

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

**Call to Order**

The meeting was called to order at 9:14 am.

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

**1. Approval of Agenda**

Motion by Lerud, second by Luger to approve the February 20, 2019 agenda as submitted, motion carried 4-0.

**2. Approval of January Minutes**

Motion by Young, second by Luger to approve the January 16, 2019 Operating Committee minutes, motion carried 4-0.

**3. Approval of Bills**

Chief Gerber gave a brief review of the January 2019 bills. Motion by Tingley, second by Lerud to approve the bills as presented in the amount of \$716,278.97. Motion carried 4-0.

**4. Budget Updates**

Gerber stated that the 2018 audit is underway and likely to be presented at the March EFD Board Meeting. He expected the audit to reflect an undesignated fund balance of 36%, above the 20%-30% required by Board policy. Gerber stated that some of the extra funds are being used for the remodeling projects at Stations 1 and 2. Gerber also stated that he expects to have a draft of the 2020 budget before he departs towards the end of March.

**5. Administrative Reports – January 2019**

Chief Gerber noted there were 57 calls for service in January, below the monthly average for January. February so far has been a different story with 11 structure fires in the Excelsior Fire District or in neighboring districts. Chief Gerber provided information on the calls for service, firefighter points and activity, and inspection reports. He stated that the number of mutual aid calls has impacted enroute and on-scene average times.

**6. Board Meeting Items**

A special board meeting has been scheduled for February 20<sup>th</sup>, 2019 to discuss the Fire Chief job description, advertising for the position and authorizing a timeline of hiring interim chief and full time chief. The next Regular Board meeting will be held March 20, 2019. Expected agenda items for that meeting include 2018 audit, approval of Relief Association pay out increase, clarify EFD media point of contact, initial 2020 budget draft and 2018 year-in-review.

**7. Administrative Updates**

- a. Fire Chief Transition. Chief Gerber and operating committee members discussed the hiring and expectations of an interim fire chief, and night-time staffing. The committee members drafted expectations of the interim chief to present to the board at tonight's meeting.
- b. **Personnel Staffing.** Chief Gerber reported there are presently 40 members on the department.
- c. **2019 Night Time Staffing.** Chief Gerber said that night time staffing model is moving forward and will need to be managed by the incoming interim chief/
- d. **Special Events.** An Excelsior Special Event Planning Session is scheduled for March 13<sup>th</sup>. 2019 Community Public Safety meeting is scheduled for March 19<sup>th</sup>.
- e. **Fire Station Remodeling.** The station remodeling projects are on schedule at both stations to develop rooms for overnight staffing.
- f. **2019 Vehicle Purchases.** Both the Rescue 12 replacement vehicle and the new Command Vehicle are expected to arrive in April/May.

8. **Other**

None.

9. **Next Meeting Date and Time**

The next meeting of the Operating Committee will be held on Wednesday, March 7th, 2019 at 9:00 a.m.

11. **Adjournment**

With no other business a motion to adjourn by Young, seconded by Luger, all voted in favor and the meeting adjourned at 10:26 am.

Respectfully submitted by John Tingley  
Recording Secretary