

# WEST METRO FIRE-RESCUE DISTRICT

## Board of Directors Meeting Minutes

June 18, 2014

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 6:31 p.m. on June 18, 2014, 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 (Council), City of Crystal
Mark Hoffman	Council, City of Crystal
Dan Stauner	Council, City of New Hope
John Elder	Citizen Representative, (Council), City of New Hope

The following staff members were present:

Chief Sarah Larson  
Assistant Fire Chief Joel Nelson  
Assistant Fire Chief Aaron Surrat  
Assistant Fire Chief Adam Wodtke  
District Counsel Roger N. Knutson  
Recording Secretary Amy Juntunen, JASS

### C. Approval of minutes

Motion by Elder, second by Norris to approve the April 16, 2014 Board of Directors meeting minutes. **Motion carried,**

### D. Open Forum – None.

### E. Consent Agenda

1. Approve March Pre-2013 Audit Financial Statement and expenditures totaling \$141,672.
2. Approve April Pre-2013 Audit Financial Statement and expenditures totaling \$171,364.

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

### F. Chief's Report

Chief Larson and Assistant Chiefs Nelson and Surrat presented the June 18, 2014 Chief's Report, covering service calls, financials, human resources, community events, and maintenance. (Report on file.)

### G. Old Business

1. Reorganization Update – In Chief's Report.
2. Fund Balance Policy – New Hope is in favor of combining the major apparatus fund with the general fund to keep future contributions low and feels that the city can save for major items on

its own. Stauner noted he supports a policy that allows Staff flexibility to cover the capital needs of the District. This item will be discussed by Crystal at a work session on July 1.

#### **H. New Business**

1. Election of Officers – Laurant opened for nominations. Motion by Stauner, second by Elder to elect the current slate of officers: President, Gary Laurant; Vice President, Kirk McDonald; Secretary, Anne Norris. **Motion carried.**

[Serie arrived 6:57 p.m.]

2. 2013 Audit – The audit results were presented and financial statements reviewed. Directors expressed appreciation for the business-like management of the department.
3. Capital Purchases.
  - a. Rescue Trucks – Surrat reviewed the proposed purchase of two light-rescue trucks at a total cost of \$182,710.82 to be funded through the Major Apparatus Replacement Fund. Elder thanked Surrat for coordinating the purchase individually, which results in a \$50,000 savings to the department. Motion by Norris, second by Elder to approve the purchase of the two light-rescue trucks as proposed. **Motion carried.**
  - b. Station Painting – The painting of Station Two is the next capital project and the proposed bid of \$23,284 was reviewed. Staff also requested an additional amount be approved to paint the basement, which hasn't been painted since 1991. Motion by Hoffman, second by Stauner to approve the painting bid as proposed, including the basement. **Motion carried.**
4. Draft Agenda for Joint Council Meeting. The City Managers worked with Chief Larson to draft the agenda, which will begin with a cookout at 6:00 p.m. and the meeting starting at 6:30 p.m. There will be a review of goals, priorities and actions; a discussion re fund balance policy; and an update on emergency management training. The primary purpose of the meeting is for city councils to flag issues before they become problems. The New Hope Council reviewed the budget and it is on their June 23 meeting agenda for approval. Crystal intends to pass the budget on either July 15 or 19.

#### **I. Other Matters and Announcements**

The next meeting is scheduled for August 13, 2014 at 6:00 p.m.

#### **J. Adjournment**

There being no further business, motion by McDonald, second by Stauner to adjourn. **Motion carried.** The meeting was adjourned at 7:26 p.m.

Respectfully submitted,

Amy Juntunen  
Recording Secretary