

WEST METRO FIRE-RESCUE DISTRICT

Board of Directors Meeting Minutes

December 9, 2015

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 6:33 p.m. on December 9, 2015, 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
John Elder	Council, City of New Hope
Jeff Kolb	Council, City of Crystal
Eric Lammle	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
Captain Sean Watson
Deputy Fire Marshal Shelby Wolf
District Counsel Joel Jamnik
Recording Secretary Amy Juntunen, JASS

C. Approval of minutes

Motion by Norris, second by Serie to approve the minutes of the October 14, 2015 Board of Directors meeting. **Motion carried.**

D. Open Forum – None.

E. Consent Agenda

1. Approve September Financial Statement and Expenditures totaling \$131,532
2. Approve October Financial Statement and Expenditures totaling \$123,565
3. Approve Resolution 2015-6 Authorizing Fire Chief as Purchasing Agent
4. Approve Resolution 2015-7 Authorizing Credit Card Purchases
5. Approve Resolution 2015-8 Sale of Assets

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

F. Chief's Report

Chief Larson detailed the year-to-date number of calls and call volume compared to the previous year. The City Managers and Chief Larson have been working together on a plan for financial management. Officers meet and train monthly as a group, with a lot of time this past month spent

working “on deck,” stacking firefighters that go into the fire. Command on a recent fire under one of the newest officers went very smoothly, showing the training efforts. A smart podium has been installed at the station as part of the Joint EOC Command Center. The District is on track with the annual budget unless a large number of calls occur in December. Assistant Fire Chief Nelson is currently in Arizona for training.

The District participated in several events in October and November, including the Crystal Airport Retirement Ceremony, Meadow Lake Elementary Walk-a-thon, a hat, mitten and scarf drive, the fourth quarter blood drive for Memorial Blood Center, multiple fire station tours, and Fire Safety Month school programs at all elementary schools in the District. Honor guard training is scheduled for basic and advanced clinics at Camp Ripley March 11-13, 2016. The District team will train with 50 others from around the state of Minnesota. The clinic is funded by WMFRD Relief Association Donations. An officer candidate program will be implemented in January 2016 to aid in succession planning by immersing interested firefighters in a leadership program and having them participate in the monthly officer meeting/training, as well as Duty Officer rotation. There will be one-year training positions so firefighters are ready for promotion to officer positions when vacancies occur. It is important to the safety of our citizens and firefighters to have a solid succession plan in place.

Captain Watson reported on the West Metro CERT team trainings completed. The 2016 schedule will be available at the end of the month. Two recruits were promoted to Apprentice Firefighter positions and seven more are working to complete their EMT final exam to be promoted to Apprentice as well. The next trainings for the recruits will be defensive driving skills, then apparatus training. The West Suburban Fire Academy training schedule has been set and will offer 40 classes totaling 160 hours of class time for students.

Assistant Chief Wodtke covered the new training schedule for firefighters, with three classes each Tuesday. IT updates were provided.

Assistant Chief Kunde reported on facility maintenance, vehicles and equipment, and the progress on the Joint EOC Command Center. The next stage for the EOC is to install more monitors and connections for laptops. Each city will be able to operate independently. Staff will be on-site to provide training to cities to operate the technology in the EOC and training on the equipment is included in Phase I of the plan. The firm that provided the equipment will also be available to assist in using the technology.

Deputy Fire Marshal Wolf provided information regarding prevention work, inspections, the inspection training program, and education. Trick or Treat night at the stations was such a big success that they ran out of candy and glow sticks to hand out to the trick or treaters.

G. Old Business

1. Approve Revision of the Bylaws of the District Review Board. In the history of the last grievance process, a needed revision was revealed. Additional changes were requested by the Board at the October meeting and have been made. Staff recommends approval. Motion by Lammle, second by Norris to approve the Bylaws of the District Review Board with the change to item 4.1 and corresponding language in the handbook from ... will ~~present~~ transmit the grievance...

Motion carried.

2. Approve Revision of the WMFRD Employee Handbook. Staff reviews the Handbook every year and makes updates/changes as needed. Changes to the complaint/grievance process prompted revisions in sections 7. Additional changes occurred under sections 6.10 reflecting the new training schedule and section 10.25 regarding comp time. Motion by Serie, second by Elder to approve the Handbook as presented, including the change to section 7.8 to meet the language change noted in the District Review Board Bylaws approved above. **Motion carried.**

H. New Business

1. Approve AEM Financial Solutions as Financial Management for 2016. Due to issues that have developed with KDV, who has handled the financial management of the District since inception, Staff has researched other vendors. AEM's proposal is all-encompassing at a cost of \$3,300 per month. New Hope has used AEM for over six years and highly recommends the firm. Staff recommends changing financial management firms. Motion by Elder, second by Serie to change financial management firms from KDV to AEM. **Motion carried.**
2. Approve 2015 Capital Purchase of Portable Radio Equipment. This purchase was scheduled for 2016, but the District can save \$22,000 by purchasing now due to a promotion from Motorola. This is the largest credit they've ever offered for a trade-in program and allows for the addition of radios while maintaining budget. The life-end of the current equipment is 2017 and funds have been put aside for this purchase. Motion by McDonald, second by Norris to approve the purchase of portable radio equipment as presented. **Motion carried.**
3. Approve 2015 Capital Purchase of IT Equipment. Connectivity issues and a switch failure brought to light old equipment that requires replacement. The switch at Station Two is seven years old and failed. A quote is included to replace the cabinet, switches, and cabling at Stations One and Two. Staff recommends purchase of the network equipment recommended by the vendor LOGIS. Motion by McDonald, second by Elder to approve the purchase of network equipment as presented. **Motion carried.**

Staff has identified a need for mobile computers and recommends replacing two exiting tower-style PCs with laptops and docking stations with adjustable desktops which will allow the flexibility for officers and firefighters to use their own equipment on the mobile workstations for training purposes and public events. Motion by Elder, second by Norris to approve the purchase of mobile workstations as presented. **Motion carried.**

4. Approve Resolution 2015-9 Authorizing Carry-over and Commitment of Funds to the 2016 Capital Fund. Each year the District commits funds to future projects in the Capital Plan if there are unspent funds in the current year budget. Motion by Norris, second by Lammle to approve Resolution 2015-9. **Motion carried.**
5. Approve 2016 2% COLA for WMFRD Employees. This increase is included in the 2016 general operating budget. Motion by McDonald, second by Elder to approve the 2% COLA for employees. **Motion carried.**
6. Approve 2016 2% Pension Increase for WMFRD Paid, On-call Employees. The Relief Association and WMFRD Board approved an annual cost of living adjustment to the base pension contribution in 2001. The pension is excluded from the general operating budget and paid

directly by the member cities and state aid. Motion by Norris, second by Serie to approve the increase as presented. **Motion carried.**

7. Approve 2016 Health Insurance Contribution. The WMFRD offers three plans to employees and pays 70% of the cost of the midrange plan if an employee selects any of the three plans. Motion by McDonald, second by Lammle to approve the contribution as shown. **Motion carried.**
8. Approve 2016 Meeting Schedule. The City Managers and Chief Larson decided that the strategic planning sessions should be separate from the regular meetings and will be held the first Wednesday of every-other month beginning in January, resulting in monthly meetings through 2016. The work sessions may be cancelled if deemed unnecessary. The alternative is to plan for a longer meeting time during regular meetings. Motion by Kolb, second by Serie to approve the meeting schedule as proposed, with separate work sessions for strategic planning. **Motion carried.**
9. Fire Chief's Evaluation. A closed Executive session occurred prior to this meeting for the Chief's annual review. A three percent merit increase above the two percent COLA increase is recommended. Motion by Elder, second by Serie to approve the increase. **Motion carried.**

I. Other Matters and Announcements.

The next work session is scheduled for January 13, 2016. Representatives from the vendor will discuss options for aerial refurbishment or leasing of new equipment.

J. Adjournment

There being no further business, motion by Elder, second by Serie to adjourn. **Motion carried.** The meeting was adjourned at 7:27 p.m.

Respectfully submitted,

Amy Juntunen
Recording Secretary