

**Excelsior Fire District
Operating Committee Meeting Minutes
April 17, 2019**

1. Call to Order

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

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

Also present: Greenwood Councilmember & EFD Boardmember Tom Fletcher

2. Approval of Agenda

Motion by Dana Young to approve the April 17, 2019 Agenda as submitted. Seconded by Kristi Luger. Motion carried 4-0.

3. Approval of March Minutes

No action was taken on the March 2019 Operating Committee minutes at this time.

4. Approval of Bills

Dana Young and Interim Chief Prillaman provided a brief review of several invoices included within the April 2019 Bills.

Motion by Kristi Luger to approve the April 2019 Bills in the amount of \$88,476.39. Seconded by John Tingley. Motion carried 4-0.

5. Budget Updates

a. 2019 Budget

Dana Young provided a brief update on the March 31, 2019 EFD Budget.

b. 2020 Budget

The meeting to review the 2020 EFD Budget will be held on April 24th.

6. Administrative Reports – March 2019

There were 71 calls for service in March, 2019. In comparison, there were 61 calls for service at this same time last year. Overall, there have been 215 calls for service through March 2019 as compared with 189 calls through this same time last year.

7. Board Meeting Items

a. Budget Work Session – April 24, 2019

As was discussed earlier, the Budget Work Session on the 2020 EFD Budget will be held on April 24, 2019.

b. Special Board Meeting, Interviews – May 15, 2019

Discussion was held regarding the May 15th Fire Chief interviews with the EFD Board. The Committee recommended that this meeting not be televised.

c. Regular Board Meeting – May 29, 2019

Interim Chief Prillaman noted that the Regular EFD Board meeting will be held on May 29th.

8. Administrative Updates

a. Fire Chief Transition

i. New Fire Chief Hiring:

The Committee reviewed the list of proposed interview questions for each interview panel and discussed the process for the first round of interviews that will be held before the Operating Committee meeting tomorrow.

Further discussion was held on a proposed interview question that asked candidates to comment on their ability to comply with the requirement of living 15 minutes from one of the fire stations. Interim Chief Prillaman noted that the policy actually states that someone must live or work within 15 from a fire station, which would certainly apply to anyone hired to work as the Fire Chief. It was recommended to change this question to ask about the candidate's ability to respond to after-hour events or incidents.

b. Personnel / Staffing

i. Officers

Interim Chief Prillaman stated that Captain 21 has resigned as he will be moving out of the District. He stated that he has appointed Keiran Hannigan as Acting Captain until a final decision is made on this appointment after the new chief is hired.

ii. Paid On-Call Firefighters

Discussion was held on the annual physical agility tests conducted by Health Strategies. Interim Chief Prillaman stated that Health Strategies conducts a physical agility test for current firefighters that is very similar to the testing required for a new firefighter. He stated that he will be postponing the physical agility test until a policy can be written that outlines the procedures if a current firefighter would happen to fail the test.

iii. New Firefighter Recruit Hiring

There was no discussion on new Firefighter recruit hiring.

iv. Apparatus & Stations

Interim Chief Prillaman noted that Boat 11 needed repairs and the firefighters were able to do the necessary patching and repainting of the boat. He stated that he hopes to have the boat in the water by May 1st.

Interim Chief Prillaman stated that Rescue 21 was scraped by another vehicle at a recent medical call and they are working with the individual's insurance company on the repairs to the vehicle.

c. 2019 Night Time Staffing

Interim Chief Prillaman noted that Kim Stern has put together a spreadsheet listing those 10-12 calls that can be expected to occur over Night Time hours to better prepare the crew on what to expect when serving on a Night Time shift.

d. Special Events

Interim Chief Prillaman noted that the position for part-time special event inspector has been posted and Thom Brown has submitted his application for the position. He stated that he expects Thom Brown to start a couple of weeks earlier than usual to assist over this interim period.

e. Fire Station Remodeling

Interim Chief Prillaman stated that the stations are approximately 95% complete and should be completely finished by May 15th. He noted that there will be a large payment due the contractor shortly and will process the necessary paperwork to obtain grant reimbursement.

f. Grant Opportunities

Interim Chief Prillaman stated that he intends to submit a matching grant application to CenterPoint Energy to obtain some CO monitors.

9. Other

Discussion was held with Tom Fletcher on his interest in serving on the Operating Committee as Greenwood's representative. The consensus of the Committee is that it would not be appropriate for Tom to serve on the Operating Committee until further discussion and clarification of the Joint Powers Agreement is held before the EFD Board.

10. Next Meeting Date and Time

The next meeting of the Operating Committee will be held on Wednesday, May 15, 2019 at 9:00 a.m.

11. Adjournment

Motion to adjourn by Greg Lerud, seconded by John Tingley. Motion carried 4-0. The meeting adjourned at 10:28 a.m.

Respectfully submitted by Dana Young
Recording Secretary