



Maple Plain Fire Department

Fire Commission Meeting

Agenda

April 11, 2017

7:00am

Maple Plain Fire Department

1. Appointment of a new Chair
2. Call the Meeting to Order
3. Adopt the Agenda
4. Consent Agenda
 - a. Approve Meeting Minutes from February 3, 2017
Administrator Schoen will be sending the minutes out prior to the meeting
5. 2017 YTD Call Report
6. 2016 Financial Update
7. 2017 Financial Update
8. Fire Chief's Report
9. Old Business
 - a. SCBA Replacement
10. New Business
 - a. 10 Year Capital Improvement Plan
 - b. Fire Fighters and Cancer
 - c. Calendar Advertisement
11. Confirmation of next meeting dates:
 - a. July 11, 2017 – 7am
 - b. October 10, 2017 – 7am
 - c. January 9, 2018 – 7am
12. Adjourn



Emergency Call Report



Statistical Analysis

Number of Calls / Call Hours / Firefighter Resources

Time Period: January 1, 2017 - March 31, 2017

Total Calls - YTD	59
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Total Emergency Call Hours - YTD	734
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Breakdown of emergency calls by type:

	<i>Number of Calls</i>	<i>Number of Hours</i>
Total Medical Calls - YTD	34	435
Total Fire Calls - YTD	22	260
Total Car Crash Calls - YTD	3	39

Breakdown of emergency calls by city:

	<i>Number of Calls</i>	<i>Number of Hours</i>
Independence	33	422
Maple Plain	18	199
Medina	5	61
Mutual Aid	3	52

Breakdown of emergency calls by hour of day:

	<i>Number of Calls</i>	<i>% of total calls</i>
Day Time Calls (0601hrs - 1800hrs)	37	63%
Night Time Calls (1801hrs - 0600hrs)	22	37%

Breakdown of day time calls - weekend or week day

	<i>Number of Calls</i>	<i>% of calls weekend vs weekday</i>
Weekend / Major Holiday	15	41%
Week Day	28	76%

Number of Firefighters per call

	<i>Avg # of Firefighter / Call</i>	<i>Smallest Crew</i>
Day Time Calls (0601hrs - 1800hrs)	11	5
Night Time Calls (1801hrs - 0600hrs)	13	7



Emergency Call Report



Statistical Analysis

Response Times

Time Period: January 1, 2017 - March 31, 2017

All Calls - Dispatched to in-service	0:02:44
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All Calls - Dispatched to on-scene	0:05:58
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Calls in Coverage Area - Dispatched to in-service	0:02:40
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Calls in Coverage Area - Dispatched to on-scene	0:04:57
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Breakdown of response time by city:

	<i>Dispatched to in-service</i>	<i>Paged to on-Scene</i>
Independence	0:03:00	0:06:03
Maple Plain	0:02:07	0:03:20
Medina	0:02:33	0:03:26
Mutual Aid	0:04:55	0:10:19

Breakdown of response time by hour of day:

	<i>Dispatched to in-service</i>	<i>Paged to on-Scene</i>
Day Time Calls (0601hrs - 1800hrs)	0:02:57	0:05:00
Night Time Calls (1801hrs - 0600hrs)	0:02:24	0:05:42

Breakdown of response times by Qtr of Current Year (All Calls):

	<i>Dispatched to in-service</i>	<i>Paged to on-Scene</i>
Quarter 1	0:02:44	0:05:58
Quarter 2		
Quarter 3		
Quarter 4		

Breakdown of response times by Year (All Calls):

	<i>Dispatched to in-service</i>	<i>Paged to on-Scene</i>
2016		
2015	<i>Still working on finding historical data</i>	
2014		

CITY OF MAPLE PLAIN, MINNESOTA
STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL
GENERAL AND FIRE PARTNERSHIP FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2016

	Fire Partnership			
	Budgeted Amounts		Actual Amounts	Variance with Final Budget
	Original	Final		
REVENUES				
Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and permits	-	-	-	-
Intergovernmental	18,540	18,540	33,403	14,863
Charges for services	363,420	363,420	370,489	7,069
Fines and forfeitures	-	-	-	-
Special assessments	-	-	-	-
Interest on investments	-	-	5	5
Miscellaneous	-	-	2,993	2,993
TOTAL REVENUES	381,960	381,960	406,890	24,930
EXPENDITURES				
Current				
General government	-	-	-	-
Public safety	302,711	302,711	278,551	24,160
Public works	-	-	-	-
Culture and recreation	-	-	-	-
Economic development	-	-	-	-
Capital outlay				
General government	-	-	-	-
Public safety	24,590	24,590	74,263	(49,673)
Culture and recreation	-	-	-	-
Debt service				
Principal	-	-	55,000	(55,000)
Interest and other	-	-	1,155	(1,155)
TOTAL EXPENDITURES	327,301	327,301	408,969	(81,668)
EXCESS OF REVENUES OVER EXPENDITURES	54,659	54,659	(2,079)	(56,738)
OTHER FINANCING SOURCES (USES)				
Sale of capital assets	-	-	3,535	3,535
Transfers out	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	3,535	3,535
NET CHANGE IN FUND BALANCES	54,659	54,659	1,456	(53,203)
FUND BALANCES, JANUARY 1	595,105	595,105	595,105	-
FUND BALANCES, DECEMBER 31	\$ 649,764	\$ 649,764	\$ 596,561	\$ (53,203)

The notes to the financial statements are an integral part of this statement.

CITY OF MAPLE PLAIN

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*Revenue Guideline©

Page 10

Current Period: March 2017

		2017 YTD Budget	2017 YTD Amt	March MTD Amt	2017 YTD Balance	% of YTD Budget
Active	R 621-39202 Contribution-Enterprise F	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 621-39203 Transfer from Other Fun	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Total WATER CIP FUND	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
SANITARY SEWER CIP FUND						
Active	R 622-36210 Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 622-39200 Interfund Operating Tran	\$21,860.00	\$0.00	\$0.00	\$21,860.00	0.00%
Active	R 622-39201 Transfer from General Fu	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 622-39202 Contribution-Enterprise F	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 622-39203 Transfer from Other Fun	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Total SANITARY SEWER CIP FUND	\$21,860.00	\$0.00	\$0.00	\$21,860.00	0.00%
STORM WATER CIP FUND						
Active	R 623-36210 Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 623-39200 Interfund Operating Tran	\$32,780.00	\$0.00	\$0.00	\$32,780.00	0.00%
	Total STORM WATER CIP FUND	\$32,780.00	\$0.00	\$0.00	\$32,780.00	0.00%
FIRE PARTNERSHIP FUND						
Active	R 801-33100 Federal Grants and Aids	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 801-33420 Insurance Premium Tax-	\$18,540.00	\$0.00	\$0.00	\$18,540.00	0.00%
Active	R 801-33422 Other State Aid Grants	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 801-34202 Special Fire Protection S	\$365,039.00	\$44,519.01	\$29,679.34	\$320,519.99	12.20%
Active	R 801-34950 Other Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 801-36210 Interest Earnings	\$0.00	\$1.34	\$0.48	-\$1.34	0.00%
Active	R 801-36230 Contributions & Donation	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 801-36250 Refunds & Reimburseme	\$0.00	\$4,520.00	\$1,015.00	-\$4,520.00	0.00%
Active	R 801-39101 Sales of Fixed Assets &	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 801-39201 Transfer from General Fu	\$0.00	\$5,005.00	\$3,505.00	-\$5,005.00	0.00%
Active	R 801-39250 Reserve Funds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 801-39300 Proceeds-Gen Long-term	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Total FIRE PARTNERSHIP FUND	\$383,579.00	\$54,045.35	\$34,199.82	\$329,533.65	14.09%
FIRE EQUIP & CAPITAL FUND						
Active	R 802-33100 Federal Grants and Aids	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 802-36210 Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 802-39200 Interfund Operating Tran	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 802-39300 Proceeds-Gen Long-term	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Total FIRE EQUIP & CAPITAL FUND	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FIRE DEBT SERVICE						
Active	R 803-33000 Intergovernmental Reven	\$0.00	\$11,006.66	\$0.00	-\$11,006.66	0.00%
Active	R 803-33100 Federal Grants and Aids	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 803-33400 State Grants and Aids	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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*Revenue Guideline©

Page 11

Current Period: March 2017

		2017 YTD Budget	2017 YTD Amt	March MTD Amt	2017 YTD Balance	% of YTD Budget
Active	R 803-33420 Insurance Premium Tax-	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 803-33422 Other State Aid Grants	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 803-34202 Special Fire Protection S	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 803-34950 Other Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 803-36210 Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 803-36230 Contributions & Donation	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 803-39200 Interfund Operating Tran	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 803-39250 Reserve Funds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 803-39300 Proceeds-Gen Long-term	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 803-39310 Proceeds-Gen Obligation	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 803-39320 Loan Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total FIRE DEBT SERVICE		\$0.00	\$11,006.66	\$0.00	-\$11,006.66	0.00%
MAPLE PLAIN ARTS PROJECT FUND						
Active	R 810-33630 Other LGU Grants & Aid	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 810-36230 Contributions & Donation	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 810-39200 Interfund Operating Tran	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 810-39201 Transfer from General Fu	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total MAPLE PLAIN ARTS PROJECT FUND		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ACCRUED INTEREST						
Active	R 999-31010 Current Ad Valorem Tax	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 999-31050 Tax Increment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 999-31057 Tax Increment Dist #5	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 999-34000 Charges for Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 999-36100 Special Assessments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 999-39202 Contribution-Enterprise F	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 999-39300 Proceeds-Gen Long-term	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 999-39330 Inception-Capital Lease	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 999-39999 Prior Period Adjustment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total ACCRUED INTEREST		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Report Total		\$3,488,860.00	\$309,740.19	\$109,689.63	\$3,179,119.81	8.88%



Maple Plain Fire Department

Fire Commission Meeting

Fire Chief's Report

February 3, 2017

Maple Plain Fire Department

Vision as Fire Chief

To build an organizational structure that provides necessary tools, equipment, training and leadership for everyone to be successful when in action.

Quarter Highlights

- Started making progress on Bylaw to City Handbook conversion
- Implemented the new Standard Operating Policies (SOP) through Lexipol. All Firefighters have access and are reviewing them
- Refreshed our Apparatus response assignments.
- Begin working on Box Alarm assignments
- Fully implemented Paperless Emergency Call Reporting System
- Begin ISO Survey

Personnel Changes

- None

Fire / Rescue Calls to Highlight

- Lake Sarah Road Chimney Fire
- Grandview Apartment Fatal Fire - Mound
- Nelson Road Barn Fire

Public Education Events

- Girl Scout Tour of the Fire Station

Training Update

- Conducted Wildland Fire Training
- Emergency medical Responder Refresher Course
- Storm Spotter Certification
- Leadership Academy

Grants

- Submitted a grant to Medina Police Chief for \$1,700 for funds to help update our Command Post located in Rescue 11

Fire Chief Administrative Hours

- 147 Hours YTD



Maple Plain Fire Department

Fire Commission Meeting

Old Business & New Business Items

April 11, 2017

Maple Plain Fire Department

Old Business

a. SCBA Replacement

As discussed at the February 3, 2017 Fire Commission meeting, our current SCBA (Self Contained Breathing Apparatus) equipment is nearing the end of life. SCBA's have an end of life date as these are essential life safety items. MPFD has received a quote for replacing all of our current SCBA's at a price of \$151,500. This would purchase 24 packs, 40 bottles, 35 facepieces, 6 Buddy hoses, and 6 Thermal Imager devices .

Cole Horner, one of our firefighters has put in a lot of time applying for grants and searching for dollars at many governmental levels. We have had no luck to this point in looking for grants as these grants are assisting departments in much worse financial conditions.

The Department will be demoing these new SCBA units in May and will be using them for a training burn.

Chief McCoy has developed a plan to split the purchase of the SCBA's over a two year period and use funding available through the Department's Capital Improvement Fund which will be talked about under New Business. The following outlines the funding plan.

Year 1 – 2017 Cost = \$120,000

Year 2 – 2019 Cost = \$31,500

Action Needed: No action needed at this time. This is a follow up informational item and to allow discussion among the commission. Action to approve this purchase will be needed at the July 11, 2017 Meeting.

New Business

a. 10 Year Capital Improvement Plan

Attached you will find a new 10 year Capital Improvement Plan for Fire Department Apparatus and Equipment. We will talk through this plan and look at the dollars and discuss policy decisions that need to be made with the fund balance.

Action Needed: As Fire Commission, Chief McCoy is looking for two policy answers regarding the Fire Partnership Fund Balance.

- It is your decision as to what you'd like to keep the fund balance too in our Fire Partnership Fund.
- Would you allow the remainder of the fund balance to be used for needs outlined on the Capital Improvement Plan?

Recommendation:

- At the end of 2016 the Fire Partnership Fund was at \$602,296
- Keep 6 months of operating budget in the Fire Partnership Fund.
- Remaining Dollars may be used for Purchases as outlined on the Capital Improvement fund with prior approval from the fire commission.

b. Fire Fighters and Cancer

There have been several recent news stories regarding the increase cancer risk with Fire Fighters due to the new products and the toxins they let off when they burn. Chief McCoy will show one of the news stories at the Fire Commission meeting to bring you up to speed.

Maple Plain Fire Department is working on several items to help mitigate the best we can. We are starting discussions with local groups to see if they would be willing to donate dollars to buy special hoods, we currently have a turn out gear washer to wash our gear after each fire, and have incorporated a second set of turnout gear into our 10 year Capital Improvement Plan.

Action Needed: No Action needed at this point. Informational item only.

c. Calendar Advertisement

Maple Plain Relief Association would like to sell advertisements on a fire prevention calendar and send these calendars out to our residents as a form of fundraising for the Maple Plain Fire Department Relief Association. Included with these calendars will be a letter letting residents know how they can donate to the fire department if they so wish. These calendars will be mailed out in or around the month of November.

Action Needed: Approve the calendar idea and the request to solicit donations to the residents of our service area.



10 Year Capital Improvement Plan

Apparatus and Equipment



NOTE: This plan will remain fluid as different needs / priorities arise.

Balance as of 12/31/16	596,561	
6 Month Reserve		193,956

Capital Improvement Fund Balance	402,605
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FISCAL YEAR 2017

Revenue

Starting Balance	402,605	
Annual Contribution	63,660	
Total	466,265	

Expenditures

Project Name	Projected	Actual
SCBA Pack Replacements	120,000	
Rescue 11 Light Upgrade to LED	11,800	
TOTAL	131,800	0

	Projected	Actual
Year End Balance	334,465	

FISCAL YEAR 2018

Revenue

Starting Balance	334,465	
Annual Contribution	63,660	
Increase to the 6 month Reserve (1%)	-3,930	
Total	394,195	

Expenditures

Project Name	Projected	Actual
Engine 11 Light Upgrade to LED	10,000	
Duty Officer SUV	15,000	
Fire Chief SUV	15,000	
TOTAL	40,000	0

	Projected	Actual
Year End Balance	354,195	

FISCAL YEAR 2019**Revenue**

Starting Balance	354,195	
Annual Contribution	63,660	
Increase to the 6 month Reserve (1%)	-3,969	
Total	413,886	

Expenditures

Project Name	Projected	Actual
SCBA Bottle Replacement	31,500	
Engine 11 Refurbish	75,000	
TOTAL	106,500	0

	Projected	Actual
Year End Balance	307,386	

FISCAL YEAR 2020**Revenue**

Starting Balance	307,386	
Annual Contribution	63,660	
Increase to the 6 month Reserve (1%)	-4,009	
Total	367,037	

Expenditures

Project Name	Projected	Actual
Tanker 11 Replacement	300,000	
TOTAL	300,000	0

	Projected	Actual
Year End Balance	67,037	

FISCAL YEAR 2021**Revenue**

Starting Balance	67,037	
Annual Contribution	63,660	
Increase to the 6 month Reserve (1%)	-4,049	
Total	126,647	

Expenditures

Project Name	Projected	Actual
35 Turnout Gear Sets (2nd Set for all Firefighters)	140,000	

TOTAL	140,000	0
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	Projected	Actual
Year End Balance	-13,353	

FISCAL YEAR 2022

Revenue

Starting Balance	-13,353	
Annual Contribution	63,660	
Increase to the 6 month Reserve (1%)	-4,090	
Total	46,218	

Expenditures

Project Name	Projected	Actual
Hurst Tool Set Replacement	40,000	

TOTAL	40,000	0
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	Projected	Actual
Year End Balance	6,218	

FISCAL YEAR 2023

Revenue

Starting Balance	6,218	
Annual Contribution	63,660	
Increase to the 6 month Reserve (1%)	-4,131	
Total	65,747	

Expenditures

Project Name	Projected	Actual
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TOTAL	0	0
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	Projected	Actual
Year End Balance	65,747	

FISCAL YEAR 2024

Revenue

Starting Balance	65,747	
Annual Contribution	63,660	
Increase to the 6 month Reserve (1%)	-4,172	
Total	125,235	

Expenditures		
Project Name	Projected	Actual

TOTAL	0	0
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	Projected	Actual
Year End Balance	125,235	

FISCAL YEAR 2025

Revenue		
Starting Balance	125,235	
Annual Contribution	63,660	
Increase to the 6 month Reserve (1%)	-4,214	
Total	184,682	

Expenditures		
Project Name	Projected	Actual

TOTAL	0	0
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	Projected	Actual
Year End Balance	184,682	

FISCAL YEAR 2026

Revenue		
Starting Balance	184,682	
Annual Contribution	63,660	
Increase to the 6 month Reserve (1%)	-4,256	
Total	244,086	

Expenditures		
Project Name	Projected	Actual
Replace Fire Chief Vehicle	45,000	

TOTAL	45,000	0
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	Projected	Actual
Year End Balance	199,086	

FISCAL YEAR 2027

Revenue		
Starting Balance	199,086	
Annual Contribution	63,660	
Increase to the 6 month Reserve (1%)	-4,298	
Total	258,447	

Expenditures		
Project Name	Projected	Actual
Replace Duty Officer Vehicle	45,000	
TOTAL	45,000	0

	Projected	Actual
Year End Balance	213,447	

FISCAL YEAR 2028		
Revenue		
Starting Balance	213,447	
Annual Contribution	63,660	
Increase to the 6 month Reserve (1%)	-4,341	
Total	272,766	

Expenditures		
Project Name	Projected	Actual
Replace Tanker 12	350,000	
TOTAL	350,000	0

	Projected	Actual
Year End Balance	-77,234	