

WEST METRO FIRE-RESCUE DISTRICT
Board of Directors Meeting Minutes
February 18, 2015

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 February 18, 2015, 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
Mary Serie	Citizen Representative, City of Crystal
Eric Lammle	Citizen Representative (Council), City of New Hope
Jeff Kolb	Council, City of Crystal
John Elder	Council, City of New Hope

The following staff members were present:

Chief Sarah Larson
Assistant Fire Chief Joel Nelson
Assistant Fire Chief Adam Wodtke
Assistant Fire Chief Josh Kunde
Captain Sean Watson
District Counsel Roger Knutson
Recording Secretary Amy Juntunen, JASS

C. Welcome New Board Members

Jeff Kolb and Eric Lammle were welcomed to the Board and introduced themselves.

D. Promotions

Laurant swore in Joshua Anderson, Edward Forcier, Benjamin Kinne, Albert Kuehne, William Leaf, John Lonsbury, Jonathon Miller, and Brandon Olson in a promotion from apprentice firefighters to the position of firefighters. Jon Jaeger was sworn in by Laurant in a promotion to the position of Lieutenant.

After the promotion ceremony, Elder publicly thanked the West Metro Fire Department for their response to the gunfire incident at New Hope City Hall, allowing evacuees to use Station 3 and providing care and comfort after the incident.

E. Approval of minutes

Motion by Norris, second by Elder to approve the regular and closed minutes of the December 10, 2014 Board of Directors meetings with the correction to note that Council should not be included in Serie's title. **Motion carried.**

F. Open Forum – None.

G. Consent Agenda

1. Approve November Financial Statement and Expenditures Totaling \$92,700
2. Approve December Expenditures Totaling \$550,544

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

H. Chief's Report

Chief Larson and Assistant Chiefs Nelson, Wodtke, and Kunde presented the February 18, 2015 Chief's Report recapping service calls, financials, human resources, trainings, community events, programs, IT, logistics and maintenance. (Report on file.) There were 1,663 calls for service in 2014, the highest call volume in a calendar year, which included a \$1.8 million fire loss, the largest loss in several years. The department passed a surprise OSHA inspection in January with zero deficiencies. The fifth annual food drive will be held March 21. Watson reported on training for the Plymouth and West Metro CERT team and the new app for smart phones which alerts CERT members during emergencies. Nearly every commercial building was reviewed for fire prevention in 2014. New Hope fire prevention for commercial buildings will continue in 2015.

I. Old Business

1. Board By-Law revision.
Recommendation is to remove Article 4 since it is redundant with Article 10 in the Joint Powers Agreement. Motion by McDonald, second by Serie to approve amendment of By-Laws as presented. **Motion carried.**
2. Accept 2015 Chief's goals.
The Board directed Chief Larson to create 2015 goals at the December 2014 meeting. Motion by Serie, second by Norris to accept the 2015 Goals as presented. **Motion carried.** Staff will report progress on goals at future meetings.
3. Special fund categories for Relief Association charitable gambling donations.
The Board directed Staff to create a spending plan for special funds donated to the District. Staff worked with the Relief Association Board to create a District spending plan for which donations would be used. These categories include: Honor Guard uniforms, training, and equipment; the Explorer program; expenses to send firefighters to the FDIC annual conference; home safety-surveys, smoke and CO detectors, etc.; health and wellness program expenses; retirement services; and non-budgeted special equipment. These are generally all items not included in the general operating budget.
4. Accept Resolution 2015-1, Relief Association Charitable Gambling Donation totaling \$7,500.
Motion by Serie, second by Norris to accept Resolution 2015-1 accepting donation. **Motion carried.** The Board thanked the Relief Associations for its fundraising efforts and donations.

J. New Business

1. Capital Purchase of 2015 Chevrolet Tahoe SSV – Replaces 2004 Ford Expedition Staff Vehicle.
There are currently seven Staff vehicles for Duty Chiefs, Response, Medical, etc. Vehicles are intended to last 11 years. Motion by McDonald, second by Elder to approve the purchase including light bar and graphics as presented. **Motion carried.**
2. Capital Purchase of Furniture for Sleeping Quarters.

Motion by Norris, second by Lammler to approve purchase of furniture for Stations 1 and 2 as presented. **Motion carried.**

3. Capital Purchase of iPads.

This purchase will replace the remaining Mobile Data Computers (MDCs) in the fleet with iPads. MDCs cost \$4,500 each whereas iPads are much less expensive and include the same capabilities. Motion by Norris, second by Elder to approve the purchase of iPads as presented. **Motion carried.**

4. Part-Time Inspector Program.

Staff proposes replacing three part-time Inspectors with one full-time inspector, due to unexpected turnover and training costs for the part-time positions. Staff would implement the change in position on March 1. Motion by Lammler, second by Elder to approve the change in the Inspector program as presented. **Motion carried.**

5. 2016 Preliminary Budget Discussion.

Norris, McDonald and Larson have met over the past few months regarding the budget and presented a preliminary draft 2016 budget for Board review. The proposed budget includes \$1.651 million for general operations, \$230,000 to the special revenue pension fund, and \$175,000 to the capital fund. A 20-year capital budget plan will be presented at a future meeting. Chief Larson is available to discuss how numbers were determined. The proposed budget results in a contribution increase of approximately \$40,000 per city.

K. Other Matters and Announcements

The next meeting is scheduled for April 8, 2015 at 6:30 p.m.

Board members and Staff discussed the proposed increase in rail traffic through the cities and how it may increase danger through rail incidents and decrease ability of District to reach emergencies in a timely manner due to traffic stops at rail crossings. The District will work with local cities re response availability. Staff and the Board will remain cognizant of these issues when dealing with the media and public to avoid undue panic but reinforce safety issues.

L. Adjournment

There being no further business, motion by Elder, second by Norris to adjourn. **Motion carried.** The meeting was adjourned at 8:13 p.m.

Respectfully submitted,

Amy Juntunen
Recording Secretary