

**WEST METRO FIRE-RESCUE DISTRICT**  
**Board of Directors Meeting Minutes**  
**February 12, 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 6:30 p.m. on February 12, 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  
Assistant Fire Chief Aaron Surratt  
Assistant Fire Chief Adam Wodtke  
Captain Sean Watson  
District Counsel Roger N. Knutson  
District C.P.A. Matt Mayer  
Recording Secretary Amy LeMieux, JASS

**C. Recognition of John Budziszewski's Service as a Board Director.** The Board recognized John Budziszewski with a thank you for his years of service as a Director.

**D. Introduction of Crystal Citizen Representative Board Director Mary Serie.** Mary Serie, the new citizen representative Director from Crystal, was introduced and welcomed by the Board.

**E. Swearing in of Firefighters and new positions.** Nelson, Surratt and Wodtke were sworn in as Assistant Fire Chiefs, Watson as Captain, and Jeff Rowedder and Erick Moser as firefighters.

**F. Introduction to Fire Explorers, Advisors and Program.** The current eight members of the Fire Explorers program were introduced. The Explorers program is part of Learning for Life and allows kids to explore different careers and build skills. Members train twice per month on their own and are invited to regular firefighter drills. They participate and compete in a number of events at the State Fair each year and help perform public education. The "Fight For Air Climb," a benefit event for the American Lung Association, will take place February 22. Members and firefighters will be participating and donations are welcomed.

**G. Approval of minutes**

Motion by Norris, second by Hoffman to approve the November 13 and December 4, 2013 Board of Directors meeting minutes. **Motion carried, McDonald and Serie abstaining, Elder absent.**

**H. Open Forum – None.**

**I. Consent Agenda**

1. Approve October 2013 post-2012 Audit Financial Statement and expenditures totaling \$87,792.
2. Approve November 2013 post-2012 Audit Financial Statement and expenditures totaling \$154,397.
3. Approve Resolution 2014-1 accepting various donations.
  - a. Relief Association Donation of \$10,000
  - b. LDI Donation of \$250
4. Approve Resolution 2014-2 carrying over and committing funds to the 2014 capital fund.
5. Approve Resolution 2014-3 sale of 2012 and 2013 assets going into major apparatus fund.
6. Approve Resolution 2014-4 transferring general fund balance exceeding 10% or \$129,827 to the major apparatus and capital funds.
  - a. \$90,879 to the major apparatus fund
  - b. \$38,948 to the capital fund
7. Approve Resolution 2014-5 authorizing fire chief as purchasing agent.
8. Approve Resolution 2014-6 authorizing credit card purchases.
9. Approve Resolution 2014-7 authorizing MMKR to complete the 2013 financial audit.

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

**J. Chief's Report**

Chief Larson presented the February 12, 2014 Chief's Report. (Report on file.)

**K. Old Business**

1. Reorganization Update. Included in the Chief's report. Inspectors will be introduced at the April meeting.
2. Review Board. The Board met December 11 to hear a grievance. A decision was made and forwarded in a timely manner. This item is complete.
3. Heavy Rescue 31 Sale Update. An offer has been received from an upstate New York fire district. Their Board is meeting tonight to discuss. Anticipated sale prices is \$490,000-\$495,000.
4. All Engines and Engine 31 Update. Maintenance in the first year was covered under warranty. In 2013 maintenance costs were realized. Electrical and alarm issues are in the process of being corrected. Cameras were removed due to maintenance costs (\$30,000 bi-annually). Police have agreed to keep their cars pointed toward the fires to record on their equipment. Education for firefighters has been updated for the new trucks as the new system are learned. Staff is planning to have all issues addressed on the new engines prior to the April meeting.

5. Chief 2014 Evaluation Process. Chief Larson, McDonald and Norris have nearly completed goals and measurements.

**L. New Business**

1. Special and Capital Fund Purchases. New patches were purchased. In 2013 a new uniform purchase of \$12,900.02 + \$195 per person was discussed. Staff requests authorization for this purchase from Special Funds.

Motion by McDonald, second by Stauner to approve the purchase of new uniforms for all employees. **Motion carried.**

Staff requested authorization to purchase a 2014 Ford Police Interceptor utility vehicle for \$36,470.34 from the capital fund. Directors noted Tahoes have a lower lifespan cost.

Motion by Norris, second by Hoffman to approve the requested expenditure from the capital fund. **Motion carried.** Staff will investigate the Tahoe option prior to purchase.

2. Sales Tax Exemption. Staff is working with legislators to make JPAs eligible for sales tax exemption. Senator Ann Rest has authored the bill. Representatives in the House are also authoring similar legislation.
3. 2015 Budget. Directors expressed concern with the increase in the operating budget. Staff will put a hold on hiring an inspector at this time until the budget is discussed further. The budget will be revisited at the April meeting. Valuations for each city's share of the member dues will be available at the April meeting.
4. Kevin Harty, Relief Association President. Harty addressed the Board regarding a letter received from the former Chief regarding the Relief Association.

**M. Other Matters and Announcements**

Motion by Elder, second by Serie to move the next meeting from April 9 to April 16. **Motion carried.**

**N. Adjournment**

There being no further business, motion by McDonald, second by Elder to adjourn. **Motion carried.**  
The meeting was adjourned at 8:58 p.m.

Respectfully submitted,

Amy LeMieux  
Recording Secretary