

WEST METRO FIRE-RESCUE DISTRICT

Board of Directors Meeting Minutes

April 8, 2015

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 6:32 p.m. on April 8, 2015, 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 Representative, City of New Hope
Jeff Kolb	Council Representative, City of Crystal

The following Directors were absent:

Eric Lammle, Citizen Representative, City of New Hope

The following staff members were present:

Chief Sarah Larson
Assistant Fire Chief Joel Nelson
Assistant Fire Chief Adam Wodtke
Assistant Fire Chief Josh Kunde
Captain Sean Watson
District Counsel Roger Knutson
Recording Secretary Amy Juntunen, JASS

C. Approval of minutes

Motion by Elder, second by Norris to approve the regular minutes of the February 18, 2015 Board of Directors meetings as presented. **Motion carried.**

D. Open Forum – None.

E. Consent Agenda

1. Approve January Financial Statement and Expenditures Totaling \$147,477.
2. Approve February Financial Statement and Expenditures Totaling \$118,999.

Motion by Elder, second by Norris to approve the consent agenda as presented. **Motion carried.**

F. Chief's Report

Chief Larson and Assistant Chiefs Nelson, Wodtke, and Kunde presented the April 8, 2015 Chief's Report recapping service calls, estimated fire loss, financials, the budget process, human resources, trainings, community events, programs, IT, logistics, inspections and maintenance. (Report on file.) Wodtke met with the public works leaders from New Hope, Crystal and Golden Valley re water availability during the main water line installation on 42nd Avenue. The cities are still supplied by a

second main coming from Golden Valley and no issues are anticipated. During this time, the District will alert cities proactively to hydrant use for training and fire as water use is occurring. If there is a failure for any reason on the Golden Valley main, the city will contact the district. Both community pools have been identified as additional backup water if necessary. The main line should be functioning again in August. The Department of Homeland Safety will provide the cities and district with an oil and hazardous substance transportation awareness course covering both rail and pipeline transportation. The 2014 audit is expected to begin on May 8. The first quarter food drive held in March collected 1,828 lbs. of food and additional cash donations that equate to 10,877 meals for the food shelf. Larson, Nelson and Jon Tate attended the National Fire Academy in February for a class on command and control of incident situations. The resignation of nine-year firefighter John Apold was received. The District thanks him for his service. Nelson reported on CERT team trainings, public events and recruiting. Wodtke reported on planned practice burns and other trainings, updates with County Dispatch programming, and IT. Kunde reported on facilities and equipment maintenance and purchases.

G. Old Business

1. 2016 Preliminary Budget Discussion.

Staff provided a memo outlining the preliminary budget and a printed copy of the budget. McDonald, Norris and Larson met and reviewed the budget to reduce costs where possible, resulting in a savings of \$15,000 from the original proposal. Every line item has an explanation. This budget would result in a \$68,000 increase to the cities for the 2016 fire budget. The Capital Plan continues to be underfunded. The Plan was new in 2013 and Staff hopes to have it fully funded through modest increases in 2017 while the general operating budget stays as static as possible. The items slated for replacement through 2020 are fully funded. Chief Larson will visit each city council's work session to review the budget. Council approval is required by July 31. The District Board should approve the budget at its June meeting.

H. New Business

1. Capital Purchase of Turn-out Gear.

Some current gear is non-compliant and only good for training. The Capital Plan includes \$33,000 to purchase 12 sets of turn-out gear. This gear is necessary for the upcoming live fire training. Motion by Serie, second by Norris to approve the purchase as presented. **Motion carried.**

2. Capital Purchase of Station 3 Overhead Garage Door and Security Integration.

An incident damaged the garage door in early March. It was budgeted to replace both doors and openers in 2015. The openers will also be integrated into the security systems of all three stations, allowing the doors to be closed manually rather than wait on a timer. Motion by McDonald, second by Serie to approve replacement of one damaged garage door and the upgrade to the security system. **Motion carried.**

3. Capital Purchase of Air Compressors.

The 2014 Capital Plan included \$60,000 for the purchase of breathing air compressors. Currently there is one compressor at Station 3 purchased in 1999. The compressors at the other two stations have failed and repair is costly. Staff recommends purchasing two compressors, upgrading to higher pressure compressors, with one stationary compressor at Station 3 and one mobile compressor installed on Squad 1 to fill air bottles on scene at a cost of \$35,315. Funds

not used will improve the imbalance in the Capital Fund. Motion by Serie, second by Norris to approve the purchase of air compressors as presented. **Motion carried.**

4. Strategic Planning.

At its December meeting it was suggested the Board consider strategic planning for the future of the District. Staff requested input on how the Board preferred to proceed, whether tackling one main topic per meeting or dedicating an entire meeting or day to planning, and if a facilitator was desired. The Board noted that the Chief and Command Staff should work with City Managers on each topic, and come back to the Board for an in-depth discussion on each topic. It was agreed the topic list provided in the memo was acceptable and that a special work session will be needed rather than inserting discussion into the regular meeting as some discussion topics could be intensive. District Staff and City Managers will send out possible dates for a work session. Serie requested an idea of the meeting's structure prior to the work session.

5. August 12, 2015 Joint Work Session with WMFRD Board and both City Councils.

Both City Councils agreed to meet for a joint annual session with the District Board. The meeting typically begins with a cook-out and the meeting begins at 6:30 p.m. Staff requested input to begin developing an agenda for the joint session. A review of District activities, emergency management training with city staffs, and strategic planning are current agenda items. Board members are encouraged to send any other discussion items to the City Managers.

I. **Other Matters and Announcements**

Laurant received a grievance and will investigate. If necessary, information will be forwarded to the Board for review.

The next meeting is scheduled for June 17, 2015 at 6:30 p.m. The June meeting is the Annual meeting and will include election of officers.

J. **Adjournment**

There being no further business, motion by McDonald, second by Serie to adjourn. **Motion carried.**
The meeting was adjourned at 7:29 p.m.

Respectfully submitted,

Amy Juntunen
Recording Secretary