

**Excelsior Fire District Board
EFD Governing Board Meeting
Wednesday, September 27, 2017**

**24100 Smithtown Road
Shorewood, Minnesota
7:00 P.M.**

MINUTES

1. CALL TO ORDER

Chair Erickson called the meeting to order at 7:11 P.M.

ROLL CALL

Present: Excelsior Fire District (EFD) Boardmembers: Chair Erickson; Boardmembers Fletcher, Miller and Sundberg; Alternate Boardmember Ansari; and, EFD Chief Gerber

Also present: Deephaven Administrator/EFD Fiscal Agent Young; Excelsior City Manager Luger; Shorewood City Administrator Lerud; Tonka Bay Administrator Crawford; and, EFD Assistant Chief McCarthy

Absent: Boardmember Jennings

2. AGENDA APPROVAL

Sundberg moved, Ansari seconded, approving the EFD Governing Board meeting agenda as presented. Motion passed 5/0.

3. APPROVAL OF MINUTES

A. July 26, 2017, EFD Board Meeting Minutes

Sundberg moved, Miller seconded, approving the EFD Board Meeting Minutes of July 26, 2017, as presented. Motion passed 5/0.

4. CONSENT AGENDA

A. Monthly Fire District Administrative Reports – August 2017

- 1. Call Reports**
- 2. Firefighter Activity**
- 3. Firefighter Percentages**
- 4. Inspection Reports**

B. Operating Committee Report – July 19, 2017, and August 16, 2017

C. Treasurer's Report

Sundberg moved, Miller seconded, approving the motions contained on the consent agenda. Motion passed 5/0.

5. MATTERS FROM THE FLOOR

There were no matters from the floor presented this evening.

6. REPORT AGENDA

A. Fire Chief / Fire District Report

• **Training**

Chief Gerber explained that annually the Department receives a grant from the Minnesota Board of Firefighter Training & Education (MBFTE) for reimbursement for some of the cost of new firefighters' and overall firefighter training. The EFD is going to receive another \$13,495.14; that is in addition to the \$9,000 the EFD has already received. For 2018 the District's award will be significantly less than what it has received in previous years.

Gerber stated the Minnesota State Fire Chief's Conference will be held in Rochester, Minnesota, on October 18 – 21, 2017. A few officers will attend the Conference.

• **Fire Prevention**

Chief Gerber noted the EFD was awarded the 2016 Life Safety Achievement Award. The District also received the award for 2013, 2014 and 2015. He explained the Award is about prevention, fire loss and zero fire deaths in the EFD community.

With regard to plan reviews, Gerber stated that even though the EFD community is built out there is a lot of development and redevelopment being done in the community. That keeps Fire **Marshal** Murphy-Ringate busy conducting plan reviews for those buildings projects.

With regard to inspections, Gerber stated there are about 785 inspectable occupancies in the District. There are about 500 inspections done annually.

With regard to public education, Gerber noted that during October and November staff is actively involved with public education. Fire Marshall Murphy-Ringate coordinates a lot of those efforts.

• **Fire Suppression / Response**

Chief Gerber stated that there have been 598 suppression / response calls year-to-date in 2017; there were 561 for the same period in 2016.

• **Special Events**

With regard to special events, Gerber stated since the last EFD Board regular meeting firefighters participated in the Concourse d'Elegance on July 30 in the Excelsior Commons; the Night to Unite event on August 1; the EFD co-hosted the Safety Camp on August 9 (because of rain it was held at Fire Station 1); the Lake Minnetonka Barbeque and Beer Fest on August 12; it held its annual EFD VIP Event on August 16; and it participated primarily with inspections in Excelsior's Apple Day event on September 16.

The EFD Fire Prevention Open House and Safety Fair is scheduled for October 5 from 5:30 P.M. – 8:00 P.M. Fire Marshal Murphy-Ringate coordinates the event and the rest of the Department participates in it. The Department could use more volunteers for that event. The South Lake Minnetonka Police Department will also hold an open house that same evening.

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- **Emergency Management**

Chief Gerber stated he was a member of the Minnesota All Hazard Incident Management Team (AHIMT) that was deployed to Monroe County in Florida on September 8 to assist with dealing with the aftermath of Hurricane Irma.

He provided highlights about a number of the things the AHIMT learned and helped with.

- The bigger issues they had to deal with were: lack of food, water, and ice; a non-functioning sanitation system; lack of housing for people who came to provide support; limited, if any, electricity; and, limited electronic communications.
- The Team was a total of 16 people. It was composed of firefighters, emergency managers, law enforcement officials, emergency medical service providers, public works personnel, planners, and finance personnel from all across Minnesota. The Team had gone through base level training and it trains on a quarterly basis. Most of the training is done at the City of Bloomington's Fire Station 1.
- The call for assistance was put out by the State of Florida on a system called EMAC (Emergency Management Assistant Compact). It is an interstate mutual aid agreement that facilitates the sharing of assistance among states during emergency events, including natural and man-made disasters. When Florida signed on to EMAC it essentially agreed that it was going to reimburse responders for their costs. The reimbursements may take more than one year to get.
- The Team left Minnesota on a Friday evening September 8. The Team traveled with eight vehicles and three trailers. It drove to Cedar Rapids, Iowa, and spent the evening. The next day it drove to Birmingham, Alabama. The track of Irma had changed so there was limited housing available. The Team spent the night in a training room of the Birmingham Fire Department. The next day the Team prepared its two trailers so they were ready when they needed to be mobilized.
- On September 11 the Team was moved to the Florida Keys from Birmingham, Alabama. They stopped along the way in Orlando, Florida, and found no hotels to stay in. They were able to sleep in the training facility for the Orlando Fire Department.
- The Team was deployed by the State of Florida to Monroe County. That County encompasses the entire Florida Keys. It is about 120 miles from the top of the Keys down to the bottom in Key West.
- There was limited, if any, access to fuel from Alabama all the way to the Keys. A Team member was able to make a connection with someone at the Homestead Airforce Base so that the Team's vehicles could be refueled.
- The Team arrived in Monroe County on September 12 at the same time as some other resources did.
- Three IMT teams (one from Colorado, another from Palm Beach County Florida, and the Minnesota team) arrived within 2 hours of each other. Each team had approximately 16-24 members. Eventually they met with Monroe County Officials and received assignments.
- The Keys was considered to be the most significantly damaged area in Florida.
- It appeared that the houses built before the current Florida building codes went into effect suffered more damage.
- The MN AHIMT was tasked with setting up points of distribution where things like water, ice and food were distributed to the residents of the Keys. The team worked with the Florida National Guard. Their goal was to try and ensure they never ran out of water, ice or food.

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- Approximately 80,000 people lived in the Keys. About 20,000 of them chose to stay in the Keys during and after the Hurricane. A number of the Keys' residents are homeless; many had no vehicles to leave in.
- He spent a lot of his time at a command post from Miami Dade. It was a semi-trailer with a full command center inside of it.
- All 16 members of the MN AHMIT stayed in one condominium. After a few nights they had electricity and running water.
- The MN AHIMT served about 50,000 people when it was there.
- The MN AHIMT demobilized on September 19 and prior to doing so it transitioned things over to another team.

Boardmember Miller asked where the supplies being distributed came from Chief Gerber explained they mostly came by truck through the Federal Emergency Management Agency (FEMA). Early on supplies came in by air; some on Schnook helicopters.

Chief Gerber stated his favorite story was that on the second or third day the MN AHIMT was in Monroe County a husband and wife came up to him and asked if they could use his phone to call her brother to tell him they were alive.

In response to a comment from Boardmember Sundberg, Chief Gerber explained that prior to the Hurricane hitting Puerto Rico the Florida Task Force 1, a well-trained group of people, was flown to Puerto Rico.

- **Administrative**

Chief Gerber stated since the last time the EFD Board met the Department held a Promotion Recognition Event and Probationary Recognition Event. They were held on September 7, 2017, at the beginning of the firefighters' business meeting. Those recognized during the Promotion Event were: Pat McCarthy – Assistant Chief; Alex Stern – Battalion Chief; Karl Narveson – new Captain Role; Joe Perez – Captain; Mark Roufs – Captain; and, Jesse Steinwand – Captain. Family members were invited to attend. There was a pinning ceremony and those recognized renewed their oath. Those firefighters recognized for coming off of probation during the Probationary Event were: Matt Ziebol, Mark Glodoski, Marshall Glodoski and Jon Lovald. The Glodoskis are father and son. He noted that since the last Board meeting Firefighter Mike Ansolabehere has resigned.

With regard to construction, Gerber stated construction in the EFD community has impacted the fire service business. It has been challenging at times.

With regard to dry hydrants and private hydrants, Gerber explained that this fall Captain Narveson and Captain Roufs will lead the testing of those hydrants to ensure they work. A couple of the private hydrants are located in Shorewood but the majority of the dry and private hydrants are located in Deephaven.

With regard to station repairs, Gerber explained the conversion to the new phone and data provider, Consolidated Communications, is complete. Lights in the Station bays have been replaced with LED lights. The parking lots at both Stations have been fog sealed. Striping of the lots still has to be done. The goal is to have the concrete repairs made in 2018.

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With regard to Standard Operating Procedure (SOP) updates, Gerber stated that he plans provide the EFD Board with a summary of proposed SOP updates for its November 15, 2017, meeting. During the meeting the Board will be asked to adopt the updates.

With regard to the LSU Trailer replacement, Gerber stated the life safety trailer had been damaged in a crash so a new one was purchased. The EFD has taken possession of the new one. The firefighters are working on transitioning from the old one to the new one. The new one should have the graphics on in the next few weeks and hopefully it will be operational by mid-October. The League of Minnesota Cities will come and pick up the old one and take it to be auctioned off for scrap. The EFD still has a few more dollars coming that will help offset the cost of the new trailer.

With regard to the Minnesota Fallen Firefighter Memorial Dedication, Gerber explained last Sunday, September 24, was Minnesota Fallen Firefighter Day. It was held at the Firefighters Memorial at the State Capital. Some members of the Department were involved with that event.

Chief Gerber explained the Insurance Service Organization (ISO) does an evaluation of the Department every five years. ISO representatives were on site on September 26 to conduct its evaluation. The Department should learn in about 4 – 6 months what its ISO rating is. The hope is to maintain the current ISO ratings. He thanked Reserve Captain Dave Cole for all of his efforts to help make that process work.

- **Other**

In response to a question from Boardmember Fletcher, Chief Gerber stated it generally takes about 14 working days to conduct a plan review while noting that is the common standard around. The majority of the time the Department turns the review around in one week or less of working days. The review time depends on other activities the Fire Marshal is involved with. Fletcher stated he would prefer it be one week or less.

With regard to inspections, Boardmember Fletcher asked if the Department has issues with non-compliance or with slow compliance.

Chief Gerber explained there have been a few occupancies that have been more of a challenge recently; but, they were able to be resolved. The majority of business owners and occupancies do a great job so inspection issues never reach him. The Fire Marshal and part-time Fire Inspector do a great job handling the majority of them. Sometimes there are issues with noncompliance, with the length of time it might take or with not following through that require him to get involved. Most of the time when he gets involved things will move along. Sometimes there are fees that get charged per the Cost Recovery Policy. Occasionally there may be a situation that warrants him going before a member City Council to talk about an issue with a business located in that member city. He would also let the EFD Board know about that issue. He noted that the couple of difficult situations there have been recently were ultimately resolved.

Boardmember Fletcher expressed hope that the Department staff follows procedures.

7. Unfinished Business

A. Excelsior Firefighters Relief Association Update

No update was provided.

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B. 2018 Budget Updates

Chair Erickson noted that all five EFD member cities have approved the 2018 EFD Operating Budget and capital budgets the Board recommended.

Boardmember Fletcher asked Chief Gerber what he thought the impact of the reduction in the reimbursement amount from the Minnesota Board of Firefighter Training & Education for some firefighter training will have on the 2018 Operating Budget. Gerber stated he does not think the reduction will affect anything in the overall Budget.

Sundberg moved, Fletcher seconded, Recording the Adoption of the Final Recommended Excelsior Fire District 2018 Operating Budget, the Final Recommended Excelsior Fire District 2018 Capital Improvement Program, and the Final Recommended 2018 Excelsior Fire District 2018 Building Projects Improvement Program by the Cities of Deephaven, Excelsior, Greenwood, Shorewood, and Tonka Bay. Motion passed 5/0.

Chief Gerber thanked the Boardmembers and Operating Committee Members for their continued support for providing the necessary service level.

The Boardmembers thanked Chief Gerber for all of his efforts.

8. NEW BUSINESS

9. OTHER BUSINESS

10. NEXT MEETING

A. EFD Governing Board Meeting November 15, 2017, 7:00 P.M. Station 1

Chair Erickson noted that the next regular EFD Governing Board Meeting is scheduled for 6:00 P.M. on November 15, 2017, at Station 1.

11. ADJOURNMENT

Fletcher moved, Miller seconded, Adjourning the EFD Governing Board Meeting of September 27, 2017, at 7:54 P.M. Motion passed 5/0.

**RESPECTULLY SUBMITTED,
Christine Freeman, Recorder**