

# WEST METRO FIRE-RESCUE DISTRICT

## Board of Directors Work Session Minutes

June 10, 2020

Approved July 8, 2020

### A. Call to order

President Gary Laurant called the work session of the West Metro Fire-Rescue District Board of Directors to order at 6:31 p.m. on June 10, 2020, via WebEx virtual meeting.

### 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
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 Adam Wodke  
District Counsel Roger Knutson  
Recording Secretary Amy Juntunen

### C. Duty Crew Staffing

Chief Larson made a presentation to both City Councils regarding duty crew staffing. The overall goal during the pandemic is to maintain a functioning fire department. A staffed model limits the number of firefighters responding to calls, limiting potential exposure. The normal model response is to have the entire station respond to a page, usually 10-18 firefighters. If all firefighters were exposed during an event, it could reduce the department's ability to respond to calls. Currently the District has moved to a four-person duty crew on staff at each station to respond to calls, which is a safe size for fire response. Unless there is a rise in community spread, full-time staff are expected to return to the station and the daytime duty crew staffing will end on June 24.

Staff have applied for a FEMA grant to cover the excess cost of duty crew staffing. The public assistance grant will cover 75% of the total cost and the state has stated it will pay 25% of the total cost. It is expected that duty crew staffing will result in payroll running \$120,000 over budget, which could be covered by the fund balance and savings in other areas, if necessary. Staff will request funds from the grant on a quarterly basis.

Some additional costs were incurred due to the protests in the area. Those costs will be submitted through a separate county/state grant

Training has resumed with a limit of five people per training.

McDonald requested Chief Larson to provide a graph showing daily confirmed new cases

(3-day moving average) along with the weekly COVID situation report to the Board.

**D. 2021 Budget Discussion**

Chief Larson reviewed the changes made to the budget since the April 22 meeting. To reduce costs, the Capital Fund contribution could be kept at the same level as 2020, at \$210,000, instead of including the scheduled increase required to meet future needs to \$230,000. There were no changes to the operating budget.

The budget, including the scheduled Capital Fund increase, is an increase of \$99,800, or 3.88%. The increase would be \$45,126.67 (3.5%) for Crystal and \$54,673.33 (4.2%) for New Hope, year-over-year.

To make a decrease to the Capital Fund work, a planned utility vehicle replacement would need to be eliminated. This has several likely repercussions, including additional repair cost. The vehicle in question is a 2011, due to be replaced in 2021. This would also delay other replacements, pushing most District vehicles over 10 years old prior to replacement.

It was the consensus of the Board that the \$20,000 Capital Fund increase will be included in the budget for approval at the July regular meeting.

**E. Annual Joint Work Session Discussion**

The Board directed Chief Larson to cancel the August joint work session unless the City Councils notify their City Managers prior to the regular meeting on July 8 that they would like to meet with the District.

**F. Other Matters and Announcements**

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

**K. Adjournment**

There being no further business, motion by Elder, second by Norris to adjourn. The meeting adjourned at 7:09 p.m.

Respectfully submitted,

Amy Juntunen  
Recording Secretary