

Working with Fire Departments and Relief Associations



Troy T Walsh – Loss Control Consultant / Public Safety

Troy T. Walsh, Loss Control Consultant



- 9 Years with The League of Minnesota Cities as a Loss Control Consultant
- 15 Years as a Public Works Department Employee
- 25 Years (active) as a Firefighter
- The Fire Service is more than a Job it's a Passion!

LMCIT Insurance

- Most cities have coverage through LMCIT
- A few large cities are self-insured
- Main types of coverage
 - Property/Casualty
 - Liability
 - Property damage
 - Automobile
 - Workers' Compensation



Topics Overview

- Relief Associations
- Human Resources
- Policies
- Selection vs Election
- Purchasing Process
- Budgeting
- Workers Compensation
- Relationships
- Documentation



INFORMATION MEMO

Fire Department Management and Liability Issues

Outlines the structure of city volunteer or paid-on-call fire departments and their basic management challenges in personnel, finances, and facility safety. Discusses optional organization as a consolidated department, powers of volunteer fire relief association members contrasted with city fire department employees, the Insurance Services Office (ISO) fire protection rating system, and links to model documents for fire charges, management policies, and fire service contracts.

The League of Minnesota Cities Insurance Trust gratefully acknowledges the assistance of the Minnesota State Fire Department Association, the Minnesota State Fire Chiefs Association, and the Minnesota Professional Fire Fighters in the original development of materials for this memo.

RELEVANT LINKS:

For a general discussion of fire services see the League's Handbook, [Public Safety and Emergency Management](#).

I. Fire services

Residents in communities throughout Minnesota benefit from the services provided by fire departments. Sometimes services are provided to residents directly by the city. City departments may be staffed with volunteers, full-time paid firefighters, or a combination. Cities may also collaborate or contract with one another or another governmental entity (such as a township) for fire services. Each of these options presents a unique set of management and liability issues.

Special Considerations with Fire Departments

- Off-Site Workplace/Building
- Unusual Hours (Training/Mtg)
- Minimal City Hall Interactions including Elected Officials
- Social Club – Not a Job?
- Relief Association/Fire Department Confusion
- We are Volunteers



Three (3) Types of Fire Departments

- City/Municipal Fire Department

- Joint Powers

- *Districts or JPA*

- Independent Fire-Fighting Corporation



- Career

- Paid-on-Call or Part-Time

- Volunteer

- There is also a Combination of Types (*Mixture of Career and Paid-on-Call*)



Why Does It Matter What Type of Fire Department We Have?

Who's The Boss



Fire Departments vs. Relief Associations

Fire Departments



Relief Associations



Fire Departments vs. Relief Associations

Fire Departments



Fire Chief

Relief Associations



Relief Association President

Thank You - Waconia, MN Fire Department

Relief Associations – Board of Trustees

- Minnesota State Statute 424A.04 - (**Subdivision. 1. Membership**)
 - (a) A relief association that is directly associated with a municipal fire department must be managed by a board of trustees consisting of nine members. Six trustees must be elected from the membership of the relief association and three trustees must be drawn from the officials of the municipalities served by the fire department to which the relief association is directly associated. The bylaws of a relief association which provides a monthly benefit service pension may provide that one of the six trustees elected from the relief association membership may be a retired member receiving a monthly pension who is elected by the membership of the relief association. The three municipal trustees must be one elected municipal official and one elected or appointed municipal official who are designated as municipal representatives by the municipal governing board annually and the chief of the municipal fire department.
 - (b) A relief association that is a subsidiary of an independent nonprofit firefighting corporation (Etc.)

Who Oversees What?

- Who handles the FD Operating Budget?
Fire Dept. or Relief
- Who Handles Fundraisers?
Fire Dept. or Relief
- Who Deals with the Fire Scene?
Fire Dept. or Relief
- Who Handles their own Checkbook?
Fire Dept. or Relief



Who Manages the What Funds?

Which City Department Can Have Its Own Checking Account?

A) Park Department



B) Fire Department



C) Public Works Department



D) Relief Association



Municipal Funds and Fire Departments



Relief Associations - Funds

Special Fund
(Pension)



General Fund
(Donations, Fundraisers)

Gambling
(Pull Tabs, Exc.)



Relief Associations and IRS Non-Profit Status

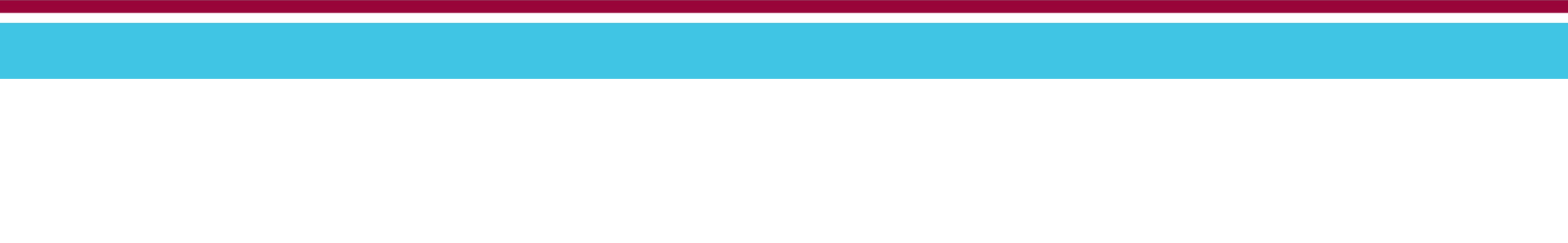
- Must Clarify Non-Profit status with IRS for 3 reasons:
 1. Status determines whether general fund and special (retirement) fund income is taxable or non-taxable
 2. Must have non-profit status for general fund fundraising
 3. Non-profit status determines insurability with LMCIT
- Contact LMC Research for help
 - 1-800-925-1122 or Research2@lmc.org
- Decide: Do we want to and are we able to administer our own retirement fund?
- Should we join a Statewide Volunteer Retirement Plan?

Relief Association Management: Pensions

- Shortfalls in pension and benefits accounts will be made up by City.
- Watch out for Relief Associations with “ambiguous IRS Tax status.
- Relief Associations maintain and operate pension fund
 - Relief Association may but is not required to maintain a “General Fund.”

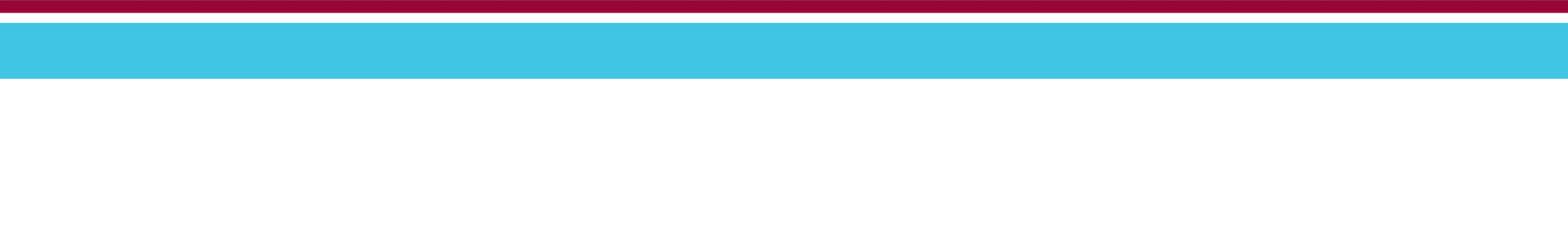
Statewide Volunteer Firefighter Retirement Plan (SVFRP) – *(PERA Plan)*

- Advantages

- No annual reporting or audit requirements
 - Professionally managed by PERA
 - Money **not** comingled with PERA
 - State Board of Investments *(6% assumed earnings vs current 5%)*
 - \$30 per member per year administrative costs
 - Benefits are portable *(move with firefighter)*
- 

Statewide Volunteer Firefighter Retirement Plan (SVFRP) – (*PERA Plan*)

- Disadvantages

- May lose some control over benefit package design
 - Lump Sum benefits only
 - Pays for full year of service only
 - Fund investment decisions made by others
 - Easy to get in, but may be hard to get out
- 

Statewide Volunteer Firefighter Retirement Plan (SVFRP) – *(PERA Plan)*

Considering Joining the Statewide Retirement Plan?

- City Council and Relief Association **must** agree and request cost analysis from PERA
- Questions about the Statewide Retirement Plan? Contact: Sharyn North
 - Sharyn.north@mnpera.org / www.mnpera.org
 - PERA Finance Dept. 1-800-652-9026
 - Lists of Current Participants and Amounts
 - <https://www.mnpera.org/plan-information/statewide-volunteer-firefighter-retirement-plan/departments-participating-in-the-statewide-plan/>

Bylaws vs. Policy Manuals

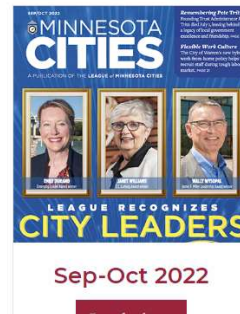


- Personnel Policy
 - All Employees
 - Including Firefighters
- Department Operations Policy
 - Specific to Department Operations
 - Various Titles
- Bylaws
 - Relief Association

Legal Duties of a Fire Chief

- Human Resources
 - Retirement Funds
 - Certifying Service Credits
 - Fire Codes
 - State Aid
 - Fireworks
 - Etc....
- Published:
 - September-October 2022 Issue of the Minnesota Cities Magazine
 - Fall 2022 Issue of the Minnesota Fire Chief Magazine

Get the Full Issue



[< Back to the Sep-Oct 2022 issue](#)

Legal Duties of a City Fire Chief



By Aisia Davis

While there is not a specific state law that requires a city to have a fire chief, various state laws deal with the legal duties of a fire chief, including responsibilities related to fire department licensure, firefighter training and education, the uniform fire code, and retirement funds. Operating a fire department without an appointed fire chief would make fulfilling some vital operational duties unfeasible. Although staffing issues in fire departments are not new, cities are facing challenges attracting and retaining firefighters at all levels, let alone leadership roles like a fire chief with numerous statutory responsibilities.

Human resources and retirement fund duties

<https://www.lmc.org/news-publications/magazine/sep-oct-2022/lotl-sep-2022/>

Human Resources

- Hiring Process
- Equal Opportunity Employment
 - Employment Laws
- American with Disabilities Act
- Discipline Procedures



HUMAN RESOURCES REFERENCE MANUAL

Chapter 2 Hiring

Review in detail the two major goals of the hiring process: (1) recruiting and selecting the best qualified application for the job and (2) compliance with all applicable laws to model best employment practices so the city is able to defend itself if legally challenged. Contains links to many model forms, letters and checklists for use in your hiring process.

RELEVANT LINKS:

I. Applicable state and federal laws

A city needs to be aware of the many state and federal laws affecting all aspects of the employment relationship, from application and hire, through compensation, benefits and protections while on the job, and finishing with end-of-employment requirements and sometimes continuing employer obligations in a post-employment relationship.

There are a number of state and federal laws that may or may not impact a city during the hiring process depending on any number of factors. Many of these laws apply only to employers with a minimum number of employees. However, a city should consult an attorney before determining a law does not apply because there is often ambiguity in the definition of "employee." For example, volunteer firefighters are actually considered employees in many circumstances.

Hiring Process

- Application
 - When was the last time they were updated?
 - LMCIT has a current Sample Application Template.
- Veterans Preference
 - Is that included in your Applications?
- Background Checks



Hiring Process – Background Checks

- Minnesota State Statute 299F.035 - **Subd. 2. Plan for access to data.**
- (a) A background check must be conducted on all applicants for employment and may be conducted on current employees at a fire department. The fire chief must conduct a Minnesota criminal history record check. For applicants for employment who have lived in Minnesota for less than five years, or on the request of the fire chief, a national criminal history record check must also be conducted.





I have a
firefighter
candidate with a
DWI three years
ago. **Can I hire
this candidate?**



**BREAK
TIME**



Equal Opportunity Employment

- Hiring Interview Process
 - Don't Ask Illegal Question
 - *What is your racial identity?*
 - *What is your religious affiliation?*
 - *Do you have any children?*
 - *Have you ever been arrested?*
 - *Do you own or rent your home?*
 - Use a Standardized Hiring Process
 - Utilize Interview Checklists



ADA Compliance

- Reasonable Accommodations
- ADA Compliance
 - Buildings
 - Job Titles
 - Technology



Discipline Process

- Legal Liability
 - When was your process last reviewed?
 - Is it Legal or are your opening up for Liability?
- Avoiding Discrimination
- Have a Written Process in place
- Absolutely **NO** Voting on Discipline by Firefighters....



Policies – *When were they last updated?*

- By-Laws vs Polices
 - By-Laws are for the Relief Association
 - Fundraising
 - Retirement Funds
 - Operations Polices *(SOP/SOG)*
 - Department Operations
 - Apparatus Response Outlines
 - Training Requirements
 - Personal Polices
 - Typically, City Wide for all Employees
 - Social Media
 - Hiring Process



Policies – Alcohol Response

Make Sure you Have One!

- Consider Zero Tolerance
- Set Time/Amount of consumption *(Ex. Two drinks in Four Hours)*
- Enforce The Policy

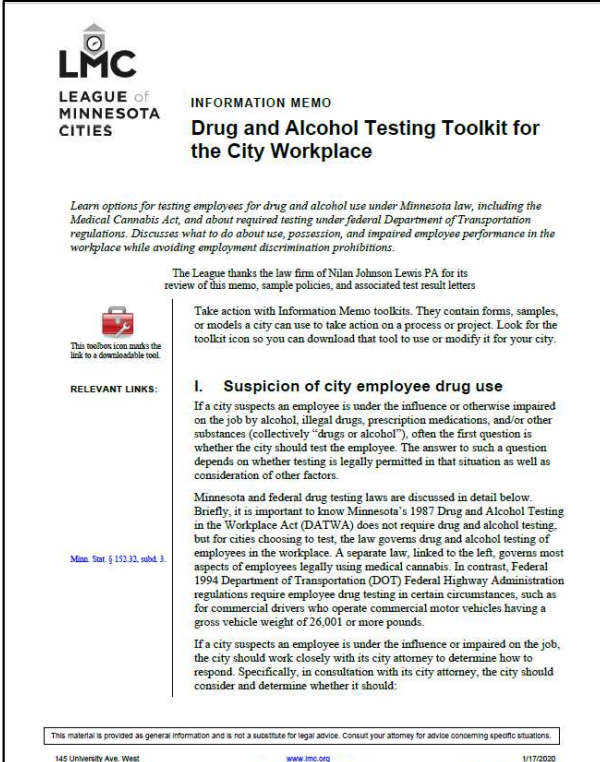


Alcohol at the Fire Station

- Decide if it will be Permitted
- If Permitted, Take these Precautions.
 - **NO** Sale of Alcohol
 - **NO** Access by underage persons
 - Follow your Response Policy

Policies – Alcohol/Drug Testing

- Again, the City Should Have a Policy
- Any Questions consult League of MN Cities Human Resources Team
 - HRBENEFITS@lmc.org




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LEAGUE of
MINNESOTA
CITIES

INFORMATION MEMO
**Drug and Alcohol Testing Toolkit for
the City Workplace**

Learn options for testing employees for drug and alcohol use under Minnesota law, including the Medical Cannabis Act, and about required testing under federal Department of Transportation regulations. Discusses what to do about use, possession, and impaired employee performance in the workplace while avoiding employment discrimination prohibitions.

The League thanks the law firm of Nilan Johnson Lewis PA for its review of this memo, sample policies, and associated test result letters.

 This toolkits icon marks the link to a downloadable tool.

RELEVANT LINKS:

I. Suspicion of city employee drug use

If a city suspects an employee is under the influence or otherwise impaired on the job by alcohol, illegal drugs, prescription medications, and/or other substances (collectively "drugs or alcohol"), often the first question is whether the city should test the employee. The answer to such a question depends on whether testing is legally permitted in that situation as well as consideration of other factors.

Minnesota and federal drug testing laws are discussed in detail below. Briefly, it is important to know Minnesota's 1987 Drug and Alcohol Testing in the Workplace Act (DATWA) does not require drug and alcohol testing, but for cities choosing to test, the law governs drug and alcohol testing of employees in the workplace. A separate law, linked to the left, governs most aspects of employees legally using medical cannabis. In contrast, Federal 1994 Department of Transportation (DOT) Federal Highway Administration regulations require employee drug testing in certain circumstances, such as for commercial drivers who operate commercial motor vehicles having a gross vehicle weight of 26,001 or more pounds.

If a city suspects an employee is under the influence or impaired on the job, the city should work closely with its city attorney to determine how to respond. Specifically, in consultation with its city attorney, the city should consider and determine whether it should.

This material is provided as general information and is not a substitute for legal advice. Consult your attorney for advice concerning specific situations.

145 University Ave. West www.lmc.org 11/7/2020

Relief Note – Fundraisers & Alcohol



Benefit singing
Hosted by Piney Grove DMC
To benefit the
**Claxton Volunteer
Fire Department**
**Saturday, June 7
6:00 p.m.**

A fine will offering will be collected during the singing.
Please give generously. All proceeds go to the fire departments.

Call at
Piney Grove DMC
107 County Road 720
Athens, Tennessee

Come on out. Bring a friend. Have a great time!



South Plainfield Volunteer Fire Department
*Wine & Local Food
Tasting Fundraiser*

Presents

Friday, September 20, 2013
South Plainfield Senior Center
90 Maple Avenue ♦ South Plainfield, NJ 07080
7:00pm to 11:00pm ♦ Tickets: \$30/person


Wine & Beer Sponsor: Oaktree Discount Liquors
State of NJ Division A.B.C. Special Permit #14000483



No. 047



Happyland VFD Fundraiser



*Help Support the Happyland Volunteer
Fire Department*

**Hamburgers, Hot Dogs, and Soft
Drinks!!!!!!**

*Donations Will Be Accepted and
Appreciated*

Location: Happyland Fire Department
5 miles East of Monte Vista on HWY 1

Saturday, October 20 at 6 p.m.

Election vs. Selection

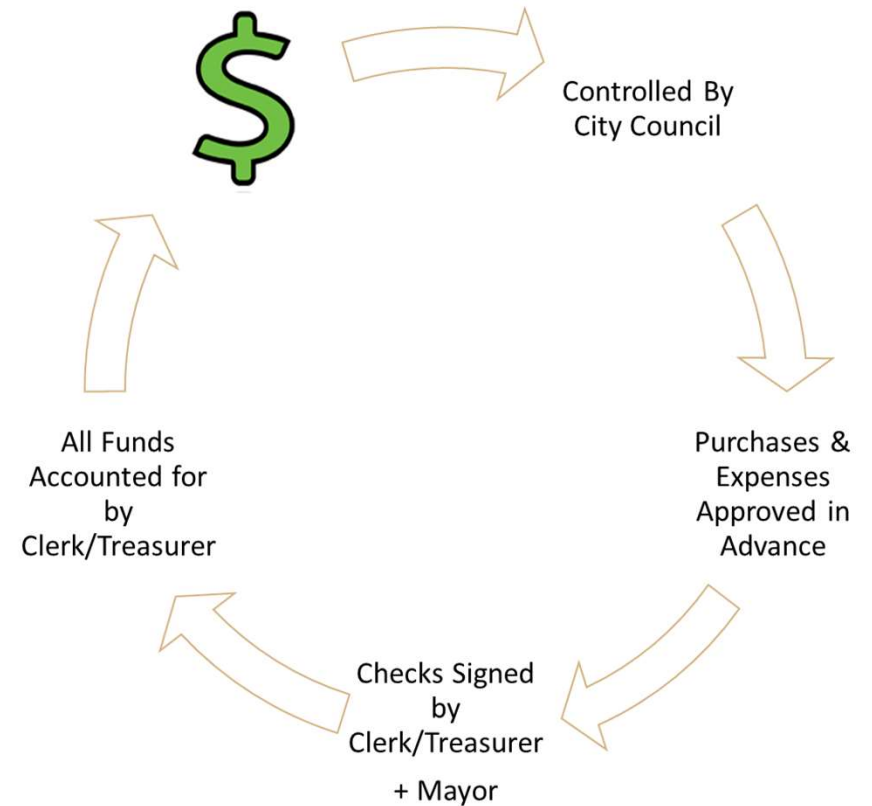
- Legal Liability Concerns
 - Discrimination
 - Veterans Preferences
- Job Descriptions/Qualifications
 - Minimum Standards for Positions
- Have a Promotional Process
 - Plan for the Future



Purchasing Process

All Finances Controlled By City

- Accounts used to Pay for Operations
(Fuel, Maintenance, Training, Facilities, Etc.)
- Any Fees that come from Invoices of Service.
- City Tax ID Numbers
- Absolutely **NO CHECKBOOKS**

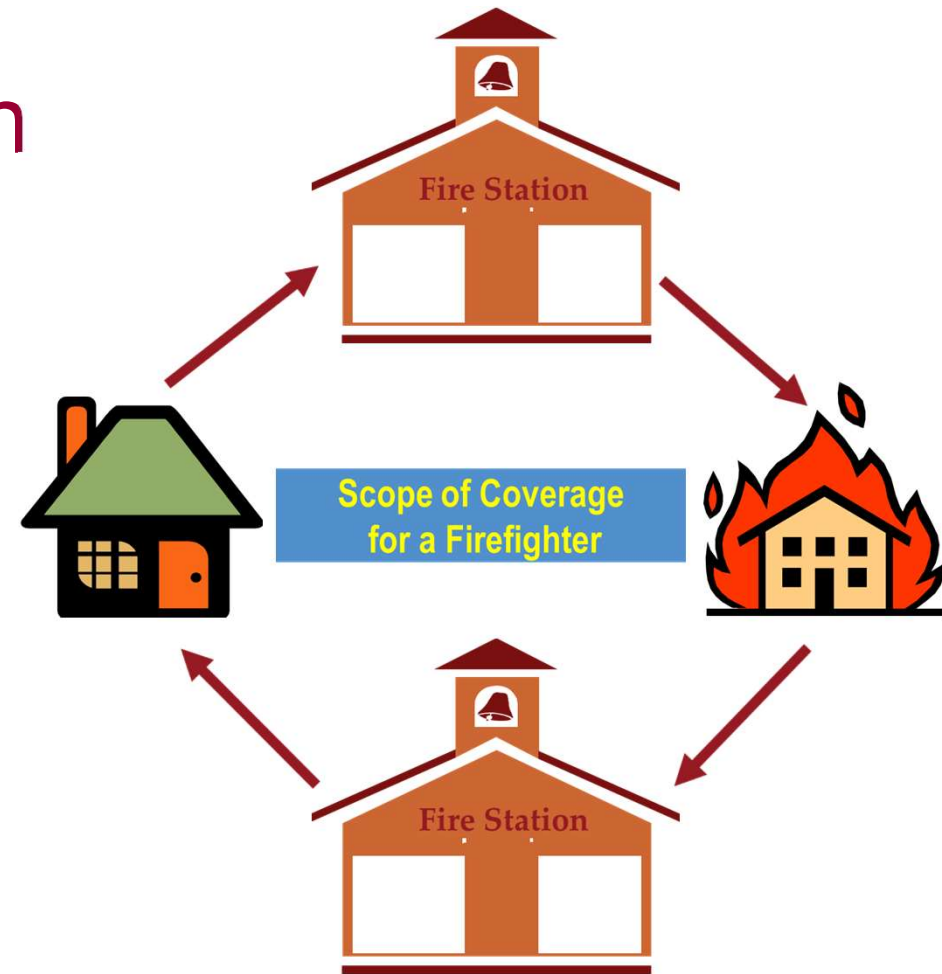


Budgeting

- Working with City Council and Administration on Annual Budgets
 - Operations
 - Personal Protective Equipment
 - Tools & Equipment
 - Training
- Developing a Capitol Improvement Plan for Large Purchases
 - Apparatus
 - SCBA's
 - Personal Protective Equipment
- Emergency Purchases or Events Needs
 - Work with City Administration

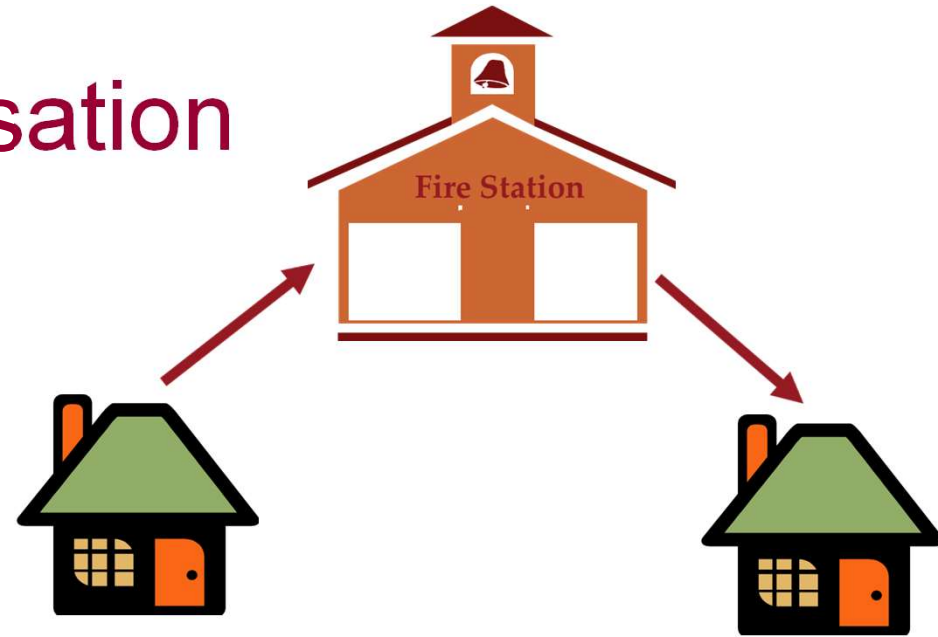
Workers Compensation

- When are you Covered
 - Emergencies
 - Non-Emergency Events
- Injury Trends
- Reporting Injuries
 - First-Report-of-Injury
 - Supervisors Report of Accident



No - Workers Compensation

- Firefighters are NOT covered when they are driving to and from the Fire Station for:
 - Meetings
 - Drills
 - Training
 - Inspections
- Fundraisers
- Parties
- Picnics
- Athletic Recreation



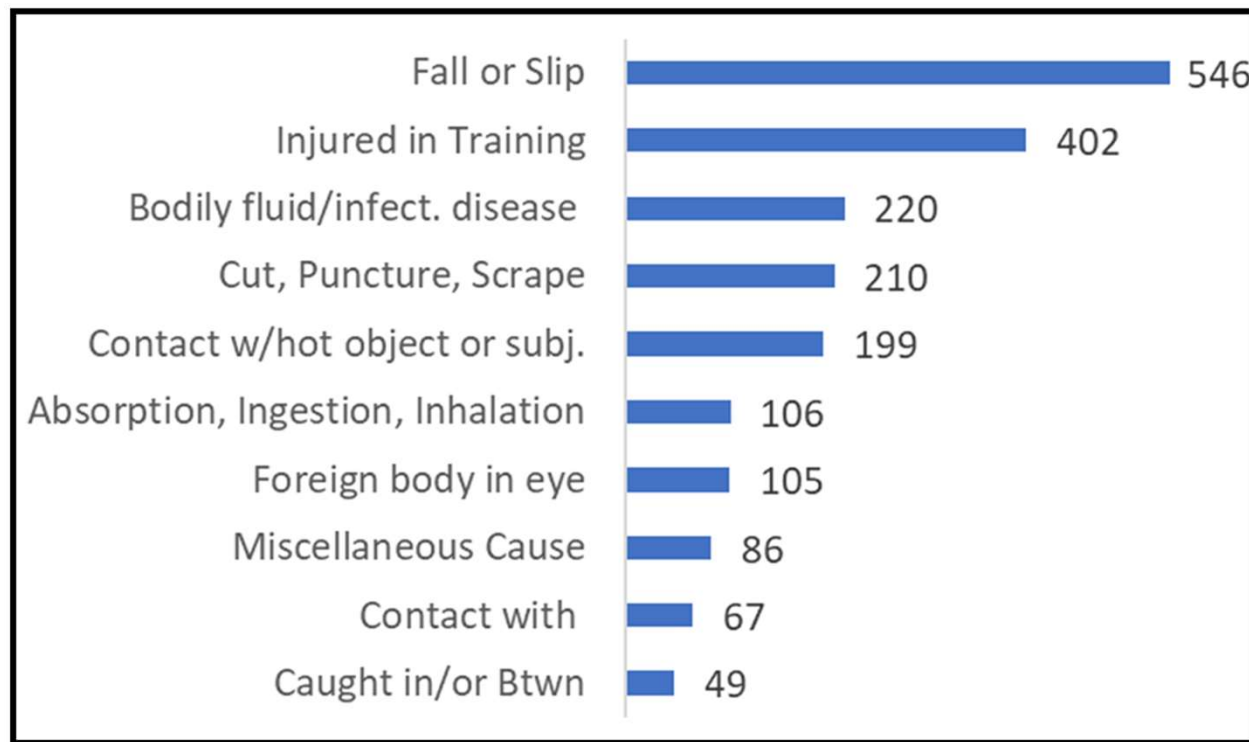
Injury Trends – Firefighter Work Comp Stats

Overall WC Stats

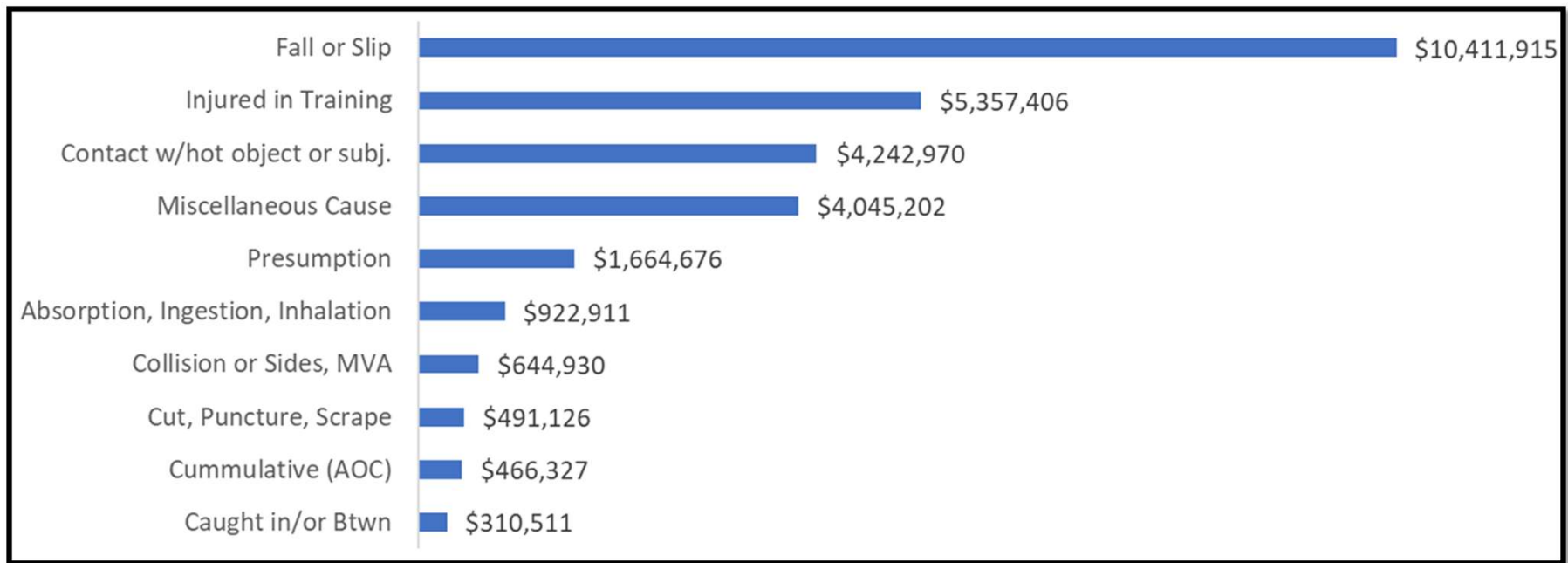
- Loss Years 2010-2019
- 3,219 Claims with Incurred Costs
- \$48,184,332 Net Incurred Costs
- All MN Data as of 12/31/2019



Top 10 Most Frequent Causes of Injury



Top 10 Most Frequent Costs of Injury



Injury Reporting

- Report ASAP – Inform City Admin.
- Submit to LMCIT Claims

- Submit within 48Hrs
- Loss Time Injuries, OSHA must be notified within 14 days.

MN Department of Labor and Industry
Workers' Compensation Division
PO Box 6022
St. Paul, MN 55164-0022
(612) 296-6202 or 1-800-342-5354
Fax: (612) 294-7171

First Report of Injury
See Instructions on Reverse Side
PRINT IN INK or TYPE
ENTER DATES IN MM/DD/YYYY FORMAT

DO NOT USE THIS SPACE

1. EMPLOYEE SOCIAL SECURITY # 2. OSHA Case # 3. Time employee began work on date of injury

4. DATE OF CLAIMED INJURY 5. Type of injury 6. Date of death 7. Employee Name (last, suffix, first, middle) 8. Gender 9. Marital status 10. Home address 11. Home phone # 12. Date of birth 13. Date hired

14. Occupation 15. Regular department 16. Apprentice status (check all that apply) 17. Average weekly wage 18. Rate per hour 19. Hours per day 20. Days per week 21. Normal work schedule (Sun-Sat) 22. Employment status (check all that apply) 23. Full-time 24. Part-time 25. Seasonal 26. Volunteer

27. Tell us how the employee(s) occurred, what the employee was doing before the incident (give details), and what the equipment was. (Example: "Worker was string of truck with a yoke of lines when the truck backed, pulling worker off of crane deck plus" "Worker developed back pain in left arm one time from daily computer key entry")

28. What was the injury or illness (include the part(s) of body)? (Examples: chemical burn on hand, broken leg, cancer, asthma, syndrome, etc.) 29. What body part(s) was injured? (Examples: chronic, hand, sprain, pain of neck, computer keyboard)

30. Did injury occur on employer's premises? 31. Date of first day of any lost time 32. Employer paid for lost time on day of injury (OOI) 33. Name and address of the place of the occurrence 34. Date employer notified of injury 35. Date employer notified of lost time 36. Return to work date 37. RTW same employer 38. RTW with restrictions 39. Extent of medical treatment (check all that apply) 40. Emergency room 41. Hospitalization more than 24 hours 42. Future major medical expenses

43. EMPLOYER Legal name 44. EMPLOYER USA name (if different) 45. Mailing address 46. Employer FEIN 47. Unemployment ID # 48. City 49. State 50. Zip Code 51. Employer's contact name and phone # 52. Physical address (if different) 53. Witness (name and phone): if more than 1 attach a separate sheet 54. NAICS code 55. Date form completed 56. INSURER name 57. CLAIMS ADMIN COMPANY (CA) name (check one) 58. Insurer TRS 59. Insured legal name and FEIN 60. CA address 61. Policy # (including effective dates) or self-insured certificate # 62. City 63. State 64. Zip Code 65. Insurer FEIN 66. Date insurer received notice 67. CA FEIN 68. CA claim # 69. To be completed by the CA 70. Claim type code 71. Type of loss code 72. Loss reason code 73. Salary paid in lieu of comp? 74. Death result of injury?

MN FRO1 (12/13) Employer: Send copies to Insurer (or Workers' Compensation Division if no insurer), employee, and employer's union (if applicable).

SUPERVISOR'S REPORT OF ACCIDENT
(PLEASE READ AND FOLLOW INSTRUCTIONS ON BACK)

This form should be completed by the supervisor as soon after a work accident as possible. It is useful in gathering information for investigating accidents and their causes so that corrective action can be taken and future accidents avoided. Every accident should be investigated and the causes corrected.

Name of Employee: _____ City/City Organization: _____ Dept.: _____
Date of Accident: _____ Time of Accident: _____ Did employee lose time from work? YES NO
Hours lost on day of accident: _____ Has employee returned to work? YES NO
Employee's job title: _____ Years of employee's service with City/City organization: _____
Years employee has been in present job: _____ Number of hours employee works per week: _____

GIVE US YOUR HONEST COMMENTS ON QUESTIONS BELOW. WE ARE NOT TRYING TO BLAME ANYONE. YOUR OPINION MAY HELP US PREVENT ACCIDENT REPETITION.

PLEASE ANSWER THE FOLLOWING: CHECK "YES" OR "NO"

1. HAD INJURED PERSON BEEN PROPERLY INSTRUCTED IN SAFE AND EFFICIENT METHODS? YES NO
2. DID INJURED PERSON VIOLATE ANY INSTRUCTIONS? YES NO
3. WAS NECESSARY PROTECTIVE EQUIPMENT WORN (IF APPLICABLE)? YES NO
4. DID POOR HOUSEKEEPING CONTRIBUTE TO INJURY? YES NO
5. DID HOBBLEPLAY CAUSE THE INJURY? YES NO
6. WAS INJURY CAUSED BY SOMETHING WHICH NEEDED REPAIRS? YES NO
7. SHOULD A GUARD BE PROVIDED? YES NO
8. DID ANY BODILY DEFECT CONTRIBUTE TO INJURY? YES NO
9. WAS INJURY CAUSED BY AN UNSAFE ACT? YES NO
10. DID INJURED REPORT THE INJURY TO YOU, THE SUPERVISOR, IMMEDIATELY? YES NO

ACCIDENT. (Describe what the injured employee was doing at the time of the accident, what happened, who was involved, nature of the injury.)

Witnesses' Names _____
UNSAFE ACTS. (Did the injured employee or another person do something incorrectly?) _____

UNSAFE CONDITIONS. (What unguarded or unsafe condition of machinery, equipment, building or premises was involved?) _____

ACTIONS TAKEN. (After the injury, what did the employer do to correct the conditions which caused the injury?) _____

REMEDIES. (What should the employer do to prevent other injuries like this?) _____

MEDICAL CARE. Did the employee go to the Doctor or Hospital? YES NO If yes, please complete the following:
Name of Doctor or Hospital: _____ Date of initial visit: _____
Address: _____ Telephone number: _____
AS SUPERVISOR, DO YOU FEEL THAT THIS INJURY SHOULD BE COVERED UNDER WORKERS' COMPENSATION? YES NO
Reasons why or why not: _____

Report Submitted By: _____ Date: _____

Relationships

- Working together with Cities, and Townships
- Fire Dept City/Township Contracts
- Mutual-Aid Agreements
 - LMCIT Risk Management Attorney, Chris Smith



Relationships - Townships

- LMC and Township Association have developed a model agreement
- Method to establishing fire service charges
- Insurance -- City shall have insurance and name town as an “additional insured”
- Indemnification -- City shall defend and indemnify the town for any claims



Documentation

Charging for Fire Calls

- Must have an Ordinance
- LMC has sample ordinances
- Avoid Insurance Fraud
- Fees should be reasonable and proportional to service
 - Utilize a Fee Schedule!

Data Practices & Records Retention

- Data Requests
 - How do you give our information when its requested?
 - City Data Requests Policy
- Records Retention
 - Mn State Statute 138.17 – Government Records
 - General Records Retention Schedule for MN Cities

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
FIRE	FIR 00010	AMBULANCE BILLING/HIPPA AUTHORIZATION FORM Patient signs acknowledging they are financially responsible for the provided services and that they have received a copy of the Notice of Privacy Practices.	10		
FIRE	FIR 00020	AMBULANCE EMERGENCY ROOM RECORDS Admission date, patient name and address, insurance, emergency contact, doctor, birthdate.	10	Private	
FIRE	FIR 00030	AMBULANCE MASTER SCHEDULES Monthly Calendar of call time - reviewed by EMSRB representative upon relicensing.	6	Public	
FIRE	FIR 00040	AMBULANCE PATIENT CARE REPORT - EMSRB/STATE FORM Includes mileage, patient name and address, type of injury, incident address, destination information, vital signs, and narrative.	10	Public/Private	
FIRE	FIR 00050	AMBULANCE PRE-HOSPITAL PROTOCOLS Includes variances for licensing.	Until superseded		
FIRE	FIR 00100	APPARATUS/EQUIPMENT MAINTENANCE & INSPECTION RECORDS:	Life of equipment	Public	
FIRE	FIR 00200	ARSON REPORTS/INVESTIGATIONS	Permanent	Public/Confidential	MS 13.82, Subd. 7, MS 13.83
FIRE	FIR 00350	FA-1 FORM, APPLICATION OF STATE AID FIRE EQUIPMENT CERTIFICATE	6	Public	
FIRE	FIR 00400	FIRE CODE	Permanent	Public	
FIRE	FIR 00600	FIRE INVESTIGATION REPORT Used by investigators to document facts found regarding fires investigated by the FPB.	6 unless arson, death, or hazardous materials then retain permanently	Public/Confidential until investigation is closed.	MS 13.82, MS 13.83
FIRE	FIR 00700	FIRE PREVENTION WEEK TOURS & DEMONSTRATION DATA	1	Public	
FIRE	FIR 01150	FIRE TRUCK DAILY/WEEKLY INSPECTION SHEETS	2	Public	

Fire Department & EMS Data

- Ambulance & EMS Run Reports require a HIPPA compliant release...
- Fire Department Data and Images are Government Data
- Ownership of the device is not the same thing as ownership of the data
- Model Digital Images / Social Media Policy for Fire Departments / EMS

PTSD and Mental Health Toolkit

PTSD and Mental Health Toolkit

[Home](#) > PTSD and Mental Health Toolkit Home



Excellence in public safety requires a workforce with good mental health practices and departments that support mental health as a priority.

The League of Minnesota Cities Insurance Trust has developed [this toolkit](#) to help our members address issues of public safety mental health and post-traumatic stress disorder (PTSD). Due to the nature of your job duties, public safety personnel may be at increased risk of developing PTSD. PTSD and other mental health conditions are treatable, and in many cases, preventable.

Lora Setter, a former law enforcement officer, is available to help answer your questions regarding public safety mental health programs, current trends, and legislative efforts. **Lora can be reached at lsetter@lmc.org or (612) 248-9551.**

[Get public safety mental health hotline numbers here](#)



- LMCIT has developed a PTSD and Mental Health Toolkit
- Public Safety Program Coordinator
 - Lora Setter – 651-248-9551 or lsetter@lmc.org

LMCIT – Here to Help Limit Liability!

- Human Resources
- Policies
- Selection vs Election
- Purchasing Process
- Budgeting
- Workers Compensation
- Relationships
- Documentation

Public Safety / Risk Management Blog:

- www.lmcontheline.blogspot.com



LMCIT – Here to Help Limit Liability!

Public Safety Project Coordinator

- Tracy Stille – 651-215-4051 or tstille@lmc.org

Public Safety Program Coordinator – PTSD/Mental Health

- Lora Setter – 651-248-9551 or lsetter@lmc.org

Loss Control Consultant – Public Safety Specialist

- Troy T Walsh – 651-281-1231 or twalsh@lmc.org

LMC Human Resources – HRBENEFITS@lmc.org

LMC Research – Research2@lmc.org



Questions?



INFORMATION MEMO

Fire Department Management and Liability Issues

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RELEVANT LINKS:

For a general discussion of fire services see the League's Handbook, [Public Safety and Emergency Management](#).

I. Fire services

Residents in communities throughout Minnesota benefit from the services provided by fire departments. Sometimes services are provided to residents directly by the city. City departments may be staffed with volunteers, full-time paid firefighters, or a combination. Cities may also collaborate or contract with one another or another governmental entity (such as a township) for fire services. Each of these options presents a unique set of management and liability issues.