to

Information Technology Use

adult forums, pornography, gambling, chat rooms, and similar or related internet sites. Certain exceptions may be permitted with the express approval of a supervisor as a function of a member's assignment.

Downloaded information from the internet shall be limited to messages, mail, and data files.

704.4.4 OFF-DUTY USE

Members shall only use technological resources related to their job while on-duty or in conjunction with specific on-call assignments unless specifically authorized by a supervisor. This includes the use of telephones, cell phones, texting, email, or any other "off-the-clock" work-related activities.

704.5 PROTECTION OF SYSTEMS AND FILES

All members have a duty to protect the computer system and related systems and devices from physical and environmental damage and are responsible for the correct use, operation, care, and maintenance of the computer system.

Members shall ensure department computers and access terminals are not viewable by persons who are not authorized users. Computers and terminals should be secured, users logged off, and password protections enabled whenever the user is not present. Access passwords, logon information, and other individual security data, protocols, and procedures are confidential information and are not to be shared. Password length, format, structure, and content shall meet the prescribed standards required by the computer system or as directed by a supervisor and shall be changed at intervals as directed by IT staff or a supervisor.

It is prohibited for a member to allow an unauthorized user to access the computer system at any time or for any reason. Members shall promptly report any unauthorized access to the computer system or suspected intrusion from outside sources (including the internet) to a supervisor.

704.6 INSPECTION OR REVIEW

A supervisor or the authorized designee has the express authority to inspect or review the computer system, all temporary or permanent files, related electronic systems or devices, and any contents thereof, whether such inspection or review is in the ordinary course of their supervisory duties or based on cause.

Reasons for inspection or review may include but are not limited to computer system malfunctions, problems, or general computer system failure, a lawsuit against the Department involving one of its members or a member's duties, an alleged or suspected violation of any department policy, request for disclosure of data, or a need to perform or provide a service.

The IT staff may extract, download, or otherwise obtain any and all temporary or permanent files residing or located in or on the department computer system when requested by a supervisor or during the course of regular duties that require such information.

Apple Valley Fire Department

Fire Policy Manual

Information Technology Use

704.7 CYBERSECURITY INCIDENTS

The Fire Chief or the authorized designee shall report any cybersecurity incident that impacts the Department to the Minnesota Bureau of Criminal Apprehension within 72 hours after an incident has been identified (Minn. Stat. § 16E.36, Subd. 2).

Mobile Data Terminal Use

705.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the guidelines for use of the Mobile Data Terminal (MDT) in the apparatus to access incident information, resource information and log unit status. Members using the MDT shall comply with appropriate federal and state rules and regulations.

705.2 POLICY

The MDT shall be used for official department business only. Messages that are of a sexual, racist or offensive nature or are otherwise critical of any member of the Department are strictly forbidden. Messages may be reviewed by supervisors at any time without prior notification. Members generating or transmitting messages not in compliance with this policy are subject to discipline. All calls dispatched to fire companies should be communicated by voice and MDT unless otherwise authorized by the Fire Chief.

705.2.1 USE WHILE DRIVING

Use of the MDT by the apparatus operator should be limited to times when the apparatus is stopped. Sending or reading MDT messages while an apparatus is in motion is a potentially dangerous practice. Reading messages while in motion should be done by the member in the right front seat.

705.2.2 DOCUMENTATION OF ACTIVITY

MDTs and voice transmissions are used to record the member's daily activity. To ensure the most accurate recording of these activities, the following are required:

- (a) All contacts or activity shall be documented at the time of the contact.
- (b) Whenever the activity or contact is initiated by voice, it shall be entered into the computer-aided dispatch system by a dispatcher.
- (c) Whenever the activity or contact is not initiated by voice, a member of the fire company who is not operating the apparatus shall record it on the MDT.

705.2.3 STATUS CHANGES

All changes in status (e.g., arrival at the scene, in service) will be transmitted verbally over the radio and through the MDT system. Members responding to multi-company emergency incidents shall advise changes in status verbally over the radio recognizing that it may assist other companies responding to the same incident. Other changes in status may be entered by depressing the appropriate keys on the MDT. Under normal operating conditions, a status change shall not be sent to a dispatcher via a message format.

705.2.4 EMERGENCY ACTIVATION OF THE MDT

If the emergency signal is activated on the MDT, the dispatcher will call the company on the radio to confirm the safety of the members. If there is no emergency, the company should answer that

Mobile Data Terminal Use

they have PAR, or are code 4. If there is no response from the company or the company answers in a way other than indicating their safety, the dispatcher shall proceed as follows:

- (a) If the unit is not on an incident, notify local law enforcement to assist in locating the unit that is transmitting the emergency using the last known location and time, known destination and departure points or the automatic vehicle location information.
- (b) Companies not involved in the emergency shall refrain from transmitting on the radio until the safety of each member is confirmed, unless they are also handling an emergency.

705.3 MDT CONSIDERATIONS

705.3.1 NON-FUNCTIONING MDT

If possible, members will not use apparatus with malfunctioning MDTs. If members must operate an apparatus in which the MDT is not working, members shall notify Dakota 911. It shall be the responsibility of Dakota 911 to record all information that will then be transmitted verbally over the fire radio.

Knox-Box Access

706.1 PURPOSE AND SCOPE

The purpose of this policy is to provide information about the DAMA Metal Company fire department key boxes and the roles and responsibilities of department members with regard to key box security, storage, access and accountability. This policy shall apply to all buildings or sites within the Apple Valley Fire Department jurisdiction where it has been determined that a fire department key box is needed for accessibility for emergency responders.

706.1.1 DEFINITIONS

Definitions related to this policy include:

Key tag - Attached to each key in a Knox-Box to identify its function.

Fire department key box - A locked box used for securely storing the keys to a gate, building or rooms within a building.

DAMA Metal Company - The manufacturer/vendor of the fire department key box, key switches, and related accessories. This is the only company whose products can be accessed by the Apple Valley Fire Department.

Master key - A key carried on all fire apparatus which enables department members to access any fire department key boxes within the jurisdiction.

706.2 POLICY

It is the policy of the Apple Valley Fire Department to be registered with the DAMA Metal Company, providing safe and secure nondestructive emergency access to commercial and residential properties. Participation minimizes potential budget impacts caused by forcible entry during an emergency and allows a building to be re-secured quickly and easily by members.

The Fire Chief or the authorized designee shall appoint a fire department key box program coordinator, who shall be responsible for ensuring that all aspects of the program are administered in accordance with state fire code, local ordinance and DAMA Metal Company requirements.

706.3 KEY ACCOUNTABILITY

No individual member shall be issued a master key. Appropriate fire apparatus shall be equipped with locking units that are accessed by an individual pin code. Once the master key is released, it should be used to access the fire department key box at the location of the emergency and be immediately returned to the secured unit.

The Fire Chief is ultimately accountable for master keys issued to the Department. Any missing master key shall be immediately reported verbally to a chief officer and followed up with a written explanation to the Fire Chief or the authorized designee.

Knox-Box Access

Maintenance and security of the master keys is essential to the credibility of the program. Any loss of a master key shall be thoroughly investigated and appropriate action initiated. If the key cannot be recovered, all master keys in the jurisdiction may have to be replaced at department expense.

706.4 SITE INSTALLATION AND TESTING

It is a property owner's responsibility to order the fire department key boxes from the fire department and ensure that they are installed securely in a manner and location approved by the Department, in accordance with local building codes and ordinances.

Generally fire department key boxes should be installed near the main entrance to the building at a height not to exceed six feet. This height has proven ideal as it enables members to access the key box quickly without deploying a ladder, yet is high enough to discourage tampering. Property owner must obtain the specific location for their building from the Apple Valley Fire Department Fire Marshal before installing the key box.

Key box switches should be installed by a certified electrician familiar with these devices.

706.5 KEYS IN KEY BOXES

Every access key placed in a fire department key box shall be identified with a sturdy key tag, or label. Each set of keys shall be grouped together on a key ring. The keys being installed will be at the discretion of the property owner but should be selected based on the access needs of emergency responders. Keys typically installed in a fire department key box include:

- Main entrance
- Grand master
- Elevator control
- Mechanical room
- Fire alarm panel
- Electrical room
- Roof access
- Other secured areas deemed appropriate by the owner and/or the Department

706.6 LOCK UP OF KEYS IN KEY BOXES

Fire department key boxes will be delivered to the property owner in the open position. After the box has been installed, the property owner must contact the Apple Valley Fire Department to request a lock-up of the box. Fire prevention staff will assist the property owner in arranging for a lock-up. All keys should be tagged, or labeled and ready for placement in the key box upon the arrival of the prevention staff.

Knox-Box Access

Members receiving requests for lock-up should refer the owner to the appropriate prevention staff member or get the owner's contact information. All requests shall be forwarded to the appropriate prevention staff member.

706.7 TESTING KEY SWITCHES

After a key switch has been installed, the property owner must contact the Department. The fire prevention staff will test the key switch at their earliest convenience to ensure that it works properly. The property owner does not need to be present for the test. If the key switch fails to operate, the property owner will be contacted by the fire prevention staff member to have the necessary repairs made.

706.8 NUMBER OF KEY SETS REQUIRED

More than one set of keys is often required to be placed in the fire department key box, especially in larger buildings. The extra sets of keys are needed for additional fire companies or second alarms arriving later at the same incident. The following guidelines have been established for the number of key sets required:

- Security gate only, or one- to two-story building: one set of keys
- Three to four stories: two sets of keys
- Five or more stories: three sets of keys

706.9 REGULAR KNOX-BOX TESTING

The Fire Chief or the authorized designee shall ensure that regular checks are performed on each fire department key box in the jurisdiction by fire prevention staff or firefighters. This should consist of checking the operation of the box and the keys.

Communications Operations

707.1 PURPOSE AND SCOPE

The purpose of this policy is to establish standards for two-way radio communications during routine, local emergency, regional emergency and mutual aid events. The basic function of the communications system is to satisfy the immediate information needs of the Department in the course of its activities. Standards of performance are necessary if the system is to remain functional during emergencies.

707.1.1 FEDERAL COMMUNICATIONS COMMISSION (FCC) COMPLIANCE

All Apple Valley Fire Department radio operations shall be conducted in accordance with FCC procedures and guidelines.

707.2 POLICY

The Apple Valley Fire Department will provide access to a two-way radio communication system to facilitate a more efficient response to emergency situations. The communication system is intended for official job-related communications between fire apparatus and Dakota 911. Fire apparatus and members shall be equipped with the appropriate types of two-way radios, personal communication devices and/or satellite paging system for the jurisdiction, type of work anticipated, and for local and regional interagency/multi-agency incidents.

707.3 COMMUNICATIONS LOG

It shall be the responsibility of the dispatchers at Dakota 911 to record all relevant information on an incident. Dispatchers shall attempt to elicit as much information as possible to enhance the safety of the personnel who are responding and assist in anticipating conditions that may be encountered at the scene. Desirable information includes, but is not limited to, the following:

- (a) Location of incident reported
- (b) Type of incident reported
- (c) Date and time the report was received
- (d) Name and address of the reporting party, if possible
- (e) Incident number
- (f) Time of dispatch
- (g) Apparatus dispatched to the incident
- (h) Time of apparatus arrival
- (i) Requests from members during the incident
- (j) Time the apparatus returned to service
- (k) Disposition or status of the reported incident
- (l) The time of any Incident Commander (IC) requested or automatic timed Personnel Accountability Report (PAR) or building collapse clocks

Communications Operations

707.4 RADIO COMMUNICATIONS

Operations are more efficient and member safety is enhanced when dispatchers, supervisors and members know the status of other companies, including their locations and the nature of the incidents to which they are assigned. Most critical incident communication should occur verbally, over the radio, for this reason.

707.4.1 APPARATUS IDENTIFICATION

Apparatus radio identification systems shall be based on the type of apparatus and the station responsibility/jurisdiction. Members should use the entire call sign when initiating communication with Dakota 911. The use of a call sign allows for a brief pause so that the dispatcher can acknowledge the appropriate company. Members initiating communication with other agencies shall use their entire call sign. This requirement does not apply to continuing conversation between the mobile unit and Dakota 911 once the mobile unit has been properly identified.

707.4.2 RADIO TESTING

Members should check for radio functionality to ensure that the mobile and portable radios are working as designed.

Radios that are inoperable or malfunctioning shall be placed out-of-service, an appropriate repair tag completed and the officer who is responsible for radios notified.

Public Alerts

708.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for notifying the public of vital fire safety information and/or emergency evacuation instructions.

708.2 POLICY

It is the policy of the Apple Valley Fire Department to use public alerts to notify the public of critical fire prevention campaigns, fire hazard warnings and emergency evacuation instructions. A public alert shall require the authorization of a Assistant Chief or higher rank.

708.3 PROCEDURE

Public alerts are intended to recruit public assistance in preventing fires through proactive activities via a widespread media alert. In addition to any local radio, television and press affiliates, the public will be notified of the circumstances of an emergency affecting the health and safety of people in a geographic area, and what the public can do to assist emergency responders during the incident.

The Fire Chief should be involved in any communiqué released via a public alert, if time permits, but certainly in the case of fire prevention campaigns, fire hazard warnings, weather alerts or notification of health information (e.g., pandemics, heat events).

In the event of a widespread emergency, such as a hazardous material (HAZMAT) release, biological threat or a major fire, Dakota 911 will likely be operating at or beyond capacity. Any public alert should include a telephone number outside Dakota 911 for the public to call for additional information and explicit instructions not to call Dakota 911 for additional information.

A public alert should include, but not be limited to, the following:

- (a) The Apple Valley Fire Department has generated the alert
- (b) The nature of the alert
- (c) The location and scope of the incident/prevention campaign/fire hazard
- (d) What the listener should do to assist in the effort
- (e) Established routes and/or destinations, if applicable
- (f) Where the listener can call to get additional information, if applicable
- (g) Instructions regarding what the listener should not do, if applicable

708.4 SYSTEM ADMINISTRATION

The Fire Chief or the authorized designee shall appoint an administrator for the public alert system. The administrator shall be responsible for all liaison contact with the public alert system vendor, all maintenance and upgrades of the system and will ensure the address/telephone number database is updated periodically in accordance with the vendor contract.

Apple Valley Fire Department

Fire Policy Manual

Public Alerts

The administrator shall also conduct periodic audits of the system to ensure peak performance in terms of volume of calls reaching the desired number of recipients in a reasonable time. Based on audit results, adjustments may need to be made on the number of outgoing telephone lines or the system capacity.

The Training Officer and the administrator shall coordinate training in the use of the public alert system and ensure that the appropriate members receive training.

Photography and Electronic Imaging

709.1 PURPOSE AND SCOPE

The purpose of this policy is to authorize department members to utilize photography and electronic imaging to document non-incidents and incidents while also protecting the privacy of citizens and ensuring department compliance with the mandates of the Health Insurance Portability and Accountability Act (HIPAA). Records management and HIPAA restrictions are covered in detail under separate sections in this Policy Manual.

This policy establishes legal ownership of all photographs and electronic images collected by department members; establishes the parameters for the types of incidents, subjects, and activities that may be photographed or electronically imaged; and establishes restrictions on the use of such photographs and electronic images.

709.2 POLICY

It is the policy of the Apple Valley Fire Department to authorize members to utilize photography and electronic imaging to document incidents and department activities that are subject to compliance with specific regulations, conditions, restrictions, and guidelines.

The use of photography or electronic imaging of medical patients, injured victims, or other people who are medically evaluated or treated by department members must also comply with the requirements of HIPAA.

The Apple Valley Fire Department shall respect the privacy rights established in the state and federal constitutions. Members are encouraged to use department issued devices for taking any photos.

709.3 OWNERSHIP AND COMMERCIAL USE OF PHOTOGRAPHS AND ELECTRONIC IMAGES

All photographs and electronic images taken by department members while on-duty or acting in an official capacity are the sole property of the Department and may not be sold, transferred for commercial use, bartered, or otherwise distributed for profit by any member of the Department without the express prior approval of the Fire Chief (17 USC § 201).

709.4 AUTHORIZED USE OF PHOTOGRAPHY AND ELECTRONIC IMAGING

709.4.1 NON-INCIDENT EVENTS

Photography and electronic imaging may be utilized by department members for non-incident events, including:

- (a) Documentation of department training events, exercises, lectures, classes, or activities, and all fire academy-related activities.

Photography and Electronic Imaging

- (b) Documentation of internal department events and activities, such as promotional ceremonies, member recognition or award presentations, meetings, seminars, workshops, and other activities involving department members.
- (c) Documentation of public events, such as safety seminars, fire station open house events, Fire Prevention education events and activities, school safety presentations, and club or service organization events.
- (d) Documentation of all department vehicles, apparatus, tools and equipment, facilities, and other department-owned property.
- (e) Creating and maintaining a photo/image bank depicting all department members.
- (f) Documentation of all buildings, structures, facilities, infrastructure components, landmarks, and recreational areas within the Department's jurisdiction for later use in disaster mitigation, recovery, and cost-recovery efforts.
- (g) To document any condition, activity or event related to the department's code enforcement responsibilities.
- (h) To document inspections, code compliance activities, or any other activity of Fire Prevention.
- (i) Unless prohibited elsewhere in this policy, to document any department activity for future use in training.
- (j) For any other purpose authorized by the Fire Chief, Deputy Fire Chief, or any chief officer.

709.4.2 INCIDENT-RELATED EVENTS

Photography and electronic imaging may be utilized by department members at incident scenes, including:

- (a) Documentation of the conditions on arrival and during suppression activities at any fire incident.
- (b) Documentation of fire, smoke, water, structural collapse, or any other damage or conditions resulting from any fire or fire-related event.
- (c) Documentation of people at the scene of a fire or a fire-related incident for the purpose of future investigation.
- (d) Documentation of anything of evidentiary value found at a fire or incident scene where any type of investigation may be initiated.
- (e) Documentation of the location, position, trauma, injuries, or any other factor of investigative interest related to deceased victims at a fire or fire-related incident or other incidents.
- (f) Documentation of the condition of vehicles, apparatus, bicycles, or other items involved in collisions, accidents, entrapments, or other rescue or medical events.
- (g) Documentation of the extrication of trapped individuals in any rescue situation.

Photography and Electronic Imaging

- (h) Documentation of the cause, location, extent, severity, and nature of traumatic injuries of patients at the scene. These images may be transferred to the receiving physician, nurse, or other authorized representative who assumes medical care for the patient.
- (i) Documentation of all aspects of any incident involving hazardous materials.
- (j) Documentation of severe weather events, including any damage, injuries, or fatalities caused by such events.
- (k) Documentation of any other event, situation, or activity as deemed appropriate and necessary by the Incident Commander of any event.

709.5 PROHIBITED USE OF PHOTOGRAPHY OR ELECTRONIC IMAGING

Department members are prohibited from using photography or electronic imaging except as permitted in this policy.

Prohibited use of photography or electronic imaging shall include but is not limited to:

- (a) Photographs and/or electronic images may not be taken, transmitted, or used in violation of any HIPAA regulation.
- (b) Photographs and/or electronic images may not be taken, transmitted, or used for personal purposes.
- (c) Unless requested by the receiving hospital or controlling medical authority, or deemed necessary for the future treatment of the patient, no photographs or electronic images should be taken inside a private residence during a non-traumatic medical aid incident.
- (d) Unless requested by the receiving hospital or controlling medical authority or deemed necessary for the future treatment of the patient, no photographs or electronic images should be taken of a minor (under 18 years of age) patient resulting from a medical aid response.
- (e) Unless requested by the receiving hospital or controlling medical authority or deemed necessary for the future treatment of the patient, no photographs or electronic images depicting patient genitalia or the exposed breasts of female patients should be taken by department members.
- (f) Unless requested by the receiving hospital or controlling medical authority or deemed necessary for the future treatment of the patient, no photograph or electronic image should be taken of a patient being treated by department members if the person expresses or indicates that they do not wish to be photographed. In the event that the need arises to take a photograph or electronic image of a medical patient against the patient's wishes, the medical need for taking the image will be explained to the patient with a witness present. Details regarding the need for the photograph or electronic image, the explanation provided to the patient, and the identity of the witness present shall be included in a Patient Care Report and/or incident report for the response.

Non-Official Use of Department Property

710.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance on the non-official use of department property. Department property includes, but is not limited to, all portable pumps, chain saws, rescue saws, generators, fire hoses, hose adapters, suction hoses, ladders, rescue equipment, small tools or any power driven tools.

710.2 POLICY

The personal use of department property is not authorized. No equipment shall be loaned or used by a member for any purpose other than official department business without the express prior approval of the Fire Chief or the authorized designee.

Requests from water companies or other City agencies for hose adapters or other equipment should be forwarded to the Fire Chief for consideration.

Department Use of Social Media

711.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that any use of social media on behalf of the Department is consistent with the department mission.

This policy does not address all aspects of social media use. Specifically, it does not address:

- Personal use of social media by department members (see the Member Speech, Expression, and Social Networking Policy).
- Use of social media in personnel processes (see the Recruitment and Selection Policy).
- Use of social media for issuance of fire hazard warnings, emergency evacuation instructions, and widespread emergencies (see the Public Alerts Policy).

711.1.1 DEFINITIONS

Definitions related to this policy include:

Social media - Any of a wide array of internet-based tools and platforms that allow for the sharing of information, such as the department website or social networking services.

711.2 POLICY

The Apple Valley Fire Department will use social media as a method of effectively informing the public about department services, issues, investigations, and other relevant events.

Department members shall ensure that the use or access of social media is done in a manner that protects the constitutional rights of all people.

711.3 AUTHORIZED USERS

Only members authorized by the Fire Chief or the authorized designee may utilize social media on behalf of the Department. Authorized members shall use only department-approved equipment during the normal course of duties to post and monitor department-related social media unless they are specifically authorized to do otherwise by their supervisors.

The Fire Chief may develop specific guidelines identifying the type of content that may be posted. Any content that does not strictly conform to the guidelines should be approved by the Fire Chief or the authorized designee prior to posting.

Requests to post information over department social media by members who are not authorized to post should be made through the member's chain of command.

711.4 AUTHORIZED CONTENT

Only content that is appropriate for public release, supports the department mission, and conforms to all department policies regarding the release of information may be posted.

Examples of appropriate content include:

Department Use of Social Media

- (a) Announcements.
- (b) Tips and information related to fire prevention.
- (c) Investigative requests for information.
- (d) Requests that ask the community to engage in projects that are relevant to the department mission.
- (e) Real-time safety information that is related to in-progress fire incidents, geographical warnings, or disaster information.
- (f) Media releases.
- (g) Recruitment of personnel.

711.4.1 INCIDENT-SPECIFIC USE

In instances of active incidents where speed, accuracy, and frequent updates are paramount (e.g., incident alerts, public safety information), the Fire Chief or the authorized designee will be responsible for the compilation of information to be released, subject to the approval of the Incident Commander.

711.5 PROHIBITED CONTENT

Content that is prohibited from posting includes but is not limited to:

- (a) Content that is abusive, discriminatory, inflammatory, or sexually explicit.
- (b) Any information that violates individual rights, including confidentiality and/or privacy rights and those provided under state, federal, or local laws.
- (c) Any information that could compromise an ongoing investigation.
- (d) Any information that could tend to compromise or damage the mission, function, reputation, or professionalism of the Apple Valley Fire Department or its members.
- (e) Any information that could compromise the safety and security of department operations, members of the Department, victims, patients, or the public.
- (f) Any content posted for personal use.
- (g) Any content that has not been properly authorized by this policy or the Fire Chief or the authorized designee.

Any member who becomes aware of content on this department's social media site that they believe is unauthorized or inappropriate should promptly report such content to the Fire Chief. The Fire Chief will ensure its removal from public view and investigate the cause of the entry.

711.5.1 PUBLIC POSTING PROHIBITED

Department social media sites shall be designed and maintained to prevent posting of content by the public.

The Department may provide a method for members of the public to contact department members directly.

Department Use of Social Media

711.6 MONITORING CONTENT

The Fire Chief may appoint a supervisor to review the use of department social media and report back on, at a minimum, the resources being used, the effectiveness of the content, any unauthorized or inappropriate content, and the resolution of any issues.

711.7 RETENTION OF RECORDS

The Fire Chief or authorized designee should establish a method of ensuring that public records generated through the use of social media are retained in accordance with established records retention schedules.

711.8 TRAINING

Authorized members should receive training that, at a minimum, addresses legal issues concerning the appropriate use of social media sites, as well as privacy, civil rights, and the dissemination and retention of information posted on department sites.

Chapter 8 - Records management

Records Management

800.1 PURPOSE AND SCOPE

This policy provides guidelines for the management of all department documents, including those in fire stations, to ensure that department records are maintained and available as needed. This policy also provides guidance on the retention, disposition and security of records.

800.2 POLICY

It is the policy of the Apple Valley Fire Department to promote the efficient and cost-effective conduct of department business by reducing the number of records in active file areas, eliminating unnecessary retention of duplicate or obsolete documents and providing for timely transfer of inactive files in compliance with legal requirements.

800.3 CUSTODIAN OF RECORDS

The Fire Chief shall appoint a Custodian of Records, who will oversee the records management program, including the records retention schedule. The Custodian of Records or the authorized designee should:

- (a) Remain familiar with the Minnesota Government Data Practices Act.
- (b) Identify what records the Department has, where the records are kept, the volume, and how the records are used.
- (c) Maintain and update the Department's records retention schedule, including:
 - 1. Identify the minimum length of time the Department must keep records in a series.
 - 2. Identify the Department section or division responsible for the original record.
- (d) Coordinate the placement of inactive records in storage, including:
 - 1. Maintaining a storage inventory.
 - 2. Providing an annual reminder to review files to determine if any records should be transferred to storage.
- (e) Manage the destruction of department records, including:
 - 1. Annually reviewing the records retention schedule and storage inventory list to determine which records are eligible for destruction.
 - 2. Providing a list to the Fire Chief of records eligible to be destroyed.
 - 3. Obtaining any required approvals for the destruction of eligible records.
 - 4. Maintaining a list of records that have been destroyed.
- (f) Ensure that confidential and other sensitive records are stored or maintained to protect the sensitive nature of the records.

Records Management

- (g) Process subpoenas and requests for records as provided in the Subpoenas and Court Appearances, the Release of Records and the Patient Medical Record Security and Privacy policies.
- (h) Manage a document imaging or other process for bulky or rarely accessed records with long retention periods.
- (i) Establish rules regarding the inspection and copying of department records as reasonably necessary for the protection of such records, including:
 - 1. Identifying records or portions of records that are confidential under state or federal law and not open for inspection or copying.
 - 2. Maintaining a schedule of fees for public records as allowed by law.
- (j) Ensure that this department posts in a conspicuous place or on the Department website, or otherwise has available to the public, a document that contains the basic rights of a person who requests government data, the responsibilities of the Department and any associated costs (Minn. Stat. § 13.025).

800.4 MEMBERS' RESPONSIBILITY

All members are expected to handle department records in a responsible manner and as provided in this policy.

Members are responsible to ensure that records in their control are maintained as provided in the records retention schedule.

800.5 TRAINING

The Custodian of Records should coordinate with the Training Officer to provide training regarding the records management program to the appropriate department members.

Release of Records

801.1 PURPOSE AND SCOPE

This policy establishes guidelines for the public to inspect and obtain copies of public records.

Inspection and release of records with protected health information is covered in the Patient Medical Record Security and Privacy Policy.

801.2 POLICY

The Apple Valley Fire Department is committed to providing public access to records consistent with the Minnesota Government Data Practices Act (Minn. Stat. § 13.03).

801.3 PROCESSING REQUESTS FOR PUBLIC RECORDS

Any member who receives a request for records shall route the request to the Custodian of Records or the authorized designee.

Any member of the public, including the media and elected officials, may access public data of this department by submitting a written and signed request for each record sought and paying any associated fees. A person shall be permitted to inspect and copy public government data at reasonable times and places and shall be informed of the data's meaning if requested (Minn. Stat. § 13.03, Subd. 3).

The Department may not charge or require the requesting person to pay a fee to inspect data. A fee may be charged for remote access to data where either the data or the access is enhanced at the request of the person seeking access (Minn. Stat. § 13.03).

801.3.1 REQUESTS FOR RECORDS

The processing of requests for records is subject to the following:

- (a) The Department is not required to create records which do not exist.
- (b) When a record contains material with release restrictions and material that is not subject to release restrictions, the restricted material shall be redacted and the unrestricted material released.
 - 1. A copy of the redacted release should be maintained as evidence of what was actually released and should document the reasons for the redactions.
- (c) The Custodian of Records or the authorized designee processing the request shall determine if the requested data is available and, if so, whether the data is restricted from release. The requesting person shall be informed of the determination either orally at the time of the request or in writing as soon after that time as reasonably possible. The Custodian of Records or the authorized designee shall cite the specific statutory section, temporary classification or specific provision of state or federal law on which the determination is based (Minn. Stat. § 13.03, Subd. 3(f)).

Apple Valley Fire Department

Fire Policy Manual

Release of Records

- (d) Inspection includes, but is not limited to, the visual inspection of paper and similar types of government data. Inspection does not include printing copies, unless printing a copy is the only method to provide for inspection of the data (Minn. Stat. § 13.03, Subd. 3(b)).
- (e) For data stored and made available in electronic form via remote access, public inspection includes allowing the public remote access and the ability to print copies or download the data (Minn. Stat. § 13.03, Subd. 3(b)).
- (f) The Department shall provide copies of public data upon request (Minn. Stat. § 13.03, Subd. 3(c)).
- (g) Government data maintained by this department using a computer storage medium shall be provided in that medium in electronic form if a copy can be reasonably made. The Department is not required to provide the data in an electronic format or program that is different from the format or program in which the data is maintained (Minn. Stat. § 13.03, Subd. 3(e)).

801.4 RECORDS NOT OPEN FOR INSPECTION

Examples of records with release restrictions include:

- (a) Patient Care Reports (PCRs) (45 CFR 164.502; Minn. Stat. § 13.384) (see the Patient Medical Record Security and Privacy Policy).
- (b) Personnel or similar files (Minn. Stat. § 13.43).
- (c) Records pertaining to pending litigation (Minn. Stat. § 13.39).
- (d) Legal opinions.
- (e) Arson investigations (Minn. Stat. § 13.82, Subd. 7).
- (f) Test questions, scoring keys and other examination data used to administer an examination for appointment or promotion (Minn. Stat. § 13.34).
- (g) Records of complaints to or investigations conducted by the Apple Valley Fire Department for law enforcement purposes (Minn. Stat. § 13.82, Subd. 7).
- (h) Contents of real estate appraisals and evaluations made for or by the Apple Valley Fire Department relative to the acquisition of property until the negotiating parties enter into an agreement for the purchase and sale of the property (Minn. Stat. § 13.44).
- (i) Records where disclosure is exempt or prohibited pursuant to provisions of federal or state law relating to privilege.
- (j) Personal contact and online account information (Minn. Stat. § 13.356).

801.5 RELEASED RECORDS TO BE MARKED

Each page of any record released pursuant to this policy should be stamped in a colored ink or otherwise electronically marked to indicate the Department name and to whom the record was released.

Subpoenas and Court Appearances

802.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures for receiving, processing and responding to subpoenas to appear or to produce records or evidence. It will allow the Department to cover any related work absences and keep the Department informed about relevant legal matters.

802.2 POLICY

Department members will respond appropriately to all subpoenas and any other court ordered appearances.

802.3 RECEIPT OF SUBPOENAS

Only department members authorized to receive a subpoena on behalf of the Department or any of its members may do so.

Subpoenas for records should be directed to the Custodian of Records or the authorized designee for processing.

802.3.1 SUBPOENAS OF RECORDS

The Custodian of Records and any authorized designees should receive training in proper intake and processing of subpoenas. Members not designated by the Custodian of Records and properly trained are not authorized to accept subpoenas for department records.

Subpoenas for records shall be date-stamped and logged.

The Custodian of Records will consult with the Department privacy officer regarding any request for medical records. The Custodian of Records or the authorized designee will only produce the requested records as provided in this policy and the Patient Medical Record Security and Privacy Policy.

If the Custodian of Records determines that a subpoena involves a request for a confidential record or relates to pending litigation against the Department or City, the request should be promptly brought to the attention of the legal counsel for the Department.

The Department may be entitled to recoup reasonable costs incurred in production of business records in response to a subpoena. The Custodian of Records should provide a statement reflecting the assessment of these reasonable costs and require payment at the time subpoenaed records are delivered (Minn. R. Civ. P. 45.03(d)).

802.3.2 CIVIL SUBPOENAS INCLUDING DEPOSITIONS OR NOTICES TO APPEAR

Upon receipt of a civil subpoena, the Custodian of Records or other person authorized to receive a subpoena shall date-stamp and log the subpoena.

Subpoenas and Court Appearances

The Custodian of Records or other person authorized to receive a subpoena shall ensure timely delivery of the subpoena to the identified member, noting on the log the date and time it was accepted. The receiving member should acknowledge receipt by signing and dating the log.

No subpoena for a member of this Department as a witness in a civil action should be accepted unless it is accompanied by the required fee for each day the member's appearance is required pursuant to the subpoena (Minn. R. Civ. P. 45.03(d)).

Members shall notify the Fire Chief of receipt of a subpoena. Members should contact the attorney issuing the subpoena to confirm the date and time of appearance or to confirm an on-call status. The member shall comply with all instructions on the subpoena and monitor the status of all required appearances to ensure compliance with judicial process. In the event a member will be unavailable to respond to a subpoena, the member shall promptly notify the attorney issuing the subpoena and the Fire Chief.

Members who are deposed should request a copy of the transcript.

802.3.3 ON-CALL SUBPOENAS

Upon receipt of a subpoena and after contacting the issuing attorney, a member may make arrangements with the issuing attorney to be placed in an on-call status.

The subpoenaed member shall promptly notify his/her supervisor of the subpoena and any on-call status and make arrangements regarding any potential scheduling conflicts, potential overtime compensation or other follow-up required to coordinate on-call appearance status.

802.3.4 CRIMINAL SUBPOENAS

Upon receipt of a criminal subpoena related to department business, the member shall promptly notify the Fire Chief of his/her appearance and contact legal counsel if he/she has any questions.

802.3.5 CIVIL SUBPOENAS UNRELATED TO OFFICIAL DEPARTMENT BUSINESS

Members properly served with valid subpoenas for civil matters unrelated to their department duties shall comply with the requirements of the subpoena. Members are not entitled to compensation from the Department for any such appearance or deposition and arrangements for time off should be coordinated with their supervisors.

Employees subpoenaed to testify about non work-related matters shall be permitted to take time off to testify but are not entitled to receive wages. Employees may use vacation, personal leave or compensatory time off for the time they will be away from work.

802.4 RESPONSIBILITIES

802.4.1 MEMBERS

Members subpoenaed to appear for any department-related reason or who are subpoenaed to produce records or evidence shall:

- (a) Document the date, time and manner of receipt.

Subpoenas and Court Appearances

- (b) Promptly contact the Custodian of Records and provide the Custodian with a copy of the subpoena and/or summons and complaint.
- (c) Make arrangements through the Custodian of Records to obtain any related reports or information.
- (d) Notify their supervisors of the subpoena.

Employees who are subpoenaed to testify about department-related matters shall receive their normal wages. Any witness fees provided to an on-duty employee shall be promptly transmitted to the Department. Members shall coordinate any scheduled appearances with their supervisor to ensure the efficient use of staffing to minimize the payment of overtime.

Members appearing in court or appearing for court-related functions such as depositions shall appear for court or other judicial proceedings in uniform or business attire.

Any questions regarding this policy or its requirements shall be promptly directed to a supervisor or department legal counsel.

802.4.2 SUPERVISORS

Supervisors should monitor the schedules of members who have been served subpoenas requiring their appearance to ensure appropriate shift coverage and compensation for the subpoenaed member.

Supervisors shall not intentionally adjust a member's duty schedule for the purpose of creating overtime.

802.5 TESTIFYING AGAINST THE INTEREST OF THE CITY

Any member who has been subpoenaed to testify, has agreed to testify or who anticipates testifying or providing information on behalf of, or at the request of, any party other than the state, any city, county or any of their officers or agents or employees in which any of those entities or persons are parties to the litigation, will promptly notify his/her supervisor. The supervisor shall notify the Fire Chief, prosecuting attorney in a criminal case and the Department's legal counsel, as may be indicated by the case.

This requirement includes:

- (a) Providing testimony or information for the defense in any criminal trial or proceeding.
- (b) Providing testimony or information for the plaintiff in a civil proceeding against any city, county or its officers, agents or employees.
- (c) Providing testimony or information on behalf of, or at the request of, any party other than any City official in any administrative proceeding, including, but not limited to, personnel and/or disciplinary matters.
- (d) No member will be retaliated against for testifying in any matter.

Apple Valley Fire Department

Fire Policy Manual

Subpoenas and Court Appearances

802.6 RECEIPT AND PROCESSING OF A SUMMONS

Upon receipt of a summons in a matter related to department business, the member shall document the date, time and manner of receipt and promptly notify his/her supervisor and contact legal counsel for the Department.

Patient Medical Record Security and Privacy

803.1 PURPOSE AND SCOPE

The purpose of this policy is to establish appropriate administrative, technical, and physical safeguards for patient medical records and to provide reasonable safeguards against prohibited uses and disclosures of protected health information (PHI) in accordance with federal and state law, to include the following:

- Health Insurance Portability and Accountability Act (HIPAA) (42 USC § 201 et seq.)
- Minnesota Government Data Practices Act (Minn. Stat. § 13.01 et seq.)

803.1.1 DEFINITIONS

Definitions related to this policy include:

Health information - Any information, whether oral or recorded in any form or medium, that is created or received by the Department and relates to a person's past, present, or future physical or mental health or condition, or past, present, or future payment for the provision of health care to a person (45 CFR 160.103).

Individually identifiable health information - Health information, including demographic information, created or received by the Department that relates to an individual's past, present, or future physical or mental health or condition, the provision of health care to the individual, or the past, present, or future payment for the provision of health care to an individual, that can either identify the individual or provide a reasonable basis to believe the information can be used to identify the individual (45 CFR 160.103).

Limited data set - PHI that excludes the following direct identifiers of an individual or of relatives, employers, or household members of the individual (45 CFR 164.514(e)):

- Names
- Postal address information, other than town or city, state, and ZIP code
- Telephone or fax numbers
- Email addresses
- Social Security numbers
- Medical record numbers
- Health plan beneficiary numbers
- Account numbers
- Certificate or license numbers
- Vehicle identifiers and serial numbers, including license plate numbers
- Device identifiers and serial numbers

Patient Medical Record Security and Privacy

- Web Universal Resource Locators (URLs)
- Internet Protocol (IP) address numbers
- Biometric identifiers, including finger and voice prints
- Full-face photographic images and/or any comparable images

Patient medical records - Department records or data containing any information identifying a patient. However, media recorded by department body-worn cameras is for quality assessment and improvement purposes, not patient care, and therefore is not part of a patient's medical records.

Protected health information (PHI) - Individually identifiable health information that is created or received by the Department. Information is protected whether it is in writing, in an electronic form, or communicated orally (45 CFR 160.103).

Protected personal information (PPI) - Information that includes but is not limited to PHI, pictures or other forms of voice or image recording, patient address, telephone numbers, Social Security number, date of birth, age, or any other information that could be reasonably used to uniquely identify the patient or that could result in identity theft if released for unauthorized purposes or to unauthorized personnel.

803.2 POLICY

It is the policy of the Department to reasonably safeguard PHI and comply with HIPAA and the implementing regulations through the use of policy and procedures, system access security and passwords, and limited physical access to hard copy files (45 CFR 164.530(c)).

803.3 RESPONSIBILITIES

Members shall protect the security, confidentiality, and privacy of all patient medical records in their custody at all times.

Possessing, releasing, or distributing PPI, including for unauthorized purposes, is prohibited and may violate HIPAA and/or other applicable laws. Members who have not received department training on the proper handling of these records shall not access patient medical records.

Members with occupational access to patient medical records shall be trained in the proper handling of PHI in accordance with the Health Insurance Portability and Accountability Act (HIPAA) Training Policy and shall reasonably ensure that no unauthorized person shall have access to PHI without the valid authorization of the patient, except as provided by law (45 CFR 164.530(b); 45 CFR 164.512).

803.4 PRIVACY OFFICER

The Fire Chief shall designate a privacy officer who is responsible for all matters relating to the privacy of patient medical information, including PHI. The privacy officer shall (45 CFR 164.530):

- (a) Identify who may have access to PPI and PHI.

Patient Medical Record Security and Privacy

- (b) Resolve complaints under HIPAA.
- (c) Mitigate, to the extent practicable, any harmful effects known to the Department regarding any use or disclosure of PHI in violation of this policy or the HIPAA regulations.
- (d) Ensure members are trained in the proper handling of PHI in accordance with the Health Insurance Portability and Accountability Act (HIPAA) Training Policy.
- (e) Ensure technical and physical safeguards are implemented to maintain security and confidentiality of PHI and to allow access to PHI only to those persons or software programs that have been granted access rights.

803.5 PROCEDURE

Records containing PHI or PPI, including Patient Care Reports (PCRs), shall be kept out of view unless the report is being completed during an incident, during input of information into the National Fire Incident Reporting System (NFIRS), or during processing or review at Apple Valley Fire Department facilities by authorized personnel (45 CFR 164.530(c)).

803.6 SECURITY

All patient records containing PHI or PPI shall be kept secure at all times whether the record is in written, verbal, electronic, or any other visual or audible format (45 CFR 164.306(a)).

Documents provided by a patient or caregiver will receive the same level of confidentiality and security as department records during the time department personnel retain possession of the documents.

No patient record, including documents and electronic images containing PHI, shall be visible to the public.

803.6.1 ELECTRONIC PHI SECURITY

All computer workstations and servers within the Department shall require appropriate security measures, such as user identification and login passwords, to access electronic documents, including electronic PHI (45 CFR 164.308(a)(5)).

Members with access to electronic data shall lock their workstations when left unattended and shall log off their workstations when leaving for the day to prevent unauthorized access to electronic PHI (45 CFR 164.310; 45 CFR 164.312).

Remote access to department computer workstations requires that appropriate security measures be provided for access to PHI (45 CFR 164.312).

PHI may be transmitted electronically, provided the transmission occurs through a secure process that allows end-to-end authentication and the recipient is authorized to receive the information. Electronic transmission consists of email, file transfer protocol, internet web posting, and any configurable data stream. End-to-end authentication is accomplished when the electronic referral does not leave a secure network environment and the recipient is known, or when encryption and authentication measures are used between sender and recipient, thus verifying full receipt by

Patient Medical Record Security and Privacy

the recipient. Any electronic PHI traveling outside a secure network environment, via the internet, requires encryption and authentication measures (45 CFR 164.312(e)).

803.6.2 HARD COPIES

Hard copies of PCRs shall be kept in a secured area when unattended by authorized personnel. An area of the Department is considered unattended when members are physically outside of the area and unable to maintain record security. This includes but is not limited to breaks, lunch, or meetings outside the Department.

Hard copies of PCRs should be stored in a locked area whenever practicable for ease of record retention and retrieval.

Patient records shall not be removed from the Department without express authorization from the Custodian of Records.

803.7 PHI RECORD REQUESTS

The following procedures apply to PHI record requests:

- (a) Requests and subpoenas for copies of patient records shall be processed by the Custodian of Records.
- (b) The Custodian of Records or the authorized designee shall not release records containing PHI without a properly completed authorization to release medical records that is signed by the patient or legal representative of the patient.
 - 1. Verification that the person completing the authorization is the patient or the legal representative of the patient shall be made with government-issued identification and documentation (45 CFR 164.508(c)).
- (c) Unless the request for records is from the patient or the parent of a minor patient, PHI shall be redacted from the record. A photocopy of the record shall be distributed to the requestor.
- (d) Requests for records via a valid subpoena do not require that PHI be redacted.
- (e) Fulfilled records requests shall be placed in a sealed envelope for release to the requestor.
- (f) A full copy of the valid subpoena or authorization to release medical records form shall be maintained in the file with the PCR.

803.7.1 PROHIBITED DISCLOSURES OF PHI AND PPI

The Department shall not use or disclose PHI or PPI without authorization. Prohibited disclosures include any form of communication, except as permitted in this policy, including but not limited to (45 CFR 160.103):

- (a) PHI or PPI contained in email or other forms of written communication.
- (b) Sharing of PHI or PPI on any website, blog, or other form of social or public media.

Patient Medical Record Security and Privacy

- (c) Verbal discussions.
- (d) The use of any imaging device capable of capturing and storing still or moving images, such as digital or other cameras, video cameras, cellular telephones with picture-taking or video-recording capability, or any other device with picture-taking or video-recording capability while engaged in patient care, while at the scene of a medical emergency or hospital, or at any time when such use could reasonably be expected to result in the inappropriate capture of PHI or PPI.

803.7.2 PERMITTED DISCLOSURES OF PHI AND PPI

The Custodian of Records may release records containing PHI or PPI without authorization from the patient under any of the following circumstances:

- (a) For the department's use to carry out treatment, payment, or health care operations (45 CFR 164.506)
- (b) Where the PHI is requested pursuant to a valid subpoena or court order (45 CFR 164.512(e))
- (c) Where the PHI is part of a limited data set (45 CFR 164.514(e))
- (d) Where the PHI is used for public health activities authorized by law, including when the information is necessary to report child abuse or neglect (45 CFR 164.512(b))
- (e) Where the PHI is disclosed to a government authority because the person is believed to be a victim of abuse, neglect, or domestic violence (45 CFR 164.512(c))
- (f) To law enforcement as provided in this policy (45 CFR 164.512(f))
- (g) Where the Department believes that disclosure of the information is necessary to avert a serious threat to the health or safety of a person or the public (45 CFR 164.512(j))
- (h) Where the PHI is required for worker's compensation purposes (45 CFR 164.512(l))

803.7.3 REQUIRED DISCLOSURES

The Department must disclose PHI when:

- (a) The PHI is requested by and provided to the individual to whom the PHI belongs (45 CFR 164.502(a)(2)).
- (b) The information is required by the U.S. Secretary of Health and Human Services to investigate compliance with HIPAA (45 CFR 164.502(a)(2)).

803.7.4 SUBPOENAS

Records containing PHI or PPI will be disclosed only if one of the following is present (45 CFR 164.512(e)(1)):

- (a) A court order or subpoena signed (or stamped) by a judge that requires no additional assurances or notification to the individual whose records are requested
- (b) A subpoena or discovery order signed by an attorney which requires additional proof of service that written notification has been given to the individual whose records are requested; a declaration by the requesting party showing that reasonable efforts have

Patient Medical Record Security and Privacy

been made to ensure that notice has been provided to the individual whose records are being requested or there is a qualified protective order. No records relating to the person named in the notice will be produced until the time to respond to the notice has lapsed and no objections to the production of the materials requested have been made. If written notification to the individual is not provided, the declaration must establish all of the following:

1. The requesting party has made a good faith effort to provide written notice to the individual.
2. The notice includes sufficient information about the litigation or proceeding for which the PHI is requested to allow the individual to raise an objection.
3. The time for the individual to raise objections to the court or tribunal has elapsed.
4. No objections were filed or all objections have been resolved.
5. In lieu of a declaration, records may be released if there is a court order or a stipulation by the parties to the litigation that both:
 - (a) Prohibits the parties from using or disclosing the PHI for any purpose other than the litigation or proceeding for which such information was requested.
 - (b) Requires the return to the Department or destruction of the PHI (including all copies made) at the end of the litigation or proceeding.

803.7.5 RELEASE OF PHI TO LAW ENFORCEMENT

The release of PHI to a law enforcement agency is permitted under the following circumstances:

- (a) In response to a law enforcement officer who completes the department's release of PHI to law enforcement form and requires the PHI (45 CFR 164.512(f)(1)):
 1. To report certain types of wounds or other physical injuries.
 2. In compliance with a court order or court-ordered warrant, a subpoena or summons, a grand jury subpoena, or an administrative request for which a response is required by law.
- (b) In response to a law enforcement officer who completes the department's release of PHI to law enforcement form for the purpose of identifying or locating a suspect, fugitive, material witness, or missing person. In such a case, the Department may only disclose the following PHI (45 CFR 164.512(f)):
 1. Name and address
 2. Date and place of birth
 3. Social Security number
 4. ABO blood type and Rh factor
 5. The character and extent of injuries
 6. Date and time of treatment

Patient Medical Record Security and Privacy

7. Date and time of death, if applicable
8. A description of distinguishing physical characteristics

803.7.6 ADDITIONAL RESTRICTIONS FOR REPRODUCTIVE HEALTH CARE RECORDS

Records related to reproductive health records as defined by 45 CFR 160.103 are subject to additional disclosure restrictions as provided in 45 CFR 164.502 and 45 CFR 164.509. Requests that may include reproductive health care records should be evaluated by the Custodian of Records in consultation with legal counsel before disclosure to ensure compliance with federal law.

803.8 INDIVIDUAL RIGHTS

The privacy officer is responsible for ensuring the Department complies with all of the following rights of patients:

- (a) The right to request restrictions on certain uses and disclosures of PHI (45 CFR 164.522(a))
- (b) The right to receive their PHI confidentially (45 CFR 164.522(b))
- (c) The right to inspect and copy their PHI (45 CFR 164.524)
- (d) The right to request amendments to their PHI (45 CFR 164.526)
- (e) The right to receive an account of disclosures of PHI (45 CFR 164.528)

803.8.1 PHI AMENDMENT REQUESTS

Patients have the right to review their PHI records and, if necessary, to request that amendments be made. A patient must make a request in writing to have their medical record amended. Included in the request must be the patient's account of the incident and what specific amendment is being requested (45 CFR 164.526(b)(1)).

The privacy officer has the authority to deny the request for amendment where the PHI (45 CFR 164.526(a)(2)):

- (a) Was not created by the Department.
- (b) Is not part of the designated record.
- (c) Is not available for inspection by the requestor pursuant to 45 CFR 164.524.
- (d) Is accurate and complete.

Within 60 days of receipt of the request for amendment, the privacy officer must provide the basis for denial in writing or, in the case that the request is approved, provide notice of approval (45 CFR 164.526(b)(2)).

The time for response may be extended for up to 30 days with a written statement to the requestor identifying the reasons for the delay and the date by which the action will be completed (45 CFR 164.526(b)(2)).

Chapter 9 - Safety

A Workplace Accident and Injury Reduction (AWAIR) Program

900.1 PURPOSE AND SCOPE

The purpose of this policy is to establish an ongoing and effective plan to reduce the incidence of injury and illness for members of the Apple Valley Fire Department, in accordance with the requirements of Minn. Stat. § 182.653.

Although this policy provides the essential guidelines for a plan that reduces injury and illness, it may be supplemented by department procedures outside the Policy Manual.

This policy supplements but does not supersede any related City-wide safety efforts.

900.2 POLICY

The Apple Valley Fire Department will adopt an AWAIR program in order to increase the safety of its members.

900.3 AWAIR PROGRAM

The Health and Safety Officer (HSO) is responsible for developing A Workplace Accident and Injury Reduction (AWAIR) program that shall include:

- (a) Workplace safety and health training programs.
- (b) Safety inspections.
- (c) Informing members of the AWAIR program guidelines.
- (d) Recognizing members who perform safe work practices.
- (e) Member evaluation processes, including member safety performance.
- (f) A system ensuring that all safety and health policies and procedures are clearly communicated and understood by all members.
- (g) A communication system facilitating the continuous flow of safety and health information between supervisors and members. This system shall include:
 - 1. New member orientation, including a discussion of safety and health policies and procedures.
 - 2. Regularly scheduled safety meetings.
 - 3. Regular member review of the AWAIR program.
- (h) Establishing Division Safety Coordinators and defining their responsibilities.
- (i) Posting or distributing safety information.
- (j) A system for members to anonymously inform management about workplace hazards.
- (k) Availability of forms that address:

Apple Valley Fire Department

Fire Policy Manual

A Workplace Accident and Injury Reduction (AWAIR) Program

1. Identification, documentation, and correction of hazards, any unsafe condition or work practice, and actions taken to correct them.
 2. Investigations and corrective actions taken regarding individual incidents or accidents.
 3. Training records for each member, including the member's name or other identifier, training dates, type of training, and training providers.
- (l) Establishing a safety and health committee (Minn. Stat. § 182.676; Minn. R. 5208.0010 et seq.).
- (m) Descriptions of the following (Minn. Stat. § 182.653):
1. How managers, supervisors, and members are responsible for implementing the program and how continued participation of management will be established, measured, and maintained.
 2. The methods used to identify, analyze, and control new or existing hazards, conditions, and operations.
 3. How the plan will be communicated to all affected members so that they are informed of work-related hazards and controls.
 4. How workplace accidents will be investigated and corrective action implemented.
 5. How safe work practices and rules will be enforced.

The HSO must conduct and document a review of the AWAIR program at least annually and document how the program procedures are applied (Minn. Stat. § 182.653).

900.3.1 REVIEW OF SAFETY MANDATES

The IIPP shall also include a process to review compliance with safety mandates. The process should include a review of safety mandates relating to:

- (a) Communicable diseases (29 CFR 1910.1030; Minn. R. 5206.0600) (see the Communicable Diseases Policy).
- (b) Respiratory protection (29 CFR 1910.134) (see the Respiratory Protection Program Policy).
- (c) Personal protective equipment (see the Personal Protective Equipment Policy).
- (d) Emergency Action Plan and Fire Prevention Plan (29 CFR 1910.38(a); Minn. R. 5205.0010) (see the Emergency Action Plan and Fire Prevention Plan Policy).
- (e) Walking-Working Surfaces (29 CFR 1910.21 et seq.; Minn. R. 5205.0010) (see the Fire Station Living Policy).

900.3.2 SAFETY AND HEALTH COMMITTEE

The HSO will facilitate the safety and health committee and ensure applicable rules are addressed (Minn. R. 5208.0010 et seq.). The committee's purpose is to assist in the implementation of the AWAIR program and bring workplace safety concerns or complaints to the attention of the

Apple Valley Fire Department

Fire Policy Manual

A Workplace Accident and Injury Reduction (AWAIR) Program

department administration. Members of the committee must be selected by department members (Minn. Stat. § 182.676).

Duties of the committee should, at a minimum, include (Minn. R. 5208.0050):

- Reviewing and making recommendations related to AWAIR.
- Coordinating safety inspections.
- Training members about AWAIR and safe working procedures.
- Identifying the hazards associated with a particular task or job.
- Providing input regarding new workplace safety rules.
- Preparing AWAIR presentations for staff meetings.
- Assisting in workplace accident investigations.
- Reviewing and making recommendations for incidents involving work-related deaths, injuries, and illnesses.

900.4 DIVISION SAFETY COORDINATORS

Division Safety Coordinator responsibilities include but are not limited to:

- (a) Ensuring member compliance with AWAIR guidelines and answering questions from members about this policy.
- (b) Training, counseling, instructing, or making informal verbal admonishments any time safety performance is deficient. Supervisors may also initiate discipline when it is reasonable and appropriate under the Conduct and Behavior Policy.
- (c) Establishing and maintaining communication with members on health and safety issues. This is essential for an injury-free, productive workplace.
- (d) Completing required forms and reports relating to AWAIR; such forms and reports shall be submitted to the Administration Division Chief.
- (e) Notifying the HSO when:
 1. New substances, processes, procedures, or equipment that present potential new hazards are introduced into the work environment.
 2. New, previously unidentified hazards are recognized.
 3. Occupational injuries and illnesses occur.
 4. New and/or permanent or intermittent members are hired or reassigned to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.
 5. Workplace conditions warrant an inspection.

A Workplace Accident and Injury Reduction (AWAIR) Program

900.5 HAZARDS

All members should report and/or take reasonable steps to correct unsafe or unhealthy work conditions, practices, or procedures in a timely manner. Members should make their reports to a supervisor (as a general rule, their own supervisors).

Supervisors should make reasonable efforts to correct unsafe or unhealthy work conditions in a timely manner, based on the severity of the hazard. These hazards should be corrected when observed or discovered, when it is reasonable to do so. When a hazard exists that cannot be immediately abated without endangering members or property, supervisors should protect or remove all exposed members from the area or item, except those necessary to correct the existing condition.

Members who are necessary to correct the hazardous condition shall be provided with the necessary protection.

All significant actions taken and the dates they are completed shall be documented on the appropriate form. This form should be forwarded to the Administration Division Chief via the chain of command.

The Administration Division Chief will take appropriate action to ensure the AWAIR program addresses potential hazards upon such notification.

900.6 INSPECTIONS

Safety inspections are crucial to a safe work environment. These inspections identify and evaluate workplace hazards and permit mitigation of those hazards. A hazard assessment checklist should be used for documentation and to ensure a thorough assessment of the work environment.

Safety inspections shall be conducted by the safety and health committee at a frequency decided by the committee, but at least quarterly (Minn. R. 5208.0040).

The Division Safety Coordinators shall ensure that the appropriate documentation is completed for each inspection.

900.7 RECORDS

Records relating to injury and illness prevention will be maintained in accordance with the established records retention schedule.

All safety and health committee recommendations and reports shall be kept for two years. The reports shall be made available to the Department of Labor and Industry upon request (Minn. R. 5208.0050).

Minnesota Occupational Safety and Health Administration (MNOSHA) Inspections

901.1 PURPOSE AND SCOPE

This policy establishes guidelines and responsibilities for Apple Valley Fire Department members to follow in the event that a MNOSHA inspector requests access to department property or work operations.

This policy does not address those inspections requested by the Apple Valley Fire Department as part of a consultation service by MNOSHA.

901.2 POLICY

It is the policy of the Apple Valley Fire Department for the Fire Chief or the authorized designee to designate one or more department representatives who will be responsible for facilitating a MNOSHA inspection. An adequate number of representatives shall be designated to accommodate the needs of the MNOSHA inspector without excessive delays. Designated representatives shall make every reasonable effort to promptly meet with the MNOSHA inspector once he/she has arrived (Minn. Stat. § 182.659, Subd. 3).

Department members should work cooperatively with any MNOSHA inspector to provide access to all necessary areas, equipment and records to facilitate a cohesive inspection process. Failure on the part of the Department to begin the inspection in a timely manner could result in the MNOSHA inspector obtaining an inspection warrant to enter department property. This could unnecessarily create an adversarial relationship and should be avoided if at all possible.

901.3 PROCEDURE

The MNOSHA inspections may be unannounced (Minn. Stat. § 182.659, Subd. 1). Typically inspections occur when there has been a serious accident, serious injury or occupational fatality; when a member has charged that a serious safety violation exists; or at a work site where an imminent danger has been identified.

Upon entering the department work site, the inspector will present his/her identification and will ask to meet with the department representative. There will usually be an initial meeting during which the inspector will:

- Explain the nature and scope of the inspection.
- Request that a member/representative accompany the inspector.
- Ask to review appropriate safety records, plans and documentation.

The MNOSHA inspectors are, by law, permitted to interview members in private, take photographs, conduct tests and collect environmental samples.

Apple Valley Fire Department

Fire Policy Manual

Minnesota Occupational Safety and Health Administration (MNOSHA) Inspections

Department representatives should make reasonable accommodations to provide inspectors access to available members and materials required to complete the inspection. Any statements made to inspectors are admissible in judicial hearings. Questions of a sensitive nature or to which the member is unsure of how to respond may be referred to the person at the Department who is the subject matter expert on the topic (Minn. Stat. § 182.659, Subd. 3).

At the conclusion of the inspection, the MNOSHA inspector will hold a closing meeting with the department representative to discuss any alleged safety standard violations and any requirements for abatement.

Any time there is a MNOSHA inspection, violation and/or citation, the Fire Chief shall ensure that notifications are made to the department's Health and Safety Officer, risk manager and legal counsel, and that the Department conducts an appropriate internal investigation and adequately addresses all MNOSHA findings.

Minnesota Occupational Safety and Health Administration (MNOSHA) Notification of Injury or Death

902.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the Department to notify the Minnesota Occupational Safety and Health Division (MNOSHA) of the Department of Labor and Industry (DLI) of employment-related injuries or deaths of any department members.

902.2 POLICY

The Department will comply with DLI reporting requirements in the event of a serious injury or death (Minn. Stat. § 176.231).

902.3 MANDATORY NOTIFICATION

The Fire Chief or the authorized designee shall notify MNOSHA when a member is killed or hospitalized due to an occupational accident. Death notification must be made within eight hours. Hospitalization, amputation, or the loss of an eye requires that notification be made within 24 hours (Minn. Stat. § 176.231).

The Fire Chief or the authorized designee may make an initial notification to MNOSHA by telephone or personal notice. (Minn. Stat. § 176.231).

Communicable Diseases

903.1 PURPOSE AND SCOPE

This policy provides general guidelines to assist in minimizing the risk of department members contracting and/or spreading communicable diseases.

This policy is also meant to address the infectious agents and bloodborne pathogen requirements of the Minnesota Employee Right-to-Know (ERTK) program (Minn. R. 5206.0700).

903.1.1 DEFINITIONS

Definitions related to this policy include:

Communicable disease - A human disease caused by microorganisms that are present in and transmissible through human blood, bodily fluid, tissue, or by breathing or coughing. These diseases commonly include, but are not limited to, hepatitis B virus (HBV), HIV and tuberculosis.

Exposure - When an eye, mouth, mucous membrane or non-intact skin comes into contact with blood or other potentially infectious materials, or when these substances are injected or infused under the skin; when an individual is exposed to a person who has a disease that can be passed through the air by talking, sneezing or coughing (i.e., tuberculosis), or the individual is in an area that was occupied by such a person. Exposure only includes those instances that occur due to a member's position at the Apple Valley Fire Department (see the exposure control plan for further details to assist in identifying whether an exposure has occurred).

903.2 POLICY

The Apple Valley Fire Department is committed to providing a safe work environment for its members. Members should be aware that they are ultimately responsible for their own health and safety.

903.3 EXPOSURE CONTROL OFFICER

The Health and Safety Officer shall serve as the Department's Exposure Control Officer (ECO). The ECO shall develop an exposure control plan that includes (29 CFR 1910.1030; Minn. R. 5206.0600):

- (a) Exposure-prevention and decontamination procedures.
- (b) Procedures for when and how to obtain medical attention in the event of an exposure or suspected exposure.
- (c) The provision that department members will have no-cost access to the appropriate personal protective equipment (PPE) (e.g., gloves, face masks, eye protection, pocket masks) that is appropriate for each member's position and risk of exposure.
- (d) Compliance with all relevant laws or regulations related to communicable diseases, including:

Communicable Diseases

1. Employee right-to-know rules regarding infectious agents/bloodborne pathogens (Minn. R. 5206.0100 et seq).
2. Responding to requests and notifications regarding exposures covered under the Ryan White law (42 USC § 300ff-133; 42 USC § 300ff-136).
3. Addressing recognized hazards from communicable diseases that may cause death or serious injury or harm to employees, and ensuring the Department meets Minnesota Department of Labor and Industry (DLI) standards applicable to communicable diseases (Minn. Stat. § 182.653; Minn. Stat. § 182.654).
4. Ensuring the Department complies with 29 CFR 1910.1030 to eliminate or minimize employee exposure to bloodborne pathogens that result from sharps injuries (Minn. Stat. § 182.6555).
5. Ensuring that a copy of the exposure control plan is accessible to all members (29 CFR 1910.1030; Minn. R. 5206.0600).
6. Forwarding all reports to the Minnesota Occupational Safety and Health Administration (MNOSHA) as may be required (Minn. Stat. § 182.674).
7. Exposure control precautions in 29 CFR 1910.1030 (Minn. R. 5206.0600).

The ECO should also act as the liaison with the MNOSHA and may request voluntary compliance inspections. The ECO should periodically review and update the exposure control plan and review implementation of the plan.

903.4 EXPOSURE PREVENTION AND MITIGATION

903.4.1 GENERAL PRECAUTIONS

All members are expected to use good judgment and follow training and procedures related to mitigating the risks associated with communicable disease. This includes, but is not limited to (29 CFR 1910.1030; Minn R. 5206.0600):

- (a) Stocking disposable gloves, antiseptic hand cleanser, CPR masks or other specialized equipment in the work area or department vehicle, as applicable.
- (b) Wearing department-approved disposable gloves when contact with blood, other potentially infectious materials, mucous membranes and non-intact skin can be reasonably anticipated.
- (c) Washing hands immediately or as soon as feasible after removal of gloves or other PPE.
- (d) Treating all human blood and bodily fluids/tissue as if it is known to be infectious for a communicable disease.
- (e) Using an appropriate barrier device when providing CPR.

Communicable Diseases

- (f) Using a face mask or shield if it is reasonable to anticipate an exposure to an airborne transmissible disease.
- (g) Decontaminating non-disposable equipment (e.g., clothing, portable radio, laryngoscope, firefighting gloves) as soon as possible if the equipment is a potential source of exposure.
 - 1. Clothing that has been contaminated by blood or other potentially infectious materials shall be removed immediately or as soon as feasible and stored/decontaminated appropriately.
- (h) Handling all sharps and items that cut or puncture (e.g., broken glass, knives, razors, needles) cautiously and using puncture-resistant containers for their storage and/or transportation.
- (i) Avoiding eating, drinking or smoking, applying cosmetics or lip balm, or handling contact lenses where there is a reasonable likelihood of exposure.
- (j) Disposing of biohazardous waste appropriately or labeling biohazardous material properly when it is stored.

903.4.2 IMMUNIZATIONS

Members who could be exposed to HBV due to their positions may receive the HBV vaccine and any routine booster at no cost (29 CFR 1910.1030; Minn. R. 5206.0600).

903.5 POST-EXPOSURE

903.5.1 INITIAL POST-EXPOSURE STEPS

Members who experience an exposure or suspected exposure shall:

- (a) Begin decontamination procedures immediately (e.g., wash hands and any other skin with soap and water, flush mucous membranes with water).
- (b) Obtain medical attention as appropriate.
- (c) Notify a supervisor as soon as practicable.

903.5.2 REPORTING REQUIREMENTS

The supervisor on-duty shall investigate every exposure that occurs as soon as possible following the incident. The supervisor shall ensure the following information is documented:

- (a) Name of the members exposed
- (b) Date and time of the incident
- (c) Location of the incident
- (d) Potentially infectious materials involved and the source of exposure (e.g., identification of the person who may have been the source)
- (e) Work being done during exposure

Communicable Diseases

- (f) How the incident occurred or was caused
- (g) PPE in use at the time of the incident
- (h) Actions taken post-event (e.g., clean-up, notifications)

The supervisor shall advise the member that disclosing the identity and/or infectious status of a source to the public or to anyone who is not involved in the follow-up process is prohibited. The supervisor should complete the incident documentation in conjunction with other reporting requirements that may apply (see the Work-Related Injury and Illness Reporting and A Workplace Accident and Injury Reduction (AWAIR) Program policies).

903.5.3 MEDICAL CONSULTATION, EVALUATION AND TREATMENT

Department members shall have the opportunity to have a confidential medical evaluation immediately after an exposure and follow-up evaluations as necessary.

The ECO should request a written opinion/evaluation from the treating medical professional that contains only the following information:

- (a) Whether the member has been informed of the results of the evaluation.
- (b) Whether the member has been notified of any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

No other information should be requested or accepted by the ECO.

903.5.4 COUNSELING

The Department shall provide the member, and his/her family if necessary, the opportunity for counseling and consultation regarding the exposure.

903.5.5 SOURCE TESTING

Testing a person for communicable diseases when that person was the source of an exposure should be done when it is desired by the exposed member or when it is otherwise appropriate. Source testing is the responsibility of the ECO. If the ECO is unavailable to seek timely testing of the source, it is the responsibility of the exposed member's supervisor to ensure testing is sought.

Source testing may be achieved by:

- (a) Obtaining consent from the individual.
- (b) Seeking testing through the procedures of Minn. Stat. § 144.7401 to Minn. Stat. § 144.7415 through a licensed hospital or other emergency medical care facility.

Since there is the potential for overlap between the different manners in which source testing may occur, the ECO is responsible for coordinating the testing to prevent unnecessary or duplicate testing.

Communicable Diseases

The ECO should seek the consent of the individual for testing and consult the City Attorney to discuss other options when no statute exists for compelling the source of an exposure to undergo testing if he/she refuses.

903.6 CONFIDENTIALITY OF REPORTS

Medical information shall remain in confidential files and shall not be disclosed to anyone without the member's written consent (except as required by law). Test results from persons who may have been the source of an exposure are to be kept confidential as well.

903.6.1 ACCESS TO EMPLOYEE EXPOSURE AND MEDICAL RECORDS

Members, their designated representatives and MNOSHA shall be provided access to relevant exposure and medical records (Minn. R. 5210.0150).

High-Visibility Safety Vests

904.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the guidelines to protect members who may be exposed to hazards presented by passing traffic, construction vehicles and disaster recovery equipment and to comply with applicable safety regulations (Manual on Uniform Traffic Control Devices for Streets and Highways; 23 CFR 655.601; Minn. R. 5205.0030).

904.2 POLICY

It is the policy of the Apple Valley Fire Department that all personnel shall wear class II high-visibility safety vests in addition to required personal protective equipment (PPE) whenever the emergency scene is located on or near a roadway where firefighters are subject to the hazards of moving traffic, construction vehicles or disaster recovery equipment. Members who are working on roadways and are not directly exposed to fire, flame, excessive heat or hazardous materials are expected to wear a high-visibility vest. This includes pump operators, support personnel and command officers. When it is anticipated that the emergency scene will be located on a roadway, high-visibility safety vests should be donned along with other appropriate PPE at the time of dispatch and worn any time the personnel are engaged in vehicular traffic control (Minn. Rule. 5205.0030).

High-visibility vests should also be worn any time a member or a supervisor believes increased visibility would improve safety or efficiency.

904.3 PROCEDURE

Although the high-visibility safety vests that are currently available are fire resistant, they do not meet the same fire resistant standards set by the National Fire Protection Association (NFPA). Therefore, members who are directly engaged in fire suppression activities on or near roadways should not wear the vest over their PPE. Once the situation is under control, personnel can then don a vest for the remainder of the incident.

Should the need arise, other department personnel on-scene could easily remove (tear-away) the vest in reaction to unusual circumstances or to render assistance with direct firefighting.

904.3.1 ASSIGNMENT OF HIGH-VISIBILITY SAFETY VESTS

High-visibility vests shall be assigned to members or apparatus as follows:

- (a) Vests will be assigned to each emergency response apparatus for each member.
- (b) Two vests will be assigned to each utility vehicle.
- (c) One vest each will be assigned to each chief vehicle.
- (d) One vest will be assigned to each support vehicle used by department members who may be required to work on or near roadways.

High-Visibility Safety Vests

904.3.2 STORAGE AND CARE

High-visibility safety vests are part of the standard issue PPE and should be stowed so they are readily available for immediate use. Should cleaning be necessary for routine soiling, follow the manufacturer's care instructions or the guidelines in the Personal Protective Equipment Policy.

Apparatus/Vehicle Backing

905.1 PURPOSE AND SCOPE

The purpose of this policy is to help members avoid the dangers inherent to vehicle backing operations and reduce the high incidence of firefighter injuries and fatalities.

905.1.1 DEFINITIONS

Definitions related to this policy include:

Apparatus - Any department vehicle that is designed and equipped to support firefighting and rescue operations, including those equipped with an aerial ladder, elevating platform or water tower that may position members, handle materials, provide continuous egress or discharge water at positions elevated from the ground.

Driver - The member charged with driving the vehicle or apparatus. This member is in control of the vehicle or apparatus and therefore is responsible for its movement.

Officer - The member responsible for directing the operation of the vehicle or apparatus and its personnel.

Spotter - A member designated to direct the driver while backing up the vehicle or apparatus. This position may also be referred to as a backup person.

Vehicle - Any automobile, emergency vehicle, staff vehicle or light utility vehicle owned or leased by the Apple Valley Fire Department and used for department business.

905.2 POLICY

To promote firefighter safety, it is the policy of the Apple Valley Fire Department that drivers, when feasible, will drive around the block rather than backing an apparatus or vehicle. If backing the apparatus or vehicle is necessary, the driver shall utilize spotters to avoid any potential danger. Backing the apparatus or vehicle without the aid of a spotter should only take place in unique circumstances.

905.3 OFFICER AND DRIVER RESPONSIBILITIES

Firefighter safety is extremely important. Backing operations are the most common cause of fire service vehicle collisions. Training and awareness of the potential dangers of such operations should reduce the incidence of firefighter injuries and fatalities.

Before backing an apparatus or vehicle, all potential impediments should be evaluated to ensure that the area is clear of obstructions.

The officer, or the driver if there is no officer present, shall deploy spotters when backing up or as necessary to allow the safe movement of an apparatus or vehicle.

The driver should not move the vehicle or apparatus until the spotters are in place.

Apparatus/Vehicle Backing

If the driver loses sight of the spotter, the driver shall stop the apparatus or vehicle until the spotter is back in sight.

If more than one spotter is being used, the driver will need to maintain contact with both spotters. This means shifting attention from one spotter to another frequently so as to safely move the apparatus or vehicle, while maintaining the safety of the spotters. This will require the apparatus to be moving at a slower than normal rate.

In unique circumstances where a spotter is not available and the apparatus or vehicle must be moved, the driver shall perform a complete walk-around of the vehicle or apparatus to identify any potential hazards. The driver should back the apparatus or vehicle, attempting to use minimal reverse motion prior to being able to proceed forward. In the event that the apparatus or vehicle must be backed repeatedly or for more than a short distance, the driver should repeat the walk-around as many times as necessary.

If at any time the driver feels that the situation is not safe, he/she should stop the vehicle or apparatus until the situation is corrected. This may mean getting out and physically walking around the apparatus or vehicle or in the direction the apparatus or vehicle is headed.

905.4 SPOTTER RESPONSIBILITIES

Voice communication between the spotter and driver is good, but the driver may not hear the spotter over the noise of the vehicle or apparatus and other background noise. The use of portable radios to communicate between the spotter and driver may prove beneficial in certain circumstances. The spotters, the driver and the officer should maintain radio contact as well as eye contact. Universal hand signals may also be used to communicate between the driver and the spotter. Hand signals should be understood by all members to avoid confusion and to facilitate the process.

In congested or tight areas, one spotter may be needed at the rear and one at the front of the vehicle being moved either forward or backward. Spotters should also be used when going forward in tight areas.

Spotter responsibilities include, but are not limited to, the following:

- (a) Be constantly aware of the surroundings while performing this function.
- (b) Look and listen for other vehicles and people that may enter the path of the vehicle or apparatus that is backing up.
- (c) Stop any oncoming hazard or stop the vehicle or apparatus being backed up.
- (d) Be aware of objects in the path of the vehicle or apparatus and direct the driver safely around them.
- (e) Be attentive to ground level obstructions as well as overhead hazards (e.g., tree branches, wires, signs, canopies, ladders).
- (f) Maintain visual contact with the driver at all times.

Apple Valley Fire Department

Fire Policy Manual

Apparatus/Vehicle Backing

- (g) Be in the line-of-sight of the mirrors of the vehicle or apparatus being backed-up at all times.
- (h) Illuminate him/herself at night with a rear spotlight or flashlight, to remain visible to the driver.
- (i) Use hand signals to direct the driver. Hand signals should be somewhat exaggerated for clear understanding by the driver.
- (j) Stand on the ground, never on the apparatus or vehicle.
- (k) Practice skills as time permits.

Heat Illness Prevention Program

906.1 PURPOSE AND SCOPE

The purpose of this policy is to promote member health and safety by establishing a heat illness prevention program requiring member participation and implementing an effective training program (see the Heat Illness Prevention Training Policy) to ensure compliance with Minn. Stat. § 182.653, Subd. 2.

The intent is to establish methods to lower the risk of illness or injury due to exposure to high-heat working conditions and to establish fireground rehabilitation guidelines to ensure that the physical and mental condition of members does not deteriorate to the point that it negatively affects emergency operations.

906.1.1 DEFINITIONS

Definitions related to this policy include:

Fireground rehabilitation - A system for on-scene management of firefighter heat stress, dehydration and fatigue. The primary goals of rehabilitation are rehydration, rest and cooling, assessment of remaining work capacity and recognition and treatment of heat strain injuries.

Heat exhaustion - A condition caused by the loss of large amounts of fluid by sweating. A worker suffering from heat exhaustion still sweats but experiences extreme weakness or fatigue, giddiness, nausea or headache. In more serious cases, the victim may vomit or lose consciousness. Skin may be clammy or moist, pale or flushed. Body temperature is normal to slightly elevated. Mild heat exhaustion will respond to copious water and a cool environment. Those with severe cases may require extended care for several days.

Heat stress - The aggregate of environmental and physical work factors that constitute the total heat load imposed on the body. Heat load is derived from two major sources:

- Internally generated metabolic heat, which is a by-product of chemical processes that occur within the cells, tissue and organs of firefighters exerting themselves in turnout clothing
- Externally imposed environmental heat, which influences the rate at which body heat can be exchanged with the environment and consequently the ease with which the body can regulate and maintain a normal temperature

Heat strain - The series of physiological responses to heat stress. These responses reflect the degree of heat stress. When the strain is excessive for the individual, a heat disorder (heat exhaustion or heat stroke) will follow.

Heat stroke - A condition where the body's temperature regulatory system fails, sweating becomes inadequate and the body's only effective means of removing excess heat is compromised. Early recognition and treatment of heat stroke is the only means of preventing permanent brain damage or death. Signs and symptoms of heat stroke may include mental

Heat Illness Prevention Program

confusion, convulsions, an altered level of consciousness and skin that is hot, usually dry and red or spotted. Body temperature is usually 104 degrees or higher.

906.2 POLICY

It is the policy of the Apple Valley Fire Department to require member participation in the heat illness prevention program and the accompanying training.

906.3 GUIDELINES

This heat illness prevention program shall apply to all emergency operations and training exercises where personnel are exposed to heavy physical exertion and/or extreme heat conditions.

A rehabilitation group will be established by the Incident Commander (IC) when conditions dictate that rest and rehabilitation are needed at an emergency scene. Rehabilitation considerations should include, but are not limited to, the following:

- Length of the operation - The two-bottle rule should generally be observed. After the use of two self-contained breathing apparatus (SCBA) air bottles (or 30 to 60 minutes of strenuous activity), a firefighter should be evaluated in the rehabilitation area. Rehabilitation should generally be considered for second alarm fires or greater. Prolonged motor vehicle incidents and heavy rescues in hot weather are other examples.
- Amount of exertion - Officers should maintain an awareness of the exertion/exhaustion level of crews. The degree of exertion can vary greatly in each incident. Individuals who are under-hydrated or are on the first day back after any gastrointestinal illness are particularly susceptible to early onset of heat illness.
- Adverse climatic conditions - Temperatures in excess of 90 degrees have historically produced early onset of heat exhaustion and/or collapse. Rehabilitation efforts should generally be established when ambient air temperature is over 85 degrees and there is a potential for extended operations. High humidity also plays a role and should be considered.
- Communication - It may be difficult for the IC to assess the exertion or exhaustion level of the firefighters. If a firefighter needs rest, he/she is responsible for communicating his/her needs to a supervisor. If one individual is experiencing heat exhaustion, supervisors should be aware that there may be additional firefighters in need of rehabilitation.

It is the responsibility of the IC to make an early determination of situations that may require a rehabilitation group and institute the appropriate rehabilitation efforts accordingly.

It is the responsibility of every officer to monitor the condition of all firefighters for signs of heat stress or fatigue. When these conditions are noted, the officer shall advise the IC or assigned Incident Safety Officer and request assignment of the company to the rehabilitation group.

It is the responsibility of all personnel operating at an incident to report to their immediate supervisor if they are feeling the strain of overexertion. There is a point at which even the most physically fit individual becomes a liability rather than an asset due to intense physical exertion in

Apple Valley Fire Department

Fire Policy Manual

Heat Illness Prevention Program

turnout clothing. Taking 10 to 20 minutes in rehabilitation to cool down and rehydrate can prevent illness and injury.

Respiratory Protection Program

907.1 PURPOSE AND SCOPE

The purpose of this policy is to identify the different types of respiratory protection equipment provided by the Department, the requirements and guidelines for the use of respirators, and the other mandates associated with their use.

This policy applies to all members whose job duties could require them to use respiratory protection, due to exposure to atmospheres where there is smoke, low levels of oxygen, high levels of carbon monoxide, or the presence of toxic gases or other respiratory hazards (29 CFR 1910.134; Minn. R. 5205.0010).

907.1.1 DEFINITIONS

Definitions related to this policy include:

Immediately dangerous to life or health (IDLH) - Any atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous atmosphere. Interior atmospheric conditions at structure fires beyond the incipient stage are considered IDLH, as are a variety of rescue types.

Respiratory protection - Any device that is worn by the user to reduce or eliminate exposure to harmful contaminants through the inhalation of those contaminants.

907.2 POLICY

It is the policy of the Apple Valley Fire Department to require members to use the proper level of respiratory protection, as described below, when working in hazardous conditions. The level of protection may be increased or decreased by the Incident Commander (IC) based on an evaluation of the hazard. Members shall not be required, or allowed to enter or work in hazardous conditions without proper respiratory protection, and shall be trained in the proper use and care of the devices.

907.3 RESPIRATORY PROTECTION PROGRAM ADMINISTRATOR

The Fire Chief will designate a program administrator with sufficient training or experience to oversee the objectives of this policy and ensure that the Department meets any legal mandates related to respiratory protection.

The administrator shall:

- (a) Maintain, implement, and administer a written respiratory protection program.
- (b) Ensure the written respiratory protection program and related procedures are followed and appropriate.
- (c) Ensure the procedures and written respiratory protection program address relevant mandates.
- (d) Ensure selected respirators continue to effectively protect members.

Respiratory Protection Program

- (e) Have supervisors periodically monitor member respirator use to make sure members are using them properly.
- (f) Regularly ask members who are required to use respirators for their input on program effectiveness and whether they have problems with the following:
 - 1. Respirator fit during use
 - 2. Any effects of respirator use on work performance
 - 3. Respirators being appropriate for the hazards encountered
 - 4. Proper use under current work site conditions
 - 5. Proper maintenance
- (g) Ensure the Department covers the costs associated with respirators, medical evaluations, fit testing, training, maintenance, travel, and wages, as applicable.
- (h) Provide direction for respirator selection.
- (i) Require medical evaluations for members who use respiratory protection as set forth in 29 CFR 1910.134.

907.4 USE OF RESPIRATORY PROTECTION

Members exposed to harmful environments in the course of their assigned activities shall use respiratory protection devices.

Members using respiratory protection shall ensure that they have no facial hair between the sealing surface of the facepiece and the face that could interfere with the seal or the valve function. Members also shall ensure that they have no other condition that will interfere with the face-to-facepiece seal or the valve function.

Members shall not wear corrective glasses, goggles, or other personal protective equipment (PPE) that interferes with the seal of the facepiece to the face, or that has not been previously tested for use with that respiratory equipment.

For all tight-fitting respirators, members shall perform a user seal check each time they put on the respirators, using the procedures in 29 CFR 1910.134, App. B-1 or other department-approved procedures recommended by the respirator manufacturer.

Officers shall monitor members using respiratory protection and their degree of exposure or stress. When there is a change in work area conditions or when a member's degree of exposure or stress may affect respirator effectiveness, the officer shall reevaluate the continued effectiveness of the respirator and shall direct the member to leave the respirator use area when:

- (a) It is necessary for the member to wash their face and the respirator facepiece to prevent eye or skin irritation associated with respirator use.
- (b) The member detects vapor or gas breakthrough, or when there is a change in breathing resistance or leakage of the facepiece.
- (c) The member needs to replace the respirator or the filter, cartridge, or canister.

Respiratory Protection Program

Members who detect vapor or gas breakthrough, changes in breathing resistance, or leakage of the facepiece shall replace or repair the respirator before returning to the work area.

907.4.1 USE OF SELF-CONTAINED BREATHING APPARATUS

Self-contained breathing apparatus (SCBA) are atmosphere-supplying respirators for which the breathing air source is designed to be carried by the user.

Members shall use SCBA when entering an atmosphere that may be IDLH. These situations may include but are not limited to:

- (a) Entering an area that may be oxygen deficient such as confined spaces, trenches, unventilated structures, or septic tanks.
- (b) Engaging in any firefighting operations, with the possible exception of a vegetation fire.
- (c) Entering the hot zone of a hazardous materials incident.
- (d) Entering any area where contaminant levels may become unsafe without warning, or any situation where exposures cannot be identified or reasonably estimated.
- (e) Any time use is specified by the IC.

Facepieces should be donned and regulators attached before entering any smoke-filled area or IDLH environment. Use of SCBA shall not cease until approved by the IC.

907.4.2 USE OF N95 MEDICAL MASKS

N95 medical masks are a class of disposable respirators that are approved by the Food and Drug Administration and the National Institute for Occupational Safety and Health (NIOSH) as suitable for use where fluid resistance is a priority. The masks protect against particulate contaminants that are 0.3 microns or larger, and meet the Centers for Disease Control and Prevention guidelines for the prevention of tuberculosis exposure. Misuse of the N95 respirators may result in serious injury or death. N95 masks should only be used to protect the wearer from particulate contaminants and are not suitable in an oxygen-deficient atmosphere or where an unsafe level of carbon monoxide exists.

907.4.3 TRAINING

Members should not use respirators unless they have completed the mandatory training requirements for the selected device (see the Respiratory Protection Training Policy).

907.5 EQUIPMENT ACQUISITION AND SPECIFICATIONS

907.5.1 SCBA REQUIREMENTS

Apple Valley Fire Department's SCBA's shall meet the standards found in the most current National Fire Protection Association (NFPA) publication and approved for use by NIOSH.

The Apple Valley Fire Department shall use only the respirator manufacturer's NIOSH-approved breathing-gas containers, marked and maintained in accordance with the quality assurance provisions of the NIOSH approval for the SCBA as issued in accordance with the NIOSH respirator certification standard at 42 CFR 84.1 et seq.

Respiratory Protection Program

907.5.2 COMPRESSED BREATHING AIR

Compressed breathing air used in SCBA should meet at least the requirements for Grade D breathing air as described in the American National Standards Institute Compressed Gas Association Commodity Specification for Air (G-7.1-2018).

907.6 RESPIRATOR FIT TESTING

Fit tests are used to qualitatively or quantitatively evaluate the fit of a respirator on an individual. Each new member shall be fit tested before being permitted to use SCBA in a hazardous atmosphere. Fit tests may only be administered by persons determined to be qualified by the program administrator.

After initial testing, fit testing shall be repeated:

- (a) At least once every 12 months.
- (b) Whenever there are changes in the type of SCBA or facepiece used.
- (c) Whenever there are significant physical changes in the user (e.g., obvious change in body weight, scarring of the face seal area, dental changes, cosmetic surgery, or any other condition that may affect the fit of the facepiece seal).

907.6.1 RESPIRATOR FIT TESTING PROCEDURES

Fit testing is to be done only in a negative-pressure mode. If the facepiece is modified for fit testing, the modification shall not affect the normal fit of the device. Such modified devices shall only be used for fit testing and not for field use.

907.6.2 FIT TESTING RECORDS

The Training Officer or their designee shall be responsible for maintaining records of all fit testing.

Current fit test records shall be retained as required by the department records retention schedule, but in all cases at least until the next fit test is administered. Fit test records shall include:

- (a) Name of person tested.
- (b) Test date.
- (c) Type of fit test performed.
- (d) Description (e.g., type, manufacturer, model, style, size) of the respirator tested.
- (e) Results of fit tests (e.g., quantitative fit tests should include the overall fit factor and a printout or other recording of the test).
- (f) The written guidelines for the respirator fit testing program, including pass/fail criteria.
- (g) Instrumentation or equipment used for the test.
- (h) Name or identification of test operator.

Respiratory Protection Program

907.7 RESPIRATOR MEDICAL EVALUATION QUESTIONNAIRE

All members who are required to use respiratory protection must complete a medical evaluation questionnaire upon initial fit testing and annually thereafter, and if any of the following conditions arise between annual tests:

- (a) A member reports medical signs or symptoms that are related to the ability to use a respirator.
- (b) A Physician or Licensed Health Care Professional (PLHCP), a supervisor, or the respirator program administrator informs the employer that an employee needs to be re-evaluated.
- (c) Information from the respiratory protection program indicates a need for an employee re-evaluation; this includes observations made during fit testing and program evaluation.
- (d) A change occurs in workplace conditions (e.g., physical work effort, protective clothing, temperature) that may result in a substantial increase in the physiological burden placed on an employee.

The questionnaires will be reviewed by a PLHCP selected by the Department to determine which, if any, members need to complete physical examinations.

The Training Officer shall be responsible for maintaining records of all respirator medical evaluation questionnaires and any subsequent physical examination results.

907.8 SCBA INSPECTION, MAINTENANCE, AND STORAGE

Prior to each shift, members are required to physically inspect and operate all SCBA that are on frontline fire apparatus. If the equipment is not in daily use, it should be inspected at least once a week and after each cleaning. Inspection should include but is not limited to:

- (a) All alarm devices on the SCBA should be tested for proper operation.
- (b) Any SCBA that is not operating properly or is below department standard air volume shall be taken out of service immediately until the problem is remedied.
- (c) Rubber facepiece:
 - 1. Excessive dirt
 - 2. Cracks, tears, holes
 - 3. Distortion from improper storage
 - 4. Cracked, loose, or scratched lenses (full facepiece)
 - 5. Broken or missing mounting clips
- (d) Head straps:
 - 1. Breaks or tears
 - 2. Loss of elasticity
 - 3. Broken or malfunctioning buckles or attachments

Respiratory Protection Program

4. Excessively worn serrations of the head harness which might allow the facepiece to slip
- (e) Inhalation and exhalation valves:
 1. Detergent residue, dust particles, or dirt on the valve seal
 2. Cracks, tears, or distortion in the valve material or valve seal
 3. Missing or defective valve covers

907.8.1 MAINTENANCE, INSPECTION, AND ANNUAL SERVICE

Members should thoroughly clean and sanitize all SCBA after each use.

All partially empty bottles should be replaced with full bottles. Members should perform the inspections noted above before placing an SCBA back in service.

Every SCBA shall be inspected monthly by the Department and serviced on an annual basis by individuals who have been trained and certified by the SCBA manufacturer to perform such annual servicing. SCBA bottles shall be hydrostatically tested pursuant to applicable federal regulations, state standards, and manufacturer recommendations.

All maintenance and inspection mandates of 29 CFR 1910.134 shall apply.

907.8.2 FLOW TESTING

The Department shall conduct annual flow testing on all SCBA. A flow test, also known as a performance test, ensures that the SCBA is performing to the manufacturer's specifications. Unlike basic inspections and functional testing, flow testing requires specialized equipment. The Department shall use NFPA standards or the SCBA manufacturer's requirements for flow testing, whichever is more stringent.

Exposing SCBA to extreme temperatures, water, or chemicals can degrade SCBA performance. If an SCBA is exposed to any type of corrosive material that could lead to a component failure, it should be sent to a certified SCBA technician for testing. If a member suspects that an SCBA has been compromised or damaged, a flow test should be conducted to ensure that it is in good working order.

All annual flow testing must be performed by a certified SCBA technician.

907.9 EXPOSURES

Any member who is exposed to a hazardous atmosphere should immediately leave the room or area and move to an area containing fresh, uncontaminated air. Physical symptoms of hazardous atmosphere exposure may include but are not limited to:

- (a) Difficulty breathing.
- (b) Dizziness, headache, or other distress symptoms.
- (c) A sense of irritation.

Respiratory Protection Program

- (d) A smell or taste of contaminants.

If a member feels ill or impaired in any way, a supervisor should be notified and emergency medical personnel summoned if not already available on-scene. Any time there is a doubt about the need for medical care, medical care shall be obtained. Any injury or exposure must be documented on an injury reporting form. Under most circumstances, the exposed member should not drive a vehicle.

An attempt should be made to identify the exposure agent by questioning the facility representative or by reviewing the hazardous materials inventory. A supervisor should attempt to make this determination. If possible, a Safety Data Sheet for the exposure agent should be obtained.

Personal Alarm Devices

908.1 PURPOSE AND SCOPE

The purpose of this policy is to safeguard members who are engaged in interior structural firefighting activities that require the use of a self-contained breathing apparatus (SCBA) by providing each member so engaged with a personal alarm device. Such devices may also be known as a Personal Alarm (or Alert) Safety System (PASS) device, an Automatic Distress Signal Unit (ADSU) or another telemetry system that is designed to monitor responder movement and alert others to a lack of movement.

908.2 POLICY

It is the policy of the Apple Valley Fire Department to provide all members engaged in interior structural firefighting activities or other emergency operations that require use of an SCBA with a personal alarm device.

908.3 USE OF PERSONAL ALARM DEVICES

All personal alarm devices shall meet the requirements of the National Fire Protection Association (NFPA) 1982.

Members should wear a personal alarm device any time they are in atmospheres that are immediately dangerous to life and health (IDLH).

The Incident Commander (IC) shall apply personnel accountability measures to track the entry and exit of members from hazardous areas. A personal alarm device should be viewed as a last resort for members to summon help when they are unable to notify others that they are in distress.

908.4 MAINTENANCE OF PERSONAL ALARM DEVICES

All personal alarm devices shall be repaired and maintained by qualified members or service representatives in accordance with manufacturer recommendations.

Health and Safety Officer (HSO)

909.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the minimum qualifications for, and specify the duties and responsibilities of, the Health and Safety Officer (HSO).

909.2 POLICY

It is the policy of the Apple Valley Fire Department that the HSO will be appointed by the Fire Chief or the authorized designee and shall be responsible for the duties described in this policy and other duties as assigned. When the HSO is unavailable, the Fire Chief or the authorized designee shall identify a replacement.

909.3 QUALIFICATIONS

The department's HSO should be a member with qualifications and training that include:

- (a) Knowledge of federal, state, and local laws regarding occupational health and safety applicable to the fire service.
- (b) Knowledge of the physical and behavioral health and fitness factors unique to the fire service.
- (c) Knowledge of health and safety hazards involved in firefighting and related activities.
- (d) Experience in fire suppression, Emergency Medical Services (EMS), and instruction.
- (e) Familiarity with the operation of the department's apparatus and equipment, including emergency communications equipment.
- (f) Management skills appropriate to the operation of a health and safety program.
- (g) The physical capability to conduct operations at an incident scene.
- (h) The following certifications and courses:
 1. Fire Instructor I (NFPA Instructor I)
 2. NFPA Instructor II
 3. NFPA Fire Officer I
 4. Training program management
 5. Incident Safety Officer
 6. Health and Safety Officer

909.4 ADMINISTRATIVE RESPONSIBILITIES

The HSO's administrative responsibilities shall include but are not limited to (29 CFR 1910.132; Minn. R. 5205.0015):

- Developing and maintaining A Workplace Accident and Injury Reduction (AWAIR) Program and general department safety standards, and serving as the chair of

Health and Safety Officer (HSO)

the Health and Safety Committee (see A Workplace Accident and Injury Reduction (AWAIR) Program Policy).

- Ensuring that health and safety regulations are followed and that any violations or deficiencies are immediately corrected and reported to the Fire Chief or the authorized designee.
- Ensuring that information provided to the Fire Chief or the authorized designee involving safety issues is also provided to the Health and Safety Committee for review.
- Conducting regular safety inspections.
- Serving as a resource for department officers regarding health and safety matters.
- Identifying, documenting, and notifying members of workplace safety hazards.
- Researching, identifying, and recommending appropriate safety equipment and personal protective equipment (PPE).
- Coordinating with the Training Officer for the development and implementation of behavioral and physical health and safety training topics.
- Providing safety supervision at training activities when requested.
- Developing and distributing safety information to members.
- Ensuring that accidents, exposures, and injuries are thoroughly investigated.
- Developing and maintaining accident, injury, and exposure statistics, reporting on trends, and making recommendations to prevent a reoccurrence.
- Ensuring accidents are investigated and procedures are in place so that investigations will be handled appropriately.

909.5 RESPONSE DUTIES

Whenever available, the HSO will respond to the following incidents and assume the position of Incident Safety Officer to monitor scene safety and enforce appropriate health and safety practices:

- Working structure fires
- Greater alarm assignments
- Hazardous materials (HAZMAT) incidents
- Rescue response incidents, including trench, confined space, high angle, structural collapse, and water rescues
- Serious injury or death of an on-duty member
- Injuries to third parties that may result in hospitalization
- Upon the request of an Incident Commander due to special or unusual circumstances

Apple Valley Fire Department

Fire Policy Manual

Health and Safety Officer (HSO)

909.6 HEALTH AND SAFETY INCIDENT REVIEW

The HSO should review health and safety incident reports and ensure copies are forwarded to the Health and Safety Committee (see A Workplace Accident and Injury Reduction (AWAIR) Program Policy).

Vehicle Safety Belts

910.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that all members of the Department wear safety belts while operating or riding in department vehicles or privately owned vehicles while conducting department business. The use of seat belts and other safety restraints significantly reduces the chance of death or injury in case of a traffic accident.

910.2 POLICY

It is the policy of the Apple Valley Fire Department that all members shall wear properly adjusted safety restraints when operating or positioned in any vehicle owned, leased or rented by this department, or in any privately owned vehicle while on-duty. The member driving such a vehicle shall ensure that all occupants, including any non-members, are properly restrained unless being unrestrained is necessary to administer required life-saving care to a patient in an ambulance during transport of that patient.

910.3 INOPERABLE SAFETY BELTS

No person shall operate department vehicles in which the safety belt in the driver's position is inoperable. No person shall be transported in a seating position in which the seat belt is inoperable.

No person shall modify, remove, deactivate or otherwise tamper with the vehicle safety belts, except for vehicle maintenance and repair staff, who shall do so only with the express authorization of the Fire Chief.

Members who discover an inoperable restraint system shall report the defect to the appropriate supervisor. Prompt action will be taken to replace or repair the system.

Fire Station Safety

911.1 PURPOSE AND SCOPE

The purpose of this policy is to establish safety procedures for the Apple Valley Fire Department members to follow, with the intent of reducing or eliminating workplace injuries or illnesses to both members and the public.

This policy does not repeat procedures already covered in the Communicable Diseases Policy that relate to fire station safety.

911.2 POLICY

It is the policy of the Apple Valley Fire Department that all members should be involved in daily activities that are designed to provide a safe and healthy workplace and reduce or eliminate injuries or illnesses, both in the field and in the fire station. This policy addresses safety activities in the fire station. All members are expected to follow the procedures outlined in the policy for the safety of themselves, other members, and any visitors to the fire station. Safety practices specific to incident type or task are addressed in other policies.

911.3 PROCEDURE

For the safety of all occupants, firefighters at each fire station are responsible for ensuring the following procedures are applied to activities conducted in the fire station:

- (a) Personal protective equipment (PPE)
 - 1. Use adequate eye and face protection when there is a risk of eye injuries such as punctures, abrasions, contusions, or burns as a result of contact with flying particles, hazardous substances, or projections. This includes but is not limited to working with grinders, drills, saws, welding equipment, mowers, and edgers, and while working under vehicles.
 - 2. Use hand protection when the work involves exposure to materials that are likely to cause cuts, burns, or exposure to chemicals (e.g., working with trimmers, pruners, or other tools).
 - 3. Wear hearing protection in compliance with the Hearing Conservation and Noise Control Training Policy.
- (b) Housekeeping and personal hygiene
 - 1. Maintain all rooms, kitchens, offices, hallways, stairways, storage rooms, and apparatus rooms in a clean, orderly, and sanitary condition.
 - 2. Clean and repair the source of water leaks quickly to avoid mold growth.
 - 3. Smoking is prohibited in the building or within 20 feet of an entrance, exit, or operable window, as provided in the Smoking and Tobacco Use Policy (Minn. Stat. § 144.414).

Fire Station Safety

4. Avoid using compressed air to blow dirt, chips, or dust from clothing while it is being worn.
 5. Maintain cooking appliances and eating utensils in good working order.
 6. Clean kitchen hoods and vents. Ensure the hood light is installed and functioning.
 7. Provide and clearly label first-aid supplies.
 8. Post signs in all restrooms reminding employees/visitors to wash their hands.
- (c) Cooking
1. Use caution while cutting food with a kitchen knife. Be sure the item is secure on a flat surface before attempting to cut it.
 2. Use potholders to avoid burns when removing hot items from the oven and/or stovetop.
 3. Do not let pot handles extend over the counter.
- (d) Safe lifting
1. Store heavy or awkward objects at approximately waist level to prevent unnecessary lifting.
 2. Use team lifting for heavy or awkward objects that need to be lifted above waist level. Do not attempt to lift or carry more than you can easily handle. Injuries frequently occur from lifting items such as out-of-county bags, drug boxes, and map boxes.
 3. Practice safe-lifting techniques: Use the legs to lift; keep the back straight and do not twist while lifting; keep the body as close as possible to the object being lifted.
- (e) Walking surfaces and exits
1. Ensure all primary exit routes are obvious, marked with an "Exit" sign, and free of obstructions.
 2. Remove any objects that block hallways and/or passageways.
 3. Clean up or repair potential slip or trip hazards immediately on apparatus bay floors, kitchen floors, bathroom floors, hallways, and outdoor walkways.
 4. Ensure stairways are in good condition with standard railings provided for every flight having four or more risers.
 5. Ensure handrails are of sufficient strength and proper design for all stairways and floor openings.
 6. Ensure all areas of the building are adequately illuminated.
 7. Ensure beds are located to cause minimum interference during dressing.
- (f) Apparatus floor
1. Mark ladders, pike poles, and other items projecting from the apparatus clearly with brightly colored flags, stripes, or other identification.

Apple Valley Fire Department

Fire Policy Manual

Fire Station Safety

2. Exercise caution and use handrails when exiting apparatus.
 3. Maintain apparatus doors in a safe, operable condition.
 4. Maintain adequate clearance for vehicles under apparatus doors.
- (g) Equipment, machinery, and tools
1. Observe safety precautions when operating all equipment, machinery, and tools.
 2. Avoid using defective equipment, such as ladders with broken rungs or power equipment without proper safety protection. Repair or replace defective equipment before use.
 3. Mount all equipment and machinery securely to the surface on which it sits.
 4. Ensure grinders and grinding wheels are adequately guarded. Guarding must include work rests, tool rests, eye shields, and spindle/nut/flange coverage.
 5. Work rests and tool rests on grinders shall be within 1/8 inch and 1/4 inch respectively to the grinding wheel.
 6. Ensure all power tools are adequately grounded.
 7. Store maintenance hand tools safely when not being used. They shall be maintained and periodically inspected to ensure they are in a safe and operable condition.
 8. Portable ladders shall be adequate for their purpose, in good condition, and have secure footing.
 9. Fixed ladders shall be equipped with side rails, cages, or special climbing devices.
- (h) Electrical wiring, fixtures, and controls
1. Maintain 36 inches of clear access around all electrical control panels.
 2. Label electrical switches and circuit breakers with their purpose.
 3. Ensure all electrical outlets have cover plates that are secured to the wall outlets.
 4. Ensure all extension cords are properly grounded and approved.
 5. Avoid using flexible cords and cables as a substitute for fixed wiring.
 6. Avoid hanging electrical cords on pipes or nail hooks.
 7. Check all electrical cords for fraying or exposed plug wiring.
 8. Ensure all electrical tools do not have damaged power cords or plugs, worn switches, defective ground circuits, or other faults that could render them unsafe for use.
- (i) Fire extinguishers and fire prevention
1. Ensure fire extinguishers are of the proper type for the expected hazards.
 2. Maintain portable fire extinguishers in a fully operable condition.

Fire Station Safety

3. Ensure fire extinguishers have a durable tag securely attached to show the maintenance or recharge date.
 4. Test the fire alarm system at least annually.
 5. Ensure a qualified person services the sprinkler system at least annually.
 6. Check smoke detectors periodically to ensure they are working properly.
 7. Maintain at least 18 inches of clearance below all sprinkler heads.
- (j) Hazardous materials and exposure prevention
1. Label all hazardous materials containers with the name of the hazardous material, applicable hazard warning, and the name and address of the manufacturer, importer, or responsible party.
 2. Evaluate compatibility of hazardous materials before they are stored. Incompatible hazardous materials shall be separated by distance, partitions, dikes, berms, or secondary containment.
 3. Store hazardous materials separately from food, food preparation, and eating areas.
 4. Store ignitable liquids in an approved, vented flammable and combustible liquids storage cabinet.
 5. Use safety containers with self-closing lids for the storage of flammable liquids and soiled oily rags.
 6. Store cylinders of compressed gas in an upright position, away from combustible materials.
 7. Avoid wearing or storing turnout gear in the living quarters or buildings.
 8. Clean living quarters thoroughly on a regular basis, including vacuuming or frequently washing blankets, drapes, and upholstered furniture.
 9. Wash clothing regularly, taking care not to spread contamination by taking clothing home.
 10. Use vehicle exhaust collection systems effectively by following all guidelines and manufacturer's recommendations.
 11. Perform regular vehicle inspection and maintenance to minimize diesel particulate and gas emissions.
- (k) Communicable diseases - If a member has been exposed to a hazardous material or a communicable disease, follow the reporting procedure in the Communicable Diseases Policy.
- (l) For safety guidelines during physical fitness, see the Physical Fitness and the Wellness Program policies.
- (m) Visitor safety - For visitor safety guidelines, see the Community Fire Station Visitation Program Policy.

Ground Ladders

912.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that ground ladders are periodically inspected and tested for compliance with the standards set forth by the National Fire Protection Association (NFPA). This is a safety measure designed to reduce or eliminate the risk of injury to department members when using ground ladders.

912.2 POLICY

It is the policy of the Apple Valley Fire Department to perform testing, inspection and certification of all ground ladders for the safety of department members and to comply with applicable standards.

912.3 INSPECTION AND TESTING

All department-owned ground ladders should be tested and certified annually. The actual testing interval may exceed 12 months if that time is reasonably needed for scheduling and completion of the testing process.

Ground ladders shall also be tested after repair and before being placed back in service. Ladders will be tested in accordance with applicable NFPA standards. Load testing minimums will vary based on ladder construction and type.

All ground ladders shall be inspected thoroughly after each use. Any defect noted in the inspection shall be repaired and the ground ladder tested prior to being returned to service.

Ground ladder testing and certification should be performed by a trained, qualified department member or a qualified vendor.

912.4 RECORDS

The Fire Chief or their designee shall be responsible for maintaining comprehensive records of all ladder testing and certification for the service life of each ladder.

Personal Protective Equipment

913.1 PURPOSE AND SCOPE

The purpose of this policy is to reasonably protect Apple Valley Fire Department members by providing and maintaining, at no cost to the member, personal protective equipment (PPE), safety devices, and safeguards for workplace activities. (Minn. Stat. § 182.653, Subd. 3; Minn. R. 5205.0010).

PPE information related to patient care is found in the Communicable Diseases Policy.

PPE information related to respiratory protection is found in the Respiratory Protection Program Policy.

913.2 POLICY

It is the policy of the Apple Valley Fire Department to provide PPE and safeguards of the proper type, design, strength, and quality needed to reasonably eliminate, preclude, or mitigate a hazard.

913.3 PPE STANDARDS AND REQUIREMENTS

The Department will provide approved PPE that is appropriate for the hazard to members who are located in a workplace where there is a risk of injury. Members shall wear appropriate PPE any time there is a risk of exposure to a hazard.

The Department shall apply the following guidelines, requirements, and standards to all PPE (29 CFR 1910.132; 29 CFR 1910.156; Minn. Stat. § 182.653, Subd. 3; Minn. R. 5205.0010):

- (a) The PPE provided shall meet nationally recognized standards.
- (b) When no authoritative standard exists for PPE or a safety device, the use of such equipment shall be subject to inspection and acceptance or rejection by the Assistant Chief in charge of PPE.
- (c) PPE shall be distinctly marked to facilitate easy identification of the manufacturer.
- (d) The Training Officer shall ensure that the member is properly instructed and uses PPE in accordance with the manufacturer's instructions.
- (e) Members are responsible for maintaining their assigned PPE in a safe and sanitary condition.
- (f) Officers are responsible for ensuring that all PPE is maintained in a safe and sanitary condition.
- (g) PPE shall be of such design, fit, and durability as to provide adequate protection against the hazards for which they are designed.
- (h) PPE shall be reasonably comfortable and shall not unduly encumber member movements that are necessary to perform work.

Personal Protective Equipment

913.3.1 HEAD PROTECTION

Members working in locations where there is a risk of head injuries from flying or falling objects and/or electric shock and burns shall wear an approved protective helmet. Each protective helmet shall bear the original marking required by the ANSI standard under which it was approved. At a minimum, the marking shall identify the manufacturer, the ANSI-designated standard number and date, and the ANSI-designated class of helmet. Where there is a risk of injury from hair entanglements in moving parts of machinery, combustibles, or toxic contaminants, members shall confine their hair to eliminate the hazard(29 CFR 1910.135; Minn. R. 5205.0010).

913.3.2 FACE AND EYE PROTECTION

Members working in locations where there is a risk of eye injuries, such as punctures, abrasions, contusions, or burns from contact with flying particles, hazardous substances, projectiles, or injurious light rays that are inherent in the work or environment, shall be safeguarded by means of face or eye protection. Suitable screens or shields isolating the hazardous exposure may be considered adequate safeguarding for nearby members. The Department shall provide and require that members wear approved face and eye protection suitable for the hazard. (29 CFR 1910.133; Minn. R. 5205.0010).

913.3.3 BODY PROTECTION

Body protection may be required for members whose work exposes parts of their bodies that are not otherwise protected from hazardous or flying substances or objects. Clothing appropriate for the work being done shall be worn. Loose sleeves, tails, ties, lapels, cuffs, or other loose clothing that can be entangled in moving machinery shall not be worn. Clothing saturated with flammable liquids, corrosive substances, irritants, or oxidizing agents shall either be destroyed or removed and not worn until properly cleaned.(29 CFR 1910.132; Minn. R. 5205.0010).

913.3.4 HAND PROTECTION

Hand protection shall be required for members whose work involves unusual and excessive exposure of hands to cuts, burns, harmful physical or chemical agents, or radioactive materials that are encountered and capable of causing injury or impairment.

Hand protection (e.g., gloves) shall not be worn where there is a danger of the hand protection becoming entangled in moving machinery or materials. Use of hand protection around smooth-surfaced rotating equipment does not constitute an entanglement hazard if it is unlikely that the hand protection will be drawn into the danger zone.

Wristwatches, rings, and other jewelry should not be worn while working with or around machinery with moving parts in which such objects may be caught or around electrical equipment (29 CFR 1910.138; Minn. R. 5205.0010).

913.3.5 FOOT PROTECTION

Appropriate foot protection shall be required for members who are exposed to foot injuries from electrical hazards; hot, corrosive, or poisonous substances; falling objects; or crushing or penetrating actions, or who are required to work in abnormally wet locations. Footwear that is

Personal Protective Equipment

defective or inappropriate to the extent that its ordinary use creates the possibility of foot injuries shall not be worn. Footwear shall be appropriate for the hazard (29 CFR 1910.136; Minn. R. 5205.0010).

913.3.6 PERSONAL FALL PROTECTION SYSTEMS

Members working in assignments where there is a risk of fall (e.g., climbing to, operating at, or rappelling from unsafe heights) shall use appropriate fall protection equipment such as ropes, harnesses, or other devices (29 CFR 1910.140; Minn. R. 5205.0010).

913.4 SELECTION, CARE, AND MAINTENANCE OF PPE

PPE exists to provide the member with an envelope of protection from multiple hazards and repeated exposures. For structural firefighting, PPE is a system of components designed to work as an ensemble. Typical firefighting PPE consists of a hood, helmet, jacket, trousers, gloves, wristlets, and footwear. A program for selection, care, and maintenance of PPE consists of the following.

913.4.1 SELECTION

The PPE selection process should be conducted consistent with the protocols developed by the Health and Safety Officer (see the Health and Safety Officer (HSO) Policy).

The PPE selection process should include (29 CFR 1910.156; Minn. R. 5205.0010). (j):

- (a) A risk assessment at least every two years to include expected hazards, frequency of use, past experiences, geographic location, and climatic conditions.
 - 1. The assessment should include a review of the current risk assessment and necessary changes.
- (b) The evaluation of comparative information on all ensemble elements to ensure they will interface and perform based on the risk assessment.
- (c) Considerations should include the following:
 - 1. PPE performance expectations, including thermal and physiological effects
 - 2. Style and design for user comfort and wear performance
 - 3. Construction for quality, durability, and garment life
 - 4. Manufacturer ability to meet performance demand requirements, technical information, service, warranty, and customer support needs
 - 5. Any necessary changes in operating procedures.

913.4.2 INSPECTION

There are two primary types of PPE inspection:

Routine inspection - Firefighters shall conduct a routine inspection of their issued PPE every quarter, and anytime the PPE has been exposed or is suspected of having been exposed to damage or contamination.

Personal Protective Equipment

PPE should be inspected to determine the level of cleaning necessary. The inspections should include the following, as applicable:

- (a) Coat, trousers, gloves, and hood should be checked for the following:
 - 1. Soiling
 - 2. Contamination from hazardous materials or biological agents
 - 3. Physical damage, such as:
 - (a) Rips, tears, and cuts
 - (b) Damaged/missing hardware and closure systems
 - (c) Thermal damage, such as charring, burn holes, and melting
 - (d) Damaged or missing reflective trim
 - (e) Shrinkage
 - (f) Loss of elasticity or flexibility at openings
 - (g) Excessive wear to the liners
- (b) Helmets should be checked for the following:
 - 1. Soiling
 - 2. Contamination from hazardous materials or biological agents
 - 3. Physical damage to the shell, such as:
 - (a) Cracks, crazing (small cracks), dents, and abrasions
 - (b) Thermal damage to the shell, such as bubbling, soft spots, warping, or discoloration
 - 4. Physical damage to ear flaps, such as:
 - (a) Rips, tears, and cuts
 - (b) Thermal damage, such as charring, burn holes, and melting
 - 5. Damaged or missing components of suspension and retention systems
 - 6. Damaged or missing components of the goggle system including:
 - (a) Discoloration
 - (b) Crazing (small cracks)
 - (c) Scratches to goggle lens, limiting visibility
 - 7. Damaged or missing reflective trim
- (c) Footwear should be checked for the following:
 - 1. Soiling
 - 2. Contamination from hazardous materials or biological agents
 - 3. Physical damage, such as:

Personal Protective Equipment

- (a) Cuts, tears, and punctures
 - (b) Thermal damage, such as charring, burn holes, and melting
 - (c) Exposed or deformed steel toe, steel midsole, and shank
 - (d) Loss of water resistance
- (d) Fall protection should be checked for the following:
 - 1. Soiling
 - 2. Contamination from hazardous materials or biological agents
 - 3. Physical damage, such as:
 - (a) Cuts, tears, and punctures
 - (b) Thermal damage such as charring, burn holes, and melting
 - (c) Excessive stretching
 - (d) Distorted or damaged hardware

Advanced inspection - Advanced inspection of PPE ensembles and elements shall be conducted a minimum of every 12 months or whenever routine inspections indicate a problem may exist.

Advanced inspections shall only be conducted by trained and certified members or a manufacturer-approved vendor certified to conduct advanced inspections. All findings from advanced inspections shall be documented on an inspection form. Universal precautions shall be observed, as appropriate, when handling elements. Advanced inspections shall include, at a minimum, the inspection criteria outlined in the nationally recognized standards.

913.4.3 CLEANING AND DECONTAMINATION

The following rules and restrictions shall apply to the cleaning and decontamination of PPE:

- (a) Soiled and contaminated PPE elements shall undergo either a routine/Preliminary Exposure Reduction (PER), an advanced cleaning, or a specialized cleaning.
- (b) Soiled and contaminated PPE should not be taken home, washed in the home, or washed in public laundries unless the business is dedicated to handling firefighting protective clothing.
- (c) Commercial dry cleaning shall not be used.
- (d) The Department will examine the manufacturer's label and user information for specific cleaning instructions.
- (e) Chlorine bleach or chlorinated solvents shall not be used to clean or decontaminate PPE elements.
- (f) Scrubbing or spraying with high-velocity water jets, such as a power washer, shall not be used.
- (g) All contract cleaning or decontamination businesses shall demonstrate procedures for cleaning and decontamination that do not compromise the performance of PPE ensembles and elements.

Apple Valley Fire Department

Fire Policy Manual

Personal Protective Equipment

- (h) Department standards identify and define three primary types of cleaning: routine/PER, advanced, and specialized.
 - 1. Routine cleaning/PER - After each use, any elements that are soiled shall receive routine cleaning. It is the firefighter's responsibility to routinely clean their PPE ensemble or elements using the following process:
 - (a) Initiate cleaning at the incident scene.
 - (b) Brush off any dry debris.
 - (c) Gently rinse off debris with a water hose.
 - (d) If necessary, scrub gently with a soft bristle brush and rinse off again if necessary. Spot clean utilizing a utility sink.
 - (e) Inspect for soiling and contamination and repeat the process if necessary.
 - (f) All elements shall be air-dried in an area with good ventilation. Do not dry in direct sunlight or use a machine dryer.
 - 2. Advanced cleaning - Should routine cleaning fail to render the elements clean enough to be returned to service, advanced cleaning is required. In addition, elements that have been issued, used, and soiled shall undergo advanced cleaning every quarter, at a minimum.
 - (a) Advanced cleaning at the station.
 - 1. Station front -loading washer extractors shall be used for cleaning PPE elements.
 - 2. Station laundering machines designed for cleaning station uniforms and other standard items shall not be used to clean PPE elements.
 - (b) Advanced cleaning utilizing a qualified contract cleaner.
 - 1. The Assistant Chief of PPE shall manage all advanced cleaning utilizing a qualified contract cleaner.
 - 2. Advanced cleaning will be coordinated with the Assistant Chief of PPE by either the crew or by the individual. Loaner PPE will be provided for any member scheduled to work.
 - 3. Specialized cleaning - PPE elements that are contaminated with asbestos, opioid drugs, bedbugs, hazardous materials, or biological agents shall undergo specialized cleaning as necessary to remove the specific contaminants.
 - (a) The PPE elements that are contaminated or suspected to be contaminated shall be isolated, tagged, bagged, and removed from service until they undergo specialized cleaning to remove the specific contaminant. All bagged PPE shall include the member's name. Universal precautions shall be observed when handling known or suspected contaminated PPE elements. For more information on decontamination of PPE after exposure, refer to the Communicable Diseases Policy.
 - (b) The Assistant Chief of PPE shall manage all specialized cleaning and will utilize a qualified contract cleaner. The Department, if possible, shall

Personal Protective Equipment

identify the suspected contaminant and consult the manufacturer for an appropriate decontamination agent and process.

- (c) PPE components contaminated with blood, bodily fluids, or other biological contaminants should be sanitized (e.g., clothing, fabrics) or disinfected (e.g., helmet shells, other hard surfaces).

913.4.4 CBRNE-CONTAMINATED PPE

All PPE elements that have been contaminated by chemical, biological, radiological, nuclear, or explosive (CBRNE) agents shall be removed as soon as possible, bagged, and permanently removed from service. Such PPE elements shall be disposed of pursuant to department procedures.

913.4.5 REPAIR OF DAMAGED PPE

Damaged PPE shall not be used (29 CFR 1910.132; Minn. R. 5205.0010). The Assistant Chief of PPE shall manage all PPE repairs utilizing a manufacturer-recognized repair facility. All elements shall be subject to an advanced or specialized cleaning before any repair work is done. Loaner PPE shall be available to members while repairs are being made.

913.4.6 STORAGE OF PPE

The parameters for the storage of all PPE ensembles or elements include the following:

- (a) PPE shall not be stored in direct or indirect sunlight, or exposed to ultraviolet radiation when it is not being worn.
- (b) PPE shall be clean, dry, and well ventilated before storage.
- (c) PPE shall not be stored in airtight containers unless the container is new and unused.
- (d) PPE shall not be stored at temperatures below 40 degrees F or above 180 degrees F.
- (e) PPE shall not be subjected to sharp objects, tools, or other equipment that could damage the ensemble or elements.
- (f) PPE shall not be stored inside living quarters or with personal belongings, or taken or transported within the passenger compartment of personal vehicles unless it is stored in a protective case or bag.
- (g) PPE shall not be stored in contact with hydraulic fluids, solvents, hydrocarbons, hydrocarbon vapors, or other contaminants.

913.5 ISSUING PPE

All PPE ensembles or elements shall be issued through the Assistant Chief of PPE. All fittings shall be completed by the Assistant Chief and/or by a manufacturer's representative.

- Members shall only use department issued or approved PPE, including accessories.
- Members shall minimize the public's exposure to soiled or contaminated PPE.
- Members shall not wear PPE inside station living quarters or other department facilities.

Personal Protective Equipment

913.6 PPE TRAINING

The Training Officer should verify that members receive and demonstrate an understanding of PPE training consistent with their duties before performing work requiring the use of the PPE. This should include (29 CFR 1910.132; Minn. R. 5205.0010) :

- (a) Determining when PPE is necessary and what kind should be used.
- (b) How to properly wear, adjust, and remove PPE.
- (c) The limitations of the PPE.
- (d) Upon issue, all members shall be provided training on this policy along with the manufacturer's written instructions on the care, use, and maintenance of their PPE, including any warnings issued by the manufacturer.
- (e) New firefighters shall receive training in the care, use, and maintenance of their PPE before participating in any hands-on training or operations. All other firefighters shall receive training as needed when PPE ensembles or elements are upgraded or changed.
- (f) The useful life and disposal of PPE.

Officers who believe a member does not have the understanding and skill required for PPE use, whether or not the member has received training on the PPE, should take appropriate steps to have the member retrained.

913.7 PPE RECORD KEEPING

The Department shall maintain or require contracted vendors to maintain records on all structural firefighting ensembles or elements to include:

- (a) The name of the member to whom the element is issued.
- (b) The date and condition of the element when issued.
- (c) The manufacturer, model name, or design.
- (d) The manufacturer's identification number, lot number, or serial number.
- (e) The month and year of manufacture.
- (f) The dates and findings of all advanced inspections.
- (g) The dates and findings of complete liner inspections.
- (h) The dates of advanced cleaning, specialized cleaning, decontamination, or sanitation, and by whom it was performed.
- (i) The date of any repairs, the person who repaired the PPE, and a brief description of the repair.
- (j) The date the element was removed from service (retirement).
- (k) The date and method used to dispose of the element.

Personal Protective Equipment

913.8 PPE RETIREMENT

PPE ensembles and elements should be retired as follows:

- (a) When worn or damaged to the extent that the Department deems that it is not possible or cost-effective to repair.
- (b) When no longer useful for emergency operations.
- (c) If more than 10 years old, except for the reflective outer shell of proximity PPE, which should be retired after five years.

Retired PPE ensembles and elements shall be destroyed or disposed of by the Department in a manner ensuring that they will not be used in any firefighting or emergency activities, including training. Retired PPE may only be used for training, or the fire explorer program, when that training does not include live fire. Any PPE used for training shall be clearly marked: "Training only. No live fire."

913.9 SPECIAL INCIDENT PROCEDURE

If any member of the Apple Valley Fire Department suffers a serious injury or death while wearing PPE, the following procedure should be followed:

- (a) The PPE will immediately be removed from service.
- (b) Custody of the PPE will be maintained by the Fire Chief or the authorized designee, and the PPE shall be kept in a secure location with controlled, documented access.
- (c) All PPE shall be non-destructively tagged and stored only in paper or cardboard containers to prevent further degradation or damage. Plastic airtight containers shall not be used.
- (d) The PPE shall be made available to the department's investigation team (see the Line-of-Duty Death and Serious Injury Investigations Policy) or outside experts as approved by the Fire Chief or the authorized designee, to determine the condition of the PPE.
- (e) The Fire Chief or the authorized designee shall determine the retention period for the storage of PPE.

913.10 REPORTING

The Assistant Chief of PPE should report all PPE health and safety concerns caused by, or suspected to have been caused by, element failure to the PPE element manufacturer and certifying organization.

Hazardous Energy Control

914.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the minimum hazardous energy control requirements mandated by federal and state law (29 CFR 1910.147; Minn. R. 5205.0010). The control requirements are intended to isolate a machine or equipment from all energy sources to prevent the start-up of the machine or equipment or the release of stored energy, both of which could cause injury.

The control requirements apply to the servicing or maintenance of machines and equipment used in a fire station or on an apparatus. This policy includes member training and periodic control and inspection requirements.

914.1.1 DEFINITIONS

Definitions related to this policy include (29 CFR 1910.147(b)):

Affected member - A member whose job duties require him/her to work in an area where hazardous energy exposure could result from cleaning, repairing, servicing, setting up, or adjusting machines or equipment under lockout or tagout.

Authorized member - A member who is qualified to perform lockout or tagout of machines or equipment, in order to clean, repair, service, set up, or adjust its operations. An affected member becomes an authorized member when that member's duties include performing the maintenance operations covered in this policy.

Hazardous energy - The unexpected energization or activation of equipment, or the release of stored energy, that could potentially cause injury.

Lockout or tagout - The use of devices, positive methods, and procedures that result in the effective isolation or securing of machinery and equipment from all hazardous energy sources (e.g., mechanical, hydraulic, pneumatic, chemical, electrical, or thermal).

914.2 POLICY

It is the policy of the Apple Valley Fire Department to implement and maintain a written hazardous energy control program to prevent the unexpected release of stored energy or unexpected start-up of machines or equipment in compliance with federal regulations and state law.

914.3 RESPONSIBILITIES

The Fire Chief or the authorized designee shall have overall responsibility for meeting the requirements of the hazardous energy control program. Department members shall be trained commensurate with their duties to perform lockout/tagout and other hazardous energy control procedures. The program should include but is not limited to (29 CFR 1910.147(c)(4)):

- (a) Guidelines and procedures that specifically outline the scope, purpose, authorization, rules, and techniques to be utilized when working in proximity to, and for the control of, hazardous energy and the means to enforce compliance, including but not limited to:

Hazardous Energy Control

1. A statement of the intended use of the procedure.
 2. Procedural steps for shutting down, isolating, blocking, and securing machines or equipment to control hazardous energy.
 3. The procedural steps for the placement, removal, and transfer of lockout and tagout devices.
 4. The requirements for testing a machine or equipment to determine and verify the effectiveness of lockout, tagout, and other hazardous energy control devices.
- (b) As needed, the Department shall develop separate procedural steps for the safe lockout or tagout of each machine or piece of equipment affected by the hazardous energy control program.
- (c) The Department shall develop and maintain a list of all machines or equipment affected by the hazardous energy control program. The list may include but is not limited to:
1. Extrication tools.
 2. Chain saws.
 3. Hydraulic systems (e.g., rack, jacks).
 4. Complex electrical systems (e.g., generators, pumps, radios).

914.4 LOCKOUT AND TAGOUT

An authorized member shall be responsible for the following, before working on de-energized electrical equipment or systems, unless the equipment is physically removed from the wiring system (29 CFR 1910.147(c)):

- (a) Notification of all involved personnel.
- (b) Locking the disconnecting means in the “open” position with the use of lockable devices (e.g., padlocks or combination locks), or disconnecting the conductor or other positive methods or procedures. This will effectively prevent unexpected or inadvertent energizing of a designated circuit, machine, or appliance.
- (c) Tagging the disconnect means with appropriate accident prevention tags. Lockout is not required when the tagging procedures are used as specified here and where the disconnect means is accessible only to personnel trained in tagout procedures.
- (d) Blocking the operation or dissipation of energy of all stored energy devices that present a hazard (e.g., capacitors or pneumatic, spring-loaded mechanisms).

914.5 INSPECTIONS

The Apple Valley Fire Department shall conduct a periodic inspection of the hazardous energy control program components at least annually to evaluate its continued effectiveness and to determine the necessity for updating any methods or procedures (29 CFR 1910.147(c)(6)).

- (a) The periodic inspection shall be performed by an authorized member other than the members utilizing the hazardous energy control procedures that are being inspected.

Hazardous Energy Control

- (b) Where lockout and/or tagout are used for hazardous energy control, the inspector shall provide a review of roles and responsibilities to the authorized members.
- (c) The Health and Safety Officer (HSO) shall certify that the periodic inspections have been performed. The certification shall identify the machine or equipment that was inspected, the date of the inspection, the authorized members included, and the name of the person performing the inspection.

914.6 TRAINING

The Training Officer shall be responsible for ensuring that members receive training on hazardous energy control methods and procedures, based on the reasonably expected workplace exposure. Members shall receive training prior to any work assignment in which a potential hazard exists. Training should include but is not limited to the following topics (29 CFR 1910.147(c)(7)):

- (a) Definitions of hazardous energy
- (b) Workplace hazards
- (c) Work techniques, hazards, and injuries involved in energized equipment
- (d) Lockout and tagout procedures, equipment, and its proper use
- (e) Authorized and affected employees
- (f) Safety precautions required when energized electrical equipment is not under the control of an authorized member
- (g) Refresher training on an annual basis, depending on the results of the annual inspection process

914.7 TRAINING RECORDS

The Training Officer shall document the hazardous energy control training provided to members both initially and annually and shall retain those records for one year. Documentation shall include:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and ranks of the members who received the training.
- (d) The names, certificate numbers, and qualifications of persons conducting the training.

Hazard Communication/Employee Right to Know (ERTK) Program

915.1 PURPOSE AND SCOPE

The purpose of this policy is to protect the health and safety of department members who may be occupationally exposed to hazardous substances and harmful physical agents in the workplace.

This policy is also meant to address the requirement to have a hazard communication/Employee Right-to-Know (ERTK) program under Minn. R. 5206.0700, with the exception of direction regarding infectious agents and bloodborne pathogens. These are addressed in the Communicable Diseases Policy.

915.1.1 DEFINITIONS

Definitions related to this policy include (Minn. Stat. § 182.651; Minn. R. 5206.0100):

Harmful physical agent - A physical agent determined by the Minnesota Department of Labor and Industry to be harmful. This includes heat, noise, and ionizing and non-ionizing radiation (Minn. R. 5206.0500).

Hazardous substance - A chemical or substance, or mixture of chemicals or substances, which:

- (a) Is regulated by the federal Occupational Safety and Health Administration (MNOSHA) under 29 CFR 1910 Subpart Z (29 CFR 1910.1000 et seq.).
- (b) Is either toxic or highly toxic, an irritant, corrosive, a strong oxidizer, a strong sensitizer, combustible, either flammable or extremely flammable, dangerously reactive, pyrophoric, pressure-generating, a compressed gas, a carcinogen, a teratogen, a mutagen, a reproductive toxic agent, or a substance or chemical that may otherwise, according to generally accepted documented medical or scientific evidence, cause substantial acute or chronic injury or illness either during or as a direct result of any accidental or intentional exposure to the chemical or substance.
- (c) Is determined by the Minnesota Department of Labor and Industry to present a significant risk to worker health and safety, or imminent danger of death or serious physical harm to an employee as a result of foreseeable use, handling, accidental spill, exposure or contamination (see Minn. R. 5206.0400 for a detailed list).

915.2 POLICY

It is the policy of the Apple Valley Fire Department to develop, implement and maintain a written hazard communication/ERTK program for members to use as a reference. The program shall minimally describe how department members will receive information and training on the criteria specified for labels and other forms of warning and Safety Data Sheets (SDS) (Minn. R. 5206.0700).

Hazard Communication/Employee Right to Know (ERTK) Program

915.3 PROCEDURE

The Fire Chief or the authorized designee should develop, implement and maintain a written chemical hazard communication/ERTK program (Minn. R. 5206.0700) that includes, but is not limited to:

- (a) Training, availability of information and labeling provisions of Minnesota law (Minn. R. 5206.0100 et seq.).
- (b) A list of the hazardous substances known to be present and referenced on the appropriate SDS. The list may be compiled for the workplace as a whole or for individual work areas.
- (c) The methods the Department will use to inform members of both infrequent task hazards involving exposure to hazardous substances or harmful physical agents and also the hazards associated with hazardous substances contained in unlabeled pipes in their work areas.

The written hazard communication/ERTK program will be kept available, upon request, to members, their designated representatives and authorized representatives of MNOSHA.

915.4 SAFETY DATA SHEETS

The Department shall have an SDS for each hazardous substance and harmful physical agent that is in use in the workplace. The SDS concerning a hazardous chemical shall be readily accessible to the member and prepared in accordance with Minn. Stat. § 182.653.

- (a) For each hazardous substance to which a member may be routinely exposed, the Department shall prepare a written copy of all of the following information and have it readily accessible in the area or areas in which the hazardous substance is used or handled:
 - 1. The name of the substance including any generic or chemical name, trade name, commonly used name or synonym
 - 2. The level, if any and if known, at which exposure to the substance has been restricted according to standards adopted by the Minnesota Department of Labor and Industry or, if no standard has been adopted, according to guidelines established by competent professional groups including, but not limited to, the American Industrial Hygiene Association, the American Conference of Governmental Industrial Hygienists, the Center for Disease Control, the Bureau of Radiological Health and the American National Standards Institute
 - 3. The primary routes of entry, and the known acute and chronic effects of exposure at hazardous levels
 - 4. The known symptoms of the effects
 - 5. Any potential for flammability, explosion or reactivity of the substance
 - 6. Appropriate emergency treatment
 - 7. The known proper conditions for safe use of and exposure to the substance
 - 8. Procedures for cleanup of leaks and spills

Apple Valley Fire Department

Fire Policy Manual

Hazard Communication/Employee Right to Know (ERTK) Program

9. The name, phone number and address of the manufacturer of the hazardous substance
- (b) For each harmful physical agent to which a member may be routinely exposed, the Department shall prepare a written copy of all of the following information and have it readily accessible in the area or areas in which the harmful physical agent is used or handled:
 1. The name of the physical agent including any commonly used synonym
 2. The level, if any and if known, at which exposure to the physical agent has been restricted according to standards adopted by the Minnesota Department of Labor and Industry or, if no standard has been adopted, according to guidelines established by competent professional groups including, but not limited to, the American Conference of Governmental Industrial Hygienists, the Center for Disease Control, the Bureau of Radiological Health and the American National Standards Institute
 3. The known acute and chronic effects of exposure at hazardous levels
 4. The known symptoms of the effects
 5. Appropriate emergency treatment
 6. The known proper conditions for safe use of and exposure to the physical agent
 7. The name, phone number and address, if appropriate, of the manufacturer of the equipment which generates the harmful physical agent

915.5 TRAINING REQUIREMENTS

See the Hazard Communication/Employee Right-to-Know (ERTK) Program Training Policy.

Personal Firearms

916.1 PURPOSE AND SCOPE

The purpose of this policy is to promote the safety of all members by providing guidance on the possession of firearms in the workplace.

916.2 POLICY

The Apple Valley Fire Department will make reasonable efforts to reduce risk to members and the public by placing limitations on firearms being brought onto department property or carried by members while on-duty or while representing the Department in any capacity.

916.3 PROHIBITIONS

Members are prohibited from possessing a firearm while on-duty or while on or in department property or vehicles except as provided in this policy and consistent with state law.

916.4 EXCEPTIONS

Exceptions to this policy are as follows:

- Members may possess firearms in City-owned parking areas if the member holds a valid permit (providing one is required) and if the firearm is secured within an attended personal vehicle or concealed from view within a locked, unattended personal vehicle while the member is working on City property. However, firearms may NOT be carried by the member during the course of City business or in the member's personal vehicle while it is being used in the course of City business.
- This policy does not apply to a member who is showing or transferring the weapon or firearm to law enforcement officers as part of an investigation.
- This policy does not apply to sworn law enforcement officers and other members who are in possession of a weapon or firearm as part of their official duties.

916.5 FIREARMS IN PARKING AREAS

Members with a valid firearms permit may carry or possess a firearm in the member's personal vehicle parked in the department parking area (Minn. Stat. § 624.714, Subd. 18). Members should ensure that the firearm is safely secured, and the vehicle is locked.

916.6 PUBLIC CARRY IN NON-PUBLIC AREAS

AVFD members should not allow members of the public that are carrying weapons into non-public areas. Although the City cannot prohibit members of the public from possession of a handgun on public property, appropriate precautions can be taken. Following are instances when members should contact the Police Department immediately by radio or by calling 9-1-1 (or 9-9-1-1).

- An individual uses a handgun in a manner that would cause a reasonable person to feel threatened (for example, the individual is recklessly handling a handgun or pointing the gun at someone).

Apple Valley Fire Department

Fire Policy Manual

Personal Firearms

- An individual displays a handgun or makes comments about a weapon or handgun in a manner that would cause a reasonable person to feel threatened.

Roadway Incident Safety

917.1 PURPOSE AND SCOPE

The purpose of this policy is to set forth department Fire Chief responsibilities for development of practices used by members who are engaged in any operations occurring on roadways.

917.2 POLICY

It is the policy of the Apple Valley Fire Department to provide traffic incident management (TIM) practices for the protection of members, personnel responding from other agencies, and victims operating on roadways.

917.3 FIRE CHIEF RESPONSIBILITIES

The Fire Chief should ensure that the Department adopts TIM procedures. Procedures should include but not be limited to:

- Use of the Incident Command System at all roadway incidents.
- Coordination and cooperation with law enforcement on-scene, including establishing a unified command, depending on the location, size, and complexity of the incident.
- Scene identification and size-up.
- Establishing a temporary traffic control zone including:
 - Placement of apparatus.
 - Use of traffic control devices.
 - Personnel assigned to TIM duties.

917.3.1 MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD)

Procedures should also include any requirements in the Manual of Uniform Traffic Control Devices adopted by the state, including but not limited to the following (Minn. Stat. § 169.06):

- Use of emergency vehicle lighting
- Safe positioning of emergency vehicles
- Use of traffic flaggers

Chapter 10 - Personnel

Recruitment, Selection and Employment

1000.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the recruiting, selection, training and retention processes utilized by the Apple Valley Fire Department. This policy supplements any rules that govern employment practices for the Apple Valley Fire Department.

1000.2 POLICY

In accordance with applicable federal, state, and local law, the Apple Valley Fire Department provides equal opportunities for applicants and department members regardless of actual or perceived race, color, creed, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, status with regard to public assistance, familial status, membership on a local human rights commission, lawful participation in the Minnesota Medical Cannabis Patient Registry, and any other classification or status protected by law. The Department does not show partiality or grant any special status to any applicant, member, or group of members unless otherwise required by law.

This policy applies to all members and includes but is not limited to recruitment, hiring, placement, promotion, demotion, transfer, layoff, compensation, and selection for training.

The failure of any member to perform in a manner consistent with this policy may result in disciplinary action. In addition, such failure may expose the member as well as the City to liability under the law.

Any member who feels that he or she has been subjected to or has witnessed discriminatory behavior should report the incident immediately. Complaints can be made to the Fire Chief, City Administrator, or Human Resource Manager.

1000.3 ELIGIBILITY

The Apple Valley Fire Department provides a critical service to the community and it is imperative that the best candidates possible are chosen for membership.

In order to be eligible for a firefighter position, all applicants must meet the following minimum requirements:

- Must be at least 18 years of age,
- Be a high school graduate or equivalent,
- Hold a valid State of Minnesota driver's license,
- Have a primary residence within four minutes of an assigned fire station, as determined by the Fire Chief.
- Successfully complete and pass the background check, physical and psychological exam, physical ability, and drug and alcohol screening.

Apple Valley Fire Department

Fire Policy Manual

Recruitment, Selection and Employment

- Meet all requirements set forth in the paid-on-call firefighter position description.

In addition, all members of the Apple Valley Fire Department are expected to:

- Carry out his/her responsibilities and provide good communication in a calm, positive, and professional manner, especially in emergency situations,
- Complete training requirements established by the Fire Chief or designated training officer,
- Understand and follow the Apple Valley Fire Department Policy Manual, and the Apple Valley Fire Department Procedure Manual,
- Meet minimum call and training attendance requirements (see Attendance and Leaves policy), and
- Demonstrate the City's shared core competencies of customer focus and commitment, trust and ethical dealings, interpersonal skills, organizational savvy, and independent self-management.

Full-time regular City employees, such as Fire Chief, Deputy Fire Chief, Fire Marshal, and Fire Inspector are not eligible for membership as a paid-on-call firefighter.

1000.3.1 RESIDENCE AND AVAILABILITY

Members selected for the Apple Valley Fire Department must be able to respond to their assigned station from their primary residence within four (4) minutes, under normal driving conditions while obeying all traffic laws, as determined by the Fire Chief's established procedure. All members are required to notify the Fire Chief and provide any change in residence information within fourteen (14) day of such change. Members moving outside the four minute area will no longer be eligible for membership on the department.

1000.3.2 PHYSICAL ABILITY

Members are required to meet standards of physical ability to effectively perform their firefighter duties. If a current member fails to meet the standards, the individual will meet with an occupational health care consultant to establish a set of measurement goals and may be suspended from some or all active firefighting duties until such goals are met. Failure to meet the established goals may result in disciplinary action or termination.

1000.4 RECRUITMENT

The Department should employ a comprehensive recruitment and selection strategy to recruit and select the most qualified members from a pool of candidates.

The strategy should include:

- (a) Expanded use of technology and maintenance of a strong internet presence. This may include an interactive department website and the use of department-managed social networking sites, if resources permit.
- (b) Expanded outreach through partnerships with media, community groups, and citizen academies.

Recruitment, Selection and Employment

(c) Member referrals.

The Department shall avoid advertising, recruiting and screening practices or screen applicants in a discriminatory manner.

The Department should strive to facilitate and expedite the screening and testing process, and should periodically inform each candidate of his/her status in the recruiting process.

1000.5 SELECTION PROCESS

The Department shall actively strive to identify a diverse group of candidates that have in some manner distinguished themselves as being outstanding prospects. Minimally, the Department should employ a comprehensive screening, background investigation and selection process that assesses cognitive and physical abilities and includes review and verification of the following:

- A comprehensive application for employment (including previous employment, references, current and prior addresses, education, military record)
- Driving record
- Reference checks
- Employment eligibility, including U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form I-9 and acceptable identity and employment authorization documents (documentation may be requested upon hire)
- Information obtained from public internet sites
- Local, state and federal criminal history record checks
- Medical and psychological examination (may only be given after a conditional offer of employment)
- Review board or selection committee assessment
 - May include written/oral performance tests, oral interviews, developmental assessment, or any combination of these.

Applicants for membership will be evaluated on the basis of qualifications.

The Fire Chief, or designee, is responsible for selecting applicants for membership and making recommendation to the City Council for final approval.

1000.5.1 VETERAN PREFERENCE

The Department will provide veteran preference points as required by Minn. Stat. § 197.455.

1000.6 BACKGROUND INVESTIGATION

Every candidate shall undergo a thorough background investigation to verify his/her personal integrity and high ethical standards, and to identify any past behavior that may be indicative of the candidate's unsuitability to perform duties relevant to the operation of the Apple Valley Fire Department.

Recruitment, Selection and Employment

1000.6.1 NOTICES

The Department shall ensure that investigations are conducted and notices provided in accordance with the requirements of the FCRA and Minnesota law (15 USC § 1681d; Minn. Stat. § 13C.02).

1000.6.2 CRIMINAL BACKGROUND INFORMATION

Criminal background information, whether directly from the Minnesota Bureau of Criminal Apprehension or provided by a third party, may have restrictions on the access, use, security and release of the information. The Department shall establish procedures to ensure compliance with any applicable requirements and security limitations.

1000.6.3 REVIEW OF SOCIAL MEDIA SITES

Due to the potential for accessing unsubstantiated, private or protected information, the Department should not require candidates to provide passwords, account information or access to password-protected social media accounts.

The Department should consider utilizing the services of an appropriately trained and experienced third party to conduct open source, internet-based searches and/or review information from social media sites to ensure that:

- The legal rights of candidates are protected.
- Material and information to be considered are verified, accurate and validated.
- The Department fully complies with applicable privacy protections and local, state and federal law.

Regardless of whether a third party is used, the Department should ensure that potentially impermissible information is not available to any person involved in the candidate selection process.

1000.6.4 RECORDS RETENTION

The background report and all supporting documentation shall be maintained in accordance with the established records retention schedule.

1000.6.5 DOCUMENTING AND REPORTING

The background investigator shall summarize the results of the background investigation in a report that includes sufficient information to allow the reviewing authority to decide whether to extend a conditional offer of employment. The report shall not include any information that is prohibited from use, including that from social media sites, in making employment decisions. The report and all supporting documentation shall be included in the candidate's background investigation file.

1000.7 DISQUALIFICATION GUIDELINES

As a general rule, performance indicators and candidate information and records shall be evaluated by considering the candidate as a whole, and taking into consideration the following:

Recruitment, Selection and Employment

- Age at the time the behavior occurred
- Passage of time
- Patterns of past behavior
- Severity of behavior
- Probable consequences if past behavior is repeated or made public
- Likelihood of recurrence
- Relevance of past behavior to public safety employment
- Aggravating and mitigating factors
- Other relevant considerations

A candidate's qualifications will be assessed on a case-by-case basis, using a totality-of-the-circumstances framework.

1000.8 EMPLOYMENT STANDARDS

All candidates shall meet the minimum standards required by state law. Candidates will be evaluated based on merit, ability, competence and experience, in accordance with the high standards of integrity and ethics valued by the Department and the community.

Validated, job-related and nondiscriminatory employment standards shall be established for each job classification and shall minimally identify the training, abilities, knowledge and skills required to perform the position's essential duties in a satisfactory manner (see the Position Descriptions Policy). Each standard should include performance indicators for candidate evaluation. Human Resources should maintain validated standards for all positions.

Selection standards for promotional opportunities are detailed in the Promotions Policy.

1000.8.1 STANDARDS FOR FIREFIGHTERS

Generally, the standards may include the following requirements. The candidate should:

- (a) Be at least 18 years of age by the closing date of the recruitment period.
- (b) Be in possession of a high school diploma or a General Equivalency Diploma (GED).
- (c) Have good vision in both eyes, with the ability to distinguish Occupational Safety and Health Administration (OSHA) color codes for hazardous materials (e.g., blue, red, yellow, white), and have no depth or peripheral vision impairment.
- (d) Meet the objectives and minimum standards established in the International Association of Fire Chiefs (IAFC)/International Association of Fire Fighters (IAFF) Fire Service Joint Labor Management Wellness-Fitness Initiative or similar validated health screening process.
- (e) Meet the minimum standards established by the National Fire Protection Association (NFPA).

Apple Valley Fire Department

Fire Policy Manual

Recruitment, Selection and Employment

- (f) Be in possession of, or have the ability to obtain, a valid state driver's license in the class required for the position sought.
- (g) Be a U.S. citizen or have proof of a legal right to work in the U.S.

1000.9 TRAINING

All entry-level firefighter candidates should complete training in an accredited fire training program approved by the Minnesota Board of Firefighter Training and Education.

Prior to performing suppression activities as a full-time permanent firefighter for the Department, members shall obtain a valid license and (Minn. Stat. § 299N.05, Subd. 1):

- (a) Have completed a firefighter examination under Minn. Stat. § 299N.04.
- (b) Have had the employment verification portion of the licensing process completed by the Fire Chief or his/her designee.

Prior to performing suppression activities as a paid-on-call firefighter for the Department, members shall have completed a firefighter examination under Minn. Stat. § 299N.04

1000.10 RETENTION

The primary focus should be on hiring those who are the best fit for a particular position. In order to retain quality members, the Department should:

- Seek member input on retention strategies.
- Develop a workplace that respects, encourages and enables a work/life balance.
- Facilitate training and career development opportunities.
- Develop and maintain quality supervisors.
- Provide regular and meaningful performance feedback.
- Promote an environment where members are able to speak freely.
- Treat members fairly, equitably, and consistently.
- Consider ways to reward excellent performance.
- Follow up on any feedback acquired during an exit interview process.

Retention incentives may include items from employment benefits, and forms of recognition.

1000.11 INTERNAL POSITION POSTING

Announcements of any available paid-on-call position within the Apple Valley Fire Department will be posted online and will be sent by email to all active firefighters via their City email account.

1000.12 PROBATIONARY PERIODS

All newly appointed Department members shall serve a probationary period of at least 12 months, but no longer than 18 months. Members returning to active service from an inactive leave period of more than 9 months shall serve a probationary period of at least 6 months. At any time during a

Apple Valley Fire Department

Fire Policy Manual

Recruitment, Selection and Employment

probationary period, a member may be discharged at the sole discretion of the City with or without cause.

Newly appointed members serving a probationary period shall not perform the duties of apparatus operator/driver without first meeting the requirements of the Emergency Response Apparatus Driver/Operator Training policy, or fulfill the role of company officer. They also shall not perform interior structural firefighting or suppression duties without direct supervision of a Fire Officer or firefighter fulfilling the role of company officer.

All members shall serve a 6 month probationary period in any job classification in which the member has not previously served a probationary period, if the member has previously completed the initial **12** month probationary period. At any time during the 6 month probationary period, the member may be returned to his or her previous position at the sole discretion of the City.

Driver's License Requirements

1001.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures to ensure that all Apple Valley Fire Department members who drive as a part of their duties have and maintain a required driver's license (Minn. Stat. § 171.02, Subd. 2(c)(2)).

1001.2 POLICY

In order to promote driver safety, it is the policy of the Apple Valley Fire Department that any member who is assigned duties that require him/her to drive department vehicles or equipment, or drive a privately owned vehicle while conducting department business, have and maintain driving privileges and a driver's license consistent with his/her duties.

1001.3 REQUIREMENTS

Any member who is assigned duties that require him/her to drive department vehicles, equipment or private vehicles shall be required to obtain and maintain a valid driver's license.

1001.3.1 REVIEW OF RECORDS

The Fire Chief, or their designee, shall monitor the driving records of all members who are assigned duties that require driving while conducting department business, to confirm each driver has a valid driver's license and to monitor driver records for potential problem behavior.

The Fire Chief, or their designee, shall be responsible for reviewing the driver's license reports as part of the hiring process and any time an incident occurs that affects a member's eligibility to drive.

Whenever the Fire Chief, or their designee, becomes aware of changes that could affect a member's eligibility to drive, they should notify the affected member, the member's immediate supervisor and the Health and Safety Officer.

1001.3.2 NEW EMPLOYEES

Prospective member driving records shall be evaluated to confirm that the applicant has a valid driver's license and to review the type and number of traffic violations and accidents on the record.

At the time of hire, a new member whose duties require driving a vehicle while conducting department business shall be required to present a valid driver's license.

1001.3.3 CURRENT EMPLOYEES

Driving records of existing members shall be evaluated to confirm that the member has a valid driver's license and to review any traffic violations and collisions.

Any member who drives a vehicle while conducting department business must immediately notify the Fire Chief, or their designee, of any suspension, revocation or other change in the status of his/her driver's license. Any violation of this procedure may result in disciplinary action, up to and including termination.

Apple Valley Fire Department

Fire Policy Manual

Driver's License Requirements

Loss of a driver's license will require a member to take a personal leave of absence.

Performance Evaluations

1002.1 PURPOSE AND SCOPE

The objective of the evaluation system is to record work performance for both the Department and the employee, giving recognition for good work and providing a guide for improvement where needed. The employee performance evaluation report is a gauge in measuring performance and is used for making personnel decisions relating to merit increase, promotion, discipline, demotion and termination. The report also provides a guide for mutual work planning and review and an opportunity to convert general impressions into a more objective history of work performance based on job standards.

1002.2 POLICY

The Department evaluates employees in a nondiscriminatory manner based upon job-related factors specific to the employee's position, without regard to actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law.

1002.3 PROCEDURE

Members receive a performance review at least once per year and minimum of every six months while on probation.

Within one year of appointment to a supervisory position, all supervisors should receive training on the completion of performance evaluations.

Each evaluation will cover a specific time and should be based on the employee's performance during that period. Evaluations are based on observed or documented behavior. If a supervisor becomes aware of or witnesses either outstanding or unsatisfactory performance by an employee, the performance should be noted and a conversation between the employee and the supervisor should take place as soon as practicable after the performance is noted. This conversation is to immediately reinforce outstanding behavior, or correct and counsel unsatisfactory behavior. The supervisor should create a documentation of the performance and the follow-up conversation and use this documentation at the next evaluation period.

At the beginning of the rating period, each supervisor should discuss the tasks of the position, standards of performance expected, and the evaluation rating criteria with each employee. When a non-probationary employee's job performance falls below the established standards of the job, the supervisor should, as soon as practicable but at least 90 days prior to the end of the annual evaluation period, advise the employee in writing in order to provide an opportunity for the employee to improve performance. The involved employee should be provided the opportunity to initial any such writing and respond in writing within 30 days, if desired. Failure to meet established performance standards is justification for an unsatisfactory rating. Rating factors that are not observed are assumed to be performed at a standard level.

Performance Evaluations

The performance evaluation report will be completed by the employee's immediate supervisor. Other supervisors directly familiar with the employee's performance during the rating period should be consulted by the immediate supervisor for their input.

1002.4 PROBATIONARY EMPLOYEES

All newly appointed Fire Department members will serve at least a 12-month, but no longer than 18 month, probationary period before being eligible for certification as permanent employees. Probationary firefighters shall be evaluated daily, weekly and monthly during the probationary period.

Members returning to active service from an inactive period of more than 9 months shall serve a probationary period of at least 6 months.

All members shall serve a 6 month probationary period in any job classification in which the member had previously served a probationary period, if the member has previously completed the initial 12 month probationary period. At anytime during the 6 month probationary period, the member may be returned to his or her previous position at the sole discretion of the City.

Performance evaluation reports shall be completed as defined by Human Resources by specific job classification for all other full-time personnel during the probationary period.

1002.5 FULL-TIME PERMANENT STATUS EMPLOYEES

Permanent employees are subject to three types of performance evaluations:

Regular - A performance evaluation report shall be completed once each year by the employee's immediate supervisor on the anniversary of the employee's date of hire, except for employees who have been promoted. In the case of promotion, a performance evaluation report shall be completed on the anniversary of the employee's date of last promotion.

Transfer - If an employee is transferred from one assignment to another in the middle of an evaluation period and less than six months have transpired since the transfer, an evaluation shall be completed by the current supervisor with input from the previous supervisor.

Special - A special evaluation may be completed any time the rater and the rater's supervisor believe one is necessary due to employee performance deficiencies. Generally, the special evaluation will be used to document areas of performance deemed less than standard when follow-up action is planned (e.g., action plan, remedial training, retraining). The evaluation form and associated documentation shall be submitted as one package.

1002.5.1 RATINGS

Outstanding (5) - Performance that is well beyond that expected or required in the standards for the position. It is exceptional performance, definitely superior or extraordinary.

Exceeds standards(4) - Performance that is better than expected of a fully competent employee. It is superior to what is expected or required by the standards for the position but is not of such rare nature to warrant outstanding status.

Performance Evaluations

Meets standards (3) - Performance expected of a fully competent employee and meets the standards required of the position.

Needs improvement (2) - Performance that is less than that expected of a fully competent employee and less than the standards required of the position. A needs improvement rating should be thoroughly discussed with the employee and include a structured plan intended to improve performance, with short interval interim evaluations.

Unsatisfactory (1) - Performance that is inadequate or undesirable, intolerable and inferior to the standards required of the position.

Written comments should be used by the rater to document the employee's strengths and weaknesses and make any suggestions for improvement. Any job dimension rating marked unsatisfactory or outstanding should be substantiated in the rater comments section.

1002.6 EVALUATION INTERVIEW

When a supervisor has completed the preliminary evaluation, arrangements shall be made for a private discussion of the evaluation with the employee. The supervisor should discuss the results with the employee and answer any questions the employee may have. If the employee has valid and reasonable protests of any of the ratings, the supervisor may make appropriate changes to the evaluation. Areas needing improvement and goals for reaching the expected level of performance should be identified and discussed. The supervisor should also provide relevant counseling regarding advancement and training opportunities. The supervisor and employee will sign and date the evaluation. Permanent employees may also write comments in the employee comments section of the performance evaluation report.

1002.6.1 DISCRIMINATORY HARASSMENT FORM

At the time of the annual evaluation, the reviewing supervisor shall require the employee to read the City and department harassment and discrimination policies. Following such a review, the supervisor shall provide the employee a form to be completed and returned by the employee, certifying:

- (a) That the employee understands the harassment and discrimination policies.
- (b) Whether any questions the employee has have been sufficiently addressed.
- (c) That the employee knows how and where to report harassment policy violations.
- (d) Whether the employee has been the subject of, or witness to, any conduct that violates the Discriminatory Harassment Policy and that has not been previously reported.

The completed form should be returned to the supervisor (or other authorized individual if the employee is uncomfortable returning the form to the presenting supervisor) within one week.

The employee's completed form shall be attached to the performance evaluation report. If the employee has expressed any questions or concerns, the receiving supervisor or other authorized individual shall ensure that appropriate follow-up action is taken.

Performance Evaluations

1002.7 EVALUATION REVIEW

After the supervisor finishes the discussion with the employee, the signed performance evaluation report should be forwarded to the rater's supervisor for review.

The second-level supervisor should review the evaluation for fairness, impartiality, uniformity, and consistency, and evaluate the first-level supervisor on the quality of the ratings provided to the employee.

1002.8 RECORDS MANAGEMENT

The original performance evaluation report should be maintained in the employee's personnel file for the tenure of the employee's employment. A copy should be provided to the employee and a copy should be forwarded to the Human Resources.

Performance evaluation reports will be permanently destroyed in accordance with established records retention schedules.

Promotions

1003.1 PURPOSE AND SCOPE

The purpose of this policy is to establish required and desirable qualifications for promotions within the ranks of the Apple Valley Fire Department.

1003.2 POLICY

The Apple Valley Fire Department determines promotions in a nondiscriminatory manner. This policy will establish the required and desirable qualifications for promotions within the ranks of the Department.

1003.3 GENERAL REQUIREMENTS

The following conditions will be used in evaluating members for promotion and transfer:

- (a) Presents a professional, neat appearance
- (b) Maintains a physical condition which aids in their performance
- (c) Demonstrates the following traits:
 - 1. Emotional stability and maturity
 - 2. Stress tolerance
 - 3. Sound judgment and decision-making ability
 - 4. Personal integrity and ethical conduct
 - 5. Leadership
 - 6. Initiative
 - 7. Adaptability and flexibility
 - 8. Ability to conform to organizational goals and objectives in a positive manner

1003.4 SELECTION PROCESS FOR OFFICERS AND STIPEND POSITIONS

It will be the responsibility of the Fire Chief to develop and implement the Department's chain of command. In doing so the Fire Chief shall identify officer ranks, positions, and organizational structure to ensure an effective and efficient organization.

The selection process for paid-on-call officer and stipend positions will be jointly developed by the Fire Department leadership and Human Resources Department. This process will ensure that consistent and fair consideration is given to members applying for officer and stipend positions.

The Fire Chief is responsible for promotional decisions and recommendations to the City Council for final approval.

Apple Valley Fire Department

Fire Policy Manual

Promotions

Officer positions vacated with less than one year remaining on their term may be filled by the Fire Chief's appointment (acting) until the term expires. Officer positions vacated with more than one year remaining on their term will be filled by selection process.

1003.5 TRAINING OFFICER RESPONSIBILITIES

It is the responsibility of the Training Officer to maintain a training file on each member of the Department. Any relevant training certificate or certification document submitted to the Department by a member should be permanently retained in the member's training file.

Position Descriptions

1004.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a comprehensive description of overall duties and responsibilities of each rank or job classification within the Department.

1004.2 POLICY

It is the policy of the Apple Valley Fire Department to utilize unique position descriptions for each assignment within an established rank or classification.

1004.3 PROCEDURE

The Human Resources will generally develop and maintain classification specifications (e.g., firefighter, Lieutenant, Captain, and Assistant Chief). Within the classification specifications there may be multiple assignments. The descriptions will detail the unique duties and responsibilities of each assignment.

Position descriptions should be considered living documents and should be reviewed and evaluated for modification. This should occur at least annually and any time duties or expectations of a specific position substantially change.

Position descriptions should be reviewed prior to hiring to ensure the candidate's knowledge, skills and abilities are consistent with the current performance expectations of the position.

Classification Specifications

1005.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the origin and maintenance processes of the job classifications applicable to the Apple Valley Fire Department.

1005.2 POLICY

It is the policy of the Apple Valley Fire Department to coordinate with the Human Resources for the development of job classifications unique to the Department.

1005.3 PROCEDURE

The Fire Chief should work with the Human Resources to develop, update and maintain the job classifications. These should identify the duties and responsibilities, authority, reporting requirements and chain of command for the member.

1005.3.1 POSITION DESCRIPTIONS

Multiple position descriptions may be needed for each job specification (e.g., anAssistant Chief assigned to the Training Division will have the same job specification, but will have a considerably different position description than anAssistant Chief assigned to the Fire Operations Division). Position descriptions may be addressed in the Position Descriptions Policy.

Fire Officer Development

1006.1 PURPOSE AND SCOPE

The purpose of this policy is to define the required and recommended competencies in the Apple Valley Fire Department's fire officer development program.

1006.2 POLICY

It is the policy of the Apple Valley Fire Department that, in order to train and develop members for supervisory roles, it will utilize such resources as the Center for Public Safety Excellence (CPSE); the National Fire Academy's (NFA) Executive Fire Officer Program (EFOP); the National Fire Protection Association (NFPA) 1021, Standard for Fire Officer Professional Qualifications; Minnesota Board of Firefighter Training and Education; and other department-approved certification programs for the professional development of fire officers.

Duty Crew Program

1007.1 PURPOSE AND SCOPE

The Duty Crew Program is established to provide the department with an additional resource when limited or restricted firefighter availability would increase call response times and/or hinder operations. It will operate at the discretion of the Fire Chief or his/her designee.

This policy applies to all members of the Apple Valley Fire Department.

1007.2 POLICY

The Apple Valley Fire Department shall offer a Duty Crew Program as an organizational variation of the traditional paid-on-call system. Participation in the Duty Crew Program is limited to active members of the Department and is voluntary. Members participating in the Duty Crew Program must continue to fulfill their regular call response attendance percentages as outlined in the Attendance and Leaves policy.

1007.3 REQUIREMENTS

- (a) Members participating in the Duty Crew program must be current with all certifications, licensure, and training.
- (b) The Duty Crew will respond to any emergency or non-emergency incident and request for service as dispatched and available.
- (c) Members interested in working a Duty Crew shift must first complete one (1) orientation shift with a designated fire officer before fulfilling a regular shift as a Duty Crew member. This orientation shift is a one time only requirement. Orientation shifts are to be arranged with the Deputy Fire Chief. Members will only be eligible to complete a Duty Crew orientation shift upon meeting all the minimum qualifications of the Fire Apparatus Operator (FAO) position for Rescue 2 (4995), to include Code 3 driving.
- (d) Probationary members shall be eligible to participate in one (1) ride-along shift per month. Ride-along shifts are to be arranged with and approved by the Deputy Fire Chief. Probationary members will no longer be eligible for a ride-along shift after completing an orientation shift.
- (e) The Fire Chief and/or his/her designee shall have the authority to deny any member participation in the Duty Crew Program for reasons of poor attendance, tardiness, poor work performance, or other reasons as determined by the Fire Chief.
- (f) Duty Crew shifts will be staffed by a minimum of two (2) department members. If less than two (2) members sign up for a given shift a Chief Officer may cancel that shift. Any Chief Officer may implement a larger crew size. One crew member must have at least three (3) years of active service with the Apple Valley Fire Department.
- (g) Scheduled Duty Crew days and hours, to include length of shifts, will be determined by the Fire Chief or his/her designee and may be adjusted as necessary.

Duty Crew Program

- (h) Duty Crew members shall receive call attendance credit for all calls they responded to in accordance with the Apple Valley Fire Department Policy Manual.

In addition they will receive a one (1) percentage point improvement for each full shift worked towards their call response attendance percentages. This improvement shall be applied to the member's attendance percentage in the calendar quarter for which the shifts were worked. An improvement in call attendance percentages shall only be allowed for scheduled Duty Crew shifts. A maximum of ten (10) percent improvement may be applied to a member's call attendance percentage in the quarter for which the shifts were worked, and may not carry over from quarter to quarter.

The one (1) percentage point per shift improvement will not be applicable to standby situations during emergency or scheduled staffing periods (i.e. weather, natural disasters, etc...) or special events (i.e. mutual-aid standbys, special event standbys, etc...).

- (i) A member's failure to appear for a shift or late arrival may subject them to disciplinary action.
- (j) Duty Crew members shall wear Apple Valley Fire Department apparel; shirt (e.g. dress uniform, navy blue t-shirt, polo shirt, sweatshirt, etc...), uniform or duty pants or duty shorts, black belt, shoes or boots solid black in color, and black socks or other colors if covered by footwear so as not to be normally seen. Only Apple Valley Fire Department issued apparel, including outerwear and headwear, shall be worn.

1007.4 PROCEDURE

Duty Crew Sign Up Procedure

- (a) The department will provide, operate, and maintain a scheduling system for the Duty Crew program.
- (b) The maximum number of shifts a member may work in one week (Sunday to Saturday) is five (5). Firefighters are also limited to a maximum of ten (10) shifts per month.
 - 1. If a shift needs to be filled with less than 72-hour notice and the only firefighter(s) expressing interest in working the shift already have ten shifts scheduled for the current month, then they may work the shift notwithstanding the 10-shift maximum.
- (c) Shifts will become available on the first day of the month for the following month. For example, on the first day of September, beginning at 07:00, firefighters may sign up for shifts during the month of October.
- (d) For the first ten (10) calendar days of the current month, firefighters may sign up for a maximum of five (5) shifts for the following month. After 07:00 on the eleventh (11) calendar day of the current month members may sign up for additional shifts.
- (e) Once you have signed up for a shift, you are obligated to fill the shift. If you are unable to fill a shift, the member shall arrange for a replacement and notify the Deputy Fire Chief or his/her designee, for approval and change of schedule.

Apple Valley Fire Department

Fire Policy Manual

Duty Crew Program

1007.5 GUIDELINE

- (a) The primary apparatus to be used shall be Rescue 2 (4995); Engine 2 and/or Engine 22 may be utilized as necessary.
- (b) Duty Crew members shall report to Fire Station 2 for each shift with their department issued personal protective equipment (PPE). Upon reporting for a shift, members shall verify that each other has their proper PPE.
- (c) Duty Crew members shall carry a pager that receives Duty Crew notifications alerting members of a call for service.
- (d) At least one (1) crew member should carry a portable radio capable of monitoring the West Fire Main "DK FMAIN-W" and Apple Valley Ops 2 "DK AV OP2" talkgroups while on duty.
- (e) Duty Crew members shall confirm at the beginning of each shift that the computer aided dispatch (CAD) Unit Capabilities "1st Responder", and "APPLE VALLEY DUTY CREW" are assigned to Rescue 2.

If no shift immediately follows the end of a member's shift, those members shall remove "1st Responder" and "APPLE VALLEY DUTY CREW" capabilities from Rescue 2.

- (f) Duty Crews will respond to any emergency and non-emergency incident, or request for service as dispatched and available. The Duty Crew should be en route to a call for service within ninety (90) seconds of receipt of dispatched information.
- (g) Upon arrival at an incident scene, Rescue 2 shall be parked in a safe and appropriate location. For calls warranting the use of an Engine and/or Ladder apparatus, consideration should be given when positioning and allow for the appropriate space for such apparatus.
- (h) The Duty Crew's first priority is their personal safety, and they shall turnout per department practice, policies, procedures, and guidelines.
- (i) The Duty Crew shall transmit an initial radio report (size-up) and assume command if first to arrive at a call, if additional resources are required, additional alarms or specific units shall be requested. An initial radio report (size-up) shall not be transmitted for medical emergencies or responses where no other units are responding.
- (j) The right front seat member of the duty crew shall serve as the company officer and direct the crew as needed or assume incident command, until relieved by a higher ranking fire officer if necessary.
- (k) If Duty Crew members are staffing Rescue 2 and an apparatus other than Rescue 2 is dispatched for service, Duty Crew members shall support staffing those units dispatched. If Duty Crew members are not located at the station of apparatus dispatched they shall respond to the closest station of apparatus dispatched and support staffing those units.

If Duty Crew members are utilized for staffing units other than Rescue 2, then Duty Crew members shall change Rescue 2's CAD status to "Out of Service" via the mobile or radio with "Empire" Dakota 911.

Duty Crew Program

- (l) Following a call for service the Duty Crew should return to the station closest to the incident location; to sign-in, resupply apparatus, and assist with completion of the incident report.
- (m) The daily operation of the Duty Crew Program will be supervised by the Deputy Fire Chief. In their absence or if unable to reach them the Fire Chief will supervise the program.

1007.6 DAILY DUTIES AND TASKS

- (a) Apparatus staffed by the Duty Crew shall be inspected to ensure it is ready for response, and all equipment and tools on board checked. This shall include verification of vehicle fuel level (three-quarters tank or greater) and all other fluid levels in normal operating ranges.
- (b) Duty Crew members should complete all the assigned tasks for the shift subject to call response. Tasks may include but are not limited to:
 - 1. Apparatus truck operational checks
 - 2. Equipment operational checks
 - 3. Cleaning, maintaining, and servicing of apparatus and equipment
 - 4. Conducting tours and attending public relations events
 - 5. Station facility cleaning and maintenance
 - 6. Training

If all tasks are complete and/or no tasks are assigned the Duty Crew may travel about the city on a limited basis, provided they are able to immediately respond to calls for service. In traveling about the city, they should avoid traveling to remote areas, unless engaged in a task that would require traveling to those areas.

Duty Crew shall optimally spend the majority of their time when not assigned a task at Fire Station 2.

- (c) Before completion of the last shift of the day, the apparatus used should be washed if it has left the station or is dirty. It should also be left with at least three-quarters of a tank of fuel.
- (d) Any apparatus or equipment identified in need of repair should be attended to by the Duty Crew. If repairs cannot be completed, then a work order should be created in the city's Vector Check-It software program.
- (e) The Duty Crew shall complete all administrative and run reports necessary, related to calls responded to and tasks or work performed during the shift, before leaving the station at end of shift.

1007.7 COMPENSATION

Pay will be provided for each shift worked and paid in half hour increments. Rates will be per the Firefighter hourly pay rate as established in the City's most current Pay and Benefit Plan. Regular

Apple Valley Fire Department

Fire Policy Manual

Duty Crew Program

Call Response or Training Drill Attendance pay will not be paid to a Duty Crew member while being compensated for working a Duty Crew shift.

Personnel Complaints and Disciplinary Investigations

1008.1 PURPOSE AND SCOPE

This policy provides guidelines for reporting, investigation and disposition of complaints regarding the conduct of members of this department and the service provided by this department. This policy shall not apply to any questioning, counseling, instruction, informal verbal admonishment or other routine or unplanned contact of a member in the normal course of duty, by a supervisor or any other member, nor shall this policy apply to a criminal investigation.

1008.2 POLICY

This department takes seriously all complaints regarding service provided by the Department and the conduct of its members.

The Department will accept and address all complaints of member misconduct in accordance with this policy and applicable federal, state and local law, municipal and county rules.

It is also the policy of this department to ensure that the community can report misconduct without concern for reprisal or retaliation.

1008.3 PERSONNEL COMPLAINTS

Personnel complaints consist of any allegation of misconduct or improper job performance by any employee that, if true, would constitute a violation of department policy or rule or federal, state or local law. Allegations or complaints may be generated internally or by the public.

Inquiries about employee conduct or performance that, if true, would not violate department policy or rule or federal, state or local law, may be handled informally by a supervisor and shall not be considered a personnel complaint. Such inquiries generally include clarification regarding policy, procedures or the response to specific incidents by the Department.

1008.3.1 CLASSIFYING COMPLAINTS

Personnel complaints shall be classified in one of the following categories:

Informal - A matter in which the member's supervisor is satisfied that appropriate action has been taken by a supervisor of rank greater than the accused member.

Formal - A matter in which a supervisor determines that further action is warranted. Such complaints may be investigated by a supervisor of rank greater than the accused member or referred to the designated department representative, depending on the seriousness and complexity of the investigation.

Incomplete - A matter in which the complaining party either refuses to cooperate or becomes unavailable after diligent follow-up investigation. At the discretion of the assigned supervisor or the designated department representative, such matters need not be documented as personnel

Personnel Complaints and Disciplinary Investigations

complaints but may be further investigated or resolved as a complaint, depending on the seriousness of the complaint and the availability of sufficient information.

1008.4 AVAILABILITY AND ACCEPTANCE OF COMPLAINTS

1008.4.1 AVAILABILITY OF COMPLAINT FORMS

Personnel complaint forms will be available and clearly visible in public access locations within department facilities. Forms will also be available on the Department website. Forms may also be available at other government offices and facilities. Personnel complaint forms in languages other than English may also be provided as determined necessary or practicable.

Every supervisor is responsible for monitoring public satisfaction or inquiries regarding the personnel complaint process and forwarding to the Fire Chief any suggestions for improvement or changes.

1008.4.2 SOURCES OF COMPLAINTS

- (a) Members of the public may make complaints in any form, including in writing, by email, in person or by telephone.
- (b) Any department member becoming aware of alleged misconduct shall immediately notify a supervisor.
- (c) Supervisors shall initiate a complaint based upon observed misconduct or receipt from any source alleging the misconduct of a member that if true, could result in disciplinary action.
- (d) Anonymous complaints and third-party citizen complaints should be accepted and investigated to the extent that sufficient information is provided.

1008.4.3 ACCEPTANCE OF COMPLAINTS

All complaints will be courteously accepted by any member and promptly given to the appropriate supervisor. Although written complaints are preferred, a complaint may also be filed verbally, either in person or by telephoning the Department, and will be accepted by any supervisor. If a supervisor is not immediately available to take a verbal complaint, the receiving member shall obtain contact information sufficient for the supervisor to contact the complainant. The supervisor, upon contact with the complainant, shall complete and submit a complaint form as appropriate.

Although not required, complainants should be encouraged to file complaints in person so that proper identification, signatures, photographs or physical evidence may be obtained as necessary.

1008.5 COMPLAINT DOCUMENTATION AND TRACKING

Supervisors shall ensure that all formal and informal complaints are documented on a complaint form. The supervisor shall ensure that the nature of the complaint is defined as clearly as possible.

All complaints and inquiries should be documented in a log that records and tracks complaints. The log shall include the nature of the complaint and the actions taken to address the complaint.

Personnel Complaints and Disciplinary Investigations

On an annual basis, the Department should audit the log and send an audit report to the Fire Chief or the authorized designee.

1008.6 DISCIPLINARY INVESTIGATIONS

All allegations of misconduct will be investigated as follows:

1008.6.1 SUPERVISOR RESPONSIBILITIES

In general, the primary responsibility for the investigation of a complaint rests with the member's immediate supervisor, unless the supervisor is the complainant, is the ultimate decision-maker regarding disciplinary action or has any personal involvement regarding the alleged misconduct. The Fire Chief or the authorized designee may direct that another supervisor investigate any complaint.

A supervisor who becomes aware of alleged misconduct shall take reasonable steps to prevent aggravation of the situation.

Supervisors shall be responsible for the following:

- (a) Department supervisors should respond to all complaints in a courteous and professional manner.
- (b) A supervisor receiving a formal complaint involving allegations of a potentially serious nature shall ensure that the Fire Chief is notified as soon as practicable.
- (c) A supervisor receiving or initiating any formal complaint shall ensure that a personnel complaint form has been completed as fully as possible. The original complaint form will then be directed to the supervisor of the accused member, via the chain of command. The supervisor will forward a copy of the complaint to the Fire Chief or their designee to take any appropriate action and/or assign the complaint for investigation. In circumstances where the integrity of the investigation could be jeopardized by reducing the complaint to writing or where the confidentiality of a complainant is at issue, a supervisor may orally report the matter to the Fire Chief or their designee.
- (d) A supervisor investigating any complaint should:
 - 1. Make reasonable efforts to obtain names, addresses and telephone numbers of additional witnesses.
 - 2. When appropriate, immediate medical attention should be provided and photographs of alleged injuries as well as accessible areas of non-injury should be taken.
- (e) When the nature of a personnel complaint relates to sexual, racial, ethnic or other forms of prohibited harassment or discrimination, the supervisor receiving the complaint shall promptly contact the Human Resources and the Fire Chief for direction regarding his/her role in addressing the complaint.
- (f) Supervisors who receive a citizen complaint that can be resolved immediately should do so. Follow-up contact with the person who made the complaint should be made within 24 hours of the Department receiving the complaint. If the matter is resolved

Personnel Complaints and Disciplinary Investigations

and no further action is required, the supervisor will note the resolution on a complaint form and forward the form to the Fire Chief.

- (g) Unresolved citizen complaints shall be forwarded to the Fire Chief to determine whether to contact the person who made the complaint or assign the complaint for investigation.
- (h) The supervisor shall ensure that the procedural rights of the accused member are followed.
- (i) Within three days after assignment, the complainant should be informed of the investigator's name and the complaint number.
- (j) Interviews of the complainant should be conducted during reasonable hours.

1008.6.2 INVESTIGATION PROCEDURES

The following procedures should be followed with regard to any accused member subject to investigation by the Department:

- (a) Prior to any interview, the member should be informed of the nature of the investigation.
- (b) Interviews of accused members should be conducted during reasonable working hours.
- (c) No more than two interviewers should ask questions of an accused member to prevent confusion or misunderstanding.
- (d) All interviews shall be for a reasonable period or duration and the member's personal needs shall be accommodated.
- (e) No member shall be subjected to offensive or threatening language nor shall any promises, rewards or other inducements be used to obtain answers. Any member refusing to answer questions directly related to the investigation may be ordered to answer questions and subject to discipline for failing to do so. Nothing administratively ordered may be provided to a criminal investigator.
- (f) The interviewer should record all interviews of members and witnesses. The member may also record the interview. If the member has been previously interviewed, a copy of that recorded interview should be provided to the member prior to any subsequent interview.
- (g) A member subjected to interviews that could result in punitive action shall have the right to have a representative of his/her choosing during any interrogation. However, in order to maintain the integrity of each individual member's statement, involved members shall not consult or meet with representatives or attorneys collectively or in groups prior to being interviewed.
- (h) All members shall provide complete and truthful responses to questions posed during interviews.
- (i) No member may be compelled to submit to a polygraph examination, nor shall any refusal to submit to such examination be mentioned in any investigation (Minn. Stat. § 181.75).

Personnel Complaints and Disciplinary Investigations

1008.6.3 INVESTIGATION FORMAT

Investigations of complaints should be timely, detailed, complete and follow this format:

- Introduction - Include the identity of the member, the identity of the assigned investigators, the initial date and source of the complaint.
- Synopsis - Provide a very brief summary of the facts giving rise to the investigation.
- Summary of allegations - List the allegations separately, including applicable policy sections, with a very brief summary of the evidence relevant to each allegation.
- Evidence as to each allegation - Each allegation should be set forth with the details of the evidence applicable to each allegation and include comprehensive summaries of member and witness statements. Other evidence related to each allegation should also be detailed in this section.
- Conclusion - A recommendation regarding further action or disposition should be provided.
- Exhibits - A separate list of exhibits (e.g., recordings, photos, documents) should be attached to the report.

1008.6.4 ADMINISTRATIVE LEAVE

When a complaint of misconduct is of a serious nature, or when circumstances dictate allowing the accused to continue to work would adversely affect the mission of the Department, the Fire Chief or the authorized designee may temporarily assign an accused employee to administrative leave. The Fire Chief or authorized designee shall notify the Human Resource Manager in writing of the employee's administrative leave and the cause for the leave.

1008.7 POST-INVESTIGATION PROCEDURES

Upon completion, the report should be forwarded to the Fire Chief through the chain of command of the involved member. Each level of command should review and include their comments in writing before forwarding the report. The Fire Chief may accept or modify the classification and recommendation for disciplinary action contained in the report.

1008.7.1 DEPUTY FIRE CHIEF RESPONSIBILITIES

Upon receipt of any completed personnel investigation, the Deputy Fire Chief shall review the entire investigative file, the member's personnel file and any other relevant materials.

The Deputy Fire Chief may make recommendations regarding the disposition of any allegations and the amount of discipline, if any, to be imposed.

Prior to forwarding recommendations to the Fire Chief, the Deputy Fire Chief may return the entire investigation to the assigned investigator or supervisor for further investigation or action.

When forwarding any written recommendation to the Fire Chief, the Deputy Fire Chief shall include all relevant materials supporting the recommendation. Actual copies of a member's existing personnel file need not be provided and may be incorporated by reference.

Personnel Complaints and Disciplinary Investigations

1008.7.2 RESPONSIBILITIES OF THE FIRE CHIEF

Upon receipt of any written recommendation for disciplinary action, the Fire Chief shall review the recommendation and all accompanying materials. The Fire Chief may modify any recommendation and/or may return the file to the Deputy Fire Chief for further investigation or action.

Once the Fire Chief is satisfied that no further investigation or action is required by staff, the Fire Chief shall determine the amount of discipline, if any, to be imposed. In the event that disciplinary action is proposed, the Fire Chief shall provide the member with written notice of the following information:

- (a) Access to all of the materials considered by the Fire Chief in recommending the proposed discipline.
- (b) An opportunity to respond orally or in writing to the Fire Chief within five days of receiving the notice.
 - 1. Upon a showing of good cause by the member, the Fire Chief may grant a reasonable extension of time for the member to respond.
 - 2. If the member elects to respond orally, the presentation shall be recorded by the Department. Upon request, the member shall be provided with a copy of the recording.
- (c) Once the member has completed his/her response, or if the member has elected to waive any such response, the Fire Chief shall consider all information received in regard to the recommended discipline. The Fire Chief shall thereafter render a timely written decision to the member and specify the grounds and reasons for discipline and the effective date of the discipline. Once the Fire Chief has issued a written decision, the discipline shall become effective.

1008.8 PRE-DISCIPLINE MEMBER RESPONSE

The pre-discipline process is intended to provide the accused member with an opportunity to present a written or oral response to the Fire Chief after having had an opportunity to review the supporting materials and prior to imposition of any recommended discipline. The member shall consider the following:

- (a) This response is not intended to be an adversarial or formal hearing.
- (b) Although the member may be represented by an uninvolved representative or legal counsel, the response is not designed to accommodate the presentation of testimony or witnesses.
- (c) The member may suggest that further investigation could be conducted or the member may offer any additional information or mitigating factors for the Fire Chief to consider.
- (d) In the event that the Fire Chief elects to cause further investigation to be conducted, the member shall be provided with the results of such subsequent investigation prior to the imposition of any discipline.

Personnel Complaints and Disciplinary Investigations

- (e) The member may thereafter have the opportunity to further respond orally or in writing to the Fire Chief on the limited issues of information raised in any subsequent materials.

1008.9 RESIGNATIONS/RETIREMENTS PRIOR TO DISCIPLINE

In the event that a member tenders a written retirement or resignation prior to the imposition of discipline, it shall be noted in the file. The tender of a retirement or resignation by itself shall not serve as grounds for the termination of any pending investigation or discipline.

1008.10 DISCIPLINE TYPES

Appropriate forms of discipline include documented oral reprimand; written warning; suspension without pay or accumulation of service time; and termination.

Oral reprimands, written warnings, suspensions, and terminations will be documented, with the original provided to the member and a copy placed in their personnel file. Members may be asked to sign that he or she has received the documentation, not to indicate agreement with the action. Other disciplinary actions may be taken in lieu of the above four steps such as demotion or reduction in rank.

If a member does not meet their call response and/or training drill attendance requirements, and the attendance percentage is less than 15%, then that member will automatically forfeit 60 days of active service time.

A member may use the Employment Issue Resolution process if they believe that disciplinary action was either unjust or disproportionate to the offense committed.

The following subsections are deemed appropriate forms of discipline with examples of inappropriate actions which shall be cause for action. However, these are only examples and are not intended to be all inclusive.

1008.10.1 DOCUMENTED ORAL REPRIMAND

Creates an opportunity for the immediate supervisor to schedule a meeting with the member to bring attention to the existing performance, conduct, behavior, or attendance issue. The supervisor should discuss with the member the nature of the problem or violation of Department or City policies and procedures. The supervisor is expected to outline expectations and steps the member must take to improve performance or resolve the problem.

Offenses may include, but are not limited to:

- (a) Call response or training drill attendance below minimum requirements; first offense within the previous 24 consecutive month period of active service time. (Note: not meeting the requirements for call response or training drill attendance percentages are standalone offenses, for example, not meeting both requirements in one quarterly evaluation period would constitute two (2) offenses, the resulting discipline would go to Step 2, Written Warning.)

Personnel Complaints and Disciplinary Investigations

- (b) Depending on the severity of the infraction: violations of safety rules, policies, guidelines, ordinances, or statutes.
- (c) Other incidents requiring corrective action as deemed appropriate by the supervising officer.

1008.10.2 WRITTEN WARNING

A written warning involves a more formal documentation of the performance, conduct, behavior, or attendance issues and consequences.

During this step, the supervisor will meet with the member and review information about the performance, conduct, behavior, or attendance issues as well as any prior relevant corrective action. The supervisor will outline the consequences for the member of his or her continued failure to meet expectations. A statement outlining that the member may be subject to additional discipline up to and including termination if immediate and sustained corrective action is not taken should also be included in the written warning.

The member will be asked to sign this document to acknowledge receipt.

Offenses may include, but are not limited to:

- (a) Call response or training drill attendance below minimum requirements; second offense within the previous 24 consecutive month period of active service time.
- (b) Depending on the severity of the infraction: violations of safety rules, policies, guidelines, ordinances, or statutes.
- (c) Other incidents requiring corrective action as deemed appropriate by the supervising officer.

1008.10.3 SUSPENSION WITHOUT PAY OR ACCUMULATION OF ACTIVE SERVICE TIME

There may be performance, conduct, behavior, or attendance issues so problematic or harmful that the most effective action may be the temporary removal of the member from the workplace.

Suspensions are subject to approval by the Fire Chief, or designee.

A statement outlining that the member may be subject to additional discipline up to and including termination if immediate and sustained corrective action is not taken should also be included in the suspension notice.

The member will be asked to sign this document to acknowledge receipt.

Offenses may include, but are not limited to:

- (a) Call response or training drill attendance below minimum requirements; third offense within the previous 24 consecutive month period of active service time.(Note: Suspensions occurring for attendance requirement infractions shall be subtracted retroactively. That is, taken from the quarter that training drill or call response attendance was below the minimum requirements.)
- (b) Depending on the severity of the infraction: violations of safety rules, policies, guidelines, ordinances, or statutes.

Personnel Complaints and Disciplinary Investigations

- (c) Other incidents requiring corrective action as deemed appropriate by the supervising officer.

1008.10.4 TERMINATION

Termination from membership must be approved by the Fire Chief, or designee. The City Council shall take final action relative to the termination of a member.

Offenses may include, but are not limited to:

- (a) Call response or training drill attendance below minimum requirements; fourth offense within the previous 24 consecutive month period of active service time.
- (b) Depending on the severity of the infraction: violations of safety rules, policies, guidelines, ordinances, or statutes.
- (c) Other incidents requiring corrective action as deemed appropriate by the supervising officer.

1008.11 POST-DISCIPLINE APPEAL

Non-probationary members may appeal a suspension without pay, demotion, and termination from employment. The member may appeal using the procedures established in the Grievance Procedure Policy.

1008.12 AT-WILL AND PROBATIONARY MEMBERS

At-will and probationary members may be disciplined and/or released from employment without adherence to any of the procedures set out in this policy and without notice or any cause at any time. These members are not entitled to any rights under this policy.

Any probationary period may be extended at the discretion of the Fire Chief in cases where the member has been absent for more than a week or when additional time to review the member is considered to be appropriate.

Wellness Program

1009.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance on establishing and maintaining a proactive wellness program for department members.

The wellness program is intended to be a holistic approach to a member's well-being and encompasses aspects such as mental health and overall wellness.

Additional information on member wellness is provided in the:

- Critical Incident Stress Debriefing Policy.
- Chaplains Policy.
- Drug- and Alcohol-Free Workplace Policy.
- Physical Fitness Policy.

1009.1.1 DEFINITIONS

Definitions related to this policy include:

Peer support – Mental and emotional wellness support provided by peers trained to help members cope with critical incidents and certain personal or professional problems.

1009.2 POLICY

It is the policy of the Apple Valley Fire Department to prioritize member wellness to foster fitness for duty and support a healthy quality of life for department members. The Department will maintain a wellness program that supports its members with proactive wellness resources, critical incident response, and follow-up support.

1009.3 WELLNESS COORDINATOR

The Health and Safety Officer (HSO) is the designated department wellness coordinator. The coordinator should report directly to the Fire Chief or the authorized designee and should collaborate with advisers (e.g., Human Resources, legal counsel, licensed psychotherapist, qualified health professional) as appropriate to fulfill the responsibilities of the position, including but not limited to:

- (a) Identifying wellness support providers (e.g., licensed psychotherapists, external peer support providers, physical therapists, dietitians, physical fitness trainers holding accredited certifications).
 1. As appropriate, selected providers should be trained and experienced in providing mental wellness support and counseling to public safety personnel.
 2. When practicable, the Department should not use the same licensed psychotherapist for both member wellness support and fitness-for-duty evaluations.

Apple Valley Fire Department

Fire Policy Manual

Wellness Program

- (b) Developing management and operational procedures for department peer support members, such as:
 - 1. Peer support member selection and retention.
 - 2. Training and applicable certification requirements.
 - 3. Deployment.
 - 4. Managing potential conflicts between peer support members and those seeking service.
 - 5. Monitoring and mitigating peer support member emotional fatigue (i.e., compassion fatigue) associated with providing peer support.
 - 6. Using qualified peer support personnel from other public safety agencies or outside organizations for department peer support as appropriate.
- (c) Verifying members have reasonable access to peer support or licensed psychotherapist support.
- (d) Facilitating the delivery of wellness information, training, and support through various methods appropriate for the situation (e.g., phone hotlines, electronic applications).
- (e) Verifying a confidential, appropriate, and timely Employee Assistance Program (EAP) is available for members. This also includes:
 - 1. Obtaining a written description of the program services.
 - 2. Providing for the methods to obtain program services.
 - 3. Providing referrals to the EAP for appropriate diagnosis, treatment, and follow-up resources.
 - 4. Obtaining written procedures and guidelines for referrals to, or mandatory participation in, the program.
 - 5. Obtaining training for supervisors in their role and responsibilities, and identification of member behaviors that would indicate the existence of member concerns, problems, or issues that could impact member job performance.
- (f) Making annual medical examinations available to members. Medical examination specifics should be established by a qualified health professional.
- (g) Coordinating with qualified health care professionals to develop a fitness assessment questionnaire to be administered to members annually. The questionnaire should evaluate both immunization and disease screening as well as physical fitness and conditioning.
- (h) Establishing an annual immunization and disease screening schedule for members. Specific vaccinations and diseases should be identified by a qualified health care professional.
- (i) Maintaining familiarity with the guidelines published by the following and incorporating procedures and practices, as appropriate, into the department wellness program:
 - 1. International Association of Fire Fighters

Wellness Program

2. International Association of Fire Chiefs
3. Fire Service Joint Labor Management Wellness-Fitness Initiative
4. NFPA 1500, Standard on Fire Department Occupational Safety, Health, and Wellness Program
5. National Fallen Firefighters Foundation Initiative 13
6. NFPA 1582, Standard on Comprehensive Occupational Medical Program for Fire Departments

1009.4 DEPARTMENT PEER SUPPORT

1009.4.1 PEER SUPPORT MEMBER SELECTION CRITERIA

The selection of a department peer support member will be at the discretion of the coordinator. Selection should be based on the member's:

- Desire to be a peer support member.
- Experience or tenure.
- Demonstrated ability as a positive role model.
- Ability to communicate and interact effectively.
- Evaluation by supervisors and any current peer support members.
- Ability to maintain confidentiality.
- Ability to learn about the psycho-social process.

1009.4.2 PEER SUPPORT MEMBER RESPONSIBILITIES

The responsibilities of department peer support members include:

- (a) Providing pre- and post-critical incident support (see the Critical Incident Stress Debriefing Policy).
- (b) Presenting department members with periodic training on wellness topics including but not limited to:
 1. Stress management.
 2. Suicide prevention.
 3. How to access support resources.
- (c) Providing referrals to licensed psychotherapists and other resources, where appropriate.
 1. Referrals should be made to department-designated resources in situations that are beyond the scope of the peer support member's training.

Wellness Program

1009.4.3 PEER SUPPORT MEMBER TRAINING

A department peer support member should complete department-approved training prior to being assigned. Training should include initial training and continuing education in Critical Incident Stress Debriefing (CISD) principles and procedures.

1009.5 PEER SUPPORT COMMUNICATIONS

Although the Department will honor the sensitivity and confidentiality of communications with and between peer support members, there is no legal privilege to such communications, except as provided by Minn. Stat. § 181.9731 regarding public safety peer counseling and Minn. Stat. § 181.9732 regarding critical incident stress management services.

For additional policy guidance regarding the confidentiality of communications with peer support members during a CISD, see the Critical Incident Stress Debriefing Policy.

1009.6 WELLNESS PROGRAM AUDIT

The coordinator or the authorized designee may audit the effectiveness of the department's wellness program and prepare a report summarizing the findings. The report shall not contain the names of members participating in the wellness program and should include the following information:

- Data on the types of support services provided
- Wait times for support services
- Participant feedback, if available
- Program improvement recommendations
- Policy revision recommendations

The coordinator should present the completed audit to the Fire Chief for review and consideration of updates to improve program effectiveness.

1009.7 TRAINING

The coordinator or the authorized designee should collaborate with the Training Officer to provide all members with regular education and training on topics related to member wellness, including but not limited to:

- The availability and range of department wellness support systems.
- Suicide prevention.
- Recognizing and managing mental distress, emotional fatigue, post-traumatic stress, and other possible reactions to trauma.
- Alcohol and substance use disorder awareness.
- Countering sleep deprivation and physical fatigue.
- Anger management.

Apple Valley Fire Department

Fire Policy Manual

Wellness Program

- Marriage and family wellness.
- Benefits of exercise and proper nutrition.
- Effective time and personal financial management skills.

Training materials, curriculum, and attendance records should be forwarded to the Training Officer as appropriate for inclusion in training records.

Personal Projects On-Duty

1010.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the specific conditions in which privileges may be granted to conduct some personal projects while on-duty.

1010.2 POLICY

It is the policy of the Apple Valley Fire Department to consider granting privileges to members to conduct personal projects while on-duty in some circumstances. Firefighters working a duty crew shift may experience downtime during their shift and have an opportunity to engage in some personal projects. When this opportunity arises, permission may be granted, subject to the following conditions:

- (a) Personal projects shall not interfere with emergency response demands.
- (b) Personal projects shall not interfere with assigned daily duties.
- (c) At their discretion, the Deputy Fire Chief, or designee, may deny or revoke permission for a personal project while on-duty.
- (d) Department equipment or resources shall not be used for personal projects.
- (e) Office supplies and office equipment (e.g., copiers, fax machines) shall not be used for personal projects.
- (f) All department policies must be followed while engaged in the personal project.

1010.3 PROHIBITED PERSONAL PROJECTS

For the purposes of this policy, the following personal projects are prohibited:

- (a) Any project for which someone other than the Department is compensating the member.
- (b) Any project that has the potential to cause injury or illness to anyone, or the potential to create risk or liability for the Department.

Personnel Records

1011.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the maintenance, retention and access to personnel files in accordance with established law.

1011.1.1 PERSONNEL RECORDS DEFINED

Personnel records shall include any record maintained under an individual member's name relating to:

- (a) Personal data, including marital status, family members, educational and employment history or similar information.
- (b) Medical history, including medical leave-of-absence forms, fitness-for-duty examinations, workers' compensation records, medical releases and all other records that reveal a member's past, current or future medical conditions.
- (c) Election of employee benefits.
- (d) Member advancement, appraisal or discipline.
- (e) Complaints or investigations of complaints concerning an event or transaction in which the member participated that pertain to the manner in which the member performed official duties.
- (f) Any information that if disclosed would constitute an unwarranted invasion of personal privacy.

1011.1.2 EMPLOYEE RECORD LOCATIONS

Personnel records will generally be maintained in one of the following files:

Department file - Any file maintained in the office of the Department or the Human Resources as a permanent record of a member's employment with the Department.

Division file - Any file maintained internally by a member's supervisor in an assigned division for the purpose of collecting information to prepare performance evaluations.

Supervisor log entries - Any written comment, excluding actual performance evaluations, made by a supervisor, concerning the performance or conduct of a member of the Department.

Training file - Any file containing the training records of a member.

Investigations file - Any file containing written comments regarding harassment or discrimination claims, misconduct claims, background investigations or reference check responses.

Medical file - Any separately maintained file that exclusively contains material relating to a member's medical history.

Personnel Records

1011.2 POLICY

It is the policy of the Department to maintain the confidentiality of its members' personnel records.

1011.3 REQUESTS FOR DISCLOSURE

All records kept by Minnesota public agencies are considered public unless they are covered by specific disclosure statutes (Minn. Stat. § 13.43).

The following personnel data regarding an employee of this department is public data (Minn. Stat. § 13.43, Subd. 2):

- (a) Name, employee identification number (which shall not be Social Security number) and some aspects of compensation.
- (b) Job title, bargaining unit, job description, education and training background and previous work experience.
- (c) Date of first and last employment.
- (d) Existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action.
- (e) Final disposition of any disciplinary action together with the specific reasons for the action, and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of this department.
- (f) Terms of any agreement settling any dispute arising out of an employment relationship.
- (g) Work location, work telephone number, badge number, and honors and awards received.
- (h) Time sheets or other comparable data only used to account for an employee's work time for payroll purposes, excluding the use of sick or other medical leave, or other not public data.

All other personnel data regarding employees of this department are private data. Data pertaining to an employee's dependents are private data (Minn. Stat. § 13.43, Subd. 4).

Only written requests for the disclosure of any information contained in a member's personnel record will be considered. Since the format of such requests may be strictly governed by law, with specific responses required, all such requests shall be promptly brought to the attention of the designated department official charged with the responsibility of responding to such requests.

Upon receipt of a request for disclosure of personnel records, the member's supervisor shall be notified and shall be responsible for notifying the affected member as soon as practicable that such a request has been made.

The designated department official charged with the responsibility of responding to requests for disclosure of personnel records shall ensure that an appropriate response to the request is made in a timely manner, in accordance with applicable law. In many cases, this may require assistance of the department's legal counsel.

Personnel Records

All requests for the disclosure of personnel records that result in access to a member's file shall be logged in the corresponding file.

Nothing in this section is intended to preclude review of personnel files by the City Administrator, City Attorney or attorneys or representatives of the City in connection with official business.

1011.4 RELEASE OF CONFIDENTIAL INFORMATION

Except as provided by this policy or pursuant to lawful process, no information contained in any confidential personnel file shall be disclosed to any unauthorized person without the express prior consent of the involved member or the written authorization of the Fire Chief or the authorized designee.

1011.5 MEMBER ACCESS TO OWN FILE

Upon a written request, any member may request access to his/her own personnel file during the normal business hours of the individual responsible for maintaining such files (Minn. Stat. § 181.961).

Any member who disputes specific information or seeks the removal of any item from his/her personnel file shall submit a written statement to the Fire Chief via the chain of command. The Department shall thereafter revise or remove any such item, if appropriate, or as soon as practicable provide the member with a written explanation why the contested item will not be revised or removed (Minn. Stat. § 181.962, Subd. 1).

The request and the department's written response shall be retained, with the contested item, in the personnel file. Nothing herein shall require the removal of any item from the file.

Members may be restricted from accessing files containing any of the following information:

- Ongoing investigations, to the extent the Department, in its sole discretion, determines that disclosure could jeopardize or compromise the investigation, pending final disposition or notice to the member of the intent to discipline.
- Confidential portions of an investigation which have not been sustained against the member.

Discriminatory Harassment

1012.1 PURPOSE AND SCOPE

The purpose of this policy is to prevent department members from being subjected to discriminatory harassment, including sexual harassment and retaliation. Nothing in this policy is intended to create a legal or employment right or duty that is not created by law.

1012.2 POLICY

The Apple Valley Fire Department is an equal opportunity employer and is committed to creating and maintaining a work environment that is free of all forms of discriminatory harassment, including sexual harassment and retaliation. The Department will not tolerate discrimination against a member in hiring, promotion, discharge, compensation, fringe benefits, and other privileges of employment. The Department will take preventive and corrective action to address any behavior that violates this policy or the rights and privileges it is designed to protect.

The nondiscrimination policies of the Department may be more comprehensive than state or federal law. Conduct that violates this policy may not violate state or federal law but still could subject a member to discipline.

1012.3 DEFINITIONS

Definitions related to this policy include:

1012.3.1 DISCRIMINATION

The Department prohibits all forms of discrimination, including any employment-related action by a member that adversely affects an applicant or member and is based on actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law.

Discriminatory harassment, including sexual harassment, is verbal or physical conduct that demeans or shows hostility or aversion toward an individual based upon that individual's protected class. It has the effect of interfering with an individual's work performance or creating a hostile or abusive work environment.

Conduct that may, under certain circumstances, constitute discriminatory harassment can include making derogatory comments; making crude and offensive statements or remarks; making slurs or off-color jokes; stereotyping; engaging in threatening acts; making indecent gestures, pictures, cartoons, posters, or material; making inappropriate physical contact; or using written material or department equipment and/or systems to transmit or receive offensive material, statements, or pictures. Such conduct is contrary to department policy and to a work environment that is free of discrimination.

Discriminatory Harassment

1012.3.2 RETALIATION

Retaliation is treating a person differently or engaging in acts of reprisal or intimidation against the person because the person has engaged in protected activity, filed a charge of discrimination, participated in an investigation, or opposed a discriminatory practice. Retaliation will not be tolerated.

1012.3.3 SEXUAL HARASSMENT

The Department prohibits all forms of discrimination and discriminatory harassment, including sexual harassment. It is unlawful to harass an applicant or a member because of that person's sex.

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature when:

- (a) Submission to such conduct is made either explicitly or implicitly as a term or condition of employment, position, or compensation.
- (b) Submission to, or rejection of, such conduct is used as the basis for any employment decisions affecting the member.
- (c) Such conduct has the purpose or effect of substantially interfering with a member's work performance or creating an intimidating, hostile, or offensive work environment.

1012.3.4 ADDITIONAL CONSIDERATIONS

Discrimination and discriminatory harassment do not include actions that are in accordance with established rules, principles, or standards, including:

- (a) Acts or omission of acts based solely upon bona fide occupational qualifications under the Equal Employment Opportunity Commission and the Minnesota Department of Human Rights guidelines.
- (b) Bona fide requests or demands by a supervisor that the member improve the member's work quality or output, that the member report to the job site on time, that the member comply with City or department rules or regulations, or any other appropriate work-related communication between supervisor and member.

1012.4 RESPONSIBILITIES

This policy applies to all department members, who shall follow the intent of these guidelines in a manner that reflects department policy, professional standards, and the best interest of the Apple Valley Fire Department and its mission.

Members are encouraged to promptly report any discriminatory, retaliatory, or harassing conduct or known violations of this policy to a supervisor. Any member who is not comfortable with reporting violations of this policy to the member's immediate supervisor may bypass the chain of command and make the report to a higher-ranking supervisor. Complaints may also be filed with the Fire Chief, the Human Resource Manager, or the City Administrator.

Any member who believes, in good faith, that the member has been discriminated against, harassed, or subjected to retaliation, or who has observed harassment, discrimination, or

Discriminatory Harassment

retaliation, is encouraged to promptly report such conduct in accordance with the procedures set forth in this policy.

Supervisors receiving information regarding alleged violations of this policy shall determine if there is any basis for the allegation and shall proceed with a resolution as stated below.

1012.4.1 QUESTIONS OR CLARIFICATION

Members with questions regarding what constitutes discrimination, sexual harassment, or retaliation are encouraged to contact a supervisor, the Fire Chief, the Human Resource Manager, or the City Administrator for further information, direction, or clarification.

1012.4.2 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors shall include but are not limited to:

- (a) Continually monitoring the work environment and striving to ensure that it is free from all types of unlawful discrimination, including harassment or retaliation.
- (b) Taking prompt, appropriate action within their work units to avoid and minimize the incidence of any form of discrimination, harassment, or retaliation.
- (c) Ensuring that their subordinates understand their responsibilities under this policy.
- (d) Ensuring that members who make complaints or who oppose any unlawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible.
- (e) Making a timely determination regarding the substance of any allegation based upon all available facts.
- (f) Notifying the Fire Chief or the Human Resource Manager in writing of the circumstances surrounding any reported allegations or observed acts of discrimination, harassment, or retaliation no later than the next business day.

1012.4.3 SUPERVISOR'S ROLE

Supervisors shall be aware of the following:

- (a) Behavior of supervisors should represent the values of the Department and professional standards.
- (b) False or mistaken accusations of discrimination, harassment, or retaliation can have negative effects on the careers of innocent members.

Nothing in this section shall be construed to prevent supervisors from discharging supervisory responsibilities, such as determining duty assignments, evaluating or counseling members, or issuing discipline, in a manner that is consistent with established procedures.

1012.5 INVESTIGATION OF COMPLAINTS

Various methods of resolution exist. During the pendency of any such investigation, the supervisor of the involved member should take prompt and reasonable steps to mitigate or eliminate any continuing abusive or hostile work environment. It is the policy of the Apple Valley Fire Department

Discriminatory Harassment

that all complaints of discrimination, retaliation, or harassment shall be fully documented, and promptly and thoroughly investigated.

1012.5.1 SUPERVISOR RESOLUTION

Members who believe they are experiencing discrimination, harassment, or retaliation should be encouraged to inform the individual that the behavior is unwelcome, offensive, unprofessional, or inappropriate. However, if the member feels uncomfortable or threatened or has difficulty expressing the member's concern, or if this does not resolve the concern, assistance should be sought from a supervisor who is a rank higher than the alleged transgressor.

1012.5.2 FORMAL INVESTIGATION

If the complaint cannot be satisfactorily resolved through the supervisory resolution process, a formal investigation will be conducted.

The person assigned to investigate the complaint will have full authority to investigate all aspects of the complaint. Investigative authority includes access to records and the cooperation of any members involved. No influence will be used to suppress any complaint and no member will be subject to retaliation or reprisal for filing a complaint, encouraging others to file a complaint, or for offering testimony or evidence in an investigation.

Formal investigation of the complaint will be confidential to the extent possible and will include but is not limited to details of the specific incident, frequency and dates of occurrences, and names of any witnesses. Witnesses will be advised regarding the prohibition against retaliation, and that a disciplinary process, up to and including termination, may result if retaliation occurs.

Members who believe they have been discriminated against, harassed, or retaliated against because of their protected status are encouraged to follow the chain of command but may also file a complaint directly with the Fire Chief, the Human Resource Manager, or the City Administrator.

1012.5.3 ALTERNATIVE COMPLAINT PROCESS

No provision of this policy shall be construed to prevent any member from seeking legal redress outside the Department. Members who believe that they have been harassed, discriminated against, or retaliated against are entitled to bring complaints of employment discrimination to federal, state, and/or local agencies responsible for investigating such allegations. Specific time limitations apply to the filing of such charges. Members are advised that proceeding with complaints under the provisions of this policy does not in any way affect those filing requirements.

1012.6 DOCUMENTATION OF COMPLAINTS

All complaints or allegations shall be thoroughly documented on the appropriate forms and in a manner designated by the Fire Chief. The outcome of all reports shall be:

- (a) Approved by the Fire Chief, the City Administrator, or the Human Resource Manager, depending on the ranks of the involved parties.
- (b) Maintained in accordance with the established records retention schedule.

Discriminatory Harassment

1012.6.1 NOTIFICATION OF DISPOSITION

The complainant and/or victim will be notified in writing of the disposition of the investigation and the actions taken to remedy or address the circumstances giving rise to the complaint.

1012.7 TRAINING

All new members shall be provided with a copy of this policy as part of their orientation. The policy shall be reviewed with each new member. The member shall certify by signing the prescribed form that the member has been advised of this policy, is aware of and understands its contents, and agrees to abide by its provisions during the member's term with the Department.

All members shall receive annual training on the requirements of this policy and shall certify by signing the prescribed form that they have reviewed the policy, understand its contents, and agree that they will continue to abide by its provisions.

Smoking and Tobacco Use

1013.1 PURPOSE AND SCOPE

This policy establishes limitations on smoking and the use of tobacco products by members and others while on-duty or while in Apple Valley Fire Department facilities or vehicles.

For the purposes of this policy, smoking and tobacco use includes, but is not limited to, any tobacco product, such as cigarettes, cigars, pipe tobacco, snuff, tobacco pouches and chewing tobacco, as well as any device intended to simulate smoking, such as an electronic cigarette or personal vaporizer.

1013.2 POLICY

The Apple Valley Fire Department recognizes that tobacco use is a health risk and can be offensive to others. Smoking and tobacco use also presents an unprofessional image for the Department and its members. Therefore smoking and tobacco use is prohibited by members and visitors in all department facilities, buildings and vehicles, and as further outlined in this policy (Minn.Stat. § 144.414).

1013.3 SMOKING AND TOBACCO USE

Smoking and tobacco use by members is prohibited any time members are in public view representing the Apple Valley Fire Department.

It shall be the responsibility of each member to ensure that no person under his/her supervision smokes or uses any tobacco product inside City facilities and vehicles.

1013.4 ADDITIONAL REQUIREMENTS

The Fire Chief shall ensure that proper signage is in place to provide notice of restricted tobacco use areas (Minn. Stat. § 144.416; Minn. R. 4620.0500).

Physical Fitness

1014.1 PURPOSE AND SCOPE

The purpose of this policy is to provide firefighters with on-duty physical fitness guidelines. The Department provides on-duty time for firefighter physical fitness to assist personnel in achieving and maintaining optimal health and physical fitness.

1014.2 POLICY

It is the policy of the Apple Valley Fire Department to establish guidelines for physical fitness activities that are designed to prevent injuries while maintaining fitness. The ultimate goals of this policy are to:

- Meet the physical demands required on emergency responses.
- Reduce the risk of member injury or illness.
- Enhance the overall health, fitness, and safety of members.

Physical fitness activities should not interfere with primary job duties (e.g., emergency responses, public education, training activities, other legal responsibilities), nor should physical fitness activities delay an emergency response in any way.

The Department retains the right to prohibit any physical fitness activity that, in its sole discretion, presents greater risks than benefits.

1014.3 PROCEDURE

The time, location, and duration of physical fitness activities are at the discretion of the firefighters on-duty, once all checks and chores have been completed. In all cases, the location for physical fitness must be within the company's first-in response area, be consistent with this policy, and not result in a response delay.

All members should be allowed to participate in physical fitness activities during the course of their shift.

At the discretion of the Department, one or more of the following may apply:

- (a) Station physical fitness equipment
 1. Physical fitness equipment is available for the use of members at fire stations with adequate space. Members assigned to these stations should utilize the fitness equipment for their on-duty physical fitness activities.

1014.4 PHYSICAL FITNESS GUIDELINES

Physical fitness and conditioning activities should be designed to maintain or improve flexibility, muscular strength, endurance, and anaerobic and aerobic capacity. They should also correspond to the physical movement patterns required in the performance of firefighter duties.

Physical Fitness

The Health and Safety Officer (HSO) is the designated fitness coordinator and is responsible for establishing guidelines for any on-duty physical fitness program, including:

- (a) Voluntary participation by members.
- (b) Allowable physical fitness activities, including:
 - 1. Stretching.
 - 2. Running, jogging, walking, or rowing.
 - 3. Weight training (with spotter present).
 - 4. Stationary aerobic training (e.g., stair-climber, treadmill, stationary bicycle).
 - 5. Core strengthening.
 - 6. Firefighter-specific activities (e.g., hose drag, simulated ventilation, dummy drag).
- (c) Physical fitness activities as recommended by the Department peer fitness trainers (PFTs).
- (d) Acceptable use of department-approved physical fitness facilities and equipment.
- (e) Individual education (e.g., nutrition, sleep habits, proper exercise, injury prevention) and goal-setting.
- (f) Standards for fitness incentive programs. The fitness coordinator should collaborate with the appropriate entities (e.g., human resources, legal counsel) to verify that any standards are nondiscriminatory.
- (g) Maintenance of physical wellness logs (e.g., attendance, goals, standards, progress).
- (h) Ongoing support and evaluation.

The physical fitness program should be developed in coordination with a certified fitness and conditioning trainer and the department HSO and be consistent with the department's overall wellness program.

Member participation in competitive or contact sports is not recommended while on-duty.

1014.5 INJURY PREVENTION

- (a) When participating in approved on-duty physical fitness activities, reasonable precautions should be taken to avoid injury. Common reasons for injuries sustained during physical activity include but are not limited to:
 - 1. Insufficient warm-up.
 - 2. Poor core stabilization.
 - 3. Exceeding physical capabilities.
 - 4. Improper equipment use.
 - 5. Defective equipment.
 - 6. Lack of proper instruction.

Physical Fitness

- (b) Members who are participating in physical fitness activities are expected to:
 - 1. Allow sufficient time to warm up muscles prior to engaging in exercise for optimum performance and to reduce the risk of injury.
 - 2. Develop sufficient trunk muscle strength to keep the spine and body stable in order to remain strong and balanced.
 - 3. Maintain realistic goals and limits for physical fitness routines.
 - 4. Develop an understanding of how to use fitness equipment properly and safely.
 - 5. Check equipment prior to use to ensure safe operation, report defective or broken equipment to the safety officer as soon as practicable, and disable equipment to prevent others from using it, if necessary.
 - 6. Develop and maintain sufficient fitness training knowledge, accounting for fitness level, age, and previous injuries or limitations, to avoid fitness-related injuries.

1014.6 PEER FITNESS TRAINERS (PFTS)

Volunteers should be solicited to serve as PFTs. Selected PFTs shall receive specialized fitness and conditioning training and education sufficient to pass certification requirements determined by the Department. PFTs will assist in the promotion of the physical fitness program and be capable of assisting firefighters on a one-to-one basis to increase fitness levels.

Uniform Regulations

1015.1 PURPOSE AND SCOPE

The purpose of this policy is to establish uniform regulations for members in order to enhance the Department's overall professional and positive image.

1015.2 POLICY

It is the policy of the Apple Valley Fire Department that members shall wear the proper uniform at all times when on-duty or engaged in department-related activities off-duty. Members shall maintain an adequate supply of uniforms to meet the needs of their assignment and maintain the uniforms in an acceptable condition. This policy does not supersede department regulations regarding the use of any personal protective equipment (PPE).

1015.3 UNIFORM ISSUANCE

The Department issues the following uniform pieces at the times indicated in the sub-sections.

1015.3.1 RECRUIT

Recruit - at employment start:

- Two (2) t-shirts
- Sweatshirt
- Duty pants
- Soft shell jacket
- Winter cap

1015.3.2 PROBATIONARY

Probationary – at one year mark:

- Two (2) t-shirts
- Polo shirt
- Navy long-sleeve dress shirt
- Dress pants
- Belt with silver buckle
- Tie
- Silver nameplate
- 1/4-zip job shirt
- If desired:
 - ° Baseball cap

Uniform Regulations

- ° Duty shorts

1015.3.3 FIREFIGHTER

Firefighter - at badging:

- Silver axe tie clip
- Firefighter badge

1015.3.4 OFFICER PROMOTION

Promotion to Lieutenant or Captain

- Gold nameplate
- Gold belt buckle
- White long-sleeve dress shirt
- Gold axe tie clip
- Gold badge
- Collar brass

Promotion to Assistant Chief

- Dress jacket and matching dress pants
- Black dress shoes

1015.4 STANDARD WORK UNIFORMS

The standard work uniform for firefighters shall consist of Department issued apparel; shirt (e.g. navy blue short- or long-sleeve department t-shirt, polo (tucked in) with black or navy blue undershirt, sweatshirt, etc...) uniform or duty pants or duty shorts, black belt, solid black in color non-slip shoes or boots, and black socks. Only Department issued apparel, including outerwear and head wear, shall be worn.

The standard work uniform shall be worn while working duty crew shifts and as directed.

If a member works multiple duty crew shifts per week, they may request an extra polo shirt, duty pants or duty shorts.

1015.4.1 CLASS A UNIFORM

Chief Officers will maintain a Class A uniform consisting of a dress jacket with appropriate gold badge and collar brass, white long-sleeved dress shirt with gold name plate and appropriate gold badge and collar brass, matching dress pants, black belt with gold buckle, tie with gold axe tie clip and black polished dress shoes. The dress jacket will have three stripes on both sleeves for Assistant Chiefs, four stripes on both sleeves for the Deputy Chief, and five stripes on both

Uniform Regulations

sleeves for the Fire Chief. The dress jacket will also have one service cross for each five years of service placed on the left sleeve.

1015.4.2 CLASS B UNIFORM

All members will maintain a Class B uniform consisting of a long-sleeved dress shirt, dress pants, black belt and tie. Officers will wear a white dress shirt with a gold nameplate, appropriate gold badge and collar brass, and gold belt buckle. Firefighters will wear a navy dress shirt with a silver nameplate, silver badge, and silver belt buckle.

1015.4.3 CLASS C UNIFORM

All members will maintain a Class C uniform consisting of a navy polo shirt, and navy dress pants or navy duty pants. A member may wear navy duty shorts in warm weather.

1015.4.4 CLASS D UNIFORM

All members will maintain a Class D uniform consisting of a navy Department-issued T-shirt, sweatshirt, ¾-zip job shirt, and navy duty pants. A member may wear navy duty shorts in warm weather.

1015.4.5 BASEBALL CAPS

Official department on-duty baseball caps may be worn, except:

- When a helmet is required.
- At formal or semi-formal events or occasions.

1015.5 DRESS UNIFORMS

Dress uniforms shall be worn as directed by the Fire Chief and when attending the following types of events:

- Funerals and memorials
- Formal department functions, such as graduations and badge ceremonies
- Formal City functions

1015.6 FAIR WEAR AND TEAR REPLACEMENT

The department maintains T-shirts in the supply cabinet at each station. The station officers will exchange your worn shirt for a new one. The station officers may also require you to replace a T-shirt you are wearing if they determine that it is worn and/or faded beyond respectable.

A member may replace other uniform items by requesting the item through a station officer. If a station officer determines that your uniform item is worn and/or faded beyond respectable, they will contact fire admin to order a replacement.

1015.7 UNIFORM MAINTENANCE

- Uniforms shall be clean, neat and in good condition and should fit well.

Apple Valley Fire Department

Fire Policy Manual

Uniform Regulations

- Boots and belts shall be clean and polished with black polish.
- Metal badges shall be clean and free from excessive scratches.

Work-Related Injury and Illness Reporting

1016.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance regarding the timely reporting of work-related injuries, mental health issues and occupational illnesses.

Nothing in this policy is intended to confer any rights greater than those provided by state workers' compensation laws unless such rights are duly recognized as valid and binding provisions of an applicable collective bargaining agreement (Minn. Stat. § 176.1812)

1016.1.1 DEFINITIONS

Definitions related to this policy include:

Work-related injury or illness - Any physical injury, mental impairment or occupational disease, including the contraction of a communicable disease, arising out of the course and scope of employment. Mental impairment is not included if it results from a disciplinary action, work evaluation, job transfer, layoff, demotion, promotion, termination, retirement or similar action taken in good faith by the Department (Minn. Stat. § 176.011, Subd. 15; Minn. Stat. § 176.011, Subd. 16).

1016.2 POLICY

The Apple Valley Fire Department will address work-related injuries and occupational illnesses appropriately, and will comply with applicable state workers' compensation requirements (Minn. Stat. § 176.021 et seq.)

1016.3 RESPONSIBILITIES

1016.3.1 MEMBER RESPONSIBILITIES

Any member sustaining any work-related injury or occupational illness shall report such event as soon as practicable, but within 24 hours, to a supervisor, and shall seek medical care when appropriate.

1016.3.2 SUPERVISOR RESPONSIBILITIES

A supervisor learning of any work-related injury or occupational illness should ensure the member receives medical care as appropriate.

Supervisors shall ensure that the First Report of Injury (FROI) form and any other required documents regarding workers' compensation are completed and forwarded promptly to the Deputy Fire Chief for review. Supervisors shall also provide the member with the Minnesota Workers' Compensation System Employee Information Sheet (Minn Stat. § 176.231).

Any related City-wide injury- or illness-reporting protocol shall also be followed.

For serious injury or line-of-duty death reporting, see the Line of Duty Death and Serious Injury Notification Policy.

Work-Related Injury and Illness Reporting

1016.3.3 DEPUTY FIRE CHIEF RESPONSIBILITIES

The Deputy Fire Chief should review the work-related injury or occupational illness report for accuracy and determine what additional action should be taken. The report shall then be forwarded to the Fire Chief, and Human Resources to ensure any required Minnesota Department of Labor and Industry or Minnesota Occupational Health and Safety Administration (MNOSHA) reporting is made as required by the A Workplace Accident and Injury Reduction (AWAIR) Program Policy.

Copies of the report and related documents retained by the Department shall be filed in the member's confidential medical file.

1016.4 OTHER INJURY OR ILLNESS

Injuries and illnesses caused or occurring on-duty that do not qualify for workers' compensation reporting shall be documented on the designated report of injury form, which shall be signed by a supervisor. A copy of the completed form shall be forwarded to the Deputy Fire Chief through the chain of command and a copy sent to Human Resources.

Unless the injury is extremely minor, this report shall be signed by the affected member, indicating that he/she desired no medical attention at the time of the report. By signing, the member does not preclude his/her ability to later seek medical attention.

1016.5 SETTLEMENT OFFERS

When a member sustains a work-related injury or occupational illness that is caused by another person and is subsequently contacted by that person, his/her agent, insurance company or attorney and offered a settlement, the member shall take no action other than to submit a written report of this contact to the Fire Chief as soon as possible.

1016.5.1 NO SETTLEMENT WITHOUT PRIOR APPROVAL

No less than 10 days prior to accepting and finalizing the settlement of any third-party claim arising out of or related to a work-related injury or occupational illness, the member shall provide the Fire Chief with written notice of the proposed terms of such settlement. In no case shall the member accept a settlement without first providing written notice to the Fire Chief. The purpose of such notice is to permit the City to determine whether the offered settlement will affect any claim the City may have regarding payment for damage to equipment or reimbursement for wages against the person who caused the accident or injury, and to protect the City's right of subrogation, while ensuring that the member's right to receive compensation for injuries is not affected.

On-Duty Voting in Statewide Elections

1017.1 PURPOSE AND SCOPE

Although members are encouraged to use alternative voting methods, such as absentee ballots or early voting, this policy provides guidelines to enable members to vote in all statewide elections.

1017.2 POLICY

It is the policy of the Apple Valley Fire Department to provide members a reasonable opportunity to vote in all statewide elections.

1017.3 GUIDELINES

Polls are generally open from 7:00 a.m. to 8:00 p.m. each Election Day for statewide elections. Members scheduled to be at work during a time when polls are open, either on Election Day or on a day designated for early voting, may be absent from work for the time necessary to vote without losing any pay (Minn. Stat. § 204C.04).

Conduct and Behavior

1018.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to prevent activities or behaviors that may lead to disciplinary actions or dismissal.

1018.2 POLICY

It is the policy of this department that its members strive to attain the highest professional standard of conduct and discharge their duties in a courteous and professional manner.

1018.3 PROFESSIONAL CONDUCT

All members should be governed by the ordinary and reasonable rules of behavior observed by law-abiding and self-respecting citizens, and should conduct themselves at all times in such manner as to reflect favorably on the Department. Conduct unbecoming of a member shall include that which discredits the Department or the person as a member of the Department or which impairs the operation or efficiency of the Department or its members.

All members should conduct themselves in a manner that will not impair the good order and discipline of the Department. Members should not, while on-duty, indulge in offensive, obscene or uncivil language, verbal or physical altercations or threats thereof, or conduct which might cause injury to another person.

All members of the Department should be familiar with the expected standard of behavior, both on- and off-duty.

1018.4 INTERACTION WITH THE PUBLIC

In the performance of their duties, members should be courteous to the public and tactful. They should control their tempers, should exercise reasonable patience and discretion, and should not engage in any argumentative discussions even when provoked.

In the performance of their duties, members should not use coarse, violent, profane, or insolent language or gestures, and should not express prejudice or discrimination.

1018.5 COURTESY TO MEMBERS

Members should be courteous and respectful in their relations with all members of the Department. Members shall not use coarse, violent, profane, or insolent language or gestures, and shall not express prejudice or discrimination.

1018.6 DISCRIMINATION, OPPRESSION, OR FAVORITISM

Unless required by law or policy, discriminating against, oppressing, or providing favoritism to any person because of actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, economic status, cultural group, veteran status, marital status, and any other classification or status protected

Conduct and Behavior

by law, or intentionally denying or impeding another in the exercise or enjoyment of any right, privilege, power, or immunity, knowing the conduct is unlawful, is prohibited.

1018.7 CONFORMANCE TO LAWS

Members shall obey all laws of the United States and of any state and local jurisdiction in which the member is present.

1018.8 DEROGATORY OR MALICIOUS STATEMENTS

Members should not be a party to any malicious gossip, report or activity which would tend to disrupt department morale or bring discredit to the Department or any member thereof. Member questions concerning department policy, activities, officers and/or safety issues shall be submitted by official written communication to the member's immediate supervisor.

1018.9 POLITICAL ACTIVITY

Members should not engage in political activities of any kind while on-duty. Members are also prohibited from engaging in any political activity off-duty while wearing any uniform items or equipment that could identify them as members of the Department.

1018.10 SEXUAL ACTIVITY

Members should not engage in any sexual activity while on-duty. This includes use of any electronic device to communicate or receive messages, photos or any other content of a sexual or provocative nature.

1018.11 ILLEGAL GAMBLING

Members should not engage or participate in any form of illegal gambling at any time while on-duty. This includes accessing gaming websites from computers or any electronic device, whether department-issued or owned by the member.

1018.12 GIFTS AND GRATUITIES

Members should not solicit or accept any gift, including money, tangible or intangible personal property, or any service, gratuity, favor, entertainment, hospitality, loan, promise, or any other thing of value from any person, business or organization that is doing business with, or seeking to do business with, the Department or the City.

1018.12.1 EXCEPTIONS

Following are instances when a member may be allowed to accept an unsolicited gift:

- Services of insignificant monetary value.
- A plaque or similar memento recognizing individual services in a field of specialty or for a charitable cause.
- A trinket or memento of insignificant value.

Conduct and Behavior

- Food or beverage given at a reception, banquet meal, or meeting away from the workplace provided by an organization at which the member appears to make a speech or answer questions as part of a program.
- Gifts given because of the member's membership in a group, (in which a majority of the group members are not officials), and an equivalent gift is given to other group members.
- Informational material of unexceptional value.

1018.13 OFFERS OF DONATIONS AND GIFTS OF THE HEART

Members who are approached with monetary donations following major disasters shall direct the person or entity to Fire Administration for instruction on proper ways to donate.

At no time should a member accept any monetary donation from the public. If a citizen offers a gift of a non-monetary nature, such as food or product, the gift shall be placed in an area of the station or office to be shared by all members.

At no time shall a member consider a gift of the heart as a personal present.

1018.14 ABUSE OF POSITION

Members should not use their official positions, official identification cards, or badges to avoid the consequences of illegal acts or for other non-work-related personal gain. Members shall not lend to another person their identification cards or badges, or permit their identification cards or badges to be photographed or reproduced without the approval of the Fire Chief.

Members should not authorize the use of their names, photographs, or official titles that identify them as department members (e.g., in connection with testimonials or advertisements of any commodity or commercial enterprise) without the approval of the Fire Chief.

1018.15 PUBLIC STATEMENTS AND APPEARANCES

Members should not address public gatherings, appear on radio or television, prepare any articles for publication, act as correspondents to a newspaper or periodical, or release or divulge investigative information or information on any other matter of the Department while presenting themselves or in any way identifying themselves as representing the Department, without the approval of the Fire Chief.

Grievance Procedure

1019.1 PURPOSE AND SCOPE

This policy establishes processes for resolving disputes or concerns regarding conditions of employment, unethical or wasteful conduct or other inappropriate conduct.

This policy does not apply to complaints related to alleged acts of discrimination or harassment or complaints of discrimination on the basis of other protected categories subject to the Discriminatory Harassment Policy. This policy also does not apply to complaints consisting of any alleged misconduct or improper job performance by any member that, if true, would constitute a violation of federal, state or local law, or a violation of department policy or the standards established in the Personnel Complaints and Disciplinary Investigations Policy.

This policy does not prohibit adverse administrative action taken for legitimate non-discriminatory or non-retaliatory reasons, including for-cause discipline.

The procedures set forth herein are intended to supplement and not limit a member's access to other applicable remedies. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, state law, local ordinance or collective bargaining agreement.

1019.1.1 GRIEVANCE DEFINED

A grievance is any difference of opinion concerning terms or conditions of employment or the dispute involving the interpretation or application of any of the following documents:

- This Policy Manual
- Rules and regulations covering personnel practices or working conditions of members

A grievance includes any claim of waste, abuse of authority, or gross mismanagement and any practice within the Department which may pose a threat to health, safety or security.

Grievances may be brought by an individual member or by a group representative.

1019.2 POLICY

It is the policy of this department that all grievances be handled quickly and fairly without retaliation against a member who files a grievance, whether or not there is a basis for the grievance. It is the philosophy of this department to promote free verbal communication between members and supervisors.

1019.3 RETALIATION PROHIBITED

No member may retaliate against any person for reporting or making a complaint under this policy or for opposing a practice believed to be improper, unethical, wasteful or retaliatory or participating in any investigation pursuant to this policy or any other policy in this Policy Manual.

Grievance Procedure

Employees found to be in violation of this policy are subject to discipline. Supervisors who condone or ignore violations of this policy or otherwise fail to take appropriate action to enforce this policy are also subject to discipline.

1019.4 PROCEDURE

Grievances as defined above should be resolved using the following procedure.

1019.4.1 COMMUNICATING GRIEVANCES

Members are encouraged to communicate with supervisory personnel regarding any workplace problem or issue they feel needs immediate attention. Generally, any concern about a workplace situation should be first raised with the member's immediate supervisor unless that supervisor is part of the member's concern. It is recognized, however, that there may be occasions where the use of the normal chain of command may not be appropriate.

Any member who feels threatened in any manner or is otherwise concerned about reporting to his/her immediate supervisor may report this information directly to the Fire Chief or Human Resources without first reporting the information to his/her immediate supervisor or following the chain of command.

This alternate process shall not be used to circumvent or avoid addressing issues through the normal chain of command.

1019.4.2 GRIEVANCE RECEIPT

Upon receipt of an oral or written grievance, the receiving supervisor will promptly document the grievance, initiate the investigative process and ensure that the appropriate supervisor and Human Resources are notified.

Investigations are generally more effective when the identity of the grieving member is known, thereby allowing investigators to obtain additional information from the reporting member. However, a grievance may be made anonymously.

All reasonable efforts should be made to protect the reporting member's identity. However, confidential information may be disclosed to the extent required by law or to the degree necessary to conduct an adequate investigation and make a determination regarding a grievance. In some situations, the investigative process may not be complete unless the source of the information and a statement by the member is produced as part of the process.

The supervisor receiving the grievance should explain to the grieving member how the matter will be handled.

1019.4.3 RESOLVING GRIEVANCES

- (a) Supervisors receiving grievances should attempt to resolve the issue through informal discussion with the member.

Apple Valley Fire Department

Fire Policy Manual

Grievance Procedure

- (b) If after a reasonable amount of time, generally seven days, the grievance cannot be settled by the immediate supervisor, the member may request a meeting with one of the Assistant Chiefs.
- (c) If a successful resolution is not found with an Assistant Chief, the member may request a meeting with the Deputy Fire Chief.
- (d) If a successful resolution is not found with the Deputy Fire Chief, the member may request a meeting with the Fire Chief.
- (e) If the member and the Fire Chief are unable to arrive at a mutual solution, then the member shall proceed as follows:
 - 1. Submit a written statement of the grievance and deliver one copy to the Fire Chief and another copy to the immediate supervisor and include the following information:
 - (a) The basis for the grievance
 - (b) What remedy or goal is being sought by this grievance
- (f) The Fire Chief will receive the written grievance. The Fire Chief and the City Administrator will review and analyze the facts or allegations and respond to the member within 14 calendar days. The response shall identify any corrective measures or other remedies as appropriate. The decision of the City Administrator is considered final.

1019.5 RESPONSIBILITIES

1019.5.1 MEMBER RESPONSIBILITIES

This policy is intended to support efforts to identify and remediate workplace issues appropriately. Members are encouraged to identify workplace issues to bring about positive change in the Department. Members shall act in good faith and not file trivial grievances or grievances intended to harass or deflect scrutiny or blame to another member.

Members shall make reasonable efforts to verify facts before making a grievance. Members shall not report or threaten to report information or a grievance knowing it to be false, with willful or reckless regard for the truth or falsity of the information or otherwise made in bad faith.

When making a grievance, members should provide as much information as possible and should cooperate fully with all investigations. Members shall maintain the confidentiality of any statements made in conjunction with an active grievance pursuant to this policy. This provision is not intended to diminish a member's rights or remedies afforded by applicable federal law, or constitutional provision.

Any employee who believes that he/she has been subjected to reprisal or retaliation should immediately report the matter to a supervisor in the member's chain of command or to Human Resources.

Grievance Procedure

1019.5.2 SUPERVISORS

Supervisors should make reasonable efforts to identify and remediate workplace issues and bring about positive change in the Department before issues escalate to the grievance level. Once a member has made the decision to file a grievance, supervisors shall not attempt to discourage the member, shall accept grievances and shall ensure that reasonable efforts are made to reach a prompt and fair resolution.

Supervisory personnel will:

- (a) Document all grievances received and all steps taken to resolve the issue.
- (b) Forward the documentation to Fire Administration
- (c) Monitor the work environment to ensure that any member making a grievance is treated with respect and no differently than non-complaining employees.
- (d) Communicate to all members the obligation not to engage in retaliation and follow-up periodically with the grieving member to ensure that retaliation is not occurring.

1019.5.3 COMMAND STAFF

Command staff should ensure prompt resolution of all grievances, including the following:

- (a) Timely grievance recognition and acceptance
- (b) Appropriate documentation of the process and investigation
- (c) Remediation of any inappropriate conduct or condition and the implementation of measures to minimize the likelihood of reoccurrence
- (d) Timely communication of the outcome to the grieving member

1019.6 MEMBER REPRESENTATION

Members are entitled to have representation during the grievance process and may seek advice, counsel or the assistance of other employees or representatives in their presentation of a grievance.

1019.7 GRIEVANCE RECORDS

At the conclusion of the grievance process, all documents pertaining to the process shall be forwarded to the Deputy Fire Chief.

1019.8 GRIEVANCE AUDITS

The Deputy Fire Chief or the authorized designee should perform an annual audit of all grievances filed the previous calendar year to evaluate whether any policy, procedure or training changes may be appropriate. The Deputy Fire Chief shall record these findings in a confidential memorandum to the Fire Chief without including any identifying information from any individual grievance.

Return to Work

1020.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the process through which an employee who has been off work for an extended period of time due to an injury or illness may return to work.

1020.1.1 DEFINITIONS

Definitions related to this policy include:

Interactive process - An informal meeting between employer and employee, designed to identify the precise limitations resulting from a disability and any potential reasonable accommodations that could overcome those limitations and allow the employee to return to work, either in their usual and customary position or some other type of work.

1020.2 POLICY

It is the policy of the Apple Valley Fire Department to assist injured employees, to the extent reasonably practicable, in returning to work as soon as they are medically able to perform meaningful work for the Department.

1020.3 EMPLOYEE RESPONSIBILITIES

It is the employee's responsibility to inform the Department of his/her absence and to immediately advise the Department when the employee believes that he/she will be medically released to return to work, with or without restrictions. If practicable, the employee shall provide advance notice of his/her potential return to work and shall provide written medical verification of the clearance and any restrictions.

1020.4 DEPARTMENT RESPONSIBILITIES

The Department will evaluate the employee's request to return to work and the written medical verification, and will consult with Human Resources in order to make a determination whether:

- (a) The employee may return to full duty based on the medical verification provided by the employee.
- (b) The employee should have a fitness-for-duty evaluation.
- (c) The employee has reached a permanent and stationary rating and it is necessary to engage in an interactive process to determine a reasonable accommodation.

Human Resources, in consultation with the Department representative, should make a recommendation to the Fire Chief or the authorized designee regarding the status of the employee. Human Resources should communicate with the employee about plans for the employee to return to work, after consulting with the Fire Chief or the authorized designee.

Release of HIPAA-Protected Information

1021.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a pre-authorization process for the release of a member's protected health information (PHI), which is protected by Health Insurance Portability and Accountability Act (HIPAA) regulations, in the event of an on-duty injury or illness.

1021.2 POLICY

It is the policy of the Apple Valley Fire Department to allow members to complete a pre-authorization for the release of their PHI to family members or other specific individuals in the event the member becomes injured or ill on-duty.

1021.3 GUIDELINES

The Fire Chief or the authorized designee should ensure procedures are in place to address:

- (a) The right of members to voluntarily complete a pre-authorization for the release of PHI to family members or other specific individuals.
- (b) Storage and security of completed pre-authorization forms.
- (c) Supervisor access to completed forms during both business and non-business hours.
- (d) Expiration and renewal requirements for the pre-authorization form.
- (e) Situations or circumstances in which members can expect the Department to release their PHI to the pre-authorized individuals.

Personal Appearance Standards

1022.1 PURPOSE AND SCOPE

In order to project uniformity and neutrality, members shall maintain their personal hygiene and appearance to ensure a professional image appropriate for this department and for their assignment.

The procedures contained herein are intended to promote uniformity of the members of the Department by addressing specific grooming items. However, nothing herein shall limit the department's ability to address any other grooming or personal appearance issues that may be deemed improper for members of the Department.

1022.2 POLICY

It is the policy of the Apple Valley Fire Department that all members meet required personal hygiene and grooming standards while on-duty or conducting official business.

1022.3 GROOMING STANDARDS

The following appearance standards shall apply to all members except those whose current assignment would deem them not appropriate or where the Fire Chief or the authorized designee has granted an exception.

1022.3.1 PERSONAL HYGIENE

All members must maintain proper personal hygiene. Examples of improper personal hygiene include but are not limited to dirty fingernails, bad breath, body odor, and dirty or unkempt hair. Any member who has a condition due to a protected category (e.g., race, physical disability) which affects any aspect of personal hygiene covered by this policy may qualify for an accommodation and should report any need for an accommodation to a supervisor or the Human Resources.

1022.3.2 HAIR

The hairstyle of all members shall be neat in appearance.

1022.3.3 MUSTACHES

A short and neatly trimmed mustache may be worn. Mustaches shall not interfere with the seal of the SCBA mask.

1022.3.4 SIDEBURNS

Sideburns shall not extend below the bottom of the ear and shall be trimmed and neat.

1022.3.5 BEARDS AND GOATEES

Beards, goatees, or any hair on the chin or near the bottom lip is prohibited.

1022.3.6 FACIAL HAIR

Facial hair other than sideburns, mustaches, and eyebrows shall not be worn, unless authorized by the Fire Chief or the authorized designee.

Personal Appearance Standards

1022.3.7 COSMETICS

Members are permitted to wear cosmetics of conservative color and amount.

1022.3.8 FINGERNAILS

Fingernails extending beyond the tip of the finger can pose a safety hazard to members working in the field. For this reason, fingernails shall be trimmed so that no point of the nail extends beyond the tip of the finger.

1022.3.9 JEWELRY AND ACCESSORIES

No jewelry or personal ornaments shall be worn by members on-duty on any part of the uniform or equipment, except those authorized within this manual. Members should be mindful of wearing jewelry that can become snagged or caught during performance of fire suppression duties.

- Necklaces or jewelry worn around the neck shall not be visible above the shirt collar.
- It is recommended that members refrain from wearing rings while assigned to suppression.

1022.4 TATTOOS

Tattoos, brands, or mutilations that are inappropriate, as determined at the sole discretion of the Fire Chief, must be covered by way of a uniform, business attire, or neutral-colored skin patch while on-duty. Inappropriate marks may include but are not limited to marks that exhibit or advocate discrimination; marks that promote or express gang, supremacist, or extremist group affiliation; and marks that depict or promote drug use, sexually explicit acts, or other obscene material.

1022.5 BODY ALTERATION

Alteration to any area of the body visible in any authorized uniform or attire that is a deviation from normal anatomical features and which is not medically required is prohibited. Such body alteration includes but is not limited to:

- (a) Tongue splitting or piercing.
- (b) The complete or trans-dermal implantation of any material other than hair replacement.
- (c) Abnormal shaping of the ears, eyes, nose, or teeth.
- (d) Branding or scarification.

1022.6 RELIGIOUS ACCOMMODATION

The religious beliefs and needs of department members should be reasonably accommodated. Requests for religious accommodation should generally be granted unless there is a compelling security or safety reason and denying the request is the least restrictive means available to ensure security or safety. The Fire Chief should be advised any time a request for religious accommodation is denied.

Personal Appearance Standards

Those who request to wear headscarves, simple head coverings, certain hairstyles, or facial hair for religious reasons should generally be accommodated absent unusual circumstances.

1022.7 EXEMPTIONS

Members who seek an exemption to this policy that is protected by law (e.g., culturally protective hairstyles) should generally be accommodated (Minn. Stat. § 363A.03). A member with an exemption may be ineligible for an assignment if the individual accommodation presents a security or safety risk. The [agencyHead] should be advised any time a request for such an accommodation is denied or when a member with an exemption is denied an assignment based on a safety or security risk.

Workplace Violence

1023.1 PURPOSE AND SCOPE

The purpose of this policy is to make clear that the Department does not tolerate any direct or implied threats of violence or violent behavior in the workplace or any act or behavior that is or can be perceived as threatening, hostile, and/or violent.

1023.2 POLICY

It is the policy of the Department to provide and maintain a safe work environment for its employees, volunteers, and members of the public.

In responding to any violent behavior in the workplace, the Department is committed to providing protection to all involved parties, including protection from future physical and/or mental harm and the protection of the legal rights of victims, witnesses, and those instigating the harm.

1023.3 PROHIBITED BEHAVIOR

No member shall engage in, encourage, or promote violent behavior toward any person while conducting department business or on department property.

No member engaged in department business shall carry or possess weapons or explosives unless either:

- (a) Permitted by department policy
- (b) State or local law prohibits the Department from restricting the possession of the weapon or explosive

1023.4 REPORTING AND INVESTIGATING

1023.4.1 MEMBER RESPONSIBILITY

Department members who experience, observe, or have knowledge of prohibited behaviors and actions in the workplace have a responsibility to report the situation as soon as practicable to a station officer, Assistant Chief, or a human resources representative and to the local police department, if a threat has been made or a crime has occurred.

Members should render aid to anyone who may be in need and be prepared to assist emergency responders, as requested, following any incident of violence in the workplace.

1023.4.2 OFFICER AND ASSISTANT CHIEF RESPONSIBILITIES

Upon receipt of a report of potential or actual workplace violence, supervisors shall gather as much information as possible to assess and determine the severity and potential of the situation. If the report is found to be credible, the next immediate supervisor shall be notified as soon as practicable and appropriate action taken.

Local law enforcement personnel shall be notified immediately of all threatening or violent behavior.

Workplace Violence

1023.4.3 INVESTIGATION

Fire Administration will promptly, impartially, and with as much confidentiality as practicable coordinate the investigation of all reports of violent behavior.

Department members are required to cooperate in any investigation. A timely resolution of each report should be reached and communicated to all parties involved as quickly as possible.

1023.4.4 REPORTING NON-WORK-RELATED THREATENING OR VIOLENT BEHAVIOR

Department members who are victims of domestic violence or other threatening behavior outside of the workplace, or who believe they are potential victims of such behavior and fear it may enter the workplace, are encouraged to report the situation as soon as possible to their supervisors.

Supervisors receiving any such report shall contact Fire Administration as soon as practicable so that any appropriate safety measures or plans may be developed.

1023.5 RETALIATION PROHIBITED

Any form of retaliation against a member for making a report concerning violent behavior in the workplace is prohibited.

Any member who becomes aware of any retaliation or threatened retaliation shall immediately notify his/her supervisor.

1023.6 RESTRAINING ORDERS

Members who obtain a restraining order listing their workplace, person, or the Department as a protected area must provide a copy of the restraining order to Fire Administration and the Human Resource Manager. The Department needs this information in order to provide a safe workplace.

1023.7 FOLLOW-UP ACTION

Any employee reported to have exhibited violent or potentially violent behavior will be afforded all rights provided by law before the Department takes any disciplinary action.

Actions that may be taken when an employee has been found to have violated this policy include but are not limited to the following:

- Mandatory participation in counseling
- Placing the employee on administrative leave pending investigation into an alleged threat or act
- Corrective/disciplinary action up to and including termination
- Criminal arrest and prosecution
- Special procedures, such as initiation of a court order

If, upon investigation, it is determined that an allegation is false or was made maliciously, the employee who provided the false information will be subject to disciplinary action, up to and including termination, as well as possible criminal arrest and prosecution.

Workplace Violence

1023.8 LEGAL ACTION

The department's legal counsel will determine if a temporary restraining order or injunction should be sought on behalf of the Department to reduce future or threatened violent behavior in the workplace.

1023.9 CORRECTIVE ACTIONS

At the completion of the investigation and a review of the incident, or in the case of a threat of violence, non-disciplinary corrective actions should be implemented or requested to ensure overall workplace safety. These actions may include but are not limited to:

- Placing the involved member on administrative leave pending further review and determination of permanent action.
- Referring the member to conflict resolution training sessions.
- Referring the member to the Employee Assistance Program (EAP).
- Requiring the employee to attend a fitness-for-duty evaluation.
- Developing specific workplace violence procedures for incident response, prevention, and corrective actions.

1023.10 WORKPLACE VIOLENCE PREVENTION

All department members are responsible for assisting in the prevention of violence in the workplace.

The Department will provide appropriate training to members regarding workplace violence.

In the event a violent incident occurs in the workplace, the Fire Chief is responsible for ensuring that all responsibilities have been met and actions carried out, as detailed in this policy, and shall review the results of any investigation and ensure appropriate action is taken. Information gathered during an investigation should be used for the continuous improvement of policies and procedures to prevent workplace violence.

Lactation Breaks

1024.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance regarding reasonable accommodations for lactating members.

1024.2 POLICY

It is the policy of the Apple Valley Fire Department to provide, in compliance with federal and state law, reasonable accommodations for lactating members. This includes break time and appropriate facilities to accommodate any member desiring to express breast milk (29 USC § 218d; 42 USC § 2000gg-1; 29 CFR 1636.3; Minn. Stat. § 181.939).

1024.3 LACTATION BREAK TIME

A rest period should be permitted each time the member requires a lactation break (29 USC § 218d; 42 USC § 2000gg-1; 29 CFR 1636.3). In general, lactation breaks that cumulatively total 30 minutes or less during any four-hour work period or major portion of a four-hour work period would be considered reasonable. However, individual circumstances may require more or less time.

Lactation breaks may be taken at the same time as the member's regularly scheduled rest or meal periods (Minn. Stat. § 181.939).

Members desiring to take a lactation break shall notify their partner or a supervisor prior to taking such a break.

Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.

1024.4 PRIVATE LOCATION

The Department will make reasonable efforts to accommodate members with the use of an appropriate room or other location to express milk in private. Such room or place should be in close proximity to the member's work area and shall be other than a bathroom or toilet stall. The location must be shielded from view, free from intrusion from coworkers and the public, and otherwise satisfy the requirements of federal and state law (29 USC § 218d; 42 USC § 2000gg-1; 29 CFR 1636.3; Minn. Stat. § 181.939).

Members occupying such private areas shall either secure the door or otherwise make it clear to others that the area is occupied with a need for privacy. All other members should avoid interrupting a member during an authorized break, except to announce an emergency or other urgent circumstance.

Authorized lactation breaks for members assigned to the field may be taken at the nearest appropriate private area.

Lactation Breaks

1024.5 STORAGE OF EXPRESSED MILK

Any member storing expressed milk in any authorized refrigerated area within the Department shall clearly label it as such and shall remove it at the end of their shift.

Commendations and Meritorious Service

1025.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for reporting and collecting reports of exceptional public service and for the evaluation and process for department awards.

1025.2 POLICY

It is the goal of the Apple Valley Fire Department to recognize members through an awards system for exceptional performance.

1025.3 PROCEDURES

Community and department members may report acts of exceptional public service through any department supervisor.

1025.3.1 TYPES OF AWARDS

The types of awards offered by the Apple Valley Fire Department include:

- (a) Letter of Appreciation from a citizen or coworker
- (b) Letter of Appreciation from the Fire Chief
- (c) Company Citation
- (d) Commendation
- (e) Meritorious Service Award
- (f) Life-Saving Award

1025.3.2 SUBMITTING AWARD NOMINATIONS

Any member may report, in writing, to any supervisor, the exemplary performance of another member.

Any member of the public may submit a nomination by completing an award nomination form, available at Fire Administration during normal business hours, and submitting it to the Fire Chief.

1025.3.3 AWARD CRITERIA, APPROVAL AND PRESENTATION

The Fire Chief should appoint a review committee to review each report of exemplary performance or award nomination. Each report and nomination should be reviewed for merit and further investigated, if necessary, for additional factual details. In determining factual details, resources that may be used include, but are not limited to, copies of audio or video recordings, copies of incidents, or interviews with additional members or witnesses.

Each report and nomination should be evaluated on its own merit, with the following criteria as a guideline:

- (a) If a report or nomination is determined to be for individual performance expected during the normal course of a member's assigned job duties, the review committee may elect

Commendations and Meritorious Service

to present the member with a copy of the report and nomination and place a copy in the member's personnel file. A supervisor should present the letter to the member in the presence of the company or station members.

- (b) If a nomination is determined to be for individual performance beyond what is expected during the normal course of a member's assigned job duties, the review committee may choose to have a Letter of Appreciation drafted to the member, for the Fire Chief's signature, detailing the specifics of the incident and how the member excelled. The Fire Chief should present the Letter of Appreciation to the member in the presence of the company or station members.
- (c) If an award nomination is determined to be for team performance beyond what is expected during the normal course of a company's assigned job duties, the review committee may elect to have a Company Citation drafted to the company, for the Fire Chief's signature, detailing the specifics of the incident and how the company excelled. The Fire Chief should present the Letter of Appreciation to the company in the presence of the entire department, if practicable.
- (d) If an award nomination is determined to be for individual or team performance well beyond what is expected during the normal course of assigned job duties, the review committee may elect to have a Commendation drafted for the Fire Chief's signature, detailing the specifics of the incident and how the individual or team excelled. The Fire Chief should approve this award. The Fire Chief should present this award, at his/her discretion, in a manner befitting the circumstances.
- (e) If an award nomination is determined to be for individual or team performance extraordinarily beyond what is expected during the normal course of assigned job duties, such as life-saving at significant risk of injury or death to the member, the review committee may elect to have a Meritorious Service Award or Life-Saving Award conferred by the Fire Chief. The Fire Chief should approve this award. This award should typically be conferred publicly, at the discretion and direction of the Fire Chief.

1025.4 REVIEW DISPOSITIONS

The review committee should review award reports and nominations at least quarterly. Each nomination should be given a disposition of:

- (a) Copy of nomination placed in the member's file.
- (b) Letter of Appreciation, approved/disapproved.
- (c) Company Citation, approved/disapproved.
- (d) Commendation, approved/disapproved.
- (e) Meritorious Service Award, approved/disapproved.
- (f) Life-Saving Award, approved/disapproved.

Critical Incident Stress Debriefing

1026.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a Critical Incident Stress Debriefing (CISD) program. The Apple Valley Fire Department recognizes that during the course of performing job duties, members may become involved in or be exposed to incidents that have the potential to cause various forms of short- or long-term emotional trauma.

1026.1.1 DEFINITIONS

Definitions related to this policy include:

Critical incident stress - A strong emotional, cognitive, or physical reaction that has the potential to interfere with daily life, including physical and emotional illness, loss of interest in the job, personality changes, marital discord, and loss of ability to function.

Critical Incident Stress Debriefing (CISD) - A standardized approach using a group format to provide education, an atmosphere and opportunity for emotional release through discussion, and support for members who are involved in emergency incidents under conditions of extreme stress. CISD is not a diagnostic or treatment process like that provided in counseling sessions by a mental health professional. Instead, it is a service that provides education and support.

1026.2 POLICY

It is the policy of the Apple Valley Fire Department to implement a CISD program to provide support and professional intervention to members of this department following exposure to situations that are likely to create unusually strong emotional reactions.

1026.3 CISD COMPONENTS

The CISD program should include pre-incident, on-scene, and post-incident activities, including education, diffusion of emotional reactions, and debriefing. The purpose of the program is to minimize the impact of stress on members following major incidents.

Ideally, CISD should incorporate the services of both peer support members and trained professionals, such as physicians, psychologists, or counselors.

The program is intended to be consistent with the recommendations of the National Fire Protection Association (NFPA) and the Fire Service Joint Labor Management Wellness-Fitness Initiative developed by the International Association of Fire Fighters (IAFF) and the International Association of Fire Chiefs (IAFC).

1026.3.1 ACTIVATION

The following are examples of incidents that may initiate a CISD response:

- Major disaster or mass casualty incidents
- Serious injury, death, or suicide of a firefighter, police officer, or other emergency service provider

Critical Incident Stress Debriefing

- Serious injury or death of a civilian resulting from emergency service operations
- Death of a child or similar incident involving a profound emotional response
- Any incident that attracts significant media attention
- Loss of life following an unusual or extremely prolonged expenditure of emotional and physical energy by emergency services personnel
- Any unusual incident that produces an extreme, immediate, or delayed emotional response
- Cumulative trauma from multiple incidents

Any time it has been determined that a critical incident has occurred and intervention may be needed, a CISD should be requested. Depending on the type and magnitude of the incident and services that may be needed, the CISD may be activated either during or after a critical incident.

All members are responsible for recognizing incidents that may need a CISD. Once an incident has been identified as a critical incident, a CISD should be initiated as soon as practicable.

Debriefing may be conducted anywhere there is ample space, privacy, and freedom from distractions. Consideration should be given to including responders from other agencies who were involved in the incident, including but not limited to communications personnel, law enforcement officers, and paramedics or ambulance personnel.

For additional guidance on members requesting peer support or professional help on an individual basis, see the Wellness Program Policy.

1026.3.2 CISD PROVIDERS

CISD providers should include mental health professionals and peer support members.

- (a) The duties and responsibilities of mental health professionals include the following:
 1. Supervise and advise on all clinical aspects of the program
 2. Ensure the quality of CISD services
 3. Offer clinical support and program guidance to the CISD committee and peer support members.
 4. Provide guidance to peer support members
 5. Assist in training peer support members and with continuing education
 6. Advise on the development of policy and written operational CISD protocols
- (b) Mental health professionals involved in the CISD program should have the following qualifications:
 1. Be a licensed mental health professional
 2. Be trained and experienced in a recognized CISD model
 3. Demonstrate experience in counseling emergency services personnel

Critical Incident Stress Debriefing

- (c) The duties and responsibilities of peer support members related to CISD services include the following:
 - 1. Assist and support the CISD mental health professionals as necessary
 - 2. Provide referrals to mental health professionals, where appropriate
 - 3. Provide support and basic education to members and their families
 - 4. Serve as a CISD provider with mental health professionals

The Department will utilize the Minnesota Metro Region CISM Team for our CISDs.

1026.4 DEBRIEFING

The CISD format used should depend on the nature of the incident and how early the intervention is activated. The use of one format does not preclude the use of others for the same critical incident.

Common CISD formats include:

- (a) On-scene debriefing: Peer support members or mental health professionals respond to the scene as observers and advisers to watch for the development of acute reactions. They may offer encouragement and support, check on the well-being of personnel, and allow for individual discussion of feelings and reactions.
- (b) Initial defusing: This usually takes place within a few hours of the incident and is generally facilitated by peer support members. It is an informal process encouraging open and free expression of feelings without a critique of the incident. The purpose is to stabilize involved members so they can go home or return to service.
- (c) Formal debriefing: Debriefing led by a CISD program mental health professional and peer support members that usually takes place 24 to 72 hours after the conclusion of the incident. Members involved in the critical incident are given the opportunity for free expression of feelings. This expression should be met with acceptance, support, and understanding.
- (d) Follow-up debriefing: If deemed necessary, follow-up may be facilitated by the CISD mental health professional and peer support members several weeks or months after a critical incident. The main purpose is to resolve any issues or problems that were not initially resolved. The follow-up debriefing may include the entire group or a portion of those originally involved.

Regardless of the type of debriefing, a CISD is not a critique of department operations at the incident. The CISD provides a setting in which members can discuss their feelings and reactions as a means to reduce the stress resulting from exposure to critical incidents. Performance issues should not be discussed during the debriefing.

No one has rank during the debriefing process. Everyone is equal.

Following any intervention, members who need additional assistance should contact their supervisor.

Critical Incident Stress Debriefing

1026.5 ATTENDANCE

Only those involved in the incident and CISD team members should be present. Members directly exposed to the traumatic aspects of an incident are strongly encouraged to participate in a CISD.

Members are not obligated to speak or express their feelings during the CISD.

During debriefings, involved members should be out of service with radios, personal communications devices, and other distractions turned off.

1026.6 ROTATION OF PERSONNEL

Incident Commanders should minimize members' exposure at critical incidents by rotating or removing initial responding personnel from the immediate scene and reassigning them to less stressful operations as soon as possible. Members directly involved in critical incidents should be considered a high priority for immediate reassignment or removal from the scene. Relief from duty may also be considered.

The peer support members should provide on-scene services, including on-site evaluation, encouragement, and consultation. They should also be considered an available resource for assignment to rehab, medical, or other areas as needed.

Circumstances of a critical incident may result in a recommendation that individuals or companies be taken out of service. The Fire Chief is responsible for making the appropriate arrangements.

Under no circumstances is being taken out of service to be construed as critical or negative. Personnel taken out of service are to be viewed as deserving of the same consideration as an injured firefighter.

1026.7 CONFIDENTIALITY

The Department considers all CISDs with a peer support counselor, critical incident stress management team member, or peer support member, regardless of type, as strictly confidential. Notes, other than those specifically identified in this policy, are prohibited. No audio or video recording may be made without the express consent of all participants.

Exceptions to confidentiality include when (Minn. Stat. § 181.9731; Minn. Stat. § 181.9732):

- (a) There is reasonable evidence to assume a risk of harm to the member receiving services or to others. If the risk is to another person, that person is identifiable and there are means to contact the person.
- (b) Participants divulge information that falls under any applicable state mandatory reporting duties.
- (c) The member receiving services gives written consent to disclosure.
- (d) The member who received public safety peer counseling or critical incident stress management services is deceased and their spouse or the executor or administrator of their estate gives written consent to disclosure.
- (e) The member receiving services voluntarily testifies.

Critical Incident Stress Debriefing

A peer support counselor is an individual who is designated by the Department and trained to provide peer counseling services regarding occupation-related trauma, illness, or stress (Minn. Stat. § 181.9731).

A critical incident stress management team member is an individual who is designated by the Department and trained to provide critical incident stress management services in response to a critical incident (Minn. Stat. § 181.9732).

1026.8 PEER SUPPORT WITNESS RESTRICTION

Individuals are prohibited from providing peer counseling services or critical incident stress management services about a critical incident that they witnessed (Minn. Stat. § 181.9731; Minn. Stat. § 181.9732).

1026.9 RECORD-KEEPING

Following a CISD, the HSO should prepare a summary report and forward it to the Fire Chief for statistical record-keeping. The report should be limited to the following information:

- (a) Incident date and time
- (b) Brief description of incident facts
- (c) Intervention date and location
- (d) Names of CISD team members conducting the intervention
- (e) Numbers of participants from each agency involved

Names of participants should not be recorded.

Identification Cards

1027.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the guidelines for issuing and possessing Apple Valley Fire Department identification cards. Any image or likeness of the identification card and the name of the Apple Valley Fire Department are the property of the Department and their use shall be restricted as specified in this policy.

1027.2 POLICY

It is the policy of the Apple Valley Fire Department that identification cards shall be issued to all department members. The use and display of department identification cards shall be in compliance with this policy.

1027.3 IDENTIFICATION CARD CONTENT

Department-issued identification cards shall include the following information:

- The department name (FIRE)
- An image of the City logo
- The full name of the member
- The rank of the member
- The member's badge/helmet number
- The City's mailing address
- A statement indicating that the identification card is the property of the City of Apple Valley and that if found, the card must be returned

1027.4 UNAUTHORIZED USE

Department identification cards may not be displayed for any purpose other than official use.

Members may not use an image or likeness of the Department identification card in any material (printed matter, products or other items) without prior written approval from the Fire Chief.

Members shall not loan department identification cards to others and shall not permit the identification card to be reproduced or duplicated.

1027.5 LOSS OF DEPARTMENT IDENTIFICATION CARD

The loss of the Department identification card must be immediately reported to the Department. An identification card should be considered lost whenever it is not in the direct control of the member.

Apple Valley Fire Department

Fire Policy Manual

Identification Cards

1027.6 REPLACING IDENTIFICATION CARDS

Identification cards should be replaced whenever they become damaged, faded or otherwise difficult to read, whenever a member changes rank or when the member's photograph becomes outdated and no longer presents an accurate depiction of the member.

Drug- and Alcohol-Free Workplace

1028.1 PURPOSE AND SCOPE

The Apple Valley Fire Department prohibits the use of drugs and alcohol in the workplace in order to provide a safer work environment for members and to protect the public's safety and welfare. This policy applies to all members when they are on department property or when performing department-related business elsewhere (41 USC § 8103).

1028.2 POLICY

It is the policy of the Apple Valley Fire Department to provide a drug- and alcohol-free workplace for all members.

1028.3 GENERAL GUIDELINES

Alcohol and drug use in the workplace or on department time can endanger the health and safety of department members and the public.

Members who have consumed an amount of an alcoholic beverage or taken any medication, or a combination thereof, that would tend to adversely affect their mental or physical abilities shall not report for duty. If the member is adversely affected while on-duty, the member shall be immediately removed and released from work (see the Work Restrictions section in this policy).

1028.3.1 DEPARTMENT GUIDELINE

If a member has consumed any substance that may impair physical activity or mental judgment, the member shall not respond to an emergency incident or call for service, and shall not participate in training, or any other Department activity, nor shall they present themselves at a Department facility. This specifically includes but is not limited to;

- Consumption of any alcohol within an eight-hour period;
- Use of any cannabis; or
- Use of any illegal drugs; or
- Use of any prescription or non-prescription medication which is labeled with a warning regarding drowsiness, driving, or operation of machinery, unless a physician has certified that the member can safely and properly perform the duties of a firefighter while using the identified medication.

1028.3.2 USE OF MEDICATIONS

Members should not use any medications that will impair their ability to safely and completely perform their duties. Members who are medically required or need to take any such medication shall report that need to their immediate supervisor prior to commencing any on-duty status.

1028.3.3 MEDICAL CANNABIS

Possession, use, or being under the influence of medical cannabis on-duty is prohibited and may lead to disciplinary action.

Drug- and Alcohol-Free Workplace

1028.4 MEMBER RESPONSIBILITIES

Members shall come to work in an appropriate mental and physical condition. Members are prohibited from purchasing, manufacturing, distributing, dispensing, possessing, or using controlled substances or alcohol on department premises or on department time (41 USC § 8103). The lawful possession or use of prescribed medications or over-the-counter remedies is excluded from this prohibition.

Members shall notify a supervisor immediately if they observe behavior or other evidence they believe demonstrates that a fellow member poses a risk to the health and safety of the member or others due to drug or alcohol use. Such indications include but are not limited to the odor of alcohol on the breath, slurred speech, unsteady gait, or disorientation. A member who observes such indications and fails to report them as required is subject to disciplinary action.

Members are required to notify their immediate supervisors of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction (41 USC § 8103).

1028.5 OFFICER RESPONSIBILITIES

If the Fire Officer in charge has a reasonable suspicion that a member may be under the influence of alcohol and/or drugs during an emergency response or call for service, the Fire Officer shall ensure the member is relieved of duty and kept in a safe area. A ride home will be provided to the member as soon as possible. In no case will the member be allowed to drive home from the Fire Department activity. Grounds for reasonable suspicion of being under the influence of alcohol and/or drugs include but are not limited to: odor of alcohol on one's breath, slurred speech, unsteady gait, and disorientation.

The Fire Officer in command may require that the individual immediately submit to a field impairment test ("Field impairment test" means "walk a straight line, touch your finger to your nose" type test, not a blood or urine test). An individual's refusal to submit to such tests is grounds for disciplinary action. The Fire Officer shall document the time, date, observed behavior, witnesses, what was done, and substance of any conversation conducted with the member. This documentation shall be immediately forwarded to the Fire Chief.

A Fire Officer in command who fails to fulfill the responsibilities for action listed in the above shall be subject to disciplinary action.

1028.6 DISCIPLINARY ACTIONS

Disciplinary action for violation of this policy may include a written warning, suspension, or termination. A firefighter who responds to a call or attends Department training while under the influence of alcohol or drugs may also be required to undergo chemical abuse assessment and/or treatment.

Drug- and Alcohol-Free Workplace

1028.7 EMPLOYEE ASSISTANCE PROGRAM

A voluntary employee assistance program may be available to assist those who wish to seek help for alcohol and drug problems (41 USC § 8103). Insurance coverage that provides treatment for drug and alcohol abuse also may be available. Employees should contact the Human Resources, their insurance providers, or the employee assistance program for additional information. It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to performance problems.

1028.8 WORK RESTRICTIONS

If a member informs a supervisor that the member has consumed any alcohol, drug, or medication that could interfere with a safe and efficient job performance, the member may be required to obtain clearance from a physician before continuing to work.

If the supervisor reasonably believes, based on objective facts, that a member is impaired by the consumption of alcohol or other drugs, the supervisor shall prevent the member from continuing work and request that a Chief Officer respond to the location of the impaired member. The Chief Officer shall ensure the member is transported to a safe location and that the continuity of department operations is maintained.

1028.9 REQUESTING SCREENING TESTS

A supervisor may request that an employee submit to a screening test under any of the following circumstances (Minn. Stat. § 181.951; Minn. Stat. § 181.952):

- (a) There is a reasonable suspicion of any of the following:
 - 1. The employee is under the influence of drugs or alcohol.
 - 2. The employee has violated department rules prohibiting the use, possession, sale, or transfer of drugs or alcohol while working, on department property, or is operating a vehicle owned by the Department.
 - 3. The employee has sustained an injury arising out of and in the course of employment, or has caused another employee to sustain an injury (full definition of personal injury in Minn. Stat. § 176.011, Subd. 16).
 - 4. The employee has caused a work-related accident, or the employee's use of a vehicle or safety equipment is involved in a work-related accident.
- (b) Following a conditional job offer
- (c) As part of an employee's routine physical examination
- (d) Under a random testing program of employees
- (e) When the employee has been referred for an evaluation or treatment, or is participating in a treatment program under an employee benefit plan

1028.9.1 DRUG- AND ALCOHOL-TESTING PROGRAM

The following applies to the department's drug and alcohol testing procedures (Minn. Stat. § 181.951; Minn. Stat. § 181.952; Minn. Stat. § 181.953):

Drug- and Alcohol-Free Workplace

- (a) An employee or applicant has the right to refuse a test but a refusal may result in discipline, up to and including termination, or a decision not to hire the applicant.
- (b) Initial screening tests must be verified by a confirmatory test for the purpose of discipline.
- (c) Employees will have an opportunity to participate in an appropriate alcohol or drug program for their first confirmed positive test. The program may be in lieu of other discipline unless the employee fails the program or refuses to participate (Minn. Stat. § 181.953).
- (d) A confirmed positive test may result in discipline, up to and including termination.
- (e) An employee or job applicant will have the opportunity to explain a positive test result and may request and pay for a second confirmatory retest.
- (f) All disciplinary procedural safeguards in this manual apply, including the post-discipline appeal procedures (see the Personnel Complaints and Disciplinary Investigations Policy).
- (g) Employees and job applicants shall receive required written notice of the drug- and alcohol-testing procedures as set forth in Minn. Stat. § 181.952.
- (h) The safeguards of Minn. Stat. § 181.953 will be followed for any testing and any related discipline process.

1028.9.2 FIRE CHIEF RESPONSIBILITY

The Fire Chief shall ensure written records are prepared documenting the specific facts that led to the decision to request the test, and shall inform the employee in writing of the following:

- (a) The test will be given to detect either alcohol or drugs, or both.
- (b) The result of the test is not admissible in any criminal proceeding against the employee.
- (c) The employee may refuse the test, but refusal may result in dismissal or other disciplinary action.

1028.9.3 SCREENING TEST DISPOSITION

Employees may be subject to disciplinary action if they:

- (a) Fail or refuse to submit to a screening test as requested.
- (b) After taking a screening test that indicates the presence of a controlled substance, fail to provide proof, within 72 hours after being requested, that they took the controlled substance as directed, pursuant to a current and lawful prescription issued in their name.
- (c) Violate any provisions of this policy.

1028.10 COMPLIANCE WITH THE DRUG-FREE WORKPLACE ACT

No later than 30 days following notice of any drug statute conviction for a violation occurring in the workplace involving a member, the Department will take appropriate disciplinary action, up to

Drug- and Alcohol-Free Workplace

and including dismissal, and/or requiring the member to satisfactorily participate in a drug abuse assistance or rehabilitation program (41 USC § 8104).

1028.11 CONFIDENTIALITY

The Department recognizes the confidentiality and privacy due to its members. Disclosure of any information relating to substance abuse treatment, except on a need-to-know basis, shall only be with the express written consent of the member involved or pursuant to lawful process.

The written results of any screening tests and all documents generated by the employee assistance program are considered confidential medical records and shall be maintained separately from the employee's other personnel files.

Line-of-Duty Death

1029.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the necessary guidelines and protocol for a line-of-duty death.

The death of any department member while on-duty, while traveling in connection with such duty, may be considered a line-of-duty death. The death of any department member while undergoing medical treatment for any injury or disease potentially resulting from a job duty may be medically determined to be a line-of-duty death and for purposes of this policy may be handled as a line-of-duty death.

This policy defines and describes the guidelines and responsibilities to be followed in the event of a line-of-duty death and can be escalated in the event of multiple deaths or when a number of department members are seriously injured.

1029.2 POLICY

It is the policy of the Apple Valley Fire Department to assist and support the family members and coworkers of fallen members to the extent reasonably practicable, while also investigating the cause of death, making appropriate notifications, and fielding press inquiries.

1029.3 RESPONSIBILITIES

1029.3.1 FIRE CHIEF

In the event of being notified of a line-of-duty death, the Fire Chief or the authorized designee should:

- (a) Conduct briefings in order to communicate activities to the assigned officers.
- (b) Make an announcement to the Department at the appropriate time. Immediately after the announcement, all flags at fire stations and other department facilities should be lowered to half-staff and all badges should be shrouded. Flags should remain at half-staff and badges shrouded for a specified time, but in no event shall they be shrouded for longer than 14 days.
- (c) Request that the Administration assemble personal data, such as date of birth, file photograph, marital status, dependents, and names of next of kin, to facilitate the application for state and federal line-of-duty death benefits.
- (d) Assign a chief officer to act as the auditing officer to secure the personal effects of the deceased and deliver them to the Administration Division.
- (e) Assign a Family Support Liaison to facilitate communication between the deceased member's family and the Department.
- (f) Document all actions, contacts, requests, and other pertinent data. This information should be provided to the Fire Chief at regular intervals.

Apple Valley Fire Department

Fire Policy Manual

Line-of-Duty Death

- (g) Provide briefing to the Apple Valley Firefighters Relief Association regarding the incident and the deceased member only as is necessary to initiate benefits and honors.
- (h) Preserve any equipment, turnouts, and breathing apparatus used by the deceased firefighter for the investigation.

The Fire Chief should determine if it is necessary to request outside resources to assist in the staffing or investigation of the incident, as needed.

1029.3.2 DEPUTY FIRE CHIEF

In the event of a line-of-duty death, the Deputy Fire Chief or the authorized designee shall:

- (a) Secure the scene of the incident with the assistance of the Incident Commander, fire prevention personnel, and local law enforcement.
- (b) Immediately notify the Fire Chief.
- (c) Preserve any equipment, turnouts, and breathing apparatus used by the deceased firefighter for the investigation.
- (d) Preserve all tactical worksheets, video, and/or audiotapes for the investigation.
- (e) Gather all available information concerning the incident and circumstances leading to the death.
- (f) Consider the need for members at the incident to have access to Critical Incident Stress Debriefing (CISD) services.

1029.3.3 PRESS INFORMATION OFFICER

In the event of a line-of-duty death, the Press Information Officer shall:

- (a) Collect facts of the incident from the Deputy Fire Chief or the authorized designee and keep in contact to maintain available current information and direction on what information should be released.
- (b) Withhold any release of personal information relating to the member's death pending notification of next of kin and until approval is given by the Fire Chief or the authorized designee.
- (c) Instruct the involved incident crews that they shall not release any statements to the media or anyone else and should direct any inquiries to the Press Information Officer.
- (d) Prepare a written press release.
- (e) Ensure that the release of any member medical information complies with the Health Insurance Portability and Accountability Act (HIPAA) and the Patient Medical Record Security and Privacy Policy in this manual.

1029.3.4 ADMINISTRATION DIVISION

The Administration Division will have the following responsibilities:

- (a) Receive, inventory, and secure the deceased member's personal belongings and hold them until such time as the investigation team approves their release.

Line-of-Duty Death

- (b) Establish the deceased member's survivor benefits (e.g., workers' compensation, life insurance, unused medical leave, retirement benefits, other salary pay, vacation pay).
- (c) Review the Public Safety Officers' Benefit Program to determine benefits and the process for securing benefits for surviving next of kin.
- (d) Assist and coordinate with the next of kin in the process of securing all the benefits to which the survivor is entitled.

1029.3.5 AUDITING OFFICER

The auditing officer is responsible for ensuring the security and proper disposition of a member's personal effects in the event of a line-of-duty death. Personal effects include all property owned by the deceased member that is kept on department property, as well as personal items carried by the member once those items have been released by investigators, in accordance with the Line-of-Duty Death and Serious Injury Investigations Policy.

In the event of a member's line-of-duty death, the following steps shall be followed in gathering and disposing of personal effects:

- (a) All personal effects at the station shall be taken to the Administration Division to be kept in a secure location.
- (b) The deceased member's vehicle will be secured at the work site and the keys forwarded to the Administration Division and secured.
- (c) A designee from the Administration Division should conduct an inventory of all personal items received and make a written report.
- (d) The next of kin will be given priority consideration to receive the member's property. Care should be exercised in selecting a tactful time for the delivery of personal effects to the next of kin. Documentation is required indicating the date, time, and location of the disposition of the property. The name and the relationship of the individual accepting the property will also be noted. The documentation will be forwarded to the Administration Division for placement in the deceased member's personnel file.

1029.4 FAMILY SUPPORT LIAISON

The appointed Family Support Liaison should conduct all duties in accordance with the Family Support Liaison Policy.

1029.5 FUNERAL ARRANGEMENTS

Funeral arrangements should be made in accordance with the Funerals Policy.

1029.6 LINE-OF-DUTY DEATH INVESTIGATIONS

For line-of-duty death investigation procedures, see the Line-of-Duty Death and Serious Injury Investigations Policy.

Line-of-Duty Death and Serious Injury Notification

1030.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the communication activities that should occur in the event a member is seriously injured or killed in the line of duty. The policy establishes a priority for notifications, outlines steps for conducting each set of notifications, and identifies roles and responsibilities.

1030.2 POLICY

It is the policy of the Apple Valley Fire Department to ensure, to the extent reasonably practicable, that immediate and compassionate notification is made to the family of members who are seriously injured, hospitalized, or killed in the line of duty. The Department shall make it a priority to offer assistance and support to the member's family.

1030.3 PROCEDURE

- (a) For the purposes of this policy, a serious injury or hospitalization is defined as a medical condition that is life-threatening or has the potential to disable the member for a substantial period of time.
- (b) The Incident Commander (IC) at the scene of the serious injury or death will immediately notify the Deputy Fire Chief and provide the necessary information.
- (c) The Deputy Fire Chief will be the point of contact for making assignments and will coordinate actions with the Fire Chief and others.
- (d) All inquiries related to the incident should be referred to the IC, the Press Information Officer, or the Deputy Fire Chief, as appropriate.
- (e) In the event of the death of a member, the Deputy Fire Chief must immediately initiate the procedures in the Line-of-Duty Death and Serious Injury Investigations Policy.

1030.4 DEATH NOTIFICATIONS

The Deputy Fire Chief, in coordination with the Fire Chief or the authorized designee, will assign a two-person notification team consisting of either the Fire Chief and department chaplain or two chief officers to locate and inform the member's family. If more than one member has been seriously injured or killed in an incident, separate teams will be assigned to each affected family.

1030.4.1 NOTIFICATION TEAM RESPONSE

The notification team shall make the necessary family notification as quickly as practicable, with the goal of making the notification within two hours of the Fire Chief learning of the serious injury or death. The notification team should:

Apple Valley Fire Department

Fire Policy Manual

Line-of-Duty Death and Serious Injury Notification

- (a) Gather and validate as much information about the incident as possible.
- (b) Wear the dress uniform, if possible.
- (c) Plan the appropriate timing and schedule when it is necessary to make the notification to more than one person or family group (e.g., spouse and parent).
- (d) Meet prior to making the notification to establish roles of the team members and allow the exchange of known facts.
- (e) Determine if an Assistant Chief, Deputy Fire Chief, or Fire Chief is aware of a special relationship between the deceased member's family and another member. If so, it may be appropriate to have that member accompany the notification team. Prior to arrival, the team should clarify the member's role in the notification process.

1030.4.2 NOTIFYING THE FAMILY

The team members should adhere to the following notification guidelines:

- (a) The team should not park directly in front of the family's home or workplace. The person who will make the notification should make introductions at the door and ask to be invited in.
- (b) In most cases, if a chaplain is part of the notification team, the chaplain should make the notification.
- (c) Notification should be made briefly and directly.
- (d) Information regarding precipitating factors or information that is not verified should not be provided until an investigation has been completed.
- (e) Team members should communicate the support and sympathy of the Fire Chief, if not a part of the notification team, and all members of the Department.
- (f) Team members should ask family members whether they would like the team to notify other parties, such as clergy or grief counselors.

1030.4.3 NOTIFICATION OF FAMILY OUT OF THE AREA

If the immediate next of kin of the deceased employee lives more than two hours away, the Fire Chief may make arrangements to have someone in the family's area make the notification. The following should be considered:

- (a) Whether the notification should be made by the local clergy or another person in the area who has a relationship with the family, or with the assistance of the local fire department/law enforcement.
- (b) Whether the fire department in the family's city of residence may be the most appropriate entity to make the notification or whether that department can assist in obtaining information about the family.
- (c) Whoever is selected to make the notification should be provided with the information contained in this policy.
- (d) The notification plan must include a coordinated telephone call with the family and the Fire Chief.

Apple Valley Fire Department

Fire Policy Manual

Line-of-Duty Death and Serious Injury Notification

1030.4.4 INTERNAL DEPARTMENT NOTIFICATIONS

The following internal notifications should be made in advance of any media release:

- (a) All chief officers should be notified.
- (b) All members should be notified as soon as possible after the family notification is made.

1030.4.5 GOVERNING BODY AND LABOR NOTIFICATIONS

The Fire Chief will ensure that additional notifications are made as required, after the next-of-kin notification. Notifications that are required as soon as practicable after a confirmed line-of-duty death or serious injury include the following:

- (a) Elected officials
- (b) City Administrator
- (c) Apple Valley Firefighters Relief Association board
- (d) Department Health and Safety Officer, who will make the necessary notifications in coordination with the Fire Chief
- (e) Other notifications as determined by the Fire Chief

1030.4.6 EXTERNAL NOTIFICATIONS

The following external notifications will be made:

- (a) Notification to the Minnesota State Fire Marshal
- (b) Notification to the Minnesota State Fire Chief's Association
- (c) Notification to the Minnesota Occupational Safety and Health Administration (MNOSHA)
- (d) Notification to the United States Fire Administration
- (e) Notification to the National Fallen Firefighters Foundation (NFFF)
- (f) Notification to the U.S. Department of Justice Public Safety Officers' Benefit (PSOB) Program
- (g) Notification to the National Institute for Occupational Safety and Health (NIOSH)
- (h) Notification to other agencies as mandated by federal and state law and local ordinance

1030.5 FAMILY SUPPORT

The Fire Chief should appoint a Family Support Liaison, who should refer to the Family Support Liaison Policy for duties and responsibilities.

In the event of a line-of-duty death, the Fire Chief or the authorized designee should appoint a funeral detail officer to administer the Funerals Policy.

Line-of-Duty Death and Serious Injury Notification

1030.6 NEWS MEDIA AND COMMUNITY RELATIONS

It is the policy of the Apple Valley Fire Department to follow the News Media and Community Relations Policy when communicating with the media. In the case of a line-of-duty death, additional considerations include but are not limited to:

- (a) The employee's family must have received proper notification prior to any information regarding the identity of the deceased being released to the media.
- (b) All information must be validated prior to its release to the media.

The Press Information Officer or the authorized designee shall be the spokesperson on most aspects of these events. However, the announcement or confirmation of a line-of-duty death and/or the release of the employee's name should be made by the Fire Chief or the authorized designee.

Prior to confirmation that the employee's family has been notified, no details will be released concerning the death. If the news media are on-scene and aware of the death, the Press Information Officer will simply confirm that a death has occurred and communicate the department's compassion and concern for the employee's family and colleagues. The Press Information Officer will advise the media that the full details will be provided as soon as they are known and after proper notification of next of kin has been made.

If an employee death occurs in the midst of ongoing news coverage of a fire or other emergency, the Press Information Officer will focus on handling the details concerning the death. Another trained spokesperson will be assigned to handle the media relations for the incident.

1030.7 SERIOUSLY INJURED OR HOSPITALIZED EMPLOYEE

Some of the notification and support procedures described in this policy for a line-of-duty death may be applied to any instance of an employee who has been seriously injured in the line of duty, except as noted below:

- (a) If the seriously injured employee has been taken to a hospital, the Deputy Fire Chief should assign an Assistant Chief who is not involved in the incident to go to the hospital and become the hospital liaison.
- (b) The Assistant Chief should establish communications with the hospital and report regularly to the Deputy Fire Chief on the employee's condition.

The hospital liaison should work cooperatively for the benefit of the employee and the employee's family. In addition, the Division Chief should ensure close coordination with the treating medical facility.

Notification of the next of kin should be communicated by phone to avoid undue stress on the family, as a fire department vehicle pulling up to a private residence while that firefighter is on-duty is going to signal a tragedy.

Military Leave

1031.1 PURPOSE AND SCOPE

This policy provides general guidance regarding leave to perform military service as a member of the Reserves or National Guard, or for active duty in the U.S. Armed Forces in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and the Minnesota Military Justice Code (38 USC § 4301, et seq.; Minn. Stat. § 192.26; Minn. Stat. § 192.261).

This policy does not address every situation or circumstance that may arise when an employee is performing military service or ordered to active duty. As military leave situations arise, supervisors should consult with Human Resources or legal counsel to obtain specific guidance regarding military leave rights.

1031.2 POLICY

The Apple Valley Fire Department supports employees who may be called or who volunteer to serve in the military. The Department will comply with USERRA and state laws relating to military leave.

1031.3 MILITARY LEAVE

Generally, employees on military leave are entitled to the same rights and benefits that are provided to employees having similar seniority, status, and pay who are on furlough or leave of absence (38 USC § 4316).

1031.3.1 LENGTH OF LEAVE

Employees are entitled to military leave of absence for up to a maximum of five years. Military leave is available for both voluntary and mandatory service (38 USC § 4303; 38 USC § 4312).

There are exceptions to the five-year cumulative total, including inactive duty training (drills), annual training, involuntary recall or retention in support of war, national emergency, certain operational missions, or training or retraining requirements (38 USC § 4312).

1031.3.2 TEMPORARY MILITARY DUTY LEAVE OF ABSENCE

An eligible public employee who is a member of the Minnesota State Military Reserve or other reserve component of the U.S. Armed Forces is entitled to temporary military leave not to exceed 15 days per year for training, drills, unit training assemblies, or similar inactive duties (Minn. Stat. § 192.26).

1031.4 PROCEDURES AND RESPONSIBILITIES

Employees who require military leave shall provide as much advance written or verbal notice of the pending service as reasonably possible (38 USC § 4312).

Additionally, the employee should:

- (a) Provide copies of official orders or other official documentation, if available.

Military Leave

- (b) Select the benefit options desired during absence, if applicable.
- (c) Retain copies of all submitted documents.

1031.5 COORDINATION WITH CONTRACTS, PRACTICES, AND OTHER RULES

Wherever USERRA has more generous protections and benefits than state or local law, any applicable collective bargaining agreement, or local policy or practice, the Department will apply the more beneficial right or benefit (38 USC § 4302).

1031.6 LEAVE ACCRUALS

Employees are not required to use accrued leave while on military leave. However, employees may choose to use accrued annual leave or earned compensatory time at their discretion (38 USC § 4316).

Employees will not accrue sick days or paid time-off days during any period of military leave without pay. However, upon return, military leave time will be included in determining leave accruals. For example, if vacation accrual increases from two weeks to three weeks upon completion of five years of service, then a person who works for two years, serves two years on active duty, and then returns would be entitled to three weeks of vacation one year after reemployment.

1031.7 COMPENSATION

During military leave, employees are entitled to compensation for up to 15 days in any calendar year (Minn. Stat. § 192.26).

1031.7.1 HEALTH CARE BENEFITS

Employees on military leave may elect to purchase continuing health care coverage for a period of time that is the lesser of:

- (a) The 24-month period beginning on the first day of the employee's absence for military leave.
- (b) The period beginning on the first day of the employee's absence for military leave and ending on the date that they fail to return from service or apply for reemployment.

If the duration of an employee's approved military service is less than 31 days, the employee may purchase continuing health care coverage under the department's health plan for no more than the regular employee share. If the approved military service is 31 days or more, the Department will charge the employee for no more than 102 percent of the full premium of the health care plan (38 USC § 4317).

1031.8 RETURN FROM DUTY

Employees returning from approved military leave of absence must report to work as follows (38 USC § 4312; 20 CFR 1002.118):

- (a) For periods of service less than 31 days, employees must report back to work no later than the beginning of the first shift that begins on the first full day that follows the end of the employee's service period, plus a reasonable time to travel to the

Military Leave

employee's residence, plus eight hours. If reporting within this period is impossible or unreasonable through no fault of the employee, the employee must return as soon as possible after expiration of the eight-hour period.

- (b) For periods of service of more than 30 days but less than 181 days, employees must apply for reemployment verbally or in writing no later than 14 days after completing service, or, if impossible or unreasonable to do so through no fault of the employee, no later than the next first full calendar day when it is possible to do so.
- (c) For periods of service of more than 180 days, employees must apply for reemployment verbally or in writing no later than 90 days after completion of service.

Employees who are recovering from an illness or injury incurred in or aggravated during military service must report to the Department or apply for reemployment as provided in this policy at the end of the period necessary to recover from such illness or injury. The recovery period may not exceed two years, except when circumstances beyond the employee's control exist.

An employee who fails to report or apply for reemployment in a timely manner will be subject to the department's rules of conduct and established policies covering absence from scheduled work.

1031.9 REEMPLOYMENT RIGHTS

An employee returning from an approved temporary military duty leave of absence is generally entitled to reinstatement to the position and benefits they would have attained if not absent for military duty or, in some cases, a comparable job (38 USC § 4312).

1031.9.1 FORMER POSITION

An employee returning from approved regular active military leave is entitled to reinstatement in the position that they would have attained had the employee not taken leave. If the leave exceeded 90 days, the employee is also entitled to a position of like seniority, status, and pay (38 USC § 4313).

If an employee returning from approved military leave is not able to perform the essential duties of the position the employee would have attained, the Department will make reasonable efforts to help the employee become qualified (20 CFR 1002.198). If the employee remains unable to perform the essential duties of the position after the department's reasonable efforts, the employee is entitled to their previously held position at the time of departure or, in the case the leave exceeded 90 days, a position of like seniority, status, and pay. Where an employee remains unqualified for both of these positions after reasonable efforts by the Department, the employee is entitled to the nearest approximation to these positions (38 USC § 4313).

When a returning employee cannot become qualified because of a disability incurred in or aggravated during uniformed service, the Department, after making reasonable accommodations, must find a position of equivalent seniority, status, and pay for which the employee is qualified, or the nearest equivalent (38 USC § 4313; 20 CFR 1002.198).

Military Leave

1031.9.2 COMPENSATION AND BENEFITS

Upon return from regular active military duty, an employee is entitled to seniority and seniority-based rights and benefits, including but not limited to:

- (a) Receiving credit for the time spent in uniformed service under honorable conditions for purposes of seniority, retirement, promotion, and merit salary increases (20 CFR 1002.210).
- (b) Receiving credit for time spent on approved military leave for purposes of calculating eligibility for leave under the Family and Medical Leave Act (20 CFR 1002.210).
- (c) Returning to the level in the salary range that the employee would have attained had they not left on approved military leave (20 CFR 1002.236).
- (d) Receiving the same contribution to retirement benefits upon reemployment that the Department would have contributed had they not taken leave (20 CFR 1002.261).
- (e) Being treated as not having a break in service for purposes of participation, vesting, and accrual of pension benefits (38 USC § 4316; 38 USC § 4318).
- (f) Reenrolling in department health benefits without any waiting period.
- (g) Restoring benefits that were elected by the employee and their dependents at the time military service began, as well as to any other benefits that began during the leave for which the employee would reasonably have become eligible.

1031.9.3 EMPLOYEE REEMPLOYMENT RESPONSIBILITIES

An employee returning from approved regular active military leave is entitled to reinstatement rights only if the employee (38 USC § 4312):

- (a) Has given advance written or verbal notice of such service, unless precluded by military necessity.
- (b) Has served in the uniformed service for no more than five years cumulatively while employed at the Apple Valley Fire Department, except as provided in 38 USC § 4312(c).
- (c) Has been issued a discharge under honorable conditions.
- (d) Reports to the Apple Valley Fire Department or applies for reemployment in a timely manner as provided in this policy.
 - 1. In the case that the military leave exceeds 30 days, submits documentation showing (20 CFR 1002.121; 20 CFR 1002.123):
 - (a) The application for reemployment is timely.
 - (b) The employee has not exceeded the cumulative five-year limit of service in the uniformed services, except as provided in 38 USC § 4312(c).
 - (c) The employee's separation or dismissal from service was not disqualifying.

Military Leave

1031.9.4 DEPARTMENT REEMPLOYMENT RESPONSIBILITIES

The Department shall promptly reinstate employees entitled to reinstatement but no later than 14 days after a request for reinstatement. In the case of unusual circumstances, the Department shall reinstate employees as soon as practicable (20 CFR 1002.181).

The Department is not required to reemploy a person after approved military leave if any of the following conditions exist (38 USC § 4312):

- (a) The department's circumstances have so changed as to make such reemployment impossible or unreasonable.
- (b) Such reemployment would impose an undue hardship upon the Department.
- (c) The person held a nonrecurrent job for a brief period of time and had no reasonable expectation that such employment would continue.

Supervisors should consult with the Human Resources or legal counsel before determining whether any of these conditions exist.

1031.10 RETENTION

An employee who is reinstated after returning from approved military leave may not be discharged, except for cause (38 USC § 4316; 20 CFR 1002.247):

- (a) For 180 days after the date of reemployment if the most recent period of military service was more than 30 days and less than 181 days.
- (b) For one year after the date of reemployment if the most recent period of military service was more than 180 days.

1031.11 DISCRIMINATION AND RETALIATION PROHIBITED

Discrimination or retaliation against any employee for participation in military service is prohibited, whether the employee volunteers or is ordered to active military service (38 USC § 4311).

Nepotism and Conflicting Relationships

1032.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure equal opportunity and effective employment practices by avoiding actual or perceived favoritism, discrimination or actual or potential conflicts of interest by or between members of this department. These employment practices include: recruiting, testing, hiring, compensation, assignment, promotion, use of facilities, access to training opportunities, supervision, performance appraisal, discipline and workplace safety and security.

1032.1.1 DEFINITIONS

Definitions related to this policy include:

Business relationship - Serving as an employee, independent contractor, compensated consultant, owner, board member, shareholder or investor in an outside business, company, partnership, corporation, venture or other transaction, where the employee's annual interest, compensation, investment or obligation is greater than \$250.

Conflict of interest - Any actual, perceived or potential conflict of interest in which it reasonably appears that an employee's action, inaction or decisions are or may be influenced by the employee's personal or business relationship.

Nepotism - The practice of showing favoritism to relatives over others in appointment, employment, promotion or advancement by any public official in a position to influence these personnel decisions.

Personal relationship - Includes marriage, cohabitation, dating or any other intimate relationship beyond mere friendship.

Public official - A supervisor, officer or employee vested with authority by law, rule or regulation or to whom authority has been delegated.

Relative - An employee's parent, stepparent, spouse, domestic partner, significant other, child (natural, adopted or step), sibling or grandparent.

Subordinate - An employee who is subject to the temporary or ongoing direct or indirect authority of a supervisor.

Supervisor - An employee who has temporary or ongoing direct or indirect authority over the actions, decisions, evaluation and/or performance of a subordinate employee.

1032.2 POLICY

The Apple Valley Fire Department is committed to fair and equitable treatment of all members and to creating a work atmosphere that is free of both actual and apparent conflicts of interest that could compromise this principle.

Nepotism and Conflicting Relationships

1032.3 RESTRICTED DUTIES AND ASSIGNMENTS

The Department will not prohibit all personal or business relationships between employees. However, in order to avoid nepotism or other inappropriate conflicts, the following reasonable restrictions should apply:

- (a) Employees are prohibited from directly supervising, occupying a position in the line of supervision or being directly supervised by any other employee who is a relative or with whom they are involved in a personal or business relationship.
 - 1. If circumstances require that such a supervisor/subordinate relationship exist temporarily, the supervisor should make every reasonable effort to defer matters pertaining to the involved employee to an uninvolved supervisor.
 - 2. When personnel and circumstances permit, the Department will attempt to make every reasonable effort to avoid placing such employees in supervisor/subordinate situations. The Department, however, reserves the right to transfer or reassign any employee to another position within the same classification in order to avoid conflicts with any provision of this policy.
- (b) Employees are prohibited from participating in, contributing to or recommending promotions, assignments, performance evaluations, transfers or other personnel decisions affecting an employee who is a relative or with whom they are involved in a personal or business relationship.
- (c) Whenever possible, trainers should not be assigned to train relatives. Trainers are prohibited from entering into or maintaining personal or business relationships with any member they are assigned to train until such time as the training has been successfully completed and, if an employee, off probation.
- (d) To avoid actual or perceived conflicts of interest, members of this department should refrain from developing or maintaining personal or financial relationships with victims, witnesses or other individuals during the course of or as a direct result of any official contact.
- (e) Except as required in the performance of official duties or, in the case of immediate relatives, employees should not develop or maintain personal or financial relationships with any individual they know or reasonably should know is under criminal investigation, is a convicted felon, parolee, fugitive or registered sex or arson offender or who engages in serious violations of state or federal laws.

1032.3.1 EMPLOYEE RESPONSIBILITY

Prior to entering into any personal or business relationship or other circumstance which the employee knows or reasonably should know could create a conflict of interest or other violation of this policy, the employee should promptly notify his/her uninvolved, next highest level of supervisor.

Whenever any employee is placed in circumstances that would require the employee to take enforcement action or provide official information or services to any relative or individual with whom

Apple Valley Fire Department

Fire Policy Manual

Nepotism and Conflicting Relationships

the employee is involved in a personal or business relationship, the employee should promptly notify his/her uninformed, immediate supervisor.

1032.3.2 SUPERVISOR'S RESPONSIBILITY

Upon being notified of, or otherwise becoming aware of any circumstance that could result in or constitute an actual or potential violation of this policy, a supervisor should take all reasonable steps to promptly mitigate or avoid such violations whenever possible.

Supervisors should also promptly notify the Fire Chief of such actual or potential violations through the chain of command.

Funerals

1033.1 PURPOSE AND SCOPE

It is the intent of this policy to ensure that every member of the Department, both active and retired, who passes away may be offered the option of a funeral or assistance from the Department. These guidelines will ensure proper support and care of the family and the posthumous honoring of a member of the Department.

1033.1.1 DEFINITIONS

Definitions related to this policy include:

Level I, Active, Line-of-Duty Death (LODD) - Considered for all firefighters (career, or paid-on-call) of the Department who die as a direct result of injuries suffered at the scene of any emergency incident or while responding to or returning from the scene of an emergency incident. This includes medical conditions (e.g., heart attack) that result in the death at the scene of an emergency.

Level II, Active, Non-LODD - Pertains to all firefighters of the Department who die while on-duty, but not due to injuries sustained while performing emergency activities. This includes firefighters whose death is a direct result of medical treatment or complications arising from a previous on-duty injury. This also includes the death of an active firefighter that occurs while the firefighter is off-duty and the death is not related to an emergency activity.

Level III, Retired - The death of a retiree of the Department.

Level IV, Retired Chief of Department - The death of a retiree of the Department who at one time served as the Chief of the Department.

Level V, Active, Non-Sworn - The death of an active member of the Department serving in a non-sworn capacity.

1033.2 POLICY

It is the policy of the Apple Valley Fire Department for the Fire Chief or the authorized designee to make the necessary assignments and coordinate actions with other department representatives any time the Department learns that an active or retired employee has passed away. Activities should be in accordance with the Line-of-Duty Death, Line-of-Duty Death and Injury Notification and Family Support Liaison policies.

If a responsible family member requests department assistance, the Fire Chief or authorized designee should appoint, with the approval of the Fire Chief and the family member, an employee to act as a funeral detail officer and oversee all of the arrangements. The Fire Chief may deny the option of department participation if the circumstances of the member's death may reasonably bring discredit to the Department.

The Fire Chief or the authorized designee should determine the highest level of participation the Department can provide, based on the cause of death.

Funerals

1033.3 LEVEL OF PARTICIPATION

The desires of the family are paramount and shall be given fullest consideration; however, the Department's funeral participation will be conducted according to the recommendations that are found in the Minnesota Fire Service Ceremonies & Protocols Guidebook that is published by the Minnesota State Fire Chiefs Association.

1033.4 ROLES AND RESPONSIBILITIES

The Fire Chief or the authorized designee may appoint one or more of the following positions to provide assistance with the funeral arrangements:

- Family Support Liaison - Any department member who is a close friend of the family and will make reasonable efforts to address the needs and desires of the family, communicate between the Department and the family and coordinate details with the Officer in Charge (OIC).
- Funeral detail officer - An employee who is appointed by the Fire Chief to oversee all arrangements for a funeral.
- Head usher - The head usher is responsible for seating and parking arrangements at the funeral services, both at the church and at the grave site.
- Honor Guard Commander/Officer in Charge of the Honor Guard and pipe and drum band - This position will be filled by a member of the Honor Guard and will be responsible for the coordination of the Honor Guard, Color Guard and the pipe and drum band.
- Honorary pallbearers - Honorary pallbearers are those selected by the family. They will follow the casket from the location of the services to the grave site.
- Logistics officer - The logistics officer is charged with preparing the apparatus, vehicles, equipment and facilities for the funeral services.
- Officer in Charge (OIC)/detail officer - Selected by the Fire Chief or the authorized designee, the detail officer is the person in charge of the overall department participation and is responsible for the coordination between the funeral director, the chaplain and the family support liaison.
- Public agency liaison (as needed) - The public agency liaison will coordinate any interaction with other public agencies that wish to participate in the services.
- Press Information Officer (as needed) - The Press Information Officer will coordinate all media and public relations issues.
- Pallbearers - The pallbearers will be members of the Honor Guard, unless otherwise requested by the family.
- Protocol liaison - Appointed by the Fire Chief or the authorized designee, the protocol liaison will provide direction, advice and clarification to the family regarding proper funeral procedures.
- Transportation officer - The transportation officer is responsible for all transportation of family members, pallbearers and escort detail from a pre-determined location to the

Apple Valley Fire Department

Fire Policy Manual

Funerals

location of the services, from the service to the grave site and back to a pre-determined location (e.g., the family home, place of worship).

Family Support Liaison

1034.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the position, role and responsibilities of the Family Support Liaison. The procedure describes the conditions under which the position is activated and identifies the Department personnel responsible for the activation.

1034.2 POLICY

It is the policy of the Apple Valley Fire Department to assign a member to act as a Family Support Liaison, as soon as practicable, to the family of any member who has been seriously injured or has died in the line of duty. The member assigned should be the most appropriate person for the circumstances, without regard for rank.

1034.3 PROCEDURE

1034.3.1 LIAISON ACTIVATION CRITERIA

The Department will assign a member to the Family Support Liaison position whenever any department member has been seriously injured or has died in the line of duty. At the discretion of the Fire Chief, the position may be activated and filled in the event of an off-the-job serious injury or death or in the event of a member's catastrophic loss.

1034.3.2 LIAISON ROLE AND RESPONSIBILITIES

The Family Support Liaison will coordinate the needs and wishes of an employee's family with the responsibilities and needs of the Department and will represent the Department in helping meet the needs of the employee's family by communicating direction with the Fire Chief or the authorized designee. Responsibilities shall include, but not be limited to, the following:

- (a) Establish ongoing communication with the member's supervisor and obtain a briefing regarding circumstances of the event, family contacts up to the present and other relevant information.
- (b) Establish contact with family members. Identify immediate needs and questions and provide appropriate solutions or responses. Relay any unfilled needs and unanswered questions to the Fire Chief.
- (c) Coordinate or provide transportation to hospitals, places of worship and/or other appropriate locations.
- (d) Within 24 hours of an employee's line-of-duty death, arrange for the Fire Chief to visit the family.
- (e) Establish contact with the Department Public Information Officer and coordinate media information needs, while considering the privacy wishes of the family.
- (f) Coordinate with local law enforcement to provide for the physical security of the family.
- (g) Establish communications with other support personnel or groups, including department chaplains, employee associations, and human resources representatives.

Family Support Liaison

- (h) If appropriate, coordinate with the Department-appointed funeral detail officer.
- (i) Ensure the family knows how to reach him/her and establish a time to contact the family in the future.

1034.3.3 SELECTION AND REPORTING REQUIREMENTS

The affected member's supervisor will select the Family Support Liaison. The following guidelines should be used for selection:

- (a) The liaison should be an individual the family knows and with whom they are comfortable working.
- (b) If the family has no preference, the selection may be made from names recommended by the affected member's supervisor and/or coworkers.
- (c) The liaison should report directly to the affected member's supervisor.
- (d) If the selected liaison does not already have an assigned department pager or cellular telephone, one or both should be assigned to facilitate the necessary communications.

Member Speech, Expression, and Social Networking

1035.1 PURPOSE AND SCOPE

This policy is intended to address issues associated with member use of social networking sites and to provide guidelines for the regulation and balancing of member speech and expression with the needs of the Department.

Nothing in this policy is intended to prohibit or infringe upon any communication, speech, or expression that is protected or privileged under law. This includes speech and expression protected under state or federal constitutions as well as labor or other applicable laws. For example, this policy does not limit an employee from speaking as a private citizen about matters of public concern, such as misconduct or corruption.

Members are encouraged to consult with their supervisor regarding any questions arising from the application or potential application of this policy.

1035.1.1 APPLICABILITY

This policy applies to all forms of communication, including but not limited to film, video, print media, public or private speech, and use of all internet services, including the web, email, file transfer, remote computer access, news services, social networking, social media, instant messaging, blogs, forums, video, and other file-sharing sites.

1035.2 POLICY

Public employees occupy a trusted position in the community, and thus, their statements have the potential to contravene the policies and performance of this department. Due to the nature of the work and influence associated with the fire profession, it is necessary that members of this department be subject to certain reasonable limitations on their speech and expression. To achieve its mission and efficiently provide service to the public, the Apple Valley Fire Department will carefully balance the individual member's rights against the department's needs and interests when exercising a reasonable degree of control over its members' speech and expression.

1035.3 SAFETY

Members should consider carefully the implications of their speech or any other form of expression when using the internet. Speech and expression that may negatively affect the safety of the Apple Valley Fire Department members, such as posting personal information in a public forum, can result in compromising a member's home address or family ties. Members should therefore not disseminate or post any information on any forum or medium that could reasonably be anticipated to compromise the safety of any member, a member's family, or associates. Examples of the type of information that could reasonably be expected to compromise safety include:

- Disclosing the address of a fellow firefighter.
- Otherwise disclosing where another firefighter can be located off-duty.

Member Speech, Expression, and Social Networking

1035.4 PROHIBITED SPEECH, EXPRESSION, AND CONDUCT

To meet the department's safety, performance, and public-trust needs, the following is prohibited unless the speech is otherwise protected (for example, an employee speaking as a private citizen on a matter of public concern):

- (a) Speech or expression made pursuant to an official duty that tends to compromise or damage the mission, function, reputation, or professionalism of the Apple Valley Fire Department or its members.
- (b) Speech or expression that, while not made pursuant to an official duty, is significantly linked to or related to the Apple Valley Fire Department and tends to compromise or damage the mission, function, reputation, or professionalism of the Apple Valley Fire Department or its members. Examples may include:
 - 1. Statements that indicate disregard for the law of the state or U.S. Constitution.
 - 2. Expression that demonstrates support for criminal activity.
 - 3. Participating in sexually explicit photographs or videos for compensation or distribution.
- (c) Speech or expression that could reasonably be foreseen as having a negative impact on the credibility of the member as a witness. For example, posting statements or expressions to a website that glorify or endorse dishonesty, unlawful discrimination, or illegal behavior.
- (d) Speech or expression of any form that could reasonably be foreseen as having a negative impact on the safety of the members of the Department.
- (e) Speech or expression that is contrary to the canons of the Firefighters' Code of Ethics as adopted by the Apple Valley Fire Department.
- (f) Use or disclosure, through whatever means, of any information, photograph, video, or other recording obtained or accessible as a result of employment with the Department for financial or personal gain, or any disclosure of such materials without the express authorization of the Fire Chief or the authorized designee.

Members should take reasonable and prompt action to remove any content, including content posted by others, that is in violation of this policy from any web page or website maintained by the member (e.g., social or personal website).

1035.4.1 UNAUTHORIZED ENDORSEMENTS AND ADVERTISEMENTS

Although members are not restricted from engaging in the following activities as private citizens, members may not represent the Apple Valley Fire Department or identify themselves in any way that could be reasonably perceived as representing the Apple Valley Fire Department in order to do any of the following, unless specifically authorized by the Fire Chief:

- (a) Endorse, support, oppose, or contradict any political campaign or initiative
- (b) Endorse, support, oppose, or contradict any social issue, cause, or religion

Member Speech, Expression, and Social Networking

- (c) Endorse, support, or oppose any product, service, company, or other commercial entity
- (d) Appear in any commercial, social, or nonprofit publication or any motion picture, film, video, public broadcast, or on any website

Additionally, when it can reasonably be construed that a member, acting in an individual capacity or through an outside group or organization, is affiliated with this department, the member shall give a specific disclaiming statement that any such speech or expression is not representative of the Apple Valley Fire Department.

Members retain their right to vote as they choose, to support candidates of their choice, and to express their opinions as private citizens on political subjects and candidates at all times while off-duty. However, members may not use their official authority or influence to interfere with or affect the result of an election or a nomination for office. Members are also prohibited from directly or indirectly using their official authority to coerce, command, or advise another member to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes (5 USC § 1502).

1035.4.2 POLITICAL ACTIVITY

No member shall be prohibited from engaging in political activity, unless otherwise prohibited by law, in violation of department policy, or any time a member is on-duty or in uniform.

Members shall not be coerced or required to engage in political activity.

1035.5 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails, texts, or anything published, shared, transmitted, or maintained through file-sharing software or any internet site that is accessed, transmitted, received, or reviewed on any department technology system (see the Information Technology Use Policy for additional guidance).

1035.6 CONSIDERATIONS

In determining whether to grant authorization of any speech or conduct that is prohibited under this policy, the factors that the Fire Chief or the authorized designee should consider include:

- (a) Whether the speech or conduct would negatively affect the efficiency of delivering public services.
- (b) Whether the speech or conduct would be contrary to the good order of the Department or the efficiency or morale of its members.
- (c) Whether the speech or conduct would reflect unfavorably upon the Department.
- (d) Whether the speech or conduct would negatively affect the member's appearance of impartiality in the performance of duties.
- (e) Whether similar speech or conduct has been previously authorized.
- (f) Whether the speech or conduct may be protected and outweighs any interest of the Department.

Apple Valley Fire Department

Fire Policy Manual

Member Speech, Expression, and Social Networking

1035.7 TRAINING

Subject to available resources, the Department should provide training regarding member speech and the use of social networking to firefighters and supervisors.

Badges

1036.1 PURPOSE AND SCOPE

The name of the Apple Valley Fire Department and the Department badge and uniform patches are property of the Department. This policy establishes the rules associated with Apple Valley Fire Department badges and any likeness of the badge.

1036.2 POLICY

The Apple Valley Fire Department may issue members of the Department a curved uniform badge for use or display in compliance with this policy.

Only authorized badges issued or formally authorized by this department shall be displayed, carried or worn by members while on-duty or otherwise acting in an official or authorized capacity.

1036.3 BADGE TYPES

1036.3.1 MEMBER BADGES

Curved uniform badges issued to personnel shall be clearly marked to reflect the position of the assigned member (e.g. firefighter, Fire Chief, inspectors).

- (a) Personnel shall not display the Department badge except as a part of the uniform and while on-duty, or otherwise acting in an official and authorized capacity.
- (b) Personnel shall not display the Department badge or represent themselves, on- or off-duty, in such a manner which would cause a reasonable person to believe that they occupy the rank or position of any other member of the Department.

1036.3.3 RETIREE BADGES

Upon separation with the department, members will be required to return their badges. A plaque may be given to the retired member which displays the badge ranks they held while on the department. Other uses of the badges may be unlawful. The badges will remain the property of the Apple Valley Fire Department and may be revoked in the event of misuse or abuse.

1036.3.3 MOURNING BADGE

Uniformed members shall wear a black mourning band across the uniform badge whenever a firefighter is killed in the line of duty. The following mourning periods will be observed:

- (a) A firefighter of this department: From the time of death through internment.
- (b) A firefighter from this or an adjacent county: From the time of death through internment.
- (c) Funeral attendee: While attending the funeral of an out-of-region firefighter.
- (d) As directed by the Fire Chief.

Badges

1036.4 LOSS OF BADGE

Any member who loses any badge must immediately report the loss to his/her supervisor. A badge should be considered lost whenever it is not in the direct control of the member.

1036.5 UNAUTHORIZED USE OF BADGES

No badge shall be issued to anyone other than a current or honorably retired member of the Department. Department badges are for official use only.

The Department badge, uniform patch or any likeness thereof shall not be used for personal or private reasons including, but not limited to, letters, memoranda or electronic communications, such as email, websites or web pages.

Members may not use the Department badge, uniform patch or department name in any material (printed matter, products or other items) without approval of the Fire Chief.

Members shall not loan their department badge to others and shall not permit the badge to be reproduced or duplicated.

1036.6 PERMITTED BADGE USE BY MEMBER GROUPS

The likeness of the Department badge shall not be used by any member group without the express prior authorization of the Fire Chief and shall be subject to the following:

- (a) The member associations may use the likeness of the Department badge for merchandise and official association business provided the merchandise is used in a clear representation of the association and not the Apple Valley Fire Department. The following modifications shall be included:
 - 1. Any text referring to the Apple Valley Fire Department shall be replaced with the name of the member association.
 - 2. The badge number portion of the image shall display the name or acronym of the member association.

Family and Medical Leave

1037.1 PURPOSE AND SCOPE

The purpose of this policy is to provide general guidance for managing unpaid leave for eligible employees for qualified medical and family reasons, including (29 USC § 2612):

- The birth, adoption, or foster care placement of a child.
- To care for an immediate family member (spouse, child, or parent) with a serious health condition.
- When an employee is unable to work because of his/her own serious health condition.
- To care for a spouse, son, daughter, parent, or next of kin who is a service member of the United States Armed Forces and has a serious injury or illness incurred in the line of duty.

This policy does not address all possible situations and circumstances that may arise when an employee requests leave for family or medical reasons. As these leave situations arise, supervisors should consult with Human Resources or legal counsel to obtain specific guidance regarding leave rights and obligations.

Nothing in this policy supersedes any provision of any local rule, or any law that provides greater family or medical leave rights.

1037.1.1 DEFINITIONS

Definitions related to this policy include:

Child - A child under 18 years of age, or 18 years of age or older who is incapable of self-care because of a mental or physical disability (29 USC § 2611; 29 CFR 825.122). An employee's child is one for whom the employee has actual day-to-day responsibility for care and includes a biological, adopted, or foster child; stepchild; or a child for whom the employee is standing in loco parentis (in place of a parent).

FMLA - The federal Family and Medical Leave Act (29 USC § 2601 et seq.).

Qualified health care professional - A physician, surgeon, doctor of osteopathy, podiatrist, dentist, psychologist, optometrist, nurse practitioner, nurse midwife, clinical social worker, or physician assistant duly licensed and authorized to practice medicine; chiropractors for some purposes; any health care provider from whom the Department benefits plan will accept certification of the existence of a serious health condition to substantiate a claim for benefits (29 CFR 825.125).

Spouse - The person with whom an employee has entered into a marriage defined or recognized by the location in which the marriage was entered into (29 USC § 2611(13); 29 CFR 825.102; 29 CFR 825.122).

Family and Medical Leave

1037.2 POLICY

It is the policy of the Apple Valley Fire Department to manage unpaid leave for eligible employees for qualified medical and family reasons in compliance with federal and state law.

1037.3 ELIGIBLE EMPLOYEES

Employees are eligible for FMLA after working for the Apple Valley Fire Department for at least one year and completing 1,250 hours over the 12 months prior to the commencement of the leave (29 USC § 2611; 29 CFR 825.110). Employees may not be eligible for leave if there are less than 50 other employees within 75 miles of the employee's work site.

1037.4 TYPE AND DURATION OF LEAVE

Generally, eligible employees are entitled under FMLA to 12 work weeks of unpaid leave during a 12-month period (29 USC § 2612; 29 CFR 825.100). Up to 26 weeks of unpaid leave during a single 12-month period may be available to care for certain injured military service members. The 12-month period is measured backward from the date leave is taken and continuously with each additional leave day taken.

1037.4.1 SERIOUS HEALTH CONDITIONS

Eligible employees may take up to 12 weeks of leave to care for a spouse, child, or parent with a serious health condition or when the employee is unable to work because of his/her own serious health condition (29 USC § 2612(a)(1)(C); 29 USC § 2612(a)(1)(D); 29 CFR 825.200).

If both spouses are employed by the Apple Valley Fire Department, the combined number of work weeks to care for a sick parent is limited to 12 work weeks during any 12-month period (29 USC § 2612(f); 29 CFR 825.201).

Generally, a serious health condition is an illness, injury, impairment, or physical or mental condition that involves (29 USC § 2611; 29 CFR 825.113):

- An overnight stay in a hospital, hospice, or residential medical care facility (29 CFR 825.114).
- Continuing treatment by a qualified health care professional due to a serious health condition of more than three full consecutive calendar days (29 CFR 825.115(a)).
- Any period of incapacity due to pregnancy complications or prenatal care (29 CFR 825.115(b)).
- A chronic condition which requires treatment (29 CFR 825.115(c)).
- A permanent condition for which treatment may not be effective (such as Alzheimer's or the terminal stages of a disease) (29 CFR 825.115(d)).
- Any period of absence to receive multiple treatments, including any recovery period, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days without medical intervention or treatment (such as cancer chemotherapy or physical therapy for arthritis) (29 CFR 825.115(e)).

Family and Medical Leave

1037.4.2 BIRTH OR PLACEMENT OF A CHILD

Eligible employees may take up to 12 weeks of leave for the birth, adoption, or foster care placement of a child of the employee (29 USC § 2612; 29 CFR 825.200). The leave must be concluded within one year of the birth or placement of the child (29 CFR 825.120; 29 CFR 825.121).

If both parents are employed by the Apple Valley Fire Department, the combined number of work weeks of leave is limited to 12 work weeks during any 12-month period (29 USC § 2612(f), 29 CFR 825.120; 29 CFR 825.121).

1037.4.3 MILITARY EXIGENCY LEAVE

Eligible employees may take service member leave of up to 12 weeks for qualifying exigencies occurring because a spouse, child, or parent is on covered active duty or has been notified of an impending order to active duty (29 USC § 2612(a)(1)(E); 29 CFR 825.200). This type of leave is available to a family member of a person in the National Guard, Reserves, or members of the regular Armed Forces deployed to a foreign country. Qualifying exigencies include (29 CFR 825.126):

- Addressing issues that arise from a short notice (seven or less days) deployment.
- Attending military events related to the active duty or call to duty.
- Attending family support or assistance programs.
- Making child care or educational arrangements or attending school activities arising from active duty or a call to active duty.
- Making financial and legal arrangements.
- Spending time with a military member who is on short-term rest-and-recuperation leave during a period of deployment.
- Attending post-deployment activities.
- Addressing issues that arise from the death of a military member, such as making funeral arrangements.
- Caring for a military employee's parent who is incapable of self-care, such as providing care on an immediate need basis or arranging for alternative care.

1037.4.4 MILITARY CAREGIVER LEAVE

Eligible employees may take up to 26 weeks of leave in a single 12-month period to care for a spouse, son, daughter, parent, or next of kin who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces, provided that such injury or illness may render the family member medically unfit to perform work (29 USC § 2612; 29 CFR 825.200).

Military caregiver leave is also available to family members of covered veterans who were members of the Armed Forces, including the National Guard or Reserves, at any point in the five years preceding the date on which the veteran undergoes medical treatment, recuperation, or therapy (29 USC § 2612; 29 CFR 825.127).

Family and Medical Leave

During the single 12-month period, employees are entitled to no more than a combined total of 26 weeks of FMLA leave. In any case in which both spouses are employed by the Apple Valley Fire Department, the combined number of work weeks of leave is limited to 26 work weeks during any 12-month period (29 USC § 2612(f); 29 CFR 825.127).

Service member FMLA leave runs concurrent with other leave entitlements provided under federal, state, and local law. Where FMLA leave qualifies as both military caregiver leave and care for a family member with a serious health condition, the leave will be designated as military caregiver leave first.

1037.4.5 FAMILY MILITARY LEAVE

An eligible employee who has a parent, child, grandparent, sibling, or spouse who is a member of the United States Armed Forces and has been injured or killed while engaged in active service is entitled to 10 working days of unpaid leave (Minn. Stat. § 181.947).

1037.4.6 INTERMITTENT LEAVE

An employee may take leave for the employee's own serious health condition, for the serious health condition of the employee's spouse, child, or parent, or to care for a covered service member with a serious injury or illness, intermittently or on a reduced schedule if medically necessary, and if that medical need can best be accommodated by an intermittent schedule as defined in federal law (29 USC § 2612(b); 29 CFR 825.202; 29 CFR 825.124).

Leave due to a military exigency may be taken on an intermittent or reduced-leave schedule (29 CFR 825.202).

Intermittent leave for the birth, adoption, or foster care placement of a child is only available if granted at the discretion of the Fire Chief, unless the employee has a serious health condition in connection with the birth or if the newborn child has a serious health condition (29 CFR 825.120; 29 CFR 825.121).

Intermittent leave for any employee shall be tracked and calculated.

1037.4.7 PREGNANCY DISABILITY LEAVE

Pregnant employees who are disabled by pregnancy may be entitled to a disability leave in addition to any FMLA leave. The duration of leave is dependent on the circumstances. The Department shall defer to a pregnant member's qualified health care professional in assessing the member's ability to work (Minn. Stat. § 363A.08, Subd. 5).

1037.4.8 PREGNANCY AND PARENTING LEAVE

An eligible employee may be entitled to unpaid pregnancy and parenting leave of up to twelve weeks in accordance with Minn. Stat. § 181.941. This includes leave in conjunction with the birth or adoption of a child or for a female employee for prenatal care or for incapacity due to pregnancy, childbirth or related health conditions. The leave may be extended beyond twelve weeks if authorized by the Fire Chief. Leave shall begin at the request of the employee and if related to the birth or adoption of a child, must be taken within twelve months of the birth or adoption

Family and Medical Leave

unless the child was hospitalized in which case the leave must begin within twelve months of the child's release. The length of the leave may be reduced as provided by Minn. Stat. § 181.943. Employees should contact Human Resources or legal counsel regarding continued coverage of any group insurance plan during parenting leave.

An employee is entitled to take up to 16 hours of unpaid leave each year to attend a child's (including a foster child's) school conference or school-related activity, provided that the conference or activity cannot be scheduled during non-working hours. An employee should make every effort to schedule the leave to avoid disrupting the operation of the Department (Minn. Stat. § 181.9412).

1037.5 EMPLOYEE BENEFITS WHILE ON LEAVE

While on leave, employees will continue to be covered by any group health insurance to the same extent that coverage is provided while the employee is on the job (29 USC § 2614(c); 29 CFR 825.209). However, employees will not continue to be covered under non-health benefit plans.

Employees are responsible for any health plan employee contributions while on leave (29 CFR 825.210). Employee contribution rates are subject to any change in rates that occurs while the employee is on leave. If an employee fails to return to work after his/her leave entitlement has been exhausted or expires, the Department may recover its share of health plan premiums for the entire leave period unless the employee does not return because of the continuation, recurrence or onset of a serious health condition of the employee or his/her family member that would entitle the employee to leave, or because of circumstances beyond the employee's control (29 CFR 825.213). The Department may recover premiums through deduction from any sums (e.g., unpaid wages, vacation pay).

Employees may not earn additional time off while on unpaid leave.

1037.6 PROCEDURES

The following procedures will apply for all employees requesting leave under FMLA:

- (a) When a leave is requested for a medical or other FMLA-related treatment appointment, the employee must make a reasonable effort to schedule the appointment at a time that minimizes disruption to the Department's operations (29 USC § 2612; 29 CFR 825.302).
- (b) An employee who wishes to take FMLA must provide his/her supervisor with 30 days advanced notice when the leave is foreseeable or as soon as practicable if the need for leave is not foreseeable (29 USC § 2612; 29 CFR 825.302; 29 CFR 825.303).
- (c) At the time of the request, the employee must complete a Family and Medical Leave Act Request form.

Requests for medical leave shall be accompanied by a qualified health care professional statement, including the date on which the serious health condition began and the estimated date of return to work (29 USC § 2613; 29 CFR 825.302).

Family and Medical Leave

Once the leave is requested or designated by the Department, the supervisor should forward the request and any medical certifications to the Human Resources and ensure the employee is provided the necessary forms and FMLA information within five days (29 CFR 825.300).

Employees are required to provide medical certification of a qualified health care professional or military documentation, if requested (29 CFR 825.305; 29 CFR 825.308; 29 CFR 825.309; 29 CFR 825.310).

Employees shall be required to periodically report on their status and intent to return to work (29 USC § 2614; 29 CFR 825.311). This may assist in avoiding a delay in reinstatement when the employee is ready to return to work.

Employees returning from a medical leave from the employee's own serious health condition will be required to present medical verification from a qualified health care professional of the employee's ability to return to work and a list of any restrictions that need to be accommodated (29 USC § 2614; 29 CFR 825.100; 29 CFR 825.312).

1037.7 REINSTATEMENT FOLLOWING LEAVE

Generally, employees returning from FMLA leave within the qualified period will be restored to their original job or to an equivalent job with equivalent pay and benefits (but not seniority), unless the employee would not otherwise have been employed at the time reinstatement is requested (e.g., in the case of a layoff) (29 USC § 2614; 29 CFR 825.214; 29 CFR 825.216).

If the same position is no longer available, such as in a layoff, the employee will be entitled to a position that is comparable in pay, job content, and promotional opportunities and geographic location, if such a comparable position exists.

If upon return from leave an employee is unable to perform the essential functions of the job because of a physical or mental disability, the supervisor should work with Human Resources or legal counsel to engage in an interactive process with the employee to identify a potential reasonable accommodation.

After exhausting paid FMLA leave, non-paid leave will continue until the conclusion of the protected 12- or 26-week time limit. Following the protected leave, the Fire Chief, in consultation with the legal counsel or Human Resources will determine whether non-FMLA leave should apply.

1037.8 RESPONSIBILITY

Supervisors should work with Human Resources or legal counsel regarding questions relating to leave or reinstatement from leave under this policy. Human Resources should advise the supervisor and inform members of their rights and responsibilities.

1037.9 RECORDS

The Department will maintain leave-related records as required by 29 CFR 825.500 for at least three years and in compliance with the Department's established records retention schedule.

Apple Valley Fire Department

Fire Policy Manual

Family and Medical Leave

Records and documents related to doctor certifications and other medical information created for purposes of complying with FMLA and this policy shall be maintained as confidential medical records in separate files from employee personnel files.

1037.10 NOTICE TO EMPLOYEES

The Human Resource Manager should ensure that a notice explaining the FMLA's provisions and procedures is prominently posted in conspicuous places in the Department where it can be readily seen by all employees and applicants for employment. Electronic posting is sufficient as long as the other posting requirements have been met as provided by 29 CFR 825.300 (29 CFR 825.300).

Anti-Retaliation

1038.1 PURPOSE AND SCOPE

This policy prohibits retaliation against members who identify workplace issues, such as fraud, waste, abuse of authority, gross mismanagement or any inappropriate conduct or practices, including violations that may pose a threat to the health, safety or well-being of members.

This policy does not prohibit actions taken for nondiscriminatory or non-retaliatory reasons, such as discipline for cause.

These guidelines are intended to supplement and not limit members' access to other applicable remedies. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, law, or ordinance.

1038.2 POLICY

The Apple Valley Fire Department has a zero tolerance for retaliation and is committed to taking reasonable steps to protect from retaliation members who, in good faith, engage in permitted behavior or who report or participate in the reporting or investigation of workplace issues. All complaints of retaliation will be taken seriously and will be promptly and appropriately investigated.

1038.3 RETALIATION PROHIBITED

No member may retaliate against any person for engaging in lawful or otherwise permitted behavior; for opposing a practice believed to be unlawful, unethical, discriminatory or retaliatory; for reporting or making a complaint under this policy; or for participating in any investigation related to a complaint under this or any other policy.

Retaliation includes any adverse action or conduct, including, but not limited to:

- Refusing to hire or denying a promotion.
- Extending the probationary period.
- Unjustified reassignment of duties or change of work schedule.
- Real or implied threats or other forms of intimidation to dissuade the reporting of wrongdoing or filing of a complaint, or as a consequence of having reported or participated in protected activity.
- Taking unwarranted disciplinary action.
- Spreading rumors about the person filing the complaint or about the alleged wrongdoing.
- Shunning or unreasonably avoiding a person because he/she has engaged in protected activity.

Anti-Retaliation

1038.4 COMPLAINTS OF RETALIATION

Any member who feels he/she has been retaliated against in violation of this policy should promptly report the matter to any supervisor, a command staff member, the Fire Chief or the City Human Resource Manager.

Members shall act in good faith, not engage in unwarranted reporting of trivial or minor deviations or transgressions, and make reasonable efforts to verify facts before making any complaint in order to avoid baseless allegations. Members shall not report or state an intention to report information or an allegation knowing it to be false or with willful or reckless disregard for the truth or falsity of the information, or otherwise act in bad faith.

Investigations are generally more effective when the identity of the reporting member is known, thereby allowing investigators to obtain additional information from the reporting member. However, complaints may be made anonymously. All reasonable efforts shall be made to protect the reporting member's identity. However, confidential information may be disclosed to the extent required by law or to the degree necessary to conduct an adequate investigation and make a determination regarding a complaint. In some situations, the investigative process may not be complete unless the source of the information and a statement by the member is part of the investigative process.

1038.5 SUPERVISOR RESPONSIBILITIES

Supervisors are expected to remain familiar with this policy and ensure that members under their command are aware of its provisions.

The responsibilities of supervisors include, but are not limited to:

- (a) Ensuring complaints of retaliation are investigated as provided in the Personnel Complaints and Disciplinary Investigations Policy.
- (b) Receiving all complaints in a fair and impartial manner.
- (c) Documenting the complaint and any steps taken to resolve the problem.
- (d) Acknowledging receipt of the complaint, notifying the Fire Chief via the chain of command and explaining to the member how the complaint will be handled.
- (e) Taking appropriate and reasonable steps to mitigate any further violations of this policy.
- (f) Monitoring the work environment to ensure that any member making a complaint is not subjected to further retaliation.
- (g) Periodically following up with the complainant to ensure that retaliation is not continuing.
- (h) Not interfering with or denying the right of a member to make any complaint.

1038.6 COMMAND STAFF RESPONSIBILITIES

The Fire Chief should communicate to all supervisors the prohibition against retaliation.

Anti-Retaliation

Command staff shall treat all complaints as serious matters and shall ensure that prompt actions take place, including, but not limited to:

- (a) Communicating to all members the prohibition against retaliation.
- (b) Reviewing complaint investigations in a timely manner.
- (c) Taking steps toward remediation of any inappropriate conduct or condition and instituting measures to eliminate or minimize the likelihood of recurrence.
- (d) Communicating the outcome to the complainant in a timely manner.

1038.7 WHISTLE-BLOWING

The Minnesota Whistleblower Act protects an employee who, in good faith (Minn. Stat. § 181.932):

- (a) Communicates a violation of any law or rule to the Department or to any government body or law enforcement official.
- (b) Participates in an investigation, hearing, or inquiry at the request of a public body or office.
- (c) Refuses an order to perform an act that the employee objectively believes violates a law, rule, or regulation, and informs the employer of the reason.
- (d) Reports a situation where the quality of health care services provided by a health care facility or provider violates a state or federal standard and potentially places the public at risk of harm.
- (e) Communicates the findings of a technical or scientific study that the employee believes, in good faith, to be truthful and accurate.

Members who believe they have been the subject of retaliation for engaging in such protected behaviors should promptly report it to a supervisor. Supervisors should refer the complaint to the Fire Chief or the authorized designee through the appropriate supervisory chain of command for investigation pursuant to the Personnel Complaints and Disciplinary Investigations Policy.

1038.8 RECORDS RETENTION AND RELEASE

The Custodian of Records shall ensure that documentation of investigations is maintained in accordance with the established records retention schedules.

1038.9 TRAINING

This policy should be reviewed with each new member.

All members should receive periodic refresher training on the requirements of this policy.

Attendance and Leaves

1039.1 PURPOSE AND SCOPE

The Apple Valley Fire Department depends on the active participation of all members to be successful in meeting the Department mission. Members are expected to regularly respond to emergency and non-emergency calls for service and to attend Department trainings and meetings.

In addition, special work details and events may be assigned by a Department Officer.

1039.2 POLICY

If a member cannot attend or fully participate in calls for service or training due to a medical condition or emergency, they should contact their supervising officer as early as possible. The supervising officer should always be informed of a member's expected date of return.

Regular attendance is an essential component of a member's performance and may be considered when making recommendations for promotions and/or educational opportunities. Unexcused absences may be subject to disciplinary action.

1039.3 CALL RESPONSE ATTENDANCE

The Apple Valley Fire Department is responsible for responding to emergency and non-emergency situations in a timely fashion with adequate resources. Members are encouraged to respond to as many calls for service as possible. All members must respond to a minimum of 30% of paged calls assigned to their station. Non-paged calls will not be counted towards the total number of calls assigned to one's station. If a member responds to a call for service out of another station, it will be figured into a member's percentage, by raising the number of calls for which the member is responsible.

Attendance for calls will be taken after appropriate time has been allowed for members to reach the fire station. Members are generally expected to respond to a call within ten minutes and to remain until the call and all necessary responsibilities are completed.

When a firefighter is not able to respond on a call at his/her station because they are performing Fire Department business, for which there is no payment, the person shall be paid and receive percentage credit for the call which they missed.

Calls for service that occur during external training or business that require out-of-town lodging for a multi-day period or for which a member is receiving a per diem will not count against a member's percentage. It will reduce the number of calls for which the member is responsible, by eliminating out of the percentage equations those calls paged at a member's station during the training period.

When a firefighter is not able to respond to a call because he/she is attending a school, convention, or other function for which he/she is not receiving per diem, or some other compensation, then he/she shall receive percentage credit for calls for their station, and pay.

Attendance and Leaves

Call percentages are evaluated quarterly. When a member does not meet the quarterly call response attendance requirements, the discipline process will be implemented following the release of the quarterly percentages.

1039.4 TRAINING DRILL ATTENDANCE

The Apple Valley Fire Department believes in the positive relationship between member training participation and high levels of performance and safety. Members are strongly encouraged to attend all regularly scheduled training drills. All members must attend a minimum of 30% of the total regularly scheduled training drills, Monday nights and Thursday mornings.

Training drills that occur during external training or business that requires out-of-town lodging for a multi-day period or for which a member is receiving a per diem will not count against a member's percentages. It will reduce the number of training drills for which the member is responsible, by eliminating out of the percentage equation those drills scheduled during the training period.

All members must satisfactorily complete mandatory Department trainings. If a firefighter is unable to attend a mandatory training, they must contact their immediate supervising officer or the training officer to make up the training as soon as possible. Mandatory drills may include but not limited to:

- Live Burn
- Skills Drills
- EMR Refresher
- Emergency Driving
- Assigned Online Training

Scheduled training drills that fall on holidays observed by the City will be conducted at the discretion of the Fire Chief or Training Officer. Such drills shall be optional and shall not count against a firefighters training drill percentage.

Special drills may be conducted, at the discretion of the Fire Chief or Training Officer.

Training drill percentages are evaluated quarterly. When a member does not meet the quarterly training attendance requirements, the discipline process will be implemented following the release of the quarterly percentages.

1039.5 LEAVES

1039.5.1 VACATION

Vacation is available for members to use at their discretion to cover absences from firefighter obligations because of personal vacations, family needs, school programs, or personal needs.

Vacation time is unpaid and will count as active service time.

Apple Valley Fire Department

Fire Policy Manual

Attendance and Leaves

Members will be allowed to claim up to a maximum of four (4) weeks' vacation time within a calendar year, based on the following years of active service with the Apple Valley Fire Department.

From Date of Hire to beginning of 5 th year of membership	2 weeks
From 5 th year to beginning of 10 th year of membership	3 weeks
From 10 th year of membership and beyond	4 weeks

Unused vacation time will not carry over into future calendar years and shall be used in one week increments (seven consecutive days). Vacation must be requested in writing, using a Department vacation form and signed by the member's supervising officer at least two days prior to the start of the identified period. Verbal permission will only be allowed in an emergency situation and must be approved by an officer within a member's station or a chief officer.

There shall be no more than five members of any given station granted vacation concurrently. Vacation will be approved on a first come first served basis.

Calls for service and training drills that occur during requested vacation periods will not count against a member's percentages. It will reduce the number of calls and training drills for which the member is responsible, by eliminating out of the percentage equation those calls paged at a member's station and drills scheduled during the vacation period.

If a member responds to a call for service or training drill during their requested vacation period, it will be figured into a member's percentage, by raising the number of calls or training drills for which the member is responsible.

1039.5.2 PERSONAL LEAVES OF ABSENCES

Upon the approval of the Fire Chief, members can request a personal leave of absence. Personal leaves of absence will be no fewer than two months, and may be extended in one-month increments, generally not exceeding twelve months in the previous ten years of membership. In situations where a member requests a personal leave that will exceed twelve months in a ten-year period, the Fire Chief and/or human resources staff will consider on a case-by-case basis. Members on personal leave for a period of more than three months will forfeit rank, position, and committee involvement and must reapply for any leadership position or committee involvement upon return and availability of open positions. Members need to make the appropriate arrangements with their supervising officer to fulfill the duties of their position upon return and must also contact the training officer to arrange for makeup of any missed mandatory training.

Members on leave of absence are exempt from call response and training drill percentages, and do not respond to calls or attend training drills. Members taking a leave or returning from a leave

Attendance and Leaves

of absence will have their call and training drill percentages pro-rated to exclude leave time from the quarterly evaluation period.

Members on Personal Leave of Absence do not accrue active service time.

1039.5.3 MEDICAL LEAVE (OFF DUTY)

Medical leave of absence (off-duty) may be granted for a medical condition, injury, or illness unrelated to Department or firefighting duties. Members who are in need of a medical leave should notify their supervising officer as soon as possible. Members will be required to provide appropriate verification from a health care provider within the amount of time as directed by the Fire Chief and/or human resources staff, in accordance with any applicable laws. For requests for medical leaves of three months or more, the Fire Chief and/or human resources staff will consider and approve on a case-by-case basis, in consideration of applicable policies and laws.

Members will be required to provide written release from their medical care provider before being given approval to return to active service. The Apple Valley Fire Department may require evaluation by the City's occupational health care consultant, or an independent medical provider regarding medical leave extensions, approval to return to active service, or determining the viability of returning to full department/firefighting duties. Members on medical leave will be notified in writing by the Fire Chief or designee when they are approved to return to active service duties.

Members on medical leave are exempt from call response and training drill percentages, and do not respond to calls or attend training drills. Members taking a medical leave (off duty) will have their call and training drill percentages pro-rated to exclude leave time from the quarterly evaluation period.

Members need to make the appropriate arrangements with their supervising officer to fulfill the duties of their position upon return and must also contact the training officer to arrange for makeup of any missed mandatory training.

Members on Medical Leave (Off Duty) accrue active service time.

1039.5.4 MEDICAL LEAVE (LINE OF DUTY)

Medical leave of absence (line of duty) may be granted for a medical condition, injury, or illness related to Department or firefighting duties. Members injured in the line of duty must report the injury to the supervisor in charge immediately. Supervisors will report the injury to the Fire Chief or designee, who will report the injury to Human Resources and work together to coordinate any necessary follow up actions.

The Apple Valley Fire Department will require evaluation by the City's occupational health care consultant before a member is granted a medical leave (line of duty). The Apple Valley Fire Department will work in coordination with a member's treating medical provider(s), the City's occupational health care consultant, and/or an independent medical provider regarding approval to return to active service, or determining the viability of returning to Department or firefighting duties. Members on medical leave will be notified in writing by the Fire Chief or designee when they are approved to return to active service duties.

Apple Valley Fire Department

Fire Policy Manual

Attendance and Leaves

Members on medical leave are exempt from call response and training drill percentages, and do not respond to calls or attend training drills. Members taking a medical leave (line of duty) will have their call and training drill percentages pro-rated to exclude leave time from the quarterly evaluation period.

Members need to make the appropriate arrangements with their supervising officer to fulfill the duties of their position upon return and must also contact the training officer to arrange for makeup of any missed mandatory training.

Members on Medical Leave (Line of Duty) accrue active service time.

1039.5.5 MILITARY LEAVE

See Military Leave policy.

1039.5.6 UNREQUESTED LEAVE OF ABSENCES

Members who have not attended a training drill or responded to a call for at least 45 days (inclusive of approved vacation) shall be considered as being on unrequested leave of absence. The Fire Chief shall notify any member by certified mail that their membership with the Apple Valley Fire Department will fully terminate if they have not applied to the Fire Chief for reinstatement within 30 days from the date of the letter.

Benefits

1040.1 PURPOSE AND SCOPE

The purpose of this policy is to outline benefits available to members.

1040.2 POLICY

This policy shall be applicable to members as stated.

1040.3 RETIREMENT PROGRAM

The City offers a generous retirement benefit to Apple Valley Fire Department members who meet the minimum requirements of accrued active service time as established in the bylaws of the Apple Valley Firefighters Relief Association (AVFRA). The retirement program is maintained by the AVFRA. Specific details of the program can be found in the bylaws of the AVFRA.

1040.4 COMPENSATION

The City Council shall determine by resolution the paid-on-call firefighter compensation rate for attending training drills, responding to calls, and fire officer's compensation. Firefighters will be credited a minimum of one hour of pay for each call or drill attended, and will be paid in half hour increments (rounding forward to the next half hour) for any time beyond one hour.

1040.5 MEMBER ASSISTANCE PROGRAMS

1040.5.1 EMPLOYEE ASSISTANCE PROGRAM

The City provides a confidential assessment and referral service through its healthcare provider, to assist members and their families in solving problems. Members and their families have access to certified social service counselors 24 hours a day at no cost. These counselors can assist with personal, departmental concerns, family issues, legal concerns, financial planning, and many other issues that may cause stress or concern. Members can contact the City's provider anonymously, by picking up a brochure and instructions located at each fire station, fire administration, and/or the City's human resources department.

1040.5.2 CRITICAL INCIDENT STRESS

A critical incident stress debriefing group session, led by a team of specially trained mental health professionals and peer counselors is provided to any Apple Valley Fire Department member who requests a session following a critical incident. See the Critical Incident Stress Debriefing policy for more information.

1040.6 WELLNESS PROGRAMS

Health and wellness is important for all members. The City promotes improved health and fitness by inviting all members to the annual health fair, by approving appropriate requests for exercise equipment in the stations, and by offering a variety of health activities throughout each year. See the Wellness Program policy for more information.

Apple Valley Fire Department

Fire Policy Manual

Benefits

1040.7 TRAINING AND DEVELOPMENT

In addition to the Department training requirements, members are encouraged to seek outside training opportunities that will enhance their skills and knowledge as it relates to their positions with the Apple Valley Fire Department. Approved training will be paid for by the Department. Members who do not complete the approved training may be required to reimburse the Department.

Chapter 11 - Facility

Facility Security

1100.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the physical security of fire stations and other department facilities. The safety and security of department members is the primary purpose of this policy. Department members should be mindful of their responsibility to protect themselves from any potential physical threats and to protect the security of department facilities.

1100.2 POLICY

It is the policy of the Apple Valley Fire Department to provide physical security measures for all facilities under department control.

1100.3 GUIDELINES

Members are responsible for ensuring that all department facilities remain secured from unauthorized access at all times.

Department members should apply the following guidelines whenever practicable.

1100.3.1 ADMINISTRATION, FIRE PREVENTION AND OTHER PUBLIC ACCESS AREAS

Public access facilities should only be accessible to the public during published business hours and only when sufficient staffing is available to monitor the movement of visitors and restrict access to areas containing confidential or sensitive materials or information. Any facility allowing access to the public should have a designated reception area and some method of limiting public access to controlled areas.

A visitor control process should be implemented at each facility that allows public access. The control process should include a visitor's log. Each visitor should record his/her name and purpose of the visit. Completed visitor logs should be retained for the period prescribed in the Department's records retention schedule. All visitors entering controlled areas of any facility that allows public access should be issued a visitor's badge. The badge should be prominently displayed on the outermost layer of the visitor's clothing throughout the visitor's stay in the facility. Visitors should be accompanied at all times while inside the controlled areas of the facility and monitored throughout the visit.

Members of the public should be prohibited from using photographic, electronic imaging or recording equipment while inside the controlled areas of the facility, unless such use is necessary for the business purpose of the visit and then only with the approval of the facility's manager or a chief officer.

No public access to the facility should be permitted outside of the published business hours. The facility should be secured against unauthorized entry when closed or when sufficient department personnel are not available to monitor visitor access.

Facility Security

1100.3.2 FIRE STATIONS

Fire stations are considered secure facilities with limited public access. Public access to a fire station shall only be permitted into the designated public access area, which should be kept free of confidential records, reports or other protected materials.

A member of the Department should accompany any visitor entering the controlled areas of the fire station. All visitors should be monitored throughout their stay in the fire station. The public should not be allowed access to the member sleeping quarters of the station or to any area where members have private lockers or storage for personal belongings.

All fire station exterior doors should be equipped with self-closing and self-locking doors. All exterior doors should be kept closed and locked at all times, including apparatus bay doors, unless a member is present to prevent unauthorized access. All points of access to the fire station should be closed and locked any time no members are present. All exterior storage rooms, lockers or other facilities should remain locked at all times unless directly observed by a member.

1100.3.3 BREACH OF SECURITY

All members are responsible for assisting in maintaining the security of department facilities.

Any breach in security should be reported as soon as practicable, through the chain of command.

Any criminal activity that occurs and posed or poses a threat to department members should immediately be reported to local law enforcement. If warranted by conditions or circumstances, all members who may be directly affected should be notified of the incident and any recommended precautions as soon as practicable. Other members of the should be notified of the incident as soon as practicable, given the totality of the circumstances.

1100.3.4 SUSPICIOUS ACTIVITY

Department members should be vigilant about any suspicious activity occurring in or around department facilities and should report any such activity, through the chain of command. In some circumstances it may be necessary to immediately contact law enforcement to investigate a suspicious activity or circumstance. Suspicious activity may include, but is not limited to:

- Anyone attempting to gain access or requesting access to department facilities without proper authorization.
- Any abandoned packages or other items left on department grounds or adjacent to department facilities.
- Any unknown or abandoned vehicles left on department grounds or adjacent to the Department facility.

Department Use of Fire Detection and Suppression Systems

1101.1 PURPOSE AND SCOPE

Automatic fire detection and suppression systems can enhance safety and preserve property in the event of a fire. This policy addresses the limitations and requirements of using facilities equipped with automatic fire detection and suppression systems for department-sponsored functions.

1101.2 POLICY

It is the policy of the Apple Valley Fire Department to enhance the safety of its members and preserve property by providing workspace equipped with fire detection and suppression systems when reasonably practicable. Department members should also promote the use of space equipped with fire detection and suppression systems within the community.

1101.3 PROCEDURE

When reasonably practicable, the Department should use only those facilities with automatic fire detection and suppression systems installed throughout when renting or acquiring office space, conference rooms or other facilities for department-sponsored functions.

Department members should also encourage fire service and other groups to use facilities and lodging that are protected by automatic fire detection and suppression systems for their sponsored activities.

Waste Water Discharge

1102.1 PURPOSE AND SCOPE

The practices detailed in this policy are intended to minimize run-off releases associated with firefighting, fire training, emergency scene spills and discharges, trauma scene waste management and fire facility maintenance activities.

1102.2 POLICY

It is the policy of the Apple Valley Fire Department to adhere to local, state and federal regulations established to minimize the adverse impacts to the environment from waste water discharges by ensuring best management practices for department activities.

1102.3 NON-EMERGENCY ACTIVITIES

1102.3.1 DISCHARGES ASSOCIATED WITH FIRE TRAINING ACTIVITIES

Training activities should be performed in a manner that reduces or prevents discharges to the storm water systems. When discharge into the storm water system is unavoidable (e.g., equipment failures) the following measures should be implemented to minimize the impact to water quality:

- (a) Fire training should be conducted, where feasible, in facilities where run-off controls that protect the storm drain system have been engineered and built into the facility.
- (b) Direct water flows to landscape or greenbelt areas whenever possible.
- (c) When flowing water cannot be contained in the landscape areas, survey the area prior to the training exercise to ensure that debris will not enter the storm water system as a result of water flow generated during the drill.
- (d) When practicable and necessary, divert flows to the sewer, with the permission of the local sewer agency.
- (e) Use fog streams for short durations.
- (f) Use lower gallon per minute nozzle settings.
- (g) Prevent discharge of foam to the storm drain system. If training activities involve the use of foam, block off all potentially affected storm drain inlets with plastic sheeting and sandbags, construct a temporary berm, collect the run-off and discharge to the sanitary sewer after a de-foaming agent has been applied.

1102.3.2 VEHICLE AND EQUIPMENT WASHING AND CLEANING

The following should be considered in order to prevent or reduce the discharge of pollutants to the storm drain system from vehicle and equipment washing and cleaning:

- (a) Use cleaning methods that employ the minimal use of water, such as a wet chamois or non-water rinse, when applicable.
- (b) Limit the use of all cleaning agents and when feasible; use only water.

Waste Water Discharge

- (c) Remove debris from any area or facility that is used for washing and/or cleaning vehicles.
- (d) Direct water flows to landscape or green areas, or contain the water on-site and allow it to evaporate and infiltrate whenever it is safe to do so without causing damage or erosion.
- (e) Use designated wash areas (preferably covered and bermed) to contain and/or divert the wash water to the sewer, either through the use of a wet-vac or a plumbed sanitary sewer connection.
- (f) Use self-contained water recycling systems.
- (g) Use off-site commercial washing and steam-cleaning facilities. Prohibit all steam cleaning discharge from entering the storm drain. Direct all steam-cleaning discharge to the sanitary sewer.

1102.3.3 VEHICLE FUELING

- (a) The following measures should be taken to reduce the impact to storm water:
 - 1. The fueling area should be protected from storm water by installing a canopy.
 - 2. Pave fueling area surfaces with Portland cement concrete (or other equivalent smooth impervious surface) with a 2 percent to 4 percent slope to prevent puddles.
 - 3. Keep perimeter drains clear of debris at all times.
 - 4. If a perimeter drain is not installed, install a berm or graded area to prevent run-off of storm water and spilled liquids.
 - 5. Use a dead-end sump to collect spills or install an oil-water separator.
 - 6. Utilize vapor recovery nozzles to help control drips as well as air pollution.
 - 7. Maintain a spill control kit at the refueling site.
- (b) When fueling fire vehicles, members should take the following measures to prevent fuel spills and leaks:
 - 1. Avoid fueling during rainy conditions in fuel areas that do not have a canopy.
 - 2. The person refueling shall not leave the fueling area while fuel is flowing from the pump.
 - 3. Avoid topping-off fuel tanks.
 - 4. Use absorbent material on small spills and for general cleaning rather than hosing down an area. Remove the absorbent material promptly and dispose as hazardous waste.

Waste Water Discharge

5. Avoid mobile fueling during non-emergency events if the vehicles and/or equipment can be brought to the refueling facility.

1102.3.4 VEHICLE AND EQUIPMENT MAINTENANCE AND REPAIR

A “dry shop” can help prevent or reduce the discharge of pollutants from vehicle and equipment maintenance as follows:

- (a) Conduct vehicle and equipment maintenance in areas where precautions have been taken to prevent spills from entering the storm drain system.
- (b) Use dry cleaning methods in maintenance and repair areas unless adequate precautions have been taken to prevent the discharge of wash water to the storm drain.

1102.3.5 HOSE WASHING AND CLEANING

The discharge of pollutants from washing and cleaning fire hoses and equipment may be prevented or reduced by using the following safeguards, as appropriate:

- (a) Design new areas or facilities that will be used for washing and/or cleaning fire hoses in a way that prevents wash water or other debris from entering the storm drain or from receiving water that has not been adequately treated.
- (b) Direct water flows to landscaped or green areas, or contain the water on-site and allow it to percolate through plant material or the landscape, or to evaporate completely whenever it is safe to do so without causing damage or erosion.
- (c) Use designated wash areas (preferably covered and bermed) to contain and/or divert the wash water to the sewer either through the use of a wet-vac or a plumbed sanitary sewer connection.
- (d) When cleaning the wash area, use wet mop cleaning methods in small areas, when feasible.
- (e) Use methods of cleaning fire hoses that employ the minimal use of water, such as high-pressure spray washers, when applicable.
- (f) Consider the use of biodegradable cleaning agents.

1102.3.6 FACILITY MAINTENANCE

Facility maintenance should be conducted as follows:

- (a) Use dry cleaning methods (e.g., sweeping) to clean impervious hardscape areas, such as apparatus floors, driveways, patios and walkways. Place debris in receptacles for solid waste disposal.
- (b) Maintain landscape areas as required to limit introduction of leaves and other landscape waste into the storm water system.
- (c) Monitor and maintain irrigation systems as required to minimize off-site discharge of irrigation run-off.

Waste Water Discharge

- (d) Maintain and repair structures using methods that do not result in the release of water, soil or waste into the storm drain system.

1102.3.7 SOLID WASTE AND HAZARDOUS MATERIALS STORAGE AREAS

Solid waste and hazardous materials storage areas should be maintained as follows:

- (a) There should be a canopy or roof over solid waste and hazardous materials storage areas.
- (b) There should be secondary containment (e.g., a metal or plastic pan with a raised edge) for hazardous materials storage areas.
- (c) All trash and solid waste receptacles should have lids. Keep lids closed to prevent contact with rainfall and to ensure containment of waste within the storage area.

1102.4 EMERGENCY ACTIVITIES

It is not always possible to prevent discharge that occurs during emergency firefighting activities (e.g., flows necessary for the protection of life and property). However, when practicable, the following should be considered.

1102.4.1 DISCHARGES ASSOCIATED WITH EMERGENCY FIREFIGHTING ACTIVITIES

To the extent allowed by the circumstances at the scene and without compromising the health and safety of department members or the public, emergency firefighting activities should be performed in a manner that avoids or minimizes discharges to the storm water system, including the following:

- If possible, avoid directing firefighting flows directly on erodible surfaces if run-off will enter receiving waters or storm drains.
- If possible, apply firefighting flows so run-off will flow over vegetated areas prior to entering receiving waters or storm drains.

1102.4.2 CLASS B FIREFIGHTING FOAM

The use of Class B firefighting foam containing intentionally added perfluoroalkyl and polyfluoroalkyl substances (PFAS) is prohibited unless exempt (Minn. Stat. § 325F.072).

1102.4.3 TRAUMA SCENE CLEANUP

Trauma scene wastes (e.g., blood, human tissue) may be generated at various types of crime, collision or accident scenes. This type of waste can pose a health risk to those responsible for overseeing and conducting the cleanup. The following procedures should be used when practicable to protect members and prevent any unnecessary discharge of material into the storm drain.

1102.4.4 CLEANUP OF TRAUMA SCENE WASTE ON PUBLIC PROPERTY

The Incident Commander (IC) should be familiar with any City ordinances regarding the cleanup of trauma scene waste on public property.

Decontamination and cleanup operations may include, but are not limited to, the following:

Waste Water Discharge

- (a) Before proceeding with site cleanup, emergency responders must have the proper personal protective equipment (PPE), adequate supplies of bleach and sufficient water to properly complete the operation. Universal precautions must be utilized during any cleanup operation. Additional information and guidance for cleanup policies and procedures for bodily fluids may be obtained by contacting the county health department.
- (b) Personnel shall wear gloves when washing or handling contaminated equipment, clothing or other materials. Additional PPE may be necessary if there is the potential for splashing.
- (c) The Medical Examiner should remove any human tissue or body parts at the scene of a fatality, following its own policies and procedures. The Medical Examiner will generally not respond to a non-fatal incident for the purpose of human tissue removal.
- (d) Human tissue, body parts or blood/bodily fluids in a solid state should not be allowed to enter a storm drain. Tissue found in the storm drain system should be removed to the maximum extent practicable.
- (e) The county health department may be contacted, if needed, for consultation or assistance in trauma scene management or questions regarding legal disposition of medical waste.

1102.4.5 SPECIFIC CLEANUP PROCEDURES FOR SMALL SPILLS

- (a) Apple Valley Fire Department members may decontaminate and then wash down small amounts of human blood/bodily fluids that are still in a liquid state. A small spill is defined as a spill that can be thoroughly and completely disinfected with one gallon of 10 percent chlorine disinfectant. This determination should be made with the understanding that multiple applications may be necessary to accomplish full disinfection.
 - 1. Members shall wear PPE to protect skin, mucus membranes, lungs, and clothing from chlorine or trauma scene waste.
 - 2. Members shall apply disinfectant to the liquid bio-waste (foam may develop) and let it sit for a minimum of 10 minutes.
 - 3. After 10 minutes, members shall wash down the area using a fire hose or pressurized water extinguisher.
- (b) In non-emergency situations and when circumstances permit, members should also:
 - 1. Attempt to move trash or miscellaneous debris from the path of the run-off so no additional or unnecessary material is discharged or carried into the storm drain.
 - 2. If there is a choice between directing the run-off down a storm drain or a sewer, use the sewer.
 - 3. Porous surfaces, such as asphalt, may require multiple repetitions to completely disinfect and thoroughly clean the area.

Waste Water Discharge

1102.4.6 DISCHARGES ASSOCIATED WITH HAZARDOUS MATERIAL SPILL

The City is the authority with responsibility for coordinating a response to hazardous material spills. The Apple Valley Fire Department is a participating agency with specified responsibilities within the jurisdiction. The Apple Valley Fire Department operates under a multi-agency Hazardous Materials Response Plan that describes procedures for the allocation of resources and assigns tasks during a hazardous materials release emergency. Fire department members shall respond to hazardous material releases according to response protocols established by each department under oversight of the established IC.

1102.4.7 NOTIFICATION OF SPILLS, RELEASES, AND DISCHARGES

Spills, releases, and discharges of pollutants shall be reported by the IC as required by all applicable state and federal laws. In addition, any such spills, releases, and illegal discharges with the potential to endanger health, safety, or the environment shall be reported by the IC to the Minnesota Duty Officer as soon as practicable after discovery. If it is safe to do so, necessary actions shall be taken to contain and minimize the spill, release, or discharge.

The Department shall report the discharge, use, or release of Class B firefighting foam that contains intentionally added PFAS chemicals within 24 hours to the Minnesota Fire Incident Reporting System (MFIRS) in accordance with Minn. Stat. § 325F.072, Subd. 2.

Emergency Power

1103.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a process for identifying emergency power needs or relocation plans for critical facilities and/or equipment. The Department provides critical emergency services to the community and must be able to respond to incidents with fully functioning equipment, regardless of commercial power failures.

1103.2 POLICY

It is the policy of the Apple Valley Fire Department to provide emergency power sources at its facilities where necessary.

1103.3 RESPONSIBILITIES

The Fire Chief or the authorized designee shall develop a plan to:

- (a) Identify critical resources and the equipment necessary for the Department's mission and determine the Department's needs for emergency power.
- (b) Equip facilities and/or equipment identified as crucial to the mission of the Department with electrical generators, uninterruptible power sources or other means of sustaining critical business components in the event of a loss of commercial power.
 1. All emergency power sources selected shall be in compliance with all building codes, environmental codes and MNOSHA rules and regulations governing the use of such equipment.
- (c) In the event that an alternative source of power for critical equipment cannot be found, relocate the equipment to reduce the risk of having inoperative equipment.

1103.4 PROCEDURE

The following aspects of maintaining and operating emergency power sources for fire stations and other facilities should be identified in the plan:

- Specific apparatus, equipment, computers or systems that should be served by the emergency power at each facility
- Permit requirements associated with the type of equipment proposed in the plan
- Identification of the person responsible for periodically testing and maintaining the proposed equipment
- Fueling procedure for any generator fuel tanks in the proposed system
- Details of any fuel service contracts
- Identification of the person responsible for ensuring the tanks are full at all times and for refilling the tanks in the event of a protracted event

Apple Valley Fire Department

Fire Policy Manual

Emergency Power

- Identification of the person responsible for annually procuring a maintenance contract for the proposed equipment
- Identification of the vendor and how the vendor is contacted, during and after hours
- Details of the record-keeping system for testing and maintenance of the proposed equipment
- Contingency plans for a failure of the back-up system
- In the event of no power contingency plan for the back-up system, identification of alternatives to the critical equipment or apparatus needed to accomplish the mission

Flag Display

1104.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of the Apple Valley Fire Department regarding the proper display of the flags of both the United States and the State of Minnesota.

1104.2 DISPLAYING THE FLAG OF THE UNITED STATES

Federal law providing for the use and the display of the U.S. flag is contained in Title 4 Chapter 1 of the United States Code, commonly referred to as the "Flag Code." Members of this department will display the flag of the United States in accordance with the provisions of 4 USC § 1 through 4 USC § 10.

1104.2.1 DISPLAY OF THE U.S. FLAG IN DAILY OPERATIONS

Department members should consult the Flag Code for guidance whenever the flag of the United States is to be displayed in any manner. This is to ensure that the display is presented in accordance with the Flag Code and as follows:

- (a) The United States flag should be conspicuously posted on all fire department facilities during hours of operation.
- (b) It is the universal custom to display the flag only from sunrise to sunset on buildings and on a stationary flagstaff in the open. However, the flag may be displayed 24 hours a day if it is properly illuminated during the hours of darkness (4 USC § 6(a)).
- (c) The flag should not be displayed on days when the weather is inclement, except when an all-weather flag is displayed (4 USC § 6(c)).
- (d) The U.S. flag may only be flown at half-staff by Presidential or Gubernatorial decree, and on Memorial Day until noon (4 USC § 7(m)).

Whenever the U.S. flag is displayed in conjunction with other flags or symbols it should occupy the "Place of Honor" (4 USC § 7).

1104.3 DISPLAY OF THE MINNESOTA STATE FLAG

Members of the Apple Valley Fire Department will display the Minnesota State flag prominently and in the proper position of honor in accordance with the United States Flag Code.

1104.3.1 DISPLAY OF THE MINNESOTA FLAG IN DAILY OPERATIONS

Department members should consult the Minnesota Office of the Secretary of State for guidance whenever the flag is to be displayed in any manner to ensure that the display is presented appropriately. Displays of the flag should be consistent with the following protocol:

- (a) The flag should be conspicuously posted on all fire department facilities during hours of operation.

Flag Display

- (b) Generally, the flag should be displayed only from sunrise to sunset on buildings and on a stationary flagstaff in the open. However, the flag may be displayed 24 hours a day if it is properly illuminated during the hours of darkness.
- (c) The flag should not be displayed on days when the weather is inclement, except when an all-weather flag is displayed.
- (d) The flag shall be flown at half-staff whenever the flag of the United States is flown at half-staff, and may only be flown at half-staff at other times by order of the Governor of Minnesota.
- (e) Whenever the flag is displayed in conjunction with the United States flag, the United States flag shall occupy the position of first honor (4 USC § 7). When the flag is displayed in conjunction with other flags or symbols, it should occupy the position of honor.

For flag display protocol subsequent to a line-of-duty death, see the Line-of-Duty Death Policy.

Apple Valley FD Fire Policy Manual

Fire Policy Manual

INDEX / TOPICS

A

ACCLIMATIZATION	190
ADMINISTRATIVE CITATION	150
ADULT ABUSE	112
AED	176
AIRCRAFT OPERATIONS	74
ALTERNATIVE MATERIALS AND METHODS REQUEST	151
ATMOSPHERIC MONITORING	76
AUTOMATED EXTERNAL DEFIBRILLATOR	176
AUTOMATIC DISTRESS SIGNAL UNIT ADSU.	283

B

BADGES	424
BASEBALL CAPS	364
BUSINESS RELATIONSHIP	412

C

CARBON MONOXIDE	92
CARBON MONOXIDE MONITORING	76
CHILD ABUSE REPORTING	107
CODE ENFORCEMENT	149
COMMENDATIONS	386
COMMUNICABLE DISEASE TRAINING PROGRAM	178
COMMUNICATIONS OPERATIONS	228
COMPANY CITATION	386
COMPETENCE	110
CONDUCT AND BEHAVIOR	369
CONFIDENTIAL INFORMATION	352
CONFLICT OF INTEREST	412
CONFLICTING RELATIONSHIPS	412

D

DEFINITIONS OF TERMS IN MANUAL	15
DISCLAIMER OF POLICIES	14
DISCRIMINATORY HARASSMENT	323
DONATIONS	371
DRESS UNIFORMS	364
DRIVER LICENSE	111
DRIVER LICENSE REQUIREMENTS	319
DRY SHOP	449

E

ELEVATOR ENTRAPMENTS	82
ELEVATOR USE	84
EMERGENCY POWER	453
EMPLOYEE FILES	352

F

FACILITY MAINTENANCE	449
FACILITY SECURITY	444
FAMILY SUPPORT LIAISON	418
FCC COMPLIANCE	228
FIRE DETECTION AND SUPPRESSION SYSTEMS	446
FIRE INSPECTIONS	141
FIRESETTER REFERRALS	164
FIREWORKS DISPLAYS Pyrotechnic devices.	156
FLOOD SEARCH AND RESCUE	85
FUNERAL DETAIL OFFICER	418
FUNERALS	415

G

GAMBLING	370
GIFTS	370
GRATUITIES	370
GROUND LADDER TESTING	292

H

HAZARDOUS MATERIALS	161
HAZARDOUS MATERIALS BUSINESS PLAN	161
HAZARDOUS OCCUPANCIES	142
HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT HIPAA.	192
HIGH-RISE INCIDENT MANAGEMENT	81
HIGH-VISIBILITY SAFETY VESTS	268
HIPAA	377
HOT WASH	30

I

IDENTIFICATION CARDS	393
IDLH	65
INCIDENT COMMAND SYSTEM	81
INFANT SAFE SURRENDER	94
INSPECTIONS	141
Code Enforcement.	149

Apple Valley Fire Department

Fire Policy Manual

J

JOB CLASSIFICATIONS	328
JUVENILE FIRESETTER REFERRALS . .	164

K

KNOX-BOX ACCESS	225
---------------------------	-----

L

LANDING ZONE CONSIDERATIONS . . .	74
LATEX SENSITIVITY	172
LETTER OF APPRECIATION	386
LINE OF DUTY DEATH AND SERIOUS INJURY INVESTIGATIONS	117
LINE-OF-DUTY DEATH AND SERIOUS INJURY NOTIFICATION	403

M

MAXIMUM OCCUPANCY	162
MEDICAL EVACUATION	74
MERITORIOUS SERVICE AWARDS . . .	386
MOURNING BADGE	424

N

NEPOTISM	412
NFIRS	120
NON-OFFICIAL USE OF DEPARTMENT PROPERTY	235

O

OPERATIONAL PERMITS	145
ORGANIZATIONAL POWERS	10
OVERCROWDING	162

P

PERFORMANCE EVALUATIONS	321
PERFORMANCE OF DUTIES	110
PERMITS	144
Suspended or Revoked.	145
PERSONAL ALARM DEVICES	283
PERSONAL ALERT SAFETY SYSTEM PASS.	283
PERSONAL PROJECTS	349
PERSONAL PROTECTIVE EQUIPMENT .	263
PERSONNEL ACCOUNTABILITY REPORT .	63
PERSONNEL COMPLAINTS	335
PERSONNEL RECORDS	350
PHYSICAL FITNESS	359
POLICY MANUAL	14

POLITICAL ACTIVITY	370
POST-INCIDENT ANALYSIS	
PIA.	29
PROBATIONARY EMPLOYEES	322
PROTECTED HEALTH INFORMATION	
PHI.	192
PUBLIC ALERTS	230
PUBLIC APPEARANCES	371

R

RADIO TESTING	229
RAPID INTERVENTION	65
RECORDS MANAGEMENT	240
RELEASE OF RECORDS	242
RETIREE BADGES	424
RIDE-ALONG PROGRAM	125
RIGHT OF ENTRY	142

S

SEXUAL ACTIVITY	370
SEXUAL HARASSMENT	323
STABLE SCENE	105
STAGING	78
SUBPOENAS	244
SURRENDERED INFANT	94
SWIFTWATER RESCUE	85

T

TAKE-HOME VEHICLE	217
TRAFFIC ACCIDENTS	114
TRAINING	
AED.	176
Communicable Disease.	178
Hazard Communication.	181
TRENCH RESCUE	91
TWO-IN TWO-OUT	65

U

UNIFORM REGULATIONS	362
UNSTABLE SCENE	105
URBAN SEARCH AND RESCUE	67
USAR	67
USE OF DEPARTMENT VEHICLES . . .	217

V

VOLUNTEER PROGRAM	121
-----------------------------	-----

W

WASTE WATER DISCHARGE	447
---------------------------------	-----



ITEM:
MEETING DATE:
SECTION:

4.D.
October 9, 2025
Consent Agenda

Description:

Adopt Resolution approving changes to the Public Works Department Policy Manual by revising Section 5.01 - Maintenance Personnel Uniform Policy and 5.02 - Non-Union Personnel Uniform Policy

Staff Contact:

Matt Saam, Public Works Director

Department / Division:

Public Works

Action Requested:

Adopt Resolution approving changes to the Public Works Department Policy Manual by revising Section 5.01 - Maintenance Personnel Uniform Policy and 5.02 - Non-Union Personnel Uniform Policy

Summary:

Attached for City Council consideration are revisions to Section 5.01 and Section 5.02 of the Personnel Uniform Policy. The Public Works Department reviews the Department Policy Manual annually and provides recommended revisions based on current practices and community service needs. The following is a summary of the recommended changes to the manual.

- Amend prescription safety glass reimbursement from the current \$70 biennial amount to \$100.

Background:

The Labor Management Committee discussed this topic at their last meeting. The biennial prescription safety glass reimbursement has been at the current amount of \$70 since 2015. Given that the amount has remained the same for a number of years and the cost of prescription safety glasses has increased during that time, the Committee recommended increasing the reimbursement amount to the proposed level.

Budget Impact:

The proposed \$30 prescription glass increase would result in an additional annual cost of approximately \$150 that would be split between the various divisions. Staff will manage the existing division budgets to accommodate the proposed increase.

Attachments:

1. PW Policy Uniform Update Resolution
2. Section 5.01 -5.02 Uniform Policies Revision 2025 - Redline

CITY OF APPLE VALLEY
RESOLUTION NO. 2025-

A RESOLUTION APPROVING CHANGES TO
THE PUBLIC WORKS DEPARTMENT POLICY MANUAL,
BY REVISING SECTIONS 5.01 MAINTENANCE PERSONNEL UNIFORM POLICY AND
SECTION 5.02 NON-UNION PERSONNEL UNIFORM POLICY

WHEREAS, the League of Minnesota Cities encourages municipalities to develop written policies to guide practices and procedures for certain public works services; and

WHEREAS, the Public Works Department has consolidated current public works related policies into a Public Works Department Policy Manual; and

WHEREAS, City staff has recommended revisions to certain sections of said policy manual.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Apple Valley, Dakota County, Minnesota, that:

Revisions to Section 5.01 Maintenance Personnel Uniform Policy; and Section 5.02 Non-Union Personnel Uniform Policy to the Public Works Department Policy Manual are hereby approved, effective October 10, 2025.

ADOPTED this 9th day of October 2025.

Clint Hooppaw, Mayor

ATTEST:

Christina Scipioni, City Clerk

5.01 MAINTENANCE PERSONNEL UNIFORM POLICY**A. Purpose**

This policy is intended to establish a Uniform Policy for Maintenance personnel covered by the City's contract with AFSCME and as outlined in Article 20, Uniforms. Employees' appearance and dress should always be appropriate for the public service environment, reflect favorably on the City's image, easily identify the employee as a City employee, and contribute to job and workplace safety.

B. Scope

This policy applies to Maintenance personnel covered by the City's contract with AFSCME and as outlined in Article 20, Uniforms.

C. Policy

The Maintenance Uniform Policy has been adopted by the City administration and a Uniform Coordinator assigned to assist with purchasing, tracking, and coordinating the policy. Questions or concerns regarding this policy should be directed to the employees' Supervisor/Superintendent, Department Head, or Human Resources. Employees are required to wear the uniforms provided unless authorized by the supervisor. Only City issued hats or caps may be worn during working hours. Employees are required to wear uniform clothing that is neat, clean, and well maintained, and to observe good grooming and personal hygiene practices.

D. Procedures**1. UNIFORM CLOTHING ISSUE FOR NEW EMPLOYEES**

<u>Item</u>	<u>Quantity</u>	<u>Description</u>
a. Work Shirts	12	Various styles and colors including sweatshirts.
b. Pants	4	Combination of four (4) of the following: (a) blue jeans or brown twill pants or (b) blue or brown work trousers or (c) solid blue or black bib overalls. Reimbursement of actual cost up to \$45 per pair. A receipt(s) must accompany the request for reimbursement.
c. Outerwear	1 1 1	Combination of two (2) of the following: Heavyweight hooded sweatshirt Twill jacket, quilt or blanket lined Lightweight baseball jacket
d. Coat	1	Hi Viz choice of either a long or short coat
e. Bibs	1	Insulated twill bibs with zipper to knee or hip

f. Hats, Caps (optional) 4

City issued: two (2) ball caps, one (1) high visibility ball cap, and one (1) winter stocking cap.

2. BOOTS

Actual cost up to \$250 per year toward purchase or repair of work or snow boots or accessories such as heel inserts, laces, re-soling. The boot must be a sturdy leather boot with a minimum over the ankle support of four inches. If an employee prefers a blend of cordura nylon/leather or Kevlar®/leather, that boot may be acceptable but only with prior approval from the employee's supervisor. No tennis shoes or canvas type shoe may be purchased under this policy.

The City has accounts set up at the following boot suppliers: Red Wing Shoes in Apple Valley, Nokomis shoe shop, and Delegard Tool Company. (This list is subject to change.) Boots, inserts, laces or resoling may be charged to the City's account. If purchased elsewhere, a receipt must accompany the request for reimbursement.

3. SHORTS

a. Employees may wear shorts when both of the following conditions are met:

- 1) From May 1 through September 30, on days when the anticipated temperature is 80 degrees or greater. (Forecast from National Weather Service.)
- 2) The employee is assigned a task the Supervisor/Superintendent has approved for shorts. Employees may not wear shorts while performing the following tasks:
 - Asphalt work/pavement patching
 - Use of push mower, weed whip, or power hedge trimmer
 - Chainsaw, chipper, brush work
 - Pesticide/chemical use
 - Welding or torch work
 - Lift station repair
 - Entering confined spaces
 - Work in the water treatment plant/wells

b. Type of shorts permitted

- 1) Style: Shorts must be neat and suitable for a business environment and contact with the public. They must be of original manufacture with hem. "Baggy" style shorts are not allowed. Shorts must be of jean or trouser weight. Shorts must not be more than two inches above the top of the kneecap.
- 2) Color: Shorts must be solid dark blue, black, or khaki in color.

c. Purchase of Shorts

Employees are responsible for purchasing their own shorts. Shorts purchases do not qualify for reimbursement under the City of Apple Valley uniform program.

d. Other procedures for wearing shorts

- 1) When wearing shorts, employees must follow all other provisions of the City's uniform policy.
- 2) Employees must report to work in pants and have the pants immediately available. Employee may change into pants/shorts during scheduled breaks or lunch only. Employee may not change into pants/shorts while out in the field.
- 3) Other than for the prohibited tasks previously listed, approval of tasks for which wearing shorts will be permitted will be at the discretion of the Supervisor/Superintendent. If an employee abuses this policy, the Supervisor/Superintendent may revoke the employee's privilege to wear shorts.
- 4) Seasonal workers
This section shall also apply to seasonal maintenance workers.

4. Hats/Headwear

The City will provide baseball-style hats along with a cold-weather stocking hat with the City logo affixed on the hat for use by employees to wear if they choose. Only hats with the City's logo will be allowed to be worn, with the exception of non-logo safety head wear for weather protection. No skull caps or bandanas may be worn unless it is under a hat and not visible under the hat. The wearing of any hat by an employee is subject to approval by the employee's supervisor.

5. CLEANING

Employees must clean and maintain their own uniforms. Employees are expected to maintain a clean and neat appearance and dress.

6. REPLACEMENT

Employees must turn in the item to the Uniform Coordinator before new items will be issued or pants are reimbursed. Boots need not be turned in. Items must be worn and/or no longer a proper fit before replacement items will be issued. Supervisory approval is required for other requests for replacement.

7. ORDERING PROCESS

Ordering of clothing items, except boots and pants, is done by the Uniform Coordinator.

8. MAXIMUM CONTRIBUTION BY THE CITY

The City's uniform policy is one of a maximum contribution toward purchase of an item the City requires employees to wear. The policy does not entitle the employee to the difference between the cost of the item and the City's maximum contribution. However, the savings of lower priced items will offset the cost of higher priced items if brought in at the same time and only up to the maximum the City would pay for the number of items turned in together.

Example 1:

If an employee pays \$66 for a pair of pants and gets the next pair for half price, the City will view the entire transaction as worth \$99. The employee would be entitled to reimbursement for two pairs at \$45/pair for a total of \$90. The employee would not be reimbursed for the remaining \$9. Both pairs must be turned in at the same time

Example 2:

If an employee purchases two pairs of pants at \$40 each and a third pair at \$58, the employee will be reimbursed a total of \$135 (3 x \$45), not \$138 (\$40 + \$40 + \$58). All three pairs must be turned in at the same time.

The difference between the lower-priced item and the cost the City would pay will not be banked to offset future purchases.

9. TRACKING

In addition to monitoring the boot allowance, the City records the number of items each employee is issued as well as amounts for which they are reimbursed.

10. PURCHASE OF ADDITIONAL ITEMS

Full-time employees may purchase additional items at the City's purchase price. Clothing purchased by full-time employees outside of the City's items purchased is eligible for the City to pay for logo embroidery or screen printing.

11. ALTERATIONS OF APPLE VALLEY

Employees may not alter or decorate City uniforms. Employees may imprint/embroider uniform clothing with names, including proper or shortened proper names, not nicknames. The embroidered name must complement the Apple Valley logo in lettering style and size and must be located on the side opposite the City logo. Employees must request approval from their Supervisor/Superintendent prior to adding names. The cost of the imprint/embroidery is the responsibility of the employee.

12. RETURN AND REIMBURSEMENT OF UNIFORM ITEMS

Upon termination of employment:

- a. All City-issued clothing/uniform items that have a logo must be turned into the Uniform Coordinator.
- b. Employees are no longer eligible for boot, jean or safety glasses reimbursement and distribution of clothing items, upon either the submission of a resignation notice or within the last 30 days of employment, whichever occurs first.

13. PRESCRIPTION SAFETY GLASSES

The City will subsidize the actual cost of one pair of prescription safety glasses, including dispensing, shipping and handling fees up to a maximum of ~~\$70~~ 100 every two years. A receipt must accompany the request for reimbursement. The Uniform Coordinator will handle requests for reimbursement. Only employees requiring a prescription of vision corrective lenses will be eligible for this subsidy. No reimbursements will be made to employees who do not wear corrective lenses.

Revised by City Council: Resolution 2025-058

5.02 NON-UNION PERSONNEL UNIFORM POLICY**A. Purpose**

This policy is intended to establish a Uniform Policy for Building Inspection, Construction Inspection, and Natural Resources personnel defined by the City's Pay and Benefit Plan resolution. Employee's appearance and dress should always be appropriate for the public service environment, reflect favorably on the City's image, easily identify the employee as a City employee, and contribute to job and workplace safety.

B. Scope

This policy applies to the positions of Building Inspector (Residential and Commercial), Building Official, Natural Resources Coordinator, Engineering Technicians, Natural Resources Technician, Water Resources Specialist, Superintendents, and Supervisors.

C. Policy

This Uniform Policy has been adopted by the City administration and a Uniform Coordinator assigned to assist with purchasing, tracking, and coordinating the policy. Questions or concerns regarding this policy should be directed to the employee's Supervisor, Department Head, or Human Resources. Employees are required to wear the uniforms provided unless previously authorized by the supervisor. Only City issued hats or caps may be worn during working hours. Employees are required to wear uniform clothing that is neat, clean, and well maintained, and to observe good grooming and personal hygiene practices.

D. Procedures**1. UNIFORM CLOTHING ISSUE FOR NEW EMPLOYEES**

		<u>Item</u>	<u>Quantity</u>
		<u>Description</u>	
a. Work Shirts	10	Various styles and colors including sweatshirts. (Inspectors and Technicians only)	
b. Outerwear		Combination of 2 of the following:	
	1	Heavyweight hooded sweatshirt	
	1	Twill jacket, quilt or blanket lined	
	1	Lightweight baseball jacket	
c. Coat	1	Hi Viz choice of either a long or short coat	
d. Bibs	1	Insulated twill bibs with zipper to knee or hip (Natural Resources and Engineering staff only.)	
e. Hats, Caps (optional)	4	City issued: two (2) ball caps, one (1) high visibility ball cap, and one (1) winter stocking cap.	

2. BOOTS

Actual cost up to \$250 per year toward purchase or repair of work or snow boots or accessories such as heel inserts, laces, re-soling. The boot must be a sturdy leather boot with a minimum over the ankle support of four inches. If an employee prefers a blend of cordura nylon/leather or Kevlar®/leather, that boot may be acceptable but only with prior approval from the employee's supervisor. No tennis shoes or canvas type shoe may be purchased under this policy.

The City has accounts set up at the following boot suppliers: Red Wing Shoes in Apple Valley, Nokomis shoe shop, and Delegard Tool Company. (This list is subject to change.) Boots, inserts, laces or resoling may be charged to the City's account. If purchased elsewhere, a receipt must accompany the request for reimbursement.

3. CLEANING

Employees must clean and maintain their own uniforms. Employees are expected to maintain a clean and neat appearance and dress.

4. Hats/Headwear

The City will provide baseball-style hats along with a cold-weather stocking hat with the City logo affixed on the hat for use by employees to wear if they choose. Only hats with the City's logo will be allowed to be worn, with the exception of non-logo safety head wear for weather protection. No skull caps or bandanas may be worn unless it is under a hat and not visible under the hat. The wearing of any hat by an employee is subject to approval by the employee's supervisor.

5. REPLACEMENT

Employees must turn in the item to the Uniform Coordinator before new items will be issued. Boots need not be turned in. Items must be worn and/or no longer a proper fit before replacement items will be issued. Supervisory approval is required for other requests for replacement.

6. ORDERING PROCESS

Ordering of clothing items, except boots, is done through the Uniform Coordinator.

7. TRACKING

In addition to monitoring the boot allowance, the City records the number of items each employee is issued as well as amounts for which they are reimbursed.

8. PURCHASE OF ADDITIONAL ITEMS

Full-time employees may purchase additional items at the City's purchase price. Clothing purchased by full-time employees outside of the City's items purchased is eligible for the City to pay for logo embroidery or screen printing.

9. ALTERATIONS OF APPLE VALLEY

Employees may not alter or decorate City uniforms. Employees may imprint/embroider uniform clothing with names, including proper or shortened proper names, not nicknames. The embroidered name must complement the Apple Valley logo in lettering style and size and must be located on the side opposite the City logo. Employees must request approval from their Supervisor/Superintendent prior to adding names. The cost of the imprint/embroidery is the responsibility of the employee.

10. RETURN OF UNIFORM ITEMS

Upon termination of employment, all City-issued clothing/uniform items that have a logo must be turned into the Uniform Coordinator.

11. PRESCRIPTION SAFETY GLASSES

The City will subsidize the actual cost of one pair of prescription safety glasses, including dispensing, shipping and handling fees up to a maximum of ~~\$70~~ 100 every two years. A receipt must accompany the request for reimbursement. The Uniform Coordinator will handle requests for reimbursement. Only employees requiring a prescription of vision corrective lenses will be eligible for this subsidy. No reimbursements will be made to employees who do not wear corrective lenses.

12. RETURN AND REIMBURSEMENT OF UNIFORM ITEMS

Upon termination of employment:

- a. All City-issued clothing/uniform items that have a logo must be turned into the Uniform Coordinator.
- b. Employees are no longer eligible for boot, jean or safety glasses reimbursement and distribution of clothing items, upon either the submission of a resignation notice or within the last 30 days of employment, whichever occurs first.

Adopted by City Council - Resolution 2011-175

Section numbering revised 03-12-2012

Revised by City Council - Resolution 2015-61

Revised by City Council– Resolution 2015-187

Revised by City Council– Resolution 2018-149

Revised by City Council– Resolution 2023-187

Revised by City Council: Resolution 2025-058



ITEM:
MEETING DATE:
SECTION:

4.E.
October 9, 2025
Consent Agenda

Description:

Adopt Resolution appointing representatives to LOGIS Board of Directors

Staff Contact:

Tom Lawell, City Administrator

Department / Division:

Administration

Action Requested:

Adopt Resolution appointing representatives to LOGIS Board of Directors

Summary:

The City is a long-time member of the Local Government Information Systems (LOGIS) organization which hosts and provides a wide variety of information technology services which help support our city operations. As a member of the organization, we appoint representatives to the LOGIS Board of Directors to represent our City's interests. Finance Director Ron Hedberg served as our primary LOGIS representative for many years. With his retirement, we now need to appoint a new primary LOGIS representative. It is recommended that Finance Director Candi Lemarr be appointed to this role. Upon adoption, the attached resolution will be forwarded to LOGIS to inform them of the change in representation.

Background:

Headquartered in Golden Valley, LOGIS is an intergovernmental consortium of Minnesota local government units. LOGIS was founded in 1972, under the Minnesota joint powers act to provide an organization through which its members could establish, operate, and maintain data processing facilities and management information systems for the use and benefit of members and others. The City of Apple Valley became a LOGIS member in December 1974. LOGIS currently has 57 local government member organizations, and serves more than 2.6 million residents throughout Minnesota.

Budget Impact:

N/A

Attachments:

1. Resolution Appointing LOGIS Representatives

CITY OF APPLE VALLEY
RESOLUTION NO. 2025-

A RESOLUTION APPOINTING REPRESENTATIVES TO THE LOGIS BOARD OF
DIRECTORS

WHEREAS, the City is a member of the Local Government Information Systems (LOGIS) organization which hosts and provides a wide variety of information technology services to the City; and

WHEREAS, the City's membership in the organization requires the designation of representatives to serve on the LOGIS Board of Directors; and

WHEREAS, Finance Director Ron Hedberg currently serves as our primary LOGIS Board of Directors representative and has announced his retirement; and

WHEREAS, new appointed Finance Director Candi Lemarr is recommended to serve as our new primary LOGIS Board of Directors representative.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Apple Valley, Dakota County, Minnesota, that Finance Director Candi Lemarr is appointed Director and City Administrator Tom Lawell is appointed Alternate Director to the LOGIS Board of Directors.

ADOPTED this 9th day of October, 2025.

Clint Hooppaw, Mayor

ATTEST:

Christina M. Scipioni, City Clerk



ITEM:
MEETING DATE:
SECTION:

4.F.
October 9, 2025
Consent Agenda

Description:

Adopt Resolution approving the selection of Brazos Citation Software for LOGIS police agencies

Staff Contact:

Nick Francis, Police Chief

Department / Division:

Police

Action Requested:

Adopt Resolution approving the selection of Brazos Citation Software for LOGIS police agencies

Summary:

The LOGIS consortium provides technology services to member agencies, including the Apple Valley Police Department. The current citation software product has technical issues and no known improvements or enhancements are expected. The LOGIS steering committee researched possible replacement products and voted to approve the utilization of Brazos. In order to move forward with implementation, a resolution is needed from each partner agency. That will kick off an implementation process to take place in early 2026.

Background:

LOGIS Public Safety members have been utilizing the APS/Ticketwriter (now owned by CentralSquare) for many years. The APS product is outdated, has technical issues along with limited support by CentralSquare; there are no known improvements or enhancements to occur with the APS/Ticketwriter product.

LOGIS Public Safety, at the direction of the Police Executive Steering Committee (PESC), has been working with member agencies to identify a replacement product. This two-plus year process has included multiple reviews of vendor products along with a site visit of current users from a non-LOGIS agency. Based upon multiple aspects of improved functionality for users, including better technical support along with cost-effectiveness, the Brazos product offered by Tyler Technologies was selected as the preferred replacement product.

Tyler Technologies' Brazos citation product remains a stand-alone product. LOGIS Public Safety members will be able to utilize it without any use of other Tyler Technology products.

This is a cloud-based product, supported by LOGIS, and is an annual site license for all current LOGIS Public Safety APS/Ticketwriter members.

Budget Impact:

Apple Valley's bottom line cost for 2026 will be \$8,776.

Below is a summary of the overall LOGIS product costs:

Implementation Costs

Estimated Implementation costs for the Brazos product: \$204,460. LOGIS Public Safety Development Funds will be utilized to cover these costs.

Annual Support Cost Estimates

Estimated annual support costs for the Brazos product (for all current APS/Ticketwriter current users): \$232,234.

Current APS Ticketwriter costs (\$101,439) are incorporated into the annual support maintenance agreement with CentralSquare which, in turn, is charged to agencies via the annual LOGIS Budget.

Cost estimates are based on members current APS/Tickewriter license usage.

Attachments:

1. Resolution
2. Letter of Understanding

CITY OF APPLE VALLEY
RESOLUTION NO. 2025-

A RESOLUTION ACCEPTING APPROVING THE SELECTION OF THE BRAZOS
CITATION SOFTWARE SOLUTION IN COOPERATION WITH THE
LOCAL GOVERNMENT INFORMATION SYSTEM (LOGIS) ASSOCIATION

WHEREAS, the City of Apple Valley, has identified specific technology needs necessary to carry out various public safety functions and services; and

WHEREAS, it has been determined that it can best meet those needs by partnering with LOGIS to secure the Brazos citation software solution and support services; and

WHEREAS, it has received a formal price quote for the costs associated with this initiative as outlined in the attached Letter of Understanding.

NOW THEREFORE BE IT RESOLVED that the City of Apple Valley, hereby approves this commitment to the Brazos citation software solution.

ADOPTED this 9th day of October, 2025.

Clint Hooppaw, Mayor

ATTEST:

Christina M. Scipioni, City Clerk



Brazos Citation Software Solution

Letter of Understanding

September 19, 2025

Dear LOGIS Member,

This Letter of Understanding is intended to memorialize the members' decision to authorize LOGIS to enter into a contract with Brazos, a Tyler Technologies company, to acquire access to a new electronic citation software solution on behalf of its members.

In prior communications, members were informed that the Brazos solution is being provided to the membership through an annual site-license subscription between Brazos and LOGIS. With the cost of this subscription being proportionally allocated to the members as part of the annual budget process.

The site license must be procured prior to beginning the process to migrate members from the legacy system to Brazos. As such, if a member chooses to terminate their participation in the Brazos service offering, they remain responsible for their share of the software licensing that has been secured by LOGIS on their behalf. The following table depicts each member's share of the 2026 site license as presented at the September 16, 2025, Police Executive Steering Committee meeting:

Apple Valley	8,776
Brooklyn Center	5,970
Bloomington	22,321
Bloomington Prairie	2,985
Crystal	4,267
Dundas	2,303
Eagan	17,292
Faribault	8,776
Golden Valley	5,970
Lakeville	13,886
Lonsdale	2,985
Metro Transit	23,764
Maple Grove	18,915
Minnetonka	7,673
Northfield	6,050
Orono	3,585
Owatonna	7,413
RCSO	12,864
Robbinsdale	4,267
SCSO	7,754

Please note that members should expect annual inflationary-type increases in subsequent calendar years. This Letter of Understanding has been reviewed and approved as indicated below.

Nick Francis NF

Nick Francis, Chief of Police
City of Apple Valley

Date: 09/29/2025

Christopher K. Miller

Christopher K. Miller
LOGIS Executive Director

Date: 9/29/2025



ITEM:
MEETING DATE:
SECTION:

4.G.
October 9, 2025
Consent Agenda

Description:

Approve agreement renewal with Environmental Systems Research Institute, Inc. (ESRI) for geographic information system software and services

Staff Contact:

Matt Saam, Public Works Director

Department / Division:

Public Works

Action Requested:

Approve agreement renewal with Environmental Systems Research Institute, Inc. (ESRI) for geographic information system software and services

Summary:

Attached for Council consideration is an on-going enterprise agreement (EA) to continue service with ESRI for Geographic Information System (GIS) software and services. The current agreement expires on November 19, 2025. The renewal EA is for a 3-year period through 2028. The renewal EA will continue to allow the City access to ESRI term license software on an unlimited basis. Additional benefits of the agreement include the following:

- A lower cost per unit for licensed software
- Substantially reduced administrative and procurement expenses
- Maintenance on all ESRI software deployed under the agreement
- Complete flexibility to deploy software products when and where needed

The agreement has been reviewed by the City Attorney.

Background:

On November 10, 2022, the City Council approved a 3-year agreement renewal with ESRI for GIS software and services.

On November 14, 2019, the City Council approved an initial 3-year agreement with ESRI for GIS software and services.

Budget Impact:

Total cost of the EA over the 3-year term is \$162,025. There are sufficient funds in the proposed 2026-2027 budget for the ESRI agreement.

Attachments:

1. Agreement



August 27, 2025

Mr. Nathan Bang
City of Apple Valley
7100 147th St W
Saint Paul, MN 55124-7519

Dear Nathan,

The Esri Small Municipal and County Government Enterprise Agreement (SGEA) is a three-year agreement that will grant your organization access to Esri term license software. The EA will be effective on the date executed and will require a firm, three-year commitment.

Based on Esri's work with several organizations similar to yours, we know there is significant potential to apply Geographic Information System (GIS) technology in many operational and technical areas within your organization. For this reason, we believe that your organization will greatly benefit from an Enterprise Agreement (EA).

An EA will provide your organization with numerous benefits including:

- A lower cost per unit for licensed software
- Substantially reduced administrative and procurement expenses
- Complete flexibility to deploy software products when and where needed

The following business terms and conditions will apply:

- All current departments, employees, and in-house contractors of the organization will be eligible to use the software and services included in the EA.
- If your organization wishes to acquire and/or maintain any Esri software during the term of the agreement that is not included in the EA, it may do so separately at the Esri pricing that is generally available for your organization for software and maintenance.
- The organization will establish a single point of contact for orders and deliveries and will be responsible for redistribution to eligible users.
- The organization will establish a Tier 1 support center to field calls from internal users of Esri software. The organization may designate individuals as specified in the EA who may directly contact Esri for Tier 2 technical support.
- The organization will provide an annual report of installed Esri software to Esri.
- Esri software and updates that the organization is licensed to use will be automatically available for downloading.
- The fee and benefits offered in this EA proposal are contingent upon your acceptance of Esri's Small Municipal and County Government EA terms and conditions.

- Licenses are valid for the term of the EA.

This program offer is valid for 90 days. To complete the agreement within this time frame, please contact me within the next seven days to work through any questions or concerns you may have.

To expedite your acceptance of this EA offer:

1. Sign and return the EA contract with a Purchase Order or issue a Purchase Order that references this EA Quotation and includes the following statement on the face of the Purchase Order:

"THIS PURCHASE ORDER IS GOVERNED BY THE TERMS AND CONDITIONS OF THE ESRI SMALL MUNICIPAL AND COUNTY GOVERNMENT EA, AND ADDITIONAL TERMS AND CONDITIONS IN THIS PURCHASE ORDER WILL NOT APPLY."

Have it signed by an authorized representative of the organization.

2. On the first page of the EA, identify the central point of contact/agreement administrator. The agreement administrator is the party that will be the contact for management of the software, administration issues, and general operations. Information should include name, title (if applicable), address, phone number, and e-mail address.
3. In the purchase order, identify the "Ship to" and "Bill to" information for your organization.
4. Send the purchase order and agreement to the address, email or fax noted below:

Esri
Attn: Customer Service SG-EA
380 New York Street
Redlands, CA 92373-8100

e-mail: service@esri.com
fax documents to: 909-307-3083

I appreciate the opportunity to present you with this proposal, and I believe it will bring great benefits to your organization.

Thank you very much for your consideration.

Best Regards,

Joe Araiza



Environmental Systems Research Institute, Inc.
380 New York St
Redlands, CA 92373-8100
Phone: (909) 793-2853
DUNS Number: 06-313-4175 CAGE Code: 0AMS3

*To expedite your order, please attach a copy of
this quotation to your purchase order.
Quote is valid from: 4/7/2025 To: 12/15/2025*

Quotation # Q-545810

Date: September 11, 2025

Customer # 436193 Contract #

City of Apple Valley
IT Dept
7100 147th St W
Saint Paul, MN 55124-7519

ATTENTION: Nathan Bang
PHONE: 952-953-2514
EMAIL: nbang@ci.apple-valley.mn.us

Material	Qty	Term	Unit Price	Total
193206	1	Year 1	\$47,717.00	\$47,717.00
Populations of 50,001 to 100,000 Small Government Enterprise Agreement Annual Subscription				
193206	1	Year 2	\$54,008.00	\$54,008.00
Populations of 50,001 to 100,000 Small Government Enterprise Agreement Annual Subscription				
193206	1	Year 3	\$60,300.00	\$60,300.00
Populations of 50,001 to 100,000 Small Government Enterprise Agreement Annual Subscription				

Subtotal: \$162,025.00

Sales Tax: \$0.00

Estimated Shipping and Handling (2 Day Delivery): \$0.00

Contract Price Adjust: \$0.00

Total: \$162,025.00

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

For questions contact:

Joe Araiza

Email:

jaraiza@esri.com

Phone:

312-609-0966 x5383

The items on this quotation are subject to and governed by the terms of this quotation, the most current product specific scope of use document found at <https://assets.esri.com/content/dam/esrisites/media/legal/product-specific-terms-of-use/e300.pdf>, and your applicable signed agreement with Esri. If no such agreement covers any item quoted, then Esri's standard terms and conditions found at <https://go.esri.com/MAPS> apply to your purchase of that item. If any item is quoted with a multi-year payment schedule, Esri may invoice at least 30 days in advance of each anniversary date without the issuance of a Purchase Order, and Customer is required to make all payments without right of cancellation. Third-party data sets included in a quotation as separately licensed items will only be provided and invoiced if Esri is able to provide such data and will be subject to the applicable third-party's terms and conditions. If Esri is unable to provide any such data set, Customer will not be responsible for any further payments for the data set. US Federal government entities and US government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Supplemental terms and conditions found at <https://www.esri.com/en-us/legal/terms/state-supplemental> apply to some US state and local government purchases. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's offerings. Acceptance of this quotation is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. Unless prohibited by law, the quotation information is confidential and may not be copied or released other than for the express purpose of system selection and purchase/license. The information may not be given to outside parties or used for any other purpose without consent from Esri. Delivery is FOB Origin for customers located in the USA.

ARAIAZJ

This offer is limited to the terms and conditions incorporated and attached herein.

**Addendum 1 to
Small Enterprise Agreement County and Municipality
Government (E214-3) No. 00345041.0**



Additional Terms and Conditions

1. Esri and the Customer agree that, if applicable, pursuant to Minn. Stat. § 13.05, subd. 11, all of the data (if any) created, collected, received, stored, used, maintained, or disseminated by Esri in performing the Customer's functions under this Agreement is subject to the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, and Esri shall comply with those requirements to the extent applicable.
2. Esri and the Customer agree that, if applicable, pursuant to Minn. Stat. §§ 6.551 and 16C.05, subd. 5, Esri's books, records, documents, and accounting procedures and practices relevant to this Agreement shall be subject to examination upon reasonable notice at an agreed upon time and under appropriate nondisclosure obligations by the Customer, the State of Minnesota Legislative Auditor, and/or State of Minnesota Auditor, as appropriate, for a minimum of six years from the end of this Agreement.

Except as may be specifically modified by this Addendum 1, all other terms and conditions of the Agreement and any Amendment(s) or Addendum(s) constitute the entire agreement between the parties and supersede all prior and contemporaneous agreements or representations, written or oral, concerning the subject matter of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date of the last party to sign below.

CITY OF APPLE VALLEY, MINNESOTA
(Customer)

ENVIRONMENTAL SYSTEMS RESEARCH
INSTITUTE, INC. (Esri)

Legal Address: 7100 147th St. W., Apple Valley, MN 55124

380 New York Street, Redlands, CA 92373-8100

By: _____
Authorized Signature

By: _____
Authorized Signature

Printed Name: Clint Hooppaw

Printed Name: _____

Title: Mayor

Title: _____

Date: _____

Date: _____

Attest: _____
Christina Scipioni, City Clerk

Date: _____

Esri Use Only:Cust. Name City of Apple Valley, TNCust. # 436193

PO # _____

Esri Agreement # 00345041.0

SMALL ENTERPRISE AGREEMENT COUNTY AND MUNICIPALITY GOVERNMENT (E214-3)

This Agreement is by and between the organization identified in the Quotation (“**Customer**”) and **Environmental Systems Research Institute, Inc. (“Esri”)**.

This Agreement sets forth the terms for Customer’s use of Products and incorporates by reference (i) the Quotation and (ii) the Master Agreement. Should there be any conflict between the terms and conditions of the documents that comprise this Agreement, the order of precedence for the documents shall be as follows: (i) the Quotation, (ii) this Agreement, and (iii) the Master Agreement. This Agreement shall be governed by and construed in accordance with the laws of the state in which Customer is located without reference to conflict of laws principles, and the United States of America federal law shall govern in matters of intellectual property. The modifications and additional rights granted in this Agreement apply only to the Products listed in Table A.

Table A
List of Products

Uncapped Quantities (annual subscription)

ArcGIS Enterprise Software and Extensions ArcGIS Enterprise (Advanced and Standard) ArcGIS Monitor ArcGIS Enterprise Extensions: ArcGIS 3D Analyst, ArcGIS Spatial Analyst, ArcGIS Geostatistical Analyst, ArcGIS Network Analyst, ArcGIS Data Reviewer	ArcGIS Enterprise Additional Capability Servers ArcGIS Image Server ArcGIS Online User Types ArcGIS Online Viewer User Type ArcGIS Enterprise User Types ArcGIS Enterprise Viewer User Type
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Capped Quantities (annual subscription)

ArcGIS Online User Types		ArcGIS Enterprise User Types	
ArcGIS Online Contributor User Type	30	ArcGIS Enterprise Contributor User Type	30
ArcGIS Online Mobile Worker User Type	150	ArcGIS Enterprise Mobile Worker User Type	150
ArcGIS Online Creator User Type	150	ArcGIS Enterprise Creator User Type	150
ArcGIS Online Professional User Type	40	ArcGIS Enterprise Professional User Type	40
ArcGIS Online Professional Plus User Type	40	ArcGIS Enterprise Professional Plus User Type	40
ArcGIS Pro (Add-on Apps) for ArcGIS Online Creator or Professional User Type		ArcGIS Pro (Add-on Apps) for ArcGIS Enterprise Creator or Professional User Type	
ArcGIS 3D Analyst, ArcGIS Data Reviewer, ArcGIS Geostatistical Analyst, ArcGIS Network Analyst, ArcGIS Publisher, ArcGIS Spatial Analyst, ArcGIS Workflow Manager, ArcGIS Image Analyst	40 each	ArcGIS 3D Analyst, ArcGIS Data Reviewer, ArcGIS Geostatistical Analyst, ArcGIS Network Analyst, ArcGIS Publisher, ArcGIS Spatial Analyst, ArcGIS Workflow Manager, ArcGIS Image Analyst	40 each
ArcGIS Online Apps and Other		ArcGIS Enterprise Apps and Other	
ArcGIS Location Sharing for ArcGIS Online	40	ArcGIS Location Sharing for ArcGIS Enterprise	40
ArcGIS Online Service Credits	100,000	ArcGIS Advanced Editing User Type Extension for ArcGIS Enterprise	30

Other Benefits

Number of Esri User Conference registrations provided annually	4
Number of Tier 1 Help Desk individuals authorized to call Esri	4
Five percent (5%) discount on all individual commercially available instructor-led training classes at Esri facilities purchased outside this Agreement	

Customer may accept this Agreement by signing and returning the whole Agreement with (i) the Quotation attached, (ii) a purchase order, or (iii) another document that matches the Quotation and references this Agreement ("**Ordering Document**"). **ADDITIONAL OR CONFLICTING TERMS IN CUSTOMER'S PURCHASE ORDER OR OTHER DOCUMENT WILL NOT APPLY, AND THE TERMS OF THIS AGREEMENT WILL GOVERN.** This Agreement is effective as of the date of Esri's receipt of an Ordering Document, unless otherwise agreed to by the parties ("**Effective Date**").

Term of Agreement: Three (3) years

This Agreement supersedes any previous agreements, proposals, presentations, understandings, and arrangements between the parties relating to the licensing of the Products. Except as provided in Article 4—Product Updates, no modifications can be made to this Agreement.

Accepted and Agreed:

City of Apple Valley, MN
(Customer)

Attest: _____
Christina Scipioni, City Clerk

By: _____
Authorized Signature

Date: _____

Printed Name: Clint Hooppaw

Title: Mayor

Date: _____

CUSTOMER CONTACT INFORMATION

Contact: Matt Saam

Telephone: 952-953-2412

Address: 7100 147th St. W.

Fax: N/A

City, State, Postal Code: Apple Valley, MN 55124

E-mail: matt.saam@applevalleymn.gov

Country: USA

Quotation Number (if applicable): Q-545810

1.0—ADDITIONAL DEFINITIONS

In addition to the definitions provided in the Master Agreement, the following definitions apply to this Agreement:

“Case” means a failure of the Software or Online Services to operate according to the Documentation where such failure substantially impacts operational or functional performance.

“Deploy”, “Deployed” and “Deployment” mean to redistribute and install the Products and related Authorization Codes within Customer’s organization(s).

“Fee” means the fee set forth in the Quotation.

“Maintenance” means Tier 2 Support, Product updates, and Product patches provided to Customer during the Term of Agreement.

“Master Agreement” means the applicable master agreement for Esri Products incorporated by this reference that is (i) found at <https://www.esri.com/en-us/legal/terms/full-master-agreement> and available in the installation process requiring acceptance by electronic acknowledgment or (ii) a signed Esri master agreement or license agreement that supersedes such electronically acknowledged master agreement.

“Product(s)” means the products identified in Table A—List of Products and any updates to the list Esri provides in writing.

“Quotation” means the offer letter and quotation provided separately to Customer.

“Technical Support” means the technical assistance for attempting resolution of a reported Case through error correction, patches, hot fixes, workarounds, replacement deliveries, or any other type of Product corrections or modifications.

“Tier 1 Help Desk” means Customer’s point of contact(s) to provide all Tier 1 Support within Customer’s organization(s).

“Tier 1 Support” means the Technical Support provided by the Tier 1 Help Desk.

“Tier 2 Support” means the Esri Technical Support provided to the Tier 1 Help Desk when a Case cannot be resolved through Tier 1 Support.

2.0—ADDITIONAL GRANT OF LICENSE

2.1 Grant of License. Subject to the terms and conditions of this Agreement, Esri grants to Customer a personal, nonexclusive, nontransferable license solely to use, copy, and Deploy quantities of the Products listed in Table A—List of Products for the Term of Agreement (i) for the applicable Fee and (ii) in accordance with the Master Agreement.

2.2 Consultant Access. Esri grants Customer the right to permit Customer’s consultants or contractors to use the Products exclusively for Customer’s benefit. Customer will be solely responsible for compliance by consultants and contractors with this Agreement and will ensure that the consultant or contractor discontinues use of Products upon completion of work for Customer. Access to or use of Products by consultants or contractors not exclusively for Customer’s benefit is prohibited. Customer may not permit its consultants or contractors to install Software or Data on consultant, contractor, or third-party computers or remove Software or Data from Customer locations, except for the purpose of hosting the Software or Data on Contractor servers for the benefit of Customer.

3.0—TERM, TERMINATION, AND EXPIRATION

3.1 Term. This Agreement and all licenses hereunder will commence on the Effective Date and continue for the duration identified in the Term of Agreement, unless this Agreement is terminated earlier as provided herein. Customer is only authorized to use Products during the Term of Agreement. For an Agreement with a limited term, Esri does not grant Customer an indefinite or a perpetual license to Products.

3.2 No Use upon Agreement Expiration or Termination. All Product licenses, all Maintenance, and Esri User Conference registrations terminate upon expiration or termination of this Agreement.

3.3 Termination for a Material Breach. Either party may terminate this Agreement for a material breach by the other party. The breaching party will have thirty (30) days from the date of written notice to cure any material breach.

3.4 Termination for Lack of Funds. For an Agreement with government or government-

owned entities, either party may terminate this Agreement before any subsequent year if Customer is unable to secure funding through the legislative or governing body's approval process.

3.5 Follow-on Term. If the parties enter into another agreement substantially similar to this Agreement for an additional term, the effective date of the follow-on agreement will be the day after the expiration date of this Agreement.

4.0—PRODUCT UPDATES

4.1 Future Updates. Esri reserves the right to update the list of Products in Table A—List of Products by providing written notice to Customer. Customer may continue to use all Products that have been Deployed, but support and upgrades for deleted items may not be available. As new Products are incorporated into the standard program, they will be offered to Customer via written notice for incorporation into the Products schedule at no additional charge. Customer's use of new or updated Products requires Customer to adhere to applicable additional or revised terms and conditions in the Master Agreement.

4.2 Product Life Cycle. During the Term of Agreement, some Products may be retired or may no longer be available to Deploy in the identified quantities. Maintenance will be subject to the individual Product Life Cycle Support Status and Product Life Cycle Support Policy, which can be found at <https://support.esri.com/en/other-resources/product-life-cycle>. Updates for Products in the mature and retired phases may not be available. Customer may continue to use Products already Deployed, but Customer will not be able to Deploy retired Products.

5.0—MAINTENANCE

The Fee includes standard maintenance benefits during the Term of Agreement as specified in the most current applicable Esri Maintenance and Support Program document (found at <https://www.esri.com/en-us/legal/terms/maintenance>). At Esri's sole discretion, Esri may make patches, hot fixes, or updates available for download. No Software other

than the defined Products will receive Maintenance. Customer may acquire maintenance for other Software outside this Agreement.

a. Tier 1 Support

1. Customer will provide Tier 1 Support through the Tier 1 Help Desk to all Customer's authorized users.
2. The Tier 1 Help Desk will be fully trained in the Products.
3. At a minimum, Tier 1 Support will include those activities that assist the user in resolving how-to and operational questions as well as questions on installation and troubleshooting procedures.
4. The Tier 1 Help Desk will be the initial point of contact for all questions and reporting of a Case. The Tier 1 Help Desk will obtain a full description of each reported Case and the system configuration from the user. This may include obtaining any customizations, code samples, or data involved in the Case.
5. If the Tier 1 Help Desk cannot resolve the Case, an authorized Tier 1 Help Desk individual may contact Tier 2 Support. The Tier 1 Help Desk will provide support in such a way as to minimize repeat calls and make solutions to problems available to Customer's organization.
6. Tier 1 Help Desk individuals are the only individuals authorized to contact Tier 2 Support. Customer may change the Tier 1 Help Desk individuals by written notice to Esri.

b. Tier 2 Support

1. Tier 2 Support will log the calls received from Tier 1 Help Desk.
2. Tier 2 Support will review all information collected by and received from the Tier 1 Help Desk including preliminary documented troubleshooting provided by the Tier 1 Help Desk when Tier 2 Support is required.
3. Tier 2 Support may request that Tier 1 Help Desk individuals provide verification of information, additional information, or answers to additional questions to

supplement any preliminary information gathering or troubleshooting performed by Tier 1 Help Desk.

4. Tier 2 Support will attempt to resolve the Case submitted by Tier 1 Help Desk.
5. When the Case is resolved, Tier 2 Support will communicate the information to Tier 1 Help Desk, and Tier 1 Help Desk will disseminate the resolution to the user(s).

6.0—ENDORSEMENT AND PUBLICITY

This Agreement will not be construed or interpreted as an exclusive dealings agreement or Customer's endorsement of Products. Either party may publicize the existence of this Agreement.

7.0—ADMINISTRATIVE REQUIREMENTS

7.1 OEM Licenses. Under Esri's OEM or Solution OEM programs, OEM partners are authorized to embed or bundle portions of Esri products and services with their application or service. OEM partners' business model, licensing terms and conditions, and pricing are independent of this Agreement. Customer will not seek any discount from the OEM partner or Esri based on the availability of Products under this Agreement. Customer will not decouple Esri products or services from the OEM partners' application or service.

7.2 Annual Report of Deployments. At each anniversary date and ninety (90) calendar days prior to the expiration of this Agreement, Customer will provide Esri with a written report detailing all Deployments. Upon request, Customer will provide records sufficient to verify the accuracy of the annual report.

8.0—ORDERING, ADMINISTRATIVE PROCEDURES, DELIVERY, AND DEPLOYMENT

8.1 Orders, Delivery, and Deployment

- a. Upon the Effective Date, Esri will invoice Customer and provide Authorization Codes to activate the nondestructive copy protection program that enables Customer to download,

operate, or allow access to the Products. If this is a multi-year Agreement, Esri may invoice the Fee up to thirty (30) calendar days before the annual anniversary date for each year.

- b. Undisputed invoices will be due and payable within thirty (30) calendar days from the date of invoice. Esri reserves the right to suspend Customer's access to and use of Products if Customer fails to pay any undisputed amount owed on or before its due date. Esri may charge Customer interest at a monthly rate equal to the lesser of one percent (1.0%) per month or the maximum rate permitted by applicable law on any overdue fees plus all expenses of collection for any overdue balance that remains unpaid ten (10) days after Esri has notified Customer of the past-due balance.

- c. Esri's federal ID number is 95-2775-732.

- d. If requested, Esri will ship backup media to the ship-to address identified on the Ordering Document, FOB Destination, with shipping charges prepaid. Customer acknowledges that should sales or use taxes become due as a result of any shipments of tangible media, Esri has a right to invoice and Customer will pay any such sales or use tax associated with the receipt of tangible media.

8.2 Order Requirements. Esri does not require Customer to issue a purchase order. Customer may submit a purchase order in accordance with its own process requirements, provided that if Customer issues a purchase order, Customer will submit its initial purchase order on the Effective Date. If this is a multi-year Agreement, Customer will submit subsequent purchase orders to Esri at least thirty (30) calendar days before the annual anniversary date for each year.

- a. All orders pertaining to this Agreement will be processed through Customer's centralized point of contact.
- b. The following information will be included in each Ordering Document:
 - (1) Customer name; Esri customer number, if known; and bill-to and ship-to addresses
 - (2) Order number
 - (3) Applicable annual payment due

9.0—MERGERS, ACQUISITIONS, OR DIVESTITURES

If Customer is a commercial entity, Customer will notify Esri in writing in the event of (i) a consolidation, merger, or reorganization of Customer with or into another corporation or entity; (ii) Customer's acquisition of another entity; or (iii) a transfer or sale of all or part of Customer's organization (subsections i, ii, and iii, collectively referred to as "**Ownership Change**"). There will be no decrease in Fee as a result of any Ownership Change.

- 9.1 If an Ownership Change increases the cumulative program count beyond the maximum level for this Agreement, Esri reserves the right to increase the Fee or terminate this Agreement and the parties will negotiate a new agreement.
- 9.2 If an Ownership Change results in transfer or sale of a portion of Customer's organization, that portion of Customer's organization will transfer the Products to Customer or uninstall, remove, and destroy all copies of the Products.
- 9.3 This Agreement may not be assigned to a successor entity as a result of an Ownership Change unless approved by Esri in writing in advance. If the assignment to the new entity is not approved, Customer will require any successor entity to uninstall, remove, and destroy the Products. This Agreement will terminate upon such Ownership Change.



ITEM:
MEETING DATE:
SECTION:

4.H.
October 9, 2025
Consent Agenda

Description:

Approve agreement with Vineland Properties LLC, d/b/a Vineland Tree Care, for tree removal at Valleywood Golf Course

Staff Contact:

Jim Zinck, Golf Manager

Department / Division:

Parks and Recreation

Action Requested:

Approve agreement with Vineland Properties LLC, d/b/a Vineland Tree Care, for tree removal at Valleywood Golf Course

Summary:

Valleywood Golf Course has six diseased oak trees on the golf course and one tree overhanging the maintenance building. These trees are very large and in difficult positions, therefore presenting too great of a challenge for golf course maintenance staff to remove themselves. Staff have received three quotes for this tree removal project:

Davey Tree Expert Company: \$25,702.40

Rainbow Tree Care: \$22,203.25

Vineland Tree Care: \$21,489.84

Vineland Tree Care has been on site to assess these trees, and Vineland has previously done tree removal work at Valleywood. Staff recommend entering into an agreement with Vineland Tree Care to perform the removal of these seven trees. A standard City agreement will be used.

Background:

With 190 partially wooded acres across the golf course property, staff occasionally run into tree removal situations that are too challenging or dangerous for maintenance staff to handle in house. The six diseased trees on the golf course need to be removed in order to prevent the spread of Oak Wilt, and the other tree needs to be removed to prevent possible damage to the maintenance building.

Budget Impact:

Funding for this tree removal project will come from Valleywood's budget.

Attachments:

1. Quotation

VINELAND TREE CARE

Vineland Tree Care
2504 25th Ave S
Minneapolis, MN 55406
Office: 612-872-0205

PROPOSAL

Job Name: City of Apple Valley 20250923

Proposal By: Seamus Walsh
Proposed On: 9/23/2025

Customer:

Jim Zinck
City of Apple Valley
7100 147th St W
Apple Valley, MN 55124

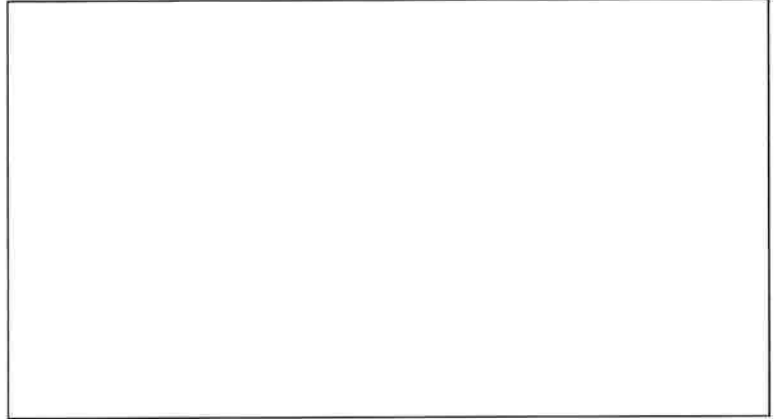
Work Site: Valleywood Golf Course

4851 McAndrews Rd
Apple Valley, MN 55124

Phone: 952-953-2320

651-797-8083 Ryan Browning

Email: jim.zinck@applevalleymn.gov



Item	Plant	Service Description	Qty	Cost
1	Oak	Remove to ground level - Haul all debris (6) 24-40 inch DBH oaks on hole 17 and a 40 inch DBH oak behind maintenance shop.	7	\$19,875.00

-All work operations to be performed in accordance with ANSI A300 standards.
-All live tissue removal greater than 4 inch diameter to be specified above.
-"DBH" = diameter at breast height
-All proposals are valid for 90 days, and must be approved in writing by signing below or by return email confirming items for completion.

Subtotal: \$19,875.00
8.125 % Tax: \$1,614.84
Total: \$21,489.84

-All credit and debit cards are subject to a 3% surcharge.
-Check payments are not subject to a surcharge.

Customer Signature

Date



ITEM:
MEETING DATE:
SECTION:

4.I.
October 9, 2025
Consent Agenda

Description:

Approve purchase order with Midwest Playscapes, Inc., for picnic shelter for Project 2024-190, Kelley Park Renovation (2023 Parks Bond Referendum)

Staff Contact:

Brian Christianson, Recreation Facilities Manager

Department / Division:

Parks and Recreation

Action Requested:

Approve purchase order with Midwest Playscapes, Inc., for picnic shelter for Project 2024-190, Kelley Park Renovation (2023 Parks Bond Referendum)

Summary:

As part of the 2023 Parks Bond Referendum projects, the City is renovating Kelley Park. Included in this project is a new stage, a new restroom building, new splash pad, custom playground, expanded parking, and more. One of the most heavily used amenities at Kelley Park prior to the renovation was the picnic shelter located between the splash pad and the playground. Since that picnic shelter was no longer suited to the new renovations at Kelley Park, it was moved to the center of the new youth athletic complex at Hayes Park this summer.

This purchase order with Midwest Playscapes, Inc., (in the amount of \$30,930.48) is to purchase a new picnic shelter structure that will be located between the splash pad and the playground. An image of the shelter is attached to this agenda item for reference. The picnic shelter will provide essential shade as well as a community gathering space for park patrons.

It is recommended that we make this purchase through the Minnesota state purchasing contract, of which Midwest Playscapes, Inc., is a member. Kraus-Anderson Construction, our construction manager for this project, will coordinate the installation which is already included in our contract with Kraus-Anderson.

Background:

For the last several years, the City of Apple Valley has worked with the community to determine the future needs and desires residents have for parks and recreation services. In November 2023, Apple Valley voters approved two separate questions in a special election, authorizing a total of \$73.25 million to invest in parks, trails, natural resources, Kelley Park, Redwood Park, Hayes Arena, the Apple Valley Family Aquatic Center, the Apple Valley Community Center and Senior Center, a youth baseball/softball complex at Hayes Park, and a community pool at Redwood Park.

It will take four to six years to implement the improvements approved by voters. As we develop projects, we will involve residents in the planning process. Information on plans and construction progress will be provided on our website so residents can see what work is planned for each location and how the referendum dollars are being spent.

Budget Impact:

Funding for this project comes from the successful 2023 Parks Bond Referendum.

Attachments:

1. Purchase Order
2. Exhibit

TOLL FREE: 1-800-747-1452
Info@MidwestPlayscapes.com
8632 Eagle Creek Circle
Savage, MN 55378



Quotation



Project: Kelley Park Shelter

Contact: Brian Christianson

Ship To:

Apple Valley, MN

Email: Brian.Christianson@applevalleymn.gov

Shipping

Contact:

Design #:

Quote #:

(SAMPLE QUOTE)

Phone:

Fax:

Bill To: City of Apple Valley
7100 147th Street W
Apple Valley, MN 55124

Date: 9/25/25

State Contract #: 218098

Qty	Design / Item	Description	Unit Price	Total
<u>Border/Surfacing</u>				
	Cubic Yards	Engineered Wood Fiber Surfacing W/ Freight & Install		\$0.00
	Square Feet	Poured In Place Surfacing, 3.5", 50/50 Color, W/ Freight & Install		\$0.00
	Square Feet	Compacted Agg Sub Base W/ Freight & Install		\$0.00
Subtotal for Surfacing:			\$0.00	
<u>Equipment</u>				
1	S-SS2020-01-TG-SSA	20' x 20' Steel Single Slope Shelter w/ T&G Wood Roof Deck & Standing Seam Metal Roofing		\$29,991.50
1		Plate steel templates, HDG anchor bolts: F1554-36 w/washer & nuts		\$1,090.60
1		Factory Stain T&G Roof Deck		\$1,476.30
Discount 5% - State Purchasing Contract:				-\$1,627.92
Subtotal - Play Equipment Before Discount :				\$32,558.40
Discount 5% - State Purchasing Contract:				-\$1,627.92
Subtotal - Play Equipment After Discount :				\$30,930.48
			Subtotal	\$30,930.48
			Freight	(Included)
Tax Exempt # _____ * Please provide certificate			Sales Tax	
			Local Sales Tax	
			Total	\$30,930.48

Colors: Roof - matte black
Frame - satin black
Wood stain - natural

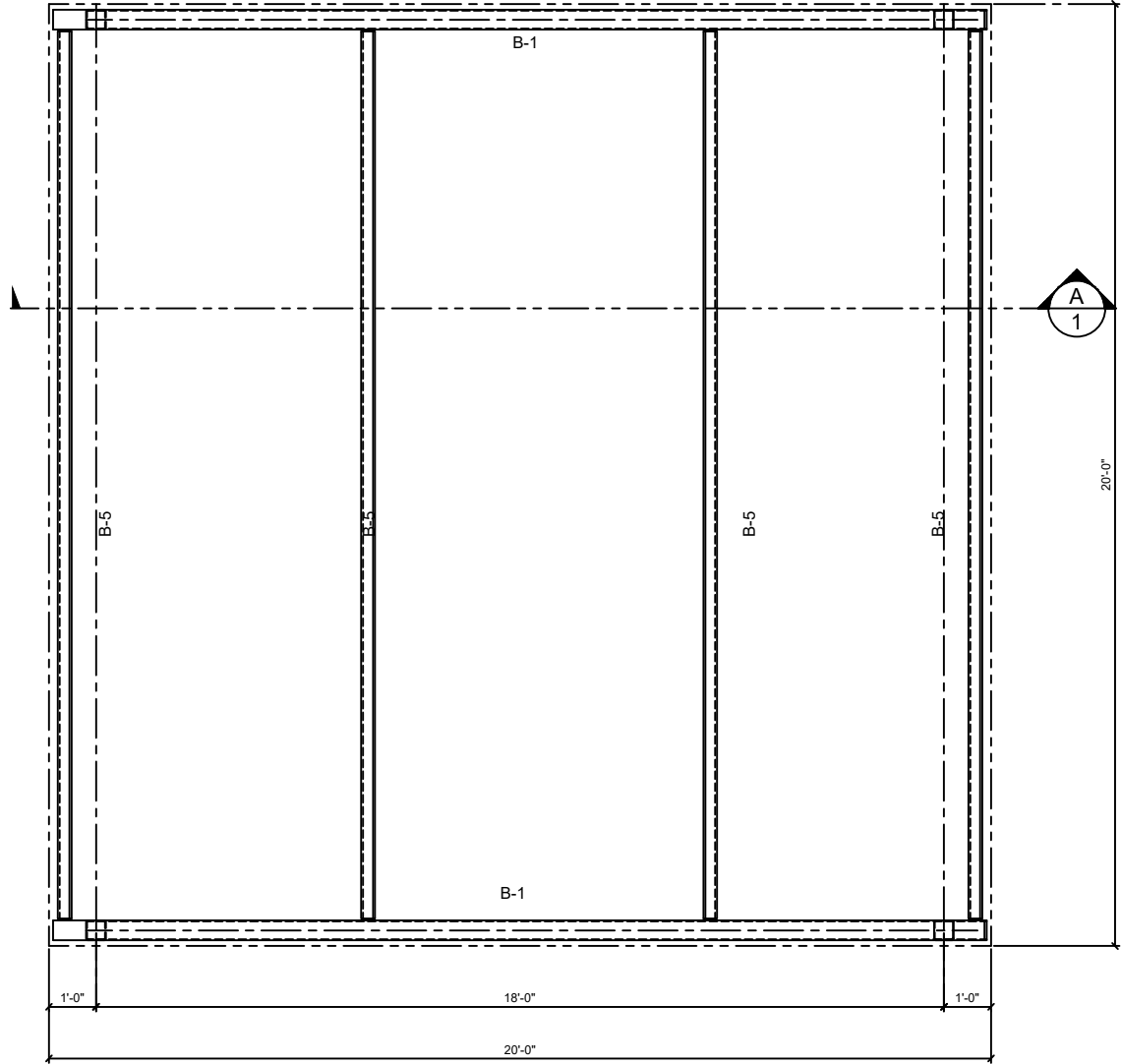
NOTE:

NOTE: Terms and Conditions of The State of Minnesota Purchasing Contract May Apply.

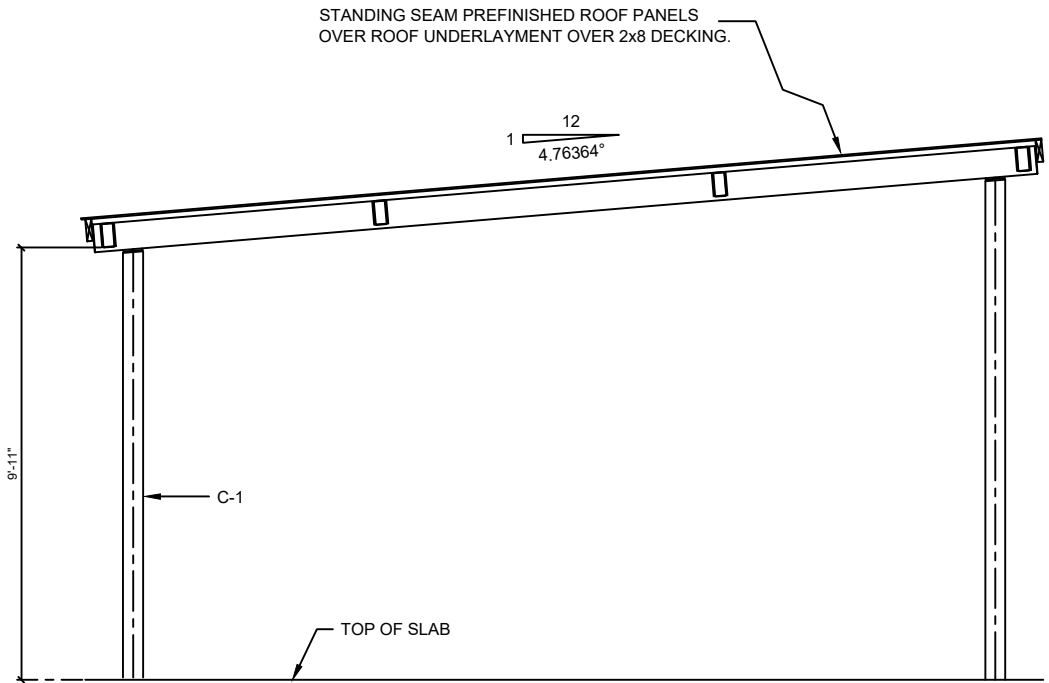
Signed: _____
Clint Hooppaw, Mayor

Accepted City of Apple Valley _____
Date: October 9, 2025 _____
Printed Name: _____

Signed: _____
Christina M. Scipioni, City Clerk



ROOF FRAMING PLAN
SCALE: 3/8" = 1'-0"



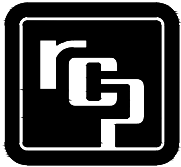
SECTION A
1
SCALE: 1/2" = 1'-0"

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TS-SS2020-01-TG

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PROJ. NO.:

DRAWN: RAR

CHKD:

REV 1:

REV 2:

REV 3:

REV 4:

SHOP DWG NO.:

EEC JOB NO.:

SHEET NO.:





ITEM:
MEETING DATE:
SECTION:

4.J.
October 9, 2025
Consent Agenda

Description:

Approve Change Order No. 17 for Project 2021-172, Police Garage

Staff Contact:

Charles Grawe, Assistant City Administrator

Department / Division:

Administration

Action Requested:

Approve Change Order No. 17 for Project 2021-172, Police Garage

Summary:

Project 2021-172, Police Garage, is using construction management services. As a result, the bid specification created 37 separate bid/quote categories and 37 separate contracts. In addition, the City has a construction management contract with RJM.

Attached is a proposal for Change Order No. 17 to the project contracts. The change order covers one issue summarized below. This issue results in changes to one of the contracts. The resulting change to the contract is line itemized on the attached summary sheet.

The total budget impact for the entire change is an addition of \$4,725.00. The changes to the individual contract sums prior to the approval of the change and after the approval of the change order are detailed on the attached summary sheet.

The project is under budget. Due to timing and scheduling, staff may grant prior approval of some of these items to keep the project moving on schedule. If prior staff approval is given, an explanation will be noted with the issue description.

Background:

Item 1: Add roller shades for west windows. Due to the work area windows facing west, there is considerable sunlight that enters the building, especially later in the day as the sun gets lower on the horizon. While natural lighting is a good and desirable element to the building, for part of the afternoon, the intense amount of sunlight entering the work areas causes glare and other visual challenges that impede on work activity. Staff and the architect agree that roller shades would be an appropriate solution that allows sunlight most of the day, but can block the intense sunlight when necessary. Quotes were obtained for shades and the low quote came from one of the contractors already working on the job. Using a change order to an existing contract is an efficient and time effective financial tool to move the shade addition quickly, given that the low quote was from a contractor already under contract. Due to the significant negative impact of the sunlight on the

work areas, staff granted prior approval for this change so that this work could proceed as rapidly as possible.

Budget Impact:

The total budget impact for the entire change is an addition of \$4,725.00. See the attached summary for the list of cost changes by issue and by contract.

Attachments:

1. PD Council Change Order 17 Summary

Project 2021-172, Police Garage (Police Operations Building)

Change Order Budget Impact Summary Sheet

Change Order Number: 17

Council Meeting Date: 9-Oct-25

Costs by Construction Issue

Item(s)	Change	Amount	Summary	Prior Staff Approval?
1	Addition	\$ 4,725.00	Add roller shades for west windows	yes
Total Cost Changes		\$ 4,725.00		

Costs by Contract

		Contract Change Information			
Costs by Contract	Contractor	Previous Amount	Change	New Amount	CO#
9L Carpet & Resilient Base	Sonus Interiors, Inc.	\$ 36,066.00	\$ 4,725.00	\$ 40,791.00	4
Const. Man. Fee	RJM Construction	\$ 253,431.41	\$ -	\$ 253,431.41	17
Const. Man. Reimbursables	RJM Construction	\$ 4,323.48	\$ -	\$ 4,323.48	17
Total Cost Changes			\$ 4,725.00		



ITEM:
MEETING DATE:
SECTION:

4.K.
October 9, 2025
Consent Agenda

Description:

Approve Change Order No. 2 to agreement with McNamara Contracting, Inc., for Project 2024-153, Pickleball Court Expansion at JCRPW (2023 Parks Bond Referendum)

Staff Contact:

Eric Carlson, Parks and Recreation Director
Nick Thompson

Department / Division:

Parks and Recreation

Action Requested:

Approve Change Order No. 1 to agreement with McNamara Contracting, Inc., for Project 2024-153, Pickleball Court Expansion at JCRPW (2023 Parks Bond Referendum)

Summary:

The City hired McNamara Contracting, Inc., to build the eight new pickleball courts at Johnny Cake Ridge Park West. The initial specifications called for two different paint colors on the court surface: blue for the courts themselves and green for the asphalt surrounding the courts. After further consideration, staff would like to add a light blue paint color to the no-volley zone of the courts (commonly referred to as the "kitchen") so that the coloring of the new courts matches the coloring of the existing eight courts on the site. This change order accounts for the added paint color. Staff recommend approving this change.

CO 1: Additional paint color for no-volley zone on courts (add \$1,418.90)

Total Change: Addition of \$1,418.90

Revised Contract Total: \$476,420.83

Background:

For the last several years, the City of Apple Valley has worked with the community to determine the future needs and desires residents have for parks and recreation services. In November 2023, Apple Valley voters approved two separate questions in a special election, authorizing a total of \$73.25 million to invest in parks, trails, natural resources, Kelley Park, Redwood Park, Hayes Arena, the Apple Valley Family Aquatic Center, the Apple Valley Community Center and Senior Center, a youth baseball/softball complex at Hayes Park, and a community pool at Redwood Park.

It will take four to six years to implement the improvements approved by voters. As we develop projects, we will involve residents in the planning process. Information on plans and construction progress will be provided on our website so residents can see what work is planned for each location and how the referendum dollars are being spent.

Budget Impact:

Funding for this project comes from the successful 2023 Parks Bond Referendum.

Attachments:

1. Change Order 2



McNamara Contracting, Inc.

16700 Chippendale Avenue
Rosemount, MN 55068
Phone: 651.322.5500 Fax: 651.322.5550
www.mcnamaracontracting.com

To: ALL BIDDERS	Contact:
Address: ALL	Phone:
	Fax:
Project Name: JCRPW Pickleball Court Expansion Change Order #2	Bid Number:
Project Location:	Bid Date: 9/18/2025
Addendum #: -	

Item #	Item Description	Estimated Quantity	Unit	Total Price
1	Change Order #2 - Fencing & Slat Changes	1.00	LS	(\$6,596.80)

Total Bid Price: (\$6,596.80)

Notes:

- This change order covers fencing changes to the original contract scope. Changes can be seen below:
- - Item 22 Install 10' Perimeter Fence - scope of work change to install a 6' perimeter fence in lieu of a 10' perimeter fence.
- - Item 23 Install 10' Privacy Slats on 10' Fence - scope of work change to install 6' slats on the 6' perimeter fence in lieu of 10' slats on a 10' perimeter fence.
- - Item 37 Install 10' Privacy Slats on Existing Courts - scope of work change to provide 6' slats. Material only. No install.
- - Provide 10' slats that were originally purchased to complete the work required under item #23 as material only. These slats were purchased prior to the contract changes initiated by the city.
- We reserve the right to negotiate the terms of any binding contract. This includes, but is not limited to, requiring that this quote and notes are included in said contract.

Payment Terms:

Payment due within 10 days after payment is made by Owner or within 30 days of invoice; whichever is sooner

City of Apple Valley

By: _____
Clint Hooppaw, Mayor

By: _____
Christina M. Scipioni, City Clerk

ACCEPTED:

The above prices, specifications and conditions are satisfactory and are hereby accepted.

Buyer: City of Apple Valley

Signature: See above

Date of Acceptance: October 9, 2025

CONFIRMED:

McNamara Contracting, Inc.

Authorized Signature: _____

Estimator: Blake Conrad
Blakec@mcnamaracontracting.com



ITEM:
MEETING DATE:
SECTION:

4.L.
October 9, 2025
Consent Agenda

Description:

Approve Change Order No. 5 to agreement with Kraus-Anderson Construction Company for Project 2024-189, Redwood Park Reconstruction (2023 Parks Bond Referendum)

Staff Contact:

Brian Christianson

Department / Division:

Parks and Recreation

Action Requested:

Approve Change Order No. 5 to agreement with Kraus-Anderson Construction Company for Project 2024-189, Redwood Park Reconstruction (2023 Parks Bond Referendum)

Summary:

The City is using the construction manager at risk (CMAR) project delivery method to complete *Project 2024-189, Redwood Park Reconstruction (formerly Project 2024-117), and Kraus-Anderson is our CMAR. At the March 27 meeting, the City Council authorized Parks & Recreation Director Eric Carlson to approve change orders under \$20,000.

This change order encompasses various adjustments, including the following:

- Changes to the proposed irrigation system including an irrigation pump to regulate the water pressure, sleeves under sidewalks and other paved areas to run irrigation beneath, and changing duct work from PVC to fiberglass to meet building code per the City's building department
- Changing site lighting from solar powered lighting to electric powered lighting
- Removing and installing additional curbing and utilities within the right of way not originally shown on the plans per the City's engineering department
- Eliminating some light poles in the parking lot while still meeting code requirements
- Removing some gypsum covering within the building

CO 5: Various additions and deductions; see details above (deduct \$4,265.59)

Total Change: Deduction of \$4,265.59

Revised Contract Total: \$10,720,001.98

Background:

For the last several years, the City of Apple Valley has worked with the community to determine the future needs and desires residents have for parks and recreation services. In November 2023, Apple Valley voters approved two separate questions in a special election, authorizing a total of \$73.25

million to invest in parks, trails, natural resources, Kelley Park, Redwood Park, Hayes Arena, the Apple Valley Family Aquatic Center, the Apple Valley Community Center and Senior Center, a youth baseball/softball complex at Hayes Park, and a community pool at Redwood Park.

It will take four to six years to implement the improvements approved by voters. As we develop projects, we will involve residents in the planning process. Information on plans and construction progress will be provided on our website so residents can see what work is planned for each location and how the referendum dollars are being spent.

Budget Impact:

Funding for this project comes from the successful 2023 Parks Bond Referendum.

Attachments:

1. Change Order 5



KRAUS-ANDERSON®
Construction Company

501 South Eighth Street
Minneapolis, MN 55404

Owner Change Order

Project: 2510045-	Redwood Park Improvements	Contract Number:	2510045- Redwood Park Improvements
	311 County Road 42 Apple Valley, MN 55124	Change Order #:	005
To (Contractor):	Kraus-Anderson Construction Company 501 South Eighth Street Minneapolis, MN 55404	Change Order Date:	09/18/25

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

COR	Description	Amount
6.00	Confluence PR #04	Add: \$73,220.49
8.00	Confluence PR #02R	Deduct: (\$70,403.36)
9.00	Confluence PR #06	Add: \$4,374.26
13.00	RFI #031 - Site Lighting Changes	Deduct: (\$8,763.89)
18.00	RFI #014 - Gypsum Topping at Room 150	Deduct: (\$2,693.09)
Total For Change Order:		005 Deduct: (\$4,265.59)

The original Guaranteed Maximum Price was	\$10,755,665.00
The net change by previously authorized Change Orders was	(\$31,397.43)
The Guaranteed Maximum Price prior to this Change Order was	\$10,724,267.57
The Guaranteed Maximum Price will be decreased by this Change Order	(\$4,265.59)
The new Guaranteed Maximum Price will be	\$10,720,001.98

The Contract time will be increased by 0 days.

The Date of Substantial Completion as of the date of this Change Order therefore is 9/30/2026

Note: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

Authorized By Owner:

City of Apple Valley
7100 147th Street West
Apple Valley, MN 55124

By: Eric Carlson
Date: 9/24/2025 | 1:49 PM CDT

Accepted By Contractor:

Kraus-Anderson Construction Company
501 South Eighth Street
Minneapolis, MN 55404

By: Patrick Mulcahey
Date: 9/25/2025 | 8:31 AM CDT



ITEM:
MEETING DATE:
SECTION:

4.M.
October 9, 2025
Consent Agenda

Description:

Approve Change Orders No. 2, 3, 4, and 5 to agreement with Bituminous Roadways, Inc., for Project 2025-154, Neighborhood Parks Improvements (2023 Parks Bond Referendum)

Staff Contact:

Eric Carlson, Parks and Recreation Director

Department / Division:

Parks and Recreation

Action Requested:

Approve Change Orders No. 2, 3, 4, and 5 to agreement with Bituminous Roadways, Inc., for Project 2025-154, Neighborhood Parks Improvements (2023 Parks Bond Referendum)

Summary:

The City has hired Bituminous Roadways, Inc., to perform park improvements at Apple Ponds, Carrollwood, Cedar Isle, Chaparral, and Greenleaf North Parks for Project 2025-154, Neighborhood Parks Improvements. Improvements at these parks include reconstruction or resurfacing of trails and courts; replacement of backstops and ballfield benches; adjustments to grading, trails, playground containers, and concrete ramps to meet accessibility requirements; and site preparation for installation of new playground equipment. At the July 24, 2025, meeting, the City Council authorized Parks & Recreation Director Eric Carlson to approve change orders associated with this project that are under \$20,000.00.

CO 2: Install concrete pad for portable toilet at Greenleaf North Park (add \$3,250.00)

CO 3: Purchase and install new basketball hoop at Greenleaf North Park (add \$6,500.00)

CO 4: Add trail backfill and drain tile at Cedar Isle Park (add \$9,425.00)

CO 5: Common excavation for leveling of playground site at Carrollwood Park (add \$5,990.00)

Total Change: Addition of \$25,165.00

Revised Contract Total: \$715,175.92

Background:

For the last several years, the City of Apple Valley has worked with the community to determine the future needs and desires residents have for parks and recreation services. In November 2023, Apple Valley voters approved two separate questions in a special election, authorizing a total of \$73.25 million to invest in parks, trails, natural resources, Kelley Park, Redwood Park, Hayes Arena, the Apple Valley Family Aquatic Center, the Apple Valley Community Center and Senior Center, a youth baseball/softball complex at Hayes Park, and a community pool at Redwood Park.

It will take four to six years to implement the improvements approved by voters. As we develop

projects, we will involve residents in the planning process. Information on plans and construction progress will be provided on our website so residents can see what work is planned for each location and how the referendum dollars are being spent.

Budget Impact:

Funding for this project comes from the successful 2023 Parks Bond Referendum.

Attachments:

1. Change Order 2
2. Change Order 3
3. Change Order 4
4. Change Order 5



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www.bitroads.com | info@bitroads.com

Change Order #2

To:	CITY OF APPLE VALLEY	Contact:	MIKE ENDRES
Address:	7100 WEST 147TH STREET APPLE VALLEY, MN 55124 USA	Phone:	(952) 953-2451
Project Name:	AV NEIGHBORHOOD PARKS - 2025	Fax:	
Project Location:	VARIOUS LOCATIONS, APPLE VALLEY, MN	Bid Number:	
		Bid Date:	6/12/2025

Item Description

Concrete Slab Replacement

- Remove And Install 100 SF 5" Concrete Flatwork.

Total Bid Price: **\$3,250.00**

Notes:

- All work to be completed in 2025.
- Proposed Work Does Not Include: Landscape Restoration, Irrigation Repair/Restoration, Private Utility Locates/Repairs, Sub-soil Corrections, Erosion Control, Towing Charges, Permits and Fees, Multiple Mobilizations, Surveying or any Unforeseen Conditions, Guarantee on drainage or ponding of water on lots with less than 1% slope. No epoxy or thermoplastic striping.

If wear course is to be placed after October 31, Bituminous Roadways cold weather paving advisory will need to be signed.

- Noted Addn: None
- For more information: www.bitroads.com

Payment Terms:

This proposal is subject to credit approval and is valid for 10 calendar days, after which time price quotes may be withdrawn without notice. This quote is based on standard AGC subcontract language and shall become a rider to any contract.

Payment due upon receipt of invoice. A finance charge of 1 1/2% per month (18% per year) will be charged on any balance over 30 days past invoice date, unless otherwise agreed upon in writing. We gladly accept Visa, Mastercard, Discover & American Express.

<https://bitroads.com/About-Us/75th-Anniversary>

ACCEPTED:

The above prices, specifications and conditions are satisfactory and are hereby accepted.

Buyer:  City of Apple Valley

Signature: _____

Date of Acceptance: 9/19/25

CONFIRMED:

BITUMINOUS ROADWAYS, INC. - MENDOTA HEIGHTS

Authorized Signature: _____

Estimator: Ethan Lang

ethan.lang@bitroads.com



Your Preferred Pavement Partner Since 1946

1520 Commerce Drive | Mendota Heights | MN | 55120
651-686-7001 (P) | 651-687-9857 (F)
www.bitroads.com | info@bitroads.com

Change Order #4

To:	CITY OF APPLE VALLEY	Contact:	MIKE ENDRES
Address:	7100 WEST 147TH STREET APPLE VALLEY, MN 55124 USA	Phone:	(952) 953-2451
Project Name:	AV NEIGHBORHOOD PARKS - 2025	Fax:	
Project Location:	VARIOUS LOCATIONS, APPLE VALLEY, MN	Bid Number:	
		Bid Date:	6/12/2025

Item Description

DEDUCT - TRAIL & COURT PAVEMENT

Bituminous Pavement Section Reconstruction

- Excavate Existing Surface Material To Accommodate A 9 Inch Thick Pavement Section. Dispose Of Material Off-site.
- Furnish And Install A 6 Inch MN/DOT 3138 100% Crushed Class 5 Aggregate Base Course.
- Furnish And Install A 1.5 Inch (Compacted Thickness) MN/DOT 2360 Type SPNWB330B Bituminous Base Course.
- Furnish And Install A MN/DOT 2357 Bituminous Tack Coat.
- Furnish And Install A 1.5 Inch (Compacted Thickness) MN/DOT 2360 Type SPWEA340B Bituminous Wearing Course.
- Furnish And Install Striping To Match Existing.

Total Price for above DEDUCT - TRAIL & COURT PAVEMENT Items: (\$4,600.00)

ADD - TRAIL BACKFILL

Restore Landscape

- Landscape Restoration, Including Topsoil And Seed. Excludes Maintenance.

Total Price for above ADD - TRAIL BACKFILL Items: \$13,075.00

ADD - 6" DT

Drain Tile

- Furnish And Install 60 LF 6 Inch Drain Tile.

Total Price for above ADD - 6" DT Items: \$2,400.00

DEDUCT - N TRAIL EXCAVATION

DEDUCT 6 " TRAIL EXCAVATION - NORTH SECTION

Total Price for above DEDUCT - N TRAIL EXCAVATION Items: (\$1,300.00)

DEDUCT - REMOVE N TRAIL PATCH

Dig-out Patch/Repair (4 SY)

- Areas To Be Patched Shall Be Removed To A Depth Of 4 Inches. Edges Shall Be Cut Vertically With Saw Or Milling Machine. A Tack Coat Shall Be Applied Uniformly To Cut Edges. Install 4 Inches Of Type SPWEA340B Asphalt Mix. Compact With Steel Roller For Smooth Transition With Existing Surface.

Total Price for above DEDUCT - REMOVE N TRAIL PATCH Items: (\$150.00)

Total Bid Price: \$9,425.00

Notes:

- All work to be completed by the end of June 2026.
- Proposed Work Does Not Include: Landscape Restoration, Irrigation Repair/Restoration, Private Utility Locates/Repairs, Sub-soil Corrections, Erosion Control, Towing Charges, Permits and Fees, Multiple Mobilizations, Surveying or any Unforeseen Conditions, Guarantee on drainage or ponding of water on lots with less than 1% slope. No epoxy or thermoplastic striping.

If wear course is to be placed after October 31, Bituminous Roadways cold weather paving advisory will need to be signed.

- Noted Addn: None
- For more information: www.bitroads.com

Payment Terms:

This proposal is subject to credit approval and is valid for 10 calendar days, after which time price quotes may be withdrawn without notice. This quote is based on standard AGC subcontract language and shall become a rider to any contract.

Payment due upon receipt of invoice. A finance charge of 1 1/2% per month (18% per year) will be charged on any balance over 30 days past invoice date, unless otherwise agreed upon in writing. We gladly accept Visa, Mastercard, Discover & American Express.

<https://bitroads.com/About-Us/75th-Anniversary>

ACCEPTED: The above prices, specifications and conditions are satisfactory and are hereby accepted. Buyer: <u>Eric Carlson</u> Signature: <u></u> Date of Acceptance: <u>9/22/25</u>	CONFIRMED: BITUMINOUS ROADWAYS, INC. - MENDOTA HEIGHTS Authorized Signature: _____ Estimator: Ethan Lang ethan.lang@bitroads.com
---	--



Your Preferred Pavement Partner Since 1946

1520 Commerce Drive | Mendota Heights | MN | 55120
651-686-7001 (P) | 651-687-9857 (F)
www.bitroads.com | info@bitroads.com

Change Order #5

To:	CITY OF APPLE VALLEY	Contact:	MIKE ENDRES
Address:	7100 WEST 147TH STREET APPLE VALLEY, MN 55124 USA	Phone:	(952) 953-2451
Project Name:	AV NEIGHBORHOOD PARKS - 2025	Fax:	
Project Location:	VARIOUS LOCATIONS, APPLE VALLEY, MN	Bid Number:	
		Bid Date:	6/12/2025

Item Description

FURNISH AND INSTALL COMMON EXC - 82 CY OF COMMON IMPORT AND PLACEMENT
- INCLUDES 3 HOURS OF SUPERINTENDENT COORDINATION
- 4 HOURS OF SURVEY SPEND RE-ALIGNING THE TRAIL AND PLAYGROUND AREA

Total Bid Price: **\$5,990.00**

Notes:

- All work to be completed by the end of June 2026.
- Proposed Work Does Not Include: Landscape Restoration, Irrigation Repair/Restoration, Private Utility Locates/Repairs, Sub-soil Corrections, Erosion Control, Towing Charges, Permits and Fees, Multiple Mobilizations, Surveying or any Unforeseen Conditions, Guarantee on drainage or ponding of water on lots with less than 1% slope. No epoxy or thermoplastic striping.
- **If wear course is to be placed after October 31, Bituminous Roadways cold weather paving advisory will need to be signed.**

- Noted Addn: None
- For more information: www.bitroads.com

Payment Terms:

This proposal is subject to credit approval and is valid for 10 calendar days, after which time price quotes may be withdrawn without notice. This quote is based on standard AGC subcontract language and shall become a rider to any contract.

Payment due upon receipt of invoice. A finance charge of 1 1/2% per month (18% per year) will be charged on any balance over 30 days past invoice date, unless otherwise agreed upon in writing. We gladly accept Visa, Mastercard, Discover & American Express.

<https://bitroads.com/About-Us/75th-Anniversary>

ACCEPTED:

The above prices, specifications and conditions are satisfactory and are hereby accepted.

Buyer: _____

Signature: _____

Date of Acceptance: _____

CONFIRMED:

BITUMINOUS ROADWAYS, INC. - MENDOTA HEIGHTS

Authorized Signature: _____

Estimator: Ethan Lang
ethan.lang@bitroads.com



ITEM:
MEETING DATE:
SECTION:

4.N.
October 9, 2025
Consent Agenda

Description:

Approve Change Order No. 1, acceptance and final payment on Agreement with Hydro-Klean, LLC, for Project 2025-143, 2025 Sump Catch Basin Cleaning - County and Collector Roads

Staff Contact:

Brian Skok, Utilities Superintendent

Department / Division:

Public Works/Utilities

Action Requested:

Approve Change Order No. 1, acceptance and final payment on Agreement with Hydro-Klean, LLC, for Project 2025-143, 2025 Sump Catch Basin Cleaning - County and Collector Roads

Summary:

Hydro-Klean, LLC has requested the second and final payment for removing sediment from 625 sump catch basins. All work has been performed in accordance with the project specifications and staff is recommending approval of the final payment at this time.

Also attached is a proposed change order to the project agreement. The change order covers a deduction of 3 sump catch basins for a total change order of \$300. The contract sum prior to approval of the change order is \$62,800. With the approval of the change order, the contract total is \$62,500.

Background:

On July 10, 2025, Council approved an agreement with Hydro-Klean, LLC, for sediment removal from 628 sump catch basins on County and collector roads, at a unit price of \$100.00 per structure.

Budget Impact:

Funding for sump catch basin cleaning is included in the 2025 operation budget of Public Works Storm Drainage Utility, 5505.6249.

Budgeted	\$166,500
Hydro-Klean, LLC	<u>\$ 62,500</u>
Budget Remaining	\$104,000

Attachments:

1. 2025-143 Change Order No. 1
2. 2025-143 Final Pay Docs



Owner: City of Apple Valley, 7100 W. 147th St., Apple Valley, MN 55124

Date September 22, 2025

Contractor: Hydro - Klean, LLC

CHANGE ORDER NO. 1

Project 2025-143, 2025 Sump Catch Basin Cleaning (county and collector roads)

The following items are deemed to be necessary to complete the project according to the intended design. In accordance with the terms of this Contract, the Contractor is hereby authorized and instructed to perform the work as altered by the following provisions.

Description of Work

Reduction of 3 Sump Catch Basins.

No.	Item	Unit	Quantity	Unit	Total
				Price	Amount
1	Reduction of Sump Catch Basins -	EA	3	-\$100.00	(\$300.00)
TOTAL CHANGE ORDER NO. 1					(\$300.00)

Approved by Contractor:

HYDRO-KLEAN, LLC

MP Finance

9/29/25

Date

Approved by Owner:

CITY OF APPLE VALLEY

Clint Hooppaw, Mayor

Date

Attest: Christina M. Sciploni, City Clerk

Date

c: Contractor
Project File 2025-143

PAYMENT VOUCHER NO. 2 & Final
2025 Sump Catch Basin Cleaning (county and collector roads)
PROJECT NO. 2025-143
For Period: 9/22/25

OWNER:
City of Apple Valley
7100 147th Street West
Apple Valley, MN 55124

CONTRACTOR:
Hydro-Klean, LLC
333 NW 49th Place
Des Moines, IA 50313

Amount of Contract: \$62,800.00
Change Order No. 1 -\$300.00
Total Amount \$62,500.00

	Account Number	Contract Amount Per Agreement 7/10/25	Value of Work Certified To Date	Less 0 Percent Retained	Less Previous Payments	Net Amount Due
Storm Sewer	5505.6249-2025143D	\$ 62,800.00	\$62,500.00	\$0.00	\$55,860.00	\$6,640.00
Change Order No.1		\$ (300.00)				
Subtotal		\$ 62,500.00	\$62,500.00	\$0.00	\$55,860.00	\$6,640.00
Total		\$62,500.00	\$0.00	\$0.00	\$55,860.00	\$6,640.00

Date: 09/29/2025

Brian Skob
Public Works Superintendent - Utilities

Date: 09/29/2025

M. J. Jan
Public Works Director



Owner:	City of Apple Valley, 7100 W. 147th St., Apple Valley, MN 55124	Date:	September 22, 2025
For Period:	9/15/25	Request No:	2 & Final
Contractor:	Hydro-Klean, LLC		

CONTRACTOR'S REQUEST FOR PAYMENT

Project 2025-143, 2025 Sump Catch Basin Cleaning (county and collector roads)

SUMMARY

1	Original Contract Amount		\$	\$62,800.00
2	Change Order - Addition	\$		
3	Change Order - Deduction	\$	300.00	
4	Revised Contract Amount		\$	\$62,500.00
5	Value Completed to Date		\$	\$62,500.00
6	Material on Hand		\$	\$0.00
7	Amount Earned		\$	\$62,500.00
8	Less Retainage	0%	\$	\$0.00
9	Subtotal		\$	\$62,500.00
10	Less Amount Paid Previously		\$	\$55,860.00
11	Liquidated damages -		\$	\$0.00
12	AMOUNT DUE THIS REQUEST FOR PAYMENT NO.	2 & Final	\$	\$6,640.00

Approved by Contractor:
Hydro - Klean, LLC

Mr R VP of Finance

Approved by Owner:
CITY OF APPLE VALLEY

Clint Hooppaw, Mayor

Date

Specified Contract Completion Date:
October 15, 2025

Attest: Christina M. Scipioni, City Clerk

Date

City of



Owner: City of Apple Valley

Contractor: Hydro-Klean, LLC

Date: 9/22/25

CONTRACTOR REQUEST FOR PAYMENT SUPPLEMENTAL INFO

Project 2025-143, Sump Catch Basin Cleaning								
No.	Item	Unit	Contract Quantity	Unit Price	Previous Quantity	Current Quantity	Quantity To Date	Total Amount To Date
1	Sump Catch Basin Cleaning -Interior	ea	628	\$ 100.00	588	37	625	\$62,500.00
Total Request for Payment 1								\$62,500.00

PROJECT PAYMENT STATUS

OWNER

CITY OF APPLE VALLEY

Project 2025-143, 2025 Sump Catch Basin Cleaning (county and collector roads)

CONTRACTOR: Hydro - Klean, LLC

CHANGE ORDERS

No.	Date	Description	Amount
1	9/22/2025	Reduction of amount of catch basins	\$300.00
Total Change Orders			\$300.00

PAYMENT SUMMARY

No.	From	To	Payment	Retainage	Completed
1	07/10/2025	08/31/25	\$55,860.00	\$2,940.00	\$58,800.00
2 & Final	08/31/2025	09/22/25	\$6,640.00		\$62,500.00

Material on Hand

Total Payment to Date		\$62,500.00	Original Contract	\$62,800.00
Retainage Pay No.	2 & Final		Change Orders	\$300.00
Total Amount Earned		\$62,500.00	Revised Contract	\$62,500.00

2025-143 Final Pay Docs

Final Audit Report

2025-09-29

Created:	2025-09-29
By:	Wendy Davis (Wendy.Davis@applevalleymn.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAARmZLF64olj0dRxaaZnxhPPIiWBVQE89V

"2025-143 Final Pay Docs" History

-  Document created by Wendy Davis (Wendy.Davis@applevalleymn.gov)
2025-09-29 - 6:20:49 PM GMT
-  Document emailed to Brian Skok (Brian.Skok@applevalleymn.gov) for signature
2025-09-29 - 6:20:54 PM GMT
-  Email viewed by Brian Skok (Brian.Skok@applevalleymn.gov)
2025-09-29 - 7:21:52 PM GMT
-  Document e-signed by Brian Skok (Brian.Skok@applevalleymn.gov)
Signature Date: 2025-09-29 - 7:22:07 PM GMT - Time Source: server
-  Document emailed to Matt Saam (matt.saam@applevalleymn.gov) for signature
2025-09-29 - 7:22:09 PM GMT
-  Email viewed by Matt Saam (matt.saam@applevalleymn.gov)
2025-09-29 - 9:13:05 PM GMT
-  Document e-signed by Matt Saam (matt.saam@applevalleymn.gov)
Signature Date: 2025-09-29 - 9:14:28 PM GMT - Time Source: server
-  Agreement completed.
2025-09-29 - 9:14:28 PM GMT



Adobe Acrobat Sign



ITEM:
MEETING DATE:
SECTION:

4.O.
October 9, 2025
Consent Agenda

Description:

Approve acceptance and final payment on Agreement with Sewer Septic Grease Services, LLC, for Project 2025-144, 2025 Sump Catch Basin Cleaning - Interior Roads

Staff Contact:

Brian Skok, Utilities Superintendent

Department / Division:

Public Works/Utilities

Action Requested:

Approve acceptance and final payment on Agreement with Sewer Septic Grease Services, LLC, for Project 2025-144, 2025 Sump Catch Basin Cleaning - Interior Roads.

Summary:

Sewer Septic Grease Services has requested final payment for removing sediment from 365 sump catch basins. All work has been performed in accordance with the project specifications and staff is recommending approval of the final payment at this time.

Background:

On July 10, 2025, Council approved an agreement with Sewer Septic Grease Services, for sediment removal from 365 sump catch basins on Apple Valley city roads, at a unit price of \$95.00 per structure. Sewer Septic Grease Services cleaned 365 sump catch basins for a total cost of \$34,675.

Budget Impact:

Funding for sump catch basin cleaning is included in the 2025 operating budget of Public Works Storm Drainage Utility, 5505.6249.

Remaining budget from project 2025-143	\$104,000
Sewer Septic Grease Services, LLC bid	<u>\$ 34,675</u>
Remaining budget (savings)	\$ 69,325

Attachments:

1. 2025-144 Final Pay Docs

PAYMENT VOUCHER NO. 1 & Final
2025 Sump Catch Basin Cleaning (interior roads - City)
PROJECT NO. 2025-144
For Period: 9/29/25

OWNER:
City of Apple Valley
7100 147th Street West
Apple Valley, MN 55124

CONTRACTOR:
Sewer Septic Grease Services, LLC
1529 Judd Ave N
Glencoe, MN 55336

Amount of Contract: \$34,675.00

Total Amount \$34,675.00

	Account Number	Contract Amount Per Agreement 7/10/25	Value of Work Certified To Date	Less 0 Percent Retained	Less Previous Payments	Net Amount Due
Storm Sewer	5505.6249-2025144D	\$ 34,675.00	\$34,675.00	\$0.00	\$34,675.00	\$34,675.00
Subtotal		\$ 34,675.00	\$34,675.00	\$0.00	\$34,675.00	\$34,675.00
Total		\$34,675.00	\$34,675.00	\$0.00	\$34,675.00	\$34,675.00

Date: 09/29/2025

Brian Skok
Public Works Superintendent - Utilities

Date: 09/29/2025

Matt Guen
Public Works Director



Owner:	City of Apple Valley, 7100 W. 147th St., Apple Valley, MN 55124	Date:	September 29, 2025
For Period: 9/29/25	Request No:		1 & Final
Contractor: Sewer Septic Grease Services, LLC			

CONTRACTOR'S REQUEST FOR FINAL PAYMENT

Project 2025-1444 2025 Sump Catch Basin Cleaning (interior roads - City)

SUMMARY

1	Original Contract Amount		\$	\$34,675.00
2	Change Order - Addition	\$		
3	Change Order - Deduction	\$		
4	Revised Contract Amount		\$	\$34,675.00
5	Value Completed to Date		\$	\$34,675.00
6	Material on Hand		\$	\$0.00
7	Amount Earned		\$	\$34,675.00
8	Less Retainage	0%	\$	\$0.00
9	Subtotal		\$	\$34,675.00
10	Less Amount Paid Previously		\$	\$0.00
11	Liquidated damages -		\$	\$0.00
12	AMOUNT DUE THIS REQUEST FOR PAYMENT NO.	1 & Final	\$	\$34,675.00

Approved by Contractor:
Sewer Septic Grease Services, LLC

Approved by Owner:
CITY OF APPLE VALLEY

Clint Hooppaw, Mayor

Date

Specified Contract Completion Date:
October 31, 2025

Attest: Christina M. Scipioni, City Clerk

Date



Owner: City of Apple Valley
Contractor: Sewer Septic Grease Services, LLC

Date: September 29, 2025

CONTRACTOR REQUEST FOR PAYMENT SUPPLEMENTAL INFO

Project 2025-144, Sump Catch Basin Cleaning								
No.	Item	Unit	Contract Quantity	Unit Price	Previous Quantity	Current Quantity	Quantity To Date	Amount To Date
1	Sump Catch Basin Cleaning -Interior	ea	365	\$ 95.00	0	365	365	\$34,675.00
Total Request for Payment 1 & Final								\$34,675.00

PROJECT PAYMENT STATUS

OWNER

CITY OF APPLE VALLEY

Project 2025-1444 2025 Sump Catch Basin Cleaning (interior roads - City)

CONTRACTOR: Sewer Septic Grease, LLC

CHANGE ORDERS

No.	Date	Description	Amount
Total Change Orders			

PAYMENT SUMMARY

No.	From	To	Payment	Retainage	Completed
1 & Final	07/10/2025	09/29/25	\$34,675.00		\$34,675.00

Material on Hand

Total Payment to Date		\$34,675.00	Original Contract	\$34,675.00
Retainage Pay No.	1 & Final		Change Orders	
Total Amount Earned		\$34,675.00	Revised Contract	\$34,675.00

Created:	2025-09-29
By:	Wendy Davis (Wendy.Davis@applevalleymn.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAuFZBwIA-7D5baAJ7nK9r2IM_IOXrwiiM

"pay2" History

-  Document created by Wendy Davis (Wendy.Davis@applevalleymn.gov)
2025-09-29 - 6:05:18 PM GMT
-  Document emailed to Brian Skok (Brian.Skok@applevalleymn.gov) for signature
2025-09-29 - 6:05:25 PM GMT
-  Email viewed by Brian Skok (Brian.Skok@applevalleymn.gov)
2025-09-29 - 7:20:37 PM GMT
-  Document e-signed by Brian Skok (Brian.Skok@applevalleymn.gov)
Signature Date: 2025-09-29 - 7:20:53 PM GMT - Time Source: server
-  Document emailed to Matt Saam (matt.saam@applevalleymn.gov) for signature
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-  Email viewed by Matt Saam (matt.saam@applevalleymn.gov)
2025-09-29 - 9:12:22 PM GMT
-  Document e-signed by Matt Saam (matt.saam@applevalleymn.gov)
Signature Date: 2025-09-29 - 9:12:58 PM GMT - Time Source: server
-  Agreement completed.
2025-09-29 - 9:12:58 PM GMT



ITEM:
MEETING DATE:
SECTION:

4.P.
October 9, 2025
Consent Agenda

Description: Approve claims and bills	
Staff Contact: Ron Hedberg, Finance Director	Department / Division: Finance

Action Requested:
Approve claims and bills

Summary:
Attached for City Council review and approval are check registers for recent claims and bills.

Background:
N/A

Budget Impact:
Check registers dated September 17, 2025, and September 24, 2025, in the amounts of \$1,887,081.07, and \$5,373,823.36, respectively.

Attachments:

1. Check Register & Summary September 17, 2025
2. Check Register & Summary September 24, 2025

Council Check Register by GL
Council Check Register by Invoice & Summary

8/11/2025 -- 9/19/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
35649	9/19/2025		145130 1 CLEAN CONSCIENCE							
		1,450.00	EDU BLDG - CLEANING SVCS AUG		498173	8AUG25	2092.6240		CLEANING SERVICE/GARBAGE	EDUCATION BUILDING FUND
		1,450.00								
35650	9/19/2025		155911 5 STAR INSPECTIONS INC							
		234.72	ELECTRICAL FEES AUG 25 EXPIRED		498199	20250915A	1400.6243		ELECTRICAL PERMIT FEES	INSPECTIONS MANAGEMENT
		234.72								
35651	9/19/2025		100101 ACE HARDWARE							
		1.19-	DISCOUNT		498509	350132100905	5265.6333		GENERAL-CASH DISCOUNTS	ARENA 2 BLDG MAINTENANCE-HAYES
		11.96	HOSE CLAMPS		498509	350132100905	5265.6215		EQUIPMENT-PARTS	ARENA 2 BLDG MAINTENANCE-HAYES
		1.99-	DISCOUNT		498512	350134100919	1720.6333		GENERAL-CASH DISCOUNTS	PARK GROUNDS MAINTENANCE
		19.98	TREE PAINT		498512	350134100919	1720.6229		GENERAL SUPPLIES	PARK GROUNDS MAINTENANCE
		6.99-	DISCOUNT		498510	350135100907	1210.6333		GENERAL-CASH DISCOUNTS	POLICE FIELD OPERATIONS/PATROL
		69.90	CLEANING BUCKETS		498510	350135100907	1210.6229		GENERAL SUPPLIES	POLICE FIELD OPERATIONS/PATROL
		145.49	SMALL ENGINE REPAIR		498508	350139100893	1610.6215		EQUIPMENT-PARTS	STREET/BOULEVARD REPAIR & MNTC
		145.49-	SMALL ENGINE REPAIR		498507	350139100898	1610.6215		EQUIPMENT-PARTS	STREET/BOULEVARD REPAIR & MNTC
		65.97	SHOVELS FOR CREW		498511	350139100917	1610.6229		GENERAL SUPPLIES	STREET/BOULEVARD REPAIR & MNTC
		2.39-	DISCOUNT		498505	350140100883	5310.6333		GENERAL-CASH DISCOUNTS	WATER METER RPR/REPLACE/READNC
		23.94	VFC AC REPEATER HOSE CLAMPS		498505	350140100883	5310.6229		GENERAL SUPPLIES	WATER METER RPR/REPLACE/READNC
		2.54-	DISCOUNT		498513	350140100922	5375.6333		GENERAL-CASH DISCOUNTS	SEWER MAINTENANCE AND REPAIR
		25.48	DUMPSTER ROOF REPAIR		498513	350140100922	5375.6229		GENERAL SUPPLIES	SEWER MAINTENANCE AND REPAIR
		202.13								
35652	9/19/2025		147453 ADAM'S PEST CONTROL INC							
		125.96	PEST CONTROL - MC		498188	4230327	1060.6249		OTHER CONTRACTUAL SERVICES	MUNICIPAL BLDG & GROUNDS MNTC
		125.96								
35653	9/19/2025		153995 AMAZON CAPITAL SERVICES							
		34.24	MAGNETS FOR GREASE BOARD MAPS		498189	11DRWGG4HQFJ	5365.6210		OFFICE SUPPLIES	SEWER MGMT/REPORTS/DATA ENTRY
		644.60	CHARGERS FOR PD OPS		498237	137W143FM6J1	1210.6211		SMALL TOOLS & EQUIPMENT	POLICE FIELD OPERATIONS/PATROL
		12.09	AIR HOSE QUICK CONNECT FITTING		498200	13XDQNK1XPN	1530.6211		SMALL TOOLS & EQUIPMENT	FLEET & BUILDINGS-CMF
		28.98	FIBER CLEANING KIT		498432	1DRVXHVHL76G	1030.6211		SMALL TOOLS & EQUIPMENT	INFORMATION TECHNOLOGY
		21.45	AIR HOSE QUICK CONNECT FITTING		498431	1MY76VTGRDP1	1530.6211		SMALL TOOLS & EQUIPMENT	FLEET & BUILDINGS-CMF
		363.62	CLEANING PRODUCTS CMF		498203	1RFMTYCM6KKL	1540.6229		GENERAL SUPPLIES	CMF BUILDINGS & GROUNDS MNTC
		107.97	CUP HOLD REPLACEMENTS FOR PD OP		498177	1V9QN3N73D4Q	1210.6210		OFFICE SUPPLIES	POLICE FIELD OPERATIONS/PATROL
		21.98	THROW LINE		498202	1VRFVCLQ46VK	1770.6211		SMALL TOOLS & EQUIPMENT	PARK GENERAL MAINTENANCE
		33.78	DOOR SIGN HOLDERS		498176	1W9DYPXP4HX	1900.6229		GENERAL SUPPLIES	AV COMMUNITY CENTER
		142.48	REPL LIGHT FOR CAMERA TRAILER		498204	1WP7W4KD614Y	5375.6215		EQUIPMENT-PARTS	SEWER MAINTENANCE AND REPAIR
		21.19	LUBRICANT FOR LOCK MECHANISMS		498201	1XD6RVDKGQTV	1060.6229		GENERAL SUPPLIES	MUNICIPAL BLDG & GROUNDS MNTC
		53.58-	RETURN TO AMAZON		498178	1Y7DVKTT9DY6	1210.6229		GENERAL SUPPLIES	POLICE FIELD OPERATIONS/PATROL

8/11/2025 -- 9/19/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
35653	9/19/2025		153995 AMAZON CAPITAL SERVICES						Continued...	
		1,378.80								
35654	9/19/2025		150791 BALD MAN BREWING							
		301.80	BEER#1	00052212	498338	9251	5015.6530		BEER	LIQUOR #1 STOCK PURCHASES
		301.80								
35655	9/19/2025		155342 BARREL THEORY BEER CO							
		216.00	BEER#3	00052690	498339	6981	5085.6530		BEER	LIQUOR #3 STOCK PURCHASES
		216.00	BEER#3	00052690	498340	7021	5085.6530		BEER	LIQUOR #3 STOCK PURCHASES
		432.00								
35656	9/19/2025		141748 BASER & PL UMPIRES							
		2,982.00	SOFTBALL UMPIRES 8/16-8/31		498238	20250901	1850.6249		OTHER CONTRACTUAL SERVICES	REC SOFTBALL
		2,982.00								
35657	9/19/2025		100054 BAUER BUILT INC							
		310.90	TIRES - #235		498437	180315711	1765.6216		VEHICLES-TIRES/BATTERIES	PARK EQUIPMENT MAINTENANCE
		134.90	TIRE REPAIR		498438	518034461	1630.6216		VEHICLES-TIRES/BATTERIES	STREET EQUIPMENT MAINTENANCE
		445.80								
35658	9/19/2025		152535 BIRCH TREE CARE							
		101.50	TREE TREATMENT FOR HO		498191	67567	1610.6249		OTHER CONTRACTUAL SERVICES	STREET/BOULEVARD REPAIR & MNTC
		101.50								
35659	9/19/2025		100296 BREAKTHRU BEVERAGE MIN - BEER							
		542.75	BT BEER		498240	123003345	2270.6419		GOLF-BEER	GOLF FOOD & BEVERAGE
		152.00	BREAKTHRU BEER		498192	123115681	2270.6419		GOLF-BEER	GOLF FOOD & BEVERAGE
		687.70	BT BEER		498239	123117096	2270.6419		GOLF-BEER	GOLF FOOD & BEVERAGE
		260.40	BT BEER		498181	123217613	2270.6419		GOLF-BEER	GOLF FOOD & BEVERAGE
		1,642.85								
35660	9/19/2025		101173 BROWN'S ICE CREAM CO							
		92.28	7TH AVENUE PIZZA		498182	22519716	2270.6420		GOLF-FOOD	GOLF FOOD & BEVERAGE
		92.28								
35661	9/19/2025		101562 CDW GOVERNMENT INC							
		431.94	PAPER FOR SQUADS		498215	AF1FH1P	1210.6210		OFFICE SUPPLIES	POLICE FIELD OPERATIONS/PATROL
		466.89	DUAL MONITOR KVM (1)		498183	AF7124P	1030.6725		CAPITAL OUTLAY-OFFICE EQUIP	INFORMATION TECHNOLOGY
		898.83								

Council Check Register by GL
Council Check Register by Invoice & Summary

8/11/2025 -- 9/19/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
35662	9/19/2025		143314 CLEAR RIVER BEVERAGE						Continued...	
		141.00	BEER#1	00051160	498341	823110	5015.6530		BEER	LIQUOR #1 STOCK PURCHASES
		753.80	THC#1	00051160	498342	823110	5015.6515		THC/CBD	LIQUOR #1 STOCK PURCHASES
		806.33	THC#3	00051160	498346	823281	5085.6515		THC/CBD	LIQUOR #3 STOCK PURCHASES
		675.00	BEER#3	00051160	498347	823281	5085.6530		BEER	LIQUOR #3 STOCK PURCHASES
		42.00	TAX#3	00051160	498348	823281	5085.6540		TAXABLE MISC FOR RESALE	LIQUOR #3 STOCK PURCHASES
		21.63	CMBEER#3	00051160	498345	823284	5085.6530		BEER	LIQUOR #3 STOCK PURCHASES
		529.00	BEER#3	00051160	498349	824077	5085.6530		BEER	LIQUOR #3 STOCK PURCHASES
		42.00	TAX#3	00051160	498350	824077	5085.6540		TAXABLE MISC FOR RESALE	LIQUOR #3 STOCK PURCHASES
		174.00	BEER#1	00051160	498343	825324	5015.6530		BEER	LIQUOR #1 STOCK PURCHASES
		90.00	THC#1	00051160	498344	825324	5015.6515		THC/CBD	LIQUOR #1 STOCK PURCHASES
		699.00	THC#3	00051160	498351	825364	5085.6515		THC/CBD	LIQUOR #3 STOCK PURCHASES
		111.00	BEER#3	00051160	498352	825364	5085.6530		BEER	LIQUOR #3 STOCK PURCHASES
		4,041.50								
35663	9/19/2025		100102 COLLEGE CITY BEVERAGE							
		257.10	CC BEER		498185	1176049	2270.6419		GOLF-BEER	GOLF FOOD & BEVERAGE
		505.50	CC LIQUOR		498242	1178306	2270.6429		GOLF-LIQUOR	GOLF FOOD & BEVERAGE
		43.98	ARNIE		498241	1178307	2270.6421		GOLF-NON ALCOHOLIC BEVERAGES	GOLF FOOD & BEVERAGE
		2,134.05	CC BEER		498241	1178307	2270.6419		GOLF-BEER	GOLF FOOD & BEVERAGE
		332.60	CC BEER		498186	1180582	2270.6419		GOLF-BEER	GOLF FOOD & BEVERAGE
		3,273.23								
35664	9/19/2025		123296 CTM SERVICES							
		667.80	AVSA OLYMPIA REPAIRS		498428	7758	5215.6265		REPAIRS-EQUIPMENT	ARENA 1 EQUIPMENT MAINTENANCE
		667.80								
35665	9/19/2025		100128 DAKOTA ELECTRIC ASSOCIATION							
		55.78	COBBLESTONE LK PKY LIGHTS AUG		498453	200001029347AUG 25	5805.6545		NON-TAXABLE MISC FOR RESALE	STREET LIGHT UTILITY FUND
		244.79	QUARRY POINT TOWER AUG		498454	200001036888AUG 25	5320.6255		UTILITIES-ELECTRIC	WATER WELL/BOOSTER STN MNT/RPR
		374.35	VALLEYWOOD MAINT BLDG AUG		498455	200001348960AUG 25	2230.6255		UTILITIES-ELECTRIC	GOLF SHOP BUILDING MAINTENANCE
		181.73	VALLEYWOOD RESERVOIR AUG		498456	200002244242AUG 25	5320.6255		UTILITIES-ELECTRIC	WATER WELL/BOOSTER STN MNT/RPR
		166.22	15298 153RD ST LIGHTS AUG		498457	200003155579AUG 25	5805.6545		NON-TAXABLE MISC FOR RESALE	STREET LIGHT UTILITY FUND
		59.13	15850 DRAWSTONE TRL LIGHTS AUG		498448	200003472842AUG 25	5805.6545		NON-TAXABLE MISC FOR RESALE	STREET LIGHT UTILITY FUND
		58.64	15750 DIAMOND WAY LIGHTS AUG		498449	200003472859AUG	5805.6545		NON-TAXABLE MISC FOR RESALE	STREET LIGHT UTILITY FUND

Council Check Register by GL

Council Check Register by Invoice & Summary

8/11/2025 -- 9/19/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
35665	9/19/2025		100128 DAKOTA ELECTRIC ASSOCIATION						Continued...	
						25				
		47.57	15745 COBBLESTONE LK PKY LIGHT		498450	200003472867AUG	5805.6545		NON-TAXABLE MISC FOR RESALE	STREET LIGHT UTILITY FUND
						25				
		21.57	158TH/DIAMOND PATH MOONLIGHT A		498451	200003472875AUG	5805.6545		NON-TAXABLE MISC FOR RESALE	STREET LIGHT UTILITY FUND
						25				
		135.43	COBBLESTONE LK PKY LIGHTS AUG		498452	200003571957AUG	5805.6545		NON-TAXABLE MISC FOR RESALE	STREET LIGHT UTILITY FUND
						25				
		3,450.97	VALLEYWOOD CLUBHOUSE AUG		498445	200004985206AUG	2215.6255		UTILITIES-ELECTRIC	GOLF CLUBHOUSE BUILDING
						25				
		32.14	COBBLESTONE N 2ND ADDITION AUG		498446	200005663463AUG	5805.6545		NON-TAXABLE MISC FOR RESALE	STREET LIGHT UTILITY FUND
						25				
		39.18	COBBLESTONE N 2ND ADDITION AUG		498447	200005663471AUG	5805.6545		NON-TAXABLE MISC FOR RESALE	STREET LIGHT UTILITY FUND
						25				
		17.72	12119 GANTRY LN POND SEPT		498443	200010036848SEP	5805.6545		NON-TAXABLE MISC FOR RESALE	STREET LIGHT UTILITY FUND
						T25				
		39.35	HAWK SIGNAL PED CROSSING SEPT		498442	200010066613SEP	5805.6255		UTILITIES-ELECTRIC	STREET LIGHT UTILITY FUND
						T25				
		2,301.87	FIRE STA 2 SEPT		498444	200010130380SEP	1340.6255		UTILITIES-ELECTRIC	FIRE BLDG & GROUNDS MNTC
						T25				
		7,226.44								
35666	9/19/2025		117768 DRAIN PRO PLUMBING							
		490.00	EDU BLDG - SEWAGE BACKUP		498187	79459	2092.6249		OTHER CONTRACTUAL SERVICES	EDUCATION BUILDING FUND
		554.00	BATHROOM & KITCHEN DRAIN WORK		498245	79509	2215.6266		REPAIRS-BUILDING	GOLF CLUBHOUSE BUILDING
		1,044.00								
35667	9/19/2025		101365 ECM PUBLISHERS INC							
		59.40	LEGAL AD - ORDINANCE 1149		498196	1064780	1015.6239		PRINTING	CITY CLERK/ELECTIONS
		49.50	LEGAL AD - ORDINANCE 1150		498195	1064781	1015.6239		PRINTING	CITY CLERK/ELECTIONS
		108.90								
35668	9/19/2025		144557 EXECUTIVE OUTDOOR SERVICES LLC							
		2,345.62	AUG LAWN CARE - FS1, 2, & 3		498246	3029	1340.6249		OTHER CONTRACTUAL SERVICES	FIRE BLDG & GROUNDS MNTC
		2,345.62								
35669	9/19/2025		149247 FLAGSHIP RECREATION							
		10,456.47	COBBLE SO.EAST PLAYGROUND SITE		498224	F23875	2331.6735	PR230006	CAPITAL OUTLAY-OTHER IMPROVEME	COBBLESTONE LAKE PARK
		18,657.02	COBBLE PK SE PLAYGROUND INSTAL		498247	F23912	2331.6735	PR230006	CAPITAL OUTLAY-OTHER IMPROVEME	COBBLESTONE LAKE PARK
		29,113.49								

Council Check Register by GL

Council Check Register by Invoice & Summary

8/11/2025 -- 9/19/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
35670	9/19/2025		161157 GLOBAL RESERVE LLC						Continued...	
		848.00	THC/CBD#1	00053020	498358	19276	5015.6515		THC/CBD	LIQUOR #1 STOCK PURCHASES
		512.00	THC#3	00053020	498361	19298	5085.6515		THC/CBD	LIQUOR #3 STOCK PURCHASES
		640.00	THC/CBD#1	00053020	498360	19541	5015.6515		THC/CBD	LIQUOR #1 STOCK PURCHASES
		698.00	THC/CBD#1	00053020	498359	19727	5015.6515		THC/CBD	LIQUOR #1 STOCK PURCHASES
		<u>2,698.00</u>								
35671	9/19/2025		100209 GOPHER STATE ONE-CALL							
		36.45	GOPHER STATE ONE CALL		498226	5080185	5805.6237		TELEPHONE/PAGERS	STREET LIGHT UTILITY FUND
		<u>36.45</u>								
35672	9/19/2025		137297 HUMERATECH							
		863.50	SR CNTR TECH DIAGNOSIS SENSORS		498253	250868	1920.6266		REPAIRS-BUILDING	SENIOR CENTER
		1,179.50	INSTALL OF EXL WALL SENSORS		498254	250885	1920.6266		REPAIRS-BUILDING	SENIOR CENTER
		<u>2,043.00</u>								
35673	9/19/2025		136639 IMPACT PROVEN SOLUTIONS							
		99.38	UB PRINT/MAIL BILL SHELLS		498230	219311	5305.6239		PRINTING	WATER MGMT/REPORT/DATA ENTRY
		99.38	UB PRINT/MAIL BILL SHELLS		498230	219311	5365.6239		PRINTING	SEWER MGMT/REPORTS/DATA ENTRY
		808.70	UB PRINT/MAIL AUG		498230	219311	5365.6249		OTHER CONTRACTUAL SERVICES	SEWER MGMT/REPORTS/DATA ENTRY
		808.71	UB PRINT/MAIL AUG		498230	219311	5305.6249		OTHER CONTRACTUAL SERVICES	WATER MGMT/REPORT/DATA ENTRY
		1,611.28	UB POSTAGE AUG		498230	219311	5305.6238		POSTAGE/UPS/FEDEX	WATER MGMT/REPORT/DATA ENTRY
		1,611.28	UB POSTAGE AUG		498230	219311	5365.6238		POSTAGE/UPS/FEDEX	SEWER MGMT/REPORTS/DATA ENTRY
		<u>5,038.73</u>								
35674	9/19/2025		151467 INBOUND BREWCO							
		169.00	BEER#2	00052257	498385	243039	5055.6530		BEER	LIQUOR #2 STOCK PURCHASES
		27.51-	CMBEER#2	00052257	498386	243039	5055.6530		BEER	LIQUOR #2 STOCK PURCHASES
		<u>141.49</u>								
35675	9/19/2025		131791 IRRIGATION BY DESIGN INC							
		718.25	COBBLEST IRRIGATION RPRS TRAIL		498464	38092	2331.6249	PR230033	OTHER CONTRACTUAL SERVICES	COBBLESTONE LAKE PARK
		1,891.82	COBBLESTONE PK EAST IRRIGATION		498257	39033	1720.6249		OTHER CONTRACTUAL SERVICES	PARK GROUNDS MAINTENANCE
		878.16	COBBLESTONE PK WEST IRRIGATION		498256	39034	1720.6249		OTHER CONTRACTUAL SERVICES	PARK GROUNDS MAINTENANCE
		862.98	COBBLE EAST IRRIGATION RPRS		498255	39201	2331.6249	PR230033	OTHER CONTRACTUAL SERVICES	COBBLESTONE LAKE PARK
		<u>4,351.21</u>								
35676	9/19/2025		151539 JUNKYARD BREWING CO. LLC							
		311.00	BEER#3	00052261	498392	8291	5085.6530		BEER	LIQUOR #3 STOCK PURCHASES
		505.00	BEER#2	00052261	498391	8292	5055.6530		BEER	LIQUOR #2 STOCK PURCHASES
		228.00	BEER#1	00052261	498390	8385	5015.6530		BEER	LIQUOR #1 STOCK PURCHASES

Council Check Register by GL

Council Check Register by Invoice & Summary

8/11/2025 -- 9/19/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
35676	9/19/2025		151539 JUNKYARD BREWING CO. LLC						Continued...	
		1,044.00								
35677	9/19/2025		100279 LAW ENFORCEMENT LABOR SERVICES							
		730.00	SERGEANT (#243) UNION DUES		498122	91025958553	9000.2120		ACCRUED BENEFIT LIABILITY	PAYROLL CLEARING BAL SHEET
		3,139.00	POLICE (#71) UNION DUES		498122	91025958553	9000.2120		ACCRUED BENEFIT LIABILITY	PAYROLL CLEARING BAL SHEET
		3,869.00								
35678	9/19/2025		154223 LIGHTNING DISPOSAL, INC.							
		1,000.33	YARD DUMPSTER		498258	829206	1600.6240		CLEANING SERVICE/GARBAGE REMOVSTREET MANAGEMENT	
		1,000.33	YARD DUMPSTER		498258	829206	1720.6240		CLEANING SERVICE/GARBAGE REMOV	PARK GROUNDS MAINTENANCE
		2,000.66								
35679	9/19/2025		100021 M AMUNDSON LLP							
		54.51	TAX#1	00044390	498393	409522	5015.6540		TAXABLE MISC FOR RESALE	LIQUOR #1 STOCK PURCHASES
		1,563.15	NTAX#1	00044390	498394	409522	5015.6545		NON-TAXABLE MISC FOR RESALE	LIQUOR #1 STOCK PURCHASES
		1,617.66								
35680	9/19/2025		156007 MACQUEEN EMERGENCY							
		1,223.40	FF BOOTS (2) REFUND		490884	P49681	1330.6281		UNIFORM/CLOTHING ALLOWANCE	FIRE OPERATIONS
		4,672.00	SCBA ANNUAL FLOW TESTING		498260	P53709	1330.6265		REPAIRS-EQUIPMENT	FIRE OPERATIONS
		4,672.00	CREDIT-SCBA ANNUAL FLOW TEST		497721	P53710	1330.6265		REPAIRS-EQUIPMENT	FIRE OPERATIONS
		4,672.00	SCBA ANNUAL FLOW TESTING		498504	P53711	1330.6265		REPAIRS-EQUIPMENT	FIRE OPERATIONS
		11,271.31	TELEVISIONING CABLE PIPE CAMERA		498259	W17281	5375.6265		REPAIRS-EQUIPMENT	SEWER MAINTENANCE AND REPAIR
		14,719.91								
35681	9/19/2025		162548 MANSFIELD SERVICE PARTNERS							
		1,199.05	UNLEADED 421.1 GA		498261	IN00253320	2240.6212		MOTOR FUELS/OILS	GOLF EQUIPMENT MAINTENANCE
		1,451.96	DIESEL 466.7 GA		498261	IN00253320	2240.6212		MOTOR FUELS/OILS	GOLF EQUIPMENT MAINTENANCE
		2,651.01								
35682	9/19/2025		100299 MASTER ELECTRIC CO							
		4,510.20	LAZY RIVER ELEC RPR		498264	SD57719	1940.6265		REPAIRS-EQUIPMENT	SPLASH VALLEY WATER PARK
		347.25	CEMETERY UTILITY LOCATES		498263	SD57720	5605.6249		OTHER CONTRACTUAL SERVICES	CEMETERY
		695.25	QP TOWERGENERATOR PLUG REPAIR		498262	SD57721	5390.6265		REPAIRS-EQUIPMENT	SWR EQUIP/VEHICLE MISC MNTC/RP
		5,552.70								
35683	9/19/2025		152514 MEGA BEER LLC							
		1,218.15	BEER#3	00052423	498396	29194	5085.6530		BEER	LIQUOR #3 STOCK PURCHASES
		452.25	BEER#1	00052423	498395	29248	5015.6530		BEER	LIQUOR #1 STOCK PURCHASES
		1,670.40								

8/11/2025 -- 9/19/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
35683	9/19/2025		152514 MEGA BEER LLC						Continued...	
35684	9/19/2025		100311 METRO COUNCIL ENVIRONMENTAL SV							
		2,236.50-	RETAINED % AUGUST		498277	20250831	5301.4999		MISC UTILITY REVENUE	WATER & SEWER FUND REVENUE
		223,650.00	SAC COLLECTION AUGUST		498277	20250831	5301.4922		SAC COLLECTIONS	WATER & SEWER FUND REVENUE
		221,413.50								
35685	9/19/2025		151869 MODIST BREWING CO LLC							
		415.15	BEER#3	00052303	498400	61414	5085.6530		BEER	LIQUOR #3 STOCK PURCHASES
		486.60	BEER#1	00052303	498398	61431	5015.6530		BEER	LIQUOR #1 STOCK PURCHASES
		458.10	BEER#3	00052303	498399	61716	5085.6530		BEER	LIQUOR #3 STOCK PURCHASES
		1,359.85								
35686	9/19/2025		100348 MTI DISTRIBUTING CO							
		34,368.65	GREENSMOWER -504 REPLACEMENT		498475	146217600	7445.1740.180		MACHINERY & EQUIP-15 YRS	VERF-VALLEYWOOD GOLF BAL SHT
		175.72	CLUTCH CABLE		498283	149284600	2240.6215		EQUIPMENT-PARTS	GOLF EQUIPMENT MAINTENANCE
		34,544.37								
35687	9/19/2025		154297 NITTI SANITATION							
		674.70	CH TRASH SEPT		498484	30182001SEPT25	1060.6240		CLEANING SERVICE/GARBAGE REMOVMUNICIPAL BLDG & GROUNDS MNTC	
		624.49	CMF ORGANICS BIN		498482	30182002SEPT25	1540.6240	2023171G	CLEANING SERVICE/GARBAGE REMOVCMF BUILDINGS & GROUNDS MNTC	
		1,587.56	CMF TRASH SEPT		498482	30182002SEPT25	1540.6240		CLEANING SERVICE/GARBAGE REMOVCMF BUILDINGS & GROUNDS MNTC	
		217.63	FIRE STA 1 TRASH SEPT		498486	30182003SEPT25	1340.6240		CLEANING SERVICE/GARBAGE REMOVFIRE BLDG & GROUNDS MNTC	
		57.79	FIRE STA 2 TRASH SEPT		498487	30182004SEPT25	1340.6240		CLEANING SERVICE/GARBAGE REMOVFIRE BLDG & GROUNDS MNTC	
		59.95	FIRE STA 3 TRASH SEPT		498488	30182005SEPT25	1340.6240		CLEANING SERVICE/GARBAGE REMOVFIRE BLDG & GROUNDS MNTC	
		287.59	LIQ 1 TRASH SEPT		498489	30182006SEPT25	5025.6240		CLEANING SERVICE/GARBAGE REMOVLIQUOR #1 OPERATIONS	
		126.84	LIQ 2 TRASH SEPT		498478	30182007SEPT25	5065.6240		CLEANING SERVICE/GARBAGE REMOVLIQUOR #2 OPERATIONS	
		95.00	LIQ 3 RECYCLE AUG		498480	30182008RECYCLE AUG25	5095.6240		CLEANING SERVICE/GARBAGE REMOVLIQUOR #3 OPERATIONS	
		59.92	LIQ 3 TRASH SEPT		498479	30182008SEPT25	5095.6240		CLEANING SERVICE/GARBAGE REMOVLIQUOR #3 OPERATIONS	
		215.73	OLD CH TRASH SEPT		498481	30182009SEPT25	2092.6240		CLEANING SERVICE/GARBAGE EDUCATION BUILDING FUND	
		308.47	HCSC TRASH SEPT		498483	30182010SEPT25	1920.6240		CLEANING SERVICE/GARBAGE REMOVSENIOR CENTER	
		457.71	AVCC TRASH SEPT		498483	30182010SEPT25	1900.6240		CLEANING SERVICE/GARBAGE REMOVAV COMMUNITY CENTER	
		228.85	IA2 TRASH SEPT		498483	30182010SEPT25	5265.6240		CLEANING SERVICE/GARBAGE REMOVARENA 2 BLDG MAINTENANCE-HAYES	
		274.06	JCR PK TRASH SEPT		498490	30182014SEPT25	1730.6240		CLEANING SERVICE/GARBAGE REMOV PARK BUILDING MAINTENANCE	
		147.03	QP TRASH SEPT		498476	30182015SEPT25	1945.6240		CLEANING SERVICE/GARBAGE REMOVQUARRY POINTE	
		1,039.85	GOLF TRASH SEPT		498477	30182017SEPT25	2230.6240		CLEANING SERVICE/GARBAGE REMOVGOLF SHOP BUILDING MAINTENANCE	
		316.44	POL BLDG TRASH SEPT		498485	301820POLSEPT25	1253.6240		CLEANING SERVICE/GARBAGE REMOV POLICE OPERATIONS GARAGE	
		6,779.61								
35688	9/19/2025		146279 NORDIC MECHANICAL SERVICES, I							

8/11/2025 -- 9/19/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
35688	9/19/2025		146279 NORDIC MECHANICAL SERVICES, I						Continued...	
		816.25	BOILER REPAIR. AVFAC		498285	79866	1940.6249		OTHER CONTRACTUAL SERVICES	SPLASH VALLEY WATER PARK
		355.00	BOILER REPAIR.		498284	79867	1940.6265		REPAIRS-EQUIPMENT	SPLASH VALLEY WATER PARK
		<u>1,171.25</u>								
35689	9/19/2025		111219 NORTHERN SAFETY TECHNOLOGY INC							
		228.77	NEW DOCK FOR SQUAD 23		498286	59807	7402.6730		CAPITAL OUTLAY-TRANSPORTATION	VERF-POLICE
		915.08	NEW DOCKS FOR SQUAD BUILDS		498287	59808	7402.6730		CAPITAL OUTLAY-TRANSPORTATION	VERF-POLICE
		<u>1,143.85</u>								
35690	9/19/2025		100385 PLUNKETT'S PEST CONTROL INC							
		58.47	PEST CONTROL		498290	10083313	2215.6249		OTHER CONTRACTUAL SERVICES	GOLF CLUBHOUSE BUILDING
		<u>58.47</u>								
35691	9/19/2025		124723 PUSH PEDAL PULL							
		1,300.00	GYM EQUIPMENT		498292	404638	4432.6740	2021172G	CAPITAL OUTLAY-MACH/EQUIP/OTHE	2024A CAPITAL PROJECTS CIP EXP
		399.80	GYM EQUIPMENT		498291	406560	4432.6740	2021172G	CAPITAL OUTLAY-MACH/EQUIP/OTHE	2024A CAPITAL PROJECTS CIP EXP
		<u>1,699.80</u>								
35692	9/19/2025		100395 R & R SPECIALTIES OF WISCONSIN INC							
		3,363.00	HAYES ICE PAINTING		498293	90606IN	5265.6229		GENERAL SUPPLIES	ARENA 2 BLDG MAINTENANCE-HAYES
		<u>3,363.00</u>								
35693	9/19/2025		142782 RINK-TEC INTERNATIONAL							
		578.00	HAYES REFRIGERATION WORK		498294	6279	5270.6265		REPAIRS-EQUIPMENT	ARENA 2 EQUIPMENT MAINT-HAYES
		<u>578.00</u>								
35694	9/19/2025		147110 RITE							
		117.55	LOYALTY SOFTWARE + TRAINING		498295	T0510000645	5065.6308		SOFTWARE SUBSCRIPTIONS	LIQUOR #2 OPERATIONS
		235.13	LOYALTY SOFTWARE + TRAINING		498295	T0510000645	5025.6308		SOFTWARE SUBSCRIPTIONS	LIQUOR #1 OPERATIONS
		235.13	LOYALTY SOFTWARE + TRAINING		498295	T0510000645	5095.6308		SOFTWARE SUBSCRIPTIONS	LIQUOR #3 OPERATIONS
		<u>587.81</u>								
35695	9/19/2025		152480 RMB ENVIRONMENTAL LAB							
		525.00	WATER QUALITY SAMPLES		498296	B018835	5505.6235		CONSULTANT SERVICES	STORM DRAIN MNTC/RPR/SUMPS
		570.00	WATER QUALITY SAMPLES AUG		498298	B019160	5505.6235		CONSULTANT SERVICES	STORM DRAIN MNTC/RPR/SUMPS
		228.00	WATER QUALITY SAMPLES		498297	B019262	5505.6235		CONSULTANT SERVICES	STORM DRAIN MNTC/RPR/SUMPS
		<u>1,323.00</u>								
35696	9/19/2025		102023 SCHILLING SUPPLY CO INC							
		580.63	TRASH CAN LINERS		498301	101899900	1720.6229		GENERAL SUPPLIES	PARK GROUNDS MAINTENANCE

8/11/2025 -- 9/19/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
35696	9/19/2025		102023 SCHILLING SUPPLY CO INC						Continued...	
		580.63								
35697	9/19/2025		143628 SCHWICKERT'S TECTA AMERICA							
		310.00	REPAIR OF AC UNIT AT FARQUAR		498303	S510144979	5506.6269		REPAIRS-OTHER	STORM LIFT STN MNTC/RPR
		310.00								
35698	9/19/2025		100829 SHAMROCK GROUP INC							
		69.20	CNO TAX#3 PAID TWICE	00052880	498408	10300706	5085.6545		NON-TAXABLE MISC FOR RESALE	LIQUOR #3 STOCK PURCHASES
		84.54	NO TAX#2	00052880	498406	10300893	5055.6545		NON-TAXABLE MISC FOR RESALE	LIQUOR #2 STOCK PURCHASES
		137.09	NO TAX#1	00052880	498404	10300896	5015.6545		NON-TAXABLE MISC FOR RESALE	LIQUOR #1 STOCK PURCHASES
		98.20	NO TAX#1	00052880	498405	10300922	5015.6545		NON-TAXABLE MISC FOR RESALE	LIQUOR #1 STOCK PURCHASES
		91.56	NO TAX#3	00052880	498410	10300926	5085.6545		NON-TAXABLE MISC FOR RESALE	LIQUOR #3 STOCK PURCHASES
		124.58	NO TAX#2	00052880	498407	10300929	5055.6545		NON-TAXABLE MISC FOR RESALE	LIQUOR #2 STOCK PURCHASES
		205.35	NO TAX#3	00052880	498409	577344	5085.6545		NON-TAXABLE MISC FOR RESALE	LIQUOR #3 STOCK PURCHASES
		672.12								
35699	9/19/2025		102293 SKINNER, STEPHAN C							
		152.60	AUGUST MILEAGE		498304	20250829	1700.6277		MILEAGE/AUTO ALLOWANCE	PARK & RECREATION MANAGEMENT
		152.60								
35700	9/19/2025		119875 SOUTH METRO RENTAL							
		115.10	CHAINSAW RPR		498305	141760	1610.6229		GENERAL SUPPLIES	STREET/BOULEVARD REPAIR & MNTC
		57.78	WEEDWHIP HEADS FOR CREW		498493	141821	1610.6229		GENERAL SUPPLIES	STREET/BOULEVARD REPAIR & MNTC
		172.88								
35701	9/19/2025		100524 SOUTHERN GLAZERS WINE AND SPIRITS OF MN							
		233.83	SG LIQUOR		498306	2662951	2270.6429		GOLF-LIQUOR	GOLF FOOD & BEVERAGE
		396.00	WINE		498306	2662951	2270.6430		GOLF-WINE	GOLF FOOD & BEVERAGE
		320.00	WINE#2	00050756	498411	5129894	5055.6520		WINE	LIQUOR #2 STOCK PURCHASES
		949.83								
35702	9/19/2025		145118 STEEL TOE BREWING, LLC							
		215.00	BEER#2	00051551	498414	61961	5055.6530		BEER	LIQUOR #2 STOCK PURCHASES
		143.00	BEER#1	00051551	498412	62248	5015.6530		BEER	LIQUOR #1 STOCK PURCHASES
		190.00	BEER#2	00051551	498413	62327	5055.6530		BEER	LIQUOR #2 STOCK PURCHASES
		548.00								
35703	9/19/2025		100457 STREICHERS INC							
		1,142.82	NEW HIRE UNIFORMS		498309	I1779303	1210.6281		UNIFORM/CLOTHING ALLOWANCE	POLICE FIELD OPERATIONS/PATROL
		434.96	NEW HIRE UNIFORMS		498310	I1779305	1210.6281		UNIFORM/CLOTHING ALLOWANCE	POLICE FIELD OPERATIONS/PATROL

Council Check Register by GL

Council Check Register by Invoice & Summary

8/11/2025 -- 9/19/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
35703	9/19/2025		100457 STREICHERS INC						Continued...	
		84.99	NEW HIRE UNIFORM'S		498307	I1782943	1210.6281		UNIFORM/CLOTHING ALLOWANCE	POLICE FIELD OPERATIONS/PATROL
		969.89	NEW HIRE UNIFORMS		498308	I1782978	1210.6281		UNIFORM/CLOTHING ALLOWANCE	POLICE FIELD OPERATIONS/PATROL
		<u>2,632.66</u>								
35704	9/19/2025		121326 SUMMIT FIRE PROTECTION							
		622.00	WTP ANNUAL FIRE SYSTEM TESTING		498311	3472613	5325.6249		OTHER CONTRACTUAL SERVICES	WATER TREATMENT FCLTY MNTC/RPR
		<u>622.00</u>								
35705	9/19/2025		101753 SYSCO MINNESOTA, INC							
		79.90	MOUNTIAN DEW		498314	647059525	2270.6421		GOLF-NON ALCOHOLIC BEVERAGES	GOLF FOOD & BEVERAGE
		97.18	GRILL CLEANER		498314	647059525	2270.6422		GOLF-KITCHEN SUPPLIES	GOLF FOOD & BEVERAGE
		950.84	SYSCO FOOD		498314	647059525	2270.6420		GOLF-FOOD	GOLF FOOD & BEVERAGE
		31.60	SYSCO KITCHEN SUPPLIES		498313	647099015	2270.6422		GOLF-KITCHEN SUPPLIES	GOLF FOOD & BEVERAGE
		1,088.68	SYSCO FOOD		498313	647099015	2270.6420		GOLF-FOOD	GOLF FOOD & BEVERAGE
		154.95	KITCHEN SUPPLIES		498312	647114666	2270.6422		GOLF-KITCHEN SUPPLIES	GOLF FOOD & BEVERAGE
		<u>1,038.50</u>	SYSCO FOOD		498312	647114666	2270.6420		GOLF-FOOD	GOLF FOOD & BEVERAGE
		<u>3,441.65</u>								
35706	9/19/2025		156199 TAFT STETTINIUS & HOLLISTER LLP							
		36,240.00	BOND COUNSEL 2025A (90.6%)		498315	20250909	2302.7010	PR230064	BOND ISSUANCE EXPENSES	PARKS REF - GENERAL UNASSIGNED
		<u>3,760.00</u>	BOND COUNSEL 2025A (9.4%)		498315	20250909	4432.7010	2021173G	BOND ISSUANCE EXPENSES	2024A CAPITAL PROJECTS CIP EXP
		<u>40,000.00</u>								
35707	9/19/2025		112155 TAHO SPORTSWEAR							
		819.20	T-SHIRTS (106) SOFTBALL CHAMP		498316	25TS03879	1850.6229		GENERAL SUPPLIES	REC SOFTBALL
		<u>819.20</u>								
35708	9/19/2025		100481 TRI-STATE BOBCAT INC							
		220.52	PARTS HYD FITTINGS 332		498494	P44947	1600.6215		EQUIPMENT-PARTS	STREET MANAGEMENT
		<u>220.52</u>								
35709	9/19/2025		120784 ULINE							
		265.68	EVIDENCE ROOM BAGS		498319	197458696	1200.6229		GENERAL SUPPLIES	POLICE MANAGEMENT
		<u>265.68</u>								
35710	9/19/2025		158457 URBAN EDGE							
		224.49	K9 FOOD		498495	56	1281.6229		GENERAL SUPPLIES	POLICE K-9
		<u>224.49</u>								
35711	9/19/2025		151366 URBAN GROWLER BREWING COMPANY							

8/11/2025 -- 9/19/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
35711	9/19/2025		151366 URBAN GROWLER BREWING COMPANY						Continued...	
		101.00	BEER#1	00052250	498415	40700	5015.6530		BEER	LIQUOR #1 STOCK PURCHASES
		110.50	BEER#2	00052250	498416	40808	5055.6530		BEER	LIQUOR #2 STOCK PURCHASES
		211.50								
35712	9/19/2025		100496 VAN PAPER CO							
		93.26	BAGS#2	00008795	498417	119084	5065.6229		GENERAL SUPPLIES	LIQUOR #2 OPERATIONS
		.93-	DISCT#2	00008795	498418	119084	5065.6333		GENERAL-CASH DISCOUNTS	LIQUOR #2 OPERATIONS
		78.66	BAGS#2	00008795	498419	119217	5065.6229		GENERAL SUPPLIES	LIQUOR #2 OPERATIONS
		.79-	DISCT#2	00008795	498420	119217	5065.6333		GENERAL-CASH DISCOUNTS	LIQUOR #2 OPERATIONS
		93.26-	BAGS#2	00008795	498421	119220	5065.6229		GENERAL SUPPLIES	LIQUOR #2 OPERATIONS
		.93	DISCT#2	00008795	498422	119220	5065.6333		GENERAL-CASH DISCOUNTS	LIQUOR #2 OPERATIONS
		77.87								
35713	9/19/2025		158620 VENN BREWING COMPANY							
		335.00	BEER#3	00052964	498424	10061	5085.6530		BEER	LIQUOR #3 STOCK PURCHASES
		144.00	BEER#1	00052964	498423	10110	5015.6530		BEER	LIQUOR #1 STOCK PURCHASES
		479.00								
35714	9/19/2025		100834 VERSATILE VEHICLES INC							
		1,044.00	CHAMBER TOURNAMENT CARTS (15)		498498	149138	2205.6410		GOLF-RENT POWER CARTS	GOLF MANAGEMENT
		1,944.00	ECCPA TOURNAMENT CARTS (30)		498497	149139	2205.6410		GOLF-RENT POWER CARTS	GOLF MANAGEMENT
		2,988.00								
35715	9/19/2025		137762 WSB & ASSOCIATES INC							
		8,220.00	CONSULTANT MS4 SERVICES (ESC)	498501	R02540900015		5505.6235		CONSULTANT SERVICES	STORM DRAIN MNTC/RPR/SUMPS
		8,220.00								
326885	9/10/2025		100434 DOUGHERTY MOLENDASOLFEST HILL							
		47.27	CODE VIOLATIONS-MISC	498147	342490		1050.6231		LEGAL SERVICES	LEGAL GENERAL SERVICES
		188.97	NATIONAL OPIOID SETTLEMENT	498145	342494		1050.6231		LEGAL SERVICES	LEGAL GENERAL SERVICES
		736.98	PFAS LITIGATION	498144	342495		5305.6231		LEGAL SERVICES	WATER MGMT/REPORT/DATA ENTRY
		37.79	KELLEY PARK IMPROV PROJECT	498143	342497		2349.6231	PR230062	LEGAL SERVICES	KELLEY PARK
		283.45	T-MOBILE UTILITY EASEMENT/LEAS	498146	342498		1000.2430	20053004	ANTENNA LEASE ESCROWS	GENERAL FUND BALANCE SHEET
		188.97	7153/7169 152ND ST W - 866 SIT	498142	342499		3207.6231	2024150G	LEGAL SERVICES	CLOSED BOND ISSUES
		170.12	LITIGATION-DCA	498141	342500		1050.6231		LEGAL SERVICES	LEGAL GENERAL SERVICES
		2,564.70	ORCHARD PL 5TH OUTLOT D (PC-25	498140	342502		4502.6231	2025139L	LEGAL SERVICES	IMPROVEMENTS-ASSESSED
		86.45	ORCHARD PL APTS TRIDENT (PC25-	498139	342504		4502.6231	2025137L	LEGAL SERVICES	IMPROVEMENTS-ASSESSED
		736.98	ORCHARD PL SEVEN BREW (PC25-10	498138	342505		4502.6231	2025159L	LEGAL SERVICES	IMPROVEMENTS-ASSESSED
		238.38	SALE OF OLD CITY HALL PROPERTY	498137	342506		2092.6231		LEGAL SERVICES	EDUCATION BUILDING FUND
		75.59	SNAP FITNESS CUP (PC25-11-C)	498136	342507		4502.6231	2025158L	LEGAL SERVICES	IMPROVEMENTS-ASSESSED

Council Check Register by GL
Council Check Register by Invoice & Summary

8/11/2025 -- 9/19/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
326885	9/10/2025		100434 DOUGHERTY MOLENDASOLFEST HILL						Continued...	
		370.14	PARK BOND COBBLESTONE		498135	342508	2331.6231	PR230062	LEGAL SERVICES	COBBLESTONE LAKE PARK
		201.72	PICKLEHALL: VILLAGE @ FOUNDERS		498134	342509	4502.6231	2025160L	LEGAL SERVICES	IMPROVEMENTS-ASSESSED
		699.18	CONSTANCE TOUPIN LAWSUIT		498133	342510	1050.6231		LEGAL SERVICES	LEGAL GENERAL SERVICES
		201.72	VALLEY STATION APTS (GASLIGHT)		498132	342511	4502.6231	2025161L	LEGAL SERVICES	IMPROVEMENTS-ASSESSED
		302.35	AV PARK BOND IMPROVEMENTS		498131	343111	2302.6231	PR230062	LEGAL SERVICES	PARKS REF - GENERAL UNASSIGNED
		1,066.22	MIXED BUSIN. COMP PLAN AMEND (		498130	343112	4502.6231	2024183L	LEGAL SERVICES	IMPROVEMENTS-ASSESSED
		37.79	PD-409 CANNABIS MICROBUS. (PC2		498129	343113	4502.6231	2025133L	LEGAL SERVICES	IMPROVEMENTS-ASSESSED
		8,234.77								
326886	9/17/2025		152066 3 GUYS SEWING							
		94.00	SRO CLOTHING		498174	12670	1200.6281		UNIFORM/CLOTHING ALLOWANCE	POLICE MANAGEMENT
		94.00								
326887	9/17/2025		147492 ACUSHNET COMPANY							
		9.96-	DISCOUNT		498506	921281276	2260.6423		GOLF-CASH DISCOUNT	GOLF PRO SHOP MERCH SALES
		498.00	TITLEIST GOLF BALLS		498506	921281276	2260.6412		GOLF-BALLS	GOLF PRO SHOP MERCH SALES
		488.04								
326888	9/17/2025		159145 AED SMART MONITORING							
		600.00	AED MONITORING AND SERVICE		498430	1460	1780.6249		OTHER CONTRACTUAL SERVICES	PARK HIGH SCHOOL #4 FIELDS
		1,200.00	AED MONITORING AND SERVICE		498430	1460	1715.6249		OTHER CONTRACTUAL SERVICES	PARK ATHLETIC FIELD MAINTENANC
		1,800.00								
326889	9/17/2025		101774 ALERT-ALL CORP							
		820.00	PUB ED-FIRE HELMETS		498175	225080243	1320.6229		GENERAL SUPPLIES	FIRE PREVENTION
		820.00								
326890	9/17/2025		164618 ANDERSON, ERIC							
		10.08	UB REFUND 960 REDWELL LN		498433	20250911C	5301.4997		WATER/SEWER ACCT REFUNDS	WATER & SEWER FUND REVENUE
		10.08								
326891	9/17/2025		125174 ARTISAN BEER COMPANY							
		3,100.45	BEER#1	00047806	498321	3792316	5015.6530		BEER	LIQUOR #1 STOCK PURCHASES
		30.75	TAX#1	00047806	498322	3792317	5015.6540		TAXABLE MISC FOR RESALE	LIQUOR #1 STOCK PURCHASES
		3,891.65	BEER#3	00047806	498333	3792318	5085.6530		BEER	LIQUOR #3 STOCK PURCHASES
		3,657.55	BEER#2	00047806	498328	3792829	5055.6530		BEER	LIQUOR #2 STOCK PURCHASES
		315.20	THC#2	00047806	498329	3792830	5055.6515		THC/CBD	LIQUOR #2 STOCK PURCHASES
		751.95	BEER#1	00047806	498323	3794428	5015.6530		BEER	LIQUOR #1 STOCK PURCHASES
		680.20	THC#1	00047806	498324	3794429	5015.6515		THC/CBD	LIQUOR #1 STOCK PURCHASES
		448.00	BEER#3	00047806	498334	3794430	5085.6530		BEER	LIQUOR #3 STOCK PURCHASES

8/11/2025 -- 9/19/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
326891	9/17/2025		125174 ARTISAN BEER COMPANY						Continued...	
		587.80	THC#3	00047806	498335	3794431	5085.6515		THC/CBD	LIQUOR #3 STOCK PURCHASES
		313.90	BEER#1	00047806	498325	3795763	5015.6530		BEER	LIQUOR #1 STOCK PURCHASES
		541.51	BEER#3	00047806	498336	3795764	5085.6530		BEER	LIQUOR #3 STOCK PURCHASES
		300.00-	CMBEER#2	00047806	498326	425903	5055.6530		BEER	LIQUOR #2 STOCK PURCHASES
		51.50	BEER#3 USED CR TWICE	00047806	498331	426145	5085.6530		BEER	LIQUOR #3 STOCK PURCHASES
		217.60	BEER#3 USED CR TWICE	00047806	498332	426156	5085.6530		BEER	LIQUOR #3 STOCK PURCHASES
		102.40-	CMBEER#2	00047806	498327	427466	5055.6530		BEER	LIQUOR #2 STOCK PURCHASES
		56.50-	CMTHC#1	00047806	498320	429726	5015.6515		THC/CBD	LIQUOR #1 STOCK PURCHASES
		305.56-	CMBEER#2	00047806	498330	431063	5055.6530		BEER	LIQUOR #2 STOCK PURCHASES
		13,823.60								
326892	9/17/2025		118892 ASPEN MILLS							
		74.85	DERAAS-UNIFORM ALTERATION		498179	360542	1330.6281		UNIFORM/CLOTHING ALLOWANCE	FIRE OPERATIONS
		2,235.56	NEW HIRE VESTS		498213	360643	1210.6281		UNIFORM/CLOTHING ALLOWANCE	POLICE FIELD OPERATIONS/PATROL
		2,310.41								
326893	9/17/2025		162213 AT&T							
		925.00	INV. PHONE DATA 25003746		498214	581044	1200.6235		CONSULTANT SERVICES	POLICE MANAGEMENT
		925.00								
326894	9/17/2025		100820 AT&T MOBILITY							
		76.46	INSP WIRELESS DATA		498434	287318957082X09 032025	1400.6237		TELEPHONE/PAGERS	INSPECTIONS MANAGEMENT
		686.96	FIRE CELL PHONES, WIRELESS DAT		498434	287318957082X09 032025	1330.6237		TELEPHONE/PAGERS	FIRE OPERATIONS
		4,900.18	POL CELL PHONE, WIRELESS DATA		498434	287318957082X09 032025	1205.6237		TELEPHONE/PAGERS	POLICE RECORDS UNIT
		38.23	IT WIRELESS DATA		498435	287325474621X09 032025	1030.6237		TELEPHONE/PAGERS	INFORMATION TECHNOLOGY
		38.23	PW WIRELESS DATA		498435	287325474621X09 032025	1500.6237		TELEPHONE/PAGERS	PW MANAGEMENT
		41.23	POL CELL PHONE		498435	287325474621X09 032025	1205.6237		TELEPHONE/PAGERS	POLICE RECORDS UNIT
		44.89	ADM CELL PHONE		498435	287325474621X09 032025	1010.6237		TELEPHONE/PAGERS	ADMINISTRATION
		49.55	INSP PHONES, WIRELESS DATA		498435	287325474621X09 032025	1400.6237		TELEPHONE/PAGERS	INSPECTIONS MANAGEMENT
		149.79	REC CELL PHONES		498435	287325474621X09 032025	1700.6237		TELEPHONE/PAGERS	PARK & RECREATION MANAGEMENT
		156.94	ENG PHONES, WIRELESS DATA		498435	287325474621X09	1510.6237		TELEPHONE/PAGERS	PW ENGINEERING & TECHNICAL

CITY OF APPLE VALLEY
Council Check Register by GL
Council Check Register by Invoice & Summary

8/11/2025 -- 9/19/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
326894	9/17/2025		100820 AT&T MOBILITY						Continued...	
						032025				
		182.05	PK CELL PHONE, WIRELESS DATA		498435	287325474621X09	1710.6237		TELEPHONE/PAGERS	PARK MAINTENANCE MANAGEMENT
						032025				
		249.36	STR CELL PHONES, WIRELESS DATA		498435	287325474621X09	1600.6237		TELEPHONE/PAGERS	STREET MANAGEMENT
						032025				
		155.92	GOLF WIRELESS DATE, CELL PHONE		498435	287325474621X09	2205.6237		TELEPHONE/PAGERS	GOLF MANAGEMENT
						032025				
		468.42	UTIL CELL PHONES, WIRELESS DAT		498435	287325474621X09	5305.6237		TELEPHONE/PAGERS	WATER MGMT/REPORT/DATA ENTRY
						032025				
		38.23	STORM WIRELESS DATA		498435	287325474621X09	5505.6237		TELEPHONE/PAGERS	STORM DRAIN MNTC/RPR/SUMPS
						032025				
		44.89	ENG CELL PHONE		498436	287342120685X09	1510.6237		TELEPHONE/PAGERS	PW ENGINEERING & TECHNICAL
						032025				
		89.78	CODE CELL PHONES		498436	287342120685X09	1013.6237		TELEPHONE/PAGERS	CODE ENFORCEMENT
						032025				
		144.75	INSP PHONES, WIRELESS DATA		498436	287342120685X09	1400.6237		TELEPHONE/PAGERS	INSPECTIONS MANAGEMENT
						032025				
		7,555.86								
326895	9/17/2025		163720 BACK CHANNEL BREWING COLLECTIVE LLC							
		236.00	BEER#3	00053151	498337	2994	5085.6530		BEER	LIQUOR #3 STOCK PURCHASES
		236.00								
326896	9/17/2025		153003 BESKE, DAN							
		102.00	PROP EVID CONF-BESKE-BREEZY PT		498190	20250912	1225.6278		SUBSISTENCE ALLOWANCE	POLICE TRAINING
		102.00								
326897	9/17/2025		164608 BLOWFISH							
		333.95	THC/CBD#2	00053187	498353	4550	5055.6515		THC/CBD	LIQUOR #2 STOCK PURCHASES
		333.95								
326898	9/17/2025		148298 BRANDL ANDERSON HOMES							
		2,000.00	NRMP ESCROW 13747 HOLLYBROOK C		498180	20250829	4900.2420		NRMP FIN GUAR-DEVELOPER DEP	PHYSICAL IMPROV ESCROW BAL SHT
		2,000.00								
326899	9/17/2025		100878 CHARTER COMMUNICATIONS							
		15.74	ARENA CABLE TV SEPT		498439	175320701SEPT25	5205.6237		TELEPHONE/PAGERS	ARENA 1 MANAGEMENT
		15.74								
326900	9/17/2025		100282 CINTAS CORPORATION							

8/11/2025 -- 9/19/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
326900	9/17/2025		100282 CINTAS CORPORATION						Continued...	
		330.62	CINTAS LINENS		498205	4242037142	2270.6240		CLEANING SERVICE/GARBAGE	GOLF FOOD & BEVERAGE
		.82-	AVSA SALES TAX ADJ		498441	4242636163	5205.6240		CLEANING SERVICE/GARBAGE REMOVARENA 1 MANAGEMENT	
		.82	AVSA SALES TAX ADJ		498441	4242636163	5200.2330		DUE TO OTHER GOVERNMENT	ARENA FUND BALANCE SHEET
		10.90	AVSA ENTRANCE MATS		498441	4242636163	5205.6240		CLEANING SERVICE/GARBAGE REMOVARENA 1 MANAGEMENT	
		38.40	RUG SERVICE - CMF		498217	4242976644	1530.6240		CLEANING SERVICE/GARBAGE REMOVFLEET & BUILDINGS-CMF	
		3.84	ENTRY RUG REPLACEMENT		498216	4242976794	1920.6240		CLEANING SERVICE/GARBAGE REMOVSENIOR CENTER	
		25.75	AVCC RUG SERVICE		498218	4242976804	1900.6240		CLEANING SERVICE/GARBAGE REMOVAV COMMUNITY CENTER	
		409.51								
326901	9/17/2025		100096 CITY WIDE WINDOW SERVICES							
		27.03	WINDOW CLEANING		498184	750530	5025.6240		CLEANING SERVICE/GARBAGE REMOVLIQUOR #1 OPERATIONS	
		27.03								
326902	9/17/2025		141919 CIVICPLUS							
		37,400.00	2025 CIVICREC FEES		498440	340459	1700.6308		SOFTWARE SUBSCRIPTIONS	PARK & RECREATION MANAGEMENT
		12,359.33	2025 CIVICREC FEES		498440	340459	5205.6355		ONLINE REGISTRATION FEES	ARENA 1 MANAGEMENT
		49,759.33								
326903	9/17/2025		142662 CONVENTION & VISITORS BUREAU							
		5,490.79	LODGING TAX - FEBRUARY 2025		498243	20250912	7005.6319		REIMBURSEMENT OF REV COLL FOR	LODGING TAX
		5,504.03	LODGING TAX - JANUARY 2025		498243	20250912	7005.6319		REIMBURSEMENT OF REV COLL FOR	LODGING TAX
		7,403.08	LODGING TAX - MARCH 2025		498243	20250912	7005.6319		REIMBURSEMENT OF REV COLL FOR	LODGING TAX
		8,814.69	LODGING TAX - APRIL 2025		498243	20250912	7005.6319		REIMBURSEMENT OF REV COLL FOR	LODGING TAX
		9,064.81	LODGING TAX - MAY 2025		498243	20250912	7005.6319		REIMBURSEMENT OF REV COLL FOR	LODGING TAX
		10,175.47	LODGING TAX - JUNE 2025		498243	20250912	7005.6319		REIMBURSEMENT OF REV COLL FOR	LODGING TAX
		10,290.70	LODGING TAX - JULY 2025		498243	20250912	7005.6319		REIMBURSEMENT OF REV COLL FOR	LODGING TAX
		56,743.57								
326904	9/17/2025		143882 CULLIGAN							
		186.70	HAYES WATER SOFTENING		498219	157985475324AUG 25	5265.6229		GENERAL SUPPLIES	ARENA 2 BLDG MAINTENANCE-HAYES
		108.75	AVSA WATER SOFTENING		498220	157985539939AUG 25	5210.6229		GENERAL SUPPLIES	ARENA 1 BUILDING MAINTENANCE
		295.45								
326905	9/17/2025		100125 DAKOTA COUNTY TECHNICAL COLLEG							
		700.00	PURSUIT DRIVING WILSON		498222	1306355	1210.6275		SCHOOLS/CONFERENCES/EXP LOCAL POLICE FIELD OPERATIONS/PATROL	
		700.00	PURSUIT DRIVING DOOBAY		498222	1306355	1210.6275		SCHOOLS/CONFERENCES/EXP LOCAL POLICE FIELD OPERATIONS/PATROL	
		400.00	PURSUIT DRIVING ST.GEORGE		498221	1310702	1210.6275		SCHOOLS/CONFERENCES/EXP LOCAL POLICE FIELD OPERATIONS/PATROL	
		400.00	PURSUIT DRIVING WAGNER		498244	1314698	1210.6276		SCHOOLS/CONFERENCES/EXP OTHERPOLICE FIELD OPERATIONS/PATROL	

8/11/2025 -- 9/19/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
326905	9/17/2025		100125 DAKOTA COUNTY TECHNICAL COLLEG						Continued...	
		400.00	PURSUIT DRIVING YARD		498244	1314698	1210.6276		SCHOOLS/CONFERENCES/EXP OTHERPOLICE FIELD OPERATIONS/PATROL	
		400.00	PURSUIT DRIVING STRAND		498244	1314698	1210.6276		SCHOOLS/CONFERENCES/EXP OTHERPOLICE FIELD OPERATIONS/PATROL	
		400.00	PURSUIT DRIVING NEUMANN		498244	1314698	1210.6276		SCHOOLS/CONFERENCES/EXP OTHERPOLICE FIELD OPERATIONS/PATROL	
		<u>3,400.00</u>								
326906	9/17/2025		152830 DVS RENEWAL							
		15.25	POL TAB RENEWAL-#947		498458	20250912	1210.6215		EQUIPMENT-PARTS	POLICE FIELD OPERATIONS/PATROL
		<u>15.25</u>								
326907	9/17/2025		100151 EAGAN, CITY OF							
		16,865.92	SAN SEWER 3RD QTR 2025		498193	20250909	5365.6318		BURNSVILLE/EAGAN SWR REIMBURSESEWER MGMT/REPORTS/DATA ENTRY	
		<u>16,865.92</u>								
326908	9/17/2025		160875 EASTVIEW HIGH SCHOOL BACKCOURT CLUB							
		250.00	EV GIRLS BBALL AD		498194	105	2205.6239		PRINTING	GOLF MANAGEMENT
		<u>250.00</u>								
326909	9/17/2025		157586 EMERGENCY TECHNICAL DECON							
		6,286.15	GEAR CLEAN & REPAIR (15 SETS)		498198	343	1330.6265		REPAIRS-EQUIPMENT	FIRE OPERATIONS
		2,879.05	GEAR CLEAN & REPAIR (14 SETS)		498197	616	1330.6265		REPAIRS-EQUIPMENT	FIRE OPERATIONS
		1,293.50	DEEP CLEANING (5 SETS FF GEAR)		498223	706	1330.6265		REPAIRS-EQUIPMENT	FIRE OPERATIONS
		<u>10,458.70</u>								
326910	9/17/2025		158230 FALLING KNIFE BREWING CO							
		421.00	BEER#3	00052916	498356	20991	5085.6530		BEER	LIQUOR #3 STOCK PURCHASES
		226.67	THC#1	00052916	498354	21145	5015.6515		THC/CBD	LIQUOR #1 STOCK PURCHASES
		213.00	BEER#1	00052916	498355	21145	5015.6530		BEER	LIQUOR #1 STOCK PURCHASES
		355.00	BEER#3	00052916	498357	21224	5085.6530		BEER	LIQUOR #3 STOCK PURCHASES
		<u>1,215.67</u>								
326911	9/17/2025		161093 FRED KOLKMANN TENNIS & SPORT SURFACES LL							
		13,000.00	PICKLEBALL 65% INSP & ADMIN		498248	25042	2347.6235	PR230064	CONSULTANT SERVICES	JOHNNY CAKE RIDGE WEST PARK
		<u>13,000.00</u>								
326912	9/17/2025		163154 FRONT BURNER SPORTS & ENTERTAINMENT							
		2,500.00	HAYES NAMING RIGHTS CONSULTANT		498249	AV250901	5260.6249		OTHER CONTRACTUAL SERVICES	ARENA 2 MANAGEMENT-HAYES
		<u>2,500.00</u>								
326913	9/17/2025		150163 GALLS							
		117.35	UNIFORMS		498225	32281335	1210.6281		UNIFORM/CLOTHING ALLOWANCE	POLICE FIELD OPERATIONS/PATROL

8/11/2025 -- 9/19/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
326913	9/17/2025		150163 GALLS						Continued...	
		117.35								
326914	9/17/2025		164617 GERMSCHIED, GERALD							
		17.24	UB REFUND 13422 FLAGSTAFF AVE		498459	20250911B	5301.4997		WATER/SEWER ACCT REFUNDS	WATER & SEWER FUND REVENUE
		17.24								
326915	9/17/2025		101328 GOVCONNECTION INC							
		120.82	WIRELESS KEYBOARD SETS		498460	76837201	1030.6211		SMALL TOOLS & EQUIPMENT	INFORMATION TECHNOLOGY
		24.53	FIBER CLEANING KIT		498462	76858461	1030.6211		SMALL TOOLS & EQUIPMENT	INFORMATION TECHNOLOGY
		24.94	UNMANAGED NETWORK SWITCHES		498461	76858557	1030.6211		SMALL TOOLS & EQUIPMENT	INFORMATION TECHNOLOGY
		170.29								
326916	9/17/2025		163754 GRANNYS							
		1,210.00	THC/CBD#3	00053152	498364	2889	5085.6515		THC/CBD	LIQUOR #3 STOCK PURCHASES
		592.00	THC/CBD#1	00053152	498363	2890	5015.6515		THC/CBD	LIQUOR #1 STOCK PURCHASES
		1,802.00								
326917	9/17/2025		100314 GREAT LAKES COCA-COLA DISTRIBU							
		1,057.60	COCA COLA		498250	48647217014	2270.6421		GOLF-NON ALCOHOLIC BEVERAGES	GOLF FOOD & BEVERAGE
		1,057.60								
326918	9/17/2025		101169 HAWKINS, INC.							
		1,798.70	SPLASHV. POST SEASON WTR TRTMT		498251	7180912	1940.6214		CHEMICALS	SPLASH VALLEY WATER PARK
		9,979.20	FLUORIDE & SODIUM PERMANGANATE		498228	7185686	5325.6214		CHEMICALS	WATER TREATMENT FCLTY MNTC/RPR
		4,684.00	CL2 FOR WATER DISINFECTION		498227	7186587	5325.6214		CHEMICALS	WATER TREATMENT FCLTY MNTC/RPR
		16,461.90								
326919	9/17/2025		161034 HEADFLYER BREWING							
		275.00	BEER#1	00053005	498362	7649	5015.6530		BEER	LIQUOR #1 STOCK PURCHASES
		275.00								
326920	9/17/2025		137419 HEDBERG, RON							
		400.00	PETTY CASH -CLEANUP DAY		498229	20250903	1000.1020		PETTY CASH-GENERAL	GENERAL FUND BALANCE SHEET
		400.00								
326921	9/17/2025		108865 HERITAGE LANDSCAPE SUPPLY GROUP							
		520.72-	VENDOR REFUND		496647	22626893001	2235.6213		FERTILIZER	GOLF COURSE MAINTENANCE
		1,235.98	GREEN FERT		498252	22840053002	2235.6213		FERTILIZER	GOLF COURSE MAINTENANCE
		715.26								

Council Check Register by GL

Council Check Register by Invoice & Summary

8/11/2025 -- 9/19/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
326922	9/17/2025		100231 HOHENSTEINS INC						Continued...	
		857.75	BEER#2	00005574	498375	853474	5055.6530		BEER	LIQUOR #2 STOCK PURCHASES
		639.00	THC#3	00005574	498378	853539	5085.6515		THC/CBD	LIQUOR #3 STOCK PURCHASES
		810.00	BEER#3	00005574	498379	853539	5085.6530		BEER	LIQUOR #3 STOCK PURCHASES
		117.75	TAX#3	00005574	498380	853539	5085.6540		TAXABLE MISC FOR RESALE	LIQUOR #3 STOCK PURCHASES
		63.00	THC#1	00005574	498365	853557	5015.6515		THC/CBD	LIQUOR #1 STOCK PURCHASES
		1,638.35	BEER#1	00005574	498366	853557	5015.6530		BEER	LIQUOR #1 STOCK PURCHASES
		36.00	TAX#1	00005574	498367	853557	5015.6540		TAXABLE MISC FOR RESALE	LIQUOR #1 STOCK PURCHASES
		150.00	THC#1	00005574	498368	853582	5015.6515		THC/CBD	LIQUOR #1 STOCK PURCHASES
		1,366.50	THC#3	00005574	498381	855435	5085.6515		THC/CBD	LIQUOR #3 STOCK PURCHASES
		621.50	BEER#1	00005574	498369	855453	5015.6530		BEER	LIQUOR #1 STOCK PURCHASES
		72.00	TAX#1	00005574	498370	855453	5015.6540		TAXABLE MISC FOR RESALE	LIQUOR #1 STOCK PURCHASES
		637.50	BEER#2	00005574	498376	855495	5055.6530		BEER	LIQUOR #2 STOCK PURCHASES
		360.00	THC#1	00005574	498371	856585	5015.6515		THC/CBD	LIQUOR #1 STOCK PURCHASES
		883.65	BEER#2	00005574	498377	857804	5055.6530		BEER	LIQUOR #2 STOCK PURCHASES
		276.00	THC#3	00005574	498382	857864	5085.6515		THC/CBD	LIQUOR #3 STOCK PURCHASES
		784.15	BEER#3	00005574	498383	857864	5085.6530		BEER	LIQUOR #3 STOCK PURCHASES
		81.30	TAX#3	00005574	498384	857864	5085.6540		TAXABLE MISC FOR RESALE	LIQUOR #3 STOCK PURCHASES
		603.00	THC#1	00005574	498372	857884	5015.6515		THC/CBD	LIQUOR #1 STOCK PURCHASES
		447.35	BEER#1	00005574	498373	857884	5015.6530		BEER	LIQUOR #1 STOCK PURCHASES
		36.00	TAX#1	00005574	498374	857884	5015.6540		TAXABLE MISC FOR RESALE	LIQUOR #1 STOCK PURCHASES
		10,480.80								
326923	9/17/2025		103314 INNOVATIVE OFFICE SOLUTIONS							
		49.43	PENS, PADS, RUBBER BANDS,	498231	IN4927208		1200.6210		OFFICE SUPPLIES	POLICE MANAGEMENT
		25.14	NOTE PADS HIGHLIGHTERS FLAGS	498233	IN4927260		1500.6210		OFFICE SUPPLIES	PW MANAGEMENT
		36.00	KLEENEX	498233	IN4927260		1540.6229		GENERAL SUPPLIES	CMF BUILDINGS & GROUNDS MNTC
		36.00	KLEENEX	498233	IN4927260		1540.6229		GENERAL SUPPLIES	CMF BUILDINGS & GROUNDS MNTC
		196.35	TP, CLEANER, TRASH LINERS	498232	IN4929716		1920.6229		GENERAL SUPPLIES	SENIOR CENTER
		14.32	PENS FOR FIRE	498463	IN4931188		1300.6210		OFFICE SUPPLIES	FIRE MANAGEMENT
		25.31	POST ITS & BINDER CLIPS-SUPPLY	498463	IN4931188		1035.6210		OFFICE SUPPLIES	FINANCE
		227.34	GLOVES & GARBAGE LINERS-BLDG	498463	IN4931188		1060.6229		GENERAL SUPPLIES	MUNICIPAL BLDG & GROUNDS MNTC
		609.89								
326924	9/17/2025		158334 INSIGHT BREWING CO							
		177.08	BEER#3	00052942	498388	26468	5085.6530		BEER	LIQUOR #3 STOCK PURCHASES
		113.27	BEER#1	00052942	498387	26469	5015.6530		BEER	LIQUOR #1 STOCK PURCHASES
		290.35								
326925	9/17/2025		164046 INVICTUS BREWING LLC							
		150.00	THC/CBD#1	00053162	498389	10095	5015.6515		THC/CBD	LIQUOR #1 STOCK PURCHASES

Council Check Register by GL
Council Check Register by Invoice & Summary

8/11/2025 -- 9/19/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
326925	9/17/2025		164046 INVICTUS BREWING LLC						Continued...	
		150.00								
326926	9/17/2025		140317 LANDSCAPE STRUCTURES							
		61,303.44	COBBLE. SO-EAST PLAYGROUND EQ.		498234	INV168236	2331.6740	PR230006	CAPITAL OUTLAY-MACH/EQUIP/OTHE	COBBLESTONE LAKE PARK
		61,303.44								
326927	9/17/2025		164616 LANGEVIN, AARON							
		40.13	UB REFUND 12534 DOVER DR		498465	20250911A	5301.4997		WATER/SEWER ACCT REFUNDS	WATER & SEWER FUND REVENUE
		40.13								
326928	9/17/2025		101616 LMC INSURANCE TRUST							
		569.35	WC DED GETTING SEP 2025		498235	24987	7205.6315		WORKERS COMP-DEDUCTIBLE	INSURANCE CLAIMS
		1,716.28	WC DED BECKER T SEP 2025		498236	24988	7205.6315		WORKERS COMP-DEDUCTIBLE	INSURANCE CLAIMS
		2,285.63								
326929	9/17/2025		119353 MADISON NATIONAL LIFE INS CO INC							
		237.51	STD FEES SEPTEMBER		498148	20250901	1020.6235		CONSULTANT SERVICES	HUMAN RESOURCES
		.64	LTD EMPLOYEE ADJUSTMENT		498148	20250901	9000.2113		ACCRUED LTD	PAYROLL CLEARING BAL SHEET
		2,896.57	LTD INSURANCE SEPTEMBER		498148	20250901	9000.2113		ACCRUED LTD	PAYROLL CLEARING BAL SHEET
		3,134.72								
326930	9/17/2025		101146 MASTER MECHANICAL INC							
		1.00	SURCHARG REFUND 14595 HAYES RD		498265	20250908	1001.4072		STATE SURTAX COLLECTED	GENERAL FUND REVENUE
		56.01	PARTIAL REFUND 14595 HAYES RD		498265	20250908	1001.4063		PERMIT-HEATING	GENERAL FUND REVENUE
		57.01								
326931	9/17/2025		100309 MENARDS							
		40.36	SUPPLIES FOR THE RANGE		498268	97021	1210.6229		GENERAL SUPPLIES	POLICE FIELD OPERATIONS/PATROL
		13.98	SCOUR PADS		498281	97849	1940.6229		GENERAL SUPPLIES	SPLASH VALLEY WATER PARK
		95.88	DEHUMIDIFIER FILTERS		498274	97877	5325.6215		EQUIPMENT-PARTS	WATER TREATMENT FCLTY MNTC/RPR
		11.97	AIR CHUCK		498275	98122	5375.6211		SMALL TOOLS & EQUIPMENT	SEWER MAINTENANCE AND REPAIR
		71.57	CB REPAIR		498270	98136	5505.6229		GENERAL SUPPLIES	STORM DRAIN MNTC/RPR/SUMPS
		6.97	CHERNE BALL PARTS		498276	98178	5375.6215		EQUIPMENT-PARTS	SEWER MAINTENANCE AND REPAIR
		58.96	CHAINSAW REPAIR		498273	98184	1610.6215		EQUIPMENT-PARTS	STREET/BOULEVARD REPAIR & MNTC
		248.45	WINTERIZING SUPPLIES.		498267	98239	1940.6269		REPAIRS-OTHER	SPLASH VALLEY WATER PARK
		32.12	ARCHERY BAIL SUPPORTS		498269	98466A	1720.6211		SMALL TOOLS & EQUIPMENT	PARK GROUNDS MAINTENANCE
		7.28	STORAGE CONTAINER 27QT		498266	98717	1330.6229		GENERAL SUPPLIES	FIRE OPERATIONS
		62.88	SOFTNER SALT		498272	98780	1060.6229		GENERAL SUPPLIES	MUNICIPAL BLDG & GROUNDS MNTC
		59.09	IRRIGATION HEADS, BATTERIES		498271	98891	1060.6229		GENERAL SUPPLIES	MUNICIPAL BLDG & GROUNDS MNTC
		709.51								

8/11/2025 -- 9/19/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
326931	9/17/2025		100309 MENARDS						Continued...	
326932	9/17/2025		128699 MES SERVICE COMPANY LLC							
		161.07	DUTY CREW PANTS (3)		498514	IN2315320	1330.6281		UNIFORM/CLOTHING ALLOWANCE	FIRE OPERATIONS
		161.07								
326933	9/17/2025		164045 MID AMERICA GOODS LLC							
		132.00	THC/CBD#1	00053163	498397	8030	5015.6515		THC/CBD	LIQUOR #1 STOCK PURCHASES
		132.00								
326934	9/17/2025		138777 MIDWEST MACHINERY CO							
		21.40	JOHN DEERE Z TURN SPINDLE CAP		498278	10601710	1765.6215		EQUIPMENT-PARTS	PARK EQUIPMENT MAINTENANCE
		21.40								
326935	9/17/2025		121030 MIDWEST PLAYSCAPES INC							
		279,443.10	KELLEY PK PLAY EQUIP DOWNPMT		498427	11264	2349.6740	PR230006	CAPITAL OUTLAY-MACH/EQUIP/OTHE	KELLEY PARK
		279,443.10								
326936	9/17/2025		100693 MN FIRE SERVICE CERTIFICATION							
		1,706.25	MSFCB CERTIFICATION RENEWALS		498282	14629	1330.6275		SCHOOLS/CONFERENCES/EXP LOCAL	FIRE OPERATIONS
		1,706.25								
326937	9/17/2025		155164 MN OCCUPATIONAL HEALTH							
		269.99	DOT DRUG TESTS		498279	500696A	1600.6235		CONSULTANT SERVICES	STREET MANAGEMENT
		269.99								
326938	9/17/2025		144980 MN PETROLEUM SERVICE							
		293.33	CABLES ON MOHAWK LIFT		498280	163734	2240.6265		REPAIRS-EQUIPMENT	GOLF EQUIPMENT MAINTENANCE
		293.33								
326939	9/17/2025		128462 MUSCO SPORTS LIGHTING, LLC							
		162,832.50	HAYES COMPLEX LIGHTING INSTALL		498467	443867	2309.6740	PR230034	CAPITAL OUTLAY-MACH/EQUIP/OTHE	HAYES BASEBALL/SOFTBALL COMPLX
		162,832.50								
326940	9/17/2025		100995 NAPA AUTO PARTS							
		23.70	PARTS - LIGHT		498473	968913	1630.6215		EQUIPMENT-PARTS	STREET EQUIPMENT MAINTENANCE
		47.55	WIPER BLADES		498469	972559	1210.6215		EQUIPMENT-PARTS	POLICE FIELD OPERATIONS/PATROL
		3.72	FILTER - OIL		498468	972758	1630.6215		EQUIPMENT-PARTS	STREET EQUIPMENT MAINTENANCE
		65.68	FILTERS		498472	972888	1630.6215		EQUIPMENT-PARTS	STREET EQUIPMENT MAINTENANCE
		8.99	FILTER - OIL		498471	972958	1630.6215		EQUIPMENT-PARTS	STREET EQUIPMENT MAINTENANCE
		15.64	FILTER - OIL		498470	972962	1630.6215		EQUIPMENT-PARTS	STREET EQUIPMENT MAINTENANCE

8/11/2025 -- 9/19/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
326940	9/17/2025		100995 NAPA AUTO PARTS						Continued...	
		82.92	FILTER - AIR		498474	972998	1350.6215		EQUIPMENT-PARTS	FIRE VEHICLE MAINTENANCE
		124.38	FILTER - AIR		498474	972998	1630.6215		EQUIPMENT-PARTS	STREET EQUIPMENT MAINTENANCE
		372.58								
326941	9/17/2025		100751 PHILLIPS WINE & SPIRITS INC							
		208.40	BLOODY MIX		498289	5036370	2270.6421		GOLF-NON ALCOHOLIC BEVERAGES	GOLF FOOD & BEVERAGE
		1,170.33	LIQUOR		498289	5036370	2270.6429		GOLF-LIQUOR	GOLF FOOD & BEVERAGE
		1,131.06	PHILLIPS LIQUOR AND HIGH NOON		498288	5037367	2270.6429		GOLF-LIQUOR	GOLF FOOD & BEVERAGE
		2,509.79								
326942	9/17/2025		153484 PRYES BREWING COMPANY LLC							
		413.50	BEER#1	00052530	498401	105426	5015.6530		BEER	LIQUOR #1 STOCK PURCHASES
		413.50								
326943	9/17/2025		149126 RED BULL DISTRIBUTION COMPANY							
		124.45	TAX#3	00052064	498403	2027625839	5085.6540		TAXABLE MISC FOR RESALE	LIQUOR #3 STOCK PURCHASES
		128.46	TAX#2	00052064	498402	5018473441	5055.6540		TAXABLE MISC FOR RESALE	LIQUOR #2 STOCK PURCHASES
		252.91								
326944	9/17/2025		102632 ROADKILL ANIMAL CONTROL							
		288.00	DEER DISPOSAL		498299	20250831	1610.6240		CLEANING SERVICE/GARBAGE REMOV	STREET/BOULEVARD REPAIR & MNTC
		288.00								
326945	9/17/2025		121976 SCAFFOLD SERVICE INC							
		274.00	SAFETY RIGGING FOR TOWERS		498300	A150044	5320.6229		GENERAL SUPPLIES	WATER WELL/BOOSTER STN MNT/RPR
		274.00								
326946	9/17/2025		164583 SCHIEFFERT, EMMA							
		2,016.58	CSO TUITION-E SCHIEFFERT		498302	20250829	1200.6276		SCHOOLS/CONFERENCES/EXP OTHER	POLICE MANAGEMENT
		2,016.58								
326947	9/17/2025		118355 SHI INTERNATIONAL CORP							
		68.50	ADOBE SOFTWARE LICENSING		498491	B20222419	1510.6308		SOFTWARE SUBSCRIPTIONS	PW ENGINEERING & TECHNICAL
		267.29	DUAL MONITOR MOUNTS		498492	B20228294	1030.6725		CAPITAL OUTLAY-OFFICE EQUIP	INFORMATION TECHNOLOGY
		335.79								
326948	9/17/2025		154281 SOLBERG, TYLER							
		204.00	ESRI CON-T SOLBERG-SAN DIEGO		498429	20250718	1510.6278		SUBSISTENCE ALLOWANCE	PW ENGINEERING & TECHNICAL
		1,851.31	ESRI CON-T SOLBERG-SAN DIEGO		498429	20250718	1510.6276		SCHOOLS/CONFERENCES/EXP OTHER	PW ENGINEERING & TECHNICAL
		2,055.31								

Council Check Register by GL
Council Check Register by Invoice & Summary

8/11/2025 -- 9/19/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
326948	9/17/2025		154281 SOLBERG, TYLER						Continued...	
326949	9/17/2025		100864 ST PAUL LINOLEUM & CARPET CO							
		81.25-	SR CNTR SALES TAX ADJ		498503	110603	1920.6240		CLEANING SERVICE/GARBAGE REMOVSENIOR CENTER	
		81.25	SR CNTR SALES TAX ADJ		498503	110603	1000.2330		DUE TO OTHER GOVERNMENT	GENERAL FUND BALANCE SHEET
		1,081.25	SR CNTR CARPET CLEAN BOTH FLRS		498503	110603	1920.6240		CLEANING SERVICE/GARBAGE REMOVSENIOR CENTER	
		1,081.25								
326950	9/17/2025		159203 TEMPLETON, LARAE							
		1,260.00	PICKLEBALL LEAG.COORD.6/19-8/8		498317	A111	1855.6249		OTHER CONTRACTUAL SERVICES	REC FOOTBALL & SOCCER
		1,260.00								
326951	9/17/2025		157211 THE STANDARD							
		359.40	BASIC LIFE INSURANCE SEP		498149	20250901	9000.2117		ACCRUED LIFE INSUR-BASIC	PAYROLL CLEARING BAL SHEET
		9,881.05	SUPP/DEP LIFE INSURANCE SEP		498149	20250901	9000.2118		ACCRUED LIFE INSUR-SUPP/DEPEND	PAYROLL CLEARING BAL SHEET
		10,240.45								
326952	9/17/2025		100777 THRYV							
		31.00	YELLOW PAGES		498172	110115110SEPT25	2205.6239		PRINTING	GOLF MANAGEMENT
		31.00								
326953	9/17/2025		129556 T-MOBILE USA							
		350.00	INV. PHONE DATA 25003746		498318	9615024892	1200.6235		CONSULTANT SERVICES	POLICE MANAGEMENT
		350.00								
326954	9/17/2025		100631 VERIZON WIRELESS							
		20.02	INSP WIRELESS DATA		498496	6122503589	1400.6237		TELEPHONE/PAGERS	INSPECTIONS MANAGEMENT
		20.02	PK WIRELESS DATA		498496	6122503589	1710.6237		TELEPHONE/PAGERS	PARK MAINTENANCE MANAGEMENT
		40.04	IT WIRELESS DATA		498496	6122503589	1030.6237		TELEPHONE/PAGERS	INFORMATION TECHNOLOGY
		78.81	ENG WIRELESS DATA		498496	6122503589	1510.6237		TELEPHONE/PAGERS	PW ENGINEERING & TECHNICAL
		138.44	POL WIRELESS DATA		498496	6122503589	1205.6237		TELEPHONE/PAGERS	POLICE RECORDS UNIT
		173.62	UTIL CELL PHONES, WIRELESS DAT		498496	6122503589	5305.6237		TELEPHONE/PAGERS	WATER MGMT/REPORT/DATA ENTRY
		470.95								
326955	9/17/2025		100497 VIKING ELECTRIC							
		107.12	GENERATOR FUSES FOR LIFT 4		498499	S009528370001	5380.6215		EQUIPMENT-PARTS	SEWER LIFT STN REPAIR & MNTC
		107.12								
326956	9/17/2025		164620 WATERMAN, JOSHUA							
		102.00	MSFDA CONF-WATERMAN-BREEZY PT		498500	20250814	1310.6278		SUBSISTENCE ALLOWANCE	FIRE TRAINING
		102.00								

8/11/2025 -- 9/19/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
326956	9/17/2025		164620 WATERMAN, JOSHUA						Continued...	
326957	9/17/2025		100363 XCEL ENERGY							
		322.24	STREET LIGHTS ELECTRIC SEPT		498502	5168727942SEPT2	5805.6545		NON-TAXABLE MISC FOR RESALE	STREET LIGHT UTILITY FUND
						5				
		322.24								
20250851	8/11/2025		120679 U S BANK P CARD							
		475.00	MN CEMETERY-W DAVIS-ST.CLOUD		497520	240007752101000	5605.6276		SCHOOLS/CONFERENCES/EXP OTHERCEMETERY	
						18584574				
			Supplier 164315 MNCETERIES.ORG (PCARD)							
		54.18	AIR FILTERS		497514	240113452091000	1920.6266		REPAIRS-BUILDING	SENIOR CENTER
						45222729				
			Supplier 157614 FILTERBUY.COM (PCARD)							
		350.00	AWWA-ZIMMERMAN-DULUTH		497500	240113452101000	5315.6275		SCHOOLS/CONFERENCES/EXP LOCAL WATER TRAINING/SCHOOL/MEETINGS	
						13851985				
		350.00	AWWA-SKOK-DULUTH		497501	240113452101000	5305.6276		SCHOOLS/CONFERENCES/EXP OTHERWATER MGMT/REPORT/DATA ENTRY	
						15565203				
			Supplier 141518 MN AWWA (PCARD)							
		1.60-	HR SALES TAX ADJ		497602	240113452151001	1020.6210		OFFICE SUPPLIES	HUMAN RESOURCES
						01193485				
		1.60	HR SALES TAX ADJ		497602	240113452151001	1000.2330		DUE TO OTHER GOVERNMENT	GENERAL FUND BALANCE SHEET
						01193485				
		21.30	PAPER TRAY - SUPPLIES		497602	240113452151001	1020.6210		OFFICE SUPPLIES	HUMAN RESOURCES
						01193485				
			Supplier 140339 AMAZON.COM (PCARD)							
		350.00	AWWA-T MCWILLIAMS-DULUTH		498157	240113452191000	5315.6275		SCHOOLS/CONFERENCES/EXP LOCAL WATER TRAINING/SCHOOL/MEETINGS	
						04351517				
		350.00	AWWA-DULUTH-R KRINGS		498164	240113452201000	5315.6275		SCHOOLS/CONFERENCES/EXP LOCAL WATER TRAINING/SCHOOL/MEETINGS	
						00277879				
			Supplier 141518 MN AWWA (PCARD)							
		927.00	ADULT LEAGUE AWARDS		498153	240133952180011	1860.6229		GENERAL SUPPLIES	REC VOLLEYBALL
						20954339				
		74.83	BO DAKOTA COUNTY LUNCH		498159	240133952190013	1400.6275		SCHOOLS/CONFERENCES/EXP LOCAL INSPECTIONS MANAGEMENT	
						31909873				
			Supplier 148111 RASCALS CATERING (PCARD)							
		3.65-	POL SALES TAX ADJUST		497523	240179452124258	1281.6229		GENERAL SUPPLIES	POLICE K-9
						97795266				
		3.65	POL SALES TAX ADJUST		497523	240179452124258	1000.2330		DUE TO OTHER GOVERNMENT	GENERAL FUND BALANCE SHEET
						97795266				
		48.63	K9 SUPPLIES		497523	240179452124258	1281.6229		GENERAL SUPPLIES	POLICE K-9

8/11/2025 -- 9/19/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
20250851	8/11/2025		120679 U S BANK P CARD						Continued...	
						97795266				
			Supplier 157179 CHUCK & DONS PET FOOD (PCARD)							
19.42-			PARKS SALES TAX ADJUST		497516	240552252104245	2302.6229	PR230037	GENERAL SUPPLIES	PARKS REF - GENERAL UNASSIGNED
						27007475				
19.42			PARKS SALES TAX ADJUST		497516	240552252104245	2300.2330	PR230037	DUE TO OTHER GOVERNMENT	PARKS REF - BALANCE SHEET
						27007475				
258.17			12 TRAIL CLOSURE SIGNS		497516	240552252104245	2302.6229	PR230037	GENERAL SUPPLIES	PARKS REF - GENERAL UNASSIGNED
						27007475				
19.42-			PARKS SALES TAX ADJUST		498169	240552252194350	2302.6229	PR230037	GENERAL SUPPLIES	PARKS REF - GENERAL UNASSIGNED
						58007735				
19.42			PARKS SALES TAX ADJUST		498169	240552252194350	2300.2330	PR230037	DUE TO OTHER GOVERNMENT	PARKS REF - BALANCE SHEET
						58007735				
258.17			12 MORE TRAIL CLOSED SIGNS		498169	240552252194350	2302.6229	PR230037	GENERAL SUPPLIES	PARKS REF - GENERAL UNASSIGNED
						58007735				
			Supplier 143446 SMART SIGN (PCARD)							
350.00			MCPA-P WALTER-WALKER MN		497599	240646652141000	1275.6276		SCHOOLS/CONFERENCES/EXP OTHERPOL COMMUN OUTREACH/CRIME PRE	
						01924672				
			Supplier 157877 MN CRIME PREV ASSOC (PCARD)							
64.87			JULY CHAPLAIN MEETING LUNCH		497496	241374652062002	1200.6229		GENERAL SUPPLIES	POLICE MANAGEMENT
						63917873				
			Supplier 100539 FIREHOUSE (PCARD)							
63.88			KITCHEN FOOD		498151	241374652185009	2270.6420		GOLF-FOOD	GOLF FOOD & BEVERAGE
						78443495				
			Supplier 164471 TRADER JOES (PCARD)							
60.00			SAFETY MEETING GIFT CARDS		498161	241374652195010	1020.6399		OTHER CHARGES	HUMAN RESOURCES
						55121516				
			Supplier 100539 FIREHOUSE (PCARD)							
5.07-			AVCC SALES TAX ADJ		497497	241640752060910	1940.6229		GENERAL SUPPLIES	SPLASH VALLEY WATER PARK
						17261780				
5.07			AVCC SALES TAX ADJ		497497	241640752060910	1000.2330		DUE TO OTHER GOVERNMENT	GENERAL FUND BALANCE SHEET
						17261780				
67.41			PPE SUNSCREEN		497497	241640752060910	1940.6229		GENERAL SUPPLIES	SPLASH VALLEY WATER PARK
						17261780				
			Supplier 100463 TARGET STORES (PCARD)							
53.03			SPLASH VALLEY PRINTING		497517	241640752100692	1940.6239		PRINTING	SPLASH VALLEY WATER PARK
						23316642				
68.90			LAMINATION FOR SPLASH VALLEY		497531	241640752120692	1700.6399		OTHER CHARGES	PARK & RECREATION MANAGEMENT
						23485650				
			Supplier 143773 FEDEX OFFICE (PCARD)							

8/11/2025 -- 9/19/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
20250851	8/11/2025		120679 U S BANK P CARD						Continued...	
		10.66	KITCHEN FOOD		498112	241640752160910 16089776	2270.6420		GOLF-FOOD	GOLF FOOD & BEVERAGE
		32.07	KITCHEN FOOD		498168	241640752190910 17273541	2270.6420		GOLF-FOOD	GOLF FOOD & BEVERAGE
			Supplier 100463 TARGET STORES (PCARD)							
		63.34-	POL SALES TAX ADJUST		497498	242210852069000 13287658	1200.6229		GENERAL SUPPLIES	POLICE MANAGEMENT
		63.34	POL SALES TAX ADJUST		497498	242210852069000 13287658	1000.2330		DUE TO OTHER GOVERNMENT	GENERAL FUND BALANCE SHEET
		843.15	AIRSOFT TRAINING GUNS		497498	242210852069000 13287658	1200.6229		GENERAL SUPPLIES	POLICE MANAGEMENT
			Supplier 164468 AIRSOFT ARMORY (PCARD)							
		85.24	KITCHEN FOOD		497515	242263852110124 97414196	2270.6420		GOLF-FOOD	GOLF FOOD & BEVERAGE
			Supplier 102101 WAL-MART (PCARD)							
		35.51	SAMS CLUB MEMBERSHIP RENEWAL		498162	242263852190128 15918425	1020.6280		DUES & SUBSCRIPTIONS	HUMAN RESOURCES
		378.50	SAFETY PICNIC FOOD		498162	242263852190128 15918425	1020.6399		OTHER CHARGES	HUMAN RESOURCES
			Supplier 155470 SAMS MEMBERSHIP (PCARD)							
		146.60	COOLERS FOR TRUCKS (6)		498166	242263852200128 31144508	1330.6211		SMALL TOOLS & EQUIPMENT	FIRE OPERATIONS
		2.97-	FIRE SALES TAX ADJUST		498165	242263852200128 31145869	1330.6229		GENERAL SUPPLIES	FIRE OPERATIONS
		2.97	FIRE SALES TAX ADJUST		498165	242263852200128 31145869	1000.2330		DUE TO OTHER GOVERNMENT	GENERAL FUND BALANCE SHEET
		47.47	REHAB SUPPLIES		498165	242263852200128 31145869	1330.6229		GENERAL SUPPLIES	FIRE OPERATIONS
			Supplier 149714 SAMS CLUB (PCARD)							
		125.00	WEBSITE		497601	242390052169000 13623585	2205.6239		PRINTING	GOLF MANAGEMENT
			Supplier 158331 TWIN CITIES GOLF ORGANIZATION (PCARD)							
		31.28	CO2 FOR RESALE SODA.		497595	242697952145010 54029400	1940.6540		TAXABLE MISC FOR RESALE	SPLASH VALLEY WATER PARK
			Supplier 164094 CENTRAL MCGOWAN (PCARD)							
		34.50	DOT INSPECTION STICKERS 2025		498163	243889452186301 09570184	1530.6229	2025	GENERAL SUPPLIES	FLEET & BUILDINGS-CMF
			Supplier 149267 MN STATE PATROL (PCARD)							
		6.49	BREAK ROOM WATER REFILL		497526	244273352127302	5095.6229		GENERAL SUPPLIES	LIQUOR #3 OPERATIONS

Council Check Register by GL

Council Check Register by Invoice & Summary

8/11/2025 -- 9/19/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
20250851	8/11/2025		120679 U S BANK P CARD						Continued...	
						69499175				
		49.80	FOOD FOR SPECIAL		498114	244273352177302	2270.6420		GOLF-FOOD	GOLF FOOD & BEVERAGE
						63380194				
			Supplier 148071 CUB FOODS (PCARD)							
		2,456.97	SPLASH VALLEY VALPAK ADVERT.		497600	244356552151053	1940.6239		PRINTING	SPLASH VALLEY WATER PARK
						46001385				
			Supplier 163934 VPC DIRECT MAIL (PCARD)							
		59.71	FOOD OUT OF CITY TRAINING		498171	244450052065006	1210.6276		SCHOOLS/CONFERENCES/EXP OTHERPOLICE FIELD OPERATIONS/PATROL	
						40845643				
			Supplier 149263 FIVE GUYS MN (PCARD)							
		868.79	MIAMA-NICKELSON-COHASSET MN		498156	244450052180009	5205.6276		SCHOOLS/CONFERENCES/EXP OTHERARENA 1 MANAGEMENT	
						67421017				
		513.40	MIAMA-CRISTIANSON-COHASSET		498154	244450052180009	5205.6275		SCHOOLS/CONFERENCES/EXP LOCAL ARENA 1 MANAGEMENT	
						67446931				
			Supplier 148328 SUGAR LAKE LODGE (PCARD)							
		208.31	MSFDA-MORRIS-BREEZY PT		498115	244450052185005	1310.6275		SCHOOLS/CONFERENCES/EXP LOCAL FIRE TRAINING	
						76878945				
		208.31	MSFDA-WATERMAN-BREEZY PT		498116	244450052185005	1310.6275		SCHOOLS/CONFERENCES/EXP LOCAL FIRE TRAINING	
						76879026				
			Supplier 103015 BREEZY POINT RESORT (PCARD)							
		24.61	NIGHT TO UNITE		498152	244550152171410	1275.6229		GENERAL SUPPLIES	POL COMMUN OUTREACH/CRIME PRE\
						12381389				
			Supplier 102101 WAL-MART (PCARD)							
		19.72-	FIRE SALES TAX ADJUST		497522	244939852111311	1340.6215		EQUIPMENT-PARTS	FIRE BLDG & GROUNDS MNTC
						73057351				
		19.72	FIRE SALES TAX ADJUST		497522	244939852111311	1000.2330		DUE TO OTHER GOVERNMENT	GENERAL FUND BALANCE SHEET
						73057351				
		262.24	RUBBER COVERS FOR PLUGS (24)		497522	244939852111311	1340.6215		EQUIPMENT-PARTS	FIRE BLDG & GROUNDS MNTC
						73057351				
			Supplier 164470 MAGNUM ELECTRONICS (PCARD)							
		740.00	REPLACE BATHROOM LOCK & HANDLE		497521	246921652101073	5095.6269		REPAIRS-OTHER	LIQUOR #3 OPERATIONS
						00177550				
			Supplier 164435 RIVERA LOCKSMITH (PCARD)							
		3.17-	TECH SALES TAX ADJ		497596	246921652131093	1030.6280		DUES & SUBSCRIPTIONS	INFORMATION TECHNOLOGY
						22358454				
		3.17	TECH SALES TAX ADJ		497596	246921652131093	1000.2330		DUE TO OTHER GOVERNMENT	GENERAL FUND BALANCE SHEET
						22358454				
		42.16	WSJ ONLINE SUBSCRIPTION		497596	246921652131093	1030.6280		DUES & SUBSCRIPTIONS	INFORMATION TECHNOLOGY
						22358454				
			Supplier							

8/11/2025 -- 9/19/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
20250851	8/11/2025		120679 U S BANK P CARD						Continued...	
			157029 WSJ BARRONS SUBSCRIPT (PCARD)							
		495.00	MAINT. EXPO-GROUP-ST. CLOUD		497597	246921652131098	1610.6276		SCHOOLS/CONFERENCES/EXP OTHERSTREET/BOULEVARD REPAIR & MNTC	
						98056953				
		450.00	MAINT. EXPO-GROUP-ST.CLOUD		497598	246921652131099	1610.6276		SCHOOLS/CONFERENCES/EXP OTHERSTREET/BOULEVARD REPAIR & MNTC	
						19295739				
			Supplier 156708 MINNESOTA FALL MAINT (PCARD)							
		456.88	FOR SALE SUNSCREEN		498160	246921652181017	1940.6540		TAXABLE MISC FOR RESALE	SPLASH VALLEY WATER PARK
						81056674				
			Supplier 156610 ALOE CARE INTERNATION (PCARD)							
		621.97	NRPA CNF-J.JOHNSON- WHEELING		497525	247170552128721	2205.6276		SCHOOLS/CONFERENCES/EXP OTHERGOLF MANAGEMENT	
						22379666				
			Supplier 123029 DELTA AIR (PCARD)							
		20.00	BOILER LICENSE-D CASPERS		498158	247170552191521	1060.6275		SCHOOLS/CONFERENCES/EXP LOCAL MUNICIPAL BLDG & GROUNDS MNTC	
						95136993				
			Supplier 111168 MN DEPT OF LABOR & INDUSTRY (PCARD)							
		14.84-	FIRE SALES TAX ADJUST		497513	247554252112921	1340.6215		EQUIPMENT-PARTS	FIRE BLDG & GROUNDS MNTC
						11536581				
		14.84	FIRE SALES TAX ADJUST		497513	247554252112921	1000.2330		DUE TO OTHER GOVERNMENT	GENERAL FUND BALANCE SHEET
						11536581				
		197.34	2-PORT BOX COVERS (10)		497513	247554252112921	1340.6215		EQUIPMENT-PARTS	FIRE BLDG & GROUNDS MNTC
						11536581				
			Supplier 150630 ZORO TOOLS (PCARD)							
		36.26-	SALES TAX ADJ.COBBLESTONE PK		498170	247554252207322	1730.6229		GENERAL SUPPLIES	PARK BUILDING MAINTENANCE
						07251180				
		36.26	SALES TAX ADJ.COBBLESTONE PK		498170	247554252207322	1000.2330		DUE TO OTHER GOVERNMENT	GENERAL FUND BALANCE SHEET
						07251180				
		437.98	COBBLESTONE TOILET REPAIR		498170	247554252207322	1730.6229		GENERAL SUPPLIES	PARK BUILDING MAINTENANCE
						07251180				
			Supplier 149133 GRAINGER (PCARD)							
		75.00	EMAIL ADVERTISING		497594	247933852130005	5005.6239		PRINTING	LIQUOR GENERAL OPERATIONS
						03664079				
			Supplier 141272 MAILCHIMP (PCARD)							
		99.00	ECOMMERCE SERVICE FEE		497591	247933852130020	5025.6351		VISA/BANK CHARGES	LIQUOR #1 OPERATIONS
						80361087				
		99.00	ECOMMERCE SERVICE FEE		497592	247933852130020	5065.6351		VISA/BANK CHARGES	LIQUOR #2 OPERATIONS
						87363086				
		99.00	ECOMMERCE SERVICE FEE		497593	247933852130020	5095.6351		VISA/BANK CHARGES	LIQUOR #3 OPERATIONS
						88190082				
			Supplier 162558 CITY HIVE INC (PCARD)							

CITY OF APPLE VALLEY
Council Check Register by GL
Council Check Register by Invoice & Summary
8/11/2025 -- 9/19/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
20250851	8/11/2025		120679 U S BANK P CARD						Continued...	
		13.87-	PARKS SALES TAX ADJUST		498150	247933852170014 82757070	1765.6215		EQUIPMENT-PARTS	PARK EQUIPMENT MAINTENANCE
		13.87	PARKS SALES TAX ADJUST		498150	247933852170014 82757070	1000.2330		DUE TO OTHER GOVERNMENT	GENERAL FUND BALANCE SHEET
		184.84	AL TRAILER REPAIR		498150	247933852170014 82757070	1765.6215		EQUIPMENT-PARTS	PARK EQUIPMENT MAINTENANCE
			Supplier 159162 NTE 5425 (PCARD)							
		245.00	DOT CERT-C. LARSON-MENDOTA HEI		497527	248019752134279 50918971	1530.6275		SCHOOLS/CONFERENCES/EXP LOCAL FLEET & BUILDINGS-CMF	
		110.00	DOT CERT-J CHRISTIANSON-ROSEMO		497528	248019752134279 50919151	1530.6275		SCHOOLS/CONFERENCES/EXP LOCAL FLEET & BUILDINGS-CMF	
			Supplier 150171 MN STATE COLLEGES (PCARD)							
		91.00	EMAIL MARKETING		497499	249064152082347 75161839	2205.6239		PRINTING	GOLF MANAGEMENT
			Supplier 148199 CONSTANT CONTACT (PCARD)							
		6.57-	POL SALES TAX ADJUST		498167	249064152192356 97920894	1200.6229		GENERAL SUPPLIES	POLICE MANAGEMENT
		6.57	POL SALES TAX ADJUST		498167	249064152192356 97920894	1000.2330		DUE TO OTHER GOVERNMENT	GENERAL FUND BALANCE SHEET
		87.45	TRAINING AMMO-PEPPERBALL GUN		498167	249064152192356 97920894	1200.6229		GENERAL SUPPLIES	POLICE MANAGEMENT
			Supplier 164469 BLT ANSGEAR.COM (PCARD)							
		26.40	NON OXY FUEL		497519	249416652101833 73415621	1600.6212		MOTOR FUELS/OILS	STREET MANAGEMENT
			Supplier 129038 HOLIDAY STATIONSTORES #316 (PCARD)							
		491.00	ONLINE ADVERTISING		498113	249416852171863 50201147	2205.6239		PRINTING	GOLF MANAGEMENT
			Supplier 148969 HIBU INC (PCARD)							
		8.50	NON OXY FUEL		497524	249430052122570 46507900	1600.6212		MOTOR FUELS/OILS	STREET MANAGEMENT
		8.51	FUEL FOR MOWER		497530	249430052132577 47659306	5320.6212		MOTOR FUELS/OILS	WATER WELL/BOOSTER STN MNT/RPR
			Supplier 103023 KWIK TRIP INC (PCARD)							
		323.29	POWER WASHER FOR CARTS		497518	249430152110101 92504043	2240.6211		SMALL TOOLS & EQUIPMENT	GOLF EQUIPMENT MAINTENANCE
			Supplier 143525 HOME DEPOT STORE #2833 (PCARD)							
		199.58-	REFUND FOR OVER PAYMENT		498155	744450052180017 02124929	5265.6276		SCHOOLS/CONFERENCES/EXP OTHERARENA 2 BLDG MAINTENANCE-HAYES	
			Supplier 148328 SUGAR LAKE LODGE (PCARD)							

8/11/2025 -- 9/19/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
20250851	8/11/2025		120679 U S BANK P CARD						Continued...	
		19,72-	SALES TAX REFUND		497529	744939852121315	1340.6215		EQUIPMENT-PARTS	FIRE BLDG & GROUNDS MNTC
						25057194				
			Supplier 164470 MAGNUM ELECTRONICS (PCARD)							
		15,864.00								
20250913	9/12/2025		148015 VOYA							
		540.00	MNDGP-ROTH 457 CONTRIBUTIONS		498128	91025958559	9000.2120		ACCRUED BENEFIT LIABILITY	PAYROLL CLEARING BAL SHEET
		4,010.00	MNDGP-457 CONTRIBUTIONS		498128	91025958559	9000.2120		ACCRUED BENEFIT LIABILITY	PAYROLL CLEARING BAL SHEET
		4,550.00								
20250914	9/12/2025		148869 VOYA (HCSP)							
		419.13	SERGEANT HCSP FUNDING-GROSS WA		498118	910259585510	9000.2120		ACCRUED BENEFIT LIABILITY	PAYROLL CLEARING BAL SHEET
		888.08	AFSCME HCSP FUNDING-GROSS WAGE		498118	910259585510	9000.2120		ACCRUED BENEFIT LIABILITY	PAYROLL CLEARING BAL SHEET
		1,348.50	ADMIN HCSP FUNDING-GROSS WAGES		498118	910259585510	9000.2120		ACCRUED BENEFIT LIABILITY	PAYROLL CLEARING BAL SHEET
		1,576.03	SCH 2 HCSP FUNDING-GROSS WAGES		498118	910259585510	9000.2120		ACCRUED BENEFIT LIABILITY	PAYROLL CLEARING BAL SHEET
		1,965.83	SCH 1 HCSP FUNDING-GROSS WAGES		498118	910259585510	9000.2120		ACCRUED BENEFIT LIABILITY	PAYROLL CLEARING BAL SHEET
		2,073.88	POLICE HCSP FUNDING-GROSS WAGE		498118	910259585510	9000.2120		ACCRUED BENEFIT LIABILITY	PAYROLL CLEARING BAL SHEET
		42,705.21	HCSP FUNDING-ANN LV/COMP		498118	910259585510	9000.2120		ACCRUED BENEFIT LIABILITY	PAYROLL CLEARING BAL SHEET
		50,976.66								
20250915	9/15/2025		102664 US BANK							
		13,127.38	EMPLOYEE MEDICARE		498126	91025958557	9000.2111		ACCRUED FEDERAL/FICA	PAYROLL CLEARING BAL SHEET
		13,127.38	CITY SHARE MEDICARE		498126	91025958557	9000.2111		ACCRUED FEDERAL/FICA	PAYROLL CLEARING BAL SHEET
		37,115.17	EMPLOYEE FICA		498126	91025958557	9000.2111		ACCRUED FEDERAL/FICA	PAYROLL CLEARING BAL SHEET
		37,115.17	CITY SHARE FICA		498126	91025958557	9000.2111		ACCRUED FEDERAL/FICA	PAYROLL CLEARING BAL SHEET
		86,440.38	FEDERAL TAXES PR		498126	91025958557	9000.2111		ACCRUED FEDERAL/FICA	PAYROLL CLEARING BAL SHEET
		186,925.48								
20250916	9/12/2025		101238 MINNESOTA CHILD SUPPORT PAYMEN							
		460.00	CHILD SUPPORT DEDUCTIONS		498125	91025958556	9000.2120		ACCRUED BENEFIT LIABILITY	PAYROLL CLEARING BAL SHEET
		460.00								
20250917	9/15/2025		100657 MN DEPT OF REVENUE							
		39,291.64	STATE TAX WITHHOLDING		498124	91025958555	9000.2112		ACCRUED STATE W/H	PAYROLL CLEARING BAL SHEET
		39,291.64								
20250918	9/15/2025		100392 PUBLIC EMPLOYEES RETIREMENT AS							
		75,593.48	EMPLOYEE SHARE PERA		498123	91025958554	9000.2114		ACCRUED PERA	PAYROLL CLEARING BAL SHEET
		100,152.56	CITY SHARE PERA		498123	91025958554	9000.2114		ACCRUED PERA	PAYROLL CLEARING BAL SHEET
		175,746.04								

8/11/2025 -- 9/19/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
20250918	9/15/2025		100392 PUBLIC EMPLOYEES RETIREMENT AS						Continued...	
20250919	9/12/2025		157977 WEX HEALTH INC							
		10,600.40	HSA EMPLOYEE FUNDING		498120	910259585512	9000.2125		ACCRUED HSA/HRA BENEFIT	PAYROLL CLEARING BAL SHEET
		10,600.40								
20250920	9/2/2025		157977 WEX HEALTH INC							
		423.09	FLEX SPENDING DAYCARE 2025		498425	20250902	9000.2119		ACCRUED FLEX SPENDING	PAYROLL CLEARING BAL SHEET
		423.09								
20250921	9/12/2025		151440 VANTAGEPOINT TRANSFER AGENTS							
		7,875.95	ROTH 457-PLAN #301171-FIRE TOO		498119	910259585511	9000.2120		ACCRUED BENEFIT LIABILITY	PAYROLL CLEARING BAL SHEET
		7,875.95								
20250922	9/12/2025		100240 VANTAGEPOINT TRANSFER AGENTS - 457 FT							
		26,863.46	ICMA-PLAN #301171-FIRE TOO		498121	91025958552	9000.2120		ACCRUED BENEFIT LIABILITY	PAYROLL CLEARING BAL SHEET
		26,863.46								
20250923	9/12/2025		126459 VANTAGEPOINT TRANSFER AGENTS - ROTH							
		2,541.23	ROTH IRA-PLAN #705481		498127	91025958558	9000.2120		ACCRUED BENEFIT LIABILITY	PAYROLL CLEARING BAL SHEET
		2,541.23								
20250924	9/16/2025		100000 MN DEPT OF REVENUE							
		22,003.00	SALES/USE TAX-GENERAL FUND		498426	20250916	1000.2330		DUE TO OTHER GOVERNMENT	GENERAL FUND BALANCE SHEET
		3.00-	SALES/USE TAX-CABLE TV FUND		498426	20250916	2010.2330		DUE TO OTHER GOVERNMENT	CABLE TV RESERVE BALANCE SHEET
		26,118.00	SALES/USE TAX-GOLF		498426	20250916	2200.2330		DUE TO OTHER GOVERNMENT	VALLEYWOOD GOLF
		39.00-	SALES USE TAX-PARKS REF		498426	20250916	2300.2330		DUE TO OTHER GOVERNMENT	PARKS REF - BALANCE SHEET
		20,016.00	SALES/USE TAX-LIQUOR #2		498426	20250916	5000.2330		DUE TO OTHER GOVERNMENT	LIQUOR BALANCE SHEET
		40,629.00	SALES/USE TAX-LIQUOR #3		498426	20250916	5000.2330		DUE TO OTHER GOVERNMENT	LIQUOR BALANCE SHEET
		44,684.00	SALES/USE TAX-LIQUOR #1		498426	20250916	5000.2330		DUE TO OTHER GOVERNMENT	LIQUOR BALANCE SHEET
		319.00	SALES/USE TAX-ARENA		498426	20250916	5200.2330		DUE TO OTHER GOVERNMENT	ARENA FUND BALANCE SHEET
		7,015.00	SALES/USE TAX-WATER & SWR		498426	20250916	5300.2330		DUE TO OTHER GOVERNMENT	WATER & SEWER FUND BAL SHEET
		2.00-	SALES/USE TAX-STORM DRAIN		498426	20250916	5500.2330		DUE TO OTHER GOVERNMENT	STORM DRAIN UTIL BALANCE SHEET
		43.00-	SALES/USE TAX-CEMETERY		498426	20250916	5600.2330		DUE TO OTHER GOVERNMENT	CEMETERY BALANCE SHEET
		160,697.00								
		1,887,081.07	Grand Total							

Payment Instrument Totals

Checks	761,111.11
EFT Payments	682,814.95
A/P ACH Payment	443,155.01

CITY OF APPLE VALLEY
Council Check Register by GL
Council Check Register by Invoice & Summary
8/11/2025 -- 9/19/2025

<u>Check #</u>	<u>Date</u>	<u>Amount</u>	<u>Supplier / Explanation</u>	<u>PO #</u>	<u>Doc No</u>	<u>Inv No</u>	<u>Account No</u>	<u>Subledger</u>	<u>Account Description</u>	<u>Business Unit</u>
		1,887,081.07	Grand Total							
								<u>Payment Instrument Totals</u>		
								Checks	761,111.11	
								EFT Payments	682,814.95	
								A/P ACH Payment	443,155.01	
								Total Payments	1,887,081.07	

768 9/17/25
Rd 9/19/2025

8/11/2025 - 9/19/2025

<u>Company</u>	<u>Amount</u>
01000 GENERAL FUND	147,811.52
02010 CABLE TV RESERVE FUND	3.00-
02090 PARTNERS IN EDUCATION	2,394.11
02200 VALLEYWOOD GOLF FUND	54,215.68
02300 PARKS REFERENDUM FUND	584,701.38
03205 CLOSED SA BOND ISSUES	188.97
04430 2024A CAPITAL PROJECT CIP FUND	5,459.80
04500 CONSTRUCTION PROJECTS	4,971.17
04900 PHYSICAL IMPROVEMENTS ESCROW F	2,000.00
05000 LIQUOR FUND	152,652.65
05200 ARENA FUND	21,531.45
05300 WATER & SEWER FUND	281,583.56
05500 STORM DRAINAGE UTILITY FUND	9,960.80
05600 CEMETERY FUND LEVEL PROGRAM	779.25
05800 STREET LIGHT UTIL FUND	1,031.42
07000 LODGING TAX FUND	56,743.57
07200 RISK MANAGEMENT/INSURANCE FUND	2,285.63
07400 VERF-POLICE	1,143.85
07445 VERF-VALLEYWOOD GOLF	34,368.65
09000 PAYROLL CLEARING FUND	523,260.61
Report Totals	1,887,081.07

Council Check Register by GL
Council Check Register by Invoice & Summary

9/3/2025 -- 9/26/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
35716	9/26/2025		100101 ACE HARDWARE							
		3.99-	DISCOUNT		498989	350130100952	1330.6333		GENERAL-CASH DISCOUNTS	FIRE OPERATIONS
		39.96	CLEANING SUPPLIES FOR STATIONS		498989	350130100952	1330.6229		GENERAL SUPPLIES	FIRE OPERATIONS
		4.31	CHAIN SAW PARTS		498990	350139100944	1610.6229		GENERAL SUPPLIES	STREET/BOULEVARD REPAIR & MNTC
		40.28								
35717	9/26/2025		100389 ALPHAGRAPHICS							
		64.86	BUSINESS CARDS - TAYLOR STOCKE		498843	136964	1520.6229		GENERAL SUPPLIES	NATURAL RESOURCES
		64.86								
35718	9/26/2025		144685 AM CRAFT SPIRITS INC							
		49.39	TAX#1	00051504	498611	21290	5015.6540		TAXABLE MISC FOR RESALE	LIQUOR #1 STOCK PURCHASES
		1.00	FREIGHT#1	00051504	498612	21290	5015.6550		FREIGHT ON RESALE MDSE	LIQUOR #1 STOCK PURCHASES
		50.39								
35719	9/26/2025		153995 AMAZON CAPITAL SERVICES							
		39.79	SHOP AIR HOSE		498944	143D1DQ33NK1	1530.6265		REPAIRS-EQUIPMENT	FLEET & BUILDINGS-CMF
		43.18	EXTENSION CORD COVERS		498532	143HJQXX93VV	1800.6229		GENERAL SUPPLIES	REC PROGRAM GENERAL
		172.48	OXYGEN SENSOR FOR R1234 A/C		498943	14C377H34YNM	1530.6265		REPAIRS-EQUIPMENT	FLEET & BUILDINGS-CMF
		131.92	FPW OPEN HOUSE SUPPLIES		498534	16HX6HJK9N3X	1320.6229		GENERAL SUPPLIES	FIRE PREVENTION
		22.49	DRY ERASE MARKERS FOR BC		498535	16RM7NVY74MK	1310.6229		GENERAL SUPPLIES	FIRE TRAINING
		19.99	TEEN CENTER TRASH LOCKS		498976	17XYLD6FGKLN	1770.6266		REPAIRS-BUILDING	PARK GENERAL MAINTENANCE
		304.82	SHOP SUPPLIES,SHOP TOOLS CMF		498941	17XYLD6FX1L1	1540.6229		GENERAL SUPPLIES	CMF BUILDINGS & GROUNDS MNTC
		61.96	FPW OPEN HOUSE SUPPLIES		498536	1FT6CFWT96FD	1320.6229		GENERAL SUPPLIES	FIRE PREVENTION
		4.14	ORGANIZER FOR NEW WELDER		498942	1G4V7RKH3P1F	1530.6211		SMALL TOOLS & EQUIPMENT	FLEET & BUILDINGS-CMF
		222.59	GRAFFITI REMOVER		498979	1JXJHHGL9XL9	1720.6229		GENERAL SUPPLIES	PARK GROUNDS MAINTENANCE
		178.86	SUPPLIES FOR EQUIP		498845	1LC3411Q3RFL	2240.6229		GENERAL SUPPLIES	GOLF EQUIPMENT MAINTENANCE
		74.85	TRASH PICKERS		498975	1MY76VTGLF1R	1770.6211		SMALL TOOLS & EQUIPMENT	PARK GENERAL MAINTENANCE
		151.53	DISPLAY HOOKS AND SHELF CLIPS		498533	1NP6CKYT1MRI	5095.6229		GENERAL SUPPLIES	LIQUOR #3 OPERATIONS
		87.38	WATER FOUNTAIN FILTER		498537	1RPLQHNNDM3D	1340.6229		GENERAL SUPPLIES	FIRE BLDG & GROUNDS MNTC
		25.99	CRAFT KIT FOR DEC. (1 OF 2)		498846	1TLMY3Q391LJ	1920.6229		GENERAL SUPPLIES	SENIOR CENTER
		47.26	WHITE BOARD MAGNETS		498982	1V4H3HQQ9CJF	1730.6210		OFFICE SUPPLIES	PARK BUILDING MAINTENANCE
		51.64	SAFETY EQUIPMENT		498844	1WL9FXJ67GP4	1030.6211		SMALL TOOLS & EQUIPMENT	INFORMATION TECHNOLOGY
		14.99	SUPPLIES		498531	1X7G9G7QHT1X	1860.6229		GENERAL SUPPLIES	REC VOLLEYBALL
		156.60	TIOLET PAPER FOR COMPLEXES		498978	1YGW9QR46D7T	1715.6229		GENERAL SUPPLIES	PARK ATHLETIC FIELD MAINTENANC
		1,812.46								
35720	9/26/2025		101559 BARR ENGINEERING COMPANY							
		6,316.30	AV ADD GRANT DESIGN		498541	23191551011R	5505.6235	2026107D	CONSULTANT SERVICES	STORM DRAIN MNTC/RPR/SUMPS
		6,316.30								

Council Check Register by GL

Council Check Register by Invoice & Summary

9/3/2025 -- 9/26/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
35721	9/26/2025		141748 BASER & PL UMPIRES						Continued...	
		2,982.00	SOFTBALL OFFICIALS 9/1 - 9/15		498847	20250916	1850.6249		OTHER CONTRACTUAL SERVICES	REC SOFTBALL
		2,982.00								
35722	9/26/2025		100058 BELLBOY CORPORATION							
		24.00	NTAX#1	00004928	498615	110251100	5015.6545		NON-TAXABLE MISC FOR RESALE	LIQUOR #1 STOCK PURCHASES
		92.00	TAX#3	00004928	498629	110256200	5085.6540		TAXABLE MISC FOR RESALE	LIQUOR #3 STOCK PURCHASES
		28.50	NTAX#3	00004928	498630	110256200	5085.6545		NON-TAXABLE MISC FOR RESALE	LIQUOR #3 STOCK PURCHASES
		69.40	NTAX#2	00004928	498628	110256400	5055.6545		NON-TAXABLE MISC FOR RESALE	LIQUOR #2 STOCK PURCHASES
		127.00	TAX#3	00004928	498637	110283100	5085.6540		TAXABLE MISC FOR RESALE	LIQUOR #3 STOCK PURCHASES
		28.00	CMTAX#3	00004928	498638	110283100	5085.6540		TAXABLE MISC FOR RESALE	LIQUOR #3 STOCK PURCHASES
		55.00	BAGS#3	00004928	498639	110283100	5095.6229		GENERAL SUPPLIES	LIQUOR #3 OPERATIONS
		117.00	LIQ#1	00004928	498621	110283200	5015.6510		LIQUOR	LIQUOR #1 STOCK PURCHASES
		33.00	TAX#1	00004928	498622	110283200	5015.6540		TAXABLE MISC FOR RESALE	LIQUOR #1 STOCK PURCHASES
		128.90	FREIGHT#1	00004928	498623	110283200	5015.6550		FREIGHT ON RESALE MDSE	LIQUOR #1 STOCK PURCHASES
		464.50	LIQ#1	00004928	498613	208859200	5015.6510		LIQUOR	LIQUOR #1 STOCK PURCHASES
		6.00	FREIGHT#1	00004928	498614	208859200	5015.6550		FREIGHT ON RESALE MDSE	LIQUOR #1 STOCK PURCHASES
		402.33	LIQ#3	00004928	498631	208867800	5085.6510		LIQUOR	LIQUOR #3 STOCK PURCHASES
		4.66	FREIGHT#3	00004928	498632	208867800	5085.6550		FREIGHT ON RESALE MDSE	LIQUOR #3 STOCK PURCHASES
		157.00	NTAX#2	00004928	498624	208872100	5055.6545		NON-TAXABLE MISC FOR RESALE	LIQUOR #2 STOCK PURCHASES
		2.00	FREIGHT#2	00004928	498625	208872100	5055.6550		FREIGHT ON RESALE MDSE	LIQUOR #2 STOCK PURCHASES
		352.75	LIQ#1	00004928	498618	208942400	5015.6510		LIQUOR	LIQUOR #1 STOCK PURCHASES
		49.50	TAX#1	00004928	498619	208942400	5015.6540		TAXABLE MISC FOR RESALE	LIQUOR #1 STOCK PURCHASES
		14.00	FREIGHT#1	00004928	498620	208942400	5015.6550		FREIGHT ON RESALE MDSE	LIQUOR #1 STOCK PURCHASES
		188.00	LIQ#3	00004928	498641	208944400	5085.6510		LIQUOR	LIQUOR #3 STOCK PURCHASES
		4.00	FREIGHT#3	00004928	498642	208944400	5085.6550		FREIGHT ON RESALE MDSE	LIQUOR #3 STOCK PURCHASES
		68.67	LIQ#3	00004928	498640	208958300	5085.6510		LIQUOR	LIQUOR #3 STOCK PURCHASES
		945.00	LIQ#3	00004928	498643	209018300	5085.6510		LIQUOR	LIQUOR #3 STOCK PURCHASES
		8.00	FREIGHT#3	00004928	498644	209018300	5085.6550		FREIGHT ON RESALE MDSE	LIQUOR #3 STOCK PURCHASES
		840.00	THC#3	00004928	498633	300270700	5085.6515		THC/CBD	LIQUOR #3 STOCK PURCHASES
		20.00	FREIGHT#3	00004928	498634	300270700	5085.6550		FREIGHT ON RESALE MDSE	LIQUOR #3 STOCK PURCHASES
		168.00	THC#2	00004928	498626	300276900	5055.6515		THC/CBD	LIQUOR #2 STOCK PURCHASES
		4.00	FREIGHT#2	00004928	498627	300276900	5055.6550		FREIGHT ON RESALE MDSE	LIQUOR #2 STOCK PURCHASES
		84.00	CMTHC#3	00004928	498635	300281800	5085.6515		THC/CBD	LIQUOR #3 STOCK PURCHASES
		1.65	CMFREIGHT#3	00004928	498636	300281800	5085.6550		FREIGHT ON RESALE MDSE	LIQUOR #3 STOCK PURCHASES
		820.00	THC#1	00004928	498616	300293800	5015.6515		THC/CBD	LIQUOR #1 STOCK PURCHASES
		20.00	FREIGHT#1	00004928	498617	300293800	5015.6550		FREIGHT ON RESALE MDSE	LIQUOR #1 STOCK PURCHASES
		5,099.56								
35723	9/26/2025		100064 BITUMINOUS ROADWAYS, INC.							
		470.25	APPLE PONDS BASKETBALL COURT		498814	20250917	2323.6735	PR230021	CAPITAL OUTLAY-OTHER IMPROVEME	APPLE PONDS PARK

9/3/2025 -- 9/26/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
35723	9/26/2025		100064 BITUMINOUS ROADWAYS, INC.						Continued...	
		1,401.25	CHAPARRAL RESTORATION		498814	20250917	2330.6735	PR230041	CAPITAL OUTLAY-OTHER IMPROVEME	CHAPARRAL PARK
		1,710.00	CARROLLWOOD RESTORATION		498814	20250917	2327.6735	PR230041	CAPITAL OUTLAY-OTHER IMPROVEME	CARROLLWOOD PARK
		2,280.00	APPLE PONDS RESTORATION		498814	20250917	2323.6735	PR230041	CAPITAL OUTLAY-OTHER IMPROVEME	APPLE PONDS PARK
		6,175.00	CEDAR ISLE BASKETBALL HOOPS		498814	20250917	2328.6735	PR230032	CAPITAL OUTLAY-OTHER IMPROVEME	CEDAR ISLES PARK
		10,640.00	GREENLEAF N BASKETBALL COURT		498814	20250917	2341.6735	PR230021	CAPITAL OUTLAY-OTHER IMPROVEME	GREENLEAF PARK
		12,207.50	APPLE PONDS TRAIL REPLACE		498814	20250917	2323.6735	PR230040	CAPITAL OUTLAY-OTHER IMPROVEME	APPLE PONDS PARK
		16,426.07	CEDAR ISLE BASKETBALL COURT		498814	20250917	2328.6735	PR230021	CAPITAL OUTLAY-OTHER IMPROVEME	CEDAR ISLES PARK
		16,684.85	APPLE PONDS BALLFIELD FENCING		498814	20250917	2323.6735	PR230031	CAPITAL OUTLAY-OTHER IMPROVEME	APPLE PONDS PARK
		17,052.50	APPLE PONDS BBALL HOOPS, BENCH		498814	20250917	2323.6735	PR230032	CAPITAL OUTLAY-OTHER IMPROVEME	APPLE PONDS PARK
		19,002.37	APPLE PONDS BASEBALL CONCRETE		498814	20250917	2323.6735	PR230003	CAPITAL OUTLAY-OTHER IMPROVEME	APPLE PONDS PARK
		22,657.50	CEDAR ISLE MOBIL & GRADING		498814	20250917	2330.6735	PR230043	CAPITAL OUTLAY-OTHER IMPROVEME	CHAPARRAL PARK
		25,127.50	GREENLEAF NOR MOBIL & GRADING		498814	20250917	2341.6735	PR230043	CAPITAL OUTLAY-OTHER IMPROVEME	GREENLEAF PARK
		25,296.60	CARROLLWOOD TRAILS & CONCRETE		498814	20250917	2327.6735	PR230040	CAPITAL OUTLAY-OTHER IMPROVEME	CARROLLWOOD PARK
		30,542.50	CARROLLWOOD MOBIL & GRADING		498814	20250917	2327.6735	PR230043	CAPITAL OUTLAY-OTHER IMPROVEME	CARROLLWOOD PARK
		33,439.60	GREENLEAF N TRAILS & CONCRETE		498814	20250917	2341.6735	PR230040	CAPITAL OUTLAY-OTHER IMPROVEME	GREENLEAF PARK
		33,698.80	CHAPARRAL CONCRETE AROUND PLAY		498814	20250917	2330.6735	PR230039	CAPITAL OUTLAY-OTHER IMPROVEME	CHAPARRAL PARK
		46,773.63	APPLE PONDS MOBIL & GRADING		498814	20250917	2323.6735	PR230043	CAPITAL OUTLAY-OTHER IMPROVEME	APPLE PONDS PARK
		55,068.27	GREENLEAF N TENNIS COURTS		498814	20250917	2341.6735	PR230024	CAPITAL OUTLAY-OTHER IMPROVEME	GREENLEAF PARK
		57,712.50	CEDAR ISLE MOBIL & GRADING		498814	20250917	2328.6735	PR230043	CAPITAL OUTLAY-OTHER IMPROVEME	CEDAR ISLES PARK
		99,922.52	CEDAR ISLE TRAILS & CONCRETE		498814	20250917	2328.6735	PR230040	CAPITAL OUTLAY-OTHER IMPROVEME	CEDAR ISLES PARK
		534,289.21								
35724	9/26/2025		142897 BOLTON & MENK, INC.							
		1,389.00	KELLEY SURVEYING AUG 2025		498848	373523	2349.6235	PR230064	CONSULTANT SERVICES	KELLEY PARK
		1,389.00								
35725	9/26/2025		121092 BOURGET IMPORTS							
		668.00	WINE#3	00045600	498645	220652	5085.6520		WINE	LIQUOR #3 STOCK PURCHASES
		12.00	FREIGHT#3	00045600	498646	220652	5085.6550		FREIGHT ON RESALE MDSE	LIQUOR #3 STOCK PURCHASES
		176.00	BEER#3	00045600	498647	220655	5085.6530		BEER	LIQUOR #3 STOCK PURCHASES
		4.00	FREIGHT#3	00045600	498648	220655	5085.6550		FREIGHT ON RESALE MDSE	LIQUOR #3 STOCK PURCHASES
		860.00								
35726	9/26/2025		100296 BREAKTHRU BEVERAGE MIN - BEER							
		411.05	TAX#3	00000105	498827	122998220	5085.6540		TAXABLE MISC FOR RESALE	LIQUOR #3 STOCK PURCHASES
		8,567.00	BEER#3	00000105	498828	122998221	5085.6530		BEER	LIQUOR #3 STOCK PURCHASES
		470.00	LIQ#3	00000105	498829	122998222	5085.6510		LIQUOR	LIQUOR #3 STOCK PURCHASES
		5,544.00	BEER#2	00000105	498816	122998223	5055.6530		BEER	LIQUOR #2 STOCK PURCHASES
		307.50	TAX#2	00000105	498817	122998224	5055.6540		TAXABLE MISC FOR RESALE	LIQUOR #2 STOCK PURCHASES
		450.00	LIQ#2	00000105	498818	122998225	5055.6510		LIQUOR	LIQUOR #2 STOCK PURCHASES

Council Check Register by GL

Council Check Register by Invoice & Summary

9/3/2025 -- 9/26/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
35726	9/26/2025		100296 BREAKTHRU BEVERAGE MIN - BEER						Continued...	
		16,704.75	BEER #1		498566	122998226	5015.6530		BEER	LIQUOR #1 STOCK PURCHASES
		204.65	TAX #1		498567	122998227	5015.6540		TAXABLE MISC FOR RESALE	LIQUOR #1 STOCK PURCHASES
		250.03	LIQ#1	00000105	498799	122998228	5015.6510		LIQUOR	LIQUOR #1 STOCK PURCHASES
		2,305.80	BEER#3	00000105	498832	123058589	5085.6530		BEER	LIQUOR #3 STOCK PURCHASES
		158.80	TAX#3	00000105	498833	123085860	5085.6540		TAXABLE MISC FOR RESALE	LIQUOR #3 STOCK PURCHASES
		252.95	TAX#2	00000105	498821	123085862	5055.6540		TAXABLE MISC FOR RESALE	LIQUOR #2 STOCK PURCHASES
		3,221.65	BEER#1	00000105	498801	123085863	5015.6530		BEER	LIQUOR #1 STOCK PURCHASES
		258.00	TAX#1	00000105	498802	123085864	5015.6540		TAXABLE MISC FOR RESALE	LIQUOR #1 STOCK PURCHASES
		229.85	TAX#1	00000105	498803	123185481	5015.6540		TAXABLE MISC FOR RESALE	LIQUOR #1 STOCK PURCHASES
		30.00-	CMBEER#1	00000105	498804	123185481	5015.6530		BEER	LIQUOR #1 STOCK PURCHASES
		14,318.20	BEER#1	00000105	498805	123185482	5015.6530		BEER	LIQUOR #1 STOCK PURCHASES
		879.14	LIQ#1	00000105	498806	123185483	5015.6510		LIQUOR	LIQUOR #1 STOCK PURCHASES
		2,833.10	BEER#3	00000105	498834	123187666	5085.6530		BEER	LIQUOR #3 STOCK PURCHASES
		136.00	TAX#3	00000105	498835	123187667	5085.6540		TAXABLE MISC FOR RESALE	LIQUOR #3 STOCK PURCHASES
		5,198.60	BEER#2	00000105	498823	123187671	5055.6530		BEER	LIQUOR #2 STOCK PURCHASES
		272.76	LIQ#2	00000105	498824	123187672	5055.6510		LIQUOR	LIQUOR #2 STOCK PURCHASES
		307.95	TAX#3	00000105	498837	123213658	5085.6540		TAXABLE MISC FOR RESALE	LIQUOR #3 STOCK PURCHASES
		27.70	TAX#2	00000105	498825	123213660	5055.6540		TAXABLE MISC FOR RESALE	LIQUOR #2 STOCK PURCHASES
		7,813.95	BEER#1	00000105	498807	123213661	5015.6530		BEER	LIQUOR #1 STOCK PURCHASES
		171.60-	CMBEER#1	00000105	498808	123213661	5015.6530		BEER	LIQUOR #1 STOCK PURCHASES
		553.75	TAX#1	00000105	498809	123213662	5015.6540		TAXABLE MISC FOR RESALE	LIQUOR #1 STOCK PURCHASES
		7.23-	CMBEER #1		498564	41385196	5015.6530		BEER	LIQUOR #1 STOCK PURCHASES
		6.40-	CMBEER #1		498565	41385197	5015.6530		BEER	LIQUOR #1 STOCK PURCHASES
		1.53-	CMBEER#1		498561	413874128	5015.6530		BEER	LIQUOR #1 STOCK PURCHASES
		16.80-	CMBEER#2	00000105	498815	413885093	5055.6530		BEER	LIQUOR #2 STOCK PURCHASES
		7.23-	CMBEER #1		498562	413885094	5015.6530		BEER	LIQUOR #1 STOCK PURCHASES
		7.70-	CMBEER #1		498563	413885095	5015.6530		BEER	LIQUOR #1 STOCK PURCHASES
		92.25-	CMTAX#3	00000105	498830	413900978	5085.6510		LIQUOR	LIQUOR #3 STOCK PURCHASES
		110.20-	CMBEER#3	00000105	498831	413900979	5085.6530		BEER	LIQUOR #3 STOCK PURCHASES
		1,830.10-	CMBEER#2	00000105	498819	413900980	5055.6530		BEER	LIQUOR #2 STOCK PURCHASES
		223.90-	CMBEER#1	00000105	498800	413900982	5015.6530		BEER	LIQUOR #1 STOCK PURCHASES
		176.00-	CMBEER#2	00000105	498820	413908861	5055.6530		BEER	LIQUOR #2 STOCK PURCHASES
		5.38-	CMBEER#2	00000105	498822	413929763	5055.6530		BEER	LIQUOR #2 STOCK PURCHASES
		278.20-	CMBEER#3	00000105	498836	413933700	5085.6530		BEER	LIQUOR #3 STOCK PURCHASES
		15.67-	CMLIQ#3	00000105	498838	413937071	5085.6510		LIQUOR	LIQUOR #3 STOCK PURCHASES
		13.60-	CMBEER#1	00000105	498810	413937073	5015.6530		BEER	LIQUOR #1 STOCK PURCHASES
		19.00-	CMBEER#1	00000105	498811	413937074	5015.6530		BEER	LIQUOR #1 STOCK PURCHASES
		123.40-	CMBEER#2	00000105	498826	413941604	5055.6530		BEER	LIQUOR #2 STOCK PURCHASES
		30.00-	CMBEER#1	00000105	498812	413941606	5015.6530		BEER	LIQUOR #1 STOCK PURCHASES

9/3/2025 -- 9/26/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
35726	9/26/2025		100296 BREAKTHRU BEVERAGE MIN - BEER						Continued...	
		68,510.99								
35727	9/26/2025		100152 BREAKTHRU BEVERAGE MIN WINE							
		60.00	LIQ#1	00001930	498649	123111718	5015.6510		LIQUOR	LIQUOR #1 STOCK PURCHASES
		1.15	FREIGHT#1	00001930	498650	123111718	5015.6550		FREIGHT ON RESALE MDSE	LIQUOR #1 STOCK PURCHASES
		208.00	WINE#3	00001930	498700	123113450	5085.6520		WINE	LIQUOR #3 STOCK PURCHASES
		1.15	FREIGHT#3	00001930	498701	123113450	5085.6550		FREIGHT ON RESALE MDSE	LIQUOR #3 STOCK PURCHASES
		160.00	WINE#1	00001930	498688	123160757	5015.6520		WINE	LIQUOR #1 STOCK PURCHASES
		1.15	FREIGHT#1	00001930	498689	123160757	5015.6550		FREIGHT ON RESALE MDSE	LIQUOR #1 STOCK PURCHASES
		515.40	LIQ#3	00001930	498682	123166719	5085.6510		LIQUOR	LIQUOR #3 STOCK PURCHASES
		4.60	FREIGHT#3	00001930	498683	123166719	5085.6550		FREIGHT ON RESALE MDSE	LIQUOR #3 STOCK PURCHASES
		120.00	WINE#3	00001930	498702	123166720	5085.6520		WINE	LIQUOR #3 STOCK PURCHASES
		1.15	FREIGHT#3	00001930	498703	123166720	5085.6550		FREIGHT ON RESALE MDSE	LIQUOR #3 STOCK PURCHASES
		660.00	WINE#3	00001930	498704	123166721	5085.6520		WINE	LIQUOR #3 STOCK PURCHASES
		5.75	FREIGHT#3	00001930	498705	123166721	5085.6550		FREIGHT ON RESALE MDSE	LIQUOR #3 STOCK PURCHASES
		231.00	WINE#2	00001930	498696	123166726	5055.6520		WINE	LIQUOR #2 STOCK PURCHASES
		2.30	FREIGHT#2	00001930	498697	123166726	5055.6550		FREIGHT ON RESALE MDSE	LIQUOR #2 STOCK PURCHASES
		162.40	LIQ#2	00001930	498670	123166727	5055.6510		LIQUOR	LIQUOR #2 STOCK PURCHASES
		2.30	FREIGHT#2	00001930	498671	123166727	5055.6550		FREIGHT ON RESALE MDSE	LIQUOR #2 STOCK PURCHASES
		45.00	TAX#2	00001930	498672	123166728	5055.6540		TAXABLE MISC FOR RESALE	LIQUOR #2 STOCK PURCHASES
		1.15	FREIGHT#2	00001930	498673	123166728	5055.6550		FREIGHT ON RESALE MDSE	LIQUOR #2 STOCK PURCHASES
		30.11	TAX#1	00001930	498653	123166730	5015.6540		TAXABLE MISC FOR RESALE	LIQUOR #1 STOCK PURCHASES
		1.15	FREIGHT#1	00001930	498654	123166730	5015.6550		FREIGHT ON RESALE MDSE	LIQUOR #1 STOCK PURCHASES
		1,532.95	LIQ#1	00001930	498651	123166731	5015.6510		LIQUOR	LIQUOR #1 STOCK PURCHASES
		14.95	FREIGHT#1	00001930	498652	123166731	5015.6550		FREIGHT ON RESALE MDSE	LIQUOR #1 STOCK PURCHASES
		1,552.50	LIQ#3	00001930	498684	123273451	5085.6510		LIQUOR	LIQUOR #3 STOCK PURCHASES
		10.35	FREIGHT#3	00001930	498685	123273451	5085.6550		FREIGHT ON RESALE MDSE	LIQUOR #3 STOCK PURCHASES
		384.00	WINE#3	00001930	498706	123273452	5085.6520		WINE	LIQUOR #3 STOCK PURCHASES
		4.60	FREIGHT#3	00001930	498707	123273452	5085.6550		FREIGHT ON RESALE MDSE	LIQUOR #3 STOCK PURCHASES
		882.00	LIQ#2	00001930	498674	123273458	5055.6510		LIQUOR	LIQUOR #2 STOCK PURCHASES
		8.05	FREIGHT#2	00001930	498675	123273458	5055.6550		FREIGHT ON RESALE MDSE	LIQUOR #2 STOCK PURCHASES
		2,507.05	LIQ#1	00001930	498655	123273459	5015.6510		LIQUOR	LIQUOR #1 STOCK PURCHASES
		27.60	FREIGHT#1	00001930	498656	123273459	5015.6550		FREIGHT ON RESALE MDSE	LIQUOR #1 STOCK PURCHASES
		224.00	WINE#1	00001930	498690	123273460	5015.6520		WINE	LIQUOR #1 STOCK PURCHASES
		2.30	FREIGHT#1	00001930	498691	123273460	5015.6550		FREIGHT ON RESALE MDSE	LIQUOR #1 STOCK PURCHASES
		88.00	WINE#3	00001930	498708	123376030	5085.6520		WINE	LIQUOR #3 STOCK PURCHASES
		1.15	FREIGHT#3	00001930	498709	123376030	5085.6550		FREIGHT ON RESALE MDSE	LIQUOR #3 STOCK PURCHASES
		207.00	LIQ#3	00001930	498686	123381691	5085.6510		LIQUOR	LIQUOR #3 STOCK PURCHASES
		1.15	FREIGHT#3	00001930	498687	123381691	5085.6550		FREIGHT ON RESALE MDSE	LIQUOR #3 STOCK PURCHASES
		80.00	WINE#2	00001930	498698	123381696	5055.6520		WINE	LIQUOR #2 STOCK PURCHASES

9/3/2025 -- 9/26/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
35727	9/26/2025		100152 BREAKTHRU BEVERAGE MIN WINE						Continued...	
		1.15	FREIGHT#2	00001930	498699	123381696	5055.6550		FREIGHT ON RESALE MDSE	LIQUOR #2 STOCK PURCHASES
		207.03	LIQ#2	00001930	498676	123381697	5055.6510		LIQUOR	LIQUOR #2 STOCK PURCHASES
		1.15	FREIGHT#2	00001930	498677	123381697	5055.6550		FREIGHT ON RESALE MDSE	LIQUOR #2 STOCK PURCHASES
		540.30	LIQ#1	00001930	498657	123381699	5015.6510		LIQUOR	LIQUOR #1 STOCK PURCHASES
		5.75	FREIGHT#1	00001930	498658	123381699	5015.6550		FREIGHT ON RESALE MDSE	LIQUOR #1 STOCK PURCHASES
		52.00	WINE#1	00001930	498694	123381700	5015.6520		WINE	LIQUOR #1 STOCK PURCHASES
		1.15	FREIGHT#1	00001930	498695	123381700	5015.6550		FREIGHT ON RESALE MDSE	LIQUOR #1 STOCK PURCHASES
		50.00-	CMLIQ#3	00001930	498678	413938885	5085.6510		LIQUOR	LIQUOR #3 STOCK PURCHASES
		2.30-	CMFREIGHT#3	00001930	498679	413938885	5085.6550		FREIGHT ON RESALE MDSE	LIQUOR #3 STOCK PURCHASES
		18.00-	CMTAX#2	00001930	498665	413938887	5055.6540		TAXABLE MISC FOR RESALE	LIQUOR #2 STOCK PURCHASES
		.29-	CMFREIGHT#2	00001930	498666	413938887	5055.6550		FREIGHT ON RESALE MDSE	LIQUOR #2 STOCK PURCHASES
		14.00-	CMTAX#2	00001930	498667	413938888	5055.6540		TAXABLE MISC FOR RESALE	LIQUOR #2 STOCK PURCHASES
		.58-	CMFREIGHT#2	00001930	498668	413938888	5055.6550		FREIGHT ON RESALE MDSE	LIQUOR #2 STOCK PURCHASES
		5.33-	CMTAX#2	00001930	498663	413938889	5055.6540		TAXABLE MISC FOR RESALE	LIQUOR #2 STOCK PURCHASES
		.19-	CMFREIGHT#2	00001930	498664	413938889	5055.6550		FREIGHT ON RESALE MDSE	LIQUOR #2 STOCK PURCHASES
		2.08-	CMLIQ#2	00001930	498659	413938890	5055.6510		LIQUOR	LIQUOR #2 STOCK PURCHASES
		.10-	CMFREIGHT#2	00001930	498660	413938890	5055.6550		FREIGHT ON RESALE MDSE	LIQUOR #2 STOCK PURCHASES
		11.25-	CMLIQ#2	00001930	498661	413938891	5055.6510		LIQUOR	LIQUOR #2 STOCK PURCHASES
		.48-	CMFREIGHT#2	00001930	498662	413938891	5055.6550		FREIGHT ON RESALE MDSE	LIQUOR #2 STOCK PURCHASES
		8.68-	CMTAX#2	00001930	498669	413949119	5055.6540		TAXABLE MISC FOR RESALE	LIQUOR #2 STOCK PURCHASES
		25.00-	CMLIQ#3	00001930	498680	413960711	5085.6510		LIQUOR	LIQUOR #3 STOCK PURCHASES
		1.15-	CMFREIGHT#3	00001930	498681	413960711	5085.6550		FREIGHT ON RESALE MDSE	LIQUOR #3 STOCK PURCHASES
		128.00-	CMWINE#1	00001930	498692	413964248	5015.6520		WINE	LIQUOR #1 STOCK PURCHASES
		1.15-	CMFREIGHT#1	00001930	498693	413964248	5015.6550		FREIGHT ON RESALE MDSE	LIQUOR #1 STOCK PURCHASES
		10,281.36								
35728	9/26/2025		121014 BUCKEYE CLEANING CENTER							
		397.14	ATHLETIC COMPLEX SOAP		498983	90699053	1715.6229		GENERAL SUPPLIES	PARK ATHLETIC FIELD MAINTENANC
		397.14								
35729	9/26/2025		101562 CDW GOVERNMENT INC							
		1,159.20	LTO TAPE BACKUP MEDIA		498851	AF8NR2Q	1030.6725		CAPITAL OUTLAY-OFFICE EQUIP	INFORMATION TECHNOLOGY
		1,159.20								
35730	9/26/2025		158313 CITY WIDE FACILITY SOLUTIONS							
		2,895.00	CONTRACTUAL CLEANING - MC AUG		498571	42009017553	1060.6240		CLEANING SERVICE/GARBAGE REMOV	MUNICIPAL BLDG & GROUNDS MNTC
		2,895.00								
35731	9/26/2025		100100 CNH ARCHITECTS							
		585.25	REMODEL LS#2		498854	3613	5065.6740		CAPITAL OUTLAY-MACH/EQ/OTHER	LIQUOR #2 OPERATIONS

9/3/2025 -- 9/26/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
35731	9/26/2025		100100 CNH ARCHITECTS						Continued...	
		585.25								
35732	9/26/2025		100128 DAKOTA ELECTRIC ASSOCIATION							
		39.85	KELLEY PD PK/SPKLR #405066-2		498579	200004050662SEP T25	1720.6255		UTILITIES-ELECTRIC	PARK GROUNDS MAINTENANCE
		5.48	CD SIREN-PILOT KNOB #394930-2		498578	200010000089SEP T25	1290.6255		UTILITIES-ELECTRIC	CIVIL DEFENSE MANAGEMENT
		5.48	CD SIREN-CHAPARRAL #2010833		498578	200010000089SEP T25	1290.6255		UTILITIES-ELECTRIC	CIVIL DEFENSE MANAGEMENT
		5.48	CD SIREN-WILDWOOD #2010825		498578	200010000089SEP T25	1290.6255		UTILITIES-ELECTRIC	CIVIL DEFENSE MANAGEMENT
		5.48	CD SIREN-CED KNOLLS #2010817		498578	200010000089SEP T25	1290.6255		UTILITIES-ELECTRIC	CIVIL DEFENSE MANAGEMENT
		5.48	CD SIREN-GALAXIE & 42 #2010809		498578	200010000089SEP T25	1290.6255		UTILITIES-ELECTRIC	CIVIL DEFENSE MANAGEMENT
		5.48	CD SIREN-DUCHESS #2010791		498578	200010000089SEP T25	1290.6255		UTILITIES-ELECTRIC	CIVIL DEFENSE MANAGEMENT
		5.48	CD SIREN-DELANEY #2010783		498578	200010000089SEP T25	1290.6255		UTILITIES-ELECTRIC	CIVIL DEFENSE MANAGEMENT
		5.48	CD SIREN-HUNTINGTON #2010775		498578	200010000089SEP T25	1290.6255		UTILITIES-ELECTRIC	CIVIL DEFENSE MANAGEMENT
		5.48	CD SIREN-CMF #2010767		498578	200010000089SEP T25	1290.6255		UTILITIES-ELECTRIC	CIVIL DEFENSE MANAGEMENT
		16.48	PW RADIO EQUIP #215383-1		498578	200010000089SEP T25	1540.6255		UTILITIES-ELECTRIC	CMF BUILDINGS & GROUNDS MNTC
		17.72	BELMONT RD AERATOR 325093-3		498578	200010000089SEP T25	1720.6255		UTILITIES-ELECTRIC	PARK GROUNDS MAINTENANCE
		18.88	FOUNDER PK LT #366449-7		498578	200010000089SEP T25	1740.6255		UTILITIES-ELECTRIC	PARK SIDEWALK/PATH MAINTENANCE
		19.38	LEGION FLD PRESS BX #310081-5		498578	200010000089SEP T25	1730.6255		UTILITIES-ELECTRIC	PARK BUILDING MAINTENANCE
		21.24	HAGEMEISTER TENNIS LTS#1804087		498578	200010000089SEP T25	1745.6255		UTILITIES-ELECTRIC	PARK CRT/GAME AREA MAINTENANCE
		21.40	HUNTINGTON PK SHLTR #2014926		498578	200010000089SEP T25	1730.6255		UTILITIES-ELECTRIC	PARK BUILDING MAINTENANCE
		26.10	HAGEMEISTER PK SHLTR #151256-5		498578	200010000089SEP T25	1730.6255		UTILITIES-ELECTRIC	PARK BUILDING MAINTENANCE
		28.60	SALT BLDG #310219-1		498578	200010000089SEP T25	1540.6255		UTILITIES-ELECTRIC	CMF BUILDINGS & GROUNDS MNTC
		30.80	ALIMAGNET PK RESTRM #144117-9		498578	200010000089SEP	1730.6255		UTILITIES-ELECTRIC	PARK BUILDING MAINTENANCE

Council Check Register by GL

Council Check Register by Invoice & Summary

9/3/2025 -- 9/26/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
35732	9/26/2025		100128 DAKOTA ELECTRIC ASSOCIATION						Continued...	
						T25				
		33.14	GALAXIE PK WMHSE #481583-3		498578	200010000089SEP	1730.6255		UTILITIES-ELECTRIC	PARK BUILDING MAINTENANCE
						T25				
		35.82	AV EAST PK WMHSE #2148484		498578	200010000089SEP	1730.6255		UTILITIES-ELECTRIC	PARK BUILDING MAINTENANCE
						T25				
		59.97	SCOTT TENNIS LTS #1804079		498578	200010000089SEP	1745.6255		UTILITIES-ELECTRIC	PARK CRT/GAME AREA MAINTENANCE
						T25				
		60.64	EASTVIEW PRESS BOX #2079408		498578	200010000089SEP	1730.6255		UTILITIES-ELECTRIC	PARK BUILDING MAINTENANCE
						T25				
		75.74	COBBLESTONE PAVILLION		498578	200010000089SEP	1730.6255		UTILITIES-ELECTRIC	PARK BUILDING MAINTENANCE
						T25				
		76.20	DELANEY PK SHLTR #151247-4		498578	200010000089SEP	1730.6255		UTILITIES-ELECTRIC	PARK BUILDING MAINTENANCE
						T25				
		82.64	VALLEY MID PK SHLTR #1247824		498578	200010000089SEP	1730.6255		UTILITIES-ELECTRIC	PARK BUILDING MAINTENANCE
						T25				
		112.81	FARQ PK RESTROOMS #1617653		498578	200010000089SEP	1730.6255		UTILITIES-ELECTRIC	PARK BUILDING MAINTENANCE
						T25				
		295.95	CMF STORAGE #2009652		498578	200010000089SEP	1540.6255		UTILITIES-ELECTRIC	CMF BUILDINGS & GROUNDS MNTC
						T25				
		390.03	TEEN CENTER #268335-7		498578	200010000089SEP	1730.6255		UTILITIES-ELECTRIC	PARK BUILDING MAINTENANCE
						T25				
		496.84	PARK HS #4 FIELDS #224529-8		498578	200010000089SEP	1780.6255		UTILITIES-ELECTRIC	PARK HIGH SCHOOL #4 FIELDS
						T25				
		639.43	FIRE STATION #3 #146046-8		498578	200010000089SEP	1340.6255		UTILITIES-ELECTRIC	FIRE BLDG & GROUNDS MNTC
						T25				
		1,407.70	PARK PATHWAY LTS #2053296		498578	200010000089SEP	1740.6255		UTILITIES-ELECTRIC	PARK SIDEWALK/PATH MAINTENANCE
						T25				
		1,503.87	QUARRY PT ATHLCPLX #456933-1		498578	200010000089SEP	1715.6255		UTILITIES-ELECTRIC	PARK ATHLETIC FIELD MAINTENANC
						T25				
		1,518.21	FIRE STATION #1 #111343-0		498578	200010000089SEP	1340.6255		UTILITIES-ELECTRIC	FIRE BLDG & GROUNDS MNTC
						T25				
		1,551.38	CENTRAL MAINT FAC #511870-8		498578	200010000089SEP	1540.6255		UTILITIES-ELECTRIC	CMF BUILDINGS & GROUNDS MNTC
						T25				
		1,797.71	HAYES COMM & SR CTR #451229-9		498578	200010000089SEP	1920.6255		UTILITIES-ELECTRIC	SENIOR CENTER
						T25				
		3,215.85	EASTVIEW-HIGHLAND #1889047		498578	200010000089SEP	1715.6255		UTILITIES-ELECTRIC	PARK ATHLETIC FIELD MAINTENANC
						T25				
		3,502.03	AV COMM CTR #1883305		498578	200010000089SEP	1900.6255		UTILITIES-ELECTRIC	AV COMMUNITY CENTER
						T25				

9/3/2025 -- 9/26/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
35732	9/26/2025		100128 DAKOTA ELECTRIC ASSOCIATION						Continued...	
		5,073.12	AQUATIC CENTER #273061-2		498578	200010000089SEP T25	1940.6255		UTILITIES-ELECTRIC	SPLASH VALLEY WATER PARK
		5,189.19	AVFAC EXPANSION #443065-8		498578	200010000089SEP T25	1940.6255		UTILITIES-ELECTRIC	SPLASH VALLEY WATER PARK
		7,560.40	MUNICIPAL CENTER #288247-0		498578	200010000089SEP T25	1060.6255		UTILITIES-ELECTRIC	MUNICIPAL BLDG & GROUNDS MNTC
		1,421.90	OLD CITY HALL #517541-9		498578	200010000089SEP T25	2092.6255		UTILITIES-ELECTRIC	EDUCATION BUILDING FUND
		44.71	CENTRAL VILLAGE P-LOT		498578	200010000089SEP T25	2097.6255		UTILITIES-ELECTRIC	CENTRAL VILLAGE PARKING LOT
		1,144.80	LIQUOR STORE 2 #138678-8		498578	200010000089SEP T25	5065.6255		UTILITIES-ELECTRIC	LIQUOR #2 OPERATIONS
		2,018.19	LIQUOR STORE 1 #145003-0		498578	200010000089SEP T25	5025.6255		UTILITIES-ELECTRIC	LIQUOR #1 OPERATIONS
		2,019.42	LIQUOR STORE 3 #444140-8		498578	200010000089SEP T25	5095.6255		UTILITIES-ELECTRIC	LIQUOR #3 OPERATIONS
		1,998.20	ICE ARENA #1#136723-4		498578	200010000089SEP T25	5210.6255		UTILITIES-ELECTRIC	ARENA 1 BUILDING MAINTENANCE
		9,328.91	HAYES PK ICE ARENA #222230-5		498578	200010000089SEP T25	5265.6255		UTILITIES-ELECTRIC	ARENA 2 BLDG MAINTENANCE-HAYES
		20.89	HERALD WY PRESS STN #103686-2		498578	200010000089SEP T25	5320.6255		UTILITIES-ELECTRIC	WATER WELL/BOOSTER STN MNT/RPR
		21.31	PALOMINO RESERVOIR #103546-8		498578	200010000089SEP T25	5320.6255		UTILITIES-ELECTRIC	WATER WELL/BOOSTER STN MNT/RPR
		30.29	PUMPHOUSE #1 #106890-7		498578	200010000089SEP T25	5320.6255		UTILITIES-ELECTRIC	WATER WELL/BOOSTER STN MNT/RPR
		44.55	PUMPHOUSE #3 #106099-5		498578	200010000089SEP T25	5320.6255		UTILITIES-ELECTRIC	WATER WELL/BOOSTER STN MNT/RPR
		53.77	LS 11-HIGHLAND PT CT #2021699		498578	200010000089SEP T25	5380.6255		UTILITIES-ELECTRIC	SEWER LIFT STN REPAIR & MNTC
		54.11	LS 10 NORDIC WOODS #1830835		498578	200010000089SEP T25	5380.6255		UTILITIES-ELECTRIC	SEWER LIFT STN REPAIR & MNTC
		63.99	PUMPHOUSE #2 #108018-3		498578	200010000089SEP T25	5320.6255		UTILITIES-ELECTRIC	WATER WELL/BOOSTER STN MNT/RPR
		82.11	PUMPHOUSE 08 #1468404		498578	200010000089SEP T25	5320.6255		UTILITIES-ELECTRIC	WATER WELL/BOOSTER STN MNT/RPR
		87.81	LIFT STN 4 PH LKSHR#1030667		498578	200010000089SEP T25	5380.6255		UTILITIES-ELECTRIC	SEWER LIFT STN REPAIR & MNTC
		96.37	LS 7 HERITAGE HILLS #144109-6		498578	200010000089SEP	5380.6255		UTILITIES-ELECTRIC	SEWER LIFT STN REPAIR & MNTC

Council Check Register by GL

Council Check Register by Invoice & Summary

9/3/2025 -- 9/26/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
35732	9/26/2025		100128 DAKOTA ELECTRIC ASSOCIATION						Continued...	
						T25				
147.18			WTRTWR RESERV-LONGRDG #144881-		498578	200010000089SEP	5320.6255		UTILITIES-ELECTRIC	WATER WELL/BOOSTER STN MNT/RPR
						T25				
162.61			PUMPHOUSE #4 #121151-5		498578	200010000089SEP	5320.6255		UTILITIES-ELECTRIC	WATER WELL/BOOSTER STN MNT/RPR
						T25				
189.72			PUMPHOUSE 14 #2008852		498578	200010000089SEP	5320.6255		UTILITIES-ELECTRIC	WATER WELL/BOOSTER STN MNT/RPR
						T25				
193.50			PUMPHOUSE 20 #484299		498578	200010000089SEP	5320.6255		UTILITIES-ELECTRIC	WATER WELL/BOOSTER STN MNT/RPR
						T25				
200.85			LS 9 4771 DOMINICA WY #525977-		498578	200010000089SEP	5380.6255		UTILITIES-ELECTRIC	SEWER LIFT STN REPAIR & MNTC
						T25				
204.21			LIFT #5 #580685-6		498578	200010000089SEP	5380.6255		UTILITIES-ELECTRIC	SEWER LIFT STN REPAIR & MNTC
						T25				
213.02			6422 140TH ST WELL 15 2121093		498578	200010000089SEP	5320.6255		UTILITIES-ELECTRIC	WATER WELL/BOOSTER STN MNT/RPR
						T25				
389.20			LFT STN3 133 CHAPARRAL 546943		498578	200010000089SEP	5380.6255		UTILITIES-ELECTRIC	SEWER LIFT STN REPAIR & MNTC
						T25				
562.78			PUMPHOUSE #5 #135486-9		498578	200010000089SEP	5320.6255		UTILITIES-ELECTRIC	WATER WELL/BOOSTER STN MNT/RPR
						T25				
896.38			PUMPHOUSE #10 #155867-5		498578	200010000089SEP	5320.6255		UTILITIES-ELECTRIC	WATER WELL/BOOSTER STN MNT/RPR
						T25				
1,192.42			LIFT STN 1 ELLICE #131715-5		498578	200010000089SEP	5380.6255		UTILITIES-ELECTRIC	SEWER LIFT STN REPAIR & MNTC
						T25				
2,037.64			AV BOOSTER-NORDIC #138075-7		498578	200010000089SEP	5320.6255		UTILITIES-ELECTRIC	WATER WELL/BOOSTER STN MNT/RPR
						T25				
2,598.06			PUMPHOUSE 13 #2023265		498578	200010000089SEP	5320.6255		UTILITIES-ELECTRIC	WATER WELL/BOOSTER STN MNT/RPR
						T25				
2,699.51			PUMPHOUSE #7 #126394-6		498578	200010000089SEP	5320.6255		UTILITIES-ELECTRIC	WATER WELL/BOOSTER STN MNT/RPR
						T25				
2,850.23			PUMPHOUSE 19 #415728-5		498578	200010000089SEP	5320.6255		UTILITIES-ELECTRIC	WATER WELL/BOOSTER STN MNT/RPR
						T25				
3,116.68			PUMPHOUSE 17 #307438-2		498578	200010000089SEP	5320.6255		UTILITIES-ELECTRIC	WATER WELL/BOOSTER STN MNT/RPR
						T25				
3,773.12			PUMPHOUSE #11 #174395-4		498578	200010000089SEP	5320.6255		UTILITIES-ELECTRIC	WATER WELL/BOOSTER STN MNT/RPR
						T25				
3,870.07			PUMPHOUSE 18 #1078310		498578	200010000089SEP	5320.6255		UTILITIES-ELECTRIC	WATER WELL/BOOSTER STN MNT/RPR
						T25				
4,195.93			PUMPHOUSE 09 #1526292		498578	200010000089SEP	5320.6255		UTILITIES-ELECTRIC	WATER WELL/BOOSTER STN MNT/RPR
						T25				

Council Check Register by GL

Council Check Register by Invoice & Summary

9/3/2025 -- 9/26/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
35732	9/26/2025		100128 DAKOTA ELECTRIC ASSOCIATION						Continued...	
		5,084.29	PUMPHOUSE 12 #2023273		498578	200010000089SEP T25	5320.6255		UTILITIES-ELECTRIC	WATER WELL/BOOSTER STN MNT/RPR
		19,046.90	WTR TREATMENT PLANT #511870-8		498578	200010000089SEP T25	5325.6255		UTILITIES-ELECTRIC	WATER TREATMENT FCLTY MNTC/RPR
		19.38	LS STM SWR HGHWD #1586924		498578	200010000089SEP T25	5505.6255		UTILITIES-ELECTRIC	STORM DRAIN MNTC/RPR/SUMPS
		50.08	LS STM SWR-BELMONT PK #2011021		498578	200010000089SEP T25	5505.6255		UTILITIES-ELECTRIC	STORM DRAIN MNTC/RPR/SUMPS
		60.31	LS-WHEATON PONDS #443438-7		498578	200010000089SEP T25	5505.6255		UTILITIES-ELECTRIC	STORM DRAIN MNTC/RPR/SUMPS
		89.50	LS STM SWR BRIAR OAKS#1827781		498578	200010000089SEP T25	5505.6255		UTILITIES-ELECTRIC	STORM DRAIN MNTC/RPR/SUMPS
		259.92	LS STM SWR PENNOCK SHR #135489		498578	200010000089SEP T25	5505.6255		UTILITIES-ELECTRIC	STORM DRAIN MNTC/RPR/SUMPS
		278.58	LS STM SWR-HANNOVER #19860009		498578	200010000089SEP T25	5505.6255		UTILITIES-ELECTRIC	STORM DRAIN MNTC/RPR/SUMPS
		1,369.67	LS STM SWR ALIMAGNET #144134-4		498578	200010000089SEP T25	5505.6255		UTILITIES-ELECTRIC	STORM DRAIN MNTC/RPR/SUMPS
		1,867.64	LS STN COBB LK #306511-7		498578	200010000089SEP T25	5505.6255		UTILITIES-ELECTRIC	STORM DRAIN MNTC/RPR/SUMPS
		2,077.67	LS 2 7698 128TH ST W #490873-7		498578	200010000089SEP T25	5505.6255		UTILITIES-ELECTRIC	STORM DRAIN MNTC/RPR/SUMPS
		4,018.23	LS STM SWR FARQUAR #137184-8		498578	200010000089SEP T25	5505.6255		UTILITIES-ELECTRIC	STORM DRAIN MNTC/RPR/SUMPS
		58.43	CEMETERY LTS #339637-1		498578	200010000089SEP T25	5605.6255		UTILITIES-ELECTRIC	CEMETERY
		76.75	CEMETERY LTS FLAGPOLE#318998-2		498578	200010000089SEP T25	5605.6255		UTILITIES-ELECTRIC	CEMETERY
		16.49	UTIL RADIO EQUIP #215383-1		498578	200010000089SEP T25	5805.6255		UTILITIES-ELECTRIC	STREET LIGHT UTILITY FUND
		19.15	964 GARDENVIEW DR SLSIGN		498578	200010000089SEP T25	5805.6255		UTILITIES-ELECTRIC	STREET LIGHT UTILITY FUND
		32.47	GREENWAY TUNNEL #563183-3		498578	200010000089SEP T25	5805.6545		NON-TAXABLE MISC FOR RESALE	STREET LIGHT UTILITY FUND
		41.70	GASLIGHT STREET LT #267358-0		498578	200010000089SEP T25	5805.6545		NON-TAXABLE MISC FOR RESALE	STREET LIGHT UTILITY FUND
		44.03	TUNNEL STREET LT #279581-3		498578	200010000089SEP T25	5805.6545		NON-TAXABLE MISC FOR RESALE	STREET LIGHT UTILITY FUND
		51.93	SIGNAL-GARRETT & 150TH#1802081		498578	200010000089SEP	5805.6545		NON-TAXABLE MISC FOR RESALE	STREET LIGHT UTILITY FUND

CITY OF APPLE VALLEY
Council Check Register by GL
Council Check Register by Invoice & Summary
9/3/2025 -- 9/26/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
35732	9/26/2025		100128 DAKOTA ELECTRIC ASSOCIATION						Continued...	
						T25				
		54.94	SIGNAL-140TH/FLAGSTAFF#2750370		498578	200010000089SEP	5805.6545		NON-TAXABLE MISC FOR RESALE	STREET LIGHT UTILITY FUND
						T25				
		56.11	SIGNAL-GALAXIE & 140TH#2053858		498578	200010000089SEP	5805.6545		NON-TAXABLE MISC FOR RESALE	STREET LIGHT UTILITY FUND
						T25				
		56.11	SIGNAL-147TH/PENNOCK #103448-7		498578	200010000089SEP	5805.6545		NON-TAXABLE MISC FOR RESALE	STREET LIGHT UTILITY FUND
						T25				
		58.64	SIGNAL 153RD & CUB #2013084		498578	200010000089SEP	5805.6545		NON-TAXABLE MISC FOR RESALE	STREET LIGHT UTILITY FUND
						T25				
		59.31	SIGNAL-GALAXIE & 147TH#1022698		498578	200010000089SEP	5805.6545		NON-TAXABLE MISC FOR RESALE	STREET LIGHT UTILITY FUND
						T25				
		59.65	SIGNAL-149TH/PENNOCK #103448-7		498578	200010000089SEP	5805.6545		NON-TAXABLE MISC FOR RESALE	STREET LIGHT UTILITY FUND
						T25				
		61.32	SIGNAL-GALAXIE & 153RD#3128204		498578	200010000089SEP	5805.6545		NON-TAXABLE MISC FOR RESALE	STREET LIGHT UTILITY FUND
						T25				
		63.49	SIGNAL 42 & PENNOCK #1033836		498578	200010000089SEP	5805.6545		NON-TAXABLE MISC FOR RESALE	STREET LIGHT UTILITY FUND
						T25				
		63.84	SIGNAL-140TH/PENNOCK #303778-5		498578	200010000089SEP	5805.6545		NON-TAXABLE MISC FOR RESALE	STREET LIGHT UTILITY FUND
						T25				
		66.85	SIGNAL-140TH/JOHNNY CK#2750412		498578	200010000089SEP	5805.6545		NON-TAXABLE MISC FOR RESALE	STREET LIGHT UTILITY FUND
						T25				
		70.71	SIGNAL-CEDAR & 145TH #2047702		498578	200010000089SEP	5805.6545		NON-TAXABLE MISC FOR RESALE	STREET LIGHT UTILITY FUND
						T25				
		73.06	SIGNAL GALAXIE & 150TH#1821115		498578	200010000089SEP	5805.6545		NON-TAXABLE MISC FOR RESALE	STREET LIGHT UTILITY FUND
						T25				
		76.24	SIGNAL CEDAR & 147TH #1033901		498578	200010000089SEP	5805.6545		NON-TAXABLE MISC FOR RESALE	STREET LIGHT UTILITY FUND
						T25				
		81.62	SIGNAL CEDAR & 140TH #1577386		498578	200010000089SEP	5805.6545		NON-TAXABLE MISC FOR RESALE	STREET LIGHT UTILITY FUND
						T25				
		83.79	SIGNAL 42 & GARDENVW #124646-1		498578	200010000089SEP	5805.6545		NON-TAXABLE MISC FOR RESALE	STREET LIGHT UTILITY FUND
						T25				
		107.09	SIGNAL-GALAXIE & 38 #2146678		498578	200010000089SEP	5805.6545		NON-TAXABLE MISC FOR RESALE	STREET LIGHT UTILITY FUND
						T25				
		127.90	CO RD 42/CEDAR LTS #501516-9		498578	200010000089SEP	5805.6545		NON-TAXABLE MISC FOR RESALE	STREET LIGHT UTILITY FUND
						T25				
		131.08	CEDAR/147TH LTS #501520-1		498578	200010000089SEP	5805.6545		NON-TAXABLE MISC FOR RESALE	STREET LIGHT UTILITY FUND
						T25				
		173.85	147TH ST W LTS #498760-8		498578	200010000089SEP	5805.6545		NON-TAXABLE MISC FOR RESALE	STREET LIGHT UTILITY FUND
						T25				

9/3/2025 -- 9/26/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
35732	9/26/2025		100128 DAKOTA ELECTRIC ASSOCIATION						Continued...	
		196.82	CEDAR/145TH LTS #501526-8		498578	200010000089SEP T25	5805.6545		NON-TAXABLE MISC FOR RESALE	STREET LIGHT UTILITY FUND
		229.87	CEDAR/140TH LTS #501536-7		498578	200010000089SEP T25	5805.6545		NON-TAXABLE MISC FOR RESALE	STREET LIGHT UTILITY FUND
		230.87	CEDAR & 153RD LT #487980-5		498578	200010000089SEP T25	5805.6545		NON-TAXABLE MISC FOR RESALE	STREET LIGHT UTILITY FUND
		254.70	CEDAR & 157RD LT #487985-4		498578	200010000089SEP T25	5805.6545		NON-TAXABLE MISC FOR RESALE	STREET LIGHT UTILITY FUND
		40,060.28	UTILITY STREET LTS #1109149		498578	200010000089SEP T25	5805.6545		NON-TAXABLE MISC FOR RESALE	STREET LIGHT UTILITY FUND
		25.21	943 1/2 GARDENVIEW DR SEPT		498873	200010052737SEP T25	5805.6255		UTILITIES-ELECTRIC	STREET LIGHT UTILITY FUND
		197.02	SIGN VALLEYWOOD ENTRANCE SEPT		498874	200010078741SEP T25	2215.6255		UTILITIES-ELECTRIC	GOLF CLUBHOUSE BUILDING
		<u>160,276.37</u>								
35733	9/26/2025		154565 DAKOTA SUPPLY GROUP							
		4,978.59	PIPE TAP MACHINE		498580	S1047260026001	5325.6211		SMALL TOOLS & EQUIPMENT	WATER TREATMENT FCLTY MNTC/RPR
		1,428.12	SADDLES AND FITTINGS FOR WTP		498581	S104764380001	5325.6215		EQUIPMENT-PARTS	WATER TREATMENT FCLTY MNTC/RPR
		<u>6,406.71</u>								
35734	9/26/2025		143412 DAKOTA WOOD-GRINDING INC.							
		14,520.00	TUB GRIND/HAUL AWAY MULCH -EAB		498582	551319	4933.6249		OTHER CONTRACTUAL SERVICES	EAB REMOVALS
		<u>14,520.00</u>								
35735	9/26/2025		100137 DELEGARD TOOL CO							
		37.50	SMALL TOOLS		498945	443923	1530.6211		SMALL TOOLS & EQUIPMENT	FLEET & BUILDINGS-CMF
		<u>37.50</u>								
35736	9/26/2025		100141 DICKS VALLEY SERVICE							
		250.00	EQUIPMENT MOVING - #303		498583	25116096	1630.6265		REPAIRS-EQUIPMENT	STREET EQUIPMENT MAINTENANCE
		175.00	TOWING - SWEEPER		498946	25116738	1630.6265		REPAIRS-EQUIPMENT	STREET EQUIPMENT MAINTENANCE
		<u>425.00</u>								
35737	9/26/2025		150042 EDNEY DISTRIBUTING CO INC							
		915.60	FLAIL MOWER PARTS		498585	1130315	1610.6215		EQUIPMENT-PARTS	STREET/BOULEVARD REPAIR & MNTC
		<u>915.60</u>								
35738	9/26/2025		144557 EXECUTIVE OUTDOOR SERVICES LLC							
		1,315.41	SPLASH VALLEY MOWING AUG		498586	3030	1940.6249		OTHER CONTRACTUAL SERVICES	SPLASH VALLEY WATER PARK

Council Check Register by GL

Council Check Register by Invoice & Summary

9/3/2025 -- 9/26/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
35738	9/26/2025		144557 EXECUTIVE OUTDOOR SERVICES LLC						Continued...	
		10,898.66	CONTRACT MOWING AUG		498586	3030	1720.6249		OTHER CONTRACTUAL SERVICES	PARK GROUNDS MAINTENANCE
		309.00	MOWING LS#2 AUG		498858	3031	5065.6249		OTHER CONTRACTUAL SERVICES	LIQUOR #2 OPERATIONS
		528.09	MOWING LS#3 AUG		498858	3031	5095.6249		OTHER CONTRACTUAL SERVICES	LIQUOR #3 OPERATIONS
		1,179.15	EDU BLDG - LAWN CARE AUG		498857	3032	2092.6249		OTHER CONTRACTUAL SERVICES	EDUCATION BUILDING FUND
		3,672.90	CEMETERY MOWING CONTRACT AUG		498587	3033	5605.6249		OTHER CONTRACTUAL SERVICES	CEMETERY
		17,903.21								
35739	9/26/2025		100157 FACTORY MOTOR PARTS CO							
		88.43	PARTS - HYD FITTINGS		498589	111078149	1630.6215		EQUIPMENT-PARTS	STREET EQUIPMENT MAINTENANCE
		40.12	PARTS - HYD FITTINGS		498588	75531774	1630.6215		EQUIPMENT-PARTS	STREET EQUIPMENT MAINTENANCE
		128.55								
35740	9/26/2025		100209 GOPHER STATE ONE-CALL							
		406.35	GSOC LOCATING AUG		498590	5080184	5305.6399		OTHER CHARGES	WATER MGMT/REPORT/DATA ENTRY
		406.35	GSOC LOCATING AUG		498590	5080184	5365.6399		OTHER CHARGES	SEWER MGMT/REPORTS/DATA ENTRY
		406.35	GSOC LOCATING AUG		498590	5080184	5505.6399		OTHER CHARGES	STORM DRAIN MNTC/RPR/SUMPS
		1,219.05								
35741	9/26/2025		128972 HOISINGTON KOEGLER GROUP INC							
		21.25	CHAPARRAL DESIGN		498863	240589	2330.6235	PR230064	CONSULTANT SERVICES	CHAPARRAL PARK
		25.00	APPLE PONDS CONST ADMIN		498863	240589	2323.6235	PR230064	CONSULTANT SERVICES	APPLE PONDS PARK
		40.60	REIMBURSABLES AUG 2025		498863	240589	2302.6235	PR230064	CONSULTANT SERVICES	PARKS REF - GENERAL UNASSIGNED
		50.00	CHAPARRAL CONST ADMIN		498863	240589	2330.6235	PR230064	CONSULTANT SERVICES	CHAPARRAL PARK
		50.00	CARROLLWOOD CONST ADMIN		498863	240589	2327.6235	PR230064	CONSULTANT SERVICES	CARROLLWOOD PARK
		75.00	GREENING SCHEMATIC DESIGN		498863	240589	2340.6235	PR230064	CONSULTANT SERVICES	GREENING PARK
		75.00	DUCHESS SCHEMATIC DESIGN		498863	240589	2334.6235	PR230064	CONSULTANT SERVICES	DUCHESS PARK
		217.50	GREENLEAF NORTH CONST ADMIN		498863	240589	2341.6235	PR230064	CONSULTANT SERVICES	GREENLEAF PARK
		250.00	COBBLESTONE SE CONST ADMIN		498863	240589	2331.6235	PR230064	CONSULTANT SERVICES	COBBLESTONE LAKE PARK
		358.75	FINDLAY SCHEMATIC DESIGN		498863	240589	2338.6235	PR230064	CONSULTANT SERVICES	FINDLAY PARK
		406.25	LONGRIDGE SCHEMATIC DESIGN		498863	240589	2353.6235	PR230064	CONSULTANT SERVICES	LONGRIDGE PARK
		541.25	LARGEN SCHEMATIC DESIGN		498863	240589	2351.6235	PR230064	CONSULTANT SERVICES	LARGEN PARK
		555.00	CEDAR KNOLLS SCHEMATIC DESIGN		498863	240589	2329.6235	PR230064	CONSULTANT SERVICES	CEDAR KNOLLS PARK
		636.25	AV EAST SCHEMATIC DESIGN		498863	240589	2324.6235	PR230064	CONSULTANT SERVICES	APPLE VALLEY EAST PARK
		661.25	BELMONT SCHEMATIC DESIGN		498863	240589	2325.6235	PR230064	CONSULTANT SERVICES	BELMONT PARK
		725.00	DELANEY SCHEMATIC DESIGN		498863	240589	2332.6235	PR230064	CONSULTANT SERVICES	DELANEY PARK
		748.75	TINTAH SCHEMATIC DESIGN		498863	240589	2366.6235	PR230064	CONSULTANT SERVICES	TINTAH PARK
		758.75	MOELLER SCHEMATIC DESIGN		498863	240589	2354.6235	PR230064	CONSULTANT SERVICES	MOELLER PARK
		807.50	FAITH SCHEMATIC DESIGN		498863	240589	2336.6235	PR230064	CONSULTANT SERVICES	FAITH PARK
		1,485.00	HAGEMEISTER SCHEMATIC DESIGN		498863	240589	2342.6235	PR230064	CONSULTANT SERVICES	HAGEMEISTER PARK
		1,500.00	GREENLEAF NOR CONST DOCS & BID		498863	240589	2341.6235	PR230064	CONSULTANT SERVICES	GREENLEAF PARK

9/3/2025 -- 9/26/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
35741	9/26/2025		128972 HOISINGTON KOEGLER GROUP INC						Continued...	
		1,862.50	WALLACE SCHEMATIC DESIGN		498863	240589	2368.6235	PR230064	CONSULTANT SERVICES	WALLACE PARK
		3,230.00	GENERAL CONST ADMIN		498863	240589	2302.6235	PR230064	CONSULTANT SERVICES	PARKS REF - GENERAL UNASSIGNED
		8,098.25	GENERAL DESIGN SERVICES		498863	240589	2302.6235	PR230064	CONSULTANT SERVICES	PARKS REF - GENERAL UNASSIGNED
		<u>23,178.85</u>								
35742	9/26/2025		100233 HOTSY MINNESOTA							
		1,739.11	PUMP REPLACE WASHBAY CMF		498594	26376	1540.6229		GENERAL SUPPLIES	CMF BUILDINGS & GROUNDS MNTC
		<u>1,739.11</u>								
35743	9/26/2025		147774 HYDRO KLEAN, LLC							
		55,860.00	25 SUMP CATCH BASIN CLEAN PAY1		498595	20250831	5505.6249	2025143D	OTHER CONTRACTUAL SERVICES	STORM DRAIN MNTC/RPR/SUMPS
		<u>55,860.00</u>								
35744	9/26/2025		154176 JAMAR COMPANY							
		1,329.25	REPAIR - ROOF LEAK - MC		498867	277558	1060.6266		REPAIRS-BUILDING	MUNICIPAL BLDG & GROUNDS MNTC
		<u>1,329.25</u>								
35745	9/26/2025		159011 KARNICK, MATT							
		153.00	MSFCA CONF-KARNICK-DULUTH MN		495291	20250721	1310.6278		SUBSISTENCE ALLOWANCE	FIRE TRAINING
		<u>153.00</u>								
35746	9/26/2025		144552 KENDELL DOORS & HARDWARE INC							
		193.00	REPLACEMENT CORES FOR EVIDENCE		498868	IN120104	1060.6266		REPAIRS-BUILDING	MUNICIPAL BLDG & GROUNDS MNTC
		<u>193.00</u>								
35747	9/26/2025		100287 LITTLE FALLS MACHINE INC							
		294.77	PARTS - PLOW TRUCKS		498947	374259	1630.6215		EQUIPMENT-PARTS	STREET EQUIPMENT MAINTENANCE
		<u>294.77</u>								
35748	9/26/2025		156007 MACQUEEN EMERGENCY							
		461.88	PROX SWITCH (2) FOR 4995		498884	P13194	1350.6215		EQUIPMENT-PARTS	FIRE VEHICLE MAINTENANCE
		<u>461.88</u>								
35749	9/26/2025		162548 MANSFIELD SERVICE PARTNERS							
		18,495.64	NO LEAD FUEL (7497 GALS)		498885	IN00253716	1000.1520		INVENTORY-UNLEADED FUEL	GENERAL FUND BALANCE SHEET
		19,866.04	DIESEL FUEL (7501 GALS)		498886	IN00253719	1000.1525		INVENTORY-DIESEL FUEL	GENERAL FUND BALANCE SHEET
		<u>38,361.68</u>								
35750	9/26/2025		101433 MARTIN-MCALLISTER							
		1,300.00	NEW OFFICER EVALUATION		498887	17021	1210.6235		CONSULTANT SERVICES	POLICE FIELD OPERATIONS/PATROL

Council Check Register by GL
Council Check Register by Invoice & Summary

9/3/2025 -- 9/26/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
35750	9/26/2025		101433 MARTIN-MCALLISTER						Continued...	
		1,300.00								
35751	9/26/2025		100302 MCNAMARA CONTRACTING INC							
		264,374.76	JCRR 147TH TO 140TH IMP. PAY 2		498889	20250831	2027.6810	2025104R	CONSTRUCTION IN PROGRESS	ROAD ESCROW
		11,067.50	APPLE STREET PHASE 1 PAY 4		498890	20250831A	2027.6810	2025101W	CONSTRUCTION IN PROGRESS	ROAD ESCROW
		23,349.10	APPLE STREET PHASE 1 PAY 4		498890	20250831A	2027.6810	2025101S	CONSTRUCTION IN PROGRESS	ROAD ESCROW
		34,998.00	APPLE STREET PHASE 1 PAY 4		498890	20250831A	2027.6810	2025101R	CONSTRUCTION IN PROGRESS	ROAD ESCROW
		392,344.19	APPLE STREET PHASE 1 PAY 4		498890	20250831A	2027.6810	2025101R	CONSTRUCTION IN PROGRESS	ROAD ESCROW
		6,623.51	BID ALT 1-GALAXIE AVE ST PATCH		498891	20250903	2027.6810	2025105R	CONSTRUCTION IN PROGRESS	ROAD ESCROW
		9,376.50	PART 5 EMBRY PATH TRAIL RESURF		498891	20250903	2027.6810	2025105R	CONSTRUCTION IN PROGRESS	ROAD ESCROW
		32,536.08	PART 6 COBBLE LK PKWY CROSSWAL		498891	20250903	2027.6810	2025105W	CONSTRUCTION IN PROGRESS	ROAD ESCROW
		76,871.29	PART 1 DAKOTA CO.CDA PED IMP		498891	20250903	2027.6810	2025105R	CONSTRUCTION IN PROGRESS	ROAD ESCROW
		316,526.61	PART 2 ENERGY WAY RECLAMATION		498891	20250903	2027.6810	2025105R	CONSTRUCTION IN PROGRESS	ROAD ESCROW
		1,757.50	PART 8 140TH ST W TRAIL RECONS		498891	20250903	5365.6810	2025105R	CONSTRUCTION IN PROGRESS	SEWER MGMT/REPORTS/DATA ENTRY
		49,245.08	PART 7 STREET PATCHING REPAIRS		498891	20250903	5365.6810	2025105R	CONSTRUCTION IN PROGRESS	SEWER MGMT/REPORTS/DATA ENTRY
		62,290.72	PART 4 320 PALOMINO CITY WELL		498891	20250903	5365.6810	2025105R	CONSTRUCTION IN PROGRESS	SEWER MGMT/REPORTS/DATA ENTRY
		127,583.43	PICKLEBALL CONST THRU 7-31-25		498892	35041A	2347.6740	PR230023	CAPITAL OUTLAY-MACH/EQUIP/OTHE	JOHNNY CAKE RIDGE WEST PARK
		2,000.00-	INVOICE REIMBURSEMENT		498466	5993	1610.6229		GENERAL SUPPLIES	STREET/BOULEVARD REPAIR & MNTC
		1,406,944.27								
35752	9/26/2025		156194 METRO ALARM & LOCK							
		259.50	ALARM MONITORING & SECURITY		498897	57970	5095.6249		OTHER CONTRACTUAL SERVICES	LIQUOR #3 OPERATIONS
		259.50								
35753	9/26/2025		100337 MN DEPT OF LABOR & INDUSTRY							
		75.00	BOILER CERT. MC/PD		498900	ABR0355972X	1060.6399		OTHER CHARGES	MUNICIPAL BLDG & GROUNDS MNTC
		100.00	ANNUAL BOILER REGISTRATIONS		498901	ABR0355987X	1900.6399		OTHER CHARGES	AV COMMUNITY CENTER
		145.00	ELEVATOR INSPECTION		498902	ALR0179947X	2215.6266		REPAIRS-BUILDING	GOLF CLUBHOUSE BUILDING
		320.00								
35754	9/26/2025		100348 MTI DISTRIBUTING CO							
		25.65	213 MOWER PARTS		498984	149459700	1765.6215		EQUIPMENT-PARTS	PARK EQUIPMENT MAINTENANCE
		25.65								
35755	9/26/2025		145882 MUNICIPALH2O.COM							
		4,800.00	RISK MANAGMENT PLAN CONSULTANT		498905	14516	5305.6308		SOFTWARE SUBSCRIPTIONS	WATER MGMT/REPORT/DATA ENTRY
		4,800.00								
35756	9/26/2025		121947 NELSON, MATTHEW D							
		153.00	MSFCA CONF-NELSON-DULUTH MN		495315	20250721	1310.6278		SUBSISTENCE ALLOWANCE	FIRE TRAINING

Council Check Register by GL
Council Check Register by Invoice & Summary

9/3/2025 -- 9/26/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
35756	9/26/2025		121947 NELSON, MATTHEW D						Continued...	
		153.00								
35757	9/26/2025		109947 NEW FRANCE WINE CO							
		32.00-	CMWINE#3	00041046	498717	191136	5085.6520		WINE	LIQUOR #3 STOCK PURCHASES
		136.00	WINE#3	00041046	498718	252008	5085.6520		WINE	LIQUOR #3 STOCK PURCHASES
		1,087.00	WINE#3	00041046	498721	252042	5085.6520		WINE	LIQUOR #3 STOCK PURCHASES
		15.00	FREIGHT#3	00041046	498722	252042	5085.6550		FREIGHT ON RESALE MDSE	LIQUOR #3 STOCK PURCHASES
		542.00	WINE#3	00041046	498719	252049	5085.6520		WINE	LIQUOR #3 STOCK PURCHASES
		7.50	FREIGHT#3	00041046	498720	252049	5085.6550		FREIGHT ON RESALE MDSE	LIQUOR #3 STOCK PURCHASES
		1,755.50								
35758	9/26/2025		146279 NORDIC MECHANICAL SERVICES, I							
		1,446.93	REPAIR BOILER GAS LINE		498910	79664	2306.6266	PR230007	REPAIRS-BUILDING	APPLE VALLEY AQUATIC CENTER
		1,446.93								
35759	9/26/2025		155871 NORTH AMERICAN SAFETY INC							
		500.00	AV GSOC MARKING FLAGS		498911	INV101185	5335.6229		GENERAL SUPPLIES	WATER FINAL/SERVICE ON OFF/LOC
		500.00								
35760	9/26/2025		100372 PAUSTIS & SONS							
		456.00	WINE#1	00001291	498723	274917	5015.6520		WINE	LIQUOR #1 STOCK PURCHASES
		10.00	FREIGHT#1	00001291	498724	274917	5015.6550		FREIGHT ON RESALE MDSE	LIQUOR #1 STOCK PURCHASES
		1,247.00	WINE#3	00001291	498725	274918	5085.6520		WINE	LIQUOR #3 STOCK PURCHASES
		15.00	FREIGHT#3	00001291	498726	274918	5085.6550		FREIGHT ON RESALE MDSE	LIQUOR #3 STOCK PURCHASES
		567.00	WINE#3	00001291	498727	275604	5085.6520		WINE	LIQUOR #3 STOCK PURCHASES
		12.50	FREIGHT#3	00001291	498728	275604	5085.6550		FREIGHT ON RESALE MDSE	LIQUOR #3 STOCK PURCHASES
		2,307.50								
35761	9/26/2025		141723 PRECISE MRM LLC							
		609.00	PRECISE DATA PLAN (29)		498919	IN2002007678	1665.6308		SOFTWARE SUBSCRIPTIONS	STREET SNOW & ICE MATERIALS
		609.00								
35762	9/26/2025		150718 PRO-TEC DESIGN, INC							
		807.17	REPAIRS - S & R DOOR LOCK		498922	120376	1540.6266		REPAIRS-BUILDING	CMF BUILDINGS & GROUNDS MNTC
		807.17								
35763	9/26/2025		122110 REINDERS INC							
		333.85	T-NEX PGR		498927	341263100	2235.6214		CHEMICALS	GOLF COURSE MAINTENANCE
		333.85								

Council Check Register by GL
Council Check Register by Invoice & Summary

9/3/2025 -- 9/26/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
35764	9/26/2025		144815 RIHM KENWORTH						Continued...	
		2,449.82	PARTS - DPF #310		498931	2209622A	1630.6215		EQUIPMENT-PARTS	STREET EQUIPMENT MAINTENANCE
		283.35	PARTS - DPF #310		498930	2210316A	1630.6215		EQUIPMENT-PARTS	STREET EQUIPMENT MAINTENANCE
		392.00	PARTS - BRAKES #344		498928	2210774A	1630.6215		EQUIPMENT-PARTS	STREET EQUIPMENT MAINTENANCE
		250.00-	PARTS - CORE RETURN #344		496662	CM2207877A	1630.6215		EQUIPMENT-PARTS	STREET EQUIPMENT MAINTENANCE
		90.00-	PARTS-BRAKES #344-CORE RETURN		498929	CM2210774A	1630.6215		EQUIPMENT-PARTS	STREET EQUIPMENT MAINTENANCE
		<u>2,785.17</u>								
35765	9/26/2025		102023 SCHILLING SUPPLY CO INC							
		185.33	RECYCLING BAGS		498985	102122700	1720.6229		GENERAL SUPPLIES	PARK GROUNDS MAINTENANCE
		<u>185.33</u>								
35766	9/26/2025		100829 SHAMROCK GROUP INC							
		18.00	CO2 SERVICE		498935	599149	2270.6249		OTHER CONTRACTUAL SERVICES	GOLF FOOD & BEVERAGE
		74.35	CO2 SERVICE		498936	9202213	2270.6249		OTHER CONTRACTUAL SERVICES	GOLF FOOD & BEVERAGE
		<u>92.35</u>								
35767	9/26/2025		100437 SHERWIN WILLIAMS CO							
		486.98	GREYCO PAINT SPRAYER REPAIR		498937	82706	1680.6265		REPAIRS-EQUIPMENT	TRAFFIC SIGNS/SIGNALS/MARKERS
		<u>486.98</u>								
35768	9/26/2025		144495 SMALL LOT MN							
		825.96	WINE#3	00051469	498732	102916	5085.6520		WINE	LIQUOR #3 STOCK PURCHASES
		132.00-	CMWINE#3	00051469	498733	102916	5085.6520		WINE	LIQUOR #3 STOCK PURCHASES
		6.00	FREIGHT#3	00051469	498734	102916	5085.6550		FREIGHT ON RESALE MDSE	LIQUOR #3 STOCK PURCHASES
		1.50-	CMFREIGHT#3	00051469	498735	102916	5085.6550		FREIGHT ON RESALE MDSE	LIQUOR #3 STOCK PURCHASES
		132.00	WINE#3	00051469	498736	102995	5085.6520		WINE	LIQUOR #3 STOCK PURCHASES
		261.00	THC#1	00051469	498731	103374	5015.6515		THC/CBD	LIQUOR #1 STOCK PURCHASES
		261.00	THC#3	00051469	498737	103441	5085.6515		THC/CBD	LIQUOR #3 STOCK PURCHASES
		<u>1,352.46</u>								
35769	9/26/2025		151550 STANLEY STEEMER							
		318.00	CLEANED TRUCK INTERIOR E2,E22		498938	102877790	1350.6265		REPAIRS-EQUIPMENT	FIRE VEHICLE MAINTENANCE
		<u>318.00</u>								
35770	9/26/2025		120666 SYMBOL ARTS							
		152.50	K9 BADGE - MOOSE		498962	539832	1281.6281		UNIFORM/CLOTHING ALLOWANCE	POLICE K-9
		<u>152.50</u>								
35771	9/26/2025		158145 TERRA CONSTRUCTION							
		7,048.33	HAYES COMPLEX CMAR FEES AUG 25		498958	24835006	2309.6235	PR230064	CONSULTANT SERVICES	HAYES BASEBALL/SOFTBALL COMPLX

Council Check Register by GL
Council Check Register by Invoice & Summary

9/3/2025 -- 9/26/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
35771	9/26/2025		158145 TERRA CONSTRUCTION						Continued...	
		64,218.50	HAYES COMPLEX CONCRETE		498958	24835006	2309.6735	PR230003	CAPITAL OUTLAY-OTHER IMPROVEME	HAYES BASEBALL/SOFTBALL COMPLX
		74,050.00	HAYES COMPLEX EARTH WORK		498958	24835006	2309.6735	PR230043	CAPITAL OUTLAY-OTHER IMPROVEME	HAYES BASEBALL/SOFTBALL COMPLX
		170,000.00	HAYES COMPLEX FENCING & GATES		498958	24835006	2309.6735	PR230031	CAPITAL OUTLAY-OTHER IMPROVEME	HAYES BASEBALL/SOFTBALL COMPLX
		207,500.00	HAYES COMPLEX SITE FURNISHINGS		498958	24835006	2309.6735	PR230032	CAPITAL OUTLAY-OTHER IMPROVEME	HAYES BASEBALL/SOFTBALL COMPLX
		217,150.00	HAYES COMPLEX NEW ELECTRICAL		498958	24835006	2309.6735	PR230042	CAPITAL OUTLAY-OTHER IMPROVEME	HAYES BASEBALL/SOFTBALL COMPLX
		739,966.83								
35772	9/26/2025		100471 TOLL GAS & WELDING SUPPLY							
		39.67	WELDING GLOVES		498960	10634639	1530.6229		GENERAL SUPPLIES	FLEET & BUILDINGS-CMF
		39.67								
35773	9/26/2025		100481 TRI-STATE BOBCAT INC							
		19.55	PARTS - #329		498963	P45057	1630.6215		EQUIPMENT-PARTS	STREET EQUIPMENT MAINTENANCE
		19.55								
35774	9/26/2025		100486 TWIN CITY GARAGE DOOR CO							
		579.00	GARAGE DOOR OPENER REPLACEMENT		498965	431422783	1530.6266		REPAIRS-BUILDING	FLEET & BUILDINGS-CMF
		579.00								
35775	9/26/2025		156853 UTILITY LOGIC LLC							
		459.00	GSOC MARKING PAINT		498966	15708	5335.6229		GENERAL SUPPLIES	WATER FINAL/SERVICE ON OFF/LOC
		459.00								
35776	9/26/2025		122010 VINOCOPIA							
		294.00	LIQ#3	00046257	498745	379968	5085.6510		LIQUOR	LIQUOR #3 STOCK PURCHASES
		104.00	WINE#3	00046257	498746	379968	5085.6520		WINE	LIQUOR #3 STOCK PURCHASES
		7.50	FREIGHT#3	00046257	498747	379968	5085.6550		FREIGHT ON RESALE MDSE	LIQUOR #3 STOCK PURCHASES
		273.25	LIQ#1	00046257	498738	379969	5015.6510		LIQUOR	LIQUOR #1 STOCK PURCHASES
		80.00	WINE#1	00046257	498739	379969	5015.6520		WINE	LIQUOR #1 STOCK PURCHASES
		7.50	FREIGHT#1	00046257	498740	379969	5015.6550		FREIGHT ON RESALE MDSE	LIQUOR #1 STOCK PURCHASES
		40.25	LIQ#2	00046257	498743	380254	5055.6510		LIQUOR	LIQUOR #2 STOCK PURCHASES
		2.50	FREIGHT#2	00046257	498744	380254	5055.6550		FREIGHT ON RESALE MDSE	LIQUOR #2 STOCK PURCHASES
		721.50	LIQ#2	00046257	498741	380255	5055.6510		LIQUOR	LIQUOR #2 STOCK PURCHASES
		5.00	FREIGHT#2	00046257	498742	380255	5055.6550		FREIGHT ON RESALE MDSE	LIQUOR #2 STOCK PURCHASES
		360.75	LIQ#3	00046257	498748	380256	5085.6510		LIQUOR	LIQUOR #3 STOCK PURCHASES
		2.50	FREIGHT#3	00046257	498749	380256	5085.6550		FREIGHT ON RESALE MDSE	LIQUOR #3 STOCK PURCHASES
		160.00	WINE#2	00046257	498753	381089	5055.6520		WINE	LIQUOR #2 STOCK PURCHASES
		2.50	FREIGHT#2	00046257	498754	381089	5055.6550		FREIGHT ON RESALE MDSE	LIQUOR #2 STOCK PURCHASES
		135.00	LIQ#3	00046257	498750	381094	5085.6510		LIQUOR	LIQUOR #3 STOCK PURCHASES
		240.00	WINE#3	00046257	498751	381094	5085.6520		WINE	LIQUOR #3 STOCK PURCHASES

9/3/2025 -- 9/26/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
35776	9/26/2025		122010 VINOCOPIA						Continued...	
		7.50	FREIGHT#3	00046257	498752	381094	5085.6550		FREIGHT ON RESALE MDSE	LIQUOR #3 STOCK PURCHASES
		2,443.75								
35777	9/26/2025		100081 WASTE MANAGEMENT-BURNSVILLE LANDFILL							
		463.29	PARK TRASH		498971	3852802911	1720.6240		CLEANING SERVICE/GARBAGE REMOV	PARK GROUNDS MAINTENANCE
		463.29								
35778	9/26/2025		126509 WATER CONSERVATION SERVICE							
		652.35	CUB FOODS WATER LEAK		498972	150182	5330.6266		REPAIRS-BUILDING	WTR MAIN/HYDRANT/CURB STOP MNT
		652.35								
35779	9/26/2025		100520 WINE COMPANY, THE							
		223.33	LIQ#1	00015926	498758	311093	5015.6510		LIQUOR	LIQUOR #1 STOCK PURCHASES
		2.00	FREIGHT#1	00015926	498759	311093	5015.6550		FREIGHT ON RESALE MDSE	LIQUOR #1 STOCK PURCHASES
		225.33								
35780	9/26/2025		137762 WSB & ASSOCIATES INC							
		2,005.25	COBBLESTONE TRAIL ADMIN AUG 25		498973	R02560800016	2331.6235	PR230064	CONSULTANT SERVICES	COBBLESTONE LAKE PARK
		2,005.25								
35781	9/26/2025		100528 ZIEGLER INC							
		875.12	PARTS - FRONT AXLE #303		498974	IN002050431	1630.6215		EQUIPMENT-PARTS	STREET EQUIPMENT MAINTENANCE
		875.12								
326958	9/24/2025		120949 AIRGAS USA LLC							
		46.74	GAS CYLINDER LEASE/MAINT FEE		498530	5519200616	1530.6229		GENERAL SUPPLIES	FLEET & BUILDINGS-CMF
		46.74	GAS CYLINDER LEASE/MAINT FEE		498530	5519200616	1765.6229		GENERAL SUPPLIES	PARK EQUIPMENT MAINTENANCE
		46.74	GAS CYLINDER LEASE/MAINT FEE		498530	5519200616	1630.6229		GENERAL SUPPLIES	STREET EQUIPMENT MAINTENANCE
		46.74	GAS CYLINDER LEASE/MAINT FEE		498530	5519200616	5345.6229		GENERAL SUPPLIES	WATER EQUIP/VEHICLE/MISC MNTC
		46.74	GAS CYLINDER LEASE/MAINT FEE		498530	5519200616	5390.6229		GENERAL SUPPLIES	SWR EQUIP/VEHICLE MISC MNTC/RP
		233.70								
326959	9/24/2025		100023 ANDERSEN INC, EARL F							
		1,402.50	EAGLE POINT SIGN POSTS		498538	140699IN	4502.6810	2023163G	CONSTRUCTION IN PROGRESS	IMPROVEMENTS-ASSESSED
		1,402.50								
326960	9/24/2025		154253 APPLE FORD LINCOLN							
		292.82	PARTS - #918		498539	726732	1210.6215		EQUIPMENT-PARTS	POLICE FIELD OPERATIONS/PATROL
		292.82								

9/3/2025 -- 9/26/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
326961	9/24/2025		118892 ASPEN MILLS						Continued...	
		2,235.56	NEW HIRE VESTS		498540	360644	1210.6281		UNIFORM/CLOTHING ALLOWANCE	POLICE FIELD OPERATIONS/PATROL
		2,235.56								
326962	9/24/2025		109954 BERRY COFFEE COMPANY							
		224.67	CH COFFEE, FILTERS		498878	1077500	1060.6229		GENERAL SUPPLIES	MUNICIPAL BLDG & GROUNDS MNTC
		224.67								
326963	9/24/2025		152535 BIRCH TREE CARE							
		101.50	TREE TREATMENT FOR HO		498191	67567	1610.6249		OTHER CONTRACTUAL SERVICES	STREET/BOULEVARD REPAIR & MNTC
		101.50								
326964	9/24/2025		137649 BOUND TREE MEDICAL LLC							
		339.53	EMS SUPPLIES (I-GELS, AED PADS)		498543	85920271	1330.6229		GENERAL SUPPLIES	FIRE OPERATIONS
		339.53								
326965	9/24/2025		100072 BRAUN INTERTEC CORPORATION							
		2,228.00	MATERIAL SOIL TEST THRU 9-5-25		498544	B442022	2347.6235	PR230010	CONSULTANT SERVICES	JOHNNY CAKE RIDGE WEST PARK
		2,228.00								
326966	9/24/2025		144613 BROWN WILBERT INC							
		1,617.00	CREMATION VAULTS		498557	PSI216188	5605.6324		CREMATION VAULTS	CEMETERY
		1,617.00								
326967	9/24/2025		144930 CANON							
		63.41	COPIER LEASE		498850	41782467	1920.6310		RENTAL EXPENSE	SENIOR CENTER
		74.55	COPIER LEASE		498850	41782467	1400.6310		RENTAL EXPENSE	INSPECTIONS MANAGEMENT
		192.34	COPIER LEASE		498850	41782467	1500.6310		RENTAL EXPENSE	PW MANAGEMENT
		215.51	COPIER LEASE		498850	41782467	1700.6310		RENTAL EXPENSE	PARK & RECREATION MANAGEMENT
		417.24	COPIER LEASE		498850	41782467	1200.6310		RENTAL EXPENSE	POLICE MANAGEMENT
		766.26	COPIER LEASE		498850	41782467	1030.6310		RENTAL EXPENSE	INFORMATION TECHNOLOGY
		87.28	COPIER LEASE		498850	41782467	2205.6310		RENTAL EXPENSE	GOLF MANAGEMENT
		42.55	COPIER LEASE		498850	41782467	5025.6310		RENTAL EXPENSE	LIQUOR #1 OPERATIONS
		42.55	COPIER LEASE		498850	41782467	5065.6310		RENTAL EXPENSE	LIQUOR #2 OPERATIONS
		42.55	COPIER LEASE		498850	41782467	5095.6310		RENTAL EXPENSE	LIQUOR #3 OPERATIONS
		49.52	COPIER LEASE		498850	41782467	5210.6310		RENTAL EXPENSE	ARENA 1 BUILDING MAINTENANCE
		80.54	COPIER LEASE		498849	41782468	1200.6310		RENTAL EXPENSE	POLICE MANAGEMENT
		2,074.30								
326968	9/24/2025		122598 CEMSTONE PRODUCTS CO							
		699.48	MVTA/CEDAR SIDEWALK REPAIRS		498558	7869597	1610.6229		GENERAL SUPPLIES	STREET/BOULEVARD REPAIR & MNTC

Council Check Register by GL

Council Check Register by Invoice & Summary

9/3/2025 -- 9/26/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
326968	9/24/2025		122598 CEMSTONE PRODUCTS CO						Continued...	
		699.48								
326969	9/24/2025		151149 CHEM-AQUA, INC.							
		308.30	WATER TREATMENT CONTRACT		498852	9315177	1920.6249		OTHER CONTRACTUAL SERVICES	SENIOR CENTER
		308.30								
326970	9/24/2025		100282 CINTAS CORPORATION							
		9.69	SHOP COVERALLS		498569	4242475427	1530.6281		UNIFORM/CLOTHING ALLOWANCE	FLEET & BUILDINGS-CMF
		13.51	PARKS COVERALLS		498569	4242475427	1710.6281		UNIFORM/CLOTHING ALLOWANCE	PARK MAINTENANCE MANAGEMENT
		81.59	STREETS COVERALLS		498569	4242475427	1600.6281		UNIFORM/CLOTHING ALLOWANCE	STREET MANAGEMENT
		.74-	LIQ2 USE TAX		498888	4242475552	5000.2330		DUE TO OTHER GOVERNMENT	LIQUOR BALANCE SHEET
		.74	LIQ2 USE TAX		498888	4242475552	5065.6240		CLEANING SERVICE/GARBAGE REMOVLIQUOR #2 OPERATIONS	
		10.80	FLOOR MATS		498888	4242475552	5065.6240		CLEANING SERVICE/GARBAGE REMOVLIQUOR #2 OPERATIONS	
		313.17	CINTAS LINENS		498859	4242718439	2270.6240		CLEANING SERVICE/GARBAGE	GOLF FOOD & BEVERAGE
		9.69	SHOP COVERALLS		498568	4243120842	1530.6281		UNIFORM/CLOTHING ALLOWANCE	FLEET & BUILDINGS-CMF
		13.51	PARKS COVERALLS		498568	4243120842	1710.6281		UNIFORM/CLOTHING ALLOWANCE	PARK MAINTENANCE MANAGEMENT
		44.48	STREETS COVERALLS		498568	4243120842	1600.6281		UNIFORM/CLOTHING ALLOWANCE	STREET MANAGEMENT
		157.52	CINTAS LINENS		498872	4243453548	2205.6240		CLEANING SERVICE/GARBAGE REMOVGOLF MANAGEMENT	
		51.80	CARPET RUNNERS		498853	4243683687	1060.6240		CLEANING SERVICE/GARBAGE REMOVMUNICIPAL BLDG & GROUNDS MNTC	
		66.78	CH MAT SERVICE		498570	4243683692	1060.6240		CLEANING SERVICE/GARBAGE REMOVMUNICIPAL BLDG & GROUNDS MNTC	
		772.54								
326971	9/24/2025		100096 CITY WIDE WINDOW SERVICES							
		32.44	WINDOW CLEANING SERVICE		498572	750529	5095.6240		CLEANING SERVICE/GARBAGE REMOVLIQUOR #3 OPERATIONS	
		32.44								
326972	9/24/2025		156145 CYBER ADVISORS INC							
		2,250.00	VCISO MONTHLY SERVICES SEPT		498573	142816	1030.6235		CONSULTANT SERVICES	INFORMATION TECHNOLOGY
		2,250.00								
326973	9/24/2025		100129 DAKOTA AWARDS & ENGRAVING							
		86.25	PAR TAGS & GEAR RACK PLATES		498575	26625	1330.6229		GENERAL SUPPLIES	FIRE OPERATIONS
		68.25	PAR TAGS & GEAR RACK PLATES		498574	27008	1330.6229		GENERAL SUPPLIES	FIRE OPERATIONS
		72.00	PAR TAGS & GEAR RACK PLATES		498577	27891	1330.6229		GENERAL SUPPLIES	FIRE OPERATIONS
		148.50	PAR TAGS & GEAR RACK PLATES		498576	28334	1330.6229		GENERAL SUPPLIES	FIRE OPERATIONS
		375.00								
326974	9/24/2025		100123 DAKOTA COUNTY FINANCIAL SERVIC							
		23.33	800 MHZ FEES AUG (1)		498855	5504139	1600.6249		OTHER CONTRACTUAL SERVICES	STREET MANAGEMENT
		23.33	800 MHZ FEES AUG (1)		498855	5504139	1500.6249		OTHER CONTRACTUAL SERVICES	PW MANAGEMENT

Council Check Register by GL
Council Check Register by Invoice & Summary

9/3/2025 -- 9/26/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
326974	9/24/2025		100123 DAKOTA COUNTY FINANCIAL SERVIC						Continued...	
		46.66	800 MHZ FEES AUG (2)		498855	5504139	1530.6249		OTHER CONTRACTUAL SERVICES	FLEET & BUILDINGS-CMF
		1,353.14	800 MHZ FEES AUG (58)		498855	5504139	1330.6249		OTHER CONTRACTUAL SERVICES	FIRE OPERATIONS
		2,333.00	800 MHZ FEES AUG (100)		498855	5504139	1200.6280		DUES & SUBSCRIPTIONS	POLICE MANAGEMENT
		23.33	800 MHZ FEES AUG (1)		498855	5504139	5305.6249		OTHER CONTRACTUAL SERVICES	WATER MGMT/REPORT/DATA ENTRY
		<u>3,802.79</u>								
326975	9/24/2025		152989 DAKOTA COUNTY VSQG							
		237.61	BESKE EVIDENCE RECYCLING		498860	20250814	1200.6240		CLEANING SERVICE/GARBAGE REMOV	POLICE MANAGEMENT
		<u>237.61</u>								
326976	9/24/2025		148830 DUGAN, RYAN							
		59.90	2 PR JEANS - R DUGAN		498856	20250915	1530.6281		UNIFORM/CLOTHING ALLOWANCE	FLEET & BUILDINGS-CMF
		<u>59.90</u>								
326977	9/24/2025		102426 DUNHAM BROTHERS WOOD RECYCLING							
		20.00	PALLET DISPOSAL		498988	75367	1720.6240		CLEANING SERVICE/GARBAGE REMOV	PARK GROUNDS MAINTENANCE
		<u>20.00</u>								
326978	9/24/2025		145240 ECOLAB PEST ELIM DIV							
		75.67	EDU BLDG - PEST CONTROL		498584	9106601	2092.6249		OTHER CONTRACTUAL SERVICES	EDUCATION BUILDING FUND
		<u>75.67</u>								
326979	9/24/2025		136283 FIRE SAFETY USA							
		103.95	MARRYING STRAP FOR IRONS (4)		498880	198845	1330.6229		GENERAL SUPPLIES	FIRE OPERATIONS
		<u>103.95</u>								
326980	9/24/2025		157932 GEMM INTERNATIONAL INC							
		216.00	WINE#3	00052894	498710	745	5085.6520		WINE	LIQUOR #3 STOCK PURCHASES
		<u>216.00</u>								
326981	9/24/2025		101328 GOVCONNECTION INC							
		469.65	LASERJET PRINTER		498591	76837244	1200.6211		SMALL TOOLS & EQUIPMENT	POLICE MANAGEMENT
		195.00	PRINTER TONER		498861	76878572	1200.6265		REPAIRS-EQUIPMENT	POLICE MANAGEMENT
		<u>664.65</u>								
326982	9/24/2025		100827 GRAPE BEGINNINGS INC							
		732.00	WINE#3	00032379	498756	171953	5085.6520		WINE	LIQUOR #3 STOCK PURCHASES
		9.00	FREIGHT#3	00032379	498757	171953	5085.6550		FREIGHT ON RESALE MDSE	LIQUOR #3 STOCK PURCHASES
		<u>741.00</u>								

9/3/2025 -- 9/26/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
326983	9/24/2025		100718 GRAWE, CHARLES H						Continued...	
		14.00	MILEAGE TO CONSTRUCTION SITE		498866	20250805	1010.6275		SCHOOLS/CONFERENCES/EXP LOCAL ADMINISTRATION	
		51.27	CLEAN-UP DAY FOOD AND BEVERAGE		498881	20250920	2042.6275		SCHOOLS/CONFERENCES/EXP LOCAL SOLID WASTE GRANT	
		<u>65.27</u>								
326984	9/24/2025		100314 GREAT LAKES COCA-COLA DISTRIBU							
		432.00	COCA COLA		498592	48783779014	2270.6421		GOLF-NON ALCOHOLIC BEVERAGES	GOLF FOOD & BEVERAGE
		<u>432.00</u>								
326985	9/24/2025		102943 GROFF'S HEATING & AC							
		1.00	SURCHARGE REFUND 15851 GALVEST		498593	20250612	1001.4072		STATE SURTAX COLLECTED	GENERAL FUND REVENUE
		56.01	MECH PERMIT REFUND PER POLICY		498593	20250612	1001.4063		PERMIT-HEATING	GENERAL FUND REVENUE
		<u>57.01</u>								
326986	9/24/2025		164640 HENNES, WILLIAM							
		1,672.12	UB REFUND 15389 EAGLE CREEK WY		498862	20250919A	5301.4997		WATER/SEWER ACCT REFUNDS	WATER & SEWER FUND REVENUE
		<u>1,672.12</u>								
326987	9/24/2025		162034 HW GROUP							
		500.00	THC/CBD#1	00053076	498711	409	5015.6515		THC/CBD	LIQUOR #1 STOCK PURCHASES
		<u>500.00</u>								
326988	9/24/2025		153226 HYVEE							
		1,186.69	LADIES 18-H LUNCHEON 8/26/2025		498596	20250826	2270.6420		GOLF-FOOD	GOLF FOOD & BEVERAGE
		<u>1,186.69</u>								
326989	9/24/2025		162686 INDIAN ISLAND WINERY LLC							
		172.32	WINE#3	00053108	498712	6083	5085.6520		WINE	LIQUOR #3 STOCK PURCHASES
		<u>172.32</u>								
326990	9/24/2025		103314 INNOVATIVE OFFICE SOLUTIONS							
		846.44	OFFICE CHAIRS (2)		498864	CIN130363	1205.6210		OFFICE SUPPLIES	POLICE RECORDS UNIT
		7.37	STAPLE REMOVER, BAND-AIDS		498597	IN4932994	5065.6229		GENERAL SUPPLIES	LIQUOR #2 OPERATIONS
		77.66	ENVELOPES		498598	IN4935183	1200.6210		OFFICE SUPPLIES	POLICE MANAGEMENT
		188.20	SOAP FOR MUNI CENTER BLDG -		498875	IN4936505	1060.6229		GENERAL SUPPLIES	MUNICIPAL BLDG & GROUNDS MNTC
		<u>1,119.67</u>								
326991	9/24/2025		144639 IRRIGATION DOCTOR							
		519.23	CEDAR AVE. IRRIGATION SEPT		498599	54421	1610.6249		OTHER CONTRACTUAL SERVICES	STREET/BOULEVARD REPAIR & MNTC
		587.08	CEDAR AVE. IRRIGATION AUG		498865	55081	1610.6249		OTHER CONTRACTUAL SERVICES	STREET/BOULEVARD REPAIR & MNTC
		<u>1,106.31</u>								

9/3/2025 -- 9/26/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
326991	9/24/2025		144639 IRRIGATION DOCTOR						Continued...	
326992	9/24/2025		137432 KRAUS-ANDERSON CONSTRUCTION CO.							
		16,325.00	REDWOOD FENCING		498813	71650	2360.6735	PR230031	CAPITAL OUTLAY-OTHER IMPROVEME	REDWOOD PARK
		46,575.02	REDWOOD CONST ADMIN JUNE 2025		498813	71650	2360.6235	PR230031	CONSULTANT SERVICES	REDWOOD PARK
		63,087.35	REDWOOD BUILDING CONST		498813	71650	2360.6715	PR230004	CAPITAL OUTLAY-BUILDINGS	REDWOOD PARK
		100,958.70	REDWOOD EARTH WORK		498813	71650	2360.6735	PR230043	CAPITAL OUTLAY-OTHER IMPROVEME	REDWOOD PARK
		9,302.10	REDWOOD CMAR SERVICES AUG 25		498870	72763	2360.6235	PR230064	CONSULTANT SERVICES	REDWOOD PARK
		307,569.78	REDWOOD EARTHWORK AUG 2025		498870	72763	2360.6735	PR230043	CAPITAL OUTLAY-OTHER IMPROVEME	REDWOOD PARK
		335,248.51	REDWOOD BUILDING & MEP AUG 25		498870	72763	2360.6715	PR230004	CAPITAL OUTLAY-BUILDINGS	REDWOOD PARK
		354,000.00	REDWOOD POOL CONST AUG 2025		498870	72763	2360.6735	PR230007	CAPITAL OUTLAY-OTHER IMPROVEME	REDWOOD PARK
		11,515.01	KELLEY CMAR FEES AUG 2025		498869	72871	2349.6235	PR230064	CONSULTANT SERVICES	KELLEY PARK
		35,000.00	KELLEY STAGE CONCRETE & STEEL		498869	72871	2349.6735	PR230004	CAPITAL OUTLAY-OTHER IMPROVEME	KELLEY PARK
		48,785.00	KELLEY TEMP FENCING		498869	72871	2349.6735	PR230031	CAPITAL OUTLAY-OTHER IMPROVEME	KELLEY PARK
		153,205.00	KELLEY EARTH WORK		498869	72871	2349.6735	PR230043	CAPITAL OUTLAY-OTHER IMPROVEME	KELLEY PARK
		217,014.50	KELLEY SPLASH PAD		498869	72871	2349.6735	PR230011	CAPITAL OUTLAY-OTHER IMPROVEME	KELLEY PARK
		1,698,585.97								
326993	9/24/2025		164581 KUNKEL ELECTRIC INC							
		79,110.00	PICKLEBALL LIGHTS INSTALL		498871	14973	2347.6740	PR230034	CAPITAL OUTLAY-MACH/EQUIP/OTHE	JOHNNY CAKE RIDGE WEST PARK
		79,110.00								
326994	9/24/2025		164478 LARSON, CODY							
		26.75	CODY LARSON - CDL PERMIT		498876	20250905	1530.6275		SCHOOLS/CONFERENCES/EXP LOCAL FLEET & BUILDINGS-CMF	
		26.75								
326995	9/24/2025		161278 LEXISNEXIS RISK SOLUTIONS FL INC							
		840.00	ACCURINT AUGUST		498877	1300174972	1210.6308		SOFTWARE SUBSCRIPTIONS	POLICE FIELD OPERATIONS/PATROL
		840.00								
326996	9/24/2025		147557 LIBATION PROJECT							
		1,419.80	WINE#3	00051923	498715	97404	5085.6520		WINE	LIQUOR #3 STOCK PURCHASES
		16.00	FREIGHT#3	00051923	498716	97404	5085.6550		FREIGHT ON RESALE MDSE	LIQUOR #3 STOCK PURCHASES
		135.96	WINE#1	00051923	498713	98397	5015.6520		WINE	LIQUOR #1 STOCK PURCHASES
		3.00	FREIGHT#1	00051923	498714	98397	5015.6550		FREIGHT ON RESALE MDSE	LIQUOR #1 STOCK PURCHASES
		1,574.76								
326997	9/24/2025		101200 LOFFLER COMPANIES INC							
		824.44	WTP PRINTER TONER		498882	5110680	5325.6210		OFFICE SUPPLIES	WATER TREATMENT FCLTY MNTC/RPR
		824.44								

Council Check Register by GL

Council Check Register by Invoice & Summary

9/3/2025 -- 9/26/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
326998	9/24/2025		145429 LUBE-TECH RELIABLE ASCENTEK INC						Continued...	
		131.45	BULK 15W-40 OIL		498883	3903015	1350.6212		MOTOR FUELS/OILS	FIRE VEHICLE MAINTENANCE
		131.45	BULK 15W-40 OIL		498883	3903015	1630.6212		MOTOR FUELS/OILS	STREET EQUIPMENT MAINTENANCE
		131.45	BULK 15W-40 OIL		498883	3903015	1765.6212		MOTOR FUELS/OILS	PARK EQUIPMENT MAINTENANCE
		131.45	BULK 15W-40 OIL		498883	3903015	5345.6212		MOTOR FUELS/OILS	WATER EQUIP/VEHICLE/MISC MNTC
		131.45	BULK 15W-40 OIL		498883	3903015	5390.6212		MOTOR FUELS/OILS	SWR EQUIP/VEHICLE MISC MNTC/RP
		657.25								
326999	9/24/2025		164389 MCNULTY, RYAN							
		153.00	MSFCA CONF-MCNULTY-DULUTH MN		495341	20250721	1310.6278		SUBSISTENCE ALLOWANCE	FIRE TRAINING
		153.00								
327000	9/24/2025		100309 MENARDS							
		7.96	WIRE TIES		498895	98160	1800.6229		GENERAL SUPPLIES	REC PROGRAM GENERAL
		55.43	STORAGE BOXES		498894	98211	1800.6229		GENERAL SUPPLIES	REC PROGRAM GENERAL
		19.98	CATCH BASIN REPAIR PARTS		498949	98790	5505.6229		GENERAL SUPPLIES	STORM DRAIN MNTC/RPR/SUMPS
		9.95	WIRE TIES		498893	98834	1800.6229		GENERAL SUPPLIES	REC PROGRAM GENERAL
		229.78	BRIAR OAKS VOLLEYBALL REPAIR		498980	98842	1720.6269		REPAIRS-OTHER	PARK GROUNDS MAINTENANCE
		72.48	TOOLS		498896	98843	1940.6211		SMALL TOOLS & EQUIPMENT	SPLASH VALLEY WATER PARK
		68.45	OFFICE PROJECT CMF		498948	98962	1540.6229		GENERAL SUPPLIES	CMF BUILDINGS & GROUNDS MNTC
		29.85	CABLE TIES PICKLEBALL		498977	98968	1720.6229		GENERAL SUPPLIES	PARK GROUNDS MAINTENANCE
		119.95	FAUCHET/BULBS Q.P.		498981	99019	1715.6229		GENERAL SUPPLIES	PARK ATHLETIC FIELD MAINTENANC
		64.94	SMALL TOOLS FOR 247		498986	99239	1720.6211		SMALL TOOLS & EQUIPMENT	PARK GROUNDS MAINTENANCE
		22.38	DRILL BITS		498987	99291	1720.6211		SMALL TOOLS & EQUIPMENT	PARK GROUNDS MAINTENANCE
		88.09	SOFTNER SALT, BRUSH		498950	99366	1253.6229		GENERAL SUPPLIES	POLICE OPERATIONS GARAGE
		8.99	BUNGEE CORDS		498951	99447	1530.6229		GENERAL SUPPLIES	FLEET & BUILDINGS-CMF
		798.23								
327001	9/24/2025		138777 MIDWEST MACHINERY CO							
		2,182.11	REPAIR - MOWER #349		498899	10604785	1630.6265		REPAIRS-EQUIPMENT	STREET EQUIPMENT MAINTENANCE
		75.08	PARTS - BELTS #335		498898	10625656	1630.6215		EQUIPMENT-PARTS	STREET EQUIPMENT MAINTENANCE
		2,257.19								
327002	9/24/2025		155164 MN OCCUPATIONAL HEALTH							
		429.00	PRE-EMPLOYMENT TESTING - STEFF		498903	500696C	1530.6235		CONSULTANT SERVICES	FLEET & BUILDINGS-CMF
		1,086.00	NEW OFFICER EVALUATION		498904	500696D	1210.6235		CONSULTANT SERVICES	POLICE FIELD OPERATIONS/PATROL
		1,515.00								
327003	9/24/2025		100995 NAPA AUTO PARTS							
		613.84	PARTS - PADS & ROTORS - #340		498907	971429	1630.6215		EQUIPMENT-PARTS	STREET EQUIPMENT MAINTENANCE
		426.78	TIRE REPAIR SUPPLIES - TPMS		498908	972237	1210.6216		VEHICLES-TIRES/BATTERIES	POLICE FIELD OPERATIONS/PATROL

Council Check Register by GL

Council Check Register by Invoice & Summary

9/3/2025 -- 9/26/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
327003	9/24/2025		100995 NAPA AUTO PARTS						Continued...	
		58.34	PARTS - FILTERS		498559	972997	1630.6215		EQUIPMENT-PARTS	STREET EQUIPMENT MAINTENANCE
		90.39	PARTS - FILTERS		498906	973099	1630.6215		EQUIPMENT-PARTS	STREET EQUIPMENT MAINTENANCE
		30.38	PARTS - OIL FILTER		498952	973394	1630.6215		EQUIPMENT-PARTS	STREET EQUIPMENT MAINTENANCE
		18.96	PARTS - FILTERS		498953	973395	1210.6215		EQUIPMENT-PARTS	POLICE FIELD OPERATIONS/PATROL
		226.04	PARTS - BRAKES & ROTORS #919		498954	973456	1210.6215		EQUIPMENT-PARTS	POLICE FIELD OPERATIONS/PATROL
		3.91	PARTS - OIL FILTERS		498956	973558	1630.6215		EQUIPMENT-PARTS	STREET EQUIPMENT MAINTENANCE
		3.91	PARTS - OIL FILTERS		498956	973558	1530.6215		EQUIPMENT-PARTS	FLEET & BUILDINGS-CMF
		7.82	PARTS - OIL FILTERS		498956	973558	1510.6215		EQUIPMENT-PARTS	PW ENGINEERING & TECHNICAL
		15.64	PARTS - OIL FILTERS		498956	973558	1210.6215		EQUIPMENT-PARTS	POLICE FIELD OPERATIONS/PATROL
		7.82	PARTS - OIL FILTERS		498956	973558	5345.6215		EQUIPMENT-PARTS	WATER EQUIP/VEHICLE/MISC MNTC
		7.82	PARTS - OIL FILTERS		498956	973558	5390.6215		EQUIPMENT-PARTS	SWR EQUIP/VEHICLE MISC MNTC/RP
		8.34	PARTS - FUSES		498957	973575	1630.6215		EQUIPMENT-PARTS	STREET EQUIPMENT MAINTENANCE
		4.18	PARTS - OIL FILTER		498955	973610	1765.6215		EQUIPMENT-PARTS	PARK EQUIPMENT MAINTENANCE
		<u>1,524.17</u>								
327004	9/24/2025		101199 NCPERS MINNESOTA							
		384.00	NCPERS		498560	314900102025	9000.2120		ACCRUED BENEFIT LIABILITY	PAYROLL CLEARING BAL SHEET
		<u>384.00</u>								
327005	9/24/2025		152421 NICKELSON, STEVEN							
		280.00	MIAMA-S NICKELSON-COHASSET		498909	20250901	5215.6277		MILEAGE/AUTO ALLOWANCE	ARENA 1 EQUIPMENT MAINTENANCE
		<u>280.00</u>								
327006	9/24/2025		127905 OFFICE OF MN.IT SERVICES							
		467.25	LANGUAGE LINE AUG		498912	W25080650	1200.6237		TELEPHONE/PAGERS	POLICE MANAGEMENT
		<u>467.25</u>								
327007	9/24/2025		156739 OLSON, MARY ANN							
		23.80	MILEAGE		498913	20250917	1035.6275		SCHOOLS/CONFERENCES/EXP LOCAL FINANCE	
		<u>23.80</u>								
327008	9/24/2025		164621 OLSON, TREVOR							
		104.97	3 PR JEANS - T OLSON		498914	20250814	5305.6281		UNIFORM/CLOTHING ALLOWANCE	WATER MGMT/REPORT/DATA ENTRY
		250.00	BOOTS - T OLSON		498914	20250814	5305.6281		UNIFORM/CLOTHING ALLOWANCE	WATER MGMT/REPORT/DATA ENTRY
		<u>354.97</u>								
327009	9/24/2025		114590 OPG-3 INC							
		1,640.00	LASERFICHE SERVER SEGREGATION		498915	9152	1030.6235		CONSULTANT SERVICES	INFORMATION TECHNOLOGY
		<u>1,640.00</u>								

Council Check Register by GL

Council Check Register by Invoice & Summary

9/3/2025 -- 9/26/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
327010	9/24/2025		100648 OTTO, KENNETH N						Continued...	
		140.00	LOU - MILEAGE		498916	20250829	1900.6277		MILEAGE/AUTO ALLOWANCE	AV COMMUNITY CENTER
		140.00								
327011	9/24/2025		132945 PEARSON BROS INC							
		501.50	'25 STREET MAINT JPA FINAL PAY		498917	20250909	1610.6249	2025119G	OTHER CONTRACTUAL SERVICES	STREET/BOULEVARD REPAIR & MNTC
		19,352.62	'25 STREET MAINT JPA FINAL PAY		498917	20250909	4832.6715	2025119G	CAPITAL OUTLAY-BUILDINGS	FIRE FACILITIES MAINTENANCE
		19,854.12								
327012	9/24/2025		100751 PHILLIPS WINE & SPIRITS INC							
		41.50	RED BULL		498918	5043893	2270.6421		GOLF-NON ALCOHOLIC BEVERAGES	GOLF FOOD & BEVERAGE
		323.04	TITOS		498918	5043893	2270.6429		GOLF-LIQUOR	GOLF FOOD & BEVERAGE
		364.54								
327013	9/24/2025		143336 PREMIER LOCATING INC							
		1,779.23	LOCATES FOR CITY OWNED LIGHTS		498920	43238	5805.6249		OTHER CONTRACTUAL SERVICES	STREET LIGHT UTILITY FUND
		1,779.23								
327014	9/24/2025		101500 PREMIUM WATERS INC							
		72.93	WATER		498921	311036227	2215.6249		OTHER CONTRACTUAL SERVICES	GOLF CLUBHOUSE BUILDING
		72.93								
327015	9/24/2025		113059 RAINBOW TREECARE							
		283.50	CITY HALL TREE TREATMENTS		498923	531913	1520.6249		OTHER CONTRACTUAL SERVICES	NATURAL RESOURCES
		283.50								
327016	9/24/2025		160989 RANGE SERVANT AMERICA INC							
		660.27	RANGE TOKENS		498924	SI1003052	2220.6229		GENERAL SUPPLIES	GOLF DRIVING RANGE
		660.27								
327017	9/24/2025		151932 RED WING BUSINESS ADVANTAGE ACCOUNT							
		250.00	BOOTS - R ZELLMER		498925	724ST11409089	1600.6281		UNIFORM/CLOTHING ALLOWANCE	STREET MANAGEMENT
		69.99	BOOT INSOLES - I SPENCER		498926	724ST11508446	1710.6281		UNIFORM/CLOTHING ALLOWANCE	PARK MAINTENANCE MANAGEMENT
		319.99								
327018	9/24/2025		119316 RON KASSA CONSTRUCTION INC							
		7,119.77	2025 CONCRETE REMOVAL PAY 2		498932	20250908	1610.6249	2025118G	OTHER CONTRACTUAL SERVICES	STREET/BOULEVARD REPAIR & MNTC
		12,568.50	2025 CONCRETE REMOVAL PAY 2		498932	20250908	4832.6715	2025118G	CAPITAL OUTLAY-BUILDINGS	FIRE FACILITIES MAINTENANCE
		1,269.20	2025 CONCRETE REMOVAL PAY 2		498932	20250908	5605.6249	2025118G	OTHER CONTRACTUAL SERVICES	CEMETERY
		20,957.47								

9/3/2025 -- 9/26/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
327019	9/24/2025		100410 ROSEMOUNT SAW & TOOL						Continued...	
		476.85	CHAIN SAW REPAIR		498933	364452	1330.6265		REPAIRS-EQUIPMENT	FIRE OPERATIONS
		476.85								
327020	9/24/2025		150643 RUE 38							
		680.00	WINE#3	00052178	498729	205627	5085.6530		BEER	LIQUOR #3 STOCK PURCHASES
		12.00	FREIGHT#3	00052178	498730	205627	5085.6550		FREIGHT ON RESALE MDSE	LIQUOR #3 STOCK PURCHASES
		692.00								
327021	9/24/2025		100756 SAFETY KLEEN							
		148.00	PARTS WASHER SERVICE		498934	97922005	1765.6265		REPAIRS-EQUIPMENT	PARK EQUIPMENT MAINTENANCE
		148.62	PARTS WASHER SERVICE		498934	97922005	1630.6265		REPAIRS-EQUIPMENT	STREET EQUIPMENT MAINTENANCE
		367.00	PARTS WASHER SERVICE		498934	97922005	1530.6265		REPAIRS-EQUIPMENT	FLEET & BUILDINGS-CMF
		663.62								
327022	9/24/2025		118948 SPILLERS, ALAN P							
		306.00	IACP CONF-SPILLERS-DENVER CO		495328	20250717	1210.6278		SUBSISTENCE ALLOWANCE	POLICE FIELD OPERATIONS/PATROL
		306.00								
327023	9/24/2025		123539 STRUTHERS, JOHN							
		153.00	MSFCA CONF-STRUTHERS-DULUTH MN		495332	20250721	1310.6278		SUBSISTENCE ALLOWANCE	FIRE TRAINING
		153.00								
327024	9/24/2025		159129 SUN THIS WEEK							
		700.00	SECURITY DEPOSIT REFUND CHECK		498939	95593727	1000.2410		CUSTOMER DEPOSITS	GENERAL FUND BALANCE SHEET
		700.00								
327025	9/24/2025		100464 TAYLOR MADE GOLF							
		299.00	TAYLOR MADE SPECIAL ORDER		498940	37680433	2260.6414		GOLF-CLUBS	GOLF PRO SHOP MERCH SALES
		299.00								
327026	9/24/2025		100780 TK ELEVATOR CORPORATION							
		2,404.50	ELEVATOR SERVICING - MC		498959	3008818024	1060.6266		REPAIRS-BUILDING	MUNICIPAL BLDG & GROUNDS MNTC
		2,404.50								
327027	9/24/2025		148300 TOTAL REFRIGERATION SYSTEMS INC							
		1,984.49	BEER CAVE HVAC REPAIR		498961	48062373	5095.6265		REPAIRS-EQUIPMENT	LIQUOR #3 OPERATIONS
		1,984.49								
327028	9/24/2025		157965 TS SHOPPING CENTER LLC							
		2,400.34	LIQ1 TAX ESCROW-OCT		498964	20250915	5025.6310		RENTAL EXPENSE	LIQUOR #1 OPERATIONS

Council Check Register by GL

Council Check Register by Invoice & Summary

9/3/2025 -- 9/26/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
327028	9/24/2025		157965 TS SHOPPING CENTER LLC						Continued...	
		3,698.66	LIQ1 CAM ESCROW-OCT		498964	20250915	5025.6310		RENTAL EXPENSE	LIQUOR #1 OPERATIONS
		12,500.00	LIQ1 LEASE-OCT		498964	20250915	5025.6310		RENTAL EXPENSE	LIQUOR #1 OPERATIONS
		<u>18,599.00</u>								
327029	9/24/2025		152720 VERIZON							
		1,991.56	VERIZON FLEET GPS (60)		498967	346000078342	1530.6237		TELEPHONE/PAGERS	FLEET & BUILDINGS-CMF
		<u>1,991.56</u>								
327030	9/24/2025		100631 VERIZON WIRELESS							
		41.67	ADM CELL PHONE		498968	6122733398	1010.6237		TELEPHONE/PAGERS	ADMINISTRATION
		41.67	SHOP CELL PHONE		498968	6122733398	1530.6237		TELEPHONE/PAGERS	FLEET & BUILDINGS-CMF
		41.67	HCSC CELL PHONE		498968	6122733398	1920.6237		TELEPHONE/PAGERS	SENIOR CENTER
		80.02	IT WIRELESS DATA		498968	6122733398	1030.6237		TELEPHONE/PAGERS	INFORMATION TECHNOLOGY
		80.02	PK WIRELESS DATA		498968	6122733398	1710.6237		TELEPHONE/PAGERS	PARK MAINTENANCE MANAGEMENT
		81.68	CODE CELL PHONE, WIRELESS DATA		498968	6122733398	1013.6237		TELEPHONE/PAGERS	CODE ENFORCEMENT
		201.20	INSP PHONES, WIRELESS DATA		498968	6122733398	1400.6237		TELEPHONE/PAGERS	INSPECTIONS MANAGEMENT
		219.42	ENG WIRELESS DATA		498968	6122733398	1510.6237		TELEPHONE/PAGERS	PW ENGINEERING & TECHNICAL
		400.10	POL WIRELESS DATA		498968	6122733398	1205.6237		TELEPHONE/PAGERS	POLICE RECORDS UNIT
		525.11	REC CELL PHONES, WIRELESS DATA		498968	6122733398	1700.6237		TELEPHONE/PAGERS	PARK & RECREATION MANAGEMENT
		760.19	STR WIRELESS DATA		498968	6122733398	1600.6237		TELEPHONE/PAGERS	STREET MANAGEMENT
		150.04	GOLF WIRELESS DATA		498968	6122733398	2205.6237		TELEPHONE/PAGERS	GOLF MANAGEMENT
		20.83	UTIL ON CALL CELL PHONE		498968	6122733398	5365.6237		TELEPHONE/PAGERS	SEWER MGMT/REPORTS/DATA ENTRY
		20.84	UTIL ON CALL CELL PHONE		498968	6122733398	5305.6237		TELEPHONE/PAGERS	WATER MGMT/REPORT/DATA ENTRY
		83.34	UTIL CELL PHONES		498968	6122733398	5365.6237		TELEPHONE/PAGERS	SEWER MGMT/REPORTS/DATA ENTRY
		860.22	UTIL WIRELESS DATA		498968	6122733398	5305.6237		TELEPHONE/PAGERS	WATER MGMT/REPORT/DATA ENTRY
		123.35	STORM CELL PHONES, WIRELESS DA		498968	6122733398	5505.6237		TELEPHONE/PAGERS	STORM DRAIN MNTC/RPR/SUMPS
		40.01	IA1 WIRELESS DATA IPAD		498969	6122733399	5250.6237		TELEPHONE/PAGERS	ARENA 1 CONCESSIONS
		40.01	UTIL WIRELESS DATA IPAD		498969	6122733399	5305.6237		TELEPHONE/PAGERS	WATER MGMT/REPORT/DATA ENTRY
		<u>3,811.39</u>								
327031	9/24/2025		158208 VERIZON WIRELESS SERVICES LLC							
		150.00	INV. PHONE DATA 25003746		498970	9022412118	1200.6235		CONSULTANT SERVICES	POLICE MANAGEMENT
		<u>150.00</u>								
327032	9/24/2025		163584 WILLOW POND WINERY LLC							
		286.00	WINE#1	00053146	498755	25044	5015.6520		WINE	LIQUOR #1 STOCK PURCHASES
		<u>286.00</u>								
327033	9/24/2025		100521 WINE MERCHANTS							
		146.16	WINE#1	00022992	498760	7533017	5015.6520		WINE	LIQUOR #1 STOCK PURCHASES

9/3/2025 -- 9/26/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
327033	9/24/2025		100521 WINE MERCHANTS						Continued...	
		2.54	FREIGHT#1	00022992	498761	7533017	5015.6550		FREIGHT ON RESALE MDSE	LIQUOR #1 STOCK PURCHASES
		245.00	WINE#2	00022992	498764	7533018	5055.6520		WINE	LIQUOR #2 STOCK PURCHASES
		2.54	FREIGHT#2	00022992	498765	7533018	5055.6550		FREIGHT ON RESALE MDSE	LIQUOR #2 STOCK PURCHASES
		365.20	WINE#3	00022992	498767	7533019	5085.6520		WINE	LIQUOR #3 STOCK PURCHASES
		3.81	FREIGHT#3	00022992	498768	7533019	5085.6550		FREIGHT ON RESALE MDSE	LIQUOR #3 STOCK PURCHASES
		100.00	WINE#3	00022992	498769	7533911	5085.6520		WINE	LIQUOR #3 STOCK PURCHASES
		2.54	FREIGHT#3	00022992	498770	7533911	5085.6550		FREIGHT ON RESALE MDSE	LIQUOR #3 STOCK PURCHASES
		348.00	WINE#1	00022992	498762	7534770	5015.6520		WINE	LIQUOR #1 STOCK PURCHASES
		2.96	FREIGHT#1	00022992	498763	7534770	5015.6550		FREIGHT ON RESALE MDSE	LIQUOR #1 STOCK PURCHASES
		.32	FREIGHT#2	00022992	498766	7534771	5055.6550		FREIGHT ON RESALE MDSE	LIQUOR #2 STOCK PURCHASES
		184.00	WINE#3	00022992	498771	7534772	5085.6520		WINE	LIQUOR #3 STOCK PURCHASES
		1.38	FREIGHT#3	00022992	498772	7534772	5085.6550		FREIGHT ON RESALE MDSE	LIQUOR #3 STOCK PURCHASES
		1,404.45								
327034	9/24/2025		120259 WOLF, NICHOLAS J							
		306.00	IACP CONF-WOLF-DENVER CO		495338	20250717	1210.6278		SUBSISTENCE ALLOWANCE	POLICE FIELD OPERATIONS/PATROL
		306.00								
20250925	9/3/2025		100873 HEALTHPARTNERS (DENTAL CLAIMS							
		3,089.31	DENTAL CLAIMS 8/28-9/3/25		498839	20250903	7105.6146		DENTAL INSURANCE	INSURANCE TRUST DENTAL
		3,089.31								
20250926	9/15/2025		100873 HEALTHPARTNERS (DENTAL CLAIMS							
		3,535.96	DENTAL CLAIMS 9/4-9/10/25		498840	20250910	7105.6146		DENTAL INSURANCE	INSURANCE TRUST DENTAL
		3,535.96								
20250927	9/22/2025		100873 HEALTHPARTNERS (DENTAL CLAIMS							
		6,070.63	DENTAL CLAIMS 9/11-9/17/25		498841	20250917	7105.6146		DENTAL INSURANCE	INSURANCE TRUST DENTAL
		6,070.63								
20250928	9/23/2025		142866 HEALTHPARTNERS							
		6.56-	H MEADOR CANCEL DENTAL COVERAG		498842	20251001	7105.6146		DENTAL INSURANCE	INSURANCE TRUST DENTAL
		6.56-	C PEQUIN CANCEL DENTAL COVERAG		498842	20251001	7105.6146		DENTAL INSURANCE	INSURANCE TRUST DENTAL
		6.56	C PEQUIN CHANGE DENTAL COVERAG		498842	20251001	7105.6146		DENTAL INSURANCE	INSURANCE TRUST DENTAL
		6.56	J KRAUTH NEW HIRE DENTAL COVER		498842	20251001	7105.6146		DENTAL INSURANCE	INSURANCE TRUST DENTAL
		6.56	C LARSON NEW HIRE DENTAL COVER		498842	20251001	7105.6146		DENTAL INSURANCE	INSURANCE TRUST DENTAL
		1,600.64	DENTAL		498842	20251001	7105.6146		DENTAL INSURANCE	INSURANCE TRUST DENTAL
		983.50-	H MEADOR CANCEL MEDICAL COVERA		498842	20251001	9000.2115		ACCRUED MEDICAL INSURANCE	PAYROLL CLEARING BAL SHEET
		979.00-	C PEQUIN CANCEL MEDICAL COVERA		498842	20251001	9000.2115		ACCRUED MEDICAL INSURANCE	PAYROLL CLEARING BAL SHEET
		1,097.00	J KRAUTH NEW HIRE MEDICAL COVE		498842	20251001	9000.2115		ACCRUED MEDICAL INSURANCE	PAYROLL CLEARING BAL SHEET

Council Check Register by GL

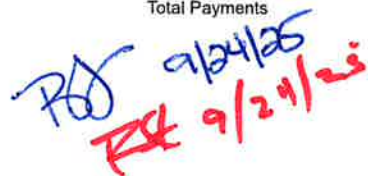
Council Check Register by Invoice & Summary

9/3/2025 -- 9/26/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
20250928	9/23/2025		142866 HEALTHPARTNERS						Continued...	
		1,967.50	C LARSON NEW HIRE MEDICAL COVE		498842	20251001	9000.2115		ACCRUED MEDICAL INSURANCE	PAYROLL CLEARING BAL SHEET
		2,118.00	C PEQUIN MEDICAL CHANGE COVERA		498842	20251001	9000.2115		ACCRUED MEDICAL INSURANCE	PAYROLL CLEARING BAL SHEET
		311,219.00	MEDICAL		498842	20251001	9000.2115		ACCRUED MEDICAL INSURANCE	PAYROLL CLEARING BAL SHEET
		<u>316,046.20</u>								
20250929	9/19/2025		102664 US BANK							
		909.11	EMPLOYEE MEDICARE		498523	91725954405	9000.2111		ACCRUED FEDERAL/FICA	PAYROLL CLEARING BAL SHEET
		909.11	CITY SHARE MEDICARE		498523	91725954405	9000.2111		ACCRUED FEDERAL/FICA	PAYROLL CLEARING BAL SHEET
		4,196.03	FEDERAL TAXES PR		498523	91725954405	9000.2111		ACCRUED FEDERAL/FICA	PAYROLL CLEARING BAL SHEET
		<u>6,014.25</u>								
20250930	9/19/2025		100657 MN DEPT OF REVENUE							
		1,939.45	STATE TAX WITHHOLDING		498522	91725954404	9000.2112		ACCRUED STATE W/H	PAYROLL CLEARING BAL SHEET
		<u>1,939.45</u>								
20250931	9/18/2025		100038 APPLE VALLEY FIREFIGHTERS RELI (EFT)							
		1,315.20	FIRE RELIEF DUES		498519	91725954401	9000.2120		ACCRUED BENEFIT LIABILITY	PAYROLL CLEARING BAL SHEET
		<u>1,315.20</u>								
20250932	9/18/2025		151440 VANTAGEPOINT TRANSFER AGENTS							
		325.00	ROTH 457-PLAN #301171-FIRE TOO		498524	91725954406	9000.2120		ACCRUED BENEFIT LIABILITY	PAYROLL CLEARING BAL SHEET
		<u>325.00</u>								
20250933	9/18/2025		100240 VANTAGEPOINT TRANSFER AGENTS - 457 FT							
		825.00	ICMA-PLAN #301171-FIRE TOO		498520	91725954402	9000.2120		ACCRUED BENEFIT LIABILITY	PAYROLL CLEARING BAL SHEET
		<u>825.00</u>								
20250934	9/18/2025		100241 VANTAGEPOINT TRANSFER AGENTS - 457 PT							
		2,764.54	ICMA-PLAN #306561-FIRE ONLY		498521	91725954403	9000.2120		ACCRUED BENEFIT LIABILITY	PAYROLL CLEARING BAL SHEET
		<u>2,764.54</u>								
		<u>5,373,823.36</u>	Grand Total							

Payment Instrument Totals

Checks	1,897,096.99
EFT Payments	341,925.54
A/P ACH Payment	3,134,800.83
Total Payments	5,373,823.36



 9/24/25

 9/24/25

Note: Payment amount may not reflect the actual amount due to data sequencing and/or data selection.

Council Check Summary

Page - 1

9/3/2025 - 9/26/2025

<u>Company</u>	<u>Amount</u>
01000 GENERAL FUND	151,033.16
02025 ROAD ESCROW FUND	1,168,067.54
02040 SOLID WASTE GRANT	51.27
02090 PARTNERS IN EDUCATION	2,676.72
02095 CENTRAL VILLAGE PARKING LOT	44.71
02200 VALLEYWOOD GOLF FUND	4,670.52
02300 PARKS REFERENDUM FUND	3,209,783.47
04500 CONSTRUCTION PROJECTS	1,402.50
04830 FIRE FACILITIES MAINT FUND	31,921.12
04930 FUTURE CAPITAL PROJECTS	14,520.00
05000 LIQUOR FUND	126,250.90
05200 ARENA FUND	11,696.64
05300 WATER & SEWER FUND	185,375.68
05500 STORM DRAINAGE UTILITY FUND	72,816.96
05600 CEMETERY FUND LEVEL PROGRAM	6,694.28
05800 STREET LIGHT UTIL FUND	44,508.35
07100 INSURANCE TRUST DENTAL FUND	14,303.10
09000 PAYROLL CLEARING FUND	328,006.44
Report Totals	5,373,823.36



ITEM:
MEETING DATE:
SECTION:

4.Q.
October 9, 2025
Consent Agenda

Description: Approve Personnel Report	
Staff Contact: Jamie Haefner, Human Resources Manager	Department / Division: Administration/Human Resources

Action Requested:
Approve the Personnel Report

Summary:
The employment actions attached to this memo are recommended for City Council approval.

Background:
The City Council's approval of the Personnel Report includes the ratification of the City Administrator's actions in carrying out the terms and conditions of the employment of the city personnel.

Budget Impact:
Budgeted positions.

Attachments:

1. Personnel Report

EMPLOYMENT ACTIONS

The following employment actions are recommended for City Council approval:

First Name	Last Name	Action	Position	Status	Dept.	Base Pay Rate	Pay Type	Pay Scale	Date (on or about)
Samuel	Bernick Langworthy	Hire	Seasonal Maintenance I	Casual, Seasonal	1710	\$ 19.95	Hourly	SMI	10/13/2025
Craig	Parrucci	Promotion	Maintenance Worker II	Full-Time, Regular	1710	\$ 34.65	Hourly	SM2	10/18/2025
Michael	Mattison	Hire	Seasonal Maintenance I	Casual, Seasonal	5365	\$ 19.95	Hourly	SMI	10/13/2025

The Council’s approval of the Personnel Report includes the ratification of the City Administrator’s actions in carrying out the terms and conditions of the employment of the City personnel.



ITEM:
MEETING DATE:
SECTION:

5.A.
October 9, 2025
Regular Agenda

Description:

Proclaim October 11, 2025, as "Dick Tuthill Day"

Staff Contact:

Tom Lawell, City Administrator

Department / Division:

Administration

Action Requested:

Proclaim October 11, 2025, as "Dick Tuthill Day"

Summary:

Dick's Valley Service is celebrating its 60th anniversary this month. In recognition of his dedicated service to the Apple Valley Fire Department, and the many contributions that Dick's Valley Service has made to support the community over 60 years, it is recommended that we honor Dick Tuthill by proclaiming October 11, 2025, as "Dick Tuthill Day" in Apple Valley.

Background:

Dick and Marilyn Tuthill were active members of the community beginning in the 1960's when Apple Valley was first established. Together they ran a towing and auto repair business at the intersection of County Road 42 and Gardenview Drive with one truck and two vehicle bays. Dick Tuthill was one of Apple Valley's first volunteer firefighters having joined the Lebanon Fire Department in 1966 as a charter member. He later served as the Fire Chief for 25 years. Marilyn also supported the community through her service in many ways, including as the President of the Fire Department Auxiliary. Together they raised a family and grew the business which continues to thrive to this day. On October 11, 2025, Dick's Valley Service will celebrate 60 years of business and the City wishes to congratulate them and recognize the important role Dick Tuthill and his family have played in supporting the community.

From its humble beginnings, Dick's Valley Service has grown steadily over the years, first with a new building in 2005 on the corner of Foliage Avenue and 145th Street and later with a second building in 2023 on the corner of Johnny Cake Ridge Road and 147th Street. The business now operates with 33 trucks, 20 vehicle bays and 60 dedicated employees. The operation has expanded from automotive repair and towing to also include hauling construction equipment throughout the state.

Jeff and Lori Tuthill, along with their children, have continued to grow the business and have remained tireless community supporters. Their commitment to Apple Valley and the surrounding communities continues as they frequently use their trucks and equipment to support parades, community events, fundraisers and athletic associations. They have participated in hundreds of

parades and events over the years and the true family nature of the business is evident. Dick's Valley Service is also commended for supporting the annual Rick's Bike Sale event from their 147th Street location, enabling the organization to raise approximately \$60,000 per year to support local non-profit community organizations.

None of this would have been possible without Dick and Marilyn's early commitment to the Apple Valley community. Marilyn unfortunately passed away in 2004, but Dick remains active in the business, and in the community, and we honor his service and legacy through the adoption of the attached proclamation.

Budget Impact:

N/A

Attachments:

1. Dick Tuthill Day Proclamation 2025
2. DVS Open House
3. Presentation

**CITY OF APPLE VALLEY
PROCLAMATION**

WHEREAS, Dick and Marilyn Tuthill were active members of the community beginning in the 1960's when Apple Valley was first being established; and

WHEREAS, together they ran a towing and auto repair business at the intersection of County Road 42 and Gardenview Drive with one truck and two vehicle bays; and

WHEREAS, in addition to being an early Apple Valley business leader, Dick Tuthill was one of Apple Valley's first volunteer firefighters and served as Fire Chief for 25 years; and

WHEREAS, Marilyn Tuthill also supported the community through her service in many ways, including as President of the Apple Valley Fire Department Auxiliary; and

WHEREAS, from its humble beginnings, Dick's Valley Service has grown steadily over the years and now operates with 33 trucks, 20 vehicle bays and 60 dedicated employees; and

WHEREAS, the company's investment in Apple Valley has also grown, first with a new building in 2005 on the corner of Foliage Avenue and 145th Street and later with a second building in 2023 on the corner of Johnny Cake Ridge Road and 147th Street; and

WHEREAS, the business remains a family affair with son Jeff, his wife Lori, along with their children, continuing the business legacy and commitment to tireless community support; and

WHEREAS, Dick's Valley Service commitment to Apple Valley and the surrounding communities continues as they frequently use their trucks and equipment to support parades, community events, fundraisers and athletic associations; and

WHEREAS, Dick's Valley Service is also commended for supporting numerous non-profit organizations in Apple Valley and beyond, including serving as the annual host site for Rick's Bike Sale, the proceeds of which benefit multiple local non-profit organizations; and

WHEREAS, collectively Dick Tuthill and the entire Tuthill family have demonstrated the difference one family can make in improving the lives of others while running a successful local business.

NOW, THEREFORE, the City Council of the City of Apple Valley, Dakota County, Minnesota, hereby proclaims October 11, 2025, as

“DICK TUTHILL DAY”

in Apple Valley and enthusiastically congratulates the Tuthill family on the occasion of their 60th business anniversary and thanks them for their long-standing commitment to community service.

PROCLAIMED this 9th day of October, 2025.

Clint Hooppaw, Mayor

ATTEST:

Christina Scipioni, City Clerk



952-432-2848

Apple Valley, MN



WE'RE CELEBRATING **SIXTY YEARS!**

COME SEE OUR TOWING OPERATION FACILITY AND FLEET OF TRUCKS!

5905 UPPER 147th ST W – APPLE VALLEY, MN 55124

JOIN US FOR LIVE MUSIC AND FOOD

SATURDAY, OCTOBER 11TH

12:00PM – 4:00PM



Proclamation Honoring Dick Tuthill

Celebrating a Family Dedicated to Service and Community

October 9, 2025

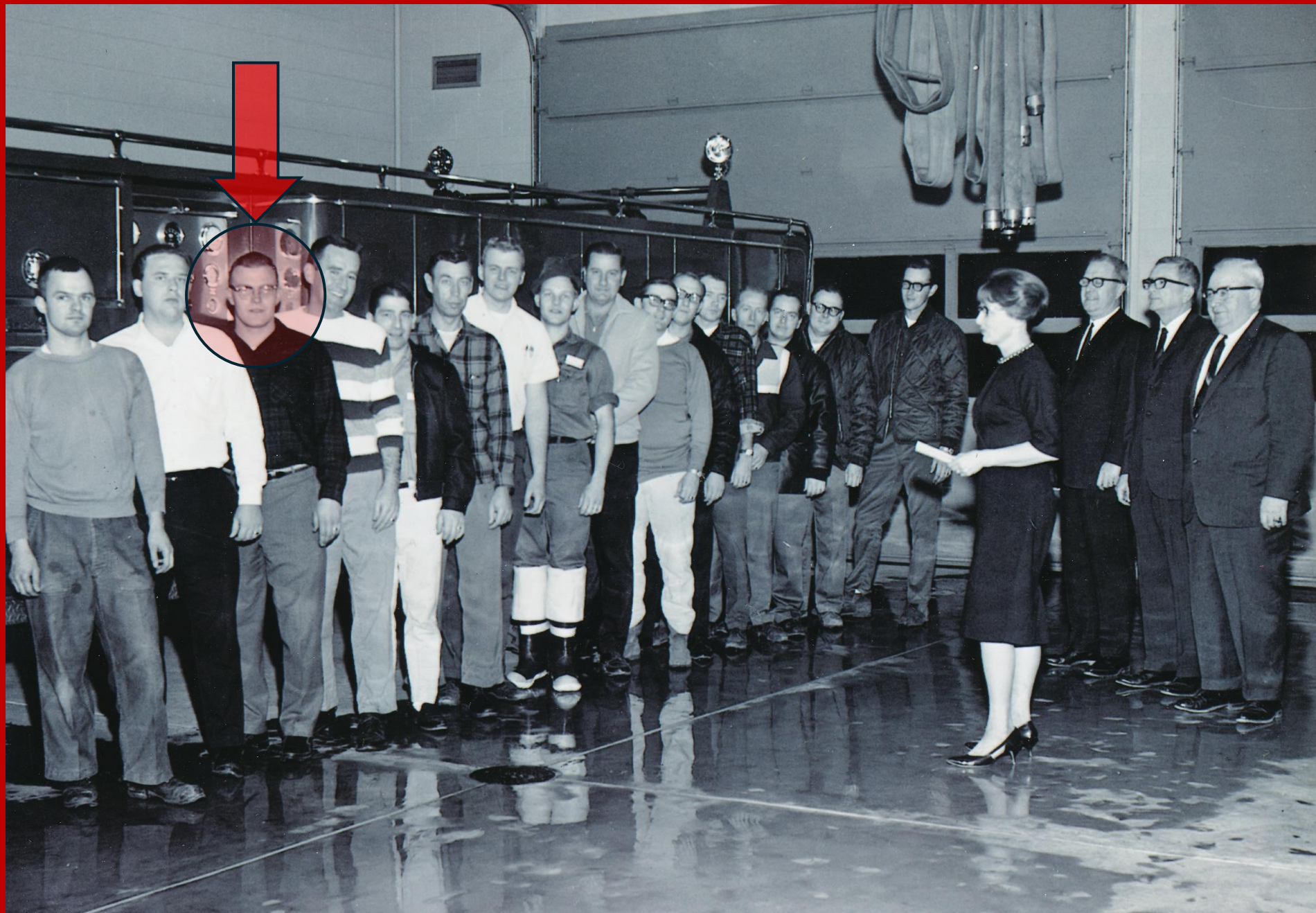


**Dick's
Mobil Station
County Road
42 and Garden
View Drive**

**Opens
July 11, 1965**



**Lebanon Fire
Department
Original
Members
1966**



**Lebanon Fire
Department
Original
Members
1966**





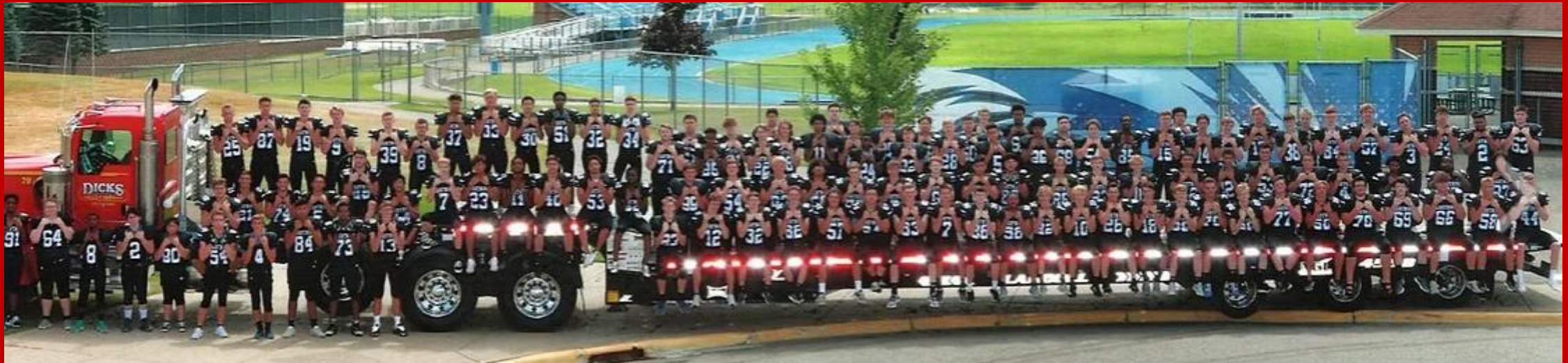


**Served as
Fire Chief for
25 Years!**





60 Years of Business Success!









CITY OF APPLE VALLEY PROCLAMATION

WHEREAS, Dick and Marilyn Tuthill were active members of the community beginning in the 1960's when Apple Valley was first being established; and

WHEREAS, together they ran a towing and auto repair business at the intersection of County Road 42 and Gardenvue Drive with one truck and two vehicle bays; and

WHEREAS, in addition to being an early Apple Valley business leader, Dick Tuthill was one of Apple Valley's first volunteer firefighters and served as Fire Chief for 25 years; and

WHEREAS, Marilyn Tuthill also supported the community through her service in many ways, including as President of the Apple Valley Fire Department Auxiliary; and

WHEREAS, from its humble beginnings, Dick's Valley Service has grown steadily over the years and now operates with 33 trucks, 20 vehicle bays and 60 dedicated employees; and

WHEREAS, the company's investment in Apple Valley has also grown, first with a new building in 2005 on the corner of Foliage Avenue and 145th Street and later with a second building in 2023 on the corner of Johnny Cake Ridge Road and 147th Street; and

WHEREAS, the business remains a family affair with son Jeff, his wife Lori, along with their children, continuing the business legacy and commitment to tireless community support; and

WHEREAS, Dick's Valley Service commitment to Apple Valley and the surrounding communities continues as they frequently use their trucks and equipment to support parades, community events, fundraisers and athletic associations; and

WHEREAS, Dick's Valley Service is also commended for supporting numerous non-profit organizations in Apple Valley and beyond, including serving as the annual host site for Rick's Bike Sale, the proceeds of which benefit multiple local non-profit organizations; and

WHEREAS, collectively Dick Tuthill and the entire Tuthill family have demonstrated the difference one family can make in improving the lives of others while running a successful local business.

NOW, THEREFORE, the City Council of the City of Apple Valley, Dakota County, Minnesota, hereby proclaims October 11, 2025, as

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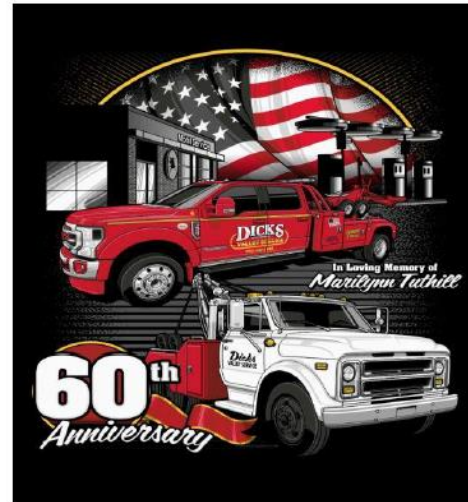
PROCLAIMED this 9th day of October, 2025.



**Thank You Dick and
Family for Your
60 Years of
Community Service!**



952-432-2848
Apple Valley, MN



WE'RE CELEBRATING **SIXTY YEARS!**

COME SEE OUR TOWING OPERATION FACILITY AND FLEET OF TRUCKS!

5905 UPPER 147th ST W – APPLE VALLEY, MN 55124

JOIN US FOR LIVE MUSIC AND FOOD

SATURDAY, OCTOBER 11TH

12:00PM – 4:00PM



ITEM:
MEETING DATE:
SECTION:

5.B.
October 9, 2025
Regular Agenda

Description:

2025 Special Assessment Roll No. 698 - Delinquent Utilities

1. Hold public hearing
2. Adopt Resolution levying 2025 Special Assessment Roll No. 698, delinquent utility charges

Staff Contact:

Joe Rotz, Assistant Finance Director

Department / Division:

Finance

Action Requested:

1. Hold public hearing
2. Adopt Resolution levying 2025 Special Assessment Roll No. 698, delinquent utility charges

Summary:

Attached are the public hearing documents for the 2025 Special Assessment Roll No. 698 for delinquent utility account charges. In addition to water and sewer charges, the utility account may also include charges for mowing and/or snow removal. The Council is asked to hold the public hearing and then consider the adoption of the resolution levying the special assessments.

Background:

The process followed is to complete a certification process of delinquent accounts twice per year. This twice-per-year process is unusual for metro area cities, but protects the City by accelerating the process of establishing the unpaid amounts as a lien on the property and avoiding issues that may arise by properties changing hands or property owners filing bankruptcy. The certification process also serves as the City's collection process.

The fall certification process started with 735 letters being sent July 29, 2025, to all customers who had a delinquent balance, notifying them that if the account was not paid by August 21, 2025, the delinquent amounts would be included in the certification process for collection. Once this payment deadline passed, a list of 468 remaining unpaid delinquent accounts was prepared on August 28, 2025, and is included for the certification process. Following the Council calling for a public hearing, a certification letter was sent to the delinquent accounts notifying them of the public hearing and the proposed certification amount. Following the public hearing on October 9, 2025, and Council adoption of an assessment roll, property owners will have 30 days to pay at City offices prior to the list being certified to Dakota County for collection.

Currently, the total amount of the proposed assessment is \$192,381.97 and represents 468 accounts. This amount is higher than the Spring 2025 certification total of \$163,625.43, which included 394 accounts. It is also more than the Fall 2024 amount of \$168,058, which included 443 accounts. Fall assessment rolls are typically higher because they do include much of the irrigation season. We have received \$30,005.02 in payments to date, which brings the current balance to \$162,376.95.

History of recent certifications:

	Amount Certified	Number of Accounts	Average
2025 Fall	\$192,382	468	\$411
2025 Spring	\$163,625	394	\$415
2024 Fall	\$168,058	443	\$379
2024 Spring	\$160,685	379	\$424
2023 Fall	\$151,034	407	\$371
2023 Spring	\$118,311	253	\$468
2022 Fall	\$160,525	416	\$385
2022 Spring	\$146,264	333	\$439
2021 Fall	\$143,688	398	\$361
2021 Spring	\$133,045	385	\$346
2020 Fall	\$139,379	451	\$309
2020 Spring	\$115,688	429	\$270

Prepayments will be accepted by the City until Monday, November 10, 2025. At that time, the balance will be submitted to Dakota County to be levied on the 2026 property tax statements along with 8% interest from the date of the adoption of the assessment roll.

No written objections from those on the attached list (Exhibit B) have been received as of September 30, 2025.

Budget Impact:

The ultimate adoption of the assessment roll and the collection of the certified amounts will result in avoiding the writing off of the \$192,381.97 of previously billed utility revenues.

Attachments:

1. Resolution
2. Exhibit B

EXTRACT OF MINUTES OF MEETING
OF THE CITY COUNCIL OF THE
CITY OF APPLE VALLEY, DAKOTA COUNTY
MINNESOTA, HELD ON OCTOBER 9, 2025

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Apple Valley, Dakota County, Minnesota, was held at the Municipal Center in said municipality on the 9th day of October 2025, at 7:00 o'clock p.m.

The following members were present:

and the following were absent:

* * * * *

The Assistant Finance Director presented an affidavit of publication showing publication of the Notice of Hearing on proposed assessment roll 698 for improvements as described in said notice. Said affidavit showed publication in the official newspaper in accordance with a resolution heretofore adopted by the City Council, which affidavit was examined, found satisfactory and ordered placed on file.

The Mayor announced that the meeting was open for consideration of objections, if any, to said proposed assessment and the Mayor proceeded to conduct the hearing related to the assessment roll. All persons were given an opportunity to present all objections and all written objections theretofore filed with the Clerk were presented and considered and all objections were tabulated and are attached hereto as Exhibit A.

The Mayor then declared the hearing closed.

Member XXX introduced Resolution No. 2025-xx and moved its adoption:

* * * * *

CITY OF APPLE VALLEY
RESOLUTION NO. 2025-

RESOLUTION APPROVING AND LEVYING SPECIAL ASSESSMENTS

WHEREAS, public hearings have been duly held this 9th day of October 2025 concerning the proposed assessment roll as set forth in Council Resolution No. 2025-128 with all objections to any of said assessment having been duly noted and considered, if any.

BE IT THEREFORE RESOLVED by the City Council of the City of Apple Valley, Dakota County, Minnesota, as follows:

1. The Assistant Finance Director has calculated the amount proper and necessary to be specially assessed for improvements in the areas described in the legal notice of public hearing, as set forth in Exhibit A of Resolution No. 2025-128, against every assessable lot, piece or parcel of land affected thereby upon the basis of benefits without regard to cash valuation in accordance with the provisions of Minnesota Statutes Annotated, Section 429; and notice has been duly published and mailed as required by law that this Council would meet and pass upon all objections, if any, and to amend said proposed assessment as might be necessary; and said proposed assessment roll has at all times since their filing been open for public inspection and an opportunity has been given to all interested parties to present their objections, if any, to such proposed assessment.

2. This Council, having heard and considered all objections so presented and being fully advised in the premises, finds each of the lots, pieces and parcels of land enumerated in the proposed assessment roll, dated September 11, 2025, in the aggregate amount of \$192,381.97 subject to prepayments during the hearing process of \$30,390.69, which changes result in a revised aggregate amount of \$161,991.28, is subject to such charges and that such amount is hereby levied against each of the respective lots, pieces and parcels of land therein described. The Clerk is hereby directed to amend all necessary parts of the then containing seven pages of Assessment Roll 698, adopted for hearing purposes by Resolution No. 2025-128 and to attach the amended assessment roll in the amount of \$161,991.28, to this Resolution as Exhibit B, now containing five pages.

3. The proposed assessment roll is hereby adopted and confirmed as the proper special assessment for each of said lots. Each assessment, together with interest at the rates set forth in Exhibit A of Resolution No. 2025-128 accruing on the full amount thereof, from time to time unpaid, shall be a lien concurrent with one (1) year's interest on that and other unpaid installments to be payable with the general taxes for each consecutive year thereafter until the entire assessment is paid.

4. Prior to certification of the assessment roll to the County Auditor, the owner of any lot, piece or parcel of land assessed hereby may, at any time, pay the whole of such assessment with interest accrued to day of payment, to the Treasurer of the municipality except that the entire amount may be paid within thirty (30) days hereof without interest.

5. The Assistant Finance Director shall, as soon as may be, prepare and transmit to the County Auditor, a Special Assessment Input form as may be prescribed by the County Auditor, to be extended upon the proper tax lists of the County and the County Auditor shall thereafter collect said assessments in the manner provided by law.

ADOPTED this 9th day of October 2025.

Clint Hooppaw, Mayor

ATTEST:

Christina M. Scipioni, City Clerk

* * * * *

The motion for the adoption of the foregoing Resolution was duly seconded by Member
XXX upon a vote being taken thereon, the following voted in favor:

and the following voted against the same:

Whereupon said Resolution was declared duly passed and adopted on the 9th day of
October 2025.

CERTIFICATE

I, the undersigned, being duly qualified and acting Clerk of the City of Apple Valley, Dakota County, Minnesota, hereby certify that I have compared the attached and foregoing Extract of Minutes with the original thereof, on file in my office, and that the same is a true and complete transcript of the minutes of a meeting of the Council of said municipality, duly called and held on the date herein indicated, so far as the minutes relate to the levy of assessments for improvements in said municipality.

WITNESS my hand and seal of said City this _____ day of _____, 2025.

Christina M. Scipioni, City Clerk

Exhibit A
RESOLUTION NO. 2025-

Exhibit B
Resolution Number 2025-__
Delinquent Utility Accounts by Property Owner
Assessment Roll # 698

Property ID #	Property Owner Name	Service Address	City/State/Zip	Plat Name	Account #	Amount
015750302050	TIMOTHY E & JILL A ABBOTT	14342 EBONY LN	APPLE VALLEY, MN 55124	PILOT KNOB ESTATES 4TH ADDITION	0625143429	\$403.44
011170707010	MARSHA L ABDULLAH	892 MCINTOSH DR	APPLE VALLEY, MN 55124	APPLE VALLEY 8TH	0061008924	\$283.08
018140002040	YIBABE ABEBE	7362 146TH WAY W	APPLE VALLEY, MN 55124	VALLEY SOUTH	0867073623	\$458.46
011630003360	TAUFIQ AHMED	14532 HAYES RD	APPLE VALLEY, MN 55124	CARROLLTON ESTATES	0360145326	\$559.88
011815003102	HOSSAM AFIFI	8657 135TH ST W	APPLE VALLEY, MN 55124	COBBLESTONES I	0584086579	\$471.09
018472501030	DOMINIQUE K AGANMAYO & MICHAEL O AGANMAYO	12970 GARNER LN	APPLE VALLEY, MN 55124	WOODSIDE ESTATES	0746129703	\$473.72
011170707030	KOMI AGBOKOU	884 MCINTOSH DR	APPLE VALLEY, MN 55124	APPLE VALLEY 8TH	0061008841	\$400.72
011170308050	BKW HOMES LLC	952 DUCHESS LN	APPLE VALLEY, MN 55124	APPLE VALLEY 4TH	0022009524	\$147.74
015677510020	ONYEKACHI NNAEMEKA AKWARANDU	8370 140TH ST W	APPLE VALLEY, MN 55124	PALOMINO WOODS	0570083705	\$186.27
011806206020	ABDI A DHINBIL & MOHAMED DHINBIL	15872 EASTCHESTER RD	APPLE VALLEY, MN 55124	COBBLESTONE LAKE SOUTH SHORE 3RD	0877261398	\$753.69
017320002040	SOFANIT M ALI & DAMENA T OLKEBA	12557 EVELETH PATH	APPLE VALLEY, MN 55124	SUNSHINE ESTATES	0671125577	\$198.70
011806206070	ERIC S & TIFFANY ALLEN	15877 DUXBURY LN	APPLE VALLEY, MN 55124	COBBLESTONE LAKE SOUTH SHORE 3RD	0877261813	\$574.81
015350004060	RUSSELL P DAVIES	7482 GERMANE TRL	APPLE VALLEY, MN 55124	OAK RIDGE PARK	0760074827	\$445.64
012245101090	HAIDER ALNOMANI	13629 GLASGOW LN	APPLE VALLEY, MN 55124	EAGLE RIDGE ESTATES 2ND	0767136298	\$355.20
012050201020	OSTERBAUER LLC	14723 EASTER AVE	APPLE VALLEY, MN 55124	DIAMOND PATH 3RD	0660147236	\$1,596.46
011470203060	DAVID J AMMON	192 WALNUT LN	APPLE VALLEY, MN 55124	BOBS GARDEN VIEW 3RD ADD	0414001921	\$315.16
016280001450	AMY ANDERSON	12843 EASTVIEW CURVE	APPLE VALLEY, MN 55124	RADCLIFF TOWNHOMES	0617128438	\$247.72
011815101010	DAVID C ANDERSON	8637 135TH ST W	APPLE VALLEY, MN 55124	COBBLESTONES I REPLAT	0584086371	\$501.30
012050501132	SUSAN KAYE ANDERSON	14792 EMBRY PATH	APPLE VALLEY, MN 55124	DIAMOND PATH 6TH	0032147926	\$390.51
014820002040	LANCE W & ANNA ANDREWS	12755 DIAMOND CT	APPLE VALLEY, MN 55124	MEADOWLARK GLEN	0650127552	\$138.54
017650301030	BERHANU AKAL ABEBE & TSEDAL Z BELETE	8435 141ST CT W	APPLE VALLEY, MN 55124	TIMBERWICK 4TH ADDITION	0574084352	\$448.31
015350005060	ISSIS ARIZA ARCE	7502 GERMANE TRL	APPLE VALLEY, MN 55124	OAK RIDGE PARK	0760075022	\$127.99
012050301040	JAMES ARNOLD & CHRISTINE ARNOLD	14940 ECHO WAY	APPLE VALLEY, MN 55124	DIAMOND PATH 4TH	0033149400	\$452.04
011165003210	ERIC & BRIANA ASLESON	7361 UPPER 157TH ST W	APPLE VALLEY, MN 55124	APPLE PONDS	0209073616	\$452.72
011640302140	FARAEH M AWALE	14025 140TH CT W	APPLE VALLEY, MN 55124	CARROLLWOOD VILLAGE 4TH	0587140258	\$519.33
016670005140	NEGUSS M AYELES	5806 142ND ST W	APPLE VALLEY, MN 55124	SCOTTSBRIAR 1ST	0844058069	\$523.05
011659102100	BRIAN & JENNIFER BALLINGER	14354 FLORA CT	APPLE VALLEY, MN 55124	CEDAR ISLE VILLAGE HOMES 2ND	0741143543	\$561.44
011630003140	LUIS MIGUEL BARBECHO ESPINOZA	8035 UPPER 145TH ST W	APPLE VALLEY, MN 55124	CARROLLTON ESTATES	0318080351	\$303.46
012565003230	JARROD M & LISA E BEACH	13532 LOWER ELKWOOD CT	APPLE VALLEY, MN 55124	FARQUAR HILLS	0662135320	\$768.52
012370201060	GREGORY & DEBORAH BELL	5378 EMERALD WAY	APPLE VALLEY, MN 55124	EMERALD POINT 3RD	0632053785	\$401.68
013100405280	JASON W & SARAH M BELZ	13161 FINCH WAY	APPLE VALLEY, MN 55124	GREENLEAF 5TH	0703131619	\$251.66
011805206030	ERIC J & MARGARET BENSON	15665 DUNCAN PATH	APPLE VALLEY, MN 55124	COBBLESTONE LAKE 3RD ADD	0877260158	\$376.18
013100311070	ERIC BERENZ & CARSON ALBRECHT	6161 FERNANDO CT	APPLE VALLEY, MN 55124	GREENLEAF 4TH ADDITION	0694061619	\$199.46
012050501053	DARRIN J & MELISSA LYNN BERGSTROM	14676 EMBRY PATH	APPLE VALLEY, MN 55124	DIAMOND PATH 6TH	0032146761	\$508.90
011520101070	RORY M BERNSTEIN	12067 GANTRY CT	APPLE VALLEY, MN 55124	BRIAR OAKS OF APPLE VALLEY 2ND ADDITION	0744120675	\$548.08
012050202070	JOSEPH M BETLEY & STEPHANIE N ENG	14898 EASTER AVE	APPLE VALLEY, MN 55124	DIAMOND PATH 3RD	0660148986	\$417.06
014910115020	AMY JO JAMES & JEREMY JAMES	7684 157TH ST W	APPLE VALLEY, MN 55124	MORNINGVIEW 2ND ADDITION	0208076842	\$181.49
012050208080	BRYAN & TRACY BIRCH	5031 148TH PATH W	APPLE VALLEY, MN 55124	DIAMOND PATH 3RD	0192050316	\$472.13
011990201050	TOMMY L & JANET L BISHOP	14607 EMBRY PATH	APPLE VALLEY, MN 55124	DELANEY PARK 3RD	0032146076	\$453.74
016670103140	ROSALINDA MARIE BOERBOOM & SCOTT JOHN BOERBOOM	14449 EVEREST AVE	APPLE VALLEY, MN 55124	SCOTTSBRIAR 2ND	0673144493	\$439.28
011170308020	EARNEST & JAMIEYA BOLIN-JOHNSON	948 CORTLAND DR	APPLE VALLEY, MN 55124	APPLE VALLEY 4TH	0013009483	\$474.13

Exhibit B
Resolution Number 2025-__
Delinquent Utility Accounts by Property Owner
Assessment Roll # 698

Property ID #	Property Owner Name	Service Address	City/State/Zip	Plat Name	Account #	Amount
014910001160	ALFREDO CUATE BRIONES	7899 HALLMARK WAY	APPLE VALLEY, MN 55124	MORNINGVIEW	0023078999	\$511.51
013415004180	DAWN MARIE BROTHERS	12744 DURHAM WAY	APPLE VALLEY, MN 55124	HUNTINGTON	0635127446	\$413.32
011810001190	JASON BROWN	13771 HOLYOKE LN	APPLE VALLEY, MN 55124	COBBLESTONE LAKEVIEW	0365137716	\$536.34
012050201200	PAUL E BROWN & CYNTHIA L BANKS	5178 148TH PATH W	APPLE VALLEY, MN 55124	DIAMOND PATH 3RD	0192051785	\$494.59
013110203020	MARC DOUGLAS BRYNGELSON	7405 143RD STREET CT W	APPLE VALLEY, MN 55124	GREENLEAF TOWNHOUSES 3RD	0853074056	\$357.37
014580108370	ANDREW J & JAMIE J CAMPBELL	15947 HARMONY WAY	APPLE VALLEY, MN 55124	LONGRIDGE 2ND	0039159478	\$803.94
015677505070	SCOTT D & GEMA CAMPBELL	13669 HARMONY WAY	APPLE VALLEY, MN 55124	PALOMINO WOODS	0361136696	\$604.32
011171001190	JEFFREY A CARPENTER & MELISSA S CARPENTER	1067 LOWELL DR	APPLE VALLEY, MN 55124	APPLE VALLEY 11TH	0055010670	\$564.74
017595203110	BIANCA CARR	13640 DULUTH DR	APPLE VALLEY, MN 55124	THE OAKS OF APPLE VALLEY II	0647136401	\$526.17
016670005210	JESSICA L CARRILLO & VICTOR H CARRILLO PEREZ	5773 143RD ST W	APPLE VALLEY, MN 55124	SCOTTSBRIAR 1ST	0850057732	\$446.00
015660306080	STEVEN J CARROLL & LARA-LYNE THERA-CARROLL	136 CHAPARRAL DR	APPLE VALLEY, MN 55124	PALOMINO HILLS 4TH	0519001362	\$405.30
011165101030	BRIAN E CARVER	15910 GARRETT PATH	APPLE VALLEY, MN 55124	APPLE PONDS 2ND ADDITION	0060159108	\$591.16
011170206080	MELODY J LOMMEN & SCOTT N LOMMEN	433 WALNUT LN	APPLE VALLEY, MN 55124	APPLE VALLEY 3RD	0414004339	\$395.49
012050501052	DARRIN V & ALIX A CHANCE	5090 147TH ST W	APPLE VALLEY, MN 55124	DIAMOND PATH 6TH	0184050902	\$486.37
017585003030	SUSAN CHAVIE	12989 HIALEAH PATH	APPLE VALLEY, MN 55124	THE HIGHLANDS	0524129893	\$380.70
013060101010	DESIRAE DEE CHRISTENSEN	8677 135TH ST W	APPLE VALLEY, MN 55124	GOLFVIEW 2ND ADDITION	0584086777	\$600.29
016344002020	PRUTHVI KRISHNA KALERU	15739 EVERGREEN AVE	APPLE VALLEY, MN 55124	REGENTS POINT	0877264118	\$88.39
011640101180	MATTHEW CLARK	14469 GUTHRIE AVE	APPLE VALLEY, MN 55124	CARROLLWOOD VILLAGE 2ND ADDITION	0358144695	\$229.98
016670005070	RICHARD CONOVER & DEBARAH CONOVER	5716 142ND ST W	APPLE VALLEY, MN 55124	SCOTTSBRIAR 1ST	0844057160	\$418.13
015750701020	THOMAS A & HEATHER COOK	14257 EMPIRE AVE	APPLE VALLEY, MN 55124	PILOT KNOB ESTATES 8TH	0104142573	\$220.36
016340129200	CHERYL L COOPER	15578 FINCH AVE	APPLE VALLEY, MN 55124	REGATTA 2ND ADDITION	0127155784	\$391.72
011171103110	SOMAMERICA PROPERTIES LLC	985 REDWOOD DR	APPLE VALLEY, MN 55124	APPLE VALLEY 12TH ADDITION	0088009855	\$181.22
015780001020	KRISTINE KAREN COTTERMAN	6700 132ND ST W	APPLE VALLEY, MN 55124	POUTI ADDITION	0790067007	\$782.08
013100502160	JOHN DAVID & CARLEIGH FAITH CRAIG & JUDITH L CRAIG	13933 EVEREST AVE	APPLE VALLEY, MN 55124	GREENLEAF 6TH	0673139337	\$234.26
013110102010	RACHELLE C CRAIGIE	7433 142ND STREET CT W	APPLE VALLEY, MN 55124	GREENLEAF TOWNHOUSES 2ND	0841074333	\$369.44
013100104320	BOBBY COLE CRANE & JENIFER ANNE CRANE	13321 FLAGSTAFF AVE	APPLE VALLEY, MN 55124	GREENLEAF 2ND	0715133215	\$260.00
011170301060	JULIE A CROSS	901 MCINTOSH DR	APPLE VALLEY, MN 55124	APPLE VALLEY 4TH	0061009013	\$178.49
011630101120	HARRY S & FAITH E CRUMP	14639 HARRINGTON PL	APPLE VALLEY, MN 55124	CARROLLTON ESTATES 2ND	0418146391	\$393.14
015660202100	JUSTIN DAHL	109 PONY LN E	APPLE VALLEY, MN 55124	PALOMINO HILLS 3RD	0540001092	\$603.57
013215001159	EITEL DANNENFELS	15709 FREMONT WAY	APPLE VALLEY, MN 55124	HAWTHORNE	0158157097	\$702.35
017690001220	CHRISTINA A DAVIES	15111 DUTCHESS CT	APPLE VALLEY, MN 55124	TOUSIGNANTS PRAIRIE CROSSING	0068151115	\$708.00
013215001012	JERRY HENRY DAYE & TRACY ANJANNETTE DAYE	15739 FOLIAGE AVE	APPLE VALLEY, MN 55124	HAWTHORNE	0143157392	\$443.87
015767501070	ALMENA M DEES & RODNEY SIMS	5609 126TH ST W	APPLE VALLEY, MN 55124	PINECREST TOWNHOMES	0777056098	\$547.79
011035040003	K&C PROPERTY MANAGEMENT LLC	14333 HEMLOCK CT S	APPLE VALLEY, MN 55124	ACADEMY VILLAGE	0363143336	\$456.76
015750201070	JOSEPH GERARD JR DEMARCO	14388 EMBRY CT	APPLE VALLEY, MN 55124	PILOT KNOB ESTATES 3RD	0014143885	\$448.85
016670006050	TIZITA DESTA & FIKIR MEKONNEN	14340 EUCLID AVE	APPLE VALLEY, MN 55124	SCOTTSBRIAR 1ST	0665143404	\$216.86
012895001070	SHIRIN ROSTAMI & SHAHRIAR VASSEEI	14319 HICKORY WAY	APPLE VALLEY, MN 55124	GARDENVIEW PLACE	0424143192	\$76.33
011806103010	FAIZA ABDULLAH DHHS	15846 COBBLESTONE LAKE PKY S	APPLE VALLEY, MN 55124	COBBLESTONE LAKE SOUTH SHORE 2ND AD	0877260423	\$25.35
016344101040	NDRI M & CARLEE M DIBY	15711 FAIR HILL WAY	APPLE VALLEY, MN 55124	REGENTS POINT 2ND	0877265473	\$607.23
011170206030	LUIS M BARBECHO ESPINOZA	453 WALNUT LN	APPLE VALLEY, MN 55124	APPLE VALLEY 3RD	0414004537	\$315.84
011630003210	TIGIST D DILAMO & TAREKEGN M LEGAMO	8125 UPPER 145TH ST W	APPLE VALLEY, MN 55124	CARROLLTON ESTATES	0318081250	\$575.01

Exhibit B
Resolution Number 2025-__
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Assessment Roll # 698

Property ID #	Property Owner Name	Service Address	City/State/Zip	Plat Name	Account #	Amount
013100606120	INGER S DILLY	5648 139TH STREET CT W	APPLE VALLEY, MN 55124	GREENLEAF 7TH	0832056489	\$442.96
014910308030	ABIZAIT DOMINGUEZ-RIOS	15850 GRIFFON PATH	APPLE VALLEY, MN 55124	MORNINGVIEW 4TH	0054158504	\$469.27
013100606170	MEGHAN BIDNE DUGAN	5671 139TH STREET CT W	APPLE VALLEY, MN 55124	GREENLEAF 7TH	0832056711	\$263.39
014310001020	WHITE SMILES PROPERTY MANAGEMENT LLC	8977 HUNTERS WAY	APPLE VALLEY, MN 55124	KWIK TRIP ADDITION	0541089773	\$869.16
012050601320	TERESA EKNESS	5027 147TH ST W	APPLE VALLEY, MN 55124	DIAMOND PATH 7TH	0184050274	\$17.86
013100110100	DEBRA ANN ERICKSEN	6846 133RD ST W	APPLE VALLEY, MN 55124	GREENLEAF 2ND	0799068469	\$40.06
011658102130	JOSE R SANTARRIAGA-JUSTO & JUDITH ESCAMILLA-BELTRAN	14015 FREEPORT CT	APPLE VALLEY, MN 55124	CEDAR ISLE ESTATES 2ND	0738140155	\$630.42
012050003420	ROBYN LYNN EVERETT	14729 DORY CT	APPLE VALLEY, MN 55124	DIAMOND PATH	0663147290	\$598.44
011170901020	JAMIE A & KEVIN D EVERETTS	72 COUNTY ROAD 42	APPLE VALLEY, MN 55124	APPLE VALLEY 10TH ADDITION	0019000726	\$397.86
016650004090	ANDREW J EVERT	7220 UPPER 139TH ST W	APPLE VALLEY, MN 55124	SCOTT HIGHLANDS	0838072209	\$306.13
011520001060	SCOTT T FISHER	7025 121ST ST W	APPLE VALLEY, MN 55124	BRIAR OAKS OF AV	0774070253	\$350.29
015750001100	RICHARD T FOLGER & ALANA FOLGER	14343 EMBRY PATH	APPLE VALLEY, MN 55124	PILOT KNOB ESTATES 1ST	0032143438	\$427.94
011806006010	TODD FOSSAND & DEBRA FOSSAND	4796 159TH ST W	APPLE VALLEY, MN 55124	COBBLESTONE LAKE SOUTH SHORE	0877261333	\$409.76
013101001100	STEVEN J FRANK & ALLYNN ANN GRANT-FRANKE	14100 ENSLEY CT	APPLE VALLEY, MN 55124	GREENLEAF 11TH	0656141003	\$479.37
011520105130	WOODROE JR & BEVERLY FRANKLIN	12114 GANTRY LN	APPLE VALLEY, MN 55124	BRIAR OAKS OF APPLE VALLEY 2ND ADDITION	0743121146	\$356.24
011170307090	MICHELLE E FREEMAN	909 MINJON DR	APPLE VALLEY, MN 55124	APPLE VALLEY 4TH	0058009091	\$312.08
015765101140	PHILLIP & AMANDA CARRIE GARCIA	12737 EVELETH PATH	APPLE VALLEY, MN 55124	PINECREST 2ND ADDITION	0671127375	\$439.21
014580103270	CHRISTOPHER & KRISTIN GARDNER	15705 HAYES TRL	APPLE VALLEY, MN 55124	LONGRIDGE 2ND	0042157055	\$553.67
011170207320	DANIEL GARMAN & STARLYN RACHELLE WATTERS	357 WALNUT LN	APPLE VALLEY, MN 55124	APPLE VALLEY 3RD	0414003570	\$404.19
011715201020	ISAAK GEEDI & NIMO IBRAHIM	13417 GENEVA WAY	APPLE VALLEY, MN 55124	CHERRY OAKS ESTATES 3RD	0756134171	\$440.90
015765102040	THOMAS GILLEN & DANA CHRISTENSEN	12660 EVELETH PATH	APPLE VALLEY, MN 55124	PINECREST 2ND ADDITION	0671126609	\$234.26
015750602110	JAMES A TSTE LALLY	14300 EMPIRE AVE	APPLE VALLEY, MN 55124	PILOT KNOB ESTATES 7TH	0104143001	\$170.03
012880001030	VSW HOMES LLC	7033 130TH ST W	APPLE VALLEY, MN 55124	GANGLS ESTATES	0782070332	\$316.01
011165201050	KATHY CORTES & JOSE D GOMEZ	15852 GALVESTON AVE	APPLE VALLEY, MN 55124	APPLE PONDS 3RD	0107158527	\$508.87
011170211110	JACOB R & BRITTANY L GOODERUM	175 JUNIPER LN	APPLE VALLEY, MN 55124	APPLE VALLEY 3RD	0372001756	\$579.72
016650004230	STEWART GOODMAN	13968 GLAZIER CT	APPLE VALLEY, MN 55124	SCOTT HIGHLANDS	0772139683	\$429.82
013450001250	SASHA GOZE & AHNEY GOZE	15845 HYLAND POINTE CT	APPLE VALLEY, MN 55124	HYLAND POINTE SHORES	0059158459	\$444.02
015677510120	WILLIAM R GRANGER	8356 140TH ST W	APPLE VALLEY, MN 55124	PALOMINO WOODS	0570083564	\$361.74
013105101400	MARK & JESSICA GROEBNER	13924 FOUNTAIN CT	APPLE VALLEY, MN 55124	GREENLEAF PARK ESTATES 2ND	0729139240	\$249.58
011170901130	DENNIS G & SARA P GRUNEWALD	859 HARALSON DR	APPLE VALLEY, MN 55124	APPLE VALLEY 10TH ADDITION	0043008596	\$82.63
013215001046	MOHAMED GUHAD	15736 FRANCE WAY	APPLE VALLEY, MN 55124	HAWTHORNE	0212157364	\$385.91
015767501100	DEBRA KAY HAECHERL	5581 126TH ST W	APPLE VALLEY, MN 55124	PINECREST TOWNHOMES	0777055819	\$499.51
012050302160	MOHMUD HAGUF	14850 ECHO WAY	APPLE VALLEY, MN 55124	DIAMOND PATH 4TH	0033148501	\$570.58
011165205140	HAILEAB WOLDAY HAILU	15977 GALLANT CT	APPLE VALLEY, MN 55124	APPLE PONDS 3RD	0063159774	\$482.62
012050402170	ALLEN & BETSY HALCOMB	5367 UPPER 147TH ST W	APPLE VALLEY, MN 55124	DIAMOND PATH 5TH	0869053672	\$436.90
011170702010	RICHARD & SHANNON HANOUSEK	869 MCINTOSH DR	APPLE VALLEY, MN 55124	APPLE VALLEY 8TH	0061008692	\$585.34
012050501037	RANDI A HANSEN	14692 EMBRY PATH	APPLE VALLEY, MN 55124	DIAMOND PATH 6TH	0032146928	\$382.33
011658403050	JESSE A HARALDSON	14068 FOREST LN	APPLE VALLEY, MN 55124	CEDAR ISLE ESTATES 5TH ADD	0837140684	\$289.04
013450001420	DAVID A HARLEY & BRENDA M KLEIN	15955 HYLAND POINTE CT	APPLE VALLEY, MN 55124	HYLAND POINTE SHORES	0059159556	\$404.40
012320101020	MONIQUE S HARRIS	12859 GARRETT CT	APPLE VALLEY, MN 55124	EASTWOOD RIDGE 2ND ADDITION	0877261518	\$436.40
012050601110	MICHELLE R WORKMAN	5019 147TH ST W	APPLE VALLEY, MN 55124	DIAMOND PATH 7TH	0184050191	\$381.85

Exhibit B
Resolution Number 2025-__
Delinquent Utility Accounts by Property Owner
Assessment Roll # 698

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013100405340	RONALD E & DARLENE M HART	13041 FINCH WAY	APPLE VALLEY, MN 55124	GREENLEAF 5TH	0703130413	\$527.90
013215101075	ABDIRAHMAN HASSAN & HAYAD SAID	15819 FREEDOM LN	APPLE VALLEY, MN 55124	HAWTHORNE 2ND	0157158195	\$242.74
013101003150	NANCY M HATLE	5012 142ND PATH W	APPLE VALLEY, MN 55124	GREENLEAF 11TH	0840050128	\$422.42
014580005190	TIMOTHY D & VICKI D HAUSER	15669 HEYWOOD CT	APPLE VALLEY, MN 55124	LONGRIDGE	0044156691	\$587.03
015677510110	KATHERINE J HEALD	8354 140TH ST W	APPLE VALLEY, MN 55124	PALOMINO WOODS	0570083549	\$393.63
011165203010	LEE D HEGGEN	7198 158TH ST W	APPLE VALLEY, MN 55124	APPLE PONDS 3RD	0210071989	\$234.26
017700004060	DAVI P HERNANDEZ & JANET M CROSS HERNANDEZ	7585 WHITNEY DR	APPLE VALLEY, MN 55124	TOWNHOUSE 4TH ADDN	0100075850	\$574.46
015660101130	TARA ELIZABETH HESTER & SYLVIA FOREMAN	121 BEAUMONT CT	APPLE VALLEY, MN 55124	PALOMINO HILLS 2ND	0501001214	\$495.51
014910219030	AMANDA K HILLSTROM	15877 GRIFFON PATH	APPLE VALLEY, MN 55124	MORNINGVIEW 3RD ADDITION	0054158777	\$467.98
011165103020	MAHAMMUD M HIRSI	15915 GARRETT PATH	APPLE VALLEY, MN 55124	APPLE PONDS 2ND ADDITION	0060159157	\$301.34
011630303270	WILLIAM ANTHONY NICKENS	14850 HAVEN DR	APPLE VALLEY, MN 55124	CARROLLTON ESTATES 4TH ADD	0419148503	\$584.57
013100107170	CHERI J HOLMES	13303 FOLIAGE AVE	APPLE VALLEY, MN 55124	GREENLEAF 2ND	0721133035	\$357.06
015750601220	JAMES T HOLMES	14334 EMPIRE AVE	APPLE VALLEY, MN 55124	PILOT KNOB ESTATES 7TH	0104143340	\$438.47
011171108110	LIZABETH A HORNER & GREGORY J HORNER	877 HOPEWELL LN	APPLE VALLEY, MN 55124	APPLE VALLEY 12TH ADDITION	0046008775	\$474.56
013215001092	MIERA HORTON	15867 FOLIAGE AVE	APPLE VALLEY, MN 55124	HAWTHORNE	0143158671	\$267.25
017690005260	SCOTT A HOUFER	15292 DUPONT PATH	APPLE VALLEY, MN 55124	TOUSIGNANTS PRAIRIE CROSSING	0120152929	\$326.19
011807502130	JAMES DAVID HOWE	8808 134TH ST W	APPLE VALLEY, MN 55124	COBBLESTONE MANOR	0583088085	\$345.63
018140001030	DELMOND HUCK	7381 146TH WAY W	APPLE VALLEY, MN 55124	VALLEY SOUTH	0867073813	\$285.89
013110106010	GWEN A HUGELÉN & SARAH M HUGELÉN	7473 142ND STREET CT W	APPLE VALLEY, MN 55124	GREENLEAF TOWNHOUSES 2ND	0841074739	\$563.35
014910312040	CHRISTOPHER R HUGHES	15890 GRIFFON PATH	APPLE VALLEY, MN 55124	MORNINGVIEW 4TH	0054158900	\$228.36
012370201090	JEFFREY W & BINDI L HUNTER	5372 EMERALD WAY	APPLE VALLEY, MN 55124	EMERALD POINT 3RD	0632053728	\$443.91
013215001177	AMITAV SINGH	15738 FRISIAN LN	APPLE VALLEY, MN 55124	HAWTHORNE	0159157385	\$685.43
017700002030	SHAHAM HUSSAIN & NAOMI ROWES	7509 WHITNEY DR	APPLE VALLEY, MN 55124	TOWNHOUSE 4TH ADDN	0100075090	\$608.69
015660301190	SIENG CHIN & AYN Y MENG	125 CHAPARRAL DR	APPLE VALLEY, MN 55124	PALOMINO HILLS 4TH	0519001255	\$574.60
013110202010	KUMAR IMRIT	7429 143RD STREET CT W	APPLE VALLEY, MN 55124	GREENLEAF TOWNHOUSES 3RD	0853074296	\$441.03
012051101011	DAVID & GLORIA ISACKSON REVOCABLE TRUS	14585 EMBASSY AVE	APPLE VALLEY, MN 55124	DIAMOND PATH 12TH	0652145859	\$388.85
011170707060	LINDSAY JACOBS	872 MCINTOSH DR	APPLE VALLEY, MN 55124	APPLE VALLEY 8TH	0061008726	\$407.48
012369601080	HAREESH JAGANNATHAN & MEENAKSHI JAYARAMAN	15239 EMBRY PATH	APPLE VALLEY, MN 55124	EMBRY PLACE	0877264298	\$260.28
012054004010	DEONDRAY R JENKINS & TINA C JENKINS	12976 ECHO LN	APPLE VALLEY, MN 55124	DIAMOND PATH TOWNHOMES CIC NO 130	0629129762	\$300.76
016670007150	FEDERICO J JIMENEZ MARTINEZ	5647 144TH ST W	APPLE VALLEY, MN 55124	SCOTTSBRIAR 1ST	0857056471	\$234.26
012245102030	TYRONE & ANGELA JOHNSON	13594 GLASGOW LN	APPLE VALLEY, MN 55124	EAGLE RIDGE ESTATES 2ND	0767135944	\$626.08
011170302110	BENJAMIN P & KASEY K JOHNSON	112 COUNTY ROAD 42	APPLE VALLEY, MN 55124	APPLE VALLEY 4TH	0019001120	\$443.13
011807501170	TIA JOLLIFF	13356 HUGHES CT	APPLE VALLEY, MN 55124	COBBLESTONE MANOR	0254133566	\$186.18
013415202110	VICTOR JORDAN	12780 EDINBROOK PATH	APPLE VALLEY, MN 55124	HUNTINGTON 3RD	0620127807	\$357.06
011171001110	STEVEN J & SHELLY J JUSTICE	268 COUNTY ROAD 42	APPLE VALLEY, MN 55124	APPLE VALLEY 11TH	0019002680	\$380.65
018419001020	AHMED KAHIN	13754 HEYWOOD CT	APPLE VALLEY, MN 55124	WILDWOOD	0366137541	\$193.61
012320001020	IBRAHIM KAMARA & DZE PERPETUAL EWO	13320 CEDAR AVE	APPLE VALLEY, MN 55124	EASTWOOD RIDGE	0630133209	\$498.47
015350004040	CASEY KANTER & KATHRYN R DAVIES	7478 GERMANE TRL	APPLE VALLEY, MN 55124	OAK RIDGE PARK	0760074785	\$81.64
012050802250	KOLTEN L FREDERIKSEN	5178 148TH ST W	APPLE VALLEY, MN 55124	DIAMOND PATH 9TH	0191051786	\$418.65
013100005150	MICHAEL C HYSTER & HEATHER M KACHMAN	6945 137TH CT W	APPLE VALLEY, MN 55124	GARDENVIEW MANOR 2ND	0820069452	\$542.17
017700012030	REBECCA KAUFMANN	7779 WHITNEY DR	APPLE VALLEY, MN 55124	TOWNHOUSE 4TH ADDN	0100077799	\$419.10

Exhibit B
Resolution Number 2025-__
Delinquent Utility Accounts by Property Owner
Assessment Roll # 698

Property ID #	Property Owner Name	Service Address	City/State/Zip	Plat Name	Account #	Amount
011170102040	LESLY D KEATON	277 ELM DR	APPLE VALLEY, MN 55124	APPLE VALLEY 2ND	0351002775	\$641.39
012895001580	BRUCE D TSTE ZUPAN & KIM M TSTE ZUPAN	14393 HICKORY WAY	APPLE VALLEY, MN 55124	GARDENVIEW PLACE	0424143937	\$461.15
013215001171	MICHELLE L KELVIE	15743 FREMONT WAY	APPLE VALLEY, MN 55124	HAWTHORNE	0158157436	\$789.63
011170802060	JESSICA KEMP	915 GARDEN VIEW DR	APPLE VALLEY, MN 55124	APPLE VALLEY 9TH	0034009157	\$909.60
013100606100	MICHAEL SR & CHRIS KERN	5668 139TH STREET CT W	APPLE VALLEY, MN 55124	GREENLEAF 7TH	0832056687	\$492.73
018140002120	ZELALEM KINDE & ZERFIE FEREDÉ	7335 UPPER 146TH ST W	APPLE VALLEY, MN 55124	VALLEY SOUTH	0864073352	\$435.38
015200101040	FOLIAGE PROPERTIES LLC	13194 FOLIAGE AVE	APPLE VALLEY, MN 55124	NORDIC WOODS 2ND	0721131948	\$161.35
012050205010	JOHN G KNOTZ & VICTORIA L GRESETH	14992 DUNDEE AVE	APPLE VALLEY, MN 55124	DIAMOND PATH 3RD	0029149927	\$656.51
014910601480	ANDREA L KNOWLTON & CHAD W KNOWLTON	15889 GOOSEBERRY WAY	APPLE VALLEY, MN 55124	MORNINGVIEW 7TH	0111158893	\$435.37
011805002060	JENNIFER KOHORST	15715 DIAMOND WAY	APPLE VALLEY, MN 55124	COBBLESTONE LAKE	0154157158	\$538.70
011171001350	CHRISTINE KONAKOWITZ & CATHERINE KONAKOWITZ	1005 BALDWIN DR	APPLE VALLEY, MN 55124	APPLE VALLEY 11TH	0004010052	\$484.71
011170712120	DAVID R & KIMBERLY M KOPET	779 NEWELL DR	APPLE VALLEY, MN 55124	APPLE VALLEY 8TH	0067007797	\$291.12
013100000010	GRETCHEN KOSHIRE	6843 135TH ST W	APPLE VALLEY, MN 55124	GARDENVIEW MANOR 2ND	0811068430	\$528.51
011520105030	ROBERT & LYNN KOSLOSKE	7162 121ST ST W	APPLE VALLEY, MN 55124	BRIAR OAKS OF APPLE VALLEY 2ND ADDITION	0774071624	\$488.12
013100005280	ROBERT M & KELLY A MOLINARI	6972 137TH CT W	APPLE VALLEY, MN 55124	GARDENVIEW MANOR 2ND	0820069726	\$251.66
011165202120	LYNNE KROOK	7191 158TH ST W	APPLE VALLEY, MN 55124	APPLE PONDS 3RD	0210071914	\$533.96
011807701100	KRYSTEL H KRUEGER	8625 134TH ST W	APPLE VALLEY, MN 55124	COBBLESTONE MANOR 3RD	0583086257	\$434.68
012320101100	TODD J & BONNIE L KUBINSKI	12832 GARRETT CT	APPLE VALLEY, MN 55124	EASTWOOD RIDGE 2ND ADDITION	0877261558	\$601.17
013100403090	CARRIE L KUNTZ	13053 FINDLAY AVE	APPLE VALLEY, MN 55124	GREENLEAF 5TH	0706130535	\$844.59
017595601070	KEVIN J & CHRIS KUZNAR	13503 GOSSAMER CT	APPLE VALLEY, MN 55124	THE OAKS OF APPLE VALLEY IV	0550135038	\$697.12
018419002010	MICHAEL PATTERSON LARKIN	13745 HEYWOOD CT	APPLE VALLEY, MN 55124	WILDWOOD	0366137459	\$475.59
015767501240	KAREN LEMMONS & KATHLEEN TERESE LEMMONS	5601 126TH ST W	APPLE VALLEY, MN 55124	PINECREST TOWNHOMES	0777056015	\$346.16
018400000170	ROMAN LEYDERMAN	5280 132ND ST W	APPLE VALLEY, MN 55124	WHITE OAK RIDGE ADDITION	0790052801	\$208.93
011640002010	RONALD J & CATHERINE LIDBECK	14458 UPPER GUTHRIE CT	APPLE VALLEY, MN 55124	CARROLLWOOD VILLAGE 1ST ADDITION	0359144587	\$345.63
011175004120	MARK NORMAN LIDKE & NORMAN E LIDKE	15142 DUNBAR BLVD	APPLE VALLEY, MN 55124	APPLE VALLEY EAST	0025151422	\$388.18
012050002250	JASON D LINDNER & MERRY CATHRYN LINDNER	14685 DENMARK CT	APPLE VALLEY, MN 55124	DIAMOND PATH	0645146857	\$443.21
014570001020	MICHAEL J LOCH & MELISSA D LOCH	13411 DIAMOND PATH	APPLE VALLEY, MN 55124	LOCH ADDITION	0649134115	\$265.32
015672601040	DAVID A LOKENSGARD	8800 138TH ST W	APPLE VALLEY, MN 55124	PALOMINO LAKESIDE MEADOWS 6TH ADDITION	0373088000	\$211.80
011520105010	CHRISTOPHER L LONDGREN & JULIE A LONDGREN	7138 121ST ST W	APPLE VALLEY, MN 55124	BRIAR OAKS OF APPLE VALLEY 2ND ADDITION	0774071384	\$496.35
011040001020	GARY & SHANNON LONDO	12905 GALAXIE PL	APPLE VALLEY, MN 55124	ACORN HILL	0877262643	\$257.65
011175201070	KIM LORD	15391 DREXEL WAY	APPLE VALLEY, MN 55124	APPLE VALLEY EAST 3RD ADD	0657153916	\$7.63
016670101090	WILLIE LUMSON	14431 EXLEY LN	APPLE VALLEY, MN 55124	SCOTTSBRIAR 2ND	0626144319	\$546.91
012050501133	GARY L JACOBSON	5175 148TH ST W	APPLE VALLEY, MN 55124	DIAMOND PATH 6TH	0191051752	\$466.53
017310202100	KRISTYN LUSK & DEREK LUSK	13820 DULUTH DR	APPLE VALLEY, MN 55124	SUMMERFIELD 3RD ADDITION	0647138209	\$557.66
012245006040	PETER MALIKA	7412 UPPER 136TH ST W	APPLE VALLEY, MN 55124	EAGLE RIDGE ESTATES	0816074128	\$197.72
013100008010	MEGAN MALM	13774 FORDHAM AVE	APPLE VALLEY, MN 55124	GARDENVIEW MANOR 2ND	0724137744	\$337.58
013215101064	MATU CECILIA MANSARAY & MOHAMED MAHAZU	15868 FREEDOM LN	APPLE VALLEY, MN 55124	HAWTHORNE 2ND	0157158682	\$620.42
013450001260	MARFAM PROPERTIES LLC	15859 HYLAND POINTE CT	APPLE VALLEY, MN 55124	HYLAND POINTE SHORES	0059158590	\$568.62
012050102060	BRIAN & ASHLEY MARSCHEL	4510 148TH CT W	APPLE VALLEY, MN 55124	DIAMOND PATH 2ND ADDITION	0190045102	\$579.09
011830003010	ROBERT & JILL R MARSH	15430 EAGLE BAY WAY	APPLE VALLEY, MN 55124	CORTLAND	0877262573	\$646.53
012050302230	ROBERT B JR MASK	14918 ECHO WAY	APPLE VALLEY, MN 55124	DIAMOND PATH 4TH	0033149186	\$422.63

Exhibit B
Resolution Number 2025-__
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Assessment Roll # 698

Property ID #	Property Owner Name	Service Address	City/State/Zip	Plat Name	Account #	Amount
016160201010	NEIL ROBERT JOHN MATSCH	6110 158TH ST W	APPLE VALLEY, MN 55124	QUARRY PONDS 3RD	0877265093	\$546.13
011171202150	ANGELA G & TIM A MATTHIES	1062 WHITNEY DR	APPLE VALLEY, MN 55124	APPLE VALLEY 13TH ADDITION	0100010626	\$290.73
011715102040	AARON MAY	13476 GENEVA WAY	APPLE VALLEY, MN 55124	CHERRY OAKS ESTATES 2ND	0756134767	\$439.52
016650102310	CHRISTOPHER DALE MCCARGAR	14113 GLAZIER AVE	APPLE VALLEY, MN 55124	SCOTT HIGHLANDS 2ND	0769141130	\$387.97
014910602190	KATHERINE L MCCARTY	15870 GOOSEBERRY WAY	APPLE VALLEY, MN 55124	MORNINGVIEW 7TH	0111158703	\$491.47
016650303200	MICHAEL J & BRENDA R MCCORMICK	14400 GARRETT AVE	APPLE VALLEY, MN 55124	SCOTT HIGHLANDS 4TH	0748144007	\$611.32
011170304130	THOMAS J MCKENNA	884 ORIOLE DR	APPLE VALLEY, MN 55124	APPLE VALLEY 4TH	0070008840	\$461.63
013390002060	SHAWN MCKINNEY	8630 HUNTERS WAY	APPLE VALLEY, MN 55124	HUNTERS WOOD	0541086308	\$259.24
015677502320	SIRAK MEBRAHTU	8475 137TH ST W	APPLE VALLEY, MN 55124	PALOMINO WOODS	0581084759	\$379.58
011170304090	DAVID RINCON MENDOZA	904 ORIOLE DR	APPLE VALLEY, MN 55124	APPLE VALLEY 4TH	0070009046	\$433.39
011470103070	TIGIST GETACHEW MENGESHA	125 WALNUT CIR	APPLE VALLEY, MN 55124	BOB'S GARDEN VIEW 2ND	0411001254	\$422.25
013100902100	ROBERT MERLE BEEM	13045 FERNANDO AVE	APPLE VALLEY, MN 55124	GREENLEAF 10TH	0691130458	\$550.17
012050501131	JOANNE M MERTZ	14794 EMBRY PATH	APPLE VALLEY, MN 55124	DIAMOND PATH 6TH	0032147942	\$156.67
015677507050	NICOLE M MICKELSON & MINH Q HUYNH	13727 HANOVER WAY	APPLE VALLEY, MN 55124	PALOMINO WOODS	0521137279	\$592.26
013100309030	ANTHONY B HILLA	6040 134TH ST W	APPLE VALLEY, MN 55124	GREENLEAF 4TH ADDITION	0808060408	\$458.40
014910221040	JENNIFER JO MILLER	15895 GRIFFON PATH	APPLE VALLEY, MN 55124	MORNINGVIEW 3RD ADDITION	0054158959	\$297.33
017700003060	MITCHELL A MILLNER	7597 WHITNEY DR	APPLE VALLEY, MN 55124	TOWNHOUSE 4TH ADDN	0100075975	\$363.37
017595001180	MARC A MILLS & JENNIFER R MILLS	7775 134TH ST W	APPLE VALLEY, MN 55124	THE OAKS OF APPLE VALLEY	0583077751	\$544.85
016670006070	AMANDA BARLAMENT & KARL MOBERG	14356 EUCLID AVE	APPLE VALLEY, MN 55124	SCOTTSBRIAR 1ST	0665143560	\$296.76
015660301170	ANTHONY THOMAS REAL MOCK	121 CHAPARRAL DR	APPLE VALLEY, MN 55124	PALOMINO HILLS 4TH	0519001214	\$532.89
013215101007	AYAN MOHAMED	6905 158TH ST W	APPLE VALLEY, MN 55124	HAWTHORNE 2ND	0210069058	\$855.35
013215101101	YANG YE & LING GAO	15822 FRISIAN LN	APPLE VALLEY, MN 55124	HAWTHORNE 2ND	0159158227	\$622.72
011170206230	MATTISON ANDERSON & LILIANA MOLLOY	233 PINEWOOD DR	APPLE VALLEY, MN 55124	APPLE VALLEY 3RD	0393002338	\$788.11
013215001072	DENNIS E & DARLENE MONGOVEN	6717 158TH ST W	APPLE VALLEY, MN 55124	HAWTHORNE	0210067177	\$462.10
015645001020	MICHAEL RICHARD MOREY	13192 GEMSTONE CT	APPLE VALLEY, MN 55124	OXFORD HOLLOW	0753131923	\$468.29
011175501080	DIANNE R MORITZ	15105 DUNBAR CT	APPLE VALLEY, MN 55124	APPLE VALLEY EAST 6TH	0026151058	\$440.40
011170606020	NICHOLE M MORRISSEY & LUKE C MORRISEY	928 REDWELL LN	APPLE VALLEY, MN 55124	APPLE VALLEY 7TH	0082009281	\$613.30
016160403110	PAUL D MUELLER & KRISTINE M MUELLER	15585 FAIRFIELD DR	APPLE VALLEY, MN 55124	QUARRY PONDS FIFTH ADDITION	0877266958	\$646.39
015645008020	KIMBERLY MURRAY	13108 GEMSTONE CT	APPLE VALLEY, MN 55124	OXFORD HOLLOW	0753131089	\$211.06
011810001040	JILLIAN LARAE MUSSELMAN	13677 HOLYOKE LN	APPLE VALLEY, MN 55124	COBBLESTONE LAKEVIEW	0365136775	\$514.59
012245005020	DWIGHT T & MARY A NEAL	13720 GEORGIA DR	APPLE VALLEY, MN 55124	EAGLE RIDGE ESTATES	0761137201	\$444.90
013215001004	RICKEY NEAL & KIKI CARTER-NEAL	15723 FOLIAGE AVE	APPLE VALLEY, MN 55124	HAWTHORNE	0143157236	\$619.86
018470001060	DAWN A BJORKLUND NELSON & KEVIN L NELSON	12878 DENMARK AVE	APPLE VALLEY, MN 55124	THE WOODS	0628128781	\$373.46
018528001020	RYAN L & TARA A NELSON	13935 FLEETWOOD AVE	APPLE VALLEY, MN 55124	WYNDEMERE	0719139358	\$521.11
011815401010	JENETTE L NEUGEBAUER	8543 135TH ST W	APPLE VALLEY, MN 55124	COBBLESTONES 4TH ADDITION	0584085431	\$211.80
011715001120	NTANGA & YVONNE Y NGANDO	13413 GEORGIA CIR	APPLE VALLEY, MN 55124	CHERRY OAK ESTATES	0761134133	\$557.49
016340001020	THUAN M NGUYEN & HAU P HOANG	15754 FINCH AVE	APPLE VALLEY, MN 55124	REGATTA	0127157541	\$636.82
012050801150	NICHOLAS CAPITAL INC	5251 149TH ST W	APPLE VALLEY, MN 55124	DIAMOND PATH 9TH	0196052516	\$406.58
011165105010	DOUGLAS R & KIMBERLY NIZNIK	7235 UPPER 157TH ST W	APPLE VALLEY, MN 55124	APPLE PONDS 2ND ADDITION	0209072352	\$527.84
018419402050	TRACY MARIE PHERNETTON & DAIRI JESUS NOCHEZ	8336 UPPER 138TH CT W	APPLE VALLEY, MN 55124	WILDWOOD 5TH ADDITION	0374083364	\$484.93
012565003070	CHARLES EDWARD NORKUNAS	13470 ELKWOOD DR	APPLE VALLEY, MN 55124	FARQUAR HILLS	0664134107	\$383.90

Exhibit B
Resolution Number 2025-__
Delinquent Utility Accounts by Property Owner
Assessment Roll # 698

Property ID #	Property Owner Name	Service Address	City/State/Zip	Plat Name	Account #	Amount
012050501096	DONNA NORTHRUP	5070 147TH ST W	APPLE VALLEY, MN 55124	DIAMOND PATH 6TH	0184050704	\$187.55
012050401020	DORCA NYAUMA	5451 UPPER 147TH ST W	APPLE VALLEY, MN 55124	DIAMOND PATH 5TH	0869054514	\$306.16
011170709070	HUGH J ODONNELL & BONNIE L ODONNELL	825 ORIOLE DR	APPLE VALLEY, MN 55124	APPLE VALLEY 8TH	0070008253	\$377.41
012370001410	MAE E CLARK	5330 EMERALD WAY	APPLE VALLEY, MN 55124	EMERALD POINT	0632053306	\$415.48
014910204020	NATHAN & GALANIE OKEEFE	15708 GRIFFON CT	APPLE VALLEY, MN 55124	MORNINGVIEW 3RD ADDITION	0053157085	\$346.90
014910305010	PAUL OAKES	15840 GRIFFON PATH	APPLE VALLEY, MN 55124	MORNINGVIEW 4TH	0054158405	\$510.67
015660202080	JAHSILL I OBAREH	105 PONY LN E	APPLE VALLEY, MN 55124	PALOMINO HILLS 3RD	0540001050	\$487.75
011170309010	AARON T ODEGARD	964 BEACON LN	APPLE VALLEY, MN 55124	APPLE VALLEY 4TH	0007009648	\$387.55
013100110130	STEVEN C & ELIZABETH ODEGARD	13325 FORDHAM AVE	APPLE VALLEY, MN 55124	GREENLEAF 2ND	0724133255	\$564.59
017700009020	CHRISTIAN R & HAILEY J OLSON	7723 WHITNEY DR	APPLE VALLEY, MN 55124	TOWNHOUSE 4TH ADDN	0100077237	\$248.16
011170605100	GEORGE ONCHIRI	960 CORTLAND DR S	APPLE VALLEY, MN 55124	APPLE VALLEY 7TH	0016009605	\$228.25
018140002070	ERIN M & CYNTHIA ORTIZ-MURPHY	7320 146TH WAY W	APPLE VALLEY, MN 55124	VALLEY SOUTH	0867073201	\$485.08
013101003200	BRANDON & JENNY PANGERL	14133 DREXEL CT	APPLE VALLEY, MN 55124	GREENLEAF 11TH	0657141333	\$382.64
011171001080	PROPERTY LADDER LLC	256 COUNTY ROAD 42	APPLE VALLEY, MN 55124	APPLE VALLEY 11TH	0019002565	\$812.54
011170302070	RICHARD A PARKER & DIANE D PARKER	136 COUNTY ROAD 42	APPLE VALLEY, MN 55124	APPLE VALLEY 4TH	0019001369	\$489.61
011175403020	SARIS E PEREZ DEFLORES & KENIA L FLORES PEREZ	15500 DRESDEN TRL	APPLE VALLEY, MN 55124	APPLE VALLEY EAST 5TH ADD	0020155006	\$600.69
012050208110	JARED & ABBEY PERO	4985 148TH PATH W	APPLE VALLEY, MN 55124	DIAMOND PATH 3RD	0192049854	\$614.44
011165004040	PHOUNSAVATH PHALAVONG	7250 157TH ST W	APPLE VALLEY, MN 55124	APPLE PONDS	0208072502	\$646.27
013100106180	JOANNE ELAINE PHILHOWER-HIRNER	6991 133RD ST W	APPLE VALLEY, MN 55124	GREENLEAF 2ND	0799069913	\$481.70
013450101110	PAUL V PHOUISANGIEM & CHANDA D VONGPRASERT	15978 HYLAND POINTE CT	APPLE VALLEY, MN 55124	HYLAND POINTE SHORES 2ND ADD	0059159788	\$581.27
011170800020	CHAD J & MARIT L PIERCE	989 GARDEN VIEW DR	APPLE VALLEY, MN 55124	APPLE VALLEY 9TH	0034009892	\$687.27
013280101070	FELONISE E PITCHFORD	12815 GERMANE AVE	APPLE VALLEY, MN 55124	HIDDEN PONDS 2ND	0757128156	\$368.44
013280101080	FELONISE E PITCHFORD	12817 GERMANE AVE	APPLE VALLEY, MN 55124	HIDDEN PONDS 2ND	0757128172	\$307.32
015200002060	RICHARD MICHAEL & DIANE ELLEN PRESLEY & MICHAEL D PRESLEY	6580 132ND ST W	APPLE VALLEY, MN 55124	NORDIC WOODS 1ST ADDITION	0790065803	\$348.92
013100308150	TODD PRISSEL	6220 137TH ST W	APPLE VALLEY, MN 55124	GREENLEAF 4TH ADDITION	0823062207	\$198.54
011640101060	ANTONIO QUIROZ CHAVELAS & MARTHA ELENA NAJERA-VAZQUEZ	14421 GUTHRIE WAY	APPLE VALLEY, MN 55124	CARROLLWOOD VILLAGE 2ND ADDITION	0356144218	\$193.47
011170208080	JOAN RAHN	317 WALNUT LN	APPLE VALLEY, MN 55124	APPLE VALLEY 3RD	0414003174	\$187.05
012050209050	PHILLIP H & HEATHER RAMEY	5120 148TH PATH W	APPLE VALLEY, MN 55124	DIAMOND PATH 3RD	0192051207	\$520.54
018145601270	SAMANTHA RANDLE	14727 ENDICOTT WAY	APPLE VALLEY, MN 55124	VALLEY WAY VILLAGE 7TH	0194147276	\$452.19
013100107110	ISMAEL RANGEL GONZALEZ	13387 FOLIAGE AVE	APPLE VALLEY, MN 55124	GREENLEAF 2ND	0721133878	\$216.17
011806207090	SHARIFF A RASOUL & CARA L URABE-RASOUL	4930 159TH ST W	APPLE VALLEY, MN 55124	COBBLESTONE LAKE SOUTH SHORE 3RD	0877261443	\$472.80
011170608130	ADAM & JESSICA REED	948 WHITNEY DR	APPLE VALLEY, MN 55124	APPLE VALLEY 7TH	0100009487	\$637.95
014910002220	PHILLIP RENGEL	15615 HALLMARK PATH	APPLE VALLEY, MN 55124	MORNINGVIEW	0015156159	\$392.91
015200101040	FOLIAGE PROPERTIES LLC	13196 FOLIAGE AVE	APPLE VALLEY, MN 55124	NORDIC WOODS 2ND	0721131963	\$424.02
015750701130	HOLLY MICHELLE AWAD	14286 ESTATES AVE	APPLE VALLEY, MN 55124	PILOT KNOB ESTATES 8TH	0112142862	\$220.29
015750801440	JEREMIAH JAMES HORN	14370 ESTATES AVE	APPLE VALLEY, MN 55124	PILOT KNOB ESTATES 9TH ADDITION	0112143704	\$145.02
011806403090	VIKASH KODATI & SARASWATHI SEEMAKURTHY	5106 159TH ST W	APPLE VALLEY, MN 55124	COBBLESTONE LAKE SOUTH SHORE 5TH ADD	0877262423	\$114.34
016670008030	JEFFREY & KRISTIN GENSER	5718 144TH ST W	APPLE VALLEY, MN 55124	SCOTTSBRIAR 1ST	0857057180	\$474.48
013215101057	LISA ELLENBERG	6844 158TH ST W	APPLE VALLEY, MN 55124	HAWTHORNE 2ND	0210068449	\$555.00
016650207020	TOUPIN PROPERTIES LLC	7039 142ND ST W	APPLE VALLEY, MN 55124	SCOTT HIGHLANDS 3RD	0844070395	\$415.42
013390301030	JAMES F REX	8521 PALOMINO DR	APPLE VALLEY, MN 55124	HIDDEN PONDS 4TH	0537085215	\$319.96

Exhibit B
Resolution Number 2025-__
Delinquent Utility Accounts by Property Owner
Assessment Roll # 698

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011470103100	DENA M ROBERTS	137 WALNUT CIR	APPLE VALLEY, MN 55124	BOB'S GARDEN VIEW 2ND	0411001379	\$441.57
015660202140	PABLO RODRIGUEZ & MARY JANE RODRIGUEZ	110 PONY LN E	APPLE VALLEY, MN 55124	PALOMINO HILLS 3RD	0540001100	\$631.23
014580102070	SONYA L & ERIC C ROE	15872 HAYES TR CT	APPLE VALLEY, MN 55124	LONGRIDGE 2ND	0042158723	\$635.16
011815101020	WENDY ROGERS	8635 135TH ST W	APPLE VALLEY, MN 55124	COBBLESTONES I REPLAT	0584086355	\$390.48
013100810060	KELLY S ROOT	5810 130TH STREET CT W	APPLE VALLEY, MN 55124	GREENLEAF 9TH	0780058107	\$516.39
013110103010	BRYCE W ROSSOW	7451 142ND STREET CT W	APPLE VALLEY, MN 55124	GREENLEAF TOWNHOUSES 2ND	0841074515	\$193.01
016650206070	RUE PROPERTIES LLC	7040 UPPER 143RD CT W	APPLE VALLEY, MN 55124	SCOTT HIGHLANDS 3RD	0847070400	\$315.20
011175304020	BRADLEY N & TRACI M RUTH	15472 DREXEL WAY	APPLE VALLEY, MN 55124	APPLE VALLEY EAST 4TH	0657154724	\$440.17
018132001220	LINDSEY MERRICK-RUTLEDGE	12839 GLEN WAY	APPLE VALLEY, MN 55124	VALLEY OAKS TOWNHOMES	0434128399	\$276.75
012320103040	CRAIG J & JENNIFER M SADLAK	7008 128TH STREET CT W	APPLE VALLEY, MN 55124	EASTWOOD RIDGE 2ND ADDITION	0877262153	\$602.86
012054002020	PATRICK J & KATHY A SAGER & KELLY L SAGER	12977 ECHO LN	APPLE VALLEY, MN 55124	DIAMOND PATH TOWNHOMES CIC NO 130	0629129770	\$261.39
011170601090	AYNY MENG & SIENG CHIN	168 COUNTY ROAD 42	APPLE VALLEY, MN 55124	APPLE VALLEY 7TH	0019001682	\$492.34
011990201040	MARK J & PAULA M SAUER	14593 EMBRY PATH	APPLE VALLEY, MN 55124	DELANEY PARK 3RD	0032145938	\$579.54
011170706090	VALERIE L TAYLOR	816 MCINTOSH DR	APPLE VALLEY, MN 55124	APPLE VALLEY 8TH	0061008163	\$476.49
012054003050	DOUGLAS SAWYER	12964 ECHO LN	APPLE VALLEY, MN 55124	DIAMOND PATH TOWNHOMES CIC NO 130	0629129648	\$439.50
014910205030	ANDREW J SCHANEN	15704 GRIFFON CT	APPLE VALLEY, MN 55124	MORNINGVIEW 3RD ADDITION	0053157044	\$442.42
014465001050	FABRICE GANNON & KOMDOLE A SAWADOGO	404 CIMARRON RD	APPLE VALLEY, MN 55124	LEBANON HILLS 1ST ADD	0528004043	\$585.27
011170002100	DONALD POSTERICK	180 LINDEN CIR	APPLE VALLEY, MN 55124	APPLE VALLEY	0375001803	\$60.00
013220001060	DAVID M & JANEL M SCHWARZ	13961 DULUTH CT	APPLE VALLEY, MN 55124	HAZELWOOD ESTATES	0639139611	\$429.35
015677504100	ALFRED BASS SESAY & ELVERA OFORIWA AGBOKA	13620 HAVELOCK TRL	APPLE VALLEY, MN 55124	PALOMINO WOODS	0533136202	\$550.43
011035080440	DYLAN SEVERSON	8440 144TH ST W	APPLE VALLEY, MN 55124	ACADEMY VILLAGE	0588084406	\$516.06
015677506420	AMAL SHARIF	8101 137TH ST W	APPLE VALLEY, MN 55124	PALOMINO WOODS	0581081011	\$523.35
016670005100	ABU HASAN	5754 142ND ST W	APPLE VALLEY, MN 55124	SCOTTSBRIAR 1ST	0844057541	\$453.75
013215001045	SABINDRA P SHRESTHA & SUMNIMA THAPA	15738 FRANCE WAY	APPLE VALLEY, MN 55124	HAWTHORNE	0212157380	\$442.34
011171003170	DARREN C SJOBERG	1071 RAMSDELL DR	APPLE VALLEY, MN 55124	APPLE VALLEY 11TH	0079010714	\$668.97
011035201020	JOSHUA SKARIN	8273 143RD ST W	APPLE VALLEY, MN 55124	ACADEMY VILLAGE 3RD ADD	0585082734	\$229.98
012050001180	JASON SKOV BROTEN & ASHLEY TAUER-SKOV BROTEN	14698 DUNBAR CT	APPLE VALLEY, MN 55124	DIAMOND PATH	0026146983	\$423.11
011170608040	ROBERT G SMALE	984 WHITNEY DR	APPLE VALLEY, MN 55124	APPLE VALLEY 7TH	0100009842	\$359.13
018325004090	JESS W & DIANE SMITH	13710 FAIR OAK CT	APPLE VALLEY, MN 55124	WATERFORD VILLAGE	0695137103	\$560.20
012050501013	JONATHON D & VEILYA SMITH	14742 EMBRY PATH	APPLE VALLEY, MN 55124	DIAMOND PATH 6TH	0032147421	\$242.10
017700010010	MICHELLE SMITH	7713 WHITNEY DR	APPLE VALLEY, MN 55124	TOWNHOUSE 4TH ADDN	0100077138	\$397.77
013101002060	RICHARD C & PATRICIA SMITH	5276 142ND PATH W	APPLE VALLEY, MN 55124	GREENLEAF 11TH	0840052769	\$460.34
017640001030	CHARLES R & JANELLE SNYDER	13306 GLENHAVEN CT	APPLE VALLEY, MN 55124	TIMBER RIDGE TOWNHOMES	0449133061	\$374.01
016340003360	BRADLEY B SOLEM	15694 FINEWOOD CT	APPLE VALLEY, MN 55124	REGATTA	0132156942	\$396.71
012050501009	JOSEPH D SORMANA	14746 EMBRY PATH	APPLE VALLEY, MN 55124	DIAMOND PATH 6TH	0032147462	\$428.79
011807501090	TOYO A SOSSOU & YAWAVI K SOSSOU	13383 HUGHES CT	APPLE VALLEY, MN 55124	COBBLESTONE MANOR	0254133830	\$630.22
013110207030	MARY SOUCEK	7382 143RD STREET CT W	APPLE VALLEY, MN 55124	GREENLEAF TOWNHOUSES 3RD	0853073827	\$314.23
011807702190	MARLENE F SPATES	8578 134TH ST W	APPLE VALLEY, MN 55124	COBBLESTONE MANOR 3RD	0583085788	\$457.14
013100705140	GARY L STECKMAN	5536 133RD STREET CT W	APPLE VALLEY, MN 55124	GREENLEAF 8TH	0797055369	\$544.99
015705001300	DANIELLE STIBAL & MATTHEW STIBAL	14351 GLENDA DR	APPLE VALLEY, MN 55124	PENNOCK SHORES	0352143511	\$453.08
014910202040	KAHLAN STROP	15739 GRIFFON PATH	APPLE VALLEY, MN 55124	MORNINGVIEW 3RD ADDITION	0054157399	\$420.14

Exhibit B
Resolution Number 2025-__
Delinquent Utility Accounts by Property Owner
Assessment Roll # 698

Property ID #	Property Owner Name	Service Address	City/State/Zip	Plat Name	Account #	Amount
013100314010	DAVID & TAMI SULLIVAN	6068 132ND WAY W	APPLE VALLEY, MN 55124	GREENLEAF 4TH ADDITION	0793060686	\$450.98
015677506370	ADAM TALBERT	13760 HANOVER WAY	APPLE VALLEY, MN 55124	PALOMINO WOODS	0521137600	\$289.18
015750602080	DOMINIQUE D TAPPLIN	14292 EMPIRE AVE	APPLE VALLEY, MN 55124	PILOT KNOB ESTATES 7TH	0104142920	\$118.73
012050901050	DEBRA F TAWIAH	14937 ECHO WAY	APPLE VALLEY, MN 55124	DIAMOND PATH 10TH	0033149376	\$310.85
015750401030	JASON D TERCERO	14361 EBONY LN	APPLE VALLEY, MN 55124	PILOT KNOB ESTATES 5TH ADDITION	0625143619	\$336.61
014910403040	WEI PUN CHEN & SHERMAN CHI-MAN CHAN	15948 GRANADA AVE	APPLE VALLEY, MN 55124	MORNINGVIEW 5TH ADDITION	0011159488	\$482.61
011170604010	KENNETH C & MONICA I THOMAS	975 CORTLAND DR	APPLE VALLEY, MN 55124	APPLE VALLEY 7TH	0013009756	\$539.73
014095001040	LAUREN THOMPSON & EVAN GETTLER	14240 GARDEN VIEW DR	APPLE VALLEY, MN 55124	K & G 1ST ADDN	0354142404	\$260.28
015660601020	MICHAEL THOMPSON & TRACY THOMPSON	8461 134TH STREET CT W	APPLE VALLEY, MN 55124	PALOMINO HILLS 7TH ADD	0582084618	\$60.00
011470103080	NATASHIA THURIK & BRANDON THURIK	129 WALNUT CIR	APPLE VALLEY, MN 55124	BOB'S GARDEN VIEW 2ND	0411001296	\$426.64
012050501109	RHONDA D OSBORNE	5119 148TH ST W	APPLE VALLEY, MN 55124	DIAMOND PATH 6TH	0191051190	\$786.43
015350003010	RUSSELL P DAVIES	7448 GERMANE TRL	APPLE VALLEY, MN 55124	OAK RIDGE PARK	0760074488	\$212.92
014717501020	ROBERT & THULY TYLER	13872 GLENDALE CT	APPLE VALLEY, MN 55124	MAJESTIC RIDGE	0630138729	\$553.19
011805004100	AMAL HUSSEIN & FARHIYA ABDIRASHID ABDI	15842 DRAWSTONE TRL	APPLE VALLEY, MN 55124	COBBLESTONE LAKE	0116158427	\$585.06
013415301050	SAMUEL PETER & MEGAN LOIS VALSLER	12698 EDMONT CURVE	APPLE VALLEY, MN 55124	HUNTINGTON 4TH ADDITION	0618126985	\$470.00
013215001033	PANG HOUA VANG	15715 FOX CIR	APPLE VALLEY, MN 55124	HAWTHORNE	0187157159	\$376.43
013215001158	SAYEED S REZA & SABRINA SHARMIN LIMA	15707 FREMONT WAY	APPLE VALLEY, MN 55124	HAWTHORNE	0158157071	\$60.00
016650306060	ZOE VEDETTE GARRISON	7118 145TH ST W	APPLE VALLEY, MN 55124	SCOTT HIGHLANDS 4TH	0859071189	\$385.52
014095001030	JUANA PATRICIA VEGA	14238 GARDEN VIEW DR	APPLE VALLEY, MN 55124	K & G 1ST ADDN	0354142388	\$228.12
015750602170	DAVID C & LINDA M COLLINS	14272 EMPIRE AVE	APPLE VALLEY, MN 55124	PILOT KNOB ESTATES 7TH	0104142722	\$399.77
011165302150	KUGANANTHAN VINAYAGAMOORTHY & ROPIYA KUGANANTHAN	7162 159TH ST W	APPLE VALLEY, MN 55124	APPLE PONDS 4TH ADDITION	0215071620	\$315.92
011170506050	JAMES W & PEGGY L VOGEL	933 WHITNEY DR	APPLE VALLEY, MN 55124	APPLE VALLEY 6TH	0100009339	\$534.01
016460001020	RONALD A & Lyla H VOSS	14259 DRAKE PATH	APPLE VALLEY, MN 55124	ROLLING RIDGE	0610142592	\$779.49
014910502010	KENDALL & LISA WADE	15706 HANNOVER PATH	APPLE VALLEY, MN 55124	MORNINGVIEW 6TH	0012157069	\$444.23
013100406100	LAWRENCE A JOHNSON	13162 FINCH WAY	APPLE VALLEY, MN 55124	GREENLEAF 5TH	0703131627	\$420.43
015671001070	BLAKE M & TAMARA B WALLACE	14113 GARDEN VIEW CT	APPLE VALLEY, MN 55124	PALOMINO LAKESIDE ESTATES	0350141137	\$241.22
014910501150	MICHAEL & LINDSEY WALTERS	15775 HANNOVER PATH	APPLE VALLEY, MN 55124	MORNINGVIEW 6TH	0012157754	\$470.50
014580005020	DIRK DEOND WALTON	8461 156TH STREET CT W	APPLE VALLEY, MN 55124	LONGRIDGE	0205084617	\$404.17
015660101410	MEGAN RANDINA JOHNSON WANDAG & CHARLES WANDANG	115 CIMARRON RD	APPLE VALLEY, MN 55124	PALOMINO HILLS 2ND	0528001155	\$413.94
012050501112	PIERCE WASMUND	5157 148TH ST W	APPLE VALLEY, MN 55124	DIAMOND PATH 6TH	0191051570	\$357.24
011658004060	DONALD W & ROBERTA L WATTS	14222 FREEPORT TRL	APPLE VALLEY, MN 55124	CEDAR ISLE ESTATES	0708142223	\$458.22
016650303230	EDWARD S WEBSTER	14348 GARRETT AVE	APPLE VALLEY, MN 55124	SCOTT HIGHLANDS 4TH	0748143488	\$216.86
015200101160	DONALD J WEEK & KATHLEEN A WEEK	13150 FLAMINGO CT	APPLE VALLEY, MN 55124	NORDIC WOODS 2ND	0717131506	\$503.49
016650210070	DUSTIN & SAMANTHA WEIERKE	13955 GALWAY CT	APPLE VALLEY, MN 55124	SCOTT HIGHLANDS 3RD	0739139552	\$428.22
014910601510	ANTHONY P WELIN	15899 GOOSEBERRY WAY	APPLE VALLEY, MN 55124	MORNINGVIEW 7TH	0111158992	\$596.42
016670104080	LYNNE ELIZABETH WELLS & WILLIAM HOLMES III WELLS	5884 144TH ST W	APPLE VALLEY, MN 55124	SCOTTSBRIAR 2ND	0857058840	\$355.75
014910001110	STEVEN K MEIRINK	7929 HALLMARK WAY	APPLE VALLEY, MN 55124	MORNINGVIEW	0023079294	\$86.25
015665006130	JENNA M WHITE & MICHAEL S WHITE	486 RIMROCK DR	APPLE VALLEY, MN 55124	PALOMINO HILLS LAKESHORE ADDITION	0567004862	\$490.28
011170901050	TYREESE BROWN	60 COUNTY ROAD 42	APPLE VALLEY, MN 55124	APPLE VALLEY 10TH ADDITION	0019000601	\$425.20
013100402040	SHAWN & PAULA WILLETTE	13047 FINDLAY WAY	APPLE VALLEY, MN 55124	GREENLEAF 5TH	0712130479	\$519.73
011990102030	HASSANA M WILLIAMS & WILLIAMS MUSA	14512 EMBASSY AVE	APPLE VALLEY, MN 55124	DELANEY PARK 2ND ADD	0652145123	\$25.85

Exhibit B
Resolution Number 2025-__
Delinquent Utility Accounts by Property Owner
Assessment Roll # 698

Property ID #	Property Owner Name	Service Address	City/State/Zip	Plat Name	Account #	Amount
015660303240	BISHOP WILLY & GENIKA D WILLY	101 HIDDEN MEADOW CT	APPLE VALLEY, MN 55124	PALOMINO HILLS 4TH	0531001010	\$599.80
012755001040	BRANDON WILSON	13101 HERITAGE WAY	APPLE VALLEY, MN 55124	FOREST POINT	0343131013	\$549.26
014910602050	SHAWN WOLTER	15812 GOOSEBERRY WAY	APPLE VALLEY, MN 55124	MORNINGVIEW 7TH	0111158125	\$384.70
013215001053	LIFANG WU	15718 FRANCE WAY	APPLE VALLEY, MN 55124	HAWTHORNE	0212157182	\$662.74
018528102010	REDIET YEMAME	13807 FLEETWOOD AVE	APPLE VALLEY, MN 55124	WYNDEMERE 2ND ADDITION	0719138079	\$476.20
011170103090	KIPTON YOST	244 ELM DR	APPLE VALLEY, MN 55124	APPLE VALLEY 2ND	0351002445	\$548.86
014580101130	CHARLES YOUNG & BOBBIE J YOUNG	15757 HEYWOOD CT	APPLE VALLEY, MN 55124	LONGRIDGE 2ND	0044157574	\$270.50
013215101076	JANET ZACK	15823 FREEDOM LN	APPLE VALLEY, MN 55124	HAWTHORNE 2ND	0157158237	\$269.42
011630301030	JEFFREY ZIMMERMAN & MICHELLE K MARTIN	14850 HAYES RD	APPLE VALLEY, MN 55124	CARROLLTON ESTATES 4TH ADD	0360148502	\$260.00
016650303010	JULIE K ZUELOW	14347 GARLAND AVE	APPLE VALLEY, MN 55124	SCOTT HIGHLANDS 4TH	0745143473	\$410.70
012369501030	JOEL WALLACE ZYLSTRA & AMY STETZEL ZYLSTRA	13592 EMBRY WAY	APPLE VALLEY, MN 55124	EMBRY ESTATES	0877267908	\$74.54
						<u><u>\$161,991.28</u></u>



ITEM:
MEETING DATE:
SECTION:

5.C.
October 9, 2025
Regular Agenda

Description:

2025 Special Assessment Roll No. 699, - Delinquent Hazardous Tree Removal and Nuisance Charges

1. Hold public hearing
2. Adopt Resolution levying 2025 Special Assessment Roll No. 699, for delinquent hazardous tree removal and nuisance charges

Staff Contact:

Joe Rotz, Assistant Finance Director

Department / Division:

Finance

Action Requested:

1. Hold public hearing
2. Adopt Resolution levying 2025 Special Assessment Roll No. 699, for delinquent hazardous tree removal and nuisance charges

Summary:

Attached please find the public hearing documents for 2025 Special Assessment Roll No. 699, for delinquent hazardous tree removal and nuisance charges. The public hearing notice has been mailed to the affected property owner and the affidavits of publication of the hearing notice have been received.

The total amount of the assessment is \$4,676.41 and represents delinquent hazardous tree removal and nuisance charges incurred by the City, which includes a \$50.00 administrative fee. Following City Council direction assessment rolls have been prepared with extended payment terms based on total amounts. The property identified was for nuisance tree and other city code violation charges incurred in the summer and fall of 2024. This property was not part of the voluntary tree assessments for diseased tree removals on private property program, and it will be included as an assessment to property taxes payable in 2026 unless paid prior to November 10, 2025.

This fall's assessment for tree removals is the fourth year for providing extended payment terms based on the total charge amounts. To accomplish the various terms, it is necessary to have a different roll number assigned for each of the repayment terms. The Council provided these extended payment terms to help mitigate the financial impact of the hazardous tree removals. Assessment Roll No. 699 will include four annual installments at 8%.

The payment lengths of the total assessments are:

Amounts under \$700, one installment at 8%
Amounts \$700 to \$1,399, two installments at 8%
Amounts \$1,400 to \$2,099, three installments at 8%
Amounts over \$2,099, four installments at 8%

The number of properties involved and the amounts of charges are not consistent from year to year.

Certification History	
2025 Fall	\$4,676.41
2025 Spring	none
2024 Fall	none
2024 Spring	\$371.38
2023 Fall	\$4,338.56
2022 Spring	\$4,702.82
2021 Fall	none
2021 Spring	\$2,341.80
2020 Fall	none
2020 Spring	\$2,341.80
2019 Fall	\$3,075.74
2019 Spring	\$4,675.12
2018 Fall	\$1,098.92
2016 Spring	\$2,417.84

Background:

N/A

Budget Impact:

The ultimate adoption of the assessment roll and collection of the levied assessments will result in the recovery of \$4,676.41 to offset costs.

Attachments:

1. Resolution
2. Exhibit B

EXTRACT OF MINUTES
OF MEETING OF THE CITY COUNCIL
OF THE CITY OF APPLE VALLEY, DAKOTA COUNTY, MINNESOTA
HELD ON OCTOBER 9, 2025

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Apple Valley, Dakota County, Minnesota, was held at the Municipal Center in said municipality on the 9th day of October 2025, at 7:00 o'clock p.m.

The following members were present:

and the following were absent:

* * * * *

The Assistant Finance Director presented an affidavit of publication showing publication of the Notice of Hearing on proposed assessment roll 699, for hazardous tree removal charges as described in said notice. Said affidavit showed publication in the official newspaper in accordance with a resolution heretofore adopted by the City Council, which affidavit was examined, found satisfactory and ordered placed on file.

The Mayor announced that the meeting was open for consideration of objections, if any, to said proposed assessment and the Mayor proceeded to conduct the hearing related to the assessment roll. All persons were given an opportunity to present all objections and all written objections theretofore filed with the Clerk were presented and considered and all objections were tabulated and are attached hereto as Exhibit A.

The Mayor then declared the hearing closed.

Member XXX introduced the following resolution and moved its adoption:

* * * * *

CITY OF APPLE VALLEY
RESOLUTION NO. 2025-

RESOLUTION APPROVING AND LEVYING SPECIAL ASSESSMENTS

WHEREAS, public hearings have been duly held this 9th day of October, 2025, concerning the proposed assessment roll as set forth in Council Resolution No. 2025-129 with all objections to any of said assessment having been duly noted and considered, if any.

BE IT RESOLVED by the City Council of the City of Apple Valley, Dakota County, Minnesota, as follows:

1. The Assistant Finance Director has calculated the amount proper and necessary to be specially assessed for improvements in the areas described in the legal notice of public hearing, as set forth in Exhibit A of Resolution No. 2025-129, against every assessable lot, piece or parcel of land affected thereby upon the basis of benefits without regard to cash valuation in accordance with the provisions of Minnesota Statutes Annotated, Section 429; and notice has been duly published and mailed as required by law that this Council would meet and pass upon all objections, if any, and to amend said proposed assessment as might be necessary; and said proposed assessment roll has at all times since their filing been open for public inspection and an opportunity has been given to all interested parties to present their objections, if any, to such proposed assessment.

2. This Council, having heard and considered all objections so presented and being fully advised in the premises, finds each of the lots, pieces and parcels of land enumerated in the proposed assessment roll, dated September 11, 2025, in the aggregate amount of \$4,676.41 subject to adjustments/prepayments during the hearing process of which there were none, is subject to such charges and that such amount is hereby levied against each of the respective lots, pieces and parcels of land therein described. The Clerk is hereby directed to amend all necessary parts of the one page of Assessment Roll 699, adopted for hearing purposes by Resolution No. 2025-129 and to attach the assessment roll in the amount of \$4,676.41 to this Resolution as Exhibit B, then containing one page.

3. The proposed assessment roll is hereby adopted and confirmed as the proper special assessment for each of said lots. Each assessment, together with interest at the rates set forth in Exhibit A of Resolution No. 2025-129 accruing on the full amount thereof, from time to time unpaid, shall be a lien concurrent with (1) year's interest on that and other unpaid installments to be payable with the general taxes for each consecutive year thereafter until the entire assessment is paid.

4. Prior to certification of the assessment roll to the County Auditor, the owner of any lot, piece or parcel of land assessed hereby may, at any time, pay the whole of such assessment with interest accrued to day of payment, to the Treasurer of the municipality except that the entire amount may be paid within thirty (30) days hereof without interest.

5. The Assistant Finance Director shall, as soon as may be, prepare and transmit to the County Auditor, a Special Assessment Input form as may be prescribed by

the County Auditor, to be extended upon the proper tax lists of the County and the County Auditor shall thereafter collect said assessments in the manner provided by law.

ADOPTED this 9th day of October 2025.

Clint Hooppaw, Mayor

ATTEST:

Christina M. Scipioni, City Clerk

* * * * *

The motion for the adoption of the foregoing resolution was duly seconded by Member
XXX and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

Whereupon said Resolution was declared duly passed and adopted on the 9th day of October 2025.

CLERK'S CERTIFICATE

I, the undersigned, being duly qualified and acting Clerk of the City of Apple Valley, Dakota County, Minnesota, hereby certify that I have compared the attached and foregoing Extract of Minutes with the original thereof, on file in my office, and that the same is a true and complete transcript of the minutes of a meeting of the Council of said municipality, duly called and held on the date herein indicated, so far as the minutes relate to the levy of assessments for improvements in said municipality.

WITNESS my hand and seal of said City this 9th day of October 2025.

Christina M. Scipioni, City Clerk

Exhibit A
RESOLUTION NO. 2025-

NONE

Exhibit B
Resolution Number 2025-
Delinquent Hazardous Tree Removal Charge
Assessment Roll No. 699

<u>PID#/Plat Name/Description</u>	<u>Owner Name/Address</u>	<u>Billing Name/Address</u>	<u>Amount</u>
<u>Roll No. 699 – Four (4) Installments at 8%</u>			
01-18151-01-010	DAVID C ANDERSON	DAVID C ANDERSON	\$ 4,676.41
COBBLESTONES 1 REPLAT	8637 135 TH STREET WEST	8637 135 TH STREET WEST	
HAZARDOUS TREE REMOVAL	APPLE VALLEY, MN 55124	APPLE VALLEY, MN 55124	
	TOTAL ASSESSMENT ROLLS		<u>\$ 4,676.41</u>



ITEM:
MEETING DATE:
SECTION:

5.D.
October 9, 2025
Regular Agenda

Description:

Convene in Closed Session Under Attorney-Client Exceptions to Discuss an Amended Purchase Agreement with Markid Properties II, LLC for the Central Village West Site - 7153 153rd St. W. & 7169 152nd St. W.

Staff Contact:

Tim Benetti, Community Development Director

Department / Division:

Community Development

Action Requested:

Convene in closed session under exception to the open meeting law (Attorney-Client privilege and exceptions) to discuss an Amended Purchase Agreement with Markid Properties II, LLC for the Central Village West Site, located at 7153 153rd St. W. & 7169 152nd St. W.

Summary:

The City Council is being asked to convene in a closed session to discuss a proposed First Amendment to Purchase Agreement with Markid Properties II, LLC (the "Developer") for the Central Village West Site (the "Subject Site"). The subject site is scheduled to be the location of the new and recently approved Picklehall project.

Background:

N/A

Budget Impact:

N/A

Attachments:

None



ITEM:
MEETING DATE:
SECTION:

5.E.
October 9, 2025
Regular Agenda

Description:

Consider a First Amendment to Purchase Agreement with Markid Properties II, LLC for the Central Village West Site - 7153 153rd St. W. & 7169 152nd St. W. (Picklehall Site)

Staff Contact:

Tim Benetti, Community Development Director

Department / Division:

Community Development

Action Requested:

Subject to the outcome of the Closed Session discussion related to this item, the City Council is asked to officially Approve or Deny the First Amendment to Purchase Agreement with Markid Properties II, LLC for the Central Village West Site (*proposed Picklehall Site*).

Summary:

Prior to consideration of this regular agenda item, the City Council will convene in a Closed Session to discuss a proposed First Amendment to the Purchase Agreement with Markid Properties II, LLC for the Central Village West Site, which is the approved location of the new Picklehall project.

If the City Council reaches consensus on the amended terms during the Closed Session, the Council will reconvene in open session to take formal action on the First Amendment to the Purchase Agreement.

Background:

N/A

Budget Impact:

To be determined.

Attachments:

None



ITEM:
MEETING DATE:
SECTION:

5.F.
October 9, 2025
Regular Agenda

Description:

Approve a Non-Exclusive License Agreement for Parking - Picklehall (Markid Properties II, LLC)

Staff Contact:

Tim Benetti, Community Development Director

Department / Division:

Community Development

Action Requested:

Approve a Non-Exclusive License Agreement with Markid Properties II, LLC to allow use of a portion of the Central Village Parking Lot for the new Picklehall Project

Summary:

The City Council is asked to consider and approve a Non-Exclusive License Agreement for parking between the City of Apple Valley and Markid Properties II, LLC. The agreement allows the use of fifty (50) spaces in the City-owned Central Village West Parking Lot, located at 7075 152nd Street W.

Markid Properties currently holds a purchase agreement with the City to acquire the adjacent Central Village West Site (7153 153rd St. W. & 7169 152nd St. W.), which has been approved for development of a 66,350 sq. ft. indoor pickleball recreation and food hall facility, to be known as *Picklehall*.

Under the proposed license agreement, the 50 spaces would be allowed for Picklehall customers but would remain non-exclusive. Markid Properties would pay an annual fee of \$4,300 to the City for the right to use these 50 spaces.

Background:

In 2015, the City received a Redevelopment Incentive Grant (RIG) from Dakota County CDA to assist with construction of a shared public parking lot in the Central Village area. The 2002 Central Village Plan envisioned public parking as a way to support destination uses and reduce reliance on on-street parking as development intensified. Staff also proposed the use of license agreements with interested surrounding businesses, allowing them to utilize portions of the public lot for an annual fee to help offset seasonal maintenance costs.

Currently, Apple Valley Ford and the City have an agreement whereby Ford pays an annual fee of \$4,300 for the non-exclusive use of 50 parking lot spaces, primarily for employee parking.

On July 2, 2025, the Planning Commission reviewed and recommended approval of the Picklehall

project with 105 on-site spaces, which initially met ordinance requirements. Following updated food hall seating capacity information, staff recalculated that 91 additional spaces were needed. To address this, the Developer redesigned the site, replacing a stormwater pond with underground stormwater storage and adding 38 on-site spaces, bringing the total to 143.

With the addition of 50 spaces under this proposed license agreement and 38 available on-street spaces along Gallivant Place (as encouraged by the Central Village Plan), staff believes the Picklehall project can reasonably meet its total parking demand.

Budget Impact:

N/A

Attachments:

1. Non-Exclusive License Agreement for Parking
2. Presentation

NON-EXCLUSIVE LICENSE AGREEMENT FOR PARKING

This License Agreement for Parking (“Agreement”) is made this 9th day of October, 2025 (“Agreement Date”), by and between the City of Apple Valley, a Minnesota municipal corporation, (“City”) and Markid Properties II, LLC, a Minnesota limited liability company (“Licensee”), collectively the “Parties” and individually as “Party.”

WHEREAS, the Licensee is the owner of real property located in Apple Valley, County of Dakota, State of Minnesota and legally described Lots 1 and 2, Block 3, Village at Founders Circle 2nd Addition to be located within Lot 1, Block 1, Village at Founders Circle 2rd Addition (as depicted in Final Plat) “Picklehall Site” on **Exhibit “A”** and incorporated herein (hereinafter “Auto Dealership”); and

WHEREAS, The City is the owner of real property located in Apple Valley, Dakota County, Minnesota, legally described as Lot 1, Block 2, Village at Founders Circle, depicted as the “Subject Parking Area” on the sketch attached hereto as **Exhibit “A”** (hereinafter the “Property”); and

WHEREAS, Picklehall Site is adjacent to the Property; and

WHEREAS, it is the City’s objective to reduce traffic congestion on 152nd Street West and Gallivant Place by limiting on-street parking; and

WHEREAS, the City constructed a parking lot on the Property due to the demand for parking generated by the businesses located adjacent to the Property and to accommodate parking spaces lost due to the forthcoming on-street parking restrictions/prohibition; and

WHEREAS, the City is willing to grant a non-exclusive license to the Licensee, subject to the terms and conditions contained herein.

NOW, THEREFORE, in consideration of the foregoing and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the City and Licensee agree as follows:

1. **License for Ingress, Egress and Parking Purposes.** Based on the consideration set forth herein, the City hereby grants to the Licensee, for the benefit of the Licensee and its employees, guests and invitees, a non-exclusive license to use **50 parking spaces** on the Property for purposes of ingress, egress and “Vehicular Parking” except during No Parking Hours, Maintenance, Improvements and on the Excluded Dates.

2. **Definitions.** Unless the language or context clearly indicates that a different meaning is intended, the following terms shall have the meaning ascribed to them.

- a. “Excluded Dates” is defined as the four different three-day weekends during each one year term of this Agreement during which the City shall have full access to Property for events or event parking.
- b. “Improvements” is defined as constructing a parking garage, sidewalk(s), lighting, signage, landscaping, storm sewer, curb and gutter, or any other addition, removal, and/or construction to the Property that the City deems appropriate.
- c. “Maintenance” is defined as the removal of snow, ice and debris; repair of potholes; repair and maintenance of all driving and parking areas; and maintenance of any landscaping, sidewalks and/or lighting that the City at its discretion installs on the Property.
- d. “No Parking Hours” is defined as 3:00 am to 6:00 am.
- e. “Vehicular Parking” is defined as passenger cars, vans and trucks with up to 2 axles, and four tires within Minnesota Department of Transportation vehicle types 1 through 3, and excludes all commercial trucks, trailers and semi-trucks.

3. **Consideration.** In consideration for the terms of this non-exclusive license, the Licensee shall pay the City \$86.00 per each parking space (“License Fee”) on or before the Agreement Date for the number of parking spaces identified in paragraph 1, totaling \$4,300.00 (50 spaces x \$86.00 per space), or as adjusted thereafter pursuant to paragraph 5. The License Fee must be made payable to the City and received by the City at the following address on or before the Agreement Date: Municipal Center, Attn: Community Development Director, 7100 – 147th Street West, Apple Valley, MN 55124. The Parties agree that the City can increase the dollar amount of the License Fee for any term after the Initial Term, as defined in paragraph 4, by giving the Licensee written notice of the increase at least ninety (90) calendar days prior to the anniversary date of the current term.

4. **Term.** The term of this Agreement shall be one year commencing on the Agreement Date and terminating on the anniversary date (“Initial Term”), unless terminated as provided herein by either Party prior to the anniversary date. Subject to the City’s right to terminate this Agreement as provided herein, the Licensee has the option to renew this Agreement for additional one year terms by making payment of the applicable License Fee between thirty (30) and sixty (60) calendar days in advance of each anniversary date.

5. **Insurance.**

5.1. **General.** The Licensee shall not commence work under this contract until it has obtained all insurance required under this section and shall have filed the certificate of insurance or the certified copy of the insurance policy with the Owner and Owner. The Licensee shall not allow any subcontractor to commence work on its subcontract until all insurance required for the subcontractor has been obtained. Each insurance policy shall contain a clause providing that it shall not be canceled by the insurance company without **thirty (30) days written notice** to the Owner of intent to cancel. Each insurance policy shall contain a clause naming the Owner and any property owner affected by the Work as an additional insured party under the policy.

Certificates of insurance shall be submitted on ACORD 25 forms and shall specifically note the clause providing for **30 days written notice** to the Owner of intent to cancel. The certificates of insurance shall also specifically note the clause naming the Owner as an additionally insured party under the policy.

A. Licensee's comprehensive general and automobile liability insurance, including coverage for non-owned and hired vehicles, in limits as follows:

Commercial General Liability -	Bodily Injury	\$2,000,000 each occurrence
		\$2,000,000 each individual
Automobile Liability -	Property Damage	\$2,000,000 each occurrence
	Bodily Injury	\$1,000,000 each individual
Professional Liability -		\$2,000,000 each occurrence
	Property Damage	\$2,000,000 each occurrence
	Bodily Injury	\$2,000,000 each individual
		\$2,000,000 each occurrence
	Property Damages	\$2,000,000 each occurrence

B. Licensee may procure and maintain an Umbrella or Excess liability policy to cover the above insurance values.

C. **Minimum Insurance Requirements.** Losses other than those covered by insurance shall be the sole responsibility of the Licensee. The insurance requirements as set forth herein shall be considered to be minimum requirements only. Any other insurance that may be necessary to provide adequate coverage must be provided by the Licensee and shall be their sole responsibility.

6. **Adjustment in the Number of Parking Spaces.** The Licensee can request an increase or decrease in the number of allotted parking spaces by providing the City with written notice of its request at least one hundred and twenty (120) calendar days prior to the anniversary date of this Agreement. The City has the exclusive right to increase or decrease the number of parking spaces allotted to Licensee under this Agreement whether at the City's own initiative or Licensee's request. However, the City shall not increase the number of parking spaces allotted to Licensee without a written request from Licensee. The City will provide at least ninety (90)

calendar days written notice of any adjustment in the number of parking spaces allotted to Licensee and the corresponding adjustment to the annual consideration set forth at paragraph 3.

7. **Excluded Dates.** The City shall provide the Licensee with written notice of no parking on the Property at least thirty (30) calendar days prior to each Excluded Dates.

8. **Condition of Property.** Upon the City's construction of the parking lot upon the Property, the City warrants the suitability of the Property for ingress, egress and vehicular parking, but for no other purpose.

9. **Maintenance.** The City shall be responsible for Maintenance of the Property.

10. **Improvements.** The City reserves the right, but not the obligation, to make Improvements to the Property now and in the future. The City shall provide the Licensee with written notice of no parking on the Property at least thirty (30) calendar days prior to the commencement of the Improvements.

11. **Peak Demand.** Demand for use of the Property by adjacent businesses, including licensees, is expected to occur at different times. Licensee acknowledges that other businesses will have licenses to use the Property for ingress, egress and parking purposes, which may or may not overlap with the Licensee's business hours.

12. **Damage to the Property.** The Licensee shall be liable to the City for any costs, damages and reasonable attorneys' fees incurred by the City as a result of damage to the Property and any Improvements thereon caused intentionally or negligently by the Licensee or its employees, guests or invitees.

13. **Security.** The Licensee agrees that the Property does not have a security system nor is there security personnel located on the Property. The Licensee expressly acknowledges that the City's obligations in connection with the Property do not include the rendition of service, supervision, or furnishing of personnel in connection with the personal safety and security of Licensee's employees, tenants, customers, or other persons or any of their vehicles and personal property. The City does not undertake the obligation to guard or protect the Licensee's employees, tenants, and customers or their vehicles and personal property against the intentional or negligent acts of third parties. Licensee agrees the City shall not be liable for any theft, damage or vandalism of vehicles or personal property or personal injury that occurs on the Property.

14. **Indemnification.** Licensee shall indemnify and hold harmless the City and its agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorneys' fees arising out of or resulting from any such claim, damage, loss or expense attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, including the loss of use resulting therefrom, which are caused in whole or in part by any negligent act or omission of Licensee, any of Licensee's employees, tenants, and customers, and anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable.

15. **Termination.** This Agreement shall terminate immediately if the City does not receive the License Fee on or before the Agreement Date and on each anniversary date thereafter when Licensee has not paid the applicable License Fee for a subsequent annual term within the time period prescribed herein. Either the City or Licensee may terminate this Agreement upon providing written notice of termination to the other party at least ninety (90) calendar days before the termination date identified in the written notice. If Licensee chooses to terminate this Agreement, Licensee waives any entitlement to a refund of any portion of the License Fee paid for the term in which Licensee terminates this Agreement. If the City terminates this Agreement and the termination date is prior to anniversary date contemplated by paragraph 3, the City shall refund to Licensee the pro rata portion of the License Fee remaining as of the termination date.

16. **Payment of Costs.** Licensee shall be deemed in default of this Agreement if it fails to perform any of its obligations under this Agreement. In the event of a default by Licensee, the Licensee shall reimburse the City for all costs and expenses incurred by the City in connection with enforcing this Agreement, including, but not limited to, the City's attorneys' fees.

16. **Notices.** All notices, requests, demands, and other communications hereunder shall be in writing and shall be deemed given if personally delivered or by overnight carrier to the following addresses:

If to City, to: City of Apple Valley
7100 147th Street West
Apple Valley, MN 55124
Attn: City Administrator

With a copy to: Dougherty, Molenda, Solfest, Hills & Bauer P.A.
14985 Glazier Avenue, Suite 525
Apple Valley, MN 55124
Attn: Robert B. Bauer, City Attorney

If to Licensee, to: Markid Properties II, LLC
10471 Barnest Avenue
Inver Grove Heights, MN 55077
Attn: Marie Motilall

17. **Successors and Assigns.** This Agreement shall be binding upon and inure to the benefit of the parties, their respective successors, personal representatives and permitted assigns.

18. **Dispute Resolution.** Except in connection with a proceeding in equity, which will be governed by the rules of procedure of the applicable court, claims, disputes or other matters in question between the Parties hereto arising out of or relating to this Agreement or any breach hereof shall be first submitted to mediation, with the Parties sharing equally the cost thereof. If the Parties cannot agree on the mediator, one shall be appointed by the district court.

If the dispute is not resolved through mediation, the venue for any dispute shall be the District Court for Dakota County, Minnesota, First Judicial District.

19. **Miscellaneous.**

- A. Authority. City and Licensee represent that each, respectively, has full right, power, and authority to execute this Agreement.
- B. Entire Agreement. This Agreement constitutes the entire agreement and understanding of the parties and supersedes all offers, negotiations, and other agreements of any kind. There are no representations or understandings of any kind not set forth herein. Any modification of or amendment to this Agreement must be in writing and executed by both Parties. In the event of a conflict between the terms of the body of this Agreement and any exhibits, attachments or other incorporated documents, the terms of the body of the Agreement shall control.
- C. Governing Law. This Agreement shall be construed in accordance with the laws of the State of Minnesota.
- D. Heading. If any term of this Agreement is found to be void or invalid, such invalidity shall not affect the remaining terms of this Agreement, which shall continue in full force and effect.
- E. Force Majeure. Notwithstanding any other provisions in this Agreement, no default, delay or failure to perform on the part of either party shall be considered a breach of this Agreement if such default, delay or failure to perform is shown to be due to causes beyond the reasonable control of the defaulting Party, including but not limited to, causes such as riots, civil disturbances, actions or inactions of governmental authorities or suppliers, epidemics, war, embargoes, severe weather, fire, earthquakes, acts of God or the public enemy, or nuclear disasters (a “Force Majeure Event”).
- F. Third Party Beneficiaries. Nothing herein expressed or implied is intended or shall be construed to confer upon or give any person other than the Parties hereto, and their permitted successors and assigns, any rights or remedies under or by reason of this Agreement.
- G. No Waiver. No term or provision hereof shall be deemed waived and no breach excused, unless such waiver or consent shall be in writing and signed by the Party claimed to have waived or consented. Any consent by either Party to, or waiver of, a breach by the other, whether express or implied, shall not constitute consent to, waiver of, or excuse for any other different or subsequent breach.
- H. Survival of Obligations. The Licensee’s obligations under this Agreement shall survive the termination of this Agreement.

IN WITNESS WHEREOF, the undersigned have executed this Agreement.

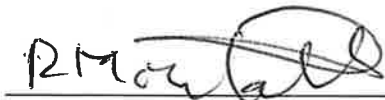
(Signature pages to follow.)

NON-EXCLUSIVE LICENSE AGREEMENT FOR PARKING

(Signature page of Licensee)

Markid Properties II, LLC

Dated: 30 SEP 2025

By: 

Its: OFFICER

STATE OF MINNESOTA)
) ss.
COUNTY OF DAKOTA)

The foregoing instrument was acknowledged before me this 30th day of September, 2025,
by Randy Ramesh Motilall, the officer of Markid
Properties II, LLC, a Minnesota limited liability company, on behalf of the limited liability
company.




Notary Public

NON-EXCLUSIVE LICENSE AGREEMENT FOR PARKING

(Signature page of City)

City of Apple Valley

Dated: _____

By: Clint Hooppaw
Its: Mayor

ATTEST

Dated: _____

By: Christina M. Scipioni
Its: City Clerk

STATE OF MINNESOTA)
) ss.
COUNTY OF DAKOTA)

The foregoing instrument was acknowledged before me this _____ day of October, 2016, by Clint Hooppaw and Christina M. Scipioni, the Mayor and City Clerk of the City of Apple Valley, a Minnesota municipal corporation, on behalf of the City of Apple Valley.

Notary Public

THIS INSTRUMENT WAS DRAFTED BY:

DOUGHERTY, MOLEND, SOLFEST, HILLS & BAUER P.A.
14985 Glazier Avenue, Suite 525
Apple Valley, MN 55124
(952) 432-3136
(RBB: 28202)

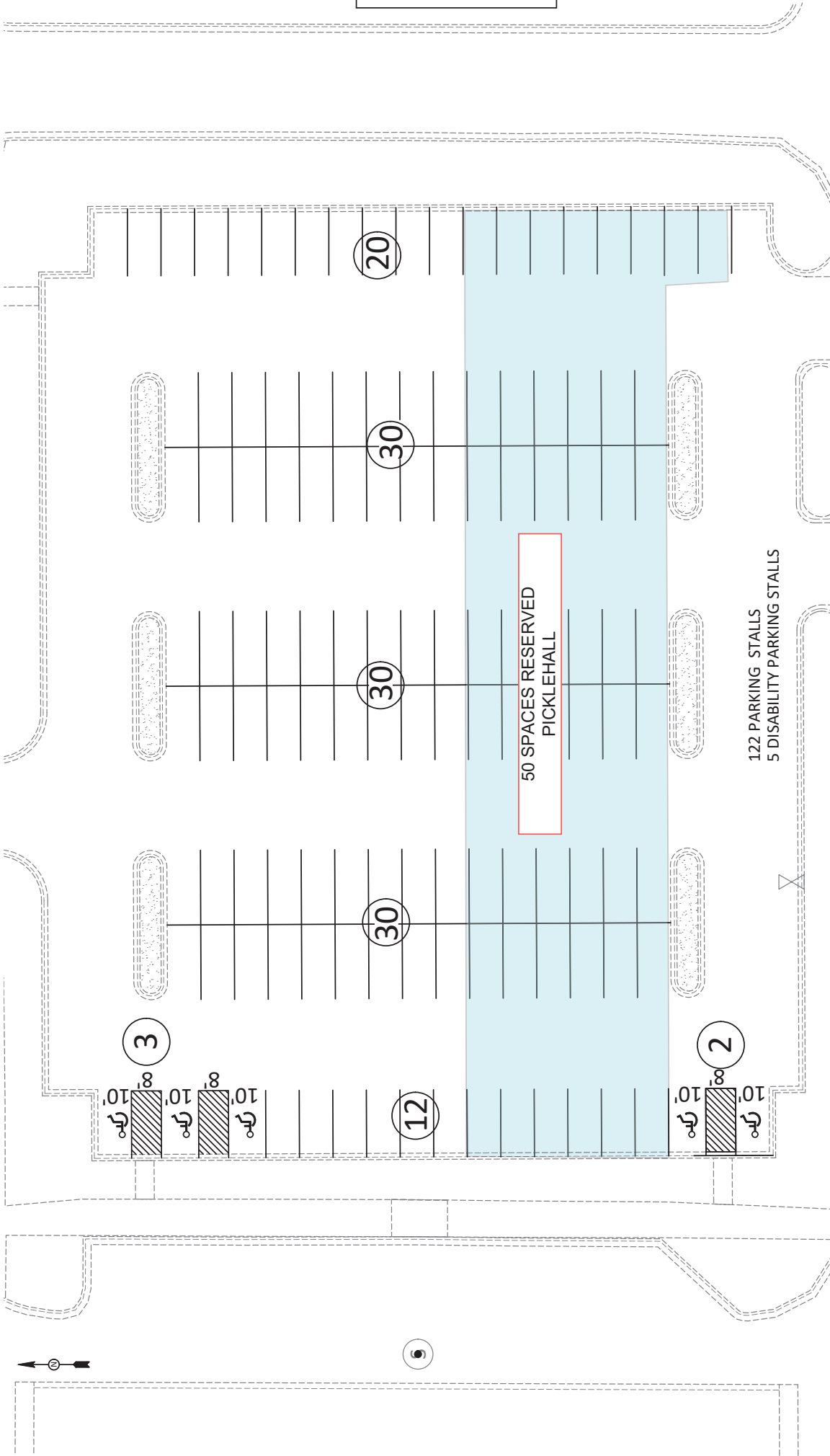


FIGURE A

CENTRAL VILLAGE PARKING LOT STRIPING

CITY OF APPLE VALLEY

PARKING LOT RE-STRIPING.DWG

DATE: 07/18/2025

PROJECT NUMBER: 2016-105

Picklehall Project

Non-Exclusive License Agreement for Parking

Central Village Parking Lot - 7075 152nd Street W.

City Council Meeting
October 9, 2025

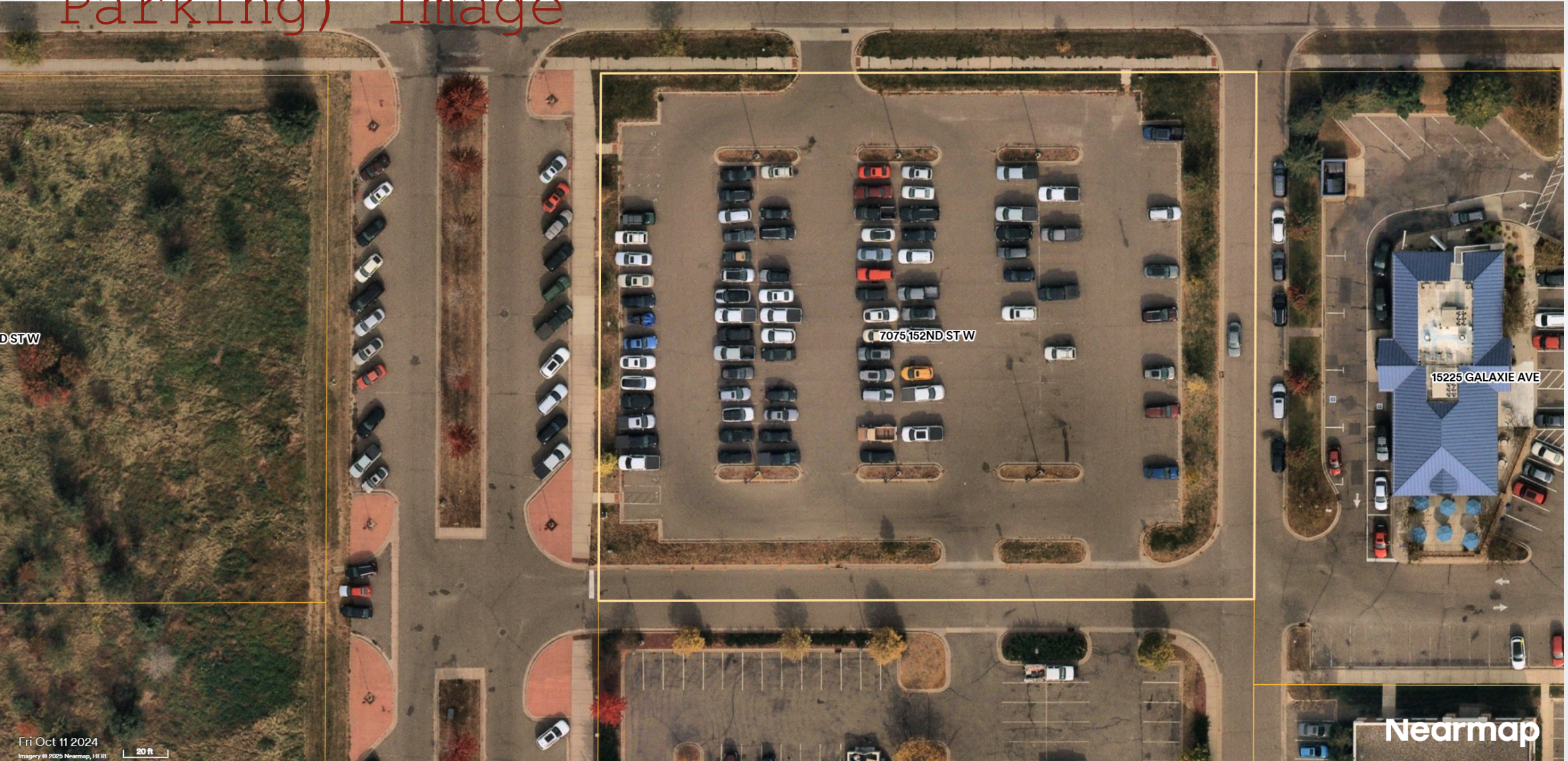
Requests

- Consideration of a Non-Exclusive License Agreement for Parking between the City of Apple Valley and Markid Properties II, LLC.
- Agreement allows the use of fifty (50) spaces in the City-owned Central Village Parking Lot - located at 7075 152nd Street W

Site Location

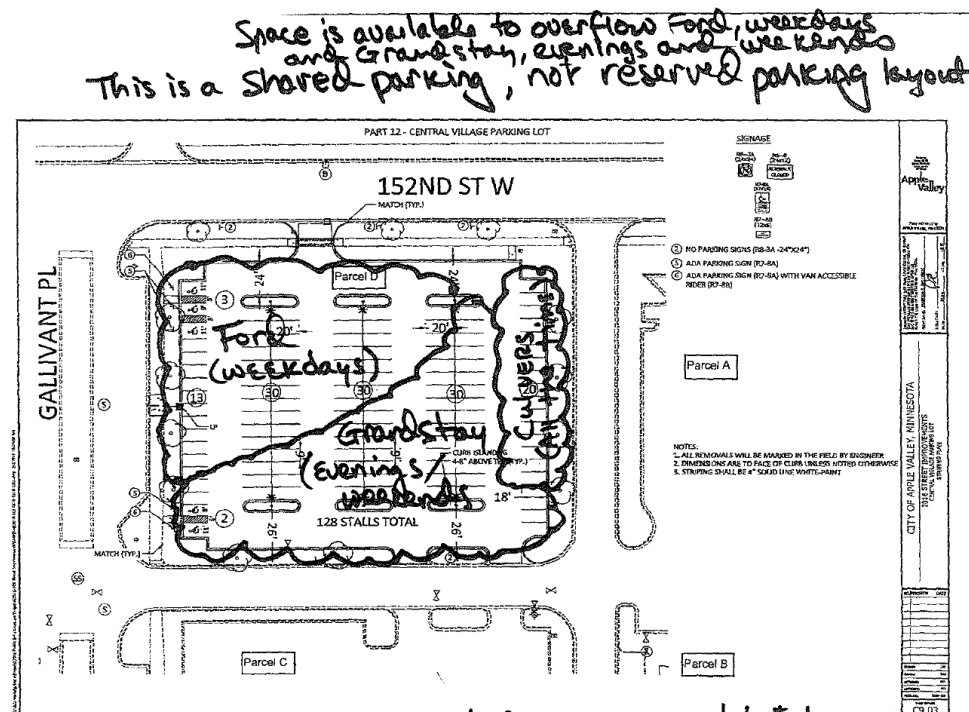


City Parking Lot (w/ On-Street Parking) Image



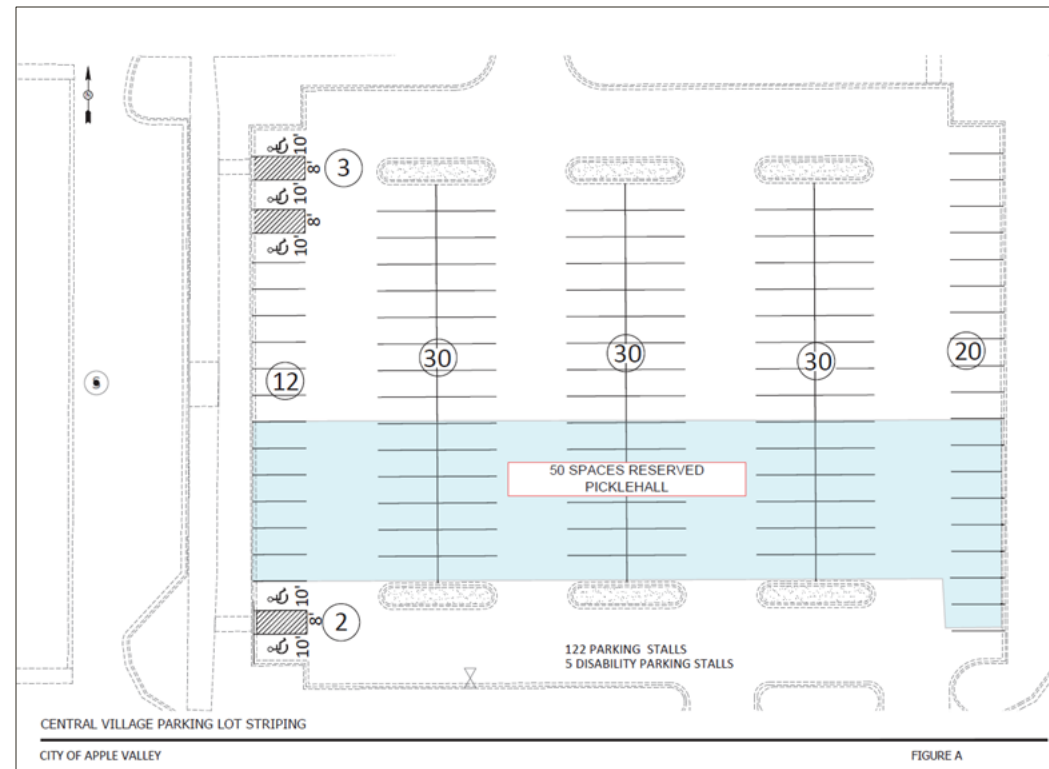
Background

- 2015 - City received a Redevelopment Incentive Grant (RIG) from Dakota County CDA to assist with construction of a shared public parking lot in the Central Village area.
- 2002 Central Village Plan envisioned public parking as a way to support destination uses and reduce reliance on on-street parking as development intensified.
- City proposed license agreements with interested surrounding businesses, allowing them to utilize portions of the public lot for an annual fee to help offset seasonal maintenance costs.

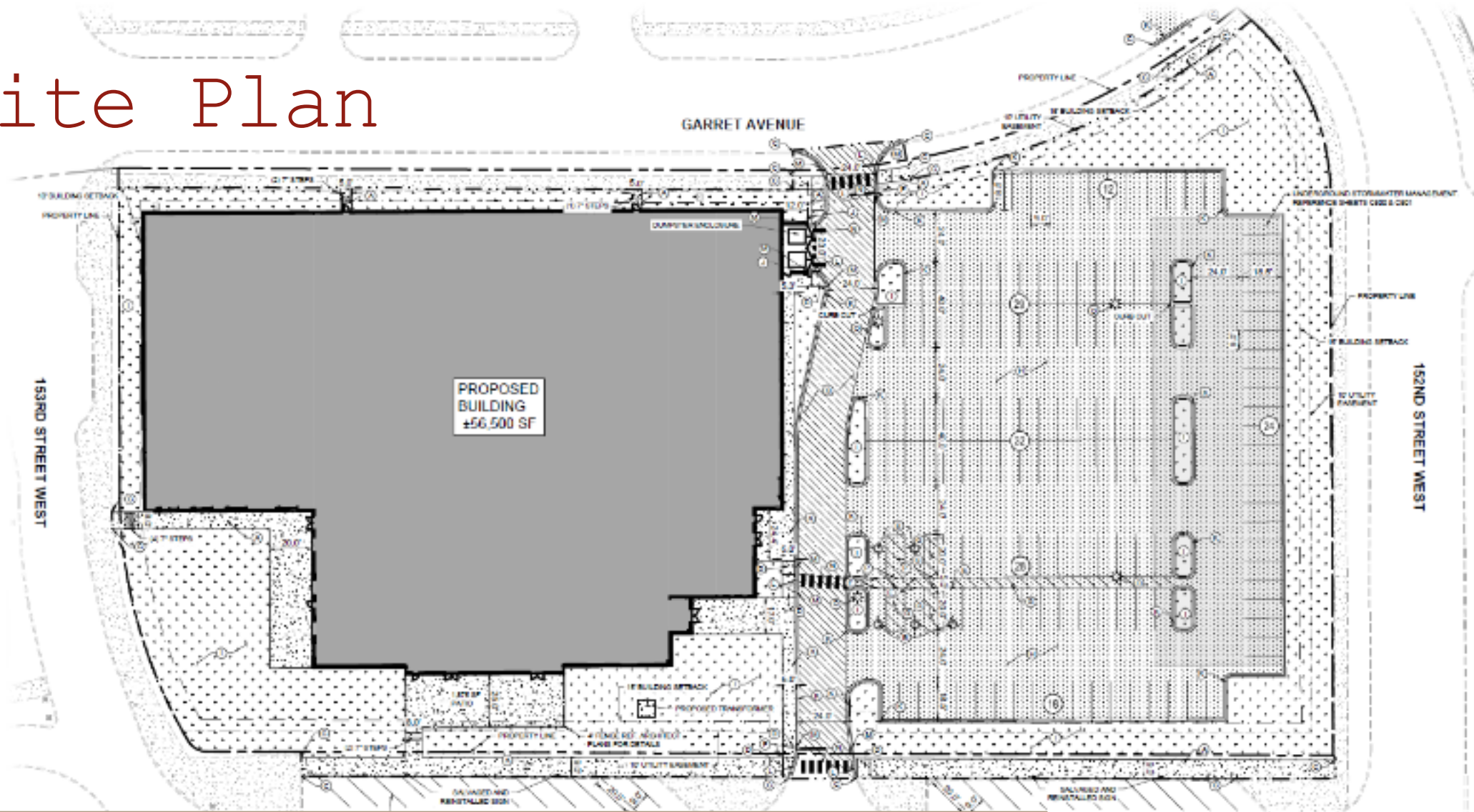


Background

- Apple Valley Ford currently pays an annual fee of \$4,300 for the non-exclusive use of 50 parking lot spaces, primarily for employee parking.
- On Sept. 11, 2025 – City Council approved the overall Picklehall Project, with a Cond. #8 :
 - ❑ *“A lease agreement with the City for shared parking, consisting of 50 spaces within the City-owned parking lot located at 7075 147th Street W, shall be executed prior to issuance of a building permit.”*



Site Plan



- 143 On-site Parking Spaces
- 128 Spaces in CV Parking Lot (Owner seeking to Lease 50 spaces)
- 38 On-Street Parking
- RESULTS: 198 spaces dedicated to PickleHall use
- TOTAL AVAILABLE / POTENTIAL: $143 + 128 + 38 = 309$ Spaces

Action Requested

- With the 143 on-site spaces + 50 spaces under this proposed license agreement + 38 available on-street spaces along Gallivant Place (as encouraged by the Central Village Plan), staff believes the Picklehall project can reasonably meet its total parking demand needed for this use
- Recommend the Council Approves a Non-Exclusive License Agreement with Markid Properties II, LLC to allow use of a portion of the Central Village Parking Lot for the new Picklehall Project

Questions?



APPLE VALLEY POLICE

TRUNK OR TREAT 2025

OCTOBER 25



11:00AM - 1:00 PM

SPLASH VALLEY PARKING LOT - 14421
JOHNNY CAKE RIDGE RD.





ITEM:
MEETING DATE:
SECTION:

7.A.
October 9, 2025
Calendar of Events

Description:

Approve Calendar of Upcoming Events

Staff Contact:

Stephanie Marschall, Deputy City Clerk

Department / Division:

Administration/City Clerk's Office

Action Requested:

Approve the calendar of upcoming events as listed in the summary below, and noting that each event listed is hereby deemed a special meeting of the City Council.

Summary:

Tue./Oct. 7	8-9 a.m.	Curiouser Coffee & Conservatory	Chamber Coffee Connection
Tue./Oct. 7	6-8 p.m.	Fire Station No. 1	Fire Prevention Week Open House
Tue./Oct. 7	6:30-9 p.m.	Revolve Hall	Food & Wine Pairing Dinner
Wed./Oct. 8	9 a.m.	Municipal Center	Firefighters Relief Association Board Meeting CANCELLED
Wed./Oct. 8	6-8 p.m.	Fire Station No. 2	Fire Prevention Week Open House
Thur./Oct. 9	5:30 p.m.	Municipal Center	Informal City Council Meeting
Thur./Oct. 9	6-8 p.m.	Fire Station No. 3	Fire Prevention Week Open House
Thur./Oct. 9	7 p.m.	Municipal Center	Regular City Council Meeting*
Sat./Oct. 11	12-4 p.m.	Dicks Valley Service	60th Anniversary Celebration
Wed./Oct. 15	7 p.m.	Municipal Center	Planning Commission Meeting CANCELLED
Tue./Oct. 21	2 p.m.	Municipal Center	Cemetery Advisory Committee Meeting
Thur./Oct. 23	5 p.m.	Johnny Cake Ridge Park West	Ribbon Cutting Ceremony – Goodwin Pickleball Complex
Thur./Oct. 23	5:30 p.m.	Johnny Cake Ridge Park West	Ribbon Cutting Ceremony – Skate Park
Thur./Oct. 23	7 p.m.	Municipal Center	Regular City Council Meeting*
Sat./Oct. 25	11 a.m.-1 p.m.	Splash Valley	Trunk or Treat
Wed./Oct. 29	1 p.m.	Orchard Place Apartments	Ground-Breaking Ceremony
Wed./Nov. 5	4:30-6:30 p.m.	Wyndham Hotel, Burnsville	Chamber County-Wide After Hours & Expo
Wed./Nov. 5	7 p.m.	Municipal Center	Planning Commission Meeting
Thur./Nov. 6	6 p.m.	Municipal Center	Informal Parks & Recreation Advisory Committee Meeting

Thur./Nov. 6 7 p.m.

Municipal Center

Regular Parks & Recreation Advisory
Committee Meeting

Background:

Each event is hereby deemed a special meeting of the City Council, the purpose being informational or social gathering. Only events marked with an asterisk (*) will any action of the Council take place.

Budget Impact:

N/A

Attachments:

None