

WEST METRO FIRE-RESCUE DISTRICT

Board of Directors Meeting Minutes

April 14, 2021

Approved July 14, 2021

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 14, 2021 at Station 3, 4251 Xylon Avenue N., New Hope, MN.

B. Roll Call – The following Directors were present:

Gary Laurant	President
Anne Norris	City Manager, City of Crystal, Secretary
Kirk McDonald	City Manager, City of New Hope, Vice President
Jeff Kolb	Citizen Representative, City of Crystal
Marc Berris	Citizen Representative, City of New Hope

Others present:

Fire Chief Sarah Larson
District Counsel Joel Jamnik
Auditor William Lauer

C. 2020 Audit Presentation

William Lauer of Malloy, Montague, Karnowski, Radosevich & Co., P.A., presented the 2020 Audit for West Metro and reported an unmodified opinion, no deficiencies and a clean audit.

Motion by Kolb, second by McDonald to accept the 2020 Audit. **Motion carried.**

D. Minutes

1. Approve the February 10, 2021 Board of Directors Meeting Minutes

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

E. Open Forum

F. Consent Agenda

1. Approve January expenditures totaling \$232,101.51
2. Approve February expenditures totaling \$364,109.02
3. Approve Resolution 2021-2 Accepting Donations
4. Approve Resolution 2021-3 Authorizing the Communications System Subscriber Agreement with Hennepin County

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

G. Chief's Report

From January 1-March 31, 2021 there were 384 calls for service, 149 in Crystal, 217 in New Hope and 18 Mutual Aid calls, with an estimated fire loss of \$12.090.

Chief Larson has continued to attend monthly meetings with the City Managers and Battalion Chiefs, as well as attending senior staff meetings at both cities. Chief Larson will attend city council work sessions in both cities to present the quarterly District update and preview the 2022 WMFRD budget.

The Engine Development project is underway and 18 firefighters/officers were selected to participate. There are 5 groups in investigate various engine design areas. It is anticipated the work will be done prior to the July WMFRD Board meeting.

Through the end of February, the 2021 budget is under by 3.34% or \$79,823.03.

Firefighters are back to participating in public events when possible to do so safely. During the March food drive, WMFRD collected 2,155 pounds of food and \$5,054 for the Food Group. Birthday brigades continue, but much fewer than last year.

The Honor Guard training clinic was held at Camp Ripley March 26-28 and 45 students from 16 departments attended. There was positive feedback and a request to host again in 2022.

As of April 1, WMFRD returned to a full training schedule and drill requirements. A live fire training was held at 5216 Hanson Court and firefighters trained on fire attack skills, learned about fire behavior and fire ground communications and worked on hose line management.

The West Suburban Fire Academy continues with 15 students. The firefighter I/II portions of the academy will be completed in early June in time for the June 10 graduation.

Assistant Chief Wodtke worked with LOGIS to replace the District's email server due to a widespread vulnerability issue with Microsoft Exchange. FEMA grant applications are slowly being approved and payment received.

Engine 21 continues to have fuse issues and Engine 32 is having issues related to moisture in the electrical system. The annual inspection of the 5 pieces of major apparatus is complete and issues identified.

Since January 1, 173 inspections, plan reviews and meetings have been completed plus 48 re-inspections. The focus for the first quarter of 2021 was areas along the Highway 169 service road, Hillsboro Avenue N, 50th Avenue N, 51st Avenue N, and Winnetka Avenue. In second quarter, inspections will continue along Winnetka Avenue and Boone Avenue.

Home safety surveys will start again in April with 8 scheduled currently. The goal is to complete 30 this year.

Online fire safety programs have been created for K-2nd grade and they have been shared at six schools so far.

The preliminary fourth quarter financial report was included in the meeting packet.

H. Old Business

1. Governance Discussion. The Board discussed the idea of trying to remove the Board from routine personnel matters so it could focus on financial and policy matters. Since neither city council representative was at the meeting, the Board agreed to defer discussion of this to the July meeting.

I. New Business

1. Accept Public Assistance Grant. Motion by McDonald, second by Berris to accept the FEMA Public Assistance Grants in the amount of \$153,167.92. **Motion carried.**

2. Capital Purchase.

a. AED. Motion by Berris, second by Norris to approve the purchase of a replacement AED. **Motion carried.**

3. Preview of 2022 Budget. Chief Larson reviewed the preliminary 2022 budget which is an increase of \$108,050 from the 2021 cities' contributions. The majority of the increase is due to salaries and related costs, health insurance and communications. The Board had no significant questions or concerns.

4. Upcoming Work Session. The next meeting of the Board is the May 12 work session, typically to review the budget. The Board agreed to keep the May work session pending the Chief's conversation with both city councils. If there are no concerns from either council there is no need for the May work session. The Board also discussed the August joint work session of the Board with both city councils. The Board asked the city managers to check with their city councils on interest in this joint meeting.

J. Other Matters and Announcements

The **next regular** meeting of the West Metro Board of Directors will be held July 14, 2021 at 6:30 p.m. The Board may hold a work session on May 12, if further review of the 2022 budget is needed.

J. Adjournment

There being no further business, motion by McDonald, second by Berris to adjourn. The meeting adjourned at 7:36 p.m.

Respectfully submitted,

Anne Norris
Board Secretary