

Excelsior Fire District – West Station
Operating Committee Meeting Minutes
Wednesday, March 9, 2005
1:30 p.m.

1. Call to Order

City Administrator Sara Irvine, called the meeting to order at 1:35 p.m.

Members present: Fire Chief Mark DuCharme, Deephaven City Administrator Dana Young, Greenwood City Clerk/Administrator Roberta Whipple, Tonka Bay City Administrator Sara Irvine, Shorewood City Administrator Craig Dawson, Excelsior Deputy City Clerk Cheri Johnson, and Excelsior City Clerk/Treasurer Jim Olds

2. Approval of Agenda

Motion by Johnson to approve agenda as submitted. Seconded by Young.
Motion carried 5-0.

3. Fire Chief Report

Chief DuCharme reviewed the February call report. There were 50 calls of which 50% were medical and 50% were fire/rescue. He said they were no longer recording times for routine calls as they are determined to be non-emergency calls. He suggested to the Operating Committee that we decide what to use for data on the call reports. Dana Young suggested taking out duty calls in the calculation of response times. It was generally felt that a general definition of response time should be determined and compared to industry standards. Chief DuCharme stated that he had met with the Deephaven City Council to discuss their concerns with the response time in Deephaven and the number of firefighters responding to calls from Station No. 2. He acknowledged that there may be some problems with response times in Deephaven. He added that drive time plays a key role in determining response time. Dana Young stated that Deephaven's response time is almost 50% higher than Greenwood, which has the second highest response times. Discussion was held on whether it is possible that the outer areas of Deephaven are bringing the response time averages up. Craig Dawson suggested working with the Chief on call data. Dana Young suggested putting this topic on the March 23rd Fire Board agenda in order to get direction from the Board on how to resolve these issues.

The Chief went on to say they have lost a few firefighters. One was terminated after losing his appeal before the Trustees; one had been on a leave of absence and decided to quit, another didn't respond to any February calls, as required; and the fourth one is serving in Iraq.

Chief DuCharme noted that two inspectors out of 3 have been appointed - Kelly Murphy and Lee Bergman. He stated that a third prospect has been out of town and unavailable to be interviewed. Chief DuCharme stated that the orientation of the

two inspectors has started and will continue through next week. Job descriptions for the positions have been written and each inspector will work no more than 20 hours a week. The work schedule for the inspectors is 8:00 a.m. – 4:00 p.m. Monday through Friday and 10:00 a.m. – 2:00 p.m. on Saturdays.

B. Capital Equipment Plan

Chief DuCharme handed out a draft of the Excelsior Fire District Capital Equipment plan for the proposed Capital Equipment contribution for 2006 will be \$100,000, which is a \$25,000 increase over 2005. Chief DuCharme stated that he needs to make a presentation on the Capital Equipment Plan to all City Councils by April 15. Craig Dawson recommended paying for less expensive equipment and/or vehicles with cash instead of lease purchase. Dana Young recommended paying cash for all purchases under \$50,000. Craig Dawson also suggested factoring in building repair as a line item. Further discussion was held on the appropriate fund balance in the Capital Equipment Fund.

Discussion was held on bond fund reserves. Craig Dawson stated that the EDA has the cash reserve balances for the bonds. He estimated that the West Station has \$0 in cash reserves and the East Station has approximately \$100,000 in cash reserves. He added that the proceeds from the bonds are held at U.S. Bank.

C. Relief Association

Chief DuCharme has talked with Doug Sweeney regarding the fireman's relief fund. He stated that their request for an increase in their annual benefit contribution may be revisited at the Fire Board meeting in March.

4. Approval of Bills

There was a motion by Dawson to approve the March bills in the amount of \$53,628.31.

Seconded by Whipple. Motion carried 5-0

5. Other Business

Craig Dawson said he and the Planning Director Brad Nielsen, had approved the permit request for the Relief Association dance planned for July 2005.

6. Next Meeting

Wednesday, April 13, 2005 1:30 p.m. has been set for the next Excelsior Fire District Operating Committee meeting.

7. Adjourn

At 2:38 Dawson made the motion to adjourn with a second by Young. Motion carried 5-0.

Submitted by
Roberta Whipple, acting Secretary