

# WEST METRO FIRE-RESCUE DISTRICT

## Board of Directors Meeting Minutes

December 14, 2016

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 6:50 p.m. on December 14, 2016, 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 Adam Wodtke  
Assistant Fire Chief Josh Kunde  
Assistant Fire Chief Joel Nelson  
Deputy Fire Marshal Shelby Wolf  
District Counsel Joel Jamnik  
Recording Secretary Amy Juntunen, JASS

### C. Approval of minutes

Motion by Norris, second by Lammle to approve the minutes of the October 12, 2016 Board of Directors meeting. **Motion carried.**

### D. Open Forum – None.

### E. Consent Agenda

1. Approve September Expenditures totaling \$94,546.62.
2. Approve October Expenditures totaling \$132,950.23.

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

### F. Chief's Report

There were 1,419 calls for service year-to-date, 727 in New Hope and 615 in Crystal with the balance going to Auto/Mutual Aid calls out of the District. This is about the same pace as in 2015. Chief Larson continues to meet with the City Managers and Assistant Fire Chiefs monthly to discuss relevant topics. Officer meetings also occur monthly and include training the officers as a group. Open enrollment and recruitment recently ended and full-time staff met to prepare for tonight's

Pinning Ceremony. The District is running about 1% over budget for the year due to several issues such as the change of the financial management company early in the year, insurance deductibles on two accidents, overruns on the EOC, and legal fees.

The recruiting campaign resulted in 11 new recruits. Training for new recruits has already begun. There were six public events, including Halloween and the CP holiday train, that were great successes. Four firefighters have retired/resigned in the fourth quarter. The Honor Guard posted the colors at the 25th annual New Hope Mayor's Community Prayer Breakfast at Cooper H.S. Captain Sean Watson recently became the father of twins.

December training is on annual OSHA certification for SCBA. LOGIS has provided a solution to meet all security requirements for city data privacy for the EOC and the equipment will be installed soon. The ICS-400 class has been scheduled for February 22-23, 2017.

The non-slip recoating of the floor at Station 1 is complete. Some bad concrete along the drains also was replaced. A grant for \$35,000 was received from FEMA and used to purchase lighting for the LSU trailer. The new firefighters have been measured and new turnout gear ordered, along with equipment for training the new recruits.

As of November 17, 2016, 726 inspections have been completed for the year along with 408 re-inspections to ensure compliance with orders. Much of New Hope has been inspected, with the department focusing on apartments, churches, liquor licenses, commercial inspections, gas stations, remodels and new construction. Crystal inspections will be the focus in 2017. The Home Safety Survey goal was 30 and 33 were completed due to advertising in the city billing statements. The Adopt-A-Hydrant program is also working well, incentivized with gift cards donated by Target, Cub, and Jet's Pizza. Three fires were investigated this fall. Wolf attended a Fire Investigation Course in Alabama.

#### **G. Old Business**

1. Annual Joint Session Feedback. Recommendation from the cities is to leave the Joint Work Session scheduled as tentative. The joint session will be canceled if deemed unnecessary by the City Councils and the District. The Crystal Board asked to be notified early if the meeting will be canceled.
2. WMFRD Relief Association Ex-officio Board Members. Both cities advertised the open positions on the Relief Association. Two applications were received and Crystal City Council interviewed the applicants last week and recommends their appointment. Both applicants have the financial/accounting background the Association desired. Motion by Lammle, second by Elder to appoint the two applicants interviewed, Gong Yun and Isaac Sandberg, to the Relief Association Board. **Motion carried.**
3. JPA Revisions/Budget Timeline. After review, the recommendation is to move the annual meeting and budgeting process forward by one month. This moves the annual meeting from June to July. The Bylaws and JPA will need to be amended to make this change. Staff will make the appropriate amendments and present at the February meeting for final approval.

4. Chief's Evaluation. The evaluation was discussed in Executive Session prior to this meeting. Motion by Elder, second by Norris to approve a 3.5% salary increase above the standard wage adjustment. **Motion carried.**

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

1. 2017 Meeting Schedule. Regular meetings will be held on the second Wednesday of February, April, July, October and December, and work sessions the second Wednesday of alternate months as deemed necessary. There is no meeting in June. Motion by Serie, second by Norris to adopt the meeting schedule as stated. **Motion carried.**
2. Accept Donations Resolution 2016-8. Motion by McDonald, second by Lammle to adopt Resolution 2016-8, accepting donations on behalf of West Metro Fire-Rescue District. **Motion carried.**
3. Carryover and Commitment of Capital Funds Resolution 2016-4. This resolution carries over and restricts funds in the capital plan for specific equipment. Motion by Serie, second by Lammle to adopt Resolution 2016-4, authorizing carryover and commitment of certain budgeted items. **Motion carried.**
4. Sale of Assets going to Capital Fund Resolution 2016-5. The 2004 Ford Expedition replaced in 2016 was sold at auction for \$5,060. Motion by Serie, second by Norris to adopt Resolution 2016-5, designating funds from the sale of a 2004 Ford Expedition to the Capital Fund. **Motion carried.**
5. Fire Chief as 2017 Purchasing Agent Resolution 2016-6. Motion by Lammle, second by Elder to adopt Resolution 2016-6, authorizing the Fire Chief as 2017 Purchasing Agent. **Motion carried.**
6. Credit Card Purchases Resolution 2016-7. The District has Visa credit cards from Costco and US Bank for purchases. Motion by Serie, second by Kolb to adopt Resolution 2016-7, authorizing the Fire Chief to utilize WMFRD Credit Cards. **Motion carried.**
7. 2017 Health Insurance Rates. The anticipated savings on health insurance has been offset by an increase to Workers' Compensation Insurance due to a reclassification of paid, on-call firefighters. The District also had to move to a small employer group plan for 2017 since it is no longer eligible to meet the large groups in LOGIS. Rates will vary by age. The District anticipates paying 70% of the cost. Motion by Norris, second by Serie to approve the WMFRD health insurance contribution for 2017. **Motion carried.**
8. 2017 COLA. A 2.5% cost of living adjustment (COLA) for all West Metro Employees is included in the 2017 approved West Metro Fire General Operating Budget. Historically, the District has given employees the same COLA as the Cities. For 2016, Crystal has a tentative agreement with one bargaining group for a 2.5% COLA and New Hope has factored a 2.5% COLA in its budget. Motion by McDonald, second by Serie to approve a 2.5% COLA adjustment. **Motion carried.**
9. 2017 Paid, On-Call Pension. Staff recommends a 2.5% increase to the pension to \$7,883.53 per firefighter. Motion by Lammle, second by McDonald to approve a 2.5% increase to the pension. **Motion carried.**

10. Capital Purchase of Firehouse Contract. The RMS software company the District, Plymouth and Golden Valley were investigating for new RMS services has not panned out. The contacts Staff have worked with at the vendor have been replaced twice, creating uncertainty in the vendor and its software. Staff is recommending pursuing a search for a different provider. In the meantime, the Firehouse software license must be renewed at a cost of \$4,675 until a replacement can be found. Motion by McDonald, second by Norris to approve renewing the Firehouse Software License from the Capital Plan Admin/Technology line. **Motion carried.**
11. Approve recommendation to councils for amendment to JPA for electronic payments. In 2016 West Metro Fire switched from writing checks for invoices to making electronic payments. This change in payment method requires the JPA to be updated and amended. Use of electronic payments no longer requires two Board signatures. As such, the JPA and by-laws must be amended. Motion by McDonald, second by Serie to approve the amendment to the JPA as presented. **Motion carried.**
12. Approve amendment to by-laws for electronic payments. Motion by McDonald, second by Serie to approve the amendment to the by-laws as presented. **Motion carried.**

**I. Other Matters and Announcements.**

The next work session is scheduled for January 11, 2017 at 6:30 p.m. and the next regular meeting is scheduled for February 8, 2017. The work session will focus on governance and changes to the Chief's evaluation process.

**J. Adjournment**

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

Respectfully submitted,

Amy Juntunen  
Recording Secretary