

**WEST METRO FIRE-RESCUE DISTRICT**  
**Board of Directors Meeting Minutes**  
**July 12, 2017**  
**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 July 12, 2017, 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     |
| Jeff Kolb     | Council, City of Crystal                           |
| Mary Serie    | Citizen Representative, City of Crystal            |
| Eric Lammle   | Citizen Representative (Council), City of New Hope |

The following staff members were present:

Fire Chief Sarah Larson  
Assistant Fire Chief Adam Wodtke  
Assistant Fire Chief Joel Nelson  
Assistant Fire Chief Josh Kunde  
Battalion Chief Sean Watson  
District Counsel Roger Knutson  
Recording Secretary Amy Juntunen, JASS

**C. Minutes**

1. Approve the April 12, 2017 Board of Directors Minutes
2. Approve the May 10, 2017 Board of Directors Work and Special Session Notes
3. Approve the May 10, 2017 Closed Session Notes

Motion by Kolb, second by Serie to approve all minutes as presented. **Motion carried.**

**D. Open Forum** – None.

**E. Consent Agenda**

1. Approve March Expenditures totaling \$152,665.10
2. Approve April Expenditures totaling \$198,884.79
3. Approve May Expenditures totaling \$158,328.34

Motion by Kolb, second by Norris to approve the Consent Agenda as presented. **Motion carried.**

**F. Chief's Report**

As of May 31, 2017 there have been 769 calls for service, 408 in New Hope, 334 in Crystal, and the remainder as mutual aid calls. This is a few hundred calls over the same time in 2016. There have been more fires in 2017 as well, with eight in New Hope, 13 in Crystal and more outside the District.

Chief Larson has been meeting with the City Managers monthly to follow up on work sessions and create the 2018 budget. Chief Larson also attends Senior Staff meetings at both cities.

Chief meeting discussions include how the District responds to mutual aid calls, the Hennepin County "all" tone update to pagers, severe weather preparation and response, the ISO audit, and a recruit update. The District responded to the protest in Crystal this May and the EOC went operational for that effort. June discussions included EMS stand-by expectations, information needed for reporting of vehicle fires, and Duty Officer/Chief Command expectations. Officers meet and/or train as a group monthly. Full-time staff is working on getting Tower 1, the new aerial apparatus, into service. The recruits completed their six month test last month. The website is in process of being updated and a proposal for a new records management software system has been received. Chief Larson reviewed the financial statements through the first quarter of 2017. Through March 31, legal expenses have well-exceeded the annual amount budgeted. Serie asked how the Chief will adjust for areas that have gone over budget. It is hoped that revenue from government grants and other line items will offset line items that are over budget. If not, the balance may be offset from the fund balance. The Board decision to move forward with an investigation is what caused the overage.

The District has participated in over 13 individual events and there have been no retirements or resignations since the last meeting. The District provided EMS crews and coordinated with Crystal and New Hope PDs for emergency response during the EOC activation for three potential protest events in the District. Thankfully none were necessary. Radiological Emergency Preparedness (REP) training occurred at Rogers High School in June for decontamination in case of an emergency event at the Monticello nuclear power plant and to prepare for a FEMA evaluation in August. The Honor Guard continues to train on the fourth Thursday of each month. The Honor Guard presented the Colors for the annual Retirement Banquet and Recruit Graduation events.

The 2017 Fire Academy is complete with all 39 students graduating. The graduation ceremony took place on June 15 at Plymouth Creek Center. Planning has already begun for the 2018 Fire Academy. The 2016 recruit class completed their 6 month firefighter evaluation on June 22nd. Upon completion of this evaluation, the recruits were cleared for full firefighter capabilities. They can now be used on first line apparatus and enter structure fires. The recruits are now focused on the recruit summer training program. This program runs from June to the end of August. The West Metro CERT team advertised openings and added four members. Richfield CERT is offering an initial course in October which could add up to six more members. The Explorer program has also been very busy over the past few months with members attending drills and meetings. They also participated in the second annual Axe games which had over 120 participants and showcased a number of firefighting skills. The Explorer program is also in the third year of the summer internship program where Explorers over 18 years old shadow full-time staff. One of the first interns is now in a program at the Hayward Fire Department for a potential career.

July is normally a month off for drills. However, since the new Tower 1 arrived many people are going through the aerial training so the unit can be put into service. A representative from Pierce performed Train the Trainer classes of 10-12 firefighters each on June 22, 23, and 24. Assistant Chief Wodtke has been working with LOGIS and Golden Valley re FDM for Records Management Software. Another city is also considering this partnership which would decrease initial costs, or include a "buy-in" to reimburse for a portion of the initial costs. The new website is nearly completed and was shown during the meeting. It is expected to be live soon. The EOC performed well with Crystal and New Hope PDs, as well as Hennepin County Sheriff and District staff using the space and able to connect through the network.

Tower 1 has been delivered and is in the process of being set up with tools, hose, and communications. Most of the equipment will be transferred from the current aerial to the new tower when it is put in service. The District would like to thank the Relief Association for the donations to the special fund account. A portion of these donations have been used to purchase new equipment for the tower. Crew from Station 1 have been doing an exemplary job developing and executing a training program for 6-7 people per round to get personnel up to speed on the new truck. Aerial 11 is expected to be picked up by Brindley Mountain the week of August 1, 2017. Tower 1 is expected to be in service the week before. Portable radios must be updated annually by the County and this year's update will also include the "all tone" pagers. Annual service on the engines is being completed. Six valves require rebuilds and Assistant Chief Kunde can perform that task. Hose and ladder testing is complete with a number of hoses failing, but covered by manufacturer's warranty. A \$2,500 grant has been awarded to the District for home safety surveys.

Deputy Chief Wolf has completed 480 inspections and 204 follow-up inspections through June 28. Apartments, churches, gas stations, assemblies and liquor licenses continue to be a priority as licenses are due. The focus for existing commercial buildings is to finish up Winnetka Avenue and begin Bass Lake Road and West Broadway. A commercial hood cleaning program has been developed in Crystal to ensure that all hoods in the city are cleaned within the proper time and permits are pulled. The first letters have been mailed reminding owners and managers of the need for cleaning hoods. The program may be expanded to include New Hope. Five home safety surveys have been completed in 2017 and thirty citizens from New Hope and Crystal signed up for surveys at the Health and Wellness Fair. The goal is to complete 30 surveys in 2017. Surveys will also be advertised in the Crystal utility billing. The District has participated in over 10 education events since April and investigated five fires. John Jaeger took the state certification test for Advanced Arson Investigation. Test scores are not yet available.

## **G. Old Business**

### **1. 2018 Budget**

The budget has been reviewed at previous meetings. Staff recommends adding \$20,000 to the Capital Fund line item, for a total annual contribution of \$170,000 in 2018. Funding and future capital budgets will need review to avoid underfunding the Capital Plan. Motion by Kolb, second by Lamble to approve recommending the budget as proposed with the increase of the Capital Contribution to \$170,000 for approval by member cities. **Motion carried.**

### **2. Resolution 2017-4 Record Management Software Purchase and Contract**

Staff recommend moving forward with FDM as the new Records Management Software to be hosted by LOGIS, the current IT provider. The District and City of Golden Valley will partner on the software package. Golden Valley has already signed a five-year agreement with LOGIS to host the FDM software. It is likely other cities or organizations will join the system, which could lead to potential savings on a shared system. All of Anoka County uses FDM for records management. However, Anoka's FDM system is already in a JPA that would require all 23 Hennepin County agencies to hook into their system and costs savings would not be recognized with their current configuration. Motion by McDonald, second by Lamble to approve the software purchase and contract with LOGIS and FDM as presented. **Motion carried.**

### **3. Strategic Planning**

Over the past few years the Board and Staff have reviewed operations, services, equipment and governance. This phase of strategic planning is now complete, though topics may be revisited

any time as needed. Consensus of the Board is satisfaction with progress and to cancel future work sessions scheduled in 2017. The 2018 meeting schedule will not include work sessions at this time.

**4. Website**

Staff demonstrated the new website, which includes a lot of information on the District and its stations, permit applications and ePermitting through active links to the City websites. The Board information, including meeting packets, will also be posted to the website. The website is much more organized and user-friendly, as well as mobile-friendly. Because it is built on a WordPress platform, Staff has the ability to update content and photos as necessary. The Board gave positive feedback on the look and feel of the website. The website should be live within the next week.

**H. New Business**

**1. Resolution 2017-5 Accepting Relief Association Donations**

Three donations have been made this year totaling \$23,000. Motion by McDonald, second by Laurant to approve Resolution 2017-5, Accepting Relief Association Donations. **Motion carried.**

**2. Election of Officers**

Motion by Kolb, second by Serie to re-elect the current slate of officers. **Motion carried.**

**3. Open Meeting Law**

Knutson provided Board members with a copy of the law. Discussion of what constitutes violation of open meeting law occurred. Knutson recommended removing the “reply all” function from email. Kolb noted that the best way to avoid violation of open meeting law would be to restructure the governance structure.

**I. Other Matters and Announcements**

The September Work Session is deemed unnecessary unless City Councils have an issue with the budget, which would be determined by August 31. Staff will alert the Board if a work session is needed.

The next regular meeting is scheduled for October 11, 2017.

**J. Adjournment**

There being no further business, motion by McDonald, second by Serie to adjourn. The meeting adjourned at 7:47 p.m.

Respectfully submitted,

Amy Juntunen  
Recording Secretary