

WEST METRO FIRE-RESCUE DISTRICT

Board of Directors Meeting Minutes

April 16, 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 6:32 p.m. on April 16, 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
John Elder	Citizen Representative, (Council), City of New Hope

The following staff members were present:

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

C. Approval of minutes

Motion by Hoffman, second by Elder to approve the February 12, 2014 Board of Directors meeting minutes and special session notes. **Motion carried.**

D. Open Forum – None.

E. Consent Agenda

1. Approve December 2013 Post-2012 Audit Financial Statement and expenditures totaling \$407,214.
2. Approve Approve January Pre-2013 Audit Financial Statement and expenditures totaling \$127,027.
3. Approve January Pre-2013 Audit Financial Statement and expenditures totaling \$165,451.

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

F. Chief's Report

Chief Larson presented the April 16, 2014 Chief's Report. (Report on file.)

G. Old Business

1. Reorganization Update – Nothing to report.

2. Heavy Rescue 31 Sale Update – The sale to New York will not occur. The plan is to keep the unit in service. It can be used with police as an excellent heavy rescue vehicle and mobile command post.
3. Chief 2014 Evaluation Process – The two City Managers and Larson worked together to create goals and measurements.
4. 2015 Budget – The preliminary budget includes an increase in the city contributions of \$10,805 or a 0.5% increase over 2014. Larson reviewed the proposed budget and answered questions. The proposed budget includes a Fund Balance Policy change to shift funds from Major Apparatus to a general Capital Equipment Fund. Motion by Stauner, second by Hoffman to approve the budget as proposed. **Motion carried.**

H. New Business

1. Hiring Third Inspector – Elder noted that it would save time and money to train all three new inspectors at one time. Three inspectors were approved in the 2014 budget. Consensus of Board is to move forward with hiring the third inspector.
2. Fund Balance Policy – The current policy is that all excess funds over 4% of the annual operating budget be split 70%/30% to the Major Apparatus and Capital Equipment Fund. The proposed change is that 100% of the excess funds will go to the Capital Equipment Fund and current funds in the Major Apparatus Fund (approximately \$240,000) be made available for Capital Equipment purchases in order to smooth member city contributions on a year-to-year basis. The Board members will discuss this with their City Councils prior to voting on this item. Motion by McDonald, second by Stauner to table the fund balance policy to the June meeting. **Motion carried.**
3. Special and Capital Fund Purchases – Part of the capital fund plan was to purchase a new washer and dryer for \$2,000. Staff is proposing to spend up to \$2,500. Motion by Hoffman, second by Elder to approve the purchase to the lowest bidder. **Motion carried.**
Turnout Gear – There are funds held over from 2011 and 2012 for turnout gear with \$40,000 committed for this purpose. The proposed purchase is eleven sets for a total of \$31,572. Motion by Stauner, second by Serie to approve the proposed purchase of turnout gear. **Motion carried.**

I. Other Matters and Announcements

Larson offered personal tours of the fire station(s) to interested Board members.

J. Adjournment

There being no further business, motion by Hoffman, second by Norris to adjourn. **Motion carried.**
The meeting was adjourned at 7:32 p.m.

Respectfully submitted,

Amy Juntunen
Recording Secretary