

# WEST METRO FIRE-RESCUE DISTRICT

## Board of Directors Meeting Minutes

December 13, 2017

Approved 2/14/2018

### A. Swearing In

Philip Maki has been promoted from Apprentice Firefighter to Firefighter. President Laurant swore Maki in with the West Metro Fire-Rescue District oath and refreshments were served prior to the start of the Board meeting.

### B. Call to order

President Gary Laurant called the regular meeting of the West Metro Fire-Rescue District Board of Directors to order at 6:47 p.m. on December 13, 2017, at Station 3, 4251 Xylon Avenue N., New Hope, MN.

### C. 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
John Elder	Council, City of New Hope
Mary Serie	Citizen Representative, City of Crystal
Eric Lammler	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  
Deputy Fire Marshal Shelby Wolf  
District Counsel Roger Knutson  
Recording Secretary Amy Juntunen, JASS

### D. Minutes

1. Approve the October 11, 2017 Board of Directors Meeting Minutes
2. Approve the October 11, 2017 Executive Session Minutes.

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

### E. Open Forum – None.

### F. Consent Agenda

1. Approve September Expenditures totaling \$154,088.74
2. Approve October Expenditures totaling \$182,925.13
3. Approve Resolution 2017-6 Accepting Donation

Motion by Elder, second by Serie to approve the Consent Agenda as presented. **Motion carried.**

**G. Chief's Report**

As of November 30, 2017 there have been 1775 calls for service. This is quite a bit higher than 2016 due to Sundays being added to EMS standby in October 2016. EMS is responsible for 959 calls for service. EMS does not incur a major increase in payroll expenses. Calls by percentage: 50% New Hope, 46% Crystal, 4% Mutual Aid/Other. Calls are also broken down by category.

Chief Larson continues to meet with the City Managers monthly to discuss the 2017 budget status, agendas for Board meetings, 2018 wages/benefits, 2018 paid-on-call pension, 2017 carryovers to the capital budget, 2018 Emergency Management training, Chief's evaluation, and building code. Chief Larson also attends city senior staff meetings at both cities.

Chief Larson did not meet with officers in October due to the Halloween event. In November, a holiday dinner was hosted in appreciation of the hard work and contributions of officers. Staff met monthly to work on school fire safety programs (many firefighters contributed), events, SCBA testing, first year evaluation of recruits, and implementation of the new records management software. The handbook was also reviewed and updated. The District will be ringing bells this weekend for the Salvation Army. The Holiday Train and Senior Santa events were a huge success! The blood drive resulted in 27 units. A grant was received from CenterPoint Energy which has helped with the home safety surveys in 2017.

Fund balances were reported for **third quarter** and the YTD budget/actual was reviewed.

Two firefighters have retired since the last meeting. The Honor Guard performed at the New Hope Mayor's Prayer Breakfast. EMS and pumping trainings occur the third Thursday of each month. Firefighters also requested training on stroke assessment and emergency treatment.

The Fire Academy is getting started with 35 students. Instructors are making final preparations and schedules to accommodate the larger amount of students. Three Saturday classes were added to the Academy for this year. Of the 2016 recruit class, all took EMR training and two upgraded to the EMT training. All nine recruits who passed EMR were promoted to Apprentice Firefighter on December 7. The results of the EMT training haven't yet been received. West Metro CERT will be training next Wednesday on ice training/ice rescue upon request of the students. The tech rescue training has 12-14 new members each month getting up to speed on technical rescue. Currently there are 7 firefighters who are fully trained in this area.

The District is looking to fill the leadership position for the Explorer program as Tom Anderson has stepped down.

Annual SCBA training and testing will be completed next Tuesday.

Wodtke attended the State Fire Chief's Conference in Rochester in October. Wodtke is focused on FDM and RMS system implementation, coordinating with the Golden Valley and Plymouth IT departments to share ideas. The new website has been up for 90-120 days and has already received

over 4,000 individual views. Hennepin County is working with Fire Chiefs in the county on a new CAD mobile product.

Facility repairs and maintenance continue as needed. Kunde continues to meet with New Hope re the logistics of the new city hall/police station complex. The 2007 staff vehicle was replaced with a 2017 Tahoe and just sold at auction for \$11,625. Out of 140 SCBA cylinders tested, only 3 failed. SCBA testing is required every 5 years and replacement required every 15 years. Replacement is scheduled for 2020.

The grant from the Fireman's Fund used for turnout gear has been discontinued this year.

Approximately 780 inspections have been completed with focus on apartments and liquor licenses. Commercial focus is at 36th and West Broadway. The home survey goal of 30 has been surpassed, with 47 home surveys completed. Paid on-call firefighters have been trained in conducting the home safety surveys and have been a great help in that area, as well as with the school fire prevention education program.

#### H. Old Business

##### 1. **Firefighter Physicals**

At the last meeting, Staff were directed to work with City HR departments re the language. The HR Directors consulted with the LMCIT attorney. Their recommendation was for the District to first work on a wellness program. Staff recommendation is to create a program to incentivize firefighters to be more health conscious and have annual physicals on a voluntary basis. New Hope already has a program that staff will investigate. The Board consensus was to allow staff to create a program with monetary and other incentives for wellness to be presented at an upcoming meeting.

#### I. New Business

##### 1. **2018 Meeting Schedule**

City Managers and Chief Larson recommended continuing to meet every other month. The only work session planned in 2018 will be for budgeting. The joint session in August will only be held if deemed necessary by the Councils. The District Board meetings will occur on the second Wednesday of February, April, July, October and December. The budget work session is scheduled for May. Motion by Elder, second by McDonald to approve the schedule as presented. **Motion carried.**

##### 2. **Carryover and Commitment of Capital Funds Resolution 2017-9**

Each year the District saves money for a number of long-term capital expenses. In 2017, \$582,000 is recommended for carryover to the 2018 capital plan. Expenses include things like overhead garage doors, telephone systems, SCBA equipment, etc. Motion by Serie, second by Kolb to approve Resolution 2017-9. **Motion carried.**

##### 3. **Fire Chief as 2018 Purchasing Agent Resolution 2017-8**

Motion by McDonald, second by Lammler to approve Resolution 2017-8. **Motion carried.**

##### 4. **Credit Card Purchase Resolution 2017-7**

Motion by Kolb, second by Serie to approve Resolution 2017-7. **Motion carried.**

**5. 2018 Health Insurance Rates**

Health Partners only offered one plan for 2018 comparable to past plans. Historically, the District has offered to pay 70% of the premium of the mid-range plan, whether the employee chose the low-range, mid-range, or high-range plan. This year, Staff recommends splitting the 18.4% increase in plan cost with employees. The new plans are all based on age, so employee contribution increases will vary. Motion by McDonald, second by Elder to approve the District contribution as presented. **Motion carried.**

**6. 2018 COLA**

Staff recommends a 2.5% COLA for all employees. Both Crystal and New Hope approved the same COLA for their respective staffs. Motion by Serie, second by Lammler to approve the 2.5% COLA. **Motion carried.**

**7. 2018 Paid, on-call Pension**

The District has an agreement with the Relief Association to increase the pension by the same increase firefighters receive in pay, so 2018 would call for a 2.5% increase for a total contribution of \$8,080.62. The pension is a major tool for retaining firefighters. Motion by McDonald, second by Elder to approve the 2018 contribution to the paid, on-call pension of \$8,080.62. **Motion carried.**

**8. Employee Handbook Revisions**

Revisions include basic language changes, updated cell phone policy, safety committee information, and updated comp time policy. Motion by Elder, second by Serie to approve the Employee Handbook revisions as presented. **Motion carried.**

**9. Chief's Evaluation**

The Board recommends a 2.5% COLA increase and a 2.5% merit increase for a total increase of 5%. Motion by Norris, second by Lammler to approve the Board recommendation. **Motion carried.** The Board expressed appreciation of Chief Larson's leadership and collaboration.

**J. Other Matters and Announcements**

The next regular meeting is scheduled for February 14, 2018 at 6:30 p.m.

**K. Adjournment**

There being no further business, motion by Serie, second by Elder to adjourn. The meeting adjourned at 7:31 p.m.

Respectfully submitted,

Amy Juntunen  
Recording Secretary