

WEST METRO FIRE-RESCUE DISTRICT

Board of Directors Meeting Minutes

February 9, 2022

Approved April 13, 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 6:32 p.m. on February 9, 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
Kirk McDonald	City Manager, City of New Hope, Vice President
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 Adam Wodtke
Deputy Fire Marshal Shelby Wolf
Counsel Joel Jamnik
Recording Secretary Amy Juntunen

C. Promotion of Apprentice Firefighters to the Rank of Firefighter

Ryan Master and Jason Huber were sworn in to the rank of Firefighter.

D. Minutes

1. Approve the December 8, 2021 Board of Directors Meeting Minutes
2. Approve the December 8, 2021 Executive Session Minutes

Motion by Berris, second by Norris to approve the minutes as presented. **Motion carried.**

E. Open Forum None.

F. Consent Agenda

1. Approve November Expenditures totaling \$167,812.27
2. Approve December Expenditures totaling \$267,284.23
3. Approve 2021 Pension Contribution of \$141,944.93

4. Approve LMCIT Workers Compensation Premium
5. Accept LMCIT Property/Casualty Dividend
6. Approve Resolution 2022-1 Delegating Authority to make Electronic Funds Transfers
7. Approve Resolution 2022-2 engaging MMKR to complete the 2021 Audit

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

G. Chief's Report

The report can be found in the meeting packet.

H. Old Business

1. Board's representatives on the West Metro Fire Relief Association Board. The Mayors of both member cities and Laurant met with the new candidate. Isaac Sandberg has been a long-time Board representative and is willing to continue. Alyssa Bell applied to serve on the Board in response to both cities' advertisement for candidates for the position.

Motion by McDonald, second by Kolb to reappoint Isaac Sandberg to the WMFRDFRA Board of Trustees with a term to expire December 31, 2022. **Motion carried.**

Motion by Elder, second by Kolb to appoint Alyssa Bell to the WMFRDFRA Board of Trustees with a term to expire December 31, 2022. **Motion carried.**

I. New Business

1. Approve 2022 Chief's Goals. Motion by Elder, second by Berris to approve the Chief's 2022 goals as presented. **Motion carried.**
2. Credit Card Policy. To date, WMFRD has not accepted credit cards as a form of payment. This is no longer a viable option since many people no longer have checks. Payments are accepted for the Honor Guard Clinic, personalized uniforms, and occasional sale items. The District's financial advisor, Abdo, created this policy and recommended a PayPal Business account. With this approval the District will create a PayPal Business account to accept credit card payments.

Motion by Kolb, second by Elder to approve the credit card policy as presented. **Motion carried.**

3. Capital Purchase. The lockers at Stations One and Two hold one set of turnout gear for each firefighter. Due to awareness of carcinogens and other chemicals firefighters are exposed to on scenes, the District has issued a second set of turnout gear to each firefighter. The current lockers are Gear Grid brand and are expandable. Staff recommends purchase to expand the lockers to accommodate two sets of turnout gear at a cost of \$3,932.00. The 2022 approved capital plan has \$30,000 for Gear Grid upgrades.

Motion by Kolb, second by Norris to approve the purchase as presented. **Motion carried.**

4. Consignment of Four Engines. A sealed bid process was required by state statute for the sale of the fire engine with the asking price of \$225,000. Industrial Del Fuerte S de RL de CV submitted a

sealed bid for \$200,000. Engine 31 is ready for sale and delivery now and the other three engines will have a stipulation on delivery to allow the new engines to be completed and put into service. Brindlee Mountain does charge a 7% commission fee.

Motion by LaRoche, second by Berris to approve the sale through Brindlee Mountain as presented.
Motion carried.

J. Other Matters and Announcements

1. The **next regular** meeting of the West Metro Board of Directors will be held April 13, 2022 at 6:30 p.m.

K. Adjournment

There being no further business, motion by Berris, second by Elder to adjourn. The meeting was adjourned at 6:54 p.m.

Respectfully submitted,

Amy Juntunen
Recording Secretary