

**Excelsior Fire District
Operating Committee Meeting Minutes
March 20, 2019**

Call to Order

The meeting was called to order at 9:09 a.m.

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

1. Approval of Agenda

Motion by Dana Young, seconded by John Tingley to approve the March 20, 2019 Agenda as submitted. Motion carried 3-0.

2. Approval of February Minutes

Motion by Dana Young, seconded by John Tingley to approve the February 20, 2019 Operating Committee minutes. Motion carried 3-0.

3. Approval of Bills

Chief Gerber gave a brief review of the March 2019 bills. Motion by Dana Young, seconded by Kristi Luger to approve the bills as presented in the amount of \$96,100.68. Motion carried 3-0.

4. Budget Updates

a. 2018 Budget – Audit

Chief Gerber mentioned that the audit is complete and turned out well; it will be presented at tonight's Board meeting.

b. 2019 Budget

Dana Young reported that the 2019 Budget is in good shape and that most of the expenses are on track.

c. 2020 Budget

Chief Gerber said that he has completed a draft of the 2020 Budget; it is currently set at a 3.97% increase mostly due to the overnight staffing going to five nights a week, year-round. The draft budget was circulated to the officers for comment and will soon be circulated to the administrators for additional input.

5. Administrative Reports – February 2019

There were 81 calls for service in February, which is high for this time of year. In comparison, there were 57 calls for service at this same time last year. Chief Gerber also provided information on the calls for service, firefighter points and activity, and inspection reports.

6. Board Meeting Items

a. Regular Board Meeting – March 20, 2019

Chief Gerber noted that tonight's agenda is quite full.

7. Administrative Updates

a. Fire Chief Transition

- i. New Fire Chief Hiring** – If the Board approves the Interim Fire Chief recommendation tonight, Ken Prillaman will start tomorrow.
- ii. New Fire Chief Hiring** – The applications are due on March 28th and the Operating Committee is scheduled to meet the week of April 1st to review the applications.

b. Personnel / Staffing

- i. Officers** – Karl Narveson has resigned from his Captain 1 position; he is retiring.
 - ii. Paid-On-Call firefighters** – There are currently 40 firefighters and the new firefighters are doing well.
 - iii. New Firefighter Recruit Hiring** – There are three or four people that are in the hiring process, which is currently on hold. Ideally, the Fire District will be further in the transition process before the new firefighters are brought on.
- c. 2019 Nighttime Staffing** – The intent is still rollout the nighttime staffing in July.
- d. Special Events** – It is the verge of special event season and there has been some discussion about who is going to do the event planning going forward. The Interim Fire Chief will need to hire a part-time inspector to help with the event inspections.
- e. Fire Station Remodeling** – The construction is on schedule, and may even be done a month early.

8. Other

- a. Fiscal Agent Proposal** – The City of Deephaven was the only City to submit a proposal for the fiscal agent.

10. Next Meeting Date and Time

The next meeting of the Operating Committee will be held on Wednesday, April 17, 2019 at 9:00 a.m.

11. Adjournment

Motion by Dana Young, seconded by John Tingley to adjourn the meeting at 10:16 am. Motion carried 3-0.

Respectfully submitted by Kristi Luger
Recording Secretary