

# WEST METRO FIRE-RESCUE DISTRICT

## Board of Directors Annual Meeting Minutes

July 13, 2022

Approved October 12, 2022

### A. Call to order

President Gary Laurant called the annual meeting of the West Metro Fire-Rescue District Board of Directors to order at 6:30 p.m. on July 13, 2022 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
Tim Hoyt	Interim City Manager, City of New Hope
John Elder	Council, City of New Hope
Nancy LaRoche	Council, City of Crystal
Jeff Kolb	Citizen Representative, City of Crystal

Others present:

Fire Chief Sarah Larson  
Assistant Fire Chief Joel Nelson  
Assistant Fire Chief Josh Kunde  
Deputy Fire Marshal Shelby Wolf  
Administrative Captain Eric Grimes  
Administrative Captain Jake Wheeler  
District Counsel Joel Jamnik

### C. Chief's Commendation

Chief Larson recognized Oladenji Senbanjo for his efforts to help residents in a fire at Pheasant Ridge apartments and presented Mr. Senbanjo with the Chief's Commendation.

### D. Minutes

1. Approve the April 13, 2022 Board of Directors Meeting Minutes

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

### E. Open Forum

### F. Consent Agenda

1. Approve March expenditures totaling \$320,991.58
2. Approve April expenditures totaling \$318,546.75
3. Approve May expenditures totaling \$301,308.68
4. Approve Resolution 2022 - 7 Accepting Donations
5. Approve Resolution 2022 – 8 Accepting Donations
6. Accept rebate in the amount of \$290.40 from the MN Department of Surplus Services

7. Accept Minnesota Board of Firefighting Training and Education (MBFTE) reimbursement
8. 2022 Pay Equity report

Motion by Kolb, second by Elder to approve the consent agenda as presented. **Motion carried.**

**G. Chief's Report**

Chief Larson shared the highlights from her report:

- introduced the two new Administrative Captains, Eric Grimes and Jake Wheeler;
- shared the paid on call promotional video produced by firefighters; and
- updated the date for this year's Fire Open House is October 4 (not July 26).

The 2022 first quarter financial report was included in the meeting packet.

**H. Old Business**

**1. 2023 Budget.** Chief Larson reported the budget was unchanged since the Board preliminarily approved it in April, it was presented to both city councils and no changes were requested. Motion by Elder, second by Kolb to approve the 2023 WMFRD budget as presented. **Motion carried.**

**2. Compensated Absences.** Chief Larson discussed accounting and funding for compensated absences. The Board discussed options and requested that Chief Larson try for a slight increase of funding for the compensated absences fund in the 2024 budget.

**I. New Business**

**1. Election of Officers.** Motion by Kolb, second by Elder to approve the WMFRD Board officers as follows:

- President – Gary Laurant
- Vice President – Tim Hoyt
- Secretary – Anne Norris

**Motion carried.**

**J. Other Matters and Announcements**

The joint work session of the WMFRD Board and Crystal and New Hope city councils will be August 17, 2022 at 6:30 p.m. unless the request for the work session is withdrawn.

**J. Adjournment**

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

Respectfully submitted,

Anne Norris  
Board Secretary