

# WEST METRO FIRE-RESCUE DISTRICT

## Board of Directors Meeting Minutes

October 14, 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 October 15, 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 Joel Nelson  
Assistant Fire Chief Adam Wodtke  
Assistant Fire Chief Josh Kunde  
Captain Sean Watson  
Deputy Fire Marshal Shelby Wolf  
District Counsel Roger Knutson  
Recording Secretary Amy Juntunen, JASS

### C. Approval of minutes

Motion by McDonald, second by Elder to approve the minutes of the June 17, 2015 Board of Directors meeting and the August 12 Joint Council and Board of Directors meeting, Special Meeting, and Strategic Planning meeting minutes with a rewording under the Chief's Report in June to “..all but a few sections of hose and one ground ladder passed.”. **Motion carried.**

### D. Open Forum – None.

### E. Consent Agenda

1. Approve May Financial Statement and Expenditures totaling \$131,202
2. Approve June Financial Statement and Expenditures totaling \$175,185
3. Approve July Financial Statement and Expenditures totaling \$169,994
4. Approve August Financial Statement and Expenditures totaling \$164,179

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

[Elder departed 6:41 p.m.]

**F. Chief's Report**

There were 1,163 total calls for service and 85 fires year-to-date, including fires serviced in neighboring cities. The City Managers and Chief are working together on strategic planning for WMFRD. Planning continues on creation of a Joint Command Center at this location (station three). Annual reviews for full-time staff are nearly complete and work toward meeting the annual goals continues. WMFRD is expected to be right on budget for the year.

Two firefighters have taken leaves of absence and three have resigned since the August meeting. Specialized honor guard training continues to go well, with Staff currently preparing for the March 2016 honor guard clinic which will bring in fire departments from all over the state/country to train at Camp Ripley. The inspector training program is also now up and running. Five Staff members will attend the Chief's Conference in Duluth next week. Paid on-call Staff will fill in.

Small trucks staffed with volunteers will be handing out candy and glow sticks on Halloween at all three stations. The Board is invited to participate. Public events and a write-up of the employee recognition party are included in the Chief's written report.

CERT training has been completed for firefighter rehabilitation, disaster operations, and basic animal rescue training (BART). First aid, CPR, and large area search trainings will take place yet in 2015. All recruit firefighters completed the ten session summer training program in August. Seven recruits began EMT training and two recruits began EMR training with both programs to be complete in December 2015.

WMFRD was invited to be involved in a live fire training in Brooklyn Park on October 3. Firefighters trained last night on EMS and radio communications. Can Do Canines approached WMFRD to allow their service dogs in training to be around people in uniforms and noisy objects and were in attendance, as well as Cable 12, at the regular training last night. Feedback is that it was a fun event. Emergency Management Training will be held for both city staffs on December 9, 2015. WMFRD will be hosting an ICS 300 class on January 26-28, 2016 for Staff and city staffs. ICS 300 teaches management of large-scale disasters. This class will be delivered by Texas A&M Engineering Extension. Firefighter trainings through the rest of the year are listed in the report.

Hennepin County Dispatch instituted a programming change to make it easier to communicate with neighboring agencies for a more fluid response. After review, incidents coded as "check burn" were found to be mostly non-fire related calls so police, instead of WMFRD, will now respond to those calls.

A shared mitigation plan for both cities has been submitted to Hennepin County Emergency Management identifying priority vulnerable areas, potential hazards, and a comprehensive action plan. Wodke is finishing a document that defines critical infrastructure and key resources in each city. There will be a separate document for each city along with a map.

Kunde reported on facilities, vehicles, and equipment. All fueling has now been switched to the City of Crystal fueling depot.

Wolf reported on inspections, fire prevention efforts, and community education. There have been two fire investigations year-to-date.

**G. Old Business**

1. Garage Doors – Station 3. The second half of the garage door project, replacement of the actual doors, is ready to begin. Motion by McDonald, second by Serie to approve the bid from IDC for replacement of the garage doors at a cost of \$48,700. **Motion carried.**
2. Strategic Planning. The history of the WMFRD was covered at the August meeting. The second part of the process was to complete a study which includes four areas: staffing, stations, and equipment; pay/benefits; governance; and shared services. Chief Larson reviewed the results of the study in peer comparisons with other local fire departments, which include different formats for each area based on the needs of each community. After review, one current station may not be needed. Staff will study costs if a station were to be eliminated. City Managers will work with Staff to look at building operations costs for the stations that are covered by the cities.

Inspections are a service provided to the cities by the FD. All revenue for inspections currently goes to the cities.

A group policy for medical insurance that can be offered to paid on-call firefighters would make an impact on recruitment and retention. Periodic physicals should be implemented.

Kolb noted that the current governance in place may not be the best option. There are many examples of different types of governance in different organizations. He requested additional information on governance practices used by other fire departments. An in-depth conversation regarding what works and what doesn't is needed and may happen at the December meeting.

Shared services were listed in the presentation. WMFRD membership could be offered to adjacent cities as well, but differences in operations, budgets, and administration can make that difficult. Politics also plays a role. Some areas, such as recruit classes, are shared with other fire departments currently.

Another strategic planning session will occur at the December meeting.

**H. New Business**

1. Resolution 2015-5 Accepting West Metro Fire-Rescue Firefighter's Relief Association Donation of \$15,000. Motion by Kolb, second by Norris to adopt Resolution 2015-5 with the correction of two typos. In item #1, the amount should read \$15,000 instead of \$7,500. The date of the Resolution acceptance should be updated. **Motion carried.**
2. Approve revision of the By-Laws of the District Review Board. Kolb requested to table this item to the December meeting to allow more time for review.
3. Approve revision of the WMFRD Employee Handbook. This is a change to the grievance procedures. Employees were not asked to review or provide feedback on the change to the process. Kolb requested to table this item to the December meeting to allow for additional review.

Motion by Kolb, second by Lammle to table items H.2. and H.3. to the December meeting.

**Motion carried.**

4. Aerial Refurbishment. The Major Apparatus Plan does not include refurbishment. This is a 2004 device and replacement cost is \$800,000-\$1,000,000. Refurbishment is necessary to keep the equipment in safe operation. Refurbishment will also allow for upgrades to meet current standards. The estimate to refurbish is \$150,000.

However, the equipment requires more repairs/refurbishment the older it gets and it is currently over 10 years old. A second option is to sell the current equipment for \$350,000-\$400,000 and lease the equipment at a cost of approximately \$65,000/year. This is also a good option if a station is closed and the equipment is no longer needed.

Additional options include purchasing new, or working with other communities to share the equipment and cost. Currently every adjacent city has this piece of equipment. Having no aerial equipment will considerably affect the insurance ratings since there will be no way to access taller buildings from the exterior.

Larson requested the Board to think about the options and Email questions to her. Motion by Kolb, second by Lammle to table this item until the December meeting. **Motion carried.**

5. Fire Chief's Evaluation. A proposed schedule for evaluation and an assessment tool used in the past was included in the meeting packet. There were no disputes regarding the schedule or assessment tool.

**I. Other Matters and Announcements.**

The next meeting is scheduled for December 9, 2015 at 6:30 p.m. A closed Executive Session will occur at 6:00 p.m.

**J. Adjournment**

There being no further business, motion by McDonald, second by Lammle to adjourn. **Motion carried.** The meeting was adjourned at 8:52 p.m.

Respectfully submitted,

Amy Juntunen  
Recording Secretary