

**Excelsior Fire District
Operating Committee Meeting Minutes
May 5, 2005**

1. Call to Order

City Administrator Sara Irvine called the meeting to order at 3:30 p.m.

Members Present: Fire Chief Mark DuCharme, Shorewood City Administrator Craig Dawson, Greenwood City Administrator Roberta Whipple, Excelsior City Manager Larry Whittaker, Young and Excelsior City Treasurer Clerk Jim Olds. Deephaven City Administrator Dana Young arrived at 3:35 p.m.

2. Approval of Agenda

On a motion by Whipple and second by Dawson, the agenda was approved with the addition of 5.b. Drug Screening under Other Business and a note that Item 3.b. 2006 2nd DRAFT Budget was not ready. Motion carried 4-0.

3. Fire Chief Report

a. Monthly Review

Chief DuCharme reported that the average number of calls per firefighter was 17.5 in April. Committee members briefly discussed response times. In response to Irvine, Chief DuCharme said that the District calculates the qualifying number of calls for firefighters every six months. A firefighter may not meet the minimum in one month and still satisfy the minimum call requirement over six months.

b. 2006 DRAFT Budget

Chief advised the Committee the second draft of the 2006 budget should be e-mailed to the Committee members next week. He asked Whittaker and Olds to give him an estimate of the amount of time his office assistant would need next year to perform the tasks now performed for the District by the City of Excelsior. Chief DuCharme then outlined the preliminary budget schedule saying that the Board may get a peak at it this month and has to go to the member cities in June. The cities have to comment in July so that the Board can review, adopt and publish the budget on time. Irvine suggested that each Board member present the budget to their respective City Council and bring their recommendations back to the Board.

4. Approval of Bills

The April 2005 District Bills were approved 5-0 on a motion by Young, seconded by Dawson.

5. Other Business

a. Board Requests

i. Charges for Calls: The Committee discussed the Board direction to the Operating Committee regarding the creation of a Special Unit of government for fire services and charging for calls. Olds said that the District charges for HazMat calls, false alarms and calls outside the jurisdiction now. The Committee was not sure if the District could charge for calls within the District. Young said that some Departments do charge and that the District should have a written policy on charges. Dawson said it might be especially appropriate for fire caused through negligence. Chief DuCharme said that the District should be reimbursed for all medical calls. Irvine suggested that the League of Minnesota Cities may have information on this.

ii. Call Response: Chief DuCharme said the District is still studying this.

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- iii. Special Unit of Government: Chief DuCharme said that he needed to do some research on this issue. Young said that the cities could still appoint the members of the Board to ensure accountability to the cities. Dawson said that a special unit of government would remove the Fire District budget from the individual city levy limits. DuCharme said he would review the Board directions on this issue and get back to the Committee.

6. Next Meeting

The next meeting of the Operating Committee is scheduled for Wednesday, June 8, 2005 at 3:00 p.m.

7. Adjournment

A motion to adjourn by Roberta Whipple seconded by Young carried 5-0. The meeting adjourned at 4:25 p.m.

Submitted by Laurence E. Whittaker
May Recording Secretary