

WEST METRO FIRE-RESCUE DISTRICT

Board of Directors Meeting Minutes

February 8, 2017

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 February 8, 2017, 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
John Elder	Council, City of New Hope
Eric Lammle	Citizen Representative (Council), City of New Hope

The following staff members were present:

Fire Chief Sarah Larson
Assistant Fire Chief Josh Kunde
Assistant Fire Chief Joel Nelson
Captain Sean Watson
Deputy Fire Marshal Shelby Wolf
District Counsel Roger Knutson
Recording Secretary Amy Juntunen, JASS

C. Approval of minutes

Motion by Elder, second by Serie to approve the minutes of the December 14, 2016 Board of Directors meeting and executive session, and the notes of the January 11, 2017 Directors work session. **Motion carried.**

D. Open Forum – None.

E. Consent Agenda

1. Approve November Expenditures totaling \$88,072.67
2. Approve December Expenditures totaling \$115,412.02
3. Approve 2016 Pension Contribution of \$155,061.91
4. Approve Resolution 2017-1 engaging MMKR to complete the 2016 audit
5. Approve Resolution 2017-2 carry over 2016 capital funds for turnout gear to 2017

Item 4, correct the second paragraph from 2015 to 2016. Motion by Serie, second by McDonald to approve the Consent Agenda with the correction noted. **Motion carried.**

F. Chief's Report

There were 1,573 total calls for service in 2016. About half of those calls were for EMS. The EMS standby program was expanded in 2016 to include Sundays from noon to 8:00 p.m. Chief Larson continues to meet with City Managers to work on the JPA and Bylaw amendments. The Chief also meets monthly with the Assistant Chiefs on topics including implementation of a Safety Committee, changes to total number of employees, and more. The topic for the Officer meeting was non-ordinary calls for service. The Chief reviewed the annual financials and detailed areas over/under budget and why. Fire Service Consulting Inc. has been hired to review and analyze the District's station needs. That analysis will be available at the March meeting. Governance models created based on past discussion, including potential transition and scalability plans, will be available at the March meeting. Public events included the station tour for Brownies and the CP Holiday Train. Several firefighters also participated in the annual Salvation Army bell-ringing event at the Crystal Cub Foods. The next event is the Firefighters Fighting Hunger food drive on March 18. Volunteers are needed to act as "guest baggers" at the Crystal Cub Foods. Two firefighters resigned since the last meeting and some new firefighters have joined the Honor Guard.

Watson noted that 11 new recruit firefighters in a class of 35 firefighters have completed six training sessions at the West Suburban Fire Academy. Academy graduation is June 5 and a 100% graduation rate is anticipated. The West Metro CERT team 2016 training schedule was completed. Tom Evenson from the Plymouth Fire Department is taking over the Plymouth CERT team, and a good relationship is expected to continue. The Technical Rescue Team meets monthly on the second Tuesday. The Rescue Team developed and led five trainings on rope work last year. On October 11, Golden Valley requested the Tech Rescue Team for an incident involving a car on fire on a steep bank of Bassett Creek. The Team helped with raising and lowering people and equipment from the site.

Nelson reported on first quarter trainings, IT issues, and the upcoming ICS 400 emergency management training planned for February 22 and 23.

Kunde updated the Board on facilities management including the installation of new overhead garage doors, cleaning of stations, potential sale of the aerial, and vehicle and equipment maintenance.

Wolf provided 2016 inspection information. The inspection training program is going well. Two home safety surveys are scheduled for February. Target sponsored a \$50 gift card for the adopt-a-hydrant program but there hasn't been much snow this year. Safety Camp planning began in January and Wolf will be visiting third grade classes in March to present on fire prevention.

The **2016 3rd Quarter Financial Report** was recently received from AEM Financial. At that point the District was running about 1% over budget. Chief Larson reviewed the report and has discussed the timeliness of receiving quarterly reports with AEM since getting the report ending September 2016 in February of 2017 is unacceptable. Part of the overage is due to recruitment, which is a biennial process. In 2016 11 new firefighters were recruited when the expectation was to recruit six.

G. Old Business

1. Approval amendment to bylaws for electronic payments and change in meeting dates.
Acceptance of electronic payments was approved by the Board in December. This incorporates

that change into the bylaws. Motion by Elder, second by Norris to approve the amendment to the bylaws. **Motion carried.**

2. Approve recommendation to councils for amendment to JPA for electronic payments and change in meeting dates. This incorporates that change into the JPA. Motion by Lammle, second by McDonald to approve the amendment to the JPA. **Motion carried.**

H. New Business

1. Chief's 2017 Goals. Chief Larson developed the 2017 goals as part of the evaluation process. McDonald suggested adding "continuation of strategic planning for District stations and governance." Motion by Serie, second by Norris to accept the goals as presented with the addition noted. **Motion carried.**
2. Capital Purchases.
 - a. AED. We have 18 AEDs among vehicles and stations. The cost to replace an AED is \$2,500. Two AEDs are currently out-of-date. Motion by McDonald, second by Norris to approve the purchase of two AEDs. **Motion carried.**
 - b. Turn-out Gear. The memo with pricing for the turn-out gear purchase was presented at the October 2016 meeting. The request is to purchase 14 sets of turn-out gear. Motion by Serie, second by Elder to approve the requested purchase of turn-out gear. **Motion carried.**
 - c. Website. The current District website is out of date. The proposed website redesign would make the site more functional, add more fire prevention messages, and the services provided by the Department. The Relief Association may also have a page for their fundraising efforts and other events. The recommended vendor designed and built the website for Logis. There are no additional ongoing costs, the price quoted is just to deliver the new website. The new site is expected to be completed within two months. Motion by Norris, second by Serie to approve the redesign of the WMFRD website. **Motion carried.**

I. Other Matters and Announcements.

The next work session is scheduled for March 22, 2017 at 6:30 p.m. and the next regular meeting is scheduled for April 12, 2017.

J. Adjournment

There being no further business, motion by McDonald, second by Elder to adjourn. **Motion carried.**
The meeting was adjourned at 7:12 p.m.

Respectfully submitted,

Amy Juntunen
Recording Secretary