

WEST METRO FIRE-RESCUE DISTRICT

Board of Directors Meeting Minutes

April 11, 2018

Approved July 11, 2018

A. Call to order

President Gary Laurant called the regular meeting of the West Metro Fire-Rescue District Board of Directors to order at 6:31 p.m. on April 11, 2018, at Station 3, 4251 Xylon Avenue N., New Hope, MN.

B. Roll Call – The following Directors were present:

Gary Laurant	Representative at Large, President
Anne Norris	City Manager, City of Crystal, Secretary
Kirk McDonald	City Manager, City of New Hope, Vice President
Jeff Kolb	Council, City of Crystal
Mary Serie	Citizen Representative, City of Crystal
Eric Lammler	Citizen Representative (Council), City of New Hope
John Elder	Council, City of New Hope

The following staff members were present:

Fire Chief Sarah Larson
Assistant Fire Chief Adam Wodtke
Assistant Fire Chief Josh Kunde
Assistant Fire Chief Joel Nelson
Battalion Chief Sean Watson
Deputy Fire Marshal Shelby Wolf
District Counsel Roger Knutson
Auditor Bill Lauer, MMKR
Recording Secretary Amy Juntunen, JASS

C. 2017 Audit Presentation

The audit was performed by Bill Lauer of Malloy, Montague, Karnowski, Radosevich & Co., P.A. (MMKR). They issued an unmodified opinion on the District's financial statements, finding no material issues in the documentation, financial statements and other data provided by the District's accountant. The financial statements are a fair representation of the District's financial position. There were no material deficiencies found in internal controls and no instances of non-compliance with the Government Auditing Standards or Minnesota laws and standards. The 2017 financials were reviewed with no comment. Elder thanked Larson for providing the audit report ahead of the meeting. Motion by Elder, second by Serie to accept the 2017 audit report as presented. **Motion carried.**

D. Minutes

1. Approve the February 14, 2018 Board of Directors Meeting Minutes

Motion by McDonald, second by Norris to approve the minutes as presented. **Motion carried.**

E. **Open Forum** – None.

F. **Consent Agenda**

1. Approve January Expenditures totaling \$149,773.18
2. Approve February Expenditures totaling \$352,566.99

Motion by Norris, second by Serie to approve the Consent Agenda. **Motion carried.**

G. **Chief's Report**

There have been 419 total calls for service through March 31, 2018 including 51 fires – 26 in New Hope and 18 in Crystal, as well as seven mutual aid calls for fire. The majority of calls (215) are for EMS and Rescue. Chief Larson continues to meet with City Managers monthly, with recent meetings focusing on the 2019 budget and the to-do list from Board meetings. Officers met in February and March for training on command responsibilities during firefighter maydays and conducted a survey of duty officers/duty chiefs. Full-time staff meet monthly and topics included the recent food drive, the new records management software FDM, the 2017 audit, fire academy, coordinating an Honor Guard clinic and 2018 capital projects. Chief Larson will attend the Crystal and New Hope Council work sessions in April and May to review the 2017 final audit and 2019 budget. The 2017 final audit shows the District went over budget by \$74,985, or 3.4% due to the settlement and legal fees paid. Paid-on-call salaries and training were also over budget, but training was offset by state reimbursements. In the 2019 budget, the paid-on-call salaries was increased by \$25,000. Estimating the salaries is difficult because it is based on the number of calls for service, which can vary from year to year.

Assistant Chief Nelson is working on the officer promotional process done once every four years. There were five candidates for three paid-on-call Assistant Chief positions that opened due to two terms expiring and one relocation. Two positions were re-appointed. The Station Captain at Station 2 was promoted to Assistant Chief of Training. Captain and Lieutenant terms end on June 30, 2018. These positions have been posted and applications are being collected now. The new four-year terms for these positions will begin July 1, 2018. There were two retirements and one leave of absence in March. February and March events included birthday parties and tours, the blood and food drives, and multiple home safety surveys. The next blood drive is scheduled for May 24. Specialized firefighter training occurs on the third Thursday of each month. March training included guest speakers to discuss stress, PTSD and mental health. The Honor Guard training occurs on the fourth Thursday of each month. The biennial Honor Guard clinic will be held at Camp Ripley April 27-29 with the Milwaukee Honor Guard visiting as instructors.

Board members asked if there was a procedure in place to identify firefighters who are showing signs of PTSD and stress. WMFRD does provide a lot of communication and resources to firefighters, including a new program with MnFire which allows firefighters to remain anonymous if they are uncomfortable discussing issues with staff.

Battalion Chief Watson noted that the West Suburban Fire Academy has completed 22 sessions, with all the Firefighter 1 and Firefighter 2 curriculum nearly complete. State testing will occur April 23 and 28, followed by the hazardous material operations course. Graduation will be held June 11, though WMFRD does not have any students this year. Apprentice Firefighters will be moving onto driver training at an 8-hour course in St. Cloud to ensure they are able to drive the District vehicles.

The next training for Tech Rescue will be held tomorrow night. West Metro CERT training included hazardous materials identification and emergency preparedness training. In March and April, CERT members will attend Skywarn training as part of the CERT training day 2018. The next CERT training will be held April 25 on mass casualty triage. A regional moulage training is anticipated and may include the entire department.

Assistant Chief Wodtke reported that April training will focus on a review of all 2018 structure fires for operations, command and tactics. Phase one of FDM implementation is complete and the system is now live for incidents, payroll, and more. Firefighters can now view the system in real-time to see payroll and participation information on calls and trainings attended. The second phase is to get the remaining portions of the system live, deploy automatic emails tools and implement the non-critical areas. The FDM software is affecting culture as reports are being completed faster so there are fewer outstanding/incomplete reports. There hasn't been any positive or negative feedback regarding the system itself. Administratively, the system is helpful because it is always up-to-date.

Board members noted that 51 seemed like a lot of fires in 2018. Staff noted that all fires are included there, even those with no/minimal loss. There have been 13 fires with significant damage/loss of property through March 31 with garage fires seeming to be a theme.

Assistant Chief Kunde noted that the roof replacement at Station 3 is going well with completion expected in two weeks if the weather cooperates. Other capital improvement projects are in progress with the new logos/signage already installed at Stations 1 and 3 and garage door replacement at Station 2 expected to be completed by the end of April. Annual testing of equipment is being scheduled and warranty repair work is being coordinated. Some equipment damage occurred over the winter months. Estimates for repairs are still coming in. The District received grant funds to purchase an iPad to be used with the LSU trailer. The LSU group will meet to discuss 2018 purchases with the \$30,000 grant that is divided among participating departments.

Deputy Fire Marshal Wolf reported that 260 inspections have been completed so far in 2018, mainly commercial properties. The inspection route is focused on properties along Bass Lake Road, Boone Avenue, and West Broadway. Beginning in March, inspections have been entered into FDM. Two additional firefighters received inspection training, raising the total to six firefighters working with the inspection program. The first home safety survey occurred last week. Wolf is working with both Crystal and New Hope to advertise this program in their utility billings, as well as developing yard signs, and advertising on social media and through an article in the *Sun Post*. A fire prevention program has been scheduled for April and May to reach all third grade classes in the District.

H. Old Business – None.

I. New Business

Capital Purchase. Car 2 – a 2008 Ford Expedition with 39,000 miles has been replaced with a 2018 Chevy Silverado Crew Cab. This change allows for more equipment in the truck, especially transportation of contaminated equipment. This vehicle will stay at Station 3 for the Duty Chief program and training. The 2018 Capital Plan allocates \$45,000 for replacement of Car 2. The bid for the Silverado came in at \$43,927 including purchase, lights, tools, equipment, mounting hardware, lettering, etc.

Motion by McDonald, second by Serie to approve the purchase of the 2018 Chevrolet Silverado as outlined in staff's memo. **Motion carried.**

J. Other Matters and Announcements

A work Session of the West Metro Board of Directors will be held May 9, 2018 at 6:30 p.m.

K. Adjournment

There being no further business, motion by Serie, second by Elder to adjourn. The meeting adjourned at 7:21 p.m.

Respectfully submitted,

Amy Juntunen
Recording Secretary