

# WEST METRO FIRE-RESCUE DISTRICT

## Board of Directors Meeting Minutes

July 10, 2019

Approved October 9, 2019

**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 10, 2019, 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
John Elder	Council, City of New Hope
Mary Serie	Citizen Representative, City of Crystal
Daniel Gates	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  
Deputy Fire Marshal Shelby Wolf  
District Counsel Roger Knutson  
Recording Secretary Amy Juntunen, JASS

**C. Minutes**

Motion by Norris, second by Gates to approve the minutes of the April 10, 2019 Board of Directors Meeting as presented. **Motion carried.**

**D. Open Forum** – None.

**E. Consent Agenda**

1. Approve March Expenditures totaling \$187,430.16
2. Approve April Expenditures totaling \$196,335.17
3. Approve May Expenditures totaling \$251,966.40
4. Approve Resolution 2019-3 Accepting Donations

Motion by McDonald, second by Norris to approve the Consent Agenda. **Motion carried.**

**F. Chief's Report**

**1. Chief's Report.** There have been 954 calls for service through June 30, 401 in Crystal, 508 in New Hope and 45 mutual aid. Estimated fire loss has increased \$800,000 since the last report due to 27 fires in the past three months. The District has responded to 52 fires through June 30.

[Elder arrived 6:32 p.m.]

The Chief met with the City Managers in April, May and June and continues to attend city staff meetings monthly. Chiefs and Officers also met in those months. Candidates for the Training Captain position made presentations to the officer group as part of their evaluation. Full-time staff continues to meet monthly to cover topics such as crisis communication, vendors, and recruit graduation, among others. A major apparatus replacement report is being developed for presentation to the Board. Chief Larson will attend the City Council work sessions for both cities in August to cover the District budget. Chief Larson will be hosting the 2019 WMFRD awards banquet at her home on September 13, 2019 at 6:00 p.m.

Staff applied for and were awarded a \$2,500 CenterPoint Energy Community Partnership Grant for the home safety survey program. Staff also applied for an \$18,600 FM Global Fire Prevention Grant for the program. That grant is highly competitive and awards will be announced in September.

Chief Larson reviewed the budget to actuals through June 30.

There have been no retirements or resignations. Public events the District participated in were recapped, including the May blood drive which brought in 31 units. The Training Captain position has been filled by Eric Enselein. Training continues on the third Thursday of each month. Honor guard training occurs on the fourth Thursday of each month and will be present at the open house next Tuesday, July 16 from 5:30-8:30 at Station 3. The open house will include demonstrations in extrication, tech rescue, and live fire. The Salvation Army will be serving hot dogs. Explorers training continues on the first and third Thursday each month.

The training schedule for the third quarter of 2019 was reviewed and will include live fire, forcible entry, and multiple line scenario training. Lieutenant candidates have completed training prior to beginning Duty Officer rotation. Family night was held on June 18 with 165 attendees. The event's purpose was to bring the families of firefighters to the station to experience tower bucket rides, see demonstrations, and learn about the Fire District. The event was a great success and will be held again. Several firefighters attended the Crude By Rail training in Pueblo, CO. Four firefighters completed the Fire Inspector 1 training and are now part-time inspectors for the District. The 2019 West Suburban Fire Academy graduated 23 students on June 13 at Plymouth Creek Center. Lead instructors will begin coordination and preparation over the next few months for next year's Academy.

[Serie arrived 6:42 p.m.]

Staff is working with LOGIS to identify which telephone system components require replacement in preparation for replacing the current hardware. Many of the District's Standard Operating Guidelines are out-of-date and are being reviewed for revision. Both member cities have been

enrolled in a Closed Point of Dispensing program (CPOD) to dispense medications for 1,400 city employees and their families to ensure local government can continue operations in case of an outbreak.

The City of Crystal has been working on the exterior stucco of Station 2, which looks much better. New signage will also be installed. The Chief's new vehicle, a Toyota Highlander hybrid, is now in service. The new F-150 is expected at the end of next week with all lights and accessories installed. All air packs and masks passed annual flow testing after minor repairs and adjustments. Of the 14,610 feet of fire hose tested, 850 feet failed. Staff is working with the manufacturer to warranty 700 feet, the remainder has been removed from service. Some items that are running over budget will be offset with grant funds received from Hennepin County REP funds. The District acts as a pass-through and will be fully reimbursed.

The firefighters performance at the June extrication training was phenomenal.

Staff have completed 375 inspections/plan reviews/meetings year-to-date. The home survey program has been a bit slower this year compared to 2018. The program will be advertised on social media, at the open house event, and in the upcoming Crystal newsletter. Wolf continues to visit schools for fire prevention education.

**2. 2019 First Quarter Report.** The report was included in the meeting packet.

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

**1. 2020 Budget.** The 2020 budget is an increase of 6.27%, or \$151,950 over the 2019 member city contribution. The general operating budget increased by 5.29% due to an increase in salaries, insurance, and rebuilding the fund balance that was depleted in 2017 due to an unbudgeted expenditure. The budget also includes a planned \$20,000 increase to the Capital Plan to avoid a deficit. With this increase, the Capital Plan is fully funded through 2022. The budget also includes a decrease to the special pension fund. Two special funds totaling \$50,000 were also added to cover liability insurance deductibles and a compensated absence fund for severance pay that have never been budgeted. The City Managers noted that they have reviewed the budget in full with Chief Larson and believe the increases reasonable and the new special funds important to implement.

Motion by Norris, second by Elder to approve the 2020 budget as presented. **Motion carried.**

**2. Fund Policy Statements.** The District's financial advisor recommended that the District develop and approve fund policy statements. Currently the District has four dedicated funds and will add two more in 2020. Staff has developed policies for each fund except the general operating fund. Motion by McDonald, second by Elder to approve the fund policy statements as presented. **Motion carried.**

**3. Joint Council/Board Work Session.** This work session was scheduled for August 14, 2019. Neither Council feels a need for this session at this time. The work session will be canceled.

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

**1. Election of Officers** Motion by Elder, second by Serie to retain the current officers. **Motion carried.**

**2. Capital Purchases.** The equipment for the telephone system is failing more quickly than anticipated. Staff propose moving forward with the purchase of new hardware. The purchase will eliminate 13 current telephones and will replace all telephone hardware necessary for staff and station operations, including headsets. Motion by McDonald, second by Serie to approve the purchase of new telephone system hardware. **Motion carried.**

**3. Changes to Bylaws and Recommended Changes to JPA.** It was mentioned in the April meeting and as part of the audit discussion that the District's Bylaws and JPA do not reflect state statute. Knutson has drafted amendments to both documents. The Board needs to recommend that the JPA be adopted by the member cities. Motion by Elder, second by Gates to recommend the member cities approve the JPA. **Motion carried.** Motion by Elder, second by Gates to approve the Bylaws contingent upon member city approval of the JPA. **Motion carried.**

**I. Other Matters and Announcements**

The next regular meeting of the West Metro Board of Directors will be held October 9, 2019 at 6:30 p.m.

**J. Adjournment**

There being no further business, motion by McDonald, second by Elder to adjourn. The meeting adjourned at 7:46 p.m.

Respectfully submitted,

Amy Juntunen  
Recording Secretary