

**Excelsior Fire District Board
EFD Governing Board Meeting
Wednesday, November 15, 2017**

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

MINUTES

1. CALL TO ORDER

Chair Erickson called the meeting to order at 6:01 P.M.

ROLL CALL

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

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

Absent: Boardmember Jennings

2. AGENDA APPROVAL

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

3. APPROVAL OF MINUTES

A. September 27, 2017, EFD Board Work Session Minutes

Sundberg moved, Fletcher seconded, approving the EFD Board Work Session Minutes of September 27, 2017, as presented. Motion passed 5/0.

B. September 27, 2017, EFD Board Regular Meeting Minutes

Sundberg moved, Fletcher seconded, approving the EFD Board Regular Meeting Minutes of September 27, 2017, as presented. Motion passed 5/0.

4. CONSENT AGENDA

A. Monthly Fire District Administrative Reports – October 2017

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

B. Operating Committee Report – September 27, 2017, and October 19, 2017

C. Treasurer's Report

- D. **Adopting RESOLUTION NO. 17-005, “A Resolution Executing the League of Minnesota Cities Insurance Trust Liability Coverage Waiver Form for 2018 Stating the Excelsior Fire District is Not Waiving the Monetary Limits.”**

Fletcher moved, Sundberg seconded, approving the motions contained on the consent agenda and adopting the resolution therein. 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 stated the training staff is in the process of finalizing the 2018 training calendar. He noted Boardmembers are welcome to come and observe training on Thursday nights.

- **Fire Prevention**

Chief Gerber noted there are about 785 inspectable occupancies in the District. There are about 500 inspections done annually. Inspections continue to move along well. He stated Fire Marshal Murphy-Ringate has been doing her final inspections of the Shorewood Landing Senior Living facility located at 6000 Chaska Road (near Highway 7). It is anticipated the facility will be opening over the next month or so. He thought Oppidan has been a great partner to work with on fire related things.

He then stated the Department is in its final stages of its public education process. Fire Marshal Murphy-Ringate is the primary person involved but other members of the Department have helped. Freddie the Fire Truck is a big draw for children. It is hard to measure how much of an impact the education has. It is obvious there is some impact when children stop Murphy-Ringate and recognize her as a firefighter and repeat back to her things that that learned about fire safety and prevention.

- **Fire Suppression / Response**

Chief Gerber stated that there have been 706 suppression / response calls year-to-date in 2017; that is about 40 calls ahead of the same period in 2016. That difference has been the same for most of the year.

- **Special Events**

Chief Gerber stated the EFD held its Open House and Safety Fair on October 5. He thought the turnout was great. It is a good reminder of the positive support there is from the EFD community. He noted the South Lake Minnetonka Police Department (SLMPD) also held an open house that same evening; it was also successful.

He stated the Department will be involved with the Kids Free Movie event on December 2. The movie will start at 9:30 A.M. at the Dock Cinema in Excelsior. It is to help gather food and other items for the ICA Food Shelf. That event is put on by the EFD and is financially sponsored by Excelsior Realty. The event has been going on for 46 years at the Dock and this will be the 11th year Excelsior Realty has

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sponsored it. It is the 20th year the ICA Food Shelf has been the Beneficiary. The Giving Tree Project benefits Resource West which helps support people in need with things other than food. The Project will start on November 25 and go through December 15. Fire Marshal Murphy-Ringate is the Department's link to that event. The EFD may play a role in Arctic Fever special event planning; the event is held during January 2018. There will be Super Bowl XII related activities in the community. The EFD will have a crew on site for the ALARC (Active Life and Running Club) Polar Plunge on January 1, 2018, in the Commons area in Excelsior.

Boardmember Sundberg asked Chief Gerber what he expected the impact of the Super Bowl to be in the EFD community. Gerber stated there would likely be an increase in traffic. There may also be owners of some businesses in the area who may host parties. There may be a need for public safety providers to move to other locations to provide coverage or to help in other ways.

- **Emergency Management**

Chief Gerber stated there is nothing new related to the Lake Area Emergency Management group. The group continues to meet monthly. He noted Hennepin County Emergency Management intends on partially opening its Emergency Operations Center (EOC) in the City of Medina during Super Bowl week and having a situation monitoring station open for a few days. That information has been sent out to its emergency management partners.

- **Administrative**

With regard to the staffing, Chief Gerber explained that currently there are 39 paid-on-call firefighters. The hope is to hire a new firefighter early in 2018. That individual lives in Excelsior. Since the September 27, 2017, EFD Board meeting Keith Bunting has retired after 25 years as a firefighter. He moved to Florida. There was a small recognition of Bunting on his last day, October 26, and he will be recognized during the 2018 recognition event.

With regard to station repairs, Gerber explained the lights in the Station bays have been replaced with LED lights. The goal is to have the concrete repairs made in 2018. Over the next few months the plan is to find a contractor to do the work.

With regard to the new EFD Board Member and City Council orientations, Gerber stated if there are new Board or Council members he offered to provide them with an orientation.

With regard to a review of the EFD's vision and mission 2018, Gerber stated if there is any specific thing the Boardmembers want to change in them he asked that they let him know. He noted that during its September 27, 2017, work session the Board and staff discussed staffing. He stated his hope is to have a document ready for the January 2018 Board meeting that reviews future staffing needs and options. He thought it would be helpful for the Board to have a document to comment on.

Boardmember Sundberg asked Chief Gerber to email the Board with a copy of the current vision and mission statement.

- **Other**

Chief Gerber thanked the members of the Operating Committee and Board for their support throughout the year.

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Boardmember Sundberg thanked Chief Gerber for his excellent service and work.

7. Unfinished Business

A. Excelsior Firefighters Relief Association Update

No update was provided.

8. NEW BUSINESS

A. Standard Operating Procedures Updates

Chief Gerber stated that he plans provide the EFD Board with a summary of proposed Standard Operating Procedures (SOP) updates for its January 2018 meeting. During the meeting the Board will be asked to adopt the updates.

B. 2018 Health Insurance

Chief Gerber explained that based on research and meetings with the Excelsior Fire District's (EFD's) insurance broker, Bearence Management Group, the Department will be continue with its health plan with Blue Cross Blue Shield for 2018. For health insurance, the EFD will continue to be insured in the Minnesota Small Employer group market. The Department will continue to offer dental and life insurance opportunities. The 2018 rates are more expensive than planned and budgeted; however, he believed the shortfall can be covered in another area of the budget. The Department will maintain the same HSA contributions as in 2017.

C. Fire Chief Performance Review

Chief Gerber explained that for 2015 the EFD Board decided that there should be a review done of his performance every two years. Members of the Board and some firefighters would provide input into the review. For the last several years the EFD Board has used Lisa Lynn with Lynn and Associates as a consultant to provide the tool used for his performance review process. Lynn and Associates is now called Sorenson Consulting because of her name change. Ms. Sorenson has indicated that she would have an interest in providing services again. Her fee would be the same as for the last time which was about \$300. He noted that all of the firefighters are on a two year rotation for performance reviews.

Fletcher moved, Miller seconded, approving the use of Lisa Sorenson with Sorenson Consulting to conduct the performance review process for Chief Gerber for a cost roughly comparable to the \$300 paid last time. Motion passed 5/0.

D. Replacement of Truck #26 from Crash

Chief Gerber explained that the evening of November 9, 2017, Truck #26 (a command vehicle) was involved in a crash at the intersection of Highway 7 and Christmas Lake Road while responding to a fire alarm in Deephaven. It is likely that the Truck will have to be replaced. The League of Minnesota Cities Insurance Trust (LMCIT) is assessing the vehicle. Per EFD policy he has the authority to spend up to \$5,000 without Board approval. He anticipated the cost to purchase a new vehicle would likely be more than \$5,000 over the insurance settlement. He asked the Board to authorize him to order a replacement vehicle.

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Chair Erickson noted Truck #26 was a 2013 Ford Explorer.

Boardmember Sundberg asked what the cause of the crash was. Chief Gerber explained that staff knows some general information but not specifics. The State Patrol is responsible for doing the investigation. He stated he would prefer to wait until that investigation is complete to comment on the crash.

Fletcher moved, authorizing Chief Gerber to handle the insurance as needed in anticipation that Truck #26 is totaled and if the Truck is totaled granting Gerber the authority to order a comparable replacement vehicle.

Boardmember Fletcher asked if the funding would come out of the Capital Fund. Chair Erickson confirmed that and stated that he and Chief Gerber would adjust the Capital Equipment Program to accommodate the purchase.

Miller seconded. Motion passed 5/0.

9. OTHER BUSINESS

10. NEXT MEETING

- A. EFD Governing Board Meeting January 17, 2018, or January 24, 2018, at 7:00 P.M. Station 1**

After discussion there was EFD Board consensus to schedule the next regular EFD Governing Board Meeting for 6:00 P.M. on January 17, 2018, at Station in order to accommodate Boardmember Fletcher's scheduling conflict.

Chief Gerber noted he would email out the draft 2018 meeting schedule which the EFD Board will be asked to approve during its January 17, 2018, meeting.

11. ADJOURNMENT

Sundberg moved, Miller seconded, Adjourning the EFD Governing Board Meeting of November 17, 2017, at 6:27 P.M. Motion passed 5/0.

**RESPECTULLY SUBMITTED,
Christine Freeman, Recorder**