

**MINUTES**

**1. CALL TO ORDER**

Chair Jennings called the Working Session meeting to order at 6:36 P.M.

**ROLL CALL**

Present: Excelsior Fire District (EFD) Boardmembers: Chair Jennings; Vice Chair Labadie; Fletcher, and Miller (arrived at 6:55 p.m.).

Also present: Excelsior Fire District (EFD) Chief Mackey; Excelsior Fire District (EFD) Chief Prillaman; Deephaven Administrator/EFD Fiscal Agent Young; Shorewood City Administrator Lerud; and, EFD Firefighters David Hoo and Dana George.

Absent: Boardmember Erickson.

**2. APPROVAL OF AGENDA**

**Labadie moved, Fletcher seconded, approving the June 26, 2019, EFD Governing Board meeting agenda as presented. Motion passed 3/0.**

**3. NEW BUSINESS**

1. 2020 Fire District Budget Discussion with Member Cities

Chair Jennings explained this is the meeting for member City Councils to come forward and ask questions about the proposed 2020 budget. He noted from Tonka Bay's standpoint, that City Council had no questions, the Tonka Bay Mayor was happy with the budget, and found no need to attend tonight's meeting.

Chief Prillaman stated he was prepared to present the budget for elected officials in attendance but since none are here, it can be approached in a different way. He reviewed the updates since last month's meeting relating to the insurance premium and explained \$31,000 is not the correct number because the formula appears to only pick up one-half of the administrative specialist's insurance premium for the year. The other half would get reimbursed but to be accurate, the full benefit should be reflected on that line item. Chief Prillaman noted an estimate was used for the Chief Mackey because he did not know the age of the Chief's dependents so those numbers are off a little bit.

Chief Prillaman stated the Board requested an increase in the duty officer daily rate from \$85 to \$90, which is now included. There was a slight change to proposed hourly rate for a part-time administrator from \$12.50/hour to \$14.00/hour. This is a 15 hours/week position so it is a small impact. Chief Prillaman stated the budget's bottom line is strategically spending \$57,498 over revenues, still keeping revenues at 2.95%, and an average increase to member cities. At that expense level, reserves still at the high end of the range and may be up over 30% if 2019 again ends up under budget.

Chief Prillaman noted duty crew was delayed by a month and with the Chief transition, the new Chief is starting at a lower salary than the past Chief's ending salary, and even with his (Chief Prillaman's) and

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summer intern salaries, it looks like it will net a savings. He noted they are also running evening duty crews that have been canceled or consolidated if there are no drivers to staff both stations so that number will be below the estimated costs. He believed the combination of those factors will finish 2019 at \$6,000 to \$12,000 below budget.

Chair Jennings asked if the health premium costs had been adjusted. Chief Prillaman reviewed the City's contribution and proposed increase by 2.95%, noting increases elsewhere slightly dilutes the percentage of increase.

Chair Jennings asked what happens with the health care line as it has the lower of the two numbers. Chief Prillaman explained the Board's approach was to keep the City's contribution at about 2.95%. He noted this budget allows the new Chief to face administrative and other issues and still keep the budget at the targeted balance.

Chief Prillaman stated the cities were locked in at 2.95% and when the insurance line is fixed, that would not change. He explained the formula used when the JPA was created and noted that formula is now completely driven by tax capacity. The tax capacity for all member cities increased but four cities outpaced Tonka Bay in terms of its increase. Tonka Bay grew at a smaller rate so, compared to last year, Tonka Bay gets a reduction in its contribution of just under \$700.

Chief Prillaman reviewed staffing levels include a full-time Fire Chief, full-time Fire Marshal, increase in firefighter wages as well as officer stipend by a 2% cost of living, increased budget for evening duty crew to six nights a week, and expanding overnight from four in August to seven beginning January 1. This budget also keeps the \$10,000 Exceptional Service Award providing \$500 to firefighters with 400 or more response points and \$500 to firefighters with 150 or more duty crew points not including required nighttime staffing. It also adds a part-time administrative assistance to assist with Fire Chief duties.

Chief Prillaman stated he spent time identifying the Fire Chief's tasks. Currently, the Fire Chief runs between the Fire Stations two to three times a week to pick up and/or drop off paperwork; creates invoices for a variety of transactions (inspections, special events, certain types of calls, bills that are split with the Police Department); is the primary contact for most vendors including any coordination with vendors and contractors; accepts delivery of packages if staff is out; creates and maintains personnel files; handles projects such as selling excess equipment; identifies building/equipment keys and properly labeling keys; and orders bedding for the bunkroom. Chief Prillaman stated with additional assistance, some of those duties can be delegated to staff and that will allow the Fire Chief time to research grants and focus on more strategic important topics.

Boardmember Fletcher stated he had asked his questions at the last meeting.

Boardmember Labadie stated she received no negative feedback from the Shoreview Council.

Boardmember Fletcher stated the Greenwood Council seemed generally fine with the proposed 2020 budget, Greenwood Mayor Kind was at the last meeting, and Councilmember Cook may be at the LMCD meeting tonight.

Boardmember Miller arrived at 6:55 p.m.

Chair Jennings stated the feedback from Tonka Bay was positive.

Boardmember Miller stated the Excelsior Council had no objections at all.

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Deephaven Administrator/EFD Fiscal Agent Young stated Deephaven has not yet discussed the budget.

Chair Jennings suggested taking no action tonight and that staff finalize some of the numbers for presentation of the final 2020 budget at the next meeting.

Firefighters David Hoo and Dana George were in attendance and had no questions.

Chief Prillaman stated Fire Chief Mackey will make a declaration on who will be on his insurance policy so the insurance line can be adjusted. After that, he will prepare a clean 2020 budget for Board action at the July meeting.

Boardmember Fleming noted that the August meeting is usually not held unless there are issues with the budget. Deephaven Administrator/EFD Fiscal Agent Young concurred.

**4. NEXT MEETING**

1. Regular Board Meeting – July 24, 2019 6:30 pm

**The next regular EFD Governing Board Meeting is scheduled for 6:00 P.M. on Wednesday, July 24, 2019, at Station 1.**

**5. ADJOURN**

**Fletcher moved, Labadie seconded, adjourning the EFD Governing Board Working Session of June 26, 2019, at 7:06 P.M. Motion passed 4/0.**