

WEST METRO FIRE-RESCUE DISTRICT

Board of Directors Meeting Minutes

February 12, 2020

Approved April 22, 2020

A. Call to order

Vice President Kirk McDonald called the regular meeting of the West Metro Fire-Rescue District Board of Directors to order at 6:31 p.m. on February 12, 2020, at Station 3, 4251 Xylon Avenue N., New Hope, MN.

B. Roll Call – The following Directors were present:

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
Jeff Kolb	Citizen Representative, City of Crystal
Daniel Gates	Citizen Representative, City of New Hope

The following staff members were present:

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

C. Minutes

Motion by Norris, second by Elder to approve the minutes of the December 11, 2019 Board of Directors meeting as presented. **Motion carried.**

D. Open Forum – None.

E. Consent Agenda

1. Approve November Expenditures totaling \$171,606.91
2. Approve December Expenditures totaling \$156,328.30
3. Approve 2019 Pension Contribution of \$210,212.46
4. Approve LMCIT Insurance Premiums
5. Approve Resolution 2020-1 engaging MMKR to complete the 2019 Audit

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

F. Chief's Report

There were a total of 2018 calls for service in calendar year 2019, an increase of 162 calls over 2018, and a total estimated fire loss of \$2,276,913, well over the loss of \$632,167 in 2018. There were a higher number of structure fires and garage fires but no indication of a trend. There were also a higher number of medical calls with several visits to nursing homes.

There were 135 calls for service in January 2020 with an estimated fire loss of \$101,000.

The Chief met with the City Managers twice in January to discuss the February Board meeting, annual goals, quarterly updates to Councils, 2020 emergency management training schedule, crisis communications software and other topics.

Chiefs and officers met in January to review the Capital Plan through 2026, train on large area/missing person searches and discuss the new training section of the employee handbook. Full-time staff met in December and January. Staff have been working on the training section of the employee handbook, annual Right-to-Know and respiratory training, fire investigations, collection and delivery of gifts for the "Be a Santa to a Senior" program, implementation of CodeRed software, coordinating the Honor Guard clinic at Camp Ripley, 2020 West Suburban Fire Academy, performance evaluations and 2020 goals and training in several areas.

Chief Larson attended city council work sessions at New Hope and Crystal in January and February 2020, respectively. Chief Larson also attended the February 4, 2020 Crystal council meeting and presented a commendation to Crystal Public Works employee John Nelson for his reporting of a fire and care of the occupant on December 31, 2019.

Staff is developing a report on the replacement of major apparatus for presentation to the Board at a future meeting.

The Chief reviewed the **preliminary fourth quarter Financial Report** and overall 2019 budget to actual line by line for overages and shortages. The overall actual is 97.37% of the 2019 approved budget although there are some invoices received after year-end not included in the preliminary report.

One firefighter retired last week with 10 years of service. Significant public events include Salvation Army bell ringing, the Santa to a Senior program, and Toys for Tots collection in December. The next blood drive is scheduled for February 24 in Crystal at Station 2 and February 25 in New Hope at Station 3 from 3:00-6:00 p.m. in both locations.

Honor Guard training is scheduled in March at Camp Ripley and has over 60 registrations from all over the state.

[Banks arrived 6:48 p.m.]

A mass casualty training was held with Explorers and firefighter spouses acting as patients. EMS training continues on the fourth Thursday of odd-numbered months. The Explorers continue to meet on the first and third Thursday of each month with two more students recently added.

Outside regular department training, staff and firefighters have been working on the training portion of the employee handbook. The West Suburban Fire Academy has 24 firefighters, none from the District this year. The current apprentice class will begin the driving program in March with the full driving program to be completed by June. The Tech Rescue group is holding scenario-based training every other month and will be leading the ropes and knots training for the Fire Academy.

Staff met with LOGIS to evaluate future IT operational and capital needs, including replacement of old work stations. The CodeRed crisis communications software has been implemented in both cities and the District will work with the cities to determine the best use of that application. Emergency Management training will be held twice for each member city in 2020.

A mock OSHA inspection was conducted which identified minor deficiencies at Stations 1 and 2. The District contracted with an outside vendor to provide an OSHA-compliant electronic safety data sheet (SDS) database, replacing the 3-ring binders previously used.

Air packs and most loose goods have been delivered for the SCBA capital purchase approved in December 2019, though bottles are not expected to arrive until May 2020. All staff will go through in-service training on the new SCBA packs to prove competency in use prior to utilization, with a plan to have the new equipment in service by August 2020. The front passenger seatbelts had to be replaced in all engines after DOT inspection at a cost of \$3,700 due to a design flaw causing the seatbelts to be slammed into doors.

Staff performed 650 inspections/plan reviews/meetings and 228 re-inspections in 2019. In January 2020 staff completed 33 inspection/plan reviews/meetings and 27 re-inspections. On January 7 a call for service was received for smoke in a house due to a fire in a washer/dryer. The resident had recently completed a Home Safety Survey and used the fire extinguisher provided prior to firefighter arrival. The resident commented on what an amazing program it is. Board member suggested a press release encapsulating the incident and the program.

A total of 100 residents have signed up for the Adopt-A-Hydrant program. A gift card will be awarded to one resident of each member city once a large snowfall occurs. Garage fire safety has been emphasized in recent communications to citizens due to the recent volume of that type of fire. Staff conduct investigations of every fire for cause, only one fire listed in the report is suspicious for arson.

Motion by Gates, second by Elder to accept the Chief's report. **Motion carried.**

G. Old Business

1. Approve Resolution 2019-92020-2 Board's representative on the West Metro Fire Relief Association Board. One vacancy occurred and two applications were received. Applicants were interviewed by the City Mayors and District President. Motion by Serie, second by Elder to approve Resolution 2020-2 appointing Ron Stoffel as WMFRD Board representative to the West Metro Relief Association Board of Trustees. **Motion carried.**

H. New Business

1. 2020 Chief's Goals. Motion by Elder, second by Gates to approve the 2020 Chief's goals as presented. **Motion carried.**

2. Updates to the Employee Handbook. Over 20 staff members including Chiefs, officers and firefighters have reviewed the handbook update and support the new information. The section is updated to include the unwritten rules and expectations that have been in place at WMFRD.

Motion by Banks, second by Elder to approve the updates to the Employee Handbook. **Motion carried.**

3. Capital Purchases.

- a. **Computers.** In 2019 Microsoft stopped support for Windows 7. There are currently five laptop and three desktop computers that are operating Windows 7 and have reached the end of their useful life. Replacements will be purchased through the state contract with LOGIS and are within the 2020 capital plan budget. Motion by Kolb, second by Gates to approve the purchase of replacement computers as recommended in the staff memo at a cost of \$11,790.23. **Motion carried.**

- b. **Breathing Air Compressor Station 1.** The WMFRD currently has a compressor at each station that provides high pressure breathing air for the SCBA units. The compressor at Station 1 is over 25 years old and is currently out of service. Due to its age, repairs have become very costly and replacement is recommended. There is no state contract for this equipment. Two quotes were received and staff recommend replacement at a cost of \$23,985.00. The 2020 capital plan budget includes \$25,000 for replacement of this equipment. Motion by Elder, second by Kolb to approve purchase of a replacement compressor as recommended by staff. **Motion carried.**

- c. **Replacement Vehicle for Utility 11.** This is the oldest pickup style truck used by WMFRD, a 2006 Ford F-150. The capital plan includes \$55,000 to replace a staff or utility vehicle. Staff recommend purchase of a 2020 Chevy Silverado half-ton pickup with 4 doors and a bed topper through state contract at a cost of \$47,115. The current vehicle will be sold at auction. Motion by Elder, second by Gates to approve purchase of the replacement vehicle as recommended by staff. **Motion carried.**

I. Other Matters and Announcements

The next regular meeting of the West Metro Board of Directors will be held April 8, 2020 at 6:30 p.m.

K. Adjournment

There being no further business, motion by Banks, second by Norris to adjourn. The meeting adjourned at 7:14 p.m.

Respectfully submitted,

Amy Juntunen
Recording Secretary