

**Excelsior Fire District
Operating Committee Meeting Minutes
February 18, 2020**

Call to Order

The meeting was called to order at: 11:38 a.m.

Members Present: Fire Chief Curt Mackey, Deephaven City Administrator Dana Young, Tonka Bay City Administrator Kathy Laur, Excelsior City Manager Kristi Luger and Shorewood City Administrator Greg Lerud.

1. Approval of Agenda

Motion by Lerud, second by Young to approve the February 18, 2020 agenda as submitted, motion carried 4-0.

2. Approval of Minutes – January

Motion by Young, second by Lerud to approve the January 15, 2020 Operating Committee minutes, motion carried 4-0.

3. Approval of Bills

Young gave a brief review of the January bills. Motion by Lerud, second by Young to approve the January bills in the amount of \$757,491.35, motion carried 4-0.

4. Budget Updates

Chief Mackey said that the SCBA AFG Grant application is about 90% complete; the deadline is March 14th. He also mentioned that the biggest item for the 2021 budget is the administrative specialist. Her pay is low, and he wants to make the position full-time. He is considering changing her title from Administrative Specialist to Office Manager.

5. Administrative Reports

Chief Mackey noted that there were 75 calls for service in the month of January, compared to 57 calls in January 2019. Chief Mackey provided information on the response, calls for service, firefighter call percentages, firefighter activity, and inspection reports.

6. Board Meeting Items

- a. Major 'All Call' Reviews – Chief Mackey recently discovered that their workers' compensation premium is high due to the increasing number of post-traumatic stress disorder (PTSD) claims among cities. The EFD and the South Lake Minnetonka Police Department (SLMPD) recently responded to a call where a 7-year old boy was found deceased; they are taking steps to help ease potential PTSD among the responders. Chief Mackey also updated the Operating Committee on the recent 'all call' involving a house fire in Woodland.
- b. Enterprise Lease Program Update – Chief Mackey reported that they are still looking at the lease agreements with Enterprise.

- c. Overnight Duty Crew Update – Chief Mackey mentioned that the overnight duty crew model continues to go well.
- d. Pay Study – Chief Mackey stated that most of the EFD’s wages are slightly above the average according to the pay study that the EFD Board requested.
- e. Other Board Meeting Items – Young added that the audit report will be presented at the March 25th Board meeting, which will have three findings.

7. Administrative Updates

- a. Leadership Development Plan – Chief Mackey said that they continue to work with Scott Nelson on training and it is still going incredibly well.
- b. Personnel/Staffing – Chief Mackey noted that he just received a resignation letter from Peggy Cox.
- c. Officers and Staff – Chief Mackey stated that the three new recruits are doing well and that he is considering incorporating a psychological evaluation as part of the hiring process, which the Operating Committee supported.
- d. Apparatus & Stations – Chief Mackey reported several items up for replacement in 2021, including: SCBAs, Extrication Tool Station Two, ATV Mule and Trailer, and Utility 11. The Hovercraft has also been officially removed from the fleet; the EFD paid \$34,000 for it and received \$13,800.

8. Other

Young mentioned that the EFD is short on cash and is concerned that they will not make it to April. After some discussion, the Operating Committee agreed to cash out the CD at Bridgewater Bank and look into the 4M fund as a more fluid investment option.

9. Next Meeting Date and Time

The next meeting of the Operating Committee will be held on Wednesday, March 11, 2020 at 9:00 a.m.

10. Adjournment

Motion by Lerud, second by Young to adjourn the meeting at 12:30 pm, motion carried 4-0.

Respectfully submitted by Kristi Luger
Recording Secretary