

**Excelsior Fire District Board
EFD Governing Board Meeting
Wednesday, January 17, 2018**

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

MINUTES

1. CALL TO ORDER

EFD Chief Gerber called the meeting to order at 6:03 P.M. Chief Gerber said that the Board Members and Alternates are the same in 2018 as they were in 2017.

2. ROLL CALL

Present: Excelsior Fire District (EFD) Board members: Chair Erickson; Board members Fletcher, Jennings, Sundberg, and Miller.

Also present: EFD Chief Gerber, Excelsior City Manager Luger, Shorewood City Administrator Lerud, Tonka Bay City Administrator Crawford, EFD Assistant Chief McCarthy and EFD Firefighter George.

Absent: Deephaven City Administrator Young.

3. AGENDA APPROVAL

Motion by Sundberg, second by Erickson to approve the EFD Governing Board meeting agenda as presented, unanimous consent.

4. APPROVAL OF MINUTES

Motion by Erickson, second by Sundberg to approve the minutes of the November 15, 2017 EFD Regular meeting minutes, unanimous consent.

5. SELECTION OF 2018 BOARD CHAIR

Chief Gerber asked for nominations for the Board Chair position. Jennings nominated Steve Erickson for board chair, second by Sundberg. Gerber asked for any other nominations. There were none. Upon voting all voted in favor.

6. SELECTION OF 2018 VICE CHAIR

Erickson asked for nominations for the Vice Chair position. Sundberg nominated Adam Jennings for vice chair, second by Miller. Erickson asked for any other nominations. There were none. Upon voting all voted in favor.

7. CONSENT AGENDA

- A. Approval of the Annual Resolutions
 - i. Annual Appointments: 18 – 001
 - ii. Resolution for Payments: 18- 002
- B. EFD Board Meeting Dates for 2018
- C. Monthly Fire District Administrative Reports – December
 - i. Call Reports
 - ii. Firefighter activity
 - iii. Firefighter percentages
 - iv. Inspections reports
- D. Report of the Operating Committee – December
- E. Treasurer Report

Fletcher proposed removing item B for discussion.

Motion by Sundberg, second by Fletcher to pull item B from the consent agenda and for approval of the remaining items, unanimous consent.

Fletcher moved that the meeting date in January in 2019 (January 23) be included with the 2018 list for approval, second by Sundberg, unanimous consent.

Tonka Bay City Administrator Crawford arrived at 6:12.

8. MATTERS FROM THE FLOOR

There were no matters from the floor presented tonight.

9. REPORT AGENDA

- A. Fire Chief/ Fire District Report

Training: Chief Gerber stated that one new member has been brought on to the department since the last meeting. The new member has wildland firefighting experience, but no structural firefighting experience. He said there are no firefighter courses being offered right now so the department is doing internal training. Chief Gerber said that they are starting the quarterly medical training for the department as well as leadership training and coaching for the officers.

Fire Prevention: Chief Gerber said the inspection schedule was included with the consent agenda. He reported that there are 785 inspectable occupancies that are to be inspected in the district. He said the schedule of inspection varies for different occupancies. Gerber said the special events inspection and billing program is in force and has been working well. The re-inspection program is also working effectively.

Response: Chief Gerber reported that there were 811 calls for service in 2017 and that is the most the department has responded to in any year. There have been 37 calls year-to-date. Sundberg asked if the

nature of the calls have changed over time. Gerber said that they have not. The mixture is typically medical/fire/special response. Sundberg asked if there were any special requirements or special work that the department was doing with the senior facilities. Gerber said that the Fire Marshal is involved in the building planning process. He said that the fire marshal, SLMPD police chief and he attended a meeting with staff at Shorewood Landings and went through drills and what the expectations were for emergency response. Erickson said that Deephaven Woods has not been an undue burden for emergency response and he thought that would be the same situation with Shorewood Landings and the Waters Building.

Special Events: Gerber reported that the Department participated in the Kids Free Movie, the Giving Tree Project, ALARC Ice Dive, and Arctic Fever. He said that the ice dive organizers donate \$1,000 to both EFD and SLMPD. Gerber said upcoming events include the Pond Hockey and Big Island and Back Nordic ski event.

Emergency Management: Gerber stated that the area public safety agencies, emergency managers, and utility providers typically get together for an annual meeting this time of year. He said that with the Super Bowl, the meeting has been pushed back to late February or early March. He said he would let the board members know when it is scheduled.

Administration: Gerber reported that present staffing is at 39 and there are two others in the hiring process. Gerber announced that Ron Zuehl has retired and he will be recognized at the fire department banquet and at a board meeting. Chief Gerber said there have been no changes in the officer positions.

Chief Gerber said that the 2018 staffing includes POC response, Duty Officer, Duty Shadow program, and Duty Crew. He said that the budget includes 18 hours of duty crew hours per week.

Gerber said that the participation points measures were modified a little in July, and they will be modified again effective in 2018. He said the change will require a specific amount of points in training be attained throughout the year.

Gerber said that the EFD recognition event will be held on a date to be determined. He said the Relief Association provides the meal for the event and the department provides the recognition awards. Gerber said that the 2017 year in review will be done at the March meeting. Gerber asked board members to let him know if they have specific goals on what they want to see for the District going forward.

Station Repair: Gerber reported scheduled repairs in 2018 at Station 1 include the concrete repair and sign.

Super Bowl: Chief Gerber said that there is nothing specific for the event that requires EFD involvement. He said that the Fire Marshal and he may be assisting with events at Mystic Lake. He said that the department has considered EMS response and department member pickup when they go with a transport to one of the trauma centers during restricted access in downtown Minneapolis.

Insurance Service Office (ISO): The ISO completed their risk survey of the EFD district. Gerber said that the present ISO rating is 4 for areas with a hydrant, and 5 for non-hydranted areas. He said the ISO rating was improved to 3 for areas with a hydrant, and we have not heard the new rating for the non-

hydranted areas. Gerber said that the inspection and community risk reduction activities were a big factor in helping improve the rating.

10. UNFINISHED BUSINESS

Excelsior Firefighters Relief Association: Erickson said there is an informational memo from the Relief Association that does not require action tonight. He said the memo states at the end of 2017 the fund exceeded 132 percent funded. He said the agreement with the Association states that a five percent increase in the annual benefit is called for. Erickson said that decision will not be made by the Board until after the audit has been completed.

New Ladder Truck update: Chief Gerber shared pictures of the new ladder truck. He said that six representatives from the department went to Pierce Mfg. in Appleton to review the progress on the truck. He said that he anticipated delivery from Pierce at the end of March or early April. He said once the truck is finished at Pierce, it will be delivered to MacQueen Equipment for a final inspection. It will then go to a graphics shop in Egan, and then to Excelsior. He said it will take a few weeks to get into service once it is delivered and Pierce will come out for 16 hours of on-site training. Gerber said that he was confident that the truck would be brought in at or below budget.

Erickson said that the department's truck committee did an excellent job preparing the plans and specifications. He said this truck was literally constructed from the ground up and change orders will be less than one percent of the cost of the truck and that is a testament to the efforts the membership of the department put into this effort.

EFD Future Staffing plan: Chief Gerber said that the Board has held several work sessions on future staffing needs. He said following the last session, he realized that he needed to work on a draft that the Board could use for discussion and to get the process moving. Gerber went through the draft. Erickson said that there was a lot to digest in this plan and asked if the board wanted to consider a work session to more fully discuss it.

There was a wide-ranging discussion among the board members about recruitment efforts, the duty crew model, future response, how a full time firefighting component would impact the department, the need for ongoing maintenance of the two departments, turn over in area residents, estimates of future tax capacity and population.

The consensus of the Board was to hold a work session on February 28 at 6:00 p.m. Erickson said that this board needs to arrive at a set of principals that will guide these future decisions, and he urged each board member to talk with their city councils about this. He said it was important to come with suggestions on improvements, but it was equally important to know what parts of the draft staffing plan a city would not accept.

11. NEW BUSINESS

A. Grant.

Chief Gerber said the Department of Public Safety, State Fire Marshal's Office, has a grant program for shared service, and this year they are allowing funds to be used for implementation. He recommended

supporting the grant application to the program for remodeling both stations to create sleep rooms. He said the program has \$250,000 available and is a competitive process. Board members said that it was important for this work to be done to keep staffing options open, and if a portion could be funded from outside sources, an application should be prepared.

Board member Sundberg offered Resolution #18 – 003 and moved for its adoption, second by Miller

RESOLUTION NO. 18 – 003

SUPPORT FOR APPLICATION FOR SERVICE PLANNING GRANT PROGRAM WITH THE STATE FIRE MARSHAL'S OFFICE

BE IT RESOLVED, the Excelsior Fire District Board supports the efforts to continue to operate effectively as a Joint Powers Organization. EFD has been operating with the Cities of Deephaven, Excelsior, Greenwood, Shorewood and Tonka Bay since 2000. We are desiring to continue this partnership for effective service delivery and understand that modifications to staff, apparatus, facilities and equipment will be required as we move forward with service delivery in our communities and the region.

BE IT FURTHER RESOLVED, the Excelsior Fire District continues to have deficiencies in recruitment and retention of paid on call firefighters.

BE IT FURTHER RESOLVED, the Excelsior Fire District continues to look as staffing alternatives to deliver effective and efficient service delivery to our communities today an into the future.

BE IT FURTHER RESOLVED, by the Excelsior Fire District that the EFD Board supports the initiative of the Excelsior Fire District Fire Chief and staff to complete and apply for a grant with the State of Minnesota Department of Public Safety - State Fire Marshal's Division. The grant is a Service Planning Grant.

Upon voting, all voted in favor.

B. Standard Operating Policies, Procedures, and Protocols Updates.

Chief Gerber presented a list of changes to the SOP manual and recommended approval. Erickson said the board is only approving the changes as listed. Fletcher said that with approval of these changes, the three new reserve positions would be created and recommended that there be a discussion about the positions will be implemented and how filling them will be done. The Chief agreed.

Motion by Miller, second by Jennings to approve the Standard Operating Policies, Procedures, and Protocols as presented, unanimous consent.

Erickson said the work session is February 28 at 6:00 P.M. and the next regular Board meeting is March 28 at 6:00 P.M.

With no other business, a motion to adjourn was made by Fletcher, second by Sundberg, all voted in favor and the meeting adjourned at 7:44 P.M.

Respectfully submitted,

Greg Lerud, Shorewood City Administrator