

WEST METRO FIRE-RESCUE DISTRICT

Board of Directors Meeting Minutes

February 13, 2019

Approved April 10, 2019

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 13, 2019, 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
John Elder	Council, City of New Hope
Mary Serie	Citizen Representative, City of Crystal
Daniel Gates	Citizen Representative, City of New Hope

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
District Counsel Joel Jamnik
Recording Secretary Amy Juntunen, JASS

C. Minutes

Approve the December 12, 2018 Board of Directors Meeting Minutes

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

D. Open Forum – None.

E. Consent Agenda

1. Approve November Expenditures totaling \$153,997.26
2. Approve December Expenditures totaling \$138,809.58
3. Approve 2018 Pension Contribution of \$147,522.29
4. Approve LMCIT Insurance Premiums
5. Pay Equity Report
6. Approve Resolution 2019-1 2019 Engaging MMKR to complete the 2018 Audit

Motion by Serie, second by Elder to approve the Consent Agenda. **Motion carried.**

F. Chief's Report

In 2018 there were a total of 1,856 calls for service with 973 in New Hope, 820 in Crystal, and 63 Mutual Aid calls. Estimated fire loss was \$632,167. There were 145 calls for service in January 2019, close to the same as the same period in 2018.

The Chief met with the City Managers in December and January. There was no Officer meeting in December due to the holidays. At the January meeting discussion topics included a two-city auto aid response, moving to a four-person duty crew on holidays that full-time staff have off since CAD will no longer allow changes to paging protocol with the new system implementation, and other topics as well as training on initial response to non-fire types of incidents.

Full-time staff met in January. Along with day to day operations staff have been working on recruit orientation, 2019 Fire Academy, 2019 goals and capital plan purchases, preparation for the 2018 audit, and 2020 budget.

The Chief reviewed the 2018 budget to actual which, including non-budgeted revenue, was slightly under budget at 98.89%.

Two resignations were received in January, a recruit who had just started last November and a six-year firefighter. Public events the District participated in were recapped. A blood drive will take place tomorrow morning at the New Hope station and in the afternoon in Crystal. December and January training focused on specialized EMS response for heart attacks, strokes, poisoning and burns. Training continues on the third Thursday of each month. Honor guard training occurs on the fourth Thursday of each month except in December due to a fire incident debriefing. The Explorer program added two new students for a total of eleven. The program is working well and students will join the District for food drives and other public events. Explorers meet on the first and third Thursdays of each month and train on firefighting skills at the station.

The training schedule for the first quarter of 2019 was recapped. The 2019 West Suburban Fire Academy started in January with 23 students, nine of whom are District recruits. Graduation is scheduled for June 13, 2019 at the Plymouth Creek Center.

Initial implementation of the FDM system is complete, allowing the District to move to their web-enabled product. A new server has been installed through LOGIS so the District is now working in a "hosted" environment, meaning the up-front costs have been replaced with monthly and annual subscription fees. City Staff will complete Emergency Preparedness training with the District on May 8 and December 11, 2019. Staff is also working to schedule hazardous weather training with the cities and National Weather Service. Staff continues to work with Hennepin County to bridge coding and data gaps in the new CAD system for police and fire.

The 2019 Capital Purchases plan is being executed now and early purchases this year include plumbing upgrades for the washer/dryer grant, work on Station 3, and equipment for the nine new recruits. Staff has received a grant from the DNR Federal Excess Property Program to receive some new equipment at little to no cost. Staff is working with the vendor to address the fading of the red garage doors at Station 3.

The inspections department completed 691 inspections in 2018 and 72 additional inspections and plan reviews since January 1, 2019. Twenty-eight home surveys were completed in 2018 and a goal of 30 home surveys has been set for 2019. The Adopt-A-Hydrant program has 76 participants signed up since 2015, with 22 signing up last fall. The program hasn't given away any gift cards since there hasn't been much snow until now but expects to award them as the snow increases. Fire prevention and investigations are listed in the written report.

G. Old Business

H. New Business

1. 2019 Chief's Goals. The City Managers reviewed the goals with the Chief. Motion by Serie, second by Laurant to approve the 2019 Chief's Goals as presented. **Motion carried.**

2. Capital Purchases

a. Vehicle Replacement Schedule. Kunde reviewed proposed changes to the replacement schedule for the Staff and Utility vehicles owned by the District based on current evaluations of the equipment and a purchase that did not occur as scheduled in 2018. The vehicle replacement budget is proposed at \$95,000 including a \$45,000 carry-over from 2018. Motion by McDonald, second by Serie to approve the change in the replacement schedule to allow for the replacement of Car 1 in 2019 and to defer replacement of Utility 11 until 2020. **Motion carried.**

b. Car 1 is a 2008 Chevy Tahoe with 82,000 miles. Staff recommends replacement with a 2019 Toyota Highlander. The Tahoe will go to state surplus auction once the new vehicle is in place. The total purchase and setup cost is \$44,822.53. There is \$45,000 in the 2019 Capital Plan for replacement of a Staff vehicle. Motion by Elder, second by Serie to approve replacement of Car 1 as proposed. **Motion carried.**

c. Car 2 is a 2008 Ford Expedition that was slated for replacement in 2018 but not executed due to a vendor error. Motion by Elder, second by Serie to approve replacement of Car 2 as proposed. **Motion carried.**

d. AED. The District currently has 18 AEDs in service across multiple vehicles. The 2003 and 2006 models are no longer supported by the manufacturer, one is broken and one is still in service. The budget has \$2,500 for replacement of AEDs. Motion by Elder, second by Norris to approve replacement of two AEDs at a cost of \$2,257.00. **Motion carried.**

e. Extractor/Dryer. One way to reduce firefighter exposure to carcinogens and reduce risks of cancer diagnoses is to ensure gear can be washed between calls. There is currently only one extractor and dryer in the District, at Station 3. Staff proposes installing an extractor and dryer at all three stations. A grant was received from the Minnesota State Fire Marshal's office for extractors and dryers in the amount of \$5,306.60 with the District matching \$2,857.40. The total cost for the extractor/dryers, and installation is \$38,415.40 after grant dollars. The 2019 Capital Plan includes \$40,000 for this purchase. Motion by McDonald, second by Elder to approve this purchase as proposed. **Motion carried.**

f. Turnout Gear. Each year the District replaces 10-14 sets of worn turnout gear to keep the stock rotating. After 10 years, turnout gear is noncompliant with NFPA. The gear to be purchased will replace gear that is approaching 10 years, has been damaged beyond repair, and for the nine recruits. The 2019 Capital Purchase Plan includes \$37,000 for new structural turnout gear. Staff proposed purchasing 15 sets of turnout gear at a cost of \$35,248.20. Motion by Elder, second by Norris to approve the purchase of 13-15 sets of turnout gear, dependent on cost, in 2019. **Motion carried.**

I. Other Matters and Announcements

The next regular meeting of the West Metro Board of Directors will be held April 10, 2019 at 6:30 p.m.

J. Adjournment

There being no further business, motion by McDonald, second by Elder to adjourn. The meeting adjourned at 7:59 p.m.

Respectfully submitted,

Amy Juntunen
Recording Secretary