

WEST METRO FIRE-RESCUE DISTRICT

Board of Directors Meeting Minutes

October 8, 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 6:30 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

The following staff members were present:

Chief Sarah Larson
Assistant Fire Chief Joel Nelson
Assistant Fire Chief Adam Wodtke
District Counsel Roger N. Knutson
District C.P.A. Matt Mayer
Recording Secretary Amy Juntunen, JASS

C. Approval of minutes

Motion by Norris, second by Hoffman to approve the minutes of the June 18, 2014 Board of Directors meeting and notes of the August 13, 2014 Joint Council meeting with the correction that Serie was present at the August meeting. **Motion carried.**

D. Open Forum – None.

E. Consent Agenda

1. May financial statement and expenditures totaling \$158,622
2. June financial statement and expenditures totaling \$163,385
3. July financial statement and expenditures totaling \$177,617
4. August financial statement and expenditures totaling \$127,015

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

F. Chief's Report

Chief Larson and Assistant Chiefs Nelson and Wodtke presented the October 8, 2014 Chief's Report, covering service calls, financials, human resources, community events, and maintenance. (Report on file.)

G. Old Business

1. Fund Balance Policy Amendment – Larson drafted a resolution that was sent to both City Councils for discussion re reserving for new apparatus. Both Cities agreed to budget for new apparatus on their own. Motion by McDonald, second by Hoffman to approve the resolution as presented.

Motion carried.

H. New Business

1. Annual Joint Powers Agreement (JPA) Review – The Board noted that the JPA doesn't require any changes, but that the Bylaws should be reviewed on a future agenda or work session.
2. Resolutions.
 - a. Fund Balance Transfer – The transfer proposed is in line with the new policy and will transfer excess funds to the Capital Fund in the amount of \$111,236, which is 10% of the annual budget. Motion by Serie, second by Norris to approve the Fund Balance Transfer Resolution as presented. **Motion carried.**
 - b. Capital Fund Balance Commitment to Future Purchases – The resolution is also in line with the approved policy. Staff has contacted vendors to approximate future costs. Motion by Stauner, second by Serie to approve the Capital Fund Balance Commitment to Future Purchases resolution as presented. **Motion carried.**
3. MMKR Engagement for 2014 Audit – Motion by McDonald, second by Hoffman to engage MMKR to perform the 2014 audit. **Motion carried.**
4. Special Fund Donations – Directors requested Staff to look at the Special Fund balance and to spend those dollars on needed items. The fund is for items that do not belong in the general operating budget, such as conferences, honor guard, truck belts, extrication gloves, and home safety surveys. The District will continue to accept donations for these types of items. Donations given for specific items will be noted as restricted to the purchase of those items. Equipment and items firefighters need to perform their duties are included in the operating budget. This fund is used for purchasing items that are nice to have, but not strictly necessary.

Motion by Serie, second by Stauner directing administration to discuss unrestricting donated funds with the Relief Association. **Motion carried.**
5. Fire Chief's Evaluation Process – Norris provided handouts and requested feedback on the timeline presented. Forms should be returned to Norris who will provide them to the Chair by November 5.

I. Other Matters and Announcements

The next meeting is scheduled for December 10, 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 7:18 p.m.

Respectfully submitted,

Amy Juntunen
Recording Secretary