

WEST METRO FIRE-RESCUE DISTRICT

Board of Directors Meeting Minutes

October 10, 2018

Approved December 12, 2018

A. Call to order

President Gary Laurant called the regular meeting of the West Metro Fire-Rescue District Board of Directors to order at 6:32 p.m. on October 10, 2018, 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
John Elder	Council, City of New Hope
Mary Serie	Citizen Representative, City of Crystal

The following staff members were present:

Fire Chief Sarah Larson
Assistant Fire Chief Adam Wodtke
Assistant Fire Chief Josh Kunde
Assistant Fire Chief Joel Nelson
Deputy Fire Marshal Shelby Wolf
District Counsel Roger Knutson
Recording Secretary Amy Juntunen, JASS

C. Minutes

1. Approve the July 11, 2018 Board of Directors Meeting Minutes

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

D. Open Forum – None.

E. Consent Agenda

1. Approve June Expenditures totaling \$173,834.89
2. Approve July Expenditures totaling \$258,641.97
3. Approve August Expenditures totaling \$125,201.56
4. Approve Resolution 2018-4 Accepting Donations from the West Metro Fire Relief Association

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

F. Recognition

The Board presented a Certificate of Appreciation to Lammler in recognition of his years of service to the District.

G. Chief's Report

There have been 1,217 total calls for service through September 30, 2018. It is estimated that total calls for 2018 will be 1,821 if the current pace continues, a decrease from 2017.

Chief Larson met with the City Managers in July and September. Officers met in August to discuss a multitude of topics and updates, and in September attended training with Edina Fire Chief Tom Schmitz on initial tactics and strategies on the scene of a fire. Full-time staff met in July and August to review orientation and training for new officers, the blood drive, implementation of the new RMS software, preparation for future training, and interviews with recruits, among other topics. Chief Larson also attended city council work sessions in August to answer any questions regarding the 2019 budget. The 2019 budget was approved by both city councils with no changes. Chief Larson reviewed the District's 2018 budget to actual through the second quarter by line item.

[Serie arrived 6:41 p.m.]

The promotion process concluded in June and new lieutenants are already in full duty rotations with training scheduled in the third quarter. Recruitment resulted in 54 candidates for 10 open positions. Eleven were extended offers. Additional qualified candidates may be contacted if any new hires do not meet requirements. There has been one resignation due to a job change.

The District participated in many public events over the summer. The August blood drive collected 31 units. The next blood drive is scheduled for November 26 and drives are scheduled quarterly in 2019.

Specialized training is held on the third Thursday of each month. The September training was canceled due to flooding. Honor Guard training continues monthly. A recognition banquet was held on September 7 with many District firefighters and officers receiving awards, including the most customer service awards ever given. Board members noted that the customer service stories should be posted to the website as additional recognition of above-and-beyond service.

The State Fire Chief Association Conference is this week. Seven firefighters are attending the conference in Texas, fully funded by FEMA, including flight, hotel and training. The 2019 West Suburban Fire Academy is expecting 39 students. Apprentice firefighters just finished apparatus training and all passed their state certification. A promotion ceremony will be held at the December meeting.

Staff continues to implement the new FDM system and is nearing completion of the project. Staff was asked to give a presentation on the FDM system to other FDM users and clients about the level of customization and creative solutions used since they are out of the norm for this product but work well. A free FDM conference registration was earned.

Training videos are being produced and can be found on YouTube.

A facilities maintenance update was provided. The vehicle ordered came in wrong, a Tahoe instead of a Silverado. Staff did not accept delivery, so that expense will carry over to the 2019 capital plan. The purchase is made through the state contract vendor. Staff is applying for a grant to purchase

and install extractors and dryers in all three stations so all firefighters can clean their gear after each fire right away. Currently the only extractor/dryer is at Station 3. The grant would require a 35% match from the District.

New Hope donated a house for an interior live burn scheduled for next week. The house will be burned down the following week. The Brooklyn Park Home Depot donated 50% of the cost of the materials needed for the burn. Staff expressed appreciation to the City of New Hope for the donation. City councils will be invited.

Year-to-date there have been 555 inspections and 224 reinspections performed. The West Broadway area is nearly complete and the next focus is the Crystal Mall area. Inspectors regularly receive training on the process and the new FDM software. The home inspection program was also busy after promotion in the city utility billing, with 22 inspections completed and two more scheduled. The goal is to perform 30 home inspections annually.

Fire prevention education started in the schools two weeks ago and presentations have been scheduled through the second week in November. The current focus is kindergarten through second grade. A segment for airing on local cable, CCX, was just filmed. The video will also be available on the District and city websites. It is already available on Crystal's facebook page.

H. Old Business

Pension. When the District was established, a new pension fund was also established. The pension contribution has been revised several times since being established and in 2012 it was determined that only paid on-call firefighters who answer 40% of all calls and attend a minimum of drills and other training each year qualify to receive the pension. Firefighters must be employed and qualify for five years to be eligible for any pension funds, 10 years to be fully vested for pension. A Special Pension Fund was created as part of the 2014 budget to even out the contributions made by the cities. As of 2018 that fund holds \$129,000.

Staff recommended continuing to fund the pension as it has been since the paid on-call model is the most cost-effective. The pension helps with recruitment and retention of firefighters. The December meeting agenda will include a proposal to increase the pension by 3% to match the COLA/pension approved by the cities. Past increases were 2.5% and 2% in 2017 and 2016, respectively.

I. New Business

1. Capital Purchases.

A memo for the replacement of work stations was included in the packet. Work stations are scheduled for replacement every four years. Items are not replaced if in good working order. Motion by Norris, second by Serie to approve the capital purchase of new workstation equipment as presented. **Motion carried.**

A memo regarding the replacement of 15 pagers no longer supported by the manufacturer. The District maintains 70 pagers and replaces these items as needed. Motion by McDonald, second by Elder to purchase 15 pagers through Ancom as presented. **Motion carried.**

2. Board's Representatives on the West Metro Fire Relief Association Board. When the last representatives were appointed, the Board neglected to include term expirations. By law, representatives should be appointed on an annual basis. Motion by Serie, second by Elder to talk to both current representatives and begin annual postings as with other volunteer positions. **Motion carried.**

3. City of New Hope Citizen Representative. The City of New Hope is currently recruiting for this open position with applications being accepted through November 2. It is hoped that a new representative will be selected and in attendance at the December meeting.

J. Other Matters and Announcements

Norris sent the forms for the Board's evaluation of the Fire Chief on Monday and will re-send to all Board members via Email. Board members will complete the evaluation and return to Laurant by November 2.

The next regular meeting of the West Metro Board of Directors will be held December 12, 2018 at 6:30 p.m. An Executive Session will be held prior to the regular meeting.

K. Adjournment

There being no further business, motion by McDonald, second by Elder to adjourn. The meeting adjourned at 7:43 p.m.

Respectfully submitted,

Amy Juntunen
Recording Secretary