

**Excelsior Fire District
Operating Committee Meeting Minutes
June 18, 2019**

Call to Order

The meeting was called to order at 9:02 am.

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

Also Present: Greenwood Councilmember & EFD Boardmember Tom Fletcher and Firefighter Pat McCarthy

1. Approval of Agenda

Motion by Young, seconded by Tingley to approve the June 18, 2019 agenda as submitted, motion carried 4-0.

2. Professional Development Discussion with Pat McCarthy

The Operating Committee provided Pat McCarthy with some feedback regarding his participation with the Fire Chief interview process.

3. Approval of Minutes – March, April, May

Motion by Young, seconded by Tingley to approve the May 15, 2019 Operating Committee minutes, motion carried 4-0.

4. Approval of Bills

Young and Chief Prillaman gave a brief review of the June 2019 bills. Motion by Lerud, seconded by Young to approve the bills as presented in the amount of \$106,283.62. Motion carried 4-0. Chief Prillaman also received feedback on creating a lost receipt form for expenses that do not accompany a receipt.

a. Follow up on Gerber Gift. Chief Prillaman stated that the Fire Relief Association narrowly approved the grill expense. Because it was narrowly approved, Chief Prillaman revisited the issue and agreed to fund the grill by using \$350 in donations collected for the grill, \$150 from the Excelsior Fire District, and \$667.69 from the Fire Relief Association.

5. Budget Updates

a. 2020 Budget. Chief Prillaman wanted to know what budget materials are sent to the City Councils for the upcoming budget meeting with the Cities. The Operating Committee responded that it's the same materials that the Excelsior Fire District Board reviewed.

b. 2021-2025 Forecast. Chief Prillaman asked the Operating Committee whether the 2021-2025 Forecast should be presented at the budget meeting with the Cities. The Operating Committee agreed that the 2019 Budget should be the sole focus of the budget meeting and that the forecast should not be included.

6. Administrative Reports – May

Chief Prillaman noted there were 78 calls for service in May; the year-to-date calls are now mostly on track with yearly averages. Chief Prillaman also provided information on the calls for service, firefighter points and activity, and inspection reports.

- a. **Multiple Calls, to Single Address.** Chief Prillaman reported that there have been twelve calls to a single address and requested feedback on how to address the situation. The Operating Committee agreed that the Excelsior Fire District should continue to respond to the calls but to start charging a fee for excessive use of services.

7. Board Meeting Items

- a. **Board Budget Work Session – June 26, 2019.** The budget is the only item on the agenda.

- b. **Greenwood Request Update.** The questions from the Excelsior Fire District Board regarding the Joint Powers Agreement have been forwarded to the attorney. Chief Prillaman is anticipating the attorney's response to be on the July agenda.

8. Administrative Updates

- a. **Fire Chief Transition.** Curt Mackey, the new Fire Chief, starts on Monday with a pinning ceremony from 5:30 to 6:30 pm. Chief Prillaman asked for feedback regarding Lisa Sorensen's proposal; the Operating Committee agreed that there is value to working on a leadership development plan with Curt and that the Chief should proceed with the proposal. Chief Prillaman is intending to move to the Assistant Fire Chief office and support Curt during the nine-day period of overlap.

b. **Personnel/Staffing.**

- i. **Officers & Staff.** The Assistant Fire Chief position has intentionally remained vacant to give Curt an opportunity to decide how to proceed. Chief Prillaman also mentioned that Greg Lerud had asked whether a part-time administrative assistant could be hired this year given the favorable budget conditions instead of waiting until next year. The Operating Committee was supportive of presenting the position to the Board in July and possibly having someone start in September.

- ii. **Paid-On-Call Firefighters.** The 'fab five' are still under probation and the four new firefighters are not qualified for the duty crew, which means there are only 31 firefighters available for duty crew shifts. Chief Prillaman asked for feedback regarding Jason Bliss being unable to return to active firefighter status within the one-year requirement. The Operating Committee agreed that it was best to allow the calendar to run out.

- c. **Apparatus & Stations.** The new Fire Chief vehicle is almost ready, which will have a cascading effect with the other vehicles. The new rescue 12 apparatus is not available yet due to Ford running out of red paint. The remodeling of the fire stations is mostly done except for the technology in each room.

- d. **2019 Overnight Duty Crew Staffing Update.** The scheduling of the overnight duty crew ended up being more complex and inconsistent than what Chief Prillaman originally thought. He is going to work with the officers on cleaning up the policy and then start the overnight duty crew program.
- e. **Special Events.** The special events have overall gone well, and the special event plans are now more complaint with NIMS.
- f. **Marine Program.** Chief Prillaman has had two conversations with the St. Paul Fire Department regarding their Marine Program and potential training opportunities.

9. **Other**

None.

10. **Next Meeting Date and Time**

The next meeting of the Operating Committee will be held on Wednesday, July 10th, 2019 at 9:00 a.m.

11. **Adjournment**

Motion by Young, seconded by Lerud to adjourn the meeting at 10:53 am. Motion carried 4-0.

Respectfully Submitted by Kristi Luger
Recording Secretary