

**Excelsior Fire District Board  
EFD Governing Board Meeting  
Wednesday, April 27, 2005**

**24100 Smithtown Road  
Conference Room  
7:00 P.M.**

## MINUTES

### 1. CALL TO ORDER

Chair Bauman called the meeting to order at 7:04 P.M.

### ROLL CALL

Present: Excelsior Fire District (EFD) Boardmembers: Chair Bauman; Boardmembers Love, Saunders, Skrede, and Viesturs; EFD Chief DuCharme; Firefighter/Trustee Hoo

Also present: EFD Deputy Fire Chief George and EFD Captains Berglund and Heiland; Deephaven: Administrator Young; Shorewood: Administrator Dawson and Tonka Bay: Administrator Irvine

Absent: None

### 2. AGENDA APPROVAL

Chair Bauman reviewed the Agenda for the meeting. Chief DuCharme noted the Operating Report would be given by Deputy Chief George in Item 7B.

**Love moved, Skrede seconded, approving the EFD Board Meeting Agenda as amended. Motion passed 5/0.**

### 3. APPROVAL OF MINUTES

#### A. March 23, 2005, EFD Board Meeting Minutes

**Love moved, Saunders seconded, Approving the March 23, 2005, EFD Board Meeting Minutes as presented. Motion passed 5/0.**

### 4. OATH AND INTRODUCTION OF NEW FIREFIGHTERS

Chair Baumann stated it was with immense pride and pleasure that the Board was able to witness the oath and introduction of the new firefighters for the Excelsior Fire District this evening. He noted there were friends and family present to witness this ceremony and he thanked all for attending.

Chief DuCharme then administered the oath of firefighters and introduced Captains Berglund and District Chief/Captain Heiland for the introduction of each new firefighter.

District Chief/Captain Heiland introduced the following new firefighters and welcomed them to Station 2 in Deephaven:

Charlie Blumhoefer  
Eric Enger  
Jason Hill  
Karl Narveson

**EFD GOVERNING BOARD MEETING MINUTES**

**April 27, 2005**

**Page 2 of 8**

Captain Berglund introduced the following new firefighters and welcomed them to Station 3 in Navarre:

Tony Bolden  
Mike Brothers  
Kevin Brierton  
Brian Gorman  
Allison Giese

Richard Martin  
Chris Morris  
John Pulley  
Brandon Stovern  
Joel Utecht  
Gary Van Guilder

Chair Bauman recessed the meeting at 7:08 P.M. to allow for family photos with the firefighters and reconvened the meeting at 7:14 P.M. He thanked the Chief for implementing this new tradition and allowing the EFD Governing Board to be part of the ceremony as it was an honor for all included.

**5. REPORT AGENDA**

**A. Monthly District Review of March, 2005**

Chief DuCharme stated there had been 55 fire calls for the month of March. He also noted the breakdown of calls per city as part of the District Review for the month.

**B. Report of Operating Committee Meeting of April 12, 2005**

Administrator Irvine reported on matters considered and actions taken at the Operating Committee Meeting of April 12, 2005, (as detailed in the minutes of that meeting).

**Love moved, Viesturs seconded, Approving the Report Agenda as presented. Motion passed 5/0.**

**6. MATTERS FROM THE FLOOR**

There were no matters from the floor presented.

**7. FIRE CHIEF REPORT**

**A. General Report**

Chief DuCharme reported all member cities had approved the EFD Capital Equipment Plan for 2006. He noted a common question regarding historical expenditures had been heard at each Council presentation. To bring resolution to this issue, he had emailed this historical data to all Boardmembers and the Operating Committee prior to this meeting. He encouraged anyone with additional questions to contact him for further information.

Chief DuCharme went on to report 24 firefighters were beginning the Firefighter II class taught by District instructors as a cost saving measure. He also noted the dedication and enthusiasm of the 8 newest firefighters for beginning a lengthy course on Emergency Medical Treatment (EMT) for certification.

## **EFD GOVERNING BOARD MEETING MINUTES**

**April 27, 2005**

**Page 3 of 8**

### **B. Operating Report by the Deputy Chief**

Deputy Chief George reported each station was involved in the seasonal shift of gear due to the changes in recent weather. He also reported the Rescue Boat had a bearing failure and was awaiting replacement of that part by the Mercury dealer at no cost to the District. He anticipated the boat to be operational in approximately one week.

### **C. East, West, Navarre**

District Chief Heiland reported on Station 2 activities in Deephaven, noting there were five new members in a Firefighter I class bringing the current membership to 15 at that station. In addition, he noted Rescue 21 is ready for use. Brandon Narveson will be dedicating his Eagle Scout project at Station 2 on May 21, 2005, at 4:00 P.M. All Boardmembers were invited and encouraged to attend. District Chief Heiland stated he was proud of the firefighters' accomplishments in the past at Station 2, as they worked to keep morale high. He stated they had become a team despite recent comments received from the Deephaven City Council. He assured all residents of the District that all firefighters would respond to all 911 calls with enthusiasm and passion as always.

Captain Berglund reported on Station 3 activities in Navarre, noting there were 13 new responders bringing the total firefighters at that station to 24, with five of those firefighters holding current EMT certification. He also stated Rescue 31 had been delivered to the Station, but was still in the process of receiving additional equipment. Training on this apparatus would be taking place over the next six weeks. He noted despite the lack of seasoned veteran firefighters at this station, he was very proud of the current Staff as they were very motivated, eager, and proud to serve all member cities of the District.

### **D. Fire Prevention**

Chief DuCharme reported the team of three inspectors had begun inspecting businesses in the Deephaven and Greenwood area of the District. Many new businesses had changed and the goal for data collection would easily be surpassed due to the dedicated talents of these individuals. He also stated hardware, laptops, and project equipment, including a printer, would be arriving in the near future from the FEMA grant discussed at previous Board meetings.

With regard to Public Education, he noted the Wells Fargo Half Marathon Race would be taking place on Sunday, May 1, 2005. He also stated plans were underway for several summer celebrations in the District, such as the Art on the Lake, and Fourth of July Celebration in the Excelsior Commons area.

### **E. Trustee Report**

Trustee Hoo reported he had received requests from the firefighters for three items. A request had been made for a flagpole and appropriate signage designating the Station 2 Fire Station in Deephaven. Firefighters requested signage be placed on the building and at the boulevard entrance in that area to alert residents of the location of Station 2.

Discussion ensued by the Board regarding the physical location and process to be followed for these requests, in addition to whether these items had been in the construction budget for the Station.

Boardmember Skrede stated he would bring these requests to the Deephaven City Council at the next meeting on Monday, May 2, 2005. Boardmember Saunders summarized there were two

## EFD GOVERNING BOARD MEETING MINUTES

April 27, 2005

Page 4 of 8

issues to be addressed at that meeting, with the first being an appropriate process for the request, and the second issue being whether there was money available in the construction budget for these requests. Boardmember Skrede stated he would report back on these matters at the next Board meeting.

Chief DuCharme also stated he wished to congratulate Kevin Kuhnly, Kevin Stern, and Bruce Duncan on their District anniversaries as firefighters. He thanked them, on behalf of the entire District, for their dedicated service. He also noted Firefighter Kim Stern would be deployed to Iraq to serve as a civilian firefighter on military bases on Monday, May 2, 2005. On behalf of all persons present, he wished him well in the next year.

### 8. OTHER BUSINESS

#### A. Fire Response in Areas of Interest

##### 1. Report of Group Meeting

Chief DuCharme explained he had met with Administrators Irvine and Young, as well as Boardmember Skrede since the last Board meeting regarding response time issues. The group worked to define the types of calls to be reported in response time data, including in service time, on scene time, and total response time. Chief DuCharme then stated he had assembled data from the first quarter as practice for this endeavor. He noted the average number of firefighters per call per station and noted these averages were in line with the District's call mandate. He also noted the group found the sample of data to be distorted due to the high number of cancelled calls. The group stated a narrative should be provided for each cancelled call as a way of tracking areas of interest within the District. Chief DuCharme stated establishing zones as previously discussed, would be extremely time consuming and would provide inadequate sampling data that would most likely distort the data being tracked. Chief DuCharme stated EFD Staff would be responsible for reviewing the data and implementing a process for reporting the data regarding response times since the group thought it important that each city understand why calls were cancelled. To that end, the group had agreed not to include duty officer calls, cancelled calls and routine calls within the call data equations for response times. The following definitions were offered to all as common language utilized by public safety responders with regard to the collection of this data.

**Duty officer calls** are handled District by one responder. The response protocol directs the Duty Officer to respond to the scene in a non-emergency mode. No red lights or sirens (routine response).

**Cancelled calls** are incidents that are paged out as emergency calls but on the authority of either the Dispatcher, Police Officer or Fire Officer have requested that the Fire District not respond because the emergency had ended or did not exist in the first place. An excellent example would be a Fire Alarm where the Police Officer arrives on the scene first and finds that it was burnt food and there was no crisis.

**Routine calls** are incidents where a non-emergency situation is analyzed and Fire response is still needed. The routine call may start as an emergency and then be downgrade to routine or may be paged as a routine call from the start. An example would be at a minor car accident, the Police ask the Dispatcher to dispatch the Fire District "routine" (no red lights or sirens) for a wash down because antifreeze had spilled on the road. Another example would be where the Fire District is called on an emergency basis to a fire alarm, but either a Police Officer or Fire Officer needs the Fire Truck or personnel to "reset" the alarm and asks the response to be routine.

## EFD GOVERNING BOARD MEETING MINUTES

April 27, 2005

Page 5 of 8

Chief DuCharme stated he and Deputy Chief George would identify areas of interest where the call response times were not equal to the rest of the District. These areas would be monitored and assessment of adequate response times would be an ongoing activity.

Chair Bauman questioned why a narrative of cancelled calls was needed since it would not impact the call data. Chief DuCharme stated members of the group thought it important that each city understood why calls were cancelled.

Boardmember Skrede stated when the examination of data was originally requested, it was done with intent to provide the most accurate information possible regarding response times for the District. He noted the group had reviewed several months' worth of cancelled call data to find the current system was a good system with regard to finding actual response time data. As a result of this examination, it was determined that there would no longer be a need to verify such data in the future, and the Chief's time could be utilized more efficiently in other endeavors associated with running the District.

### **B. Old Business**

#### **1. Relief Association Benefit Increase**

Chair Bauman stated each Boardmember had now had the opportunity to review this issue with its Council and he questioned what the Board would like to do to move the issue forward.

**Love moved, Viesturs seconded, Approving the Request from the Excelsior Fire District Relief Association for an increase in the per year of service benefit from \$4,700 per year of service to 5,000 per year of service.**

Boardmember Saunders stated he appreciated the Board allowing all member cities the opportunity to revisit this issue. He further stated, he was in a unique predicament, because, while he personally supported the increase, the Greenwood City Council did not at this time, as it believed cities needed relief since the recent expense of funding for the public safety facilities, and it was not ready to move forward on such additional funding for the EFRA at this time. The Council further believed there could be some financial liability in the future due to a large number of new firefighters within the District. The Council also believed a forecast should be conducted to offset any future burden potentially being subsidized by senior firefighters. Boardmember Saunders stated with his role and responsibilities of representation in mind, he would not be supporting the motion on this issue

Doug Sweeney, president of the EFRA, stated several financial forecasts had been completed in recent years demonstrating the fund balance to be solid despite the addition of new firefighters to the District's EFRA. He then passed out projections of the EFRA fund balances demonstrating yields at 3% and 5% growth, noted these projections to be highly conservative in the marketplace. The data supplied also supplied these projects with a \$5000 per year of service benefit. Projected assets were noticeably positive throughout the Year 2014 in each projection.

**Without objection of the seconder, the maker of the motion amended the motion to make this increase retroactive to January 1, 2005. Motion passed 4/1, with Saunders dissenting.**

Boardmember Love stated while no one could make certain of the future, he appreciated the concerns heard regarding the request. He also stated the Board had made a strong commitment to the firefighters upon inception of the District that EFRA funding and bricks and mortar would be financially supported at the same time. He further stated it was important for this Board and future Boards to continue to honor that commitment.

## EFD GOVERNING BOARD MEETING MINUTES

April 27, 2005

Page 6 of 8

Boardmember Saunders agreed, noting it was important to lay a foundation for the financial future should periods of time and inflation increase to a point where it would be difficult for cities to continue to fund the EFRA benefits. To that end, he stated he thought future Boards needed to interpret the financial future of the EFRA and work to provide options for fiscal responsibility within the District.

Chair Bauman stated a historical record of these discussions was being kept via the minutes and cable casting of the meetings. Boardmember Love requested the EFRA make presentations to the Councils and Board in the future regarding the funding to keep communication open and accurate on this topic.

### C. Ongoing Items

#### 1. Review of Mission Statement

Chair Bauman reviewed the mission statements provided by several other agencies as well as the District's current mission statement. After a brief discussion by the Board, he stated it would be prudent to have a sub-committee comprised of firefighters and Boardmembers work to "wordsmith" the District's mission statement. He thought a smaller group of people could provide more efficient use of time on this topic and could better reflect the goals and values of the District. All Boardmembers agreed.

Boardmembers Saunders and Viesturs offered to work on this matter with a committee of firefighters lead by Firefighter Farina. Chair Bauman stated he would be delighted to be an alternate to this committee. Chief DuCharme stated he anticipated a draft of the mission statement to be available to the next Board meeting in May.

#### 2. Review of Allocation Proposal by Saunders

Chief DuCharme reviewed the EFD Attorney's memorandum on legalities related to the Joint Powers Agreement associated with the disbursement of funds within the proposed allocation for the Orono contract.

Boardmember Love stated he thought the legal language supplied for inclusion in the proposal retained the spirit of the proposal. Boardmember Saunders stated he agreed, noting the proposed allocation equation had attempted to provide a framework for the legalities associated with this proposal.

Trustee Hoo stated he had brought this issue to the EFD membership at a recent training meeting, and two concerns had been raised. First the membership requested the Board *not* utilize the 25% for any unfunded liabilities or to offset budget deficits. In addition, the membership requested when issues were presented and recommendations solicited from the membership, it be gathered from the whole membership. The membership wished to have a process in place where all members were involved in a decision put forth as a recommendation.

Chief DuCharme stated he believed it was the function of the trustees to lead that process.

Boardmember Love noted the concerns were now part of the record on this matter, and with the presence of a process utilized over the last few months, he was hopeful the Board and membership could move forward toward an era of trust and knowledge.

**Love moved, Saunders seconded, Approving the Allocation Proposal set forth by Boardmember Saunders regarding a Disbursement Formula for the Orono contract, and**

## **EFD GOVERNING BOARD MEETING MINUTES**

**April 27, 2005**

**Page 7 of 8**

**including the legal language stating the Board will “solicit and consider the recommendations of the firefighters as to 25% of the net revenue of the contract.” as well as the concerns of the EFD membership on this recommendation.**

Deputy Chief George stated he was concerned for the history of this matter since Board’s change and the firefighters do not always change as frequently. He noted there had been lots of good intentions from many Boardmembers in the past, but the new Boardmembers did not always see the good intentions of past Boards. To that end, he requested the Board memorialize intent of the allocations from the Orono contract through a written letter.

Boardmember Skrede stated it was also important to address monies already spent from the Orono contract and the associated issues of these expenditures. He thought a thorough examination of funds would be beneficial as a written record of monies spent as well.

**Without objection from the seconder, the maker of the motion amended the motion to also include an examination of all expenditures of funds derived from the Orono revenue.**

Trustee Hoo stated the EFRA Board had also requested a commitment of funding regarding the proposed 50% documented in the net revenue portion of the allocation proposal.

Boardmember Saunders suggested a process for a review of previous years funding to accurately predict an allocation for the Year 2005.

Mr. Sweeney respectfully requested this action prior to June 30 for accounting purposes for the EFRA.

**Without objection from the seconder of the motion, the maker of the motion amended the motion to also include a commitment of funding regarding the proposed 50% documented in the net revenue portion of the allocation proposal for the Orono contract. Motion passed 5/0.**

### **D. New Business**

Boardmember Skrede questioned the Operating Committee’s recommendation regarding a discussion on establishing a Special Unit of Government. He stated this issue had been tabled at a previous Board meeting prior to the current members of this Board being appointed for representation. He noted it would take a bit of research to determine the correct process for bringing this issue forward for discussion.

Boardmember Viesturs stated one of her constituents had noted a situation recently where low water pressure had caused an alarm to be generated. She questioned, on behalf of the constituent, whether the Board had considered a process to secure reimbursement for issues associated with negligence.

Chair Bauman directed, without objection from the Board, that this matter be placed on a future Operating Committee Agenda for further discussion.

## **9. NEXT MEETING**

### **A. Board Meeting May 25, 2005; 7:00 P.M. WEST SIDE STATION**

Chair Bauman noted the time and location of the next Board meeting in May.