

**Excelsior Fire District
Operating Committee Meeting Minutes
June 17, 2020**

1. Call to Order

The meeting was called to order at 1:09 p.m.

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

2. Approval of Agenda

Motion by Dana Young to approve the June Agenda as submitted. Seconded by Deb Kind. Motion carried 4-0.

3. Approval of May 2020 Minutes

Motion by Dana Young to approve the May 20, 2020 Operating Committee minutes. Seconded by Greg Lerud. Motion carried 4-0.

4. Approval of Bills

The Committee reviewed the June 2020 Bills.

Motion by Kristi Luger to approve the June 2020 Bills in the amount of \$45,015.06. Seconded by Deb Kind. Motion carried 4-0.

5. Budget Updates

a. 2021 Looking Ahead

Chief Mackey noted that the 2021 EFD Budget will be completed this Friday. He stated that he intends to keep the overall increase as low as possible and will continue to push out capital equipment purchases for one or two years.

b. SCBA AFG Grant Submitted

Chief Mackey stated that there was nothing new to report on the SCBA grant.

c. Administration Specialist Full Day

Chief Mackey stated that there was nothing new to report on the Administration Specialist position.

6. Administrative Reports – May 2020

Chief Mackey stated that call volume is down slightly from last year. He noted that the District's call volume has stayed relatively steady throughout the COVID-19 pandemic while other departments have noted a significant reduction in call volume.

Deb Kind asked about the inspection schedule for the Greenwood Market.

Chief Mackey stated that inspections are typically based on a particular business's hazard level. He stated that high hazard businesses are inspected yearly and lower hazard businesses are inspected every three years. He added that the inspection of Greenwood Market should be coming up shortly, either at the end of May or in June. He stated that the number of inspections is lower this year overall due to COVID-19.

7. Board Meeting Items

a. Major "All Call" Reviews

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

b. Pay Study – Office Manager & Firefighter Positions

Chief Mackey stated that the 2021 Budget will reflect the comments of the Board regarding the pay studies presented at the last Board meeting for the Administration Specialist and Firefighter positions.

c. 2021 Budget

Chief Mackey had no further comments regarding the 2021 EFD Budget.

d. COVID-19 Response Update

Chief Mackey stated that nothing has changed regarding the COVID-19 Response Plan.

Chief Mackey noted that the Excelsior Fire Relief Association is very interested in funding a true rescue boat at an estimated cost of \$230,000. He stated that the current boat has had a number of mechanical issues, including recent issues that may require a new distributor at an estimated cost of \$1,000 or potentially the need for a new engine at a cost of \$6,000. He stated that with all these mechanical issues, its going to be very difficult to get the boat to last for another 5 years.

He stated that the problem is that the District's boat is a used boat, and much like every other Fire Department's boat around the lake, had been purchased used from the water patrol or the Department of Natural Resources.

Deb Kind asked if it would be possible to partner with Long Lake or Mound on a new boat. Chief Mackey stated that each department operates differently and this might prove to be difficult to do.

Further discussion was held on relocating the boat from the Tonka Bay Marina to an unused fire lane also located in Tonka Bay.

8. Administrative Updates

a. Leadership Development Plan

Chief Mackey stated that the Leadership Development Plan is on hold.

b. Personnel / Staffing

Chief Mackey stated that there are potentially five new applicants looking to join the District, one of which would include Ana.

c. Officers & Staff

Chief Mackey stated that he is considering reviewing their point system. He explained that they are currently using the Firehouse software system to help track points. He stated that the problem is that this software is difficult to use and they are considering switching to Image Trend, which is strongly supported and endorsed by the State Fire Marshall's office. He stated that Ana also strongly prefers the Image Trend software, which also includes payroll features.

9. Apparatus & Stations

a. SCBA Replacement in 2021

Chief Mackey stated that the replacement of SCBA gear could be extended further out and continue to meet OSHA standards.

b. Extrication Tool Station 2 in 2021

Chief Mackey stated that the extrication tool at Station 2 could be pushed out as the tool doesn't get a great deal of use out of Station 2.

c. ATV Mule & Trailer 2021

Chief Mackey stated that the purchase of the ATV Mule & Trailer could also be moved back if needed. He stated that he has submitted several grant applications to assist with the purchase of the ATV Mule & Trailer.

d. Utility 11 2021 Lease

Chief Mackey stated that Utility 11 will be leased through the Enterprise Lease Program in 2021.

e. Fire Marshall 2021 Lease

Chief Mackey stated that the Fire Marshall vehicle will be also be leased through the Enterprise Lease Program in 2021.

f. Marine Program Update

Chief Mackey noted that he didn't have anything new to discuss regarding the Marine Program that hadn't already been discuss earlier.

g. Concrete Project

Chief Mackey stated that the Shorewood City Engineer has estimated a cost of approximately \$170,000 for the concrete project, which would require a formal bid process. Further discussion was held on other options, such as potentially undertaking the project in three separate phases.

10. Other

Fire Inspection Kellie Murphy-Ringate joined the meeting to recommend the adoption of new standards addressing mobile cooking operations. She stated that she would forward a memo and the new appendix for potential adoption by the member cities.

11. Next Meeting

The next meeting of the Operating Committee will be held on Wednesday, July 15, 2020 at 1:00 p.m.

12. Adjournment

Motion to adjourn by Dana Young, seconded by Kristi Luger. Motion carried 4-0. The meeting adjourned at 1:59 p.m.

Respectfully submitted by Dana Young
Recording Secretary