

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

1. Call to Order

The meeting was called to order at 9:08 a.m.

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

2. Approval of Agenda

Motion by Dana Young to approve the March Agenda as submitted. Seconded by Greg Lerud. Motion carried 6-0.

3. Approval of February 2020 Minutes

Motion by Dana Young to approve the February 18, 2020 Operating Committee minutes. Seconded by Kristi Luger. Motion carried 6-0.

4. Approval of Bills

The Committee reviewed the March 2020 Bills.

Motion by Kristi Luger to approve the March 2020 Bills in the amount of \$89,118.83. Seconded by Deb Kind. Motion carried 6-0.

5. Budget Updates

a. 2021 Looking Ahead

Chief Mackey stated that he has had conversations with Dana Young about creating a fulltime position that would enable Ana to take over Fiscal Agent duties. Dana Young stated that he and the Deephaven City Council were in support of this proposal.

Greg Lerud stated that the District would have to take into account new software costs that would be needed when taking over this position.

Dana Young stated that Deephaven currently uses Civic Systems for fund accounting, payroll and payables for the Fire District. He noted that other software systems are available such as Banyon Data.

Deb Kind and Kathy Laur both suggested QuickBooks.

Chief Mackey stated that he talked with Police Chief Meehan and was informed that the SLMPD uses QuickBooks.

b. SCBA AFG Grant Completed

Chief Mackey stated that he submitted a robust grant request that included 35 airpaks and a new compressor. He stated that he added 4 airpaks to the request for training purposes. He stated that if the grant isn't approved, he will have to fall back to using funds from the Capital Equipment Fund and would likely have to scale back on the equipment to meet budgetary limitations. He stated that he believes he will be notified on the grant award by April 30th.

c. Administration Specialist Full Day

Chief Mackey stated that he is looking at developing a job description for this position and determining an appropriate pay schedule for the position.

6. Administrative Reports – February 2020

Chief Mackey stated that they haven't seen a spike in calls since the COVID-19 outbreak and added that they are backing off on inspections for the immediate future.

Greg Lerud noted that Duty Crews seem to be working well.

Chief Mackey agreed that the Duty Crew program is going very well and the firefighters are happy with it. He stated that schedules are filled out immediately after they are posted. He stated that he wants to wait until summer is over before he considers adding additional overnight days. He added that with 34 current responders, the Department will be backing off of recruitment efforts until after the COVID-19 virus is over.

7. Board Meeting Items

a. Major "All Call" Reviews

Chief Mackey stated that is nothing new to report on major calls.

b. Enterprise Lease Program Update

Chief Mackey stated that they had ordered a Toyota Rav 4 for the Fire Inspector's position but the ordered was cancelled. He stated that this is unfortunate because the vehicle was ordered at a great price and with an excellent resale value. He stated that he will simply have to wait and see what happens with this program.

c. Pay Study

Chief Mackey stated that he will be sending out a pay study that shows that the proposed salary increase for the Office Manager position should have a minimum impact on the 2021 Budget with the elimination of fiscal agent services.

d. COVID-19 Response Update

Chief Mackey stated that COVID-19 has had a significant impact on emergency services. He stated that some departments have stepped away from providing medical response while others have not changed any of their procedures. He stated that the EFD falls somewhere in the middle.

He stated that Hennepin County Dispatch is triaging calls such that each caller is asked a series of questions, such as whether they are experiencing flu-like symptoms, to determine their potential exposure to the virus. He stated that the firefighters will stage unless it is a critical response, in which case they put on their personal protective equipment and respond to the patient. He stated that if the call is not critical, the EFD will wait for the ambulance to arrive. The EMT's will let them know if further assistance is needed. Chief Mackey added that those firefighters that are over 55 years of age or with children under 3 years old will be used solely for staging and will not respond directly to a patient potentially exposed to the virus.

Kristi Luger asked if this new procedure will adversely impact the point system. Chief Mackey stated that it hasn't but the point system could be adjusted if needed. He stated that the firefighters appear comfortable with how we are responding.

8. Administrative Updates

a. Leadership Development Plan

Chief Mackey stated that the leadership program continues to go well. He stated that significant improvement has been made with administrative and emergency management capabilities over the past year. He noted that incident command has really improved with the addition of the radios. He added that they will take the rest of the summer off before reevaluating the need and direction of future leadership training.

b. Personnel / Staffing

Chief Mackey stated that there are currently 37 firefighters and the numbers appear to be moving in the right direction. He noted that with 6 or so firefighters planning to retire within the next 6-12 months, there is a need to hire 5-10 new recruits.

c. Officers & Staff

Chief Mackey stated that he has posted several Coordinator positions and all have been filled with excellent candidates.

9. Apparatus & Stations

a. SCBA Replacement in 2021

Chief Mackey reiterated that funding for SCBA replacement will be funded either through a grant or the Capital Equipment Fund.

b. Extrication Tool Station 2 in 2021

Chief Mackey noted that an extrication tool will be included in the 2021 Capital Equipment Fund Budget for Station 2.

c. ATV Mule & Trailer 2021

Chief Mackey noted that the ATV Mule & Trailer will be included in the 2021 Capital Equipment Fund Budget.

d. Utility 11 in 2021

Chief Mackey noted that Utility 11 will be included in the 2021 Capital Equipment Fund Budget.

e. Marine Program Update (Hovercraft Sold)

Chief Mackey noted that the Hovercraft has been sold for over \$13,000 and the proceeds placed in the Capital Equipment Fund. He provided an update on discussions with the Fire Relief Association on the use of their General Fund and reported that there appears to be an interest in making the purchase of a new boat a fundraising priority over the next few years. He stated that he will provide more details on this decision as more information becomes available.

10. Other

The March 25, 2020 EFD Board meeting has been cancelled and may be rescheduled in April.

11. Next Meeting

The next meeting of the Operating Committee will be held on Wednesday, April 15, 2020 at 9:00 a.m.

12. Adjournment

Motion to adjourn by Dana Young, seconded by Greg Lerud. Motion carried 6-0. The meeting adjourned at 10:13 a.m.

Respectfully submitted by Dana Young
Recording Secretary

This meeting was conducted with Zoom over a electronic source