



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

450 Virginia Avenue, PO Box 606
Long Lake, MN 55356

MEETING DATE / December 16, 2026

SUBJECT: Personnel Action Preparing for Transition of the Long Lake Fire Department

Prepared By: Amanda Nowezki, City Administrator

Report Date: 12/12/2025

Recommended City Council Action

Staff recommends the following:

Motion to approve the layoff of all current City of Long Lake Fire Department personnel effective December 31, 2025 to facilitate their transition to service with the Shoreline Fire Department beginning January 1, 2026.

Overview / Background

In October 2025, the cities of Long Lake and Orono approved a Joint Powers Agreement (JPA) to consolidate our cities' Fire Departments and establish our new Shoreline Fire Department, with operational status and service scheduled to begin on January 1, 2026. As part of this transition, all of the City's Long Lake Fire Department employees, including Fire Chief Mike Heiland, must be formally separated from City employment to allow for their onboarding into the new joint department structure.

This action is an administrative requirement of the consolidation process under the JPA and does not reflect any staffing reductions or performance concerns; rather, it allows for a clean organizational transition under the governance of the Shoreline Fire Board. All personnel costs associated with layoff administration will be managed within the existing 2025 City budget. Post-transition staffing costs will be governed by the Shoreline Fire Department as outlined in the JPA.

On November 25, City staff issued and mailed formal layoff notices to all of the City's current Long Lake Fire Department personnel to advise employees that their position with the City would be ending effective December 31, 2025 for compliance with employment and payroll requirements, and to ensure fire protection services would remain continuous up until the official launch of the Shoreline Fire Department on January 1. The notices further advised employees that the City recognized and has sincerely appreciated their dedicated service to our community, and expressed gratitude for our employees' patience and support through the Fire Department transition. It should be noted that all City of Long Lake Fire Department employees have been offered a position with the Shoreline Fire Department; and under the terms of the JPA, Fire Chief Heiland will be serving as Interim Chief of the Department for no less than its first year in operation.

Staff recommends the Council formally approve the layoff of all current City of Long Lake Fire Department personnel effective December 31, 2025 in order to facilitate their transition to service with the Shoreline Fire Department.

Supporting Information

- Copy of layoff notice dated November 25, 2025