

**Excelsior Fire District
Operating Committee Meeting Minutes
August 7, 2019**

Call to Order

The meeting was called to order at 9:05 am.

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

1. Approval of Agenda

Motion by Lerud, seconded by Young to approve the August 7, 2019 agenda as submitted, motion carried 3-0.

2. Approval of Minutes – July

Motion by Young, seconded by Lerud to approve the July 10, 2019 Operating Committee minutes, motion carried 3-0.

3. Approval of Bills

Young gave a brief review of the August 2019 bills. The Operating Committee questioned reimbursing another officer for a new cell phone and believed that a cell phone reimbursement policy should be created, which Chief Mackey agreed to do. Motion by Lerud, seconded by Young to approve the bills as presented in the amount of \$41,765.62. Motion carried 3-0.

4. Budget Updates

- a. 2020 Budget (Update).** Chief Mackey reported that Deephaven and Excelsior have approved the 2020 budget. Shorewood will discuss the budget on Monday and Tonka Bay will discuss it on Tuesday.
- b. Credit Card/House Accounts (Update).** Chief Mackey is in the process of figuring out how to move to the new purchasing card system and eliminate house accounts.
- c. Selling Items Process.** Chief Mackey noted that there is no formal process for selling items that the Excelsior Fire District (EFD) no longer needs. In the past, larger items would go out to a government bid website and smaller items would be made available for any of the members to purchase. The Operating Committee agreed that a policy should be created.

5. Administrative Reports – July 2019

There were 99 calls for service in July, which is a little higher than last July with 85 calls. Chief Mackey stated that there seems to be more vehicular accidents due to County Road 44 being closed.

6. Board Meeting Items

- a. **Greenwood Request Update.** Chief Mackey said that the follow-up questions the Board discussed have not been sent yet to the attorney.

7. Administrative Updates

- a. **Leadership Development Plan.** Chief Mackey reported that he has been looking at the officers as a whole and identifying some leadership gaps. There is an extensive leadership program that is completely reimbursable and there are three officers who are interested in participating in the program.
- b. **Promotion Versus Acting Position.** Chief Mackey is planning to put together a promotion process for filling one of the captain positions and the assistant chief position instead of continuing to utilize the acting position method.
- c. **Part-time Administrator.** Chief Mackey noted that the application materials are complete and that the position will be posted once the 2020 budget is officially approved.
- d. **Paid On-Call Firefighters**
 1. **Fab 4.** Chief Mackey said that they have all passed their firefighter certifications and that they can become frontline firefighters as soon as they are tested off the EFD processes.
 2. **4 New Recruits.** Chief Mackey mentioned that the four new recruits have just started their classes.
- e. **Apparatus & Stations**
 1. **New Chief 1 Vehicle (Update).** Chief Mackey stated that the new vehicle is in, but that it will still be two weeks before it arrives at the station.
 2. **New Rescue 12 (Update).** Chief Mackey is still unsure of the arrival date of the new Rescue 12 vehicle.
 3. **Fire Station Remodeling.** Chief Mackey reported that the overnight crew has started and that everything is going relatively smoothly. They are still working on properly connecting the televisions and computers in each room.
- f. **2019 Overnight Duty Crew Staffing Update.** Chief Mackey noted that all the August shifts are full.
- g. **Marine Program Update.** Chief Mackey said that they have not done much training since they have been focused on getting the boat back up and running. They replaced the boat's prop which has made a huge difference.

8. Other

There was no other business to discuss.

9. Next Meeting

The next meeting of the Operating Committee will be held on Wednesday, September 11, 2019 at 9:00 a.m.

10. Adjournment

Motion by Dana Young, seconded by Greg Lerud to adjourn the meeting at 10:05 a.m.
Motion carried 3-0.

Respectfully submitted by Kristi Luger
Recording Secretary