



# Maple Plain Fire Department

## Fire Commission Meeting

### Agenda

*October 10, 2017*

*7:00am*

*Maple Plain Fire Department*

---

1. Call the Meeting to Order
2. Adopt the Agenda
3. Consent Agenda
  - a. Approve Meeting Minutes from July 11, 2017
4. 2017 YTD Call Report
5. 2017 Financial Update
6. Fire Chief's Report
7. Old Business
  - a. SCBA Replacement
  - b. Rescue 11 Light Retro Fit
  - c. Fire Station Facilities Study Update
  - d. JPA Discussion
8. New Business
  - a. Medina Fire Service Contract
  - b. Relief Association Update
  - c. Website
  - d. 2018 Meeting Dates
9. Confirmation of next meeting dates:
  - a. January 9, 2018 – 7am
10. Adjourn



# Maple Plain Fire Department

## Fire Commission Meeting

### Minutes

July 11, 2017

7:00am

Maple Plain Fire Department

---

#### 1. Call the Meeting to Order

Present: Chair Dominic Broda, Commissioners Caitlin Cahill, Lynn Betts, and Brad Spencer.  
Also Present: Fire Chief, Justin McCoy, Director of Public Safety, Gary Kroells, City Administrators, Mark Kaltsas, and Robert Schoen.

#### 2. Adopt the Agenda

**Motion by Commissioner Cahill to adopt the July 11, 2017 Fire Commission Agenda, Seconded by Commissioner Betts. Motion Passed.**

#### 3. Consent Agenda

- a. Approve Meeting Minutes from February 3, 2017
- b. Approve Meeting Minutes from April 11, 2017

**Motion by Commissioner Cahill to approve the July 11, 2017 Consent Agenda. Seconded by Commissioner Broda. Motion Passed.**

#### 4. 2017 YTD Call Report

Fire Chief McCoy shared that the Maple Plain Fire Department has responded to 132 total calls so far this year. The 132 calls have accumulated 1623 hours of Total Emergency Call Hours. The call breakdown is as follows; 82 medical calls, 43 fire calls, and 7 car crash calls. Chief McCoy explained that the number of firefighters for day and night calls are almost identical with the average crew for day calls at 10 firefighters and the average night time call crews at 11 firefighters.

**Motion by Commissioner Betts to approve the 2017 Year to Date Call Report. Seconded by Commissioner Cahill. Motion Passed.**

5. 2017 Financial Update

Chief McCoy explained that the Fire Departments revenue is at 50.68 percent and is on pace to reach the years end projection. Expenditures for the Fire Department is also down below the 50 percent mark which is good moving forward.

**Motion by Commissioner Spencer to approve the 2017 Financial update. Seconded by Commissioner Betts. Motion Passed.**

6. Fire Chief's Report

Fire Chief McCoy shared that nearly all of the City bylaws to City Handbook policies have been completed, with the exception of the Fire Chief and Assistant Chief selection. Progress is being made and that the Fire Department has full say into the process. Doug Brooks is having a retirement party at B's on the River Friday, September 22<sup>nd</sup>. All of the commission members and City Council members are invited. Chief McCoy shared some of the highlighted Fire calls including a few fires and major medical calls.

Chief McCoy shared that a tour will be given to a Girl Scout troop. Chief McCoy explained the upcoming training schedule for the Commission and that the Fire Department received a \$500.00 check from the Lakes Area Emergency Management for extra batteries for Rescue 11.

**Motion by Commissioner Cahill to approve the Fire Chief's report. Seconded by Commissioner Spencer. Motion Passed.**

7. Old Business

a. SCBA Replacement

Fire Chief McCoy stated that the Fire Department's SCBA (Self Contained Breathing Apptus) equipment needs to be replaced. Chief McCoy shared that the Fire Department received a quote to replace all of the equipment for \$176,500 from Emergency Response Solutions. He stated that the Fire Departments recommendation would be to stay with the MSA brand. Chief McCoy explained that the purchase of the SCBA's would be split over a two-year period with \$145,000 in 2017 and \$31,500 in 2019. Funding would come from the Department's Capital Improvement Fund.

**Motion by Commissioner Betts to approve the purchase of MSA SCBA through Emergency Response Solutions. Seconded by Commissioner Cahill. Motion Passed.**

8. New Business

a. Rescue 11 Light Retro Fit

Fire Chief McCoy explained that Rescue 11 (Maple Plain Fire's Heavy Rescue Truck) is highly functional, but has poor lighting that makes visibility along the highway and enroute to calls very dangerous. Chief McCoy shared that the Fire Department has received a quote from Action Fleet to have the lighting retrofitted for \$11,752.80 and if approved funds would be taken out of the Maple Plain/Independence Partnership Capital Improvement Account.

**Motion by Commissioner Betts to approve the lighting retrofit of Rescue 11. Seconded by Commissioner Spencer. Motion Passed.**

b. 2018 Proposed Budget

Chief McCoy provided an overview of the proposed 2018 Fire Partnership Budget. Chief McCoy explained that Maple Plain's share decreased and Independence's share increased to account for errors made in the application of the distribution formula in the past.

**Motion by Commissioner Cahill to recommend approval of the 2018 Fire Partnership Budget to the Maple Plain and Independence City Councils. Seconded by Commissioner Betts. Motion Passed.**

c. Wages – Appendix D

Fire Chief McCoy recommended the following changes to the current pay schedule:

Pay Type	Currently	Proposed
Station Pay	Not Offered	\$13.00 / Hour
Public Relations Pay	Not Offered	\$20.00 / Event
Assistant Chief's Stipend	\$2,000 / Year	\$3,000 / Year
Captain/Lieutenant Stipend	\$1,750/ \$1,500 /Year	\$2,200 / Year
Licensure Pay (only the following are paid) <ul style="list-style-type: none"> <li>Emergency Medical Technician</li> </ul>		\$250.00 **Paid after passage of all mandated training

Chief McCoy explained that Station Pay would be for when firefighters are at the station working on various items including making repairs and maintenance that would otherwise have to be contracted out.

**Motion by Commissioner Spencer to recommend to the Maple Plain City Council approval of the changes to Appendix D. Seconded Commissioner Betts. Motion Passed.**

d. Fire Station Informational Item

Chief McCoy shared that he presented a proposal to the Maple Plain City Council on Monday, July 10 to hire an architect to develop a conceptual plan and budget for a Fire Station Expansion. He stated that he will be bringing it back to their July 24<sup>th</sup> City Council Workshop for further discussion.

e. JPA Discussion

Fire Chief McCoy presented on the current JPA language and explained changes to the JPA language could be made to greater efficiencies and increase oversight balance between Maple Plain and Independence.

The Fire Commission gave Chief McCoy and staff the direction to bring proposed changes to a future Fire Commission meeting.

f. Duty Officer

Fire Chief McCoy shared that the Fire Department is planning to purchase a Duty Officer vehicle and Fire Chief vehicle to assist in response to fire calls in 2018. He shared how this system would work.

The Fire Commission supported conducting a 4-month trial of a Duty Officer in the fall of 2017 with the existing utility truck.

9. Confirmation of next meeting dates:

- a. October 10, 2017 – 7am
- b. January 9, 2018 – 7am

The meeting dates were confirmed by the Fire Commission.

10. Adjourn

**Motion by Commissioner Cahill to adjourn the July 11, 2017 Fire Commission Meeting.  
Seconded by Commissioner Spencer. Motion Passed.**



# Emergency Call Report



## Statistical Analysis

Number of Calls / Call Hours / Firefighter Resources

Time Period: January 1, 2017 - September 30, 2017

Total Calls - YTD	201
-------------------	-----

Total Emergency Call Hours - YTD	2202
----------------------------------	------

### Breakdown of emergency calls by type:

	<i>Number of Calls</i>	<i>Number of Hours</i>
Total Medical Calls - YTD	126	1234
Total Fire Calls - YTD	62	851
Total Car Crash Calls - YTD	13	121

### Breakdown of emergency calls by city:

	<i>Number of Calls</i>	<i>Number of Hours</i>
Independence	96	1227
Maple Plain	87	775
Medina	10	112
Mutual Aid (Other)	7	76

### Breakdown of emergency calls by hour of day:

	<i>Number of Calls</i>	<i>% of total calls</i>
Day Time Calls (0601hrs - 1800hrs)	117	58%
Night Time Calls (1801hrs - 0600hrs)	82	41%

### Breakdown of day time calls - weekend or week day

	<i>Number of Calls</i>	<i>% of calls weekend vs weekday</i>
Weekend / Major Holiday	43	37%
Week Day	74	63%

### Number of Firefighters per call

	<i>Avg # of Firefighter / Call</i>	<i>Smallest Crew</i>
Day Time Calls (0601hrs - 1800hrs)	9	2
Night Time Calls (1801hrs - 0600hrs)	11	2



# Emergency Call Report



## Statistical Analysis

### Response Times

Time Period: January 1, 2017 - September 30, 2017

All Calls - Dispatched to in-service	0:02:26
--------------------------------------	---------

All Calls - Dispatched to on-scene	0:04:50
------------------------------------	---------

Calls in Coverage Area - Dispatched to in-service	0:02:22
---	---------

Calls in Coverage Area - Dispatched to on-scene	0:04:27
---	---------

#### Breakdown of response time by city:

	<i>Dispatched to in-service</i>	<i>Dispatched to on-Scene</i>
Independence	0:02:40	0:06:16
Maple Plain	0:02:19	0:02:44
Medina	0:03:04	0:03:50
Mutual Aid	0:03:07	0:06:46

#### Breakdown of response time by hour of day:

	<i>Dispatched to in-service</i>	<i>Dispatched to on-Scene</i>
Day Time Calls (0601hrs - 1800hrs)	0:02:27	0:04:29
Night Time Calls (1801hrs - 0600hrs)	0:02:19	0:04:45

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

	<i>Dispatched to in-service</i>	<i>Dispatched to on-Scene</i>
Quarter 1	0:02:44	0:05:58
Quarter 2	0:02:33	0:05:14
Quarter 3	0:02:26	0:04:50
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		

2017

## Fire Fighting



		2017		2017		September		2017		% of YTD	
		YTD Budget	YTD Amt	MTD Amt	Current	YTD Balance	Budget				
Active	E 801-42220-240 Small Tools & Mi	\$5,000.00	\$1,307.45	\$221.04	\$0.00	\$3,692.55	26.15%				
	E 801-42220-437 Miscellaneous	\$0.00	\$347.07	\$0.00	\$0.00	-\$347.07	0.00%				
	E 801-42220-443 Turnout Gear	\$10,000.00	\$5,055.89	\$406.94	\$0.00	\$4,944.11	50.56%				
	E 801-42220-580 Other Equipment	\$7,000.00	\$6,051.15	\$1,046.23	\$0.00	\$948.85	86.45%				
	E 801-42220-602 Other Long-Term	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%				
	E 801-42220-612 Other Long-Term	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%				
Total Fire Fighting		\$100,060.00	\$55,664.30	\$1,674.21	\$0.00	\$44,395.70	55.63%				
Fire Prevention											
Active	E 801-42230-203 Printed Forms &	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%				
Active	E 801-42230-331 Training & Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%				
Active	E 801-42230-352 General Public Inf	\$520.00	\$0.00	\$0.00	\$0.00	\$520.00	0.00%				
Active	E 801-42230-437 Miscellaneous	\$520.00	\$681.40	\$49.06	\$0.00	-\$161.40	131.04%				
Total Fire Prevention		\$1,040.00	\$681.40	\$49.06	\$0.00	\$358.60	65.52%				
Fire Training											
Active	E 801-42240-207 Training Supplies	\$1,550.00	\$517.02	\$0.00	\$0.00	\$1,032.98	33.36%				
Active	E 801-42240-208 Training and Instr	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%				
Active	E 801-42240-331 Training & Travel	\$13,500.00	\$10,401.16	\$0.00	\$0.00	\$3,098.84	77.05%				
Active	E 801-42240-433 Dues & Subscripti	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%				
Active	E 801-42240-437 Miscellaneous	\$0.00	\$1,064.06	\$140.91	\$0.00	-\$1,064.06	0.00%				
Active	E 801-42240-580 Other Equipment	\$520.00	\$0.00	\$0.00	\$0.00	\$520.00	0.00%				
Total Fire Trainin		\$15,570.00	\$11,982.24	\$140.91	\$0.00	\$3,587.76	76.96%				
Fire Communications											
Active	E 801-42250-221 Equipment Parts	\$4,120.00	\$0.00	\$0.00	\$0.00	\$4,120.00	0.00%				
Active	E 801-42250-309 EDP, Software an	\$520.00	\$350.10	\$70.02	\$0.00	\$169.90	67.33%				
Active	E 801-42250-323 Radio Units	\$1,030.00	\$1,921.00	\$1,921.00	\$0.00	-\$891.00	186.50%				
Active	E 801-42250-410 Rentals (General)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%				
Active	E 801-42250-419 General Rentals	\$15,450.00	\$10,451.33	\$751.25	\$0.00	\$4,998.67	67.65%				
Active	E 801-42250-437 Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%				
Active	E 801-42250-580 Other Equipment	\$5,670.00	\$8,080.64	\$317.25	\$0.00	-\$2,410.64	142.52%				
Total Fire Communication		\$26,790.00	\$20,803.07	\$3,059.52	\$0.00	\$5,986.93	77.65%				
Fire Equipment											
Active	E 801-42260-212 Motor Fuels	\$3,610.00	\$40.69	\$0.00	\$0.00	\$3,569.31	1.13%				
Active	E 801-42260-221 Equipment Parts	\$2,060.00	\$63.13	\$0.00	\$0.00	\$1,996.87	3.06%				
Active	E 801-42260-240 Small Tools & Mi	\$0.00	\$35.88	\$0.00	\$0.00	-\$35.88	0.00%				
Active	E 801-42260-404 Machinery & Equi	\$5,300.00	\$4,799.83	\$208.84	\$0.00	\$500.17	90.56%				
Active	E 801-42260-437 Miscellaneous	\$0.00	\$155.88	\$0.00	\$0.00	-\$155.88	0.00%				
Active	E 801-42260-580 Other Equipment	\$5,300.00	\$4,664.00	\$3,000.00	\$0.00	\$636.00	88.00%				
Total Fire Equipmer		\$16,270.00	\$9,759.41	\$3,208.84	\$0.00	\$6,510.59	59.98%				
Fire Fleet Vehicles											

# CITY OF MAPLE PLAIN

## \*Expenditure Guideline©

10/02/17 11:38 AM  
Page 50

Current Period: September 2017

		2017	2017	September	Enc	2017	% of YTD
		YTD Budget	YTD Amt	MTD Amt	Current	YTD Balance	Budget
Active	E 801-42265-405 Vehicle Repair &	\$50,170.00	\$27,273.31	\$1,058.70	\$0.00	\$22,896.69	54.36%
Active	E 801-42265-550 Motor Vehicles	\$25,800.00	\$0.00	\$0.00	\$0.00	\$25,800.00	0.00%
	<b>Total Fire Fleet Vehicle</b>	<b>\$75,970.00</b>	<b>\$27,273.31</b>	<b>\$1,058.70</b>	<b>\$0.00</b>	<b>\$48,696.69</b>	<b>35.90%</b>
<b>Medical Services</b>							
Active	E 801-42270-215 Shop Materials	\$520.00	\$875.59	\$31.53	\$0.00	-\$355.59	168.38%
Active	E 801-42270-221 Equipment Parts	\$1,550.00	\$0.00	\$0.00	\$0.00	\$1,550.00	0.00%
Active	E 801-42270-240 Small Tools & Mi	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 801-42270-437 Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 801-42270-580 Other Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	<b>Total Medical Service</b>	<b>\$2,070.00</b>	<b>\$875.59</b>	<b>\$31.53</b>	<b>\$0.00</b>	<b>\$1,194.41</b>	<b>42.30%</b>
<b>Fire Stations and Bldgs</b>							
Active	E 801-42280-211 Cleaning Supplie	\$770.00	\$0.00	\$0.00	\$0.00	\$770.00	0.00%
Active	E 801-42280-223 Building Repair S	\$750.00	\$3,381.85	\$440.44	\$0.00	-\$2,631.85	450.91%
Active	E 801-42280-302 Planning Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 801-42280-309 EDP, Software an	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 801-42280-311 Contract Service	\$1,550.00	\$1,460.04	\$165.00	\$0.00	\$89.96	94.20%
Active	E 801-42280-321 Telephone	\$3,400.00	\$1,677.61	\$91.50	\$0.00	\$1,722.39	49.34%
Active	E 801-42280-362 Property Insuranc	\$820.00	\$820.00	\$0.00	\$0.00	\$0.00	100.00%
Active	E 801-42280-381 Electric Utilities	\$3,300.00	\$3,598.86	\$432.86	\$0.00	-\$298.86	109.06%
Active	E 801-42280-382 Water Utilities	\$820.00	\$0.00	\$0.00	\$0.00	\$820.00	0.00%
Active	E 801-42280-383 Gas Utilities	\$5,150.00	\$3,916.24	\$46.73	\$0.00	\$1,233.76	76.04%
Active	E 801-42280-384 Refuse & Recycli	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 801-42280-385 Sewer Utilities	\$1,030.00	\$0.00	\$0.00	\$0.00	\$1,030.00	0.00%
Active	E 801-42280-401 Building Repair &	\$0.00	\$320.66	\$0.00	\$0.00	-\$320.66	0.00%
Active	E 801-42280-520 Buildings & Struct	\$3,000.00	\$292.99	\$0.00	\$0.00	\$2,707.01	9.77%
Active	E 801-42280-560 Furniture & Fixtur	\$520.00	\$0.00	\$0.00	\$0.00	\$520.00	0.00%
Active	E 801-42280-720 Operating Transf	\$0.00	\$9,680.00	\$5,380.00	\$0.00	-\$9,680.00	0.00%
	<b>Total Fire Stations and Bldg</b>	<b>\$21,110.00</b>	<b>\$25,148.25</b>	<b>\$6,556.53</b>	<b>\$0.00</b>	<b>-\$4,038.25</b>	<b>119.13%</b>
<b>Sanitation &amp; Recycling</b>							
Active	E 801-43200-384 Refuse & Recycli	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	<b>Total Sanitation &amp; Recyclin</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>Culture &amp; Recreation</b>							
Active	E 801-45000-225 Landscaping Mat	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	<b>Total Culture &amp; Recreatio</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>Fire Truck Note</b>							
Active	E 801-47076-550 Motor Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 801-47076-601 Bond Principal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 801-47076-611 Bond Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 801-47076-620 Fiscal Agent s Fe	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

**CITY OF MAPLE PLAIN**  
**\*Expenditure Guideline©**

10/02/17 11:38 AM  
Page 51

Current Period: September 2017

		2017	2017	September	Enc	2017	% of YTD
		YTD Budget	YTD Amt	MTD Amt	Current	YTD Balance	Budget
Active	E 801-47076-621 Bond Issuance C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 801-47076-724 Debt Service Fun	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	<b>Total Fire Truck Not</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Transfers Out</b>							
Active	E 801-49360-721 Equipment Revol	\$31,830.00	\$15,915.00	\$0.00	\$0.00	\$15,915.00	50.00%
Active	E 801-49360-722 Capital Improvem	\$31,830.00	\$15,915.00	\$0.00	\$0.00	\$15,915.00	50.00%
	<b>Total Transfers Out</b>	\$63,660.00	\$31,830.00	\$0.00	\$0.00	\$31,830.00	50.00%
<b>Other Expense - Unallocated</b>							
Active	E 801-49990-725 Contingencies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 801-49990-750 Use of Reserves	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	<b>Total Other Expense - Unallocate</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	<b>Total FIRE PARTNERSHIP FUND</b>	\$414,260.00	\$259,882.92	\$16,652.73	\$0.00	\$154,377.08	62.73%

		2017		2017		September		2017		% of YTD	
		YTD Budget		YTD Amt		MTD Amt		YTD Balance		Budget	
<b>FIRE EQUIP &amp; CAPITAL FUND</b>											
<b>Fire Fleet Vehicles</b>											
Active	E 802-42265-550 Motor Vehicles	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0.00%
Active	E 802-42265-580 Other Equipment	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0.00%
<b>Total Fire Fleet Vehicle</b>		<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>	<b>0.00%</b>
<b>Total FIRE EQUIP &amp; CAPITAL FUND</b>		<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>	<b>0.00%</b>

**CITY OF MAPLE PLAIN**  
**\*Expenditure Guideline©**

10/02/17 11:38 AM  
 Page 53

Current Period: September 2017

FIRE DEBT SERVICE									
Fire Truck Note									
		2017		2017		September		Enc	% of YTD
		YTD Budget	YTD Amt	YTD Amt	MTD Amt	Current	YTD Balance		Budget
Active	E 803-47076-601 Bond Principal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		0.00%
Active	E 803-47076-602 Other Long-Term	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		0.00%
Active	E 803-47076-603 Short-Term Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		0.00%
Active	E 803-47076-610 Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		0.00%
Active	E 803-47076-611 Bond Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		0.00%
Active	E 803-47076-612 Other Long-Term	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		0.00%
Active	E 803-47076-613 Short-Term Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		0.00%
Total Fire Truck Not		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		0.00%
Total FIRE DEBT SERVICE		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		0.00%

**CITY OF MAPLE PLAIN**  
**\*Revenue Guideline©**

10/02/17 11:39 AM  
Page 10

Current Period: September 2017

		2017	2017	September	2017	% of YTD
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
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%
<b>Total SANITARY SEWER CIP FUND</b>		<b>\$21,860.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$21,860.00</b>	<b>0.00%</b>
<b>STORM WATER CIP FUND</b>						
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%
<b>Total STORM WATER CIP FUND</b>		<b>\$32,780.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$32,780.00</b>	<b>0.00%</b>
<b>FIRE PARTNERSHIP FUND</b>						
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	\$274,155.00	\$30,295.00	\$90,884.00	75.10%
Active	R 801-34950 Other Revenues	\$0.00	\$150.00	\$100.00	-\$150.00	0.00%
Active	R 801-36210 Interest Earnings	\$0.00	\$3.69	\$0.00	-\$3.69	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	\$10,838.10	\$0.00	-\$10,838.10	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	\$11,180.00	\$5,380.00	-\$11,180.00	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%
<b>Total FIRE PARTNERSHIP FUND</b>		<b>\$383,579.00</b>	<b>\$296,326.79</b>	<b>\$35,775.00</b>	<b>\$87,252.21</b>	<b>77.25%</b>
<b>FIRE EQUIP &amp; CAPITAL FUND</b>						
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	\$31,830.00	\$0.00	-\$31,830.00	0.00%
Active	R 802-39300 Proceeds-Gen Long-term	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total FIRE EQUIP &amp; CAPITAL FUND</b>		<b>\$0.00</b>	<b>\$31,830.00</b>	<b>\$0.00</b>	<b>-\$31,830.00</b>	<b>0.00%</b>
<b>FIRE DEBT SERVICE</b>						
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%
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%

**CITY OF MAPLE PLAIN**  
**\*Revenue Guideline©**

10/02/17 11:39 AM  
Page 11

Current Period: September 2017

	2017		September MTD Amt	2017 YTD Balance	% of YTD Budget
	YTD Budget	YTD Amt			
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%
<b>Total FIRE DEBT SERVICE</b>	\$0.00	\$11,006.66	\$0.00	-\$11,006.66	0.00%
<b>MAPLE PLAIN ARTS PROJECT FUND</b>					
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%
<b>Total MAPLE PLAIN ARTS PROJECT FUND</b>	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>ACCRUED INTEREST</b>					
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%
<b>Total ACCRUED INTEREST</b>	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Report Total</b>	\$3,488,860.00	\$2,003,726.45	\$89,025.02	\$1,485,133.55	57.43%



# Maple Plain Fire Department

## Fire Commission Meeting

### Fire Chief's Report

*October 10, 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**

- Completed with our Bylaw to City Policy Conversion
- Continued Box Alarm Assignments
- Published Website
- Retrofit of Rescue 11 Lights
- Finalized SCBA Purchase

#### **Personnel Changes**

- Cole Horner – Resigned
- One recruit going through the hiring process

#### **Fire / Rescue Calls to Highlight**

- 8/5/17 – Fire Out Report - Clayton Drive
- 8/19/17 – Fall – Amy Lane
- 8/26/17 – Illegal Burn – Budd Ave
- 9/8/17 – Traffic Assist – Wayzata Fire

#### **Public Education Events**

- 2 Birthday parties
- Night to Unite
- Fire Prevention Gear-up

#### **Training Update**

- Deck and Command Training
- Auto Extrication Training
- Pump Training
- Large Hose Line Relay Pumping Training

#### **Grants**

- Received about \$2500 from DNR to be used to update Grass 11 Radio Headsets



**Thank You Notes**

- N/A

**Equipment Upgrade**

- Added a chain saw to Grass 11
- Light Retro-fit on R 11

**Fire Chief Administrative Hours**

- 534 Hours YTD (.34 FTE)



# Maple Plain Fire Department

## Fire Commission Meeting

### Old Business & New Business Items

October 10, 2017

Maple Plain Fire Department

---

## **Old Business**

### **a. SCBA Replacement**

As discussed at the February 3, April 11 and July 11, 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 \$176,500. This would purchase 24 packs, 40 bottles, 35 facepieces and 24 Buddy hoses.

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. The following outlines the funding plan.

Year 1 – 2017 Cost = \$145,000

Year 2 – 2019 Cost = \$31,500

At the July 11, 2017 meeting the Fire Commission gave approval to purchase MSA SCBA for \$145,000.

Since the July meeting the order has been finalized with all minor details and MPFD will receive the SCBA's by the end of the year.

Action Needed: No action at this time. Informational Item Only.

### **b. Rescue 11 Light Retrofit**

Rescue 11 is Maple Plain Fire's Heavy Rescue Truck that responds to all crashes, larger rescue operations and other large events. This truck was put in service in the 1990's. This truck is highly functional but the poor lighting makes visibility along the highway and enroute to calls very dangerous. Lighting upgrade would provide brighter lights to increase visibility while truck is in route and replace light fixtures that are no longer working.

Action Needed: Approve the lighting retrofit of Rescue 11 for the amount of: \$11,752.80. Lighting retrofit to be completed at Action Fleet and funds taken out of the Maple Plain / Independence Partnership Capital Improvement Account.

### **c. Fire Station Facility Study Update**

Maple Plain City Council commissioned a study to be done of the Maple Plain Fire Station by Wold Architects. An update on the process will be given at the meeting by Fire Chief Justin McCoy

Action Needed: Discussion Item Only

**d. JPA Discussion**

At the July 11, 2017 Fire Commission Meeting, Fire Commission Directed staff to work on finding efficiencies in the JPA agreement between Maple Plain and Independence.

Action Needed: Update Only

## **New Business**

**a. Medina Fire Service**

Attached in your packet is a renewal fire contract between the Maple Plain Fire Department and the City of Medina. This item has been approved by the Maple Plain City Council and Medina City Council.

Action Needed: Information Item Only

**b. Relief Association Update**

Maple Plain Fire Relief Association Board of Trustees will be present to give an annual update to the Fire Commission on status of funds and funding levels.

Action Needed: Information Item Only

**c. Website**

Maple Plain Fire Department has a new website that was published in early September. A brief tour of the website will be given and an opportunity for Fire Commissioners to give feedback on the website. Website address: [www.mapleplainfire.com](http://www.mapleplainfire.com)

Action Needed: General Discussion Item only

**d. 2018 Meeting Dates**

Keeping with the same Tuesday of each month, the following would be the dates for 2018.

- April 10, 2018
- July 10, 2018
- October 9, 2018
- January 8, 2019

Action Needed: Motion to approve meeting dates for meetings to be held at 7am at Maple Plain Fire Station, 1645 Pioneer Avenue.

**AMENDED AND RESTATED CONTRACT FOR FIRE PROTECTION  
BETWEEN THE  
CITY OF MAPLE PLAIN  
AND  
THE CITY OF MEDINA**

THIS AMENDED AND RESTATED CONTRACT, effective , January 1 , 2018, by and between the City of Maple Plain, a Minnesota municipal corporation ("Maple Plain"), and the City of Medina, a Minnesota municipal corporation ("Medina");

WITNESSETH:

WHEREAS, Maple Plain has the capability to provide fire protection and emergency medical and rescue services to Medina through the personnel, facilities, and equipment of its Maple Plain Volunteer Fire Department; and

WHEREAS, Medina desires to contract with Maple Plain to provide such services to a portion of Medina, subject to the terms hereof.

NOW, THEREFORE, in consideration of the foregoing and the other mutual covenants and promises contained herein, the parties agree as follows:

DEFINITIONS

1.01 Fire Protection Services. The protection of life and property from damage or destruction by fire, together with such emergency medical and rescue operations as may be authorized by Maple Plain, acting through its duly appointed Fire Chief or designee.

1.02 Fire Protection Services Area. The land area in Medina described in Exhibit A attached hereto to which Maple Plain shall provide Fire Protection Services during the term of this Contract.

1.03 Service Fee. The amount of consideration payable annually by Medina to Maple Plain for Fire Protection Services.

\_\_\_\_\_1.04 Call Hour – is the time from when the call is dispatched to the time the last truck is out of service. If the call is less than an hour in length, it is counted as a one hour call.

#### FIRE PROTECTION SERVICES TO BE PROVIDED

2.01 In accordance with the terms and conditions hereof, Maple Plain shall provide Fire Protection Services within the Fire Protection Services Area or shall arrange for such services to be provided pursuant to mutual aid. For each call, the Fire Chief shall dispatch such fire fighting personnel and equipment or emergency personnel and equipment as the Chief determines to be necessary. The Fire Chief may also call for such other assistance under any mutual aid agreement as the Chief may deem necessary.

2.02 Maple Plain agrees to keep and maintain in good order and at its expense the fire and emergency equipment necessary to provide Fire Protection Services. Maple Plain shall also arrange for suitable personnel to provide Fire Protection Services.

2.03 Maple Plain shall provide to Medina an Annual Fire Services Report to include a recent five-year history of fire calls (and hours) in the service area, a recent three-year history of the Maple Plain line-item budget of all actual revenues and expenditures, a current list of all fixed assets and equipment, a 10-year Capital Improvement Plan, and any other information that Maple Plain deems appropriate.

#### ANNUAL CONSIDERATION

3.01 In consideration of rendition of Fire Protection Services to the Fire Protection Services Area under this Contract, Medina shall pay to Maple Plain an annual Base Compensation Service Fee, without further notice, in two equal semi-annual installments payable on March 15 and September 15; and, an Hourly Rate Compensation Service Fee, payable within 30 days upon Medina receipt of an annual call hour report from Maple Plain as follows:

## 2018

- Base Compensation: An annual amount equal to \$5,557.82 plus the 2017 annual Consumer Price Index (CPI) percent increase for the Minneapolis-St. Paul Metro area as published by the U.S. Department of Labor Bureau of Labor Statistics, but not less than a 2% increase and not to exceed a 5% increase; plus,
- Hourly Rate Compensation: An hourly rate equal to \$160.00 for each call hour serviced in Medina by Maple Plain which exceeds 100 call hours in each calendar year.

## 2019

- Base Compensation: An annual amount equal to the 2018 Base Compensation plus the 2018 annual Consumer Price Index (CPI) percent increase for the Minneapolis-St. Paul Metro area as published by the U.S. Department of Labor Bureau of Labor Statistics, but not less than a 2% increase and not to exceed a 5% increase; plus,
- Hourly Rate Compensation: An hourly rate equal to \$160.00 for each call hour serviced in Medina by Maple Plain which exceeds 100 call hours in each calendar year.

## TERM AND TERMINATION

4.01 This Agreement covers the period January 1, 2018 through December 31, 2019.

The term of this agreement will be extended for a period of two years unless this Agreement is terminated as provided in Section 4.02 of the Agreement.

4.02 This Agreement shall be terminable only as follows:

1. Medina or Maple Plain may choose to terminate its participation in the Agreement provided that such termination be effective on January 1 of the subsequent year preceded by a minimum six-month written notice.
2. Immediate termination may occur for breach of contract following written notice;

#### MISCELLANEOUS PROVISIONS

5.01 Calls for Fire Protection Services shall generally be answered in the order of their receipt. In case of concurrent fires or calls for emergency medical or rescue services, either within the several areas served by Maple Plain or under any mutual aid agreement, the Fire Chief shall weigh the relative risk of loss to life and property posed by the concurrent calls and shall make a final determination on the advisability of committing equipment and fire fighters to the concurrent calls. In making this determination, and in making the same determination in the case of single fires, the Fire Chief shall also consider the feasibility of making the run in light of road conditions, weather conditions and all other conditions which shall affect the safety of fire fighters and equipment.

5.02 Neither Maple Plain nor the Maple Plain Volunteer Fire Department shall have any claim against Medina for damage to their property or equipment. Maple Plain shall indemnify and hold Medina, its officers, employees, agents and representatives harmless for all claims arising out of injuries or death to fire fighters or others or for damage to property occurring in the provision of Fire Protection Services. Maple Plain agrees to obtain at its expense such public liability or other insurance as it deems necessary in an amount no less than \$1,000,000 protecting itself and Medina against damage claims of its fire fighters for personal injury sustained while in service within the said limits of the Fire Service Area as hereto set forth. Nothing in this Contract shall be deemed to be a waiver of any limitation of public liability available to Maple



Plain under state law.

5.03 At no time shall Medina have any claim on any assets of the City of Maple Plain, the Maple Plain Volunteer Fire Department, or any joint powers or mutual aid agreements to which Maple Plain may be a party.


5.04 By adoption of a resolution authorizing Maple Plain to enter into this Contract, Maple Plain also has authorized the Maple Plain Volunteer Fire Department to respond to fires or calls for other emergency medical or rescue services outside the city limits of Maple Plain in the manner contemplated by Minn. Statutes, Secs. 438.08 through 438.11, inclusive.

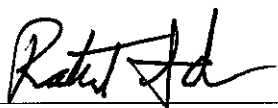
5.05 This Contract shall constitute the entire agreement between the parties and supersedes any other written or oral agreement between Maple Plain and Medina. This Contract may only be modified in writing signed by both parties.

5.06 This Contract may be assigned by Maple Plain to a joint powers entity established by Maple Plain and the City of Independence for the purpose of providing Fire Protection Services within those cities.

IN WITNESS WHEREOF, the parties hereto have set their hands effective at the date first above written.

**THE CITY OF MAPLE PLAIN**

By:   
Mayor  
Julie Maas-Kusske

  
City Administrator  
Robert Schoen

**THE CITY OF MEDINA**

By: \_\_\_\_\_  
Mayor  
Bob Mitchell

\_\_\_\_\_  
City Administrator  
Scott Johnson

STATE OF MINNESOTA )  
  ) ss  
COUNTY OF HENNEPIN )

