

**Excelsior Fire District  
Operating Committee Meeting Minutes  
April 12, 2005**

**1. Call to Order**

City Administrator Sara Irvine called the meeting to order at 3:00 p.m.

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

**2. Approval of Agenda**

On a motion by Dawson and second by Young, the agenda was approved with the addition of Response Times and Orono Allocation under Other Business.

**3. Fire Chief Report**

a. Monthly Review

Chief DuCharme reported that 60% of the calls are medical. The numbers are almost identical to this time in 2004. The calls are averaging about 17 firefighters per call.

He is working with the new fire inspectors to develop a Fire Alarm Report. The committee discussed the need for station reports and felt it would be a good idea to start generating those reports.

b. 2006 DRAFT Budget

Chief presented the committee with a very preliminary draft of the 2006 budget. Employee: The three fire inspector's wages are equal to what the fulltime marshal would have been paid. Also included is wage for one full time administrative position. There would be a transition for the financial turnover so there is a budget line for half year of fiscal management.

The committee requested budget information for the other EFD funds and also would like to see any revenues and the reserves on the 2006 budget. The committee recommends that the board have discussion on establishing a Special Unit of Government or switching the payments to monthly.

**4. Approval of Bills**

The March 2005 District Bills were approved on a motion by Whipple, seconded by Dawson.

**5. Other Business**

a. Response Times

The committee discussed the Board direction to the Operating Committee regarding developing a report to show data on call data response times. The current "zones" follow city boundaries except for Shorewood. Chief stated that there are many factors that would affect the measurement of call data such as, response time, training and performance, education, public awareness, community relations and ISO ratings.

**Motion by Young to have Chief and Young and other appropriate staff and professionals review the issues and develop specific recommendations to address response times and further recommend the Board adopt the "8 in 8" for a management goal. Seconded by Whipple, all voted in favor.**

Young and Chief were to schedule a meeting for next week and invite other committee members.

b. Orono Allocation

The committee discussed the proposal for the Orono allocation that the board reviewed at the last meeting. The committee would like to see prior expenditures so there can be a clear understanding of where the money has gone to so far. The committee recommends accepting the attorney report and making the suggested changes.

**6. Next Meeting**

The next meeting of the Operating Committee is scheduled for Thursday, May 5, 2005 at 3:00 p.m.

**7. Adjournment**

Motion to adjourn by Dawson, seconded by Young. Motion declared carried. The meeting adjourned at 4:30 p.m.

Submitted by Sara Irvine  
Chair and March Recording Secretary