



118 Central Avenue North, New Prague, MN 56071  
phone: 952-758-4401 fax: 952-758-1149

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## MEMORANDUM

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**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** JOSHUA TETZLAFF, CITY ADMINISTRATOR  
**SUBJECT:** FIRE RELIEF ASSOCIATION BYLAWS AND SOGs  
**DATE:** SEPTEMBER 11, 2024

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One of the tasks set out this year was rewriting and organizing the Fire Relief Association Bylaws and SOGs for the Fire Department. When I started, the document had been last overhauled in the late 2000s and seemed to be scanned copy of a scanned copy. Updates to the document had been made by adding on to the last page and finding a full copy that included all appendixes was difficult.

I set to work this year reorganizing the document and pulling it all together in one place to easily update as needed. I also updated the appendixes with the various changes over the years. No policies are different. The overall document was just reformatted and updated, allowing for easier future updates.

After review by the City Attorney, the Fire Department approved the document at its monthly meeting on September 3, 2024. The next step would be approval by the City Council.

### **Recommendation**

I recommend approval of the Restated Bylaws of the New Prague Volunteer Firemen's Relief Association.