

WEST METRO FIRE-RESCUE DISTRICT
Board of Directors Meeting Minutes
October 12, 2022
Approved December 14, 2022

A. Call to order

President Gary Laurant called the regular meeting of the West Metro Fire-Rescue District Board of Directors to order at 6:31 p.m. on Wednesday, October 12, 2022 at Station 3, 4251 Xylon Avenue N., New Hope, MN.

B. Roll Call – The following Directors were present:

Gary Laurant	President
Anne Norris	City Manager, City of Crystal, Secretary-Treasurer
Tim Hoyt	Acting City Manager, City of New Hope
John Elder	Council, City of New Hope
Nancy LaRoche	Council, City of Crystal
Jeff Kolb	Citizen Representative, City of Crystal
Marc Berris	Citizen Representative, City of New Hope

The following staff members were present:

Fire Chief Sarah Larson
Assistant Fire Chief Joel Nelson
Assistant Fire Chief Josh Kunde
Assistant Fire Chief Sean Watson
Deputy Fire Marshal Shelby Wolf
Counsel Joel Jamnik, Campbell Knutson
Recording Secretary Amy Juntunen, JASS

C. Chief's Commendation

Chief Larson recognized Frankie Hiamah with a Chief's Commendation for his rescue of another building resident during the April 3, 2022 fire at the Pheasant Park Apartments. His actions to locate and pull the resident from the apartment building saved a life. This action shows heroics as well as character and bravery.

D. Promotions

The Board recognized the promotions within the department of Jacob Wheeler and Eric Grimes to Administrative Captain; Jason Braun to Battalion Chief; Adam Cummings, Phillip Maki, Tara Piazza, and Dennis Marquardt to Captain; Nazib Chowdhury and Brandon Clark to Lieutenant; and Spencer Specht to Firefighter.

E. Minutes

1. Approve the July 13, 2022 Board of Directors Meeting Minutes. Motion by Elder, second by Norris to approve the minutes as presented. **Motion carried.**

F. **Open Forum** None.

G. **Consent Agenda**

1. Approve June Expenditures totaling \$375,417.89
2. Approve July Expenditures totaling \$204,642.24
3. Approve August Expenditures totaling \$206,558.16
4. Approve Resolution 2022-9 Accepting Donations
5. Approve Resolution 2022-10 Accepting Donations
6. Approve Resolution 2022-11 Accepting Donations
7. Approve Resolution 2022-12 Accepting Donations
8. Accept Board of Firefighting Training and Education (MBFTE) Reimbursement
9. Liability Coverage Waiver Form

Motion by Berris, second by Elder to approve the Consent Agenda as presented. **Motion carried.**

H. **Chief's Report**

1. The report can be found in the meeting packet. Calls for service are expected to be in line with the past few years including two severe weather calls. Larson gave the Board a brief background of Eric Grimes, the new Administrative Captain. The recent Open House was a success with a live fire demo, kiddie obstacle course and more. There was a great community turnout. The new ballistic vests went into service yesterday. There have been four inquiries on the existing engines so it is expected they will sell. Delivery of the first new engine is expected in February with the other three engines following in March and April 2023. Larson shared that another local Chief recently ordered a replica of a truck that was delivered in January of 2022 with an increased cost of \$185,000 and a 30-month delivery schedule.

Motion by Elder, second by Norris to approve the Chief's Report. **Motion carried.**

2. 2022 Second Quarter Financial Report.

I. **Old Business**

J. **New Business**

1. Fire Department Survey. The survey was sent out in early July to solicit input from the paid on-call firefighters as a tool in the continual evaluation of the District. Responses were received from 29 firefighters. Response was not mandatory. Most respondents agreed that the District fits into their lifestyle and they feel valued. Takeaways from the survey is that, overall, the District is a well run fire department with firefighters who care about the District and community and enjoy working here. Accountability and communication need to be improved. They do enjoy the training provided by the District. Data does not support implementing a weekend duty crew. Having to commit more than 20 weekend hours per month to the District would be too much for most firefighters.

To improve communication, the District will begin implementing check-ins with each firefighter with more regularity and address inappropriateness among firefighters as it occurs instead of at a later time.

Motion by Kolb, second by Elder to accept the results of the survey as presented. **Motion carried.**

2. Fire Chief Annual Performance Evaluation. Norris will send the Chief's goals for 2022, along with the 2022 evaluation form. Board members will need to return their evaluations to Laurant prior to the December regular meeting. An Executive Session will be held immediately prior to the regular December meeting to discuss the evaluation.

3. Capital Purchase. The capital plan has \$4,500 committed for the purchase of three new smoke machines for use in training to replace the two currently owned by the District. Three quotes were obtained and staff recommend the purchase of three Tele-Lite Battle Fogger smoke machines at a total cost of \$3,982.50.

Motion by Kolb, second by LaRoche to approve the capital purchase of smoke machines as presented. **Motion carried.**

K. Recognition of Anne Norris for her service to the Board and WMFRD.

Norris was recognized with a Certificate of Appreciation for her service to the District from 1999-2022. The invaluable input, fortitude and compassion shown to staff and Board members will be remembered.

L. Other Matters and Announcements

1. A **regular meeting** of the West Metro Board of Directors is scheduled for December 14, 2022 at 6:30 p.m. A closed Executive Session will precede the meeting at 6:00 p.m. for the Chief's evaluation.

M. Adjournment

There being no further business, motion by Elder, second by Norris to adjourn. The meeting was adjourned at 7:45 p.m.

Respectfully submitted,

Amy Juntunen
Recording Secretary