

**Excelsior Fire District  
Operating Committee Meeting Minutes  
February 9, 2005**

**1. Call to Order**

City Administrator Craig Dawson called the meeting to order at 1:35 p.m.

Members Present: Fire Chief Mark DuCharme, Shorewood City Administrator Craig Dawson, Greenwood City Administrator Roberta Whipple, Excelsior Deputy City Clerk Cheri Johnson and Deephaven City Administrator Dana Young.

**2. Approval of Agenda**

The agenda was approved as submitted.

**3. Fire Chief Report**

a. Monthly Review

Chief DuCharme provided a brief update on the monthly calls received in January, 2005. Chief DuCharme stated that he has been invited to attend a Deephaven City Council worksession on February 24<sup>th</sup> in which discussion will be held on a variety of issues including response times and the number of firefighters responding to fire calls. He provided an indepth review of the monthly reports with the Committee in order to clarify specific response time information that is provided both on the Chief's Administrative Report and on the Calls per City Report.

b. Chair Request of Operating Committee

Chief DuCharme stated that the Board Chairman requested three items for review by the Operating Committee at the January 26, 2005 EFD Governing Board meeting. First, it was requested that a representative of the Operating Committee provide a summary of their monthly meeting at the Governing Board meetings. The Committee recommended that Sara Irvine, the 2005 Operating Committee Chair, would give a monthly update of the Operating Committee meetings to the Board. The Committee further recommended that the Secretary of the Operating Committee would give a monthly update to the Board in the absence of the Committee Chair.

Second, Chief DuCharme stated that the Chairman requested that the Operating Committee review the issues associated with withdrawal from the Joint Powers Agreement. Craig Dawson correctly noted that the Board had dropped this issue from further consideration at the end of last month's meeting.

And third, Chief DuCharme stated that the Chairman had asked the Operating Committee to consider whether the False Alarm Fees should be kept by each member City or by the District. Cheri Johnson noted that the District does not currently have the legal authority to collect False Alarm Fees. She stated that the City's authority is granted by ordinance adopted by each city and False Alarm Fees are collected as a permit fee when an alarm user incurs more than one false fire alarm over a twelve month period.

Dana Young stated that False Alarm Fees constitute a very small portion of his City's revenues and he would not object to the District receiving the permit fee with the understanding that the District would now be required to collect the fee instead of each city. Chief DuCharme stated that he doesn't have a problem with the cities collecting the False Alarm Fees rather than the District.

Further discussion was held on when cities should be notified regarding False Alarm Fees. Chief DuCharme stated that the District attempts to distribute notification to each city regarding those residents in violation of the false alarm requirements quarterly. Cheri Johnson stated that she would prefer more immediate notification if there were problems with repeat offenders. Chief DuCharme noted that St. John's school has had a number of false alarms recently. Dana Young recommended that one of the new Fire Marshall's could be given this responsibility to generate false alarm reports and to notify cities more immediately if there is a situation involving repeat offenders.

Chief DuCharme stated that an attempt is made to administratively screen false alarm reports to ensure that residents are not inappropriately charged a False Alarm Fee. He stated that care needs to be taken with false alarms because residents have complained in the past that they will simply disconnect their fire alarms in order to avoid any future False Alarm Fee. Chief DuCharme stated that he would include a policy on false fire alarms in next weeks Board packet.

#### **4. Approval of Bills**

The February 2005 District Bills were approved on a motion by Craig Dawson, seconded by Dana Young. Motion declared carried.

#### **5. Other Business**

Chief DuCharme noted that the Trustees are currently reviewing a grievance from a firefighter who is objecting to being dismissed from the Department due to the fact that he had not met the 33% fire call requirement for an entire year.

Chief DuCharme stated that he is currently working on the 2006 Budget and has given his staff every opportunity to participate in the budget process but has not yet received any input on the budget from the firefighters. He added that the 2006 Budget will likely include a salary for a fulltime administrative assistant. He stated that this individual would take over the current fiscal responsibilities provided by the City of Excelsior, the duties provided by current parttime secretary and the duties of the recording secretary. He added that the administrative assistance would also be trained to attend fire calls. The Committee recommended that the Board should be provided with a job description of the position and that the City of Excelsior should be forewarned that their financial services would no longer be needed well before Excelsior begins its 2006 Budget.

#### **6. Next Meeting**

The next meeting of the Operating Committee is scheduled for Wednesday, March 9, 2005 at 1:30 p.m.

#### **7. Adjournment**

Motion to adjourn by Roberta Whipple, seconded by Cheri Johnson. Motion declared carried. The meeting adjourned at 2:30 p.m.

Submitted by Dana Young  
Recording Secretary