

WEST METRO FIRE-RESCUE DISTRICT

Joint Council Work Session

August 10, 2016

Approved

A. Call to order

President Gary Laurant called the Joint Council Work Session of the West Metro Fire-Rescue District Board of Directors to order at 6:30 p.m. on August 10, 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
Jeff Kolb	Council, City of Crystal

The Mayors and several Council Members of Crystal and New Hope were also in attendance.

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
Deputy Fire Marshal Shelby Wolf
Recording Secretary Amy Juntunen, JASS

C. Open Forum – None.

D. Joint Council Work Session

- 1. Review Joint Council Work Plan action, goals and priorities.** The Joint Council Sessions were created in 2012 due to communications issues between the District and Cities. The changes within the organization have improved those issues immensely and Council attendance at this work session was very light in 2015 and 2016 since the District now visits the City Council meetings approximately four times each year. In the future, the annual Joint Council Work Session will be scheduled each August but, if felt unneeded, can be canceled.
- 2. The budget timeline** is set by the Joint Powers Agreement (JPA). If the Cities would like to change the timing an amendment to the JPA is required. This item will be on the October agenda for Board discussion.
- 3. Audit Review / Financial Management Change.** The annual audit resulted in no findings. The District did change the financial management company to AEM as of January 1, 2016.

4. **Platform (Tower) Progress.** The lease has been signed for the new aerial, Tower One, and construction of the vehicle has begun. Delivery is expected in July 2017. The District will send Staff to the manufacturer for final details prior to final assembly. An agreement to broker the sale of the current aerial has been signed at a flat fee of \$5,000 for an expected sale price of \$400,000-\$450,000.
5. **Capital Plan Update.** Projects for 2016 include painting and new carpet in the training room at Station 3, which will be completed within the next month, replacement of the garage doors and refinishing the floor at Station 1, purchase of ice rescue suits, replacement of approximately ten sets of turn-out gear, new laptop workstations, a smart-board computer to complete the joint Emergency Operations Center (EOC), and upgrade of record management software. The software purchase will likely occur in early 2017 and include partnership with Golden Valley and Plymouth.
6. **Emergency Management.** Assistant Chief Wodke discussed progress in the joint emergency training for City and District staff, development of the EOC, and mitigation planning. Staff feels confident that the District is ready to handle an emergency situation with one or both cities as needed. The last phase of emergency management training will be completed in 2017.
7. **West Metro CERT.** In 2013, the District took over as host of the CERT team. There are currently 17 members, with 10 who are extremely active in the communities. Trainings in 2016 covered 12 topics and training is conducted every other month. The CERT team will be advertised in both cities to attract additional members.
8. **Strategic planning** will resume in early 2017 as a work session focused on staffing, governance, and the number of stations appropriate for the District.

E. Other Matters and Announcements.

The next regular Board meeting is scheduled for October 12, 2016.

F. Adjournment

There being no further business, the meeting was adjourned at 7:20 p.m.

Respectfully submitted,

Amy Juntunen
Recording Secretary