

**Excelsior Fire District  
Operating Committee Meeting Minutes  
July 10, 2019**

**1. Call to Order**

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

Members: Fire Chief Curt Mackey, 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 City Councilmember Tom Fletcher

**2. Approval of Agenda**

Motion by Dana Young to approve the July 10, 2019 Agenda as submitted. Seconded by John Tingley. Motion carried 4-0.

**3. Approval of June Minutes**

Motion by Dana Young to approve the June 19, 2019 Operating Committee minutes. Seconded by Greg Lerud. Motion carried 4-0.

**4. Approval of Bills**

The Committee reviewed the July 2019 Bills.

Motion by Kristi Luger to approve the July 2019 Bills in the amount of \$59,075.35. Seconded by John Tingley. Motion carried 4-0.

**5. Budget Updates**

**a. 2020 Budget**

Chief Mackey noted that a couple of minor changes are still needed to be made in the 2020 Budget, including incorporating the correct group health insurance cost for the Fire Chief.

**b. Probationary Pay for Duty Crew and Training (School)**

Chief Mackey stated that he noted two omissions in the budget that should be addressed. He noted that probationary firefighters and Fire Officers do not currently get paid for attending training sessions. He stated that he sees this as a real issue in regards to recruitment and retention. He added that this lack of training pay was noted as an issue by two recruits.

He stated that his second concern is in regards to the lack of portable radios. He stated that he felt it was important that each firefighter have their own radio, or at the very least, every Fire Officer should have their own portable radio. He stated that radios are currently assigned to vehicles but not to specific personnel. He stated that the cost to purchase 4 new portable radios for the captains would cost \$4,800.00 each. He stated that Hennepin County charges approximately \$57.00 per month as part of their lease / maintenance agreement for each radio.

The Committee recommended that Chief Mackey bring his request to purchase four portable radios to the EFD Board for their approval.

Greg Lerud recommended that the Chief present a Training Pay Policy to the EFD Board in order to establish a clear beginning date for paying probationary firefighters and Fire Officers for training.

**c. Credit Card / House Accounts**

Chief Mackey stated that the District has one credit card and a number of house accounts, which have proven to be somewhat difficult to maintain due to the fact that each house account have a specific list of authorized signatures that are able to make District purchases. He stated that he would like to look at other commercial opportunities such as credit cards with cash-back features.

Greg Lerud stated that the City of Shorewood uses purchasing cards with established spending limits through BMO Bank and everything that can be charged to the card is. . He stated that each employee is responsible for submitting their own receipts. He stated the city receives cash back based on the amount that is spent on the card. He estimated that the city received about \$7500 back at the end of the year.

Chief Mackey stated that he would like to sit down with Greg to discuss Shorewood's credit card program. He stated that he would love to use some of the cash-back payments towards additional training opportunities.

**6. Administrative Reports – June 2019**

There were 70 calls for service in June, 2019. In comparison, there were 92 calls for service at this same time last year. Overall, there have been 417 calls for service through June 2019 as compared with 411 calls through this same time last year.

**7. Board Meeting Items**

**a. Budget Work Session – June 26, 2019**

There was nothing new to report regarding the June 26, 2019 Budget Work Session.

**b. Greenwood Request Update**

Chief Mackey stated that he had a recent conversation with the EFD attorney and he expected to have his written opinion regarding Greenwood's request to have a representative on the EFD Operating Committee ready by the next Board meeting.

**8. Administrative Updates**

**a. Fire Chief Transition**

**i. Leadership Development Plan**

Chief Mackey stated that he is focusing the Leadership Development Plan on schooling, radios, and increased leadership development efforts, some of which would be conducted in-house. He also noted that he will be sending his staff to a new recruit academy, which he expects to be much more demanding and regimented.

## **ii. Ken's Transition Out**

Chief Mackey stated that Interim Chief Ken Prillaman did a great job. He was very knowledgeable and involved in the job. He stated that his transition period with Ken went very well.

## **b. Personnel / Staffing**

### **i. Officers & Staff**

#### **1. Vacant Assistant Chief Position**

Chief Mackey stated that he talked with both Ken Prillaman and Scott Gerber on this issue. He stated that he is inclined to keep this position vacant for the next six months to give him sufficient time to evaluate the level of experience with his personnel and in the organization. He added that he may add a Battalion Chief rather than a Captain position at the present time to address the vacant position.

#### **2. Part-time Admin Assistant**

Chief Mackey stated that he had a discussion with Ana and Kellie about incorporating some of their work load into this new part time Admin Assistant position. He stated that the main responsibilities of this new position would be data entry, training record keeping, and record management.

#### **3. Radios for Officer**

This issue had been discussed earlier.

### **ii. Paid On-Call Firefighters**

#### **1. Fab 4**

Chief Mackey stated that the Fab 5 is now the Fab 4 as one of the recruits has decided to resign.

#### **2. 4 New Recruits**

Chief Mackey stated that they are finishing up the interviews with four new recruits and Firefighter I training begins next week.

#### **3. August Cohort**

There was no discussion regarding the August cohort.

#### **4. Jason Bliss**

Chief Mackey stated that this item will remain on future agendas until October, when the leave of absence expires.

## **c. Apparatus & Stations**

### **i. New Chief 1 Vehicle**

Chief Mackey stated that the new Chief Vehicle will be sent out to be equipped on July 22<sup>nd</sup>. He stated that outfitting the vehicle should take approximately three weeks.

### **ii. New Rescue 12**

Chief Mackey stated that he will call Ford next week to find out the status of this vehicle. It is his understanding that the delay is due to a backorder on red paint.

### **iii. Fire Station Remodeling**

Chief Mackey stated that the remodeling project is pretty much done except for some decisions that have to be made concerning the purchase of televisions and desks for the rooms. He stated that he intends to revisit this issue with the officers as these are pretty small rooms that may not easily accommodate televisions and desks once the beds are added.

Further discussion was held on whether there were any grant funds left to be requested. Chief Mackey stated that he would look through the grant documents to see if there any additional grant funds left to be reimbursed.

### **iv. Capital Improvement Plan**

Chief Mackey stated that he would like to spend some time reviewing our fleet equipment schedule. He stated that we are paying a lot on equipment and vehicles and he would like to explore the possibility of lease agreements. He stated that the lease agreements would be solely for our utility vehicles. He stated that leases would provide for safer vehicles, fewer maintenance costs, and a better overall price.

He added that he would also like to look into equipment and emergency management grants through Hennepin County, which may be able to offer up to 40,000 in grant funds.

### **d. 2019 Overnight Duty Crew Staffing Update**

Chief Mackey stated that he will be meeting tomorrow on such Duty Crew staffing issues as the starting date, bidding for shift process, and expectations and procedures. He stated that the intent of the Duty Crew is to be geared to respond to nuisance calls and leave the significant calls for the entire department.

### **e. Special Events: Dance / Tour de Tonka**

Chief Mackey provided a summary of the 4<sup>th</sup> of July and on the upcoming Firefighter Dance on July 19<sup>th</sup> and the Tour de Tonka on August 3<sup>rd</sup>.

### **f. Marine Program Update**

Chief Mackey stated that he will continue to provide updates on the Marine program as they become available.

## **9. Other**

There was no other business to discuss.

## **10. Next Meeting**

The next meeting of the Operating Committee will be held on Wednesday, August 14, 2019 at 9:00 a.m.

## **11. Adjournment**

Motion to adjourn by Dana Young, seconded by Greg Lerud. Motion carried 4-0. The meeting adjourned at 10:42 a.m.

Respectfully submitted by Dana Young  
Recording Secretary