

WEST METRO FIRE-RESCUE DISTRICT

Board of Directors Meeting Minutes

April 10, 2019

Approved July 10, 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 April 10, 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
Brendan Banks	Council, City of Crystal
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 Chief of Administration Joel Nelson
Assistant Chief of Operations Adam Wodtke
District Counsel Roger Knutson

The following consultants were present:

William Lauer, Malloy, Montague, Karnowski, Radosevich & Co, P.A. (auditor)
Jean McGann, Abdo, Eick & Meyers, LLP (financial advisor)

Laurant noted that the agenda would be changed so that after the audit presentation, the Board would consider New Business, the 2020 budget and fund policy statements.

C. 2018 Audit Presentation

William Lauer of Malloy, Montague, Karnowski, Radosevich & Co, P.A. presented the 2018 audit and reported it was a clean audit with no findings. He did note that due to a recent legislative change, the Joint Powers Agreement may need revision to address how claims are processed. Motion by Elder, seconded by Gates to accept the 2018 Audit as presented. **Motion carried.** McDonald noted that District Counsel will be working on a revision to the Joint Powers Agreement for Board review at a future meeting.

D. Welcome New Board Director Brendan Banks

Laurant welcomed Banks to the Board and meeting.

E. New Business

1. 2020 Budget. Larson reviewed the preliminary 2020 budget, including the general and capital budgets. Larson noted the addition of the Insurance and Compensated Absences Special Funds and

a line item to work towards rebuilding the general budget fund balance, consistent with the policy. Board members questioned whether there was any unknown information that would affect, or potentially decrease, the 2020 budget. Larson said the only potential changes would be health and workers compensation insurance rates and those wouldn't be known until late 2019. Motion by Elder, seconded by Serie to accept the preliminary 2020 budget. **Motion carried.**

2. Fund Policy Statements. McGann reviewed the policy statements for the existing and proposed new special revenue funds: Donations Special Revenue Fund, Pension Contribution Special Revenue Fund, Capital Fund, Insurance Special Revenue Fund, and Special Revenue Compensated Absences Fund. Larson explained the policy statements would be considered for formal adoption when the budget is considered in July.

F. Minutes

Approve the February 13, 2019 Board of Directors Meeting Minutes

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

G. Open Forum – None.

H Consent Agenda

1. Approve January Expenditures totaling \$170,310.55
2. Approve February Expenditures totaling \$306,865.64
3. Approve Resolution 2019-2 Accepting Donation

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

I. Chief's Report

1. Chief's report
2. 2018 Fourth Quarter Report

J. Old Business – None.

K. Other Matters and Announcements

As the Board accepted the preliminary 2020 budget, the May 8 work session is cancelled.

L. Adjournment

There being no further business, motion by Elder, second by Serie to adjourn. The meeting adjourned at 8:06 p.m.

Respectfully submitted,

Anne Norris
Board Secretary