

WEST METRO FIRE-RESCUE DISTRICT

Board of Directors Meeting Minutes

June 8, 2016

Approved

A. Call to order

President Gary Laurant called the regular meeting of the West Metro Fire-Rescue District Board of Directors to order at 6:30 p.m. on June 8, 2016, 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
Mary Serie	Citizen Representative, City of Crystal
John Elder	Council, City of New Hope
Jeff Kolb	Council, City of Crystal
Eric Lammle	Citizen Representative, 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
Captain Sean Watson
District Counsel Roger Knutson
District Auditor Bill Lauer, MMKR
Recording Secretary Amy Juntunen, JASS

C. Approval of Minutes

Motion by Norris, second by Serie to approve the minutes of the April 13, 2016 Board of Directors meeting. **Motion carried.**

D. Open Forum – None.

E. Audit Presentation

Lauer reviewed the opinions and summary findings of the audit. The financial statement, position statement and internal controls are in compliance with Minnesota and federal laws and regulations. The audit process went well and identified no major issues. One minor issue regarding the missing declaration on the back of the checks was discovered and was corrected by Staff prior to the audit. An explanatory paragraph re implementing governmental accounting standards for pensions was included. The financials were reviewed.

[Elder arrived 6:32 p.m.]

Motion by Laurant, second by Lammle to accept the audit as presented. **Motion carried.**

F. Consent Agenda

1. Approve March Expenditures totaling \$239,243.54.
2. Approve April Expenditures totaling \$138,664.29.

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

G. Chief's Report

Through May 31 there have been 591 calls for service with approximately 50% of calls for Rescue and EMS services. There have been 57 fires including mutual aid calls and total fire loss estimated at \$160,000. However, the Broadway Village fire in New Hope last week will increase the fire loss total significantly. There were several fires last week, every paid on-call firefighter participated, many working on a lack of sleep due to overnight fires. Acknowledged the commitment and success of the WMFRD firefighters. The Chief and City Managers have been working on the 2017 budget, 2015 audit, strategic planning, facility needs and the August Joint Council work session. Chief Larson attended the City Council meetings in April to present the budget. Favorable feedback was received from New Hope, minimal feedback was received from Crystal. Officers meet and/or train monthly as a group. Staff is beginning a recruitment project and met with NovaCare earlier today to create a physical agility test, rather than doing it in-house. This will allow better measurements and testing of abilities. All paperwork has been submitted for the aerial lease and it is expected that the aerial will be delivered in July 2017.

Assistant Chief Nelson reported on the public events WMFRD has participated in and honor guard activities. The EMS Standby Program has been altered to remove the bonus percentage since it benefited underachievers more than performers, and is not expected to negatively impact firefighters. The Officer Candidate Program will change from candidates "shadowing" to actually performing the officer duties in rotation. When filling an officer role, candidates receive a stipend. Two Ethos trainings were held in April: Thera Rising, a seminar for team-building and conflict resolution, and a Code of Conduct session. Following these trainings, a committee was created to combine the information into a new Code of Conduct. However, the Code of Conduct in the Handbook is still relevant and covers much of this material, so a new Ethos for District Employees has been created.

Captain Watson noted the 10th year of the West Suburban Fire Academy has been completed, with all 13 students successfully gaining all certifications on the first attempt with higher than state average scores. The Academy graduation will be held June 6 at Fire Station 3. Throughout its 10 years, the Academy has had 176 firefighters pass, many in full-time positions. The CERT team completed a Sky Warn Weather Spotter clinic and a refresher in firefighter rehabilitation. New CERT IDs were issued. On June 11 CERT will be assisting with the Red Cross Smoke Detector campaign. CERT also met with the Deputy Chief of Police to learn how they can help with Crystal Frolics.

Assistant Chief Wodtke covered the regular trainings held every Tuesday for firefighters. The new schedule seems to work well according to favorable survey responses. May training covered weather spotting, so all attendees can get a weather spotter ID and call into the weather service. Next month's training will focus on basic pumping skills and moving the water supply. On May 6, seven firefighters worked with New Hope police on a mock crash at the Cooper High School football field. The firefighters performed an extrication on the field. The message was about not drinking and driving with prom season coming up. The New Hope police sent a letter thanking the District for participating. Wodtke is working with the County to set up storm mode dispatching on one of

the PCs at each fire station and one in the EOC to monitor large weather systems and dispatch low-priority calls from the stations if the County becomes backlogged during severe weather situations.

Assistant Chief Kunde noted that the stabilization equipment approved in February has arrived and is in service on Squad 1. Pump testing on four engines resulted in one minor failure that was fixed in-house. Chief Larson commented that prior to Kunde's hiring, all those repairs would have been sent out. The LSU/Rehab trailer was used in a FEMA event at the Rogers Reception Center for training on potential issues with the Monticello nuclear plant. The drill will occur annually and opens grant funds to the District. The grant funds already received were used to purchase a new generator for the trailer. Kunde will soon be meeting with E-One, the vendor for the aerial, to discuss final details and colors. The aerial will be referred to as Tower 11.

There were 319 total inspections and plan reviews, 90 re-inspections for compliance, and 20 home surveys completed through May. Fifteen homeowners signed up for home inspections at the open house. Fire prevention education has been busy with eight training events between March 29 and May 17, including third grader education at three schools.

H. Old Business

1. **Records Management Software.** The records management software (RMS) Firehouse that tracks calls, runs payroll, tracks inspections, generates reports/graphs, etc., has become outdated. Staff has evaluated 14 potential RMS vendors that would meet the needs of the District and has chosen FDM. The Cities of Golden Valley and Plymouth also expressed interest in partnering with the District on implementing this new RMS, which will make the transition less costly. Other agencies may also be interested in participating. The new system will not allow full access to other City/Agency information such as payroll, but will allow some access that is not in conflict with data privacy practices as each agency deems appropriate. The RMS will consist of one database that several agencies can access and avoids duplication of information.

The total projected cost of \$48,000 is the District's share of the total cost. The original Firehouse software cost \$110,000 17 years ago. Firehouse costs approximately \$4,800 annually for cloud-hosted service. The new annual fees will be in the \$6,000-\$9,000 range and go down with more agencies using FDM. No matter which RMS is chosen, it will result in an increased cost based on the level of service expected. Staff recommends the Board to approve Staff to begin taking the initial steps toward developing contracts with FDM and the City of Plymouth to host the new RMS. Final Board approval will be sought after final dollar amounts are in place and contracts have been reviewed by the District's attorney.

[Laurant departed 7:27 p.m.]

Logis has been approached but does not have the capacity to host this RMS. Logis also charges a stipend for every user.

Motion by Elder, second by Norris for Staff to continue to investigate RMS options, including FDM and partnering with other cities/agencies, and report back to the Board. **Motion carried.**

I. New Business

1. Election of Officers. Motion by Elder, second by Serie to elect the same persons for the offices currently held. **Motion carried.** President – Gary Laurant; Vice President – Kirk McDonald; and Secretary-Treasurer – Anne Norris.

2. West Metro Fire Rescue District On-going and Annual Tasks. McDonald and Norris worked with Larson to create the agenda for the Annual Meeting in August. This will be covered at that meeting. The task list was included in the meeting packet.

3. Resolution 2016-3 General Operating Fund Balance Transfer to Capital for the Year 2015. Motion by Serie, second by Kolb to approve Resolution 2016-3, transferring the excess from the general operating fund to the Capital Fund. **Motion carried.**

4. West Metro Fire Rescue District Board of Directors' Work Session with Crystal and New Hope City Councils. The evening will start with dinner at 6:00 p.m., with the meeting convening at 6:30 p.m. Topics will include a general check-in, discussion of the Joint Council work plan, an update on the audit and recent change in financial providers, the tower lease and the Emergency Management Plan update.

5. Capital Purchases.

a. Station 1 Overhead Garage Door. A memo to replace the doors at Station 1 was included in the packet. The same vendor that replaced the doors at Station 3 will be used at a cost of \$39,235 plus an additional cost for painting. This is budgeted in the 2016 Capital Plan for \$50,000. Motion by Kolb, second by Norris to proceed with the door replacement at Station 1. **Motion carried.**

b. Station 3 Carpeting. A memo to replace the carpeting in the Station 3 training room was included in the packet. The carpet has been cleaned a number of times but stains and wear are visible. Staff is proposing removal and replacement of the current carpet and tile in the Station 3 training room at a cost of \$9,362.00. This is budgeted in the 2016 Capital Plan for \$20,000. Motion by McDonald, second by Elder to proceed with the carpet replacement at Station 3. **Motion carried.**

c. Computer Work Stations. In 2015 Staff identified the need for employees to have both a laptop to use in the field as well as a standard workstation. Instead of purchasing both items for each staff member, the tower workstations were replaced with a laptop and docking station. There are six work stations budgeted in the 2016 Technology Capital Plan. The proposal is for four Surface Book laptops with docking stations and two G2 laptops with docking stations, as well as 11 new monitors at a total cost of \$13,275.93. Motion by Serie, second by Kolb to approve the purchase of new laptops, docking stations, and monitors. **Motion carried.**

J. Other Matters and Announcements.

1. The Relief Association is required by law to have nine Board members, but was interpreted incorrectly (as a municipality rather than a JPA). This Board needs to create criteria and a process for appointing two people to the Relief Association Board of Trustees. McDonald and Norris will work with Staff on this item and bring a proposal to the Board at the next meeting.

2. The next Joint Council Work Session and board meeting is scheduled for August 10, 2016.

K. Adjournment

There being no further business, motion by Elder, second by Serie to adjourn. **Motion carried.** The meeting was adjourned at 7:52 p.m.

Respectfully submitted,

Amy Juntunen
Recording Secretary