

GLENCOE CITY COUNCIL MEETING AGENDA

Tuesday, September 8, 2026 - REVISED

City Center Ballroom

1. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

2. CONSENT AGENDA

- A. Approve Minutes of the Regular Meeting of August 17, 2026
- B. Approve Special Event Application – Fall Fling at First Congregational Church – September 20, 2026, from 12:00 PM to 4:00 PM – Requesting 10 Picnic Tables plus Street Closure
- C. Approve Special Event Application – Fall Festival at Guardian Home Health Lot – October 22, 2026, from 3:00 PM to 6:00 PM – Requesting 9 Picnic Tables plus Barricades
- D. Approve Liquor License Renewal for 3.2 Off-Sale at **Chandler Go For It Gas**, 415 Chandler Avenue North, Glencoe

3. RECOGNITIONS OF DONATIONS TO THE CITY

4. APPROVE AGENDA

5. PUBLIC COMMENT (agenda items only)

6. PUBLIC HEARINGS

7. BIDS AND QUOTES

- A. Pickleball Signs- Brandon Frankfurth, Public Works Director

8. REQUESTS TO BE HEARD

- A. First Reading of **Ordinance 634** to Amend Residency Requirements for the Airport Commission – Mark Ostlund, City Attorney
- B. Approve Glencoe Fire Department Policy and Procedure – Mark Lemen, City Administrator

9. ITEMS FOR DISCUSSION

- A. Community Information Presentation – James Flemming, Revolve Labs
- B. Lease Renewal Updates for City Center Suite 101 – Mark Lemen, City Administrator

10. ROUTINE BUSINESS

- A. Project Updates
- B. Economic Development
- C. Public Input
- D. Reports
- E. City Bills

11. ADJOURN



GLENCOE CITY COUNCIL MEETING MINUTES

August 17, 2026 – 7:00 PM

City Center Ballroom

Attendees: Mark Hueser, Jon Dahlke, Scott Maynard, Paul Lemke, Cory Neid, Yodee Rivera

City Staff: Mark Lemen, Mark Ostlund, Brandon Frankfurth, Bobbi Kadrie, Todd Trippel, Haylie Kusler, Tony Padilla

Other: Rich Glennie, Eddie Gould, Sandy Olson

1. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

The meeting was called to order by Mayor Mark Hueser

2. CONSENT AGENDA

- A. Approve Minutes of the Regular Meeting of August 3, 2026
- B. Approve Minutes of the Council Workshop of August 10, 2026
- C. Approve Special Event Application – Security Bank Block Party – September 1, 2026 from 5:00 PM to 8:00 PM – Requesting 15 Picnic Tables and 10 Round Barrels plus Street Closure
- D. Approve Special Event Application – Mid Country Bank Community Event – September 15, 2026 from 11:00 AM to 1:30 PM – Requesting 12 Picnic Tables and 4 Trash Cans
- E. Approve Special Event Application – St. Pius X Fall Festival – September 19, 2026 starting at 4:00 PM – Requesting Tables and Trash Cans
- F. Approve Peddler/Solicitor Permit – Wolf Builders – Roofing and Exterior Contractor – Annual Permit (8/18/2026 through 12/31/2026)

Motion: Dahlke, seconded by Maynard to approve items A-F, with the Peddler Permit amended to specify a time frame of 8:00 a.m. to 7:00 p.m. All in favor, the motion carries.

- G. Approval of City Center Coordinator – Tamera Zajicek as City Center Coordinator, effective August 18, 2026, subject to the applicable City Policies and Completion of Required Pre-Employment Requirements

Motion: Lemke, seconded by Neid to approve the hiring of Tamera Zajicek as the City Center Coordinator, contingent upon completion of the City's pre-employment requirements. All in favor, the motion carries.

3. RECOGNITIONS OF DONATIONS TO THE CITY

- A. Approve **Resolution 2026-22** – Accepting \$2,000.00 Donation from Glencoe Lions Club for the Fire Department.

RESOLUTION NO. 2026-22

A RESOLUTION ACCEPTING A DONATION TO THE CITY

WHEREAS, the City of Glencoe is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 et seq. for the benefit of its citizens and is specifically authorized to accept gifts.

WHEREAS, the following persons and entities have offered to contribute the cash amounts set forth below to the city:

Name of Donor	Amount
Glencoe Lions Club	\$2,000.00

WHEREAS, the terms or conditions of the donations, if any, are as follows:

Terms or Conditions
Fire Department Donation

WHEREAS, all such donations have been contributed to the city for the benefit of its citizens, as required by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GLENCOE, MINNESOTA AS FOLLOWS:

1. The donations described above are accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

Passed by the City Council of Glencoe, Minnesota this 17th day of August, 2026.

Motion: Lemke, seconded by Rivera to approve **Resolution 2026-22**. Upon roll call the following voted Aye, Dahlke, Maynard, Lemke, Neid, Rivera. The following voted Nay, none. Whereupon the resolution was declared adopted and approved.

- B. Approve **Resolution 2026-23** – Accepting \$500.00 Donation from Glencoe Lions Club for Glencoe Royalty.

RESOLUTION NO. 2026-23
A RESOLUTION ACCEPTING A DONATION TO THE CITY

WHEREAS, the City of Glencoe is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 et seq. for the benefit of its citizens and is specifically authorized to accept gifts.

WHEREAS, the following persons and entities have offered to contribute the cash amounts set forth below to the city:

<u>Name of Donor</u>	<u>Amount</u>
Glencoe Lions Club	\$500.00

WHEREAS, the terms or conditions of the donations, if any, are as follows:

Terms or Conditions
Glencoe Royalty Donation

WHEREAS, all such donations have been contributed to the city for the benefit of its citizens, as required by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GLENCOE, MINNESOTA AS FOLLOWS:

1. The donations described above are accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

Passed by the City Council of Glencoe, Minnesota this 17th day of August, 2026.

Motion: Dahlke, seconded by Lemke to approve **Resolution 2026-23**. Upon roll call the following voted Aye, Dahlke, Maynard, Lemke, Neid, Rivera. The following voted Nay, none. Whereupon the resolution was declared adopted and approved.

- C. Approve **Resolution 2026-24** – Accepting \$1,500.00 Donation from Glencoe Lions Club for Police Department Coins for Youth.

RESOLUTION NO. 2026-24
A RESOLUTION ACCEPTING A DONATION TO THE CITY

WHEREAS, the City of Glencoe is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 et seq. for the benefit of its citizens and is specifically authorized to accept gifts.

WHEREAS, the following persons and entities have offered to contribute the cash amounts set forth below to the city:

Name of Donor	Amount
Glencoe Lions Club	\$1,500.00

WHEREAS, the terms or conditions of the donations, if any, are as follows:

Terms or Conditions
Police Department Coins for Youth Donation

WHEREAS, all such donations have been contributed to the city for the benefit of its citizens, as required by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GLENCOE, MINNESOTA AS FOLLOWS:

1. The donations described above are accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

Passed by the City Council of Glencoe, Minnesota this 17th day of August, 2026.

Motion: Rivera, seconded by Neid to approve **Resolution 2026-24**. Upon roll call the following voted Aye, Dahlke, Maynard, Lemke, Neid, Rivera. The following voted Nay, none. Whereupon the resolution was declared adopted and approved.

- D. Approve **Resolution 2026-25** – Accepting \$550.00 Donation from Glencoe Lions Club for Police Department Bike Rodeo.

RESOLUTION NO. 2026-25
A RESOLUTION ACCEPTING A DONATION TO THE CITY

WHEREAS, the City of Glencoe is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 et seq. for the benefit of its citizens and is specifically authorized to accept gifts.

WHEREAS, the following persons and entities have offered to contribute the cash amounts set forth below to the city:

Name of Donor	Amount
Glencoe Lions Club	\$550.00

WHEREAS, the terms or conditions of the donations, if any, are as follows:

Terms or Conditions
Police Department Bike Rodeo Donation

WHEREAS, all such donations have been contributed to the city for the benefit of its citizens, as required by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GLENCOE, MINNESOTA AS FOLLOWS:

1. The donations described above are accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

Passed by the City Council of Glencoe, Minnesota this 17th day of August, 2026.

Motion: Neid, seconded by Lemke to approve **Resolution 2026-25**. Upon roll call the following voted Aye, Dahlke, Maynard, Lemke, Neid, Rivera. The following voted Nay, none. Whereupon the resolution was declared adopted and approved.

- E. Approve **Resolution 2026-26** – Accepting \$150.00 Donation from CorTrust Bank, \$1,350.00 Donation from Security Bank and Trust, and \$750.00 Donation from Glencoe Area Chamber of Commerce for the Flower Basket Sponsorship Program.

RESOLUTION NO. 2026-26
A RESOLUTION ACCEPTING A DONATION TO THE CITY

WHEREAS, the City of Glencoe is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 et seq. for the benefit of its citizens and is specifically authorized to accept gifts.

WHEREAS, the following persons and entities have offered to contribute the cash amounts set forth below to the city:

Name of Donor	Amount
---------------	--------

CorTrust Bank	\$150.00
Security Bank and Trust Co.	\$1,350.00
Glencoe Area Chamber of Commerce	\$750.00

WHEREAS, the terms or conditions of the donations, if any, are as follows:

Terms or Conditions
Flower Basket Program Donation

WHEREAS, all such donations have been contributed to the city for the benefit of its citizens, as required by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GLENCOE, MINNESOTA AS FOLLOWS:

1. The donations described above are accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

Passed by the City Council of Glencoe, Minnesota this 17th day of August, 2026.

Motion: Maynard, seconded by Dahlke to approve **Resolution 2026-26**. Upon roll call the following voted Aye, Dahlke, Maynard, Lemke, Neid, Rivera. The following voted Nay, none. Whereupon the resolution was declared adopted and approved.

- F. Approve **Resolution 2026-27** – Accepting \$1,500.00 Donation from McLeod Coop. Power Assn. for the Police Department.

RESOLUTION NO. 2026-27

A RESOLUTION ACCEPTING A DONATION TO THE CITY

WHEREAS, the City of Glencoe is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 et seq. for the benefit of its citizens and is specifically authorized to accept gifts.

WHEREAS, the following persons and entities have offered to contribute the cash amounts set forth below to the city:

Name of Donor	Amount
McLeod Coop. Power Assn.	\$1,500.00

WHEREAS, the terms or conditions of the donations, if any, are as follows:

Terms or Conditions
Police Department Donation

WHEREAS, all such donations have been contributed to the city for the benefit of its citizens, as required by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GLENCOE, MINNESOTA AS FOLLOWS:

1. The donations described above are accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

Passed by the City Council of Glencoe, Minnesota this 17th day of August, 2026.

Motion: Lemke, seconded by Neid to approve **Resolution 2026-27**. Upon roll call the following voted Aye, Dahlke, Maynard, Lemke, Neid, Rivera. The following voted Nay, none. Whereupon the resolution was declared adopted and approved.

- G. Approve **Resolution 2026-28** – Accepting \$320.00 Donation from Glencoe Lions Club for Police Department Safety Net.

RESOLUTION NO. 2026-28
A RESOLUTION ACCEPTING A DONATION TO THE CITY

WHEREAS, the City of Glencoe is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 et seq. for the benefit of its citizens and is specifically authorized to accept gifts.

WHEREAS, the following persons and entities have offered to contribute the cash amounts set forth below to the city:

Name of Donor	Amount
Glencoe Lions Club	\$320.00

WHEREAS, the terms or conditions of the donations, if any, are as follows:

Terms or Conditions
Police Department Safety Net Donation

WHEREAS, all such donations have been contributed to the city for the benefit of its citizens, as required by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GLENCOE, MINNESOTA AS FOLLOWS:

1. The donations described above are accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

Passed by the City Council of Glencoe, Minnesota this 17th day of August, 2026.

Motion: Neid, seconded by Lemke to approve **Resolution 2026-28**. Upon roll call the following voted Aye, Dahlke, Maynard, Lemke, Neid, Rivera. The following voted Nay, none. Whereupon the resolution was declared adopted and approved.

4. APPROVE AGENDA

Motion: Lemke, seconded by Neid to approve the agenda. All in favor, the motion carries.

5. PUBLIC COMMENT (agenda items only)

Resident Rich Glennie addressed the Council, stating that the Planning Commission meeting held on August 13th was productive. He encouraged the Council to slow the process down and ensure that all aspects are being properly addressed as the city moves forward with the proposed hotel project. He also stated that, at the conclusion of the meeting, he understood that the motion didn't pass; however, he learned the following morning that the motion passed. Mark Ostlund, City Attorney, responded to his concerns.

6. PUBLIC HEARINGS - None

7. BIDS AND QUOTES - None

8. REQUESTS TO BE HEARD

- A. Planning Commission Recommendation of Airstay Glencoe Preliminary Plat – Mark Lemen, City Administrator

Motion: Lemke, seconded by Neid to approve the preliminary plat for Airstay Glencoe. All in favor, the motion carries.

- B. Glencoe Wine and Spirits Manager Updated Job Description – Mark Lemen, City Administrator

Motion: Neid, seconded by Dahlke to approve updated liquor store manager job description. All in favor, the motion carries.

- C. Airport Commission Recommendation – Mark Lemen, City Administrator

Motion: Maynard, seconded by Dahlke to approve to amend the ordinance so another commission member be permitted to reside outside of the Glencoe City limits. All in favor, the motion carries.

9. ITEMS FOR DISCUSSION

- A. Revolve Labs - Mark Lemen, City Administrator, James Flemming, Revolve Labs

James Flemming addressed the Council and residents, inviting them to a community information session on September 8 regarding the Revolve Labs project and noise-related concerns. Flemming stated that Revolve Labs is committed to investing more than \$1 million in Glencoe over the next 10 years.

10. ROUTINE BUSINESS

- A. Project Updates – Lift Station construction will start the middle of September

- B. Economic Development - None

- C. Public Input – Rich Glennie requested the August 13th public hearing be posted online when available

- D. Reports - None

- E. City Bills

Motion: Neid, seconded by Maynard to pay city bills. All in favor, the motion carries.

11. ADJOURN

Motion: Dahlke, seconded by Neid to adjourn. All in favor, the motion carries.



SMALL CITY & BIG FUTURE

City of Glencoe ♦ 1107 11th Street East, Suite 107 ♦ Glencoe, Minnesota 55336
Phone: (320) 864-5586 Website: www.glencoe.mn.org Email: info@ci.glencoe.mn.us

This Page is Blank to
Separate Agenda Items

Mayor: Mark Hueser **City Administrator:** Mark Lemen
Councilors: At-Large Yodee Rivera, Precinct 1 Jon Dahlke, Precinct 2 Scott Maynard, Precinct 3 Paul Lemke, Precinct 4 Cory Neid



City of Glencoe
Special Event Application
1107 11th Street East, Suite 107
Glencoe, MN 55336
320-864-5586
info@ci.glencoe.mn.us

Event name: Fall Fling Location: 1400 Elliott Ave N

Date(s) of the event: 9/20/2026 Time(s) of event: 12-4pm

Group name or organization: First Congregational Contact Name: Rev. Adam Thompson

Address: 1400 Elliott Ave N City: Glencoe zip: 55336

Email: pastor@firstcongochurch.org Phone: 9522395893

Type of organization: For Profit ☐ Non-Profit ☒ Charity ☐

Location requested: City Parking Lot ☐ City Park ☐ Street Closure ☒

Estimated number of participants expected to attend the event: 150

Event Description: Free Outdoor Community Music event. Event will include live bands, activities for children and youth, food and beverages including beer available for purchase from Lazy Loon Brewing (see provided temporary liquor license application). Free will offering collected to benefit Safe Avenues.

Assistance Requested: Street Closure and use of 10 picnic tables

Street Closure Request - Describe the name and sections of the streets for requested closure.
Closure at 14th St at east side of intersection extending east to ally between Ford and Elliott

Date/Time for beginning of street closure: 11:00am - 9/20/26

Date/Time for reopening of streets: 5:00pm - 9/20/2026

NOTE: Events using public streets and parking lots must submit a map with precise locations.

See back side for guidelines and agreement.

Updated: 5.20.2022



City of Glencoe
Special Event Application

1107 11th Street East, Suite 107

Glencoe, MN 55336

320-864-5586

Info@ci.glencoe.mn.us

Event name: Fall Festival Location: Guardian Home Health Lot
Date(s) of the event: 10/22/26 Time(s) of event: 3⁰⁰ - 6⁰⁰ PM
Group name or organization: _____ Contact Name: Carol Eggenslund
Address: 2071 10th St E City: Glencoe Zip: _____
Email: serenityhealthmn@gmail Phone: (952) 222-4201
Type of organization: For Profit ☐ Non-Profit ☐ Charity ☐

Location requested: City Parking Lot ☐ City Park ☐ Street Closure ☒

Estimated number of participants expected to attend the event: 150

Event Description: Fall festival with local businesses providing free games/activities/food for families

Assistance Requested: Transport + drop off + pick up tables
9 tables needed

Street Closure Request - Describe the name and sections of the streets for requested closure.

Close Taylor street at 10th St for "Touch a Truck display"

Date/Time for beginning of street closure: 10/22/26 2⁰⁰ PM

Date/Time for reopening of streets: 10/22/26 6³⁰ PM

NOTE: Events using public streets and parking lots must submit a map with precise locations.

See back side for guidelines and agreement.

Updated: 5.20.2022



SMALL CITY & BIG FUTURE

City of Glencoe ♦ 1107 11th Street East, Suite 107 ♦ Glencoe, Minnesota 55336
Phone: (320) 864-5586 Website: www.glencoe.mn.org Email: info@ci.glencoe.mn.us

This Page is Blank to
Separate Agenda Items

Mayor: Mark Hueser City Administrator: Mark Lemen
Councilors: At-Large Yodee Rivera, Precinct 1 Jon Dahlke, Precinct 2 Scott Maynard, Precinct 3 Paul Lemke, Precinct 4 Cory Neid



City of Glencoe ♦ 1107 11th Street East, Suite 107 ♦ Glencoe, Minnesota 55336
Phone: (320) 864-5586 Website: www.glencoe.mn.org Email: info@ci.glencoe.mn.us

To: Mayor and City Council
From: Brandon Frankfurth, Public Works Director
Date: September 1, 2026
Re: **Item 7A:** Pickleball Signs

Action Requested

Approve, deny, or table the purchase of the new signs for the pickleball courts.

Background

Over the past few weeks, the pickleball courts have experienced damage to the playing surface. While staff cannot confirm the exact cause, it is believed that bicycles, scooters, rollerblades, or other wheeled equipment may be contributing to the issue. The damage has resulted in gouges in the acrylic surface and may reduce the lifespan of the courts.

Glencoe Area Pickleball (GAP) approached City staff about potentially installing signs and a gate system to help prevent wheeled access and reduce future damage. GAP also inquired whether the City would be willing to share in the cost of these improvements.

Staff presented GAP's proposal to the Park Board for consideration. After discussion, the Park Board recommended that the City purchase and install the signs, while GAP would fund any gate system.

The cost for two (2) signs, one at each entrance, would be \$288.00.

Staff Recommendation

Staff recommends approving the purchase of the proposed pickleball court signs.

Attachments

1. Sign Template
2. Sign Quote

GLENCOE



PICKLEBALL COURTS

FOR PICKLEBALL USE ONLY
SOLO PARA USO DE PICKLEBALL

— PLEASE KEEP THE COURT NICE —
POR FAVOR, MANTENGAMOS LA CANCHA EN BUEN ESTADO



NO ROLLER BLADES
NO PATINES



NO SCOOTERS
NO SCOOTERS



NO BIKES
NO BICICLETAS



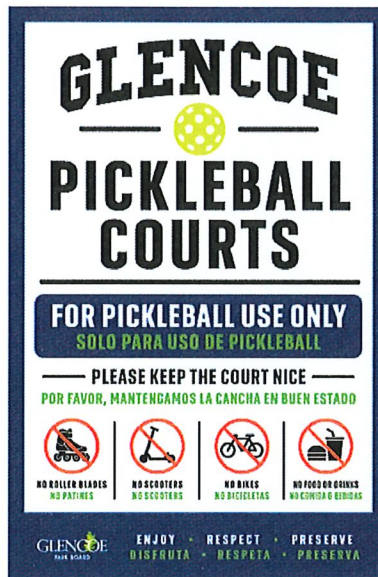
NO FOOD OR DRINKS
NO COMIDA O BEBIDAS

GLENCOE AREA PICKLEBALL

Bid Price: \$ 288.00

Pricing does not include tax, permits, or electrical connection

ALL APPROVAL AND PROOFS MUST BE RETURNED ALONG WITH ANY RESPONSES OR ISSUES BEFORE WE CAN PROCEED WITH PRODUCING YOUR ORDER.



Client Checklist

____ Layout/Placement
(Initial)
____ Spelling
(Initial)
____ Grammar
(Initial)
____ Color
(Initial)
____ Phone Number
(Initial)
____ Website
(Initial)

SIGN SPECS:

Alumacore Signs	Single-sided
Thickness = 6mm	Digital Print / Gloss Finish
Size = 3' tall x 2' wide	Square Corners
Qty. = 2 signs	Customer to Install
Price = \$144 each	

Contact: Nikki Voss

Date : 8/28/2026

Estimated Completion : 7-10 days after
approval received

Phone: 612-963-4307

Sign and return by : _____ To keep completion date
I HAVE READ AND FULLY UNDERSTAND ALL PROCEDURES AND COSTS INVOLVED WITH MY ORDER

Email: glencoeareapickleball@gmail.com

SIGNATURE: _____ DATE: _____

Crow River
SIGNS
WWW.CROWRIVERSIGNS.COM
320-234-WRAP
123 MICHIGAN ST. NE, HUTCHINSON, MN 55350



SMALL CITY & BIG FUTURE

City of Glencoe ♦ 1107 11th Street East, Suite 107 ♦ Glencoe, Minnesota 55336
Phone: (320) 864-5586 Website: www.glencoe.mn.org Email: info@ci.glencoe.mn.us

This Page is Blank to
Separate Agenda Items

Mayor: Mark Hueser City Administrator: Mark Lemen
Councilors: At-Large Yodee Rivera, Precinct 1 Jon Dahlke, Precinct 2 Scott Maynard, Precinct 3 Paul Lemke, Precinct 4 Cory Neid



City of Glencoe ♦ 1107 11th Street East, Suite 107 ♦ Glencoe, Minnesota 55336
Phone: (320) 864-5586 Website: www.glencoe.mn.org Email: info@ci.glencoe.mn.us

To: Mayor and City Council

From: Mark Lemen, City Administrator

Date: September 8, 2026

RE: **ITEM 8A** Ordinance 634 Residency Amendment

ITEM 8A – It is recommended to approve the Airport Commission's request for an amendment to the residency requirements of Ordinance 634. The amendment would allow for one (1) additional commission member to live outside the Glencoe city limits, but within 20 miles of the City of Glencoe.

CITY OF GLENCOE
MCLEOD COUNTY, MINNESOTA

ORDINANCE NO. 634

AN ORDINANCE AMENDING CHAPTER 135, SECTION 135.01, SECTION 1, OF THE
GLENCOE CITY CODE REGARDING RESIDENCY REQUIREMENTS FOR THE
AIRPORT COMMISSION

THE CITY COUNCIL OF THE CITY OF GLENCOE, MINNESOTA, ORDAINS:

Section 1. Amendment to Section 135.01, Section 1. Chapter 135, Section 135.01, Section 1, entitled "Airport Commission Appointment," is amended and otherwise restated with the following:

There is hereby created an Airport Commission to be known as the "Glencoe Airport Commission," which shall consist of five (5) legal voters. At least three (3) members shall reside within the corporate limits of the City of Glencoe. Not more than two (2) members may reside outside the corporate limits of the City of Glencoe, provided that each such member resides within the general service area of the Glencoe Airport, defined as continually living not more than 20 miles from the Glencoe Airport. ~~the territorial limits of McLeod, Carver, and Sibley Counties.~~ One of said Board members may be a member of the City Council or the Mayor. The City Council may remove an Airport Commission member at any time by a 4/5th vote in the same manner and process required under Glencoe Charter section 2.07 to remove members of Commissions created under the Glencoe Charter. Each member shall be appointed for a three (3) year term by the affirmative vote of the majority of the members of the City Council. No person hereinafter appointed to the Commission shall serve more than two consecutive terms thereon. All members of this Commission shall serve upon such compensation as determined by the City Council. Said compensation may be amended from time to time by resolution by majority vote of the City Council. All members shall serve however, until their respective successor has been appointed and qualified. All vacancies on the Airport Commission shall be filled in a like manner without undue delay by the City Council, but only for the unexpired term of the vacating member. All members appointed shall file their acceptance with the City Clerk/Administrator within five (5) days after the notice from the City Clerk/Administrator of their appointment. A member of the Glencoe Airport Commission shall not also be a member of the Glencoe Recreation Board, the Glencoe Park Board, the Glencoe Planning and Industrial Commission, the Glencoe City Center Board, ~~the Glencoe Cemetery Commission~~ or the City Library Board.

Section 2. Continuing Effect. Except as expressly amended by this ordinance, all remaining provisions of Chapter 135, including Section 135.01, shall remain unchanged and in full force and effect.

Section 3. Effective Date. This ordinance shall take force and be in effect from and after its passage and publication according to law.

Passed and adopted by the City Council of the City of Glencoe, Minnesota, this _____ day of _____, 2026.

CITY OF GLENCOE

By:

Mark Hueser, Mayor

ATTEST:

Mark Lemen, City Administrator

Publication Date: _____

Effective Date: _____



SMALL CITY & BIG FUTURE

City of Glencoe ♦ 1107 11th Street East, Suite 107 ♦ Glencoe, Minnesota 55336
Phone: (320) 864-5586 Website: www.glencoe.mn.org Email: info@ci.glencoe.mn.us

This Page is Blank to
Separate Agenda Items

Mayor: Mark Hueser City Administrator: Mark Lemen
Councilors: At-Large Yodee Rivera, Precinct 1 Jon Dahlke, Precinct 2 Scott Maynard, Precinct 3 Paul Lemke, Precinct 4 Cory Neid

GLENCOE FIRE DEPARTMENT POLICY AND PROCEDURE

GENERAL POLICIES

CHAPTER 1 ADMINISTRATIVE GUIDELINES

1.1	MISSION & VISION	4
1.1.1	MISSION STATEMENT	4
1.1.2	VISION STATEMENT	4
1.1.3	CORE VALUES.....	4
1.1.4	CUSTOMERS	5
1.2	EMERGENCY RESPONSIBILITIES OF AGENCIES	5

CHAPTER 2 PERSONNEL POLICIES

2.1	APPOINTMENTS AND SELECTIONS	7
2.1.1	MEMBER APPOINTMENTS QUALIFICATIONS	7
2.1.2	GLENCOE FIRE DEPARTMENT EXECUTIVE LEADERSHIP	7
2.1.3	GLENCOE FIRE DEPARTMENT SELECTION COMMITTEE	7
2.1.4	EXECUTIVE LEADERSHIP SELECTIONS	7
2.1.5	EXECUTIVE LEADERSHIP APPOINTED POSITIONS.....	8
2.2	MEMBER COMPENSATION	9
2.2.1	COMPENSATION PLAN	9
2.2.2	TRAVEL AND TRAINING PAY REIMBURSEMENT SCHEDULE.....	9
2.3	RESPONSIBILITIES OF MEMBERS.....	9
2.3.1	GENERAL CONDUCT GUIDELINES	9
2.3.2	SEXUAL HARASSMENT	10
2.3.3	ALCOHOL AND DRUGS.	10
2.3.4	TOBACCO.....	11
2.3.5	BUILDING USAGE.....	11
2.3.6	FIRE REPORTS.....	12
2.4	SAFETY AND HEALTH.....	12
2.4.1	EMPLOYEE RIGHT TO KNOW	12
2.4.2	EMPLOYEE SAFETY	12
2.4.3	INJURY REPORTING LINE-OF-DUTY	12
2.4.4	PROPERTY DAMAGE REPORTING	13
2.4.5	RIDE-ALONGS	13
2.4.6	EMPLOYEE SAFETY CONCERNS AND VIOLATIONS	13
2.5	DEATH/ RESIGNATION/ RETIREMENT.....	13
2.5.1	DEATH/ FUNERAL	13
2.5.2	RESIGNATION	13
2.5.3	RETIREMENT	13

CHAPTER 3 HEALTH SURVEILLANCE, RETURN TO DUTY, TRANSITIONAL DUTY & AGILITY

3.1	HEALTH SURVEILLANCE, RETURN TO DUTY, TRANSITIONAL DUTY & AGILITY TESTING	14
3.1.1	COMPLIANCE REQUIREMENT:	14
3.1.2	RETURN TO DUTY (AFTER A DISABILITY RELATED ABSENCE):.....	14
3.1.3	TRANSITIONAL DUTY:	14
3.1.4	ELIGIBILITY FOR TRANSITIONAL DUTY:	15
3.1.5	SCHEDULE FOR TESTING	15
3.1.6	SUCCESSFUL COMPLETION OF ASSESSMENT (PASS)	15
3.1.7	UNSUCCESSFUL COMPLETION OF ASSESSMENT (DID NOT PASS)	15

CHAPTER 4 TRAINING RESPONSIBILITY

4.1	TRAINING RESPONSIBILITY	
4.1	TRAINING RESPONSIBILITY	17

CHAPTER 5 ACCEPTABLE USE POLICY FOR ELECTRONIC COMMUNICATION/SOCIAL MEDIA

5.1	SOCIAL MEDIA POLICY.....	18
5.1.1	POLICY STATEMENT	18
5.1.2	ADMINISTRATION AND MANAGEMENT.....	18
5.1.3	ASSET CLASSIFICATION	18
5.2	OVERVIEW.....	18
5.2.1	SCOPE.....	18
5.2.2	PURPOSE.....	18
5.2.3	APPLICABILITY.....	19
5.3	DEFINITIONS	19
5.3.1	DEFINITIONS OF SOCIAL MEDIA.....	19
5.4	RULES OF USE.....	19
5.4.1	RESPONSIBILITIES OF ADMINISTRATORS.....	19
5.4.2	APPROVAL PROCESS FOR NEW GFD RELATED SOCIAL MEDIA PROFILES.....	19
5.4.3	COMPLIANCE REQUIREMENTS.....	20
5.4.4	PROFESSIONAL CONDUCT	20
5.4.5	MODERATION OF COMMENTS.....	20
5.4.6	REMOVAL OF INAPPROPRIATE CONTENT	21
5.5	PERSONAL SOCIAL MEDIA USE.....	21
5.5.1	RESPECT FOR PERSONAL SOCIAL MEDIA USE.....	21
5.5.2	GUIDELINES FOR PERSONAL SOCIAL MEDIA CONDUCT	21
5.5.3	DISCLAIMER REQUIREMENT	22
5.5.4	ACCESS WHILE CONDUCTING FIRE DEPARTMENT BUSINESS	22

Effective Date:
Revision Date:

Glencoe Fire Department
GENERAL POLICIES

5.6	DATA OWNERSHIP	22
5.6.1	OWNERSHIP OF COMMUNICATIONS AND MEDIA	22
5.6.2	MONITORING AND PRIVACY EXPECTATIONS	23
5.7	POLICY VIOLATIONS.....	23
5.7.1	CONSEQUENCES FOR POLICY VIOLATIONS	23
 CHAPTER 6 OFFENSIVE BEHAVIOR AND SEXUAL HARASSMENT POLICY		
6.1	OFFENSIVE BEHAVIOR AND SEXUAL HARASSMENT POLICY	28

Chapter 1 Administrative Guidelines

1.1 Mission/ Vision/Core Values/ Customers

1.1.1 Mission Statement

The Glencoe Fire Department is committed to providing the highest level of public safety services to our fire district and the constituents. Through knowledge and training we will protect life and property from the adverse effects of fire, medical emergencies, or exposure to dangerous conditions through fire suppression, emergency medical response, rescue, disaster preparedness & management, fire prevention and public education.

1.1.2 Vision Statement

It is the vision of the Glencoe Fire Department to be an agency of professionals that are committed to leading and delivering excellence in Fire-Rescue emergency services through experience, training, and best practices through actively committing to our core values. We strive to be dynamic, diverse, and proactively collaborate with other agencies to meet the changing needs of our community. We work as a team to accomplish tasks that we cannot achieve individually, and we are accountable to each other and those we serve. We value the fellowship of the organization and are humbled by the opportunity to follow in the footsteps of those that came before us; we are proud to continue the tradition of GFD.

1.1.3 Core Values

- Communication
 - The ability to effectively express or impart information confidently and accurately to the members of GFD, the City, and the residents we serve
- Collaboration
 - Through teamwork and fellowship, we strive to make GFD the best department possible and to provide the best possible outcomes for all emergencies to which we respond
- Commitment

Members of GFD are expected to exude excellence in dedication and actively engaging in the cause and the activities of GFD; to enhance the readiness and response of GFD by the betterment of themselves, GFD and the residents through education, interaction, and training
- Courage
 - Through active training GFD will strive to prepare our members for many different types of emergencies so that we can face them with confidence, knowledge, and resilience.
- Competence

- In this ever-changing world it is imperative that our members continue to gain knowledge and valuable skills and introduce that knowledge throughout the membership.

1.1.4 Customers

GFD considers “customer” as follows:

External Customers	☐ Homeowners/Renters/Seasonal Visitors ☐ Emergency Participants ☐ City ☐ State of Minnesota ☐ Government Agencies ☐ Industries and Businesses ☐ Townships w/in the Fire Service Area
Internal Customers	☐ Members of Fire Department (firefighters and officers) ☐ City Staff

1.2 Emergency Responsibilities of Agencies

This policy describes the responsibilities of the GFD responding to emergencies in the GFD service area.

The service area has a number of agencies that are available in times of emergency. The coordination of these agencies is critical to the effectiveness of the overall management of an emergency.

The emergency responsibilities of these agencies are as follows:

Glencoe Police, McLeod County Sheriff's Department, MN State Patrol, Allina Ambulance Service and LifeLink III	Responds to calls for assistance, along with the Service area and the appropriate ambulance service, to emergency, fire, medical, and rescue calls. Law enforcement primary responsibility is to provide scene security and traffic control.
Fire Department	Responds to calls for assistance for emergency, medical, fire and rescue calls, serving as a primary responder for such emergency calls.
City	Serves as a support agency to those agencies providing

Effective Date:

Revision Date:

Glencoe Fire Department

GENERAL POLICIES

Public Works, McLeod Coop Power, Centerpoint Energy, Xcel Energy and Kevin's Towing & Recovery	primary response to calls for assistance in the service area. Such support shall include emergency response when requested by the primary responders.
Mutual Aid Agencies	Serves as a secondary agency providing support for assistance in the service area. These agencies include State and Federal agencies such as; the Minnesota Department of Natural Resources, the Minnesota State Patrol, other assisting fire agencies, and the Office of the State Fire Marshall.
Auto Mutual Aid Agency	The "Auto Call" will be used for all working structure fires that have been reported to the McLeod County Dispatch Center. The area (townships) shall include the area east of Glencoe City Limits and the Plato Fire District in McLeod County involving the townships of Helen, Bergen, and the City of Plato. This also includes the townships in Carver County that Plato Fire Department provides fire protection service coverage for.

CHAPTER 2 PERSONNEL POLICIES

GFD herein incorporates by reference in its entirety the City of Glencoe Personnel Policies, to the extent determined applicable by the City, and to the extent such policies do not conflict with the GFD-specific policies contained hereafter.

GFD-specific policies include the below.

2.1 Appointments and Selections

2.1.1 Member Appointments Qualifications

The Fire Department shall validate qualifications for appointments of members to all the various Department positions based on his/her training, ability and qualifications.

All information submitted to the Selection Committee as part of the appointment process will become Fire Department record.

All appointed positions shall be for a term of two (2) years unless otherwise specified.

Standard City of Glencoe Employment Application will be completed for the position desired. Position will be posted 30 days prior to the new term of the position. Application will be submitted to a Selection Committee representative.

In the event of a vacancy during the term of any said appointed position, the Selection Committee shall open a 30 day application period to qualified applicants to appoint a member to fill the unexpired term. If no qualified member is appointed, position will stay vacant till term expires.

2.1.2 Executive Leadership

The Glencoe Fire Department Executive Leadership Members will consist of Chief 1, Chief 2, Captain 1, Captain 3, and Captain 5. Executive Leadership functions as an advisory and planning body. Executive Leadership does not supersede the authority of the Fire Chief.

2.1.3 Fire Department Selection Committee

The Glencoe Fire Department Selection Committee will be responsible for the selection of the Executive Leadership Positions. The Fire Department Selection Committee will consist of Lieutenant 1, Lieutenant 3, Lieutenant 5, Training Officer 2, Department Secretary, Glencoe City Administrator, and City of Glencoe Chief of Police.

2.1.4 Executive Leadership Selections

The Selection Committee will make recommendations to the Glencoe City Council for

the appointment of the following positions.

Position	Term of Office	Staggered Selection Year
Chief 1	2 Years	Odd
Chief 2	2 Years	Even
Captain 1	2 Years	Even
Captain 3	2 Years	Even
Captain 5	2 Years	Even

All positions shall be appointed for a period of two years and/or until their successor has been appointed, duly qualified and taken office.

In the event that any officer is terminated or resigns, a next ranking officer will assume responsibilities until the Selection Committee makes another appointment for the open position in accordance with this provision.

2.1.5 Executive Leadership Appointed Positions

The following positions shall be appointed by the Glencoe City Council after Executive Leadership makes the recommendation.

Officer Positions appointed by Executive Leadership Team

Position	Term of Office	Staggered Selection Year
Lieutenant 1 - Engine 31	2 Years	Even Year
Lieutenant 2 - Engine 31	2 Years	Odd Year
Lieutenant 3 - Aerial 33	2 Years	Even Year
Lieutenant 4 - Aerial 33	2 Years	Odd Year
Lieutenant 5 - Engine 35	2 Years	Even Year
Lieutenant 6 - Engine 35	2 Years	Odd Year
Training Officer 1	2 Years	Odd Year
Training Officer 2	2 Years	Even Year
Department Secretary	2 Years	Even Year

2.2 Member Reimbursement

2.2.1 Expense Reimbursement

Reimbursement of personal and/or Department expenses incurred by members will be accomplished *within 30 days of submittal*. These expenses must be submitted on the **Expense Reimbursement** form, within 30 days of when the expense was incurred.

2.2.2 Travel and Training Pay Reimbursement Schedule

All out-of-pocket expenses shall be the member's responsibility. No reimbursement for spouses and/or significant others will be considered.

Receipts for ALL expenses are required.

Reimbursements will be processed by filling out a City **Expense Reimbursement** form and must be submitted *within thirty (30) days of completion*.

No reimbursement will be made for second and/or part-time employment.
Car-pooling shall be used for all travel when and/or where possible.

Reimbursement will only be paid after approval by the City Council.

Expense	Reimbursement Amount
Per Diem	\$50.00 per day (Excludes Alcoholic Beverage)
Mileage	Per Federal Rates
Lodging	\$150.00 maximum per day per person, unless prior approval by the Fire Chief. Room rate and appropriate taxes only will be reimbursed. No reimbursement will be made for personal phone calls, movies, etc.
Tips	Non-Reimbursable

2.3 Responsibilities of Members

2.3.1 General Conduct Guidelines

The Fire Department has established these general guidelines for member behavior in an effort to protect its members and the interests of the service area. The Fire Department expects that members:

- Display professional conduct in behavior, during performance of duties, in appearance, with communications, during public contact and with security of information.
- Project a Positive Image.
- Maintain Integrity.
- Follow the Policies and Procedures of The Fire Department.
- Keep any problems or matters within The Fire Department internal to the Fire Department and not communicated outside it without following the chain of command. This does not negate your rights as firefighters under the Federal Constitution.
- Shall not use obscene, uncivil or boisterous language and/or improper conduct at calls or while engaged in activities in which the Fire Department is participating.
- Shall carry out all orders from their superior officers to the best of their ability.

When any firefighter receives an order that is in conflict with a previous order, he/she shall so inform the officer who issued the conflicting order and be governed by his/her instructions.

2.3.2 Sexual Harassment

The Fire Department prohibits sexual harassment in any form including verbal or physical harassment. A member who believes he/she has been harassed by a co-worker, supervisor, subordinate or agent of the Department should notify the Fire Chief. Any member who is found to have been the perpetrator of sexual harassment will be subject to appropriate disciplinary action up to and including dismissal. Any member found to have made a false complaint of sexual harassment will also be subject to disciplinary action up to and including dismissal in. Investigation will be in accordance with City of Glencoe Employee Handbook.

2.3.3 Alcohol and Drugs.

It is the policy of The Fire Department that:

- a. No member is to respond to any call after consuming alcohol or other drugs.
- b. No alcohol or other drugs shall be consumed by a firefighter representing the Fire Department in their selected role.
- c. It shall be the responsibility of all members of the Fire Department to report violations of this policy to the person in charge, and for the ranking person in charge of the call to act pursuant of this policy.

Violation of Policy

If a Fire Department member responds in violation of the above, the situation will be handled as follows:

- a. If the ranking member on a call reasonably suspects that a member is in violation of this policy, the ranking member shall request that the member:
 - Not respond to the call;
 - Remain in a Fire Department vehicle during the call if already on the

scene;

- AND/OR -

- Voluntarily submit to a law enforcement officer conducting testing to determine if any alcohol is present.
- Reference **Alcohol and Drug Test Policy** in the City of Glencoe Employee Handbook.

If the testing indicates that no alcohol is present, that member may return to duty.

- b. If a member is determined to be impaired or refuses to not respond to a call or take a test, that member shall be referred to a Fire Department Officer for action.

Definitions:

Reasonable Suspicion

A basis for forming a belief based on specific facts and rational inference drawn from those facts.

Under the Influence

When the nervous system, brain, or muscles of a person are affected so as to substantially impair the person's ability to drive vehicles or operate equipment, or to perform the duties required of them, or in violation of state laws pertaining to the operation of motor vehicles.

Impaired

Affected by alcohol or other drugs to the degree that the individual's ability to perform their duties is negatively affected.

2.3.4 Tobacco

All Fire Department buildings will be tobacco free, as required by the Minnesota Clean Air Act.

Tobacco products are prohibited in and on all Fire Department apparatuses, all emergency scenes, and during Fire Department Training Activities.

2.3.5 Building Usage

❖ General Usage

1. All users shall be responsible for building security.
2. The user and/or organization shall be responsible for damage to the facility and/or equipment and shall pay for repair and/or replacement.
3. The Fire Department or City related functions generally shall be exempt from this building use policy.
4. Stereo and TV volumes shall not affect areas of the building other than the areas in which they are being used.
5. The facility is to be left clean. Any trash generated shall be removed before vacating the premises.
6. All scheduling will be through the Executive Leadership Team.

- ❖ The use of the apparatus area by firefighters for performing minor mechanical maintenance and/or repairs and washing their personal vehicles is allowed with the following restrictions.
 1. Access to fire equipment is not to be compromised.
 2. No overnight parking of personal vehicles or equipment is allowed without a Chief Officer's approval.
 3. Active firefighters may wash their vehicles.
 4. The area is left in a clean condition, and the floors are swept, washed and dried.
 5. Fire Department apparatus may be moved by active firefighters only.
 6. Glass containers are not allowed in the apparatus area.
 7. No storage of personal equipment or repair items will be allowed. Lockers and apparatus areas are for Fire Department equipment only.
- ❖ Lounge and Kitchen Area
The use of these facilities will be limited to active and their guests only. *The Fire Department Member must be present during event or lose future rights.*
- ❖ Training Room
The training room is available for use by Fire and Service Area use only.

2.3.6 Fire Department Reports

Following all Fire Department activity, the following reports shall be filled out, when appropriate:

- Fire Department Par Check form
- National Emergency Response Information System (NERIS) form
- Fire Department Medical form
- Truck Check form
- SCBA Maintenance and Use Records

If any injury should occur, however minor, the First Report of Injury Form should be completed.

2.4 Safety and Health

2.4.1 Employee Right to Know

The Fire Department will comply with the Minnesota Employee Right to Know Act of 1983, M.S. 182.65-182.675.

2.4.2 Employee Safety

The Fire Department is committed to providing a safe and healthy work environment for all of its members. Members are required to comply with all safety policies and procedures as outlined in Fire Department Departmental Procedures and City of Glencoe Employee Handbook.

2.4.3 Injury Reporting Line-of-Duty

All firefighters shall immediately report to an officer any accident, sickness or injury occurring to themselves while on duty, no matter how trivial. Said officer shall ensure that the member completes all appropriate forms pertaining to the injury and notifies a Chief Officer. Injury is to include any blood borne or airborne pathogen exposures.

Note: Firefighter First Report of Injury forms are located in the Engine Room of the station at the podium in the drawer and must be filled out *within 24 hours* and given to the Fire Chief or Fire Department Executive Leadership Team.

2.4.4 Property Damage Reporting

All damage to Fire Department equipment and/or apparatus must be reported to a Fire Department officer immediately. A written report may be requested.

Any accident involving a Fire Department apparatus shall be investigated by a police agency and a Chief Officer. The Fire Department Executive Leadership Team shall be notified immediately. A written report is required.

2.4.5 Ride-Along

No ride-along shall be allowed or approved during emergency operation of any apparatus without approval of the Fire Chief.

2.4.6 Employee Safety Concerns and Violations

Any member who has concerns regarding possible violations of situations that might pose a safety threat to themselves, or fellow firefighters should bring these concerns to the attention of a Chief Officer or any Fire Department officer immediately for corrective action.

2.5 Death/Resignation/Retirement

2.5.1 Death/Funeral

The Fire Department shall assist with funeral arrangements for active and retired firefighters, upon the request of the firefighter's family.

2.5.2 Resignation

Any member wishing to leave the Fire Department in good standing as defined in the Standard Job Descriptions and Position Training Requirements Manual shall provide the Fire Chief with a written resignation stating the last date of work. The last active day of membership will be observed as the termination date.

2.5.3 Retirement

The Fire Department will comply with all federal and state laws regarding retirement.

Any member who resigns from The Fire Department in good standing after ten (10) years as an active member shall be considered a retired member of The Fire Department.

Any member who resigns from The Fire Department in good standing after twenty (20) years as an active member shall be considered an honorary retired member of The Fire Department.

CHAPTER 3 HEALTH SURVEILLANCE, RETURN TO DUTY, TRANSITIONAL DUTY & AGILITY

3.1 Health Surveillance, Return to Duty, Transitional Duty & Agility Testing

3.1.1 Compliance Requirement

Failure to participate/cooperate with the Health & Fitness requirements outlined in this section or the recommendations made by Fire Department Executive Leadership Team designated provider may lead to disciplinary action ranging from suspension to dismissal as determined by the Fire Department Executive Leadership Team.

3.1.2 Return to Duty (after a disability-related absence)

Members who are on medical leave or are unable to perform their job because of an accident, sickness, injury, pregnancy or medical condition are required to contact the Fire Chief or Fire Department Executive Leadership Team designated provider by the 7th consecutive day of onset. Fire Department Executive Leadership Team designated provider will contact your health care provider to determine the status of your disability, and they will also aid with the return to duty process. If you are not fully recovered from your disability, Fire Department Executive Leadership Team designated provider will identify your restrictions and will contact the Fire Department to determine the availability of transitional duty.

3.1.3 Transitional Duty

The Fire Department provides transitional (modified) duty to individuals who are unable to perform interior fire suppression activities because of a disability. The main purpose of transitional duty is to allow members to attend training and/or respond to calls on a limited basis during the recovery process. All transitional duties are managed by Fire Department Executive Leadership Team designated provider. Transitional duty is typically temporary and is offered to individuals with a disability who can perform most of the essential duties of the job. Reasonable accommodation will be made by the Fire Department based on the restrictions identified by Fire Department Executive Leadership Team designated provider. The availability of transitional duty will be based on the needs of the Fire Department and the community we serve. Transitional duty is subject to Fire Department Officer Committee approval.

3.1.4 Eligibility for Transitional Duty

Any member requesting Transitional Duty must be in good standing with the Fire Department and have 3 or more years of active service on the Glencoe Fire Department.

3.1.5 Schedule for Testing

New Applicants: After interview and prior to Fire Department physical.

3.1.6 Successful Completion of Assessment (Pass)

The results of a successful completion (passing) of the Task-Oriented Physical Test, Oral Interview and Written Test are as follows:

New Applicants	Move on to the next step in the process.
Probationary Members	Move on to active member status after completion of Probationary period and any other Fire Department requirements.
Active Members	Remain on active duty.

3.1.7 Unsuccessful Completion of Assessment (Did Not Pass)

The results of an unsuccessful completion (not passing) of the Task-Oriented Physical Demands Assessment are as follows:

New Applicants	No position offered.
Probationary Members	Does not satisfactorily complete Probationary Period. Active member status may be denied. (Reference Section 1.1.1 in the Standard Job Descriptions and Position Training Requirements Manual)
Active Members	First Time of Unsuccessful Completion Member remains on active status and must schedule a retake date for the Task-Oriented Physical Demands Assessment <i>within six weeks</i> . Second Time of Unsuccessful Completion Member must meet with Fire Department Executive Leadership Team designated provider and Fire Department Physician for recommendations. These recommendations may include, but are not limited to, transitional duty, leave, fitness consultation and/or reassessment options. Once determined, the recommendations will be brought to the Executive

	Leadership Team by the member. The member will have <i>up to six months</i> to schedule a retake date for the Task-Oriented Physical Demands Assessment. Third Time of Unsuccessful Completion Member can decide to take a Leave of Absence or resign or may be given transitional duty (see Section 3.1.3). The member must retake and pass the Task-Oriented Physical Demands Assessment upon return from the Leave of Absence.
--	---

CHAPTER 4 TRAINING RESPONSIBILITY

4.1 Training Responsibility

Management of the Fire Department training program will be the responsibility of the Fire Department Training Officers.

All schools, lodging and expenses must be pre-approved by the Fire Department Chief.

All courses must be completed successfully. Failure to present a certificate of completion to Fire Department Training Officers or Fire Chief within 30 days of completion of course will result in repayment of class tuition and expenses to the paying entity, which is the City of Glencoe.

CHAPTER 5 ACCEPTABLE USE POLICY FOR ELECTRONIC COMMUNICATION/SOCIAL MEDIA

5.1 Social Media Policy

5.1.1 Policy Statement

The Glencoe Fire Department will determine at its discretion how its web-based social media resources will be designed, implemented, and managed as part of its overall communication and information-sharing strategy.

5.1.2 Administration and Management

Glencoe Fire Department reserves the right to shut down or modify any of its social media sites or accounts for any reason without notice.

5.1.3 Asset Classification

Glencoe Fire Department's social media accounts are considered a department asset, and administrator access to these accounts must be securely administered in accordance with the City's Computer Use Policy. All social media websites created and utilized during the course and scope of a department staff member's performance of his/her job duties will be identified as belonging to the Glencoe Fire Department.

5.2 Overview

5.2.1 Scope

The internet and personal/private electronics systems have become a de facto standard for communication between disparate governmental, commercial organizations and private citizens. Communications traffic may cross multiple different networks prior to reaching the client destination. Yet the public has a high reliance on the integrity and accuracy of data shared from the Glencoe Fire Department. Therefore, department staff should consider themselves to be responsible for adhering to the guidelines and policies regarding the use of these systems.

5.2.2 Purpose

Social networking in government affiliated entities such as a volunteer fire department serves as a function to communicate and deliver messages directly to citizens and to encourage citizen involvement, interaction, and feedback. Information distributed via social networking must be accurate, consistent, professional, and timely to meet the information needs of the Glencoe Fire Department's Fire Service Area Residents. Since social media is used for social networking, this policy seeks to ensure proper

use of the Glencoe Fire Department's social media sites by its representatives.

5.2.3 Applicability

This policy applies to any existing or proposed social media websites sponsored, established, registered, or authorized by the Glencoe Fire Department. This policy also covers the private use of the Department's social media accounts by all Department representatives or any associated parties to the extent it affects the Department. Questions regarding the scope of this policy should be directed to Fire Department Leadership and/or the City Administrator.

5.3 Definitions

5.3.1 Social Media

Social media is defined in this context as internet and mobile-based applications, websites, and functions other than email for sharing and discussing information where users can post photos, video, comments, and links to other information to create content on any imaginable topic. This may be referred to as "user-generated content" or "consumer-generated media."

Social media includes but is not limited to:

- Social networking sites such as Facebook, LinkedIn, "X", and online dating services/mobile apps.
- Blogs.
- Social news sites such as Reddit and BuzzFeed.
- Video and photo-sharing sites such as YouTube, TikTok, Twitch, Instagram, Pinterest, Snapchat, and Flickr.
- Wikis or shared encyclopedias such as Wikipedia.
- Any other web-based platforms generally regarded as social media or having similar functions as those listed above.

5.4 Rules of Use

5.4.1 Responsibilities of Administrators

Glencoe Fire Department Secretary, who has administrator access is responsible for managing social media websites.

5.4.2 Approval Process for New GFD Related Social Media Profiles

Department staff wishing to have a new social media presence must initially submit a request via email to Glencoe Fire Department leadership and the City Administrator to ensure social media accounts are kept to a sustainable number and policies are

followed. All approved sites will be clearly marked as the Glencoe Fire Department site and will be linked with the Official City Website (www.GlencoeMn.org). No one may establish social media accounts or websites on behalf of the Glencoe Fire Department unless authorized in accordance with this policy.

5.4.3 Compliance Requirements

Administration of all social media websites must comply with applicable laws, regulations, and policies, as well as proper business etiquette.

Glencoe Fire Department's social media accounts accessed and utilized during the course and scope of a Department staff member's performance of his/her job duties may not be used for private or personal purposes or for the purpose of expressing private or personal views on personal, political, or policy issues or to express personal views or concerns pertaining to Glencoe Fire Department or City employment relations matters.

No social media website may be used by the Department or any Department staff to disclose private or confidential information. No social media website should be used to disclose sensitive information; if there is any question as to whether information is private, confidential, or sensitive, contact the City of Glencoe's attorney.

5.4.4 Professional Conduct

Glencoe Fire Department staff members will act in a professional manner when using social media sites as representatives of the Glencoe Fire Department. Examples include but are not limited to:

- Adhere to all Glencoe Fire Department personnel and Computer Use policies.
- Use only appropriate language.
- Be aware that content will not only reflect on the writer but also on the Glencoe Fire Department as a whole. As such, ensure information is accurate and free of grammatical errors.
- Not providing private or confidential information, including names or using such material as part of any content added to a site.
- Not negatively commenting on community partners or their services or using such material as part of any content added to a site.
- Not providing information related to pending decisions that would compromise negotiations.
- Be aware that all content added to a site is subject to open records/right to know laws and discovery in legal cases.
- Always keep in mind the appropriateness of content.
- Comply with any existing code of ethical behavior established by the Department.

5.4.5 Moderation of Comments

Where moderation of comments is an available option, comments from the public will be moderated by Department staff with administrative rights before posting. Where moderation prior to posting is not an option, sites may be monitored by Department or City staff.

5.4.6 Removal of Inappropriate Content

Glencoe Fire Department's staff members with administrative rights to its social media sites will not edit any posted comments. However, comments posted by department staff of the public will be removed if they are abusive, obscene, defamatory, in violation of the copyright, trademark right, or other intellectual property right of any third party, or otherwise inappropriate or incorrect. The following are examples of content that may be removed by Department staff before or shortly after being published:

- Potentially libelous comments.
- Obscene or racist comments.
- Personal attacks, insults, or threatening language.
- Plagiarized material.
- Private personal information published without consent.
- Comments totally unrelated to the topic of the forum.
- Commercial promotions or spam.
- Hyperlinks to material that is not directly related to the discussion.
- Harassment due to sexual orientation, racial or ethnic bias or other protected classes as defined by the City's policy on harassment should not be tolerated.

5.5 Personal Social Media Use

5.5.1 Respect for Personal Social Media Use

The Glencoe Fire Department respects its staff member's rights to post and maintain personal websites, blogs, and social media pages and to use and enjoy social media on their own personal devices during non-work hours.

5.5.2 Guidelines for Personal Social Media Conduct

The Glencoe Fire Department requires its staff to act in a prudent manner regarding website and internet postings that reference the Glencoe Fire Department, its personnel, its operation, or its property. Department staff and others affiliated with the Department, may not use the Glencoe Fire Department brand, logo, or other Department identifiers on their personal sites nor post information that purports to be the position of the Department without prior authorization.

Glencoe Fire Department staff members are prohibited from identifying themselves as such when responding to or commenting on blogs with personal opinions or views.

5.5.3 Disclaimer Requirement

If a department staff member chooses to identify himself/herself as associated with the Glencoe Fire Department and posts a statement on a matter related to Department business, a disclaimer similar to the following must be used:

"These are my own opinions and do not represent those of the Glencoe Fire Department."

5.5.4 Access While Conducting Fire Department Business

Occasional access to personal social media websites during work hours is permitted, but department staff must adhere to the guidelines outlined in the City's Computer Use policy and the City's Respectful Workplace policy. Glencoe Fire Department staff members should also review the Data Ownership section of this policy (below).

There may be times when personal use of social media (even if it is off-duty or using the staff member's own equipment) may spill over into the workplace and become the basis for department staff coaching or discipline. Examples of situations where this might occur include:

- Friendships, dating, or romance between co-workers.
- Cyber-bullying, stalking, or harassment.
- Release of confidential or private data; if there are questions about what constitutes confidential or private data, contact the City of Glencoe's attorney.
- Unlawful activities.
- Misuse of Department-owned social media.
- Inappropriate use of the Department's name, logo, or the department staff member's position or title.
- Using Department-owned equipment or Department-time for extensive personal social media use.

Each situation will be evaluated on a case-by-case basis because the laws in this area are complex. If you have any questions about what types of activities might result in discipline, please discuss the type of usage with Glencoe Fire Department leadership.

5.6 Data Ownership

5.6.1 Ownership of Communications and Media

All social media communications or messages composed, sent, or received on Glencoe Fire Department equipment in an official capacity are the property of the Department and will be subject to the Minnesota Government Data Practices Act. The Glencoe Fire Department also maintains the sole property rights to any image, video, or audio captured while a Glencoe Fire Department staff member is representing the Department in any capacity.

5.6.2 Monitoring and Privacy Expectations

The Glencoe Fire Department retains the right to monitor department staff member's social media use on Department equipment and will exercise its rights as necessary. Users should have no expectation of privacy. Social media is not a secure means of communication.

5.7 Policy Violations

5.7.1 Consequences for Policy Violations

Violations of the Policy will subject the department staff member to disciplinary action up to and including discharge from employment.

Effective Date:
Revision Date:

Glencoe Fire Department
GENERAL POLICIES

Fire Department Acceptable Use Policy Guidelines Signatures

I acknowledge that I have read the Fire Department Acceptable Use Policy Guidelines regarding the use of electronic systems at The Glencoe Fire Department.

Printed Name

Users Signature

Date

IS and HR Technology Checklist for Leaving Employment

Employee: _____ Fire Service Area: _____

Termination Date: _____

Voicemail

Voicemail stored on the system will be saved and access given to the supervisor for disposition and routing of existing messages.

- Voicemail Access given to the supervisor. Access password Fire Service Area _____.
- Disposition of existing messages completed. Fire Service Area _____(date)

Internal E-mail

Internal e-mail will be disabled immediately. As soon as practical, the former employee's name should be removed from the e-mail lists it was in. If there is a gateway between the employee's internal and Internet mail it should be disabled immediately as well, to prevent internal mail from "leaking" into the Internet mailbox where it could be accessed.

- Internal e-mail disabled. Fire Service Area _____(date)
- Name removed from the e-mail directory and lists. Fire Service Area _____(date)
- Gateway between internal and Internet mail disabled. Fire Service Area _____(date)

Internet mail directed to a former employee should be forwarded to the employee's supervisor for disposition. In addition, Fire Department may (but is not obliged to) send an auto-reply to the sender informing them of the employee's absence. One option the supervisor has is to forward messages of an obvious personal nature to the former employee, but this is not a requirement of these Guidelines.

- Internet mail forwarded to the employee's supervisor. Fire Service Area _____(date)
- Auto-reply informing senders of the employee's absence. (Optional) _____(date)

Network Access

Network access, including direct access from the LAN and remote network access, either through dial-up or through the Internet into the Fire Department administrative networks, shall be stopped, at the latest, on the employee's termination of employment. Network administration requirements may be such that certain accesses need to be curtailed earlier.

- Network access stopped. Fire Service Area _____(date)
- Remote network access stopped. Fire Service Area _____(date)

(Note: Network administration requirements may be such that certain accesses need to be curtailed earlier employee's last day of employment.)

Administrative Passwords

Override and common administrative passwords must all be cycled whenever an individual who

Effective Date:

Revision Date:

Glencoe Fire Department

GENERAL POLICIES

had knowledge of these passwords terminates employment.

- Override passwords changed. Fire Service Area _____(date)
- Common administrative passwords changed. Fire Service Area _____(date)

Worksheet Completed by:_____

Note: This page is only to be fill out by Systems Administrators

Effective Date:
Revision Date:

Glencoe Fire Department
GENERAL POLICIES

Password Registry

Persons with responsibility for system administration should record access passwords in a confidential password registry, to be maintained by the Fire Department Technology Office.

Inability to access critical systems could cause major denial of service and result in unacceptable downtime for information systems.

Name of Computer						
Make, Model of CPU						
Location Building		Room #		Location in Room		
Relevant Connection Information						
Support Contracts Vendor furnishing support				Date support begins		
Phone, contact				Date support ends		
Next escalation step (if known) after local support						
Vendor Contacts Purchased from				Date purchased		
Purchase Order #			Special terms and conditions of purchase			
Back-Ups Normal back-up method LAN Tape Floppy Incremental Full						
Location of on-site and off-site backups						
Passwords Username				Date last changed		
Password			Privilege level			
Name of Person Completing this Form						
Phone: Work		Home		Pager		

CHAPTER 6 OFFENSIVE BEHAVIOR AND SEXUAL HARASSMENT POLICY

6.1 OFFENSIVE BEHAVIOR AND SEXUAL HARASSMENT POLICY

It is the policy of the Glencoe Fire Department to maintain a working environment free from offensive or degrading remarks, conduct, harassment and discrimination. Such behavior includes but are not limited to: inappropriate remarks about or conduct related to the employee's race, color, creed, religion, national origin, sex, marital status, sexual orientation, disability, age, status with regard to public assistance, membership or activity in a local commission dealing with discrimination.

In keeping with this commitment, the Fire Department maintains a strict policy prohibiting unlawful harassment, including sexual harassment. This policy prohibits harassment in any form, including verbal and physical harassment.

This policy statement is intended to make all employees sensitive to the matter of offensive and sexual harassment, to express the Fire Service Area's strong disapproval of unlawful sexual harassment, to advise employees of their behavioral obligations and to inform them of their rights.

In order for an offensive or sexual harassment issue to be addressed, it must be brought to the attention of management. In order for action to be taken, information must be forwarded to the appropriate level of management.

To provide the employees with a better understanding of what constitutes sexual harassment, the following definition, based on Minnesota Statutes, is provided:

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature, when:

- A. Submission to the conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment, public accommodations or public services, education, or housing;
- B. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment, public accommodations or public services, education or housing; or
- C. That conduct or communication has the purpose or effect of substantially interfering with an individual's employment, public accommodations or public services, education, or housing, or creating an intimidating, hostile, or offensive employment, public accommodations, public services, educational or housing environment; and in the case of employment the employer knows or should know of the existence of the harassment and fails to take timely and appropriate action.

Offensive or sexual harassment is unwanted, unwelcomed, and repeated action of an individual against another individual, using offensive or sexual overtones as a means of creating stress. However, some forms of sexual harassment may be so severe that repetition is not needed for the act to be considered sexual harassment.

The Fire Department recognizes the need to educate its employees on the subject of offensive and sexual harassment and stands committed to provide information and training. All employees are expected to treat each other and the general public with respect and to assist in fostering an environment that is free from unwanted harassment.

Violations of this policy may constitute just cause for discipline, up to and including discharge. Each situation will be evaluated on a case by case basis depending on the severity and the circumstances involved.

Employees who feel that they have been victims of offensive or sexual harassment, or employees who are aware of such harassment, should immediately report their concerns to any of the following:

1. Immediate Supervisor;
2. Fire Department Head; or
3. Fire Department Administrator

In addition to notifying one of the above persons and stating the nature of the harassment, the employee is also urged to take the following steps:

- A. Make it clear to the harasser that the conduct is unwelcome and document that conversation;
- B. Document the occurrences of harassment;
- C. Submit the documented complaints to your supervisor, the Fire Department Head or the Fire Department Administrator. We urge the employee to put the complaint in writing;
- D. Document any further harassment or reprisals that occur after the complaint is made.

Employees have the right to raise the issue of offensive or sexual harassment and to file complaints with respect to such harassment without reprisal. The Fire Department recognizes that there are inherent difficulties in developing evidence and maintaining close working relationships among employees in instances where harassment has occurred. Because of this, the Fire Department urges that conduct which is viewed as offensive be reported immediately to allow for corrective action to be taken through educational and initial counseling, if appropriate.

Management has the obligation to provide an environment free of offensive and sexual harassment. The Fire Department is obligated to prevent and correct unlawful harassment in a manner which does not abridge the rights of the accused. To accomplish this task, the cooperation of all employees is required.

The Glencoe Fire Department shall, in all cases, take action to correct any reported harassment to the extent evidence is available to verify the alleged harassment and any related retaliation. All allegations will be investigated. Strict confidentiality is not possible in all cases of offensive or sexual harassment as the accused has the right to answer charges made against them; particularly if discipline is a possible outcome. Reasonable efforts will be made to respect the confidentiality of the individuals involved, to the extent possible.

Effective Date:

Revision Date:

Glencoe Fire Department

GENERAL POLICIES

The City Administrator will investigate such claims and take appropriate action as outlined in Section 19 of the Personnel Policy.

This resolution was duly adopted by the Glencoe Fire Department and Glencoe City Council this the ____ day of _____, 202__.

Attest:

Fire Department Chief

City Administrator

City Clerk

GLENCOE FIRE DEPARTMENT POLICY AND PROCEDURE

DEPARTMENTAL PROCEDURES

CHAPTER 1 ADMINISTRATION AND PERSONNEL PROCEDURES

1.1	MEETINGS AND COMMITTEES.....	5
1.1.1	GENERAL BUSINESS.....	5
1.1.2	BUSINESS MEETINGS	5
1.1.3	TRAINNG MEETINGS.....	5
1.1.4	SPECIAL MEETINGS.....	5
1.1.5	COMMITTEES	5
1.1.6	CALL OUTS DURING FIRE DEPARTMENT MEETINGS AND FUNCTIONS.....	6
1.2	GENERAL BENEFITS.....	6
1.2.1	MEMBER ASSISTANCE/ CRITICAL INCIDENT STRESS.....	6
1.2.2	FITNESS FACILITIES.....	6
1.2.3	PROFESSIONAL MEMBERSHIPS AND LICENSES	6
1.2.4	TRAINING COSTS REIMBURSEMENT.....	6

CHAPTER 2 UNIFORMS, EQUIPMENT AND APPARATUS USAGE

2.1	UNIFORMS AND TURNOUT GEAR	7
2.1.1	GENERAL USAGE	7
2.1.2	UNIFORM DRESS CODE	7
2.1.3	TURN-OUT GEAR DRESS CODE	8
2.1.4	RESCUE SQUAD DRESS CODE	8
2.1.5	STANDBY DRESS CODE	8
2.1.6	DAMAGE TO UNIFORMS AND TURNOUT GEAR	8
2.2	SEAT BELT USAGE	8
2.3	FIRE DEPARTMENT EQUIPMENT USAGE.....	8
2.4	FIRE DEPARTMENT APPARATUS USAGE.....	9
2.4.1	OFFICIAL USE	9
2.4.2	GENERAL RULES	9
2.5	FIRE DEPARTMENT VEHICLE TAKE HOME USAGE	10

CHAPTER 3 MISCELLANEOUS PROCEDURES

3.1	SELF-CONTAINED BREATHING APPARATUS (SCBA).....	11
3.1.1	POLICY.....	11
3.1.2	SELECTION OF APPARATUS	11
3.1.3	TRAINING	11
3.1.4	USAGE.....	11
3.1.5	MAINTENANCE: CLEANING	12
3.1.6	MAINTENANCE: REPAIR	12
3.1.7	MAINTENANCE: REPAIR PERSONNEL	13
3.1.8	STORAGE.....	13
3.1.9	RESPIRATORY PROTECTION PROGRAM	13
3.1.10	LOW AIR ALARM.....	13
3.1.11	POINT OF NO RETURN	13

3.2	TESTING AND MAINTENANCE.....	13
3.2.1	RESPONSIBILITY.....	13
3.2.2	APPARATUS MAINTENANCE	14
3.2.3	APPARATUS PUMP TESTING AND MAINTENANCE.....	14
3.2.4	FIRE HOSE AND LADDER TESTING AND MAINTENANCE.....	14
3.2.5	SCBA AND COMPRESSOR TESTING, MAINTENANCE AND AIR QUALITY	14
3.3	FIRE DEPARTMENT BUDGETS.....	14

CHAPTER 4 COMMUNICATIONS, SAFETY AND INCIDENT COMMAND

4.1	GENERAL COMMUNICATIONS.....	15
4.2	TRUCK COMMUNICATIONS.....	15
4.3	MUTUAL AID COMMUNICATIONS.....	15
4.4	INCIDENT COMMAND SYSTEM (ICS).....	16
4.4.1	PURPOSE OF INCIDENT COMMAND SYSTEM.....	16
4.4.2	RESPONSIBILITIES OF INCIDENT COMMANDER	16
4.4.3	ESTABLISHING INCIDENT COMMAND	17
4.4.4	ORGANIZATION FOR LARGER INCIDENTS	18
4.4.5	TRANSFER OF COMMAND	18
4.4.6	COMMUNICATIONS.....	19
4.4.7	STAGING.....	19
4.4.8	SECTORING.....	20
4.5	AM/FM RADIO USAGE.....	20
4.5.1	EMERGENCY CALLS	20
4.5.2	TRAINING.....	20
4.5.3	USAGE AUTHORIZATION	20
4.6	EMERGENCY EVACUATION	20
4.6.1	EMERGENCY EVACUATION SIGNAL.....	20
4.6.2	NOTIFICATION FOR EMERGENCY EVACUATION.....	20
4.6.3	COMMUNICATION OF EMERGENCY EVACUATION	20
4.7	SAFETY OFFICER	21
4.7.1	PURPOSE OF SAFETY OFFICER.....	21
4.7.2	POSITION OF SAFETY OFFICER	21
4.7.3	RESPONSIBILITIES OF SAFETY OFFICER	21
4.8	FIRE DEPARTMENT SAFETY.....	21
4.8.1	PURPOSE.....	21
4.9	ACCOUNTABILITY SYSTEM	22
4.9.1	PURPOSE OF ACCOUNTABILITY SYSTEM.....	22
4.9.2	RESPONSIBILITY FOR ACCOUNTABILITY	22
4.9.3	ACCOUNTABILITY SYSTEM COMPONENTS.....	22

4.9.4	FIREFIGHTER RESPONSIBILITY	22
4.9.5	IMPLEMENTATION OF SYSTEM	22
4.9.6	USING THE ACCOUNTABILITY SYSTEM	22
4.9.7	PAR CHECK.....	23
4.9.8	TERMINATION OF SYSTEM.....	24
4.9.9	DOWNGRADING OF SYSTEM.....	24
4.10	THERMAL IMAGING CAMERA POLICY.....	24
4.10.1	PURPOSE (THIS SECTION WILL APPLY WHEN CAMERA IS ACQUIRED).....	24
4.10.2	TRAINING	24
4.10.3	USE	25
4.10.4	RAPID INTERVENTION TEAM.....	25
4.10.5	MAINTENANCE & CLEANING	25

CHAPTER 5 RESPONSE GUIDELINES

5.1	GENERAL RESPONSE.....	26
5.1.1	RESPONDING TO EMERGENCY CALLS	26
5.1.2	IN-ROUTE.....	26
5.1.3	ARRIVING ON SCENE	27
5.1.4	RETURNING TO THE STATION.....	28
5.1.5	SKY WARN.....	29
5.1.6	MUTUAL AID REQUESTS: SCENE CALLOUTS	30
5.1.7	MUTUAL AID REQUESTS: STANDBY AT STATION CALLOUTS	30
5.1.8	REQUESTING MUTUAL AID ASSISTANCE	30
5.1.9	INCIDENT COMPLETION.....	30
5.1.10	CHIEF OFFICER RESPONSE.....	30
5.2	RESPONSE PROTOCOLS.....	30
5.2.1	RESPONSE PROTOCOLS IN ROUTE TO SCENE	30
5.2.2	INITIAL RESPONSE PROTOCOLS AT SCENE	31
5.2.3	RAPID INTERVENTION TEAM (RIT).....	32
6.9	REHABILITATION PROCEDURES	58

CHAPTER 1 ADMINISTRATION AND PERSONNEL PROCEDURES

1.1 Meetings and Committees

1.1.1 General Business

General Business of the Fire Department consists of:

- Meetings (Special and Professional Associations)
- Selections
- Committees

Any member on a leave of absence or under suspension will have no voice in any meeting or committee.

The quorum for meetings shall be *no less than 50% of the voting members*.

1.1.2 Business Meetings

Business meetings are reserved for the first Wednesday of each month. If the first Wednesday of the month is a holiday, the monthly business meeting will be held on the first Thursday of that month. During the monthly Business Meeting, General Business as defined in section 1.1.1 General Business of this document will be conducted following any department training for that meeting. Business Meetings will start with the Fire Chief calling the meeting to order at 1900 (7:00 PM) Central Time.

1.1.3 Training Meetings

Training Meetings are reserved for the third Wednesday of each month. If the third Wednesday of the month is a holiday, the monthly training meeting will be held on the third Thursday of that month. The monthly Training Meeting is reserved for larger departmental trainings and members are required to make up the training in the event of an absence. Any training that is made-up in the event of an absence will result in the member being credited for the training and not count against the meeting requirement.

1.1.4 Special Meetings

A special meeting is any meeting that is not regularly scheduled and is called for when an issue and/or an area of discussion arises. Special meetings can only be held after a minimum 24-hour notice is given to the membership.

Special meetings for the Glencoe Fire Department are called by the Executive Leadership Team in writing to the Fire Chief or Executive Leadership Team, who must respond *within 48 hours*.

□ *Reference: General Policies Section 2.1.2 Executive Leadership Team*

1.1.5 Committees

A Department committee addresses on-going concerns or needs of the Fire Department. An established committee will research projects, prioritizes projects, defines the scope of projects and evaluates projects, collects data; make recommendations to the membership and the Fire Department. It is comprised of members as assigned by the Fire Department. Each committee selects one member to serve as chairperson. Examples of committees included but not limited to: apparatus and equipment acquisition.

A member of the Fire Department shall serve as a liaison to each committee. This liaison has voting privileges. All committees shall report on their status.

All Fire Department committee meetings are open to the general membership.

Committees are to seek professional advice as necessary to perform their duties. Whenever possible, this counsel shall come from the Fire Department Officers.

All committees are advisory to the Fire Department. All committee findings, decisions and recommendations shall be advisory in nature. The Fire Chief and or the Executive Leadership Team have the final say in any findings, decisions and recommendations.

1.1.6 Paged Call during Fire Department Meetings and Functions

All available members will respond to a paged call during Department Meetings and Functions. Direction on response will be determined by Chief Officers. Pending department quorum, the meeting will continue and adjourn accordingly.

1.2 General Benefits

1.2.1 Member Assistance/ Critical Incident Stress

A critical incident stress debriefing group session led by a team of specially trained mental health professionals and peer counselors shall be provided to Fire Department members when needed after a stressful incident call. To initiate this service, you must have the approval of a Chief Officer or designee.

1.2.2 Fitness Recommendation

The Fire Department strongly encourages fitness activities for all members of The Fire Department.

1.3.3 Professional Memberships and Licenses

The Fire Chief may require members to obtain and maintain job required licenses, certifications and/or memberships in professional organizations and those licenses, certifications, and memberships may be paid for by the Fire Department.

1.4.4 Training Costs Reimbursement

Approved costs and tuition for training will be paid by the City of Glencoe.

CHAPTER 2 UNIFORMS, EQUIPMENT AND APPARATUS USAGE

2.1 Uniforms and Turnout Gear

2.1.1 General Usage

All dress uniforms and turnout gear are owned by the Fire Department. All dress uniforms and turnout gear received by the firefighters from the Fire Department shall have proper care. Upon leaving the Fire Department, these shall be returned, unless firefighter has reached full retirement benefits (20 years or more of service).

2.1.2 Uniform Dress Code

1. Approved department issued uniforms shall be worn at all Fire Department activities as determined by the Department. Includes all Class uniforms, T-shirts and polo shirts.
2. Dress uniforms will not be worn unless engaged in Fire Department activities.
3. All Fire Department clothing shall be maintained in first-class condition. This shall include cleaning and general maintenance.
4. Fire Department uniforms are issued when the firefighter completes the probationary period. If clothing should wear out, the Fire Chief shall review all replacements. Approved Fire Department T-shirt will be issued during probationary period.

5. Approved uniforms are those approved by the Fire Department. No other styles of pants, shirts or jackets will be allowed.
6. There will be no other patches, badges or pins on the uniforms except those approved by the Fire Department:

Fire Dept Patch	On left shoulder
American Flag	On right shoulder
Officers/GFD Pins	On shirt/jacket collar
Name Tag	Above right side pocket
Uniform Badge	Above left side pocket
7. Dress uniform shall include:

GFD Uniform Chart added as an appendix.
8. All clothing shall be issued or approved through/by the Glencoe Fire Department.

2.1.3 Turn-Out Gear Dress Code

1. Each firefighter will wear the complete turn-out gear issued by the Fire Department when engaged in any emergency necessitating its use. Officers may give permission to alter or downgrade turn-out gear use at any time as conditions may dictate.
2. Fire Department issued turnout gear shall include:
 - a. Turnout Coar
 - b. Turnout Pants
 - c. Boots
 - d. Nomex Hood
 - e. SCBA Facepiece
 - f. Gloves
 - g. Helmet
 - h. Tear-away Traffic Vest
 - i. Wildland Gear
3. All Fire Department issued turnout gear shall be maintained in first class condition, including: within expiration date and no abnormalities affecting performance and protection. This shall include cleaning and general maintenance.
4. All Fire Department issued turnout gear shall be authorized for Fire Department use only. Use outside of Glencoe Fire Department activities is not permitted unless approved by Executive Leadership.

2.1.6 Damage to Uniforms and Turnout Gear

All members shall notify the Fire Chief of any damage to uniforms or turnout gear.

1. Replacement of Fire Department uniforms and turnout gear that is damaged within reasonable use and/or conditions of use shall be replaced at Fire Department expense if damage occurred during a Glencoe Fire Department function.
2. All replacement of uniforms or turnout gear must be approved by the Fire Chief.

2.2 Seat Belt Usage

All Fire Department members are required to wear their seat belt when responding in their personal vehicles to or from a paged calls, and when riding in any Fire Department apparatus, as required by State law and Service Area

ordinance.

2.3 Fire Department Equipment Usage

No member shall remove any equipment for personal use from the Fire Department without authorization from a member of the Executive Leadership Team. Any unauthorized use may result in disciplinary action. Any authorized use shall be recorded on white board in engine bay.

2.4 Fire Department Apparatus Usage

2.4.1 Official Use

The Executive Leadership Team shall approve use of any apparatus other than emergency use and training. Personal use of any Fire Department apparatus is prohibited.

All Fire Department apparatus shall be available for official use by certified Fire Department members. Certified means having been trained and approved in apparatus use by the Fire Department Officers, official use includes, but shall not be limited to:

- All emergency responses and activities.
- Transportation to schools and training, Fire Department functions and details.
- Equipment repair and demonstrations.
- Demonstration rides.
- Public relations functions.

2.4.2 General Rules

1. All drivers shall be certified and responsible for the apparatus and related functions.
2. Drivers shall not move the apparatus until the crew is seated, seat belts are fastened and all cab doors are shut. The apparatus shall not be moved until it is determined that all personnel are clear of the apparatus.
3. The driver shall operate apparatus in a safe and efficient manner. The driver and apparatus officer shall be aware of proper response directions when responding to events.
4. At no time shall more members or equipment approach the emergency scene than is absolutely necessary for existing conditions. It shall be the Incident

Commander's duty to cancel and excuse all unneeded or unnecessary personnel and equipment in a timely and prudent fashion.

5. All firefighters shall stay with their apparatus unless ordered to assist at the scene.
6. All firefighters must return to the station after each call, unless excused by the officer in charge, to prepare all equipment for the next emergency.
7. No personnel shall be released until such apparatus and/or equipment is cleaned, replaced, and in proper working order unless excused by officer in charge.
8. The driver and officer in charge shall be responsible for putting the apparatus back in proper working order.

2.5 Fire Department Vehicle Take Home Usage

Fire Department issued vehicles are the property of the fire department.

1. Chiefs and Captains are authorized to use a command vehicle to drive while on call.
2. Any other take-home use must be pre-approved by the Fire Chief.
3. All traffic laws shall be obeyed while operating a Fire Department vehicle.
4. Vehicles equipped with emergency response capabilities and communications shall have those components used consistent with state law.
5. Non-Fire Department members are allowed in the vehicles with the following criteria;
 - i. Minimize frequency as much as possible.
 - ii. Other public agency or business individuals are allowed as their company insurance will cover.
 - iii. No emergency response is allowed when non-fire Service Area individuals are in the vehicle. If responding, response must be routine.
 - iv. If on duty, paged or attending a Fire Department Organized Event, family members are discouraged from riding in vehicle and whenever possible, separate vehicles should be used.

CHAPTER 3 MISCELLANEOUS PROCEDURES

3.1 SELF-CONTAINED BREATHING APPARATUS (SCBA)

3.1.1 Policy

This policy shall constitute the operational guidelines governing the selection, care, use, and maintenance of self-contained breathing apparatus for the Fire Department (per CFR 29, 1910.134). Said procedures may be changed or amended by the Fire Department as deemed necessary to improve efficiency and/or safety.

3.1.2 Selection of Equipment

The selection of self-contained breathing apparatus by the Fire Department shall be a Positive Pressure Demand System. The SCBA (self-contained breathing apparatus) selected shall be based on reliability and serviceability dealing with the hazards that fire personnel encounter and are exposed to.

The self-contained breathing apparatus selected shall comply with or exceed standards established by N.I.O.S.H. and M.S.H.A. (Mine Safety and Health Association).

3.1.3 Training

All personnel shall be trained in the proper use and limitations of the self-contained breathing apparatus. The Fire Department will maintain training records.

Training shall include, but not be limited to, donning of equipment, proper use, limitations, cleaning, and inspection.

3.1.4 Usage

1. Physical ability to use SCBAs will be determined through annual screening provided by fire department and shall include, but not be limited to, pulmonary function tests, physical exams, and health interviews.
2. Personnel shall utilize self-contained breathing apparatus at all times while respiratory protection is required or when the Incident Commander deems it necessary.
3. SCBA will be worn by all firefighters who enter a hazardous breathing atmosphere. A hazardous breathing atmosphere may include, but not be limited to, a smoke room, a hot drill, a car fire, an LP or natural gas fire, an

electrical fire, a petroleum fire, or any environment considered hazardous by the Incident Commander.

4. Personnel who can use SCBA are:
 - a. Only those who have been trained in the proper use and limitations of the SCBA.
 - b. Only those who feel themselves physically fit to perform firefighting duties while wearing SCBA.
 - c. Personnel that are compliant to OSHA standards

5. The following restriction applies for the use of SCBA:

The user of the SCBA shall be monitored for workload, exposure, stress, etc. and where appropriate, discontinue work and rest prior to continuing with their duties.

6. Approved Fire Department glasses can be worn with the SCBA mask. Contact lenses are also permitted.
7. An officer may give permission to alter or downgrade SCBA use anytime as conditions may dictate. Command will have ultimate authority in SCBA use.
8. During salvage and overhaul and after Incident Command has determined the atmosphere is safe, SCBA use shall be optional but is recommended.

3.1.5 Maintenance: Cleaning

1. Respirators (face piece) shall be cleaned per manufacturer recommendations after each use.
2. Self-contained breathing apparatus shall be inspected during cleaning and checked to be in proper working order.
3. Said inspection shall be made after each use.
4. Air cylinders shall be hydrostatically tested every *three years* in accordance with D.O.T. methods and procedures specific to the cylinder under test.
5. After use, inspection shall be conducted and recorded only by trained personnel.

3.1.6 Maintenance: Repair

1. Defective self-contained breathing apparatus shall be repaired by qualified

personnel before use.

2. All repairs to defective self-contained breathing apparatus shall be recorded.
3. All repairs shall follow the exact procedures stated in Owner's Manual for Operation and Maintenance of the SCBA.
4. All repair parts used shall be authorized manufacturer's replacement parts.

3.1.7 Storage

Self-contained breathing apparatus shall be stored in appropriate manner on fire apparatus. Face pieces shall be kept in protective bags (optional) and stored in individual firefighters' lockers.

3.1.8 Respiratory Protection Program

1. The Respiratory Protection Program compliance with OSHA regulations shall be evaluated yearly.
2. SCBA procedures may be changed or amended as deemed necessary to improve efficiency and/or safety.

3.1.9 Low Air Alarm

When firefighters are in a hazardous breathing atmosphere area and their low air alarm sounds, they shall notify their team members of the low air alarm. The firefighters and team members shall notify Incident Command and immediately leave the hazardous breathing atmosphere area in a safe and expeditious manner. Firefighters must be aware of the cylinder pressure at all times and are encouraged to be out of the IDLH atmosphere prior to the low alarm sounding.

3.1.10 Point of No Return

All firefighters wearing SCBA and working in a hazardous breathing atmosphere shall always keep track of their location, duration they have been on SCBA air, and distance and time required to exit the hazardous breathing atmosphere area. All firefighters shall perform their duties without going past the point of no return, when they would not be able to exit the hazardous breathing atmosphere area without running out of SCBA air.

3.2 Testing and Maintenance

3.2.1 Responsibility

The Engine Company Captains or designee shall make reasonable efforts to ensure the proper and timely testing of equipment and maintenance of all Fire Department vehicles and equipment. The Engine Company Captains or designee shall ensure that all test and maintenance records are maintained according to OSHA and NFPA standards.

3.2.2 Apparatus Maintenance

All apparatus maintenance shall be the responsibility of the Engine Company. All records, testing and inspections shall be maintained and conducted by the Engine Company.

3.2.3 Apparatus Pump Testing and Maintenance

All apparatus pump testing and maintenance shall be performed by a licensed and qualified technician. All records, testing and safety recommendations and inspections shall be maintained and conducted by the Engine Company Captains or designee. All apparatus pumps are to be tested annually when reasonably possible.

3.2.4 Fire Hose and Ladder Testing and Maintenance

All fire hose and ladder testing and maintenance shall be the responsibility of the Engine Company Captains or designee. All records, testing and inspections shall be maintained and conducted by the Engine Company Captains or designee. Any fire hose or ladders that cannot be repaired shall be removed from service.

3.2.5 SCBA and Compressor Testing, Maintenance and Air Quality

All SCBA and compressor testing and maintenance shall be the responsibility of the Engine Company Captains or designee. All records, testing and inspections shall be maintained and conducted by the Engine Company Captains or design. The air quality of the compressor shall be tested as required.

3.3 Fire Department Budget

1. An annual budget shall be the responsibility of the Fire Chief. The annual Fire Department budget shall be prepared by the Fire Chief and Executive Leadership Team and submitted to the City of Glencoe City Council.
2. The proposed budget shall be reviewed by the Executive Leadership Team and Glencoe City Council liaison prior to the submittal to the City of Glencoe

City Council.

3. The preparation of the Fire Department budget shall be on a schedule approved by the Glencoe City Administrator.

CHAPTER 4 COMMUNICATIONS, SAFETY AND INCIDENT COMMAND GUIDELINES

4.1 General Communications

All Fire Department apparatus shall report in service on the ML-FIRE Main or as instructed and subsequent arrival on the county assigned radio channel unless otherwise instructed. Fire Department tactical operations will utilize the assigned channel. Requests for additional assignments should be made to the officer in charge or incident command.

During mutual aid operations, communications should be on the county assigned channel or statewide emergency channel. On paged calls, the apparatus officer shall be responsible for all enroute radio communications.

All apparatus officers shall identify the apparatus, in which they are responding, for example, **“Glencoe Engine 31 enroute with a crew of 6”**

Proper radio etiquette shall be used on all radio communications at all times. No profanity shall be used at any time.

4.2 Truck Communications

When the apparatus is ready to respond, the officer or senior firefighter should put the truck in service on the county radio by giving:

- City Name
- Type of Apparatus and Number
- Statement: **“___ Enroute etc.**
- Number of crew members

The officer should keep in contact with the county dispatcher and other apparatus enroute as may be required.

The first arriving apparatus should announce on the county radio their arrival by giving:

1. City Name (Glencoe)
2. Type of Apparatus and number (Engine 31)
3. On Scene
4. Statement: **“___ in command.”** (“Captain 1 in command”)

5. Brief description (large brush fire)
6. Size up of conditions encountered (spreading rapidly to the S. W.)

All subsequent apparatus arriving on scene will announce on the county radio their arrival by giving numbers 1-3 above; and contact I.C. for further instruction.

4.3 Mutual Aid Communications

When requesting mutual aid, Incident Command should state the following to the county dispatcher:

1. Specific equipment and personnel being requested and Department to page.
2. The staging area to which incoming apparatus are to report.

Incident Command should be aware of and monitor all channels. Incident Command could receive calls from one or all channels and should assign personnel to monitor the required radio channels.

*For additional guidance reference McLeod County Armer Radio Policy (Appendix 1)

4.4 Incident Command System (ICS)

4.4.1 Purpose of Incident Command System

The Glencoe Fire Department responds to a wide range of emergency incidents. In order to effectively manage our personnel, resources and provide for the safety and welfare of the public and ourselves, the Glencoe Fire Department will always operate within the National Incident Management System (NIMS).

At all Fire Department paged calls, it should be clearly understood who the officer in charge will be on each piece of apparatus (occupant of the right front seat). This individual may delegate his/her responsibility at any time to a more qualified person. At paged calls, it should be clearly defined which member will be the officer in charge.

In the absence of an officer the most senior firefighter on the apparatus becomes the officer in charge of the apparatus.

4.4.2 Responsibilities of Incident Commander

The Incident Commander (IC) should be responsible for the following at any incident:

- A. **Assess incident priorities:** Incident priorities provide a framework for command.
1. Life safety.
 2. Incident stabilization.
 3. Property conservation.
- B. **Perform size-up:** Size-up is not static and must be continued throughout the duration of the incident.
1. What have we got? (situation)
 2. Where is it going? (potential)
 3. What do we need to control it? (resources)
- C. **Select the strategic mode:** Operations may be conducted in either an offensive or defensive mode. This decision is based upon the answers to the following two questions:
1. Is it safe to conduct offensive operations?
 2. Is resource capability (present and projected) adequate for offensive operations to control the incident?
- D. **Define the strategic goals:** Strategic goals define the overall plan that will be used to control the incident.
1. Protection or removal of exposed persons.
 2. Confinement and extinguishment of the fire or control of the hazard.
 3. Minimal loss to involved or exposed property.
- E. **Establish tactical objectives:** Tactical objectives are the specific operations that must be accomplished to achieve strategic goals.
1. Assignment of resources.
 2. Nature of the tactical activity.
 3. Location in which the tactical activity must be performed.
 4. If the tactical action must be performed in sequence or coordinated with any other tactical action.
- F. **Implement the incident action plan:** Implementation of the incident action plan requires that the IC establish an appropriate organizational structure to manage the required resources and communicate the tactical objectives.
- G. **Select the command mode:** The IC must determine if the initial command

activity will be conducted from a fixed position, or if it will be conducted simultaneously with the tactical operations of the first arriving company. Command from a fixed position is preferred. The IC must answer the following two questions:

1. Will the initial tactical operations of the first arriving apparatus have a significant impact on the eventual outcome of the incident?
2. Will the personal efforts of the Apparatus Officer in the performance of the tactical activity have a significant impact on the ability of the Officer to achieve their assigned tactical objectives?

If the answer to these two questions is No, command from a fixed position should be established.

If there is a need for immediate tactical activity, and the incident necessitates that the Apparatus Officer be an integral part of the tactical operations, command in the offensive mode should be initiated. Command in the offensive mode should only be performed until command can be transferred.

4.4.3 Establishing Incident Command

All radio traffic and instructions should be requested through IC (incident command). This will reduce the confusion as to who is in command of the scene.

The first Fire Department officer or senior firefighter to arrive at a scene, should assume command. The initial officer or firefighter should remain in command until command is transferred.

Incident Command includes assuming the role of and responsibility for accountability and Safety Officer and delegation thereof.

The first arriving officer or senior firefighter initiates the command process by giving an initial radio report which includes:

1. Officer taking command (i.e., Chief 2 in command).
2. A brief description of the incident situation.
3. Obvious conditions.
4. A brief description of the action being taken.
5. Any obvious safety concerns.
6. Additional resources needed.

One or two apparatus responses would require the escalation of the incident command system. However, the first on-scene officer/senior firefighter should remain responsible.

If the situation has not stabilized and/or the Fire Department officer must withdraw to the exterior, the officer should establish formal command and identification of command location/command post.

4.4.4 Organization for Larger Incidents

The Incident Command structure should be based on the management needs of the incident and should be developed on a proactive basis. Incident resources and management needs must be projected adequately ahead to allow for the **reaction** of responding resources.

The IC and other supervisory personnel should anticipate span-of-control and workload. This may necessitate requesting additional command officers to fill these overhead positions. Whenever planning, logistical, or finance functional responsibilities become a significant workload for the IC, the appropriate sections should be staffed. This will prevent overextension of the IC's span-of-control.

4.4.5 Transfer of Command

When command is transferred; it should trigger an upgrade in the command structure. The officer assuming command will conduct communications with the person being relieved via radio, or preferably person to person.

The person being relieved will brief the officer assuming command, indicating the following:

- General situation status.
- Incident conditions.
- Tactical priorities/objectives.
- Safety considerations.
- Assignment of operating companies and personnel.
- Appraisal of need for additional resources.

Command cannot be transferred to any officer that is not on the scene.

The arrival of a ranking officer on the incident scene **does not automatically mean that command will be transferred**. The officer receiving command must acknowledge receipt and announce that command has been transferred.

Other chief officers arriving on the scene should report to the command post. They should assume duties to assist the Incident Commander.

If command has been established by a firefighter, command should be transferred to the first arriving Officer. Command should be transferred to the first arriving Chief at that Chief's discretion. When a Chief or Chief Officer allows a

lower ranking Officer to retain command this does not remove the responsibility for the incident from the higher-ranking individual.

4.4.6 Communications

All unnecessary radio communications should be eliminated. All communications channels should be established by Incident Command. All communication to the Sheriff's Communication Center should be on ML-FIRE or the assigned County Channel. All other communications should be assigned by County Dispatch or Command.

If resources outside of Glencoe Fire Department are requested, Incident Command should operate on assigned channel and/or monitor regional/statewide mutual aid frequency. If mutual aid is requested from another Fire Department, Fire Service Area or Agencies outside of McLeod County, communications should be switched to regional or statewide mutual aid channels or assisting agencies must be provided with compatible portable radios.

4.4.7 Staging

All incoming apparatus should report to the staging area. When the IC has not defined an assignment for on-scene or responding resources, staging should be established automatically by incoming apparatus.

When an incident is not yet stabilized, resources sufficient to meet potential incident development should be available in staging.

Incident Command should establish staging by defining its location and communicating this information to the dispatch center. The dispatcher or IC should inform all responding resources of the location of staging.

If responsibility is not specifically assigned the officer of the first apparatus to arrive in staging should assume the function of the staging officer. The staging officer should keep the Incident Command advised of resources available in staging.

Incident Command should request on-scene resources through the staging officer and should specify where and to whom these resources should report, as the complexity of the incident mandates.

4.4.8 Divisions/Groups

Divisions may be mandated and IC should anticipate this need and assign Divisions/Groups as indicated.

Note: Divisions/Groups should include but are not limited to: interior, roof, exterior, directional areas, staging, relief, water supply, logistics, finance, planning, ventilation, safety, accountability, etc.

4.5 AM/FM Radio Usage

4.5.1 Emergency Calls

Vehicle AM/FM radios should not be used during an emergency call.

4.5.2 Training

Vehicle AM/FM radios should not be used during training without the permission of the officer in charge of training.

4.5.3 Usage Authorization

Vehicle AM/FM radios should be kept in the off position and should be used only with the approval of the apparatus officer. Any requests from members that the radio *not be turned on* should prevail.

4.6 Emergency Evacuation

4.6.1 Emergency Evacuation Signal

A **steady blast of an air horn(s)** should be the signal for all firefighters and/or other personnel to evacuate the hazardous area or structure *immediately*.

4.6.2 Notification for Emergency Evacuation

A Safety Officer, a Sector Officer and/or a firefighter should notify the Incident Commander instantly of any emergency situation requiring the immediate evacuation of an area and/or structure.

4.6.3 Communication of Emergency Evacuation

When there is an emergency evacuation required of the hazardous area and/or structure, the Incident Commander must do the following:

1. Immediately transmit the following on all radio channels: **“Evacuate immediately.”**
2. Order that all available apparatus sound their air horns in a **steady blast** emergency evacuation signal.

This should be repeated as necessary An accountability Personnel

Accountability Report (PAR) check should be taken.

4.7 Safety Officer

4.7.1 Purpose of Safety Officer

All Fire Department training operations should have a Safety Officer. Training Officer II will be the primary Safety Officer during trainings; in their absence another officer will be assigned this role by Officer in Charge of Training.

It should be the responsibility of the Safety Officer to ensure that all Fire Department operations are conducted safely. These operations include, but are not limited to, emergency operations and training.

4.7.2 Position of Safety Officer

The position of Safety Officer should be assumed automatically by the Incident Commander or Training Officer II at any emergency operations or training. A Safety Officer should be appointed by Incident Command or the Training Officer II when and where resources permit.

4.7.3 Responsibilities of Safety Officer

The responsibilities of the Safety Officer are:

1. Maintain contact with Incident Command.
2. Wear appropriate identification (ie Vest).
3. Identify hazardous areas of operations.
4. Assess apparatus placement.
5. Identify, assess and make appropriate changes and/or stop any unsafe actions.
6. Maintain a continuous assessment of the condition of the structure and any potential for collapse.
7. Maintain a continuous assessment of the total area of operations to make sure that it is a safe scene.
8. Assume responsibility of accountability and rehabilitation if no Accountability Officer or Rehabilitation Officer is assigned.

4.8 Fire Department Safety

4.8.1 Purpose

It should be the responsibility of the Fire Department Executive Leadership Team to conduct research, develop recommendations, and study and review matters pertaining to, and the management of occupational safety and health within the

Fire Department and the Service Area.

4.9 Accountability System

4.9.1 Purpose of Accountability System

The Fire Department should have an accountability system designed to provide the Fire Department with an accounting for each firefighter enroute to, during, and following all Fire Department and Training operations.

4.9.2 Responsibility for Accountability

The Team concept of accountability is executed during all firefighting functions and training. The responsibility for accountability should be assumed automatically by the Incident Commander. An Accountability Officer should be appointed when and where resources permit at any emergency operations or training, or when the incident may dictate by the Incident Commander. This person should assist with or take responsibility for accountability.

4.9.3 Accountability System Components

The Accountability System consists of the following components:

1. Accountability Board
2. All members will be supplied with two (2) name tags to be attached to their helmet or turnout gear.
3. Two-way radios and flashlights.

4.9.4 Firefighter Responsibility

It should be the responsibility of all firefighters operating at emergency operations or training to participate in the Accountability System.

4.9.5 Implementation of System

The Accountability System should be fully implemented on all calls and training, excluding medical calls and non-hazardous training. Only plain language will be used in communications relating to accountability.

4.9.6 Using the Accountability System

Entering a Structure and/or	☐ Prior to entering a structure and/or hazardous area, a firefighter and/or Officer should obtain an entry board from their apparatus and place it at
--	--

Hazardous Area	the entry point of the structure and/or hazardous area. ☐ Note: If any entry board is already in place, they are to use that entry board. ☐ As each firefighter enters the structure and/or hazardous area entry point, they should place and/or ensure placement of one of their name tags on the entry board and activate their SCBA. ☐ Special Note: A structure and/or hazardous area may have more than one entry area. ☐ Incident Command or the assigned Accountability Officer must be informed of and maintain an accountability of the placement and location of all entry boards. ☐ A hazardous area includes the close proximity to a burning or damaged structure.
Working in a Structure and/or Hazardous Area	☐ When working in a hazardous atmosphere or area, all firefighters will: ☐ Operate as team of two (2) or more. ☐ Enter, stay, work and leave as a team. ☐ Remain in contact with all team members through visual, audible, physical, safety ropes or by other means in order to conduct their activities. ☐ Maintain two-way radio contact with Incident Command. ☐ If radio communication is lost, the affected crew should exit the hazardous area immediately or team up with another crew and advise Incident Command of the change.
Exiting from a Structure and/or Hazardous Area	☐ All teams exiting a structure and/or the hazardous area should make an effort to exit from the same point as entry was made.

	☐ All team members should retrieve their name tags from the entry board, regardless of their exit point. ☐ Upon exiting and retrieval of their name tags, all team members should report to the assigned rehabilitation area.
--	---

4.9.7 Personal Accountability Report (PAR Check)

A PAR check may be requested in intervals of up to 5 minutes to account for and verify the safety of any or all firefighters and to ensure accountability. The Incident Commander, Training Officer II and/or Accountability Officer may request that a PAR check be implemented. Two (2) types of PAR checks may be taken:

Structure and/or Hazardous Area PAR Check	☐ This par check should be called whenever there is a change in strategy from offensive to defensive attack, flashover, back draft, collapse, wind change, trapped firefighters, fire under control, etc.
Total Fire Ground PAR Check	☐ This PAR check should be called if there is a missing firefighter, at Incident Commands request and/or the emergency evacuation signal is activated.

The par check should be conducted by the Incident Commander and/or Accountability Officer who will call off the team/name(s) of each firefighter from the appropriate entry and/or crew Accountability boards. This may be done with the assistance from other officers. When a par check is called, Incident Command will state the following over the radio a minimum of two (2) times prior to calling out the names:

“Stand by for PAR check.”

or if it is perceived as an emergency:

“Stand by for emergency PAR check.”

Special Note: A par check may be sector specific. All names on the entry and/or crew boards must be accounted for.

At **no time** should the names of missing personnel be transmitted over open radio traffic; SOA or Encrypted Radio Channels only.

4.9.8 Termination of System

The Accountability System will be maintained until all operations are complete. Prior to leaving the scene, each Apparatus Officer will perform par check.

It should be the responsibility of each Firefighter to retrieve their name tag when the apparatus is parked in the Fire Station.

4.9.9 Downgrading of System

The accountability system may be downgraded at any time from full implementation by Incident Command as the ongoing scene operations and conditions permit and warrant.

4.10 Thermal Imaging Camera Policy

4.10.1 Purpose

The purpose of the Thermal Imaging policy is to provide guidance for the proper use, care and maintenance for the unit. The Thermal Imaging Camera is designed as a life safety/ rescue device and should be used as such as its primary role on scenes.

4.10.2 Training

Only trained individuals can use the Thermal Imaging Camera. Prior to the use of the camera the user should receive training instruction from an approved training instructor. All firefighters should keep refreshed on the unit through Fire Department training and/or individual training.

4.10.3 Use

Camera must be used in accordance with the manufacturer's instructions at all times. Proper care should be used to prevent any damage to the unit.

When the Thermal Imaging Camera is in use ALL components should be turned on and properly operating as the situation dictates.

The Thermal Imaging Camera will be located in designated truck(s). The officer of the truck has the primary responsibility for its use. The officer of the truck should use the camera for the direction of rescue, suppression, and overhaul crews. The officer has the option to have a qualified firefighter operate the camera.

If the officer has discontinued the use of the camera, the camera should be returned to the staging area when time permits.

All other uses for the Thermal Imaging Camera outside the scope of a Fire Department response should have prior approval from a Chief Officer or Captain.

4.10.4 Rapid Intervention Team

The Thermal Imaging Camera should be used during all Rapid Intervention Team (RIT) deployments.

Once the officer directing interior operation has control of or completed rescue, fire, and ventilation operations, the Thermal Imaging Camera should be turned over to RIT Sector Officer. The RIT Sector should have one Thermal Imaging Camera as soon as possible.

If the RIT Sector is deployed and does not have possession of the camera the Interior Officer should immediately pass off the camera to the RIT Sector Officer.

A mutual aid Thermal Imaging Camera of the same make and model can be used in substitute for the RIT Sector camera. If the Thermal Imaging Camera is not of the same make and model, a qualified user of the unit should operate the camera and provide guidance to the RIT Sector Officer.

4.10.5 Maintenance & Cleaning

The manufactures recommendations for maintenance and cleaning should be strictly followed.

The camera maintenance checks should be performed on a regular basis and as part of truck company maintenance.

The Thermal Imaging Camera should be cleaned after each use.

The Thermal Imaging Camera should be maintained in a “ready state” at all times when not in use.

CHAPTER 5 RESPONSE GUIDELINES

The following Chapter details guidelines for Glencoe Fire Department Employees to follow in the course of their duties whenever possible. The unpredictable nature of firefighting will make following all guidelines unreasonable at times; in such instances, employees should adhere to the following guidelines to a reasonable extent.

5.1 General Response

5.1.1 Responding to Emergency Calls

All Firefighters will wear pagers while in McLeod County, except when leaving the county such as going on vacation, etc.

All members responding to emergency calls should **drive with caution and obey all traffic rules and regulations** of the State of Minnesota.

All members, prior to entering the station, should look up at the flag to check the wind direction on all calls.

All members should report directly to the station for an emergency call (Exception: Chief, Assistant Chief, Captains or Officers as designated by the Chief).

All firefighters shall abide by the City of Glencoe Drug and Alcohol policy when responding to any call.

The driver of every responding unit must know the location and type of incident, when possible, before leaving the station. The Officer may use maps/iPad provided in units for correct locations.

If location of incident is unknown, use the replay function of your pager or contact dispatch.

Before leaving the station, stop on apron and make sure all personnel are in position and prepared to leave for the call.

All firefighters that don't make a responding apparatus should stand by at the station until cleared by IC.

No firefighter should drive an apparatus unless that person is currently certified to operate all required functions of the apparatus, unless officer of responding apparatus dictates otherwise. Qualifications are based on approval of the Engine Company Captain responsible for the unit.

5.1.2 In-Route

No apparatus should leave the station with less than the preferred number of firefighters, unless directed by the officer in charge of the apparatus.

Engine 31 – 4 firefighters including the driver
Grass Rig 32 – 2 firefighters including the driver

Aerial 33 – 4 firefighters including the driver
Air Van 34 – 2 firefighters including the driver
Engine 35 – 4 firefighters including the driver
Rescue 36 – 5 firefighters including the driver
Tanker 37 – 2 firefighters including the driver
Tanker 38 – 2 firefighters including the driver

A minimum of 4 and maximum of 6 trained firefighters will respond to requested mutual aid calls. Engine 31 will be the primary responding unit and Aerial 33 will be the secondary response unit if requested.

No firefighter should ride on the rear tailboard of any fire apparatus.

*****HELMETS IN APPARATUS*****

When leaving the station responding to an emergency call, all firefighters will be in full turnout gear except for helmet. This includes coat, pants, boots, and Nomex hoods on. Officer in charge of apparatus can dictate change of uniform requirements, if appropriate.

All apparatus drivers will operate units in a safe manner with regard to firefighters riding in the units and following State and Municipal traffic regulations.

All apparatus will respond to an emergency call using lights and sirens, except for a bomb threat and sky warn, or when officer in charge says not to. Officer in charge may direct to respond "Routine" which mean no lights, no sirens.

No firefighter should use a cell phone and/or electronic device on an emergency call, in route to scene and in route to the hall unless given permission by an officer in charge.

All radio traffic should be in accordance with the McLeod County radio protocols. See appendix A

5.1.3 Arriving on Scene

All firefighters will follow the instructions given by the IC, in route to and upon arrival at scene. This includes truck placement, tactics, manpower, etc.

If SCBA is necessary, all trained firefighters should have air packs on and masks donned prior to exiting the apparatus. Officer in charge of responding apparatus can dictate doffing of air packs and masks.

All firefighters leaving an apparatus will place 1 identification tag in the

apparatus. The second identification tag will be used for accountability on scene.

All firefighters entering a hazardous environment or structure must enable SCBA and all features.

Portable radios located in all units will be used by firefighters entering the structures as well as on the fireground to have maximum communications.

The attack team will take a Thermal Imaging Camera into the structure.

NO FIREFIGHTER WILL ENTER A STRUCTURE ALONE! A minimum of 2 firefighters should enter structure with proper PPE and tools, with a backup team of two firefighters minimum and the same tools/PPE.

Whenever leaving a structure, **NO ONE WILL BE LEFT ALONE.** All in, All out.

All firefighters not used in initial attack will remain clear of the incident or structure and be available for other tasks or duties when directed.

Any questions by the news media or bystanders will be directed to the IC or assigned PIO (Public Information Officer).

Do not willfully give out information either at the scene or following as to the cause or other incriminating evidence.

All available personnel will do cleanup at the scene and fire hall. Including rolling hose and picking up all equipment used and returning them to their proper place.

All fires should be treated as suspected arson. All possible evidence at the scene including people, cans, etc. should not be disturbed and brought to attention of the officer in charge, so measures can be taken to implement a proper investigation, including the use of outside sources. If arson is suspected, the State Duty Officer should be notified.

At accident scenes, do not remove any debris or cleanup the scene until Law Enforcement gives authorization to do so pending completion of their investigation.

Units and personnel will leave the scene when directed by IC and return to the station or where otherwise directed.

5.1.4 Returning to The Station

All firefighters will help in the cleaning of equipment and units, returning it to their proper place on the units in a ready for use status. This includes washing of

hose, rolling hose and placing in the dryer. Also, cleaning and inspection of hand/power tools, ladders, pike poles, etc. Refilling of air tanks, cleaning SCBA's, refilling gas cans, etc.

All units will be refueled after each run or as needed. No apparatus should go below $\frac{3}{4}$ tank unless the officer in charge says otherwise. Trucks with diesel exhaust fluid (DEF) should not allow the DEF tank below $\frac{1}{4}$. Notify the officer in charge if there is a problem so necessary repairs can be made.

All apparatus should be washed after each call unless dictated by officer in charge.

Any firefighter needing to leave before the equipment is cleaned and put away must check with and receive permission from the officer in charge. If cleanup cannot be completed following the call (frozen pumps, additional equipment/supplies needed, etc.) a time should be set at the earliest convenience by the officer of the unit to return to the station and finish cleaning the unit.

All firefighters will complete and sign the check-in sheet following each incident or drill. The drivers will also sign their name to the unit driven and the amount of metered and/or non-metered water used. A NERIS report will be completed for all paged incidents.

5.1.5 Sky Warn

A minimum of 2 firefighters per unit will be used in the predetermined locations and units. At least one person should remain in the station acting as coordinator, being aware of storm locations, writing down firefighters in each unit and their locations on the board, and monitoring ML Weather and GFD Admin Channels. The Glencoe units during Sky Warn will be assigned to GFD Admin and communicate with Coordinator at the hall. Coordinator at the hall will communicate to McLeod Dispatch change in conditions on ML Weather.

Keep all radio traffic to a minimum, and only transmit important information regarding rapid weather changes and threatening/imminent weather. Refer to the guidebook located in the units used for Sky Warn.

Sky Warn locations and units:

Glencoe Fire Station

Tanker 37 Hwy 22 and 125th St

Grass Rig 32 120th St and Diamond Ave (5052 120th St)

Air Van 34 Co Rd 1 near M&R estates

Tanker 38 Hwy 212 and 95th St (on hill of 95th St west of 212)

5.1.6 Mutual Aid Requests: Scene Paged Calls

Fire Department may respond to requests for mutual aid. An officer and/or senior member will be responsible for dispatch of the requested units concurrent with the available members and needs of the cities within the mutual aid Fire Department. On arrival all apparatus must report to IC for direction.

5.1.7 Mutual Aid Requests: Standby at Station Paged Calls

Requests for a crew to stand-by at a neighboring station. An officer or senior most members should remain available by radio or phone until completion of the mutual aid detail.

5.1.8 Requesting Mutual Aid Assistance

Mutual aid requests from other communities should be called if, in the judgment of the officer in charge; the apparatus, equipment and/or personnel available are inadequate to handle the situation.

5.1.9 Incident Completion

When a police officer is in charge at an incident, the Fire Department officer in charge should request permission to clear the scene when Fire Department activities appear to be complete.

5.1.10 Chief Officer/IC Response

The Fire Department Chief Officers and or designee will respond directly with their assigned vehicles on selected calls. The purpose of this policy is to ensure that the Incident Command positions are filled but most importantly, to make the fire ground safer.

5.2 Response Protocols

5.2.1 Purpose

This section provides a standardized response guide for all emergency incidents, including routine responses and specialized operations.

The goal is to ensure:

- consistent operations
- firefighter safety
- efficient incident management

These guidelines serve as a framework and may be adjusted by the Incident Commander based on conditions.

5.2.2 Standard Incident Response Table

Incident Type	Primary Units	Secondary Units	Mutual Aid	Initial IC Responsibilities	First Arriving Unit	Additional Units	Key Safety Considerations	Operational Priorities
Residential Structure Fire	Engine, Aerial, Rescue	Additional apparatus	Yes	Establish command, size-up, identify rescue/fire conditions	Fire attack, rescue, forcible entry	Assigned by IC	Collapse, smoke, fire spread	Life safety → Fire control
Residential Fire Alarm	Engine	Rescue/Aerial	No	Investigate alarm source	Stage, investigate	Support	Hidden fire, false alarm	Investigation
Commercial Structure Fire	Engine, Aerial, Rescue	Additional apparatus	Yes	Size-up, identify hazards, use preplans	Fire attack	Support operations	Large structure hazards	Life safety → Stabilization
Commercial Fire Alarm	Engine	Aerial	No	Investigate alarm system	Entry, investigate	Standby	Occupied building	Investigation
Multi-Family Fire	Engine, Aerial, Rescue	Additional apparatus	Yes	Evacuation, command	Fire attack, rescue	Assigned by IC	Occupants, rapid spread	Life safety
Multi-Family Alarm	Engine	Rescue/Aerial	No	Investigate	Entry, investigate	Support	Occupancy hazards	Investigation
Grass / Brush Fire	Grass Rig, Tanker, Engine	Additional apparatus	As needed	Size-up wind, spread	Fire suppression	Water supply	Wind, fast spread	Containment
Vehicle Fire	Engine	Tanker/Rescue	No	Scene safety, hazards	Fire attack	Support	Fuel, explosion	Fire control
Carbon Monoxide Alarm	Engine/Rescue	—	No	Monitor air, assess occupants	Air monitoring	Support	CO exposure	Life safety
Medical Emergency	Rescue	—	No	Patient care	Treatment	Support	Scene hazards	Patient care

Effective Date:
Revision Date:

Glencoe Fire Department
DEPARTMENTAL PROCEDURES

Incident Type	Primary Units	Secondary Units	Mutual Aid	Initial IC Responsibilities	First Arriving Unit	Additional Units	Key Safety Considerations	Operational Priorities
Injury Accident	Rescue, Engine	Additional apparatus	As needed	Scene control, triage	Extrication	Support	Traffic hazards	Life safety
Water Rescue	Rescue	Additional units	Yes	Rescue coordination	Rescue operations	Support	Water hazards	Rescue
Ice Rescue	Rescue, Engine	—	As needed	Rescue plan	Rescue operations	Support	Ice failure	Life safety
Gas Leak (Indoor/Outdoor)	Engine, Rescue	—	As needed	Evacuate, identify leak	Secure area, monitor air	Support	Explosion risk	Life safety → Isolation
Hazardous Materials	Engine, Rescue	Additional units	Yes	Identify material, isolate, establish zones	Establish perimeter	Support	Toxic exposure	Containment
Search & Rescue	Rescue	—	As needed	Coordinate search	Search operations	Support	Terrain hazards	Locate victim
Mutual Aid Standby	Engine	—	—	Maintain readiness	Standby	—	Coverage gaps	Readiness
Mutual Aid Response	Requested units	—	—	Follow requesting IC	Assigned task	—	Scene hazards	Support

Incident Type	Primary Units	Secondary Units	Mutual Aid	Initial IC Responsibilities	First Arriving Unit	Additional Units	Key Safety Considerations	Operational Priorities
Basement Fire	Engine, Aerial	Rescue	As needed	Identify access, ventilation, collapse risk	Ventilate, initiate fire attack	Support crews	Structural collapse, heat conditions	Life safety → Fire control
Electrical / Transformer Fire	Engine	Rescue	As needed	Confirm power isolation	Establish perimeter, use dry chem	Support	Electrical hazards, water conductivity	Isolation
Confined Space Rescue	Rescue	Engine	Yes	Establish rescue zone, air monitoring	Scene control, monitor air	Support	Oxygen deficiency, toxic gases	Rescuer safety → Rescue

Incident Type	Primary Units	Secondary Units	Mutual Aid	Initial IC Responsibilities	First Arriving Unit	Additional Units	Key Safety Considerations	Operational Priorities
High Angle Rescue	Rescue	Engine	Yes	Establish rescue plan, secure scene	Stabilize area	Support	Fall hazard, rope failure	Controlled rescue
Ventilation Operations	Aerial, Engine	Assigned crews	No	Coordinate ventilation with attack	Establish exhaust point	Support ventilation	Backdraft, roof collapse	Support fire attack
Ground Ladder Operations	Aerial	Engine	No	Assign ladder placement	Deploy ladders	Support	Falls, electrical hazards	Safe access
Advanced HazMat Operations	Engine, Rescue	Aerial	Yes	Establish hot/warm/cold zones	Isolate hazard	Support	Toxic exposure, explosion	Containment
Non-paged events, such as parades, school events, etc.	Engine	Rescue	No	Not Applicable	All	Dependent on Events	By-standers	Safety

5.2.3 Operational Flexibility

Due to the dynamic nature of emergency incidents, the Incident Commander may modify assignments, apparatus usage, and operational tactics as conditions dictate.

This table provides general guidance but does not replace command judgment or the need to adapt to real-time conditions.

5.2.4 Rapid Intervention Team (RIT)

5.2.4.1 Purpose

The purpose of this section is to establish procedures for the designation, assignment, and operation of a Rapid Intervention Team (RIT) at emergency incidents.

The Rapid Intervention Team is responsible for the **immediate location, access, and rescue of firefighters in distress** operating in hazardous environments.

5.2.4.2 Definition

A Rapid Intervention Team (RIT) is a dedicated group of firefighters assigned exclusively to monitor fireground operations and provide immediate assistance to firefighters who become lost, trapped, injured, or otherwise in distress.

5.2.4.3 When RIT is Recommended

A Rapid Intervention Team should be established at any incident where personnel are operating in **immediately dangerous to life or health (IDLH)** environments, including but not limited to:

- Structure fires
- Interior firefighting operations
- Confined space incidents
- Hazardous atmospheres
- Any incident as determined by the Incident Commander

5.2.4.4 RIT Assignment

- The Incident Commander should assign a Rapid Intervention Team as early as possible.
- RIT should consist of a **minimum of two firefighters**, with additional members assigned based on incident complexity.
- RIT members should be fully equipped and ready for immediate deployment.
- When staffing allows, a designated **RIT Team Leader** should be assigned.

5.2.4.5 RIT Responsibilities

The Rapid Intervention Team should:

- Remain staged and ready for immediate deployment
- Monitor fireground operations and radio communications
- Maintain situational awareness of crew locations
- Identify access and egress points

- Pre-plan rescue operations
- Monitor fireground hazards

RIT should **not be assigned to suppression, overhaul, or other operational duties** that would delay deployment.

5.2.4.6 RIT Equipment

The Rapid Intervention Team should have access to and stage the following equipment:

- Full structural PPE and SCBA
- RIT air pack or emergency air supply
- Thermal Imaging Camera (TIC)
- Forcible entry tools
- Search rope or tag line
- Portable radio
- Lighting equipment
- Additional rescue equipment as needed

Equipment should be positioned for **immediate access and deployment**.

5.2.4.7 RIT Deployment

RIT should be deployed upon:

- A MAYDAY declaration
- Report of a missing or unaccounted firefighter
- Direction from the Incident Commander

Upon deployment, RIT should:

- Confirm last known location of the firefighter
- Identify entry point and hazards
- Initiate search and rescue operations
- Maintain communication with Command

5.2.4.8 MAYDAY Procedures

Any firefighter in distress should declare a MAYDAY using clear radio communication.

Minimum information should include:

- Location
- Unit or assignment
- Name
- Air supply status
- Situation

The Incident Commander should:

- Acknowledge the MAYDAY
- Deploy RIT
- Request additional resources
- Maintain overall command and accountability

5.2.4.9 Incident Command Responsibilities

The Incident Commander should:

- Ensure RIT is assigned and maintained
- Maintain personnel accountability
- Ensure clear radio communication
- Upgrade RIT staffing as needed
- Establish a Rescue Group if necessary

5.2.4.10 Training Requirements

All members should receive training on:

- RIT operations
- MAYDAY procedures

- Firefighter survival techniques
- SCBA emergency operations

RIT training shall be conducted regularly as part of department training programs.

5.2.4.11 Operational Flexibility

Due to the dynamic nature of emergency incidents, the Incident Commander may adjust RIT staffing, positioning, and deployment based on conditions and available resources.

5.2.4.12 Rapid Intervention Team (RIT) Checklist

Purpose

This checklist provides a standardized guide for Rapid Intervention Team (RIT) operations to ensure readiness, situational awareness, and effective deployment for firefighter rescue.

This checklist is intended to be used by assigned RIT members and the Incident Commander as a **quick reference during operations**.

RIT Assignment Checklist

Upon assignment, RIT shall:

- ☐ Confirm RIT assignment with Incident Command
- ☐ Identify RIT Team Leader (if applicable)
- ☐ Ensure all members are in full PPE and SCBA
- ☐ Verify radios are operational and on correct channel
- ☐ Stage in a designated RIT location

RIT Equipment Checklist

RIT shall gather and stage the following equipment:

- ☐ RIT air pack / emergency air supply
- ☐ Thermal Imaging Camera (TIC)
- ☐ Forcible entry tools (irons, axe, etc.)
- ☐ Search rope / tag line
- ☐ Portable radio

- ☐ Lighting equipment
- ☐ Additional rescue equipment as needed
- ☐ Confirm all equipment is ready for immediate deployment

Size-Up & Monitoring Checklist

While staged, RIT shall:

- ☐ Monitor radio traffic continuously
- ☐ Track crew assignments and locations
- ☐ Identify entry and exit points
- ☐ Identify secondary egress options (doors, windows, ladders)
- ☐ Observe building conditions and fire behavior
- ☐ Identify hazards (collapse zones, utilities, etc.)
- ☐ Pre-plan rescue access and removal paths

Pre-Deployment Readiness

Before any deployment, RIT shall:

- ☐ Confirm team integrity (stay together)
- ☐ Confirm air supply levels
- ☐ Identify primary and secondary entry points
- ☐ Ensure tools and equipment are ready
- ☐ Maintain communication with Incident Command

MAYDAY Response Checklist

Upon a MAYDAY declaration:

- ☐ Acknowledge MAYDAY (via Command)
- ☐ Confirm last known location of firefighter
- ☐ Confirm firefighter identity and assignment
- ☐ Confirm air status and reported conditions
- ☐ Identify best entry point
- ☐ Deploy RIT team immediately
- ☐ Maintain communication with Command

RIT Deployment Operations

During rescue operations:

- ☐ Maintain team integrity at all times
- ☐ Follow hose line or search rope if available
- ☐ Maintain continuous communication with Command
- ☐ Locate and assess firefighter condition
- ☐ Provide emergency air supply if needed
- ☐ Remove firefighter from hazard area
- ☐ Request additional resources if needed

Post-Deployment Actions

After RIT deployment:

- ☐ Report status to Incident Command
- ☐ Account for all RIT members
- ☐ Replace or refill equipment as needed
- ☐ Re-establish RIT if incident continues
- ☐ Participate in post-incident review if required

Operational Reminder

RIT members shall not be assigned to other operational tasks that would delay response.

RIT shall remain in a constant state of readiness until released by the Incident Commander.

GLENCOE FIRE DEPARTMENT POLICY AND PROCEDURE

GOVERNANCE AND AUTHORITY

CHAPTER 1 ADMINISTRATIVE GUIDELINES

1.1	PURPOSE.....	4
1.2	AUTHORITY OF THE GLENCOE FIRE DEPARTMENT	4
1.3	ADMINISTRATIVE OVERSIGHT.....	4
1.4	FIRE DEPARTMENT CHAIN OF COMMAND.....	5
1.5	FIRE CHIEF AUTHORITY.....	5
1.6	EXECUTIVE LEADERSHIP TEAM.....	6
1.7	COMPANY OFFICERS.....	6
1.8	DEPARTMENT MEMBERS.....	7
1.9	GOVERNANCE PRINCIPLES.....	7

CHAPTER 2 OFFICER SELECTION AND APPOINTMENT

2.1	PURPOSE.....	8
2.2	POSITIONS COVERED.....	8
2.3	ELIGIIBILITY REQUIREMENTS	8
2.4	OFFICER PROMOTION LADDER.....	9
2.5	POSTING OF OFFICER POSITIONS.....	9
2.6	APPLICATION PROCESS.....	10
2.7	SELECTION COMMITTEE.....	10
2.8	MEMBER PARTICIPATION IN OFFICER SELECTION.....	10
2.9	OFFICER INTERVIEW PROCESS.....	11
2.10	INTERVIEW SCORING SYSTEM.....	12
2.11	OVERALL CANDIDATE EVALUATION.....	12
2.12	SELECTION COMMITTEE RECOMMENDATION.....	13
2.13	FINAL APPOINTMENT.....	13
2.14	DOCUMENTATION.....	13
2.15	CONFLICT OF INTEREST.....	14

CHAPTER 3 FIREFIGHTER RECRUITMENT AND HIRING

3.1	PURPOSE.....	14
3.2	RECRUITMENT.....	14
3.3	APPLICATION PROCESS.....	15
3.4	MINIMUM ELIGIBILITY REQUIREMENTS.....	15
3.5	INTERVIEW PROCESS.....	15
3.6	CANDIDATE EVALUATION.....	16
3.7	APPOINTMENT.....	17
3.8	PROBATIONARY FIREFIGHTER STATUS.....	17
3.9	COMPLETION OF PROBATION.....	17
3.10	TRAINING REQUIREMENTS FOR NEW MEMBERS.....	17
3.11	MEMBER EXPECTATIONS.....	18

CHAPTER 4 TRAINING REQUIREMENTS AND COMPLIANCE

4.1	PURPOSE.....	18
4.2	TRAINING AUTHORITY.....	18

4.3	RESPONSIBILITIES OF THE TRAINING OFFICER.....	18
4.4	TRAINING EXPECTATIONS FOR MEMBERS.....	19
4.5	TRAINING REQUIREMENTS BY POSITION.....	19
4.6	TRAINING ATTENDANCE REQUIREMENTS.....	20
4.7	TRAINING RECORDS.....	20
4.8	CERTIFICATION MAINTENANCE.....	20
4.9	FAILURE TO MEET TRAINING REQUIREMENTS.....	21
4.10	TRAINING SAFETY.....	21
4.11	OUTSIDE TRAINING OPPORTUNITIES.....	21
4.12	TRAINING PROGRAM EVALUATION.....	22

CHAPTER 5 MEMBER CONDUCT AND DISCIPLINE

5.1	PURPOSE.....	22
5.2	STANDARDS OF CONDUCT.....	22
5.3	PROHIBITED CONDUCT.....	23
5.4	PROGRESSIVE DISCIPLINE.....	23
5.5	VERBAL COUNSELING.....	24
5.6	WRITTEN WARNING.....	24
5.7	SUSPENSION.....	24
5.8	REMOVAL FROM OFFICER POSITION.....	25
5.9	REMOVAL FROM MEMBERSHIP.....	25
5.10	MEMBER RIGHT TO RESPOND.....	25
5.11	DOCUMENTATION OF DISCIPLINE.....	25
5.12	CONFLICT RESOLUTION.....	26
5.13	PROFESSIONAL CONDUCT AT EMERGENCY SCENES.....	26

CHAPTER 6 SAFETY AND REPORTING AND INCIDENT REVIEW

6.1	PURPOSE.....	26
6.2	SAFETY REPORTING EXPECTATIONS.....	27
6.3	INJURY REPORTING.....	27
6.4	APPARATUS OR EQUIPMENT DAMAGE REPORTING.....	27
6.5	NEAR-MISS REPORTING.....	28
6.6	INCIDENT DOCUMENTATION.....	28
6.7	POST-INCIDENT REVIEW.....	28
6.8	SAFETY IMPROVEMENT.....	29

CHAPTER 7 RECORDS MANAGEMENT AND DOCUMENTATION

7.1	PURPOSE.....	29
7.2	DEPARTMENT RECORDS.....	29
7.3	RECORDS CUSTODIAN.....	30
7.4	PERSONNEL RECORDS.....	30
7.5	TRAINING RECORDS.....	31
7.6	INCIDENT AND SAFETY REPORTS.....	31
7.7	OFFICER SELECTION DOCUMENTATION.....	31
7.8	RECORDS RETENTION.....	32
7.9	ELECTRONIC RECORDS.....	32

Effective Date:
Revision Date:

Glencoe Fire Department
GOVERNANCE AND AUTHORITY

7.10	CONFIDENTIAL RECORDS.....	32
7.11	RECORDS REQUESTS.....	33
7.12	CHANGE MANAGEMENT.....	33

FORM APENDIX

FORM 2.5-	POSTING OF OFFICER FORM.....	35
FORM 2.6-	OFFICER APPLICATION FORM.....	37
FORM 2.7-	INTERVIEW FORM.....	41
FORM 2.8-	MEMBER/OFFICER REVIEW FORM.....	45
FORM 2.12-	FINAL EVALUATION FORM.....	48

Chapter 1 Administrative Guidelines

1.1 Purpose

The purpose of this section is to establish the governance structure and authority of the Glencoe Fire Department.

This section defines the chain of command, leadership responsibilities, and relationship between the Fire Department and City of Glencoe.

Clear governance ensures that decisions are made in an organized manner and that all members understand the authority structure within the department.

1.2 Authority of the Glencoe Fire Department

The Glencoe Fire Department operates under the authority of the City of Glencoe Article 7 of the Glencoe City Charter.

The Glencoe City Mayor has ultimate authority over the fire department and is responsible for:

- Assist with establishing fire department policies
- Approving budgets and major equipment purchases
- Approving the Fire Chief
- Providing oversight of the fire protection services

The fire department exists to provide fire suppression, rescue services, emergency response, and public safety services to the City of Glencoe and the designated fire service area.

1.3 Administrative Oversight

Administrative oversight of the Glencoe Fire Department is provided through the

following structure:

Mayor of City of Glencoe



- Meets regularly with Department heads
- Ensures policies and procedures are followed
- Monitors budget spending and development

Glencoe City Council



- Approves Fire Chief
- Adopts Fire Department policies
- Approves budget
- Major capital purchases

City Administrator



- Oversees budget development
- Ensures continuity of emergency operations
- Advises on disciplinary oversight
- Monitors outcomes and recommends policy improvements

Fire Chief (Chief 1)



- Department operations
- Personnel assignments
- Emergency response
- Oversees Training
- Disciplinary Oversight
- Day-to-day administration

The City Administrator serves as the primary liaison between the Fire Department and the City Council and provides administrative coordination with

the Fire Chief.

1.4 Fire Department Chain of Command

The operational chain of command within the Glencoe Fire Department shall be as follows:

- 1.) Mayor of City of Glencoe
- 2.) Glencoe City Council
- 3.) City Administrator
- 4.) Fire Chief 1
- 5.) Chief 2
- 6.) Captains
- 7.) Training Officer
- 8.) 1st Lieutenant
- 9.) 2nd Lieutenant
- 10.) Firefighter
- 11.) Probationary Firefighter

All members of the department are expected to follow the established chain of command when communicating operational matters.

1.5 Fire Chief Authority

The Fire Chief is the head of the Glencoe Fire Department and is responsible for the overall administration, organization, and operation of the department; in accordance with Article 7 of the Glencoe City Charter.

The Fire Chief shall have authority to:

- Manage department operations
- Establish department procedures
- Assist and review budget of the fire department
- Enforce department rules and policies
- Coordinate with city administration
- Oversee training and operational readiness

The Fire Chief serves as the primary representative of the Fire Department to the City of Glencoe.

1.6 Executive Leadership Team

The Glencoe Fire Department Executive Leadership Team provides support and

guidance to the Fire Chief regarding department operations and leadership.

The Executive Leadership Team consists of:

- Fire Chief (Chief 1)
- Chief 2
- 3 Department Captains (1 Captain per Engine Company)

The Executive Leadership Team assists with:

- Department Planning
- Operational Oversight
- Leadership Development
- Policy and Procedure Recommendations
- Department Improvement Initiatives

The Executive Leadership Team serves in an advisory and leadership role, but does not replace the authority of the Fire Chief.

1.7 Company Officers

Company Officers are responsible for supervising firefighters and assisting with operational leadership during emergency incidents and department activities.

Company Officers include:

- Captains
- 1st Lieutenants
- 2nd Lieutenants

Company Officers are responsible for:

- supervising firefighters
- assisting with training activities
- maintaining apparatus readiness
- assisting with incident command operations
- Other duties as assigned

1.8 Department Members

The Glencoe Fire Department consists of the following membership classifications:

Probationary Firefighters

Members completing their initial training and probationary period.

Firefighters

Fully trained operational members responsible for responding to emergencies and participating in department activities.

Officers

Members appointed to leadership positions within the department.

All members are expected to follow department policies, maintain required training certifications, and participate in department operations.

1.9 Governance Principles

The governance of the Glencoe Fire Department is based on the following principles:

- Professional leadership
- Clear chain of command
- Transparency in decision making
- Member participation where appropriate
- Accountability to the City of Glencoe
- Align with Mission, Vision, and core values of the department

These principles guide the operation and leadership of the department.

CHAPTER 2 Officer Selection and Appointment

2.1 Purpose

The purpose of this section is to establish a fair, transparent, and structured process for selecting officers within the Glencoe Fire Department.

This policy ensures that officer appointments are based on:

- leadership ability
- experience and training
- department involvement

- operational knowledge
- member input

This process promotes transparency, professionalism, and confidence among department members in the leadership selection process.

2.2 Positions Covered

This officer selection policy applies to the following leadership positions within the Glencoe Fire Department:

- Chief 1
- Chief 2
- Captains
- Training Officers
- 1st Lieutenants
- 2nd Lieutenants
- Secretary

All Officer Positions are approved by the Glencoe City Council in accordance with city governance procedures.

2.3 Eligibility Requirements

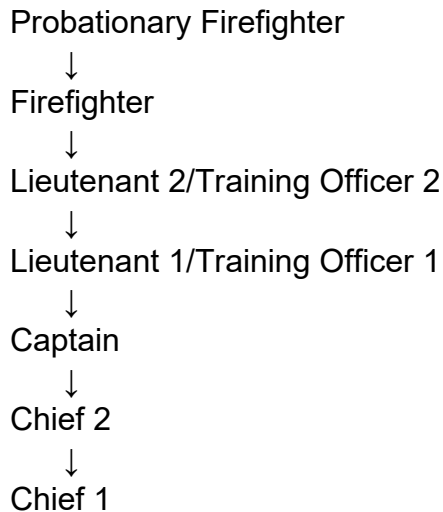
Members applying for officer positions must meet the following minimum requirements:

- meet the experience requirements outlined in the Job Descriptions and Training Manual
- meet required training certifications for the position
- meet department attendance requirements
- be a member in good standing with the department
- demonstrate leadership ability and commitment to the department

Failure to meet these requirements may disqualify a candidate from the selection process.

2.4 Leadership Progression

The Glencoe Fire Department recognizes the following progression of leadership positions:



Members are encouraged to pursue leadership development through training, participation, and operational experience.

2.5 Posting of Officer Positions

When an officer position becomes vacant or a term expires, the Fire Chief shall post the position internally to all department members.

The posting shall remain open for a minimum of **14 days. (See Form 2.5- Posting of Officer Form in Form Appendix Section of this Document)**

The posting shall include:

- position title
- minimum qualifications
- required training
- application deadline

2.6 Application Process

Members wishing to apply for an officer position must submit the following:

- a written application (**See Form 2.6- Officer Application Form in Form Appendix Section of this Document**)
- documentation of required training certifications

Applications shall be submitted to the Fire Chief or designated Selection Committee representative.

2.7 Selection Committee

Each Selection Committee shall be responsible for reviewing applications, conducting interviews, and making recommendations for officer appointments.

Each Selection Committee shall consist of:

See Policy 2.1.3 and Policy 2.1.5 for Selection committee Members and the Position selected for that Committee.

A senior firefighter can be substituted if there is a committee member who will not be present or who may have a conflict of interest to provide a non-biased opinion.

All members of the Selection Committee need to be present to form a quorum. If a member of the Selection Committee is not present at a scheduled meeting time the Selection Committee will need to change the time or date of the scheduled meeting.

Each Selection Committee is responsible for:

- reviewing applications
- verifying eligibility requirements
- conducting candidate interviews (**See Form 2.7- Officer Candidate Interview Form in Form Appendix Section of this Document**)
- evaluating training and experience
- reviewing member feedback
- recommending candidates for appointment

2.8 Member Participation in Officer Selection

The Glencoe Fire Department recognizes the importance of member input in the officer selection process.

Non-probationary Members and all Members in good standing shall have the opportunity to provide feedback on officer candidates through a **confidential**

Member Officer Review Form. (See Form 2.8-Member Officer Review Form in Form Appendix Section of this Document)

Member evaluations will consider the following categories:

- Leadership
- Respect among members
- Communication ability
- Teamwork
- Commitment to department activities

Members will score candidates using the following scale:

Score Description

5	Strongly Support
4	Support
3	Neutral
2	Limited Support
1	Do Not Support

Member review scores will be averaged and included as part of the candidate's overall evaluation.

Member input will account for **approximately 20 percent of the total evaluation score.**

Member review forms shall remain confidential.

2.9 Officer Interview Process

Candidates meeting eligibility requirements will participate in a structured interview conducted by the Selection Committee.

Each candidate will be asked standardized interview questions designed to evaluate leadership ability and operational knowledge.

Interview questions are organized into five key evaluation areas:

1. Leadership Ability
2. Fireground Decision Making

3. Conflict Resolution
4. Training and Firefighter Development
5. Vision for the Department

Each evaluation category includes multiple interview questions.

2.10 Interview Scoring System

Interview panel members will score candidate responses using a **1–5 scoring scale**.

Score	Description
5	Excellent
4	Very Good
3	Acceptable
2	Weak
1	Poor

Each interview question will receive a score from each panel member.

The total interview score will be calculated using the standardized interview scoring sheet.

Interview scores will be averaged across all panel members.

2.11 Overall Candidate Evaluation

Final candidate evaluation will consider multiple factors.

Evaluation Category	Maximum Points
Experience	20
Training Qualifications	20
Interview Score	30
Member Review	20

Evaluation Category	Maximum Points
----------------------------	-----------------------

Commitment to the Department 10

Total Possible Score: **100 Points**

The Selection Committee will review candidate scores and determine a recommendation.

2.12 Selection Committee Recommendation

Following completion of interviews and evaluation scoring, the Selection Committee shall meet to review candidate results.

The committee will evaluate:

- interview scores
- training qualifications
- experience
- member review results
- department involvement

The committee will submit a recommendation for appointment to the Fire Chief.
(Form 2.12- Officer Candidate Final Evaluation Form in Form Appendix Section of this Document)

2.13 Final Appointment

The Fire Chief shall make the final appointment for officer positions based on the Selection Committee recommendation.

Appointments shall follow the governance structure of the Glencoe Fire Department and will require approval from the Glencoe City Council.

2.14 Documentation

All officer selection processes shall be documented.

Documentation shall include:

- candidate applications
- interview scoring sheets

- member review forms
- final evaluation summary

Records shall be maintained as official department records by the Human Resources Department of the City of Glencoe.

2.15 Conflict of Interest

Members participating in the Selection Committee or member review process shall not evaluate candidates who are immediate family members.

In such cases the member shall abstain from participation in that portion of the process.

CHAPTER 3 Firefighter Recruitment and Hiring

3.1 Purpose

The purpose of this section is to establish a fair, consistent, and transparent process for recruiting, evaluating, and appointing members to the Glencoe Fire Department.

The department seeks individuals who demonstrate:

- commitment to public service
- teamwork and professionalism
- willingness to participate in training
- reliability and availability for emergency response

This process ensures that the department maintains a qualified and dependable membership capable of serving the community safely and effectively.

3.2 Recruitment

The Fire Chief may initiate recruitment when:

- vacancies exist within the department
- additional staffing is required to maintain operational readiness
- future staffing needs are anticipated

Recruitment efforts may include:

- public announcements
- city website postings

- community outreach
- referrals from department members

Recruitment efforts should focus on attracting individuals who live within the designated response time to the fire station and who demonstrate a commitment to community service.

3.3 Application Process

Individuals interested in joining the Glencoe Fire Department must complete a City of Glencoe Application Form, which can be found on the City of Glencoe's website or obtained at the Glencoe City Center.

Applications shall be submitted to the **Fire Chief or designated department representative**.

3.4 Minimum Eligibility Requirements

Applicants must meet the following minimum requirements:

- be at least 18 years of age
- possess a valid driver's license
- reside within the designated response time to the fire station
- demonstrate the physical ability to perform firefighting duties
- pass a background review

Preference may be given to applicants who already possess fire service training or certifications.

Applications will be reviewed by the Fire Chief and designated department representatives.

Qualified applicants will be invited to participate in the interview process and tryouts. **(See Form 3.4- Tryout Form in Form Appendix Section of this Document)**

3.5 Interview Process

Applicants will participate in an interview conducted by department leadership and/or designated interview panel members.

The interview process is intended to evaluate:

- motivation for joining the fire department
- ability to work in high-stress environments
- commitment to training and development
- teamwork and communication skills
- availability for calls and department activities

Interview questions may include scenario-based discussions related to emergency response situations. **(See Form 3.5-Interview Form in Form Appendix Section of this Document)**

3.6 Candidate Evaluation

Applicants may be evaluated using the following criteria:

Evaluation Category	Maximum Points
----------------------------	-----------------------

Availability for Response	20
---------------------------	----

Commitment to Training	20
------------------------	----

Interview Performance	30
-----------------------	----

Teamwork and Attitude	20
-----------------------	----

Department Commitment	10
-----------------------	----

Total Possible Score: **100 Points**

The Fire Chief will review evaluation results when determining appointments.

3.7 Appointment

Applicants selected through the recruitment and interview process will be appointed as **Probationary Firefighters**.

Appointments shall require approval from the City administration in accordance with city procedures.

3.8 Probationary Firefighter Status

New members shall serve as **Probationary Firefighters** for a period of **12 to 24 months**.

During the probationary period members must:

- complete required firefighter training certifications
- demonstrate competency in department equipment and operations
- maintain training and call attendance requirements
- demonstrate professionalism and teamwork

Probationary firefighters will be evaluated periodically by department officers.

3.9 Completion of Probation

Upon successful completion of the probationary period:

- the member will be appointed as a **Firefighter**
- the appointment will be documented as an official department record

If a probationary firefighter fails to meet training or performance expectations, the Fire Chief may extend the probationary period or terminate membership.

3.10 Training Requirements for New Members

Probationary firefighters must complete required training as outlined in the **Standard Job Descriptions and Position Training Requirements Manual**.

This training may include:

- Firefighter I certification
- CPR / First Aid certification
- Department operational training

Training requirements must be completed within timelines established by the department.

3.11 Member Expectations

All members of the Glencoe Fire Department are expected to:

- participate in emergency response
- attend department training sessions
- maintain required certifications
- follow department policies and procedures
- promote a culture of safety and professionalism

CHAPTER 4 TRAINING REQUIREMENTS AND COMPLIANCE

4.1 Purpose

The purpose of this section is to establish training requirements and ensure that all members of the Glencoe Fire Department maintain the knowledge, skills, and certifications necessary to safely perform fire department duties.

Training ensures that department members remain prepared to respond effectively to emergencies and maintain operational readiness.

4.2 Training Authority

The Fire Chief has overall responsibility for the training and professional development of department members.

The Training Officers are responsible for coordinating and managing the department training program.

The Training Officers shall work with department officers to ensure that training programs meet operational needs and certification requirements.

4.3 Responsibilities of the Training Officers

The Training Officers shall be responsible for:

- planning and coordinating department training activities
- maintaining training records and certification documentation
- ensuring compliance with state training requirements
- coordinating outside training opportunities
- assisting probationary firefighters with required training programs
- reporting training participation to department leadership

The Training Officers may be assisted by other officers or designated instructors.

4.4 Training Expectations for Members

All members of the Glencoe Fire Department are expected to participate in department training.

Members shall:

- attend scheduled training sessions
- maintain required certifications
- participate in drills and exercises
- maintain proficiency in department equipment and procedures

Failure to participate in required training may result in restrictions on operational duties.

4.5 Training Requirements by Position

Training requirements for department positions are outlined in the **Glencoe Fire Department Job Descriptions and Training Requirements Manual**.

Examples include:

Probationary Firefighter

- department orientation training
- equipment familiarization

Firefighter

- maintenance of required certifications
 - NFPA 1001 certifications
 - ongoing operational training

Officers

- leadership development training
- incident command training
- advanced operational training

Members seeking promotion to officer positions must meet the training requirements specified for that position.

4.6 Training Attendance Requirements

Members are expected to attend a reasonable number of scheduled training sessions each year to maintain operational readiness.

Attendance requirements may be established by the department and may include minimum participation levels for training sessions.

Members who do not meet attendance requirements may be subject to review by department leadership.

4.7 Training Records

The department shall maintain accurate training records for all members.

Training records may include:

- certification documentation
- training attendance records
- course completion records
- continuing education documentation

Training records shall be maintained by the Training Officers and stored as official department records.

4.8 Certification Maintenance

Members who hold required certifications must maintain those certifications in accordance with state and departmental requirements.

Members are responsible for:

- maintaining certification validity
- notifying the department of certification changes
- completing recertification training when required

Failure to maintain required certifications may result in restrictions on operational duties.

4.9 Failure to Meet Training Requirements

Members who fail to meet training expectations may be subject to review by department leadership.

Possible actions may include:

- counseling or training reminders
- temporary restriction from operational duties
- additional training requirements
- disciplinary action in accordance with department policies

The goal of this process is to support member development and ensure safe operations.

4.10 Training Safety

All training activities shall be conducted in a safe and controlled environment.

Training exercises shall follow established safety guidelines and include:

- proper supervision
- use of appropriate protective equipment
- risk management practices

Training activities shall not unnecessarily expose members to unsafe conditions.

4.11 Outside Training Opportunities

Members may attend outside training opportunities when approved by department leadership.

Examples include:

- state fire training programs
- regional fire training events
- specialized rescue training
- leadership development programs

Members attending outside training may be required to share information or training materials with other department members.

4.12 Training Program Evaluation

The department should evaluate the effectiveness of its training program.

Evaluation may include:

- review of training participation
- operational performance feedback
- incident reviews
- training program updates

Training programs should be updated as necessary to reflect current best practices and operational needs.

CHAPTER 5 MEMBER CONDUCT AND DISCIPLINE

5.1 Purpose

The purpose of this section is to establish standards of conduct for members of the Glencoe Fire Department and to provide a fair and consistent process for addressing violations of department policies, unsafe behavior, or actions that negatively affect department operations.

Members of the Glencoe Fire Department represent the department and the City of Glencoe while performing their duties and are expected to conduct themselves in a professional and responsible manner.

5.2 Standards of Conduct

Members of the Glencoe Fire Department shall:

- follow all department policies and procedures
- follow the established chain of command
- conduct themselves in a professional manner
- treat other members with respect
- maintain safe operational practices
- protect department equipment and property
- represent the department and the City of Glencoe in a positive manner

Members shall avoid behavior that could damage the reputation or effectiveness of the department.

5.3 Prohibited Conduct

The following conduct may result in disciplinary action:

- violation of department or city policies or procedures
- insubordination or refusal to follow lawful orders
- unsafe actions that endanger personnel or the public
- harassment, discrimination, or bullying
- misuse or damage of department equipment
- dishonesty or falsification of department records
- actions that negatively affect department morale or operations

This list is not intended to include every possible violation, and department leadership may address other conduct that negatively affects the department.

5.4 Progressive Discipline

The Glencoe Fire Department uses a progressive discipline system intended to correct behavior and maintain a safe and professional working environment.

Disciplinary actions may include the following steps:

1. Verbal Counseling
2. Written Warning
3. Suspension from Department Activities
4. Removal from Position or Membership

The level of discipline will depend on the severity of the violation and the circumstances involved.

5.5 Verbal Counseling

Verbal counseling is intended to address minor issues or policy violations.

This step may include:

- discussion between the member and officer
- clarification of department expectations
- guidance on correcting behavior

Verbal counseling may be documented for internal records.

5.6 Written Warning

A written warning may be issued when:

- a member fails to correct behavior after verbal counseling
- a more serious policy violation occurs

The written warning shall include:

- description of the violation
- reference to applicable policy
- expectations for correction

The member shall be provided with a copy of the written warning.

5.7 Suspension

Members may be suspended from department activities when:

- safety concerns exist
- serious policy violations occur
- prior disciplinary actions have not corrected the issue

Suspension may include restriction from:

- emergency response
- training participation
- department activities

The duration of suspension shall be determined by department leadership.

5.8 Removal from Officer Position

Officers may be removed from their leadership position when:

- they fail to perform required duties
- safety concerns arise
- department policies are violated
- required training or certifications are not maintained

Removal from an officer position does not automatically terminate membership in the department unless additional disciplinary action is warranted.

5.9 Removal from Membership

Removal from the department may occur in cases involving:

- serious violations of department policy
- repeated disciplinary issues

- unsafe conduct that endangers personnel or the public
- failure to maintain required participation or training

Removal decisions shall be made by the Fire Chief in accordance with department governance policies and shall involve consultation with City administration when appropriate.

5.10 Member Right to Respond

Members who receive disciplinary action may request the opportunity to provide an explanation or response regarding the situation.

Department leadership shall review the information provided when making disciplinary decisions.

5.11 Documentation of Discipline

Disciplinary actions shall be documented and maintained as department records.

Documentation may include:

- written warnings
- suspension notices
- disciplinary reports

These records help ensure consistency and fairness in the disciplinary process.

The Glencoe Fire Department shall maintain standardized disciplinary documentation forms including verbal counseling documentation, written warning forms, disciplinary action reports, officer removal documentation, and membership termination forms.

5.12 Conflict Resolution

Members are encouraged to resolve minor conflicts through respectful communication whenever possible.

When conflicts cannot be resolved between members, the issue should be brought to the attention of an officer or department leadership for assistance.

5.13 Professional Conduct at Emergency Scenes

Members shall maintain professional behavior at emergency incidents.

Members shall:

- follow incident command instructions
- operate safely and within training limits
- maintain respect toward the public and other responders

Unprofessional or unsafe behavior at emergency scenes may result in disciplinary action.

CHAPTER 6 SAFETY REPORTING AND INCIDENT REVIEW

6.1 Purpose

The purpose of this section is to establish procedures for reporting injuries, apparatus damage, near-miss incidents, and other safety concerns within the Glencoe Fire Department.

Prompt reporting and review of safety incidents allows the department to:

- identify hazards
- improve operational procedures
- prevent future injuries
- maintain accountability and safety standards

All members share responsibility for maintaining a safe working environment.

6.2 Safety Reporting Expectations

Members of the Glencoe Fire Department shall report any safety concern, injury, apparatus damage, or near-miss incident as soon as practical after the event occurs.

Examples of reportable incidents include:

- firefighter injuries
- apparatus or equipment damage
- unsafe operating conditions
- near-miss incidents where injury or damage could have occurred
- operational safety concerns

Members should report incidents to the **officer in charge or the Fire Chief**.

6.3 Injury Reporting

Any firefighter injury occurring during training, emergency response, or department activities shall be reported immediately to the officer in charge.

The officer shall ensure:

- the injured member receives appropriate medical care
- the incident is documented using the department Incident Report Form
- the Fire Chief is notified

Injuries requiring medical treatment may also require additional reporting in accordance with city policies and workers compensation procedures.

6.4 Apparatus or Equipment Damage Reporting

Damage to department apparatus, tools, or equipment shall be reported immediately.

The officer in charge shall document:

- description of damage
- circumstances of the incident
- equipment involved
- personnel present

Damage reports shall be submitted to the Fire Chief for review.

6.5 Near-Miss Reporting

A near-miss incident is an event that could have resulted in injury, equipment damage, or operational failure but did not.

Examples include:

- structural collapse hazards
- equipment malfunction during operations
- communication failures
- unsafe fireground conditions

Members are encouraged to report near-miss incidents so the department can learn from these situations and improve safety practices.

Near-miss reporting is intended to improve safety and **should not be used for disciplinary purposes unless misconduct or policy violations are involved.**

6.6 Incident Documentation

All reportable safety incidents shall be documented using the department **Incident / Near Miss Report Form**. (Same form utilized by City of Glencoe, printed forms located in Fire Chief's Office)

The report should include:

- description of the incident
- personnel involved
- location and date
- contributing factors
- corrective actions

Completed reports shall be submitted to the Fire Chief and maintained as official department records.

6.7 Post-Incident Review

When appropriate, the department may conduct a **Post-Incident Review** following significant incidents.

The purpose of the review is to:

- identify lessons learned
- evaluate operational effectiveness
- improve future response procedures
- enhance firefighter safety

Post-incident reviews may occur after:

- major structure fires
- firefighter injuries
- significant safety concerns
- major operational incidents

These reviews are intended to improve operations and training.

6.8 Safety Improvement

Information gathered through incident reports and post-incident reviews may be used to:

- update department procedures
- improve training programs

- address equipment concerns
- enhance safety practices

The goal of this process is continuous improvement of firefighter safety and operational effectiveness.

CHAPTER 7 RECORD MANAGEMENT AND DOCUMENTATION

7.1 Purpose

The purpose of this section is to establish procedures for maintaining accurate and secure records for the Glencoe Fire Department.

Proper record management ensures that important information related to department operations, training, personnel, and incidents is maintained in an organized and accessible manner.

Records management supports operational accountability, legal compliance, and historical documentation of department activities.

7.2 Department Records

The Glencoe Fire Department maintains records related to department operations and personnel.

Examples of department records include:

- personnel records
- training records
- incident reports
- safety reports
- disciplinary documentation
- officer selection documentation
- department meeting minutes

These records are considered official department records.

7.3 Records Custodian

The Fire Chief shall have overall responsibility for department records.

The Fire Chief may designate department officers or administrative personnel to assist with record management, including:

- Training Officer – training and certification records
- Department Secretary – meeting minutes and administrative records
- Department leadership – personnel and disciplinary documentation

All records shall be maintained in accordance with department policies and city requirements.

7.4 Personal Records

Personnel records shall be maintained for all department members.

Personnel records may include:

- firefighter application forms
- training certifications
- disciplinary documentation
- officer appointment documentation
- resignation or termination records

Personnel records shall be treated as confidential and access shall be limited to department leadership and authorized city officials.

7.5 Training Records

Training records shall be maintained for all department members to ensure compliance with certification and training requirements.

Training records may include:

- certification documentation
- training attendance records
- course completion records
- continuing education documentation

The Training Officer is responsible for maintaining accurate training records.

7.6 Incident and Safety Reports

Reports related to emergency incidents, injuries, apparatus damage, and safety concerns shall be documented and maintained as department records.

These reports include:

- incident reports
- injury reports
- apparatus damage reports
- near-miss reports
- post-incident review documentation

These records are used to improve operational safety and document department activities.

7.7 Officer Selection Documentation

Documentation related to officer selection shall be maintained as department records.

This documentation may include:

- officer applications
- interview scoring sheets
- member review forms
- final candidate evaluation summaries

These records ensure transparency in the officer selection process.

7.8 Records Retention

Department records shall be maintained in accordance with city policies and applicable state record retention requirements.

Records shall be retained for an appropriate period of time based on the type of record.

Examples include:

- personnel records
- training records
- incident reports
- administrative records

Records that are no longer required may be archived or disposed of in accordance with city record retention policies.

7.9 Electronic Records

Department records may be maintained in electronic format when appropriate.

Electronic records shall be stored in secure systems that allow access by authorized personnel.

Electronic records should be backed up periodically to prevent loss of information.

7.10 Confidential Records

Certain department records contain sensitive or confidential information.

These records may include:

- personnel records
- disciplinary documentation
- medical or injury reports

Access to these records shall be restricted to authorized department leadership and city officials.

7.11 Records Request

Requests for department records shall follow applicable city procedures and state laws governing public records.

Members receiving requests for department records shall refer those requests to the Fire Chief or City Administration.

7.12 Change Management

This Policy and Procedure Manual shall be reviewed at least annually and updated as necessary to ensure compliance with applicable laws, regulations, standards, and operational requirements. Revisions may be made at any time to address changes in legal requirements, safety practices, organizational structure, or operational needs. All changes must be approved by the Executive Leadership Team, with final approval coming from the Glencoe City Council, documented in the revision history, and communicated to all department personnel prior to implementation.

Effective Date:
Revision Date:

Glencoe Fire Department
GOVERNANCE AND AUTHORITY

FORM APPENDIX

Glencoe Fire Department Officer Posting Form

Officer Position Posting Notice

Date Posted: _____

Application Deadline: _____

(This posting will remain open for a minimum of 14 days from the date posted.)

Position Title: _____

Position Summary

The Glencoe Fire Department is accepting applications from qualified department members for the position listed above.

This position is a leadership role responsible for assisting with department operations, supervising firefighters, supporting training activities, and providing leadership during emergency incidents.

Officer positions play an important role in maintaining operational readiness, promoting safety, and supporting the mission of the Glencoe Fire Department.

Minimum Eligibility Requirements

Applicants must meet the following requirements:

- Meet the experience requirements outlined in the **Glencoe Fire Department Standard Job Descriptions and Position Training Requirements Manual**
- Meet required training certifications for the position
- Meet department attendance requirements
- Be a member in good standing with the department
- Demonstrate leadership ability and commitment to the department

Additional qualifications may be considered during the evaluation process.

Responsibilities

Responsibilities of the position may include:

- Supervising firefighters during emergency responses and department activities
- Assisting with incident command operations
- Supporting firefighter training and development
- Ensuring operational readiness of apparatus and equipment
- Promoting safe work practices
- Supporting department leadership and organizational goals

Full responsibilities are outlined in the **Glencoe Fire Department Standard Job Descriptions and Position Training Requirements Manual**.

Effective Date:
Revision Date:

Glencoe Fire Department
GOVERNANCE AND AUTHORITY

Application Requirements

Members interested in applying for this position must submit the following:

- Completed **Officer Application Form**
- Letter of interest describing qualifications and leadership experience
- Documentation of required certifications and training

Applications must be submitted to:

Fire Chief: _____

or

Selection Committee Representative: _____

Effective Date:
Revision Date:

Glencoe Fire Department
GOVERNANCE AND AUTHORITY

Glencoe Fire Department Officer Position Application Form

Applicant Information

Applicant Name: _____

Current Position/Rank: _____

Years of Service with Glencoe Fire Department: _____

Date of Application: _____

Position Applying For: _____

Training and Certifications

Please list fire service certifications or training relevant to the officer position.

Attach copies of certifications if required.

Fire Department Experience

Please describe your experience within the Glencoe Fire Department, including responsibilities, leadership roles, committees, or special assignments.

Effective Date:
Revision Date:

Glencoe Fire Department
GOVERNANCE AND AUTHORITY

Leadership Experience

Describe any leadership experience you have within the fire department or other organizations.

Examples may include:

- acting officer roles
- training leadership
- committee leadership
- emergency incident leadership

Training and Development

Describe how you have contributed to firefighter training or development within the department.

Vision for the Department

Describe your goals or vision for improving the Glencoe Fire Department if selected for this officer position.

Effective Date:
Revision Date:

Glencoe Fire Department
GOVERNANCE AND AUTHORITY

Availability and Commitment

Are you able to meet the responsibilities and expectations of the officer position, including leadership duties, training participation, and emergency response?

☐ Yes

☐ No

If needed, please provide additional comments regarding your availability:

Applicant Statement

I certify that the information provided in this application is accurate and complete to the best of my knowledge.

I understand that the officer selection process will include review of my qualifications, member feedback, and an interview conducted by the Selection Committee.

Applicant Signature: _____

Date: _____

For Selection Committee Use Only

Evaluation Category Notes

Application Review

Training Qualifications

Experience

Member Review

Interview Score

Effective Date:

Revision Date:

Glencoe Fire Department
GOVERNANCE AND AUTHORITY

Selection Committee Recommendation:

☐ Recommend for Appointment

☐ Do Not Recommend

Committee Comments:

Committee Representative Signature: _____

Date: _____

Glencoe Fire Department Officer Candidate Interview Form

Candidate Information

Candidate Name: _____

Position Applied For: _____

Interview Date: _____

Selection Committee Member: _____

Current Position / Role: _____

Scoring Scale

Score Rating

- 5 Excellent
- 4 Above Average
- 3 Acceptable
- 2 Needs Improvement
- 1 Poor

Leadership & Department Knowledge Questions

Score each response from **1–5**.

#	Interview Question	Score
1	Why are you interested in this officer position?	_____
2	What qualities do you believe make an effective fire officer?	_____
3	Describe your leadership style.	_____
4	How would you handle conflict between firefighters?	_____
5	What role should officers play in firefighter development and training?	_____
6	How would you motivate firefighters who are disengaged?	_____
7	What is your approach to enforcing department policies?	_____
8	Describe a situation where you had to make a difficult decision.	_____

Effective Date:
Revision Date:

Glencoe Fire Department
GOVERNANCE AND AUTHORITY

#	Interview Question	Score
9	How would you improve communication within the department?	_____
10	What are the biggest challenges facing the department today?	_____

Operational Knowledge Questions

#	Interview Question	Score
11	What are the priorities when arriving first at a structure fire?	_____
12	How do you ensure firefighter accountability on scene?	_____
13	Describe your understanding of the Incident Command System.	_____
14	How would you manage firefighter safety during interior operations?	_____
15	What steps should be taken if a firefighter becomes injured on scene?	_____
16	How should apparatus placement be determined at a fire scene?	_____
17	What role does the officer play during training drills?	_____
18	How should near-miss incidents be handled by leadership?	_____
19	How would you address repeated training or participation issues?	_____
20	What goals would you have for the department if selected for this position?	_____

Interview Question Score Total

Total Points (Max 100): _____

Fireground Scenario Evaluation

Scenario

You are the first arriving officer at a **two-story residential structure fire**. Smoke is showing from the second floor. Occupants are believed to still be inside. Additional units are responding.

Explain your actions upon arrival and how you would manage the incident.

Scenario Evaluation

Evaluation Category	Score (1-5)
Size-up and initial command	_____
Firefighter safety considerations	_____
Operational strategy	_____
Communication and leadership	_____
Incident command organization	_____

Scenario Score Total (Max 25): _____

Total Interview Score

Interview Question Score: _____ / 100

Scenario Score: _____ / 25

Total Score: _____ / 125

Committee Member Comments

Strengths Observed:

Effective Date:
Revision Date:

Glencoe Fire Department
GOVERNANCE AND AUTHORITY

Areas for Improvement:

Additional Comments:

Committee Member Signature

Selection Committee Member: _____

Signature: _____

Date: _____

Important Policy Note

Each **Selection Committee** member must complete an individual evaluation form for each candidate.

Scores will be compiled and averaged as part of the **Final Candidate Evaluation Summary (Section 2 – Officer Selection and Appointment of the Glencoe Fire Department Governance and Authority Manual)**

Effective Date:
Revision Date:

Glencoe Fire Department Member Officer Review Form

Position Being Considered: _____

Candidate Name: _____

Date: _____

Scoring Scale

Score Description

- 5** Strongly Support
- 4** Support
- 3** Neutral
- 2** Limited Support
- 1** Do Not Support

Members should evaluate the candidate based on their experience working with them within the department.

Candidate Evaluation

Category	Description	Score (1–5)
Leadership	Demonstrates the ability to lead firefighters and make sound decisions during both routine activities and emergency incidents.	_____
Respect	Has earned the trust and respect of department members.	_____
Communication	Communicates clearly and effectively with firefighters and officers.	_____
Teamwork	Works well with others and promotes cooperation within the department.	_____

Effective Date:
Revision Date:

Glencoe Fire Department
GOVERNANCE AND AUTHORITY

Category	Description	Score (1–5)
Commitment	Participates in calls, training, and department activities and demonstrates dedication to the department.	_____

Overall Candidate Support

Overall Recommendation Score (1–5): _____

Optional Comments

Members may provide comments regarding the candidate's leadership, strengths, or concerns.

Comments:

For Committee Use (Do Not Complete by Member)

Category	Score
Leadership	_____
Respect	_____
Communication	_____
Teamwork	_____
Commitment	_____

Total Score: _____ / 25

Effective Date:

Revision Date:

Glencoe Fire Department
GOVERNANCE AND AUTHORITY

This form should be submitted to the **Selection Committee** and will be included as part of the **member review portion of the officer selection process**.

Individual responses will remain **confidential**.

Effective Date:
Revision Date:

Glencoe Fire Department
GOVERNANCE AND AUTHORITY

Glencoe Fire Department Officer Candidate Final Evaluation Summary

Position Being Filled

Position Title: _____

Date of Evaluation: _____

Selection Committee Chair: _____

Candidate Information

Candidate Name: _____

Current Rank/Position: _____

Years of Service with Department: _____

Evaluation Summary

Evaluation Category	Maximum Points	Candidate Score
Experience	20	_____
Training Qualifications	20	_____
Interview Score	30	_____
Member Review Score	20	_____
Department Involvement	10	_____

Total Evaluation Score

Total Score: _____ / 100

Effective Date:
Revision Date:

Glencoe Fire Department
GOVERNANCE AND AUTHORITY

Ranking of Candidates

Candidate Name And Total Score

Selection Committee Recommendation

The Selection Committee Recommendation for the Officer Position: _____

Committee Discussion Summary

Please summarize the committee's discussion and reasoning for the recommendation.

Selection Committee Signatures

Committee Member: _____

Signature: _____

Date: _____

Committee Member: _____

Signature: _____

Date: _____

Effective Date:
Revision Date:

Glencoe Fire Department
GOVERNANCE AND AUTHORITY

Committee Member: _____

Signature: _____

Date: _____

Committee Member: _____

Signature: _____

Date: _____

Committee Member: _____

Signature: _____

Date: _____

Committee Member: _____

Signature: _____

Date: _____

Committee Member: _____

Signature: _____

Date: _____

Final Appointment Decision

Fire Chief Decision:

☐ Appoint Candidate

☐ Do Not Appoint Candidate

Fire Chief Signature: _____

Date: _____

GLENCOE FIRE DEPARTMENT POLICY AND PROCEDURE

STANDARD JOB DESCRIPTIONS AND
POSITION TRAINING REQUIREMENTS

CHAPTER 1 POSITION DESCRIPTIONS

1.1	MEMBERSHIP	2
1.1.1	MEMBERSHIP ELIGIBILITY	2
1.1.2	ATTENDANCE	4
1.1.3	CALL RESPONSE REQUIREMENTS	4
1.1.4	TRAINING PERCENTAGE REQUIREMENTS	5
1.1.5	FIRE DEPARTMENT MEETING REQUIREMENTS	6
1.1.6	SPECIAL DETAILS/EVENTS	6
1.1.7	EXEMPTIONS TO ABSENCE	6
1.1.8	NON-COMPLIANCE TO ATTENDANCE REQUIREMENTS	7
1.1.9	MEMBERSHIP OF RELATIVES	7
1.2	FIREFIGHTER POSITIONS.....	7
1.2.1	PROBATIONARY FIREFIGHTER	7
1.2.2	FIREFIGHTER	7
1.3	OFFICER POSITIONS	6
1.3.1	SECRETARY	6
1.3.2	LIEUTENANT 2	7
1.3.3	LIEUTENANT 1	9
1.3.4	TRAINING OFFICER 2	10
1.3.5	TRAINING OFFICER 1	11
1.3.6	CAPTAIN	13
1.3.7	CHIEF 2	14
1.3.8	CHIEF 1	16

CHAPTER 2 POSITION TRAINING REQUIREMENTS

2.1	MEDICAL TRAINING.....	18
2.1.1	First Aid Training.....	18
2.1.2	CPR Requirements.....	18
2.1.3	AED Requirements.....	18
2.1.4	Bloodborne and Airborne Pathogen Requirements.....	18
2.2	FIRE TRAINING.....	18
2.2.1	Fire Training Requirements.....	18
2.2.2	Outside Training.....	19
2.3	POSITION TRAINING REQUIREMENTS.....	19
2.3.1	Training Requirements for GFD Members prior to effective date.....	19
2.3.2	Unmet Training Requirements for Position Selection Process.....	20
2.3.3	Position Training Requirements.....	20

Chapter 1 Position Descriptions**1.1 Membership****1.1.1 Membership Eligibility**

All applicants for membership and all on-going members in the Department shall meet the following requirements. The requirements with an asterisk (*) are continuing requirements and shall apply as long as the person is a member in any capacity of the Fire Department.

Membership Eligibility Requirement	Probationary Member	On-going Member
Age Be over 18 years of age.	Yes	Yes
Driver's License* Valid MN State Driver's License (Minimum: Class D)	Yes	Yes
Training Complete training requirements established by the Department and/or training officers. (Whenever practical, these requirements will meet or exceed selected NFPA standards.)	Yes	Yes
Experience Actively participate in Fire Service Area - Related Activities	Yes	Yes
Certification/ Examination/ License Notify the Fire Chief immediately upon revocation, suspension, or cancellation of a valid Minnesota driver's license.	Yes	Yes
No member shall drive or operate any Fire Department apparatus in any manner or fashion upon revocation, suspension or cancellation of their driver's license.	Yes	Yes
Hold a valid State Certification FF NFPA 1001 (FF I & II and HazMat) – Excludes Members on-board date prior to 12/31/2024	Yes	Yes
Physical Appearance No facial hair shall penetrate the seal area of the SCBA per OSHA requirement CFR 29 1910.134.	Yes	Yes

[illegible]

Membership Eligibility Requirement	Probationary Member	On-going Member
Department Call Percentages Requirements must be adhered to without exception. (See Section 1.1.3 Call Response Percentage Requirements.)	Yes	Yes

1.1.2 Attendance

1.1.3 Call Response Percentage Requirements

The Department is responsible for providing adequate staffing to respond to emergency situations in a timely fashion. This policy specifies the minimum required Department percentages for response attendance.

An attempt will be made to assist members who are having problems meeting the response attendance requirements. City Administration, with guidance from Executive Leadership Team, may approve a leave of absence in accordance with FMLA guidelines if there are documented extenuating circumstances (family, work, personal matters, etc.).

Attendance Percentage

Members must meet 20% of all Fire related Department calls for service. This does include weather related calls for assistance and special detail pages. Officer pages will not apply to members.

No exceptions to the percentages will be allowed to a probationary member.

Attendance expectations are intended to maintain operational readiness rather than serve as punitive measures.

Call Response Attendance Recording

Attendance for all call responses shall be recorded on the **Call Report** form that is filled out for each call. It shall be the responsibility of each member to check their name on the attendance portion of the **Call Report** form and provide their signature.

Low Attendance Percentage (Below 20%) Discipline

A Department member falling below the required call response attendance percentage will be notified of such violation as defined below. Low attendance percentage would be reviewed on a Quarterly basis. The following procedure will be used for call response attendance low percentage.

Low Attendance Percentage Discipline	
	Executive Leadership will notify the member of his/her low percentage. The member will be mailed or emailed a <i>written</i>

STANDARD JOB DESCRIPTIONS AND POSITION TRAINING REQUIREMENTS

	<i>low percentage notice</i> after being notified. This notice will be kept in the member's personnel file for two (2) years.
	The member must then contact the Executive Leadership Team within ten (10) calendar days of receiving the notice and set up a meeting to discuss the low percentage. These meeting minutes will be kept in the member's personnel file for two (2) years.
	If a minimum of 20% call attendance percentage (Cumulative across calendar year) is not met by the end of the calendar year, the member is considered in poor standing from The Fire Department. As a result, will be identified as a member not in good standing for that calendar year in which the call percentages were not met. This notice will be kept in the member's personnel file indefinitely.

1.1.4 Training Percentage Requirements

The Department is responsible for providing adequate training for its membership. This policy specifies the minimum required Department training sessions during each year. All members are encouraged to attend 100% of all required Department training. A record of all training is kept in a member's training file.

An attempt will be made to assist members who are having problems meeting the Department training response attendance requirements.

The Fire Department training shall be divided into two categories and are defined as follows:

Inside Training

All training done within the regularly scheduled Department Training.

Outside Training

All training done outside the regularly scheduled Department Training.

Training Times

The Department will provide training on the first and third Wednesday of every month beginning at 1900 hours and last approximately three (3) hours per session unless otherwise notified.

Trainings will be set to meet the specified hours needed to be compliant.

Inside Training Attendance

A member must make 75% of all inside training sessions. A minimum number of hours of outside training may be substituted by the Training Officer in lieu of

inside training.

Outside Training Attendance

All members are required to attend outside training. See section 2.5.1 for reference. All outside training must be approved by Executive Leadership.

Low Attendance Percentage Discipline

Any Department member falling below the required attendance will be notified of such violation as defined in Section 2.5.1. If three (3) consecutive meetings are unexcused the member may be subject to disciplinary action, up to and including termination.

1.1.5 Fire Department Meeting Attendance Requirements

This policy specifies the minimum required Department meetings held on the first and third Wednesday of every month beginning at 1900 hours.

Attendance Percentage

All members must make a minimum of 75% of the Department meetings unless pre-approved by Executive Leadership.

Low Attendance Percentage Discipline

A department member falling below the required Department meeting attendance percentage will be notified of such violation to maintain a good standing status.

1.1.6 Exemptions to Attendance

All fire fighters shall notify the Fire Chief and their Engine Company Captain if absent from any scheduled trainings.

1.1.7 Membership of Relatives

The Fire Department does not restrict membership of more than one member of an immediate family. However, such employment must not create or be perceived as creating a conflict of interest. In order to prevent any such conflict of interest or perceived conflict of interest, a member may not take part in decisions to hire, retain, promote, demote, and evaluate performance of a member of his/her immediate family.

1.1.8 Member in Good Standing

A member in good standing is defined as any member who has met the 20% requirement for paged fire calls, meets the requirement for meeting percentage, meets the requirement for training percentage, and has fulfilled the position requirements

based on their current Fire Department role.

1.2 Firefighter Positions

1.2.1 Probationary Firefighter

Responsibilities

A. Paged Calls

1. Respond to the station for all paged calls. Do not board first out apparatus. Take direction from officer or senior fire fighter for which apparatus to board.

B. Overall

1. Participate in required Fire Department training.
2. Attend work details as scheduled.
3. Be responsible for all property issued to him/her and any equipment utilized in the performance of his/her duties.
4. Keep secure all information that is not to be communicated outside the Fire Service Area.
5. Be aware of and adhere to Fire Dept policies and operating procedures.
6. Maintain required call and training percentages in Membership Eligibility Requirements.
7. Present a professional, constructive image and attitude in the performance of duties.
8. Be able to work with other members of the Department and Truck Company.

C. Driving

Do not drive an apparatus until given Fire Department approved driver training

D. Firefighting

Do not enter a hazardous breathing atmosphere, fire or related incident until completion of Firefighter NFPA 1001. Until such time, all probationary members must confine their fire ground activities to exterior duties.

Position Relationships

- Report to the Company Officers on all matters related to this position.
- Work closely with other firefighters and officers.
- Accept specific responsibilities assigned by the company officers.

Position Requirements

- Must meet requirements in the sections listed below:

Section 1.1.1 Membership Eligibility

Section 2.3 Position Training Requirements

Length of Term

A probationary period of one year shall be served by all applicants, which may be extended for twelve (12) months by the Fire Chief and Executive Leadership.

During the probationary period, a probationary member can be terminated by the

Fire Chief and Executive Leadership for any reason deemed in the Fire Department's best interest. There shall be no grievance procedure.

1.2.2 Firefighter Responsibilities

A. Paged Calls

1. Respond to the station for all paged calls. Take direction from officer or senior fire fighter for which apparatus to board.

B. Overall

1. Participate in required Fire Department training.
2. Attend work details as scheduled.
3. Be responsible for all property issued to him/her and any equipment utilized in the performance of his/her duties.
4. Keep secure all information that is not to be communicated outside the Fire Service Area.
5. Be aware of and adhere to Fire Dept policies and operating procedures.
6. Maintain required call and training percentages in Membership Eligibility Requirements.
7. Present a professional, constructive image and attitude in the performance of duties.
8. Be able to work with other members of the Department and Truck Company.
9. Performs as driver/ operator of fire apparatus.
10. Performs other related functions as assigned or apparent.

C. Driving

Do not drive an apparatus until given Fire Department approved driver training

D. Firefighting

Do not enter a hazardous breathing atmosphere, fire or related incident until completion of Firefighter NFPA 1001.

Position Relationships

- Report to the Company Officers on all matters related to this position.
- Work closely with other firefighters and officers.
- Accept specific responsibilities assigned by the company officers.

Position Requirements

- Must meet requirements in the sections listed below:
 - Section 1.1.1 Membership Eligibility**
 - Section 2.3 Position Training Requirements**
- Completion of probationary period.

Length of Term

- This is a tenured position.

Knowledge, skills and abilities

- A. Knowledge of applicable Federal and State Laws, City Ordinances, City and Departmental Policies and Procedures, and relevant reference materials.
- B. Knowledge of City's geography, business, and residential areas.
- C. Knowledge of modern firefighting methods and techniques.
- D. Knowledge of operating principles and practices.
- E. Ability to maintain appropriate level of discretion with confidential information.
- F. Ability to complete work in a timely manner including during stressful situations and under deadlines.
- G. Ability to work independently without supervision.
- H. Ability to remain calm when dealing with difficult people/situations and exemplify an enthusiastic, resourceful, and effective service attitude.
- I. Ability to effectively communicate ideas, explanations, and recommendations, orally and in writing.
- J. Ability to establish and maintain effective working relationships with community groups, commissions, elected officials, employees, and the public.

1.3 Officer Positions

1.3.1 Secretary

Responsibilities

- A. Responsible for roll call and recording of all absences.
- B. Secretary is not responsible for fire ground operations.
- C. Responsible for keeping records of all proceedings of the Fire Department. Maintain necessary records and information required for any reviews or audits and Onboarding/Offboarding procedures and documentation.
- D. Provide notice to all Fire Department Members should there be a need for a special meeting or special event.
- E. Maintain Glencoe Fire Department Social Media presence. This shall include posting of upcoming events, training activities, public safety and education information, and any other information as assigned by Captains, Chief 2, or Chief 1.

Knowledge, skills and abilities

- A. Knowledge of applicable Federal and State laws, City Ordinances, City and Departmental Policies and Procedures, and relevant reference materials.
 - B. Knowledge of City's geography, business, and residential areas.
 - C. Knowledge of operating principles and practices.
 - D. Ability to maintain appropriate level of discretion with confidential information.
 - E. Ability to complete work in a timely manner including during stressful situations and under deadlines.
 - F. Ability to analyze problems and recommend procedural change based on this information.
 - G. Ability to prepare reports and documentation as required by rules and regulations.
-

- H. Ability to work independently without supervision.
- I. Ability to remain calm when dealing with difficult people/situations and exemplify and enthusiastic, resourceful and effective service attitude.
- J. Ability to effectively communicate ideas, explanations, and recommendations, orally and in writing.
- K. Ability to establish and maintain effective working relationships with community groups, commissions elected officials, employees, and the public.

Position Requirements

Eligible members may apply for the Secretary position, provided they meet **all** of the requirements in the sections listed below:

Section 1.1.1 Membership Eligibility

Section 2.3 Position Training Requirements.

Length of Term

The Fire Department recommends this position for a two-year term, running January 1 through December 31.

1.3.2 Second Lieutenant

Responsibilities

- A. Direct a crew in firefighting, first aid, or other emergency service.
- B. Assure that all equipment and crews are operated in a safe and efficient manner.
- C. Assume Incident Command in the absence of a Senior Officer. This may be reassigned to other officers if appropriate.
- D. Direct cleaning of station and equipment.
- E. Assist with the recruiting, hiring, and evaluation of personnel as directed by the Executive Leadership Team.
- F. Attend required meetings which are over and above those required of a Firefighter.
- G. Report all personnel problems to the Captain, Chief 2 or Chief 1 as warranted.
- H. Assist members with developing and achieving individual goals.
- I. Present a positive and constructive attitude in performance of duties.
- J. Strive to improve morale within the station and improve working relations, team building and communication with other stations and agencies.
- K. Work with the Fire Department to establish the annual Fire Department objectives.
- L. Instruct new members on equipment operations, Fire Department policies, and operational guidelines.
- M. Maintain required call and training percentages.
- N. Report to the Fire Department on all matters related to this position.
- O. Work closely with all Officers and Firefighters.
- P. Assume the duties of Senior Officer(s) in their absence.

Knowledge, skills and abilities

- A. Knowledge of applicable Federal and State Laws, City Ordinances, City and Departmental Policies and Procedures, and relevant reference materials.
- B. Knowledge of City's geography, business, and residential areas.

- C. Knowledge of modern firefighting methods and techniques.
- D. Knowledge of operating principles and practices.
- E. Ability to maintain appropriate level of discretion with confidential information.
- F. Ability to complete work in a timely manner including during stressful situations and under deadlines.
- G. Ability to instruct subordinates in all phases of fire prevention and protection.
- H. Ability to analyze problems and recommend procedural change based on this information.
- I. Ability to prepare reports and documentation as required by rules and regulations.
- J. Ability to work independently without supervision.
- K. Ability to motivate and supervise firefighters.
- L. Ability to remain calm when dealing with difficult people/situations and exemplify and enthusiastic, resourceful, and effective service attitude.
- M. Ability to effectively communicate ideas, explanations, and recommendations, orally and in writing.
- N. Ability to establish and maintain effective working relationships with community groups, commissions elected officials, employees, and the public.

Position Requirements

Eligible members may apply for an open Lieutenant 2 position, provided they meet **all** of the requirements in the sections listed below:

Section 1.1.1 Membership Eligibility

Section 2.3 Position Training Requirements.

Length of Term

The Fire Department recommends this position for a two-year term, running January 1 through December 31.

1.3.3 First Lieutenant

Responsibilities

- A. Direct a crew in firefighting, first aid, or other emergency service.
- B. Assure that all equipment and crews are operated in a safe and efficient manner.
- C. Assume Incident Command in the absence of a Senior Officer. This may be reassigned to other officers if appropriate.
- D. Direct cleaning of station and equipment.
- E. Assist with the recruiting, hiring, and evaluation of personnel as directed by the Executive Leadership Team.
- F. Attend required meetings which are over and above those required of a Firefighter.
- G. Report all personnel problems to the Captain, Chief 2 or Chief 1 as warranted.
- H. Assist members with developing and achieving individual goals.
- I. Present a positive and constructive attitude in performance of duties.
- J. Strive to improve morale within the station and improve working relations, team building and communication with other stations and agencies.
- K. Work with the Fire Department to establish the annual Fire Department objectives.

STANDARD JOB DESCRIPTIONS AND POSITION TRAINING REQUIREMENTS

- L. Instruct new members on equipment operations, Fire Department policies, and operational guidelines.
- M. Maintain required call and training percentages.
- N. Report to the Fire Department on all matters related to this position.
- O. Work closely with all Officers and Firefighters.
- P. Assume the duties of Senior Officer(s) in their absence.

Knowledge, skills and abilities

- A. Knowledge of applicable Federal and State Laws, City Ordinances, City and Departmental Policies and Procedures, and relevant reference materials.
- B. Knowledge of City's geography, business, and residential areas.
- C. Knowledge of modern firefighting methods and techniques.
- D. Knowledge of operating principles and practices.
- E. Ability to maintain appropriate level of discretion with confidential information.
- F. Ability to complete work in a timely manner including during stressful situations and under deadlines.
- G. Ability to instruct subordinates in all phases of fire prevention and protection.
- H. Ability to analyze problems and recommend procedural change based on this information.
- I. Ability to prepare reports and documentation as required by rules and regulations.
- J. Ability to work independently without supervision.
- K. Ability to motivate and supervise firefighters.
- L. Ability to remain calm when dealing with difficult people/situations and exemplify and enthusiastic, resourceful, and effective service attitude.
- M. Ability to effectively communicate ideas, explanations, and recommendations, orally and in writing.
- N. Ability to establish and maintain effective working relationships with community groups, commissions elected officials, employees, and the public.

Position Requirements

Eligible members may apply for an open Lieutenant 1 position, provided they meet **all** of the requirements in the sections listed below:

Section 1.1.1 Membership Eligibility**Section 2.3 Position Training Requirements.****Length of Term**

The Fire Department recommends this position for a two-year term, running January 1 through December 31.

1.3.4 Training Officer 2**Responsibilities**

- A. Shall assist in arranging and planning all public education programs.
- B. Conduct station tours and provide fire extinguisher training as needed.
- C. Assist in coordinating and scheduling Fire Department Training Activities and

STANDARD JOB DESCRIPTIONS AND POSITION TRAINING REQUIREMENTS

maintain department training records.

- D. Assist Training Officer 1 with all training activities, to include ensuring Fire Department members are participating in training, understand training, and are training under safe conditions.
- E. Function as the Safety Officer when conducting any Fire Department Training Activities.
- F. Conduct training sessions as required.
- G. Assume duties of Training Officer 1 in their absence.

Knowledge, skills and abilities

- A. Knowledge of applicable Federal and State laws, city ordinances, City and departmental policies and procedures, and relevant reference materials.
- B. Knowledge of City's geography, business, and residential areas.
- C. Knowledge of modern firefighting methods and techniques.
- D. Knowledge of operating principles and practices.
- E. Ability to maintain appropriate level of discretion with confidential information.
- F. Ability to complete work in a timely manner including during stressful situations and under deadlines.
- G. Ability to instruct subordinates in all phases of fire prevention and protection.
- H. Ability to analyze problems and recommend procedural change based on this information.
- I. Ability to prepare reports and documentation as required by rules and regulations.
- J. Ability to work independently without supervision.
- K. Ability to motivate and supervise firefighters.
- L. Ability to remain calm when dealing with difficult people/situations and exemplify and enthusiastic, resourceful, and effective service attitude.
- M. Ability to effectively communicate ideas, explanations, and recommendations, orally and in writing.
- N. Ability to establish and maintain effective working relationships with community groups, commissions elected officials, employees, and the public.

Position Requirements

Eligible members may apply for an open Training Officer 2 position, provided they meet **all** of the requirements in the sections listed below:

Section 1.1.1 Membership Eligibility**Section 2.3 Position Training Requirements.****Length of Term**

The Fire Department recommends this position for a two-year term, running January 1 through December 31.

1.3.5 Training Officer 1**Responsibilities**

- A. Shall be ranking officer during any Fire Department training activity.
- B. Shall oversee arranging and planning all public education programs.
- C. Assist in coordinating and scheduling Fire Department Training Activities and maintain

department training records.

- D. Conduct station tours and fire extinguisher training as needed.
- E. Work with city entities and fire department personnel as needed to deliver fire prevention, fire safety, injury prevention, and other fire department training messages.
- F. Assists with NERIS reporting to determine fire and injury problems within the Fire Department service area so training, programs, and solutions can be developed to reduce the occurrence and severity of fires and injuries.
- G. Assist Chief 1 with determining the Training Budget needed on a year to year basis.
- H. Determine training props, training tools, and other training resources needed to improve the training program for the Fire Department.
- I. Selects Fire Prevention and other Public Education materials to be purchased for Fire Prevention Week and other activities throughout the year.
- J. Determines best way to effectively deliver and facilitate Fire Department training activities by using both internal and external resources to convey training topics and training points to maximize member understanding.
- K. Attends and participates in professional organizations.
- L. Represents the Department in local, state, and other meetings.
- M. Ensures Fire Department Members are safe during training activities and determines whether members should engage in training when conditions dictate unsafe environment for individuals.

Knowledge, skills, and abilities

- A. Knowledge of applicable Federal and State Laws, City Ordinances, City and Departmental Policies and Procedures, and relevant reference materials.
- B. Knowledge of City's geography, business, and residential areas.
- C. Knowledge of modern firefighting methods and techniques.
- D. Knowledge of operating principles and practices.
- E. Ability to maintain appropriate level of discretion with confidential information.
- F. Ability to complete work in a timely manner including during stressful situations and under deadlines.
- G. Ability to instruct subordinates in all phases of fire prevention and protection.
- H. Ability to analyze problems and recommend procedural change based on this information.
- I. Ability to prepare reports and documentation as required by rules and regulations.
- J. Ability to work independently without supervision.
- K. Ability to motivate and supervise firefighters.
- L. Ability to remain calm when dealing with difficult people/situations and exemplify and enthusiastic, resourceful, and effective service attitude.
- M. Ability to effectively communicate ideas, explanations, and recommendations, orally and in writing.
- N. Ability to establish and maintain effective working relationships with community groups, commissions elected officials, employees, and the public.

Position Requirements

Eligible members may apply for an open Training Officer 1 position, provided they meet **all** of the requirements in the sections listed below:

Section 1.1.1 Membership Eligibility

Section 2.3 Position Training Requirements.

Length of Term

The Fire Department recommends this position for a two-year term, running January 1 through December 31.

1.3.6 CaptainResponsibilities

- A. Assumes the duties of Incident Command in the absence of Chief 1 and/or Chief 2.
- B. Determines methods of fire suppression, including supervising laying of hose lines, directing water streams, pressure of streams, placing of ladders, ventilation of buildings, rescuing of persons and placing of salvage covers.
- C. Assists supervising maintenance of departmental equipment, supplies and facilities.
- D. Instructs and drills firefighters in the training exercise, both external and in service to maintain a safe working environment.
- E. Monitors and observes departmental activities to ensure that conduct and performance conforms to department standards.
- F. Carries out duties in conformance with Federal, State, County and City laws and ordinances.
- G. Directs routes to be taken and directs work pending the arrival of superior officer.
- H. Assumes the duties of Chief 2 in their absence.
- I. Performs the duties of a firefighter.
- J. Performs physical demands and work environment requirement for this position.
- K. Effective and respectful communications and interactions with other employees, supervisor's individuals from other organization and citizen customers.
- L. Participates in professional staff development, training, and education opportunities to maintain and improve proficiency. Attends and participates in professional organizations. Associates with agents and department from other cities and states to learn about and maintain professionalism.
- M. Represents the Department in local, state, and other meetings.
- N. Performs other related functions as assigned or apparent.
- O. Certification of Apparatus on Truck Company

Knowledge, skills and abilities

- A. Knowledge of applicable Federal and State Laws, City Ordinances, City and Departmental Policies and Procedures, and relevant reference materials.
- B. Knowledge of City's geography, business, and residential areas.
- C. Knowledge of modern firefighting methods and techniques.
- D. Knowledge of operating principles and practices.
- E. Ability to maintain appropriate level of discretion with confidential information.
- F. Ability to complete work in a timely manner including during stressful situations and under deadlines.
- G. Ability to instruct subordinates in all phases of fire prevention and protection.
- H. Ability to analyze problems and recommend procedural change based on this information.
- I. Ability to prepare reports and documentation as required by rules and regulations.
- J. Ability to work independently without supervision.
- K. Ability to motivate and supervise firefighters.

- L. Ability to remain calm when dealing with difficult people/situations and exemplify and enthusiastic, resourceful, and effective service attitude.
- M. Ability to effectively communicate ideas, explanations, and recommendations, orally and in writing.
- N. Ability to establish and maintain effective working relationships with community groups, commissions elected officials, employees, and the public.

Position Requirements

Eligible members may apply for an open Captain position, provided they meet **all** of the requirements in the sections listed below:

Section 1.1.1 Membership Eligibility

Section 2.3 Position Training Requirements.

Length of Term

The Fire Department recommends this position for a two-year term, running January 1 through December 31.

1.3.7 Chief 2

Responsibilities

- A. Chief 2 assumes the duties of Chief 1 in the absence of Chief 1.
- B. Assists the Chief 1 in planning, coordinating, supervising, and evaluating the fire department operations.
- C. Assists the Chief 1 in preparation of the annual budget.
- D. Assists the Chief 1 in planning and review of specifications of new or replacement of equipment.
- E. Assigns personnel and equipment for such duties as needed with direction from Chief 1.
- F. Performs the duties of a firefighter.
- G. Performs physical demands and work environment requirement for this position.
- H. Effective and respectful communications and interactions with other employees, supervisor's, individuals from other organizations and citizen customers.
- I. Participates in professional staff development, training, and education opportunities to maintain and improve proficiency. Attends and participates in professional organizations. Associates with agents and department form other cities and states to learn about and maintain professionalism.
- J. Participates in training and education opportunities to maintain improve proficiency.
- K. Attends and participates in professional organizations.
- L. Represents the Department in local, state, and other meetings.
- M. Performs other related functions as assigned or apparent.

Knowledge, skills and abilities

- A. Knowledge of applicable Federal and State Laws, City Ordinances, City and Departmental Policies and Procedures, and relevant reference materials.
- B. Knowledge of City's geography, business, and residential areas.
- C. Knowledge of modern firefighting methods and techniques.
- D. Knowledge of operating principles and practices.

- E. Ability to maintain appropriate level of discretion with confidential information.
- F. Ability to complete work in a timely manner including during stressful situations and under deadlines.
- G. Ability to instruct subordinates in all phases of fire prevention and protection.
- H. Ability to analyze problems and recommend procedural change based on this information.
- I. Ability to prepare reports and documentation as required by rules and regulations.
- J. Ability to work independently without supervision.
- K. Ability to motivate and supervise firefighters.
- L. Ability to remain calm when dealing with difficult people/situations and exemplify and enthusiastic, resourceful, and effective service attitude.
- M. Ability to effectively communicate ideas, explanations, and recommendations, orally and in writing.
- N. Ability to establish and maintain effective working relationships with community groups, commissions elected officials, employees, and the public.

Position Requirements

Eligible members may apply for an open Chief 2 position, provided they meet **all** of the requirements in the sections listed below:

Section 1.1.1 Membership Eligibility

Section 2.3 Position Training Requirements.

Length of Term

The Fire Department recommends this position for a two-year term, running January 1 through December 31.

1.3.8 Chief 1

Responsibilities

- A. Plans, coordinates, supervises, and evaluates, Fire and EMS operations.
- B. Establishes policies and procedures for Fire and EMS to implement directives from the City Administrator, City Council, and / or the Emergency Management Director.
- C. Supervises and coordinates the preparation and presentation of annual budget for the Fire Department; plans for and reviews specifications for new or replaced equipment.
- D. Responds to alarms and will direct activities at the scene of emergencies as required.
- E. Controls the expenditure of departmental appropriations.
- F. Handles grievances, maintains departmental discipline, and conducts and general behavior of assigned personnel in conjunction with the department policies and procedures.
- G. Keeps abreast of possible funding sources such as grants, loans and donations used to augment City financial resources and makes application and / or assist in applying for such funding.
- H. Prepares and submits reports to the city council regarding the department's activities and prepares a variety of other reports as appropriate including the annual report of activities.
- I. Plans departmental operation in respect to equipment, apparatus, and personnel;

STANDARD JOB DESCRIPTIONS AND POSITION TRAINING REQUIREMENTS

supervises implementation of such plans.

- J. Assigns personnel and equipment to such duties and uses as the service requires; evaluates the need for and recommends.
- K. Meets with elected or appointed officials, other Fire and EMS officials, community and business representatives and the public on all aspects of the department activities.
- L. Attends conferences and meetings to keep abreast of current trends in the field; represents City Fire Department at a variety of meetings.
- M. Performs the duties of command personnel as needed.
- N. Performs the duties of a fire fighter.

Knowledge, skills and abilities

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

Position Requirements

Eligible members may apply for an open Chief 1 position, provided they meet **all** of the requirements in the sections listed below:

Section 1.1.1 Membership Eligibility

Section 2.3 Position Training Requirements.

Length of Term

The Fire Department recommends this position for a two year term, running January 1 through December 31.

Chapter 2 Position Training Requirements

2.1 Medical Training

2.1.1 First Aid Training

All Fire Department members shall meet the following minimum first aid requirements:

1. Complete Basic First Aid Course.
2. No member shall let his/her certification expire.
3. Fire Department members not meeting the minimum first aid requirements shall not act or respond on medical pages.
4. It shall be the responsibility of each member to keep the Fire Department Training Officers updated with copies of current certificates.
5. All members shall take and successfully pass a Basic First Aid refresher course at least once every two (2) years.

2.1.2 CPR Requirements

All members shall take a CPR refresher course every two (2) years.

2.1.3 AED Requirements

All members shall take an AED (Automatic External Defibrillator) training refresher every two (2) years.

2.1.4 Blood borne and Airborne Pathogen Requirements

All members shall take a blood borne and airborne pathogen-training refresher annually.

2.2 Fire Training

2.2.1 Fire Training Requirements

1. All members must meet the minimum requirements as set forth in **Section 2.3 Position Training Requirements**.
2. All officers shall attend a minimum of 4 hours of outside (extra) training annually that focuses on their job description or higher ranking position.
3. All members other than officers shall attend 4 hours of outside (extra) training every two (2) years.

4. It shall be the responsibility of each member to turn in all copies of certificates for courses of outside (extra) training taken to the Fire Department Training Officers.

2.2.2 Outside Training

1. All available outside training, state fire schools, conferences, and seminars will be posted by the Training Officers in the department meeting room.
2. It shall be the member's responsibility to periodically review available outside training.
3. All outside (extra) training that is paid for by the Fire Department must be approved by Executive Leadership prior to taking the course. Failure to do so will result in the member not being reimbursed.
4. Follow City policy for travel expense reimbursement.

2.3 Position Training Requirements

2.3.1 Training Requirements for Members on the Glencoe Fire Department prior to effective date

For any member who is an existing officer of the Glencoe Fire Department or who has been serving the Glencoe Fire Department prior to 1/1/2025 exemptions will be permitted. Those members will look to strive to meet qualifications during their initial term following the effective date of the Glencoe Fire Department Policy and Procedure adoption.

2.3.2 Unmet Training Requirements for Position Selection Process

Should any member not meet the required minimum training requirements for a posted position, the member will still be encouraged to apply and acceptance into the posted position will come at the discretion of the Position Selection Committee.

2.3.3 Position Training Requirements

Position Training Requirements			
Position	Required Minimum Training Requirements	Recommended Training Courses	Outside Training Hours
Probationary Firefighter	▪ Firefighter I, II with MN Fire Service Certification Board Certification ▪ First Aid and Safety ▪ Drivers Training		As directed

STANDARD JOB DESCRIPTIONS AND POSITION TRAINING REQUIREMENTS

	▪ Hazardous Materials ▪ NIMS 100, 700		
Firefighter	▪ Fire I and II Completion with MN Fire Service Certification Board Certification ▪ First Aid and Safety ▪ CPR and AED Training ▪ Emergency Apparatus Drivers Training ▪ Hazardous Materials Operational ▪ NIMS 100, 200, 700	▪ Pump Operation ▪ Tactics ▪ Incident Command ▪ Building Construction ▪ Auto Extrication	4 hours every two (2) years
Fire Department Secretary	▪ FF Requirements ▪ 2 Years on Fire Department ▪ Fire I and II Completion with MN Fire Service Certification Board Certification ▪ NIMS 100, 200, 700	▪ NFIRS Reporting ▪ Administration ▪ Leadership ▪ Public Education and Safety	4 hours every year
Lieutenant 2	▪ FF Requirements ▪ 2 Years on Fire Department or Fire Service ▪ Fire I and II Completion with MN Fire Service Certification Board Certification ▪ NIMS 100, 200, 700	▪ Safety ▪ Leadership ▪ Public Education and Safety	4 hours every year
Lieutenant 1	▪ FF Requirements ▪ 4 years on Fire Department or Fire Service ▪ Must have served 1 complete term as 2nd Lieutenant ▪ Safety ▪ NIMS 100, 200, 700, 800	▪ Leadership ▪ Disaster Management ▪ Training Program Administration ▪ Instructor I Course ▪ Advance Pumping Techniques	4 hours every year
Training Officer 2	▪ FF Requirements ▪ 2 Years on Fire Department or Fire Service	▪ Instructor I Course ▪ Training Program Administration ▪ Hazardous Materials	4 hours every year

STANDARD JOB DESCRIPTIONS AND POSITION TRAINING REQUIREMENTS

	▪ Fire I and II Completion with MN Fire Service Certification Board Certification ▪ NIMS 100, 200, 700, 800	▪ Leadership ▪ NFIRS Reporting	
Training Officer 1	▪ FF Requirements ▪ 4 years on Fire Department or Fire Service ▪ Instructor I Course Complete with MN Fire Service Certification Board Certification ▪ Must have served 1 term as Training Officer 2 ▪ Training Program Administration ▪ Safety ▪ NIMS 100, 200, 700, 800	▪ Leadership ▪ NFIRS Reporting ▪ Hazardous Materials ▪ Officer I Course	4 hours every year
Captain	▪ FF Requirements ▪ 6 years on Fire Department or Fire Service ▪ Must have served 1 term as Lieutenant 1 or Training Officer 1 ▪ Leadership ▪ Safety ▪ Hazardous Materials ▪ NIMS 100, 200, 700, 800	▪ Instructor ▪ Hazardous Materials ▪ Administration ▪ Arson ▪ Fire Cause and Determination ▪ NFIRS Reporting ▪ Officer I Course	4 hours every year
Chief 2	• FF Requirements • Captain qualifications ▪ 8 years on Fire Department or Fire Service ▪ Must have served 1 complete term as Captain ▪ Completion of Officer I Course and Officer I MN Fire Service Certification Board Certification ▪ Arson and/or Fire Cause Determination ▪ NIMS 100, 200, 300, 400,	▪ Arson ▪ Leadership ▪ Hazardous Materials ▪ Administration ▪ Disaster Management ▪ NFIRS Reporting	4 hours every year

STANDARD JOB DESCRIPTIONS AND POSITION TRAINING REQUIREMENTS

	700, 800		
Chief 1	▪ FF Requirements ▪ 10 years on Fire Department or Fire Service ▪ Must have served as Chief 2 for 1 term or 2 terms as Captain ▪ Completion of Officer I course and Officer I MN Fire Service Certification Board Certification ▪ Administration ▪ Disaster Management ▪ NIMS 100, 200, 300, 400, 700, 800	▪ Administration ▪ Disaster Management ▪ NFIRS Reporting	4 hours every year



SMALL CITY & BIG FUTURE

City of Glencoe ♦ 1107 11th Street East, Suite 107 ♦ Glencoe, Minnesota 55336
Phone: (320) 864-5586 Website: www.glencoe.mn.org Email: info@ci.glencoe.mn.us

This Page is Blank to
Separate Agenda Items

Mayor: Mark Hueser City Administrator: Mark Lemen
Councilors: At-Large Yodee Rivera, Precinct 1 Jon Dahlke, Precinct 2 Scott Maynard, Precinct 3 Paul Lemke, Precinct 4 Cory Neid



SMALL CITY  BIG FUTURE

City of Glencoe ♦ 1107 11th Street East, Suite 107 ♦ Glencoe, Minnesota 55336
Phone: (320) 864-5586 Website: www.glencoe.mn.org Email: info@ci.glencoe.mn.us

To: Mayor and City Council

From: Mark Lemen, City Administrator

Date: September 8, 2026

RE: **ITEM 9B** Lease renewal updates for City Center Suite 101

ITEM 9B – It is recommended that the City Council approve the proposed updates to the lease agreement between the City of Glencoe and the Glencoe Historical Society for the use of Suite 101 in the Glencoe City Center.

The original lease agreement was approved by the City Council and City Administration in November 2010 and established a 10-year lease term.

The proposed revisions to the lease agreement include:

- Requiring the lease to be renewed on an annual basis.
- Allowing the City Center Coordinator to rent the space for public use, provided that such use does not interfere with the Glencoe Historical Society's allocation of up to 12 days per year for its activities.
- The City Center will not be required to share revenues from the rental with the Glencoe Historical and Preservation Society

Mayor: Mark Hueser City Administrator: Mark Lemen

Councilors: At-Large Yodee Rivera, Precinct 1 Jon Dahlke, Precinct 2 Scott Maynard, Precinct 3 Paul Lemke, Precinct 4 Cory Neid

Space Above This Line For Recording Data

LEASE, For Store or Commercial Building

THIS AGREEMENT, Made this _____ day of November, 2026, by and between **City of Glencoe, a Municipal Corporation**, party of the first part, Lessor, and **Glencoe Historic Preservation Society, a Minnesota Non-Profit Corporation**, party of the second part, Lessee.

WITNESSETH, That said party of the first part, in consideration of the rents and covenants hereinafter mentioned, does hereby Lease to the said party of the second part, and the said party of the second part does hereby hire and take from the said party of the first part, the following described premises situated in the County of **McLeod** and State of Minnesota viz:

Suite No. 101, Glencoe City Center Building, 1107 - 11th St. E., Glencoe, MN 55336.

TO HAVE AND TO HOLD, The said premises just as they are, without any liability or obligation on the part of the said Lessor of making any alterations, improvements or repairs of any kind on or about said premises, for the term of **1 year** from **November 1, 2026**, for the following purposes, to-wit:

Display of historical items and a monthly meeting.

paying therefor the rent of One Dollar (\$1.00) per year, and as described hereinafter in the "Additional Terms".

And the said Lessee does covenant to pay the said rent in equal annual payments in advance, to-wit: The sum of One Dollar (\$1.00), on or before the **1st** day of November during said term at **1107 - 11th St. E., Glencoe, MN 55336**, and that said Lessee will keep and maintain the said premises during the aforesaid term, and quit and deliver up the said premises to the said Lessor peaceably and quietly at the end of the aforesaid term or at any previous termination thereof for any cause, in as good order and condition and state of repair, reasonable use and wearing thereof and inevitable accidents excepted, as the same now are or may be put into by said Lessor. Said occupation by Lessee is further described in the "Additional Terms".

Lessee further agrees to give Lessor written notice 60 (sixty) days before the expiration of this lease of its intention to vacate at the end of this lease, otherwise Lessor will have option of continuing this lease for **1 (one) year** from such expiration without notice to Lessee.

That said Lessee will keep said premises continually in a neat, clean and respectable condition. All ashes, garbage and refuse of any kind is to be removed at Lessee's expense. That said Lessee will not allow any liquors or beverages of an intoxicating nature or tendency to be sold on said premises, nor permit any gambling or other immoral practices therein.

The said Lessee will not make or allow any waste thereon or thereof, and will not assign or underlet said premises or any part thereof without the written consent of said Lessor. Said Lessee also agrees not to use said premises nor any part thereof for any purpose called extra hazardous by insurance companies.

And if said annual payments, whether the same be demanded or not, are not paid when they become due, or if said leased premises shall be appropriated to or used for any other purpose or use than is hereinbefore specified, or if any liquor is sold, gambling or any other immoral practices are allowed on said premises, or any damage or waste shall be made thereon, or if any part of said premises shall be underlet or this lease be assigned without the written consent of said Lessor as above specified, or if any term, condition or covenant of this lease on the part of the said Lessee to be by said Lessee kept or performed, shall be violated or neglected, then the said Lessee does hereby authorize and fully empower said Lessor or its agent to cancel and annul this lease at once and to re-enter and take possession of said premises immediately and by force if necessary, without any previous notice of intention to re-enter, and remove all persons and their property therefrom, and to use such force and assistance in effecting and perfecting such removal as said Lessor may deem advisable to recover at once full and exclusive possession of all said leased premises, whether in possession of said Lessee or of third persons, or vacant; or said Lessor or its agent may at its option at any time after such default or violation of condition or covenant, re-enter and take possession of said premises, without such re-entering working a forfeiture of the rents to be paid and the covenants to be kept by said Lessee for the full term of this lease.

If the leased premises, building, or any part thereof, shall be partially damaged by fire, store, earthquake or other casualty not due to lessee's negligence or willful act or that of his employee, family, agent, or visitor, the premises shall be promptly repaired by lessor and there shall be an abatement of rent corresponding with the time during which, and the extent to which, the leased premises may have been untenable; but, if the leased premises should be damaged other than by lessee's negligence or willful act or that of his employee, family, agent, or visitor, to the extent that lessor shall decide not to rebuild or repair, the term of this lease shall end and the rent shall be prorated up to the time of the damage.

AND IT IS MUTUALLY AGREED, That all the covenants, terms and conditions of this lease shall extend, apply to and firmly bind the heirs, personal representatives, successors and assigns of the respective parties hereto as fully as the respective parties are themselves bound.

IN TESTIMONY WHEREOF, Both parties have signed this lease this _____ day of November, **2016.**

Additional Terms to Lease of Suite 101

1. Lessor is providing the room in its present condition "as is". Lessee will finish the room at its' own expense which will include patching ceilings and walls, refurbishing the floor, paint and varnish. Lessee shall have the right to install different lighting at lessee's expense. All improvements to the room must be approved by lessor in advance.
2. Lessee, by this lease, is entitled to the use of the room twelve (12) days per year at no additional cost. Lessee will schedule the days it desires to use the room through the Event Center Coordinator.
3. Lessee understands that it will not have exclusive use of Suite 101 and that the room will be rented out to the public by the Event Center Coordinator. Lessee is entitled to the use of the room twelve (12) days a year as described above.
4. Lessee may store items of historical importance in the built-in display cabinets in Suite 101. Lessee may store additional items of local historical significance in Suite 101 at the discretion of the City Center Board of Directors. The room is to remain locked unless rented for use by the Event Center Coordinator.
5. Lessor will provide to Lessee all permits that Lessee needs for the use of Suite 101 at no cost to Lessee.



SMALL CITY & BIG FUTURE

City of Glencoe ♦ 1107 11th Street East, Suite 107 ♦ Glencoe, Minnesota 55336
Phone: (320) 864-5586 Website: www.glencoemn.org Email: info@ci.glencoe.mn.us

This Page is Blank to
Separate Agenda Items

Mayor: Mark Hueser **City Administrator:** Mark Lemen
Councilors: At-Large Yodee Rivera, Precinct 1 Jon Dahlke, Precinct 2 Scott Maynard, Precinct 3 Paul Lemke, Precinct 4 Cory Neid

INVOICE DISTRIBUTION REPORT BY VENDOR FOR CITY OF GLENCOE
EXP CHECK RUN DATES 08/21/2026 - 08/21/2026

POSTED
PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Vendor: A.H. HERMEL CO.					
Fund: 609 Liquor Store		A.H. HERMEL CO.			
Department: 000-000					
609-000-000-400.250	MERCHANDISE FOR RESALE		MERCHANDISE FOR RESALE	249.69	190147
			Total Department 000-000	249.69	
			Total Fund 609 Liquor Store	249.69	
			Total Vendor A.H. HERMEL CO.:	249.69	
Vendor: ALERUS					
Fund: 101 General					
Department: 000-000					
101-000-000-231.000	Remittance	ALERUS	Remittance Check	1,823.36	42
			Total Department 000-000	1,823.36	
Department: 414-000 Administration					
101-414-000-400.131	HEALTH & LIFE INSURANCE	ALERUS	CITY HSA	491.38	42
			Total Department 414-000 Administration	491.38	
Department: 415-000 Finance					
101-415-000-400.131	HEALTH & LIFE INSURANCE	ALERUS	CITY HSA	368.53	42
			Total Department 415-000 Finance	368.53	
Department: 421-000 Police					
101-421-000-400.131	HEALTH & LIFE INSURANCE	ALERUS	CITY HSA	1,544.73	42
			Total Department 421-000 Police	1,544.73	
Department: 431-000 Street					
101-431-000-400.131	HEALTH & LIFE INSURANCE	ALERUS	CITY HSA	614.22	42
			Total Department 431-000 Street	614.22	
Department: 452-000 Parks and recreation					
101-452-000-400.131	HEALTH & LIFE INSURANCE	ALERUS	CITY HSA	737.06	42
			Total Department 452-000 Parks and recreation	737.06	
			Total Fund 101 General	5,579.28	
Fund: 601 Water					
Department: 000-000					
601-000-000-400.131	HEALTH & LIFE INSURANCE	ALERUS	CITY HSA	491.37	42
			Total Department 000-000	491.37	
			Total Fund 601 Water	491.37	
Fund: 602 Wwtp					
Department: 000-000					
602-000-000-400.131	HEALTH & LIFE INSURANCE	ALERUS	CITY HSA	1,228.45	42
			Total Department 000-000	1,228.45	
			Total Fund 602 Wwtp	1,228.45	
Fund: 604 City Center					
Department: 000-000					
604-000-000-400.131	HEALTH & LIFE INSURANCE	ALERUS	CITY HSA	245.69	42
			Total Department 000-000	245.69	

INVOICE DISTRIBUTION REPORT BY VENDOR FOR CITY OF GLENCOE
 EXP CHECK RUN DATES 08/21/2026 - 08/21/2026

POSTED
PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Vendor: ALERUS					
Fund: 604 City Center			Total Fund 604 City Center	245.69	
Fund: 609 Liquor Store					
Department: 000-000			Total Department 000-000	122.84	42
609-000-000-400.131	HEALTH & LIFE INSURANCE	ALERUS	CITY HSA	122.84	
			Total Fund 609 Liquor Store	122.84	
			Total Vendor ALERUS:	7,667.63	
Vendor: ARTISAN BEER COMPANY					
Fund: 609 Liquor Store			Total Department 000-000	325.00	190148
Department: 000-000			Total Fund 609 Liquor Store	325.00	
609-000-000-400.250	Merchandise for resale	ARTISAN BEER COMPANY	MERCH FOR RESALE	325.00	
			Total Vendor ARTISAN BEER COMPANY:	325.00	
Vendor: BRAU BROTHERS BREWING CO.					
Fund: 609 Liquor Store			Total Department 000-000	65.00	190149
Department: 000-000			Total Fund 609 Liquor Store	65.00	
609-000-000-400.250	Merchandise for resale	BRAU BROTHERS BREWING CO.	MERCH FOR RESALE	65.00	
			Total Vendor BRAU BROTHERS BREWING CO.:	65.00	
Vendor: BREAKTHRU BEVERAGE					
Fund: 609 Liquor Store			Total Department 000-000	3,711.47	190150
Department: 000-000			Total Fund 609 Liquor Store	3,711.47	
609-000-000-400.250	Merchandise for resale	BREAKTHRU BEVERAGE	MERCH FOR RESALE	3,711.47	
			Total Vendor BREAKTHRU BEVERAGE:	3,711.47	
Vendor: C & L DISTRIBUTING					
Fund: 609 Liquor Store			Total Department 000-000	13,444.77	190151
Department: 000-000			Total Fund 609 Liquor Store	13,444.77	
609-000-000-400.250	Merchandise for resale	C & L DISTRIBUTING	MERCH FOR RESALE	13,444.77	
			Total Vendor C & L DISTRIBUTING:	13,444.77	
Vendor: COLONIAL LIFE					
Fund: 101 General					
Department: 000-000					

INVOICE DISTRIBUTION REPORT BY VENDOR FOR CITY OF GLENCOE
EXP CHECK RUN DATES 08/21/2026 - 08/21/2026

POSTED
PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Vendor: COLONIAL LIFE					
Fund: 101 General					
Department: 000-000					
101-000-000-231.000	Remittance	COLONIAL LIFE	Remittance Check	118.35	190152
			Total Department 000-000	118.35	
			Total Fund 101 General	118.35	
			Total Vendor COLONIAL LIFE:	118.35	
Vendor: DAHLHEIMER BEVERAGE					
Fund: 609 Liquor Store					
Department: 000-000					
609-000-000-400.250	Merchandise for resale	DAHLHEIMER BEVERAGE	MERCH FOR RESALE	19,502.06	190153
			Total Department 000-000	19,502.06	
			Total Fund 609 Liquor Store	19,502.06	
			Total Vendor DAHLHEIMER BEVERAGE:	19,502.06	
Vendor: GURSTEL LAW FIRM P.C.					
Fund: 101 General					
Department: 000-000					
101-000-000-234.000	Remittance	GURSTEL LAW FIRM P.C.	Remittance Check	1,012.59	190154
			Total Department 000-000	1,012.59	
			Total Fund 101 General	1,012.59	
			Total Vendor GURSTEL LAW FIRM P.C.:	1,012.59	
Vendor: IRS					
Fund: 101 General					
Department: 000-000					
101-000-000-228.000	Remittance	IRS	Remittance Check	10,691.83	43
101-000-000-228.100	Remittance	IRS	Remittance Check	17,420.84	
			Total Department 000-000	28,112.67	
			Total Fund 101 General	28,112.67	
			Total Vendor IRS:	28,112.67	
Vendor: IUOE LOCAL #49					
Fund: 101 General					
Department: 000-000					
101-000-000-232.000	Remittance	IUOE LOCAL #49	Remittance Check	340.21	190155
			Total Department 000-000	340.21	
			Total Fund 101 General	340.21	
			Total Vendor IUOE LOCAL #49:	340.21	
Vendor: JOHNSON BROS - ST PAUL					
Fund: 609 Liquor Store					
Department: 000-000					
609-000-000-400.250	Merchandise for resale	JOHNSON BROS - ST PAUL	MERCH FOR RESALE	5,911.38	190156
			Total Department 000-000	5,911.38	

INVOICE DISTRIBUTION REPORT BY VENDOR FOR CITY OF GLENCOE
EXP CHECK RUN DATES 08/21/2026 - 08/21/2026

POSTED
PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Vendor: JOHNSON BROS - ST PAUL					
Fund: 609 Liquor Store			Total Fund 609 Liquor Store	5,911.38	
			Total Vendor JOHNSON BROS - ST PAUL:	5,911.38	
Vendor: MARLIN'S TRUCKING					
Fund: 609 Liquor Store					
Department: 000-000					
609-000-000-400.250	Merchandise for resale	MARLIN'S TRUCKING	MERCH FOR RESALE	252.00	
			Total Department 000-000	252.00	
			Total Fund 609 Liquor Store	252.00	
			Total Vendor MARLIN'S TRUCKING:	252.00	
					190157
Vendor: MINNESOTA CHILD SUPPORT					
Fund: 101 General					
Department: 000-000					
101-000-000-234.000	Remittance	MINNESOTA CHILD SUPPORT	Remittance Check	502.07	
			Total Department 000-000	502.07	
			Total Fund 101 General	502.07	
			Total Vendor MINNESOTA CHILD SUPPORT:	502.07	
					190158
Vendor: MINNESOTA PUBLIC EMPLOYEE					
Fund: 101 General					
Department: 000-000					
101-000-000-232.000	Remittance	MINNESOTA PUBLIC EMPLOYEE	Remittance Check	44.30	
			Total Department 000-000	44.30	
			Total Fund 101 General	44.30	
			Total Vendor MINNESOTA PUBLIC EMPLOYEE:	44.30	
					190159
Vendor: MINNESOTA RURAL WATER ASSOC.					
Fund: 601 Water					
Department: 000-000					
601-000-000-400.311	TRAINING	MINNESOTA RURAL WATER ASSO TRAINING		300.00	
			Total Department 000-000	300.00	
			Total Fund 601 Water	300.00	
					190160
Fund: 602 Wwtp					
Department: 000-000					
602-000-000-400.311	TRAINING	MINNESOTA RURAL WATER ASSO TRAINING		300.00	
			Total Department 000-000	300.00	
			Total Fund 602 Wwtp	300.00	
			Total Vendor MINNESOTA RURAL WATER ASSOC.:	600.00	
					190160
Vendor: NORTHERN LINES CONTRACTING					
Fund: 612 Airport					
Department: 000-000					

INVOICE DISTRIBUTION REPORT BY VENDOR FOR CITY OF GLENCOE
 EXP CHECK RUN DATES 08/21/2026 - 08/21/2026

POSTED
PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Vendor: NORTHERN LINES CONTRACTING					
Fund: 612 Airport				181,996.01	190161
Department: 000-000				181,996.01	
612-000-000-400.599	CAPITAL OUTLAY	NORTHERN LINES CONTRACTING TAXILANE	Total Department 000-000	181,996.01	
			Total Fund 612 Airport	181,996.01	
			Total Vendor NORTHERN LINES CONTRACTING:	181,996.01	
Vendor: PERA					
Fund: 101 General				22,461.97	44
Department: 000-000				22,461.97	
101-000-000-230.000	Remittance	PERA	Remittance Check	22,461.97	
			Total Department 000-000	22,461.97	
			Total Fund 101 General	22,461.97	
			Total Vendor PERA:	22,461.97	
Vendor: PHILLIPS WINE & SPIRITS, INC.					
Fund: 609 Liquor Store				1,604.30	190162
Department: 000-000				1,604.30	
609-000-000-400.250	Merchandise for resale	PHILLIPS WINE & SPIRITS, I	Merch FOR RESALE	1,604.30	
			Total Department 000-000	1,604.30	
			Total Fund 609 Liquor Store	1,604.30	
			Total Vendor PHILLIPS WINE & SPIRITS, INC.:	1,604.30	
Vendor: PPLSI					
Fund: 101 General				60.80	190163
Department: 000-000				60.80	
101-000-000-234.000	Remittance	PPLSI	Remittance Check	60.80	
			Total Department 000-000	60.80	
			Total Fund 101 General	60.80	
			Total Vendor PPLSI:	60.80	
Vendor: SOUTHERN GLAZER'S OF MN					
Fund: 609 Liquor Store				7,230.71	190164
Department: 000-000				7,230.71	
609-000-000-400.250	Merchandise for resale	SOUTHERN GLAZER'S OF MN	Merch FOR RESALE	7,230.71	
			Total Department 000-000	7,230.71	
			Total Fund 609 Liquor Store	7,230.71	
			Total Vendor SOUTHERN GLAZER'S OF MN:	7,230.71	
Vendor: STATE OF MINN.- FINANCE DEPT.					
Fund: 101 General				5,718.02	45
Department: 000-000				5,718.02	
101-000-000-229.000	Remittance	STATE OF MINN.- FINANCE DE	Remittance Check	5,718.02	
			Total Department 000-000	5,718.02	

INVOICE DISTRIBUTION REPORT BY VENDOR FOR CITY OF GLENCOE
EXP CHECK RUN DATES 08/21/2026 - 08/21/2026

POSTED
PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Vendor: STATE OF MINN.- FINANCE DEPT.					
Fund: 101 General			Total Fund 101 General	5,718.02	
			Total Vendor STATE OF MINN.- FINANCE DEPT.:	5,718.02	
Vendor: VIKING BEVERAGES					
Fund: 609 Liquor Store					
Department: 000-000			Total Department 000-000	6,039.30	
609-000-000-400.250	Merchandise for resale	VIKING BEVERAGES	MERCH FOR RESALE	6,039.30	190165
			Total Fund 609 Liquor Store	6,039.30	
			Total Vendor VIKING BEVERAGES:	6,039.30	
Vendor: VIKING COCA-COLA BOTTLING CO.					
Fund: 609 Liquor Store					
Department: 000-000			Total Department 000-000	269.35	
609-000-000-400.250	Merchandise for resale	VIKING COCA-COLA BOTTLING	MERCH FOR RESALE	269.35	190166
			Total Fund 609 Liquor Store	269.35	
			Total Vendor VIKING COCA-COLA BOTTLING CO.:	269.35	
Vendor: VINOCOPRIA, INC.					
Fund: 609 Liquor Store					
Department: 000-000			Total Department 000-000	317.21	
609-000-000-400.250	Merchandise for resale	VINOCOPRIA, INC.	MERCH FOR RESALE	317.21	190167
			Total Fund 609 Liquor Store	317.21	
			Total Vendor VINOCOPRIA, INC.:	317.21	
Vendor: VOYA					
Fund: 101 General					
Department: 000-000			Total Department 000-000	510.00	
101-000-000-233.000	Remittance	VOYA	Remittance Check	510.00	46
			Total Fund 101 General	510.00	
			Total Vendor VOYA:	510.00	

INVOICE DISTRIBUTION REPORT BY VENDOR FOR CITY OF GLENCOE

EXP CHECK RUN DATES 08/21/2026 - 08/21/2026

POSTED

PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
-----------	----------------------	-------------	------------------------	--------	-----------------

---- TOTALS BY FUND ----

101			General	64,460.26	
601			Water	791.37	
602			WWTP	1,528.45	
604			City Center	245.69	
609			Liquor Store	59,045.08	
612			Airport	181,996.01	
Total For All Funds:				<u>308,066.86</u>	

INVOICE DISTRIBUTION REPORT BY VENDOR FOR CITY OF GLENCOE
EXP CHECK RUN DATES 08/28/2026 - 08/28/2026

POSTED
PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Vendor: A.H. HERMEL CO.					
Fund: 609 Liquor Store					
Department: 000-000					
609-000-000-400.250	MERCHANDISE FOR RESALE	A.H. HERMEL CO.	MERCH FOR RESALE	255.92	190171
			Total Department 000-000	255.92	
			Total Fund 609 Liquor Store	255.92	
			Total Vendor A.H. HERMEL CO.:	255.92	
Vendor: ARTISAN BEER COMPANY					
Fund: 609 Liquor Store					
Department: 000-000					
609-000-000-400.250	Merchandise for resale	ARTISAN BEER COMPANY	MERCH FOR RESALE	295.00	190172
			Total Department 000-000	295.00	
			Total Fund 609 Liquor Store	295.00	
			Total Vendor ARTISAN BEER COMPANY:	295.00	
Vendor: BREAKTHRU BEVERAGE					
Fund: 609 Liquor Store					
Department: 000-000					
609-000-000-400.250	Merchandise for resale	BREAKTHRU BEVERAGE	MERCH FOR RESALE	1,701.79	190173
			Total Department 000-000	1,701.79	
			Total Fund 609 Liquor Store	1,701.79	
			Total Vendor BREAKTHRU BEVERAGE:	1,701.79	
Vendor: C & L DISTRIBUTING					
Fund: 609 Liquor Store					
Department: 000-000					
609-000-000-400.250	Merchandise for resale	C & L DISTRIBUTING	MERCH FOR RESALE CREDIT	6,612.07	190174
			Total Department 000-000	6,612.07	
			Total Fund 609 Liquor Store	6,612.07	
			Total Vendor C & L DISTRIBUTING:	6,612.07	
Vendor: DAHLHEIMER BEVERAGE					
Fund: 609 Liquor Store					
Department: 000-000					
609-000-000-400.250	Merchandise for resale	DAHLHEIMER BEVERAGE	MERCH FOR RESALE	12,746.85	190175
			Total Department 000-000	12,746.85	
			Total Fund 609 Liquor Store	12,746.85	
			Total Vendor DAHLHEIMER BEVERAGE:	12,746.85	
Vendor: HOME CITY ICE COMPANY					
Fund: 609 Liquor Store					
Department: 000-000					
609-000-000-400.250	Merchandise for resale	HOME CITY ICE COMPANY	MERCH FOR RESALE	439.04	190176
			Total Department 000-000	439.04	

INVOICE DISTRIBUTION REPORT BY VENDOR FOR CITY OF GLENCOE
 EXP CHECK RUN DATES 08/28/2026 - 08/28/2026

POSTED
PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Vendor: HOME CITY ICE COMPANY					
Fund: 609 Liquor Store			Total Fund 609 Liquor Store	439.04	
			Total Vendor HOME CITY ICE COMPANY:	439.04	
Vendor: JOHNSON BROS - ST PAUL					
Fund: 609 Liquor Store					
Department: 000-000			Total Vendor JOHNSON BROS - ST PAUL:	10,322.14	190177
609-000-000-400.250	Merchandise for resale	JOHNSON BROS - ST PAUL	MERCH FOR RESALE	10,322.14	
			Total Department 000-000	10,322.14	
			Total Fund 609 Liquor Store	10,322.14	
Vendor: LEMEN, MARK					
Fund: 101 General					
Department: 414-000 Administration			MILEAGE & TRAINING	121.80	190178
101-414-000-400.331	TRAVEL EXPENSE	LEMEN, MARK	Total Department 414-000 Administration	121.80	
			Total Fund 101 General	121.80	
Fund: 602 wwtP					
Department: 000-000					
602-000-000-400.311	TRAINING	LEMEN, MARK	MILEAGE & TRAINING	695.41	190178
			Total Department 000-000	695.41	
			Total Fund 602 wwtP	695.41	
			Total Vendor LEMEN, MARK:	817.21	
Vendor: MINNESOTA DEPARTMENT OF HEALTH					
Fund: 601 Water					
Department: 000-000					
601-000-000-400.311	TRAINING	MINNESOTA DEPARTMENT OF HE	CONTINUING EDUCATION	23.00	190179
			Total Department 000-000	23.00	
			Total Fund 601 Water	23.00	
			Total Vendor MINNESOTA DEPARTMENT OF HEALTH:	23.00	
Vendor: NOTHING BUT HEMP					
Fund: 609 Liquor Store					
Department: 000-000					
609-000-000-400.250	Merchandise for resale	NOTHING BUT HEMP	MERCH FOR RESALE	159.36	190180
			Total Department 000-000	159.36	
			Total Fund 609 Liquor Store	159.36	
			Total Vendor NOTHING BUT HEMP:	159.36	
Vendor: PHILLIPS WINE & SPIRITS, INC.					
Fund: 609 Liquor Store					
Department: 000-000					
609-000-000-400.250	Merchandise for resale	PHILLIPS WINE & SPIRITS, I	MERCH FOR RESALE	896.55	190181

INVOICE DISTRIBUTION REPORT BY VENDOR FOR CITY OF GLENCOE
EXP CHECK RUN DATES 08/28/2026 - 08/28/2026

POSTED
PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Vendor: PHILLIPS WINE & SPIRITS, INC.					
Fund: 609 Liquor Store					
Department: 000-000					
	Total Department 000-000			896.55	
	Total Fund 609 Liquor Store			896.55	
Vendor: SOUTHERN GLAZER'S OF MN					
Fund: 609 Liquor Store					
Department: 000-000					
609-000-000-400.250	Merchandise for resale	SOUTHERN GLAZER'S OF MN	MERCH FOR RESALE	4,176.50	190182
			Total Department 000-000	4,176.50	
			Total Fund 609 Liquor Store	4,176.50	
			Total Vendor SOUTHERN GLAZER'S OF MN:	4,176.50	
Vendor: VIKING BEVERAGES					
Fund: 609 Liquor Store					
Department: 000-000					
609-000-000-400.250	Merchandise for resale	VIKING BEVERAGES	MERCH FOR RESALE	1,467.40	190183
			Total Department 000-000	1,467.40	
			Total Fund 609 Liquor Store	1,467.40	
			Total Vendor VIKING BEVERAGES:	1,467.40	
Vendor: VIKING COCA-COLA BOTTLING CO.					
Fund: 609 Liquor Store					
Department: 000-000					
609-000-000-400.250	Merchandise for resale	VIKING COCA-COLA BOTTLING	MERCH FOR RESALE	302.30	190184
			Total Department 000-000	302.30	
			Total Fund 609 Liquor Store	302.30	
			Total Vendor VIKING COCA-COLA BOTTLING CO.:	302.30	
Vendor: VINOCOPPIA, INC.					
Fund: 609 Liquor Store					
Department: 000-000					
609-000-000-400.250	Merchandise for resale	VINOCOPPIA, INC.	MERCH FOR RESALE	1,265.00	190185
			Total Department 000-000	1,265.00	
			Total Fund 609 Liquor Store	1,265.00	
			Total Vendor VINOCOPPIA, INC.:	1,265.00	

INVOICE DISTRIBUTION REPORT BY VENDOR FOR CITY OF GLENCOE
 EXP CHECK RUN DATES 08/28/2026 - 08/28/2026

POSTED
PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
----- TOTALS BY FUND -----					
101			General	121.80	
601			Water	23.00	
602			WWTP	695.41	
609			Liquor Store	40,639.92	
Total For All Funds:				41,480.13	

INVOICE DISTRIBUTION REPORT BY VENDOR FOR CITY OF GLENCOE

EXP CHECK RUN DATES 09/07/2026 - 09/08/2026

UNPOSTED
OPEN

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Vendor: 4-SQUARE BUILDERS, INC.					
Fund: 101 General					
Department: 452-000 Parks and recreation					
101-452-000-400.520	BUILDING & STRUCTURES	4-SQUARE BUILDERS, INC.	DISC GOLF	178.04	None
Total Department 452-000 Parks and recreation				178.04	
Fund: 601 Water					
Department: 000-000					
601-000-000-400.401	BUILDING REPAIR	4-SQUARE BUILDERS, INC.	MATERIALS	14.28	None
Total Department 000-000				14.28	
Total Fund 601 Water				14.28	
Fund: 602 Wwtp					
Department: 000-000					
602-000-000-400.401	BUILDING REPAIR	4-SQUARE BUILDERS, INC.	WOOD	7.72	None
Total Department 000-000				7.72	
Total Fund 602 Wwtp				7.72	
Total Vendor 4-SQUARE BUILDERS, INC.:				200.04	
Vendor: A & K REPAIR					
Fund: 609 Liquor Store					
Department: 000-000					
609-000-000-400.220	REPAIR & MAINTENANCE	A & K REPAIR	MOTOR	159.95	None
Total Department 000-000				159.95	
Total Fund 609 Liquor Store				159.95	
Total Vendor A & K REPAIR:				159.95	
Vendor: A.H. HERMEL CO.					
Fund: 223 Aquatic Center					
Department: 000-000					
223-000-000-400.502	FOOD EXPENSE	A.H. HERMEL CO.	FOOD	824.71	None
Total Department 000-000				824.71	
Total Fund 223 Aquatic Center				824.71	
Total Vendor A.H. HERMEL CO.:				824.71	
Vendor: AQUA LOGIC INC.					
Fund: 223 Aquatic Center					
Department: 000-000					
223-000-000-400.220	Repair & maintenance	AQUA LOGIC INC.	CHEMICAL FEED PUMP CONTROL	4,600.00	None
Total Department 000-000				4,600.00	
Total Fund 223 Aquatic Center				4,600.00	
Total Vendor AQUA LOGIC INC.:				4,600.00	

Vendor: ARNOLD'S OF GLENCOE, INC.
Fund: 101 General

INVOICE DISTRIBUTION REPORT BY VENDOR FOR CITY OF GLENCOE
EXP CHECK RUN DATES 09/07/2026 - 09/08/2026

UNPOSTED
OPEN

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Vendor: ARNOLD'S OF GLENCOE, INC.					
Fund: 101 General					
Department: 431-000 Street		ARNOLD'S OF GLENCOE, INC.	EQUIPMENT REPAIR		
101-431-000-400.404	Equipment repair		Total Department 431-000 Street	1,404.65	None
			Total Fund 101 General	1,404.65	
Fund: 602 Wwtp					
Department: 000-000					
602-000-000-400.223	Truck repair	ARNOLD'S OF GLENCOE, INC.	MIRROR	74.98	None
			Total Department 000-000	74.98	
			Total Fund 602 Wwtp	74.98	
			Total Vendor ARNOLD'S OF GLENCOE, INC.:	1,479.63	
Vendor: AUTO VALUE GLENCOE					
Fund: 101 General					
Department: 431-000 Street		AUTO VALUE GLENCOE	PARTS	22.19	None
101-431-000-400.404	EQUIPMENT REPAIR		Total Department 431-000 Street	22.19	
			Total Fund 101 General	22.19	
			Total Vendor AUTO VALUE GLENCOE:	22.19	
Vendor: BARGMANN, DEBRA					
Fund: 101 General					
Department: 411-000 City council		BARGMANN, DEBRA	ELECTION JUDGE	304.00	None
101-411-000-400.324	ELECTION JUDGES		Total Department 411-000 City council	304.00	
			Total Fund 101 General	304.00	
			Total Vendor BARGMANN, DEBRA:	304.00	
Vendor: BRADLEY SECURITY & ELECTRIC					
Fund: 101 General					
Department: 421-000 Police		BRADLEY SECURITY & ELECTRIC	REPAIR KEYPAD	245.00	None
101-421-000-400.401	Building repair		Total Department 421-000 Police	245.00	
			Total Fund 101 General	245.00	
Fund: 604 City Center					
Department: 000-000					
604-000-000-400.200	Office supplies	BRADLEY SECURITY & ELECTRIC	DUPLICATE KEYS	54.00	None
			Total Department 000-000	54.00	
			Total Fund 604 City Center	54.00	
			Total Vendor BRADLEY SECURITY & ELECTRIC:	299.00	

Vendor: BRAUN INTERTEC CORPORATION
Fund: 467 2025 Street Improvement-Hennep

INVOICE DISTRIBUTION REPORT BY VENDOR FOR CITY OF GLENCOE
EXP CHECK RUN DATES 09/07/2026 - 09/08/2026

UNPOSTED
OPEN

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Vendor: BRAUN INTERTEC CORPORATION					
Fund: 467	2025 Street Improvement-Hennep				
Department: 000-000					
467-000-000-400.300	PROFESSIONAL SERVICES	BRAUN INTERTEC CORPORATION HENNEPIN AVE. TESTING		2,179.90	None
		Total Department 000-000		2,179.90	
		Total Fund 467 2025 Street Improvement-Hennep		2,179.90	
		Total Vendor BRAUN INTERTEC CORPORATION:		2,179.90	
Vendor: BRELJE, STEVEN					
Fund: 101	General				
Department: 411-000	City council				
101-411-000-400.324	ELECTION JUDGES	BRELJE, STEVEN		344.00	None
		ELECTION JUDGE			
		Total Department 411-000 City council		344.00	
		Total Fund 101 General		344.00	
		Total Vendor BRELJE, STEVEN:		344.00	
Vendor: BULAU, PAULA					
Fund: 101	General				
Department: 411-000	City council				
101-411-000-400.324	ELECTION JUDGES	BULAU, PAULA		312.00	None
		ELECTION JUDGE			
		Total Department 411-000 City council		312.00	
		Total Fund 101 General		312.00	
		Total Vendor BULAU, PAULA:		312.00	
Vendor: BUMPS FAMILY RESTAURANT					
Fund: 101	General				
Department: 411-000	City council				
101-411-000-400.430	Miscellaneous	BUMPS FAMILY RESTAURANT		652.16	None
		ELECTION JUDGE MEALS			
		Total Department 411-000 City council		652.16	
		Total Fund 101 General		652.16	
		Total Vendor BUMPS FAMILY RESTAURANT:		652.16	
Vendor: CARD SERVICES					
Fund: 101	General				
Department: 414-000	Administration				
101-414-000-400.311	TRAINING	CARD SERVICES		5.98	None
		TRAINING			
		Total Department 414-000 Administration		5.98	
		Total Fund 101 General		5.98	
Fund: 223 Aquatic Center					
Department: 000-000					
223-000-000-400.502	FOOD EXPENSE	CARD SERVICES		20.35	None
		FOOD			
		Total Department 000-000		20.35	
		Total Fund 223 Aquatic Center		20.35	

INVOICE DISTRIBUTION REPORT BY VENDOR FOR CITY OF GLENCOE
 EXP CHECK RUN DATES 09/07/2026 - 09/08/2026

UNPOSTED
OPEN

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Vendor: CARD SERVICES					
Fund: 601 Water					
Department: 000-000					
601-000-000-400.211	CLEANING SUPPLIES	CARD SERVICES	OPERATING SUPPLIES	55.24	None
601-000-000-400.230	LAB SUPPLIES	CARD SERVICES	WATER	7.95	None
601-000-000-400.430	MISCELLANEOUS	CARD SERVICES	OPERATING SUPPLIES	31.98	None
			Total] Department 000-000	95.17	
			Total] Fund 601 Water	95.17	
Fund: 602 Wwtp					
Department: 000-000					
602-000-000-400.230	LAB SUPPLIES	CARD SERVICES	WATER	7.95	None
602-000-000-400.232	SAFETY EQUIPMENT	CARD SERVICES	OPERATING SUPPLIES	4.49	None
			Total] Department 000-000	12.44	
			Total] Fund 602 Wwtp	12.44	
			Total] Vendor CARD SERVICES:	133.94	
Vendor: CARS ON PATROL SHOP LLC &					
Fund: 101 General					
Department: 421-000 Police					
101-421-000-400.550	Motor vehicles	CARS ON PATROL SHOP LLC & CAR REPAIR		370.00	None
			Total] Department 421-000 Police	370.00	
			Total] Fund 101 General	370.00	
			Total] Vendor CARS ON PATROL SHOP LLC &:	370.00	
Vendor: CARTER, GARY					
Fund: 101 General					
Department: 411-000 City council					
101-411-000-400.324	ELECTION JUDGES	CARTER, GARY	ELECTION JUDGE	312.00	None
			Total] Department 411-000 City council	312.00	
			Total] Fund 101 General	312.00	
			Total] Vendor CARTER, GARY:	312.00	
Vendor: CENGAGE GROUP					
Fund: 101 General					
Department: 455-000 Library					
101-455-000-400.590	Books & materials	CENGAGE GROUP	BOOKS	62.70	None
			Total] Department 455-000 Library	62.70	
			Total] Fund 101 General	62.70	
			Total] Vendor CENGAGE GROUP:	62.70	
Vendor: CENTER POINT LARGE PRINT					
Fund: 101 General					
Department: 455-000 Library					
101-455-000-400.590	Books & materials	CENTER POINT LARGE PRINT	BOOKS	306.84	None
			Total] Department 455-000 Library	306.84	

INVOICE DISTRIBUTION REPORT BY VENDOR FOR CITY OF GLENCOE

EXP CHECK RUN DATES 09/07/2026 - 09/08/2026

UNPOSTED
OPEN

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Vendor: CENTER POINT LARGE PRINT					
Fund: 101 General					
Total Fund 101 General				306.84	
Total Vendor CENTER POINT LARGE PRINT:				306.84	
Vendor: CENTERPOINT ENERGY					
Fund: 101 General					
Department: 414-000 Administration					
101-414-000-400.383	Natural gas	CENTERPOINT ENERGY	NATURAL GAS	234.61	None
Total Department 414-000 Administration				234.61	
Department: 421-000 Police					
101-421-000-400.383	Natural gas	CENTERPOINT ENERGY	NATURAL GAS	311.93	None
Total Department 421-000 Police				311.93	
Department: 422-000 Fire					
101-422-000-400.383	Natural gas	CENTERPOINT ENERGY	NATURAL GAS	87.30	None
Total Department 422-000 Fire				87.30	
Department: 431-000 Street					
101-431-000-400.383	Natural gas	CENTERPOINT ENERGY	NATURAL GAS	60.92	None
Total Department 431-000 Street				60.92	
Department: 452-000 Parks and recreation					
101-452-000-400.383	Natural gas	CENTERPOINT ENERGY	NATURAL GAS	74.71	None
Total Department 452-000 Parks and recreation				74.71	
Department: 455-000 Library					
101-455-000-400.383	Natural gas	CENTERPOINT ENERGY	NATURAL GAS	234.60	None
Total Department 455-000 Library				234.60	
Department: 493-000 Reimbursables					
101-493-000-400.434	Reimbursables	CENTERPOINT ENERGY	NATURAL GAS	32.93	None
Total Department 493-000 Reimbursables				32.93	
Total Fund 101 General				1,037.00	
Fund: 223 Aquatic Center					
Department: 000-000					
223-000-000-400.383	NATURAL GAS	CENTERPOINT ENERGY	NATURAL GAS	709.16	None
Total Department 000-000				709.16	
Fund: 601 Water					
Department: 000-000					
601-000-000-400.383	Natural gas	CENTERPOINT ENERGY	NATURAL GAS	494.56	None
Total Department 000-000				494.56	
Fund: 602 Wwtp					
Department: 000-000					
602-000-000-400.383	Natural gas	CENTERPOINT ENERGY	NATURAL GAS	1,173.80	None
Total Department 000-000				1,173.80	

INVOICE DISTRIBUTION REPORT BY VENDOR FOR CITY OF GLENCOE

EXP CHECK RUN DATES 09/07/2026 - 09/08/2026

UNPOSTED

OPEN

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Vendor: CENTERPOINT ENERGY					
Fund: 602 Wwtp			Total Fund 602 Wwtp	1,173.80	
Fund: 604 City Center					
Department: 000-000		CENTERPOINT ENERGY	NATURAL GAS	234.60	None
604-000-000-400.383	Natural gas		Total Department 000-000	234.60	
			Total Fund 604 City Center	234.60	
Fund: 609 Liquor Store					
Department: 000-000		CENTERPOINT ENERGY	NATURAL GAS	311.92	None
609-000-000-400.383	Natural gas		Total Department 000-000	311.92	
			Total Fund 609 Liquor Store	311.92	
			Total Vendor CENTERPOINT ENERGY:	3,961.04	
Vendor: CENTURYLINK					
Fund: 101 General			PHONE BILL	154.89	None
Department: 421-000	Police	CENTURYLINK	Total Department 421-000 Police	154.89	
101-421-000-400.321	Telephone			(36.68)	
			Total Department 431-000 Street	(36.68)	None
Department: 431-000	Street	CENTURYLINK	PHONE BILL	87.69	None
101-431-000-400.321	Telephone		Total Department 452-000 Parks and recreation	87.69	
				(36.68)	
Department: 452-000	Parks and recreation	CENTURYLINK	PHONE BILL	169.22	None
101-452-000-400.321	Telephone		Total Department 493-000 Reimbursables	(36.68)	
			Total Fund 101 General	169.22	
Department: 493-000	Reimbursables	CENTURYLINK	PHONE BILL	123.66	None
101-493-000-400.434	Reimbursables		Total Department 000-000	123.66	
			Total Fund 601 Water	123.66	
Fund: 601 Water			PHONE BILL	69.36	None
Department: 000-000		CENTURYLINK	Total Department 000-000	69.36	
601-000-000-400.321	Telephone		Total Fund 602 Wwtp	69.36	
				(36.68)	
Fund: 602 Wwtp			PHONE BILL	69.36	None
Department: 000-000		CENTURYLINK	Total Department 000-000	69.36	
602-000-000-400.321	Telephone		Total Fund 602 Wwtp	69.36	
				(36.68)	
Fund: 604 City Center			PHONE BILL	69.36	None
Department: 000-000		CENTURYLINK	Total Department 000-000	69.36	
			Total Fund 602 Wwtp	69.36	

INVOICE DISTRIBUTION REPORT BY VENDOR FOR CITY OF GLENCOE
EXP CHECK RUN DATES 09/07/2026 - 09/08/2026

UNPOSTED
OPEN

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Vendor: CENTURYLINK					
Fund: 604 City Center					
Department: 000-000					
604-000-000-400.321	Telephone	CENTURYLINK	PHONE BILL	165.81	None
			Total Department 000-000	165.81	
			Total Fund 604 City Center	165.81	
Fund: 609 Liquor Store					
Department: 000-000					
609-000-000-400.321	Telephone	CENTURYLINK	PHONE BILL	34.68	None
			Total Department 000-000	34.68	
			Total Fund 609 Liquor Store	34.68	
Fund: 612 Airport					
Department: 000-000					
612-000-000-400.321	Telephone	CENTURYLINK	PHONE BILL	58.08	None
			Total Department 000-000	58.08	
			Total Fund 612 Airport	58.08	
			Total Vendor CENTURYLINK:	620.81	
Vendor: CINTAS CORP					
Fund: 223 Aquatic Center					
Department: 000-000					
223-000-000-400.210	OPERATING SUPPLIES	CINTAS CORP	POOL SUPPLIES	121.14	None
			Total Department 000-000	121.14	
			Total Fund 223 Aquatic Center	121.14	
			Total Vendor CINTAS CORP:	121.14	
Vendor: DAKOTA SUPPLY GROUP					
Fund: 601 Water					
Department: 000-000					
601-000-000-400.231	collection/distribution sy	DAKOTA SUPPLY GROUP	SEWER PIPES, FEROCO, GASKETS, COUPLIN	740.91	None
601-000-000-400.575	Equipment replacement	DAKOTA SUPPLY GROUP	SHIPPING	222.00	None
			Total Department 000-000	962.91	
			Total Fund 601 Water	962.91	
Fund: 602 Wwtp					
Department: 000-000					
602-000-000-400.231	collection/distribution sy	DAKOTA SUPPLY GROUP	SEWER PIPES, FEROCO, GASKETS, COUPLIN	1,417.24	None
602-000-000-400.403	Meter replacement	DAKOTA SUPPLY GROUP	METER	31.22	None
			Total Department 000-000	1,448.46	
			Total Fund 602 Wwtp	1,448.46	
			Total Vendor DAKOTA SUPPLY GROUP:	2,411.37	
Vendor: DIETZ, KEVIN					
Fund: 101 General					
Department: 411-000 City Council					

INVOICE DISTRIBUTION REPORT BY VENDOR FOR CITY OF GLENCOE

EXP CHECK RUN DATES 09/07/2026 - 09/08/2026

UNPOSTED
OPEN

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Vendor: DIETZ, KEVIN					
Fund: 101 General					
Department: 411-000 City Council					
101-411-000-400.324	ELECTION JUDGES	DIETZ, KEVIN	ELECTION JUDGE	464.00	None
Total] Department 411-000 City Council				464.00	
Total] Fund 101 General				464.00	
Total] Vendor DIETZ, KEVIN:				464.00	
Vendor: EGGERSGLESS, BRAD					
Fund: 101 General					
Department: 414-000 Administration					
101-414-000-400.321	TELEPHONE	EGGERSGLESS, BRAD	CELL PHONE	50.00	None
Total] Department 414-000 Administration				50.00	
Total] Fund 101 General				50.00	
Total] Vendor EGGERSGLESS, BRAD:				50.00	
Vendor: FLEET SERVICES DIVISION					
Fund: 101 General					
Department: 421-000 Police					
101-421-000-400.554	Motor Vehicle Leases	FLEET SERVICES DIVISION	SQUAD CAR LEASES	4,390.37	None
Total] Department 421-000 Police				4,390.37	
Total] Fund 101 General				4,390.37	
Total] Vendor FLEET SERVICES DIVISION:				4,390.37	
Vendor: FOSTER MECHANICAL, INC.					
Fund: 101 General					
Department: 421-000 Police					
101-421-000-400.401	Building repair	FOSTER MECHANICAL, INC.	AIR CONDITIONING	2,821.05	None
Total] Department 421-000 Police				2,821.05	
Total] Fund 101 General				2,821.05	
Total] Vendor FOSTER MECHANICAL, INC.:				2,821.05	
Vendor: FOUNDATION BUSINESS SYSTEMS					
Fund: 651 Storm Water Management					
Department: 000-000					
651-000-000-400.220	Repair & maintenance	FOUNDATION BUSINESS SYSTEMS	MS4 ANNUAL FEE	500.00	None
Total] Department 000-000				500.00	
Total] Fund 651 Storm Water Management				500.00	
Total] Vendor FOUNDATION BUSINESS SYSTEMS:				500.00	
Vendor: FREITAG, BENTON					
Fund: 225 Cable TV					
Department: 000-000					
225-000-000-400.307	MANAGEMENT FEES	FREITAG, BENTON	TAPING MEETINGS	100.00	None
Total] Department 000-000				100.00	

INVOICE DISTRIBUTION REPORT BY VENDOR FOR CITY OF GLENCOE
EXP CHECK RUN DATES 09/07/2026 - 09/08/2026

UNPOSTED
OPEN

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Vendor: FREITAG, BENTON					
Fund: 225 Cable TV				Total Fund 225 Cable TV	100.00
				Total Vendor FREITAG, BENTON:	100.00
Vendor: GACC TOURISM					
Fund: 101 General					
Department: 493-000 Reimbursables				CAMPGROUND LODGING TAX	113.59
101-493-000-400.422 LODGING TAX REIMBURSEMENT				Total Department 493-000 Reimbursables	113.59
				Total Fund 101 General	113.59
				Total Vendor GACC TOURISM:	113.59
Vendor: GALLS, LLC					
Fund: 101 General					
Department: 421-000 Police				UNIFORMS	729.74
101-421-000-400.417 Uniforms				Total Department 421-000 Police	729.74
				Total Fund 101 General	729.74
Fund: 231 PUBLIC SAFETY AID					
Department: 000-000					
231-000-000-400.425 Public Safety Aid				UNIFORMS	270.95
				Total Department 000-000	270.95
				Total Fund 231 PUBLIC SAFETY AID	270.95
				Total Vendor GALLS, LLC:	1,000.69
Vendor: GAVIN, JANSSEN, STABENOW &					
Fund: 101 General					
Department: 421-000 Police					
101-421-000-400.305 Legal fees - prosecutions				GAVIN, JANSSEN, STABENOW & LEGAL SERVICES	4,690.75
				Total Department 421-000 Police	4,690.75
				Total Fund 101 General	4,690.75
				Total Vendor GAVIN, JANSSEN, STABENOW &:	4,690.75
Vendor: GOPHER STATE ONE CALL					
Fund: 601 Water					
Department: 000-000					
601-000-000-400.300 Professional services				GOPHER STATE ONE CALL	23.40
				LOCATE TICKETS	23.40
				Total Department 000-000	23.40
				Total Fund 601 Water	23.40
Fund: 602 WWTP					
Department: 000-000					
602-000-000-400.300 PROFESSIONAL SERVICES				GOPHER STATE ONE CALL	23.40
				LOCATE TICKETS	23.40
				Total Department 000-000	23.40

INVOICE DISTRIBUTION REPORT BY VENDOR FOR CITY OF GLENCOE
EXP CHECK RUN DATES 09/07/2026 - 09/08/2026

UNPOSTED
OPEN

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Vendor: GOPHER STATE ONE CALL					
Fund: 602 WWTP			Total Fund 602 WWTP	23.40	
Fund: 651 Storm Water Management					
Department: 000-000					
651-000-000-400.300	PROFESSIONAL SERVICES	GOPHER STATE ONE CALL	LOCATE TICKETS	23.40	None
			Total Department 000-000	23.40	
			Total Fund 651 Storm Water Management	23.40	
			Total Vendor GOPHER STATE ONE CALL:	70.20	
Vendor: HAHN, BONNIE					
Fund: 101 General					
Department: 411-000	City council		ELECTION JUDGE	312.00	None
101-411-000-400.324	ELECTION JUDGES	HAHN, BONNIE	Total Department 411-000 City council	312.00	
			Total Fund 101 General	312.00	
			Total Vendor HAHN, BONNIE:	312.00	
Vendor: HARFF, EILEEN					
Fund: 101 General					
Department: 411-000	City council		ELECTION JUDGE	248.00	None
101-411-000-400.324	ELECTION JUDGES	HARFF, EILEEN	Total Department 411-000 City council	248.00	
			Total Fund 101 General	248.00	
			Total Vendor HARFF, EILEEN:	248.00	
Vendor: HAWKINS, INC.					
Fund: 223 Aquatic Center					
Department: 000-000					
223-000-000-400.216	Chemicals & product suppli	HAWKINS, INC.	CHEMICALS	2,378.42	None
			Total Department 000-000	2,378.42	
			Total Fund 223 Aquatic Center	2,378.42	
Fund: 601 Water					
Department: 000-000					
601-000-000-400.216	Chemicals & product suppli	HAWKINS, INC.	CHEMICALS	10.00	None
			Total Department 000-000	10.00	
			Total Fund 601 Water	10.00	
Fund: 602 WWTP					
Department: 000-000					
602-000-000-400.216	Chemicals & product suppli	HAWKINS, INC.	CHEMICALS	1,428.35	None
			Total Department 000-000	1,428.35	
			Total Fund 602 WWTP	1,428.35	
			Total Vendor HAWKINS, INC.:	3,816.77	

INVOICE DISTRIBUTION REPORT BY VENDOR FOR CITY OF GLENCOE

EXP CHECK RUN DATES 09/07/2026 - 09/08/2026

UNPOSTED

OPEN

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Vendor: HOOPS, SHAREL					
Fund: 101 General					
Department: 411-000 City council					
101-411-000-400.324	ELECTION JUDGES	HOOPS, SHAREL	ELECTION JUDGE	464.00	None
Total Department 411-000 City council				464.00	
Total Fund 101 General				464.00	
Total Vendor HOOPS, SHAREL:				464.00	
Vendor: HUEMOELLER, CHESKIS &					
Fund: 101 General					
Department: 414-000 Administration					
101-414-000-400.304	LEGAL FEES - CIVIL	HUEMOELLER, CHESKIS &	LEGAL SERVICES	6,285.75	None
Total Department 414-000 Administration				6,285.75	
Total Fund 101 General				6,285.75	
Total Vendor HUEMOELLER, CHESKIS &:				6,285.75	
Vendor: HUTCHINSON HEALTH					
Fund: 101 General					
Department: 431-000 Street					
101-431-000-400.311	Training	HUTCHINSON HEALTH	TESTING	36.00	None
Total Department 431-000 Street				36.00	
Department: 452-000 Parks and recreation					
101-452-000-400.311	Training	HUTCHINSON HEALTH	TESTING	60.00	None
Total Department 452-000 Parks and recreation				60.00	
Total Fund 101 General				96.00	
Fund: 601 Water					
Department: 000-000					
601-000-000-400.311	Training	HUTCHINSON HEALTH	TESTING	36.00	None
Total Department 000-000				36.00	
Total Fund 601 Water				36.00	
Total Vendor HUTCHINSON HEALTH:				132.00	
Vendor: INDEPENDENT EMERGENCY SERVICES					
Fund: 101 General					
Department: 421-000 Police					
101-421-000-400.315	Emergency services	INDEPENDENT EMERGENCY SERV	911 SYSTEM	10.77	None
Total Department 421-000 Police				10.77	
Total Fund 101 General				10.77	
Total Vendor INDEPENDENT EMERGENCY SERVICES:				10.77	
Vendor: JOHNSON CONTROLS FIRE					
Fund: 101 General					
Department: 431-000 Street					
101-431-000-400.232	Safety equipment	JOHNSON CONTROLS FIRE	SERVICE ON FIRE EXTINGUISHERS AND REP	2,164.64	None
Total Department 431-000 Street				2,164.64	

INVOICE DISTRIBUTION REPORT BY VENDOR FOR CITY OF GLENCOE
EXP CHECK RUN DATES 09/07/2026 - 09/08/2026

UNPOSTED
OPEN

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Vendor: JOHNSON CONTROLS FIRE					
Fund: 101 General					
Department: 452-000 Parks and recreation		JOHNSON CONTROLS FIRE	SERVICE ON FIRE EXTINGUISHERS AND REP	571.94	None
101-452-000-400.232	Safety equipment		Total Department 452-000 Parks and recreation	571.94	
			Total Fund 101 General	2,736.58	
Fund: 601 Water					
Department: 000-000					
601-000-000-400.232	Safety equipment	JOHNSON CONTROLS FIRE	SERVICE ON FIRE EXTINGUISHERS	440.00	None
			Total Department 000-000	440.00	
			Total Fund 601 Water	440.00	
			Total Vendor JOHNSON CONTROLS FIRE:	3,176.58	
Vendor: KEYPER					
Fund: 101 General					
Department: 421-000 Police		KEYPER	KEY PLUGS	617.85	None
101-421-000-400.210	Operating supplies		Total Department 421-000 Police	617.85	
			Total Fund 101 General	617.85	
			Total Vendor KEYPER:	617.85	
Vendor: KNIFE RIVER CORP.					
Fund: 101 General					
Department: 452-000 Parks and recreation		KNIFE RIVER CORP.	CEMENT	208.00	None
101-452-000-400.520	Building & structures		Total Department 452-000 Parks and recreation	208.00	
			Total Fund 101 General	208.00	
Fund: 602 WWTP					
Department: 000-000					
602-000-000-400.401	Building repair	KNIFE RIVER CORP.	CONCRETE	2,058.00	None
			Total Department 000-000	2,058.00	
			Total Fund 602 WWTP	2,058.00	
			Total Vendor KNIFE RIVER CORP.:	2,266.00	
Vendor: KONE CHICAGO					
Fund: 101 General					
Department: 414-000 Administration		KONE CHICAGO	ELEVATOR MAINTENANCE	420.50	None
101-414-000-400.404	Equipment repair		Total Department 414-000 Administration	420.50	
Department: 455-000 Library		KONE CHICAGO	ELEVATOR MAINTENANCE	420.50	None
101-455-000-400.404	Equipment repair		Total Department 455-000 Library	420.50	
			Total Fund 101 General	841.00	

INVOICE DISTRIBUTION REPORT BY VENDOR FOR CITY OF GLENCOE

EXP CHECK RUN DATES 09/07/2026 - 09/08/2026

UNPOSTED
OPEN

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Vendor: KONE CHICAGO					
Fund: 604 City Center					
Department: 000-000					
604-000-000-400.404	Equipment repair	KONE CHICAGO	ELEVATOR MAINTENANCE	420.50	None
			Total Department 000-000	420.50	
			Total Fund 604 City Center	420.50	
			Total Vendor KONE CHICAGO:	1,261.50	
Vendor: LAWSON PRODUCTS, INC.					
Fund: 101 General					
Department: 431-000 Street					
101-431-000-400.240	Small tools & minor equipm	LAWSON PRODUCTS, INC.	CAP SCREWS, WASHERS, CUT-OFF WHEELS	115.96	None
			Total Department 431-000 Street	115.96	
			Total Fund 101 General	115.96	
			Total Vendor LAWSON PRODUCTS, INC.:	115.96	
Vendor: LEAGUE OF MN CITIES INS. TRUST					
Fund: 101 General					
Department: 414-000 Administration					
101-414-000-400.151	WORKERS COMPENSATION	LEAGUE OF MN CITIES INS. T	WORK COMP PREMIUM	173.00	None
			Total Department 414-000 Administration	173.00	
			Total Fund 101 General	173.00	
			Total Vendor LEAGUE OF MN CITIES INS. TRUST:	173.00	
Vendor: LEAH KOHLS & BLAKE KRIENKE					
Fund: 604 City Center					
Department: 000-000					
604-000-000-400.434	REIMBURSABLES	LEAH KOHLS & BLAKE KRIENKE	DAMAGE DEPOSIT REFUND	500.00	None
			Total Department 000-000	500.00	
			Total Fund 604 City Center	500.00	
			Total Vendor LEAH KOHLS & BLAKE KRIENKE:	500.00	
Vendor: LEGACY HEALTH INSURANCE					
Fund: 604 City Center					
Department: 000-000					
604-000-000-400.434	Reimbursables	LEGACY HEALTH INSURANCE	CANCELLATION REFUND	270.00	None
			Total Department 000-000	270.00	
			Total Fund 604 City Center	270.00	
			Total Vendor LEGACY HEALTH INSURANCE:	270.00	
Vendor: LIGHT & POWER COMMISSION					
Fund: 101 General					
Department: 414-000 Administration					
101-414-000-400.381	ELECTRICITY	LIGHT & POWER COMMISSION	ELECTRICITY	4,490.94	None
			Total Department 414-000 Administration	4,490.94	

INVOICE DISTRIBUTION REPORT BY VENDOR FOR CITY OF GLENCOE

EXP CHECK RUN DATES 09/07/2026 - 09/08/2026

UNPOSTED
OPEN

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Vendor: LIGHT & POWER COMMISSION					
Fund: 101 General					
Department: 421-000 Police					
101-421-000-400.381	ELECTRICITY	LIGHT & POWER COMMISSION	ELECTRICITY	1,310.76	None
			Total Department 421-000 Police	1,310.76	
Department: 422-000 Fire					
101-422-000-400.381	ELECTRICITY	LIGHT & POWER COMMISSION	ELECTRICITY	498.68	None
			Total Department 422-000 Fire	498.68	
Department: 431-000 Street					
101-431-000-400.381	ELECTRICITY	LIGHT & POWER COMMISSION	ELECTRICITY	250.81	None
			Total Department 431-000 Street	250.81	
Department: 452-000 Parks and recreation					
101-452-000-400.381	ELECTRICITY	LIGHT & POWER COMMISSION	ELECTRICITY	2,171.02	None
			Total Department 452-000 Parks and recreation	2,171.02	
Department: 455-000 Library					
101-455-000-400.381	ELECTRICITY	LIGHT & POWER COMMISSION	ELECTRICITY	1,595.05	None
			Total Department 455-000 Library	1,595.05	
Department: 493-000 Reimbursables					
101-493-000-400.434	REIMBURSABLES	LIGHT & POWER COMMISSION	ELECTRICITY	223.65	None
			Total Department 493-000 Reimbursables	223.65	
			Total Fund 101 General	10,540.91	
Fund: 223 Aquatic Center					
Department: 000-000					
223-000-000-400.381	ELECTRICITY	LIGHT & POWER COMMISSION	ELECTRICITY	2,166.31	None
			Total Department 000-000	2,166.31	
			Total Fund 223 Aquatic Center	2,166.31	
Fund: 226 Cemetery					
Department: 000-000					
226-000-000-400.381	ELECTRICITY	LIGHT & POWER COMMISSION	ELECTRICITY	22.25	None
			Total Department 000-000	22.25	
			Total Fund 226 Cemetery	22.25	
Fund: 601 Water					
Department: 000-000					
601-000-000-400.320	LIGHT & POWER BILLING	LIGHT & POWER COMMISSION	JULY BILLING	1,906.56	None
601-000-000-400.381	ELECTRICITY	LIGHT & POWER COMMISSION	ELECTRICITY	4,483.24	None
			Total Department 000-000	6,389.80	
			Total Fund 601 Water	6,389.80	
Fund: 602 WWTp					
Department: 000-000					
602-000-000-400.320	LIGHT & POWER BILLING	LIGHT & POWER COMMISSION	JULY BILLING	2,269.71	None
602-000-000-400.381	ELECTRICITY	LIGHT & POWER COMMISSION	ELECTRICITY	9,753.20	None
			Total Department 000-000	12,022.91	

INVOICE DISTRIBUTION REPORT BY VENDOR FOR CITY OF GLENCOE

EXP CHECK RUN DATES 09/07/2026 - 09/08/2026

UNPOSTED

OPEN

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Vendor: LIGHT & POWER COMMISSION					
Fund: 602 WWTp			Total Fund 602 WWTp	12,022.91	
Fund: 603 Sanitation/Recycling					
Department: 000-000	LIGHT & POWER BILLING		JULY BILLING	90.79	None
603-000-000-400.320			Total Department 000-000	90.79	
			Total Fund 603 Sanitation/Recycling	90.79	
Fund: 604 City Center					
Department: 000-000	ELECTRICITY		ELECTRICITY	1,595.05	None
604-000-000-400.381			Total Department 000-000	1,595.05	
			Total Fund 604 City Center	1,595.05	
Fund: 609 Liquor Store					
Department: 000-000	ELECTRICITY		ELECTRICITY	1,310.76	None
609-000-000-400.381			Total Department 000-000	1,310.76	
			Total Fund 609 Liquor Store	1,310.76	
Fund: 651 Storm Water Management					
Department: 000-000	LIGHT & POWER BILLING		JULY BILLING	272.36	None
651-000-000-400.320			Total Department 000-000	272.36	
			Total Fund 651 Storm Water Management	272.36	
			Total Vendor LIGHT & POWER COMMISSION:	34,411.14	
Vendor: LITZAU EXCAVATING					
Fund: 601 Water			BROKEN WATERMAIN	3,010.00	None
Department: 000-000			Total Department 000-000	3,010.00	
601-000-000-400.231			Total Fund 601 Water	3,010.00	
			Total Vendor LITZAU EXCAVATING:	3,010.00	
Vendor: MARTIN-MCALLISTER					
Fund: 231 PUBLIC SAFETY AID			ASSESSMENT	650.00	None
Department: 000-000			Total Department 000-000	650.00	
231-000-000-400.425			Total Fund 231 PUBLIC SAFETY AID	650.00	
			Total Vendor MARTIN-MCALLISTER:	650.00	

Vendor: MCLEOD COOP. POWER ASS'N.

Fund: 101 General

Department: 414-000 Administration

09/01/2026 03:38 PM

INVOICE DISTRIBUTION REPORT BY VENDOR FOR CITY OF GLENCOE
EXP CHECK RUN DATES 09/07/2026 - 09/08/2026

UNPOSTED
OPEN

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Vendor: MCLEOD COOP. POWER ASS'N.					
Fund: 101 General					
Department: 414-000 Administration					
101-414-000-400.381 Electricity					
		MCLEOD COOP. POWER ASS'N. ELECTRICITY		217.30	None
		Total Department 414-000 Administration		217.30	
		Total Fund 101 General		217.30	
Fund: 612 Airport					
Department: 000-000					
612-000-000-400.381 Electricity					
		MCLEOD COOP. POWER ASS'N. ELECTRICITY		598.72	None
		Total Department 000-000		598.72	
		Total Fund 612 Airport		598.72	
		Total Vendor MCLEOD COOP. POWER ASS'N.:		816.02	
Vendor: MCLEOD COUNTY GARAGE DOORS					
Fund: 101 General					
Department: 431-000 Street					
101-431-000-400.401 Building repair					
		MCLEOD COUNTY GARAGE DOORS GARAGE DOOR REPAIRS		3,125.00	None
		Total Department 431-000 Street		3,125.00	
		Total Fund 101 General		3,125.00	
		Total Vendor MCLEOD COUNTY GARAGE DOORS:		3,125.00	
Vendor: MENARDS - HUTCHINSON					
Fund: 601 Water					
Department: 000-000					
601-000-000-400.520 Building & structures					
		MENARDS - HUTCHINSON	MATERIALS	54.30	None
		Total Department 000-000		54.30	
		Total Fund 601 Water		54.30	
Fund: 602 WWTP					
Department: 000-000					
602-000-000-400.401 BUILDING REPAIR					
		MENARDS - HUTCHINSON	CONCRETE SUPPLIES	262.72	None
		Total Department 000-000		262.72	
		Total Fund 602 WWTP		262.72	
Fund: 604 City Center					
Department: 000-000					
604-000-000-400.200 Office supplies					
		MENARDS - HUTCHINSON	WATERPROOF BOX	153.08	None
		Total Department 000-000		153.08	
		Total Fund 604 City Center		153.08	
		Total Vendor MENARDS - HUTCHINSON:		470.10	
Vendor: METRO SALES, INC					
Fund: 101 General					
Department: 414-000 Administration					
101-414-000-400.570 OFFICE EQUIPMENT					
		METRO SALES, INC	COPIER LEASE	375.72	None
		Total Department 414-000 Administration		375.72	

INVOICE DISTRIBUTION REPORT BY VENDOR FOR CITY OF GLENCOE

EXP CHECK RUN DATES 09/07/2026 - 09/08/2026

UNPOSTED
OPEN

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Vendor: METRO SALES, INC					
Fund: 101 General					
Department: 455-000 Library					
101-455-000-400.210	OPERATING SUPPLIES	METRO SALES, INC	COPIER LEASE	198.70	None
Total] Department 455-000 Library				198.70	
Total] Fund 101 General				574.42	
Total] Vendor METRO SALES, INC:				574.42	
Vendor: MINI BIFF					
Fund: 101 General					
Department: 452-000 Parks and recreation					
101-452-000-400.317	Rental expense	MINI BIFF	WASTE REMOVAL	502.86	None
Total] Department 452-000 Parks and recreation				502.86	
Total] Fund 101 General				502.86	
Fund: 603 Sanitation/Recycling					
Department: 000-000					
603-000-000-400.220	Repair & maintenance	MINI BIFF	WASTE REMOVAL	133.62	None
Total] Department 000-000				133.62	
Total] Fund 603 Sanitation/Recycling				133.62	
Total] Vendor MINI BIFF:				636.48	
Vendor: MORRIS ELECTRONICS INC					
Fund: 101 General					
Department: 421-000 Police					
101-421-000-400.319	Computer repair - equipmen	MORRIS ELECTRONICS INC	COMPUTER LABOR	62.50	None
Total] Department 421-000 Police				62.50	
Total] Fund 101 General				62.50	
Total] Vendor MORRIS ELECTRONICS INC:				62.50	
Vendor: MVTL , INC.					
Fund: 601 Water					
Department: 000-000					
601-000-000-400.303	Lab testing	MVTL , INC.	LAB TESTING	144.10	None
Total] Department 000-000				144.10	
Total] Fund 601 Water				144.10	
Fund: 602 WWTp					
Department: 000-000					
602-000-000-400.303	Lab testing	MVTL , INC.	LAB TESTING	1,600.40	None
Total] Department 000-000				1,600.40	
Total] Fund 602 WWTp				1,600.40	
Total] Vendor MVTL , INC.:				1,744.50	
Vendor: NEUBARTH TOWING & RECOVERY					
Fund: 101 General					

INVOICE DISTRIBUTION REPORT BY VENDOR FOR CITY OF GLENCOE

EXP CHECK RUN DATES 09/07/2026 - 09/08/2026

UNPOSTED

OPEN

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Vendor: NEUBARTH TOWING & RECOVERY					
Fund: 101 General					
Department: 493-000 Reimbursables					
101-493-000-400.314	VEHICLE TOWING	NEUBARTH TOWING & RECOVERY TOW		198.65	None
		Total] Department 493-000 Reimbursables		198.65	
		Total] Fund 101 General		198.65	
		Total] Vendor NEUBARTH TOWING & RECOVERY:		198.65	
Vendor: NORTH CENTRAL INTERNATIONAL					
Fund: 602 Wwtp					
Department: 000-000					
602-000-000-400.223	Truck repair	NORTH CENTRAL INTERNATIONAL MIRROR KIT		30.99	None
		Total] Department 000-000		30.99	
		Total] Fund 602 Wwtp		30.99	
		Total] Vendor NORTH CENTRAL INTERNATIONAL:		30.99	
Vendor: NUVERA					
Fund: 101 General					
Department: 414-000 Administration					
101-414-000-400.300	Professional services	NUVERA	IT & INTERNET SERVICES	840.35	None
101-414-000-400.321	Telephone	NUVERA	IT & INTERNET SERVICES	148.32	None
		Total] Department 414-000 Administration		988.67	
Department: 421-000 Police					
101-421-000-400.319	Computer repair - equipmen	NUVERA	IT & INTERNET SERVICES	1,344.45	None
101-421-000-400.321	Telephone	NUVERA	IT & INTERNET SERVICES	296.49	None
		Total] Department 421-000 Police		1,640.94	
Department: 422-000 Fire					
101-422-000-400.200	Office supplies	NUVERA	IT & INTERNET SERVICES	672.28	None
101-422-000-400.321	Telephone	NUVERA	IT & INTERNET SERVICES	24.72	None
		Total] Department 422-000 Fire		697.00	
Department: 431-000 Street					
101-431-000-400.200	Office supplies	NUVERA	IT & INTERNET SERVICES	168.07	None
101-431-000-400.321	Telephone	NUVERA	IT & INTERNET SERVICES	24.72	None
		Total] Department 431-000 Street		192.79	
Department: 452-000 Parks and recreation					
101-452-000-400.200	Office supplies	NUVERA	IT & INTERNET SERVICES	168.07	None
101-452-000-400.321	Telephone	NUVERA	IT & INTERNET SERVICES	24.72	None
		Total] Department 452-000 Parks and recreation		192.79	
Department: 455-000 Library					
101-455-000-400.321	Telephone	NUVERA	IT & INTERNET SERVICES	49.44	None
		Total] Department 455-000 Library		49.44	
Department: 493-000 Reimbursables					
101-493-000-400.434	Reimbursables	NUVERA	IT & INTERNET SERVICES	83.19	None
		Total] Department 493-000 Reimbursables		83.19	

INVOICE DISTRIBUTION REPORT BY VENDOR FOR CITY OF GLENCOE
EXP CHECK RUN DATES 09/07/2026 - 09/08/2026

UNPOSTED
OPEN

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Vendor: NUVERA					
Fund: 101 General					
Total Fund 101 General				3,844.82	
Fund: 223 Aquatic Center					
Department: 000-000					
223-000-000-400.210	OPERATING SUPPLIES	NUVERA	IT & INTERNET SERVICES	168.07	None
223-000-000-400.321	Telephone	NUVERA	IT & INTERNET SERVICES	24.72	None
Total Department 000-000				192.79	
Total Fund 223 Aquatic Center				192.79	
Fund: 601 Water					
Department: 000-000					
601-000-000-400.200	Office supplies	NUVERA	IT & INTERNET SERVICES	420.18	None
601-000-000-400.321	Telephone	NUVERA	IT & INTERNET SERVICES	49.44	None
Total Department 000-000				469.62	
Total Fund 601 Water				469.62	
Fund: 602 Wwtp					
Department: 000-000					
602-000-000-400.200	Office supplies	NUVERA	IT & INTERNET SERVICES	420.17	None
602-000-000-400.321	Telephone	NUVERA	IT & INTERNET SERVICES	49.44	None
Total Department 000-000				469.61	
Total Fund 602 Wwtp				469.61	
Fund: 604 City Center					
Department: 000-000					
604-000-000-400.300	Professional services	NUVERA	IT & INTERNET SERVICES	336.14	None
604-000-000-400.321	Telephone	NUVERA	IT & INTERNET SERVICES	49.44	None
Total Department 000-000				385.58	
Total Fund 604 City Center				385.58	
Fund: 609 Liquor Store					
Department: 000-000					
609-000-000-400.210	Operating supplies	NUVERA	IT & INTERNET SERVICES	336.14	None
609-000-000-400.321	Telephone	NUVERA	IT & INTERNET SERVICES	24.72	None
Total Department 000-000				360.86	
Total Fund 609 Liquor Store				360.86	
Total Vendor NUVERA:				5,723.28	
Vendor: O'DAY EQUIPMENT, LLC					
Fund: 612 Airport					
Department: 000-000					
612-000-000-400.220	Repair & maintenance	O'DAY EQUIPMENT, LLC	FUEL PUMP REPAIR	1,601.40	None
Total Department 000-000				1,601.40	
Total Fund 612 Airport				1,601.40	
Total Vendor O'DAY EQUIPMENT, LLC:				1,601.40	

INVOICE DISTRIBUTION REPORT BY VENDOR FOR CITY OF GLENCOE

EXP CHECK RUN DATES 09/07/2026 - 09/08/2026

UNPOSTED

OPEN

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Vendor: O'DONNELL, SHARI					
Fund: 101 General					
Department: 411-000 City Council					
101-411-000-400.324	ELECTION JUDGES	O'DONNELL, SHARI	ELECTION JUDGE	312.00	None
Total Department 411-000 City Council				312.00	
Total Fund 101 General				312.00	
Total Vendor O'DONNELL, SHARI:				312.00	
Vendor: OFFICE OF MN. IT SERVICES					
Fund: 101 General					
Department: 421-000 Police					
101-421-000-400.319	Computer repair - equipment	OFFICE OF MN. IT SERVICES	COMPUTER SERVICES	127.89	None
Total Department 421-000 Police				127.89	
Total Fund 101 General				127.89	
Total Vendor OFFICE OF MN. IT SERVICES:				127.89	
Vendor: OFFICE OF THE SECRETARY OF ST.					
Fund: 101 General					
Department: 414-000 Administration					
101-414-000-400.406	CONTINUING EDUCATION & DUE	OFFICE OF THE SECRETARY OF NOTARY		120.00	None
Total Department 414-000 Administration				120.00	
Total Fund 101 General				120.00	
Total Vendor OFFICE OF THE SECRETARY OF ST.:				120.00	
Vendor: OTTO-FISHER, OWEN					
Fund: 225 Cable TV					
Department: 000-000					
225-000-000-400.307	MANAGEMENT FEES	OTTO-FISHER, OWEN	TAPING MEETING	50.00	None
Total Department 000-000				50.00	
Total Fund 225 Cable TV				50.00	
Total Vendor OTTO-FISHER, OWEN:				50.00	
Vendor: PIONEERLAND LIBRARY SYSTEMS					
Fund: 101 General					
Department: 455-000 Library					
101-455-000-400.200	OFFICE SUPPLIES	PIONEERLAND LIBRARY	SYSTEM BOOKS	240.89	None
Total Department 455-000 Library				240.89	
Total Fund 101 General				240.89	
Total Vendor PIONEERLAND LIBRARY SYSTEMS:				240.89	
Vendor: PITNEY BOWES GLOBAL					
Fund: 101 General					
Department: 414-000 Administration					
101-414-000-400.322	Postage	PITNEY BOWES GLOBAL	OFFICE EQUIPMENT LEASE	227.31	None
Total Department 414-000 Administration				227.31	

INVOICE DISTRIBUTION REPORT BY VENDOR FOR CITY OF GLENCOE
EXP CHECK RUN DATES 09/07/2026 - 09/08/2026

UNPOSTED
OPEN

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Vendor: PITNEY BOWES GLOBAL					
Fund: 101 General			Total] Fund 101 General]	227.31	
			Total] Vendor PITNEY BOWES GLOBAL:	227.31	
Vendor: PLUNKETT'S PEST CONTROL, INC.					
Fund: 223 Aquatic Center					
Department: 000-000					
223-000-000-400.220	Repair & maintenance	PLUNKETT'S PEST CONTROL, I	PEST CONTROL	94.79	None
			Total] Department 000-000	94.79	
			Total] Fund 223 Aquatic Center	94.79	
Fund: 602 Wwtp					
Department: 000-000					
602-000-000-400.220	Repair & maintenance	PLUNKETT'S PEST CONTROL, I	PEST CONTROL	92.58	None
			Total] Department 000-000	92.58	
			Total] Fund 602 Wwtp	92.58	
Fund: 604 City Center					
Department: 000-000					
604-000-000-400.220	REPAIR & MAINTENANCE	PLUNKETT'S PEST CONTROL, I	PEST CONTROL	82.14	None
			Total] Department 000-000	82.14	
			Total] Fund 604 City Center	82.14	
			Total] Vendor PLUNKETT'S PEST CONTROL, INC.:	269.51	
Vendor: PRO AUTO GLENCOE, INC					
Fund: 101 General					
Department: 431-000 Street					
101-431-000-400.232	SAFETY EQUIPMENT	PRO AUTO GLENCOE, INC	ALARM WIRING	334.94	None
			Total] Department 431-000 Street	334.94	
			Total] Fund 101 General]	334.94	
Fund: 602 Wwtp					
Department: 000-000					
602-000-000-400.220	REPAIR & MAINTENANCE	PRO AUTO GLENCOE, INC	AC COMPRESSOR	1,315.39	None
			Total] Department 000-000	1,315.39	
			Total] Fund 602 Wwtp	1,315.39	
			Total] Vendor PRO AUTO GLENCOE, INC:	1,650.33	
Vendor: QUILL LLC					
Fund: 101 General					
Department: 455-000 Library					
101-455-000-400.200	OFFICE SUPPLIES	QUILL LLC	OFFICE SUPPLIES	68.18	None
			Total] Department 455-000 Library	68.18	
			Total] Fund 101 General]	68.18	
			Total] Vendor QUILL LLC:	68.18	

INVOICE DISTRIBUTION REPORT BY VENDOR FOR CITY OF GLENCOE

EXP CHECK RUN DATES 09/07/2026 - 09/08/2026

UNPOSTED

OPEN

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Vendor: RELIANCE STANDARD LIFE INS CO					
Fund: 101 General					
Department: 414-000 Administration					
101-414-000-400.131	Health & Life Insurance	RELIANCE STANDARD LIFE INS ST & LT DISABILITY	Total Department 414-000 Administration	303.66	None
				303.66	
Department: 415-000 Finance					
101-415-000-400.131	Health & Life Insurance	RELIANCE STANDARD LIFE INS ST & LT DISABILITY	Total Department 415-000 Finance	114.02	None
				114.02	
Department: 421-000 Police					
101-421-000-400.131	Health & Life Insurance	RELIANCE STANDARD LIFE INS ST & LT DISABILITY	Total Department 421-000 Police	402.32	None
				402.32	
Department: 431-000 Street					
101-431-000-400.131	Health & Life Insurance	RELIANCE STANDARD LIFE INS ST & LT DISABILITY	Total Department 431-000 Street	204.16	None
				204.16	
Department: 452-000 Parks and recreation					
101-452-000-400.131	Health & Life Insurance	RELIANCE STANDARD LIFE INS ST & LT DISABILITY	Total Department 452-000 Parks and recreation	380.62	None
				380.62	
				Total Fund 101 General	1,404.78
Fund: 601 Water					
Department: 000-000					
601-000-000-400.131	Health & Life Insurance	RELIANCE STANDARD LIFE INS ST & LT DISABILITY	Total Department 000-000	148.26	None
				148.26	
				Total Fund 601 Water	148.26
Fund: 602 WWTP					
Department: 000-000					
602-000-000-400.131	Health & Life Insurance	RELIANCE STANDARD LIFE INS ST & LT DISABILITY	Total Department 000-000	356.92	None
				356.92	
				Total Fund 602 WWTP	356.92
Fund: 604 City Center					
Department: 000-000					
604-000-000-400.131	Health & Life Insurance	RELIANCE STANDARD LIFE INS ST & LT DISABILITY	Total Department 000-000	228.80	None
				228.80	
				Total Fund 604 City Center	228.80
Fund: 609 Liquor Store					
Department: 000-000					
609-000-000-400.131	Health & Life Insurance	RELIANCE STANDARD LIFE INS ST & LT DISABILITY	Total Department 000-000	113.06	None
				113.06	
				Total Fund 609 Liquor Store	113.06
				Total Vendor RELIANCE STANDARD LIFE INS CO:	2,251.82

Vendor: SCHMIDT, CHERYL
Fund: 101 General

INVOICE DISTRIBUTION REPORT BY VENDOR FOR CITY OF GLENCOE

EXP CHECK RUN DATES 09/07/2026 - 09/08/2026

UNPOSTED

OPEN

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Vendor: SCHMIDT, CHERYL					
Fund: 101 General					
Department: 411-000 City council					
101-411-000-400.324	ELECTION JUDGES	SCHMIDT, CHERYL	ELECTION JUDGE	176.00	None
Total Department 411-000 City council				176.00	
Total Fund 101 General				176.00	
Total Vendor SCHMIDT, CHERYL:				176.00	
Vendor: SCHREIFELS, GARY					
Fund: 101 General					
Department: 411-000 City council					
101-411-000-400.324	ELECTION JUDGES	SCHREIFELS, GARY	ELECTION JUDGE	200.00	None
Total Department 411-000 City council				200.00	
Total Fund 101 General				200.00	
Total Vendor SCHREIFELS, GARY:				200.00	
Vendor: SCHWANKE, COREY					
Fund: 101 General					
Department: 411-000 City council					
101-411-000-400.324	ELECTION JUDGES	SCHWANKE, COREY	ELECTION JUDGE	312.00	None
Total Department 411-000 City council				312.00	
Total Fund 101 General				312.00	
Total Vendor SCHWANKE, COREY:				312.00	
Vendor: SEH					
Fund: 101 General					
Department: 414-000 Administration					
101-414-000-400.300	PROFESSIONAL SERVICES	SEH	ENGINEERING SERVICES	967.50	None
Total Department 414-000 Administration				967.50	
Total Fund 101 General				967.50	
Fund: 229 Municipal State Aid					
Department: 000-000					
229-000-000-400.300	PROFESSIONAL SERVICES	SEH	ENGINEERING SERVICES	31,687.32	None
Total Department 000-000				31,687.32	
Total Fund 229 Municipal State Aid				31,687.32	
Fund: 602 Wwtp					
Department: 000-000					
602-000-000-400.300	PROFESSIONAL SERVICES	SEH	ENGINEERING SERVICES	2,524.61	None
Total Department 000-000				2,524.61	
Total Fund 602 Wwtp				2,524.61	
Fund: 612 Airport					
Department: 000-000					
612-000-000-400.300	PROFESSIONAL SERVICES	SEH	ENGINEERING SERVICES	29,280.00	None
Total Department 000-000				29,280.00	

INVOICE DISTRIBUTION REPORT BY VENDOR FOR CITY OF GLENCOE

EXP CHECK RUN DATES 09/07/2026 - 09/08/2026

UNPOSTED

OPEN

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Vendor: SEH					
Fund: 612 Airport					
			Total Fund 612 Airport	29,280.00	
			Total Vendor SEH:	64,459.43	
Vendor: SELL, JODI					
Fund: 101 General					
Department: 411-000 City Council					
101-411-000-400.324	ELECTION JUDGES	SELL, JODI	ELECTION JUDGE	176.00	None
			Total Department 411-000 City Council	176.00	
			Total Fund 101 General	176.00	
			Total Vendor SELL, JODI:	176.00	
Vendor: SHRED-N-GO - 446138					
Fund: 101 General					
Department: 415-000 Finance					
101-415-000-400.200	OFFICE SUPPLIES	SHRED-N-GO - 446138	PAPER SHREDDING	98.60	None
			Total Department 415-000 Finance	98.60	
Department: 421-000 Police					
101-421-000-400.202	ACCESSORIES	SHRED-N-GO - 446138	PAPER SHREDDING	98.60	None
			Total Department 421-000 Police	98.60	
			Total Fund 101 General	197.20	
			Total Vendor SHRED-N-GO - 446138:	197.20	
Vendor: STAR GROUP, L.L.C.					
Fund: 101 General					
Department: 431-000 Street					
101-431-000-400.213	Lubricants & additives	STAR GROUP, L.L.C.	GREASE CART	70.48	None
			Total Department 431-000 Street	70.48	
Department: 452-000 Parks and recreation					
101-452-000-400.404	Equipment repair	STAR GROUP, L.L.C.	OIL AND FILTER	59.59	None
			Total Department 452-000 Parks and recreation	59.59	
			Total Fund 101 General	130.07	
Fund: 602 WWTp					
Department: 000-000					
602-000-000-400.213	Lubricants & additives	STAR GROUP, L.L.C.	OIL	9.69	None
			Total Department 000-000	9.69	
			Total Fund 602 WWTp	9.69	
			Total Vendor STAR GROUP, L.L.C.:	139.76	
Vendor: SUN LIFE					
Fund: 101 General					
Department: 414-000 Administration					
101-414-000-400.131	Health & life insurance	SUN LIFE	DENTAL INSURANCE	418.98	None
			Total Department 414-000 Administration	418.98	

INVOICE DISTRIBUTION REPORT BY VENDOR FOR CITY OF GLENCOE

EXP CHECK RUN DATES 09/07/2026 - 09/08/2026

UNPOSTED
OPEN

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Vendor: SUN LIFE					
Fund: 101 General					
Department: 415-000 Finance					
101-415-000-400.131	Health & life insurance	SUN LIFE	DENTAL INSURANCE	244.02	None
			Total] Department 415-000 Finance	244.02	
Department: 421-000 Police					
101-421-000-400.131	Health & life insurance	SUN LIFE	DENTAL INSURANCE	818.63	None
			Total] Department 421-000 Police	818.63	
Department: 431-000 Street					
101-431-000-400.131	Health & life insurance	SUN LIFE	DENTAL INSURANCE	156.89	None
			Total] Department 431-000 Street	156.89	
Department: 452-000 Parks and recreation					
101-452-000-400.131	Health & life insurance	SUN LIFE	DENTAL INSURANCE	435.79	None
			Total] Department 452-000 Parks and recreation	435.79	
Department: 493-000 Reimbursables					
101-493-000-400.434	REIMBURSABLES	SUN LIFE	DENTAL INSURANCE	245.00	None
			Total] Department 493-000 Reimbursables	245.00	
			Total] Fund 101 General	2,319.31	
Fund: 601 Water					
Department: 000-000					
601-000-000-400.131	Health & life insurance	SUN LIFE	DENTAL INSURANCE	278.90	None
			Total] Department 000-000	278.90	
			Total] Fund 601 Water	278.90	
Fund: 602 WWTp					
Department: 000-000					
602-000-000-400.131	Health & life insurance	SUN LIFE	DENTAL INSURANCE	470.95	None
			Total] Department 000-000	470.95	
			Total] Fund 602 WWTp	470.95	
Fund: 604 City Center					
Department: 000-000					
604-000-000-400.131	Health & life insurance	SUN LIFE	DENTAL INSURANCE	70.04	None
			Total] Department 000-000	70.04	
			Total] Fund 604 City Center	70.04	
Fund: 609 Liquor Store					
Department: 000-000					
609-000-000-400.131	Health & life insurance	SUN LIFE	DENTAL INSURANCE	156.89	None
			Total] Department 000-000	156.89	
			Total] Fund 609 Liquor Store	156.89	
			Total] Vendor SUN LIFE:	3,296.09	

Vendor: THELL, JOHN
Fund: 101 General

INVOICE DISTRIBUTION REPORT BY VENDOR FOR CITY OF GLENCOE

EXP CHECK RUN DATES 09/07/2026 - 09/08/2026

UNPOSTED
OPEN

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Vendor: THELL, JOHN					
Fund: 101 General	Department: 411-000 City Council	THELL, JOHN	ELECTION JUDGE	312.00	None
101-411-000-400.324	ELECTION JUDGES		Total Department 411-000 City Council	312.00	
			Total Fund 101 General	312.00	
			Total Vendor THELL, JOHN:	312.00	
Vendor: THIN BLUE LINE USA					
Fund: 101 General	Department: 421-000 Police	THIN BLUE LINE USA	COINS FOR YOUTH PROGRAM	1,433.50	None
101-421-000-400.210	Operating supplies		Total Department 421-000 Police	1,433.50	
			Total Fund 101 General	1,433.50	
			Total Vendor THIN BLUE LINE USA:	1,433.50	
Vendor: TIMECLOCK PLUS, LLC					
Fund: 101 General	Department: 421-000 Police	TIMECLOCK PLUS, LLC	SCHEDULE	1,400.40	None
101-421-000-400.210	Operating supplies		Total Department 421-000 Police	1,400.40	
			Total Fund 101 General	1,400.40	
			Total Vendor TIMECLOCK PLUS, LLC:	1,400.40	
Vendor: T-MOBILE					
Fund: 101 General	Department: 414-000 Administration	T-MOBILE	CELL PHONE AND IPADS	206.33	None
101-414-000-400.321	TELEPHONE		Total Department 414-000 Administration	206.33	
			CELL PHONE & IPADS	571.79	
			Total Department 421-000 Police	571.79	
Department: 421-000 Police					
101-421-000-400.321	TELEPHONE	T-MOBILE	CELL PHONE AND IPADS	103.14	None
			Total Department 431-000 Street	103.14	
			CELL PHONE AND IPADS	103.14	
			Total Department 452-000 Parks and recreation	103.14	
Department: 431-000 Street					
101-431-000-400.321	TELEPHONE	T-MOBILE	CELL PHONE AND IPADS	984.40	None
			Total Fund 101 General	984.40	
			CELL PHONE AND IPADS	103.14	
			Total Department 000-000	103.14	
Fund: 601 Water					
Department: 000-000	TELEPHONE	T-MOBILE	CELL PHONE AND IPADS	103.14	None
601-000-000-400.321	TELEPHONE		Total Department 000-000	103.14	
			Total Fund 601 Water	103.14	

INVOICE DISTRIBUTION REPORT BY VENDOR FOR CITY OF GLENCOE
EXP CHECK RUN DATES 09/07/2026 - 09/08/2026

UNPOSTED
OPEN

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Vendor: T-MOBILE					
Fund: 602 WWTp					
Department: 000-000					
602-000-000-400.321	TELEPHONE	T-MOBILE	CELL PHONE AND IPADS	154.71	None
			Total Department 000-000	154.71	
			Total Fund 602 WWTp	154.71	
			Total Vendor T-MOBILE:	1,242.25	
Vendor: TRI-COUNTY WATER					
Fund: 101 General					
Department: 431-000 Street					
101-431-000-400.200	Office supplies	TRI-COUNTY WATER	WATER	29.75	None
			Total Department 431-000 Street	29.75	
Department: 493-000 Reimbursables					
101-493-000-400.434	Reimbursables	TRI-COUNTY WATER	WATER	29.75	None
			Total Department 493-000 Reimbursables	29.75	
			Total Fund 101 General	59.50	
			Total Vendor TRI-COUNTY WATER:	59.50	
Vendor: TROJAN TECHNOLOGIES					
Fund: 602 WWTp					
Department: 000-000					
602-000-000-400.231	Collection/distribution sy	TROJAN TECHNOLOGIES	LAMP	5,037.10	None
			Total Department 000-000	5,037.10	
			Total Fund 602 WWTp	5,037.10	
			Total Vendor TROJAN TECHNOLOGIES:	5,037.10	
Vendor: TWISS, ANNE					
Fund: 101 General					
Department: 411-000 City council					
101-411-000-400.324	ELECTION JUDGES	TWISS, ANNE	ELECTION JUDGE	312.00	None
			Total Department 411-000 City council	312.00	
			Total Fund 101 General	312.00	
			Total Vendor TWISS, ANNE:	312.00	
Vendor: UNHINGED PIZZA					
Fund: 101 General					
Department: 411-000 City council					
101-411-000-400.430	Miscellaneous	UNHINGED PIZZA	ELECTION JUDGE MEALS	794.19	None
			Total Department 411-000 City council	794.19	
			Total Fund 101 General	794.19	
Fund: 223 Aquatic Center					
Department: 000-000					
223-000-000-400.502	FOOD EXPENSE	UNHINGED PIZZA	PIZZA	1,222.00	None
			Total Department 000-000	1,222.00	

INVOICE DISTRIBUTION REPORT BY VENDOR FOR CITY OF GLENCOE
EXP CHECK RUN DATES 09/07/2026 - 09/08/2026

UNPOSTED
OPEN

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Vendor: UNHINGED PIZZA					
Fund: 223 Aquatic Center					
			Total Fund 223 Aquatic Center	1,222.00	
			Total Vendor UNHINGED PIZZA:	2,016.19	
Vendor: VERIZON WIRELESS					
Fund: 101 General					
Department: 421-000 Police					
101-421-000-400.321 Telephone		VERIZON WIRELESS	PHONE BILL	1,557.15	None
			Total Department 421-000 Police	1,557.15	
			Total Fund 101 General	1,557.15	
			Total Vendor VERIZON WIRELESS:	1,557.15	
Vendor: WATER CONSERVATION SERVICES,					
Fund: 601 Water					
Department: 000-000					
601-000-000-400.231 Collection/distribution sy WATER CONSERVATION SERVICE LEAK LOCATE				606.73	None
			Total Department 000-000	606.73	
			Total Fund 601 Water	606.73	
			Total Vendor WATER CONSERVATION SERVICES, :	606.73	
Vendor: WINTER, JOHN					
Fund: 101 General					
Department: 411-000 City council					
101-411-000-400.324 ELECTION JUDGES		WINTER, JOHN	ELECTION JUDGE	312.00	None
			Total Department 411-000 City council	312.00	
			Total Fund 101 General	312.00	
			Total Vendor WINTER, JOHN:	312.00	
Vendor: WM. MUELLER & SONS, INC.					
Fund: 101 General					
Department: 431-000 Street					
101-431-000-400.534 Crack fitting/potholes		WM. MUELLER & SONS, INC.	GRAVEL	1,446.05	None
			Total Department 431-000 Street	1,446.05	
			Total Fund 101 General	1,446.05	
Fund: 602 Wwtp					
Department: 000-000					
602-000-000-400.521 Inflow & infiltration		WM. MUELLER & SONS, INC.	ASPHALT MIX	1,186.60	None
			Total Department 000-000	1,186.60	
			Total Fund 602 Wwtp	1,186.60	
			Total Vendor WM. MUELLER & SONS, INC.:	2,632.65	

INVOICE DISTRIBUTION REPORT BY VENDOR FOR CITY OF GLENCOE

EXP CHECK RUN DATES 09/07/2026 - 09/08/2026
UNPOSTED

OPEN

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
-----------	----------------------	-------------	------------------------	--------	-----------------

--- TOTALS BY FUND ---

101	General		66,085.91	
223	Aquatic Center		12,329.67	
225	Cable TV		150.00	
226	Cemetery		22.25	
229	Municipal State Aid		31,687.32	
231	PUBLIC SAFETY AID		920.95	
467	2025 Street Improvement-Hennep		2,179.90	
601	Water		13,404.83	
602	WWTP		31,831.69	
603	Sanitation/Recycling		224.41	
604	City Center		4,159.60	
609	Liquor Store		2,448.12	
612	Airport		31,538.20	
651	Storm Water Management		795.76	
Total For All Funds:			197,778.61	