

# WEST METRO FIRE-RESCUE DISTRICT

## Annual Board of Directors Meeting Minutes

July 8, 2020

Approved October 14, 2020

### 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 July 8, 2020, 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
Brendan Banks	Council, City of Crystal
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  
District Counsel Roger Knutson  
Recording Secretary Amy Juntunen

### C. Minutes

1. April 22, 2020 Board of Directors meeting minutes
2. June 10, 2020 Board work session minutes

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

### D. Consent Agenda

1. Approve April expenditures totaling \$263,728.22
2. Approve May expenditures totaling \$260,858.39
3. Resolution 2020-4 Accepting Donations

Motion by McDonald, second by Gates to approve the consent agenda as presented. **Motion carried.**

### E. Open Forum

### F. Chief's Report

From January 1-June 30, 2020 there have been 897 calls for service, 382 in Crystal and 484 in New Hope, with an estimated fire loss of \$618,816.00.

Chief Larson has continued to attend monthly meetings with the City Managers, as well as attending meetings with the cities, County, and other agencies regarding COVID emergency preparedness and the recent civil unrest. All full-time staff except Deputy Fire Marshal Shelby Wolf have resumed working at Station 3. Inspections have also resumed. Duty crews are still staffed by four firefighters overnight and two during the day. The major apparatus status report will be presented at the October meeting.

Budget to actual through May 31 is on-target at 49.31%. PT salaries are 10% (\$40,000) over budget and Staff have applied for a Public Assistance grant to offset that overage. Firefighter training will resume in July for those on duty crew shifts only. Training is under budget by 18.6%.

[Banks arrived 6:38 p.m.]

There has been one retirement. One firefighter, serving as a Lt.-in-training, has been appointed to complete the remainder of the lieutenant term vacated by the retiree. There have been 113 consecutive days of duty crew staffing to date. Duty crews started 1-2 hour training components in small groups of up to five firefighters and one instructor on June 9. After July 1, that will move to eight firefighters with one instructor and will schedule 4-5 trainings per week. Training will focus on the new air packs to get those into service. Online training has been offered since March, including BNSF railway emergency training.

The District has participated in 199 Birthday Brigades from April 1 to current and will continue to participate as requested when staffed for it. The next two blood drives are scheduled for August 5 in New Hope at Station 3 from 3:00-6:00 p.m. and August 3 in Crystal at Station 2 from 3:00-6:00 p.m.

The Fire Academy started again on June 8 with smaller sessions to allow for social distancing. Apprentice firefighters will start apparatus operator class on August 13.

FDM has been configured to allow for tracking COVID-related incidents as requested by the National Fire Administration. Staff will review the pandemic response with the cities in December. A FEMA Public Assistance grant request has been submitted for \$82,225.10. FEMA will reimburse 75% of the request, or \$61,668.83, with the remainder the responsibility of the District and the State. Staff will continue to track expenses related to the pandemic and submit additional grant requests as needed.

Staff are working to ensure that the stations and cities have PPE, sanitizer, and other necessities. Firefighters have taken great pride in their stations with duty crews thoroughly cleaning everything, organizing equipment and deep cleaning the vehicles. Annual pump testing was completed on all of the engines and tower. All apparatus passed. Some of the pump packings had to be adjusted. These packings will eventually need to be replaced as they age.

Annual fire hose testing was completed in June. 14,237 feet of fire hose was tested with only 400 feet failing. A warranty claim has been opened to have the hose repaired or replaced.

Annual ground ladder testing was also completed in June. 323 feet of ground ladders were inspected and tested. All ladders passed.

The annual non-destructive testing for Tower 1 is scheduled for July.

Some used items were sold at auction

Minnesota banned all foam containing PFAs as of July 1, so that foam has been used up and restocked with foam not containing PFAs, so no reporting is needed. All new SCBA equipment has been delivered. the respiratory program has been updated to conform with the new equipment. The air compressors have been converted to fill the new air bottles at one station. Staff will be able to convert the compressors at the other two stations once the new SCBA equipment is in use.

There have been 169 inspections and 74 re-inspections completed to date. The inspection training program is currently on hold. Education and outreach is also on hold.

**G. Old Business**

1. 2021 Budget. The budget includes a total increase of \$99,800 over the 2020 budget, which includes a scheduled \$20,000 increase to the capital replacement plan. Motion by Banks, second by Gates to approve the 2021 budget as presented. **Motion carried.**
2. August 12 Joint Council/Board Work Session. As discussed in June, this meeting has been canceled.

**H. New Business**

1. Election of Officers. Motion by Kolb, second by Gates to re-elect the current officers, Laurant as President, McDonald as Vice President, and Norris as Secretary. **Motion carried.**
2. Capital Purchases.
  - a. Turnout Gear. The District purchases 10-14 sets of turnout gear per year to replace gear that has been in service for 10 years or is otherwise damaged. The 2020 budget includes \$40,000 for the purchase of new turnout gear. Staff recommends purchasing 10 sets of turnout gear at a cost of \$37,731. Motion by McDonald, second by Norris to approve the purchase as presented. **Motion carried.**
  - b. Cutoff Saws. The District currently has one mixed-gas rotary cutoff saw at each station. One saw has been damaged beyond repair and another is unreliable. Both are over 10 years old. Staff recommends using uncommitted capital funds to purchase two new Milwaukee cordless cutoff saws as the rechargeable batteries are more reliable and eliminate the need to carry gasoline in vehicles, as well as requiring considerably less maintenance. The cost to purchase two cutoff saws from Acme Tool is \$5,209. Motion by Norris, second by Banks to approve the purchase as presented. **Motion carried.**

**I. Recognition of Director Daniel Gates**

Director Daniel Gates is moving to Otsego and tonight is his last meeting. The District recognized Gates with a certificate of appreciation for his service on the Board from November 2018 to July 2020.

**J. Other Matters and Announcements**

The **next regular** meeting of the West Metro Board of Directors will be held October 14, 2020 at 6:30 p.m.

**K. Adjournment**

There being no further business, motion by McDonald, second by Banks to adjourn. The meeting adjourned at 7:16 p.m.

Respectfully submitted,

Amy Juntunen  
Recording Secretary