

WEST METRO FIRE-RESCUE DISTRICT

Board of Directors Meeting Minutes

October 12, 2016

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 6:31 p.m. on October 12, 2016, 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
John Elder	Council, City of New Hope
Eric Lammle	Citizen Representative, City of New Hope

The following staff members were present:

Assistant Fire Chief Adam Wodtke
Assistant Fire Chief Josh Kunde
Assistant Fire Chief Joel Nelson
District Counsel Roger Knutson
Recording Secretary Amy Juntunen, JASS

C. Approval of minutes

Motion by Elder, second by Norris to approve the minutes of the June 8, 2016 Board of Directors meeting and the August 10, 2016 Board of Directors and Joint Council Work Session. **Motion carried.**

D. Open Forum – None.

E. Consent Agenda

1. Approve May Expenditures totaling \$125,603.35.
2. Approve June Expenditures totaling \$157,882.74.
3. Approve July Expenditures totaling \$129,540.65.
4. Approve August Expenditures totaling \$200,455.51.

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

F. Chief's Report

The report has a typo, Calls For Service is for 2016, not 2015. Through September 30 there have been 1126 calls for service with an estimated fire loss of \$582,460. The call volume is similar to 2015. Crystal had fewer calls than usual, possibly due to the change in mutual aid to Brooklyn Park, which used to come out of the Crystal station. The Chief continues to meet with City Managers regarding the budget, upcoming meetings, emergency management training, the EOC, and capital purchases. The Chief-in-training now has a District truck that is taken home so he can respond

directly to scenes rather than going through the station. The District will have trucks in neighborhoods this Halloween to hand out glow sticks and other goodies to children. This is the second year of the Halloween program.

Recruiting was completed on August 22, 2016 and resulted in 47 applications. At this point there are 15 eligible candidates who will complete physical agility testing and background checks. One firefighter resigned in June and another resigned in October. Both had been on leaves of absence. The District held its Employee Recognition Party on September 16. The event was well-attended and many awards were given to deserving firefighters. Pat O'Malley, Mike Todd, Dan Halvorson, Bill Merriam, and Jim Wallace received awards for 20-30 years of service. The Honor Guard will post the colors at the Mayor's Breakfast on Friday, October 28.

All ten firefighters recruited in 2014 completed the training the first time through. All ten will be sworn in as firefighters at the December meeting. Fire Academy instructors will begin planning training for 2017 over the next few months. Moulage training is coming up for the CERT team.

The District was not able to burn the house donated by Beacon Academy due to logistical issues, though much training, including destructive training, was held within the house. Three trainings are scheduled for the fourth quarter: EMS Skills, State Chemical Assessment Team, and Annual SCBA Certification. On October 10, the City of Plymouth police department will hold an Active Shooter/Mass Casualty training at Wayzata Middle School with over 600 victim role-players. Wodtke is working with Logis to set up WiFi for the EOC. Some roadblocks have been identified due to security requirements for law enforcement. More information should be available soon. An ICS 400 class for City Staff in emergency management has been scheduled for February 2017. Staff from both Cities and the District attended a Damage Assessment Workshop at Camp Ripley. Completing damage assessments is a first step in requesting financial and other support from FEMA.

New garage doors and openers have been installed at Station 1 with no issues. Annual testing of the Aerial is complete and identified only issues that were already known. The LSU/Rehab trailer has been awarded a FEMA grant of \$40,000 split between the eight participating departments. A crew of five officers and firefighters will go to Pierce Manufacturing to review the specs and engineering on the new aerial construction. The new 2016 Tahoe has just been delivered and is now in service. It takes three weeks from delivery to be service-ready. The new 2017 Tahoe is expected to be purchased soon so it may be placed in service earlier in the year.

There have been 595 inspections completed. Deputy Fire Marshal Wolf continues to work on the investigation of the September apartment fire as well as fire prevention education.

Second Quarter Report. Overall the District is under budget by \$33,000. Several categories are under budget, while some others are over budget due to being front-loaded at the beginning of the year. Overall, expenditures should be on target to meet the annual budget.

G. Old Business

1. Follow up to Joint Council Work Session. Two main topics resulted in the 2016 Joint Work Session – necessity of the annual joint session, and timing of District budget approval. Chief Larson and the City Managers met to discuss the issues and have decided to ask the City Councils whether to continue the annual Joint Session since attendance has been relatively low.

The concern with the timing of the budget is that the JPA for the District notes the budget must be approved at the Annual Meeting, held in June, but the City budgets are not completed until September, which is inconsistent with other City operations. Early approval of the District budget means that the Cities do not have the budgets for other departments to fully understand each department's impact on the overall budget. Staff will look at revising the JPA to move the timeline for budget approval by the Cities to the end of August. The Board will review and approve the budget in July. This will also help the District have better estimates for the budget as well. A recommendation for full changes to the JPA will be made at the December meeting.

2. Records Management Software (RMS). The first plan for shared RMS with Plymouth and Golden Valley has been changed as the proposed purchase agreement from the software provider, FDM, has changed from the original discussion and the contact person at FDM has left the company, raising questions about stability. Wodtke is re-evaluating vendors. The RMS change is not as impactful to the other partner cities, but the District will be out of contract with the Firehouse software beginning in 2017.
3. WMFRS Relief Association Ex-officio Board Members. The Association would like someone with a financial management background on the Board. Recommendation is for Cities to draft an article to solicit residents with financial backgrounds to apply for the open positions. Ideally, one citizen from each city would volunteer. Firefighters and City Officials cannot serve on the Association Board.

H. New Business

1. Chief's Evaluation. The format is the same as used in the past. Paper copies were provided at the meeting and electronic copies will be sent to the Board tomorrow. Evaluations are to be returned to Laurant by November 10. An executive session will be held prior to the regular December meeting to discuss.
2. Capital Purchases.
 - a. Floor Coating, Station 1. This station does not have the non-slip floors and floors can be very slick when returning from calls. Floor Coating Specialists will re-do the floors for \$10,225. The Capital Plan budgets \$45,000 to do the floors at Stations 1 and 2. Station 2 will be considered in 2017. Motion by McDonald, second by Lammler to approve hiring Floor Coating Specialists to apply a new epoxy coating with a slip resistant finish. **Motion carried.**
 - b. Ice Rescue Suits. The District currently has nine ice rescue suits that are 11-12 years old. Zippers, fabric, and floatation wear with age. The capital plan has \$5,000 in 2016 to purchase six suits, two for each station. Motion by Elder, second by McDonald to approve the purchase of six ice rescue suits. **Motion carried.**
 - c. Turnout Gear and Boots. Every year 10-12 new suits are purchased on rotation as it is recommended for the gear to be removed from service after 10 years. The capital budget includes \$35,000 in 2016 to purchase 12 sets of turnout gear and 12 sets of boots. Delivery is estimated at about 45 days after order. The embroidery is completed by the vendor and included in the price. Motion by Elder, second by Lammler to approve the purchase of 12 sets of turnout gear and boots for \$34,632.

d. 2017 Chevy Tahoe. Car 3, a 2007 Ford Expedition, will be retired with this purchase. The contract for 2017 vehicles has been published. The vehicle would be ordered now, but delivered and paid for in 2017. If ordered now, the vehicle would be delivered in March or April, instead of August which would be the delivery date if ordered in February. The order for lights and sirens will be placed early next year, to be available shortly after the truck is delivered. Some lights and equipment from the existing vehicle will be used on the new vehicle. Motion by Elder, second by Lammler to approve the expenditure for the replacement of Car 3. **Motion carried.** Staff will research to ensure there is no tax/financial benefit in waiting until January 1.

I. Other Matters and Announcements.

The next regular meeting is scheduled for December 14, 2016. An executive session will be held at 5:45 p.m. for the Chief's Review. New firefighters will be sworn in at 6:00 p.m. and the regular meeting will begin at 6:30 p.m.

J. Adjournment

There being no further business, motion by McDonald, second by Norris to adjourn. **Motion carried.** The meeting was adjourned at 7:17 p.m.

Respectfully submitted,

Amy Juntunen
Recording Secretary