

# WEST METRO FIRE-RESCUE DISTRICT

## Board of Directors Meeting Minutes

December 12, 2018

Approved February 13, 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 6:37 p.m. on December 12, 2018, 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  
District Counsel Roger Knutson  
Recording Secretary Amy Juntunen, JASS

### C. Minutes

Approve the October 10, 2018 Board of Directors Meeting Minutes

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

### D. Open Forum – None.

### E. Consent Agenda

1. Approve September Expenditures totaling \$168,929.26
2. Approve October Expenditures totaling \$165,752.97
3. Approve Resolution 2018-8 Accepting Donations
4. Approve Resolution 2018-9 2019 Credit Card Purchases
5. Approve Resolution 2018-10 Fire Chief as 2019 Purchasing Agent
6. Approve LMCIT Liability Coverage – Waiver Form

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

### F. Chief's Report

1. Chief's report
2. Financial Report – 3<sup>rd</sup> Quarter

Motion by Elder, second by Serie to accept the Chief's written report and financial report as presented. **Motion carried.**

**G. Old Business**

**Board's representative on the West Metro Fire Relief Association Board.** Originally, no term had been set for Relief Association Board representatives appointed in December 2016. Both appointees are interested in continuing to serve on the Association Board. Motion by Elder, second by Serie to approve Resolutions 2018-11 and 2018-12 appointing Gong Yun and Isaac Sandberg as WMFRD Board representatives to the West Metro Relief Association Board of Trustees with terms expiring December 31, 2019. **Motion carried.**

**H. New Business**

**1. 2019 Meeting Schedule.** Motion by Elder, second by McDonald to approve the 2019 meeting schedule as presented. **Motion carried.**

**2. 2018 Capital Plan Amendment Resolution 2018-5.** A vehicle replacement was approved for 2018, however, the vendor sent the wrong vehicle and is unable to replace it prior to year-end. This resolution amends the 2018 plan to remove the vehicle replacement. Motion by Serie, second by Elder to approve Resolution 2018-5. **Motion carried.**

**3. 2019 Capital Plan Amendment Resolution 2018-6.** A vehicle replacement was approved for 2018, however, the vendor sent the wrong vehicle and is unable to replace it prior to year-end. This resolution amends the 2019 plan to add the vehicle replacement that did not occur in 2018. Motion by Serie, second by Elder to approve Resolution 2018-6. **Motion carried.**

**4. Carryover and Commitment of Capital Funds Resolution 2018-7.** This resolution lists the capital funds saved for commitment to the 2019 budget. Also included in the carryover are the bathroom improvement projects approved for 2018 but not completed. Motion by Serie, second by Elder to approve Resolution 2018-7. **Motion carried.**

**5. 2019 Health Insurance Rates.** For 2019 WMFRD is only able to offer one plan to employees. There is a 7.42% premium increase in 2019. Medical rates under the new small group plan are set by the age of the covered individual, thus each employee has a different rate. Staff has compared the amounts that both Crystal and New Hope cover for employees, the average of which is \$844 for single coverage, \$1,201 for employee +1, and \$1,419 for family. Proposed WMFRD insurance coverage rates, which are slightly lower than the city average, were provided in the packet. Motion by Elder, second by Norris to approve the 2019 insurance coverage rates as presented. **Motion carried.**

**6. 2019 COLA.** Historically WMFRD has provided the same cost of living adjustment as the member cities. Both Crystal and New Hope have factored a 3% COLA in their budgets. Motion by McDonald, second by Serie to approve a 3% COLA for WMFRD employees in 2019, including Chief Larson. **Motion carried.**

**7. 2019 Paid, on-call Pension.** Staff recommends a 3% increase to the paid, on-call firefighter's pension to a total of \$8,323.04 per year, matching the Local 49 Union per historical action. Motion by McDonald, second by Elder to approve a 3% increase to the pension contribution. **Motion carried.**

**8. Employee Handbook Revisions.** Revisions include new positions, good time/bad time for pension eligibility and paid, on-call minimums, physical ability testing and title changes. Motion by Norris, second by Elder to approve the handbook revisions as presented. **Motion carried.**

**9. Chief's Evaluation.** The Board met in executive session prior to this meeting to discuss the Chief's evaluation and felt it was a highly successful year and the Chief met all goals set forth in all categories with 47% meeting expectation and 53% exceeding expectations. Six of seven Board members completed the evaluation process. Motion by Elder, second by Norris to approve a 2% merit increase in wages above the 3% COLA. **Motion carried.**

**I. Recognition of Board Director Jeff Kolb.** Kolb was not in attendance. The framed certificate of appreciation will be presented at the next City Council meeting by Laurant. A new representative from Crystal is expected to be appointed soon.

**J. Other Matters and Announcements**

The next regular meeting of the West Metro Board of Directors will be held February 13, 2019 at 6:30 p.m.

**K. Adjournment**

There being no further business, motion by Elder, second by McDonald to adjourn. The meeting adjourned at 6:51 p.m.

Respectfully submitted,

Amy Juntunen  
Recording Secretary