

WEST METRO FIRE-RESCUE DISTRICT

Board of Directors Meeting Minutes

July 11, 2018

Approved October 10, 2018

A. Call to order

President Gary Laurant called the regular meeting of the West Metro Fire-Rescue District Board of Directors to order at 6:33 p.m. on July 11, 2018, 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 Adam Wodtke
Assistant Fire Chief Josh Kunde
Assistant Fire Chief Joel Nelson
Assistant Fire Chief Sean Watson
Deputy Fire Marshal Shelby Wolf
District Counsel Roger Knutson
Recording Secretary Amy Juntunen, JASS

C. Swearing In Ceremony

D. Minutes

1. Approve the April 11, 2018 Board of Directors Meeting Minutes
2. Approve the May 9, 2018 Board of Directors Work Session Notes

Motion by Norris, second by Serie to approve the minutes and notes as presented. **Motion carried.**

E. Open Forum – None.

F. Consent Agenda

1. Approve March Expenditures totaling \$182,247.99
2. Approve April Expenditures totaling \$177,721.57
3. Approve May Expenditures totaling \$213,980.57
4. Approve LMCIT Insurance Premiums
5. Approve LMCIT Liability Coverage-Waiver Form
6. Approve Resolution 2018-3 Accepting Donations from the West Metro Fire Relief Association

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

G. Chief's Report

There have been 875 total calls for service through June 30, 2018 including 92 fires – 32 in New Hope and 34 in Crystal, as well as 26 mutual aid calls for fire. Estimated fire loss year-to-date is \$670,794. Chief Larson continues to meet with City Managers monthly. The Chief also meets and trains with officers monthly, including welcoming the newly promoted officers in June. Full-time staff meets monthly and recently worked on the promotional process, orientation and training for new officers, the 2018 Fire Apparatus training for apprentices, and recruitment. Chief Larson also attended Council work sessions to review the 2018 and 2019 budgets. As of May 31, 2018 the District is at 38.9% of budget, or just under the expected budget.

Assistant Chief Nelson worked on the promotional process, with several new officers sworn in at tonight's ceremony. Recruiting began in June with a social media roll out and some applications have already been received. Further advertising will be done in July with the goal of hiring ten firefighters in November. The recruitment process will be closed on August 22. A multitude of public events were held this spring from birthday parties to parades to school carnivals, including the most successful blood drive to date. The next blood drive will be held August 29. Training has transitioned from EMS to pumping. The Honor Guard clinic was held at Camp Ripley with 39 attendees from around the state. Regular training occurs on the fourth Wednesday of each month.

Assistant Chief Watson noted that there were sixteen graduates of the 2018 Fire Academy and planning for the 2019 Academy has begun with an anticipated 40 students. Apprentices who began in 2016 are now training as Fire Apparatus Operators, which is a certificate course. The last major training was mass casualty triage. Training is also held for Tech Rescue. The District currently has eight firefighters trained to the Technician level. Effective July 1, 2018 Assistant Chief Wodtke took over the West Metro CERT team. Effective July 1, 2018 Assistant Chief Nelson took over the Explorers program.

[Elder arrived 7:06 p.m.]

Assistant Chief Wodtke reported that the FDM software is up and running for the majority of modules, though some configuration is still needed on certain elements to meet performance expectations. Staff is also working to configure the CAD interface to work with Hennepin County's new CAD vendor. Emergency Management training was conducted in May for both Crystal and New Hope emergency management groups. The training went well and training for additional city staff was discussed, though not scheduled.

Assistant Chief Kunde reported that the garage doors at Station 2 have been replaced and new openers installed. The floor recoating in Station 2 is also complete but required an emergency change order as the floor grates were damaged beyond repair. Firefighters at Station 2 requested an update to the office area, which was completed using items from other stations at no cost. The new metal roof has been installed at Station 3 and new signs at Stations 1 and 3 have been installed. A water main break occurred at Station 3 and was caught early so there is no lasting damage. All annual recertification and testing of trucks, hoses and equipment is complete; some maintenance is needed. Kunde attended a large vehicle extrication class on dump trucks and other large items with two other officers.

Deputy Fire Marshal Wolf noted that 413 inspections and 162 re-inspections have been performed to date. The current inspection focus is on liquor licenses and assemblies, as well as new construction and remodeling projects. The new FDM software is working much better for entering inspection records. There are new inspectors in training and assigned to teams. There have been 15 home safety surveys this year with a lot of response to the social media postings. Flyers are also going into Crystal's quarterly utility billings, focusing on one quadrant of the city per quarter. Lawn signs promoting the home safety survey program are installed for one week in the yards of homes that have had the survey. Wolf demonstrated the Hazard House used to educate kids at local schools on fire prevention.

The **first quarter financials** including the 2018 budget through May were provided in the meeting packet. The Board of Directors did not have any questions for the Chief regarding the financials.

H. Old Business

2019 Budget. The budget has not been changed since the May work session. Chief Larson presented the budget to both Councils and received no direction to make changes.

Motion by Serie, second by Elder to accept the 2019 budget as presented. **Motion carried.**

I. New Business

Elections. Motion by Elder, second by Serie to carry forward with the current officers: Laurant, President; McDonald, Vice President; and Norris, Secretary. **Motion carried.**

J. Other Matters and Announcements

The next regular meeting of the West Metro Board of Directors will be held October 10, 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 7:27 p.m.

Respectfully submitted,

Amy Juntunen
Recording Secretary