

FCC Form 397

Federal Communications Commission
Washington, D. C. 20554

Approved by OMB
3060-0922

BROADCAST STATEMENT OF COMPLIANCE

(For FCC Use Only)
Code No.

Legal Name of the Licensee <i>Thief River Falls Radio (Iowa City Broadcasting)</i>		
Mailing Address <i>Box 40</i>		
City <i>Thief River Falls</i>	State or Country (if foreign address) <i>MN</i>	ZIP Code <i>56201</i>
Telephone Number (include area code) <i>515-681-1230</i>	E-Mail Address (if available) <i>JAKE@TRFRADIO.COM</i>	
Facility ID Number	Call Sign <i>KTRF AM KTRF FM KKAQ AM KKDQ FM</i>	

TYPE OF BROADCAST STATION :

Commercial Broadcast Station

Noncommercial Broadcast Station

- Radio TV
 Low Power TV
 International

- Educational Radio
 Educational TV

List call sign and location of all stations included on this statement. List commonly owned stations that share one or more employees. Also list stations operated by the licensee pursuant to a time brokerage agreement. Indicate on the table below which stations are operated pursuant to a time brokerage agreement. To the extent that licensees include stations operated pursuant to a time brokerage agreement on this report, responses or information provided in Sections I through III should take into consideration the licensee's EEO compliance efforts at brokered stations, as well as any other stations, included on this form. For purposes of this form, a station employment unit is a station or a group of commonly owned stations in the same market that share at least one employee.

Call Sign	Facility ID Number	Type (check applicable box)	Location (city, state)	Time Brokerage Agreement (check applicable box)
<i>KTRF</i>		<input checked="" type="checkbox"/> AM <input type="checkbox"/> FM <input type="checkbox"/> TV	<i>Thief River Falls MN</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>KKAQ</i>		<input checked="" type="checkbox"/> AM <input type="checkbox"/> FM <input type="checkbox"/> TV	<i>TRF MN</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>KKDQ</i>		<input type="checkbox"/> AM <input checked="" type="checkbox"/> FM <input type="checkbox"/> TV	<i>Thief River Falls MN</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>KTRF</i>		<input type="checkbox"/> AM <input checked="" type="checkbox"/> FM <input type="checkbox"/> TV	<i>Red Lake Falls MN</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> AM <input type="checkbox"/> FM <input type="checkbox"/> TV		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> AM <input type="checkbox"/> FM <input type="checkbox"/> TV		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> AM <input type="checkbox"/> FM <input type="checkbox"/> TV		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> AM <input type="checkbox"/> FM <input type="checkbox"/> TV		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> AM <input type="checkbox"/> FM <input type="checkbox"/> TV		<input type="checkbox"/> Yes <input type="checkbox"/> No

FCC 397
April 2000

FCC Form 397

SEND NOTICES AND COMMUNICATIONS TO THE FOLLOWING NAMED PERSON AT THE ADDRESS INDICATED BELOW:

Name Jake Weber		Street Address PO Box 40	
City Chief River Falls	State MN	Zip Code 56701	Telephone No. (218) 681-1230

FILING INSTRUCTIONS

Broadcast station licensees are required to afford equal employment opportunity to all qualified persons and to refrain from discriminating in employment and related benefits on the basis of race, color, national origin, religion, and sex. See 47 C.F.R. Section 73.2080. Pursuant to these requirements, a station employment unit that employs five or more full-time station employees must file a statement of compliance with equal employment opportunity requirements. If a station employment unit employs fewer than five full-time employees, no statement need be filed.

A copy of this statement must be kept in the station's public file. Failure to meet these requirements may result in sanctions or remedies. These requirements are contained in 47 C.F.R. Section 73.2080 and are authorized by the Communications Act of 1934, as amended.

Does your station employment unit employ fewer than five full-time employees?
 Consider as "full-time" employees all those permanently working 30 or more hours a week.

Yes No

If your station employment unit employs fewer than five full-time employees, complete the certification below, return the form to the FCC, and place a copy in your station(s) public file. You do not have to complete the rest of this form. If your station employment unit employs five or more full-time employees, you must complete all of this form and follow all instructions.


CERTIFICATION

This report must be certified, as follows:

- A. By licensee, if an individual;
- B. By a partner, if a partnership (general partner, if a limited partnership);
- C. By an officer, if a corporation or an association; or
- D. By an attorney of the licensee, in case of physical disability or absence from the United States of the licensee.

WILLFUL FALSE STATEMENTS ON THIS FORM ARE PUNISHABLE BY FINE AND/OR IMPRISONMENT (U.S. CODE, TITLE 18, SECTION 1001), AND/OR REVOCATION OF ANY STATION LICENSE OR CONSTRUCTION PERMIT (U.S. CODE, TITLE 47, SECTION 312(a)(1)), AND/OR FORFEITURE (U.S. CODE, TITLE 47, SECTION 503).

I certify to the best of my knowledge, information and belief, all statements contained in this report are true and correct.

Signed 	Name of Respondent Jake Weber
Title General Manager	Telephone No. (include area code) 218-681-1230
Date 11/30/17	

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The purpose of this document is to provide broadcast licensees, the FCC, and the public with information about whether the station is meeting equal employment opportunity requirements.

GENERAL POLICY

A broadcast station must provide equal employment opportunity to all qualified individuals without regard to their race, color, national origin, religion or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination.

RESPONSIBILITY FOR IMPLEMENTATION

A broadcast station must assign a particular official overall responsibility for equal employment opportunity at the station. That official's name and title are:

NAME <i>JAKE WEBER</i>	TITLE <i>General Manager</i>
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It is also the responsibility of all persons at a broadcast station making employment decisions with respect to recruitment, evaluation, selection, promotion, compensation, training and termination of employees to ensure that no person is discriminated against in employment because of race, color, religion, national origin or sex.

I. STATEMENT OF COMPLIANCE

The station(s) has complied with the outreach provisions of the FCC's Broadcast Equal Employment Opportunity Rule, 47 C.F.R. Section 73.2080, during the two-year period prior to filing this form.

Yes No

See Explanation
in Exhibit No.

II. RECRUITMENT ELECTION

Please indicate which option the station employment unit will utilize for the next two years. See 47 C.F.R. Section 73.2080 of the Commission's Rules.

Supplemental Recruitment Measures (Option A) Alternative Recruitment Option (Option B)

III. MID-TERM REVIEW

Television station employment units with five or more full-time employees and radio station employment units with more than ten full-time employees filing in the middle of the license term must attach a copy of the EEO public file report from the previous year. Stations are required to place annually such information as is required by 47 C.F.R. Section 73.2080 in their public files.

FCC NOTICE TO INDIVIDUALS REQUIRED BY THE PRIVACY ACT AND THE PAPERWORK REDUCTION ACT

The FCC is authorized under the Communications Act of 1934, as amended, to collect the personal information we request in this report. We will use the information you provide to determine if the benefit requested is consistent with the public interest. If we believe there may be a violation or potential violation of a FCC statute, regulation, rule or order, your request may be referred to the Federal, state or local agency responsible for investigating, prosecuting, enforcing or implementing the statute, rule, regulation or order. In certain cases, the information in your request may be disclosed to the Department of Justice or a court or adjudicative body when (a) the FCC; or (b) any employee of the FCC; or (c) the United States Government, is a party to a proceeding before the body or has an interest in the proceeding. In addition, all information provided in this form will be available for public inspection. If you owe a past due debt to the federal government, any information you provide may also be disclosed to the Department of Treasury Financial Management Service, other federal agencies and/or your employer to offset your salary, IRS tax refund or other payments to collect that debt. The FCC may also provide this information to these agencies through the matching of computer records when authorized. If you do not provide the information requested on this report, the report may be returned without action having been taken upon it or its processing may be delayed while a request is made to provide the missing information. Your response is required to obtain the requested authority. We have estimated that each response to this collection of information will average 30 minutes. Our estimate includes the time to read the instructions, look through existing records, gather and maintain required data, and actually complete and review the form or response. If you have any comments on this estimate, or on how we can improve the collection and reduce the burden it causes you, please write the Federal Communications Commission, AMD-PERM, Paperwork Reduction Project (3060-0922), Washington, D. C. 20554. We will also accept your comments via the Internet if you send them to jboley@fcc.gov. Remember - you are not required to respond to a collection of information sponsored by the Federal government, and the government may not conduct or sponsor this collection, unless it displays a currently valid OMB control number or if we fail to provide you with this notice. This collection has been assigned an OMB control number of 3060-0922.

THE FOREGOING NOTICE IS REQUIRED BY THE PRIVACY ACT OF 1974, P.L. 93-579, DECEMBER 31, 1974, 5 U.S.C. 552a(e)(3), AND THE PAPERWORK REDUCTION ACT OF 1995, P.L. 104-13, OCTOBER 1, 1995, 44 U.S.C. 3507.



**YEARLY TOTAL NUMBER OF INTERVIEWEES
AND TOTAL NUMBER OF INTERVIEWEES REFERRED BY EACH
RECRUITMENT SOURCE**

Complete this worksheet on the anniversary date of the renewal filing due date using the Tally of Interviewee Sources for Each Full-Time Vacancy (Page 16)

Yearly Period Beginning: Dec 1 2016 Ending: NOV 30 2017

Total Number of Persons Interviewed for Full-Time Vacancies: 10

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Total Number of Interviewees Referred by Each Recruitment Source:

Recruitment Source Name	Total Number of Interviewees
ALL Access	6
CABLE channel 3	
KTRF AM	2
KTRF FM	2
KKDQ FM	
KKAD AM	
RADIOGRAM	

Place in station's local public file annually on the anniversary date of the renewal filing due date. Post on station's website, if applicable.



**LIST OF ALL FULL-TIME JOBS FILLED
FOR THE 12 MONTH PERIOD OF 12/1, 2016 through 12/30, 2017**

Complete this worksheet continuously every time a vacancy is filled

- Job Title: GENERAL MANAGER Date Filled: 5/1/17
- Job Title: SALES Date Filled: 10/15/17
- Job Title: _____ Date Filled: _____
- Job Title: _____ Date Filled: _____
- Job Title: _____ Date Filled: _____
- Job Title: _____ Date Filled: _____
- Job Title: _____ Date Filled: _____
- Job Title: _____ Date Filled: _____
- Job Title: _____ Date Filled: _____
- Job Title: _____ Date Filled: _____
- Job Title: _____ Date Filled: _____
- Job Title: _____ Date Filled: _____
- Job Title: _____ Date Filled: _____
- Job Title: _____ Date Filled: _____
- Job Title: _____ Date Filled: _____

Place in station's local public file annually on the anniversary date of the renewal filing due date. Post on station's website, if applicable.



LIST OF RECRUITMENT SOURCES USED TO FILL EACH VACANCY

Complete this worksheet after filling a full time vacancy. Use as many copies as are necessary. Include organizations requesting notice of vacancy.

Job Title for Vacancy: GENERAL MANAGER Date Vacancy Filled: 5/1/17

Recruitment Source for Actual Hire: ALL Access

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RECRUITMENT SOURCES UTILIZED FOR THIS VACANCY

Name and Address of Source	Contact Person and Phone Number
ALL Access	Joel Folger 310-457-6616

Place in station's local public file annually on the anniversary date of the renewal filing due date. Post on station's website, if applicable.

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LIST OF RECRUITMENT SOURCES USED TO FILL EACH VACANCY

Complete this worksheet after filling a full time vacancy. Use as many copies as are necessary. Include organizations requesting notice of vacancy.

Job Title for Vacancy: SALES Date Vacancy Filled: 10/2/17

Recruitment Source for Actual Hire: KTRF AM

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RECRUITMENT SOURCES UTILIZED FOR THIS VACANCY

Name and Address of Source	Contact Person and Phone Number
KTRF-AM	JAKE WESER
KKDD KKAA-AM	
KKDD-FM	
KTRF-FM	
Channel 3	
Radiogram	

Place in station's local public file annually on the anniversary date of the renewal filing due date. Post on station's website, if applicable.

Sales Vacancy

Radiogram, Channel 3, KTRF AM, KTRF FM, KKDQ FM & KKAQ AM
9/01/17 -9/18/17

THIEF RIVER FALLS RADIO IS EXPANDING AND WE ARE LOOKING TO ADD TO OUR STAFF. WE HAVE TWO GREAT POSITIONS TO FILL. THE FIRST ONE IS AS OUR NEW OFFICE MANAGER. DAILY RESPONSIBILITIES INCLUDE SCHEDULING TRAFFIC AND ACCOUNTING.

THE SECOND IS JOINING THE THIEF RIVER FALLS RADIO SALES STAFF. YOU WILL HAVE GREAT BRANDS LIKE KTRF AM, 94.1 THE FALLS, NORTH COUNTRY 99.3, REAL COUNTRY 1460 AM, THE ALL CABLE CHANNEL 3 AND THE NEW UPGRADED RADIOGRAM. COME JOIN US AS WE CELEBRATE 70 YEARS OF BROADCASTING IN NORTHERN MINNESOTA. EMAIL YOUR RESUME TO JAKE@TRFRADIO.COM OR DROP IT OFF AT OUR STUDIOS AT 1433 MAIN AVE NORTH IN THIEF RIVER FALLS. WE ARE LOOKING FORWARD TO HEARING FROM YOU. THIEF RIVER FALLS RADIO IS AN EQUAL OPPORTUNITY EMPLOYER.



Equal Employment Opportunity Policy

Thief River Falls Radio is committed to providing a non-discriminatory employment environment for its employees.

The policy of Thief River Falls Radio is to fully comply with applicable federal, state and local laws, rules and regulations in the area of non-discrimination in employment. Discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years or older), military and veteran status is prohibited. Violations of this policy will be subject to discipline, up to and including termination.

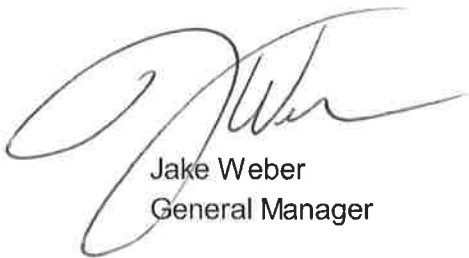
Equal employment opportunity and non-discriminatory commitments include, but are not limited to, the areas of hiring, promotion, demotion or transfer, recruitment, discipline, layoff or termination, rate of compensation and company sponsored training.

All employees are expected to comply with this Equal Employment Opportunity Policy. Managers and supervisors who are responsible for meeting business objectives are expected to cooperate fully in meeting Thief River Falls Radio's equal employment opportunity objectives.

Any employee who believes he or she has been discriminated against must immediately report any incident to the company's designated EEO Officer.

The company will not tolerate retaliation against any employee who reports acts of discrimination or provides information in connection with any such complaint.

If you have any questions regarding this policy, please contact Jake Weber, EEO Officer.



Jake Weber
General Manager

Thief River Falls Radio is an equal opportunity employer

Certificate of EEO Training

This certifies that JAKE WEBER participated in EEO

Training at the Ingstad Broadcasting Managers Meeting held on 9-20-17

at Marriott Mpls. West.

Included in our training was focus on the 3 Prongs of EEO emphasis:

1. Recruit for all Full Time Employee openings.
2. Notification of job vacancies provided to all qualifying organizations in addition to Prong #1.
3. Menu Options for Supplemental outreach Initiatives.

Our training went into detail on each of the above.

Reminder was also made to have our annual reports available in our Public File, and on our Web sites on Dec. 1st of this year.

Certified by Ingstad EEO VP Operations,
Jim Bartels

Jim Bartels

Date: 9-20-17



Re: EEO Training TRF Radio

11/6/17

From: Jake Weber, GM-TRF Radio

Jim Bartels conducted an annual EEO training via Facebook Live on November 6, 2017. This 90 minute meeting covered proper EEO annual filing, outreach and documenting interviews. Office Manager Ashley Merrill was also present for the meeting..

This concludes the review items that we went over, and plan to implement per our annual EEO KNUJ Evaluation meeting today.

Jake Weber



General Manager
TRF Radio