

**Excelsior Fire District
Operating Committee Meeting Minutes
January 16, 2019**

1. Call to Order

The meeting was called to order at 9:00 a.m.

Members Present: Fire Chief Scott Gerber, Excelsior City Manager Kristi Luger, Tonka Bay City Administrator John Tingley, Shorewood City Administrator Greg Lerud, and Deephaven City Administrator Dana Young

2. Approval of Agenda

Motion by Dana Young to approve the January 16, 2019 Agenda as submitted. Seconded by Kristi Luger. Motion carried 3-0.

3. Approval of December Minutes

Motion by Greg Lerud to approve the December 2018 Operating Committee minutes. Seconded by Kristi Luger. Motion carried 3-0.

4. Appoint 2019 Chair & Vice-Chair

Motion by Dana Young to appoint Greg Lerud as 2019 Chair and John Tingley as 2019 Vice-Chair of the Operating Committee. Motion carried 3-0.

5. Approval of Bills

Dana Young and Chief Gerber provided a brief review of several invoices included within the January 2019 Bills.

Motion by Kristi Luger to approve the January 2019 Bills in the amount of \$72,026.99. Seconded by Dana Young. Motion carried 3-0.

6. Budget Updates

a. 2018 Budget - Audit

Dana Young stated that the fieldwork for the EFD 2018 audit was completed last week and provided a brief overview of year-end revenues and expenses.

b. 2019 Budget

Chief Gerber stated that there is nothing new to report on the 2019 Budget.

c. 2020 Budget

Chief Gerber stated that he has started the preliminary 2020 Budget and is obtaining feedback from his officers. He stated that he doesn't foresee any great variations from the 2019 Budget in terms of staffing, capital requests or with building improvements.

7. Administrative Reports – December 2018

Chief Gerber reported that there were 66 calls for service in December 2018. In comparison, there were 74 calls for service in December 2017. Overall, there were 844 calls for service in 2018 as compared with 811 calls in 2017.

John Tingley enters at 9:11 a.m.

8. Board Meeting Items

a. Regular Board Meeting – January 23, 2019

Chief Gerber stated that the January 23rd Board meeting will consist of the following items:

- Appointment of the 2019 Board Chair & Vice-Chair
- Adoption of the Annual Resolutions
- Fire Inspector Kellie Murphy-Ringate will provide an update on inspection activities
- An update from the Fire Relief Association
- Approval of the Station Remodeling Bid
- Discussion on 2019 Vehicle Purchases for the replacement of the Rescue 12 & Command Vehicle

Further discussion was held on the history and terms of the resolution that determines annual per year of service increases to members of the Firefighters Relief Association.

9. Administrative Updates

a. Personnel / Staffing / Future Staffing Proposal

i. New Firefighter Recruit Staffing

Chief Gerber stated that 5 new firefighters started on January 9th. He added that the Department has initiated a new a “buddy system” to assist new firefighters.

ii. Paid On-Call Firefighters

Chief Gerber stated that with the five new firefighters joining the EFD, the total number of paid on-call firefighters has increased to 40.

iii. Retirements

Chief Gerber stated that there were a total of three retirements in 2018.

b. 2019 Night Time Staffing

Chief Gerber stated that he had a meeting with the firefighter’s on January 3rd to discuss the Night Time Staffing proposal. He stated that while a few firefighters did not support the program, he heard from a number of others who were supportive of the program and the Chief’s leadership on this issue. He noted that he plans to hold another meeting with the firefighter’s on Night Time Staffing next month.

c. Future Staffing

Chief Gerber stated that he continues to work on the Future Staffing Memo that he proposes to present for Committee review at a later date.

d. Special Events

Chief Gerber stated that there have been a number of current and upcoming special events, which include the Ice Castle event, Pond Hockey and the Big Island Bike Race.

e. Fire Station Remodeling

Chief Gerber stated that he is continuing to work on the contract documents for the Station Remodeling Project in anticipation of Board Approval on January 23rd and a preconstruction meeting scheduled with the contractor the following day.

f. 2019 Vehicle Purchases

Chief Gerber noted that he is planning to purchase replacement vehicles for Rescue 12 and a Command Vehicle. He stated that he has received quotes from two dealerships on the new vehicles that closely match the pricing offered off of the State Contract. He stated that he will be presenting the quotes for Board approval on January 23rd.

g. Building Pre-plans

Chief Gerber reported that a lot of work has been done on business and/or building pre-plans this past year, which has resulted in developing 85 pre-plans throughout the District. He stated that these pre-plans can be evaluated by firefighters prior to arriving at the scene of an incident.

h. Hennepin Fire SOP Group

Chief Gerber stated that the Hennepin Fire SOP Group consists of 25 independent fire departments throughout Hennepin County. He stated that Hennepin County switched to a new CAD system last year, which has caused some difficulties in retrieving necessary call data. He stated that he is currently looking at an alternative software program that would resolve this problem.

10. Other

Chief Gerber noted that the annual Public Safety Meeting is tentatively scheduled for March 19th.

Chief Gerber stated that he is working with member public works departments by providing his recommendations regarding the eventual replacement of their portable radios.

Chief Gerber noted that he will be sending out a request for proposals on 2020-2022 Fiscal Agent Services in the next month or so.

10. Next Meeting Date and Time

The next meeting of the Operating Committee will be held on Wednesday, February 20, 2019 at 9:00 a.m.

11. Adjournment

Motion to adjourn by Dana Young, seconded by John Tingley. Motion carried 4-0. The meeting adjourned at 10:03 a.m.

Respectfully submitted by Dana Young
Recording Secretary