

**Excelsior Fire District Board
EFD Governing Board Meeting
Wednesday, July 25, 2018**

**24100 Smithtown Road
Shorewood, Minnesota
6:00 P.M.**

MINUTES

1. CALL TO ORDER

Chair Erickson called the meeting to order at 6:00 P.M.

ROLL CALL

Present: Excelsior Fire District (EFD) Boardmembers: Chair Erickson; Vice Chair Jennings (arrived at 6:20 p.m.); Boardmembers Fletcher, Miller and Sundberg

Also present: Excelsior Fire District (EFD) Chief Gerber; Tonka Bay City Administrator Tingley; Deephaven Administrator/EFD Fiscal Agent Young; Excelsior City Manager Luger; and, EFD Assistant Chief McCarthy

Absent: Shorewood City Administrator Lerud

2. AGENDA APPROVAL

Sundberg moved, Miller seconded, approving the EFD Governing Board meeting agenda as presented. Motion passed 4/0.

3. APPROVAL OF MINUTES

A. May 30, 2018, EFD Board Regular Meeting Minutes

Fletcher moved, Miller seconded, approving the EFD Board Regular Meeting Minutes of May 30, 2018, as presented. Motion passed 4/0.

B. June 27, 2018, EFD Board Work Session Minutes

Sundberg moved, Miller seconded, approving the EFD Work Session Meeting Minutes of June 27, 2018, as presented. Motion passed 4/0.

4. CONSENT AGENDA

A. Monthly Fire District Administrative Reports – June 2018

- i. Call Reports**
- ii. Firefighter Activity**
- iii. Firefighter Percentages**
- iv. Inspection Reports**

- B. Report of the Operating Committee – June 2018**
- C. Treasurer’s Report**
- D. Administrative Update**

Sundberg moved, Fletcher seconded, approving the motions contained on the consent agenda. Motion passed 4/0.

5. MATTERS FROM THE FLOOR

There were no matters from the floor presented this evening.

Chief Gerber requested that Item 8D. the Station Remodeling Project be brought up on the agenda so that a guest would not have to stay for the entire length of the meeting.

8. NEW BUSINESS

D. Station Remodel Project

Chief Gerber introduced Architect with Wold Architects and Engineers, John Macnamara. He stated that the goal was to have the project completed by May 2019 and pointed out that the grant the board received for the project required that the project be completed no later than June 2019.

Mr. Macnamara stated that his firm has experience with public sector architecture and stated that they are very familiar and equipped to handle deadline schedules. He stated that the schedule would consist of going through the design process this fall and then submitting for bids with the hope to start construction by January 2019. He explained that this would allow time to submit paperwork for the grant as well. He stated that being an indoor project winter is a good time for this remodel project.

Boardmember Fletched asked if the goal would be to hire one general contractor that would organize sub-contractors. Mr. Macnamara replied yes that would be the case.

Boardmember Miller asked Mr. Macnamara to further explain the bidding process and speak to the estimated cost of the project. Mr. Macnamara stated that they would first validate the preliminary cost estimates that were gathered and stated that the project would then be opened to the competitive bidding process. He stated that it is important to work with the local officials on code requirements and to ensure that the areas are being built to a safe standard that complies with all code regulations.

Baordmember Fletcher asked if the cost of the project was affected by the fact that there were two stations with two different designs. He also commented that he did not feel that the cost estimate was too high for the scope of the proposed project. Mr. Macnamara agreed.

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Chief Gerber stated that either himself or Mr. Macnamara would return to the board to provide updates periodically throughout the length of the project.

Chair Erickson questioned if the board was comfortable with that approach.

Boardmember Fletcher stated he felt that would be the most efficient way to keep updated.

Chair Erickson agreed and stated they would know more when the bidding process time came.

Chief Gerber stated that there are technology updates associated with the station remodels as well. He explained that he put a request in the weekly newsletter update inviting that the firefighters to provide opinions regarding the project. He stated that he has already received some feedback. Chief Gerber stated that station alerting is being investigated also. He thanked Mr. Macnamara for attending the meeting.

6. REPORT AGENDA

A. Fire Chief / Fire District Report

- **Training**

Chief Gerber stated the training staff is in the process of going through boat and water training and core skills. He explained that there was a three-week rotation for training and stated that the timing helped with a recent call they responded to.

- **Fire Prevention**

- **Inspections**

Chief Gerber noted that the inspections staff continues to train and stated that this is the busy time of the year. He pointed out the special event inspections are important this time of year. He stated that plan review is important with remodel projects and the special events also.

- **Fire Suppression / Response**

Chief Gerber stated they were at 480 calls year to date which was about 40 more calls compared to this time last year. He pointed out that back in May they were about 70 calls ahead of last year but explained that the calls even out with various events that occur throughout the year. Chief Gerber stated that there have been several significant calls since May. He explained that the types of calls varied, and he stated that the department has received thank you notes for their services. He discussed a structure fire that happened in the City of Deephaven and pointed out that it was on the same day of the dance. He stated that this definitely had an impact on the fundraiser event. He stated that there was an ongoing investigation for this fire.

Boardmember Sundberg inquired if there were such a finding in an investigation would that information be shared with the Board as a whole or merely with the City involved. Chief Gerber replied that the information would mainly be shared with the City involved unless it was something that would impact the Board as a whole.

- **Special Events**

Chief Gerber stated that this is the busy time of year but commented that June 9th and 10th went well and stated that the triathlon also went well. He stated that this time of year rain and weather affect the special events and some events must be called off. He said that the fourth of July went well this year and commented that crowds were down this year due to the holiday being in the middle of the week. He stated that the dance went well and thanked everyone for their participation. He stated that rain also affected this event but stated that it did not cause many people to leave and commented that it is a great fundraiser. He also commented on the success of the car show event. He then commented on the, upcoming events including the VIP event August 1st, Night to Unite August 7th, Safety Camp August 8th and the Open House October 4th.

- **Emergency Management**

Chief Gerber stated the special events are part of this and stated that he has been working with the Police Department to work with Hennepin Count Public Health so that if there were some major public health event they could be more prepared.

- **Administrative**

Chief Gerber explained that there are 3 full time staff, along with the part-time staff and the 38 paid on-call firefighters. He stated that there have been no recent changes but emphasized the importance of the duty crew model. He stated that this model is running 18 hours per week at this time.

- **Other**

Chief Gerber stated that Station 2 had a failure in the condensing unit and the heating unit. He stated that it has been replaced and that it is up and running. He stated that the replacement is the largest unit available without switching to a rooftop unit. He explained that they consulted and discussed options regarding the remodel of the station to ensure that the new unit would be acceptable for the remodeled station also. He stated that September 30, 2018 is the Fallen Firefighters Memorial at the state capital.

7. UNFINISHED BUSINESS

A. EFD Relief Association Report / Update

i. Review and Certification of the SC Form

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Chief Gerber stated that President Duncan of the relief association was unable to attend and the Vice President Hoo was also unable to attend so he would give a brief update. He explained that the Certification Form was an annual requirement. He stated that this form needs to be certified by the Board no later than August 1st.

Chair Erickson inquired if the boardmembers had looked over the information and asked if there were any questions.

Jennings moved, Sundberg seconded, to accept the report and recognizing certification of the SC Form. Motion passed 5/0.

B. 2019 Budget Updates

Chair Erickson stated that the second draft budget included in the packet has not changed since the last meeting with the Mayors and Council Members. He stated that the board's action would be to accept the draft as a recommended budget. He asked if there were any questions

Chief Gerber stated that the board would need to make a motion to accept the draft so that he could send it to the Cities for their review and action. He stated that he already has dates set with Shorewood and Greenwood to attend the Council Meeting at which the EFD budget would be discussed.

Boardmember Jennings asked if the failure of the unit at Station 2 would impact the 2018 budget so significantly that they should consider any changes to the proposed 2019 budget. Chief Gerber stated that he did not believe that it would. He stated that if there was any impact it would likely come from the unreserve fund balance rather than the 2019 budget.

Boardmember Fletcher asked what the cost of the replacement was. Chief Gerber replied that it was \$8,000.00.

Fletcher moved, Jennings seconded, approving both the operating and capital recommended budgets for 2019. Motion passed 5/0.

C. Follow-up from EFD Board work Session on June 27th – EFD Staffing

Chair Erickson stated that tonight could be an opportunity to discuss this. However, if this would be a lengthy discussion then maybe they could discuss at a future meeting.

Boardmember Jennings apologized for being late and stated that he thoroughly read the minutes from the last meeting. He inquired if they needed to make a firm decision on the option of conducting a study. Chair Erickson stated that he was correct, the board would need to make a decision on whether they wanted to conduct a study and stated that if they did want a study then they would also need to determine what such a study would look like operationally. Boardmember Jennings stated that after reading the minutes he felt that there was a good discussion and stated that it seemed like the organization had the resources to conduct an

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internal study. He questioned if an internal study would allow them to get results prior to the year end. Chair Erickson stated that the board would need to decide if conducting a study prior to the year end was even necessary. He stated that he was not convinced that a study prior to the year end was necessary.

Boardmember Sundberg agreed. She stated that there were many other places where those funds could be allocated rather than to a study.

Boardmember Fletcher stated that his preference would be for the Chief to meet with the police department and conduct an inventory and look at the history of calls. He stated that after meeting they could report back to the board with a detailed report of their findings.

Boardmember Miller stated that he agreed and commented on the talent and expertise of the organization and its members. He stated that he was confident that the board could handle things internally by developing a strategy.

Boardmember Jennings inquired what a realistic time frame would be.

Chief Gerber stated that he took away three key points from the last meeting. One being medical response. He stated that he has already reached out to meet with providers and compile data. He stated that the second point was that the board needed to develop benchmarks for analyzing their service delivery. He stated that the third thing he noticed was communication. He explained that his goal would be to better communicate through quarterly updates.

Boardmember Sundberg stated that it is sometimes difficult to summarize such information and suggested that the City staff and electives be invited to attend future meetings. Chief Gerber agreed and stated that all are always welcome to attend their meetings and are welcome to call and ask questions any time. Boardmember Sundberg stated that she would try to personally do a better job of relaying information to her City representatives.

Chair Erickson stated that it is good for the City representatives to raise questions and concerns. He stated that he was in support of the quarterly updates.

Boardmember Fletcher stated that there was no meeting in August. He suggested that they reach out to the City representatives to let them know a head of time if the staffing study item was on the agenda for discussion.

Boardmember Miller stated that he also liked the idea of providing quarterly reports. He commented that based on the questions that arose at the last meeting he felt such an approach would be beneficial.

D. Station Remodeling Project

Chair Erickson stated this item was already discussed.

E. Station 1 Concrete Replacement Project

Chief Gerber stated that they were working with WSB Engineering Firm, He stated that he was hoping to have bids for the board but did not have them yet, He stated that he felt that the project was on the right track even though it was going a little slower than he expected.

Boardmember Fletcher cautioned that they should be patient and make sure they hire a great contractor.

8. NEW BUSINESS – continued

A. EFD Reserve Update

Chief Gerber stated that Captain Cole was here to provide some updates.

Captain Cole stated that he has been with the organization 11 years ago. He discussed that memberships rely on recruits, retirees, and citizens. He pointed out that there are four full members and stated that they do not receive compensation. He explained the current members and explained that they all have skills to offer. He stated that the Reserves help staff the communication, transport equipment, and operate equipment. He said they help with training, special events, maintenance, technology, mapping and preplans. He discussed Active 911 and stated that this app is a cost-effective alternative to computers.

Boardmember inquired what percent of firefighters had the Active 911. Captain Cole stated that 99 percent probably have the app. Boardmember Fletcher inquired what percent have the location sharing information on. Captain Cole replied that likely less than half have that on. He explained that the app also helps with notifying others of responses.

Boardmember Fletcher inquired whether incentivizing firefighters to fully participate for example by using the location sharing portion of the app would be beneficial. Chief Gerber replied that it certainly could be, but they would have to evaluate the cost benefit ratio.

Chief McCarthy stated these features of the app are used from time to time.

Chief Gerber stated that there are pros and cons and stated that they are looking at these ideas.

Boardmember Miller inquired if costs have been reduced. Captain Cole replied yes iPad's have reduced costs significantly compared to buying computers.

B. EFD ISO Update

Chief Cole stated that the Insurance Service Organizations rates insurance for PPC (personal protection class). He explained that the scale is from 1 to 10 and lower is better. He stated that in 2013 the hydrant areas went from a 5 to a 4 and the non-hydrant areas went from a 9 to a 5. He stated that this year the area was rated overall and the district received a 3 overall. He stated that they are in the top 10 percent in the country. He explained that they measure communication, fire department, and water supply. He explained in detail the scoring system.

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He explained what the organization would need to do to further improve their score and stated that there didn't seem to be a dire need or even a practicality in doing so. He stated that they also received extra credit in prevention and education efforts. He thanked the Board for their support and communication.

Boardmember Miller inquired in ISO was national. Captain Cole replied yes. Captain Cole showed a demonstration of the Active 911 app on an iPad.

9. OTHER BUSINESS

None.

10. NEXT MEETING

A. Regular Board Meeting – September 26, 2018, 6:00 P.M., Station 1

Chair Erickson noted the next regular EFD Governing Board Meeting is scheduled for 6:00 P.M. on September 26, 2018, at Station I.

11. ADJOURNMENT

Sundberg moved, Miller seconded, Adjourning the EFD Governing Board Meeting of July 25, 2018, at 7:28 P.M. Motion passed 5/0.