

# WEST METRO FIRE-RESCUE DISTRICT

## Board of Directors Meeting Minutes

August 12, 2015

Approved

### A. Call to order

President Gary Laurant called the joint council work session of the West Metro Fire-Rescue District Board of Directors to order at 6:00 p.m. on August 12, 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            |
| John Elder    | Council, City of New Hope                          |
| Jeff Kolb     | Council, City of Crystal                           |
| Eric Lammle   | Citizen Representative (Council), City of New Hope |

The Mayors and Council members of Crystal and New Hope were also in attendance.

The following staff members were present:

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

### C. Reports from Staff

Staff reported to the joint council, giving updates on the Joint Council Work Plan and major apparatus fund, joint trainings and upcoming opportunities, creation of a joint Emergency Operations Center (EOC), emergency and mitigation planning, and the west metro Community Emergency Response Team (CERT) program. Strategic planning will begin tonight after the work session.

### D. Adjourn Joint Work Session

Motion by Elder, second by Norris to adjourn the joint council work session. **Motion carried.** The work session was adjourned at 6:54 p.m.

### E. Call to Order – Special Meeting

President Gary Laurant called the special meeting of the Board to order at 6:54 p.m.

**F. Fuel Facilities Agreement**

The District currently purchases fuel through the school district fueling station. The City of Crystal is building a new Public Works facility that will also include a fueling station and proposes the District purchase its fuel from the City. The attorneys for the City and the District have worked together to create an agreement for the District to use the City's fueling station with a minimal administrative fee of \$0.04 per gallon. Motion by McDonald, second by Elder to approve the Fuel Facilities Agreement. **Motion carried.**

**G. District Employee Review Board Appointment**

In 2012 the West Metro Fire-Rescue District (WMFRD) Board established a District Review Board to provide a process for certain employee grievances. The District Review Board consists of three members, one member each from the Crystal Employee Review Board, the New Hope Personnel Board; and the at-large member of the West Metro Fire District Board. Jim Hill, the New Hope Personnel Board member has submitted his resignation. The New Hope Personnel Board has selected Mary Arnold to serve on the District Employee Review Board.

Motion by Elder, second by Norris to approve Resolution 2015-4, appointing Mary Arnold to the District Review Board. **Motion carried.**

**H. Grievance and Complaint Process**

A complaint was received in April 2015. The complaint exposed issues in the current process, in place since 2012. The Human Resources departments of New Hope and Crystal were requested to review the process with the District Review Board, District Council and Fire Chief to learn whether changes to the grievance review process should be recommended. A report of findings will be presented at the October meeting.

**I. Adjourn Special Meeting**

Motion by McDonald, second by Elder to adjourn the special meeting. **Motion carried.** The special meeting was adjourned at 7:02 p.m.

**J. Strategic Planning Work Session**

President Gary Laurant called the strategic planning work session of the Board to order at 7:09 p.m.

**K. History**

The District was formed in 1998 with the purpose of creating a more efficient delivery of service to both cities, and reduce the cost required by each city in maintaining its own Fire Department. The District has evolved continually since it was formed. Staff provided background including the budgets, staffing levels, calls for service, and types of services provided by the District each year since 1998. The types of calls for service, emergency services, educational services, and cooperative services were also reviewed.

The District serves as an emergency management coordinator between the two cities and provides training and exercises to city staff and police departments. The creation of a joint EOC is currently underway.

The current organizational chart was detailed. Paid on-call firefighters are required to live within six minutes of the station. The goal is to keep a four-minute response time to the station.

The Memorandum of Understanding between the Cities and the District details what areas the Cities are responsible for and what areas the District is responsible for.

Vehicle refurbishment and replacement was discussed regarding what items are in the capital budget and the changing life span of equipment due to new electronics.

Firefighter training was discussed including external classes, certifications, hazmat, drills, and live fire exercises.

The operating budget was reviewed along with comparisons to peers. The District has staff on site Monday through Friday, 6:00 a.m. - 6:00 p.m. and Friday through Saturday 6 p.m. – 2:00 a.m. (EMS stand-by). The Capital Plan through 2020 was provided. Every year approximately \$175,000 is needed between gear, equipment, and vehicles. The Plan is currently slightly underfunded. Staff will continue to monitor.

The police departments requested the District to take medical assistance calls from 6:00 p.m.-2:00 a.m. on Fridays and Saturdays. The District covered all medical assistance calls for two days after the shooting at Crystal City Hall. The District is usually dispatched for unconsciousness calls, but not heart-related calls except on Friday and Saturday nights.

**L. Future Planning**

Areas to be covered in the next meeting include staffing, stations, operations, calls for service, and equipment. It was noted that Membership and Governance were not included in the topics listed for discussion. Another strategic planning session will occur after the next regular meeting on October 14.

**M. Other Matters and Announcements**

The next meeting is scheduled for October 14, 2015 at 6:30 p.m.

**N. Adjournment**

There being no further business, motion by Elder, second by Serie to adjourn. **Motion carried.** The meeting was adjourned at 8:16 p.m.

Respectfully submitted,

Amy Juntunen  
Recording Secretary