

Town of Canosia
4896 Midway Road
Duluth Minnesota 55811
218.729.9833 Canosiatownship@yahoo.com

Town Leadership: Chair Kevin L. Connick, Supervisor Jeff Erikson, Supervisor Penny Dieryck, Clerk Amber Madoll, Treasurer Neil Sample

SPECIAL MEETING MINUTES

March 20, 2025

ATTENDING: Chair Kevin Connick, Supervisor Jeff Erikson, Clerk Amber Madoll, Treasurer Neil Sample, and Fire Chief Gene Stevens. The meeting was held in person at the Canosia Town Hall.

Chair Connick called the meeting to order at 4:29 p.m. and the pledge of allegiance was recited.

- A. **SUPERVISOR ROLL CALL:** Chair Kevin Connick, Supervisor Dieryck, and Supervisor Erikson were present.
- B. **AGENDA: Motion** made by Jeff Erikson, seconded by Penny Dieryck to approve the agenda as written. Supervisor Connick requested that the fire department be moved up to the first line of discussion. Motion carried unanimously, 3-0. Kevin Connick, Penny Dieryck and Jeff Erikson voted in favor.
- C. **Volunteer Fire Department:**
 - a. Supervisor Erikson stated that a resident contacted him asking if there were first fighters on the roster who did not live in Minnesota. Chief Stevens stated that there were two fire fighters who were on the roster but removed in January 2024 as they moved to Wisconsin. He stated that one of them is a community trainer and still volunteers their time to assist with trainings. However, neither are on the roster and neither are invested.
 - b. Supervisor Erikson stated that there are questions about the department's HIPAA practices. Chief Stevens stated that the files are locked in a box and only he has the key. He stated that either he or Asst. Fire Chief Mortinsen will complete the state reports. He also stated that they will look into updating their HIPAA training. Chairman Connick stated that he talked with MAT about how to keep EMS records safe and that HIPAA is the best guidance.
 - c. Supervisor Erikson stated that the office does not have a copy of the department's by-laws, procedures and roster and that the Chief needs to provide a copy. Chief Stevens stated that he will make sure that the Clerk receives a copy of the requested documents.
 - d. Chairman Connick stated that the fire department has some concern with the Golf Course development. They need building details, building height, how fire department numbers will be determined, turn arounds, etc. He stated that he sent a message to Mr. Anderson requesting that he send the information to PLAWCS, the Fire Department, and the Clerk. Chief Stevens stated that he is also concerned about the Kaski property. Clerk Madoll emailed him the CUP for the property during the meeting.
 - e. Chief Stevens stated that a storage box was purchased and placed up by the trail entrance for department storage. He stated that he purchased lights and a lock for it and that Peterson leveled the ground for its placement. Chairman Connick asked how much everything cost. Chief Stevens stated approximately 7K.

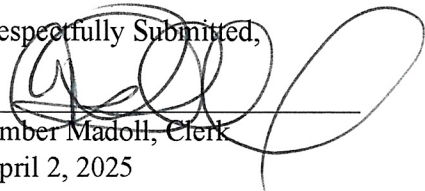
Meeting Entered a Closed Session at 4:46 p.m. and was recorded per policy.

Meeting Exited a Closed Session at 5:55 p.m.

ADJOURNMENT

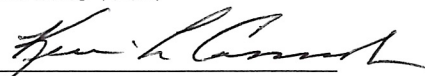
Motion made by Jeff Erikson, seconded by Penny Dieryck, to adjourn the meeting at 5:56 p.m. Motion carried unanimously, 3-0. Kevin Connick, Penny Dieryck and Jeff Erikson voted in favor.

Respectfully Submitted,



Amber Madoll, Clerk
April 2, 2025

APPROVED:



Kevin L. Connick, Town Board Chair
April 2, 2025