

WEST METRO FIRE-RESCUE DISTRICT

Board of Directors Meeting Minutes

April 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 April 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
John Elder	Council, City of New Hope

The following staff members were present:

Fire Chief Sarah Larson
Assistant Fire Chief Josh Kunde
Assistant Fire Chief Joel Nelson
Assistant Fire Chief Adam Wodtke
Battalion Chief Sean Watson
Deputy Fire Marshal Shelby Wolf
District Counsel Roger Knutson
Auditor Bill Lauer, Malloy, Montague, Karnowski, Radosevich & Co., P.A.
Recording Secretary Amy Juntunen, JASS

C. 2016 Audit Presentation

The audit process went well with AEM managing the financials, which resulted in a clean audit. The unmodified opinion of the audit is that there are no deficiencies in internal controls or Minnesota compliance level and that the financial statements accurately represent the financial position of the District. Lauer reviewed the financial statements. Motion by Elder, second by Norris to accept the 2016 audit report. **Motion carried.**

D. Approval of minutes

Motion by Elder, second by Norris to approve the minutes of the February 8, 2017 Board of Directors meeting and the March 22, 2017 work session notes. **Motion carried.**

E. Open Forum – None.

F. Consent Agenda

1. Approve January Expenditures totaling \$162,370.79
2. Approve February Expenditures totaling \$373,684.00

Motion by Elder, second by Serie to approve the Consent Agenda with the correction noted.

Motion carried.

G. Chief's Report

There were 466 calls for service year-to-date, 242 in New Hope and 207 in Crystal with the remainder as outside District aid. Over 50% of calls are for Rescue/EMS. Estimated fire loss year-to-date is \$1,400. The Chief has been meeting with the City Managers to create the 2018 budget, Chief's evaluation process and governance models, as well as attending the Senior Staff meetings at both cities. The February Officer meeting included a listening session for the Station Study and the March meeting included Incident Safety Officer training. Staff have been working on the 2016 audit, recent food drive event, 2018 budget, new website, recruit training and fire prevention.

The 2016 operating budget was exceeded by \$8,344.53, mainly due to legal fees, medical exams, and financial services. One offer has been received to purchase the aerial, but can't be accepted since the offer comes from a private company instead of a public entity like a city. The offer was less than hoped for at \$337,500 instead of \$350,000. The May work session will focus on the Station Study and governance models.

The March 18 "Firefighters Fighting Hunger" food drive was the most successful yet, collecting 2,851 pounds of food and \$6,512 and featuring a spot on Cable 12 with one young contributor named Sophie Sunshine. Firefighters and the West Metro Auxiliary also donated 1,215 diapers to kick off the HUG Diaper Drive which will collect diapers through April. Honor Guard training occurs the fourth week of each month. No resignations or retirements have occurred since the last meeting.

The 2016 recruit class is half way through the Academy with state testing occurring next week. Hazardous material training will be held in May with graduation scheduled for June 15 at the Plymouth Creek Center. All recruits are on track to graduate. The CERT team trained in communication, disaster psychology and rehabilitation. Three live burn sessions are scheduled for May and the CERT team will practice firefighter rehabilitation at those trainings. The Tech Rescue Team led the Academy in ropes and knots training. Nearly half the rescue rope has reached the end of its lifespan and will be replaced.

Prescription Landscape donated a home scheduled for demolition for training purposes. A live burn was scheduled but due to vandalism has been canceled. Seven firefighters will be attending a Fire Instructor/Fire Officer course beginning in April. The cost, \$600 per person, is 100% covered by grant funding. Assistant Chief Wodtke continues to work on updating the IT systems. The company that was originally going to host the system for the District in partnership with other cities has withdrawn. LOGIS will host the IT system and the District will continue to partner with Golden Valley and Plymouth. Staff will meet with LOGIS next week. The District currently uses LOGIS for backup, phone system, and other services. The system will focus only on the needs of the District without being over-built. Staff has been working with Prime Marketing to create a new District website. The new website has replaced the outdated website and new content is currently being added with an anticipated launch date in May. The new website is much more branded, friendly, and informative. The second phase of the Critical Infrastructure and Key Resources (CIKR) project involves determining estimated replacement costs for each resource. Verizon has not been forthcoming with the costs to replace cell towers. This phase should be completed soon.

Discussions and planning have begun with the City of New Hope regarding their new City Hall complex and its effect on the fire station, access, parking, and emergency power. The generator may be combined to serve both City Hall and the fire station. The overhead doors at Stations 1 and 3 have received their contracted bi-annual preventive maintenance and adjustments. A post-paint inspection of the aerial was conducted to ensure the District's specifications are being met. There were a few minor issues that the vendor will address at no cost. Assistant Chief Wodtke is working with the Station 1 officers to develop training for the new aerial as soon as possible. The current aerial will remain in service until the new aerial is delivered.

An official Safety Committee has been formed to fulfill the OSHA requirements of the A.W.A.R.E. program. The Committee will identify any equipment or procedural problems and make recommendations to the Chief.

As of March 15, 125 fire inspections have been conducted. Staff is currently working with Crystal and then will focus on New Hope to ensure restaurant hoods are being cleaned per regulation. Investigations were conducted after a few small fires, including the apartment building cooking fire that was quelled by the automatic sprinkler system. The District regularly appears with training and fire safety messages on channel 12.

2016 4th Quarter Financial Report

This item was covered under the audit report earlier in the meeting.

H. Old Business

1. Approve Chief's 2017 Evaluation Tool. The evaluation form was revised based on discussion at the last meeting. The form has been reduced from five to three categories based on the form used by the City of Richfield. Lammle reviewed the form prior to the meeting and shared his opinion that the new form is much more consistent to appropriately evaluate the Fire Chief.

I. New Business

1. 2018 Budget. Chief Larson reviewed the differences from the 2017 budget line-by-line. The proposed 2018 General Operating budget includes a 5.16% increase over 2017, mainly in the areas where 2016 was over budget, including salaries, workman's comp, legal, and communications. The budget includes the aerial lease payment as part of the operating budget. The budget does not consider increases to health insurance premiums. The proposed budget does leave the Capital Plan underfunded with a deficit in 2021. Certain areas of the operating budget decreased, including gasoline, refuse, vehicle repairs, office equipment rental, and licenses and permits. The City Managers have met with the Chief to review the budget and suggested some reductions that have been implemented in the proposed budget considered at this meeting. Grants will continue to be pursued, but cannot be guaranteed and are not included in the budget. It has been made clear that reimbursement for training and education is an incentive but should not be cut from the budget.

This item will be discussed again at the May work session and a budget must be approved at the July meeting. City Managers feel the budget is tight and are comfortable with the proposed budget. The Board did not have any questions

J. Other Matters and Announcements.

The next work session is scheduled for May 10, 2017 at 6:30 p.m. and the next regular meeting is scheduled for July 12, 2017. There is no meeting in June.

K. Adjournment

There being no further business, motion by McDonald, second by Serie to adjourn. **Motion carried.**
The meeting was adjourned at 7:34 p.m.

Respectfully submitted,

Amy Juntunen
Recording Secretary