

**Excelsior Fire District Board
EFD Governing Board Meeting
Wednesday, September 23, 2020**

**24100 Smithtown Road
Shorewood, Minnesota
6:30 P.M.**

MINUTES

1. CALL TO ORDER

Chair Jennings called the meeting to order at 6:33 P.M.

ROLL CALL

Present: Excelsior Fire District (EFD) Boardmembers: Chair Jennings; Vice Chair Labadie; Boardmembers Erickson, and Fletcher.

Also present: Excelsior Fire District (EFD) Chief Mackey; Deephaven/Greenwood Administrator/EFD Fiscal Agent Young; Shorewood City Administrator Lerud; Tonka Bay City Administrator Laur; Excelsior Operations Committee Wisdorf.

Absent: None

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MINUTES

4. CONSENT AGENDA

- A. Monthly Fire District Administrative Reports – July 2020 and August 2020**
 - i. Call Reports**
 - ii. Firefighter Activity**
 - iii. Firefighter Percentages**
 - iv. Inspection Reports**
- B. Report of the Operating Committee – July 2020, and August 2020**
- C. Treasurer’s Report**

Labadie 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.

6. REPORT AGENDA

EFD GOVERNING BOARD MEETING MINUTES

September 23, 2020

Page 2 of 5

A. Fire Chief Major “All Call” Reviews (Tonka Bay House Fire)

Chief Mackey reviewed the All Call report and Tonka Bay House Fire with the Board. Chair Jennings thanked the Fire Fighters for a great job that was done on the house fire and flagging the fire hydrant that appeared to have been backed into at one time. He noted that will be taken care of.

B. Communications

No updated was provided.

C. Personnel/Staffing

No updated was provided.

7. Unfinished Business

A. Concrete Project (Update)

Chief Mackey and Mr. Matt Hewba, Representative of Bolton and Menk made a presentation of proposed changes to the Board.

Boardmember Fletcher wondered if concrete is poured or opened up for the pipe to be put in.

Mr. Hewba explained it is set up to open cut it and patch the areas. He stated a seal coat of the parking lot will hide the patches.

Chair Jennings explained in conversations he has had with the Fire Chief, there was talk about some of the increase in the project itself and initially his understanding was the project was originally only looking at fixing the concrete. If the concrete needs to be fixed they also want to make sure they are making changes to the building itself through these channels being installed so in a few years they do not need to be fixed. Those additional fixes were not included in the first estimate. This should help prevent them from having to do this again any time soon, but it does increase the costs. The Board needs to figure out how to tackle the increase costs.

Chief Mackey thought that was a great point.

Chair Jennings stated it was his understanding that they are looking at the entire number which is \$261,864 which is approximately \$62,000 higher than what was originally budgeted for but it is still being split with the Police so the Board only has half of that cost. He asked if there has been any thoughts or discussion on how to tackle budgeting an additional \$31,000.

Chief Mackey explained one of the things is that these are estimated project costs and the amount could come back higher or lower. The hope is that it will come in less so they would not need to cover any additional expenses. If it comes in at the estimated cost or higher he did not think the Board had any choice and will have to go down the road of how to come up with the extra money. He stated for the Fire Department they had to funds from the Capital Equipment fund and pushed some things back and moved funds to the building fund. His guess is the Fire District would have to look at ways to come up with the additional \$31,000. He noted they could look at other pieces of equipment that could be taken care of

EFD GOVERNING BOARD MEETING MINUTES

September 23, 2020

Page 3 of 5

using grant money which would give them a few more years to try to pay back the equipment fund from the building fund when this is over. He did not think the Fire District had any other resource other than going into reserves if absolutely necessary.

Chair Jennings asked if there was any benefit by taking a look at any of these other pieces to break the project up into two parts and not necessarily do it all at the same time. He was not sure where Chief Mackey wanted to take from on the capital side because the cities are all locked in for 2021 for the budget.

Mr. Hewba explained the project can be split into as many pieces as the Board wanted but generally the bigger the project, the better the price for the work that will get done. He thought it will cost more by splitting the project up.

Chair Jennings asked Mr. Hewba if he could give an estimate on how much more it might cost if the project were split.

Mr. Hewba thought the cost would increase by ten percent.

Boardmember Fletcher thought ten percent was being conservative because engineering costs will increase due to having to be on the project two times, new set of plans and trying to figure out to divide the project up.

Boardmember Erickson explained if this is broken down into two projects, the most expensive piece is the west side of the fire barn building and the west side of the main entrance of the upper police building. The second phase could be everything on the east side and to north side.

Chair Jennings stated if it were made into a two-year project this would give them wiggle room on the far end for 2022 and brings them closer to 2023, when the debt service on the building rolls off.

Mr. Hewba stated since this is being worked off an engineer's estimate and a lot of the work is related to concrete contractors and how busy they will be and COVID could have them all busy or looking for work next spring when they are looking to start the project. It could be bid out where the broken-out portions, east side, and the north portion, as an alternate and if the bids come in good they could do the entire project otherwise it could be done in phases.

Chair Jennings thought that is a good way to look at this. He asked when bids would be going out.

Mr. Hewba explained once his company received the approval from both the Fire District and the Police then the bids will be sent out.

Boardmember Erickson explained when he looked at this there were a couple of things he saw. He liked the idea of bidding it with the far north end and the east side as a may or may not do. The other thing is, on the fire barn only one side or the other can be done. Both drives cannot be chewed up at the same time.

Mr. Hewba noted that phasing is written into the plans.

Boardmember Fletcher stated when they did the sleep-in rooms he encouraged the Chief to go for what he wanted but to keep it simple from a bidding perspective for contractors. When they start throwing alternates in it takes more time. When the sleep-in rooms were bid it was simple and they got really good pricing with a really good bid pool. He noted he gets nervous about alternates. He asked if there was

EFD GOVERNING BOARD MEETING MINUTES

September 23, 2020

Page 4 of 5

anything in the bid packet that could be simplified in how this is handled to maximize the number of qualified contractors bidding on it to maximize the chance of a good price, because he wants to make sure they end up with a good project.

Chair Jennings agreed and thought that was a smart way to go about it, it just comes back to if they do that then where do they find the \$31,000 needed.

Boardmember Fletcher thought this should be bid as one project and if it comes back too high then go back to the top bidders to see how the project could be scaled back or offer alternates then.

Mr. Hewba explained once bids come back the bids can be rejected if too high and at that point if the Fire District wants to pick certain contractors to give prices then they would have to get under the estimated \$175,000 construction costs in order to go out for quotes to the contractors the Fire District particularly want to do the work.

Chair Jennings indicated he was fine with moving this forward and trying to get a bid and then once there are more tangible numbers the Board can have further discussions about whether or not the project needs to be broken up.

Boardmember Fletcher stated he would be fine with looking at financial stuff to see if there are reserves, finances, etc. on options.

Boardmember Labadie explained she liked this approach and once they get more concrete numbers it will give them a better idea of what needs to be done.

Chief Mackey explained his intent was to put this before the Board and have them bring this back to the Council's for conversations and possible discuss further at a special meeting if needed to approve it. If the Board wanted this to just go out for bid an approval could be made so Bolton and Menk and the EDA can start working on this.

Chair Jennings did not think that at this point the project needed to move to each city's Council.

Erickson moved, Labadie seconded, to send this project in total out for bid as shown and reviewed. Motion passed 4/0.

B. Cares Expenses (Update)

Chief Mackey updated the Board on the Cares expenses.

C. Posted Office Manager Position

Chief Mackey reviewed the office manager position and the timeline of hiring process and indicated it was posted on Monday with 37 applications. He noted the target date to have a new person on board is mid-November.

Boardmember Fletcher asked if there was any indication of what this is going to do for the budget this year or will it be a significant impact on the budget in terms of cost between **AVCO** and having an overlap due to paying Anna along with hiring a full time person in November.

EFD GOVERNING BOARD MEETING MINUTES

September 23, 2020

Page 5 of 5

Chief Mackey indicated his intention is to shorten it up as much as possible but without the Board option he thought it was a better idea to have the new hire on board longer.

D. Approval of 2021 Operating and Capital Budgets

Chair Mackey stated he took the 2021 operating and capital budget information back to Tonka Bay and this was approved. He believed it was the same for the other cities as well and is just a matter of making the motion for approval.

Fletcher moved, Erickson seconded, approving the 2021 Operating and Capital Budgets. Motion passed 4/0.

8. NEW BUSINESS

A. Fire Lanes Overview

Chief Mackey updated the Board that he was working with the Operating Committee on fire lanes. He reviewed the information with the Board. He indicated that all of the cities have been very supportive and he felt this project is going to go fairly quickly but will take him some time to go and see all of the different sites and put together the spreadsheet for the Operating Committee to review.

Chair Jennings appreciated the information and always looked at from a standpoint of safety is priority one and he consider all of the fire lanes as important and to be used as the Fire Chief sees fit.

Boardmember Labadie indicated she would reach out the Chief Mackey in the next week to discuss Shorewood's fire lanes.

9. OTHER BUSINESS

None.

10. NEXT MEETING

A. Zoom Board Regular Meeting – Wednesday, November 18, 2020, 6:30 P.M.

Chair Jennings noted the next regular EFD Governing Board Meeting is scheduled for 6:30 P.M. on November 18, 2020 and will be on the Zoom platform.

11. ADJOURNMENT

Fletcher moved, Labadie seconded, Adjourning the EFD Governing Board Meeting of September 23, 2020, at 7:35 P.M. Motion passed 4/0.