

**Excelsior Fire District Board
EFD Governing Board Meeting
Wednesday, March 28, 2018**

**24100 Smithtown Road
Shorewood, Minnesota
6:00 P.M.**

MINUTES

1. CALL TO ORDER

Vice Chair Jennings called the meeting to order at 6:00 P.M.

ROLL CALL

Present: Excelsior Fire District (EFD) Boardmembers: Vice Chair Jennings; Boardmembers Fletcher, Miller and Alternate Boardmember Zerby

Also present: Excelsior Fire District (EFD) Chief Gerber; Deephaven Administrator/EFD Fiscal Agent Young; Excelsior City Manager Luger; Shorewood City Administrator Lerud; Excelsior Fire District (EFD) Assistant Chief McCarthy; Abdo, Eick & Meyers representative Andy Berg; and, Excelsior Firefighter Relief Association (EFRA) President Bruce Duncan

Absent: Excelsior Fire District (EFD) Chair Erickson; Boardmember Sundberg; Alternate Boardmember Anderson; and, Tonka Bay City Administrator Crawford

2. AGENDA APPROVAL

Boardmember Zerby requested the addition of discussing the Fire District website under 13. A. Other Business.

Zerby moved, Miller seconded, approving the EFD Governing Board meeting agenda as revised. Motion passed 4/0.

3. APPROVAL OF MINUTES

A. January 17, 2018, Regular Meeting Minutes

B. February 28, 2018, Work Session Minutes

Fletcher moved, Miller seconded, approving the Regular Meeting Minutes of January 17, 2018, and the Work Session Minutes of February 28, 2018, as presented. Motion passed 4/0.

4. CONSENT AGENDA

A. Monthly Fire District Administrative Reports – February 2018

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

B. Report of the Operating Committee – February

C. Treasurer Report

Miller moved, Fletcher seconded, approving the motions contained on the consent agenda and adopting the resolution therein. Motion passed 4/0.

5. CERTIFICATE OF APPRECIATION / SPECIAL RECOGNITION

Chief Gerber recognized the work and effort of former recording secretary Christine Freeman for all the time that she spent taking minutes and recording for the Excelsior Fire District. Chief Gerber stated that Freeman was not able to be present at the meeting but a plaque and blanket will be presented to her as a token of appreciation.

6. DONATION ACCEPTANCE FROM DRYER VENT WIZARD INTERNATIONAL, LLC

Chief Gerber stated that Dryer Vent Wizard donated \$500 towards fire prevention efforts and open house items. He stated that the organization was not able to be present at the meeting but he wanted to thank them for their generous donation.

Zerby moved, Miller seconded, accepting the donation of \$500 from Dyer Vent Wizard International, LLC. Motion passed 4/0.

7. REVIEW AND APPROVAL OF THE 2017 FIRE DISTRICT AUDIT – ABDO, EICK & MEYERS, LLP

Chief Gerber introduced Andy Berg, with Abdo, Eick & Meyers LLP. He stated that Mr. Berg would be presenting the 2017 fire district audit and the 2017 relief association board audit. He explained that the fire board would review and accept the fire audit and then simply review the relief board audit but not accept it. Chief Gerber suggested and the Board agreed to adjust the agenda to bump 11. A. up to 8. B.

Mr. Berg stated that Abdo, Eick & Meyers, LLP issued an unmodified opinion, noting page three detailed two recurring findings that were common for an organization of this size. Mr. Berg explained that finding one was the preparation of financial statements and finding two was the limited segregation of duties. He stated that these findings were labeled as deficiencies. He then went over a summary of the numbers, which he stated start on page six of the report. He briefly explained some of the variances in the specific numbers, summarized the funds on page eight, and commented on the increase in the vehicle fund balance due to the planning

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efforts for a new fire truck. Lastly, Mr. Berg summarized the pension detailed and asked if the Boardmembers had any questions.

Boardmember Zerby stated that findings can sometimes be a red flag and this report has two findings related to internal control. He asked whether the chief or the board have looked into remedies for these ongoing deficiencies.

Chief Gerber replied by stating that these two findings have been consistent based on the size of the organization. He also stated that he believes they are acceptable deficiencies and he feels the organization currently has a good system of checks and balances in place to address the deficiencies without hiring external agencies

Boardmember Zerby voiced a concern that there is a potential risk for lack of control and questioned if payroll was handled by the chief. Mr. Berg stated that is not correct but the City of Deephaven has control of the payroll processes. Mr. Berg also stated that there are checks and balances and three different levels of findings.

Mr. Berg explained the findings were classified as significant deficiencies, one level below a material weakness, the highest level of deficiency. Mr. Berg explained that controlled deficiencies are not even reported as findings.

Administrator/Fiscal Agent Young stated they do as much as they can in a small office to have checks and balances and to catch mistakes.

Boardmember Zerby read the finding that, “the Deputy Clerk has control over check stock, prepares the checks, and reconciles the bank account on a monthly basis and has complete control over payroll actions”. He questioned if that was Mary’s responsibility. Administrator/Fiscal Agent Young clarified that Mary independently does payroll and all of those functions are double checked by other people.

Boardmember Zerby noted it says, “that is the cause and the effect is limited segregation of duties which increases the risk of fraud”. Administrator/Fiscal Agent Young replied that all cities of all sizes are at some level of risk for fraud to occur.

Boardmember Zerby pointed out that the City of Shorewood’s audit did not have the same finding.

Boardmember Fletcher stated that Deephaven was unanimously elected to be the fiscal agent about a year ago. Administrator/Fiscal Agent Young agreed and stated that he believed Deephavens’s term ran through 2019.

Boardmember Fletcher stated that other cities could have stepped up then and stated that it may be something to consider with the next round of election.

Chief Gerber asked what Boardmember Zerby would like to see done. Boardmember Zerby stated he would like to see an audit with no findings.

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Chief Gerber stated that he is in his 12th year and explained these same two findings have been in place for the past 12 years. Chief Gerber also stated that the risk level is there but it is low. Chief Gerber further explained that having good checks and balances in place demonstrates a consciousness of the findings.

Boardmember Zerby noted the report does not show any checks and balances in the audit report. Chief Gerber stated it is a standard finding. Boardmember Zerby stated he is not uncomfortable with how the finances are being organized and handled currently but he does see room for improvement.

Vice Chair Jennings asked if there is a written internal control policy that identifies who is signing off. Administrator/Fiscal Agent Young stated there is no written policy specific to the EFD and they follow the guidelines of the City of Deephaven's written policies.

Vice Chair Jennings stated that he feels the current checks and balances might be sufficient but commented that they are not currently being captured in the reporting process. He asked if a step can be taken to incorporate a written control policy. Administrator/Fiscal Agent Young stated there is a fairly involved Deephaven internal written control policy but these same two findings are made for Deephaven due to the size of staff and level of expertise.

Boardmember Zerby stated he feels, often times when events occur, that people will look back and ask why no actions were taken back when the risks were pointed out. Administrator/Fiscal Agent Young replied that you can have as many concerns with a larger staff, versus a smaller staff, looking over the documents and commented that larger cities can have just as many issues and risks.

Boardmember Zerby questioned whether the City Clerk was bonded. Administrator/Fiscal Agent Young replied yes.

Boardmember Fletcher stated they also have fraud protection insurance along with League of Cities insurance. He questioned if there was a way to balance that out.

Bruce Duncan, Relief Association President, stated that the same findings have been reported in the relief audit and the relief board does not write checks or make deposits in the same volume of the fire board. President Duncan went on to explain that their checks are signed by two people and certain people have online access to the investment accounts and bank accounts. He further explained that there are a number of checks and balances that occur daily and monthly.

Mr. Berg stated they do not see this as a material weakness but only as a significant deficiency. Mr. Berg suggested that in following years, the management response could make some changes based on these findings.

Boardmember Zerby supported documenting the control system that is currently in place to assure the Board and constituents that there is a process.

Boardmember Fletcher stated that in Greenwood, they reviewed quarterly what was being done. He also supported better documenting the existing procedures.

Fletcher moved, Zerby seconded, approving the 2017 Fire District Audit, as presented. Motion passed 4/0.

8. REVIEW OF THE 2017 EXCELSIOR FIREFIGHTERS RELIEF ASSOCIATION AUDIT – ABDO, EICK & MEYERS, LLP

Andrew Berg, Abdo, Eick & Meyers, LLP, referenced the management letter addressing two findings. Mr. Berg pointed out a graph and commented that the rate of return and funding percentage was based on the State's form.

Boardmember Zerby asked whether this model still followed the plan that was set in place by Jeff years ago. Mr. Duncan answered in the affirmative. Boardmember Zerby stated it appeared to be working well.

Boardmember Fletcher noted the State calculation is more conservative than the actuarial number. Mr. Berg replied that is correct and stated the calculation is lower the actuarial.

Boardmember Zerby stated the performance is good, and managed, but noted it contains the two same findings.

Chief Gerber stated the Relief Board will do the actual review, acceptance, and approval of this audit at their next meeting.

Boardmember Fletcher asked Mr. Duncan what he does for a living. Mr. Duncan stated he does fraud investigations for the Commerce Department.

11. UNFINISHED BUSINESS

- A. Excelsior Firefighters Relief Association Report / Ratification of a Pension Increase**
 - i. Relief Association Memo and Resolution #18-004**

Mr. Duncan stated there is supporting documentation to show where the numbers are derived from. He then stated that in 2014, there was a funding agreement. Mr. Duncan explained that funding agreement detailed if the percent exceeded 132 then membership would increase 5 percent. He further explained that the increase was suggested back in February and the board needs to ratify the increase.

Boardmember Zerby asked when the benefit was last increased. Mr. Duncan replied that it was increased the prior year. Boardmember Zerby asked if this were to be approved, then has it increased 15 percent in the past five years. Mr. Duncan estimated a 9-10 percent increase in the last 5 years.

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Boardmember Fletcher stated that he supports the increase but the Board should be cautious because there are risks in the market also.

Boardmember Miller questioned what the total fund percent coverage would be after the proposed increase. Mr. Duncan replied that he estimated 128 percent.

Mr. Duncan stated the markets have gone down since the end of the year. Boardmember Miller noted the plan is self-correcting if the markets fluctuate and stated that they are designed that way.

Boardmember Fletcher stated that the benefit of the current method is that they don't have to negotiate every year.

Boardmember Zerby stated he supports increasing it, noting the union increases have been at approximately 2-3 percent each year so this is beyond increases in salaries but the rate seemed to be on the higher end. Boardmember Miller noted the comparison to salaries was not the same because this is based on earnings of a pension fund, not cost of living or inflation.

Boardmember Zerby questioned what the purpose and rationale for the increase was. Boardmember Fletcher stated this is the firefighter's fund; so, if the fund is doing well, then the firefighters want to share in the benefits. He commented on the importance of keeping the experienced firefighters.

Mr. Duncan stated the counter argument would be to assume that there was an 18 plus percent increase but only 5 percent was given back. Mr. Duncan stated the current request rate is more than reasonable and commented that the increase in rates is good for recruitment and retention purposes.

Boardmember Zerby noted it is kind of like a profit sharing. Mr. Duncan agreed and stated the Board and all can take some credit for this doing so well.

Boardmember Miller stated it is a good system that's worked out well for the District as it is the primary method to retain and attract good talent. He further commented that if paid hourly it would be a lot less cost effective than the current set up. Miller stated that the current set up compensates and guarantees an excellent service level for the department.

Boardmember Zerby stated there has been a discussion in the past between the city's requirements to provide the potential gap which creates a large risk for the cities. Boardmember Fletcher recognized there is a danger if there is a market drop. He stated if this occurs then a large responsibility does fall on the cities.

Boardmember Miller stated in his history, there has been only one-time, around 2008-2009, were a level was reached to where the cities had to pay; however, the market recovered quickly. Miller stated that there is a 10-year recovery plan in place and the board has

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previously questioned whether it should have assistance funds set aside for that exact situation. He further stated that at this point, it is the cities' responsibilities to plan for that situation

Boardmember Fletcher stated they put their money in with the State board of investments and have been very diligent. Boardmember Miller agreed they have a diversified investment portfolio that is balanced. He further noted that they have been diligent.

Vice Chair Jennings offered Resolution #18-004 and moved for its adoption, seconded by Boardmember Fletcher

RESOLUTION NO. 18 – 004
2018 Guaranteed Pension Benefit Level

BE IT RESOLVED, that the EFD Board hereby ratifies a guaranteed per year of service pension benefit in the amount of \$7,625 (seven thousand six hundred twenty-five dollars) effective August 1, 2018.

BE IT FURTHER RESOLVED, that this new benefit level was approved by majority vote in favor by the EFRA Board and the EFFRA membership at their meetings in February, 2018. The new benefit level was obtained by following the established EFD Board resolution #14-003.

Motion passed 4/0.

9. MATTERS FROM THE FLOOR

There were no matters from the floor presented this evening.

10. REPORT AGENDA

A. Fire Chief / Fire District Report

- **Training**

Chief Gerber stated that there was one new recruit doing some internal training and the annual Fire Department Instructors Conference held in Indiana was coming up in April.

- **Fire Prevention**

Chief Gerber explained that from the fire prevention standpoint there were 785 inspectable occupancies. He further stated that public education continues to be important and commented that there was a CPR class held just last week. He reported the department is already beginning to plan for fall training classes.

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Boardmember Zerby asked when was last time Board reviewed inspection rates. Chief Gerber estimated it has been several years. Boardmember Zerby stated each year the events increase and rate increases often times assist with better quality service.

Boardmember Fletcher agreed the firefighters should be compensated at a higher rate as there is a gap between police and fire rates.

Chief Gerber suggested talking about that topic during the 2019 budget discussion planned for the April meeting.

- **Fire Suppression / Response**

Chief Gerber stated that there have been 180 calls and last year calls were at 143 so they are averaging more calls.

- **Special Events**

Chief Gerber stated that the department participated in pond hockey event, a Nordic ski event, and the Luck of the Lake 5k event. He then explained that the department no longer provides coverage for the 5k event but if an event will exceed 500 persons, then medical coverage must be provided. He further stated that the event was partnering with Ridgeview medical center. Chief Gerber noted the Lake Minnetonka half marathon was coming up and the department would be providing coverage for that event.

- **Emergency Management**

Chief Gerber stated that a meeting was recently held with community public safety where they discussed things that have happened and provided updates.

- **Administrative**

Chief Gerber stated they currently have 37 paid on call firefighters and can go up to 50 at one time. Chief Gerber stated that a firefighter recently resigned to move out of the state. He went on to explain the 2018 staffing model, which is very similar to the 2017 model. He described, in detail, the paid on call, the duty officer, and duty crew programs.

Boardmember Zerby stated that he spoke to the Lino Lakes mayor and found that police officers have been brought into response calls there. He asked if this board has discussed that idea as an option.

Chief Gerber stated there have been multiple discussions regarding that topic and it is not successful because of the staffing sizes. Chief Gerber explained that in smaller cities, if there is one main police staff they cannot be taken away from the police role for call response duty.

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Boardmember Fletcher asked about level of fire fighters required for the duty crew program. Chief Gerber explained that one crewmember must be able to drive and operate the truck and the other crewmember must be a firefighter that is not on probation. Chief Gerber stated if they don't have those two crewmembers, then the duty crew shift would be canceled.

Chief Gerber stated that the Firefighter Recognition event would be held April 21, 2018 at the Chanhassen dinner theater.

Chief Gerber discussed gear cleaning and inspections of gear for cancer prevention. He discussed the companies that they contract with for gear cleaning and then went on to explain that they also contract for ladder inspections. Chief Gerber stated because they had a new ladder this year, it would not need an inspection. The ladder truck was scheduled for delivery on Friday and it would take approximately one month to be fully up and running. Chief Gerber pointed out that a compressor at one of the fire stations would need to be replaced in 2021 and the replacement would be coordinated with the SCBA upgrade.

Boardmember Fletcher asked whether the EFD will we be okay when the department is short an aerial truck for a few weeks. Chief Gerber indicated that is not a concern.

11. UNFINISHED BUSINESS – continued

- A. Excelsior Firefighters Relief Association Report / Ratification of a Pension Increase**
 - ii. Relief Association Memo and Resolution #18-004**

This item was considered following Item 8.

12. NEW BUSINESS

- A. Fire Chief Performance Review**

Chief Gerber stated his performance review was conducted as the board requested. He stated it was a successful performance review and further discussions and/or concerns should be discussed at a workshop before the next meeting. If there is no further discussion or concerns, the review should be accepted.

Miller moved, Fletcher seconded, approving the Fire Chief's performance review. Motion passed 3/0/1 (Zerby).

- B. 2017 Year in Review**

Chief Gerber thanked members of the Excelsior Fire District, Administrative Specialist Ana Fatturi who is a core part of making this Year in Review document, the Fire District Board and Operating Committee for all they do to support the organization and drive the service provided, City Councils and all city staff who have been supportive and assist the Fire District in its

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accomplishments. He also thanked the City of Deephaven for its fiscal support and Mary Courtney for her day-to-day work.

Chief Gerber presented the 2017 Year in Review, discussed some of the challenges, emphasized the importance of prevention and training, and then described demographic changes, types of calls, times of calls, and the duty officer and duty crew programs.

Boardmember Zerby inquired about mutual aid calls. Chief Gerber presented a slide which detailed that information.

Boardmember Fletcher asked how many responds there were to medical calls. Chief Gerber explained it depends on type of call, who is there, and where the call is located.

Chief Gerber continued the presentation with slides depicting firefighter compensated hours; firefighter/citizen volunteer hours; special events; training events and hours; community risk reduction / prevention; projects and maintenance at each of the stations; list of apparatus and its usage; equipment pieces, maintenance, and repairs; administration activities; communication and other activities; emergency management; Relief Association; volunteer / reserve, and Auxiliary activities.

Administrator/Fiscal Agent Young inquired about the hoods and questioned if there was a comfort level, beyond the cost level, with the two types. Chief Gerber replied yes, and stated there is a comfort level difference.

The 2017 Year in Review document is available in hard copy at station 1 and is on the website.

C. Department of Public Safety – Division of the State Fire Marshal Service Planning Grant

Chief Gerber stated that in January, Resolution 18-003 to apply for the grant was adopted. He explained that grant was approved at \$133,000 and a 15 percent match from the Board was required. He explained the grant would be used to upgrade and modify the sleep rooms from community to individual. He explained the Board would need to accept the grant and discuss how to pay the 15 percent match.

Boardmember Fletcher asked how much money out of the 2019 funds would need to be allocated to the project. Chief Gerber estimated \$25,000 to \$35,000 of the 2019 budget.

Boardmember Fletcher asked if it would be better to get this done sooner or in 2019. Chief Gerber stated they would have until June 2019 to complete the project and some of the planning components would affect the timeframe.

Vice Chair Jennings questioned if \$60,000 would be left after the already approved concrete project. Chief Gerber stated that was correct.

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Boardmember Zerby questioned if this would be further discussed during the 2019 budget discussion.

Boardmember Fletcher asked if they accept that grant, are they committing to spending the roughly \$20,000. Chief Gerber stated that is correct.

Chief Gerber explained the project would change the existing rooms into two sleeping rooms. He estimated the cost at each station would be about \$40,000.

Boardmember Zerby stated that sounds like a big project.

Chief Gerber stated the company has been referred to them and they have done this type of work on other sites. He noted the project will go out for competitive bid so the current company may not get the bid.

Boardmember Zerby stated that is \$50,000 per sleeping compartment. Chief Gerber stated each room is smaller than a hotel room and will have a bed, tv on the wall, and desk.

Boardmember Fletcher stated the rooms are for overnight duty crew to sleep in.

Boardmember Miller stated they have discussed this idea before and have all agreed this duty crew model is successful by improving the success level and decreases the response time. He commented on the creative way to fund the project using the grant option.

Boardmember Fletcher stated it is important to keep in mind that the 2019 budget will still be affected.

i. Resolution 18-005 – Acceptance of Funding with Shared Services Grant with State Fire Marshal’s Office

Boardmember Miller offered Resolution #18-005 and moved for its adoption, seconded by Boardmember Fletcher

RESOLUTION NO. 18 – 005

Acceptance of Funds from the 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.

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BE IT FURTHER RESOLVED, the Excelsior Fire District applied for a Service planning Grant with the State Fire Marshal's Office in January, 2018. EFD Board Resolution #18-003 supported this grant process.

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

BE IT FURTHER RESOLVED, the Excelsior Fire District has been provided notice that the State of Minnesota, acting through the Commissioner of Public Safety, State Fire Marshal, has awarded funds to the Excelsior Fire District to be utilized in an implementation process to enhance staffing alternatives in order to deliver effective and efficient service delivery to our communities today and into the future.

BE IT FURTHER RESOLVED, by the Excelsior Fire District that the EFD Board accepts that grant in the amount of \$133,927.00, from the State of Minnesota, acting through its Commissioner of Public Safety, State Fire Marshal. The Excelsior Fire District agrees to fund the match for this grant award amount of at least \$20,089.25.

BE IT FURTHER RESOLVED, the Excelsior Fire District will utilize the authorized grant funds for the purposes of the service delivery grant as authorized in the contract with the State of Minnesota. The Excelsior Fire District will abide by all applicable laws and ordinances for this grant project.

BE IT FURTHER RESOLVED, the Excelsior Fire District Board authorizes the Fire Chief Scott Gerber to be the authorized representative for this grant.

Excelsior Fire District Serving the Communities of: Deephaven-Excelsior-Greenwood-Shorewood-Tonka Bay 24100 Smithtown Road Shorewood, MN. 55331

Boardmember Zerby stated he supports the change to duty crew and what this is accomplishing so he supports it in concept but due to not yet seeing the details and sticker shock, will abstain from the vote.

Boardmember Fletcher stated he feels more comfortable with this project than several months ago as it will improve the duty crew model.

Chief McCarthy described the lighting and paging technology improvements that will be incorporated into these sleeping rooms.

Motion passed 3/0/1 (Zerby).

D. 2019 Initial Budget Discussions

Chief Gerber stated the initial budget proposal will be discussed in detail at the April Work Session. He stated on June 27, 2018, the city councils will all meet together.

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- E. April and May Meeting Time / Date Adjustments**
 - i. Work Session – April 25, 2018 – Change Start Time to 7:00 p.m.**
 - iii. Regular Board Meeting – May 23, 2018 6 p.m. – Change Date to May 30**

Chief Gerber asked if there is opportunity to make some adjustments to the schedule. He stated Chair Erickson has indicated that what he is proposing would work for him. Chief Gerber requested a motion to change the April 25, 2018 meeting start time to 7:00 p.m. and to change the May 23, 2018 meeting to May 30, 2018.

Vice Chair Jennings, Boardmembers Fletcher, Miller and Zerby posed no objection to the meeting date and time adjustments.

Fletcher moved, Miller seconded, approving to change the start time of the April 25, 2018 Work Session to 7:00 p.m. and change the Regular Board Meeting from May 23, 2018 at 6:00 p.m. to May 30, 2018 at 6:00 p.m. Motion passed 4/0.

13. OTHER BUSINESS

A. Excelsior Fire Department Website

Boardmember Zerby commented on his support for transparency within government organizations and stated that he could not find minutes or agendas on the EFD website. Chief Gerber stated an outside company set up the website and it is now managed by inside part-time staff.

Boardmember Miller noted the meetings can be viewed on the LMCC site. Boardmember Fletcher stated there is not a link to the LMCC site on the EFD website.

Boardmember Zerby explained how easy it is to provide meeting documents to the public via a Dropbox feature.

Boardmember Fletcher asked Chief Gerber if there is adequate staffing. Chief Gerber stated he would look into it and if the board requests or directs then it will happen.

Boardmember Fletcher stated the board should have a further discussion on this before taking any action.

Boardmember Zerby noted that minutes are much easier to brief off text rather than a video.

Boardmember Fletcher stated that he is very supportive of the idea.

Vice Chair Jennings stated his support for this suggestion, noting if it is prohibitive from a staffing standpoint, maybe they could get a cost for an outside vendor to provide that on-going service.

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Chie Gerber asked the Board to provide direction on the documents to post and how long the documents should be posted.

Vice Chair Jennings stated Tonka Bay posts those documents to its website and it is a drag and drop action.

Boardmember Miller stated he supports direction to request Chief Gerber to provide a proposal to detail the request and timeframe.

Vice Chair Jennings stated initially it will take more work than on-going maintenance.

14. NEXT MEETING

A. Work Session – April 25, 2018, 7:00 P.M., Station 1

B. Regular Board Meeting – May 30, 2018, 6:00 P.M., Station 1

Chair Erickson noted the next regular EFD Work Session is scheduled for 7:00 P.M. on April 25, 2018, at Station I.

15. ADJOURNMENT

Fletcher moved, Zerby seconded, Adjourning the EFD Governing Board Meeting of March 28, 2018, at 7:50 P.M. Motion passed 4/0.

Respectfully Submitted,

Natasha Lukacs, Recording Secretary
TimeSaver Off Site Secretarial, Inc.