

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

**1. Call to Order**

City Administrator Sara Irvine called the meeting to order at 3:10 p.m.

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

Absent: Shorewood City Administrator Craig Dawson

**2. Approval of Agenda**

Irvine asked that the role of the Operating Committee be added to 5. Other Business.

Young moved to approve the Agenda as amended. Whipple seconded the motion.

Motion carried 4-0.

**3. Fire Chief Report**

a. Monthly Review

Chief DuCharme reported that the Department responded to 73 calls in July – 32 Fire-related and 40 medical. He said that about 60% of the calls are still medical and 40% are fire-related.

Chief DuCharme said that only Station 2 responded to medical calls in their service area beginning September 1.

He also reported that he would be meeting with Greenwood City Council member Matt Saunders to discuss the Orono revenue and to the appropriate allocation of expenditures from the Orono contract revenues.

In response to a question from Irvine, he said that the Firefighters are still discussing the purchase of an ATV with their share of the Orono revenues.

**4. Approval of Bills**

Motion by Young, seconded by Whipple, to approve the bills through September 14, 2005. Chief DuCharme commented that he intends to look into finding a new janitorial service for the East Side Station as the bills have been almost as high as the much larger West Side Station. Motion carried 4-0

Young suggested that the Committee engage in a more in-depth review of the monthly budget report at each meeting. He added that the District is sitting fairly well right now.

Chief DuCharme said that repair and maintenance supplies and office supplies could be better controlled. He also said that he expects payroll to exceed the budget. However, payroll is a factor of the numbers of calls and the number of firefighters who respond to each call. He said that this should be reduced now that only Station 2 is responding to medical calls on the east side.

After discussing several other line items (fuel, travel, schools and conferences and health insurance), Young asked for a projection of the expected year-end expenses for each item for the next Operating Committee meeting.

**4. Approval of the Bills (continued)**

Olds commented on the fund balance, the FICA refund (accrued in 2004), the quarterly transfers from the operating fund to the capital fund and the debt service fund. The Committee also discussed the timing of city contributions to the Department, the fund balance and cash flow.

**5. Other Business**

Irvine reviewed the responsibilities of the Operating Committee as specified in the Joint Powers Agreement. She said the basic responsibilities are to approve the bills and meet monthly. Olds said that the Committee was established to act like an Executive Committee – working closely with the Chief on administrative and operational matters; and, the Board was supposed to meet quarterly and consider policy issues. Young said that the Committee could act more like a liaison between the cities and the Department. He also said that he thought the Committee's role was intended to be related to financial, budgeting and capital expense issues – as well as assisting the Chief as necessary; and, the Board was established to set policy.

Chief DuCharme said the Board has scheduled a work session for September 28<sup>th</sup> to talk about these roles; but, that most of the operating committee members will be at a conference and not be able to attend. He said that the Board should decide what role the Chief should have in the management of the Department. Irvine said that, perhaps, the Board Chair would like to see the Agenda for the Operating Committee each month – especially if the Board just meets quarterly. Young said he was not sure that the Committee should be doing performance reviews of the Chief – since the Chief is not a subordinate of the Committee. He asked the Chief if there are areas where the Committee could be helpful. The Committee agreed that all of these roles should be discussed and better defined.

**6. Next Meeting**

The Excelsior Fire District Board will meet September 28, 2005 at 7:00 p.m. The Operating Committee will meet October 12, 2005 at 3:00 p.m. Chief DuCharme said that the Board may want to reduce the number of meetings through the holiday season.

**7. Adjournment**

Motion by Young, seconded by Whipple, to adjourn the meeting at 4:15 p.m. Motion carried 4-0.

Submitted by Laurence E. Whittaker  
Recording Secretary