

**STATE OF MINNESOTA**  
Executive Department



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JUN 15 2020

**Governor Tim Walz** President of the Senate

**NOTICE OF APPOINTMENT**

**Scott Saehr**

Because of the special trust and confidence I have in your integrity, judgment, and ability, I have appointed you to the office of:

**Volunteer Firefighter Member  
Emergency Medical Services Regulatory Board**

Effective: June 16, 2020

Expires: January 1, 2024

This appointment carries with it all rights, powers, duties, and emoluments granted by law and pertaining to this position until this appointment is superseded or annulled by me or other lawful authority or by any law of this State.

Signed and sealed June 11, 2020.



Handwritten signature of Tim Walz in black ink.

**Tim Walz**  
Governor

Handwritten signature of Steve Simon in black ink.

**Steve Simon**  
Secretary of State

Replacing: Steve DuChien

Filed on June 11, 2020  
Office of the Minnesota  
Secretary of State,  
Steve Simon

# Application for the position Volunteer Firefighter Rep

## Part I: Position Sought

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Agency Name: Emergency Medical Services Regulatory Board  
Position: Volunteer Firefighter Rep

## Part II: Applicant Information

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Name: Scott Saehr  
Phone: (320) 260-2042  
County: Morrison  
In House District: 09B  
S House District: 8  
Recommended by the Appointing Authority: False

## Part III: Appending Documentation

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### Cover Letter and Resume

Type	File Type
Cover Letter	application/pdf
Resume	application/vnd.openxmlformats-officedocument.wordprocessingml.document

### Additional Documents (.doc, .docx, .pdf, .txt)

Type	File Name
Letter of Recommendation	MBFTE_Scott Saehr Reference Letter.pdf
Letter of Recommendation	Camp Ripley_Letter of Recommendation.pdf
Letter of Recommendation	Todd County Sheriff Steve Och_Scott Saehr Reference Letter.pdf
Letter of Recommendation	saehr-scott-recommendation-brainerd city-emsrb.pdf
Curriculum Vitae	Scott Saehr_EMSRB Pic.pdf
Letter of Recommendation	Scott Saehr-recommendation-holmes-emsrb.pdf

## Part V: Signature

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Signature: Scott Saehr  
Date: 11/22/2019 5:23:38 AM

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President of the Senate

**Scott William Saehr**

24397 Pineview Road, Pierz, MN 56364

Phone: (320.260.2042)

Personal Email: [ssaehr@gmail.com](mailto:ssaehr@gmail.com)

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To Whom It May Concern:

Thank you for taking the time to review my application for the open Emergency Medical Services Regulatory Board position. As a volunteer/paid on call Firefighter and volunteer Emergency Medical Responder, I have come to understand the importance of EMS work and the collaboration it takes to be successful as a department. I feel that I have truly found my passion in life by being able to promote and participate in these services. A role on the EMSRB would provide the opportunities to help build those relationships and practice the work of the passion that I have by serving our First Responders. My position at Sourcewell has also rounded out my abilities to understand the training and vendor side of EMS, Fire, and all other Emergency Services Personnel. I've been involved in experiences such as purchasing a fire truck for both small and large departments, providing Mental Health Awareness training for Emergency Responders, and helping local First Response teams to obtain the updated training and equipment needed to safely perform their duties. On the volunteer side, I've been honored to be appointed as an Officer on the Pierz Fire Department at an early stage in my career. This has given me the opportunity to grow as a leader and I have found passion in helping the responders who put their lives on the line to respond when called upon. It has given me a great respect for the leadership who oversees these teams and who put the needs of the responders as a priority. The longevity of each team depends on this.

As a young Firefighter and Emergency Medical Responder, I believe in the importance of training for preventative health when it comes to both physical and mental wellbeing. It is a known fact that these professionals are more susceptible to issues like cardiac arrest, suicide, and cancer. As important as it is to address these issues as they arise, I truly feel there are more preventative approaches that need to be implemented. It excites my soul to be involved in this opportunity. My future goal is to grow as a leader in the advocating role of promoting the services that EMSRB represents.

I am confident that I would be an asset and an excellent addition to the Emergency Medical Services Regulatory Board. My experience serving on current elected and appointed County and Nonprofit Boards has given me tremendous amount of respect for EMSRB and hope to continue to grow as a potential board member. I value trust, open communication, mutual respect, integrity, and hard work and know that these are parts on my daily life that I will be able to integrate into this role.

Thank you for your time and consideration.

Sincerely,

*Scott Saehr*

Scott William Saehr  
[ssaehr@gmail.com](mailto:ssaehr@gmail.com)  
(320) 260-2042

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President of the Senate

## Scott William Saehr

24397 Pineview Road, Pierz, MN 56364

Phone: (320.260.2042)

Personal Email: [ssaehr@gmail.com](mailto:ssaehr@gmail.com)

### Education & Professional Development

*University of St. Thomas*

Bachelor of Arts in Business Administration

Major: Business Entrepreneurship

Member of the St. Thomas Football Team

*Entrepreneurship 450: Capstone*

- *Constructed entire business plan*
- *Gained knowledge and skills with pro-formas (income statements, balance sheets, etc.)*
- *Discovered target markets and designed ways to overcome competitors*

*Management Organization and Processes Course*

- *Consulted a corporation using strategies to increase efficiency and profitability*
- *Gained skills and techniques for managing an organization both individually and as a team*

*Completed Leadership Boost and Launch Courses*

St. Paul, MN

May 2010

2014-2016

### Employment Experience

Community Solutions Specialist

June 2018 – Present

*Sourcwell*

Staples, MN

- Manage funding for all EMS, Fire, and Emergency Service personnel to ensure departments are gaining access to training needs
- Oversee programs and services of Community Solutions department and recommend improvements
- Plan for and implement annual Professional Development for all EMS, Fire, and Emergency Service personnel
- Manage and Validate all EMS vendors and trainers to ensure funding is being most effectively utilized
- Assisted in the development and growth of the networking group *Trauma Informed Care* within Cass, Crow Wing, Morrison, Todd, and Wadena counties
- Promote the importance of Mental health awareness within Emergency Services through professional development and training funds
- Work collaboratively with Sourcwell Departmental Managers to share organizational member solutions that impact regional members
- Work collaboratively with the Manager of Community Solutions to establish and track departmental measures and metrics
- Support in developing and monitoring strategic planning of the Community Solutions department
- Help ensure recommended improvements are implemented effectively, both internally at Sourcwell and externally in the Region.
- Assist in the evaluation of marketing strategies, tradeshow, and member experiences
- Monitor service delivery to ensure Community Solutions staff are meeting member needs
- Establish and maintain a trusting work relationship with members and vendors by keeping an open line of communication
- Respond to Sourcwell's service area vendor/customer inquiries to ensure the accurate organization message is understood
- Serve as first line of communication for awarded vendors by assisting members with inquiries to current and potential member purchasing needs
- Monitor Local Unit of Government RFP's and respond accordingly, in collaboration with internal departments including Legal and Marketing
- Explore potential solutions based on the expressed needs of the Community Solutions members

Contract Administration Specialist

December 2017 – June 2018

*Sourcwell*

Staples, MN

- Facilitated annual contract business plans and monitored renewal dates
- Assisted with research and communication to the scope of RFPs, supported vendors with industry specific questions, and participated in bid openings
- Managed contract sales reporting and imported internal data in CRM to ensure reports are received, reviewing, and completed
- Provided consultative services to Finance department on reconciliation of sales reports
- Responded to Member and Vendor inquiries with appropriate contract documentation
- Acted as liaison between Vendor marketing departments and Sourcwell
- Organized and assisted CA during presentation of Vendor Launch Meetings
- Coordinated CA training and presentations via WebEx for assigned contracts
- Created content and layout for awarded vendor landing pages

Interim Clerk/Administrator 2016 – 2017  
Served Central Minnesota  
*David Drown Associates*

- Worked in collaboration with David Drown Associates to provide Interim Clerk/Administrator duties for cities during periods of short staffing
- Communicated daily with city staff to maintain a transparent work environment
- Attended City Council meetings; arranged and published notices of meetings and public hearings as required by law; ensured all appropriate parties are notified; recorded minutes of all proceedings and maintained accurate and completed records of all actions including resolutions, ordinances and minutes
- Managed payroll and submitted required reports/payments to State, IRS, etc.
- Maintained all city financial funds and made transfers necessary as directed by City Council
- Administered city election processes, registered new voters, and recorded results

City Administrator January 2014 - June 2016  
Pierz, MN

*City of Pierz*

- Supervised and had day-to-day oversight over activities of all city department heads and administrative staff in an efficient manner
- Attended meetings of the City Council; arranged and published notices of meetings and public hearings as required by law; ensured all appropriate parties were notified; recorded minutes of all proceedings and maintained accurate and complete records of all actions including resolutions, ordinances and minutes
- Organized information and assisted outside auditing firm with annual audit
- Prepared and presented budgets, worked with department heads/council in preparation of their proposed budgets
- Processed bi-weekly payroll and submitted required reports/payments to State, IRS, etc.
- Prepared and submitted annual tax levy upon approval of city council
- Tracked all city financial funds and made transfers as necessary
- Coordinated activities with City Engineer, City Attorney, and Investment Advisor
- Collaborated with Local Units of Government within Region 5 to endorse effective and efficient solutions
- Administered city election processes, registered new voters, and recorded results
- Acted as Data Privacy Officer and maintained private/public personnel records
- Oversaw and operated entire Electric Utility, including reports, billings, accounting, etc.

Business Owner May 2010 – 2019  
Pierz, MN

*Hydroscapes*

- Manage employees to maintain professional appearance
- Work directly with clients to establish seasonal contracts
- Organize and maintain all new and existing contracted accounts
- Manage company financials and payroll using Quick Books
- Direct all marketing and advertising for brand awareness
- Prepare financial plans and designed budget goals using product data to exceed goals
- Promote company services by attending local trade shows to increase awareness
- Collaborate with other companies as general management on larger projects

Director of Sales and Marketing December 2011 - 2013  
Pierz, MN

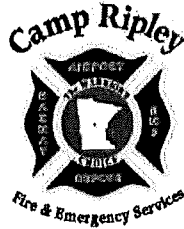
*Smude Enterprises, LLC*

- Implemented marketing and advertising strategies to grow company and customer base
- Managed company social media accounts and websites to improve sales and education
- Implemented strategies to promote awareness with distribution companies for retail stores
- Created new product labeling to amplify customer visibility
- Created and distributed press releases of important events to enhance brand awareness
- Communicated with distribution companies to coordinate product availability and delivery

**Community Involvement**

Elected Board Member for Morrison County Soil and Water - District #3	2017-Present
Board Member for Great River Arts	2019-Present
EMR Member of Pierz Area First Response Team	2016-Present
Officer/Secretary and Firefighter of Pierz Fire Department	2018-Present
Assistant Coach for the Pioneer Football team	2012-2019
Board Member for Emerging Leaders Program at Initiative Foundation	2015
EMR Member of Sullivan Lake and Hillman Area First Response Team	2015-2017
Event Music Coordinator for Pierz Freedom Fest	2013-2016
Member of Pierz Area Commercial Club	2013-2016
Duluth Chamber of Commerce and Fuze Duluth	2010-2012

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 JUN 25 2020  
 President of the Senate



Camp Ripley Fire & Emergency Services  
15000 Hwy 115 Little Falls, MN 56345  
Building 2-203

TO: The Honorable Members of the Emergency Medical Services Regulatory Board  
SUBJECT: Letter of Recommendation for the appointment of Mr. Scott Saehr to the EMSRB

Dear Board Members

Please accept this letter of recommendation for the appointment of Mr. Scott Saehr to the Emergency Medical Services Regulatory Board (EMSRB).

I have had the distinct privilege of working with Mr. Saehr for the last 4 years while he serves as the Community Solutions Specialist with Sourcewell covering the 5 county area of central Minnesota. During this time I have found him to always be above reproach and a consummate professional with a genuine care for the emergency services both in and outside his area of responsibility. His dedication to making our communities safer with an increased readiness level in the event of emergencies is prevalent in every calculated task he performs and I think he would make a valuable and logical addition to your board. I ask you to please look closer into him as a candidate as his value will very obviously stand out.

Please feel to contact me at any time (320) 360-5240

Sincerely,

A handwritten signature in black ink that reads "Patrick J. Boone".

PATRICK J. BOONE  
FIRE CHIEF  
CAMP RIPLEY

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President of the Senate



**MINNESOTA BOARD OF FIREFIGHTER TRAINING AND EDUCATION**  
445 MINNESOTA STREET, SUITE 146  
SAINT PAUL, MN 55101  
TELEPHONE: 651-201-7259 FAX: 651-215-0525  
EMAIL: FIRE-TRAINING.BOARD@STATE.MN.US  
WEBSITE: WWW.MBFTE.ORG

November 19, 2019

To whom it may concern,

I am submitting this letter of reference on behalf of Mr. Scott Saehr, who has applied for the position of board member with the Minnesota Emergency Medical Services Regulatory Board.

Over the last several years I've gotten to know Scott both professionally and personally, and I can attest to his high sense of ethics and professionalism.

I continue to have frequent interaction with Scott in my role as the Executive Director for the Minnesota Board of Firefighter Training and Education, and I have witnessed the leadership that he provides to the fire and EMS services located in the central region of Minnesota. I have attended several meetings and training events where Scott has presented, and it is evident that he is an effective communicator in public speaking environments, and that he possesses a great understanding of the public safety sector.

Mr. Saehr is well-versed in the emergency services of Minnesota, and he continues to expand his knowledge of the vast complexities that make up both the fire and the EMS disciplines. His progressive involvement in the emergency services field, combined with his passion for being a firefighter and first responder, serves as testament to the respect that Scott has gained from his peers throughout the central region of Minnesota.

I respectfully ask that you consider Mr. Scott Saehr as your selection for this board member position with the EMSRB, and I would be happy to discuss his attributes further if you should find the need to do so.

Sincerely,

Steven Flaherty  
Executive Director

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President of the Senate



**TODD COUNTY  
SHERIFF'S OFFICE**

115 Third Street South  
Long Prairie, MN 56347

Steve Och, Sheriff

(320) 732-2157 Phone  
(320) 732-3867 Fax  
1-800-794-5733  
(Within Todd County)

11-19-19

EMSRB Board/Commission

I would like to extend this opportunity to recommend Scott Saehr for the position to the Board/Commission of Emergency Medical Services Regulatory Board. As the Sheriff of Todd County, I and my Chief Deputy have worked closely with Scott on several projects. Scott has always been very helpful and offered good suggestions and was extremely easy to work with. Scott is also a member of the Pierz Fire Department and a First Responder which gives him firsthand knowledge in Emergency Services. I believe this would be a great opportunity for the EMSRB Board to tap into the resources that Scott has available to him as an employee of Sourcewell. If you have any questions and would like to speak to me feel free to contact me at 320-760-5504.

Respectfully,

Steve Och  
Todd County Sheriff

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President of the Senate





[www.ci.brainerd.mn.us](http://www.ci.brainerd.mn.us)

November 25<sup>th</sup>, 2019

To whom it may concern,

I am submitting this letter of reference on behalf of Scott Saehr for a board member position on the Minnesota Emergency Medical Services Regulatory Board.

Over the last few years I have gotten to know Scott through his work at Sourcewell and through his involvement as a firefighter in Pierz, MN. Scott has shown a great interest in the development of firefighters in the fire and EMS services. He is always looking for new ideas and way to get the necessary training to all that need it throughout MN.

Saehr is knowledgeable in fire and EMS in MN and he is continually taking steps to improve himself and his knowledge about these ever-changing fields.

I would recommend Scott Saehr to be a board member position of the EMSRB and I am always available should you need more information.

Sincerely,

Tim Holmes

Fire Chief

Brainerd Fire Department.

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