



Excelsior Fire District

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Deephaven • Excelsior • Greenwood • Shorewood • Tonka Bay
24100 Smithtown Road, Shorewood, MN 55331

Operating Committee Meeting April 15, 2020

MINUTES

CALL TO ORDER & ATTENDANCE

Greg Lerud called the meeting to order at 9:07am.

Members Present: Deb Kind (Greenwood Mayor / City Administrator), Greg Lerud (Shorewood City Administrator), Kathy Laur (Tonka Bay City Administrator) arrived at 9:10am, Kristi Luger (Excelsior City Manager), Dana Young (Deephaven City Administrator)

Members Absent: None

Staff Members Present: Fire Chief Curt Mackey

1. Approval of Agenda

Motion by Luger to approve the agenda. Second by Young. Motion passed 4-0.

2. Approval of Minutes – March

Motion by Kind to approve the March minutes. Second by Luger. Motion passed 4-0.

3. Approval of Bills

Motion by Lerud to approve the bills. Second by Luger. Motion passed 4-0.

4. Budget Updates

a. 2021 Looking ahead

Chief: Only big increase will be pension. If we get grants it will help the CIP budget. Meeting with Insurance Service Organization (ISO) regarding overnight staff to see if we can lower our rating and lower our insurance cost.

Luger: Really need to watch the budget with the unknowns right now.

b. SCBA AFG Grant submitted (additional 100 million AFG for COVID-19)

Chief: We're out of compliance on NFP but we can make it work. AFG \$\$ must be for COVID-19 related expenses.

Lerud: We're getting a compressor, correct?

Chief: Yes, we are going to buy a compressor or retrofit the compressor we have. Also added 4-5 extra packs.

c. Administration Specialist full day new title and responsibilities

Chief: Building the position for posting. Almost ready to post. Could partner with Laura at SLMPD for training on Quickbooks. Looking at change firehouse software that is free. Reduce IT hours because there is in-house expertise for simple stuff.

5. Administrative Reports – March

- a. Responses
- b. Calls for Service
- c. Firefighter Call points
- d. Firefighter Activity
- e. Inspection Reports

Chief: FF points have been good, since so many are working from home. Everyone has been good at staying 6ft apart. FFs are doing free online training with the MN Fire Marshal's office. The training is NFPA and national registry approved. The hope that the MN Fire Marshal's office will continue offer the online training in the future. FF crew has been covering cleaning of the stations and the buildings look great. The cleaning company will be coming back.

Lerud: 20% of the calls were handled by overnight duty crews. If it wasn't for the duty crews everyone would have been woken up during the night.

Chief: The FFs are liking the duty crew system, because they know that the basic calls are covered.

6. Board Meeting items

- a. Major "All Call" reviews

Chief: 3 mutual aid calls – Mound house fire, Mound apartment building, Long Lake house fire. Major all-calls – gas leak at a store in Excelsior. Neighbors provided food for the crew. With less activity, there have been less calls.

- b. Pay Study (Office Manager Position)

Chief: Pay study results show that we are in the ballpark.

- c. 2021 Budget

See #4 comments.

- d. COVID-19 Response Update

Chief: Created a shift that ends at 8am. Expanded evening duty crews to include Thursday evenings since no training is happening now. Most shifts are being filled. Going through a lot of gloves, suits, and masks. Created a line item in the budget to keep track of all of the expenses and hours related to COVID-19. There is a mental toll. It was morale boost to receive 400+ masks anonymously. Some FFs have stepped away for family needs. Unclear whether they will come back.

Chief: Other EFD Board items – Relief Board is having difficulty mustering a quorum. Relief Board is going to look for guidance from the EFD Board. Auditor's report will be presented via Zoom. And there will be a budget update.

Lerud: Could consider partial Relief increases.

Young: Need current SE form to determine impact of increases.

Chief: The form should be completed soon.

Young: There seems to be acceptance and openness to revisiting the 5% increase.

Chief: The main impact is on a few people. 2 FFs are planning to retire this year. Favors pushing the decision off for a year.

7. Administrative Updates

- a. Leadership Development Plan

Chief: The hardest part is keeping people in their lanes, but overall is going well. Re-evaluate after COVID-19 settles down. 2-year contract with Scott Nelson for quarterly trainings (except summer) is coming to an end. The training has been helpful.

- b. Personnel / Staffing

Chief: Minimum requirements have been relaxed, so a FF who is high-risk for COVID-19 has been asked to not respond to calls.

- c. Officers & Staff

- d. Filled Apparatus Maintenance Coordinator, Asst. Apparatus Maintenance Coordinator, SCBA coordinator

Chief: Everyone is embracing their new roles and getting a lot of stuff done. Reorganizing the bays so everything is a drive-thru.

- i. 3 new recruits

Chief: No issues. Signing up for shifts. Coming to calls.

- ii. Interviewed 1 new candidate
Chief: The candidate is from WI and is highly qualified. He could get started without much training.
- iii. 3 applications on file
Chief: The cadette program is still on but might get pushed to a different location or put off for a year.

e. Apparatus & Stations

- i. SCBA replacement in 2021
- ii. Extrication tool station two 2021
- iii. ATV Mule and trailer 2021 (Grant submitted with Polaris Government sales)
- iv. Utility 11 2021 (Lease)
- v. Marine Program Update (Moved boat to Tonka Bay municipal dock)

Chief: Will pull back where we can for 2021 budget. Have a good place to park boat at marina.

8. Other

Chief: All EFD fundraising events have been cancelled for this year. Considering an online auction or a soft letter. Would like the operating committee to let the city councils and residents know that the EFD appreciates everyone's supports.

Luger: Consider celebrating the end of COVID-19 when the time comes.

Chief: Doing birthday party drive-bys. Can be set up online.

9. Next Meeting Date and Time – Wednesday, May 20, 2020

Kind will email a Zoom link for the 05-20-20 meeting.

ADJOURNMENT

Motion by Young to adjourn the meeting at 10:15am. Second by Luger. Motion passed 5-0.

Minutes respectfully submitted by Deb Kind

Meeting was conducted over an electronic platform specifically Zoom.