

# WEST METRO FIRE-RESCUE DISTRICT

## Board of Directors Meeting Minutes

February 10, 2016

Approved

### A. Call to order

Vice President Kirk McDonald called the regular meeting of the West Metro Fire-Rescue District Board of Directors to order at 6:32 p.m. on February 10, 2016, at Station 3, 4251 Xylon Avenue N., New Hope, MN.

### B. Roll Call – The following Directors were present:

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 Adam Wodtke  
Assistant Fire Chief Josh Kunde  
Assistant Fire Chief Joel Nelson  
District Counsel Roger Knutson  
Auditor Jean McGann, AEM  
Recording Secretary Amy Juntunen, JASS

### C. Approval of minutes

Motion by Norris, second by Lammle to approve the minutes of the December 9, 2015 Board of Directors meeting. **Motion carried.**

### D. Open Forum – None.

### E. Consent Agenda

1. Approve November Financial Statement and Expenditures totaling \$114,614.
2. Approve resolution 2016-1 engaging MMKR to complete the 2015 Audit.

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

### F. Chief's Report

Chief Larson detailed the number of calls and call volume in 2015 compared to 2014. There were 150 fewer calls in 2015. Overall fire losses were also down. Chief Larson and City Managers have worked to create the 2017 draft budget that will be presented later in the meeting. Full-time staff are establishing 2016 goals and beginning 2016 projects. The new financial advisor, AEM, is working on December actual vs. budget to complete the 2015 financials. The new garage doors have been installed.

The District participated in the Salvation Army bell ringing in December. Honor Guard training is scheduled for basic and advanced clinics at Camp Ripley March 11-13, 2016. The District team will train with 50 other Honor Guard members from 11 fire departments and other organizations from around the state of Minnesota. There are three new candidates in the officer training program for lieutenant succession planning. Hy-Vee will join the Department in its sixth annual food drive on March 19, along with Almsted's, Aldi, Target, and both Cub Foods locations as collections points. City Council members will be guest baggers at the Crystal Cub to support the food drive. The next blood drive will be held on Monday, March 7 at Station 3 in New Hope. Blood drive locations will alternate between Station 2 in Crystal and Station 3 in New Hope.

Captain Watson reported seven dates scheduled in 2016 for West Metro CERT team trainings. Topics include communications, traffic control/barricades, first aid, train derailments, and firefighter rehabilitation. Recruit firefighters will receive Fire Apparatus Operator training this summer. The tenth West Suburban Fire Academy has 13 students from five fire departments participating this year.

Assistant Chief Wodtke covered the training schedule for firefighters. WMFRD hosted the class *What Every Firefighter's Spouse Should Know* on January 30 with approximately 30 attendees. Upcoming trainings include Ice Rescue and First Responder certification. IT updates were provided. City staffs will be scheduled for EOC operations training in early 2016.

Assistant Chief Kunde reported on facility maintenance, the remodel of the training maze, and vehicles and equipment.

Inspection progress and inspection training reports were covered. There were 76 applicants for the Adopt A Hydrant program to keep fire hydrants clear of snow over the winter. One pre-school and parent fire safety program was conducted in January for 40 children and 15 adults.

#### **G. Old Business**

1. Aerial Apparatus. The January work session included discussions on whether to refurbish, lease, or purchase the aerial apparatus, with the Board requesting a recommendation from Staff. Staff reviewed costs for each option and recommends a 10-year lease on a 107 ft stick/ladder aerial.

Firefighter Schwartz spoke, noting that the ladder is much higher risk than aerials with a platform/bucket, which is currently in use. Firefighters would prefer to stay with the platform/bucket model. Staff noted that the aerial is mostly used for fighting larger building fires, rather than rescue efforts, and a firefighter is required to be in the top of the bucket to position the water hose on the current aerial, meaning firefighters using the apparatus at a fire are always in the air whereas the stick model hose can be positioned from the ground, reducing risk. The stick model would be more dangerous if needed for a rescue operation at height.

The annual payment is \$80,000 for the stick and \$106,000 for the bucket model. If costs were equal, Staff would recommend the bucket model, though most use does not require the rescue platform.

Motion by Lammle, second by Elder to pursue the lease with the platform model. Legal counsel will review lease documents and the Board will be presented with the lease and build

information prior to final approval. **Motion carried, Kolb opposed.** This option should be incorporated into the 2017 budget.

2. District Review Board Member. Vice President McDonald reported the interview of candidate Wendy Brostrom was conducted by the Executive Committee for the open at-large position on the District Review Board and the Committee recommends accepting her for the position. Motion by McDonald, second by Serie to adopt Resolution 2016-2 appointing Wendy Brostrom to the District Review Board. **Motion carried.**

#### **H. New Business**

1. Approve 2016 capital purchase of a Chevrolet Tahoe to replace Car 11, a 2004 Ford Expedition. Motion by Elder, second by Serie to approve the capital purchase of a Chevrolet Tahoe to replace Car 11, a 2004 Ford Expedition. **Motion carried.**
2. Approve 2016 capital purchase of vehicle stabilization equipment. Motion by Elder, second by Serie to approve the 2016 capital purchase of vehicle stabilization equipment. **Motion carried.**
3. Approve revision of the WMFRD Employee Handbook. Motion by Elder, second by Norris to approve the revisions to Chapter 11 of the WMFRD Employee Handbook. **Motion carried.**
4. 2017 Budget. The Board discussed the draft 2017 budget and discussed the need to change it due to the earlier action regarding the lease of the aerial apparatus. Revisions will be presented at the April meeting.

#### **I. Other Matters and Announcements.**

The Board will defer continued discussion of strategic planning and WMFRD stations to its April meeting. The next meeting is scheduled for April 13, 2016.

#### **J. Adjournment**

There being no further business, motion by Elder, second by Serie to adjourn. **Motion carried.** The meeting was adjourned at 7:50 p.m.

Respectfully submitted,

Amy Juntunen  
Recording Secretary