

**Excelsior Fire District  
Operating Committee Meeting Minutes  
December 14, 2005**

**1. Call to Order**

City Administrator Sara Irvine called the meeting to order at 1:00 p.m.

Members Present: Fire Chief Mark DuCharme, Tonka Bay City Administrator Sara Irvine, Excelsior City Manager Larry Whittaker, Excelsior City Clerk/Treasurer Jim Olds, Deephaven City Administrator Dana Young, Shorewood City Administrator Craig Dawson and Greenwood City Administrator Roberta Whipple.

**2. Approval of Agenda**

Committee members agreed that the Minutes of the previous meeting did not need to be reviewed and approved. Irvine asked the Committee to add “Cost allocation of the deficit” to the Agenda. Whipple moved to approve the Agenda as amended. Dawson seconded the motion. Motion carried 5-0.

**3. Fire Chief Report**

**a. Monthly Review**

Chief DuCharme reported that the Department had responded to 754 calls through November 30.

Chief DuCharme recommended that the City of Tonka Bay bill the property owner that has had two fire calls for negligence regarding a building project. Irvine said she would refer it to the City Council for their recommendation on payment.

Whittaker asked if the fire call data could be sorted by area or town or address. This would help the City determine the relative costs for certain types of businesses, The Commons, the City docks and various neighborhoods. Chief DuCharme said that it could be done; but, it would take a considerable amount of time. Olds said that he had the address data at the City Hall and that he might be able to sort the data by address – which would be a good first step.

Chief DuCharme reported that there were fewer inspections in November. This might be attributed to the fact that it takes extra time to inspect the various apartment buildings in the District.

He also said that local businesses will be required to install key boxes that the firefighters could access with a master key if necessary for fighting a fire. Some business owners had complained about the cost; but, the Operating Committee agreed that the potential benefit exceeds the cost.

**4. Approval of Bills**

Chief DuCharme presented the Verified Claims for Committee consideration. After discussing the report on fund balances and the year-end projections, the Committee was satisfied that the claims were reasonable. Motion by Young, seconded by Dawson, to approve the bills through November 30, 2005. Motion carried 5-0.

**5. Other Business**

**a. Cost Allocation of the West Station Deficit**

Young suggested the Department delay purchasing the proposed warning flashers for County Road 19 until the issues related to the deficit in the West Side Construction Fund are resolved. He stated that this would leave a deficit of approximately \$40,000 to \$50,000 to address depending on SLMPD's payment on the exercise equipment and training room furniture. Dawson said that this could be considered; but, the costs of such items should be split 50/50 – not 51/49, as this latter split was applied to costs associated with Phase II construction. Chief DuCharme said that he proposed to charge the deficit to the Capital Equipment Fund.

Young asked about the use of the funds from the Orono Fire Contract. DuCharme said that the EFD Board had already committed their share of these funds for this year. Young stated that the proposed funding distribution formula that has been developed for the Orono contract should only be applied after deducting the \$39,000 contribution to the Firefighters Relief Association and the \$28,500 budget contributions in 2004 and 2005.

Dawson suggested that the deficit could be covered by an internal loan that would be repaid over two to three years. Whittaker asked if this would effectively increase the required contribution from each City. Dawson said that it would; but, this would level out (with the reduced debt service costs) when some of the bonds are called.

Chief DuCharme said there had been questions about the amount of direct and indirect costs should be charged to the Orono Fire Contract because this directly affects the balance left for the firefighters' recommendations.

Irvine asked the Committee if it had any other business to discuss. Hearing none, she announced the date for the next meeting.

**6. Next Meeting**

Irvine said that next meeting of the Operating Committee is scheduled for January 11, 2006, at 3:00 p.m.

**7. Adjournment**

Motion by Young, seconded by Dawson, to adjourn the meeting at 2:00 p.m. Motion carried 5-0.

Submitted by Laurence E. Whittaker  
Recording Secretary