

WEST METRO FIRE-RESCUE DISTRICT

Board of Directors Meeting Minutes

June 17, 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 6:30 p.m. on June 17, 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 (Council), City of New Hope

The following staff members were present:

Chief Sarah Larson
Assistant Fire Chief Joel Nelson
Assistant Fire Chief Adam Wodtke
Assistant Fire Chief Josh Kunde
Captain Sean Watson
Deputy Fire Marshal Shelby Wolf
District Counsel Joel Jamnik
District Auditor William Lauer
Recording Secretary Amy Juntunen, JASS

C. Recognition

The Board recognized Darlene George for her work on the District Review Board. Darlene was not present

D. Approval of minutes

Motion by Elder, second by Norris to approve the regular minutes of the April 8, 2015 Board of Directors meetings as presented. **Motion carried.**

E. Open Forum – None.

F. 2014 Audit Presentation

William Lauer of Malloy, Montague, Karnowski, Radosevich & Co., P.A. (MMKR) reviewed the financials and recapped the audit process. There was nothing to report from a compliance and internal control standpoint. The only change from past audits included reviewing actual assets and ensuring the asset list was correct. Some items were removed. No items were listed as missing. Overall it was a clean audit with no deficiencies.

Motion by Elder, second by Norris to accept the 2014 audit as presented. **Motion carried.**

G Consent Agenda

1. Approve March Financial Statement and Expenditures Totaling \$189,594.
2. Approve April Financial Statement and Expenditures Totaling \$122,870.

Motion by McDonald, second by Norris to approve the consent agenda as presented. **Motion carried.**

H. Chief's Report

Chief Larson and Assistant Chiefs Nelson, Wodtke, and Kunde presented the June 17, 2015 Chief's Report recapping service calls, estimated fire loss, financials, the budget process, human resources, trainings, community events, programs, IT, logistics, inspections and maintenance. (Report on file.) Drivers license checks are being completed for all firefighters to ensure they are legally compliant to drive District vehicles. Two firefighters have resigned since the April meeting and one has taken a leave of absence. There is an overwhelming amount of interest from the firefighters in participating in specialized team training for honor guard, pumping team, inspections, technical rescue, and extrication. Staff is also working with Health Partners to change the current physical agility testing.

Watson reported that the West Metro CERT team held three trainings over the past two months on radio communication, firefighter rehabilitation and hazardous material. The next training is scheduled for this month. The District participated in a bike rodeo event, a vehicle fair, and a blood drive. Another blood drive is scheduled in August. Firefighter 1, Firefighter 2 and hazardous material trainings have been conducted for all recruits. Training will continue over the summer. First Responder and EMS training will occur in the fall. Watson participated in the Fire Training Academy in Maryland and attended the FDIC conference in Indianapolis.

Wodtke reported that a total of \$33,000 was requested for class and training reimbursement. Of that, \$18,999 has been received. A portion of the reimbursement is to cover the unbudgeted overtime salaries of firefighters who attend training. A training exercise is planned for August 11 and August 15 at a home on 62nd Avenue in New Hope, with the live fire exercise occurring August 15. Communication has been sent to the neighborhood to alert them to the exercise and the District will also hold a meeting in the neighborhood to discuss the exercise. Board and Council members are invited to watch. The training schedule will be changed to run two classes on Tuesdays, one at 4:30 and one at 7:00 p.m. with a goal of having 12 attendees per session and shorter sessions with smaller groups. The handbook will be updated to reflect this change. A server upgrade and database cleanup has occurred.

Kunde reported that routine inspection discovered an issue with the generator at station 3. New Hope city staff made the repairs and the generator is now back in service. Replacement of the generator is intended in 2016. One truck was out of service due to an issue with the air bag system. The annual hose and ground ladder testing has been completed. Nearly all hose passed the test and there was one minor issue with a ladder.

Wolf reported that 289 inspections have been completed with the main focus on new construction. Of that, 18 were residential home inspections. Wolf just finished a communications course at Hamline University.

I. Old Business

1. 2016 Budget.

Larson has presented the proposed budget to the Councils of each city. There were no comments or changes. Motion by McDonald, second by Elder to approve the 2016 budget as presented. **Motion carried.**

2. Strategic Planning.

A strategic planning session was scheduled for July 15 at 6:00 p.m. Norris will Email information regarding the session. The intent of the first session is to focus on historical and current services, then work toward future planning.

3. Joint Work Session.

The August meeting is the joint work session with city councils. The meeting will begin at 6:30 p.m. Food will be served prior to the meeting beginning at 6:00. An agenda for the August meeting is included in the packet.

J. New Business

1. Resolution 2015-2.

Motion by Norris, second by Serie to approve Resolution 2015-2 accepting West Metro Fire-Rescue Firefighter's Relief Association Donation of \$10,000. **Motion carried.**

2. Election of Officers.

Motion by Elder, second by Serie to re-elect the current officers. **Motion carried.**

3. Appointment of District Review Board Representative.

The City of Crystal recommends Tim Daly be appointed to the Review Board due to the departure of Darlene George. Motion by Elder, second by Norris to approve Resolution 2015-3, appointing Tim Daly to the District Review Board. **Motion carried.**

K. Adjournment

There being no further business, motion by Serie, second by Elder to adjourn. **Motion carried.** The meeting was adjourned at 7:03 p.m.

Respectfully submitted,

Amy Juntunen
Recording Secretary