BIG LAKE FIRE DEPARTMENT - JPB
Regular Meeting Agenda
Tuesday January 06, 2026, 5:00pm

1. <u>Call Meeting to order & Pledge of Allegiance to the United States of America</u>

2. <u>Roll Call</u>

3. <u>Approval of Meeting Agenda</u>

4. <u>Approval of Consent Agenda</u>
   Items on the Consent Agenda are reviewed in total by the Fire Board and may be approved through one motion. Claims and payroll are reviewed by the Fire Chief & town board, prior to payment. All claims are sent in electronic format to the JPB ahead of JPB meeting, for review. Any item on the Consent Agenda may be removed by any Board Member for separate consideration.
   A. Minutes: Regular Board 11/04/2025
   B. Ratify claims & payroll paid 11/01/2025 through 12/31/2025

5. <u>Open Forum</u>:
   Business presented during this time will be limited to 3 minutes per person or one representative from a group. The Board reserves the right to defer any action on business presented during the open forum. State your full name and address, for the record. Keep everything in statement form. The Board reserves the right to defer any action on business presented, during Open Forum. Questions may be submitted in writing for future Board consideration. Once your time is up, any further interaction will be initiated by the Board.

6. <u>Business</u>
   A. IT Services – tabled from November meeting – (discussion/action)

7. <u>Fiscal Report</u>
   A. Financial reports – Treasurer Warneke (discussion/action)

8. <u>Reorganization of Board - Committees</u>
   A. Elect Board Chair (currently Bruce).
   B. Elect Board Vice-Chair (currently Kim).
   C. Consider committee member changes.
      i. Finance (currently Paul, Dean, Deb, Ken, Hannah, Brenda)
      ii. Personnel (currently Bruce, Kim, Hannah, Brenda, Deb)
   D. Set Joint Powers Board meeting dates & times (action)
      *** NOTE: State Elections will be held on Tuesday November 3rd. Recommend November JPB meeting date as 11/10/2026.
   E. Set Finance & Personnel committee meeting dates

9. <u>Chief's Annual Review</u>
   A. MOTION TO CLOSE REGULAR SESSION TO GO TO CLOSED SESSION (action)
      *** Motion to include time session closes
      *** NOTE - STOP THE RECORDER
   <u>CLOSED SESSION protocol</u>
      ***NOTE – RESTART THE RECORDER
      • MOTION TO OPEN THE CLOSED SESSION (action)
      *** Motion to include time session opens

- ANNOUNCE ATTENDEES FOR THE RECORD
  <mark>**NO FORMAL ACTION IS TAKEN BY BOARD DURING CLOSED SESSION</mark>

- MOTION TO CLOSE THE CLOSED SESSION (action)
  *** Motion to include time session closes
  *** NOTE - STOP THE RECORDER

  ***NOTE – RESTART THE RECORDER
- MOTION TO OPEN THE REGULAR SESSION (action)
  *** Motion to include time session opens

10. <u>Appointment to Chief position </u>(action)

11. <u>Adjournment</u>

AGENDA ITEM
Big Lake Fire Board

Prepared By: *Brenda Kimberly-Maas, Clerk*	Meeting Date: *1/6/2026*	☐ *Regular Agenda Item* ☒ *Consent Agenda Item*	Item No. **4A**
Item Description: *Approval of Meeting Minutes: Regular Meeting on 11/04/2025*		**Reviewed By:** *Ken Warneke, Treasurer*	
		Reviewed By: *Becky Guthrie, Deputy Treasurer*	

ACTION REQUESTED
Approve minutes from regular meeting on 11/04/2025

BACKGROUND/DISCUSSION
By approving Consent Agenda item 4A, the Board will approve the Meeting Minutes from the BLFD JPB Regular meeting held on 11/04/2025.

FINANCIAL IMPACT
N/A

RECOMMENDATION
Approve minutes as part of Consent Agenda.

ATTACHMENTS
DRAFT Minutes from BLFD JPB regular meeting held on 11/04/2025.

Big Lake Fire Department • 20243 County Road 43 NW • Big Lake, MN 55309

The Big Lake Fire Board met on Tuesday September 2, 2025, at the Big Lake Fire Department, located at 20243 County Road 43, Big Lake, Sherburne County, State of Minnesota. The meeting was called to order by Board Chair Bruce Aubol at 5:00PM and the Pledge of Allegiance to the United States of America was recited.

Joint Powers Board officials present were Bruce Aubol, Paul Knier, and Kim Noding. Additional attendees included Dalton Keiderling and Paul Ellinger – Orrock Township Supervisors, Chief Seth Hansen, Assistant Chief Mark Hedstrom, Town Clerk Brenda Kimberly-Maas, City Administrator Hanna Klimmek, Town Treasurer Ken Warneke, City Finance Director Deb Wegeleben, and three firefighters. Board member Dean Brenteson was absent.

Approval of Meeting Agenda
Motion/Second to approve the presented agenda by: Noding/Knier. Approved by Aubol, Knier, and Noding. None opposed. Motion carried.

Approval of Consent Agenda
The consent agenda consisted of Regular Meeting Minutes from 09/02/2025; ratification of claims and payroll paid between 08/28/2025 – 10/31/2025 (*claims and payroll were reviewed by the Big Lake Town Board, reviewed and approved by Chief Hansen prior to payment. And were sent to the JPB for review prior to the meeting),* not waiving the statutory tort limits for liability insurance coverage – an individual claimant would be able to recover no more than $500,000 on any claim to which the statutory tort limits apply. The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to $1,500,00.00, adoption of Resolution 2025-06 Accepting Specified Donations totaling $1,589.14, of which $1000.00 is specified for a bulletproof vest and $589.14 are general donations.
Motion to approve the Consent Agenda by: Knier/Noding. Approved by Aubol, Knier, and Noding. None opposed. Motion carried.

Open Forum:
None.

Regular Business

Marco IT cyber-security proposal – tabled in September
At the September 2, 2025, Fire Board meeting, staff was directed to contact Marco Technologies to obtain a quote for IT services if the Big Lake Fire Department (BLFD) were to be added under the City of Big Lake's existing contract.   Staff received a proposal from Marco to provide IT services and equipment deemed necessary to support secure and reliable operations. The proposed Services and Costs include a monthly recurring IT services cost of $1,758.56 per month for a 31-month term, which coincides with the City's current contract. This equates to approximately

$21,600 annually. A 5% annual increase to the budget would be recommended. To obtain email service for the fire department officers would require licenses for the government edition of Microsoft Office 365, the cost of licensure is $6,024 to billed annually. There are two one-time costs. Initial onboarding for the department for $2,500. New equipment would be needed including a Meraki Security gateway, a switch and wireless access point. These items have an estimated 6-year lifespan. Cost of the equipment and labor to install it is $12,803. Total one-time costs would be $15,303. Ongoing IT services and licensing would increase the annual operating budget by $27,624.

Board members reviewed the information and requested additional estimates be obtained for the same services. Clerk Kimberly-Maas will contact other local governing agencies to find out who performs IT and cybersecurity for them. She will use the scope of the Marco proposal as the specifications for additional estimates. Those estimates will be presented to the Board at the January 6, 2026 meeting.

Fire Chief's Annual Evaluation process

One of the annual matters of business conducted during the JPBs January meeting, is the review of the Fire Chief. It is at this review, the Board determines whether to reappoint or not reappoint the existing Fire Chief for another 1-year term. Deb Wegeleben asked if the Board wanted to use the same evaluation form as was used for the previous evaluation and if she should again send out a "360° leadership review" to all fire staff. The 360° leadership review is used to gather feedback specific to the Chief's leadership performance. The questions on the 360° review are ranked on a scale of 1-10 and include subjects such as decision making, valuing members, encourages growth/learning in others, communication skills, and effective leadership/team building. All responses are confidential.

Deb informed the Board, formal job descriptions are anticipated for all the fire officer and member positions, by the end of the year. The current job descriptions only pertain to stipend duties. Once the job descriptions are finalized, the Chief's job description will be attached to the evaluation forms.

The Chief's evaluation process begins with the Board receiving their evaluation forms, which are to be brought with them to the January meeting, distribution of the Fire Chief's 360° review to all fire department personnel. The 360˚ review forms will need to be returned by the due date given and the results will be compiled and emailed to the Fire Board ahead of the January meeting. A closed session will be held during the January meeting, to conduct the Chief's evaluation. It is during the closed session when each Board member will review and discuss their individual evaluation directly with the Chief. At the end of the closed session, all completed evaluations will be returned to the City's HR director (Deb Wegeleben) for secure recordkeeping and inclusion with the Chief's prior annual evaluations. Once the evaluation session is complete, the Board will reopen the meeting to the public and act to either reappoint or not reappoint the existing Fire Chief for a 1-year term, beginning with the passing of reappointment.

Board members reviewed the information presented and decided
 to use the evaluation and review forms and utilize the evaluation process as it was laid out.

Motion/second to utilize the 360˚ review and Board evaluation forms, as well as utilize the evaluation process as was presented by: Knier/Noding. Approved by: Aubol, Knier, Noding. None opposed. Motion carried.

ECHO Data Software

Chief Hansen reminded the Board of one of the concerns noted in the staffing study conducted for the Big Lake Fire Department, was the inability to collect and effectively use comprehensive fire department data. Chief Hansen has been searching for different software to address this issue. ECHO software is a tool developed by a Golden Valley firefighter, to address the same issues as were brought to attention by the staffing study. Such as fire call response times, call locations, call

responders. As well as the ability to inventory and log maintenance of the department's equipment, tools, and gear. The software will transfer the past two years-worth of data from ImageTrend software. Information from IAMResponding and run sheets will continue to be manually entered for future data collection. Each fire fighter will have their own sign on profile to be able to track their call and training percentages. The This software will allow for the identification of call trends in fire district #5 - areas assigned to Big Lake Fire Department, as well as mutual services calls. The data and resulting reports will assist command staff, the fire board, city and township governing bodies in in determining what kind of equipment, training and other resources are needed. And will provide valuable metrics such as response times, overall call statistics, personnel response data, detailed incident records, and more. The software makes accessing this information quickly and accurately allowing the command staff, fire board, city and township officials to make informed, data-driven, objective decisions. The ECHO software requires an initial implementation and annual subscription. The first-year subscription and implementation cost is $9,240. The annual subscription fee is $6,120 beginning the year after implementation, which would need to be added to the annual budget.

Board members discussed the benefits of ECHO versus ImageTrend, the software currently used by the department, which is provided by the State of Minnesota, free of charge. Assistant Chief Hedstrom was asked by member Knier, if he thought the ECHO software would be a valuable tool and responded he hadn't reviewed the software. Therefore, he was unable to give his opinion or input. Board member Knier inquired whether there was money available for the purchase, to which Treasurer Warneke confirmed the department has the funding to allow for the software's purchase and implementation. The 2026 budget includes the software as a budgeted item.

Motion/second to purchase and implement the ECHO software program in the amount of $9,240.00 and maintain the annual subscription in the amount of $6,120.00, with the annual subscription fee to begin the year after the software has been implemented by: Knier/Noding. Approved by: Aubol, Knier, and Noding. None opposed. Motion carried.

Grass/Brush Rig

At the last JPB meeting, it was decided to revisit the discussion regarding the replacement of Grass 16. Grass 16 is currently a 2001 F-350. According to the National Fire Protection Association (NFPA), front-line apparatus should remain in service for no more than 15 years and then serve up to 5 additional years in reserve status. Once an apparatus reaches 25 years of age, it should be retired for safety reasons. Since becoming part of the fire department's fleet, Grass 16 has consistently operated at its maximum payload capacity of 3,670 lbs. Combined with its age, aging pump, and outdated equipment, this poses a potential liability risk. In the event of an injury or fatality, an attorney could argue that the department failed to meet the accepted standard of care by continuing to operate an apparatus beyond its recommended service life and capacity.

The proposed replacement is a new F-350. This truck offers an approximate payload capacity of 4,400 lbs., which aligns with the specifications of the new skid unit (dry weight of 1,050 lbs.) and a 250-gallon water tank adding roughly 2,000 lbs. This increased capacity, along with modern anti-roll and sway control technology, will help mitigate the liability concerns previously identified and enhance overall safety and performance.

In addition to the Ford F-350 bid, which was obtained through Sourcewell, the proposal presented included having the truck outfitted with all the necessary equipment to convert the truck to a fully operational, firefighting grass rig by Guardian Fleet Safety, out of Clear Lake, MN. Assistant Chief Hedstrom obtained all the information for the purchase of the F-350 and outfitting the truck. If the purchase is approved by the City Council and Town Board, Grass 16 will be converted to a command vehicle, which will be used by the Assistant Chief.

Chair Aubol noted the Joint Powers Board had recommended the replacement of Grass 16 in 2023, but the City Council decided against the replacement. Deb Wegeleben, City Finance Director, noted the CIP budget has included the replacement of Grass 16, since 2023. Board member Noding asked how many grass rigs the department has in the fleet. Chief Hansen stated there are two (2)

trucks outfitted as grass rigs and one (1) outfitted as a brush rig. Knier questioned the need for another grass rig but had concerns of liability issues with Grass 16.

Motion/second to recommend the purchase and outfitting of a Ford F-350 as presented in the proposal by: Aubol/Knier. Approved by: Aubol, Knier, and Noding. None opposed. Motion carried.

Brenda Maas, Town Clerk, inquired what will become of the current command 2 vehicle, if the purchase is approved. Chief Hansen stated the current command 2 vehicle would be sold.

Orrock Fire Contract

At the October JPB Finance Committee meeting, committee members discussed the Orrock fire contract and whether the annual contract amount is sufficient to cover the costs to provide services to Orrock residents. It was noted the method of calculating the cost of coverage in the current contract is resulting in reductions of the annual amount paid by Orrock. The contract calculation takes into consideration the department's operating budget, as well as capital depreciation.

Committee members requested payroll information calls of service to Orrock Township – on-scene firefighters only, and bring the data to the Joint Powers Board, for discussion and possible contract revision conversation with Orrock Township.

Town staff compiled information for the calls which they had run sheets and call details. As of 10/14/2025 they had information for 12 of the 18 dispatched calls to Orrock Township - 2 of those calls were cancelled enroute. Payroll costs for the six calls for which runsheets were missing was calculated by using the average cost for on-scene calls, for which data was available. The estimated total payroll cost to serve Orrock Township through 09/30/2025 was $2,377.51.

Deb Wegeleben, City Finance Director, presented information regarding Orrock's contract payment versus cost for service. Orrock's current 2026 annual payment is around $68,000.00. Based on FY2025 actuals, the total cost to provide service, including depreciation, was approximately $29,000 across 18 calls. This equates to the collection of $3,778 per call ($68,000 ÷ 18 calls ≈ $3,778). The cost per call to Orrock – including depreciation is $1,611.00 ($29,000 ÷ 18 ≈ $1,611). Creating an annual surplus to the Department of $39,000.00 ($68,000 − $29,000 = $39,000) or $2,167.00 per call ($3,778 - $1,611 ≈ $2,167). She noted at current call volumes, Orrock is paying well above the Fire Departments full cost to provide service (including payroll, operations, and equipment depreciation). The Fire Department is not subsidizing Orrock under the 2026 contract terms. She added there would need to be more than 48 calls annually to Orrock, before the contract amount paid to the fire department ($68,000) would be less than the cost to provide service.

Some contract options to review with Orrock officials at the annual contract review, done in March: Keep current contract calculations as they are written; Maintain a flat $68,000 annual contract to preserve a cushion for call fluctuations; Consider a base fee + per-call structure with an annual true-up based on actual activity and cost; Include a review clause to adjust the contract if call volume changes by ±20% from the three-year average.

Orrock Supervisors Dalton Keiderling and Paul Ellinger were in attendance and will also be present at the annual review.

Na action required or taken.

SVF-PERA Benefit Level Increase

Chief Hansen was sent the PERA SVF annual report to review and informed the Board the department has a funding percentage of 102.54% at $7000.00 per year of service.

is requesting an increase of $200 dollars per year of service raising it to $7,200.00 per year. The relief association is requesting an increase of $200 dollars per year of service, raising it to $7,200.00 per year. This increase will still leave the Big Lake Fire Departments SVF PERA plan at a funding ration of 100.06%. SVF benefit levels for area departments were provided to the Board for comparison. At $7,000 per year of service, the BLFD SVF benefit level was $800 more than the next

highest benefit level, of area departments. Board members considered the request and decided to increase the benefit level by $100.00 per year of service. Because the fire department is now utilizing PERA SVF for retirement, the decision does not need to receive approval from the City Council or Town Board.

Motion/second to adopt Resolution 2025-07 – Resolution for Benefit Level Increase in te Voluntary Statewide Volunteer Firefighter (SVF) Retirement Plan by $100 per year of service by: Knier/Noding. Approved by Aubol, Knier, and Noding. None opposed. Motion carried.

Lighting upgrades – tabled in September

Chief Hansen reported no other vendors sent estimates for replacement or retrofitting of lighting fixtures in the training room, upstairs offices, and workout area and an additional option to install a new motion sensor in the north bay.

Hometown Electrical Services, LLC provided an estimate to retrofit the existing fixtures at $15,769.20, to install new fixtures at $29,376.80, and the additional work to install a motion sensor in the north bay at $850.

Motion/second to have Hometown Electrical Services, LLC retrofit the existing fixtures to accept LED lighting for $15,769.20 and install a motion sensor in the north bay for $800 by: Knier/Noding. Approved by: Aubol, Knier, Noding. None opposed. Motion carried.

Personnel Policy update

Board members were provided updates to the Personnel Policy which language had been added to reflect the new Minnesota Paid Leave requirements, which take effect January 1, 2026.

Key provisions the Board considered was the contributions to the Minnesota Paid Leave will be made with the fire department paying 50% and the employee paying 50% of the premium. The benefit will run concurrently with other leave benefits that employees are eligible for under local, state, or federal law, including the Family and Medical Leave Act (FMLA) and the Minnesota Women's Economic Security Act (WESA) pregnancy and parenting leave.

Motion/second to adopt language to reflect Minnesota Paid Leave requirement revisions to the BLFD Personnel Policy by: Knier/Noding. Approved by: Aubol, Knier, and Noding. None opposed. Motion carried.

Turnout Room & North Bay Furnaces

Chief Hansen informed the Board the furnace in the turnout room was not working and the one in the north bay is ineffective. He had been told replacement parts are unavailable for the turnout room furnace. Currently the doors to the turnout room are being left open and fans are being used to pull warm air from the truck bays into the room. If the turnout room gets too cold, the water lines in the room may freeze. Orrock Supervisor Owen suggested a mini split could be used in both areas for heat. The Board directed Chief Hansen to contact some HVAC vendors to see what repair or replacement options are available, for heating the two rooms.

Fiscal Update

The financial reports were emailed to Board members in advance of the meeting. Treasurer Warneke reviewed the interim financial report through 10/30/2025. Treasurer Warneke informed the Board, all the budget contributions have been received. He noted payroll continues to be over budget and training is also a bit overspent. The ending balances: general fund $ 325,571.62; donation fund $ 38,404.25, for a total treasury of $ 363,975.87. *Financial Reports are retained as part of the Official Minutes and available in the Clerk's Office.*

Motion/Second to approve Financial Reports by: Knier/Noding. Approved by Aubol, Knier, and Noding. Opposed: None. Motion carried.

<u>Adjournment</u>

      Motion/second to adjourn by: Knier/Noding. All present Board Members Approved. Motion carried. Meeting adjourned at 6:01 PM.

                        Recorded by: Brenda Kimberly-Maas, Town Clerk

Accepted this 6th day of January 2026, by the Big Lake Fire Board.

_____   Attest:_____

Bruce Aubol, Chair   Brenda Kimberly-Maas, Clerk

AGENDA ITEM
Big Lake Fire Board

Prepared By: Brenda Kimberly-Maas, Clerk	Meeting Date: 1/6/2026	☐ **Regular Agenda Item** ☒ **Consent Agenda Item**	Item No. **4B**
Item Description: Ratify claims & payroll paid 11/01/2025 – 12/31/2025		**Reviewed By:** Seth Hansen, Fire Chief	
		Reviewed By: Big Lake Township Board of Supervisors	

ACTION REQUESTED
Approve Consent Agenda item 4B - Ratify claims paid between 11/01/2025 and 12/31/2025.

BACKGROUND/DISCUSSION
Claims and payroll are submitted to the Town of Big Lake – the BLFD fiscal agent. They are reviewed and approved by Chief Hansen and the Big Lake Town Board prior to payment. Once approved the claims and payroll are paid. Claims and payroll are saved electronically and sent to the Big Lake Fire Department Joint Powers Board, prior to the Joint Powers meeting, for review. The claims are ratified by the Big Lake Fire Department Joint Powers Board, as part of the Consent Agenda.

Total Payroll paid between 11/01/2025 and 12/31/2025: **$ 39,070.72**
Total Claims paid between 11/01/2025 and 12/31/2025: **$ 88,200.43**

Total Payroll and Claims paid 11/01/2025 – 12/31/2025: **$ 127,271.15**

FINANCIAL IMPACT
Claims and payroll are paid out of the Big Lake Fire Department's operational budget.

RECOMMENDATION
Approve Consent Agenda item 4B – Ratify payment of claims and payroll processed between 11/01/2025 and 12/31/2025.

ATTACHMENTS
Disbursement Register 11/01/2025 – 12/31/2025

Fund Name: **All Funds**

Date Range: **11/01/2025 To 12/31/2025**

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
11/07/2025	Mark Hedstrom	6038	Duluth Chief's Conference Reimbursements Hotel $416.32 Parking $10.00 Mileage $207.20	N	Fire Administration	100-42210-331-	$ 207.20
		6038			Fire Training	100-42240-210-	$ 10.00
		6038				100-42240-210-	$ 416.32
		Total For Check	**6038**				**$ 633.52**
11/07/2025	Seth Hansen	6039	1 meal Chief conference Duluth	N	Fire Training	100-42240-210-	$ 36.00
		Total For Check	**6039**				**$ 36.00**
11/07/2025	Kiel Ruberg	6040	OPEN HOUSE BREAKFAST - REIMBURSEMENT	N	Fire Prevention	100-42230-210-	$ 56.14
		Total For Check	**6040**				**$ 56.14**
11/07/2025	ACE Solid Waste, Inc.	6041	NOV BILL 1-2 YD w/lock	N	Fire Stations and Buildings	100-42280-384-	$ 144.47
		Total For Check	**6041**				**$ 144.47**
11/07/2025	Amazon Capital Services	6042	OFFICE SUPPLIES REPLENISHING TWP USED SUPPLIES BARRICADE TAPE, CONTACT CLEANER, FIRE HOSE	N	Fire Administration	100-42210-210-	$ 179.25
		6042				100-42210-210-	$ 22.49
		6042				100-42210-210-	$ 56.99
		6042				100-42210-210-	$ 54.63
		6042			Fire Fighting	100-42220-210-	$ 137.97
		6042				100-42220-217-	$ 119.59
		Total For Check	**6042**				**$ 570.92**
11/07/2025	Alex Air Apparatus 2 LLC	6043	SCBA unit adjustments	N	Fire Repair Services	100-42260-406-	$ 150.00
		6043				100-42260-406-	$ 85.00
		Total For Check	**6043**				**$ 235.00**
11/07/2025	City of Big Lake	6044	STATION GENERATOR REPAIRS	N	Fire Stations and Buildings	100-42280-401-	$ 172.12
		6044				100-42280-401-	$ 587.99
		Total For Check	**6044**				**$ 760.11**

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
11/07/2025	CenterPoint Energy	6045	***VOID$160.18***OCT Usage 09/29/2025-10/29/2025	Y	Fire Stations and Buildings	100-42280-383-	$ -
		Total For Check **6045**	$ -				**$ -**
11/07/2025	Holiday Division of Circle K	6046	OCT carwashes 1 @ $5.50 ea	N	Fire Fighting	100-42220-210-	$ 5.50
			CMD1 F150 X 1 CMD2 F350 X 2				
		6046				100-42220-210-	$ 11.00
		Total For Check **6046**					**$ 16.50**
11/07/2025	MacQueen Emergency, LLC.	6047	6' FIRE HOOK	N	Fire Fighting	100-42220-240-	$ 130.00
		Total For Check **6047**					**$ 130.00**
11/07/2025	MHSRC/Range	6048	DrivE School (8) - MAKI, KREBS, KEELER, HAWKES, DIETSCH, CIHLAR, ANDERSON, ROSA	N	Fire Training	100-42240-437-	$ 315.00
		6048				100-42240-437-	$ 315.00
		6048				100-42240-437-	$ 315.00
		6048				100-42240-437-	$ 315.00
		6048				100-42240-437-	$ 315.00
		6048				100-42240-437-	$ 315.00
		6048				100-42240-437-	$ 315.00
		6048				100-42240-437-	$ 315.00
		Total For Check **6048**					**$ 2,520.00**
11/07/2025	Minnesota State Fire Chiefs Associa	6049*	OFCR MBRSHP: CHRISTENSON, DAVIS, HANSEN, HANSON, HEDSTOM, MAXSON, NOVAK, NOVAK	N	Fire Administration	100-42210-433-	$ 572.00
		Total For Check **6049**					**$ 572.00**
11/07/2025	Patriot News MN	6065	2 x 5 Color advert - annual open house	N	Fire Prevention	100-42230-341-	$ 48.86
		6065				100-42230-341-	$ 171.14
		Total For Check **6065**					**$ 220.00**
11/07/2025	Sara Freiday	6066	SEP Fire Hall Cleaning - 5 weeks	N	Fire Stations and Buildings	100-42280-401-	$ 400.00
		Total For Check **6066**					**$ 400.00**
11/07/2025	WEX BANK - CIRCLE K	6067	OCT 7 - NOV 6 FUEL - CIRCLE K	N	Fire Fighting	100-42220-212-	$ 919.32
		Total For Check **6067**					**$ 919.32**

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
11/07/2025	ND CHILD SUPPORT DIVISION	6068	McKinney Child Support Witheld 50% of net payroll 2025 NOV = $450.04 REMIT ID: 966749	N	Fire Fighting	100-42220-103-	$ 450.04
		Total For Check	**6068**				**$ 450.04**
11/07/2025	EFTPS	EFT251112	2025 Q4 PER 1 OCT FEDERAL TAX PAYMENT	N	Fire Fighting	100-42220-103-	$ 1,858.52
		EFT251112				100-42220-122-	$ 1,152.23
		Total For Check	**EFT251112**				**$ 3,010.75**
11/07/2025	Minnesota Department of Revenue	EFT251113	2025 Q4 PER 1 OCT WITHHOLDINGS	N	Fire Fighting	100-42220-103-	$ 514.54
		Total For Check	**EFT251113**				**$ 514.54**
11/12/2025	CenterPoint Energy	6069	$106.18 OCT Usage 09/29/2025-10/29/2025	N	Fire Stations and Buildings	100-42280-383-	$ 106.18
		Total For Check	**6069**				**$ 106.18**
11/14/2025	Payroll Period Ending 10/31/2025	DD2025343	NOVEMBER PAYROLL	N	Fire Fighting	100-42220-103-	$ 280.74
		Total For Check	**DD2025343**				**$ 280.74**
11/14/2025	Payroll Period Ending 10/31/2025	DD2025344	NOVEMBER PAYROLL	N	Fire Fighting	100-42220-103-	$ 620.09
		Total For Check	**DD2025344**				**$ 620.09**
11/14/2025	Payroll Period Ending 10/31/2025	DD2025345	NOVEMBER PAYROLL	N	Fire Fighting	100-42220-103-	$ 253.44
		Total For Check	**DD2025345**				**$ 253.44**
11/14/2025	Payroll Period Ending 10/31/2025	DD2025346	NOVEMBER PAYROLL	N	Fire Fighting	100-42220-103-	$ 729.37
		Total For Check	**DD2025346**				**$ 729.37**
11/14/2025	Payroll Period Ending 10/31/2025	DD2025347	NOVEMBER PAYROLL	N	Fire Fighting	100-42220-103-	$ 647.45
		Total For Check	**DD2025347**				**$ 647.45**
11/14/2025	Payroll Period Ending 10/31/2025	DD2025348	NOVEMBER PAYROLL	N	Fire Fighting	100-42220-103-	$ 389.44
		Total For Check	**DD2025348**				**$ 389.44**
11/14/2025	Payroll Period Ending 10/31/2025	DD2025349	NOVEMBER PAYROLL	N	Fire Fighting	100-42220-103-	$ 842.40
		Total For Check	**DD2025349**				**$ 842.40**
11/14/2025	Payroll Period Ending 10/31/2025	DD2025350	NOVEMBER PAYROLL	N	Fire Fighting	100-42220-103-	$ 316.50
		Total For Check	**DD2025350**				**$ 316.50**

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
11/14/2025	Payroll Period Ending 10/31/2025	DD2025351	NOVEMBER PAYROLL	N	Fire Fighting	100-42220-103-	$ 622.95
	Total For Check	**DD2025351**					**$ 622.95**
11/14/2025	Payroll Period Ending 10/31/2025	DD2025352	NOVEMBER PAYROLL	N	Fire Fighting	100-42220-103-	$ 326.37
	Total For Check	**DD2025352**					**$ 326.37**
11/14/2025	Payroll Period Ending 10/31/2025	DD2025353	NOVEMBER PAYROLL	N	Fire Fighting	100-42220-103-	$ 1,434.99
	Total For Check	**DD2025353**					**$ 1,434.99**
11/14/2025	Payroll Period Ending 10/31/2025	DD2025354	NOVEMBER PAYROLL	N	Fire Fighting	100-42220-103-	$ 858.12
	Total For Check	**DD2025354**					**$ 858.12**
11/14/2025	Payroll Period Ending 10/31/2025	DD2025355	NOVEMBER PAYROLL	N	Fire Fighting	100-42220-103-	$ 136.47
	Total For Check	**DD2025355**					**$ 136.47**
11/14/2025	Payroll Period Ending 10/31/2025	DD2025356	NOVEMBER PAYROLL	N	Fire Fighting	100-42220-103-	$ 542.57
	Total For Check	**DD2025356**					**$ 542.57**
11/14/2025	Payroll Period Ending 10/31/2025	DD2025357	NOVEMBER PAYROLL	N	Fire Fighting	100-42220-103-	$ 1,253.24
	Total For Check	**DD2025357**					**$ 1,253.24**
11/14/2025	Payroll Period Ending 10/31/2025	DD2025358	NOVEMBER PAYROLL	N	Fire Fighting	100-42220-103-	$ 365.40
	Total For Check	**DD2025358**					**$ 365.40**
11/14/2025	Payroll Period Ending 10/31/2025	DD2025359	NOVEMBER PAYROLL	N	Fire Fighting	100-42220-103-	$ 505.87
	Total For Check	**DD2025359**					**$ 505.87**
11/14/2025	Payroll Period Ending 10/31/2025	DD2025360	NOVEMBER PAYROLL	N	Fire Fighting	100-42220-103-	$ 403.64
	Total For Check	**DD2025360**					**$ 403.64**
11/14/2025	Payroll Period Ending 10/31/2025	DD2025361	NOVEMBER PAYROLL	N	Fire Fighting	100-42220-103-	$ 611.07
	Total For Check	**DD2025361**					**$ 611.07**
11/14/2025	Payroll Period Ending 10/31/2025	DD2025362	NOVEMBER PAYROLL	N	Fire Fighting	100-42220-103-	$ 580.20
	Total For Check	**DD2025362**					**$ 580.20**
11/14/2025	Payroll Period Ending 10/31/2025	DD2025363	NOVEMBER PAYROLL	N	Fire Fighting	100-42220-103-	$ 403.64
	Total For Check	**DD2025363**					**$ 403.64**
11/14/2025	Payroll Period Ending 10/31/2025	DD2025364	NOVEMBER PAYROLL	N	Fire Fighting	100-42220-103-	$ 328.99
	Total For Check	**DD2025364**					**$ 328.99**
11/14/2025	Payroll Period Ending 10/31/2025	DD2025365	NOVEMBER PAYROLL	N	Fire Fighting	100-42220-103-	$ 593.24

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
		Total For Check	**DD2025365**				**$ 593.24**
11/14/2025	Payroll Period Ending 10/31/2025	DD2025366	NOVEMBER PAYROLL	N	Fire Fighting	100-42220-103-	$ 450.04
		Total For Check	**DD2025366**				**$ 450.04**
11/14/2025	Payroll Period Ending 10/31/2025	DD2025367	NOVEMBER PAYROLL	N	Fire Fighting	100-42220-103-	$ 1,011.71
		Total For Check	**DD2025367**				**$ 1,011.71**
11/14/2025	Payroll Period Ending 10/31/2025	DD2025368	NOVEMBER PAYROLL	N	Fire Fighting	100-42220-103-	$ 748.18
		Total For Check	**DD2025368**				**$ 748.18**
11/14/2025	Payroll Period Ending 10/31/2025	DD2025369	NOVEMBER PAYROLL	N	Fire Fighting	100-42220-103-	$ 374.68
		Total For Check	**DD2025369**				**$ 374.68**
11/14/2025	Payroll Period Ending 10/31/2025	DD2025370	NOVEMBER PAYROLL	N	Fire Fighting	100-42220-103-	$ 611.56
		Total For Check	**DD2025370**				**$ 611.56**
11/14/2025	Payroll Period Ending 10/31/2025	DD2025371	NOVEMBER PAYROLL	N	Fire Fighting	100-42220-103-	$ 1,057.49
		Total For Check	**DD2025371**				**$ 1,057.49**
11/14/2025	Payroll Period Ending 10/31/2025	DD2025372	NOVEMBER PAYROLL	N	Fire Fighting	100-42220-103-	$ 151.89
		Total For Check	**DD2025372**				**$ 151.89**
11/14/2025	Payroll Period Ending 10/31/2025	DD2025373	NOVEMBER PAYROLL	N	Fire Fighting	100-42220-103-	$ 1,074.60
		Total For Check	**DD2025373**				**$ 1,074.60**
11/14/2025	Payroll Period Ending 10/31/2025	DD2025374	NOVEMBER PAYROLL	N	Fire Fighting	100-42220-103-	$ 353.46
		Total For Check	**DD2025374**				**$ 353.46**
11/14/2025	Payroll Period Ending 10/31/2025	DD2025375	NOVEMBER PAYROLL	N	Fire Fighting	100-42220-103-	$ 367.94
		Total For Check	**DD2025375**				**$ 367.94**
11/14/2025	Payroll Period Ending 10/31/2025	DD2025376	NOVEMBER PAYROLL	N	Fire Fighting	100-42220-103-	$ 748.70
		Total For Check	**DD2025376**				**$ 748.70**
11/17/2025	Elan Financial Services	6070*	MH($1262.18); SH ($2024.60); KW($1849.74) Sortly, Ofc 365, E1 rescu tool batts	N	Fire Administration	100-42210-219-	$ 483.18
		6070*				100-42210-219-	$ 149.00
		6070*				100-42210-321-	$ 167.66
		6070*				100-42210-322-	$ 84.08
		6070*			Fire Prevention	100-42230-210-2	$ 415.00
		6070*				100-42230-210-2	$ 1,583.95

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
		6070*				100-42230-331-2	$ 14.05
		6070*			Fire Training	100-42240-210-	$ 41.59
		6070*				100-42240-331-	$ 25.48
		6070*				100-42240-331-	$ 1,237.53
		6070*			Fire Repair Services	100-42260-406-	$ 630.00
		6070*			Fire Prevention	210-42230-210-2	$ 305.00
	Total For Check	**6070**					**$ 5,136.52**
11/17/2025	Professional Turf & Renovation, Inc	6071	2025 Fertilization & Weed control - 2 applications	N	Fire Stations and Buildings	100-42280-438-	$ 820.00
	Total For Check	**6071**					**$ 820.00**
11/17/2025	Sara Freiday	6072	OCT Fire Hall Cleaning - 5 weeks Extra claening for Fire Prevention open house	N	Fire Stations and Buildings	100-42280-401-	$ 400.00
	Total For Check	**6072**					**$ 400.00**
11/17/2025	SPECTRUM -Charter Communications	6073	11/11/25-12/10/2025 Cable & Internet	N	Fire Administration	100-42210-321-	$ 161.45
	Total For Check	**6073**					**$ 161.45**
11/17/2025	Three Sons Hardware, LLC	6074	MARKING PAINT FOR OPEN HOUSE	N	Fire Prevention	100-42230-210-2	$ 26.97
	Total For Check	**6074**					**$ 26.97**
11/17/2025	A-1 Concrete Leveling	6076	Raise sidewalk outside of turnout room and conference room doors.	N	Fire Stations and Buildings	100-42280-220-	$ 700.00
	Total For Check	**6076**					**$ 700.00**
11/24/2025	Connexus Energy	6077	OCT 11 - NOV 12 2025 Usage Station = $399.86 Lift = $54.61	N	Fire Stations and Buildings	100-42280-381-	$ 399.86
		6077				100-42280-381-	$ 54.58
	Total For Check	**6077**					**$ 454.44**
11/24/2025	Kirvida Fire	6078	ANNUAL PUMP TESTING TEND15, TEND2, ENG22, TWR1	N	Fire Repair Services	100-42260-406-	$ 595.23
		6078				100-42260-406-	$ 608.43
		6078				100-42260-406-	$ 568.83
		6078				100-42260-406-	$ 538.18
	Total For Check	**6078**					**$ 2,310.67**

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
11/24/2025	MacQueen Emergency, LLC.	6079	TWR 1 CUBBY COMPARTMENTS	N	Fire Repair Services	100-42260-406-	$ 301.68
		Total For Check **6079**					**$ 301.68**
11/24/2025	MacQueen Emergency, LLC.	6080	ENGINE 22 REPAIRS FROM ACCIDENT. WILL BE REIMBURSED BY LMCIT LESS $2500.00	N	Special Items	100-49370-361-	$ 2,500.00
		6080			Reimburseable Disbursements	100-49399-810-	$ 15,796.99
		Total For Check **6080**					**$ 18,296.99**
11/24/2025	O'Reilly / First Call	6081	4 Gallons DEF @ $15.99/ea	N	Fire Repair Services	100-42260-221-	$ 63.96
		Total For Check **6081**					**$ 63.96**
11/24/2025	T-Mobile	6082	OCT 11 2025 - NOV 10 2025 monthly connection charge	N	Fire Communication	100-42250-323-	$ 173.43
		Total For Check **6082**					**$ 173.43**
11/26/2025	OLD NATIONAL BANK	EFT251124	DIRECT DEPOSIT MONTHLY SERVICE FEE SEP (34 "CHECKS") ONPOINTE = $23 DD PROCESSING = $20	N	Fire Administration	100-42210-310-	$ 23.00
		EFT251124				100-42210-310-	$ 20.00
		Total For Check **EFT251124**					**$ 43.00**
12/02/2025	ACE Solid Waste, Inc.	6084	DEC BILL 1-2 YD w/lock ADDN'L FEES OVERAGE $60 & XTRA YDS $40 (OPEN HOUSE CLEANUP)	N	Fire Stations and Buildings	100-42280-384-	$ 60.00
		6084				100-42280-384-	$ 40.00
		6084				100-42280-384-	$ 123.48
		6084				100-42280-384-	$ 37.99
		Total For Check **6084**					**$ 261.47**
12/02/2025	Minnesota State Fire Chiefs Associa	6085	MSFCA 2025 CONFERENCE - DULUTH J.NOVAK	N	Fire Training	100-42240-437-	$ 425.00
		Total For Check **6085**					**$ 425.00**
12/02/2025	EFTPS	EFT251211	2025 Q4 PER 2 NOV FEDERAL TAX PAYMENT	N	Fire Fighting	100-42220-103-	$ 2,595.04
		EFT251211				100-42220-122-	$ 1,814.83

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
		Total For Check	**EFT251211**				**$ 4,409.87**
12/02/2025	Minnesota Department of Revenue	EFT251212	2025 Q4 PER 2 NOV WITHHOLDINGS	N	Fire Fighting	100-42220-103-	$ 681.99
		Total For Check	**EFT251212**				**$ 681.99**
12/10/2025	Elan Financial Services	6083	MH($518.94); SH ($0.00); KW($0.00) Postage, stamps, pizza(11/22 compost fire), Sortly	N	Fire Administration	100-42210-210-	$ 324.99
		6083				100-42210-219-	$ 149.00
		6083				100-42210-322-	$ 29.35
		6083				100-42210-322-	$ 15.60
		Total For Check	**6083**				**$ 518.94**
12/10/2025	League of Minnesota Cities Trust WC	6086	2026 WORK COMP PREMIUM	N	Fire Fighting	100-42220-151-	$ 31,000.00
		Total For Check	**6086**				**$ 31,000.00**
12/10/2025	MacQueen Emergency, LLC.	6087	McKinney turnout gear name patch (2) & helmet name badge	N	Fire Fighting	100-42220-218-	$ 134.32
		6087				100-42220-218-	$ 75.99
		Total For Check	**6087**				**$ 210.31**
12/10/2025	ND CHILD SUPPORT DIVISION	6088	McKinney Child Support Witheld 50% of net payroll 2025 DEC = $303.88 REMIT ID: 966749	N	Fire Fighting	100-42220-103-	$ 303.88
		Total For Check	**6088**				**$ 303.88**
12/10/2025	Northern Mechanical Solutions	6089	Evaluate and repair furnaces in turnout room and nowthwest bay	N	Fire Stations and Buildings	100-42280-401-	$ 3,375.42
		Total For Check	**6089**				**$ 3,375.42**
12/10/2025	WEX BANK - CIRCLE K	6090	NOV 7 - DEC 6 FUEL - CIRCLE K	N	Fire Fighting	100-42220-212-	$ 1,460.08
		Total For Check	**6090**				**$ 1,460.08**
12/15/2025	Payroll Period Ending 11/30/2025	DD2025377	DECEMBER PAYROLL	N	Fire Fighting	100-42220-103-	$ 251.20
		Total For Check	**DD2025377**				**$ 251.20**
12/15/2025	Payroll Period Ending 11/30/2025	DD2025378	DECEMBER PAYROLL	N	Fire Fighting	100-42220-103-	$ 783.27

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
	Total For Check	**DD2025378**					**$ 783.27**
12/15/2025	Payroll Period Ending 11/30/2025	DD2025379	DECEMBER PAYROLL	N	Fire Fighting	100-42220-103-	$ 136.47
	Total For Check	**DD2025379**					**$ 136.47**
12/15/2025	Payroll Period Ending 11/30/2025	DD2025380	DECEMBER PAYROLL	N	Fire Fighting	100-42220-103-	$ 566.87
	Total For Check	**DD2025380**					**$ 566.87**
12/15/2025	Payroll Period Ending 11/30/2025	DD2025381	DECEMBER PAYROLL	N	Fire Fighting	100-42220-103-	$ 861.91
	Total For Check	**DD2025381**					**$ 861.91**
12/15/2025	Payroll Period Ending 11/30/2025	DD2025382	DECEMBER PAYROLL	N	Fire Fighting	100-42220-103-	$ 361.05
	Total For Check	**DD2025382**					**$ 361.05**
12/15/2025	Payroll Period Ending 11/30/2025	DD2025383	DECEMBER PAYROLL	N	Fire Fighting	100-42220-103-	$ 1,017.86
	Total For Check	**DD2025383**					**$ 1,017.86**
12/15/2025	Payroll Period Ending 11/30/2025	DD2025384	DECEMBER PAYROLL	N	Fire Fighting	100-42220-103-	$ 559.83
	Total For Check	**DD2025384**					**$ 559.83**
12/15/2025	Payroll Period Ending 11/30/2025	DD2025385	DECEMBER PAYROLL	N	Fire Fighting	100-42220-103-	$ 373.43
	Total For Check	**DD2025385**					**$ 373.43**
12/15/2025	Payroll Period Ending 11/30/2025	DD2025386	DECEMBER PAYROLL	N	Fire Fighting	100-42220-103-	$ 228.45
	Total For Check	**DD2025386**					**$ 228.45**
12/15/2025	Payroll Period Ending 11/30/2025	DD2025387	DECEMBER PAYROLL	N	Fire Fighting	100-42220-103-	$ 1,055.63
	Total For Check	**DD2025387**					**$ 1,055.63**
12/15/2025	Payroll Period Ending 11/30/2025	DD2025388	DECEMBER PAYROLL	N	Fire Fighting	100-42220-103-	$ 976.93
	Total For Check	**DD2025388**					**$ 976.93**
12/15/2025	Payroll Period Ending 11/30/2025	DD2025389	DECEMBER PAYROLL	N	Fire Fighting	100-42220-103-	$ 233.94
	Total For Check	**DD2025389**					**$ 233.94**
12/15/2025	Payroll Period Ending 11/30/2025	DD2025390	DECEMBER PAYROLL	N	Fire Fighting	100-42220-103-	$ 572.72
	Total For Check	**DD2025390**					**$ 572.72**
12/15/2025	Payroll Period Ending 11/30/2025	DD2025391	DECEMBER PAYROLL	N	Fire Fighting	100-42220-103-	$ 856.76
	Total For Check	**DD2025391**					**$ 856.76**
12/15/2025	Payroll Period Ending 11/30/2025	DD2025392	DECEMBER PAYROLL	N	Fire Fighting	100-42220-103-	$ 450.27

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
	Total For Check	**DD2025392**					**$ 450.27**
12/15/2025	Payroll Period Ending 11/30/2025	DD2025393	DECEMBER PAYROLL	N	Fire Fighting	100-42220-103-	$ 212.14
	Total For Check	**DD2025393**					**$ 212.14**
12/15/2025	Payroll Period Ending 11/30/2025	DD2025394	DECEMBER PAYROLL	N	Fire Fighting	100-42220-103-	$ 503.03
	Total For Check	**DD2025394**					**$ 503.03**
12/15/2025	Payroll Period Ending 11/30/2025	DD2025395	DECEMBER PAYROLL	N	Fire Fighting	100-42220-103-	$ 678.96
	Total For Check	**DD2025395**					**$ 678.96**
12/15/2025	Payroll Period Ending 11/30/2025	DD2025396	DECEMBER PAYROLL	N	Fire Fighting	100-42220-103-	$ 627.24
	Total For Check	**DD2025396**					**$ 627.24**
12/15/2025	Payroll Period Ending 11/30/2025	DD2025397	DECEMBER PAYROLL	N	Fire Fighting	100-42220-103-	$ 460.43
	Total For Check	**DD2025397**					**$ 460.43**
12/15/2025	Payroll Period Ending 11/30/2025	DD2025398	DECEMBER PAYROLL	N	Fire Fighting	100-42220-103-	$ 190.47
	Total For Check	**DD2025398**					**$ 190.47**
12/15/2025	Payroll Period Ending 11/30/2025	DD2025399	DECEMBER PAYROLL	N	Fire Fighting	100-42220-103-	$ 693.09
	Total For Check	**DD2025399**					**$ 693.09**
12/15/2025	Payroll Period Ending 11/30/2025	DD2025400	DECEMBER PAYROLL	N	Fire Fighting	100-42220-103-	$ 303.88
	Total For Check	**DD2025400**					**$ 303.88**
12/15/2025	Payroll Period Ending 11/30/2025	DD2025401	DECEMBER PAYROLL	N	Fire Fighting	100-42220-103-	$ 484.01
	Total For Check	**DD2025401**					**$ 484.01**
12/15/2025	Payroll Period Ending 11/30/2025	DD2025402	DECEMBER PAYROLL	N	Fire Fighting	100-42220-103-	$ 1,024.51
	Total For Check	**DD2025402**					**$ 1,024.51**
12/15/2025	Payroll Period Ending 11/30/2025	DD2025403	DECEMBER PAYROLL	N	Fire Fighting	100-42220-103-	$ 680.54
	Total For Check	**DD2025403**					**$ 680.54**
12/15/2025	Payroll Period Ending 11/30/2025	DD2025404	DECEMBER PAYROLL	N	Fire Fighting	100-42220-103-	$ 768.37
	Total For Check	**DD2025404**					**$ 768.37**
12/15/2025	Payroll Period Ending 11/30/2025	DD2025405	DECEMBER PAYROLL	N	Fire Fighting	100-42220-103-	$ 867.02
	Total For Check	**DD2025405**					**$ 867.02**
12/15/2025	Payroll Period Ending 11/30/2025	DD2025406	DECEMBER PAYROLL	N	Fire Fighting	100-42220-103-	$ 191.94

Date	Vendor		Check #	Description	Void	Account Name	F-A-O-P	Total
		Total For Check	**DD2025406**					**$ 191.94**
12/15/2025	Payroll Period Ending 11/30/2025		DD2025407	DECEMBER PAYROLL	N	Fire Fighting	100-42220-103-	$ 986.32
		Total For Check	**DD2025407**					**$ 986.32**
12/15/2025	Payroll Period Ending 11/30/2025		DD2025408	DECEMBER PAYROLL	N	Fire Fighting	100-42220-103-	$ 138.39
		Total For Check	**DD2025408**					**$ 138.39**
12/15/2025	Payroll Period Ending 11/30/2025		DD2025409	DECEMBER PAYROLL	N	Fire Fighting	100-42220-103-	$ 276.77
		Total For Check	**DD2025409**					**$ 276.77**
12/15/2025	Payroll Period Ending 11/30/2025		DD2025410	DECEMBER PAYROLL	N	Fire Fighting	100-42220-103-	$ 748.70
		Total For Check	**DD2025410**					**$ 748.70**
12/17/2025	SPECTRUM -Charter Communications		5967	12/11/25-01/10/2026 Cable & Internet	N	Fire Administration	100-42210-321-	$ 161.45
		Total For Check	**5967**					**$ 161.45**
12/22/2025	CenterPoint Energy		6091	NOV Usage $847.04 10/30/2025-12/01/2025	N	Fire Stations and Buildings	100-42280-383-	$ 847.04
		Total For Check	**6091**					**$ 847.04**
12/22/2025	Heiman, Inc.		6092	1/2" - 200' Access rope RED/YLW 7/16" 600' water resc rope YLW/BLU	N	Fire Fighting	100-42220-240-	$ 1,224.00
			6092				100-42220-240-	$ 736.00
		Total For Check	**6092**					**$ 1,960.00**
12/22/2025	Sara Freiday		6093	NOV Fire Hall Cleaning - 4 weeks Extra claening for Fire Prevention open house	N	Fire Stations and Buildings	100-42280-401-	$ 350.00
		Total For Check	**6093**					**$ 350.00**
12/22/2025	City of Big Lake		6094	NOVEMBER WATER USAGE WATER 3,382 gallons SEWER 3,382 gallons	N	Fire Stations and Buildings	100-42280-382-	$ 68.58
		Total For Check	**6094**					**$ 68.58**
12/22/2025	Connexus Energy		6095	NOV 11 - DEC 12 2025 Usage Station = $513.27 Lift = $53.50	N	Fire Stations and Buildings	100-42280-381-	$ 513.27
			6095				100-42280-381-	$ 53.50

Date	Vendor		Check #	Description	Void	Account Name	F-A-O-P	Total
		Total For Check	**6095**					**$ 566.77**
12/22/2025	Majestic Creations		6096	locker tag (1), mail tag (1), accountability tag (4) M. MCKINNEY	N	Fire Fighting	100-42220-210-	$ 18.24
			6096				100-42220-210-	$ 25.00
			6096				100-42220-218-	$ 18.20
		Total For Check	**6096**					**$ 61.44**
12/22/2025	Streicher's		6097	SHIRT w/ Flag	N	Fire Fighting	100-42220-218-	$ 74.99
			6097				100-42220-218-	$ 2.99
		Total For Check	**6097**					**$ 77.98**
12/22/2025	T-Mobile		6098	NOV 11 2025 - DEC 10 2025 monthly connection charge	N	Fire Communication	100-42250-323-	$ 173.43
		Total For Check	**6098**					**$ 173.43**
12/22/2025	SPECTRUM -Charter Communications		6099	12/11/25-01/10/2026 Cable & Internet	N	Fire Administration	100-42210-321-	$ 161.45
		Total For Check	**6099**					**$ 161.45**
12/22/2025	OLD NATIONAL BANK		EFT251219	DIRECT DEPOSIT MONTHLY SERVICE FEE NOV (34 "CHECKS") ONPOINTE = $23 DD PROCESSING = $20	N	Fire Administration	100-42210-310-	$ 23.00
			EFT251219				100-42210-310-	$ 20.00
		Total For Check	**EFT251219**					**$ 43.00**
12/23/2025	Emergency Services Marketing Corp.,		6100	07/06/2025-07/05/2026 IamResponding - 1 yr contract $899	N	Fire Communication	100-42250-323-	$ 899.00
		Total For Check	**6100**					**$ 899.00**
Total For Selected Checks								**$ 127,320.54**

AGENDA ITEM
Big Lake Fire Board

Prepared By: Brenda Maas, Town Clerk	Meeting Date: 1/6/2026	☒ **Regular Agenda Item** ☐ **Consent Agenda Item**	Item No. **6A**
Item Description: Cyber-Security and Managed IT Service solutions for BLFD		**Reviewed By:** Becky Guthrie, Deputy Treasurer	
		Reviewed By:	

ACTION REQUESTED
Discuss and provide direction on cyber-security and managed IT Service solutions for BLFD.

BACKGROUND/DISCUSSION
The League of Minnesota Cities sent a cyber security survey which prompted staff to acquire proposals to protect BLFD computing equipment.
The city's service provider sent a proposal, and the Board requested additional proposals be sought.

One of the additional vendors contacted, made a site visit to assist with completing a service proposal While there, he reviewed the current status of the department's computer protection. He used the LMCIT survey in his review and provided his analysis to staff.
The results of his analysis are as follows:

- Does the member have a physical firewall between the internet and the city's network?
  Yes, there is a Cisco Small Business RV042G in place, and a planned upgrade to a Fortinet Fortigate 40F firewall.

- Does the member update anti-virus / malware software monthly?
  Yes, current AV is Microsoft Defender, and it is set to update automatically. MS updates usually occur on the 2nd Tuesday of the month, more often is needed.

- Does the member perform updates for operating system (e.g. Windows) software monthly?
  Yes, Windows 11 automatic updates are enabled. MS updates are usually released on the 2nd Tuesday of the month, more often is needed.

- Does the member enable automatic updates for operating system and antivirus software?
  Yes, as stated above, automatic updates for both the operating system and antivirus are enabled.

If additional protection is desired, the following estimates are being presented for Board consideration.

IT Services – Quotes for Fire Department
Staff used information from the first estimate to obtain two additional proposals to provide Managed IT Services deemed necessary to support secure and reliable operations. Fire department staff has purchased a firewall which will be installed for protective measures.

Staff requested Office 365 G3 & Office email only licenses as part of an addendum, which includes acquiring a domain and setting up users and email accounts.

An additional addendum was requested for setting up the recently purchased equipment (PCs & firewall).

This will allow the board to choose what they want to implement as ala carte options.

Addendum #1: Domain acquisition for email accounts, conversion of current Microsoft Office licenses to Microsoft 365 Government (G3), Microsoft 365 email licenses, set up new email accounts for FD members, train site administrators on Office 365 user/email management, link sharing, permissions, and documentation for future reference.

Addendum #2: Set up FD purchased firewall and computers, load software used on new computers including Office 365, A/V, FD specific (Echo), other (Adobe) and connect them to the network.

Providers and Estimates

Marco

- Monthly Recurring IT Services: $1,632.56 per month or $21,600 annually- 31-month term to coincide with the City's current contract. Staff would recommend budgeting a 5% annual increase per terms of the contract.
  - o Amplify IT Base Bundle Includes Up To 7 Users : support teams, business & equip strategic reviews, monitoring, patching, cyber security tools.
  - o Microsoft License Fees:
    - ▪ Microsoft 365 hosted business basic licenses (email only) – $30 per license/per month
      - $ 750 per month or $9,000 annually.

  TOTAL RECURRING COSTS: Approximately **$ 2,382.56 per month** or **$28,590.72 annually.**

- One-Time Costs:
  - o Onboarding of new managed site – $2,500
  - o Equipment and labor – $12,803
    - ▪ Includes Meraki Security Gateway, Switch, and Wireless Access Point (estimated 6-year lifespan)

  TOTAL ONE-TIME COSTS: $ 15,303

Your Computer Hero

- Monthly Recurring IT Services costs:
  - o Essential Plus Service Plan: cyber-security, anti-virus, email filter, anti-ransomware, dark web monitoring, BullPhish email training, patch management, remote assistance. (computers)
    - ▪ $ 720.00 per month. Equivalent to approximately $8,640 annually.
  - o Ninja-mobile device monitoring (iPads & mini-workstations):
    - ▪ $ 27.45 per month. Equivalent to approximately $329 annually.
  - o Microsoft License Fees:
    - ▪ Microsoft 365 Government (G3) – 5 licenses
      - $ 212.50 per month. Equivalent to approximately $2,250
    - ▪ Microsoft 365 hosted business basic licenses (email only) – 29 licenses $7.25 per license/per month.
      - $ 210.25 per month. Equivalent to approximately $2,523 annually.

  TOTAL RECURRING COSTS: Approximately **$1,170.20 per month** or **$14,042.40 annually**.

- One-Time Costs:
  - o Addendum #1: domain acquisition & email setup – $680
  - o Addendum #2: new hardware set up – $1,600

  TOTAL ONE-TIME COSTS: $2,280

NetVPro

- Monthly Recurring IT Services costs for 6 devices
  - Managed Service Plan **includes tech time**: help desk, network, endpoint, security, training
    - $ 660 per month or $ 7,920 annually.
  - Managed Service Plan **NO tech time**: help desk, network, endpoint, security, training
    - $ 330 per month or $ 3,960 annually.
  - Microsoft licenses365 Government (G3) & Microsoft 365 hosted business basic licenses (email only) *** Microsoft License Fees are not included in NetVPro services. Company would facilitate acquisition of needed licenses.***

TOTAL RECURRING COSTS - INCL TECH TIME: $660 OR $7,290 annually.
                    NO TECH TIME: $330 per month OR $3,960 annually.

*** DOES NOT INCLUDE MICROSOFT LICENSES – see attachment for typical pricing***

- One-Time Costs:
  - Addendum #1: domain acquisition & email setup – $2,400
  - Addendum #2: new hardware set up – $ 2,500

TOTAL ONE-TIME COSTS: $ 4,900

FINANCIAL IMPACT
The total one-time and recurring costs vary between vendors.
One-time costs between $2,280 and $15,303.
Recurring costs between $3,960 and $28,590.72 for ongoing IT services and licensing.

ALTERNATIVES
Stay with Microsoft provided cyber security tools and gmail accounts for FD.
Ala Carte some services.

ATTACHMENTS
Cyber security survey
Microsoft Office License Matrix included for approximating costs
Marco proposal
Your Computer Hero proposal
NetVPro proposal

Cyber Security

Municipal First Party Cyber Coverage

	Response	Comments
The standard limit for first party cyber coverage is $250,000 annual aggregate, but members can increase this limit to $500,000 for an additional premium charge. Does the city want to increase the limit?	Yes ○ No ●	

Cyber security survey

Who is the member's primary responsible party for cyber security?

a. Name

b. Title

c. Email

	Response	Comments
Does the member conduct cybersecurity awareness training for all employees at least annually?	Yes ○ No ●	
Does the member have a computer use policy that outlines use of personal computing devices, data storage locations, and data security access? <u>Computer and network loss control</u>	Yes ○ No ●	
Does the member have a physical firewall between the Internet and the city's network?	Yes ○ No ●	
Does the member update anti-virus / malware software monthly?	Yes ○ No ●	
Does the member perform updates for operating system (e.g. Windows) software monthly?	Yes ○ No ●	
Does the member enable automatic updates for operating system and anti-virus software?	Yes ○ No ●	

Dimension	G1 (Office 365 Gov)	G3 (Office 365 Gov)	G5 (Office 365 Gov)
Typical public price (GCC)	≈ 10.00 USD user/month, annual commitment. o365cloudexperts	≈ 23.00 USD user/month, annual commitment. o365cloudexperts	≈ 38.00 USD user/month list; some resellers advertise ≈ 36–37 USD/month. o365cloudexperts+1
Office apps	Web/mobile only; no desktop Office. agileit+2	Full desktop, web, and mobile apps (Word, Excel, PowerPoint, etc.). agileit+1	Same full desktop, web, and mobile apps as G3. agileit+1
Exchange Online mailbox	50 GB mailbox per user. agileit+2	100 GB mailbox plus archive mailbox. agileit+1	100 GB mailbox plus advanced mail/security features. agileit+1
OneDrive storage	1 TB per user. agileit+2	1–5+ TB per user, effectively "unlimited" at scale. o365cloudexperts+1	Same storage scale as G3. o365cloudexperts
Teams, SharePoint, collaboration	Teams, SharePoint, and OneDrive included for meetings and file sharing. learn.microsoft+2	Included; supports richer meeting/webinar and collaboration scenarios. agileit	Included; adds more advanced meeting, analytics, and compliance integrations. agileit+1
DLP and compliance	Basic/limited DLP and eDiscovery. learn.microsoft+1	Enhanced DLP across email and files plus advanced eDiscovery. agileit+1	Most advanced compliance set (eDiscovery with analytics, insider risk, info barriers, etc.). agileit+1
Advanced security / Defender	Not included by default; available as add-on. agileit+1	Still largely add-on; G3 itself does not bundle full Defender suite. agileit+1	Includes Defender for Office 365 and broader advanced threat protection capabilities. agileit+2
Overall positioning	Entry: web-only apps and core services at lowest cost. agileit+1	Mid-tier: desktop apps + stronger compliance at mid-range price. agileit+1	Top-tier: all G3 plus advanced security, analytics, and voice at highest price. agileit+1

Office 365 Government license information provided by NetVPro.

"With Microsoft licenses – there should not be a lot of variance – for example we just take what we are told from Microsoft and that is the price. So – that means you should not see much if any, variance between vendors or even Microsoft themselves. Once we hear from the partner / and you have a chance to finalize what you want (likely a mix of G1 and G3 licenses) we can nail it down (and that should be the same from vendor to vendor)…"

August 20, 2025

PROPOSAL FOR

CITY OF BIG LAKE
DEB WEGELEBEN

Prepared By:

Jennifer Bohnsack
Technology Advisor
320-259-3001 x1029
jennifer.bohnsack@marconet.com

Quote Number: 208335

Managed Services

Copiers & Printers

Audio Visual

Business IT Services

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IT - Amplify IT -- CITY OF BIG LAKE - FIRE DEPARTMENT

Prepared by:

Marco - St. Cloud

Jennifer Bohnsack
320-259-3001 x1029
jennifer.bohnsack@marconet.com

Prepared for:

CITY OF BIG LAKE

160 LAKE ST N
BIG LAKE, MN 55309-7500
DEB WEGELEBEN
763.251.2974
dwegeleben@biglakemn.org

Quote Information:

Quote #: 208335

Version: 1
Date Issued: 08/20/2025
Expiration Date: 09/17/2025

Executive Summary

CURRENT SITUATION

We appreciate the opportunity to present this summary that outlines our Cyber-Security Focused AmplifyIT Solution for CITY OF BIG LAKE. Marco is the largest independently owned technology services provider in the country, servicing over 21,500 customers throughout the upper Midwest, East Coast and nationally. If chosen for this strategic partnership, our commitment is to be your trusted IT partner, helping you reduce risk against cyber-threats and streamline business operations through centralized support to maximize your technology.

As an integral part of your organization's critical support team, we will be serving as subject matter experts, working with your core team members through involvement, collaboration, development, and refinement of the following:

- Maintaining the confidentiality, integrity, and availability of your company's critical data infrastructure.
- Providing ongoing assistance to you and your team through our support teams.
- Maintaining the security of your network and key systems from unauthorized access and unscheduled downtime through our detection/response security services.
- Provide recommendations on technology decisions that align with the National Institute of Standards and Technology (NIST) framework.
- Help you save money by maximizing automation and efficiency through better utilization of your technology.

CURRENT CHALLENGES / DESIRED OUTCOMES

CITY OF BIG LAKE is seeking a new technology partner to address and augment the following outcomes:

- Partnership built on trust
- Additional security and technology expertise
- Proactive planning & budgeting
- Technology procurement

CURRENT ENVIRONMENT

Environment Notes:

- Infrastructure Overview
  - Firewalls

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- Cisco Meraki MX68 (Proposed)
  - Wireless
    - Cisco Catalyst 9162l (Proposed)
  - Switching
    - Meraki MS130-48P (Proposed)
  - Servers
    - No servers. Proposed to manage devices by Entra ID / Intune.
- Microsoft 365
  - (25) Exchange Online Plan 1 + Entra ID P1
  - (7) Business Premium
- Auvik
  - Marco requires a standalone desktop to install Auvik for network monitoring since there is no local server environment. If client does not have device, Marco can order a NUC device with an estimated cost of $500-$600.

■ METHODOLOGY

The following components will be used to achieve the desired outcomes:

- **IT Infrastructure Management & Monitoring:** Your network, servers, workstations, mobile devices and applications require ongoing support. Through our offering, we've included a mix of software, people and processes to maintain network and system stability, data integrity and uptime. Our Operations Center will be monitoring your systems 24x7x365, helping you maintain a stable computing environment that will allow you to service your customers with minimal interruption.

- **Remote Support:** As your team encounters technology-related issues, your dedicated remote Support Desk team will be available to help. Your organization will be assigned a helpdesk team of roughly six to ten IT experts. This allows our organizations to best understand company culture, build strong personal relationships and increase efficiency as our teams work more fluently together. You'll have the comfort of a small company feel with the peace of mind knowing Marco has over 650 certified systems engineers and technical representatives on staff to support you. When calling Marco's Support Desk, your employees will get a live person 95% of the time. Other options of gaining support are via email, online chat and through our self-service portal. In addition, Marco will collaborate with your third-party providers (software companies, internet providers, etc.) to quarterback issues and avoid finger pointing.

- **On-Site Support:** Included in our offering is the on-site support component in the event of an IT issue requiring on-site service. In the event of a system failure, connectivity issue or security incident, which cannot be handled remotely, our team will respond with on-site service, helping you get your business back online as soon as possible.

- **Managed Security Program:** The most important aspect of your IT environment is your data. Security issues that involve a loss of privacy or confidentiality, integrity or access will be handled upon any alert. Through this program, our team of highly trained security experts will be monitoring all data coming and going from your company. In the event that any attempted breach or malware is detected, our team will respond promptly. Real-time detection and response are the key to strong security.

- **IT Environment Reviews:** We are confident in the tools we will deploying but as an added layer of checks/balances, on regularly scheduled basis your assigned Solution Engineer will be conducting a review of your IT environment. The review is based upon an extensive checklist and upon the review, the technical resource will conduct a scheduled video call to review findings and address any areas of concern.

- **Business Reviews:** Every strategic decision made by company leaders today hinges on the right technology decisions. Most small businesses are not able to maintain highly qualified Chief Information Officers (CIO) or Chief Information Security Officers (CISO). As an added service, we will meet with you on a regular basis to provide key performance metrics, intelligence into what is happening inside your network, what types of threats we are seeing and blocking and areas where we believe you can gain efficiencies or competitive advantage by changing how you use and interact with technology.

▣ BUSINESS VALUE TO YOUR ORGANIZATION

- The value of creating this partnership is as follows:
  - Allows you to focus on your business, not getting bogged down with technology issues, research, or end-user problems.
  - An ongoing management program that reduces downtime and technical failures.
  - Minimizing operator errors that lead to data loss and business interruption.
  - Providing intelligence that will allow us to respond to cyber-attacks and disruptions with minimal business impact.
  - Access to our large bench of technical experts without having to hire and maintain this costly expertise in-house.
  - 24x7 access to high-level technical and security expertise in the event of an emergency or unexpected outage/disruption.
  - Ongoing business reviews to help you make the necessary decisions to grow and streamline your business leveraging technology.

▣ MEASUREMENTS OF SUCCESS

Success will be determined by:
- Improvements in internal end-user experience.
- Improved customer experience though a series of proactive measures and on-going business reviews.
- Cost reductions utilizing more efficient technology solutions.
- Improved response times resulting in minimal downtime.
- Improving your visibility into your IT environment and applications.
- Enhancing your posture around the ever-evolving world of cyber security.
- Allowing your team to focus on revenue generating activities.

▣ CLIENT RESPONSIBILITIES

- Customer Must Have All Devices Domain-Joined
- Customer Must Have Active Directory for Centralized Management
- Customer Must Have a Managed Switch Connected to the Firewall with Two Available Ports
- Customer Must Have Azure AD P1 Microsoft 365 Licensing in Place for Integration if Electing DUO Multifactor Authentication
- If Not Completed Prior to Agreement Execution, Completion of a Formal Data Backup Sizing Project is Required for Any Marco Managed Backup Solution
- Customer to Complete Data Collection Packet (Provided by Marco Project Management), Which Includes:
  - List of Applications and Vendors
  - After Hour Contact List

- o Managed Services Tool Category Definition
- Customer to Provide List of Existing Credentials to Project Team
- Customer to Validate List of Covered Users (List Provided by Project Manager)
- Customer is Responsible for the Removal of Any Non-Managed Tools (e.g., Antivirus, Remote Management Tools, Etc.)
- Timely Responses to Requests from the Project Team
  - o Note: Delays in Responses May Impact the Project Go-Live Date

■ SERVICES ASSUMPTIONS, EXCLUSIONS, AND NOTES

Please list any Assumptions, Exclusions, and Important Notes for the purposes of this engagement:

Amplify IT Package

Description	Recurring	Qty	Ext. Recurring
Amplify IT Product Agreement applies - www.marconet.com/legal			
Amplify IT Base Bundle Includes Up To 7 Users And The Following Services:	**$1,632.56**	**1**	**$1,632.56**

Standard Services for up to 7 Users Include:

- Support Teams
    - o Rapid Resolution (Initial Triage and Remediation)
    - o Helpdesk Team
    - o Escalation To Field Services For Issues That Cannot Be Remotely Resolved For Supported Technology
    - o Advanced Security Team
- Strategic Reviews
    - o Client Business Reviews
    - o Technology Road Mapping
    - o IT Hardware/Software Lifecycle Management & Reporting
- Monitoring
    - o 24x7x365 Enhanced Network Management & Monitoring
    - o 24x7x365 End-User Device Management & Monitoring
    - o 24x7x365 Server Management & Monitoring
    - o 24x7x365 Security Operations Center (SOC)
        - ▪ Threat Detection/Management/Intelligence + 90-Days Data SIEM Logging
        - ▪ Managed Detection and Response (MDR)
- Patch Management
    - o Microsoft Windows (Server + End User Devices) Patches & Updates
    - o Third-Party Application Patching (Adobe Reader DC, Google Chrome, Mozilla Firefox, Microsoft Edge, Zoom)
- Cyber Security Tools
    - o Vulnerability Scanning on Network, Server, and End User Devices
    - o Enhanced Security Awareness Training & Simulated Phishing Tests
    - o Endpoint Detection and Response (EDR)
    - o Web (Internet) Security to Protect Users from Clicking on Malicious Links
    - o Security Appliance for Network Scanning
    - o Email Security with Advanced Threat Protection, Encryption, Archiving, Cloud to Cloud Backup for Microsoft 365 Accounts
    - o Email Security Spear-Phishing Protection with Built-In Artificial Intelligence
    - o Multi-Factor Authentication

Description	Recurring	Qty	Ext. Recurring
Additional Email Only Users	**$30.00**	**25**	**$750.00**
Additional users will be billed at $30.00 per user per month and will be adjusted as needed.			
Supported Locations			
20243 County Rd 43, Big Lake, MN 55309		1	

Subtotal: **$2,382.56**

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Arctic Wolf - MSP

Description	Recurring	One-Time	Qty	Ext. Recurring	Ext. One-Time
Arctic Wolf MSP Amplify IT - User License Bundle	**$6.58**		**32**	**$210.56**	
Arctic Wolf 100 Series Sensor - Amplify IT	$46.88		1	$46.88	
Arctic Wolf Onboarding		$625.00	1		$625.00
Arctic Wolf Sensor Shipping		$120.00	1		$120.00
		Subtotal:	**$257.44**	Subtotal:	**$745.00**

Go Live/Onboarding

MANAGED SERVICES GO-LIVE / BILLING START DATE

SOP Effective Date
The "SOP Effective Date" is 30 days after the Client signs the Statement of Products (SOP), unless a different date is agreed upon and documented in the SOP.

- Client has a pre-requisite project. Monthly billing will go-live 30 days from project completion for network and Microsoft 365 project work.

Planning and Scheduling
Marco and the Client will work together to plan and schedule all key steps leading up to the Go Live Date. This includes the network scan, providing necessary access and information, coordinating with any existing provider, and completing all onboarding activities.

Transition from Existing Provider
If Marco's services are replacing those of another provider, we'll help guide the transition by sharing best practices and a cutover plan. However, some aspects of the transition may depend on the outgoing provider, and Marco can't guarantee outcomes that are outside of our control.

Limited Support Before Go Live
Between the SOP Effective Date and the Go Live Date, Marco will offer limited support. This includes basic troubleshooting, guidance for systems already transitioned to Marco, and coordination with your previous provider. This support doesn't cover legacy issues, project work, or systems still managed by your previous MSP or internal IT. During this time, we recommend keeping your current IT support in place to ensure continuity. Marco isn't responsible for outages, data loss, or other issues related to systems that haven't fully transitioned.

Go Live
Marco will confirm the Go Live Date once all products in the SOP are ready for your team. We'll host a welcome call and provide your main point of contact with everything needed to access our Support Desk.
If delays happen because required access or information isn't provided—and the Go Live Date is pushed more than 60 days past the SOP signature—Marco may apply additional fees or end the agreement, even if product setup is still in progress.

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■ Auvik Collector

Description	One-Time	Qty	Ext. One-Time
EQI12 i5-12450H 24GB LPDDR5 5200Mhz 500GB SSD W11 Pro Silver	$485.00	1	$485.00

Subtotal: **$485.00**

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Quote Summary - One-Time Expenses

Description	Amount
Arctic Wolf - MSP	$745.00
Auvik Collector	$485.00
Total:	**$1,230.00**

Quote Summary - Expenses

Description	Amount
Amplify IT Package	$2,382.56
Arctic Wolf - MSP	$257.44
Total:	**$2,640.00**

Payment Options

Description	Payments	Interval	Amount
Recurring Payments			
36 Months - Monthly Payments	**36**	**Monthly**	**$2,640.00**
	1	**One-Time**	**$1,230.00**

Summary of Selected Payment Options

Description	Amount
Recurring Payments: 36 Months - Monthly Payments	
Selected Recurring Payment	$2,640.00

Approval

- Client represents that it has reviewed and agrees to be legally bound by this Schedule of Products.
- Client represents that it has reviewed and agrees to be legally bound by the Relationship Agreement, any Product Agreement(s) referred to herein, and applicable policy(ies) ("Terms and Conditions") which are located at www.marconet.com/legal for the Products it is obtaining as identified in this Schedule of Products.
- If the parties have negotiated changes to the Terms and Conditions that have been reduced to writing and signed by both parties, the modified version(s) of such Terms and Conditions, that have not expired or been terminated, shall replace the online version(s).
- Client agrees to use electronic signatures, electronic communications, and electronic records to transact business under the above documents.
- The pricing above does not include taxes. Taxes, fees and surcharges shall be paid by Client and will be shown on invoices to Client.
- Payments made via credit card are subject to a 3% surcharge.
- A $30 fee will be assessed for any returned payment.
- Price availability is subject to change without notice at any point during or after the quotation, ordering, and fulfillment process.

Marco Technologies, LLC

Signature: _____

Name: _____

Title: _____

Date: _____

CITY OF BIG LAKE

Prepared for: DEB WEGELEBEN _____

Signature: _____

Signed by: _____

Title: _____

Date: _____

PO Number: _____

Email Address: _____

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5435 180th LN NW
Ramsey, MN 55303
www.yourcomputerhero.com
763-229-4467

Big lake Fire Dept

,

	Estimate #	1655
	Estimate Date	12-19-25
	Total	**$3,721.90**

Item	Description	Unit Cost	Quantity	Line Total
Essential Plus Service Plan	Essential Plus Service Plan - per computer/per month (regular pricing for hourly work), includes: Ninja, Bitdefender Gravity Zone AV, Threatlocker,NinjaRemote, Splashtop Remote, Graphus Email Filter, Ringfencing, Anti-Ransomware, DarkWeb monitoring, BullPhish Training, patch management and more	$80.00	9.0	$720.00
Ninja-Mobile Device Monitoring-Monthly (MDM)	Ninja-Mobile Device Monitoring-Monthly (MDM)	$9.15	3.0	$27.45
Microsoft 365 Hosted Business Basic License	Microsoft 365 Hosted Business Basic License	$7.25	29.0	$210.25
Microsoft 365 G3 (Goverment Community Cloud Pricing) [NCE]	Microsoft 365 G3 (Goverment Community Cloud Pricing) [NCE]	$42.50	5.0	$212.50
Hero Remote Support	Hero Remote Support	$170.00	4.0	$680.00
Hero Onsite Support	Hero Onsite Support (Hourly - 1 hour min.)	$200.00	8.0	$1,600.00

THIS IS AN ESTIMATE

Disclaimer

Subtotal	**$3,450.20**
Tax	$271.70
Estimate Total	**$3,721.90**

Signed: _____   Date: _____

NetVPro
203 Cooper Ave N
St Cloud, MN 56303

Support Services Proposal for: Big Lake Fire Department

Overview

NetVPro is excited to present our IT Services and support proposal to Big Lake Fire Department.

We specialize in aligning your operational needs with smart technology solutions, delivering world-class support, and introducing innovative tools that help your department achieve its mission with confidence.

Current State:

The Big Lake Fire Department's IT environment requires immediate attention to strengthen security, improve functionality, and support operational needs. Key areas identified include:

- Workstation Setup: Existing workstations need proper configuration, and several unused units must be deployed to ensure full utilization.

- A FortiGate firewall is available but has not yet been configured or deployed. Implementing this firewall—offering significantly more advanced security capabilities than the existing Cisco equipment—is critical to improving overall network security and protection.

- Security & Patching: Regular patching and basic security services are needed to maintain a secure Windows computing environment.

- Domain & Email: The department requires the establishment of a dedicated web domain for email to streamline communication and improve professionalism.

- Microsoft 365 Licensing: Ongoing support for Microsoft 365 licensing and related services is necessary to maintain productivity and compliance.

This current state highlights the need for a comprehensive technology partner who can address these gaps and deliver reliable, secure, and scalable IT solutions.

What We're Proposing:

NetVPro will provide a comprehensive IT solution designed to meet the operational and security needs of Big Lake Fire Department. Our approach ensures reliable support, optimized performance, and enhanced protection across all technology domains.

- Help Desk Services

  We deliver responsive support for day-to-day IT issues, including workstation setup, troubleshooting, and assistance with Microsoft 365 applications and licensing. Our team ensures your staff has the help they need when they need it.

- Endpoint Management

  NetVPro will configure and deploy all existing and unused workstations, apply regular patching, and implement basic security measures to maintain a secure Windows environment.

- Network Services

  Our experts will configure and deploy the FortiGate Firewall and implement advanced firewall solutions to strengthen network security. We also provide monitoring and optimization for your wired and wireless infrastructure.

- Security Services

  We will establish a secure web domain for email communication, enforce security best practices across all systems, and provide continuous monitoring and compliance support to safeguard sensitive data.

- Security Awareness & Training Tools

  We will deploy modern security awareness and training tools to educate users on phishing, social engineering, and common cyber threats. These tools provide ongoing, role-based training, simulated phishing exercises, and measurable reporting to strengthen the human layer of security, reduce risk, and support compliance and insurance requirements.

With proactive management and expert guidance, NetVPro ensures Big Lake Fire Department's technology environment is secure, efficient, and ready to support your mission.

Help Desk Services

NetVPro understands the most important interface is between a business and its clients. We have the skills and tools needed to provide you with the support experience you expect.

- Help Desk - Support cases will be logged in the NetVPro ticketing system. Review of support activity will occur at a regular interval, based on your preference and what fits best for your business. Support issues can be reported via phone, email or internet channels.
- Workstation Services – The skilled team at NetVPro will provide remote, and when needed on-site support for workstation, network, print and other connected devices.
- Change Control Management – NetVPro will provide change management via our robust RMM tools allowing for documentation of current state, and for the implementation of change management practices

Endpoint and Security Services

Security has been thrust to the forefront of today's technology landscape. We believe that implementing a flexible, yet solid technology package gives the Big Lake Fire Department a great position to provide itself needed protection from seen and unseen threats. We are proposing the following:

- Zero Trust – We are recommending the implementation of zero trust technology. Classic security methodologies assumed that internal networks and assets could be trusted. Recent breaches from internal sources have lead to the adoption of a 'zero-trust' model in which internal assets and networks are treated with the same degree of caution as those externally. This security posture SIGNIFICANTLY increases the efficacy of your overall security plan
- Managed Detection and Response (MDR) – Included with many Zero Trust solutions are the real-time monitoring capabilities of a Security Operations Center(SOC). Information gathered from your internal networks are aggregated and reviewed by security professionals who are able to quickly and decisively identify and eliminate threats.
- Endpoint Detection and Response (EDR) – Similar to MDR, EDR works at all endpoints in your technology environment. These tools work in conjunction with the MDR SOC to quickly identify threats and take proactive action to protect your business.
- Security Updates/Patching – NetVPro will conduct regular assessment and patching of your technology environment. When appropriate, NetVPro will implement needed

security updates as well. This work will be conducted remotely and will not disrupt normal business operations.

- Vulnerability Testing – Understanding where your vulnerabilities lie is the first step to understanding how to best defend yourself. NetVPro leverages advanced vulnerability testing tools to identify weaknesses, and to create your strategic remediation plan
- Multifactor Authentication – The bad guys never rest and neither does NetVPro. We leverage multifactor authentication tools to ensure that the right people have access to your internal systems.

Network Services

Network services provide seamless connectivity between employees, departments, and the outside world. They enable real-time communication through email, instant messaging, and video conferencing. Efficient communication fosters collaboration, accelerates decision-making, and enhances productivity. Without reliable networks, delays and miscommunication can hinder business operations. Network services safeguard sensitive data, prevent unauthorized access, and mitigate cyber threats. A secure network helps prevent data breaches, protects customer information, and maintains the reputation of your business. Without a knowledgeable partner who will implement robust security measures, businesses are vulnerable to disruptions and cyberattacks.

- Device Management – You have invested in the technology infrastructure of your business. NetVPro is a business partner who understands that investment, and has skilled internal resources who will manage the Unifi devices within your network
- VPN Management – Remote work has elevated to become a part of everyone's work life. The security requirements of HIPAA and other security standards demands flexible, secure access to your important data. NetVPro has the resources on-hand to manage your various VPN connections.
- WIFI Management – Mobility and providing a seamless workplace have become more important than ever to today's workforce. NetVPro will help manage and secure your wireless networks based on industry best practice and the collective experience of our great support team members.
- Monitoring Services – Monitoring of network and other technology assets allows NetVPro to understand current state for your business ecosystem. Knowing performance and status of your equipment allows NetVPro to proactively identify problem assets and/or identify potential problems. A simple alert when a device is experiencing difficulty allows us to proactively address many issues.

Training

Cybersecurity training equips employees with the necessary skills to defend against sophisticated attacks. Proper training ensures compliance with legal requirements (such as GDPR, HIPAA, or PCI DSS). Non-compliance can result in hefty fines and reputational damage. A secure workforce ensures business continuity during cyber incidents. While well-trained employees prevent data breaches, minimize downtime, and maintain customer trust. A strong security posture enhances the organization's reputation and competitiveness

- Security Training - Information security training educates employees about cyber threats and how to defend against them. By recognizing risks, employees can proactively safeguard sensitive data, adhere to security policies, and prevent breaches. Well-trained employees prevent data breaches, minimize downtime, and maintain customer trust. A strong security posture enhances the organization's reputation and competitiveness.

Communication

Regular update meetings are crucial for fostering transparency and keeping you informed about the overall condition of your technology ecosystem. These meetings provide an opportunity to share key updates, discuss challenges, and address any concerns or questions that you may have. Regular meetings help ensure that everyone is on the same page, promoting alignment, collaboration, and timely decision-making. Monthly update meetings typically include:

- Summary of help desk metrics
- Security summary\review
- Overall health assessment of your infrastructure
- Review of any projects
- Discussion of needs and budgets

Special Projects

While support is the primary driver behind working with a managed IT services partner, from time to time there is a need to implement a new technology or make changes in your current environment. NetVPro is here to help with technical projects and initiatives that are outside the scope of our general support agreement(s). Each project will have a technical project manager assigned and will be defined by its own Statement of Work (SOW). Labor rates will follow the then-current pricing and will be billed separately from the monthly support invoicing.

Licensing

Licensing is not part of this RFP, but it is part of your business, and as such NetVPro is here to help. We provide licensing support and assistance for many business tools such as Office 365. Our business partners are also available to you to provide guidance and management of your licenses should you have the need and\or questions.

Pricing

Item	Qty	Price	Total
Managed Services (Monthly) * Help Desk Network Endpoint Security Training	6	$110.00	$660.00
Managed Services (Monthly) ** Help Desk Network Endpoint Security Training	6	$55.00	$330.00
Firewall Config\Install	10 hr	$150.00	$1,500.00
Workstation Setup\Config	10 hr	$100.00	$1,000.00
Web Domain Setup	8 hr	$150.00	$1,200.00
M365 License Migration to G3	8 hr	$150.00	$1,200.00

*Option 1
**Option 2

Assumptions
- Microsoft and other software licensing costs are not included in this proposal
- Support activity will be billed on a break-fix basis (Unless full MSP customer)
- Standard business-hours (8am-5pm m-f)
- After-hours and holidays billed at 1.5x then current hourly rate

- Special projects, associated costs and hardware are outside the scope of this proposal and will be billed on a time and materials basis at the then-current price for said services.

Current Standard Hourly Rates (subject to change):

Item	Price
Level One	$100.00\hr
Level Two	$150.00\hr
Level Three	$225.00\hr

In Conclusion

We look forward to working with you as your business transitions to a more athletic technical environment. We are confident that we can meet the challenges ahead and stand ready to partner with you in delivering an effective IT support solution.

Again, if you have questions on this proposal, please contact Keith Swingle at your convenience by emailing keith@netvpro.com. We will be in touch with you to arrange a follow-up conversation on the proposal.

Thank you for your consideration.

Acceptance:

By signing this document, signatories are certifying that the content herein is acceptable as direction to commence customer on-boarding work as outlined.

_____   _____

Big Lake Fire Department   Date

_____   _____

NetVPro   Date

AGENDA ITEM
Big Lake Fire Department
Joint Powers Board

Prepared By: Brenda Kimberly-Maas	Meeting Date: 1/6/2026	☒ **Regular Agenda Item** ☐ **Consent Agenda Item**	Item No. **7A**
Item Description: Fiscal Report		**Reviewed By:** Ken Warneke, Town Treasurer	
		Reviewed By: Becky Guthrie, Town Deputy Treasurer	

ACTION REQUESTED
Review and approve interim financial reports.

BACKGROUND/DISCUSSION
At every meeting, Treasurer Warneke provides the Department's financial statements for Board review, discussion, and approval.

BLFD FUND BALANCES as of 12/31/2025

General fund balance = $ 216,257.05
Donation fund balance = $ 38,599.25
Total Department Treasury = $ **254,856.30**

FINANCIAL IMPACT
N/A

RECOMMENDATION
Approve financial reports.

ATTACHMENTS
Cash balance statement as of 08/26/2025
Year to End Interim Financial Report by Object Code as of 10/31/2025

12/31/2025

General Fund

	Budget	Actual	Variance
Receipts:			
Special Fire Protection Services	533,018.00	533,305.05	287.05
Total Acct 342	**533,018.00**	**533,305.05**	**287.05**
MISC REVENUE/TRAIN REIMB	1,100.00	13,423.50	12,323.50
Total Acct 361	**1,100.00**	**13,423.50**	**12,323.50**
Interest Earning	1,000.00	8,503.29	7,503.29
Total Acct 362	**1,000.00**	**8,503.29**	**7,503.29**
Total Revenues	**535,118.00**	**555,231.84**	**20,113.84**
Other Financing Sources:			
Compensation for Loss of General Fixed Assets	0.00	0.00	0.00
Total Acct 391	**0.00**	**0.00**	**0.00**
expense reimbursements	0.00	15,796.99	15,796.99
Total Acct 395	**0.00**	**15,796.99**	**15,796.99**
Total Other Financing Sources	**0.00**	**15,796.99**	**15,796.99**
Disbursements:			
Fire Administration	46,350.00	34,624.81	11,725.19
Fire Fighting	342,212.00	365,985.06	(23,773.06)
Fire Prevention	7,000.00	2,582.29	4,417.71
Fire Training	28,400.00	29,941.28	(1,541.28)
Fire Communication	16,200.00	14,698.60	1,501.40
Fire Repair Services	43,500.00	33,970.87	9,529.13
Medical Services	7,000.00	5,668.00	1,332.00
Fire Stations and Buildings	42,356.00	38,647.97	3,708.03
Total Acct 422	**533,018.00**	**526,118.88**	**6,899.12**
Total Disbursements	**533,018.00**	**526,118.88**	**6,899.12**
Other Financing Uses:			
Special Items	0.00	5,000.00	(5,000.00)
Prepaid expenses	0.00	(14,151.00)	14,151.00
Reimburseable Disbursements	0.00	15,796.99	(15,796.99)
Total Acct 493	**0.00**	**6,645.99**	**(6,645.99)**
Total Other Financing Uses	**0.00**	**6,645.99**	**(6,645.99)**
Beginning Cash Balance		**177,993.09**	
Total Receipts and Other Financing Sources		**571,028.83**	
Total Disbursements and Other Financing Uses		**532,764.87**	
Cash Balance as of 12/31/2025		**216,257.05**	

12/31/2025

Donation fund

	Budget	Actual	Variance
Receipts:			
Contributions and Donations from Private Sources	5,000.00	10,094.14	5,094.14
Total Acct 362	**5,000.00**	**10,094.14**	**5,094.14**
Total Revenues	**5,000.00**	**10,094.14**	**5,094.14**
Other Financing Sources:			
Total Other Financing Sources	**0.00**	**0.00**	**0.00**
Disbursements:			
Fire Fighting	0.00	1,912.43	(1,912.43)
Fire Prevention	0.00	305.00	(305.00)
Fire Communication	0.00	1,000.00	(1,000.00)
Total Acct 422	**0.00**	**3,217.43**	**(3,217.43)**
Total Disbursements	**0.00**	**3,217.43**	**(3,217.43)**
Other Financing Uses:			
Total Other Financing Uses	**0.00**	**0.00**	**0.00**

Beginning Cash Balance	**31,722.54**
Total Receipts and Other Financing Sources	**10,094.14**
Total Disbursements and Other Financing Uses	**3,217.43**
Cash Balance as of 12/31/2025	**38,599.25**

January 6, 2026 – January 5, 2027
BIG LAKE FIRE DEPARTMENT JOINT POWERS BOARD

GENERALLY, JPB MEETINGS ARE HELD THE FIRST TUESDAY OF ODD MONTHS AT 5PM

JANUARY 6, 2026	Joint Powers Board Regular Meeting, Reorganizational & Chief's Annual Review Meeting
MARCH 3, 2026	Joint Powers Board Regular Meeting
MAY 5, 2026	Joint Powers Board Regular Meeting
JULY 7, 2026	Joint Powers Board Regular Meeting
SEPTEMBER 1, 2026	Joint Powers Board Regular Meeting
NOVEMBER 10, 2026	Joint Powers Board Regular Meeting
JANUARY 5, 2027	Joint Powers Board Regular, Reorganizational & Chief's Annual Review Meeting

Notice of Town Board Quorum:
A quorum of City Council and/or Town Board members may be present at the Big Lake Fire Joint Powers Board meetings. No City Council nor Town Board action will take place at BLFD JPB meetings.

BIG LAKE FIRE DEPARTMENT COMMITTEE MEETING DATES
GENERALLY, COMMITTEE MEETINGS ARE HELD THE FIRST TUESDAY OF EVEN MONTHS AT 5PM

FEBRUARY 3, 2026   Finance Committee
APRIL 7, 2026   Personnel Committee
JUNE 2, 2026   Finance Committee
AUGUST 4, 2026   Personnel Committee
OCTOBER 6, 2026   Finance Committee
DECEMBER 1, 2026   Personnel Committee