

# WEST METRO FIRE-RESCUE DISTRICT

## Board of Directors Meeting Minutes

February 14, 2018

Approved April 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 6:30 p.m. on February 14, 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

The following staff members were present:

Fire Chief Sarah Larson  
Assistant Fire Chief Adam Wodtke  
Assistant Fire Chief Josh Kunde  
Deputy Fire Marshal Shelby Wolf  
District Counsel Roger Knutson  
Recording Secretary Amy Juntunen, JASS

### C. Minutes

1. Approve the December 13, 2017 Board of Directors Meeting Minutes
2. Approve the December 13, 2017 Executive Session Minutes.

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

### D. Open Forum – None.

### E. Consent Agenda

1. Approve November Expenditures totaling \$167,793.85
2. Approve December Expenditures totaling \$230,392.23
3. Approve 2017 Pension Contribution of \$199,026.60
4. Approve Resolution 2018-1 engaging MMKR to complete 2017 Audit.

Motion by Serie, second by Lammler to move all items under H. New Business to the Consent Agenda.

1. 2018 Chief's goals
2. Capital Purchases: Automatic External Defibrillator (AED), Hazard House, Station 2 Overhead Garage Doors, Station 2 Floor Recoating, Turn out gear, and Station 1 and 3 signage.
3. Approve Resolution 2017-10 Amending the 2017 Capital Plan

4. Approve Resolution 2018-2 Amending the 2018 Capital Plan
5. Approve Resolution 2017-11 Designating Funds from the sale of a 2007 Ford Expedition to the Capital Fund

**Motion carried.**

Motion by Serie, second by Lammler to approve the Consent Agenda as amended. **Motion carried.**

**F. Chief's Report**

There were 1,922 total calls for service in 2017, one less than reported to the councils. There have been 139 calls for service in 2018. Chief Larson continues to meet with City Managers monthly. Officers met in January but did not meet in December due to the holiday. Full-time staff continues to meet monthly to discuss the promotional process for officers, the new RMS software, the 2018 Fire Academy, goals and events. Chief Larson also attended council meetings for each city in January to update the councils on fire department activities. Expenses in 2017 were approximately 2% over budget due to the settlement and associated legal fees.

Assistant Chief Nelson gave an update on the events the department has participated in, including home safety surveys, holiday events, and bell-ringing for Salvation Army. The blood drive is tomorrow in New Hope at Station 3 and in Crystal at Station 2. Blood drives will also be held in May, August and November. One firefighter on leave of absence has moved out of the District and officially resigned on January 1, 2018. EMS (winter) and pump training (warm weather) occurs on the third Thursday of each month. An Honor Guard clinic will be held April 27-29 at Camp Ripley, co-hosted by the MN Fallen Firefighters Memorial Association. Trainers from the Milwaukee Honor Guard Clinic will be instructors. This clinic will invite 65 Honor Guard members from all over Minnesota.

The Fire Academy started in January. All recruits from the 2016 Academy class were promoted to the rank of apprentice in December and have been cleared for medical response, mutual aid, and automatic aid incidents. This spring the apprentices will begin the apparatus driving program, then continue to the fire operator program to be ready for promotion to firefighter. Some apprentices were included in the first crew to the apartment fire on Zealand Avenue. The 2018 CERT training schedule is in the report.

Most of the department attended an Introduction to FDM training at LOGIS and implementation of the new software continues. The first month of use has matched the old Firehouse software and reports are available. Firefighters are making fewer mistakes working in FDM than in Firehouse. Six firefighters trained in ice rescue with the Hennepin County Sheriff's office in January. That lesson plan will be used to create a training module for the rest of the department later this year.

The capital purchases in the report were approved on the consent agenda. Station 3 will have a new metal roof installed in April. The installation should not interfere with the City Hall construction project. Numerous small repairs have been made to department vehicles and equipment.

From November 16, 2017-January 16, 2018 163 inspections were completed along with 57 follow-ups. The current inspection area is nearly completed. The next inspection area will be West Broadway and Bass Lake Road. Four home inspections were also completed and marketing for the

home inspection program includes utility billing inserts, city newsletters, articles in the *Sun Post*, social meeting, and yard signs. The next article will be focused on kitchen safety.

**G. Old Business** – None.

**H. New Business**

Approved as consent agenda items.

**I. Other Matters and Announcements**

The next regular meeting is scheduled for April 11, 2018 at 6:30 p.m.

**J. Adjournment**

There being no further business, motion by McDonald, second by Serie to adjourn. The meeting adjourned at 6:40 p.m.

Respectfully submitted,

Amy Juntunen  
Recording Secretary